

RULES ON THE USE OF THE BOOKSHELVES IN THE STUDENTS ROOM

1. Eligibility and conditions of the use of bookshelves

1. Only members of the Students Association may use the bookshelves located inside the Students room.
2. The term of usage of the bookshelves shall be determined by the original enrollment period schedule of the student at the time of admission as recorded in the Student Division.
3. In principle, all students may use at least one bookshelf; however in the case the number of students wishing to use bookshelves exceeds the availability, the right to use them shall be assigned according to the priority rule set up in Art. 3 paragraph 3 of the Graduate Students' Agreement.
4. In case of surplus in the number of bookshelves, students may use multiple bookshelves. However, in the case the number of bookshelves becomes insufficient the Student Council is entitled to request multiple bookshelves' users to cooperate securing bookshelves shortage. In the election of cooperators and allocations of bookshelves, the Student Council shall take into account the needs of each student.
5. In principle, a bookshelf shall be used by the designated student. However, a bookshelf may be shared by a plurality of users upon agreement.

2. Commencement of usage

1. The student wishing to make use of a bookshelf shall, after personally ensuring an empty bookshelf, contact the Student Council about the commencement of the usage. At the moment of communication the student shall specify his/her name, academic year, research department, and number of the desired bookshelf.
2. The Student Council shall, upon receiving the communication, and after confirming that the bookshelf has been appropriately secured, is being used, and registered in the Bookshelves' List, provide notice to the student.
3. The Student Council is responsible for the monthly update and management of the "Bookshelves' List".

3. Suspension and Cessation of the use

1. Even during enrollment, in case the usage of the bookshelf becomes unnecessary, without direct communication to the Student Council, the usage may be ceased. In that case, the user shall record that in the "remarks section" of the "Bookshelves' List" before the last day of usage and remove all his/her belongings.
2. In case of suspension or cessation of usage of the bookshelf, the user shall, before the end of the final day of the usage term, remove his/her belongings and return the bookshelf.

4. Other Use Considerations

1. The user shall, in case of failure to use the bookshelf, report immediately to the Students Council. The Students Council shall, as soon as receives the notice, take the adequate measures to reinstate the user's rights.
2. Users shall not change the form of the bookshelves; additionally users shall not transfer or lease their usage rights to persons who, based on the rules of this statute, can't have those rights.
3. The user shall not exercise his right in a way that prejudices other users' rights or in any other way make improper use of his/her right.
4. The following items shall not be stored in the bookshelves
 - a. Cash, valuables or those considered as valuable by the user.

- b. Dangerous items such as explosives or other volatile items.
- c. Items that can emit odor, rot or deteriorate easily, or items that may cause the bookshelf to get dirty or damaged.
- d. Items forbidden to be possessed or transported according law.
- e. Those other items considered to be inappropriate.

5. Removal, storage and disposal of belongings in times needed

In any of the cases set forth in the following paragraphs, without obtaining the prior consent of the user and under the supervision of the Students Council, the user's belongings may be removed from the bookshelf.

1. Construction, inspection, etc. of the University's premises that include the Students room requires the emergency relocation of the bookshelf, its repair, disposal, etc.
2. Suspension or cessation of the bookshelf's usage or loss of the usage's right and the student, without any special circumstances, doesn't remove his/her belongings.
3. Doubt regarding the applicability of Art. 4 paragraph 4 sections b to e, and after receiving an oral or written (including e-mail) enquiry from the person in charge of the bookshelves in the Student Association, the student doesn't answer by the specified date.
4. In case of the occurrence of any of the cases provided for in the preceding paragraphs 1 to 3, the Students Council shall, after providing written notice (including mail) to the user, precede with the removal of his/her belongings.
5. The Student Council shall, for a period of 180 days starting from the day the notice referred in the previous paragraph was issued, storage the removed belongings. Storage method and place shall be decided by the Students Council.
6. The Student Council shall not return the storage belongings to a person different from the user. Additionally, if damage or lost has occurred during the storage period, the Student Council shall not be held liable.
7. It shall be assumed that if by the end of the storage period the student hasn't collected his belongings, he/she renounces to his rights over them and the Students Council shall carry out the disposal. However, if the belongings are within the scope of application of Art. 4 paragraph 4 sections b to e, the Students Council may, without going through the storage period of 180 days, dispose the belongings immediately.

6. Indemnity liability.

1. When a bookshelf or student's belongings are damaged, the party who caused the damage shall be held liable.
2. In any of the cases set forth in the following paragraphs, the Students Association shall not be held liable in case of lost or damage of the belongings:
 - a. Items are listed in Art. 4 paragraph 4
 - b. Loss or theft of the belongings.
 - c. Force majeure events such as natural disasters.
 - d. Improper use of the bookshelf.
 - e. Other where the Student Council liability does not apply.

RULES ON THE USE OF THE DESKS IN THE STUDENTS ROOM

1. Eligibility and conditions of the use of desk

1. The desks located inside the Students room consist of reserved and non-reserved desks.
2. All members of the Students Association are entitled to use the non-reserved desks.
3. A reserved desk may be used by the student who received it in allocation.

2. Allocation of reserved desks

1. The allocation of reserved desks shall be restricted to regular students of this School.
2. The allocation of reserved desks takes place every semester.
3. In the allocation of reserved desks, in principle, students of the second year of Master Course or higher (including repeater students) shall be given priority, in the case of surplus in the number of desks; they shall be allocated to the students of the first year of the Master Course.
4. The allocation method shall be lottery. However, in case a reserved desk has been used since the previous year, in principle, the desk shall be allocated to the same student.
5. The lottery method is carried out by the Students Council and is held publicly.
6. The reserved desk may be exchanged upon users' agreement; additionally, a reserved desk may be shared by a plurality of users. In those cases, the users shall communicate that situation to the Students Council.

3. Usage Fee

1. The users of reserved desks shall, in accordance with the presentation method and date designated by the Students Council, pay the usage fee corresponding to the intended usage time.
2. Usage fee is 300 yen per month.
3. The student who, without any special circumstance, doesn't pay the usage fee loses the right to use the reserved desk.

4. Continuation, suspension and Cessation of the use

1. In case of internship, exchange or continued absence scheduled for more than 3 months, the user shall, after communicating that situation to the Students Council, remove all his/her belongings. During the absence time, the desk shall be redistributed by lottery from among the students who applied at the beginning of the semester. The lottery method shall be carried out by the Students Council.
2. Even during enrollment, in case the usage of the desk becomes unnecessary, the user may, after communicating the Student Council, cease the use of it. In that case, the Student Council shall, as a result of a new lottery among those students who applied at the beginning of the semester, allocate it to the winner.
3. The user who wishes to cease the use of the reserved desk may recover the usage fee paid for the remained time.
4. The user shall, before the end of the final day of the usage term, remove his/her belongings and return the desk.

5. Other use considerations

1. The user shall, in case of inability to use the desk, report immediately to the Students Council. The Students Council shall, as soon as receives the notice, take the adequate

measures to reinstate the user's rights.

2. Users shall not change the form of the desks, additionally users shall not transfer or lease their usage rights to persons who based on this statute can't have those rights.
3. Eating, chatting and other disrupting behaviors are forbidden in the reserved and non-reserved desks.
4. The student shall not put his/her belongings on the non-reserved desk when he/she will not make use of it.
5. The following items shall not be kept in the desks
 - a. Cash, valuables or those considered valuable by the user.
 - b. Dangerous items such as explosives or other volatile items.
 - c. Items that can emit odor, rot or deteriorate easily, or items that may cause the desks to get dirty or damaged.
 - d. Items forbidden to be possessed or transported according law.
 - e. Those other items considered to be inappropriate

6. Offender's penalties

1. Without communicating the cessation in the usage of a designated desk, and in the possibility that the user is likely to stop the usage of the reserved desk for more than 3 months, the Students Council is entitled to make written or verbal enquiries regarding it, in the case there is no reply by the deadline the user shall lose the right to use the reserved desk.
2. The student who committed any of the violations set forth in the preceding article paragraph 2 to 5 may receive a warning from the Students Council, if violation of the rules persists and there is no improvement then the user will lose the right to use the desk.

7. Removal, storage and disposal of belongings in times needed

In any of the cases set forth in the following paragraphs, without obtaining the prior consent of the user and under the supervision of the Students Council, the user's belongings may be removed from the desks.

1. Construction, inspection, etc. of the University's premises that include the Students room require the emergency relocation of the desk, its repair, disposal, etc.
2. Suspension or cessation of the desk's usage or loss of the usage's right and the student, without any special circumstances, doesn't remove his/her belongings.
3. Doubt in the applicability of Art. 5 paragraph 5 sections (b) to (e), and after receiving an oral or written enquiry (including e-mail) from the Student's Council, the user doesn't reply by the specified date.
4. In case of the occurrence of any of the cases provided for in paragraphs 1 to 3, the Students Council shall, after providing written notice (including mail) to the user, precede with the removal of his/her belongings.
5. The Student Council shall, for a period of 180 days starting from the day the notice referred in the previous paragraph was issued, store the removed belongings. Storage method and place shall be decided by the Student Council.
6. The Student's Association shall not return the storage belongings to a person different from the user. Additionally, if damage or loss has occurred during the storage period, the Student Council shall not be held liable.
7. It shall be assumed that if by the end of the storage period the student hasn't collected his belongings, he/she renounces to his property rights, and the Students Association shall be entitled to carry out the disposal. However, if the belongings are within the

scope of application of Art. 5, paragraphs 5, sections b to e, the Students Council may, without going through the storage period of 180 days, dispose the belongings directly.

8. Indemnity liability.

1. When equipment such as a desk or student's belongings are damaged, the party who caused the damage shall be held liable.
2. In any of the cases set forth, the Students Association shall not be held liable in case of lost or damage of the belongings:
 - a. Items are listed in Art. 5 paragraph 5
 - b. Lost or theft of the belongings
 - c. Force majeure events such as natural disasters.
 - d. Improper use of the desk.
 - e. Other where the Student Council liability does not apply.

RULES ON THE USE OF THE LOCKERS IN THE STUDENTS ROOM

1. Eligibility and conditions of the use of lockers

1. The usage of the lockers is restricted, in principle, to those regular students of this school.
2. In the case of surplus in the number of lockers after allocation to all regular students; they may be allocated to special research students. The order of priority to be followed shall be that established in Art. 3 paragraph 3 of the Graduate Students' Agreement. However, in case lockers need to be allocated to those new regular students in the middle of a fiscal year, the Student Council is entitled to request special research students to cooperate securing locker's shortage. In the election of cooperators and allocations of lockers, the Students Council shall take into account the needs of each student.
3. The term of usage of lockers shall be determined by the original enrollment period schedule of the student at the time of admission as recorded in the Student Division. However, the last day of usage shall be the day of the completion ceremony.

2. Allocation of Lockers

1. The allocation of lockers shall be established by the Students Council. However, the students continuing from the master course to the doctoral course, in principle, may continue using the same locker.
2. The users of the lockers shall, in accordance with the method and date designated by the Students Council, pay the deposit.
3. The deposit is 1000 yen.
4. The deposit shall be returned upon the devolution of the locker and unless there is destruction of the key, damage of the locker or any other special circumstance.

3. Continuation, suspension and Cessation of the use

1. A repeater student may, in principle, use the same locker until the following fiscal year' completion time. In that case, the student shall apply one month before the original expected day of completion with the Students Council. However, if by the time of application the amount of lockers is insufficient or it is expected that by the next fiscal year a shortage of lockers occur, Students Council may dismiss the application. Additionally, if a locker needs to be allocated to new regular students in the middle of a fiscal year, priority shall be given to them; the Students Council is entitled to ask the cessation of the use to the repeater student.
2. In case of internship, exchange or continued absence scheduled for more than 6 months, the user shall communicate the person in charge in the Students Association.
3. Even during enrollment, in case the usage of the locker becomes unnecessary, the user may, after communicating the Student Council, cease the use of it and recover the deposit.
4. In case of suspension of cessation of the usage of lockers, the students shall, before the end of the final day of the usage term, remove his/her belongings and return the key.

4. Other Use Considerations

1. The user shall, in case of failure to use the locker, report immediately to the Students Council. The Students Council shall, as soon as receives the notice, take the adequate measures to reinstate the user's rights.
2. Users shall not change the form of lockers; additionally users shall not transfer or lease their usage rights to a third party.
3. The user shall not exercise his right in a way that prejudices other users' rights or in any other way makes improper use of his/her right.
4. The following items shall not be stored in the lockers.

- a. Cash, valuables or those determined as valuable by the user.
 - b. Dangerous items such as explosives or other volatile items.
 - c. Items that can emit odor, rot or deteriorate easily, or items that may cause the locker to get dirty or damaged.
 - d. Items forbidden to be possessed or transported according law.
 - e. Those other items considered to be inappropriate
5. The user who lost the key shall submit the receipt that was handed in advance of the deposit of 1000 yen, his/her student ID card and a “notification of lost key”. All the monetary cost of the changing of the lock shall be borne by the user.

5. Removal, storage and disposal of belongings and unlocking in times needed

In any of the cases set forth in the following paragraphs, without obtaining the prior consent of the user and under the supervision of the Students Council, the user’s belongings may be removed from the locker.

1. Construction, inspection, etc. of the University premises that include the Students room requires for the emergency relocation of the locker, its repair, disposal, etc.
2. Suspension or cessation of the bookshelf’s usage or loss of the usage’s right and the student, without any special circumstances, doesn’t remove his/her belongings.
3. Doubt regarding the applicability of Art. 3 paragraph 4 sections b to e, and after receiving an oral or written enquiry (including e-mail) from the Students Council, the student doesn’t reply by the specified date.
4. In case of the occurrence of any of the cases provided for in paragraphs 1 to 3, the Students Council shall, after providing written notice (including mail) to the user, precede with the removal of his/her belongings.
5. The Student Council shall, for a period of 180 days starting from the day of the communication was issued, storage the removed belongings. Storage method and place shall be decided by the Students Council.
6. The Student Council shall not return the storage belongings to a person different from the user. Additionally, if damage or lost has occurred during the storage period, the Student Council shall not be held liable.
7. It shall be assumed that if by the end of the storage period the student hasn’t collected his belongings, he/she renounces to his rights over them and the Students Association shall carry out the disposal. However, if the belongings are within the scope of application of Art. 4 paragraphs 4 sections b to e, the Students Council may, without going through the storage period of 180 days, dispose the belongings directly.

6. Indemnity liability.

1. When a locker (including the key and accessories) is damaged or other student locker and belongings are damaged, the party who caused the damage shall be held liable.
2. In any of the cases set forth in the following paragraphs, the Students Association shall not be held liable in case of lost or damage of the belongings:
 - f. Items are listed in Art. 4 paragraph 4.
 - g. Loss or theft of the belongings
 - h. Force majeure events such as natural disasters.
 - i. Improper use of the desk.
 - j. Other where the Student Council liability does not apply.