

# Campus Life Guide at Hiroshima Univ.

学生生活の手引

AY2023

Campus Rules

For a Safe  
Student Life

Administrative  
formalities

Advice and  
Counseling

Learning Support

Economical  
Support

Insurance

Career  
(job hunting)  
Support

University  
Facilities

International  
Exchange

Extracurricular  
Activities  
(Clubs/Volunteer Activity)



Hiroshima University was established in 1949 in Hiroshima, which is the first atomic-bomb stricken city in the history of humankind. At the university's opening ceremony held on November 5, 1950, the first president, Tatsuo Morito, made a speech declaring that to realize "a single unified world of peace," we first need to create "a single unified nation of democracy and peace," and that "a single unified university, free and pursuing peace" should help build the spiritual foundation for the single unified nation. Then he made a commitment that Hiroshima University would take this role and fulfill its responsibility of rebuilding the world, including Japan, in a peaceful manner.

With this as its founding principle, alongside its five guiding principles, Hiroshima University is committed to fulfilling its mission as a center of learning and education.

## Guiding Principles

- The Pursuit of Peace
- The Creation of New Forms of Knowledge
- The Nurturing of Well-Rounded Human Beings
- Collaboration with the Local, Regional, and International Communities
- Continuous Self-Development

## Hiroshima University Crest



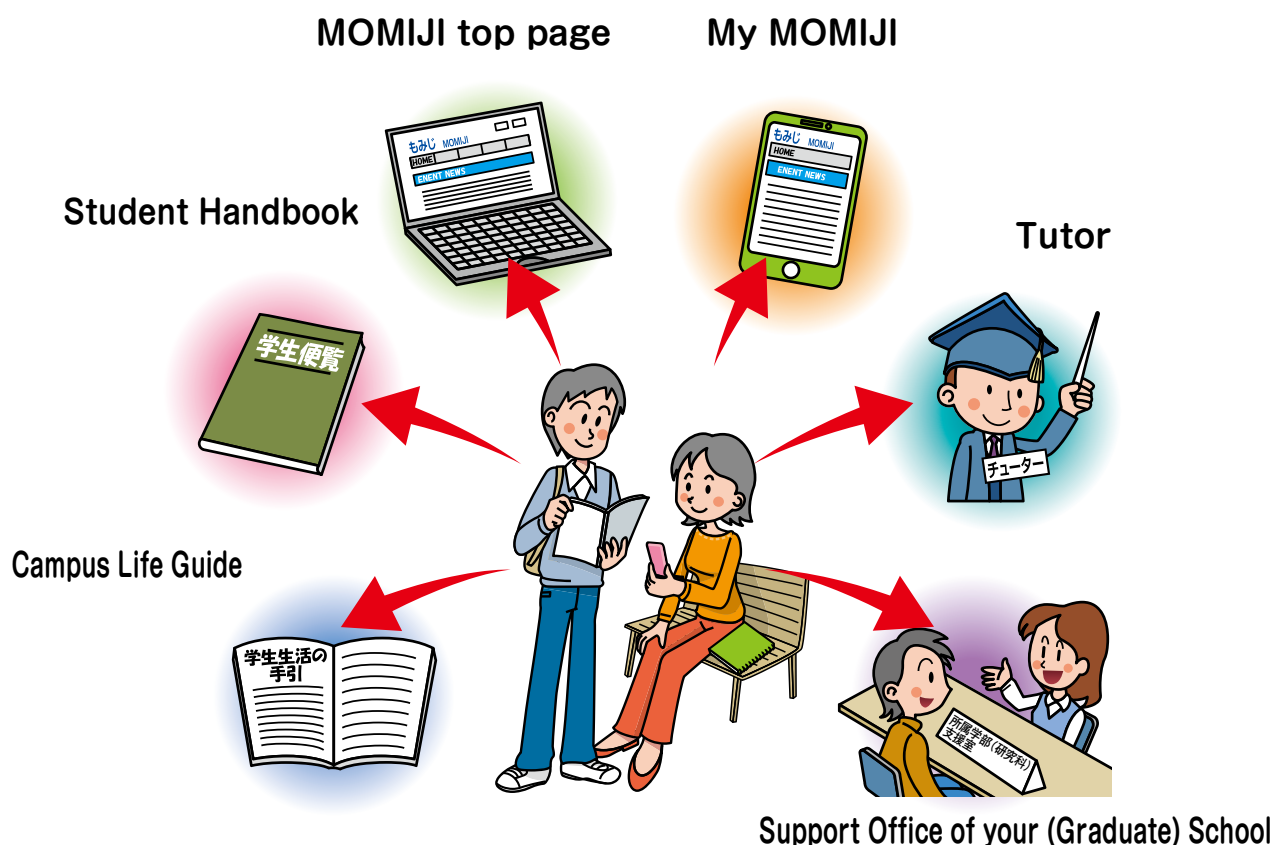
The University crest is a stylized representation of a new life and a Phoenix leaf. The phoenix, a sacred bird in Egyptian mythology that lives for 500 years, sets itself on fire within its nest, and rises renewed from the ashes, thus embodying immortality, has been adopted as the symbol of Hiroshima University, reborn out of the ashes of Hiroshima City after it was laid to ruin by the atomic bomb.

# Introduction

Congratulations on your admission to Hiroshima University.

As you begin your student life at Hiroshima University, you will need a broad range of information, including various university rules and information relating to administrative formalities.

You are now personally responsible in Hiroshima University for informing yourself on various matters that the University transmits via various means.



This Guide Book provides basic information that you need for your student life at Hiroshima University, including rules and formalities, and useful information, such as where you can obtain advice in the case of an unexpected problem.

If you have a question or encounter a problem that you are not sure as to how to handle in your student life, please refer to this Guide first. You can also search for the information you need from the page “What to Do When...?”

Under each heading, the Internet websites providing the latest information on each subject concerned are indicated, along with contact information for inquiries. The websites are for obtaining detailed information, and the contact information is for addressing your questions.

The information provided in this Guide is as of April 2023. Confirm the latest information after this date on the Internet websites indicated for respective subjects.

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# Timetable and Annual Events

## Day course timetable

Period	1	2	3	4	5	6	7	8	9	10
Time	8:45 ▽ 9:30	9:30 ▽ 10:15	10:30 ▽ 11:15	11:15 ▽ 12:00	12:50 ▽ 13:35	13:35 ▽ 14:20	14:35 ▽ 15:20	15:20 ▽ 16:05	16:20 ▽ 17:05	17:05 ▽ 17:50

## Evening course timetable on the Higashi Senda Campus

Period	1	2	3	4
Time	18:00 ▽ 18:45	18:45 ▽ 19:30	19:40 ▽ 20:25	20:25 ▽ 21:10

## Academic Year (AY) 2023 Annual Events

April	Spring vacation (until April 7) Entrance ceremony Orientation guidance for newly enrolled students A road safety session Start of the first semester/first-term classes (April 10)
May	Phoenix Concert
June	Start of the second-term classes (June 8) Yukata Festival
July	
August	Summer vacation (from August 4)
September	Summer vacation Chugoku Region Five Universities' Competitions (summer event)
October	Start of the second semester/third-term classes (October 2) A road safety session Phoenix Relay Marathon
November	Anniversary of the University's establishment (November 5) University Festival (Higashi Hiroshima Campus) Kasumi Festival (Kasumi Campus) Chugoku Region Five Universities' Competitions (winter event) Start of the fourth-term classes (November 30)
December	Winter vacation (from December 26)
January	Winter vacation (until January 5)
February	Year-end vacation (from February 9)
March	Commencement ceremony (graduation ceremony) Year-end vacation



Yukata Festival



Phoenix Concert



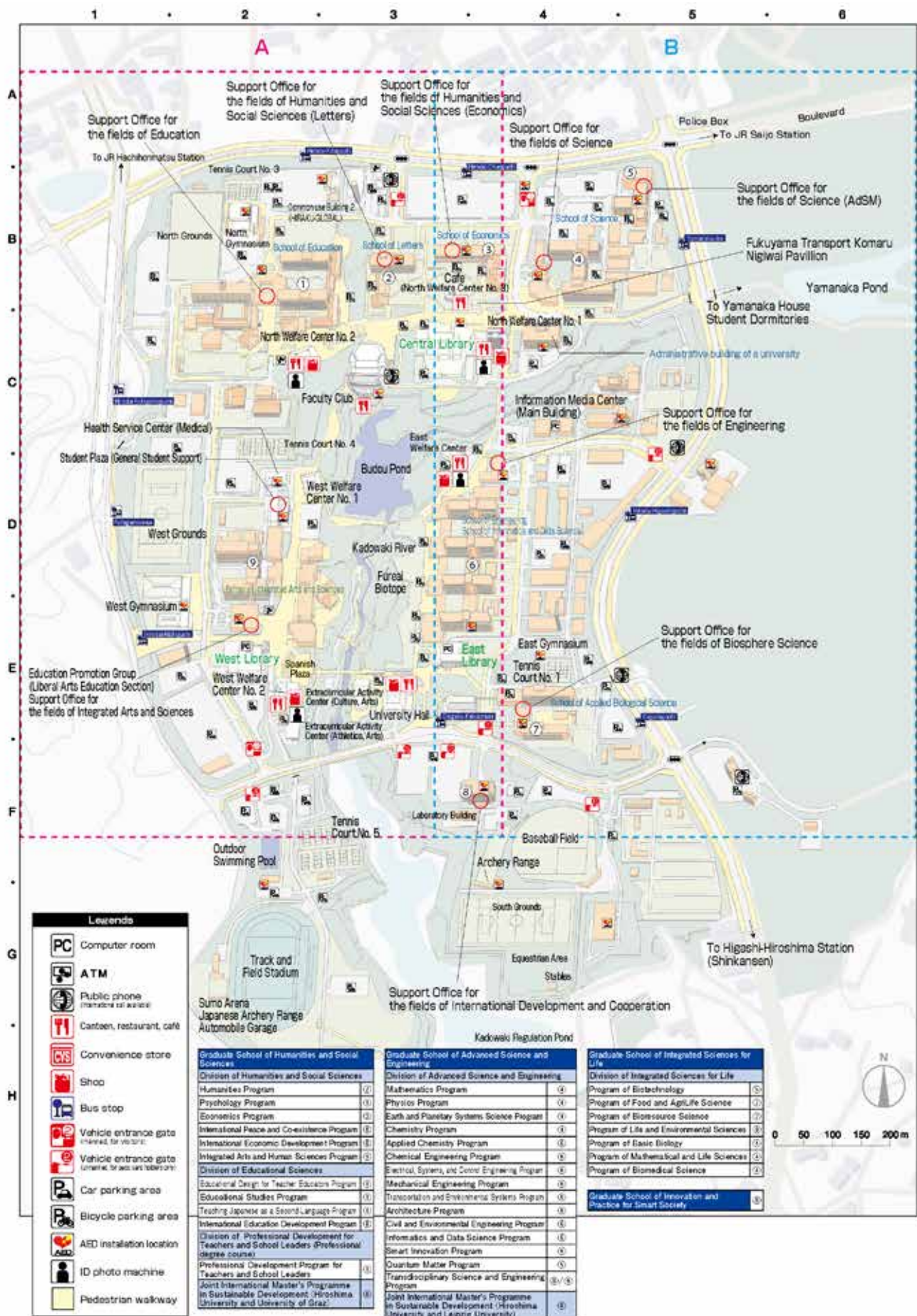
Phoenix Relay Marathon



University Festival

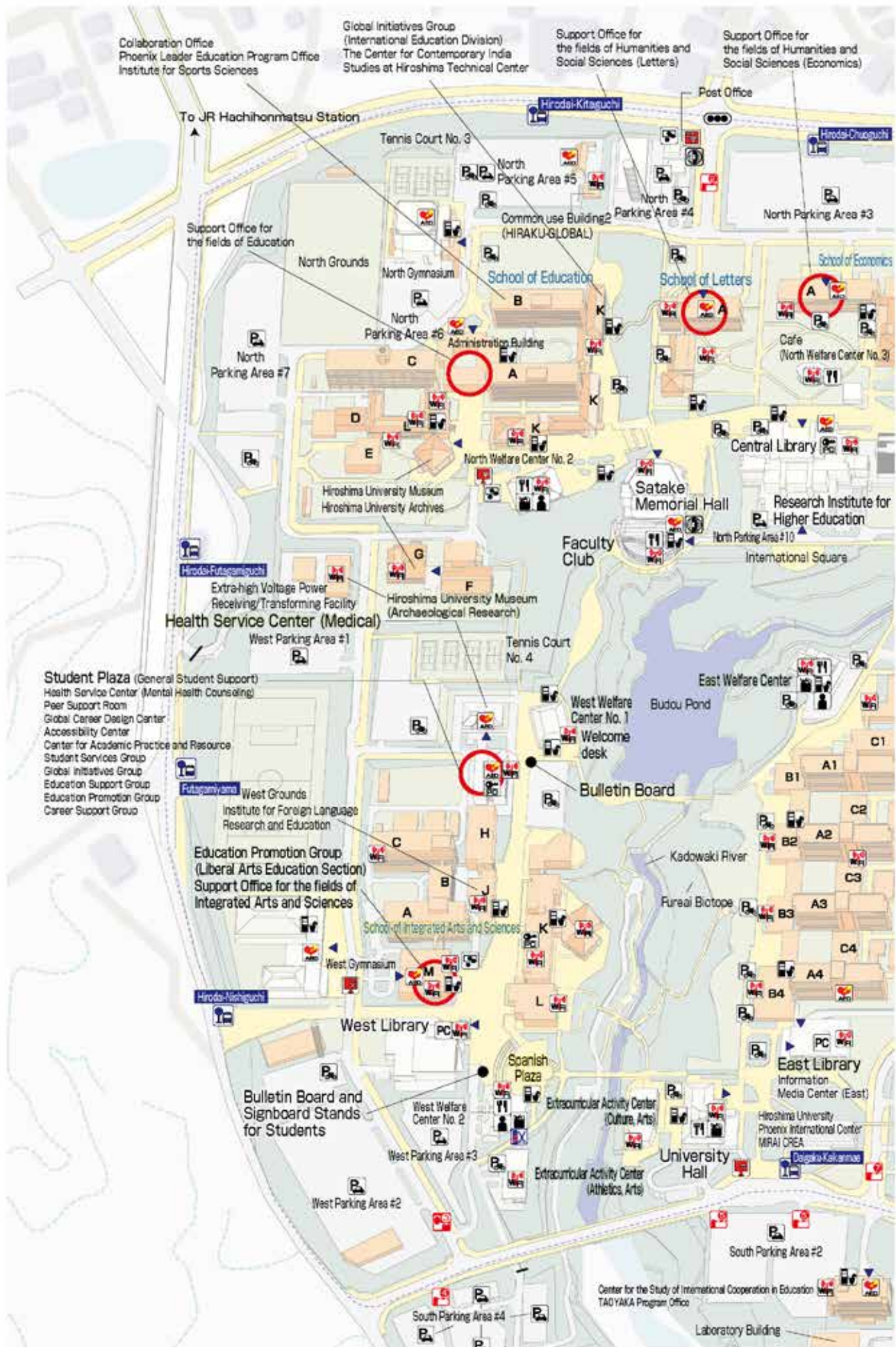


# Higashi Hiroshima Campus Map





## Higashi Hiroshima Campus Map: Enlarged View A



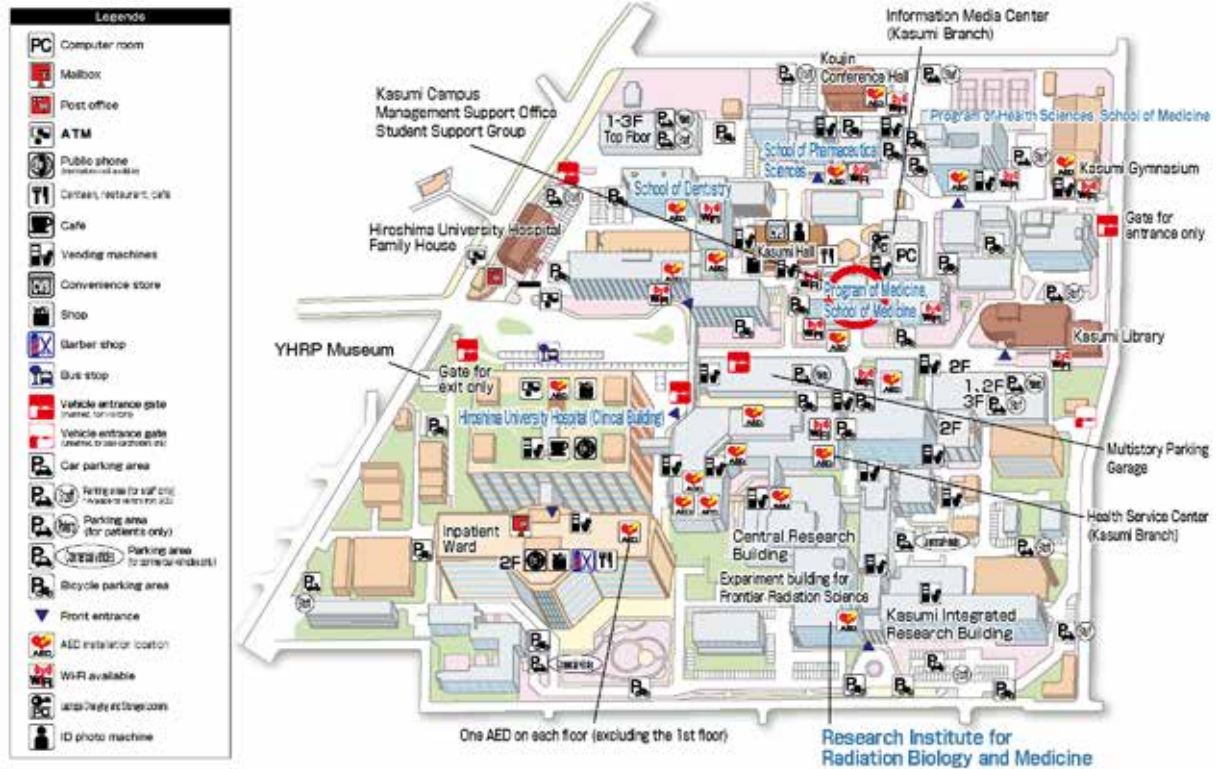


# Higashi Hiroshima Campus Map: Enlarged View B

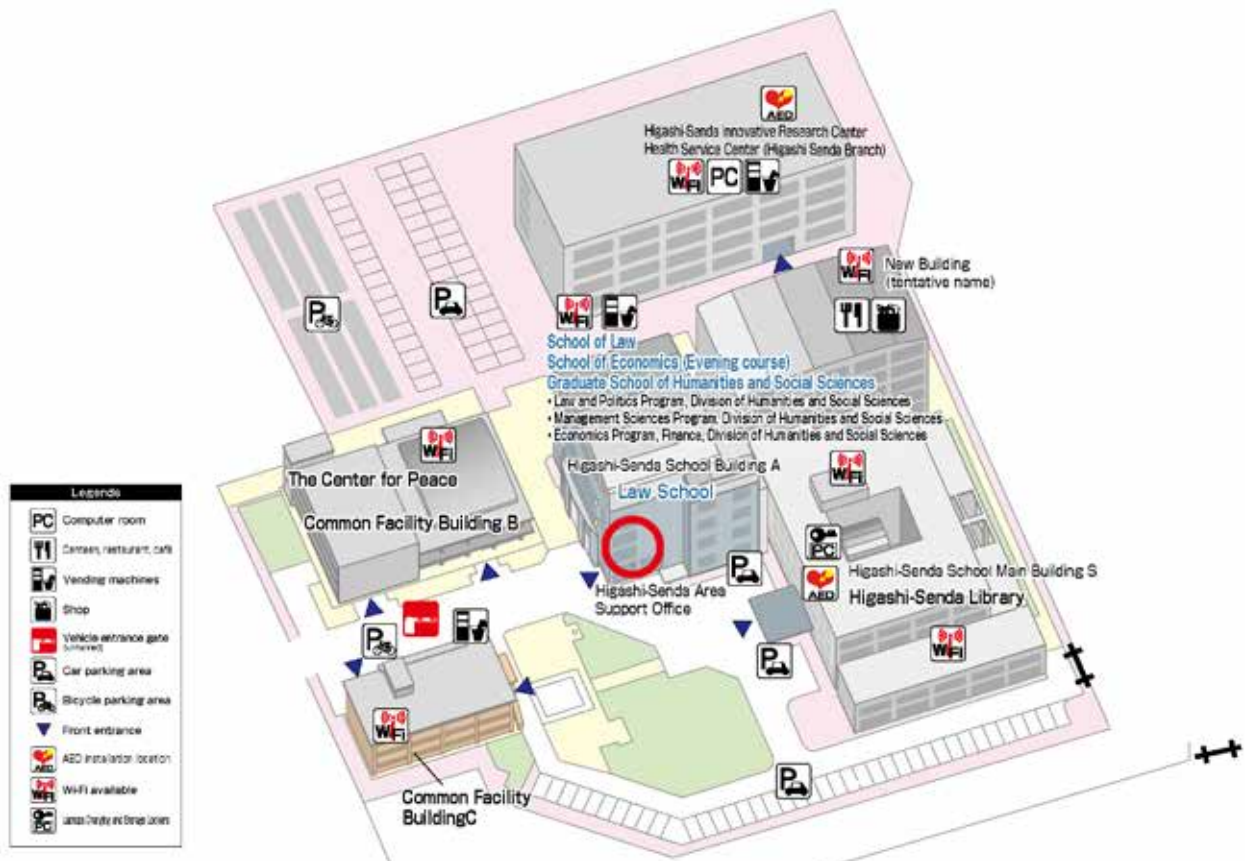




# Kasumi Campus Map



# Higashi Senda Campus Map



# 01 Campus Rules

## Student ID Card and Authentication

### 1. Student ID card

Your Hiroshima University student ID card certifies that you are a regularly enrolled student of Hiroshima University, and you are required to carry it with you at all times.

The student ID card must be carefully handled just like your bank card also because it is a precision IC chip card that serves as electronic money and is required in the following cases:

- When you take a examination;
- When you have the University issue a certificate of enrollment, a certificate of student discount eligibility of the train, a certificate of medical examination, or other such document via an automatic certificate issuance machine;
- When you have your (Graduate) School issue a certificate of enrollment or commuting or another document or provide a document or materials addressed to you individually as a student;
- When you use a device at the Information Media Center;
- When you check out a book at a University Library;
- When you drive onto the University premises, having been authorized to park your car on the University premises;
- When you buy goods or use services at a University CO-OP store, use a printer in the computer terminal room, make photocopies of a book or document belonging to a University Library, attend a University-sponsored seminar or other event, or the like.

※ In the case of loss (theft) of or damage to your student ID card, you are required to undergo the following procedures:

- Notify the Student Support Office of your (Graduate) School and apply for re-issuance; in principle, the student concerned must bear the actual expense for reissuance.
- Notify the Hiroshima University CO-OP (if you are a member) to prevent the illegal use of the electronic money and CO-OP membership card functions of your original student ID card.

Upon the reissuance of your student ID card, you must immediately change your HU Password.

To use several of the University's services, you are required to input HU (Hirodai) ID (for your student number) and your HU Password, which is issued to you at the time of distribution of your student ID card. For the management of your HU Password, refer to "2. HU Password."



## 2. HU (Hirodai) ID and Authentication

To use several of the University's services, you are required to input HU (Hirodai) ID (for your student number) and your HU Password, which is issued to you at the time of distribution of your student ID card.

You should change your initial HU Password provided to you upon the issuance of your student ID card, and set up Multi-Factor Authentication (MFA).

### ① HU (Hirodai) Password

- You are personally responsible for the proper management of your HU (Hirodai) Password.
- Keep complying with our password policy (Refer to “How to change your HU Password below)
- Keep it strictly to yourself; do not disclose it to others, and ensure to prevent any other person from accessing it.
- If your HU Password was possibly leaked, you are required to change, at the earliest possible time, the password.

### ② Setup MFA

- You must setup MFA.
- You should setup multiple means of MFA such as mobile apps, e-mail, backup codes, etc.

#### ※ How to change your HU Password, How to setup MFA

You can access both services from “All Services” at the top of Information Media Center page.

[https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

Change Password

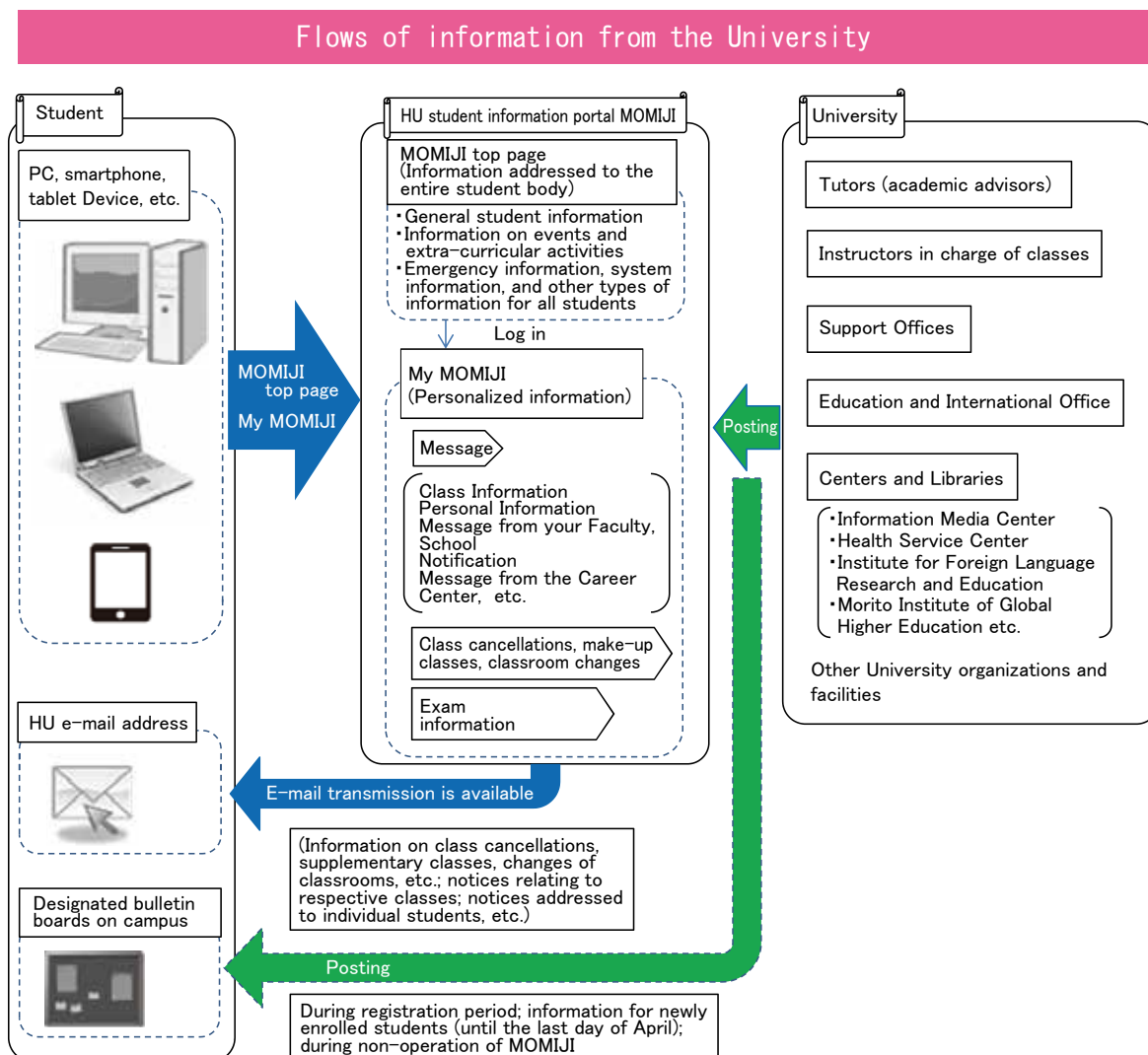
Multi-factor authentication (HU (Hirodai) ID, IMC account) > Multi-factor authentication for “HU (Hirodai) ID”

### ③ If you have forgotten your HU Password, present yourself to the Support Office of your (Graduate) School with your student ID card, and undergo the procedure for HU Password change.

## Communication from the University to Students

Hiroshima University communicates information to students mainly via HU's information portal MOMIJI (see p. 11).

Notices and information addressed to individual students, and notices relating to classes, such as class cancellations, make-up classes, classroom changes and exam information, are communicated via My MOMIJI (see p. 13). You are advised to log on to My MOMIJI on a daily basis on your computer (required), smartphone or other device so as not to miss important information.



## Educational Data Utilization

Hiroshima University will acquire, retain and analyze data related to teaching and learning in a safe manner, thereby striving to improve education and support students' learning based on objective data. The University will respect privacy, adhere to comply with the Act on the Protection of Personal Information and other relevant laws and regulations operate such data with the utmost consideration for the wishes of the right holders thereof.

[https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/post\\_39.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/post_39.html)





# Emergency Information

## 1. Emergency information concerning simultaneous cancellation of classes due to weather warnings, suspension of public transportation or other reason

Following the issuance of a special warning by the Local Meteorological Observatory of Hiroshima or a decision made by the Executive Vice President of Hiroshima University (in charge of Education; hereinafter referred to as “executive”), classes may be cancelled on a campus-wide basis, for the Higashi Hiroshima Campus, the Kasumi Campus and the Higashi Senda Campus. Read carefully “Handling of classes in the case of announcement of weather warnings, suspension of public transportation or accidents/incidents (excerpt)” below, confirming “How to obtain information.” In actual emergencies, remember to act in consideration of your personal safety above all else.

### Handling of classes in the case of announcement of weather warnings, suspension of public transportation or accidents/incidents (excerpt)

#### 1. The simultaneous cancellation of classes without judgement by the executive

When emergency warnings are issued from Hiroshima local meteorological observatory for either Naka-ku, Hiroshima City, Minami-ku, Hiroshima City or Higashihiroshima City, all classes in campuses in those cities shall be cancelled.

#### 2. Simultaneous cancellation of classes with executive judgement

In the following cases, all classes at the campus on the day shall be cancelled if the executive judges that it is difficult to hold classes at each campus.

The guidance of the range of class periods and decision time of simultaneous cancellation of classes are as shown in 3.

- (1) when any warnings of heavy rain, flood, heavy snow, storm or snow-storm are issued for either Naka-ku, Hiroshima City, Minami-ku, Hiroshima City or Higashihiroshima City by Hiroshima local meteorological observatory
- (2) when any warnings of heavy rain, flood, heavy snow, storm or snow-storm are expected to be issued for either Naka-ku, Hiroshima City, Minami-ku, Hiroshima City or Higashihiroshima City because of an approaching typhoon
- (3) when public transportation including the JR Sanyo-line is cancelled due to accidents, heavy rainfall and/or other natural disasters or strikes
- (4) when it becomes difficult for students or staff to commute to the university
- (5) when, due to other incidents or accidents, entering the university becomes forbidden.

#### 3. Guidance on the range of class periods and decision time of simultaneous cancellation of classes

Range of class periods	Decision time
Classes starting from 8:45 to 12:10	By around 06:45
Classes starting from 12:50 to 17:05	By around 10:50
Classes starting from 17:30 to 19:40	By around 16:00

※ While the final decision is announced as indicated in the table above for each time slot, there is possibility that according to the situation, an announcement may be made to cancel class later as above. Please check information about it until before classes begin.

※ Online classes that fall under one of the following conditions, can be held at the discretion of the dean (or the equivalent) of each department. In this case, teachers in charge shall

communicate any necessary information on such classes to the attending students so that they can avoid any disadvantage.

- Interactive online classes in which all students have confirmed they are able to attend such classes at home.
- On demand classes.

### How to obtain information

Information will be posted on the “Emergency Information” box in the upper right-hand corner of the MOMIJI-Top (see p.11 about the HU student information portal MOMIJI). Otherwise, information could also be checked at the Official Twitter and Official Facebook.

If you can not access all above, please contact Student Support Group of the (Graduate) School which you belong to, directly.

Moreover, it will be published when the university executes the class by releasing of warning not longer being effective and/or restarting transportation operations by the above-mentioned method. So, please confirm before acting.

- ※ The provision of emergency information as described above concerns only regularly held classes (excluding those held on Saturdays). The above-mentioned publishing is not published about the class (supplementary lecture and immersion lecture, etc.) executed in the holidays, so please inquire at the Student Support Office (as for the liberal arts education, inquire at the Education Promotion Group(Liberal Arts Education)) in the (Graduate) School that you belong to.
- ※ If it is after hours or you are unable to inquire, please refer to the above instructions and act with your personal safety as your first priority.

## 2. Emergency information relating to accidents, incidents and disasters

The University provides emergency information in the same manner as indicated above (under “1.”) in the event of an accident, incident or disaster that may endanger student’s safety in and outside of the university. If you cannot access any of the channels of communication mentioned above, contact the Support Office of your (Graduate) School.

Especially when a disaster occurs, the university may contact students via e-mail or My Momiji bulletin board to confirm the safety of students. If you receive a notice requesting a reply from the university, please be sure to offer a response.



# MOMIJI: HU Student Information Portal

## 1. MOMIJI: HU student information portal

MOMIJI is the Hiroshima University portal that puts together information for HU students.

MOMIJI comprises a top page, accessible to all, and My MOMIJI, accessible to HU students who log in with their student number inscribed on their HU student ID card and HU Password.

### ① MOMIJI top page: outline

Information indispensable for student life at Hiroshima University is displayed.

- Information on academic support
- Information on campus life
- Information on career support
- Information on international student support
- Information on events and extracurricular activities
- Emergency Information, information on the MOMIJI system operation

MOMIJI top page

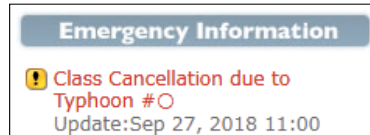


#### Emergency information on the MOMIJI top page

“Emergency Information” provides such emergency information as the suspension of local public transportation services, the cancellation of classes due to a typhoon, heavy snow or the like, and the unscheduled suspension of the portal system.

※ For more detailed information, on the MOMIJI top page click “Academic Support” and select “University-wide Simultaneous Class Cancellation Associated With Incidents Such as Issuance of Weather Warnings, or Suspended Service of Public Transport.”

When there is emergency information



#### Suspension of the MOMIJI service due to system maintenance or other reason

The suspension of the MOMIJI service will be notified on the following pages accessible from the MOMIJI top page.

※ MOMIJI top page - Information - System Information

HU students log in to My MOMIJI via the MOMIJI top page.

### ② My MOMIJI: outline

When you log in, your personal portal screen appears, displaying information on class cancellations, supplementary classes, changes of classrooms, and so on.

(Important)

Messages from the University to students and important information on student life are posted under “Message” on My MOMIJI. Make sure to log in to My MOMIJI at least once every day.


My MOMIJI page



## 2. Accessing MOMIJI

How to access the MOMIJI top page and My MOMIJI

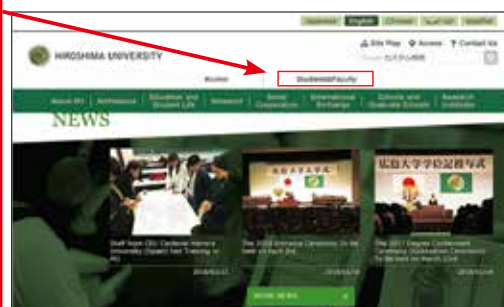
### A) Access the MOMIJI top page.

Click “Students&Faculty” on the top page of the official Hiroshima University website. You will find  Then, access the MOMIJI top page (as shown on the right).

The URL of the MOMIJI top page is <https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml>

It is also possible to access the MOMIJI top page by inputting “Hiroshima University” and “MOMIJI” as key words on a search engine.

Hiroshima University’s official website



※ The home page of the Information Media Center’s website also has a link to the MOMIJI top page.

### B) Click “Login to My MOMIJI”.

MOMIJI top page



### C) Type in your “広大ID” (HU ID) and “パスワード” (HU Password), and click “ログイン”.



※ Type in your HU ID and HU Password in half-width characters.

Take care to differentiate uppercase and lowercase letters where necessary when inputting Roman letters. Type in all Roman letters of your HU ID (such as “B” and “M”) in uppercase.

※ Multi-factor authentication (MFA) is required to use My Momiji from off-campus. For more information about MFA, view the Information Media Center’s website (<https://www.media.hiroshima-u.ac.jp/services/mfa/>).

### ※ Precautions for using MOMIJI

- HU students are personally responsible for paying their Internet connection charges. Make sure to check the terms of your Internet service plan, and keep in mind that accessing MOMIJI under certain conditions, such as from outside Japan, can be expensive.
- MOMIJI cannot be accessed on certain digital devices, depending on their settings. In such a case, go to “MOMIJI top page → Information → My MOMIJI FAQs. If the problem still cannot be solved, contact My MOMIJI System help (p. 14) with relevant information, such as i) the model name of your device and ii) the time and date you attempted to log in.

## 3. Main functions of My MOMIJI

Portal	Portal	This screen is displayed when you log in to My MOMIJI. It shows Message, Class Cancellation/Make-up Classes/Classroom Changes, Surveys and other types of information on classes. From the page of information on classes, you can download reference materials related to the courses you have signed up for. You can also log in to Bb9 (HU's online learning support system) for the classes you have signed up for if they use this system.
Student status	★View Academic Register information	You can check your address, telephone number, and other items of personal information that you have supplied to Hiroshima University. To change any of these items of personal information, such as your address following relocation, you are required to complete the prescribed formalities at the Support Office of your (Graduate) School.
	★Change Academic Register information	On this page, you can change your fixed and mobile telephone numbers and e-mail address that the University needs for important or emergency communications.
Course registration and Grades	View Syllabus	You can refer to your syllabus here.
	Registering/Checking Courses	Register for courses: During the period of course registration, you can sign up for the courses that you wish to take. Checking courses: You can view the courses that you have signed up for.
	★Check Grades For Registered Subjects	You can view your grades once they are announced at the end of each term/semester. Some (Graduate) Schools require students to have an interview with their tutor or academic adviser for the approval of grades.
	★Check Grades Awards	Here you can view the requirements to fulfill to advance to the next year or graduate or complete your minor or a special program, or check the status of acquisition of credits required to obtain a teacher's license or other officially recognized qualification. (Conditions for the use of this function vary from one [Graduate] School to the other.)
	★Teacher License Portfolio	You can view your records of learning required for or related to obtaining a teacher's license and check your finalized level of achievement of the HU standards of teacher training.
Surveys	Surveys	HU organizes various questionnaire surveys using this page. In class evaluation questionnaire surveys, you can read instructors comments in response to survey results.
Message	View Messeageboard	Here you can read notices, classified by genre, addressed to you.
	View Class Cancellation/Make-up Classes/Classroom Changes	You can view information on the cancellation of classes, supplementary classes, and changes of classrooms for the courses you are taking.
Continuing Education/Job Search Information	Check Exam information	You can view information on the examinations of the courses you are taking. (Conditions for the use of this function vary from one [Graduate] School to the other.)
	Input Future Plan	You can input information on your desired future orientation, employment search activities, and finalized employer or professional activity. The arrival of messages containing employment search information corresponding to your inputs is indicated on the upper part of the portal.
	Search Jobs, etc.	Here you can retrieve information on employment searching, prospective employers and their recruitment information meetings, government and school recruitment examinations, students' accounts of job search activities, and so forth.

### ★Functions available only while on campus

The functions available only while accessing on campus (such as viewing of Grades) may be made available off campus to students who use the VPN connection service at the Information Media Center. For more information on the VPN connection service, view the Information Media Center's website (<https://www.media.hiroshima-u.ac.jp/services/hinet/vpngw/>).



## 4. Other matters

### ① Security

MOMIJI contains highly important information, such as your grades and the courses you are taking.

When you use an educational information terminal or common-use computer on campus, do not leave such devices unattended while logged in to your personal page. Make sure that your HU Password will not be disclosed to anyone and remember to change it from time to time.

For information security, refer to “Trouble Prevention Related to Computer” on p. 28.

### ② Operating manual

The My MOMIJI operating manual and other useful information are listed under “Link” that appears when you log in to My MOMIJI.

### ③ E-mail setting for the distribution of personalized notices, information on classes, class cancellations, supplementary classes, changes of classrooms, etc.

When new personalized notices or news about classes are posted, when classes are cancelled, supplementary classes are held, or classrooms are changed for the courses you are taking and such information is posted or otherwise updated, you are notified via e-mail sent to your HU e-mail address (xxxxxx@hiroshima-u.ac.jp).

To change the receiving method of the e-mail, access My MOJIMI and go to “Class Cancellations /Make-up classes/ Classroom Changes” or “Message” and click “E-mail Delivery Setting” on the menu.

(Refer to the My MOMIJI Manual for how to change the setting.)

### ④ Support system

- The University accepts inquiries about the MOMIJI system operation. When you encounter a problem that you cannot solve even after consulting “My MOMIJI FAQs” on the MOMIJI top page, contact the system help service by e-mail or telephone.

Your inquiries regarding requirements for program course completion should be directed to the Support Office of your (Graduate) School.

Inquiries: about the MOMIJI system operation  
(open from Monday to Friday, 9:00-17:00)  
Tel : 082-424-5609 Mail : systemhelp@hiroshima-u.ac.jp

- If you encounter difficulty in online course registration due to your physical disability or other reason, contact Accessibility Center or the Student Support Office of your (Graduate) School.

## Requirement for a Personal Computer (laptop)

At Hiroshima University, you will use a computer and the Internet on many occasions, such as writing lecture reports and dissertations, as well as using computers in classes especially on “Daigaku Kyoiku Nyumon (Introduction to University Education).”

In addition, procedures such as class registration and grade viewing, and contact from faculty members and offices are carried out through the website “MOMIJI”. You may use a computer in class, so be prepared to bring it with you when instructed by the lecturer.

## 1. Information on the laptop requirement

○About a Laptop as a Requisite Tool

[https://www.hiroshima-u.ac.jp/en/about/initiatives/jyoho\\_ka/hikkei\\_pc](https://www.hiroshima-u.ac.jp/en/about/initiatives/jyoho_ka/hikkei_pc)

○Computer Q&A (MOMIJI)

<https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/pc-qa/>

## 2. Provision of Requisite Software Programs

Hiroshima University has a comprehensive license agreement with Microsoft Corporation.

In accordance with this license agreement, students of HU may install Microsoft Office and Antivirus software for free. Use following site reading the usage guidance thoroughly.

○Microsoft Comprehensive License (EES)

[https://www.media.hiroshima-u.ac.jp/services/ms-ees/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/services/ms-ees/#googtrans(en))

○Anti Virus Software

[https://www.media.hiroshima-u.ac.jp/services/antivirus/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/services/antivirus/#googtrans(en))

## 3. Internet connection from your laptop

Student can connect your laptop to HU Wireless LAN in lecture rooms and common spaces, marked with  on the campus map (pp.3-5).

VPN service to access the HU network from off campus is also available.

Inquiries: Information Promotion Group, Information Division, Financial and General Affairs Office (Hours: 9:00-17:00 on weekdays)  
Tel : 082-424-5687 Mail : st-pc@ml.hiroshima-u.ac.jp

### Lost & Found

MOMIJI top page: Campus Life Information → Rules for Student Life → Rules of "Student Life"  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/seikatururu.html>

Personal objects found on campus are stored at the Student Support Offices of the (Graduate) Schools. If you find any personal objects on campus, please take them to the nearest Support Office of any (Graduate) School.

If you have lost an object, first contact the Support Office of the (Graduate) School nearest the place where you might have lost it. The Support Offices of the (Graduate) Schools display reported objects on their Lost & Found shelf and post information on My MOMIJI, except for highly valuable objects. Contact the Support Office concerned when such information corresponds to your lost object. In the case you have lost a special object (bank card, ID card, highly valuable object, etc.), you must present yourself to the nearest police station to file a report of a lost object.

The Support Offices of the (Graduate) Schools contact the owner of an object found and reported to them if identified. You are therefore advised to put your name on your personal effects.

- Personal objects of value found and reported to the Support Offices are notified to the police if they are not claimed by their owners within two weeks.
- Contribute to the prevention of on-campus theft by not leaving your bag and other personal belongings unattended in the libraries, cafeterias, and other places.
- Pay due attention to your personal belongings and especially valuables when using

extracurricular activity rooms and locker rooms.

## Severe Punishment for Cheating on an Examination

MOMIJI top page: Campus Life Information → Rules for Student Life → Rules of “Student Life”  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/seikatururu.html>

At Hiroshima University, the treatment of students who cheat on a final (term-end) examination or other form of academic evaluation is stipulated as follows:

### — Treatment of an irregularity committed by a student during a final examination or the like —

- 1 The course subjects of a student who engages in an irregularity in a final examination or the like shall be treated as follows:
  - (1) A student who engages in an irregularity in an examination in any subject of liberal arts education shall receive the evaluation “Fail” for all the liberal arts subjects for which he/she is registered, except for liberal arts seminars.
  - (2) A student who engages in an irregularity in an examination in any subject of specified education shall receive the evaluation “Fail” for all the specified education subjects for which he/she is registered.
- 2 A student who engages in an irregularity in a final examination or the like shall be subjected to disciplinary treatment in compliance with the Hiroshima University Rules for Disciplinary Action for Students.
- 3 An irregularity in a final examination or the like in the Hiroshima University Graduate Schools and Advanced Courses shall be treated as per provisions 1 and 2 above.

If you cheat on an examination, the number of credits that you acquire in the semester (term) in question is reduced to zero. This can postpone the timing of your graduation, and you are also subjected to disciplinary action.

Never engage in any irregular act.

## Parking Manners and Rules (for automobiles and bikes)

MOMIJI top page: Campus Life Information → Rules for Student Life → Rules of “Student Life”  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/seikatururu.html>

Parking your bike or car in any place other than that provided for parking is extremely problematic since it can prevent emergency vehicles from accessing where they are needed and cause traffic accidents and other inconveniences. If you come to the University by bike or car, be sure to park only where designated.

To prevent crimes, be sure to double-lock your bike or lock your car when parking.

Automobiles, motorcycles, bikes and motorized bikes are strictly forbidden from entering areas demarcated with buffer stops.



# 02 For a Safe Student Life

## Precautions and Information Concerning Infectious Diseases

MOMJI top page: Link → Health Service Center  
URL : <https://health.hiroshima-u.ac.jp>

Please check the latest information on the website of Ministry of Health, Labour and Welfare.

### 1. About prevention of novel coronavirus infection (COVID-19)

#### 【Transmission route】

Inhalation of virus-containing droplets / aerosols (particles containing water smaller than droplets), which are excreted by infected persons during coughing, sneezing, and conversation, is considered to be the main transmission route.

#### 【About symptoms】

- The incubation period is often 5 to 6 days, and is said to be within 14 days.
- Respiratory symptoms such as fever and cough are the main ones, most of which are mild, but some may become severe. Malaise and loss of appetite are also present in about half of patients. It is said that there are few digestive symptoms such as diarrhea. Taste/olfaction disorders may occur.
- If you have any of the above symptoms, please contact a medical institution near you by phone.

#### 【If infected】

- Please contact the Support Office of your (Graduate) School.
- From the website of the Health Service Center, please submit a notification online.
- Please follow the instructions of your doctor and Public Health Center.

#### 【Prevention】

- ① Avoid “three Cs”: Avoid closed spaces, crowded places, and close scenes. When these three conditions are combined, the risk of spreading the infection increases.
- ② Securing the distance between people
- ③ Wearing a mask: We recommend using a non-woven mask.
- ④ Hand hygiene such as hand washing: Wash your hands with running water when you touch something that many people touch or when you care for a sick person.
- ⑤ Ventilation: Let's ventilate the room diligently.
- ⑥ If you have symptoms: If you have a cold-like symptom such as coughing or fever, do not go to university.

Reference: Website of Ministry of Health, Labor and Welfare [https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html) (in Japanese)



### 2. About influenza prevention

#### 【About symptoms】

- The incubation period is usually around 3 days, and is within 7 days.
- The most common symptoms are fever (not only high fever but also 37°C level), cough, chills, and sore throat. More than half have runny nose, malaise, and headaches. There are also joint pain, muscle pain, abdominal pain, diarrhea and conjunctivitis.
- If you have any of the above symptoms, please contact a medical institution near you by phone.

#### 【If infected】

- Please follow the instructions of your doctor (School Health and Safety Act says that in the case of influenza, attendance is suspended until 5 days after the onset of flu and 2

days after the fever is resolved).

- Please contact Support Office of your (Graduate) School and Health Service Center by phone or email.
- Protect your cough etiquette to avoid infecting others.

#### **【Prevention】**

- ①～⑥ It is the same as the prevention of new coronavirus infection.

### **3. About rubella (German measles), varicella (chicken pox), and epidemic parotitis (mumps)**

< This is general information addressed to the entire HU student body. If your Faculty/School or Department has more specific instructions, they take precedence over the information on this page. >

Infectious diseases such as measles, rubella, varicella, and epidemic parotitis often spread in educational institutions by droplet or airborne infection. Therefore, in Japan, they are designated for special preventive measures under the School Health and Safety Act, which permits school authorities to suspend students infected with these diseases from attendance. It should be noted that these infectious diseases in adults can be particularly virulent.

Ref. Standard periods of suspension of attendance under the School Health and Safety Act (based on a physician's diagnosis) in Japan

Measles	Until three days since the student's fever has subsided
Rubella	Until the disappearance of the student's rash
Mumps	Until five days since the onset of swelling of the parotid, submandibular or sublingual gland, and since the student's general condition has improved
Chicken pox	Until scabs form on all spots of the student's rash

- ※ Droplet or airborne infection means that the disease can spread through an infected person's coughs. Prevention is therefore vital. If you have a coughing symptom, wear a mask, and wash your hands well and frequently.
- ※ If you are diagnosed with any of these infectious diseases, ask your doctor if you may attend classes. Notify (by phone or e-mail) the Support Office of your (Graduate) School and the Health Service Center by yourself and avoid going out as much as possible. Take special care not to get close to young children and other physically vulnerable persons.

#### **< Prevention >**

- ※ These infectious diseases can be effectively prevented. Inoculation is highly effective.
- ※ Check your medical history and vaccination records by referring to your neonatal and childhood health handbook or other documents when you receive the examination at the hospital. Remember also to carefully store these documents (medical history, vaccination records, neonatal and childhood health handbook, antibody test results, etc.) since they may be required when you participate in a practical training program or study abroad.
- ※ If your antibody value is negative, seek advice on vaccinations at a medical institution.

#### **< Participation in a practical training program and a record of vaccination >**

- ※ When you have an infectious disease, you cannot participate in practical training programs involving clinical practice, teaching, caretaking or nursing in contact with infants or young children or other immunologically vulnerable persons (sick or elderly persons).
- ※ Such program participants might come into contact with infected persons and get infected themselves if their antibody value is negative.
- ※ Students preparing to participate in a practical training program in clinical care, teaching,

nursing or the like or study abroad can be required to submit a certificate of immunity record of vaccination beforehand.

## Mental and Physical Health

MOMIJI top page → Health Service Center  
URL : <https://health.hiroshima-u.ac.jp>

### 1. Your mental health

University students often undergo various environmental changes, many of them living away from home for the first time. Various stressful situations occur in daily life, and some students find it hard or impossible to cope with their stress on their own.

When you are excessively stressed, you might feel mentally and physically unwell since stress disturbs your natural health maintenance mechanism. Signs of mental ill health include the following: feeling emotionally unstable, irritated, anxious or particularly down; finding it very hard to get out and attend classes; motivation and concentration drop significantly, making it hard for you to focus on academic activities; and having difficulty in sleeping, feeling lethargic, or experiencing palpitations, dizziness, or other unusual symptom.

If you continue to feel mentally and physically unwell, instead of struggling alone, seek help at the Health Service Center, which provides mental health consultation and counseling. You can consult a psychiatrist or a counselor (clinical psychologist) about yourself, or your friend or family member who has mental health issues. The Center is also staffed with English-speaking counselors who can help international students. Appointments is required for consultation and counseling.

### 2. Drinking (It is illegal for those below 20 years of age to consume alcoholic beverages)

A student life offers many opportunities to drink alcoholic beverages, such as welcome parties for new students and drinking parties related to extracurricular activities. Note, however, that it is illegal in Japan for those below 20 years of age to consume alcoholic beverages under the “Act on Prohibition of Drinking of Persons under 20 Years of Age”. Under the same law, minors’ parents and guardians and those acting as their supervisors are obligated to prevent those below 20 years of age from drinking if they become aware of their drinking. Strictly adhere to the principle of “Those below 20 years of age never drink” and “Never let those below 20 years of age drink.” The sudden intake of a large quantity of alcohol, often resulting from the practice known as “*ikki-nomi*” (drinking an entire alcoholic drink without stopping at all), is very dangerous and can cause death from acute alcohol poisoning. Never engage in this practice.

People can be “strong” or “weak” drinkers, depending on their genetic makeup. You cannot change your inherent physical constitution. It is possible to get a better idea of your resistance to alcohol by taking an alcohol patch test, which is highly recommended.

Say “No” to drinking of those below 20 years of age, *ikki-nomi*, and drunken driving. Do not and do not let others engage in these acts. Do not leave an intoxicated person alone.

You can take an alcohol patch test at the Health Service Center by appointment. It may be changed according to the infection status of COVID-19. Please check the homepage of Health Service Center.



A patch test is applied to the inner side of the arm.

***Ikki-nomi* is Dangerous! Don't do it! Never!**



### 3. Smoking

Conscious of the harmful effects of smoking not only to smokers themselves but also others around them who suffer from passive smoking, Hiroshima University has announced its “Declaration against Passive Smoking.” Among its negative effects on physical health, smoking causes lung cancer and other cancers because of nearly 4,000 types of chemical substances contained in tobacco, including many toxic substances and some 60 carcinogens. These substances enter into the blood stream via the lungs and spread all over the body. In other words, smoking harms the whole body invisibly. It has also been reported that younger smokers are more likely to become nicotine-dependent. It is important to not take up smoking in the first place, which is much easier than being troubled by the difficulty of quitting smoking.

Smoking has been prohibited entirely in all HU campuses.

**Do not start smoking! If you do smoke, quit now!**

### 4. Drug abuse – “No way! Never!”

Possessing marijuana and narcotics is a criminal offense that is severely punished under the law. Even a single use of marijuana, MDMA (popularly known as “ecstasy”), amphetamines, or other such drug is still abuse. Major dangers of the abuse of these substances are dependence, which develops through repeated use, making it difficult to quit even if you want to, and abnormal behavior accompanied by hallucination, delusion, or other psychiatric symptom, which can extend to acts that seriously harm drug users themselves and others.

You might have heard that some dangerous drugs are sold online and at physical shops. Craftily camouflaged as ordinary products, such as “legal herbs,” “incense,” and “non-drug aromas,” they are in reality fragments of dried plants to which synthetic hallucinogens or stimulants are sprayed. Do not be fooled by their commercial names and sales talk touting their alleged legality or safety. These products have the same harmful effects as narcotics, including mental confusion, heart attack, and even death in the worst case. The sales talk claiming that these products help alleviate fatigue, refresh your mind, or help lose weight is completely false. Using a narcotic, thinking that only one time cannot do much harm, can still lead to disastrous long-lasting effects on you and others around you. Have the courage to refuse frankly if and when you are tempted by others. Do not engage in any act that can completely ruin your future, your dreams, and those of others around you.

**Drugs Kill! Never Try, Not Even Once!**

For more information, contact the Health Service Center.

Tel : 082-424-6192 Mail : [health@hiroshima-u.ac.jp](mailto:health@hiroshima-u.ac.jp)

### 5. Emergency Treatment

Delays in responding to urgent illness or trauma are sometimes life-threatening. If you or your surroundings deem it necessary, do not hesitate to call an ambulance. On the other hands, even if the symptoms are not urgent, some people call an ambulance simply because they do not know which hospital to go or they feel a little worrying. Ambulances are limited resources and inappropriate callings prevent saving lives of people who really needs ambulances. Please refrain

from inappropriately calling an ambulance. If you become ill or injured suddenly and unsure whether to call an ambulance, emergency advice center is there for just this kind of situation. Feel free to contact it (Hiroshima and Higashihiroshima area: # 7119 or 082-246-2000). It is available 24/7.

**Do not hesitate to call an ambulance (119) in urgent situations ! If you are unsure, consult to the emergency advice center (#7119) at first !**

Ref) Hiroshima City official web page

<https://www.city.hiroshima.lg.jp/site/holidaymedicalcare/14659.html>

Anybody can get injured or fall sick suddenly, but nobody knows when or where it will happen. First aid is treatment you can give to a sick or injured person before the person is taken to a hospital or receives proper medical attention. First aid to a person who has lost consciousness is particularly important to save his/her life.

**Why not attend a seminar on first aid and emergency responsiveness?**

## If you encounter an injured or unconscious person

1. Look around carefully, and approach the person only when you have confirmed that it is safe to do so. In some cases, you have to give priority to fleeing to a safe place.
2. Observe carefully how the injured/sick person responds. Primary first aid is necessary if the person is unconscious and is not breathing or is breathing abnormally.
3. Do not try to handle the situation all on your own. Call out to others for help and ask them to call an ambulance or bring an automated external defibrillator (AED).

## Primary first aid procedure

- 1 Tap the patient on the shoulder.  
Check for a response.



- 2 Call for help.  
Ask for an ambulance and AED. (call 119)

- 3 Check the patient's breathing.  
Check by looking at the movement of the chest and the abdomen (within 10 seconds).



- 4 Chest compression

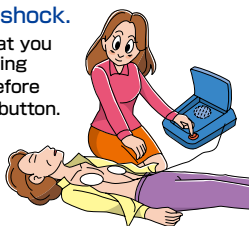
Strongly so that the chest area sinks by about 5 cm  
Quickly at the rate of 100 to 120 pushes per minute  
Continuously



If you know how to do and are willing to do artificial respiration, alternate between 30 times of sternal compression and two cycles of artificial respiration.

- 5 Use an AED for an electric shock.

Make sure that you are not touching the patient before pressing the button.



※ When applying pads, make sure that they are not wet and that there is no metal object beneath any pad. Avoid the area over a pacemaker.

Primary first aid is a life-saving procedure administered to a patient of cardiac arrest, involving cardio-pulmonary resuscitation (CPR) with sternal (breastbone) compression and artificial respiration, and the use of an AED.

(Definition according to the Japan Resuscitation Council [JRC] Guidelines 2020)

1. Check the patient's response.

Tap the patient on the shoulder, and say something like "Are you all right?" or "Hello," and see if he/she responds.

2. Ask for help (ask to call an ambulance and bring an AED).

Call out loudly for help to people nearby, saying "Somebody, please come quick!" "Call 119, call an ambulance," or "Bring me an AED."

3. Check the patient's breathing.

Check if the patient is breathing by closely observing the movement of the chest and the abdomen.

If the patient is not breathing or is breathing abnormally, start sternal compression.

4. Administer chest compression (CPR).

① On the lower half of the sternum

② Compress

**Strongly** (about 5 cm deep for an adult, about one-third of the chest thickness for a child),

**Quickly** (about 100 to 120 times per minute), and

**Continuously** (minimize intervals).

\* If you know how to do and are willing to do artificial respiration, alternate between 30 times of sternal compression and two cycles of artificial respiration.

5. Use an AED as soon as it is brought to you.

① Turn on.

② Apply electrode pads (on the upper right side of the chest and the left side of the abdomen).

③ If applying an electric shock, shout to others around you "Stay away!"

④ Making sure that you are not in contact with the patient, press the shock button.

\* Resume chest compression immediately after the electric shock.

\* When an electric shock is not necessary, resume sternal compression immediately after using the AED.

6. Continue primary first aid.

Continue until the rescue squad arrives. If the patient responds or the patient breathes normally or makes an intentional gesture, you may discontinue first aid.



Cases of theft, mugging, sighting of suspicious individuals, and other security problems and criminal acts have been reported on and around the HU campuses.

Potentially dangerous stray dogs have also been spotted on and around the HU campuses. Be vigilant, and do not feed or approach them.

## 1. Theft

■ Large numbers of cases of theft have occurred in the HU classrooms, gymnasiums, libraries, and other places.

Do not leave your wallet or other valuables unattended even for a short time, and keep them on your person at all times. Do not leave valuables in lockers that cannot be locked.

■ To prevent bike theft

Bikes are stolen at a high frequency during the day and at night. Many of the stolen bikes are known to **not have been locked**. To protect your bike from being stolen, it is most important to take preventive measures, such as **double-locking**.

## 2. Molesters and suspicious individuals

Cases have been reported wherein women walking alone at night are molested. In some cases, victims seem to have been attacked because they were perceived as easy targets as they were absorbed in speaking on their cell phone, texting, or listening to music with earphones on.

### Be vigilant

■ It is dangerous to walk alone on a dark path at night.

- Choose a well-lighted and frequented path.
- Do not go out late at night unless absolutely necessary.
- Do not get absorbed in using your cell phone or music player while walking.

■ It is important to remain vigilant at home as well.

- Upon arriving home and before opening the door, make sure that nobody is stalking you.
- Once inside, remember to lock the door.
- Before going to bed at night or going out, make sure to lock the door and the windows.

## 3. Snatching

It is said that about 90% of victims of snatching are women. Most cases of snatching occur when victims are walking alone, carrying their bag on the side of traffic, or riding a bike with their bag in the front basket.

### Be vigilant

■ Carry your bag on the opposite side of traffic (on the side of buildings).

■ Attach an anti-crime net over your bike basket.

■ Do not use a cell phone or earphones while walking (to not be seen as easy targets).

■ Be vigilant of motorbikes and the like approaching from behind you, and turn around as they approach to ensure safety.

■ Choose a well-lighted and frequented path, albeit a detour.

※ Do not keep your cell phone in your bag. If your bag is snatched, you cannot use your cell phone to call 110 (police).

## 4. Stray dogs

The cases of damage and injuries caused by stray dogs have been reported around the Higashi Hiroshima Campus. Be fully vigilant, and keep in mind that stray dogs can attack you not only while walking but also while riding a bike.

### Be vigilant

- Do not make a sudden move and run, with your back to the dogs.
- Avoid walking alone at night.
- Do not feed dogs.

### Contacts for inquiries and advice

- Keisatsu Anzen Sodan (police security advice): Tel 082-228-9110
- Seihanzai Sodan 110-ban (advice and support concerning sex offenses): Tel 0120-72-0110
- Seihigai One Stop Center Hiroshima (assistance to sex offense victims): Tel 082-298-7878
- Chikan Higai Sodansho (railway police squad handling gropers and their victims): Tel 082-263-0300
- Hiroshima Higaisha Shien Center (assistance to victims): Tel 082-544-1110

Inquiries within HU

Student Services Group, (Student Plaza 3rd floor)

Tel : 082-424-2316 Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

## For normative consciousness (not become the perpetrator)

MOMIJI top page: Campus Life Information → Rules for Student Life → For a safe "Student Life"  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

As university students and responsible members of society, you are expected and required to observe and respect society's rules, regulations and customary manners in your daily life.

While it is obvious to all that certain acts such as shoplifting and other forms of theft are criminal, you can also unintentionally commit a criminal offense through a casual act. For example, if you "borrow" an abandoned bicycle even for a short while, you run the risk of being arrested for the misappropriation of lost property. For another example, you may be arrested if you obtain a bicycle from a friend and keep using it without cancelling the old anti-theft bike registration record and re-registering the bike under your name.

A Hiroshima University student who commits a crime will be subjected to the University's disciplinary action, in addition to a judicial penalty.

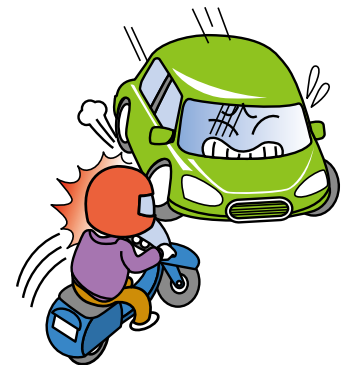
Meanwhile, in recent years, there have been many cases in which students roughly handle public facilities, including valuable cultural properties, whether intentionally or unintentionally. Damaging cultural properties is punishable under the Act on the Protection of Cultural Properties. Cultural properties are the products of human activities that have developed and have been nurtured and preserved over a long period. They are precious assets of a nation or community, essential for understanding its history and for future cultural development and creation. Let us therefore cherish and handle them with care and respect, whether or not their treatment is regulated by law, in the same way we treat human beings.

## Bicycles

- A bicycle is defined as a light vehicle under the Road Traffic Act. Bikers are required to observe the same traffic rules as automobile drivers and motorcycle riders.
- For example, it is illegal for bikers to ignore traffic signals, ride at night without lights, ride on the right side of the road, and ride while holding an umbrella, using a cell phone, wearing earphones and so forth.
- On the sidewalk, it is prohibited to ride a bicycle in principle. If there's no bicycle lane on the sidewalk, cyclists have to share the roadway with cars.
- If you as a biker cause an accident involving a bodily injury, you are subjected to penalties and liable for a large sum of compensation. It is advised to subscribe to a biker's insurance plan.

## Automobiles and motorcycles

- Always drive safely.
- Subscribe to a voluntary car/motorcycle insurance plan and opt for unlimited bodily injury compensation.
- Note that penal regulations for traffic accidents are severe and heavy, and that drunken driving is a serious criminal offense.



## Handling accidents

An accident can happen even when you are careful and vigilant. It is essential to know how to handle an accident when it has occurred.

### ■ Immediately following an accident

- ① Help the victim; call an ambulance (call 119).
- ② Take action to minimize damage, such as moving the car to a safe place.
- ③ Report to the police, without fail (call 110).
- ④ Record the situation of the accident, and collect information on the other party.
- ⑤ Notify your tutor, the Student Support Office of your (Graduate) School, or the Student Services Group, Department of Educational Affairs, Education Office, at the University.



### ■ Handling the accident

- ① Do not attempt to handle everything on your own. Seek advice from your tutor or the Student Support Office of your (Graduate) School.
- ② There are also organizations which you can contact for advice regarding traffic accidents.

### Organizations offering advice

Hiroshima Prefecture Life Center ("Kenmin Sodan")	Tel : 082-223-8811
The Area Symbiosis Promotion Department, Health and Welfare Department, Higashi Hiroshima City Hall ("Higashi Hiroshima HOTken Station")	Tel : 082-420-0932
Japan Federation of Bar Associations Traffic Accident Consultation Center (Hiroshima Consultation Office)	Tel : 082-225-1600
Hiroshima Bar Association Higashi Hiroshima Legal Consultation Center	Tel : 082-421-0021
Traffic Accident Dispute Resolution Center Hiroshima Branch	Tel : 082-249-5421



### Traffic accident consultation sections at police stations

Higashi Hiroshima Police Station	Tel : 082-422-0110
Hiroshima Prefectural Police Headquarters	Tel : 082-228-0110
Hiroshima Chuo Police Station	Tel : 082-224-0110
Hiroshima Higashi Police Station	Tel : 082-506-0110
Hiroshima Minami Police Station	Tel : 082-255-0110
Hiroshima Nishi Police Station	Tel : 082-279-0110
Asaminami Police Station	Tel : 082-874-0110
Asakita Police Station	Tel : 082-812-0110
Kaita Police Station	Tel : 082-820-0110

## Risk Management

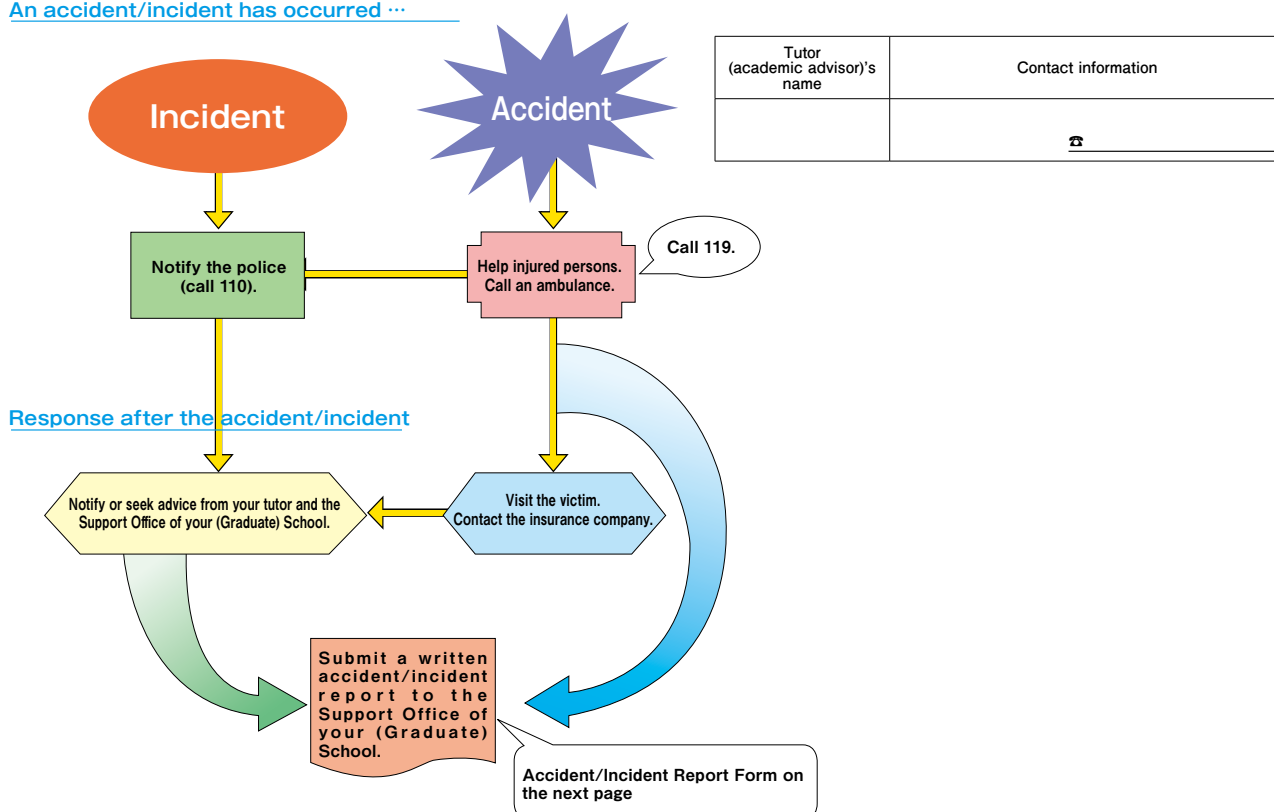
In the event of an earthquake, storm, flooding (following a typhoon) or fire or other dangerous situation, including coming into contact with a suspicious individual, be sure to act to ensure your personal safety above all else. When you have encountered a dangerous event, notify the University of your situation (to report whether you are seriously affected or not).

Every student is advised to be fully conscious of the importance of risk management and collect information relating to risk management and other related subjects on a daily basis so as to learn to act appropriately in any eventuality.

## Responding to an Accident or Incident

If you are involved in an accident or incident, notify the nearest police station or box, as well as the University.

An accident/incident has occurred ...



# 事件・事故報告書

Report Form of Trouble/Accident

年 月 日届出

Date : (Y) / (M) / (D)

ふりがな 氏 名 Name		学部・学科等 (学生番号) Name of School / Graduate School (Student ID)	( )
現 住 所 Current Address		電話番号 携帯電話 Telephone Number	
帰 省 先 Address of Hometown		電話番号 Telephone Number	
チューター氏名 (指導教員氏名) Supervisor's Name			
発 生 日 時 Time and Date of Occurrence	年 月 日 ( ) 午前・午後 時 分頃 (Y) / (M) / (D) ; AM/PM :		
発 生 場 所 Place of Occurrence			
相 手 氏 名 (住所・電話等) Information of Person Involved			
事件・事故の概要 (ケガの程度・傷病名・病院名等を含め、簡潔に記入すること。) Outline of Trouble/Accident (Fill in briefly, including condition of injury, name of hospital etc.)			
発生原因 (具体的に記入すること。例：アルバイトによる疲労から居眠り運転など) Cause of Trouble/Accident (Fill in concretely. For example, falling asleep at the wheel etc..)			
その他 (運転免許取得年月日等) Other Information if any.			

(注) ご記入いただいた情報は、本学学生が安全な学生生活を送るため、学生生活担当教職員が学生指導、注意喚起を行うために利用され、その他の目的には利用されません。

(Note) The information written in this form is used only for reference for student guidance or safety instruction.

# Trouble Prevention Related to Computer

MOMIJI top page: Campus Life Information → Rules for Student Life → For a Safe Student Life  
URL: <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

Today, the Internet, computers, and cell phones are essential for university students.

Most students use the Internet and computers to send and receive e-mail, collect information from websites, do online shopping, and so on.

Despite their great convenience, the Internet and computers can cause you various problems if you are not careful enough. Moreover, you can end up being an offender unintentionally and required to pay a large sum of damage compensation in some cases.

Remember to take necessary information security measures and appropriately use your computer, which can enhance and enrich your student life in many ways.

## ■ Computer Q&A (MOMIJI)

<https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/pc-qa/>

## ■ Information Media Center

[https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

## 1. Attend the Information Security and Compliance Seminar.

All newly enrolled HU students are required to attend the Information Security and Compliance Seminar. Details of the Seminar, such as its contents and mode of attendance, are notified via personalized notices on My MOMIJI. Do not fail to attend this Seminar.

## 2. Manage your HU Password carefully.

You need to specify your password when you use network services, LINE, Instagram, Twitter, and so on. Likewise, you need your HU Password to undergo certain University formalities, such as course registration.

Keep in mind that all your passwords are very important information, which should never be disclosed to any other person, even your close friends, and manage all your passwords with great care.

The Information Media Center's recommended way to create a password (excerpt)

- 12 characters or more.
- Combine all the character types that can be used (big and small letters, numbers, symbols).
- Avoid using words and personal names that appear in the dictionary.
- Do not include email addresses or account names that can be guessed from personal information.
- If you have not set up multi-factor authentication, change it at least once a year. If the password is leaked, change it immediately.
- Do not reuse the same password for multiple services.

※In particular, do not use the same password used for off-campus services (Google, Apple, Amazon, etc.)

## 3. If you are involved in a computer-related problem...

You can get involved in a computer-related problem even if you are careful.

Contact and seek advice at the Student Support Office of your (Graduate) School or your tutor at once if you suspect a problem. You can also consult the Information Media Center.

Inquiries:

Support Office of your (Graduate) School (p. 73)

Information Media Center

[https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

Tel : 082-424-6252(Main building)



# To Protect Important Personal Information

MOMIJI top page → Campus Life Information → Rules for Student Life → For a Safe “Student Life”  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

## 1. What is Personal Information?

Personal Information refers to all pieces of information based on which specific individuals can be identified. Concretely, personal information includes such basic information as name, date of birth, gender, address, telephone number, Individual Number (also known as “My Number”), and family composition, and more delicate information whose disclosure can infringe on the concerned person’s privacy, such as educational background, credit card information, medical history, records of medical consultations, domicile of origin, and photographic and other images depicting specific individuals.

## 2. Effort and attention paid by each one of us

The personal information that we provide on various occasions can be processed while we are unaware of it, reproduced and used for purposes not initially expected or agreed on, and even diverted for undesirable purposes. Some commercial operators and other organizations that treat our personal information could make bad use of it to our detriment.

Likewise, exchanging personal information between and among friends and acquaintances can be problematic, causing great trouble, if the information is handled carelessly or disclosed to a third party through theft or loss.

To prevent problems relating to the use of personal information, it is essential that each one of us be aware of the importance of personal information and the ramifications of its inappropriate use.

Keep in mind that your personal information is extremely important and that you are responsible for its protection.

## 3. Protection of personal information

### 1. Confirm the purpose of use.

When you enter your personal information on application forms and other such documents, check whether the purpose of use of the personal information required is clearly mentioned.

### 2. Do not easily provide your personal information.

Do not provide your personal information in cases where its undesirable use can be anticipated, judging from the way the purpose of use is described. Take great care when you provide your personal information (name, date of birth, high school attended, photo of your face, etc.) to be published on the website of your laboratory/research unit, club/circle, or the like.

### 3. Protect yourself against fake phone calls

You might get a phone call from someone who claims to be a Hiroshima University staffer and asks for your personal information. Do not readily provide your personal information in such a case. If you are unsure of the caller’s identity, hang up and call the University to verify.

※ Note that by providing your personal information carelessly to random callers your risk of getting involved in scams and fraudulent commercial transactions increases.

## 4. Treatment of personal Information by Hiroshima University

Hiroshima University has adopted the Hiroshima University Regulations on the Treatment of Personal Information in compliance with the law. The University organizes each year seminars and other educational programs concerning the protection of personal information so as to handle the personal information of its members (students, administrative and academic faculties, etc.) appropriately and safely.

< Ref. >

Contact addresses of local governmental organizations for inquiries and complaints regarding personal information:

(A list of contact addresses is found on the following page on the website of the Personal Information Protection Commission, an external bureau of the Cabinet Office.)  
<https://www.ppc.go.jp/personalinfo/contact/local/>

Inquiries within the University: Support Office of your (Graduate) School (p. 73)

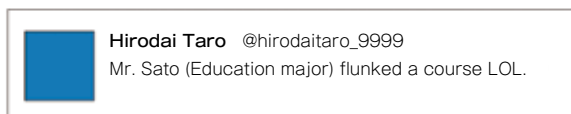
## Precautions for Using an SNS

MOMJI top page: Campus Life Information → Rules for Student Life → For a safe "Student Life"  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

Do you use social networking services (SNS) such as LINE, Twitter, Facebook, Instagram? These SNSs are very popular as convenient tools for sharing information and messages, photos and videos, and activating interpersonal communication.

On the other hand, the number of cases has been rapidly increasing wherein careless posts of SNS develop into serious problems and incidents. The information published on SNS is instantly shared and duplicated with others, and it is said that it is almost impossible to completely delete all traces. Before you post comments or upload data, make sure that you are not going to cause any problems, such as in the following ways:

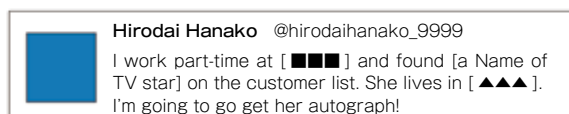
### Check1 Aren't your comments slanderous or defamatory?



**You may not mean it, but your comments can hurt others' feelings or lead to a misunderstanding.**

Reread your comments before posting, putting yourself in the place of the person(s) you have written about. If you find comments about you that can be considered slanderous or defamatory, remember to respond calmly. Reacting emotionally can aggravate the situation further.

### Check2 Aren't you disclosing confidential information or violating someone's privacy?



**Through your comments about your workplace, laboratory or research unit, you run the risk of leaking confidential information or violating someone's privacy.**

Ask yourself if the information you are about to publish may be really published. If you are not sure, act prudently by, for example, checking with your supervisor beforehand.

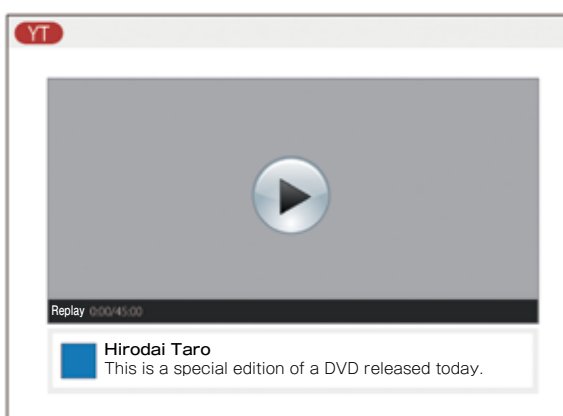
### Check3 Aren't you spreading information about other people without their permission?



**Posting about other people's daily lives or delicate subjects or uploading photographic or video images of other people without their permission borders on violating their privacy.**

Even if you limit the post for specific audiences, your friends may leak out the information to those you didn't expect. When posting SNS, always be aware that your posts may be seen by people beyond your expectation.

### Check4 Aren't you involved in a criminal offense?







**It is illegal to upload recorded TV programs, DVDs, other cinematographic images, and music without permission.**

It is also illegal to download illegally uploaded audio or video data. It is not advisable to post comments that may be considered as admitting the illegal nature of your act in question or encouraging others to do likewise.



## Aren't you spreading your personal information?

such As...

 <p><b>Hirodai Hanako</b> @hirodaihanako_9999 It snowed a lot today.</p>	 <p><b>Hirodai Hanako</b> @hirodaihanako_9999 I failed the test of "Introduction to University Education" ! orz</p>
 <p>(Photo of the School of Science Building)</p>	 <p><b>Hirodai Hanako</b> @hirodaihanako_9999 I worked part-time at Mister Donuts today. I walked home and I'm tired.</p>

From these tweets, you can figure out that this person is "a freshman (by the name of the subject) of the School of Science (by the photo), that has a part-time job at Mister Donuts, and lives within walking distance from his/her workplace".

**An individual may be identified by collecting information from his/her previous SNS posts.**

### Hiroshima University Social Media Guidelines

Hiroshima University has established guidelines for the use of social media for its students, faculty and other HU members. Make sure to observe the Guidelines in your SNS use.



[https://www.hiroshima-u.ac.jp/en/about/initiatives/jyoho\\_ka/smguide](https://www.hiroshima-u.ac.jp/en/about/initiatives/jyoho_ka/smguide)

Depending on the nature of the information you transmit via an SNS, it can seriously compromise your future, its impact not limited to you and the others immediately concerned but spreading to Hiroshima University and its members. Be fully aware that you are a member of the Hiroshima University community and that you must act responsibly as such.

## Warnings Regarding Drinking

– Drinking of those below 20 years of age and acute alcohol poisoning due to *ikki-nomi* and other problematic behaviors –

MOMIJI top page → Campus Life Information → Rules for Student Life → For a Safe "Student Life"

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

In recent years, there have been cases all over Japan wherein university students die of acute alcohol poisoning resulting from the practice known as "*ikki-nomi*" (drinking an entire alcoholic drink without stopping at all). Some Hiroshima University students have also been victims of acute alcohol poisoning and been rushed to a hospital in an ambulance.

A student life offers many opportunities to drink alcoholic beverages, such as welcome parties for new students, year-end parties, and drinking parties related to extracurricular activities.

Such occasions of fun can turn fatal if you fail to handle alcohol appropriately. Obtain correct knowledge about alcohol consumption, and remember to drink in moderation.

### 1. Drinking of those below 20 years of age is illegal!

It is illegal in Japan for those below 20 years of age to consume alcoholic beverages under the "Act on Prohibition of Drinking of Persons under 20 Years of Age". The reasons for the prohibition of drinking of those below 20 years of age have been scientifically substantiated: alcohol obstructs cerebral nervous cells, and younger persons are more prone to acute alcohol poisoning and are more likely to develop alcohol dependence.

To prevent such harmful effects, it is absolutely essential for those below 20 years of age to not drink alcohol and for others to not let those below 20 years of age drink.

### 2. "*Ikki-nomi*" is dangerous!

The drinking practice known as "*ikki-nomi*" (drinking an entire alcoholic drink without

stopping at all) is extremely dangerous. Since it involves consuming a large quantity of alcohol in a short time, it suddenly raises the alcohol concentration in the drinker's blood stream, causing immediate intoxication, and the possibility of unconsciousness or even death in the worst case. To prevent accidents, it is essential to not engage or not let others engage in *ikki-nomi*.

If a student is forced to do *ikki-nomi* by another student (for example, a kohai is forced by a senpai) and falls victim to acute alcohol poisoning, the latter student can be convicted of bodily injury and, if the victim dies, of bodily injury resulting in death, while others at the scene can be convicted of incitement to injury. Note that they are all serious criminal offenses.

While drinking or enticing others to drink, keep in mind the grave possible consequences and act responsibly and carefully.

### 3. Handling an intoxicated person

- (1) Never leave an intoxicated person alone.

An intoxicated person is completely unconscious and is in danger of choking from vomit or physical injury from an inadvertent move, such as falling down.

- (2) Put the intoxicated person in an appropriate position to facilitate vomiting.

If you let the person lie down, do so on his or her side to facilitate vomiting and prevent death by choking from vomit.

- (3) Call an ambulance. (phone# is 119)

If the intoxicated person does not respond to you calling his/her name or stirring his/her body strongly and if his/her breathing is faint, he/she may be in a coma and in imminent danger of death. This is a grave, even life-threatening situation. Call an ambulance at once without hesitation.

### 4. Drunk driving and driving under the influence of liquor are criminal offenses!

Drunk driving and driving under the influence of liquor are serious criminal offenses and subject to severe penalties. They are anti-social acts that put other people's health and lives in danger. After drinking, never ride a bike or motorcycle or drive a car.

■ Penalties for drunk driving : Drunk driving is particularly severely punished!

Drunk driving	<p>Criminal penalty: Imprisonment of up to five years or a fine of up to 1 million yen</p> <p>Administrative penalty: 35 violation points, cancellation of driver's license</p>
Driving under the influence of liquor	<p>Criminal penalty: Imprisonment of up to three years or a fine of up to 500,000 yen</p> <p>Administrative penalty: With breath alcohol concentration of 0.15 mg/l or above and below 0.25 mg/l: 13 violation points, suspension of driver's license for 90 days With breath alcohol concentration of 0.25 mg/l or above: 25 violation points, cancellation of driver's license</p>

NB) The owner of the car involved, the person who provided the alcoholic drinks, and the other occupants in the car are also subject to severe punishment.

NB) Hiroshima University students charged with drunk driving are also subject to disciplinary action in accordance with the Hiroshima University Rules for Disciplinary Action for Students.



# Beware of Fraudulent Commercial Practices

MOMIJI top page → Campus Life Information → Rules for Student Life → For a Safe "Student Life"  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

Fraudulent commercial practices include the following:

## ■ Survey scam (also known as "catch sales")

A stranger approaches you on the street, asking you to participate in an opinion survey. If you agree, you are shown to a coffee shop or other place, where the person pressures you to buy mediocre merchandise for an exorbitant price.

### To avoid this scam:

- ☐ Do not casually follow a stranger.
- ☐ Frankly refuse forcible sales talk.
- ☐ Do not easily give your contact information to anyone.

## ■ Dating scam (romance scam)

A stranger who claims to know you and feigns romantic interest contacts you by telephone and asks you out. When you go meet the person, you end up being forced to buy high-priced merchandise.

### To avoid this scam:

- ☐ Be on your guard when a stranger calls you and asks you out.
- ☐ Do not easily agree to go meet a stranger.

## ■ Multi-level marketing scam

Someone introduces you to a multi-level marketing system, claiming that you buy merchandise to sell to others and receive a large profit margin. You only end up with a large quantity of merchandise and no profit.

### To avoid this scam:

- ☐ Remember that there is no easy profit-making scheme that allows anyone to make a lot of money easily.
- ☐ If you suspect even only slightly, do not agree to meet.
- ☐ Do not be fooled by simplistic promotional talk.

## ■ One-click scam

By clicking a link, you are automatically registered on a dating site or the like and are asked to pay a registration fee.

### To avoid this scam:

- ☐ Do not open an e-mail from an unknown sender or click on a link included in such an e-mail.
- ☐ Once you are registered on such a site by mistake, consider changing your e-mail address.

## ■ Billing scam

You receive a bill for viewing an Internet website that you have never visited.

### To avoid this scam:

- ☐ Ignore a fake bill.
- ☐ Do not contact the sender under any circumstances.
- ☐ Do not let yourself get scared by what the other party says in an electronic or postal communication.

If you have encountered a suspicious solicitation, contact and seek advice at the Support Office

of your (Graduate) School or the Student Services Group, Department of Educational Affairs, Education Office (All-Purpose Counseling Center for Students).

If you have been involved in a scam and have signed a contract:

- ①It is possible to cancel the contract during the cooling-off period, i.e., eight days (20 days in some cases) from the date of the contract.
- ②Seek advice from a consumer organization.

List of consumer organizations and their contact numbers

Higashi Hiroshima City Shohi Seikatsu Center (consumer life center)	Tel : 082-421-7189
Hiroshima City Shohi Seikatsu Center (consumer life center)	Tel : 082-225-3300
Hiroshima Prefecture Seikatsu Center (consumer affairs center)	Tel : 082-223-6111
	(consumer life consultation)
Consumer hotline	Tel : 188
	(10:00-16:00 Except New Year)
Hiroshima Prefectural Police Headquarters, Telephone Consultation for Fraudulent Commercial Practices	Tel : 082-221-4194

Inquiries: All-Purpose Counseling Center for Students, Student Services Group,  
Department of Educational Affairs, Education Office (Student Plaza, 3rd floor)  
Tel : 082-424-6181 Mail : gakusei-senmon@office.hiroshima-u.ac.jp

## Before Starting a Part-time Job

MOMIJI top page: Campus Life Information → Rules for Student Life → For a safe “Student Life”

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

In recent years, there has been an increase in the number of cases wherein university students unknowingly take up a part-time job from an unscrupulous employer who forces them to work for illegally long hours, refuses to pay for overtime work or to pay at all, or prohibits breaks between working hours. This situation is now recognized as a serious problem in society.

If you intend to work part-time, make sure to check the working conditions.

If you encounter a problem relating to your part-time job, contact a consulting organization.

Local consulting organization:

Labor Consulting Corner, Hiroshima Prefectural Bureau of Labor  
Ref. “Seven things you should know before starting a part-time job” on the official website of the Ministry of Health, Labor and Wealth (in Japanese)  
(<http://www.check-roudou.mhlw.go.jp/parttime/>)

## Beware of Destructive Cults

MOMIJI top page → Campus Life Information → Rules for Student Life → For a Safe “Student Life”

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/anzenseikatu.html>

### [What is a destructive cult?]

According to the Japan Society for Cult Prevention and Recovery (JSCPR), a destructive cult is “a closed group composed of members who share certain strong beliefs (ideology) and organized to fervently engage in certain acts based on their beliefs, while violating individual freedoms and dignity and causing society considerably harmful effects.”

Following the series of incidents caused by the cult Aum Shinri-kyo and exposed in 1995, the abnormality of the cult founder and the bizarre actions of the members drew great attention,

which was then explained with the term “mind control.” Under the cult leader’s mind control, the members were willing to engage in whatever illegal and anti-social activities as dictated by the leader.

Unfortunately, on the Hiroshima University campuses, some destructive cults are found among various clubs and circles, trying to recruit new members under the disguise of engaging in legitimate extracurricular activities.

## [Recruiting techniques]

On the Hiroshima University campuses, cult members are known to conduct recruiting activities often around the Spanish Square and in front of the Student Plaza and the Central Library. Off campus, they often approach their targets in supermarkets and near their apartment buildings when they are alone. They will approach you the same way ordinary student club members would, speaking in a friendly manner and saying, for example, “Hello, are you interested in xxx? Would you like to join our xxx circle?” They then obtain your contact information and try to get you to see them again.



At first, they do not talk about their beliefs at all and engage in ordinary activities, such as sports, singing, and dining together. They start discussing their beliefs once you have formed friendly ties with them. This is because in this way it is more difficult for you to refuse to see them again. Little by little, in this manner, they will try to manipulate you, while you believe that you are acting out of your own free will. Such a crafty way of manipulation is a “mind control” technique.

Destructive cults usually introduce themselves by the name of a fake extracurricular circle at first. Even if they do give their real group name from the beginning, they usually lie about or give an ambiguous description of their activities and the group’s true purpose. At Hiroshima University, it is said that destructive cults often disguise themselves as sporting circles (volleyball, football, etc.), musical circles (chorus, jazz, gospel, etc.), and volunteer groups.

Cult member recruiters appear very serious, sincere and kind since they are convinced that their organizations are involved in legitimate activities. This is why many people become interested in and feel like joining the groups’ activities.

## [How to identify a cult]   \*Group name   \*Activities and objectives   \*Expenses

If you are approached by a recruiter of a circle, ask for the circle’s name, what it does and for what objectives, how much it costs to join the circle, and the recruiter’s name, year of study, major, and so on. If you find the responses ambiguous or suspicious and hesitate to go for a visit, simply decline, saying that you are not interested or want to think it over, and leave without giving your personal information. In this way, you need not feel awkward if you run into the person again on campus.

## [If you suspect]

If you think that your club is in fact a cult, do not go to the club’s meeting place alone to inform your decision to leave.

If you promise to see the recruiter again or join a circle’s activity on a trial basis and feel strange or suspicious, do not stay, and leave at once. You need not feel bad about it. Frankly decline to see them again.

If the recruiter comes to your place of residence, do not open the door and ask the purpose of the visit through the door or via the intercom. If the recruiter is persistent, you can warn him/her that you will call the police, and really call 110 (police) if the person refuses to leave.

If you encounter difficulty in dealing with a cult or its member(s), contact the All-Purpose Counseling Center for Students, Student Services Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor; Telephone: 082-424-6181).

Inquiries: All-Purpose Counseling Center for Students, Student Services Group,  
(Student Plaza, 3rd floor)  
Tel : 082-424-6181 Mail : [gakusei-senmon@office.hiroshima-u.ac.jp](mailto:gakusei-senmon@office.hiroshima-u.ac.jp)



# 03 Administrative formalities

## Change of Student Status

MOMIJI top page → Campus Life Information → Guidance Procedures → Notice of absence, withdrawal, change of address, etc.  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/kyutaigaku.html>

	Description	Formalities
<b>Study abroad</b>	Students wishing to study at a university or junior college outside Japan are required to obtain approval from the President of Hiroshima University.	If you wish to study abroad (outside Japan), consult your tutor (academic advisor) first. If you wish to study abroad through a program sponsored by Hiroshima University (or one of its Faculties, Graduate Schools, or Centers, for which an inter-university or inter-departmental agreement has been signed in principle), you are required to submit the prescribed application form to the Support Office of your (Graduate) School.
<b>Leave of absence</b>	Students who must be continuously absent from the University for a period of three months or longer due to ill health or any other compelling reason may do so upon obtaining approval from the Dean of their (Graduate) School.	If you wish to take a leave of absence, consult your tutor (academic advisor) first. To apply for a leave of absence, submit the prescribed application form accompanied by documents justifying your reason for the absence (medical certificate, etc.) to the Support Office of your (Graduate) School.
<b>Resumption of study</b>	Students on a leave of absence may resume their study at the University even before the expiry of the period of absence when the reason for their absence ceases to exist, upon obtaining approval from the Dean of their (Graduate) School.	If you wish to resume your study at the University, consult your tutor (academic advisor) first. To apply for resumption of study, submit the prescribed application form to the Support Office of your (Graduate) School.
<b>Withdrawal from University</b>	Students wishing to definitively leave the University may do so upon obtaining approval from the President of Hiroshima University.	If you wish to leave the University, consult your tutor (academic advisor) first. To apply for withdrawal from the University, submit the prescribed application form accompanied by documents justifying your reason for withdrawal (medical certificate, etc.) to the Support Office of your (Graduate) School.
<b>Transfer to another School</b>	Students wishing to transfer to another School within Hiroshima University are required to obtain approval from the President of Hiroshima University, following deliberations by the Faculty Council of their current School and that of the School to which they wish to transfer.	If you wish to transfer to another School, consult your tutor (academic advisor) first. Hiroshima University announces to its students the formalities of student selection of the respective Schools by January 10 each year. To apply for transfer to another School, submit the prescribed application form to the Student Support Office of your current School during the period from February 1 to 10.
<b>Transfer to another Department/ Group/Course</b>	Students wishing to transfer to another Department, Group or Course within their current School at Hiroshima University are required to obtain approval from the Dean of their current School.	If you wish to transfer to another Department, Group or Course within your School, consult your tutor (academic advisor) first. To apply for transfer to another Department, Group or Course within your School, submit the prescribed application form and other required documents to the Support Office of your School, in accordance with its instructions. Formalities vary from one School to another; for more detailed information, contact the Student Support Office of your School.

	Description	Formalities
Transfer to another University	Students wishing to transfer to another university are required to obtain approval from the President of Hiroshima University, following deliberations by the Faculty Council of their School.	If it is necessary for you to transfer to another university to continue your study or research, consult your tutor (academic advisor) first.
Extended study/change of extended study period	Students who correspond to any of the descriptions below may complete their academic program at the University in a period longer than the standard period of study, according to a fixed schedule, upon obtaining approval from their School: (1) students who engage in a professional activity (including those with part-time employment) and encounter considerable difficulty in securing enough time to complete their academic program within the standard period; (2) students who are charged with housework, child-rearing, or nursing of an elderly or ailing family member within their household and encounter considerable difficulty in securing enough time to complete their academic program within the standard period; and (3) students admitted to Hiroshima University on the Phoenix Leader Education Program.	<p>If you wish to enroll in an extended study program or change the period of your already approved extended study program, consult your tutor (academic advisor) first.</p> <p>To apply for an extended study program or change the period of your extended study program, submit the prescribed application form to the Student Support Office of your (Graduate) School during the prescribed period.</p> <p>Those who engage in professional activity (fixed employment) are required to submit a certificate of employment.</p> <p>The processing of applications varies from one (Graduate) School to another; for further information, contact the Support Office of your (Graduate) School.</p>
Change of your (family/given) name	Students who change their legal name while enrolled at HU (including those who used their former name before admission to HU and those who changed the name provided in their admission documents prior to admission to HU) are required to notify HU by submitting the prescribed application form.	<p>When you need to change your legal name, consult your tutor (academic advisor) first, and submit the prescribed application form to the Support Office of your (Graduate) School accompanied by documents justifying your reason for the change (a copy of your family register, etc.).</p> <p>It is possible to continue using your former name at the University if you so wish.</p>
Continued use of former name	Students who have changed their name as legally required may continue to use their former name at the University by submitting the prescribed application form.	If you change your legal name while enrolled at HU and wish to continue to use your former name, consult your tutor (academic advisor) first, and submit the prescribed application form to the Support Office of your (Graduate) School accompanied by documents certifying your former name (a copy of your family register, etc.).

Inquiries: Support Office of your (Graduate) School (p. 73)  
 Education Promotion Group, Department of Educational Affairs,  
 Education Office (Student Plaza, 3rd floor)  
 Tel : 082-424-6156 Mail : gsyugakukm-group@office.hiroshima-u.ac.jp

# Procedures in Liberal Arts Education

MOMIJI top page → Academic Support → Liberal Arts Education

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/kyouyou/>

	Description	Formalities
<b>Class absence</b>	Students who must be continuously absent from the University for a period of two weeks or longer due to ill health or any other compelling reason are required to submit a written notice of absence.	Submit the prescribed notice form accompanied by documents that justify your reason for the absence (medical certificate, etc.) to the Support Office of your (Graduate) School. If you will be absent for a period shorter than two weeks, notify the instructors of the classes concerned. A separate notice form is provided for students who will be absent due to teacher training, practical nursing training, and other such educational reasons.
<b>Makeup examination</b>	Students who were unable to take a term-end examination or any other test in a Liberal Arts subject due to ill health or any other compelling reason may request a makeup examination.	If you wish to take a makeup examination, submit the prescribed application form accompanied by documents justifying the reason for your request (medical certificate, etc.) to the Support Office of your (Graduate) School within one week from the day of the examination for which you wish to take a makeup examination. After the reception of your request, follow the instructions of the instructor in charge.
<b>Credit Approval for foreign language proficiency tests</b>	Students who have passed a designated grade or obtained a prescribed score foreign language proficiency test eligible for credit approval may apply for the conversion of their test results into credits in Foreign Language subjects (English, German, French, Chinese, Korean, Spanish and Japanese).	If you wish to apply for the conversion of test results into credits, submit the prescribed application form along with the test result certificate or score sheet (original in principle) to the Support Office of your School. For more detailed information, refer to your School's student handbook.

Inquiries: Support Office of your (Graduate) School (p. 73)  
Education Promotion Group (Liberal Arts Education Section),  
(1st floor, Building M, School of Integrated Arts and Sciences)  
Mail : gsyugaku-group@office.hiroshima-u.ac.jp

## Others

<b>Change of address</b>	Immediately following admission, students are required to notify the Dean of their (Graduate) School of their personal address and parental or vacation address (collectively referred to as "contact information") by submitting the prescribed form. Students are also required to immediately notify the University of any change in the contact information provided to the University.	Following any change in the contact information provided to the University (including parental address and educational expense bearer), submit the prescribed form to the Support Office of your (Graduate) School. You can update your telephone number and e-mail address via My MOMIJI.
<b>Taking another university's entrance examination</b>		If you wish to take an entrance examination of another university, and it requires written permission for taking the examination, submit the prescribed application form to the Support Office of your (Graduate) School.

Inquiries: Support Office of your (Graduate) School (p. 73)

# Certificates

MOMJI top page → Campus Life Information → Guidance Procedures → Procedures to acquire school documents, certificates  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/shoumeitetsuduki.html>

Certificate	Places of issuance
Certificate of commuting※1	First-year undergraduate students: -Medicine, Dentistry, and Pharmaceutical Sciences • Kasumi Campus Student Support Group -Law (Day course, Evening course), Economics (Evening course) • Higashi Senda Campus Support Office -All other students • Support Office for the fields of Integrated Arts and Sciences Second- and later-year undergraduate students and graduate students: • Support Office of their (Graduate) School
Certificate of academic records	-Automatic certificate issuance machines (next page) -Receive at convenience stores (Lawson, FamilyMart and 7-Eleven in Japan) by certificate issuance service. (Printing fee 60yen/1 copy)
Certificate of enrollment	
Certificate of expected graduation※2	
Certificate of medical examination※3	
Certificate of student discount eligibility	Automatic certificate issuance machines (next page)
Certificate of affiliation	Support Office of the student's (Graduate) School
Certificate of social contribution activity※4	

- ※1…Required for buying commuter passes for public transportation systems, such as JR, buses and ships
- ※2…Automatic certificate issuance machines do not issue this certificate to undergraduate, graduate, and Advanced Course students who have not reached the year in which they are expected to graduate (complete their academic program) and students who have not completed the registration of their “Future Plan Hope” on My MOMIJL.
- ※3…The Health Service Center issues certificates if re-examinations are required.
- ※4…This certificate requires documents that certify the student's social contribution activity participation.

Inquiries: Support Office of your (Graduate) School (p. 73)



## Automatic Certificate Issuance Machine

MOMJI top page → Campus Life Information → Guidance Procedures → Procedures to acquire school documents, certificates → Automatic certificate issuance machine  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/jidohakkouki.html>

The use of an automatic certificate issuance machine requires a student ID card and an HU Password.

Automatic certificate issuance machines at any of the locations listed below can issue certificates for students regardless of their (Graduate) School affiliation.

Campus	Location	Hours of issuance ※Excluding public holidays, summer holidays, and New Year holidays
Higashi Hiroshima Campus	Near the entrance to the Support Office for the fields of Integrated Arts and Sciences	Monday to Friday 8:30 - 17:15
	Near the entrance to the Support Office for the fields of Humanities and social sciences (Letters)	
	Near the entrance to the Support Office for the fields of Education	
	In the Support Office for the fields of Humanities and social sciences (Economics)	
	Near the entrance to the Support Office for the fields of Science	
	Near the entrance to the Support Office for the fields of Engineering	
	Near the second-floor entrance to the Support Office for the fields of Biosphere Science	
Kasumi Campus	On the first floor of the Basic and Sociomedical Research Building	Monday to Friday 8:30 - 21:30
	On the second floor of the School of Dentistry's Research Building C	Saturday 8:30 - 17:00
Higashi Senda Campus	On the first-floor support office of the Higashi Senda School Building	【School days】 Monday to Friday 8:30 - 21:15 Saturday 10:00 - 18:15 【Vacation】 Monday to Friday 8:30 - 17:15

Inquiries: Support Office of your (Graduate) School (p. 73)

## Precautions for Use of the Certificate of Student Discounts for JR

MOMJI top page → Campus Life Information → Guidance Procedures → Procedures to acquire school documents, certificates → Instructions and Directions for Use of the Certification of Student Discounts  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/gakuwarichui.html>

Certificates of student discount are issued for the purpose of lessening the economic burden of students and contributing to the promotion of academic training. It is not intended to be used freely by each student. Please respect the rules and use it properly.

- 1) As a general rule, a student may obtain an unlimited number of the certificates as long as their travel is for any of the purposes listed below. However, **the number of certificates issued by the automatic certificate issuing machines is limited to 20 (up to 4 within a single day) per year (from April to March) per person.** (\*) (A student discount can be used for JR regular tickets in case of one-way distances 101km and over.)
- 2) The certificates are valid for three months from the date of issue.
- 3) You are advised to carefully plan your use of certificates of student discount, so as to minimize their number, for example by opting for round-trip or excursion tickets.
  - Visiting home during vacation or on account of some business.
  - Traveling for the purpose of curricular educational activities such as experiments and practical training.

- Traveling for the purpose of special educational or sports-related/cultural extracurricular activities permitted by the university.
- Taking exams for finding employment or going on to higher education
- Taking part in events or study tours if they are regarded as necessary by the university
- Medical treatment required to continue studying
- Accompanying parents

(\*) **In the case you wish to obtain more than 20 tickets, please come to the following office.**

[Higashi Hiroshima Campus] Student Services Group (Student Plaza 3F)

[Kasumi Campus] Student Support Offices of Kasumi Campus

[Higashi Senda Campus] Student Support Offices of Higashi-Senda Campus

### In the Case of Abuse

Note that the actions mentioned below are regarded as abuse. In the event of abuse, not only will you personally be charged a heavy fine, the university itself will also be punished by a suspension of its ability to issue certifications. The university as a whole will be unable to use the discounts any more. Therefore, please absolutely do not abuse the student discounts.

1. Buying a ticket with another person's certification of student discount, or one that is expired.
2. Transferring or selling tickets purchased with a certification of student discount.
3. Using student discount tickets without carrying student ID card.
4. Other improper usage of the certificate of student discount.

## Campus Parking

MOMJI top page → Campus Life Information → Guidance Procedures → Application procedure for parking permit (Higashi Hiroshima Campus)  
URL : [https://parking.hiroshima-u.ac.jp/index\\_e.html](https://parking.hiroshima-u.ac.jp/index_e.html)

### 【Higashi Hiroshima Campus】

As a general rule, first- and second-year students are not allowed to drive onto the campus.

However, if you need to commute by car for a special reason (physical condition, long-distance commuter, etc.), you may be exceptionally allowed; seek advice at the Student Support Office of your (Graduate) School.

Students who commute by car are required to apply for an on-campus parking permit and pay parking charges. They are also required to attend an educational program on safety (road traffic safety seminar). If you have any questions or need more information, Please contact the Support Office of your (Graduate) School.

### 【Higashi Senda Campus】

Students are not allowed to drive onto the Higashi Senda Campus, regardless of their commuting distance.

If you need to commute by car due to your special physical condition, seek advice at the Higashi Senda Area Support Office.

### 【Kasumi Campus】

Students are not allowed to drive onto the Kasumi Campus, regardless of their commuting distance.

If you need to commute by car for physical reasons, please contact the Kasumi Campus Student Support Group.

Inquiries: Support Office of your (Graduate) School (p. 73)

# 04 Advice and Counseling

## Tutor

MOMIJI top page → Campus Life Information → Advising/Counseling → Tutor  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/tutor.html>

Your tutor is a member of Hiroshima University's academic faculty who advises you on all matters and problems relating to your student life so that you may lead a rewarding and fruitful student life at HU. Tutors are undergraduate School instructors assigned by a School, Department, Group, Major or Course. As a general rule, several academic faculty members are assigned to one student as tutors.

※ You can identify your tutors by logging in to My MOMIJI and going to "Student Status" → "Student Status Information" → "Basic Student Information."

Inquiries: Support Office of your (Graduate) School (p. 73)

## Advice on Liberal Arts Education

MOMIJI top page → Academic Support → Liberal Arts Education  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/kyouyou/>

As a newly enrolled student, you will mainly take Liberal Arts Education courses this year. Unlike in high school, you are required to select courses you would like to take and finalize your weekly timetable. In this process, you may encounter questions and problems, including those about how to compose your timetable, how to register for courses via My MOMIJI, and where your classrooms are located. In such a case, seek advice at the Education Promotion Group (Liberal Arts Education Section), located on the first floor, Building M, School of Integrated Arts and Sciences.

The section is responsible for the following matters:

- Course registration and timetable composition of Liberal Arts subjects
- Term-end and makeup examinations of Liberal Arts subjects

Inquiries: Education Promotion Group (Liberal Arts Education Section),  
(1st floor, Building M, School of Integrated Arts and Sciences)  
Mail : [gsyugaku-group@office.hiroshima-u.ac.jp](mailto:gsyugaku-group@office.hiroshima-u.ac.jp)

## Advice on Specified Education and Student Life

Your questions regarding specified education, course requirements and standards, and student life within your School should be directed to the Student Support Office of your (Graduate) School.

For all first-year students other than those of the Schools of Medicine, Dentistry, Pharmaceutical Sciences, Law and Economics (evening course), the issuance of certificates of commuting is handled by the Support Office for the fields of Integrated Arts and Sciences (see p. 40).

Inquiries: Support Office of your (Graduate) School (p. 73)

# Counseling for Physical and Mental Health

MOMIJI top page → Link → Health Service Center

URL : <http://health.hiroshima-u.ac.jp> (Japanese and English)

## The Health Service Center supports your health.



The content may be changed according to the infection status of COVID-19.

### Consultation on internal medicine

Consultation with an internist, for students with internal and other health concerns, for information, advice, and a referral to an external medical institution if necessary

### Counseling for students

Counseling with a counselor (clinical psychologist) for students troubled by a mental or physical health issue, a personality issue, future orientation, and so forth, by appointment

### Physical/public health consultation

Consultation with a physician or nurse on health-related matters in general (medical care, fitness, diet, smoking, infectious diseases, etc.)

The  
Center guarantees  
the protection  
of your privacy.

### Periodic medical examination

As part of your health management, remember to undergo a health checkup every year.

### Mental health (psychiatric counseling and consultation)

Consultation/counseling with a psychiatrist for students suffering from lack of motivation, lethargy, insomnia, excessive anxiety, nervousness, and any other symptom, by appointment

### First aid

Nurse providers first aid for the injury. In some cases, we will guide you to a specialist. If you are not feeling well, you can rest in the rest room.

### Issuance of certificates of medical examination

Those who take periodic medical examinations at the Center are issued with certificates, which can also be issued by automatic certificate issuance machines on campus.

Measure your height, weight, eyesight, and blood pressure at the Center, as part of your personal health maintenance.

The Health Service Center is a university-wide facility that supports the physical and mental health of the members of the Hiroshima University community, working to prevent diseases and promote good health. Please check the homepage of the Health Service Center for details on consultation hours.



## Service available

Campus	Higashi-Hiroshima			Kasumi	Higashi-Senda
Facility Name	Health Service Center			Kasumi-branch, Health Service Center	Higashi-Senda- branch, Health Service Center
	Medical Section	Mental Health Section (4F, Student Plaza)	Counseling section (4F, Student Plaza)		
Office Hours	Mon-Fri 8:30-17:15	Mon-Fri 9:00-12:00 13:00-17:00	Mon-Fri 9:00-12:00 13:00-17:00	Mon-Fri 8:45-17:00	Mon・Tue・Thu・Fri 9:30-11:15 12:15-21:10 Wed 13:15-16:00 17:00-21:10
Tel	082-424-6192	082-424-6186	082-424-6187	082-257-5096	082-542-6970
E-mail (add "hiroshima-u.ac.jp" after)	health@	mental@	shinri@ For international students: rcounsel@	Medical: health@ Mental Health: mental@ Counseling: shinri@	
Medical Care & Consultation (Internal Medicine) (The clinic may be closed due to events such as health checkups. Please contact us by phone or email in advance.)	Mon-Fri 9:00-10:45 12:15-15:00			Mon・Wed・Fri 9:00-10:45 12:15-15:00 Tue 9:00-10:45 Thu 16:00-16:30	Mon 16:00-16:45
Consultation (Psychiatry)		Appointment needed		Appointment needed	Appointment needed
Counseling			Appointment needed	Appointment needed	Appointment needed
Health Certificate Issuance Health Consultation by Nurse	Mon-Fri 9:00-10:45 12:15-16:45			Mon-Fri 9:15-10:45 12:15-16:30	Mon・Tue・Thu・Fri 10:00-10:45 12:15-17:00 Wed 13:30-15:30 17:00-18:30
First Aid	Mon-Fri 8:30-17:15			Mon-Fri 8:45-17:00	Mon・Tue・Thu・Fri 9:30-11:15 12:15-21:10 Wed 13:15-16:00 17:00-21:10
Visual Acuity Measurement	Mon-Fri 9:00-16:45			Mon-Fri 9:00-16:45	Mon・Tue・Thu・Fri 9:45-11:00 12:30-20:55 Wed 13:30-15:45 17:15-20:55
Height/Weight Measurement		Mon-Fri 9:00-17:00			
Blood Pressure Measurement					
Smoking Cessation Consultation	Appointment needed			Appointment needed	Appointment needed
Alcohol Patch Test	Appointment needed			Appointment needed	Appointment needed
AED Training	Appointment needed				

### 【Notes】

1. Subject may be changed.
2. Health Certificate is issued by the automatic certificate issuing machine. If it is not issued, please apply at Health Service Center.

## Peer Support Room (Primary Counseling for Students by Students)

MOMIJI top page → Campus Life Information → Advising/Counseling → Student Peer Counseling Service (Japanese version only)  
URL : <https://peer.hiroshima-u.ac.jp>

In the Peer Support Room, students who have undergone training in counseling ("Peer Supporters") offer counseling to other students from the standpoint of students. They will listen to you attentively to help you put your ideas in order or find solutions to your problems. They will also provide information and, if necessary, refer you to professional support services within or outside the University.

### Come to the Peer Support Room when...

- You can't find your classroom or facilities.
- You are troubled by a relationship problem or career selection.
- You don't know where to go to get help or support.
- You can't talk about your problem with your parents or friends.

### The Peer Support Room organizes various events:

- Advice and counseling for first year students
- Support group for graduate students
- Seminar on active listening skills
- Lunch meeting for students

※ Counseling is free of charge, and your privacy is strictly protected. No appointment is necessary. Drop by freely!

**Come over even if you are simply seeking to talk with someone and not necessarily seeking advice or counseling.**

Counseling and inquiries: Peer Support Room (Student Plaza, 4th floor)

12:00-16:00 on Monday to Friday (Closed during long vacation)

Tel : 082-424-6328 Mail : [peer@hiroshima-u.ac.jp](mailto:peer@hiroshima-u.ac.jp)



## All-Purpose Counseling Center for Students

MOMIJI top page → Campus Life Information → Advising/Counseling → All-Purpose Counseling Center for Students  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/gakuseikatudo/all-purpose-counseling-center.html>

As a student, you can find yourself in all sorts of problematic situations at and outside the University that you are unsure as to how to deal with, concerning your studies or student life, about the bill you have received for viewing a website you have no recollection of, about the religious group recruiter you met the other day, and so forth. If you are not sure where you should go for help or advice, contact the All-Purpose Counseling Center for Students. The Center staff will receive you and help you find solutions or refer you to experts and organizations for specific problem-solving. Your privacy will be strictly protected.

Counseling and inquiries:

All-Purpose Counseling Center for Students, Student Services Group, (Student Plaza, 3rd floor),

8:30-17:15 on Monday to Friday (except national holidays, the Bon holidays and the year-end and New Year holidays)

Tel : 082-424-6181

Mail : [gakusei-senmon@office.hiroshima-u.ac.jp](mailto:gakusei-senmon@office.hiroshima-u.ac.jp)

## Counseling for Harassment Victims (Harassment Consultation Office)

MOMIJI top page → Campus Life Information → Advising/Counseling → Harassment Center

URL : <https://www.hiroshima-u.ac.jp/harass/building2>

Harassment involves inappropriate speech or action that mars, disturbs, upsets, offends, humiliates, intimidates or threatens the victim, often in a persistent, repetitive manner, compromising his/her reputation and/or normal pursuit of activities, including study and research (when occurring in university), and deteriorating the educational or social environment in which the offender and the victim are found. At Hiroshima University, harassment is forbidden under the University rules. If you think you are a victim of harassment, visit the Harassment Consultation Office and make use of its services, instead of suffering in silence or trying to handle the situation alone.

For more detailed information on harassment, such as the definition of the term, related rules and regulations, example cases, and how to deal with the problem, refer to the "Hiroshima University Harassment Prevention Guidelines." The Guidelines are also viewable online on the HU website (<https://www.hiroshima-u.ac.jp/harass/building2>).

- The Harassment Consultation Office receives and listens to advisees and works with them, thinking about how problems can be best solved and how damage can be prevented or minimized, making necessary decisions accordingly, and supporting the implementation of adopted solutions and decisions.
- Advisees can learn what responses and approaches are possible and what formalities are necessary to solve their problems.
- The Harassment Consultation Office is open to all Hiroshima University students, and students' parents/legal guardians and other persons related to the University. Advisees may remain anonymous and need not be direct victims of harassment.
- Advisees' privacy and intention have priority over all else.
- Unfair or discriminatory treatment of a person because he or she has sought advice on harassment is forbidden under Hiroshima University's rules.
- As a general rule, consultations are held face-to-face and by appointment, except in emergencies. Appointments may be made by telephone, fax, e-mail, or letter.

### Higashi Hiroshima Campus Harassment Consultation Office (general reception)

Hours: 10:00-17:00 on Monday to Friday

Address (location): 1-2-2 Kagamiyama, Higashi Hiroshima City  
(Central Library, 1st basement floor)

Telephone/fax: 082-424-5689

E-mail : [harassos@hiroshima-u.ac.jp](mailto:harassos@hiroshima-u.ac.jp)

### Kasumi Campus Harassment Consultation Office

Hours: 13:00-19:00 on Monday to Friday

Address (location): 1-2-3 Kasumi, Minami-ku, Hiroshima City  
(Common-use Building 1, 3rd floor, Kasumi Campus)

Telephone/fax: 082-257-1519

### Higashi Senda Campus Harassment Consultation Office

Hours: on demand (10:00-17:00)

Address: 1-1-89 Higashi Senda-cho, Naka-ku, Hiroshima City  
(Common-use Facility B, B-107, Higashi Senda Campus)

※ Appointments for consultation are accepted at the Higashi Hiroshima Harassment Consultation Office.

※ The Offices are closed during the University's summer vacation, the year-end and New Year holidays, and public holidays.



Inquiries: Harassment Consultation Office  
Tel/Fax : 082-424-5689, 7204  
Mail : [harassos@hiroshima-u.ac.jp](mailto:harassos@hiroshima-u.ac.jp)

# Accessibility and Assistance for Students with Disabilities (Accessibility Center)

MOMIJI top page → Campus Life Information → Support for Disabled Students → Accessibility Center  
URL : <https://www.achu.hiroshima-u.ac.jp/> (Japanese version only)

## 1. Students experiencing various types of difficulties in pursuing their studies

If you experience difficulty in pursuing your studies due to a disability (visual or hearing impairment or any other disability related to difficulty in reading, writing, speaking, or interpersonal communication; unstable physical condition; anxiety about attending classes or undergoing administrative formalities; difficulty in traveling between classrooms and so on), you can apply for support from Hiroshima University.

Contact the Accessibility Center if ...

- You are experiencing inconvenience or difficulty in pursuing your study because of disability;
- You feel anxiety about attending classes and taking examinations because of disability;
- You are interested in the details of support for students with disabilities or the utilization of assistive technologies;
- You are interested in the diverse notions and practices of accessibility, including easy use for all, inclusiveness, and ease of participation in various activities.

## 2. Examples of assistance

Hiroshima University offers support in various manners, including the following:

- notice of “request for reasonable accommodation” to the faculty / staff
- reasonable accommodation by the faculty and staff:
  - announcement of significant matters in the document
  - consideration in the communication
  - adjustment and designation of the seat
  - individual consultation
  - utilization of assistive technologies such as hearing aid devices
- note-taking assistance, real-time summary captioning
- alternative text production such as subtitles, magnified copies, Braille texts
- on-campus mobility support and procedure assistance
- individual consultation such as course guidance, advice on accessibility and so on

## 3. Accessibility Leader (AL) training program and support activities

At Hiroshima University, many students contribute to and participate in support activities for students with disabilities, although; they are from different departments and schools of years. Students who take the practical training courses “Practice of volunteer activities for supporting the students with special needs A and B” (the language of instruction: Japanese), can learn to participate in on-campus support activities easily. The courses are designated subjects for the acquisition of the First Grade Accessibility Leader (AL) qualification. The AL training program (ALP), developed and promoted on a nationwide basis by Hiroshima University, is an advanced human resource development program that trains next-generation leaders through



four components: 1) educational curriculum, 2) certification of qualification, 3) internship, and 4) accessibility leader camp. If you are interested in the support activities and ALP\*, contact the Accessibility Center.

※ Students can take all ALP components as part of the specific program (Accessibility Leader Program) (the language of instruction: Japanese).

Inquiries: Accessibility Center (Student Plaza, 2nd floor)  
Tel : 082-424-6324 Mail : achu@hiroshima-u.ac.jp

## Part-Time Jobs

MOMIJI top page → Link: HIROSHIMA-UNIV COOP Job Information Site "Campuswork"  
URL : <https://job.hucoop.jp/> (Japanese version only)

Information on part-time jobs and private teaching jobs for HU students is posted on the website of Hiroshima University (HU CO-OP).

### Attention

Hiroshima University strongly advises its students to not take up part-time jobs that involve driving or other highly risky operations, such as the transportation of heavy materials; door-to-door sales, direct canvassing, payment collection, and sales activities for entertainment establishments; and working late at night or throughout the night. This is due to the potential danger of these activities and their undesirability from an educational standpoint.

### Seminar on private teaching jobs

Hiroshima University organizes a seminar (about two hours long) on private teaching jobs in the first semester of each year (scheduled for late May) for students who wish to work part-time as private tutors, in consideration of the responsibility of teaching elementary/secondary school pupils and the influence of these jobs. If you are interested, check the CO-OP website frequently, on which the date, time, and other details of the seminar will be announced.

Note also that Hiroshima University only introduces private-teaching jobs to students who have attended this seminar.

Students who fail to attend the seminar can still catch up by watching its DVD recording. For more information, contact the service counter of HU CO-OP head shop and Higashi Senda Punana.

Inquiries: HU CO-OP (shop headquarters)  
Tel : 082-423-7535 Mail : shophonbu@hucoop.jp

## Introduction of University Administration-Assisting Jobs (On-Campus Part-Time Jobs)

MOMIJI top page: right-side banner "HU Job Information (TA, PA, etc.)"  
URL : <https://www.hiroshima-u.ac.jp/gcdc/student/parttimejob>

A "university administration-assisting job" is an on-campus part-time job relating to the administration of the University.

University administration-assisting jobs comprise two types: Phoenix Assistant (PA) and general on-campus part-time jobs.

As Phoenix Assistants (PAs), students work for a relatively extended period (period of employment: at least one month) as, for example, receptionists and filing and classification assistants at University Libraries, website and system production and administration members,

and clerical and documentation assistants.

General on-campus part-time jobs are for a relatively short period (period of employment not exceeding one month), involving simple and light direct-labor duties.

Inquiries: Career Support Group, Global Career Design Center (Student Plaza, 2nd floor)  
Tel : 082-424-6985 Mail : career-group@office.hiroshima-u.ac.jp

## Consultation Service for International Students

MOMIJI Top page → International Student Support → Advising/Counseling  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/advising.html>

In collaboration with each school and graduate schools, Global Initiatives Group and Student Services Group are also engaged in maintenance and improvement of educational environment for international students.

According to the matters you would like to discuss, please contact the relevant advisors listed below. Upon your inquiry, your privacy will be strictly protected.

### Inquiries

#### Housing, Scholarship, and Immigration Procedure

##### Housing

Student Services Group (Student Plaza 3F)  
Tel : 082-424-6146  
Mail : gakusei-group@office.hiroshima-u.ac.jp

##### Scholarship

Student Services Group (Student Plaza 3F)  
Tel : 082-424-6194  
Mail : gkeizai-group@office.hiroshima-u.ac.jp

##### Immigration Procedure

Global Initiatives Group (Student Plaza 3F)  
Tel : 082-424-7129  
Mail : kokusai-sien@office.hiroshima-u.ac.jp

#### International Exchange Activities

Global Initiatives Group (Student Plaza 3F)  
Tel : 082-424-4541  
Mail : elife@hiroshima-u.ac.jp

#### Psychological Counseling <clinical psychologist>

Health Service Center (Student Plaza 4F)  
Tel : 082-424-6187  
Mail : rcounsel@hiroshima-u.ac.jp

Appointment needed

#### International Exchange and Daily Life Support

Global Initiatives Group  
(Welcome Desk : West Welfare Center No.1, Student Plaza 3F)  
Mail : kokusai-sien@office.hiroshima-u.ac.jp

## Policies and Correspondence at Hiroshima University for Respecting Gender and Sexual Diversity

MOMIJI top page → Academic Support → Policies and Correspondence for Respecting Gender and Sexual Diversity  
URL : [https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/policies\\_and\\_correspondence\\_for\\_respecting\\_gender\\_and\\_sexual\\_diversity.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/policies_and_correspondence_for_respecting_gender_and_sexual_diversity.html)

We strive to accept a wide variety of individuals, respect each individual's autonomy, eliminate discrimination, and establish an environment in which all our members can fully demonstrate their capabilities to the fullest extent possible without any worry.

To implement specific measures toward realizing our ideals, we designed the guideline “Policies and Guidelines at Hiroshima University for Respecting Gender and Sexual Diversity -for LGBT+ Students”, and published it on “Momiji” ([https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/policies\\_and\\_correspondence\\_for\\_respecting\\_gender\\_and\\_sexual\\_diversity.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/policies_and_correspondence_for_respecting_gender_and_sexual_diversity.html)).

Based on this guideline, we have “LGBT+ Counseling Counter” and respond to students' concerns and consultations regarding LGBT+.

Consultation / Contact: LGBT+ Counseling Counter (Student service group, 3F, Student Plaza)  
Mail : gakusei-lgbt@office.hiroshima-u.ac.jp

# 05 Learning Support

## Learning Support Counter (Center for Academic Practice and Resources)

MOMIJI TOP : Link→Center for Academic Practice and Resources

URL : <https://www.hiroshima-u.ac.jp/en/capr>

At this center, we have set up a contact point on the 1st floor of Student Plaza where you can consult about education and learning.

You can talk about what you are worried about in your daily study, Such as not knowing how to write a report, how ask questions during class, and so on. The student staff (graduate students) of this center will be available for consultation, so please feel free to visit the Student Plaza 1F.

For more detailed information such as the date and time, please check from the above URL.

Inquiries: Center for Academic Practice and Resources

Tel : 082-424-4429

Mail : [capr@hiroshima-u.ac.jp](mailto:capr@hiroshima-u.ac.jp)

## Online Learning Support System

MOMIJI top page → right-hand banner “Virtual Learning Environment”

URL : <https://www.vle.hiroshima-u.ac.jp/>

Hiroshima University's online learning support system provides students with information relating to the classes they take. If you take classes that use this system, you can obtain information relating to the contents of the classes by accessing this website and can make use of online learning activities.

Concretely, you can download the slides used in the classes, submit (upload) your homework assignments, and engage in discussions with your classmates on the online forum.

The use of this website, accessible around the clock on and off campus, is recommended for preparing for and reviewing your classes.

Inquiries: Information Media Center

[https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

Tel : 082-424-6252(Main Building)

## Office Hours

MOMIJI top page → Campus Life Information → Advising/Counseling → Office Hours

URL : [https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/office\\_hours.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/office_hours.html)

Some HU Schools have a system of “office hours.”

During the office hours, which are fixed on certain days of the week for a fixed slot of time, academic faculty members are present in their offices, and students are free to visit them there to ask questions relating to their classes and seek advice on their studies.

Note that it is also possible to ask questions to and seek advice from academic faculty members who have no fixed office hours. Do not hesitate to visit them in their offices, and you can be sure that they will try to help you as much as possible.

Inquiries: Support Office of your (Graduate) School (p. 73)

# Foreign Language Learning Support (Institute for Foreign Language Research and Education)

MOMIJI top page → Link: Institute for Foreign Language Research and Education  
URL : <https://www.hiroshima-u.ac.jp/en/flare/>

The Institute for Foreign Language Research and Education is charged with foreign language education in general at Hiroshima University. It provides foreign language courses through Liberal Arts Education. Its activities also include the development of foreign language learning environments, the planning and operation of related extracurricular educational activities, the dissemination of information to students and faculty, and support for students in connection with standardized foreign language proficiency and qualification examinations.



Intensive English Course

## 1. Foreign language learning environments

### • Online learning materials

Online learning materials, English-language podcasts are available to HU students. The Institute for Foreign Language Research Education's original website includes links to external educational materials. We hope you will take advantage of these links.

### • Foreign language self-learning materials (available at the West Library, 3rd floor)

Foreign language learning software and books (exercise books and readers) are available.

## 2. Extracurricular foreign language programs

The Institute for Foreign Language Research and Education organizes extracurricular lessons and seminars in foreign languages for students motivated to further improve their foreign language skills, and those wishing to start over to overcome their weaknesses.

- Voluntary Foreign Language Courses (for 5 weeks for students who register on the homepage at the beginning of each term)
- Intensive English Course (2 or 3 full-day intensive course during spring vacation)

The information is posted on the main website from time to time. We also provide information on short-term overseas language programs (e.g., summer courses at Goethe-Institut, Germany).

## 3. Standardized foreign language proficiency examinations

To improve one's foreign language skills, it is important to have concrete goals. Passing or obtaining good results in standardized language proficiency examinations serves as a clear goal, as well as a tool to measure one's level and progress. The Institute for Foreign Language Research and Education supports students preparing for the following examinations by organizing preparatory classes:

- TOEIC® Listening & Reading Test, TOEFL iBT®, IELTS
- Diplom Deutsch in Japan (German proficiency examination), Goethe-Zertifikat A2, Goethe-Zertifikat B1

Inquiries: Institute for Foreign Language Research and Education  
(School of Integrated Arts and Science Building J, 2nd floor)  
Tel : 082-424-6424 URL : <https://www.hiroshima-u.ac.jp/en/flare/>





# 06 Economical Support

## Hiroshima University Splendor Scholarship

Hiroshima University has its own scholarship system that supports students deemed excellent both in character and academic performance but experiencing economic difficulty.

### 1. Scholarship description

Full exemption from the tuition fees while recipients are enrolled (from the third year until graduation) and financial assistance (100,000 yen per month).

Students who receive a grant-type scholarship administered by the Japan Student Services Organization (JASSO) will be granted the remains after deducting the amount of JASSO scholarship from the amount of Splendor Scholarship Program on a monthly bases.

※ While enrolled, the recipients are required to fulfill University-designated criteria for academic performance; otherwise, the scholarship will be terminated.

※ If the recipients continue their study in any of the Hiroshima University Graduate Schools, they may retain their recipient status on the condition that they fulfill the criteria that the University designates at the time of application.

### 2. Eligible applicants

Students who are in the second undergraduate year at the time of application, judged excellent in character and academic performance, experiencing economic difficulty, and fulfilling the three criteria listed under “5. Selection criteria” below (A small unspecified number of students permitted to advance to the third year are selected.)

### 3. Application method

Read the Hiroshima University Excellent Student Scholarship brochure carefully, prepare the required documents, and apply during the designated period.

### 4. Acceptance of applications

From late January to early February (to be finalized) in the academic year preceding the one during which the Scholarship will be offered.

### 5. Selection criteria

A small unspecified number of students from among the applicants who fulfill the criteria below will be selected as Scholarship recipients:

- (1) Academic performance: Obtainment of a number of credits considered standard in the School/Faculty of the applicant and a GPA of 80 or above from the first year to the first semester of the second year.
- (2) Financial difficulty: The total income of the applicant's household from January to December in the previous year is considered. The amount obtained by subtracting the University-designated special deduction amount corresponding to the applicant's household composition and other conditions from the total income of all the members of the household must be below the University-designated standard income.
- (3) Character evaluation: The applicant must have never been subjected to any disciplinary action under the Hiroshima University Student Disciplinary Regulations from the time of enrollment to the time of application.

Inquiries: Student Services Group, (Student Plaza, 3rd floor)  
Mail : gkeizai-group@office.hiroshima-u.ac.jp

# Scholarship System for Privately-Funded International Students

MOMIJI top page → International Student Support → Scholarship System for Privately-Funded International Students  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/privatelyfunded.html>

Here are the main types of scholarships for international students studying in Japan. Note that all applicants are not necessarily selected since the number of recipients is usually limited. International students are advised to make a careful financial plan for their life and studies in Japan.

## [Hiroshima University's scholarships]

Hiroshima University offers some special scholarship programs for international students:

### Foreign Student Support Fund

This scholarship was established with donations from Hiroshima University academic and administrative faculty members and many other individuals outside HU. Recipients are selected through a screening within the University from among students who submit applications individually.

<Scholarship description>  
Monthly stipend: 30,000 yen  
Period: 6 months  
Number of recipients: 10 students  
(under consideration)

### Excellent Student Scholarship

This scholarship was founded to commend graduate students recognized for their outstanding academic performance or research activities.

<Scholarship description>  
A certificate  
A commemorative gift  
Full exemption from the tuition fee for fall semester

### Prior to Admission Scholarship Program (HU-PASP)

Scholarships are granted to those selected by the University through a screening from among the students enrolled by pre-arrival admission system\*.

<Scholarship description>  
Monthly stipend: 50,000 yen plus exemption from tuition fees  
Period: One year  
Number of recipients: About 4 students

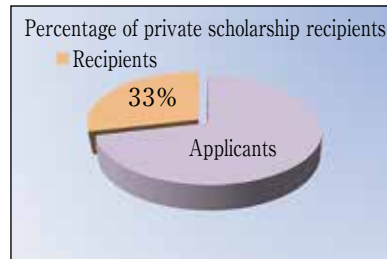
\*In this system, overseas examinees can take the entrance examination and receive examination results without coming to Japan.

## [Scholarships from private organizations]

Some 40 private organizations offer scholarships to privately funded international students each year. About 230 students receive these scholarships.

Privately funded international students may apply for these scholarships in accordance with their respective rules and procedures after they are formally enrolled in the University, by submitting the required documents to the Support Office of each school / graduate school.

Refer to the detailed information provided on the Hiroshima University official website.  
<https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/privatelyfunded.html>



## Outline of Private Organizations Scholarships

Eligibility	Resident status "Student"; other conditions differ from one organization to another.
Period	Ranging from one year to the standard period of study (Most organizations offer a one-year scholarship.)
Monthly stipend	20,000 ~ 200,000 yen
Call for applicants	From July the year before to around June the year you want to receive the scholarship

Inquiries: Student Services Group, (Student Plaza, 3rd floor)  
Mail : [gkeizai-group@office.hiroshima-u.ac.jp](mailto:gkeizai-group@office.hiroshima-u.ac.jp)

## Tuition Fee Waiver

MOMIJI top page → Campus Life Support → Economical Support  
→ Tuition Fee Waiver

Hiroshima University offers a full or half tuition waiver to students who encounter difficulty in paying their tuition fees due to economic reasons. The University selects waiver recipients from among applicants who demonstrate the prescribed levels of academic performance. The University then assigns, within its budgetary limits, full or half waivers to the selected applicants in descending order of financial difficulty.

\* Website related to tuition fee waiver



<https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml>

Campus Life Information → Economical Support → Tuition Fee Waiver

Inquiries: Student Services Group, (Student Plaza, 3rd floor)

Mail : [gkeizai-group@office.hiroshima-u.ac.jp](mailto:gkeizai-group@office.hiroshima-u.ac.jp)

## The International House

MOMIJI top page → International Student Support → Life Guide

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/international/campus-life.html>

The International House is operated to provide housing to Hiroshima University students and international researchers and to promote on-campus international exchange.

For detailed information, view the HU official website:

【Hiroshima University official website → Research Institutes → Welfare Facilities → International House】

URL : [https://www.hiroshima-u.ac.jp/en/centers/welfare\\_facilities/international\\_house](https://www.hiroshima-u.ac.jp/en/centers/welfare_facilities/international_house)

Inquiries: Student Services Group, (Student Plaza, 3rd floor)

Tel : 082-424-6146

Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

# 07 Insurance

(For Japanese Students)

Personal Accident Insurance for Students Pursuing Education and Research  
(PAS/“Gakkensai”)

Liability Insurance coupled with PAS/“Gakkensai” (“Gakkenbai” and “Igakubai”)

MOMIJI top page → Campus Life Information → Insurance

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/insurance.html>

## 1. Personal Accident Insurance for Students Pursuing Education and Research (PAS/“Gakkensai”)

Students covered by this insurance plan can claim compensation for injuries incurred during university classes and events, while being at university facilities, during extracurricular activities, and during commuting and traveling between university facilities, in accordance with the number of days of hospitalization or medical consultations required for treatment.

All Hiroshima University students are collectively covered by “Gakkensai,” with the University paying premiums for you (for the period during which you are formally enrolled). Therefore, individual students need not undertake the formalities to subscribe to this insurance plan.

### ※In case of an accident

Notify immediately the Student Services Group, on the third floor of the Student Plaza (or the Student Support Group of the Kasumi Campus Management Support Office for students on the Kasumi Campus or the Higashi Senda Campus Support Office for students on the Higashi Senda Campus) to check whether or not the accident is covered by insurance. The insurance company must be then notified of the accident. Note that there are cases in which no compensation is paid if the insurance company is not notified within 30 days from the day of the accident.

※For information, such as details of compensation and claim formalities, refer to the “Handbook for Enrollment in Personal Accident Insurance for Students Pursuing Education and Research (PAS/“Gakkensai”).”

## 2. Liability Insurance coupled with PAS/“Gakkensai” (“Gakkenbai” and “Igakubai”)

This insurance plan provides compensation for damage as legally defined for injuries incurred to others and/or damage to others’ property during university classes and events; internships; on-site nursing activities; practical training in teaching or childcare; volunteer or extracurricular activities; and traveling for participation in these activities (injuries and damage caused during commuting by a two-, three- or four-wheeled vehicle are not covered).

※Subscription to this insurance is voluntary, but the University strongly advises all students to subscribe to it (students are personally responsible for completing the subscription formalities).

Those who have already purchased “大学生協留学生保険” don’t have to enroll in this insurance.

To subscribe to the insurance plan, use the bank transfer request form available at the Student Services Group, on the third floor of the Student Plaza (or the Student Support Group of the Kasumi Campus Management Support Office for students on the Kasumi Campus or the Higashi Senda Campus Support Office for students on the Higashi Senda Campus).

The types of insurance plans to which students must subscribe differ, depending on their specialization (School affiliation), with different premiums. Check the table printed on the bank transfer request form carefully to avoid errors in subscription or payment.

The timing of subscription is not fixed; however, note that, if you subscribe after enrollment, the period of insurance coverage is from the day following the insurance premium payment to March 31 in



the year of graduation.

※In case of an accident

Immediately notify the insurance company by telephone:

*Honten songai sabisu-bu gakko hoken kona* (Head Office Damage Service Division School Insurance Corner), Tokyo Kaijo Nichido Kasai Hoken Kabushiki Kaisha (Tokio Marine & Nichido Fire Insurance Co., Ltd.)

Toll-free: 0120-868-066

※For information, such as details of compensation and claim formalities, refer to the “Handbook for Enrollment of Liability Insurance coupled with PAS/“Gakkensai.”

### 3. Comprehensive insurance (covering needle stick injuries)

The insurance plans mentioned above (1. “Gakkensai” and 2. “Gakkenbai” and “Igakubai”) cover accidents during educational and research activities. They do not cover diseases or injuries resulting from daily activities, such as needle stick injuries that can occur during experiments and practical training.

The following are some examples of voluntary comprehensive student insurance plans that cover a broader scope of student activities, offering compensation for needle stick injuries, diseases (actual medical expenses can be reimbursed), injuries resulting from daily activities, and eventualities occurring to the student’s educational expense bearer.

◆Comprehensive Student Life Insurance coupled with PAS/ “Gakkensai” (“Futaigakuso with PAS”; Japan Educational Exchanges and Services [JEES])

Inquiries: *Gakusei seikatu sogo hoken sodan* desk (Comprehensive Student Life Insurance Consulting Desk)

Toll-free: 0120-811-806 (hours: 9:30-17:00 on weekdays)

※In case of an accident

Immediately contact the above by telephone.

◆Comprehensive Student Mutual Aid + Personal Liability Insurance for Students (University Co-operative Mutual Aid Federation)

Inquiries: HU CO-OP (Hiroshima University CO-OP)

Toll-free: 0120-107-336, Ordinary call: 082-424-2525

(hours: 9:00-17:00 on weekdays and 9:00-13:00 on Saturdays)

※In case of an accident

Immediately go to any CO-OP point of contact (on the first floor of the University Hall on the Higashi Hiroshima Campus or CO-OP shops on the Kasumi and Higashi Senda Campuses) or contact the above by telephone.

There are several other student life insurance plans, with some overlaps in their coverage. Before subscribing to any insurance plan, study its contents carefully, comparing one against another, and make sure to take up a plan or plans that you really need. When you are already insured, examine the terms of another plan carefully to determine whether or not you really need an additional insurance plan.

Inquiries: Student Services Group, (Student Plaza, 3rd floor)

Tel : 082-424-6166, 6141

Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

(For International Students)

## Personal Accident Insurance for Students Pursuing Education and Research (PAS/“Gakkensai”) Comprehensive Insurance for Student Lives coupled with PAS/“Gakkensai” for International Students (“Inbound Futai-gakuso”)

MOMIJI top page → Campus Life Information → Insurance

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/insurance.html>

### 1. Personal Accident Insurance for Students Pursuing Education and Research (PAS/“Gakkensai”)

Students covered by this insurance plan can claim compensation for injuries incurred during university classes and events, while being at university facilities, during extracurricular activities, and during commuting and traveling between university facilities, in accordance with the number of days of hospitalization or medical consultations for treatment.

All Hiroshima University students are collectively covered by “Gakkensai,” with the University paying premiums for you (for the period during which you are formally enrolled). Therefore, individual students need not undertake the formalities to subscribe to this insurance plan.

#### ※In case of an accident

Notify immediately the Student Services Group, on the third floor of the Student Plaza (or the Student Support Group of the Kasumi Campus Management Support Office for students on the Kasumi Campus or the Higashi Senda Campus Support Office for students on the Higashi Senda Campus) to check whether or not the accident is covered by the insurance. The insurance company must be then notified of the accident. Note that there are cases in which no compensation is paid if the insurance company is not notified within 30 days from the day of the accident.

※For information, such as details of compensation and claim formalities, refer to the “Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research (PAS/“Gakkensai”).”

### 2. Comprehensive Insurance for Student Lives coupled with PAS/“Gakkensai” for International Students (“Inbound Futai-gakuso” )

This insurance plan provides compensation for damage as legally defined and incurred during university curricular activities, internships, and personal activities (however, automobile, motorcycle and motorized bicycle accidents are not covered).

In the case of an accident, insured students can notify (by e-mail), consult, and obtain information in English, and have the insurance company represent them in negotiations for a settlement (for accidents within Japan only). To subscribe to this plan, you are required to be covered by the above-mentioned “Gakkensai.”

At Hiroshima University, all international students are required to subscribe to this insurance plan so that their student life in Japan will be protected against eventualities (premiums must be paid by the students themselves).

#### ※In case of an accident (claim handling procedure)

①Download an “Incident Report Form” from the JEES website, and enter the required information.

Incident Report Form URL: <http://www.jees.or.jp/gakkensai/inbound.htm>

②Send an e-mail to the address below, with the completed Incident Report Form attached.

Dedicated e-mail address for accident report: [insclaim.futaigakuso@tmnf.jp](mailto:insclaim.futaigakuso@tmnf.jp)

◆Inquiries about this insurance plan:

Inbound Futai-gakuso Service Counter Tokio Marine & Nichido Fire Insurance Co., Ltd.

Dedicated e-mail address for general inquiries: [futaigakuso.inbound@tmnf.jp](mailto:futaigakuso.inbound@tmnf.jp)

※Inquiries about this insurance plan are accepted exclusively by e-mail.

Inquiries: Student Services Group, (Student Plaza, 3rd floor)

Tel : 082-424-6166, 6141

Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

# 08 Career (Job hunting) Support

## Future Orientation and Career Design

MOMIJI top page → Career Support → Career Design

URL : <https://www.hiroshima-u.ac.jp/gcdc> (Japanese version only)

### 1. What is a “career” ? What does the Global Career Design Center do?

Thinking about your future career means thinking about how you want to live your life. Hiroshima University supports you as you contemplate and plan your future orientation and make your career decision.

A career is not just about what qualifications you have or what professional activities you engage in, as suggested by such expressions as “career track” and “career woman.” It is also about how to best express your uniqueness in your activities as an individual, in your private and professional lives, and as a member of society and the community.

Hiroshima University hopes that you will seriously think about what you wish to learn at HU, how you spend your student life, and how to link it with your future hopes and dreams in order to make them come true. To support you in this process, the Global Career Design Center offers various programs as follows:

### 2. The Global Career Design Center’s support programs

#### Programs for thinking about your future orientation and career options (from first year students and onward)

- ☐ The lecture in Compulsory subject “Introduction to University Education.”
- ☐ Career guidance in Liberal Arts seminars
- ☐ Career education subjects (Social Science subjects [Career Education])  
“Career Design and Self-realization,” “Career Design,” “Social Action Project through Service-Learning,” “Career Design Course,” etc.
- ☐ Department-specific support seminars for career development
- ☐ Career guidance, seminars
- ☐ Seminars for who aspiring civil servants
- ☐ Internships

#### Job hunting support programs (from second year and third year students and onward)

- ☐ Distribution of documents related to Job hunting
- ☐ Job-hunting guidance and seminars
- ☐ Distribution of job-hunting handbooks
- ☐ Provision of information on prospective corporate employers, calls for job applicants, etc.
- ☐ Job hunting support in Tokyo Office

Counseling: “Career counseling” (questions and advice on future orientation, career options, job-hunting activities, etc.)

Information: Global Career Design Center website, MOMIJI, etc.



### 3. Using the Global Career Design Center

1. Hours  
8:30-17:15 on Monday to Friday (except for obon holidays, year-end/New Year holidays and public holidays)
2. Career counseling (questions and advice on future orientation, career options, job-hunting activities, etc.)  
Career counselors and education staffs provide individual consultations.  
10:00-16:45 (by appointment in general: 082-424-6983)

Inquiries: Career Support Group, Global Career Design Center (Student Plaza, 2nd floor)  
Tel : 082-424-5827  
Mail : [career-group@office.hiroshima-u.ac.jp](mailto:career-group@office.hiroshima-u.ac.jp)

# 09 University Facilities

## Student Plaza

MOMIJI top page → Campus Life Information → Student Plaza's Information  
URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/plaza/s-plaza-e.html>

### 1. What is the Student Plaza?

The Student Plaza is a place for students to meet and interact with one another. It is also the place where the University's various student support offices are concentrated to offer integrated student support. Moreover, suggestions from, and voluntary activities by, students are harnessed into University operation, thereby allowing Hiroshima University to transform itself into a student-participatory university.



### 2. What you can do at the Student Plaza

- Use the Free Space and Multipurpose Rooms
- Use "Tadacopy" (free photocopiers); recharge your laptop computer; use lockers
- Receive advice and counseling about student life, scholarships, job-hunting activities, etc.
- Meet students from different parts of the world (including Japanese)
- Receive support from other students working as Peer Supporters (see p. 46) or Accessibility Supporters (see p. 48), etc.



Free Space



Recharge your laptop computer; use lockers

### 3. Floor overview

- 1F General Reception, Center for Academic Practice and Resource, Free Space, meeting rooms, Tadacopy, Computer-recharging station/lockers
- 2F Global Career Design Center, Accessibility Center, Career Support Group, Global Initiatives Group
- 3F Student Services Group, Global Initiatives Group, Education Support Group, Education Promotion Group
- 4F Health Service Center (Mental Health Counseling), Peer Support Room, Multipurpose Rooms



### 4. Basic information

Location: Higashi Hiroshima Campus

Hours: 8:30-19:00 (※ The closing hours change during the long-term vacations. )  
(※ The centers and offices have their respective hours:

- Accessibility Center: 9:30-17:00
- Health Service Center: 9:00-17:00
- Peer Support Room: 12:00-16:00
- Other offices: 8:30-17:15

Closed on Saturdays, Sundays, public holidays, year-end/New Year and Bon holidays, and during entrance examinations and other University events

Inquiries: The 1st floor General Reception Tel:082-424-4407  
Education Support Group, Department of Educational Affairs,  
Education Office (Student Plaza, 3rd floor) Tel:082-424-6154  
Mail : kyoiku-group@office.hiroshima-u.ac.jp



## Laptops Charging and Storage Lockers

MOMIJI top page → Campus Life Information → PC Q&A → Q8

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/pc-qa/>

There are “Laptops Charging and Storage Lockers” to charge laptops and mobile devices in Higashi Hiroshima, Kasumi and Higashi Send campus. (Installation location see P.3, 5)

Please note the following items when using.

- Hours of availability may vary by locations.
- Same day use only.
- This service is free of charge.
- A sign plate with usage rules etc. is installed on the top of the laptops charging and storage lockers, so please check it. Please use.

Inquiries: Education Support Group, Department of Educational Affairs, Education Office  
(Student Plaza, 3rd floor)  
Tel : 082-424-6154  
Mail : kyoiku-group@office.hiroshima-u.ac.jp

## 1. Outline

Hiroshima University has a total of five libraries: three on the Higashi Hiroshima Campus and one each on the two campuses in the Hiroshima Area. The five libraries possess about 3.44 million books in total.

## 2. Checking out and returning books

A student ID card is required to check out books from the libraries.

An undergraduate student can check out up to ten books from one library, which must be returned within three weeks.

Students who miss the due date for returning a library book will be banned from checking out books for a period of time determined in proportion to the length of delay. Make sure to return library books on schedule. You may return books to any of the HU libraries and, when they are closed, through the book drop provided next to the main entrance of each library building.<sup>\*1</sup>

## 3. Opening hours<sup>\*2</sup>

	During semesters			During vacations	
	Weekdays	Saturdays	Sundays	Weekdays	Saturdays and Sundays
Central Library	8:30-22:00	10:00-20:00		8:30-17:00	Closed
East Library	8:30-21:00	10:00-17:00	Closed	8:30-17:00	Closed
West Library	8:30-21:00	10:00-17:00	Closed	8:30-17:00	Closed
Kasumi Library	8:30-21:00	10:00-17:00		8:30-21:00	Closed * 3
Higashi-Senda Library	8:30-22:00	13:00-19:00		8:30-21:00	13:00-19:00 (Closed on Sundays)

\* 1 at East Library, may return books only during opening hours

\* 2 always bring a student ID card

\* 3 only in February opened from 10:00 to 17:00

Inquiries: Central Library  
Tel : 082-424-6214 Mail : [toshofukyu-cent@office.hiroshima-u.ac.jp](mailto:toshofukyu-cent@office.hiroshima-u.ac.jp)

East Library · West Library  
Tel : 082-424-6229 Mail : [toshofukyu-west@office.hiroshima-u.ac.jp](mailto:toshofukyu-west@office.hiroshima-u.ac.jp)

Kasumi Library  
Tel : 082-257-5902 Mail : [toshofukyu-hiro@office.hiroshima-u.ac.jp](mailto:toshofukyu-hiro@office.hiroshima-u.ac.jp)

Higashi-Senda Library  
Tel : 082-542-6972 Mail : [toshofukyu-senda@office.hiroshima-u.ac.jp](mailto:toshofukyu-senda@office.hiroshima-u.ac.jp)

(English version is available if you use Google translation 英語 [Lower right of the page])

The Information Media Center (“Media Center” or “IMC”) supports the educational and research activities of Hiroshima University through the development and operation of HU’s information and communication network, and information education and utilization.




## 1. What you can do at the Media Center

Upon admission to Hiroshima University, you can do the following through the Media Center’s services.


- **Using the HU Email service (Hirodai Mail)**

You can have your HU e-mail address ([your account name]@hiroshima-u.ac.jp), via which the University communicates to you important news and information.

- **Connecting your own laptop to HU network (HINET Wi-Fi)**

You can connect your laptop to HU Wireless LAN in lecture rooms and common spaces, marked with  on the campus map (pp.3-5). VPN service to access the HU network from off campus is also available.

- **Using information terminals (computers provided at the Media Center)**

You can use information terminals for classes as well as self-study in PC rooms, marked with  on the campus map (pp.3-5). The terminal rooms, seminar rooms, and open spaces managed by the Media Center are equipped with Wi-Fi and power supplies.

- **Creating a website**

You can create your own website and make it viewable online. Take appropriate precautions to ensure security and protect your privacy.



## 2. Account and authentication

An account (IMC account) and password are required to use Media Center’s services. Your account is almost the same as your student number, except the Roman character in your student number is in lowercase (ex, if the student number is **B230123**, the account is **b230123**). The password is the same as your HU Password.

You must complete the “Account Confirmation” procedure within 90 days of account registration. From the second year onward, you must renew your account yearly (renewal period: early April to end of June). If you do not follow these procedures, your account will be locked.

You should set up a Multi-Factor Authentication (MFA) for your account as well as “HIRODAI ID”. A smartphone app, SMS, and a phone call are available for MFA. We recommend to set up a few in above means in order to authentication even if you forget your smartphone.

\* How to “Account Confirmation”/ “Account Renewal”, and how to “Multi-factor authentication”. Both are available on the Web.

You can access both services from “All Services” at the top of Information Media Center page.  
[https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

IMC Account > Account Confirmation/Account Renewal

Multi-factor authentication (Hiroshima ID, IMC account) > Multi-factor authentication for “IMC account”



### 3. Education Support

The Media Center provides a place for students to think and learn about the utilization of computers and the Internet through learning support for information and data science. Please feel free to consult with us if you have any questions or problems.

### 4. Online guide the Information Media Center

Introduction to the Media Center

[https://www.media.hiroshima-u.ac.jp/services/intro/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/services/intro/#googtrans(en))

Inquiries: Information Media Center

URL : [https://www.media.hiroshima-u.ac.jp/#googtrans\(en\)](https://www.media.hiroshima-u.ac.jp/#googtrans(en))

Tel : 082-424-6252 (Main Building)

# Sporting Facilities

Facility name	Opening hours	Closed on	Information from the MOMJI top page	Inquiries
East Gymnasium	9:00 } 21:00	Year-end/New Year's holidays, days of entrance examinations and related events		
West Gymnasium (Arena, training room, judo hall, kendo hall, meeting room)				
North Gymnasium (1F: Gymnastics hall/ ballroom, 3F: arena)				
South Sports Ground				
North Sports Ground				
Archery Range				
Kyudo Range, Sumo Ring, Automobile Club Garage				
Athletics Field				
No. 3 Tennis Court (3 carpet courts with artificial turf weighted with sand)				
No. 5 Tennis Court (8 carpet courts with artificial turf weighted with sand)				
Stables	9:00 } Sunset		Campus Life Information ↓ Facilities for Sports, Training, and Gatherings	Student Services Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel:082-424-7131/6146/5794 Mail:gakusei-group@office.hiroshima-u.ac.jp
Outdoor swimming pool (50 m, 8 competition-certified lanes)				
West Sports Ground				
No. 1 Tennis Court (2 clay courts)				
No. 4 Tennis Court (4 carpet courts with artificial turf weighted with sand)				
Baseball Field				
Equestrian Area	9:00 } 17:00	Mondays, public holidays, university-wide Bon holidays, year-end/New Year's holidays  (tennis courts [8 clay courts] are closed from late December to mid-March due to frost. )		
Athletics Field at Saijo Multi-purpose Sports Ground				
Football/Rugby Field at Saijo Multi-purpose Sports Ground				
Baseball Field at Saijo Multi-purpose Sports Ground				
Tennis courts at Saijo Multi-purpose Sports Ground (4 carpet courts with artificial turf weighted with sand)				
Tennis courts at Saijo Multi-purpose Sports Ground (8 clay courts)				

## Meeting and Training Facilities

Facility name	Opening hours	Closed on	Information from the MOMJI top page	Inquiries
Meeting Rooms at the University Hall	9:00 } 21:00	Year-end/New Year's holidays, days of entrance examinations and related events	[Campus Life Information] ↓ [Facilities for Sports, Training, and Gatherings] ↓ [Sports, training, and meeting facilities] ↓ [University hall]	University Hall office Tel:082-424-6149
Student Plaza	8:30 } 19:00	Saturdays, Sundays, public holidays, university-wide Bon holidays, year-end/New Year's holidays, days of entrance examinations and related events	[Campus Life Information] ↓ [Student Plaza's Information]	Education Support Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel:082-424-6154 Mail:koyoiku-group@office.hiroshima-u.ac.jp
Lecture rooms (School of Integrated Arts and Sciences)	Vary by day of week	Sundays, public holidays, university-wide Bon holidays, year-end/New Year's holidays, days of entrance examinations and related events	—	University Hall office Tel:082-424-6149
Lecture rooms (other Schools)	Variable from one School to another	Variable from one School to another	—	Support Office of your (Graduate) School concerned (see p. 73)
Hiroshima University Saijo Seminar House	Residential facilities	Mondays, public holidays, university-wide Bon holidays, year-end/New Year's holidays	[Campus Life Information] ↓ [Facilities for Sports, Training, and Gatherings] ↓ [Sports, training, and meeting facilities] ↓ [Saijo seminar house] (Japanese version only)	Student Services Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel:082-424-7131/6146/5794 Mail:gakusei-group@office.hiroshima-u.ac.jp

## Available Equipment, Furnishings, etc.

Equipment, furnishings, etc.	Hours for rental	Equipment, furnishings, etc.	Information from the MOMJI top page	Inquiries
University Hall rental equipment, furnishings, etc.	9:00 } 16:30	Microphones and other audio equipment, chairs, tables, etc.	[Campus Life Information] ↓ [Facilities for Sports, Training, and Gatherings] ↓ [About Items for Loan]	University Hall office Tel:082-424-6149
Student Plaza rental equipment, furnishings, etc.	8:30 } 16:30	Curtains, coolers, etc.		Student Services Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel:082-424-6141/6166 Mail:gakusei-group@office.hiroshima-u.ac.jp
Student lockers	Students usually use lockers of their School. Some Schools do not provide lockers. Confirm with the Support Office of your School.		—	Student Support Office of your (Graduate) School concerned (see p. 73)
Student bulletin boards, signboard spots	Several locations on the Higashi Hiroshima Campus (see pp. 3-4) ※For their use, refer to p. 72.		—	Student Services Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel:082-424-6141/6166 Mail:gakusei-group@office.hiroshima-u.ac.jp
Laptops Charging and Storage Lockers	Several locations on the Higashi Hiroshima Campus, Kasumi Campus, Higashi Senda Campus (see p.3, 5) ※For their use, refer to p.63.		[Campus Life Information] ↓ [PC Q&A] ↓ [Q8. Charging laptops in HU campus]	Education Support Group, Department of Educational Affairs, Education Office (Student Plaza, 3rd floor) Tel : 082-424-6154 Mail : koyoiku-group@office.hiroshima-u.ac.jp

# 10 International Exchange

## Students Overseas Dispatch and Study Abroad

Momiji top page → Academic Support → Study Abroad Information

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/learning/study-abroad.html>

### Support for Students Overseas Dispatch and Study Abroad

Hiroshima University (HU) supports students overseas dispatch and study abroad as a part of the project for global human resource development. HU provides various study abroad programs including online programs and offers some special grants for overseas dispatch and study abroad.

The programs are outlined in the brochure “Kaigai ryugaku-no susume (HU Study Abroad Guidebook).” Detailed information on the programs, such as application procedure, study abroad scholarship/grants, are also available on Momiji for your reference.

- **HU Study Abroad Guidebook “Kaigai ryugaku-no susume”**

(Momiji top page: Academic Support → Study Abroad Information → HU Study Abroad Guidebook)

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/ryugakunosusume.html> (Japanese version only)

#### ◆◆Study Abroad Advising

Explore study abroad options with Study Abroad Peer Advisors, HU students who have studied abroad. Peer Advisors can help you explore programs and answer many of your questions about the process to study abroad.

Detailed information, such as schedules or reservation procedures are available on the Momiji website below.

- **Study Abroad Advising**

(Momiji top page: Academic Support → Study Abroad Information → Study Abroad Advising)

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/ryugakuadvising.html> (Japanese version only)

#### ◆◆Safety Management Regarding Studying Abroad

For overseas, it is necessary to understand “different to Japan” and also, keep in mind that you “should keep away from danger” and “take care of yourself”

Furthermore, including personal travelling, make sure to take part in lectures about overseas travel risk management and the orientation meetings for respective programs. Also thoroughly read the manual, “Overseas Travel risk Management Manual (Student Edition)”, “Kaigai Anzen Tora no Maki (handbook for overseas travelers)” issued by Ministry of Foreign Affairs of Japan (MoFA) and other documents related to risk management before departure. If you are a Japanese citizen, please do not fail to register your travel plans with the MoFA Travel Registration Services (“TABIREGI” or ORRnet). It is important for safety confirmation in a case of emergency and also receiving the latest information at your destination.

In the worst case of if you get involved in incidents or accidents, or serious incidents or accidents occur around where you stay, please take defensive action to protect your life first.

#### ■Collecting Information Before Departure

It is necessary to be aware when travelling abroad, especially for situations such as terrorism, crime, and infection.

Please utilize the information such as on the MoFA overseas security website, not only before travelling but also during the travel period. Also, please make sure to register with TABIREG before departure and keep up to date for the latest information.

#### ■Overseas Traveler’s Insurance

Students who go abroad are requested to enroll in overseas travelers’ insurance.

In the case of participating through HU study abroad/students dispatch programs, students are required to enroll in the overseas traveler's insurance specified by HU.

### ■Emergency Contacts

In the worst case of being involved with terrorism, incidents or natural disaster, please make sure that you are able to reach those on your list of emergency contacts and your supervisor/tutor. While at your destination, please keep in touch regularly with your family.

- **Overseas Travel Risk Management Manual (Student Edition)**

(Momiji top page: Academic Support → Study Abroad Information → Overseas Travel Risk Management Manual (Student Edition)

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html> (Japanese version only)

- **MoFA overseas security website**

URL : <https://www.anzen.mofa.go.jp/> (Japanese version only)

- **MoFA travel registration service (TABIREG)**

URL : <https://www.ezairyu.mofa.go.jp/tabireg/> (Japanese version only)

Inquiries: Global Initiatives Group (Student Plaza, 2nd Floor)

Tel : 082-424-6182 Fax : 082-424-4545

Mail : [kokusai-ryugaku@office.hiroshima-u.ac.jp](mailto:kokusai-ryugaku@office.hiroshima-u.ac.jp)

## International Exchange

MOMIJI top page → Campus Life Information → International Exchange

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/kokusai/kouryu.html>

## International Exchange

Global Initiatives Group actively supports international exchange activities on campus. These activities include “Naruhodo! Cross-Cultural Discussion,” in which international and Japanese students deepen their understanding about each other's cultures, and “International Luncheon,” in which Japanese and international students engage in international exchange while having lunch together. There are various other on-campus activities corresponding to different types of interest and different levels of language proficiency and cross-cultural experience. Refer to MOMIJI for detailed information.

Announcements about upcoming international exchange activities are posted on MOMIJI and “Event & News,” and at the international exchange information corner on the first floor of the Student Plaza.



Participants have lunch together and engage in international exchange during “International Luncheon.”



International and Japanese students improve their cross-cultural understanding during the “Naruhodo! Cross-Cultural Discussion.”

Inquiries: Global Initiatives Group (Student Plaza, 3F)

Tel : 082-424-4541 Fax : 082-424-4545 Mail : [elife@hiroshima-u.ac.jp](mailto:elife@hiroshima-u.ac.jp)



# 11 Extracurricular Activities (Circles/Volunteer Activity)

## Extracurricular Activities

MOMIJI top page → Campus Life Information → Extracurricular Activities/Introduction of Circles

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/circle.html>

Hiroshima University has over 200 groups pursuing extracurricular activities (circles) in various domains, including sports, music, and culture. A list of these circles is provided on the URL indicated above.

To form a student group or circle, you are required to submit the prescribed notification form to the Student Services Group, Department of Educational Affairs, Education Office.

Inquiries: Student Services Group (Student Plaza, 3rd floor)

Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

## Volunteer Activities

MOMIJI top page → Campus Life Information → Extracurricular Activities/Introduction of Circles → Volunteer Union

URL : [https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/post\\_4.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/post_4.html)

Hiroshima University has several groups (circles) organized for the purpose of conducting volunteer work. In fact, many groups engage in activities that serve or are carried out in cooperation with local communities, although they may not be organized specifically for volunteer activities or presented as such. The main groups engaged in volunteer activities are listed on the URL indicated above.

## Volunteer Human Resource Bank

URL : <https://momiji.hiroshima-u.ac.jp/momiji-top/life/volunteer-bank.html> (Japanese version only)

The Volunteer Human Resource Bank is a system that matches students wishing to engage in volunteer work with local communities seeking them. Students register with the Volunteer Human Resource Bank, and the University relays to them requests from local communities for human resources needed for various kinds of volunteer work.

Registration is open at all times. Download a registration form from the URL indicated above, enter the required information, and submit it to the Student Services Group, Department of Educational Affairs, Education Office (on the 3rd floor of the Student Plaza) either personally or by e-mail to the address below.

Inquiries: the Student Services Group (Student Plaza, 3rd floor)

Mail : [gakusei-group@office.hiroshima-u.ac.jp](mailto:gakusei-group@office.hiroshima-u.ac.jp)

## Student Bulletin Boards and Signboard Spots

Student bulletin boards and signboard spots are provided at various locations on the Higashi-Hiroshima campus (see pp. 3-4) to enable students to make necessary announcements mainly for their extracurricular activities.

For the use of student bulletin boards and signboard spots, observe the following rules so that they will not compromise general on-campus comfort and convenience.

- a) Posters, notices and other materials must be posted on prescribed student bulletin boards only.
- b) Signboards must be fixed on the prescribed mounts.
- c) The size of the material to be posted on the bulletin board must not exceed 1 meter x 1 meter, and the size of a signboard must not exceed 2 square meters.
- d) Posted materials and signboards may be kept on display for up to three weeks. Beyond this period, they must be removed.
- e) It is strictly prohibited to display posters, notices, other materials to be posted, and signboards in classrooms, on building walls, on glass windows and at other similar locations.
- f) Do not use classroom blackboards or whiteboards to communicate information concerning extracurricular activities and the like.
- g) When posting on an outdoor bulletin board, please obtain a permission and a reception stamp at the Student Services Group (Student plaza, 3rd Floor).

# Contact Information of Schools/Graduate Schools

## ■ Opening hours

○ Monday to Friday: 8:30-17:15 (except national holidays, the Bon holidays, and the year-end and New Year holidays)

School (Graduate School)	Tel	Mail
Support Office for the fields of Integrated Arts and Sciences (School of Integrated Arts and Sciences, Graduate School of Humanities and Social Sciences, Graduate School of Advanced Science and Engineering, Graduate School of Integrated Sciences for Life)	(082) 424-6315 (School) (082) 424-6316 (Graduate school)	souka-gaku-sien@office.hiroshima-u.ac.jp
Support Office for the fields of Humanities and Social Sciences (School of Letters, Graduate School of Humanities and Social Sciences)	(082) 424-6613, 6374 (School) (082) 424-6615, 6616 (Graduate school)	bun-gaku-sien@office.hiroshima-u.ac.jp
Support Office for the fields of Education (School of Education, Graduate School of Humanities and Social Sciences)	(082) 424-6725 (School) (082) 424-3706 (Graduate school) (082) 424-6717 (Teaching practice)	kyoiku-gakusi@office.hiroshima-u.ac.jp kyoiku-in@office.hiroshima-u.ac.jp kyoiku-jissyu@office.hiroshima-u.ac.jp
Higashi-Senda Area Support Office (School of Law, Graduate School of Humanities and Social Sciences)	(082) 542-7071 (School · Day course) (082) 542-7045 (Graduate school) (082) 542-7087 (Law School)	senda-gaku-sien@office.hiroshima-u.ac.jp houmu-gaku-sien@office.hiroshima-u.ac.jp
Support Office for the fields of Humanities and Social Sciences (School of Economics, Graduate School of Humanities and Social Sciences)	(082) 424-7217 (School · Day course) (082) 424-7189 (Graduate school)	syakai-gaku-sien@office.hiroshima-u.ac.jp
Support Office for the fields of Science (School of Science, Graduate School of Advanced Science and Engineering, Graduate School of Integrated Sciences for Life)	(082) 424-7317 (School) (082) 424-7309 (Graduate school)	ri-gaku-sien@office.hiroshima-u.ac.jp
School of Medicine, School of Dentistry, and School of Pharmaceutical Sciences (Graduate School of Biomedical and Health Sciences, and Related Faculties) Student Support Group, Kasumi Campus Student Support Office	(082) 257-5049 (School of Medicine) (082) 257-5613 (School of Dentistry) (082) 257-5777 (School of Pharmaceutical Sciences) (082) 257-1538 (Graduate school)	kasumi-gaku-m@office.hiroshima-u.ac.jp kasumi-gaku-d@office.hiroshima-u.ac.jp kasumi-gaku-p@office.hiroshima-u.ac.jp kasumi-gaku-g@office.hiroshima-u.ac.jp
Support Office for the fields of Engineering (School of Engineering, School of Informatics and Data Science, Graduate School of Advanced Science and Engineering)	(082) 424-7524 (School of Engineering) (082) 424-7611 (School of Informatics and Data Science) (082) 424-7519 (Graduate school)	kou-gaku-gakubu@office.hiroshima-u.ac.jp kou-gaku-gakubu@office.hiroshima-u.ac.jp kou-gaku-daigakuin@office.hiroshima-u.ac.jp
Support Office for the fields of Biosphere Science (School of Applied Biological Science, Graduate School of Integrated Sciences for Life)	(082) 424-7915 (School) (082) 424-7908 (Graduate school)	sei-gaku-sien@office.hiroshima-u.ac.jp sei-daigakuin-sien@office.hiroshima-u.ac.jp
Support Office for the fields of Science (Graduate School of Advanced Science and Engineering, Graduate School of Integrated Sciences for Life)	(082) 424-7008, 7009	sentan-gaku-sien@office.hiroshima-u.ac.jp
Support Office for the fields of International Development and Cooperation	(082) 424-6909, 5902 (082) 424-7117	koku-gaku@office.hiroshima-u.ac.jp smart-society@office.hiroshima-u.ac.jp

○ Monday to Friday: 12:30-21:15 (class periods excluding national holidays) ※1

School (Graduate School)	Tel	Mail
Higashi-Senda Area Support Office	(082) 542-6998 (School of Law (Evening course)) (082) 542-6961 (School of Economics (Evening course))	senda-gaku-sien@office.hiroshima-u.ac.jp

○ Tuesday to Friday: 12:30-21:15; Saturday: 10:00-18:15 (class periods excluding national holidays) ※1

School (Graduate School)	Tel	Mail
Higashi-Senda Area Support Office	(082) 542-6962 (Management Sciences Program)	senda-gaku-sien@office.hiroshima-u.ac.jp

※1 During school holidays, the office is open Monday to Friday from 8:30-17:15 (except national holidays, the Bon holidays, and the year end and New Year holidays)

○ Other than the above (at night, on Saturdays, Sundays, and national holidays, etc.)

School (Graduate School)	Tel	Security guard station
Education Office	(082) 424-6149	Office, University Hall 1F
Security Guard Room, School of Integrated Arts and Sciences	(082) 424-6359	Security Guard Room, School of Integrated Arts and Sciences Clerical Work Building 2F
Security Guard Room, School of Letters	(082) 424-7210	Security Guard Room, School of Economics Building 1F
Security Guard Room, School of Education	(082) 424-3474	Security Guard Room, School of Education Administration Building 1F
Security Guard Room, School of Economics	(082) 424-7210	Security Guard Room, School of Economics Building 1F
Security Guard Room, Higashi-Senda Area	(082) 542-6971	Security Guard Room, Higashi-Senda Common Facility Building B 1F
Security Guard Room, School of Science	(082) 424-7304	Security Guard Room, School of Science Building E B1F
School of Medicine, School of Pharmaceutical Sciences (Graduate School of Biomedical and Health Sciences, and Related)	(082) 257-5091	Security Guard Room, Basic and Sociomedical Research Building 1F
School of Dentistry (Graduate School of Biomedical and Health Sciences, and Related)	(082) 257-5716	Disaster Prevention Center, Research Building A 1F
Security Guard Room, School of Engineering	(082) 424-5384	Security Guard Room, School of Engineering Administration Building 1F
Security Guard Room, School of Applied Biological Science	(082) 424-7904	Security Guard Room, School of Applied Biological Science 1F
Security Guard Room, Support Office for the fields of Science	(082) 424-7304	Security Guard Room, School of Science Building E B1F
Security Guard Room, Support Office for the fields of International Development and Cooperation	(082) 424-7904	Security Guard Room, School of Applied Biological Science 1F

