

Student Life and Procedures

1. Notices and Electronic Bulletin Board (*MOMJI* Hiroshima University Student Information System)

Information from the university to students is mainly posted on *MOMJI*, the main source of student information. Various notices and announcements for individuals, class cancellations, class changes, examinations, and other class-related information will be posted on *My MOMJI*. Please log in to *My MOMJI* every day, to make sure that you do not miss any important information.

***You are responsible for any problems you may experience because you did not check the information on the bulletin board.**

2. Student ID card

Your student ID card is proof of your status as a student of the university. You must carry it with you at all times.

Your student ID card is a hybrid card with a precision IC chip and magnetic stripe. This card and your password, which will be sent to you separately, will be necessary for issuing various certificates, receiving and sending multimedia information on the Internet and other media, taking information processing courses, and using the library and Information Media Center.

(1) When a student's ID card is lost or damaged, the student must report the matter to the Student Support Office of the graduate school to which the student belongs. In principle, the student must bear the cost of reissuing the card.

When the student's ID card is reissued, the student must change the password as soon as possible.

(2) Members of the Hiroshima University Consumer's Cooperative must report to the Hiroshima University Consumer's Cooperative to prevent the unauthorized use of their cards.

3 Procedures (Leave of Absence, Reinstatement, Study Abroad, Withdrawal, Personal Affairs, Change of Address, etc.)

(1) Leave of absence

If a student is unable to study for more than three months due to illness or other unavoidable reasons, he or she may take a leave of absence with the permission of the Dean of the Graduate School. If you wish to take a leave of absence, please consult with your academic advisor or tutor. If you need to apply for a leave of absence, you are advised to do so as soon as possible, as the date of your request cannot be processed before the leave of absence. If you delay, you may be required to pay the tuition fee.

(2) Resumption of studies

Even during a leave of absence, if you are ready to study, you can return to university by following the prescribed procedures and obtaining permission. In this case, the student must submit an application for reinstatement along with a certificate that proves that the reason for the leave of absence has been removed. If you return to the university in the middle of a month, you must pay the tuition for the whole of that month.

(3) Study abroad

If you wish to study at a university abroad, you must submit a request to study abroad.

Unlike a leave of absence, the period of study abroad will be counted toward the period of enrollment at Hiroshima University (HU). Up to 15 credits earned at the host university can be transferred to the university with which the student has an exchange agreement. While studying abroad, students must also pay tuition fees at HU.

For more information about study abroad programs, please refer to the HU Study Abroad Guidebook *Ryugaku-no-susume* (available at the Support Office or at the *MOMIIT*Top: Academic Support→Study Abroad Information).

(4) Withdrawal from University

If a student wishes to withdraw from the university for various reasons, the student must submit a withdrawal request form to the office in charge of graduate programs, signed by the student and also signed by his or her parents. The request must be approved by the student's supervisor (a seal of approval is required).

As with the handling of the leave of absence procedure, it is not possible for the university to grant retroactive withdrawal after the fact. If you have not paid your tuition fees in full, your application for withdrawal will not be approved.

(5) Change of status (change of name, etc.)

Changes of family name and other personal information are not only the most basic items in the student registry, but are also necessary for the student's daily life. Therefore, when those changes arise, you must notify the Support Office as soon as possible.

(6) Change of Address

When you change your address (including your home address and the address of the person responsible for school expenses), please submit a *Change of Address* form to the Support Office.

List of forms

Category	Submission deadline	Necessary seal of approval (signature)	Remarks
Notification of Research Title	Date specified by the program	Supervisor	
Request for Leave of Absence	Prior to the start date of desired period of absence	Parent/ Guardian/ Supervisor	
Request for Resumption of studies	Same as above	Same as above	
Request to Study Abroad	Same as above	Same as above	
Request for Withdrawal from the University	Same as above	Same as above	
Notification of change in status	Same as above	Same as above	Notification of Changed Family name.etc.
Notification of Master's thesis Title	Date specified by the program	Supervisor	

4. Issuance of various certificates

(1) A certificate issued by an automatic certificate issuing machine

1. Transcript of Academic Record (in Japanese and English)
2. Certificate of enrollment (in Japanese and English)
3. Certificate of Expected Completion (in Japanese and English)

*Students in the Master's and Professional Degree Programs who are in their final year of study (information on job applicants must be entered via *My MOMIIT*).

4. Certificate of Medical Examination (in Japanese)

*A person who has undergone a physical examination and has been diagnosed with "no abnormalities".

5. Student discount coupon

Location of Automatic certificate issuing machine	Operating hours
Higashi-Hiroshima Campus School of Integrated Arts and Sciences School of Letters School of Education School of Law School of Economics School of Science School of Engineering School of Applied Biological Science	Near the entrance of each Support Office Monday to Friday: 8:30am to 5:15pm (Closed on Saturdays)
Kasumi Campus School of Medicine (Department of Basic and Social Medicine 1st floor) School of Dentistry (C-Building 2nd floor)	Monday to Friday: 8:30 a.m. to 9:30 p.m. Saturday: 8:30 a.m. to 5:00 p.m.
Higashi-Senda Campus General School Building 1st floor lobby	Monday to Friday 8:30 a.m. to 9:30 p.m. Saturday: 9:45 a.m. to 6:30 p.m.

(2) Others

Please check the *Campus Life Guide at Hiroshima Univ.* (available at the window of the Support Office or in *MOMIJI*) for other relevant matters.

5. Commuter passes, student discount coupons, group travel discounts, etc.

Research students and non-degree students are not eligible for discounts on group transportation except for the general passengers group travel discount.

(1) School Commuter Pass

A commuter pass is issued only when you commute to school and is valid between your residence and the nearest station to the university. Students who need a commuter pass should submit an application for a commuter pass to the Support Office. A certificate to purchase a commuter pass will be issued. Note that you need one certificate for the purchase of each commuter pass. The certificate must be submitted together with your student ID card to the service of each traffic company when you purchase a commuter pass.

(2) Student Discount Coupon

The purpose of the student discount coupon is to reduce the burden of study and contribute to the promotion of school education. However, the discount coupon is not intended to be used as an individual student's free right.

As a general rule, students can use the coupon for the purposes of regular education, extracurricular educational activities, employment and examinations, return home, field trips, treatment of injuries and sicknesses and accompanying parents, on trips of more than 101 km one way on JR lines.

-Up to 20 coupons (4 coupons issued per day are available) per year (April to March). You should use them effectively by purchasing round-trip tickets or excursion tickets.

- The coupons are valid for 3 months from the date of issue. You should apply well in advance.

-You must not misuse the coupons for any reason. You will be charged a large sum of money as a fine, and the university will be suspended from issuing the certificate, which will cause great inconvenience to the entire university.

<Case of misuse>

When you purchase a train ticket using a student discount coupon under someone else's name, you must not purchase a ticket with a student discount coupon.

You bought a ticket with your student discount coupon and transferred it to someone else.

You use the student discount coupon without carrying your student ID card.

6. Scholarships and Tuition Exemptions

For more information about scholarships and tuition exemptions, please refer to the *Campus Life Guide at Hiroshima Univ* at the Support Office or the *MOMJI* homepage.

-MOMJI Top : Campus Life Information → Economic Support → Scholarship

-MOMJI Top : Campus Life Information → Economic Support → Tuition Fee Waiver

7. Parking pass/pass card

Those who wish to commute by car must attend a traffic safety workshop and complete the application procedures. You must obtain a parking pass and a pass card. A car without a parking pass and pass card will not be allowed to enter the campus.

However, if you need to commute to school by car due to physical reasons or to long distance commuting, please contact the Support Office.

8. Health and various consultation facilities

For more information about the following health and other counseling facilities, please refer to the *Guide to Student Life* at the Support Office or the *MOMJI* in the General Student Information.

-Physical and Mental Health Consultation Service (Health Service Center)

-Peer Support Room for students by students

-Consultations on anything and everything (All Purpose- Counseling center for students)

-Harassment Consultation Service (Harassment Center)

-Support for students with disabilities and consultation on accessibility (Accessibility Center)

-Part-time job placement

-Referral of university administration support work (on-campus part-time job)

-Counseling services for international students (Global Initiatives Group)

9. Insurance

(1) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

Physical injuries caused by a sudden and accidental accident (requiring outpatient treatment) suffered by the student in the course of his or her research activities at the university are covered.

1. During regular curricular activities (lectures, experiments, practical skills training etc.)

2. During school events (entrance ceremony, orientation, etc.)

3. During extracurricular activities (For organizations that are registered with the school and perform off-campus, the event must be reported in advance.)

4. Commuting to and from school

5. Transferring between school facilities (e.g., from the campus to the Saijo Joint Research Center)

*From the 2010 academic year, all students are covered by the university for this insurance. Students do not have to take out this insurance individually.

(2) Liability Insurance for Accidental Damage to Students Pursuant to the Personal Accident Insurance for Students Pursuing Education and Research (GAKKENBAI)

This insurance covers compensation for legal damages, caused by a student who injures another person or damages another person's property in Japan.

1. During regular curricular activities (lectures, experiments, practical skills, etc.)
2. During school events (entrance ceremony, orientation, etc.)
3. Internships and educational practice as regular courses and school events
4. During extracurricular activities (only for organizations that offer internship or volunteer activities)
5. During the above round trip

For more information, please refer to the subscriber's handbook distributed at the time of enrollment.

10. Career Support

In order to support your job seeking activities, the *Global Career Design Center* supports your job search by providing information and counseling for job search.

<Global Career Design Center>

Please refer to the *Campus Life Guide at Hiroshima Univ.* at the Support Office or the *MOMIJI* homepage.

MOMIJI Top: Career Support→ Career Design

11 Lost and Found items

- (1) Lost items: Follow the procedures at the Support Office and report to the nearest police station. If you find your lost item information on the bulletin board, please contact the Support Office.
- (2) Found items: Report to the nearest Support Office. If the item is cash or other valuable and has not been reported to the Support Office by the person who lost it, we will report it to the police.

12 For a safe student Life

In recent years, there have been many traffic accidents and incidents (theft, suspicious persons appearing and departing, damage from wild dogs, etc.) on and off campus.

We are here to prevent accidents.

Observe the Road Traffic Law to prevent accidents. Avoid being a victim of assault and extortion.

Do not walk alone at night; do not go up to any lonely places; run away if you feel danger, shout, stay away from people who look suspicious; help someone who is in trouble.

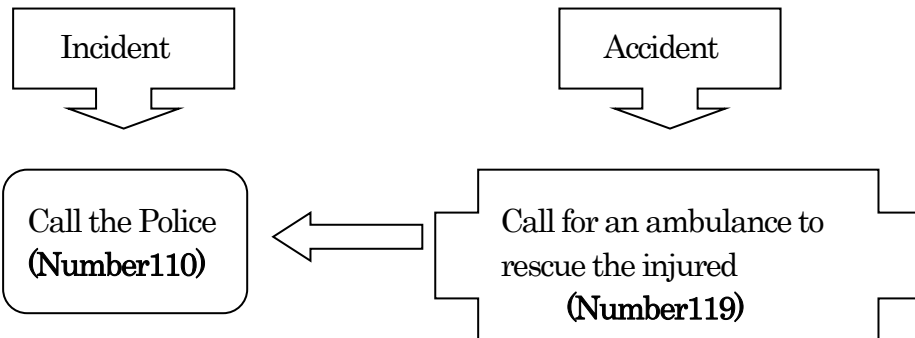
If you should have an accident or other incident, call the police and contact your supervisor and the Support Office. (Remember the license plate number of the any car/motorcycle and the face of the person involved in the accident.)

- (1) Keep your supervisor's contact information handy.
- (2) Contact the Support Office, Tel: (082) 424-6909

For more information on public safety, accidents and other incidents, see the Top of the *MOMIJI* Campus Life Information -> Rules for student life->For a safe "Student Life".

[Action procedure for accidents or other incidents]

When an accident or incident happens:



After the incident or accident

