

The University of Tokyo Mejirodai International Village  
Terms and Obligations of the Dorm Resident Assistants

Approved by the Executive Vice President of  
UTokyo in charge of Asset Use Promotion

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1. Purpose

The purpose of this “Terms and Obligations of the Dorm Resident Assistants” is to specify the essentials on the duties of the dorm resident assistants (hereinafter referred to as the Dorm RAs) hired at the Mejirodai International Village (hereinafter referred to as the “MIV”) in accordance with the provision stated in Article 11 of the “The University of Tokyo Regulations on the Use of the Mejirodai International Village.”

2. Placement of the Dorm RAs

- (1) The Dorm RAs are placed to support the daily lives of the students mainly living within the shared block areas of the dorm buildings and to facilitate interaction between all students living at the MIV.
- (2) To achieve the above purpose, the Dorm RAs will always need to keep in close communication with the dorm management company, the in-house advisors, and the university in addition to the other members of the Dorm RAs to better support the residents whenever in need.

3. Number and Assignment of Dorm RAs

- (1) The total number of Dorm RAs to be assigned to the MIV Linear and South Bldgs. will be 20 in total.
- (2) Dorm RAs in the Linear Bldg. and South Bldg. will be assigned as follows:
  - a) One Dorm RA will be assigned for every two floors of the shared blocks on floors 2 to 7 of the South Bldg., as each floor consists of one single block with a capacity of 18 residents.
  - b) Three Dorm RAs will be assigned to each floor of the shared blocks on floors 3 to 7 of the Linear Bldg., as each floor consists of 4 to 5 blocks with a total capacity of 92 to 113 residents.

- c) Two Dorm RAs will be assigned to shared blocks on the 8th floor of the Linear Building, as this floor consists of 4 blocks with a total capacity of 73 residents.

#### 4. Qualifications as a Dorm RA

A Dorm RA holds a crucial role in providing a safer and inclusive space for all residents at the MIV and will hence need to act as a good model for the other residents by always adhering to the rules and regulations, ensuring to keep the sanitary conditions of all living spaces in the MIV in good maintenance.

In addition, the Dorm RAs are to be fair to all in regard of their own attitudes and/or decision making. They will be required to take due responsibility with regards to their own act(s) and words, etc. as being a Dorm RA.

In addition, every Dorm RA will fully need to know the [Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo](#), etc. and be considerate of their own acts.

#### 5. Duties of the Dorm RAs

- (1) The Dorm RAs are to provide guidance for the new residents entering the dorm twice a year, mainly in April and October.
- (2) The Dorm RAs are, in principle, required to look after students living in the adjacent areas to their own designated assigned rooms and provide any help and/or assistance whenever needed.  
The specific areas and member of students they are to look after may be decided through mutual discussion and agreement with the other Dorm RAs living on the same floor.
- (3) The Dorm RAs are to attend the Dorm RA meetings which are to be held every month (hereinafter referred to as the “Monthly Dorm RA Meeting”) throughout their term of appointment.
- (4) The Dorm RAs are to plan and hold collaborative events with the University of Tokyo (hereinafter referred to as “UTokyo”) student club activity groups ideally four times a year and to participate in other events held at the dorm as much as possible.
- (5) The Dorm RAs are to respond to emails they receive from students living in the dorm as much as possible within the working hours described in Article 7 below.
- (6) The Dorm RAs are to adequately share any opinions and/or requests received from the dorm students after the obtainment of their prior consent with the staffs of UTokyo and the MIV management company to better enhance the living

environment of all students in the dorm.

- (7) The Dorm RAs are expected to provide the necessary support in cases of emergency occurring at the dorm in cooperation with the in-house advisors in response to the request made by the UTokyo Asset Planning Group.
- (8) The Dorm RAs are immediately to seek help from the other RAs or in-house advisors and/or the UTokyo Asset Planning Group whenever they find problem in troubleshooting and/or when they themselves need assistance.

#### 6. Non-Disclosure Agreement

The Dorm RAs are not to disclose any information obtained during their period of appointment as a Dorm RA to any third party. Furthermore, this will in effect be binding beyond their retirement from the Dorm RA post.

#### 7. About the Working Hours of the Dorm RAs

- (1) The working hours of Dorm RAs attending their duties will exclude the hours between 22:00-9:00.
- (2) In the event of an occurrence of emergency, Dorm RAs are to provide the needed support requested by the in-house advisor(s) or the UTokyo Asset Planning Group. Support requests to the Dorm RAs are to be made with due respect to the working hours stipulated in (1) above and only be limited to emergency support that shall not harm the well-being of the Dorm RAs. Out-of-hour emergency support by the Dorm RAs will only be requested with the prior consent of the Dorm RAs.

#### 8. Dorm RA Rooms

- (1) The Dorm RAs will each need to live in the designated rooms (the 15 m<sup>2</sup> shared type C/D/R/S rooms) respectively assigned by the UTokyo Asset Planning Group throughout their term of appointment.
- (2) Fees of the Dorm RA rooms are as follows:
  - <MIV Dorm RA Room Fees>
  - Entrance & Renewal Fee : JPY 51,800
  - Monthly Accommodation Fee : JPY39,800/month
  - Monthly Maintenance Fee : JPY12,000/month
  - Monthly Utilities Fee : JPY15,000/month
- (3) The Dorm RAs are to abide by the rules and regulations described in “The University of Tokyo Mejirodai International Village Resident Guide” for all

procedures regarding their move-ins/outs and their payment of the monthly room bills in addition to the restoration policies for their assigned rooms

9. Selection and Appointment of the Dorm RAs

- (1) The Dorm RAs at the MIV are selected by the MIV Dorm RA Selection Board Committee that is organized each academic year and will duly be appointed following the approval obtained from the UTokyo Executive Vice President in charge of Asset Use Promotion (hereinafter referred to as the “Executive Vice President”).
- (2) The Dorm RAs will each be issued with a “Letter of Appointment” following their appointment above by the Executive Vice President.
- (3) The Dorm RAs who have received their “Letter of Appointment” will each need to abide by all rules and regulations of UTokyo in addition to the terms and obligations stated herein. They are required to sign and submit a written “Pledge” to the Executive Vice President to commit to perform their duties described in Item 5 above.

10. About the Term of Appointment of the Dorm RAs

- (1) The term of appointment of a Dorm RAs is in principle, one year counting from the commencing date of their Dorm RA appointed period.
- (2) Dorm RAs are to conduct their duties stated in Article 5 above throughout their entire term of appointment unless for special circumstances in need of due consideration.
- (3) If the Dorm RA is to resign from its own post for any special reason etc. during their term of appointment, the said person must notify the UTokyo Asset Planning Group of their intentions at least 2 months before the day of resignation. In this case, the said person will need to move out from the designated assigned room by the end of the prior month to their resignation. The resigned Dorm RA will no longer receive the monthly deduction provided for Dorm RAs from the month of resignation.
- (4) If a Dorm RA having fulfilled their 1-year term of appointment desires to continue their job for an additional full-term, they must submit the required application documents to the UTokyo Asset Planning Group by the designated deadline and have an interview given by the Mejirodai in-house advisors. The results of this interview will then be referred to the MIV Dorm RA Selection Board. Reappointment is to be approved by the consent of more than half of its members.

After said approval, the Executive Vice President is then to give final approval for reappointment and issue anew the “Letter of Appointment” to the said person. Reappointment requests from the Dorm RA can only be accepted based on the prerequisite condition that the person’s current/expected term of enrollment at UTokyo shall fully cover the entire period of their subsequent term of their Dorm RA reappointment.

11. Temporary Exemption from the Dorm RA Duties

(1) Dorm RAs may temporarily be excused from their duties under such special cases as listed below:

(a) Recuperation from Illness

The said person is required to submit a medical certificate issued by a doctor, etc. to the UTokyo Asset Planning Group within 2 weeks from the date of illness for which permission was requested. However, even if it not possible to submit a medical certificate, a Dorm RA may be excused from attending the Monthly Dorm RA Meeting once in a 6-month period for unexpectable health reasons, such as sudden illness, etc., but only with prior notification to the UTokyo Asset Planning Group.

(b) Attending Funerals, Weddings, etc.

The said person is required to submit an invitation letter, etc. created by a third party to the UTokyo Asset Planning Group in advance for permission.

(c) Research Trips, etc.

The said person is required to submit a document certifying the necessity of the trip for their own research activities to the UTokyo Asset Planning Group in advance to gain permission.

(d) Presentation at Conferences, etc.

The said person will be given exemption from their duties on the day before and the day of the conference by submitting the program leaflet, etc. of the relative conference in advance.

(e) Others

If by any reason the Dorm RA needs to ask for the temporary exemption from their duties, the said person needs to gain the prior approval of more than half of the Dorm RAs and the approval from at least two of the in-house advisors present at the nearest Monthly Dorm RA Meeting for permission.

12. Compliance to the Laws and Regulations, etc.

The Dorm RAs are to comply with the laws and regulations issued by the Government of Japan and are required to fully adhere to all the rules and obligations, etc. stipulated by UTokyo. In addition, the Dorm RAs will each need to understand and share all the policies and spirit stated in [“The University of Tokyo Charter”](#) and [“The University of Tokyo Statement on Diversity & Inclusion”](#) as being a member of the UTokyo community, and is required to be attentive to all the precautions stated in “7. Daily Life” of the [“International Student Handbook”](#).

13. Reporting of Compliance Irregularities

The Dorm RAs are immediately to report any compliance irregularities perceived in the dorm in accordance with the rules provided in “The University of Tokyo Basic Rules on Compliance”. For incidents perceived in the dorm, the Dorm RAs are either to inform the in-house advisor(s) or the [UTokyo Compliance Hotline](#).

14. Dismissal of the Dorm RAs

- (1) Dorm RAs may be dismissed from their posts regardless of their term of appointment in the event that the person is found to be extremely negligent of their duties described in Article 5 above or fail to attend their designated activities without any prior notification to the relative parties and/or in cases where the person is perceived to lack the adequate qualifications through their own acts and words as a Dorm RA.
- (2) The dismissal of a Dorm RA is to be proposed by more than two of the in-house advisors at the MIV based on the reasons stated in (1) above and will be determined by the Executive Vice President after due consideration.  
The Executive Vice President on determining the dismissal of the Dorm RA, is to send a written notice thereof to the said person at least 2 months before their actual dismissal from the Dorm RA post.
- (3) The Dorm RA who receives a notice of dismissal will need to move out from their assigned room before the actual date of dismissal written on the said notice. The dismissed Dorm RA will no longer receive the monthly rent deduction provided to the Dorm RAs after moving out from their present rooms.

15. Amendments

The Executive Vice President holds the right to make any necessary amendments to the terms and obligations stated herein with prior notice to the relative parties regardless of the selection schedule of the Dorm RAs or each of the respective term of appointment of the Dorm RAs.