

# Seifuryo Rules and Regulations

清風寮は1964年4月10日に上ヶ原三番町に竣工し、これまで建学の精神を体現すべく学生の自治のもと運営がなされてきました。2015年2月に新しく生まれ変わった清風寮は関西学院の新基本構想(2009～2018)で定めたビジョンの一つである「KG 学士力の向上」を達成すべく新中期計画の中で建設が実現しました。

## ■ KG 学士力

“Mastery for Service”を体現する世界市民をめざし、キリスト教主義教育をとおして、世界への視野、幅広い知識、深い専門性、豊かな人間性と自らを律する強さを身につけ、他者と協力してよりよい人間関係や社会を築くために貢献しつづける力

(具体的要素)

1. [関心・意欲・態度] 自律的な態度と社会に貢献しようとする姿勢
  - 自らを律する強さを持ち、他者と協力してよりよい人間関係や社会を築くための基本的な態度を身につけている。
  - 世界への視野をもって、社会への深い関心を抱き、生涯にわたって学び、考えていく意欲を持っている。
2. [知識・理解] 幅広い知識と深い専門性
  - 社会、文化、人間、自然についての幅広い知識と、多角的な視点を身につけている。
  - 専攻分野の知識を体系的・構造的に理解し、その分野に固有の視座や思考方法を身につけている。
3. [技能・表現] 実践的な学習技能とコミュニケーション力
  - 情報収集力、データ分析力、論理的思考力、表現力などの技能を身につけている。
  - 日本語と特定の外国語をもちいて、他者と円滑にコミュニケーションできる力を身につけている。
4. [思考・判断] 課題解決のための総合的思考・判断力
  - 現代社会における課題に取り組むための課題発見力、創造的思考力および課題解決能力を身につけている。

上記に示した通り清風寮は寮生同士の交流を通じ、社会に貢献できる力を共に身に付けていくことを目的に運営されています。よって身勝手な行為により寮生及び寮関係者若しくは寮周辺の住民に迷惑をかけた場合は、退寮していただくことがあります。次に示す内容をよく確認し、円滑な寮運営を心がけてください。

学生活動支援機構 副機構長 (学生部長)

## I. Eligibility

- 1 A female student currently enrolled at Kwansei Gakuin University
- 2 Number of residents
  - (1) 48 degree-seeking students
  - (2) 12 exchange students from partner universities and institutions.
  - (3) Each unit will, when possible, be composed of 4 degree-seeking students (one from each grade year) and one exchange student.

## II. Dormitory Meetings and Dormitory Events

### 1 Dormitory Meetings

- (1) Dormitory meetings will be held on the second Tuesday of every month (except during summer holiday, winter holiday and spring holiday) and start at 21:00 (9PM).
- (2) Attendance at the Dormitory meetings is mandatory for all residents.
- (3) Absences due to weddings/funeral, club competitions, courses that impact credit earning, certification examinations, job-hunting activities and any other reason which the Dormitory Student Body member approves may be excused upon submission of the official Dormitory Meeting Absence Request Form to the Dormitory Leader

### 2 Dormitory Events

- (1) Attendance is mandatory for Degree-seeking student residents.  
Absences may be excused based on the same criteria as above (1 – (3)).
- (2) Attendance of Exchange student residents is actively encouraged.

## III. Fees

### 1 Amount

- (1) Entrance Fee
    - One semester exchange students must pay an entrance fee of 10,000 JPY
    - Full-year exchange students must pay an entrance fee of 20,000 JPYNon-refundable after moving-in
  - (2) Rent  
32,000 JPY per month
  - (3) Utility Fee – Unit: 7,537 JPY per month  
This includes water (4,074 JPY) and electricity (3,464 JPY)
  - (4) Utility Fee - Private room: Actual expenditure ※305JPY is required for the month to move out
  - (5) Internet Fee: 1,160 JPY per month
- ※(3) and (5) will collectively be called Miscellaneous fees
- (6) Surcharge: In the case that the utility fees above are extremely high, there will be a surcharge against the unit.
  - (7) Miscellaneous fees may be revised depending on the dormitory's financial situation

## 2 Utility Fee - Private room Payment Method

- (1) Students will be issued a payment slip every month to pay the private room's utilities. Students will pay the required fees by bringing the payment slip to the Finance Section at KGU.

## 3 Utility Fee - Private room Monthly Payment Period

- (1) Monthly expenditure is calculated from the 16th of the previous month to the 15th of the current month.

\*No. 2 and 3 are subject to change.

## 4 Other Fees

### (1) Coin laundry fee

• Washing machine (4.5kg limit)	200 JPY	4 machines
• Washing machine (7.0kg limit)	300 JPY	2 machines
• Clothes dryer	100 JPY	6 machines

## IV. Quiet Hours

- 1 Quiet hours are from 23:50 (11:50 PM) to 7:00 (7 AM)
- 2 Be quiet so as not to disturb other people in the dormitory.
- 3 During Quiet Hours, residents should make sure not to disturb residents when entering a unit other than their own unless it is an emergency.

## V. Entry/Exit

- 1 When a resident enters or exits the building, they must use the notification magnet (Zairyo-fuda) on the dormitory bulletin board to notify whether or not they are in the dormitory.
- 2 When a resident is going to spend the night outside the dormitory, they must inform both the manager and the other resident living in their unit and provide them with a returning time and contact information.
- 3 For security reasons and to avoid noises in the night, residents are prohibited to enter and exit of the building during Quiet Hours.
- 4 Residents are allowed to enter or exit the building after 4:00 (4 AM).

## VI. Bicycles

- 1 Bicycles are limited to one per person.
- 2 Bicycles should be parked in the designated parking area
- 3 Bicycles owners should notify the Dormitory Manager of their bicycle registration number.
- 4 Residents should dismount and push their bicycle from the road to the parking area.

## VII. Regarding the entrance/exit of guests

- 1 Entry into the dormitory is restricted to females only and is limited to the first floor common area. Residents should accompany their guests, and inform the manager of their entry/exit and their name. Access to the unit is prohibited.
- 2 In the event of an emergency or for maintenance purposes, the Dormitory Dean or the Student Affairs Division may allow nonresidents to enter the dormitory.

- 3 The responsible resident must provide guidance to guests so that they follow the rules set under “IX. Other.”
- 4 Residents who would like their guest to stay the night should turn in the “Overnight Guest” form to the Dormitory Leader at least two days before the stay. Overnight guests are allowed to stay no more than three days and two nights. There can only be three overnight guests at the same time. Overnight guests will sleep in the Japanese Room on the first floor and will in no circumstances enter a unit. The resident will bear all responsibilities for her overnight guest.

#### VIII. Withdrawal from the dormitory

- 1 The following cases describe when the Dormitory Dean and the Vice Executive Dean of Organization for Student Activity Support have the right to force a student to withdraw from the dormitory. If the resident suffers loss, the university will not be held liable.
  - (1) Rent, utility bills, etc. are not paid for despite several warnings
  - (2) The resident’s personal health is deemed unfit for living in the dormitory.
  - (3) Residents whose behavior is deemed inappropriate, residents who cause harm or burden upon other residents; and when improvements do not seem to be forthcoming.
  - (4) In other cases where the Dormitory Dean and the Vice Executive Dean of Organization for Student Activity Support determine that the resident is unfit for living in the dormitory.
- 2 The private room is to be cleaned by the resident the day before leaving the dormitory. The resident should clear all private things from the room. A room check will be conducted before the resident leaves the dormitory by the designated personnel from the university.

#### IX. Other

- 1 Smoking
  - (1) Smoking is not permitted on the dormitory grounds.
  - (2) Minors as defined by Japanese law (residents under 20 years old) are not allowed to smoke. Residents should try to prevent minors from smoking.
- 2 Drinking alcohol
  - (1) Minors as defined by Japanese law (residents under 20 years old) are not allowed to drink alcohol. Residents should try to prevent minors from drinking alcohol.
  - (2) A major resident should exercise self-control when drinking on dormitory grounds, and make sure not to drink too much.
- 3 Drugs and Medicine
  - (1) The adequate designated use and dosage of drugs and medicine are to be followed in accordance with doctors, pharmacists, and qualified medical staff recognized by Japanese law.
  - (2) Possession or consumption of organic solvents (e.g. thinner, toluene), stimulants, cannabis, cocaine, opiates (e.g. heroin), LSD, MDMA, and any other drugs regarded

as hazardous by Japan, is absolutely forbidden. Those who violate this rule will be forced to leave the dormitory immediately and will suffer serious consequences with their school register.

- 4 In order to maintain cleanliness, the private room must be cleaned by the resident and the common area of the unit must be cleaned by unit member. Garbage disposal should be undertaken in accordance with the rules laid out by Nishinomiya City, and residents should help each other to follow the rules.
- 5 Residents should pay special attention to the proper treatment of the dormitory building and common things. Any damages should be reported to the unit's equipment manager.
- 6 Residents are subject to periodic property equipment inspections of the private rooms, the common area in their unit, and the communal space in the building, conducted by an authorized university staff member or a third party appointed by the university.
- 7 Residents are not allowed to use heating or cooling equipment other than those provided by the dormitory.
- 8 Residents are not allowed to use stoves, portable stoves, etc., except for those provided by the dormitory.
- 9 Residents should do their best to conserve both water and electricity.
- 10 As both a student of Seifuryo, and a student of Kwansei Gakuin University, residents are to be conscious of and comply with Japanese laws, regulations of autonomous public bodies, and university rules.

X. University Contact Person

**【Dormitory Dean】** Prof. Keiji UTEBI, School of Sociology

**【Office in charge】** Student Organization for Student Activity Support,

Kwansei Gakuin University (Student Section)

Location: 1F Student Services Center,

Nishinomiya Uegahara Campus

Contact: 0798-54-6110

# Seifuryo Rules and Regulations Addendum

## ① Curfew

The dormitory entrance will be closed from 23:50 (11:50 PM) to 4 : 00 (4 AM).

Residents are prohibited from entering or exiting the dormitory during this time.

Residents are prohibited from entering or exiting their unit during this time.

## ② Weekly duties

Weekly duties are determined by the unit members and the duties for the next month will be allocated equally to the unit residents at the end of the month.

Weekly duties are as follows:

- Taking the trash out according to the following schedule: non-burnable on Mondays, plastic bottles on Wednesdays, plastic garbage on Thursday, burnable on Tuesdays and Fridays

- Cleaning of the toilets, kitchen sink, kitchen stove, bathroom, bathtub and bathroom walls.

- \* A unit meeting should be scheduled right after the monthly Dormitory Meeting and resident should decide the rotation of the weekly duties. They should also take this opportunity to clean the refrigerator.

- \* Resident should clean a bathtub and floor of the bathroom with a bathroom cleaner and sponge. Residents should keep the bathroom clean by showering the dirty and throwing away hair stuck in the drain after using. Weekly duties include cleaning floors and walls of the bathroom and the shower room on Sunday.

## ③ Unit Communal Good and Unit Communal Fee

Dish washing soap and toilet paper are considered Unit Communal Goods and will be purchased using the Unit Communal Fee.

Residents should reach out to their Kousei-iin (厚生委員, one of the unit members) or their Unit Leader when they are about to run out of a Unit Communal Good. The Kousei-iin (厚生委員) is responsible for the stocking on those items.

The monthly Unit Communal Fee is equal to 1,500 JPY and is NOT included in the Program Fees. The Unit Communal Fee will be used for events in the dormitory or purchase of communal goods.

## ④ Penalties and Expulsion from the Dormitory

Yellow Card or Red Card will be awarded in such infractions to the dormitory rules as follows.

Examples of the infractions to the dormitory rules.	types of penalty	What to do as a penalty	Detailed information
breaking the curfew, being late for the monthly meeting, absence of the meeting without any notice	<b>Red Card</b> (severe infractions) ※1	Ryosoku-dairi 寮則代理, substituting duties of curfew confirmation (two weeks for a Red Card)	Ryosoku 寮則 confirms the overnight stay notice and goes around the dormitory rooms to make sure all residents that should be home are present at 11:50PM every evening. This penalty is to substitute the above duties.
Mistakes in the overnight stay notice① (wrong dates, no notification, forgotten notes on between dates when using public transportation such as airplane, bus, train, ferry.			
nuisance behavior to other residents			
Mistakes in the overnight stay notice② No contact information, Zairyō-fuda[「在寮札」 notification magnet turned white (with overnight stay notice ※3), wrong address, no building name / phone number	<b>Yellow Card</b> (simple infractions) ※2	Ryosoku-dairi 寮則代理, substituting duties of curfew confirmation (one week for a Yellow Card)	Ryosoku 寮則 confirms the overnight stay notice and goes around the dormitory rooms to make sure all residents that should be home are present at 11:50PM every evening. This penalty is to substitute above duties.
making noises in the common area, late submission of a document, and any other nuisance behavior to other residents.			

※ 1 A Red Card will be awarded by the Dormitory Student Body members for severe infractions to the dormitory rules such as breaking curfew, being late for the monthly meeting, absence of meetings without any notice, and nuisance behavior to other residents. In addition, a written letter of apology must be submitted.

A resident who has received three Red Cards will have to discuss their behavior with the Dormitory Dean and the Dormitory Student Body members. If in any case that improvements in their behavior cannot be seen, the resident may be asked to vacate the dormitory by the Dormitory Dean and the Dormitory Student Body members. This will result for the Vice Executive Dean of Organization for Student Activity Support to determine that the resident is unfit for living in the dormitory.

※ 2 Yellow Card: A Yellow Card will be awarded by the Dormitory Student Body members for simple infractions.

※ 3 Zairyo-fuda[「在寮札」 = the notification magnet on your dormitory room door must be turned to RED when leaving your room, and WHITE when you are in your room.

Shirofuda-gaihaku「白札外泊」 is when you leave the notification magnet turned white and stayed overnight away from the dormitory.

If and when a resident forgets to write your overnight stay notice or break the curfew, every resident in the dormitory will end up searching for the missing person. The Dormitory Dean and the Vice Executive Dean of Organization for Student Activity Support will be notified when the residents cannot locate the missing person.