



University of Toyama
Guidelines for Celebrating SOGI Diversity
(for Faculty and Staff)

Center for Diversity, Equity and Inclusion

1st Edition published in March, 2025





As a university open to the community and the world, the University of Toyama declares its commitment to further advancing gender equality based on its basic policy for promoting diversity and in line with the Sustainable Development Goals on gender equality. We respect diversity in terms of gender, sexual orientation and gender identity (abbreviated as SOGI), disabilities, age, culture, religion, beliefs, nationality, and other aspects. We aim to create an educational, research, and workplace environment in which everyone can fully utilize their abilities.

As part of this initiative, we created guidelines for faculty and staff to celebrate and address diversity in sexual orientation and gender identity. Please read these guidelines to help create an environment in which all students and staff feel safe and secure.

Center for Diversity, Equity and Inclusion

Basic Policy for Promoting Diversity

1. We strive to raise awareness so that all students and staff can accept each other's differences, respect the dignity and individuality of others, and focus on their studies, education, research, and work while reaching their full potential.
2. We actively recruit and employ a diverse workforce and establish work regulations and environments to ensure that everyone can engage in their duties safely and securely.
3. We promote contributions to society from the perspective of promoting diversity, and advance cooperation and collaboration with educational institutions and society, both domestically and internationally.

August 1, 2020

Basic Policy on SOGI Diversity

1. The university recognizes the diversity of and rights related to SOGI and actively promotes awareness-raising activities and training programs.
2. The university gives careful consideration to the handling of personal information related to SOGI.
3. The university works to develop and review the campus environment so that everyone can study and work safely on an equal basis.

November 24, 2020

1. Important Considerations for Actions Based on Sexual Diversity

On June 23, 2023, the “Act on Promoting Understanding of the Diversity of Sexual Orientation and Gender Identity” was enacted. This law aims to contribute to the realization of a society tolerant of the diversity of sexual orientation and gender identity, given the current situation in which the extent of public understanding is not necessarily sufficient.

To cultivate consideration for the diversity of sexual orientation and gender identity, it is important to understand what needs to be considered and what must be adhered to in order to create an environment where everybody can live comfortably.



(1) Basic Terms

○Sexual Orientation

This refers to the concept of a gender or genders to which a person is romantically or sexually attracted. This can include attraction to the opposite gender, same gender, both genders, or neither, thus reflecting the diversity of orientations.

○Gender Identity

This refers to a person’s internal sense of their own gender, which may or may not align with the sex assigned at birth. This includes a variety of identities in which one’s gender self-recognition matches or differs from one’s legal gender.

○Gender Expression

This refers to the way a person expresses themselves through clothing, speech, gestures, and other forms of behavior.

Sexual Orientation (SO)	Gender Identity (GI)
<ul style="list-style-type: none"> • Heterosexual A person whose romantic and sexual feelings are directed toward individuals of the opposite sex • Homosexual A person whose romantic and sexual feelings are directed toward individuals of the same sex • Lesbian A person whose gender identity is female and whose romantic and sexual feelings are directed toward women • Gay A person whose gender identity is male and whose romantic and sexual feelings are directed toward men • Bisexual A person whose romantic and sexual feelings are directed toward both men and women • Pansexual A person who can experience romantic and sexual attraction to individuals regardless of their gender • Aromantic A person who does not experience romantic attraction toward others • Asexual A person who does not experience sexual attraction toward others 	<ul style="list-style-type: none"> • Cisgender A person who lives with the same gender identity as the sex assigned to them at birth • Transgender A person who lives with a gender identity different from the sex assigned to them at birth <ul style="list-style-type: none"> • FTM: Female to Male A person who was assigned female at birth but identifies as male • MTF : Male to Female A person who was assigned male at birth but identifies as female • X-gender*/Nonbinary A person whose gender identity or gender expression does not fit within the binary categories of male or female. This can include identities such as androgynous, bigender, agender, or gender-fluid. <p>*The term X-gender is used only or mainly in Japan</p>
<ul style="list-style-type: none"> • Questioning A person who is uncertain about or is exploring their sexual orientation or gender identity • Queer A term that signifies rejecting normative sexual values and embracing more diverse ways of being, while taking pride in being part of a sexual minority 	

These lists are not necessarily intended to be comprehensive. Human experiences of gender and sexuality



are diverse and cannot always be clearly categorized into specific labels.

• **LGBTQ+**

An umbrella term for sexual and gender minorities, formed from the initials of Lesbian, Gay, Bisexual, Transgender, Questioning/Queer, plus the “+” symbol to indicate the existence of even more diverse identities.

• **Coming Out**

The act of voluntarily disclosing one’s sexual orientation or gender identity to others.

• **Outing**

The act of revealing someone’s sexual orientation or gender identity to others without their consent.

• **Ally**

A person who understands sexual and gender minorities and takes action to support them.

(2) Celebrating Sexual Diversity

To create an environment in which all people can live comfortably, please keep the following in mind:

- Do not make statements or behave in a way that assumes all students and staff are heterosexual or cisgender (i.e., people who live as the gender assigned to them at birth).
- Ensure that your words and actions are based on the premise of sexual diversity and question what is considered “normal” regarding sexuality and gender.
- If you witness behavior that mocks or discriminates against those who do not fit societal norms of “femininity” or “masculinity” or sexual minorities, intervene immediately to stop the behavior.
- If you think you may have engaged in discriminatory behavior by not taking sexual diversity into consideration, apologize immediately and correct your words and actions.

Are you aware of any of these statements or actions around you?

- Making statements based on the assumption of heterosexuality or cisgender identity, such as “All boys must want a girlfriend,” “It’s natural for you to get married and have children in the future,” or “I don’t think there are any LGBTQ+ people in this class.”
- Expecting or demanding opinions specifically from “boys” or “girls.”
- Addressing or describing someone by assuming their gender, such as “that male student over there.”

- Never force someone to come out (i.e., publicly disclose their sexual orientation or gender identity).
- Do not engage in outing (i.e., revealing someone’s sexual orientation or gender identity without their consent).
- Do not share the personal information of students or staff with others without their consent.

Are you aware of any of these statements or actions around you?

- After someone came out to you, you thought the best course was to share the information with their advisor or other third parties without their consent.
 - Administrative staff speaking loudly enough for others to hear, saying things like “You want to change your gender on the records, right?” or “You need special considerations for the health check-up?” showing a lack of consideration for privacy.
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2. University's Measures and Considerations

(1) Changes in Registered Names

At our university, students can use a preferred name based on their self-identified gender upon request, except in the documents listed below. It is the responsibility of the student to prove that the preferred name and the name in official records, such as the family register, represent the same person.

- (1) Degree certificate*
- (2) Financial documents (tuition fees, admission fees, etc.)
- (3) Payment documents (travel expenses, honoraria)
- (4) Application documents for teaching licenses
- (5) Application documents for exams conducted by the national or local government or organizations commissioned by them to obtain national qualifications
- (6) Documents where laws and regulations require the use of the name on the family register
- (7) Other documents for which the university president deems the use of a preferred name to be difficult.

*By submitting a request for dual name notation, both the name on the family register and the preferred name can be included on the degree certificate.

Responsible Department: Educational Affairs Division of the respective school

Regulation: Guidelines on the Use of Former or Preferred Names for Students at the University of Toyama

(2) Regarding Gender Information

Class rosters and other documents do not include a field for gender. In addition, dividing students by gender for class activities or practical training should be avoided unless necessary.

(3) Addressing Students in Class

It is recommended that all students be addressed uniformly with “san” or that the form of address preferred by the student be used.

(4) Health Examinations

Health examinations conducted at our university can be individually tailored as required, and consultations are available at the Health Management Center.

(5) Restrooms

Our university has installed all-gender/multi-purpose restrooms that can be used by anyone. The locations of these restrooms within the campus facilities are listed on the university's accessibility map on our website. (Accessibility Map) <https://www.u-toyama.ac.jp/access/accessibility/>

In addition, in March 2025, the signage for multi-purpose restrooms (excluding those equipped for ostomate use) was changed to indicate that they are “restrooms for anyone,” meaning they can be used by anyone when needed.

(6) Changing Rooms

Our university provides gender-segregated changing rooms and does not have individual changing rooms. However, multi-purpose restrooms in the General Education Bldg. A on the Gofuku Campus and the library on the Takaoka Campus are equipped with changing boards.

(7) Student Consultation Services

When being consulted by students, please coordinate with the relevant organizations as needed, based on the students' wishes and with their consent. The various consultation services available are listed below.



Note that these are not designed exclusively for sexual minorities.

On-Campus Consultation Services

Inquiry	Responsible Office
How to register for courses	Liberal Arts and Sciences Courses: Liberal Arts and Sciences Support Office Specialized Courses: Educational Affairs Division of the relevant school
Student dormitories	Student Support Division
Extracurricular activities	Gofuku Campus: Student Support Division Sugitani Campus: Educational Affairs Division Takaoka Campus: Art and Design General Affairs and Educational Affairs Division
Changes in address, name, or guarantor	Educational Affairs Division of the relevant school
Mental and physical health consultations	Health Administration Center
First aid for injuries or illnesses and health examinations	
Job consultations and job listings	Employment and Career Support Office
Study abroad	International Affairs Division
Support for students with developmental or physical disabilities	Accessibility and Communication Support Office
Consultations on academic, career, life troubles, feeling overwhelmed, or other concerns	Student Support Division, Student Counseling Office

Regarding the Establishment of an External Mental Health Consultation Service

Starting October 1, 2024, an external consultation service was made available for mental-health-related inquiries.

Eligible Users

- Students and their guardians
- Faculty and staff members, their spouses, and any of their dependents

Counseling Methods

- **Spot Counseling** (no appointment required): by phone or online
- **Ongoing Counseling** (appointment required): in-person, phone, or online

Contact Information

int.u-toyama.ac.jp/LHRS/harassment/index.html (internal use only)

Off-Campus Consultation Services

These consultation services are available not only to those struggling but also to the people around them.

➤ Specialized Telephone Consultation for Sexual Minorities

Yorisoi Hotline: 0120-279-338 (Language: Japanese)

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- **LINE Consultation Service for SOGIE (Sexual Orientation, Gender Identity, and Gender Expression)**
Tsunaniiji (Tsunagaru Nijihiro on LINE) <https://sogie-j.org/> (Language: Japanese)
 - **Exchange Meetings**
Yawa Café (held about once a month) <http://www.diversitylounge.jp/>

(8) Preventing Harassment

According to our university's guidelines on the prevention of and countermeasures against harassment, derogatory remarks about someone's sexual orientation or gender identity or disclosing sensitive personal information about someone's sexual orientation or gender identity without their consent are considered examples of harassment.

Students and staff at our university must fully recognize the following points to avoid harassment:

- Respect the dignity of others.
- Be aware that everyone is an important partner.
- Eliminate prejudice and acknowledge each individual's uniqueness.

Regarding the Establishment of an External Harassment Consultation Service

Starting October 1, 2024, an external consultation service was made available for harassment-related inquiries.

Eligible Users

- Students, faculty and staff

Consultation Methods

- **Consultation by phone:** 0120-505-098
- **Consultation online:** int.u-toyama.ac.jp/LHRS/harassment/index.html (internal use only)

For consultations regarding harassment, please contact the harassment consultation staff.

(Internal website: <http://int.u-toyama.ac.jp/for/staff/harassment.html>)

3. Review of these Guidelines

These guidelines will be reviewed as necessary, based on improvements in the environment and discussions with relevant individuals and organizations.

References

- 性の多様性 学生対応ガイド (埼玉大学ダイバーシティ推進センター)
<https://park.saitama-u.ac.jp/~diversity/gender/>
- 性的マイノリティサポートブック (社会福祉法人共生会 SHOWA)
- 先生と親のための LGBT ガイド (遠藤まめた)
- はじめて学ぶ LGBT (石田仁)
- はじめよう SOGI ハラのない学校・職場づくり (「なくそう! SOGI ハラ」実行委員会)

Cooperation

Diversity Lounge Toyama

Supervision

Professor Takashi Kazama, Faculty of Liberal Arts and Sciences, Chukyo University

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