

DATE: October 25 2019  
TO: All Students  
FROM: Student Services Department  
SUBJECT: Student Volunteering in Disaster-Stricken Areas

In the wake of super Typhoon Hagibis, further relief initiatives will take place to help people affected by the disaster.

Tokyo Institute of Technology — in acknowledgment of the significance of volunteer work — will offer support to students who choose to engage in the recovery effort as volunteers in disaster-stricken areas. The following guidelines have been issued to ensure the safety of students as well as to provide make-up/catch-up opportunities and excused absences for their participation in volunteer activities.

### Guidelines

#### A. Points that student volunteers must note when doing voluntary work

Volunteer activities are, first and foremost, intended to support the victims of disaster, and it is of utmost importance not to aggravate the situation or cause further harm to the people of the affected areas. Students, especially those who are inexperienced in volunteer work, should be aware of the following points in order to avoid trouble or accidents during their activities.

##### (1) Mandatory enrollment in volunteer activity insurance

Students are required to enroll in volunteer activity insurance that will cover the entire travel route to and from the volunteer site. This can be done at places such as the local council of social welfare.

##### (2) Permission from academic supervisors

Participation in volunteer work must be approved by the student's academic supervisor who must sign the Volunteer Activity Form. (If the student is an undergraduate, he/she must obtain approval from the chair of first-year studies or department chair.)

##### (3) Submission of Volunteer Activity Form

Students are required to submit a Volunteer Activity Form prior to their travel, which states the nature and locality of their volunteer work, to the Ookayama Campus Student Guidance Room (Main Building, B1, Rm 44) or the Suzukakedai Student Support Group (J1 Building, Floor 1).

##### (4) Gain knowledge about volunteer work

(a) Volunteering should not be taken lightly. It is not only important for students to learn beforehand about the activity itself, but also to consider various factors such as their own health before deciding to participate.

(b) Prior to departure, students must prepare and organize their own food, shelter, and means of transportation.

(c) Students should also bring any specific items and prepare anything which they specifically need.

(d) If students fall ill due to fatigue, physical distress from changing weather conditions, post-traumatic stress disorder, or hygiene issues, their health and well-being must come first, and they must therefore suspend all volunteer work.

(e) Students should keep in mind that volunteering is not always physical work, but that it

can also be achieved by supporting local businesses, thereby helping to revitalize the local economy.

- (f) Students should be extra cautious of secondary disasters triggered by torrential rainfall or other adverse conditions.

## B. Excused absences and class credit

### (1) Absence from class due to participation in volunteer activities

- (a) Students will not be marked absent from class for up to two times per quarter (or one time for once-a-week classes), but will be marked as such from the third time (or the second time for once-a-week classes). Absences from quarter-end exams are not included. However, this only applies to those who have submitted the Volunteer Activity Form. Upon receipt of the Volunteer Activity Form, the Student Division will contact the instructors of the courses from which students will be absent.
- (b) Students who cannot attend classes need to catch up using self-instruction materials via Tokyo Tech OpenCourseWare (OCW/OCW-i) or other means. They may also have to approach their course instructors with questions regarding the content of missed classes.

### (2) Credit from volunteer activities

If volunteer work is related to a particular course and its objectives, the activity will be counted towards course requirements and ultimately contribute to the overall course credit.

## Contact information

- Inquiries related to the submission of Volunteer Activity Form

Ookayama Campus:

Student Planning Group, Student Support Division

Email: [gak.sie@jim.titech.ac.jp](mailto:gak.sie@jim.titech.ac.jp)

Ext: 3011

Suzukakedai Campus:

Suzukakedai Student Support Group, Student Support Division

Email: [suz.gak@jim.titech.ac.jp](mailto:suz.gak@jim.titech.ac.jp)

Ext: 5935

- Inquiries related to matters regarding courses

Undergraduates, Ookayama Campus:

Undergraduate Services Group, Student Division

Email: [kyo.gak@jim.titech.ac.jp](mailto:kyo.gak@jim.titech.ac.jp)

Ext: 3004

Graduates, Ookayama Campus:

Graduate Services Group, Student Division

Email: [kyo.dai@jim.titech.ac.jp](mailto:kyo.dai@jim.titech.ac.jp)

Ext: 3005

Suzukakedai Campus:

Suzukakedai Student Group, Student Division

Email: [suz.kyo@jim.titech.ac.jp](mailto:suz.kyo@jim.titech.ac.jp)

Ext: 5933