

To all students

—Notes on student life—

Student Services Division, Student Affairs Department,  
Saitama University  
埼玉大学学務部学生支援課

Congratulations on your enrollment and advancement.

The Student Services Division supports your student life in total.

Please be sure to read the following list of things you need to know and be aware of when living as a "Saitama University Student". If you have any problem or would like to ask for our advice, please contact the Student Services Division first.

#### 【Contact】

- General reception: Student Life Support Section [Gakusei Seikatsu Shien Tantou (学生生活支援担当)] 048-858-3944
- Consultation on Student life and other matters → Student Counseling Room [Nandemo Soudan Shitsu (なんでも相談室)] 048-858-9258  
(Japanese only) <http://www.saitama-u.ac.jp/support/seikatsu/spot21/index.html>
- Consultation on Student life and other matters for international students → Office of Advising Services for International Students (OASIS)  
<http://en.saitama-u.ac.jp/studentlife/international-students-advising-counseling-room/>
- Consultation on health → Health Service Center [Hoken Center (保健センター)] 048-854-5356  
(Japanese only) <http://www.saitama-u.ac.jp/hoken/hoken/index.html>

### 1. COVID-19 infection prevention measures

Saitama University has the "Saitama University Students Behavioral Guidelines" and the "COVID-19 Infection Countermeasure Manual" to prevent the spread of COVID-19 infection. They will be updated from time to time, so please check back for the latest information. To protect each other, you should act in accordance with them.

Saitama University Response to COVID-19 :

(Japanese) [http://www.saitama-u.ac.jp/news\\_archives/2020-0402-1825-9.html](http://www.saitama-u.ac.jp/news_archives/2020-0402-1825-9.html)

(English) <http://en.saitama-u.ac.jp/news/university-response-to-covid-19/>

【Reference】 COVID-19 Information and Resources by Office for COVID-19 and Other Emerging Infectious Disease Control, Cabinet Secretariat, Government of Japan : <https://corona.go.jp/en/>

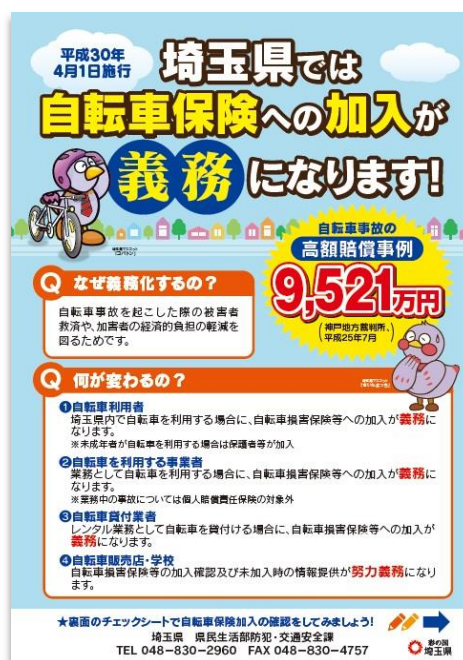
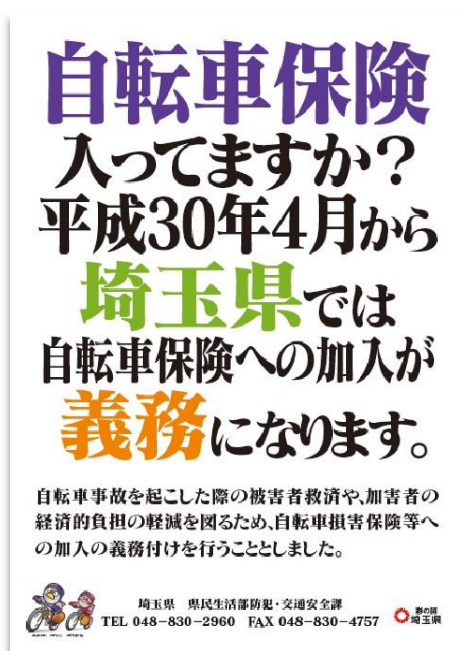
## 2. About traffic rules

When commuting to Saitama University by bicycle, the following four points should be noted.

If you want to come to university by car or motorcycle, you must apply for a parking permit at the Student Services Division [Gakusei Shienka (学生支援課)].

### ① Bicycle Insurance

In Saitama Prefecture, it is duty to purchase "Bicycle Insurance" or similar insurance when riding a bicycle.



### ② Bicycle parking permit (sticker) to park your bicycle on campus

On April 4th and 5th (10:00am to 16:00pm each day) 2023, "Bicycle parking permit (sticker)" will be issued at Room 101 on the 1st floor of the 3<sup>rd</sup> Lecture Hall (全学講義棟3号館1階101講義室). If you cannot come on these days, please come to the Student Support Section.

### ③ Precautions for Riding a Bicycle

Five rules for safe use of bicycles

1. Bicycles should be ridden on the roadway in principle, with the exception of

sidewalks

2. Ride on the left side of the roadway
3. Pedestrians have priority on the sidewalk, and slow down on the side of the road
4. Observe safety rules
  - driving under the influence of alcohol
  - Prohibit riding two people or riding side by side
  - Turn on lights at night
  - Obey traffic signals at intersections
  - Stopping temporarily
  - Checking for safety
5. Children should wear helmets

【Reference】 Saitama City: <https://www.city.saitama.jp/en/sc/living-bikes.html>

【Reference】 Crime Prevention and Traffic Safety Division, Citizens' Life Division, Saitama Prefecture(Japanese only) :

<https://www.pref.saitama.lg.jp/a0311/jitensya/jitensyagosoku.html>

#### ④ **Prohibition of nuisance bicycle parking and abandoning bicycles**

Don't Park bicycles on private property, bus stops near Saitama University, stores near Minami-Yono Station (Belc, Shimamura, etc.), convenience stores, public bicycle parking lots without permission (for a long time). It is a nuisance to local residents.

### 3. **Club activities**

Saitama University has about 140 clubs (student organization) registered.

List of Saitama University club activities: (Japanese only) :

<http://www.saitama-.ac.jp/support/kagai/03/2021meibo.htm>

#### **\*Please be careful of approaching from groups posing as clubs.**

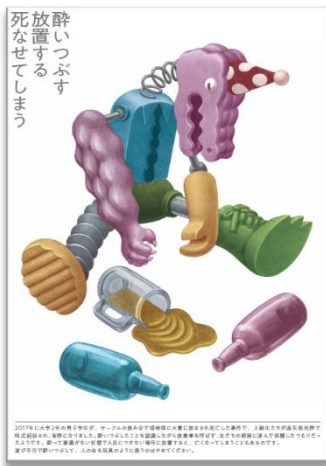
Religious activities, political activities, and pyramid schemes sometimes approach students under the guise of club activities. In the past, some of Saitama University students have been forced to buy DVDs of expensive investment materials. Even if your friend or your senior student approach you, please investigate thoroughly. And if you feel suspicious, please be careful and consult with your family or Saitama University's staff members.

Student Life Support Section, Student Services Division, Student Affairs Department (Japanese only):

[https://park.saitama-u.ac.jp/~student\\_support/seikatsu/](https://park.saitama-u.ac.jp/~student_support/seikatsu/)

#### 4. Warning about drinking alcohol

Drinking alcohol under the age of 20 is prohibited in Japan. Also, drinking alcohol on campus is prohibited. If you are encouraged to drink alcohol at a club or among friends when you are under 20 years of age, you must decline the offer once and for all. Excessive drinking may lead to acute alcohol poisoning or, in the worst case, death. To avoid sad accidents, please drink alcohol in moderation.



【Reference】 Non-profit organization “ASK”: <https://www.ask.or.jp/English>

#### 5. Part-time job

Before taking on a part-time job, you should discuss the job description and employment conditions with the employer. It is important to sign and keep a written employment contract that clearly specifies the job description and employment conditions after you have agreed to them. To avoid problems, be sure to make a written contract, not a verbal agreement, in order to keep you away from the unfairly treated part-time job which will not allow shift changes even during the examination period.

学生の皆さんへ

## アルバイトをする前に 知っておきたい7つのポイント

- 1 アルバイトを始める前に、労働条件を確認しましょう！
- 2 バイト代は、毎月、決められた日に、全額支払いが原則！
- 3 アルバイトでも、残業手当があります
- 4 アルバイトでも、条件を満たせば、有給休暇が取れます
- 5 アルバイトでも、仕事中のけがは労災保険が使えます
- 6 アルバイトでも、会社都合の自由な解雇はできません
- 7 困ったときは、総合労働相談コーナーに相談

平日夜間・土日の相談は  
労働条件相談ほっとラインへ  
0120-811-610  
月～金：午後5時～午後10時  
土・日：午前10時～午後5時

確かめよう！  
労働条件。

「アルバイトの労働条件が知りたい」  
キャラクター「たしあな」

詳しくはこちらへ  
ほっとライン  
「働かめよう 労働条件」

厚生労働省  
Ministry of Health and Labour  
www.mhlw.go.jp

### アルバイトを始める前に、労働条件を確認しましょう！

働き始める前、「労働条件はあらかじめ」といふことにならないように、会社から労働条件などをもらい、労働条件をしっかり確認しましょう。特に次の項目については必ず確認しましょう。

- ① 契約内容について (労働契約が結ばれること)
- ② 契約締結の目的がある契約を締結する場合の留意 (更新があるか、更新する場合の期日の定めなど)
- ③ どこでどんな仕事をするのか (仕事をする場所、仕事の内容)
- ④ 勤務時間や休日などについて (仕事のある日や時刻、残業の有無、休憩時間、休日・休暇、交際費等のコミュニケーションなど)
- ⑤ バイト代 (賃金) 支払われる日や方法 (バイト代の決め方、計算と支払の方法、支払日)
- ⑥ 辞める場合の留意 (退職・解雇に関すること)

### バイト代は、毎月、決められた日に、全額支払われるのが原則！

労働基準法では、バイト代などの賃金について「賃金の支払日の原則」というルールがあります。バイト代は、①通常で、企業単位、企業単位ごとの、②毎月1回以上、③金曜日の前日、支払われるべきです。また、バイト代などの賃金は労働基準法に「最低賃金」が定められており、これを下回ることはできません。【罰則にも対象があります】

労働基準法では、法定労働時間を超えて残業させる場合、事業主はあらかじめ、労使協定(「36(さぶろく)協定」)を締結し、所定の労働基準監督署に届け出なければなりません。また、罰則に対しては、罰則委員会(労働手帳)を参考に支払うよう定められています。

- ① 1日労働時間を超えて残業させた場合は、通常の賃金の25%以上の割増賃金 ※
- ② 1か月に2回以上残業させた場合は、通常の賃金の50% (ただし、中央企業に適用)

※ただし1回分の残業時間を超えて1回以上の割増賃金(深夜手当)が支払われます。

※労働者1人8時間の残業、1回あたり残業料は48時間

### アルバイトでも、残業手当があります

労働基準法では、法定労働時間を超えて残業させる場合、事業主はあらかじめ、労使協定(「36(さぶろく)協定」)を締結し、所定の労働基準監督署に届け出なければなりません。また、罰則に対しては、罰則委員会(労働手帳)を参考に支払うよう定められています。

### アルバイトでも、条件を満たせば有給休暇が取れます

年次有給休暇とは、あらかじめ働くことになっている日に仕事を休んでも、賃金がもらえる休暇のことです。いわゆる「有給」や「有休」のことです。年次有給休暇は、正社員、パート、アルバイトなどの働き方に関係なく、次の条件を満たせば、取るすることができます。

- ・1年以上または期間48日以上の勤務をする方で、
- ・働いた日数のうち1日以上連続勤務し、
- ・決められた労働日数の日数以上出勤した方

### アルバイトでも、仕事中のけがは労災保険が使えます

正社員、アルバイトなどの働き方に関係なく、また、1日だけの短期のアルバイトも含めて、労災保険の対象です。仕事でケガをした場合は、労働中のケガで認められる場合は、労災保険が使えます。労災保険を使うと、窓口で労災保険を使うことを申し出て下さい。原則として労災保険は無料となります。また、仕事でケガのけがなどで仕事を休み、バイト代をもらえない場合は、休業補償制度があります。

### アルバイトでも、会社の都合で自由に解雇することはできません

アルバイトだからといって、簡単に解雇できるものではありません。解雇は、会社がいづれでも自由に行えるというのではなく、社員の解雇に準じて解雇が行われる理由が明確なものです。

### 困ったときには、総合労働相談コーナーに相談

アルバイトをして労働条件が、労働時間や給与などが、会社の労働条件や労働基準監督署などにある「総合労働相談コーナー」に相談ください。相談は無料です。また、夜間・土日の相談は、「労働条件相談ほっとライン」を活用してください。(025-4)

【Reference】 Ministry of Health and Work (Japanese only):

<https://www.check-roudou.mhlw.go.jp/parttime/>

### • Introduction of a part-time job

Regarding part-time jobs, you can find the job information in the website "Saitama University Part-time Job Introduction System" provided by the Student Part-time Job Information Network Secretariat.

"Saitama University Part-time Job Introduction System" (「埼玉大学アルバイト紹介システム」) (Japanese only): <https://www.aines.net/saitama-u/>

## 6. Living alone, walking alone at night is dangerous (especially for female students)

Even in Japan, which is said to be safe, the number of crimes recognized in Saitama Prefecture is the third worst in Japan (2020) according to the crime statistics data of the Metropolitan Police Department. Be sure to check the following points, as you can avoid being affected by such crime with just a little care.

### (Living alone)

◇ Don't ride the elevator alone with a stranger.

In some cases, a prowler will check the floor you are getting off at and chase

you down the stairs.

- ◇ Check to see if there is anyone around when entering and exiting the home.  
Some prowlers wait for the moment the door opens. It is important to have a habit of going in and out while saying "I'm home" and "I'm leaving" so that they won't realize that you're living alone.
- ◇ When you go home and open the front door, if you feel something different to usual, don't enter the house.  
Someone may be hidden in the closet, toilet, bathroom, etc.
- ◇ Beware of a prowler posing as a courier.  
It is easy to unlock the door for a courier. It is effective to check the door scope and ask "Who is the package from?"
- ◇ Be sure to lock the door even on floors above the second floor.  
Even on upper floors, it is easy to climb up through gutters. Even in mid-summer, it is an ironclad rule to keep windows open, curtains and locks closed.

### **(Walking alone at night)**

- ◇ Do not walk alone.  
Basically, walk with others, use a bicycle, bus or car.
- ◇ It is especially dangerous to go out after 22:00  
As a general rule, extracurricular activities should be completed by 21:00.
- ◇ Pay attention to your clothes.  
Avoid clothes that expose you too much.
- ◇ Walk in a bright place or a busy place  
Even if you take a detour, choose a downtown area or a street with many lights.
- ◇ Try to walk fast.  
Don't stop when approached. It is also effective to say hello to a prowler while looking closely at his/her face.
- ◇ Pay attention to the surroundings  
Don't concentrate on your cell phone or music player. Be sure to carry a security buzzer and pocket light.
- ◇ Don't set your own route.  
Avoid going along the same route at the same time and the same place every day.
- ◇ Check where people are on the route to your home during the night  
Check the places where you can ask for help immediately. (Police station, police





box, fire station, family restaurant, convenience store, newsstand, etc.)

## 7. lowering of the age of majority

In April 2022, the age of majority was lowered from 20 to 18. 18 years of age or older can enter into contracts (including shopping, etc.) without the consent of a person with parental authority. In such cases, the contract cannot be rescinded because the person is treated as an adult. When entering into a contract, be sure to check the details of the contract in advance.



【Reference】 Consumer Affairs Agency (Japanese only):

[https://www.caa.go.jp/policies/policy/consumer\\_education/consumer\\_education/low\\_er\\_the\\_age\\_of\\_adulthood/](https://www.caa.go.jp/policies/policy/consumer_education/consumer_education/low_er_the_age_of_adulthood/)

## 8. Change of residence card

If you have moved to a new address, you have to transfer your certificate of residence. Please refer to the following URL for details on how to transfer your resident card and how to vote in the election.

【Reference】 Ministry of Internal Affairs and Communications (Japanese only):

[https://www.soumu.go.jp/menu\\_kyotsuu/important/topics081127.html](https://www.soumu.go.jp/menu_kyotsuu/important/topics081127.html)

## 9. Others

- **Drugs are harmful and dangerous.**

[Booklet on Drug Abuse Prevention](#)

[Information about drug abuse prevention by Ministry of Health, Labour and Welfare](#)



- **Smoking is prohibited on the campus except for designated smoking areas.**

Smoking under the age of 20 is illegal according to the "Law Concerning Smoking by Persons Under 20".

- **Be careful of "theft" on campus.**

Many different people come in and out of the university. unfortunately, there have actually been incidents of people having money taken out of their wallets during extracurricular activities. First of all, please be aware of self-protection (e.g., keep valuables close to your body).