

# Kyoto University Gender Diversity Support Guide

## 1. Basic Policy

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With its philosophy of academic freedom, Kyoto University has always been an institution that welcomes unconventional thinking and a place where diverse people gather. In April 2025, the university produced its Declaration on the Promotion of Diversity, Equity, Inclusion, and Belonging (DEIB) as a means to further deepen that tradition. Based on the declaration, Kyoto University will continue striving to maintain an environment in which all persons affiliated with the university can fully demonstrate their individuality and abilities in an environment of mutual respect.

This guide outlines the university's basic policy and responses to various issues related to gender diversity that students may face. At present, there may be some areas in which the university's measures are not sufficient, and new issues may arise in the future as society changes. The university will carefully address each of those issues and strive to create a better institutional environment. Furthermore, the university aims to further improve the DEIB environment by deepening the understanding of each person affiliated with it, and by expanding opportunities for learning.

Through these efforts, the university seeks to develop a co-creative community in which people can feel a sense of belonging, and take pride in the university as a part of their own identities.

### (1) Kyoto University's Definition of DEIB

“DEIB” is an abbreviation for Diversity, Equity, Inclusion, and Belonging, which refers to important concepts for improving culture and values in the workplace and community. Kyoto University defines each element as follows:

**Diversity & Equity** refer to an environment in which people with diverse perspectives and experiences, including diversity of gender, nationality, age, physical characteristics, religion, and sexual orientation, are accepted and provided with appropriate equitable support to meet their diverse needs.

**Inclusion** refers to the provision of an inclusive environment in which people mutually respect each other and can fully demonstrate their individuality and abilities.

**Belonging** refers to the establishment of a co-creative community in which people can feel a sense of belonging, and take pride in the university as a part of their own identities in an environment that encourages open dialogue and discussion.

### (2) Terminology

Various terms relating to sexual diversity are utilized in this guide. Please refer to the “Basic Terms” on page 7 for explanations of terms that may be unfamiliar.

## 2. Management, Collection, and Change of Gender Information and Names

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### (1) Treatment in the student register

#### 1) The handling of names

The names of students at Kyoto University are handled within the university based on the name entered in the student register, and in principle, the name entered in the student register should be the name indicated on the certificate of residence. If a student wishes to use their birth name or an alias at the time of enrollment or while enrolled, the change may be permitted after confirming the reason. (See item 2) Use of Aliases)

#### 2) Use of aliases

If a student wishes to use an alias based on their gender identity, they may do so provided they complete the required procedure. Please consult with the section in charge of educational affairs of your faculty/graduate school of affiliation (hereinafter referred to as “section in charge of educational affairs”). In some cases, both faculties and graduate schools may allow students to use an alias from the beginning of enrollment. Please submit an application when completing the enrollment procedures.

##### Procedures for the use of an alias

1. If a student wishes to use an alias, they must submit an Application for the Use of Birth Name, Etc., to the section in charge of educational affairs.
2. If the application is approved, a Notification of Acceptance of Application to Use Birth Name, Etc., and student ID will be issued.

Submission of official documents is not required if a student wishes to change their registered student name for reasons relating to gender identity.

\*Please note, however, that name changes for reasons unrelated to gender identity still require the submission of the documents. Please consult with the section in charge of educational affairs if there are any questions or concerns. A Certificate of Use of Birth Name or Alias can be issued upon request by the student. If you wish to use an alias, please submit an application to the section in charge of educational affairs.

#### 3) Name used on diplomas and other certificates

The name used on diplomas and other certificates is based on the name entered in the student register, and the name entered in the student register should, in principle, be the name indicated on the certificate of residence.

- Only the name in the family register or both the alias and the name in the family register can be used on diplomas based on a student’s request. If you wish to use an alias on a diploma or other certificate, please submit an application to the section in charge of educational affairs.
- University email addresses are automatically created using an alphabetical representation of the student’s name, but if an alias is used, the email address can be changed. If you wish to change your email address, please submit an application to the Institute for Information Management and Communication:

<https://www.iimc.kyoto-u.ac.jp/en/inquiry>

#### 4) Change of gender

Except for legal gender change (in the family register), the gender stated in the student register

cannot be changed. Please consult with the section in charge of educational affairs if you have any questions.

Please contact the section in charge of educational affairs if the legal gender is changed, as the gender information on the student register will need to be updated.

## (2) The handling of gender information

### 1) Protection of personal information

As gender information is a form of personal information that is required to be handled with special care (in accordance with the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, Etc.), the university will handle gender information carefully and ensure that it is not made public in a way that is unintended by the student concerned.

The handling of students' personal information, including gender information, is authorized only to staff in the administrative office of the student's faculty/graduate school of affiliation and staff required to handle the information to fulfil their duties, such as staff in charge of educational/student affairs and staff in charge of personnel/salary relating to hiring TAs and RAs.

### 2) The handling of student name lists

The university's policy is to ensure that all faculties and departments eliminate the gender fields in student name lists to the extent possible. Please note that gender is not specified in the class registers, etc., distributed to faculty and staff.

#### i) Student name lists distributed to students or posted in notices

The university will ensure that all faculties and departments eliminate the gender fields in any documents to be distributed or posted in notices.

#### ii) Information in the student register

Faculty and staff members in charge of educational/student affairs are authorized to access the gender information of students. The gender information in the student register is currently specified as either "female" or "male."

#### iii) Documents for meetings, etc.

Personal information, including gender information, shall be handled with care.

### 3) Gender fields in certificates and documents to be submitted

#### i) Certificates

Certificates are categorized as follows. The gender descriptions cannot be removed from certificates that include them.

##### ➤ Certificates that do not include a gender description:

- Student travel discount certificate (student discount coupon for JR)
- *Tsugaku Shomeisho* (certificate of commuter status)
- Certificate of student status (Japanese and English)
- Certificate of (expected) graduation/course completion (Japanese and English)
- Certificate of withdrawal (Japanese and English)
- Academic transcript (Japanese and English)
- Academic transcript and certificate of (expected) graduation/course completion
- Certificate of (expected) conditional withdrawal (with approval of the supervisor)
- Health checkup results notification
- Blood test results notification

- Certificate of Enrollment in Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and Liability Insurance coupled with Gakkensai (Gakkenbai) (Japanese)
- MEXT Scholarship Certificate
- Certificates that include a gender description:
  - Health checkup certificate

ii) Documents to be submitted

Gender descriptions in documents that students submit to the university are as follows:

- Certificates that do not include a gender description (as of January 2025):
  - Admission fee exemption/deferment application
  - Tuition exemption application
- Certificates that include a gender description (as of January 2025):
  - Application forms relating to entrance examinations, etc.

### 3. Classes and practical training

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#### (1) Forms of address and honorifics

The university will ensure that faculty and staff are aware that forms of address should not differ by gender (e.g., using “-kun” for men and “-san” for women).

#### (2) Division by gender

The university will ensure that students are not divided by gender unnecessarily in any faculties or departments. Gender shall not be specified in class registers, etc., distributed to faculty and staff.

#### (3) Sports classes

As most of the sports classes are held in the first and second periods, and the existing changing facilities (separate for men and women) in the gymnasium and Yoshida South Ground are currently inadequate, in many cases, students often arrive at the classes already wearing gym clothes.

If there are any concerns about physical contact with other students or the use of changing rooms, please consult with the instructor in charge of the sports class or the Student Inquiries Desk for Liberal Arts and Sciences Courses.

#### (4) Classes and events that involve overnight stays

It may not always be possible to meet students’ wishes depending on the situation at the destination, but anxieties regarding toilets, changing rooms, clothes, etc., can be discussed in advance. Please consult with the instructor in charge of the class or event, or with the administrative staff in your faculty/graduate school of affiliation.

#### (5) Practical training

It may not always be possible to meet students’ wishes depending on the situation at the venue where the practical training is implemented. If there are concerns about changing rooms, etc., please consult with the instructor in charge of the practical training, or with the administrative staff in your faculty/graduate school of affiliation.

## 4. Daily life

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### (1) Multipurpose restrooms

The university has multipurpose restrooms that can be used by anyone. See the link below for details of their locations on campus. (Japanese only)

<https://www.cwr.kyoto-u.ac.jp/support/restroom/>

### (2) Changing rooms

Changing rooms at the university are separated for men and women, excluding some facilities. It may not always be possible to meet students' wishes depending on the situation at the facility, but please consult with the instructor in charge of class, etc., if individual support is necessary.

### (3) Health examinations

Students are obliged to receive health examinations. Details of examinations are available at the link below:

<https://www.hoken.kyoto-u.ac.jp/en/>

The health examinations of students can be carried out privately upon request (each request will be given reasonable consideration). As there is a wide variety of possible situations, the university will try to meet the students' wishes if they inform us of their situation in advance, either in person or through the section in charge of educational affairs of the department of affiliation.

The time between examinations for men and women and lunch breaks will be used to share information among a limited number of nurses and other staff members, and efforts will be made to provide examinations in a way that is sensitive to the feelings of individual examinees.

Please consult with the Health Section, Environment, Safety and Health Division, Facilities Department (Phone: 075-753-2400), or the educational affairs section of your faculty/graduate school of affiliation.

### (4) Student dormitories

Except for the women's dormitory, gender is not a condition for residence in the university's dormitories. If you have specific concerns about the student dormitories, please contact the Welfare Division.

### (5) Job-seeking and career advancement activities

The resumes and self-introduction forms with the Kyoto University logo that are provided by the Career Support Centre do not have a gender field. Those documents can be downloaded from the center's website at the link below. (Japanese only)

<https://www.career.gakusei.kyoto-u.ac.jp/job-hunt/resume/>

### (6) Dress code at ceremonies

Students are permitted to attend university events, such as entrance and graduation ceremonies, in any form of dress or appearance in accordance with their diverse identities. However, please dress appropriately for the occasion in accordance with the purpose of the ceremony or other event.

## 5. Counseling Services

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Please consult with the Student Support Center if you experience difficulties with any issues other than those mentioned in this guide.

Website: <https://www.assdr.kyoto-u.ac.jp/ssc/en/guide-to-the-student-support-center/>

Email address (Yoshida Counseling Office): yoshida-ssc \* mail.assdr.kyoto-u.ac.jp (replace \* with @)

In addition to the Student Counseling Office on Yoshida Campus, there are also university counseling offices on Yoshida-South, North, Katsura, and Uji Campuses.

## 6. Basic terminology

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### (a) Sexuality

Sexuality is a general term used to describe human sexuality. An individual's sexuality can be difficult to define clearly, but is said to be shaped by the following four perspectives.

- **Gender identity:** How the individual perceives their gender (e.g., male, female, non-binary, etc.)
- **Gender expression:** How the individual expresses their sexuality in their social life (e.g., behavior, speech, dress, hairstyle, make-up, etc.)
- **Physical gender:** Biological sex characterized by chromosomes, hormones, reproductive organs, and secondary sexual characteristics.
- **Gender orientation:** To what objects are the individuals romantic interests and sexual feelings oriented. (e.g., same sex, opposite sex, bisexuality, asexuality, etc.)

Sexuality cannot be clearly divided into the two categories of men and women, and there are many states in between. It can change over time and according to circumstances. Sexuality is therefore a diverse characteristic that is different for each individual.

### (b) LGBTQ

The abbreviation for five words - Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning - has become widely used in recent years as a generic term for sexual minorities.

- **L (lesbian)** refers to people who live as women and who are attracted to women. It broadly includes people whose romantic feelings and sexual orientation are towards women.
- **G (Gay)** refers to people who live as men and who are attracted to men. It is commonly used to refer to male homosexuals, but in some cases, it can also refer broadly to homosexuals in general.
- **B (Bisexual)** refers to people whose romantic feelings and sexual orientation are towards both men and women. They are not necessarily attracted to both sexes in equal proportions, and the characteristics and feelings differ from person to person.
- **T (Transgender)** refers to the situation in which the gender assigned to an individual at birth does not match the gender that they perceive in themselves or that they have their daily life in society.
- **Q (Queer/Questioning)**
  - Queer originally meant “strange” or “eccentric” and was once used in a pejorative sense, but is now a positive expression referring diverse sexualities that do not conform to the current normative gender framework.
  - Questioning refers to individuals who do not define their own sexuality in accordance with defined categories, or who are in search of their sexuality.

There are also terms such as “asexual,” which refers to individuals whose sexual orientation is not directed towards other people or who do not place much importance on sexual intercourse or sexual attraction, and “X-gender,” which refers to people whose gender identity is not restricted to the two options of male or female. The terms “LGBTQ+” and “LGBTQs” are also used to indicate diverse gender identities.

### (c) SOGI

SOGI stands for Sexual Orientation and Gender Identity, an umbrella concept that does not refer to a specific minority, such as LGBTQ, but which concerns everyone, including heterosexuals and cisgender people. SOGI cannot be changed by one's own will or by external influences, but its understanding and expression can change over the course of one's life. It does not have to be fixed in a particular form, but can be understood and labelled freely by oneself.