

## 2. Accessing MOMIJI

How to access the MOMIJI top page and My MOMIJI

**A) Access the MOMIJI top page.**  
 Click “On-Campus Portal” on the top page of the official Hiroshima University website and click “Student and Faculty” 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

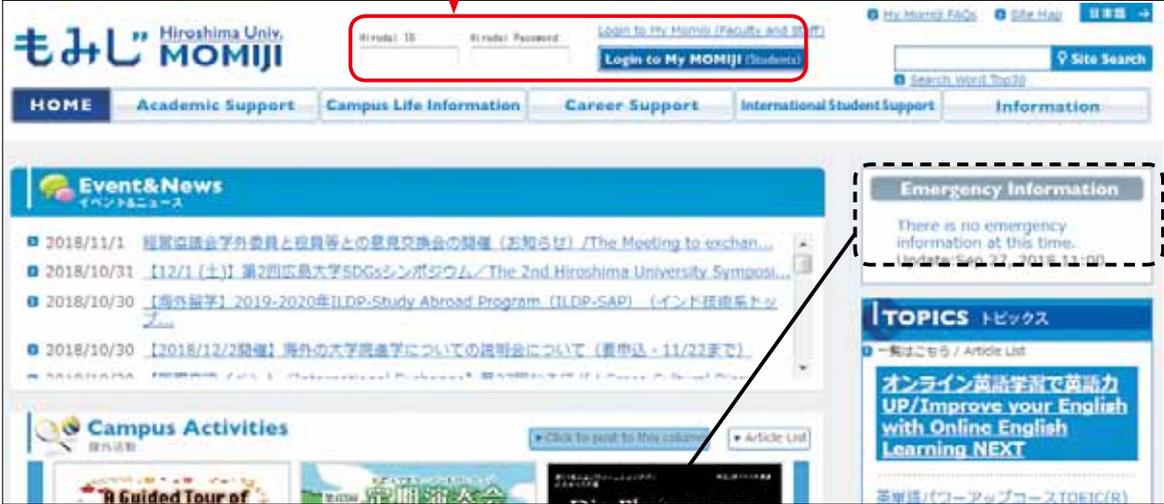


※ The home page of the Information Media Center’s website also has a link to the MOMIJI top page.

**B) Type in your HU (Hirodai) ID and HU (Hirodai) Password, and click “Log in to My MOMIJI (Students).”**

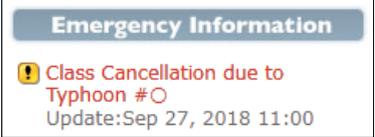
※ Type in your HU ID and HU Password in half-width characters.  
 Take care to differentiate uppercase and lowercase letters where necessary when inputting Roman letters. Type in all Roman letters of your HU ID (such as “B” and “M”) in uppercase.

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

#### ※ 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/s	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 Messageboard	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.
	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.)
Continuing Education/Job Search Information	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

## 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. 27.

### 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)

Starting from Academic Year 2015, all Hiroshima University students are required to have their own laptop computer.

Students are expected to use their computers and the Internet for numerous purposes, including doing work for classes that center on collecting, analyzing and applying data and information, and writing reports and academic papers.

Students are also required to use their computers in class in some cases. Be sure to have your laptop computer ready when professors tell you to bring your computer to class.

## 1. Information on the laptop requirement

- Information on the laptop requirement

[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)

- About the laptop requirement (MOMIJI)

Click “On-Campus Portal” on the left side of the official Hiroshima University website, select MOMIJI, and go to “Campus Life Information” and “Campus Lisense Software and Information Security Policy” and “Making a notePC a must have”

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

- Computer Q&A (MOMIJI)

<https://momiji.hiroshima-u.ac.jp/momiji-top/life/jyoho/> (Japanese version only)

## 2. Account Confirmation (required)

Within 90 days from your account registration, you are required to complete the Account Confirmation procedure.

[https://www.media.hiroshima-u.ac.jp/services/reg/acc\\_confirm-En](https://www.media.hiroshima-u.ac.jp/services/reg/acc_confirm-En)

In and after your second year at HU, you are required to complete the Account Renewal procedure, from early April to late June each year.

[https://www.media.hiroshima-u.ac.jp/services/reg/acc\\_renewal-En](https://www.media.hiroshima-u.ac.jp/services/reg/acc_renewal-En)

## 3. Software that students can use on their personal laptops

Refer to “Information Media Center” on p. 64.

## 4. Internet connection from students’ personal laptops

Students can connect their personal laptops to the Internet via HU’s free LAN in all places indicated with a “Wi-Fi” mark on the Campus Map (pp. 3-5) and in all HU classrooms.

Inquiries: Information Promotion Group, Information Division, Financial and General Affairs Office (Hours: 9:00-17:00 on weekdays)  
Tel : 082-424-6054, 5687 Mail : [st-pc@ml.hiroshima-u.ac.jp](mailto: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.