

Chiba-University
Kunpu-ryo

GENERAL INFORMATION
RULES AND REGULATIONS

FOR INTERNATIONAL STUDENTS

Student Support Division (*gakusei-shien-ka*)

Chiba-University

April 2024

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I General Information

1.Purpose of establishment

The Kunpu-ryo has been established to provide Japanese students and International students with accommodation and facilities to live and study as the field of education.

2. Management

The management and operation of the Kunpu-ryo is based on the Chiba University Dormitory Regulations.

3.Name and Address

Name: Chiba University Kunpu-ryo

Address: 6-33-8 Konakadai, Inage-ku, Chiba 263-0043 (+Room No).

4.Administrative affairs of the Kunpu-ryo

Administrative matters concerning international students will be taken care of at the manager office (near main gate of the Kunpu-ryo)

TEL: 043-255-7539

Office hours are 8:00am – 8:00pm, Monday through Friday.

8:00am – 6:00pm, weekend and holiday, New Year Period

5. Facilities and equipment

Building: Reinforced concrete 5 stories

The east wing was completed in 2016.

Capacity: Unit system (shared living room by 5-6 person)

Men's dormitory: 100 rooms (1F-3F)

Women's dormitory: 70 rooms (4F-5F)

Area: about 7 m²/private room

Residential facilities: Bed, desk, chair, closet, refrigerator, air-conditioner, curtain, LAN-Cable terminal

※Please prepare your own items such as blanket, Futon, Lan cable.

Common facilities: [shared by unit]

Unit living, wash basin

[shared by each floor]

Community kitchen, study room, toilet, shower room,
coin laundry(charged)

[community kitchen]

rice cooker, microwave oven, tableware, various consumables like detergent, TV (can't be used in private room and unit)

[Shared by all]

Library, vending machine, mail box, delivery box



6. Moving to another private room

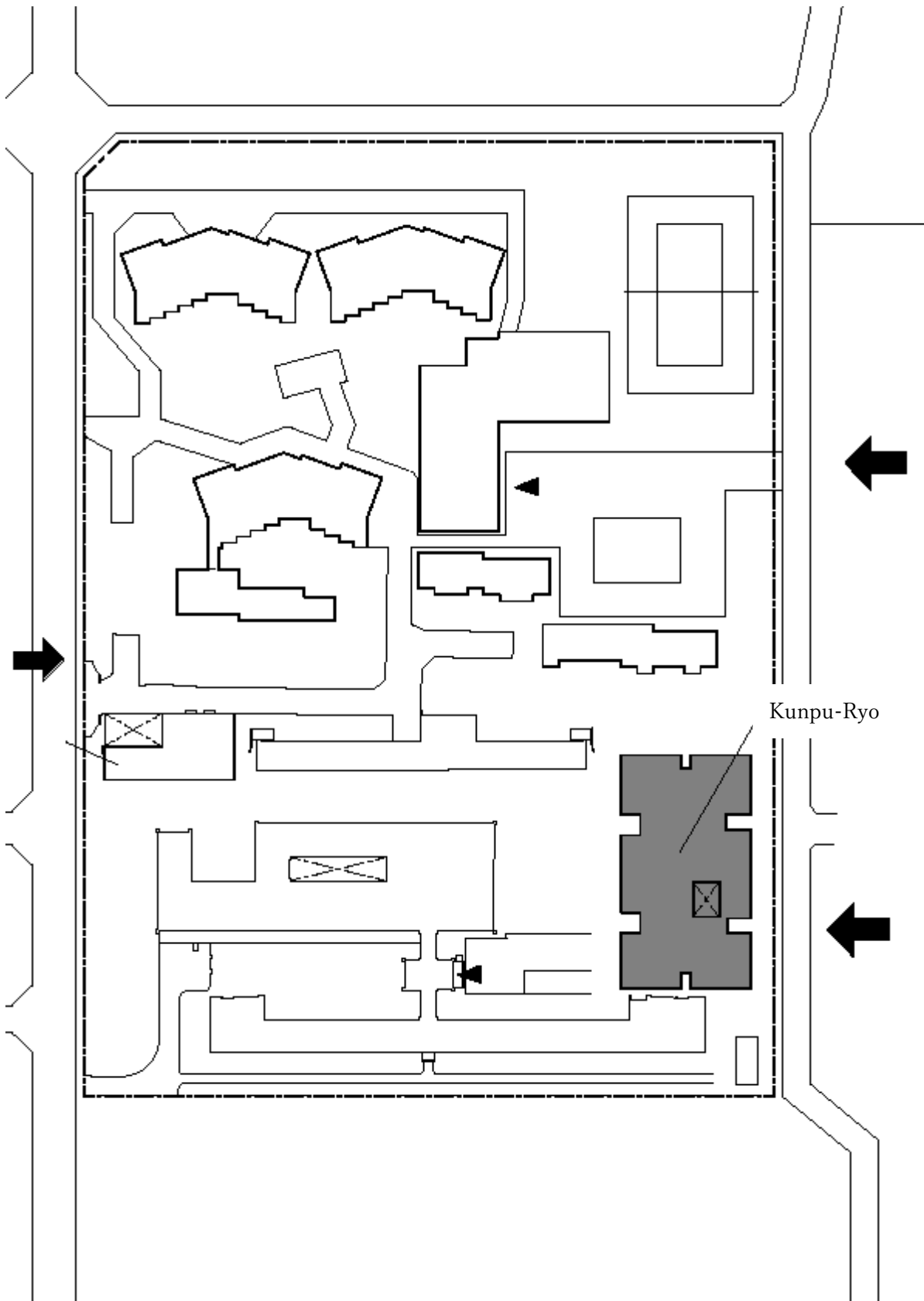
During the dormitory permission period, depending on the overall occupancy situation and other circumstances, you may be transferred to another room. In this case, you will be responsible for carrying your luggage in and out of the private room by yourself.

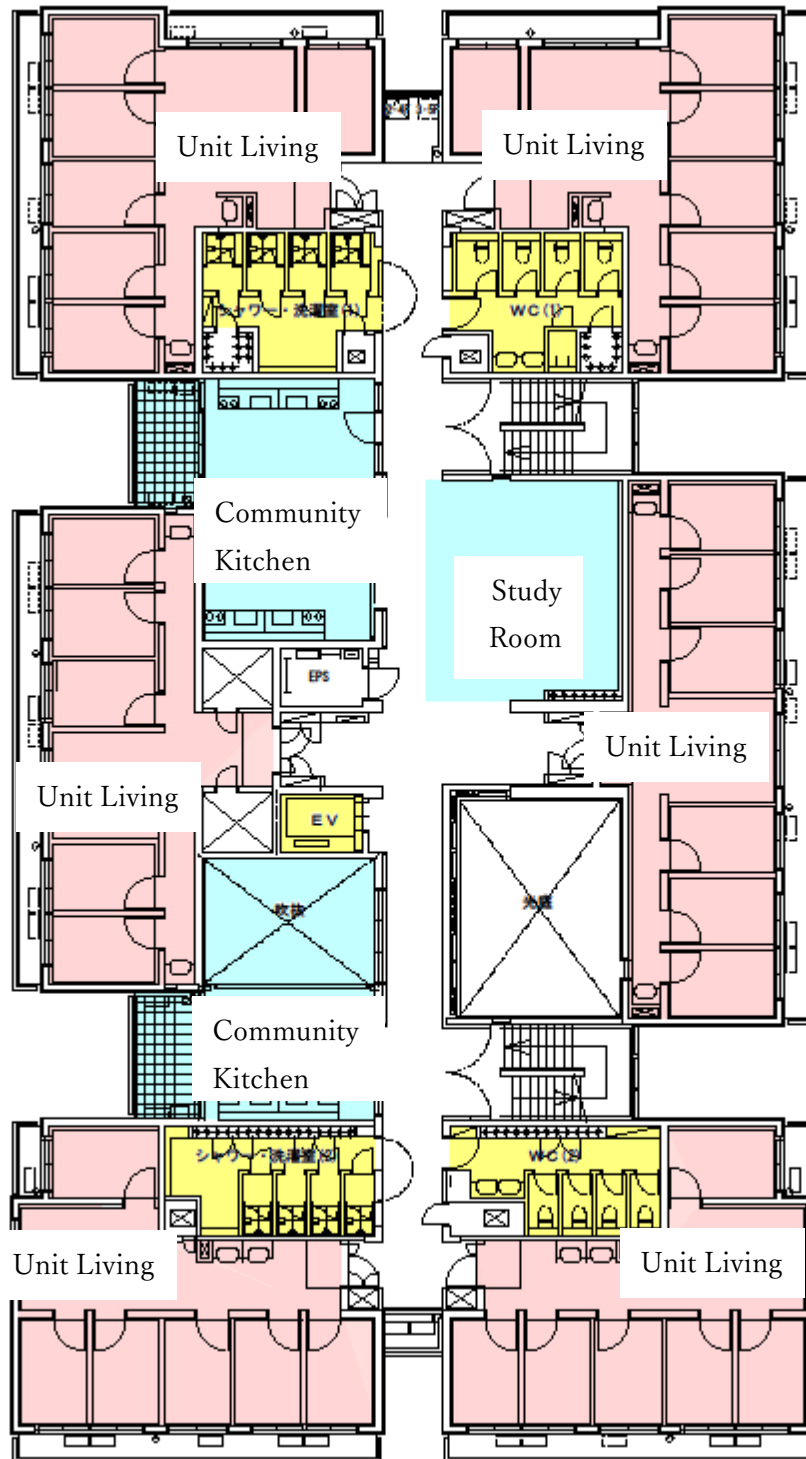
7. Office and administrative affairs

Jimushitsu:043-255-7539

Administrative work in charge: Student support division (043-290-2169)

<Layout of the Kunpu-ryo>





II QUALIFICATION FOR RESIDENCE AND PROCEDURES FOR ADMISSION AND LEAVING.

1. Qualification for residence

To be qualified for residence, applicants must be among the following:

(1) International students who are seeking a degree at Chiba-University. If there are a large number of applicants, priority will be given to undergraduate students.

※International students refer to the person whose status of residence is *student*.

(2) Students who are able to pay the dormitory fee every month on a date designated by the university. (fees are automatically deducted from your bank account)

Please refer to the application guideline.

2. Application for residence

A person who wishes to reside in the Kunpu-ryo is required to submit an application with other necessary documents to the International Student Division by the designated date.

3. Period of residence

In principle, International students are permitted to stay for 1 year.

4. Move-in Procedures

(1) Submit the necessary form such as “Direct debit request form” by the designated date. Residents should examine the facilities and accommodations when they move in. Please check whether TV remote control, instructions, bed pad are there.

(2) If a student who has been admitted to the dormitory fails to complete the procedures by the deadline, fails to enter the dormitory by the designated date, or is found to have made a false statement on an application, the permission for entering the dormitory will be revoked.

5. Move-out procedures

If you voluntarily leave the dormitory before the expiration of the dormitory permit period, please submit a request for withdrawal to the Student Support Division or the manager office at least 14 days before the date of leaving the dormitory and leave the dormitory by the 25th of each month. Please note that the boarding fee will be charged for entire month.

On the day of leaving the dormitory, the manager will check the private room and equipment, so please follow their instructions.

When you leave the dormitory, please pick up all the luggage you brought in.

If the equipment or fixtures are soiled or damaged, the repair fee will be charged at a later date.

Dormitories need to be vacated between 10 a.m. and 5 p.m. except during the year-end and New Year holidays. When you leave the dormitory, please be sure to pay the unpaid boarding fee, utilities, and common service fee.

6. Dismissal of dormitory

If you do not comply with the Chiba University dormitory regulations, you may be ordered to leave the dormitory. For specific criteria, please refer to IV the General Rules for Residents. If you are expelled, please leave the dormitory within 7 days from that date. When leaving the dormitory, follow “5. Move-out procedures” .

III Charges for Residents

as of April 1st, 2024

1. Necessary payments

Monthly Rent	31,000 Yen
Utility Fees (Electricity, Gas, Water supply/Sewage)	Equally divided by all residents
Monthly Common Service	2,000 Yen
Method of Payment	Automatic bank withdrawal

※The above fees can be changed during the fiscal year.

2. Content

(1)Rent

The rent includes various maintenance and inspection fees such as firefighting equipment. **Even if you enter or leave the dormitory in the middle of the month, you must pay the entire monthly fee.**

(2)Utility Fees

Utility fees include electricity, gas, water, and sewage costs for each private room, as well as common areas such as kitchens, corridors, stairs, and shower rooms. **Even if you enter or leave the dormitory in the middle of the month, you must pay the entire monthly fee.**

(3)Common Service fee

Expenses related to consumables such as toilet paper, garbage bags, hand soap, dish soap, dish towels, rubber gloves, etc., and cleaning expenses when leaving the dormitory.

※If you do not pay the fees above, you may be disqualified from the dormitory.

Please pay for consumables such as batteries and light bulbs used in the private room by yourself.

※There is a coin laundry, and because of the lease contract with the university, washing and drying fee of 100 yen is separately required each time you use it.

(Coin-operated washing machine 1 step:100 Yen
coin-operated dryer for 30 minutes: 100 Yen)

<Reference>

Common washing machine price 5-10 Kg. : about 300-500Yen

Common dryer price: 14 Kg. 100 Yen/ about 8 - 10 Min.

Residents cannot bring in their own washing machines and dryers.

Drying laundry outside is prohibited. Please hang your laundry in your room or use the dryer.

IV GENERAL RULES FOR RESIDENTS

※If you do not comply with the dormitory rules, you may be ordered to leave the dormitory.
If you see a violation, please report it to the manager immediately.

1. Dormitory life

(1) Curfew

The curfew is **23:00**. You cannot enter or leave off-hours (You can enter/leave the room from 5:00 to 23:00).

If you wish to enter or leave the facility during off-hours for some unavoidable reason, please notify the management office in advance. It can be permitted only for those who have received permission.

(2) Hygiene management

①Floor Cleaning

Corridors, shower rooms, toilets, kitchens, libraries, etc. will be cleaned, but please be careful not to bring dirt into the room.

②Tidy up

Residents are responsible for cleaning the private room, unit living room, and basin in the unit. Please do not leave personal items in common spaces such as the unit living room, corridors, and community kitchens. Personal items placed in common spaces may be disposed of and a fee may be charged.

Please make every effort to keep the shared facilities and equipment clean and tidy. Especially in the kitchen, please clean the stove, table, etc. after use. Please wash dirty dishes and frying pans immediately.

③Garbage disposal

Garbage from private rooms, units, and kitchens should be collected in designated plastic bags according to the garbage collection categories shown below and placed in the designated place at the garbage collection site. The collection date may change depending on the fiscal year, so for details, please refer to the "Chiba City Guide to Reducing and Sorting Household Garbage".

<https://www.city.chiba.jp/kankyo/junkan/shushugyomu/gomidasiitiranhyo.html>

Do not store garbage and remove it as soon as possible.

Combustible waste (Food waste, paper, etc): Collection day = twice a week

Incombustible waste (Metal, glass, etc): Collection day = twice a month

Recyclable waste (newspaper, etc) : collection day = once a week

Recyclable waste (bottle, can, plastic bottle): collection day = once a week

Bulky waste: Application required (disposal fee is charged)

(Bulky waste application center Tel. 043-302-5374)

For details, please refer to “Chiba City Guide to Reducing and Sorting Household Garbage”. Garbage must be separated correctly.

④ Prohibition of keeping animals

Pets such as dogs, cats, birds, fish, and small animals are not allowed in the student dormitory.

⑤ Others

Do not flush leftover food down the drain or flush it down the toilet. Be very careful about food poisoning and do not leave ingredients in the kitchen.

(3) No cars or motorcycles

Parking cars and motorcycles is prohibited.

There is no parking space for cars. In the case of illegal parking, the permission to enter the dormitory will be revoked. However, this does not apply to “temporary parking” due to carrying in and out of luggage, such as moving.

(4) Bicycle

In order to own a bicycle, you need to register your bicycle at the university co-op in advance. Permission cannot be granted unless the lights and keys are installed. In addition, it is mandatory to register for crime prevention in order to own a bicycle. Crime prevention registration is required not only if you purchase a bicycle, but also if you receive one from another person. Please be sure to complete the crime prevention registration before bringing one into the dormitory. Bicycles must be parked in designated areas and be locked to prevent them from being stolen. It is prohibited to park inside the building. Please obey traffic rules and ride safely.

(5) Visitors

It is prohibited to allow anyone other than the resident student **(including families & relatives, Chiba-Univ. students, and dormitory students)** to enter a private room without permission. With the exception of the common space in the library on the first floor, no one is allowed to enter a private room or unit, even between residents of the same or opposite sex. Even between dorm residents, it is strictly forbidden to enter the floor of the opposite sex.

However, if you need another person’s help to move into /out the dormitory, please obtain permission from the manager or the Student Support Division in advance.

(6) Prohibition of visitor’s overnight stay

Visitors may not stay overnight in the dormitory.

Accommodation is a state in which another person other than the resident student stays in the private room between 0:00 and 5:00. If you violate this rule, you will be expelled from the dormitory. Please note that this rule applies even among dormitory students.

(7)Noise

Please do not shout loudly, make phone calls, or play musical instruments late at night.

(8)Prohibition of drinking alcohol

Drinking alcohol is strictly prohibited in the dormitory. If you violate this rule, you will be expelled from the dormitory.

Drinking alcohol under 20 years old is prohibited by law in Japan. If you are underage and someone offers you a drink, it is important to refuse. Even if you are an adult, you should never force someone to drink.

Also, drunk driving is very dangerous. The road traffic act prohibits drunk driving, the provision of vehicles to drunk persons, the provision of alcohol to drivers, and the riding of drunk drivers in cars, which imposes severe penalties.

If you are forced to drink alcohol or see someone drinking, please report it to the manager immediately.

(9)Prohibition of Smoking

Smoking is prohibited in the dormitory and on the premises, including e-cigarettes. If you are found smoking, you will be asked to leave the dormitory, and if you are found smoking in a private room, you will be charged a separate cleaning fee for the private room (This can be expensive).

(10) Telephone

Please note that the office does not handle telephone calls from outside. There are no public telephones in the dormitory.

(11) Handling of mail and packages

①Mails, home deliveries, etc. that come to dormitory residents will be delivered to their personal mailbox on the first floor. **The manager will not keep it**, so if you are absent, please contact the delivery company to have your mail redelivered.

②Please pick up the parcel as soon as possible when it arrives in the delivery box.

③Be sure to ask the sender to fill in the address as follows ; "Kunpu-ryo Room No.xxxx"

(12) Crime prevention, theft, loss, retrieval

①**When leaving a private room, please lock the door and window and store your valuables in a locked place.** If something is stolen, lost, or found, please report it to the manager office and follow their instructions. Be sure to lock your bicycle and make efforts to prevent theft.

②The University is not responsible for any damage caused by theft in private rooms, dormitories, and bicycle parking lots.

Personal belongings should not be placed in unit living rooms or corridors for crime and disaster prevention.

③Opening emergency exits is prohibited as it threatens the safety of dormitory students. Violators will be expelled from the dormitory.

(13)Others

① Notification of trip

If you will be away from the student dormitory for a long time due to travel (training), please notify the office in advance.

② **The university may contact you, so please keep your phone number and email address registered with the university up to date.** If there are any changes, you can change your contact information on the student portal.

2. Private room

(1) Entrance to the room

Dormitory managers, university staff, or contractors hired by the university may enter your private rooms in the following cases of emergency or when it is necessary to confirm the safety of students.

- ① Firefighting equipment inspections, conducting inspections based on laws and administrative guidance, etc.
- ② If there is a water leak or strange odor and confirmation is urgently required
- ③ When it is necessary to confirm the safety of a dormitory resident.

(2) Items lent by university

As items such as beds and desks with top shelves in private rooms are lent, please check the attached "Checklist for Furnishings and Provided Items".

Please use the equipment provided in private rooms and common facilities without moving, destroying, or soiling it without permission. Also, do not alter or change (ex. paint) these facilities.

✕ **The university will repair natural breakdowns of lent items, but other items (cleaning the air conditioner, removing odors stains, etc.) will be borne by the dormitory students.**

(3) Key of the private room

When you go out, be sure to lock the doors and windows of your room.

If you should lose the key to your private room, you will be charged for a replacement. Copying of keys is strictly prohibited.

✕ We cannot assist with the loss of a key at night, Saturdays, Sundays, national holidays, year-end and New Year holidays, so please be careful.

(4) Equipment of the private room

For the equipment in the private room, please read the instruction manual and use it correctly.

① Breaker

The breaker in the private room is in the OFF state. Please turn on the breaker when you move in.

② Air Conditioner

Clean the filter of the air conditioner frequently.

(5) Bringing in personal belongings

Due to the limited size of the private rooms and for security and disaster prevention reasons, personal belongings are restricted. It is prohibited to place large items that do not fit into a private room. It is also prohibited to place personal items in the unit living room.

Since many students move into the dormitory at the same time of the year, it can get crowded, so we ask for your cooperation in bringing in the minimum items and then bringing in the other items again at a later date.

(6) Other points to note

① Points to note when using equipment

- Be very careful to prevent mold and do not leave wet items unattended. If mold develops, a large repair fee may be charged when you leave the dormitory.
- It is forbidden to use nails, screws, pins and cellophane tape on the walls. If you use them, you may have to pay a large repair fee when you leave the dormitory.

③ Precautions for using private rooms

- Switching of private rooms or use for other purposes without permission from the University is prohibited.
- **For crime prevention, please strictly lock the door of the private room.**
- As described in IV-(5) above, entry of the opposite sex is prohibited.
- Do not distribute wiring.
- Please observe the following rules so as not to disturb the adjacent room.
 - When you go out, be sure to turn off the alarm clock timer.
 - Please keep the volume of stereos, musical instruments, etc. as low as possible.
 - Please organize and clean the private room by yourself.

3. Community Kitchen

① Equipment

- There is a community kitchen on each floor. The community kitchen is equipped with a gas stove, sink and microwave oven (one per 2 units). You can cook freely here.
- The kitchen to be used is specified for each unit.
- As for TVs, there is one in each community kitchen.

② Precautions for use

- Please use the designated kitchen for each unit.
- **Regarding the use of each kitchen, please decide the usage rules etc. within each unit.**
- You can cook freely in the community kitchen, but please follow good manners and use it cleanly so as not to leave food waste unattended.
- Please clean cooking utensils after use.
- Cooking oil should not be thrown away in the sink. It leads to clogged drains, sewage in rivers. Absorb it with paper and dispose of it as combustible garbage.

·When cooking fish or other items that emit smoke in the dormitory, please be careful to ventilate the dormitory as smoke detection may be activated.

·Prolonged occupancy or use for other purpose (games, mahjong, etc.) is prohibited.

④ Cleaning

·**Dormitory students should clean the community kitchen frequently** and be careful not to cause food poisoning. **Clean promptly and responsibly after use.**

4. Common facilities

① Security Camera

Security cameras are installed in the dormitory to deter theft and other criminal acts and to ensure the safety of dormitory students.

② Shower room

Both men and women can use the shower 24 hours a day. However, it is not available during cleaning. Drains can become clogged with hair, etc., so please be sure to clean them after use.

Bring toiletries (shampoo, etc.) with you when using them and do not leave them behind. Please use it cleanly so that everyone can use it comfortably.

③ Coin laundry

Please clean the dryer filter frequently. If it is not cleaned, it may not dry items properly.

In order not to have trouble with the next user, please do not leave laundry behind and come to pick it up promptly.

④ Others

In addition to the above, please note the following points regarding common facilities.

·Always keep it in good condition.

·Please do not place personal items or unnecessary items in a common area.

·Please use equipment carefully. Also, do not move, disassemble or modify them without permission.

·In the event that equipment is intentionally or negligently defaced, damaged, or lost, compensation and restoration costs will be demanded.

·Cleaning equipment is located only in 2 locations on each floor. Vacuum cleaners are located in each unit living room. Please use it.

5. Night Guard

In order to protect the safety of dormitory students, security guards are assigned at night to patrol the dormitories. If you find a suspicious person, contact the security guard.

6. Disaster Prevention

① Fire Prevention

- Do not use fire other than the installed gas stove. Outdoor barbecues are also prohibited.
- Do not leave the kitchen while cooking.
- Please do not bring dangerous goods into your room.
- According to the Fire Service Law, no personal belongings can be placed in the corridors and stairs.

② Response in the event of a fire

- When a fire is discovered, notify the entire dormitory system with a fire alarm, extinguish the initial fire, and provide evacuation guidance.
 - In addition to extinguishing the initial fire, please contact the fire department (119) and the Nishi-Chiba Campus Guard Office.(043-290-2082)
- Please provide the fire department with information such as the address of the Kunpu-ryo dormitory (263-0043 6-33-8, Konakadai, Inage-ku) and how it burns.
- Please provide information to the arriving fire department staff.

③ Others

In the event of a fire, water leakage, etc., you will be responsible for your own use, so please use it with great care.

7. Other precautions

In order to achieve the purpose of establishing the dormitory, in addition to the above, please note the following points.

- Please use common sense, make efforts and cooperate with each other, and lead an orderly communal student life.
- Please ensure that the student dormitory is a place for communal student life, actively cooperate in the operation of the dormitory, and participate in joint work and events.
- Do not engage in odd or barbaric behavior.
- Do not violate the rights of other residents.
- Senior students should not enforce a hierarchical relationship on younger students
- When you leave the dormitory, you are completely responsible for your personal belongings.
- Please cooperate according to the instructions of the caretaker and other people involved in the operation of the dormitory.
- Please do not keep pets in or around the student dormitory.
- Please do not sell goods or engage in other profit-making activities in or around the dormitory without the permission of the University.
- Please beware of cult solicitations.
- **External cleaning is also included in the common areas, but not every day. Please clean**

by yourself and try to keep the facility clean and tidy.(Cleaning products are available in the toilets on each floor.)

·The dormitory is a place for communal living. **Please do not leave your personal items anywhere other than your private room.**

Also, please dispose of garbage responsibly in the designated place.

·Regarding unit living and community kitchens, please make the rules with the other dormitory students in a same unit so that everyone can use it comfortably.

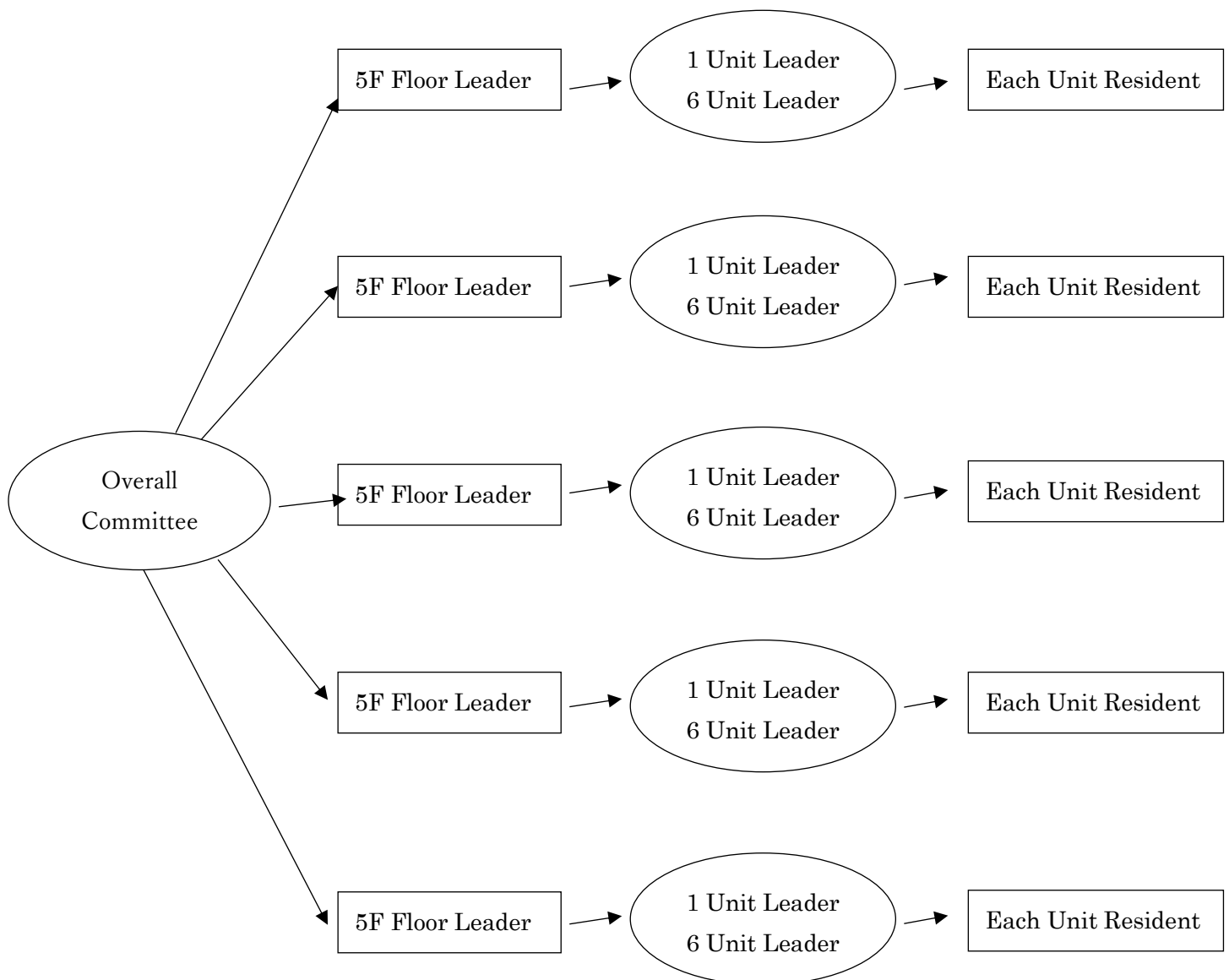
·Please try to save water, electricity, and gas.

V . Management of dormitory

<Management>

·If you have any problems with the use of the dormitory, please consult with the dormitory students. As shown in the figure below, the unit leader in the unit and the floor leader on each floor should work to solve problems, create a better environment, foster interaction among dormitory students on each floor, and increase the sense of belonging.

·If you wish to hold an event in the dormitory, please prepare a proposal and submit it to the Student Support Division in advance.



VI. Communication tool

About Contact

(1) Communications from the Student Dormitory Management Office

Residents of the dormitory will be contacted by posting on the bulletin board (whiteboard, etc.) on the first floor of the student dormitory, so be sure to check the bulletin board every day.

(2) About Bulletin Board

When students want to post something, please use the bulletin board in the unit. It cannot be posted anywhere other than the bulletin board.

(3) Inquiries about student dormitories

If you have any questions or problems in your daily life that cannot be resolved by dormitory students, please consult with the Student Support Division or the administrator. In case of emergency outside of response hours, please contact the guardhouse.

	Contact	Office hours	Tel.
Kunpu-ryo	Student Support Division	8:30-17:15 (Exc. Saturday, Sunday, Holiday, New Year holiday)	043-290-2169
	Kunpu-ryo Administration Office	8:00 – 20:00 Weekday 8:00 – 18:00 Saturday, Sunday, Holiday, New Year holiday	043-255-7539
	Guardhouse at Nishi-Chiba- Campus	Except above hours	043-290-2082

(4) Inquiries about student dormitories

263-8522

1-33, Yayoi-cho, Inage-ku, Chiba-shi

Chiba University Student Support Division

Chiba University International Student Support Desk