Introduction ~List of things to do for new students~

Apr 2 (Tue) ~	1.Receive your student ID card *The student ID card will be available for pickup at the counter after Wed, Apr 3, 2024. *You will need your HIRODAI ID and password for procedures 2, 3 and 6-9. *You will provide "HIRODAI ID and initial password" to the e-mail address at the time of application on the morning of 4/2.	check
	2. Plan your course of study *Check the course standard list and syllabus, and consider which classes to register for. *Log in to the "Momiji" student information forest.	
Apr 4(Thu) ~ Apr 12 (Fri)	3.Register for courses through "Momiji" *Classes will begin on 4/8.	
Apr 2 (Tue) ~ Apr 12 (Fri) by 3:00 p.m.	<u>4. About Registration Form</u> <u>5. Submission of Course Registration Plan</u>	
Apr 2 (Tue) ~ May 31(Fri) by 3:00 p.m.	<u>6. Attend research ethics training (Basic) and</u> <u>submit a notification of attendance</u>	
Apr 2 (Tue) ~ Apr 30 (Tue)	7. Multi-factor authentication settings (HIRODAI ID and IMC account) *Failure to do so by the deadline will result in off-campus access to various services.	
Apr 2 (Tue)	8. Change initial password *If the change is not made by the deadline, the account will be locked.	
~ Jun 30 (Sun)	9. Attend information security and compliance Education *Failure to do so by the deadline will result in a lock on your account.	



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1. Receive your student ID card (1)

Please come to the Student Support Office by Friday, April 5 to pick up your application unless you wish to have it mailed to you.





1. Receive your student ID card 2

- When you receive your Student ID card, <u>please check your name and other details</u> <u>on it</u>.
- Please note the date of receipt and your signature the receipt part of the mount to which your Student ID Card is attached, detach it, and <u>make sure you submit the</u> <u>receipt on the spot</u>.

(*<u>On the day after the receipt is submitted</u>, you will be able to enter and leave the building etc. with your Student ID Card.)

If you wish to have your Student ID card sent by post and <u>it is difficult to bring the</u> <u>receipt to the counter, please return the receipt to the office</u>. (Domestic residents only)

«Caution» Please note that the initial password for the HIRODAI password can be found on the part of the Student ID Card that has been peeled off from the mount, so please do not immediately throw away the mount.

Once the student ID card is activated, you can enter the buildings at Kasumi campus after business hours , and you can use the automatic certificate issuance machines.

The ID cards can also be used as electronic money at the cafeteria and convenience store on campus, so please handle it carefully.



- 1. Receive your student ID card
- [supplement] HIRODAI ID and IMC account

At Hiroshima University, 2 types of ID exist: HIRODAI ID and IMC account.

Both types are based on Student number.



For the HIRODAI password, an initial password will be given upon enrolment. 6

HIROSHIMA UNIVERSITY

1. Receive your student ID card

- [supplement] The initial password for the HIRODAI password

The initial password for the HIRODAI password can be found on the mount to which your Student ID Card is affixed or in the email you receive from the Information Technology Promotion Group.



The initial password must be changed by 30 June or the account will be locked, so be sure to change it before the deadline!

*For information on how to change the initial password, please refer to "<u>7. Change initial password</u>".



1. Receive your student ID card

Supplement HIRODAI Email address

This is the student email address of Hiroshima University, which is registered with your student number when you enroll.



Lecture announcements and university notices may be sent to this student email address, so please check it frequently.

*Click here to learn how to check your e-mail.



2.Plan your course of study 1

Classes will begin on Monday, April 8.

(Course registration is available until 12, April Fri.)

Consult with your academic advisor and plan your course of study as early as possible, referring to the information below.

When planning your course of study...

[Step1] Check the "Course Criteria Table" to confirm the number of courses and credits required for completion of the course.

(Step2) Check the "Syllabus" for details on course content, days, times, locations, and course methods. However, the class schedule is subject to change at short notice. In such cases, notification will be posted on the "Momiji" class bulletin board or via Hiroshima University e-mail.

2. Plan your course of study 2

- Term of classes and Class Schedule.

Hiroshima University has introduced a "Quarter System (a 4-term system)".

...Under the "Quarter System (a 4-term system)", the 1st and 2nd semesters are divided into two terms, Term 1 to Term 4, and classes are held according to the Academic Calendar (class schedule) shown <u>here</u>.

Semester Distinction	Term	Class period				
1 at (Enring) Somestor	1st Term	Mon, Apr 8 - Wed, Jun 5				
TSt(Spring) Semester	2nd Term	Thu, Jun 6 - Thu, Aug 1				
2nd(Eall) Competer	3rd Term	Wed, Oct 2 - Thu, Nov 28				
Zhu(Fall) Semester	4th Term	Fri, Nov 29 - Wed, Feb 5				

(e.g..) Term of classes in AY 2024. "Quarter System"

Class Schedule

Period	Time
1•2	8:45 a.m 10:15 a.m.
3•4	10:30 a.m 12:00 noon
5•6	12:50 p.m 2:20 p.m.
7•8	2:35p.m 4:05 p.m.
9•10	4:20 p.m 5:50 p.m.
11•12 (Evening1•2)	6:00 p.m 7:30 p.m.
13•14 (Evening3•4)	7:40 p.m 9:10 p.m.

(e.g..) Academic Calendar in AY 2024.

Schedule for the Academic Year 2024 (Class Schedule)



*****Make sure to check the new academic calendar for each academic year. (Momiji Top \rightarrow Academic Support \rightarrow Academic Calendar and Class Schedule)

%Please check the syllabus and the "Momiji" class bulletin board on the Information

 $\$ Portal for the class schedule.

set will be made up for on the shediled day. For information of the make-up dats/exam.





2. Plan your course of study 2

- Term of classes and Class Schedule.

○By referring to the class period, academic calendar, and class schedule, you can check the dates and times when lectures are offered.

For example, if you are enrolled in the Tuesday 11th and 12th period lectures in Term 1of the 2024 academic year, please assume that the following schedule and times will be used.

•Schedule ... 4/9, 4/16, 4/23, 5/7, 5/14, 5/21, 5/28, 6/4 (*Skip 4/30 due to the substitute class day on Monday.)

•Time ... 18:00-19:30 each day

<u>Please be sure to check the syllabus of each class for the detailed schedule.</u> In addition, if the class schedule or time changes, please be sure to check the "My Momiji" class bulletin board for any changes.



Step1 Check the "Course Criteria Table" to confirm the number of courses and credits required for completion of the course.

1Log in to the following URL.

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/classes/classes2023

2Check the credit requirements for completion of your major/program.

医歯薬学専攻 博士課程 Division of Biomedical Sciences(Doctoral Co	ourse)
医学専門プログラム Program of Medicine	
12 D医学専門プログラムProgram of Medicine.pdf(490.49 KB) 💫	Þ
歯学専門プログラム Program of Dental Sciences	
13 D歯学専門プログラムProgram of Dental Sciences.pdf(453.8 KB) 💫	•

This explanation is based on the program of Medical Sciences in the Division of Biomedical Sciences, which has the largest number of students enrolled.

2.Plan your course of study -[STEP1]Confirmation of Course Criteria Table-

Students are required to acquire 2 credits from the common courses of the Graduate School as the required number of credits for completion.

医学専門プログラム Program of Medical Sciences



2.Plan your course of study (5) -[STEP1]Confirmation of Course Criteria Table-

		配当年次	100		R .6	年表 Subjec	t-Conducted	Year		講義コード	修了
科目区分/授業科目名	授業担当教員 S		¥Č.	1年秋1	l st Year	2年後2	nd Year	3年後 3rd Ye		(car 前期 (Spring Semester)	
Catgory of Subjects/ Subjects	Teachers in Charge of Subjects	Year	ear Credits S		後期 Fall	前期 Spring	後期 Fall	前期 Spring	後期 Fall	後期(Fall Semester)	Cre
6修科目 Select Compulsory Subject											
エグラム専門科目 Course of Program											
\$門料目Ⅱ Specialized Subject Ⅱ											
腦神經內科学特別研究	丸山 博文	1~3	12	2	2	2	2	2	2	TB119101	
Advanced Research on Clinical Neuroscience and Therapeutics	MARUYAMA Hirofumi	15	12	-	-	_	-	-	-	TB119103	
精神神経医科学特別研究	岡本 泰昌	1~3	12	2	2	2	2	2	2	TB120101	1
Advanced Research on Psychiatry and Neurosciences	OKAMOTO Yasumasa	1.5	12	2			-	4	-	TB120103	
小児科学特別研究		1-2	12	2	2	2	2	2	2	TB121101	1
Advanced Research on Pediatrics	OKADA Satoshi	15	12	_	_	1	_	-	2	TB121103	
外科学特別研究	高橋 信也	1-2	12	2	2	2	2	2	2	TB122101	1
Advanced Research on Surgery	TAKAHASHI Shinya	1~5	12	<u> </u>	<u> </u>	1 ²	_	-	-	TB122103	
消化器・移植外科学特別研究	大殿 秀樹	1-2	17	2	2	2	2	2	2	TB123101	1
Advanced Research on Gastroenterological and Transplant Surgery	OHDAN Hideki	1~5		_	1	1	_	-	_	TB123103	
腦神経外科学特別研究	(未定)	1 - 2	12	2	-	-	-	2	2	TB124101	1
Advanced Research on Neurosurgery	TBD	1~5	12	2 ×	2 ×	2 ×	4	2	2 ×	TB124103	
整形外科学特別研究	安達 伸生	1-2	12	2	2	2	2	2	2	TB125101	1
Advanced Research on Orthopaedic Surgery	ADACHI Nobuo	1~3	12	2 ×	1 ²	²	4	2	2 ×	TB125103	
皮膚科学特別研究	田中 暁生	1.0	10	_	_	_	_	-	_	TB126101	1
Advanced Research on Dermatology	TANAKA Akio	1 -3	12	2 ×	1 ²	1 ²	4	2	2 ×	TB126103	
昏泌尿器科学特别研究	(未定)	1	10	_	-	_	-	2	2	TB127101	1
Advanced Research on Urology	TBD	1~5	12	2 ×	1 ²	²	4	4	2 ×	TB127103	12
視覚病態学特別研究	木内 良明	1.0	10	_	_	_	_	-	_	TB128101	1 1
Advanced Research on Ophthalmology and Visual Science	KIUCHI Yoshiaki	1~5	12	2 ×	1 ²	1 ²	4	2	2 ×	TB128103	
耳鼻咽喉科学・頭頭部外科学特別研究	竹野 幸夫		12	2	2	2	2	2	2	TB129101	1
Advanced Research on Otorhinolaryngology,Head and Neck Surgery	TAKENO Yukio	1~5	12	-	1 ²	_	4	4	-	TB129103	
放射線診断学特別研究	栗井 和夫	1 - 2	12	2	2	-	2	2	2	TB130101	1
Advanced Research on Diagnostic Radiology	AWAI Kazyo	1~3	12	2 ×	1 ²	1 ²	2	2	2	TB130103	
放射線腫瘍学特別研究	永田 清		10							TB131101	1

From the 1st semester of the first year to the 2nd semester of the third year, students earn 2 credits each semester to fulfill the 12 credits required for completion. You must register every semester until you have completed 12 credits!

2.Plan your course of study (6) -[STEP1]Confirmation of Course Criteria Table-



○修了要件 Completion Requirements

以下のとおり、30単位以上修得すること。 Students should acquire 30 or more credits as follows.

Please check by yourself whether you have earned the credits required for completion of the course.

If you acquire the required number of credits listed in each of the following categories ① through ⑤, you will be able to fulfill the 30 credits required for completion.

①大学院共通科目 Common Graduate Courses

2単位以上(「持続可能な発展科目」及び「キャリア開発・データリテラシー科目」から、それぞれ1単位以上を履修)を修得すること。

Acquire each one credit or more from "Sustainable Development Courses" and "Career Development and Data Literacy Courses."

②研究科共通科目 Common Courses

4単位以上(生命・医療倫理学B及び多職種連携Bを必修)を修得すること。

Acquire four or more credits. "Medical Ethics B" and "Multidisciplinary Cooperation B" must be included.

③専攻共通科目 Common Courses of Division

2単位以上を修得すること。Acquire two credits or more.

④プログラム専門科目 Courses of Program

22単位以上を修得すること。なお、医歯薬学専攻における他のプログラム専門科目を含む。

It does not mean that you absolutely have to acquire other program specialization courses.

Acquire 22 credits or more. Students must include credits from subjects in other Course of Program among Division of Biomedical Sciences.

(1)専門科目 I Specialized Subject I

主指導教員の指定する10単位以上を修得すること。Acquire 10 or more credits from subjects designated by your chief academic supervisor.

(2)専門科目 I Specialized Subject I

主指導教員の指定する12単位以上を修得すること。Acquire 12 or more credits from subjects designated by your chief academic supervisor.

⑤推奨科目 Recommended Subject

研究成果を発表する上で必要な英語について,修了要件単位以外の科目として修得することを推奨する。

Students are encouraged to take English-related subjects other than those necessary to earn the credits required to complete the course of study to improve their English presentation skills.



2.Plan your course of study 6 - [STEP1] Confirmation of Course Criteria Table (Supplementary information) -

Caution: About Common Graduate Courses

- •The courses are **selective compulsory subjects** that <u>all graduate students at</u> <u>Hiroshima University</u> take.
- Please note that the **registration period is short**.
- •Students must acquire **at least 1 credit each** from **"Sustainable Development Courses**" and **"Career Development and Data Literacy Courses**" during their period of study.
- *Some of the "Common Graduate Courses" are offered on demand to give students who cannot commute to the university the opportunity to take them. (Procedures required)
- ★ When registering for courses, please make sure to check the <Course registration procedures for common graduate courses> on the website <u>here</u>.
- \star Also, please refer to the <u>guidance video</u> on course registration.



2.Plan your course of study 7 - [STEP1] Confirmation of Course Criteria Table (Supplementary information) -

•Students must register on their own during the registration periods in April and October each year until they have earned the credits required for graduation.

• If you forget to register, you are responsible for your own actions.

[Courses]

Compulsory Subject ··· All students are required to complete the course. Select Compulsory Subject ··· Select and take courses equivalent to the number of credits required for completion.

- •Check the completion requirements from the course criteria table, check and select the subjects you wish to take (check the syllabus for details of subjects) and register them via "Momiji".
- It is the responsibility of each student to confirm that the credits required for completion have been met.

[STEP2] Check the "Syllabus" for details on course content, days, times, locations, and course methods.

To check the latest syllabus, log in to "My Momiji" from "Hiroshima Univ. MOMIJI"
 and check the latest version of the syllabus.

"Hiroshima Univ. MOMIJI" is a portal that collects information for students.

Student Information Forest Momiji (Momiji Top)

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





2.Plan your course of study 10 -[STEP2] Check the syllabus-



Second the "Syllabus," confirm the content, date, time, place, and method of implementation of the class.

Please note that some lectures are only delivered in "Japanese" as the language of instruction.									
Campus	Kasumi	Semester/Term	Semester/Term 1st-Year, First Semester, First Semester						
Days, Periods, and Classrooms	(1st) Fri11-12 : See the syllabus for detail.								
Lesson Style	Lecture	ecture Lesson Style Online (simultaneous interactive), Online (on-demand)							
Credits	1.0	Class Hours/Week	2 Language of Instruction B : Japanese,	⁄English					
Eligible Students If the class method is "Online," the course can be taken from overseas. Face-to-face Please take the course in the lecture room. Online (on-demand) On-demand class will use "moodle". Online (simultaneous interactive) ··· Mainly "Teams" or "Zoom" will be used. Please check the syllabus and the "Momiji" class bulletin board for the tools and links to be used. Basically, the class will be held on time. (*Note: However, where more detailed instructions on how to take the course are given, please									

The syllabus operating manual can be found <u>here</u>.

(*Reference available from 1 Apr onwards.)

(*Login required with HIRODAI email address and HIRODAI password.)



If you would like to check the contents of the syllabus before enrolling, you can do so at the following address.

*However, since there is a time lag in updating the syllabus for off-campus use, we recommend that you check the latest version from My Momiji after enrollment.

[Doctoral Course] Common Graduate Courses (Doctoral Course) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml_en/2023_BB_en.html</u>

Division of Biomedical Sciences (Doctoral Course 4 years) https://momiji.hiroshima-u.ac.jp/syllabusHtml_en/2023_C8_en.html

Division of Integrated Health Sciences (Doctoral Course 3 years) https://momiji.hiroshima-u.ac.jp/syllabusHtml_en/2023_CA_en.html

[Master's Course]

Common Graduate Courses (Master's Course) https://momiji.hiroshima-u.ac.jp/syllabusHtml_en/2023_BA_en.html

Division of Integrated Health Sciences (Master's Course) https://momiji.hiroshima-u.ac.jp/syllabusHtml_en/2023_C9_en.html

3. Register for courses through "Momiji" (From Apr 4 to Apr 12.)



-Course Registration Period-

Course Registration Period April 4 (Thursday.) ~ April 12 (Friday.)

Registration is required every semester until the student has earned the credits required for graduation.

Once you have made your course plan, register for the courses you will take this semester.

※Registration period will be informed on "Momiji" each time.

* Registration is in April for 1st semester and in October for 2nd semester every year.

Make sure to register classes for each semester.

%You are all enrolled in Graduate School of Biomedical and Health Sciences.

The lecture code starts with the letter "TB" or "8G"

(*However, this does not apply to Common Graduate Courses.)

When you look for classes you wish to take on MOMIJI, several classes with the same name may be pop up.

You must choose the class with the class code begins with TB or 8G

3. Register for courses through "Momiji⁽²⁾ (From Apr 4 to Apr 12.)⁽⁴⁾ HIROSHIMA UNIVERSITY</sup>

-Course Registration Period-

	4	~	8	9	11	12	
	Thu		Mon	Tue	Wed	Thu	Fri
Common graduate courses	Course Registration Period From midnight on Thu, Apr 4 to 11:59 p.m. on Mon, Apr 8Lottery day periodConfirmation and correction From midnight on Thu, Apr 11:59 p.m. on Fri, Apr 1						correction period n Thu, Apr 11 to n Fri, Apr 12
Graduate School Subjects	Course Registration Period From midnight on Thu, Apr 4 to 11:59 p.m. on Fri, Apr 12						

© Course Registration Period

Register for the 1st and 2nd term courses and intensive courses you wish to take.

© Lottery day (Lottery date set only for common graduate courses)

A lottery will be held for courses that exceed the number of students. (If a student is unable to take a course as a result of the lottery, the course will be deleted from the registration.)

© Confirmation and correction period

(Confirmation and correction period set only for common graduate courses)

Courses can be added or modified (except for courses for which a lottery was held). Courses in Term 2 can also be revised between Wed, Jun 5 and Wed, 12 (※). (※) The period for checking and revising courses in Term 2 is subject to change. 3. Register for courses through "Momiji³ (From Apr 4 to Apr 12.) HIROSHIMA UNIVERSITY -Registration Method-

(Step) Log in to "My Momiji" and register. <u>https://momiji.hiroshima-u.ac.jp/momiji-top/index.shtml</u> * "Registration" in the "Student Manual" of My Momiji for details on how to register.

Click on "Academic Register Management" in the Menu section of "My Momiji.





The above manual can also be found <u>here</u>.

(*Reference available from 1 Apr onwards.)

(*Login required with HIRODAI email address and HIRODAI password.)

How to register and delete courses



Deadline for submission : Apr 12 (Fri) 3 : 00 pm. (everyone)

- Please consult with your Chief Academic Supervisor to determine your Assistant Academic Supervisors.
- One of the secondary advisors should be a faculty member from a program other than the student's own degree program in order to provide guidance in a wide range of fields.
- The approval stamps or signatures of your Chief Academic Supervisor and your assistant supervisors are required.



 \downarrow See HP Please refer to the " Procedures regarding Research Guidance" section.

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/formats/researh

4. About Registration Form⁽²⁾ (By 3:00 p.m. on Apr 12.)



[Please refer to this when selecting your Assistant Academic Supervisor.] List of Faculty Member

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/organization

[Supplement] What do program faculty members other than the student's own degree program mean? (Explanation based on List of Faculty Member).



[Example] Division of Integrated Health Sciences (Doctor's Course) Program of Biomedical Science

→<u>One secondary advisor</u> must be selected from those faculty members who are <u>not marked</u> with a "D" in the "Biomedical Sciences" column.

"D" marked in the "Biomedical Sciences" column. ... Faculty members of the student's own degree program

"D" <u>not marked</u> in the "Biomedical Sciences" column. ...Program faculty other than the student's own degree program.

Deadline for submission : Apr 12 (Fri) 3 : 00 pm. (everyone)

 Please fill in only the "Seminar" and "Research" Subjects of the Course of Program.



- The stamp of approval of the professor in charge of each subjects is required.
- Other courses do not need to be completed.



Please complete the form "April enrollment".





https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/formats/researh

HIROSHIMA UNIVERSITY

In order to conduct research as a graduate student, you are required to "attend research ethics education.

In addition, the following education courses must be taken prior to the preparation and submission of the dissertation in order to apply for a degree.



[\downarrow See also below, if necessary]

Research Ethics brochure: This booklet is about research ethics, showing you the
incidents that actually happened in the past.
Read thoroughly before starting your research.

6. Attend research ethics training (Basic) and submit a notification of attendance. (By May 31.)

Basic



* Please carry out the following procedures by 31 May.

Watch movie regarding fundamental items of research ethics. The videos can be viewed from the following courses on moodle.

After watching the video, please submit the 'attendance Sheet' to the Student Support Group.







Advanced

*Please carry out the following procedures <u>before</u> <u>the dissertation preparation</u>.

Please download the text from the URL below and read it carefully before discussing and debating with your supervisor.

[JSPS] <u>http://www.jsps.go.jp/j-kousei/rinri.html</u>

Upon completion, obtain a "Certificate of Research Ethics Education Completion" from your academic supervisor and submit it to the Student Support Group by the time Master's thesis or doctoral dissertation of submission.

Certificate of Research Ethics Education Completion Form

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/formats/others



7. Multi-factor authentication settings (HIRODAI ID and IMC account) (By April 30.)

Set up deadline : by April 30 (Tue) (everyone).

The <u>multi-factor authentication setting</u> is necessary to prevent unauthorized access from outside the university.

This is required when accessing the university website from off-campus.

If you don't set up multi-factor authentication within the deadline, you will not be able to use Momiji and other services from off-campus.

Be sure to set up multi-factor authentication for both your Hiroshima University ID and your IMC account before the deadline.

ID/Account	purpose	manual
HIRODAI ID	Login to My Momiji, Moodle, etc.	<u>https://www.media.hiroshima-</u> <u>u.ac.jp/wp-</u>
Hirodai ID is a student number. (example: D24****)		<u>content/uploads/2023/03/mfa-</u> <u>easymanual-20230327-</u> <u>en_HIRODAIID.pdf</u>
IMC Account	An IMC account is used for Hirodai mail, VPN access and	https://www.media.hiroshima- u.ac.ip/wp-
IMC account is a number lowercasing the first letter of your student number. (example: d24****)	login for Office365, Teams, etc	content/uploads/2023/09/mfa- easymanual-20230830- en_IMCaccount.pdf

8. Change initial password (1) (By Jun 30.)

Image: Computer	ŧJ	+U" Hiroshima Univ. MOMIJI	Login to My MC	Multi-Factor Authentication Setup required.	 My Momiji FAQs Recently trend 	<mark>Site Map</mark> 日本碼 → ♀ Site Search ding
ead the notes and click on the following URL listed in sectors	ном	E Academic Support	Campus Life Information	Career Support Internat	tional Student Support	Information
S. Notes for Security Maintenane 1) Notes Concerning HU Password Hrobsina University's Password is important, because it identifies you within the network. If your HU Password becomes public, someone might log in to your account, acquire private information, change the information on your Momiji account, and send span or viruses. You might become a perpetrator without your knowledge. So please pay attention on how you manage your HU Password. If you much because of Medic Center in teres on part to change (etc.) Your HU Password. If you much a hiroshima-u.ac. jp/services/reg/password If the context of the part of the part of the password is a second of the part of the password is a second of the password is a second of the password in the password is a second of the password of the password is a second of the password of the password is a second of the password of the password of the password is a second of the password of	ead th	e notes and	d click on f	the following	g URL list	ed in sectio
I) Note Concerning to Cassword Hroshing University's Password is important, because it identifies you within the network. If your HU Password becomes public, someone might log in to your account, acquire private information, change the information on your Moniji account, and send span or viruses. You might become a perpetrator without your knowledge. So please pay attention on how you manage your HU Password. Provide the become of Main Control is one more the change (etc.) Your HU Password. Introl Minima-U ac ip/services/reg/password Introl Minima-U ac ip/services/reg/passw	5. Notes for Sect	irity Maintenance			_	
Internation on how your Mulage your HU Password. Please pay attention on how your Mulage Your HU Password. http://www.media.hiroshima-u.ac.jp/services/reg/password Internation of Your HU Password. International hiroshima-u.ac.jp/services/reg/password International hiroshima-u.ac.	I) Notes Concern Hiroshima Unive If your HU Passy	rsity's Password is important, bec vord becomes public, someone mi	ause it identifies you within the ight log in to your account, acq	e network. juire private information, change the	les So	
https://www.media.hiroshima-u.ac.jp/services/reg/password lick on "Login with your account" listed in section "How to assword". パスワードの変更方法 パスワード変更は「メディアセンター利用登録システム」にログインして変更してく たさい。 (変更手順参照)	please pay attenti	on on how you manage your HU	Password.	Zene III I Deserved	ige. 50	
lick on "Login with your account" listed in section "How to bassword". パスワードの変更方法	https://www.med	ia.hiroshima-u.ac.jp/services/reg/	password	.oui iio i asswoid.		
lick on "Login with your account" listed in section "How to bassword". パスワードの変更方法 パスワード変更は「メディアセンター利用登録システム」にログインして変更してく ださい。 (変更手順等照)						<i></i>
Dassword". パスワードの変更方法 パスワード変更は「メディアセンター利用登録システム」にログインして変更してく ださい。 (変更手順参照)			h vour acc	count" listed	in sectio	n "How to c
パスワードの変更方法 パスワード変更は「メディアセンター利用登録システム」にログインして変更してく ださい。 (変更手順参照)	lick on	² Login wit	in your acc			
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ださい。 (変更手順参照)	lick on Dasswo	"Login wit rd"				
	lick on basswo パスワート	"Login wit rd". [×] の変更方法 「メディアセンター利用登録システム」	にログインして変更してく			

8. Change initial password (By Jun 30.)

Click on " Login with your account"

* Log in with your IMC account and vast password.

	広大IDでログイン (Login by HIRODAI ID)
ł	周人アカウントの新規登録・ 年度更新・利用確認・ロック解除 などはこちら se this link to register, renew, confirm or unlock an IMC account.
	アカウントでログイン (Login by Account)
	個人アカウントの設定変更・朝除猶予延長などはこちら
Use this	ink to change settings or extend the grace period of your IMC account.

4

(5)

Login with your account The account name : d24****@hiroshima-u.ac.jp (Student number D is lower case)

Click on "① Account" and then "② Change password" to complete the procedure.



Implementation deadline : by Jun 30 (Sun) (everyone).

Information Security and Compliance education will be conducted on demand for students entering in 2024.

All students must take the online course.

Caution : You will receive a notification on your personal bulletin board in "Momiji". Please confirm the notification before attending the course.

If you have not completed account verification within 90 days of enrollment. The account will be locked.

It is also available from smartphones. \downarrow See HP

https://www.media.hiroshima-u.ac.jp/services/secucomp/

(reference) About Student Handbook & Campus Life Guide at Hiroshima University



The Student Handbook and Campus Life Guide at Hiroshima Univ are published on the web. (*No paper copies will be distributed)

Please access each of these via the URLs listed below and check them carefully.

Student HandbookCourse Criteria, Important information on school regulation completion requirements, class subjects, etc. can be found the pages of this student handbook. https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook			
Campus Life Guide at Hiroshima Ui	niv	Information on student life, various counselling services, scholarships, etc can be found on the pages of this guide. <u>https://momiji.hiroshima-u.ac.jp/momiji-</u> top/life/guidebook for student life at hiroshima univ.html	
Student Life Guidance Vid	eo	This is a video of guidance for new students at Hiroshima University. <u>https://web.microsoftstream.com/video/f60e5e95-0a28-4d1e-b4cf-</u> <u>874e2a23e6da</u>	

(reference) HINET Wi-Fi 🛜



We provide wireless(Wi-Fi) and Wired-LAN internet connection services at the many public areas in Hiroshima University.

network name(SSID)	User name / Password
HU-CUP (On-Campus Network)	User name: IMC account Password: Hirodai Password **The alphabet of the account is in lower case. **5 GHz band (IEEE 802.11a/ac/ax)

*****For more information, you can get the following site. Information Media Center top page \rightarrow "HINET WiFi/Guest" <u>https://www.media.hiroshima-u.ac.jp/services/hinet/wifi/</u>

(reference) Webmail (Hiroshima University Mail) https://www.media.hiroshima-u.ac.jp/services/webmail-portal/

• Click "Webmail" on the bottom right of the "Momiji" top page.



2 Click "(Microsoft 365 Portal) ".





(reference) How to use moodle 1

- **FmoodleJ** is a learning support system operated by Hiroshima University.
 - [Used for on-demand lectures, etc.]
 - Viewing lecture videos of on-demand lectures
 - Download class materials
 - Report Submission

*For example, if the syllabus states that ① "Lesson Style" is <u>online (on-demand type)</u> and
② "PC or AV used in Class, etc." is <u>moodle</u>, then lecture videos etc. are provided via moodle.



(reference) How to use moodle²

https://webct.riise.hiroshima-u.ac.jp/index.html

• Click "Hirodai moodle" at the bottom right of the "Momiji" top page.

Syllabus	
	Moodle (HIRODAI moodle)
HIRODAI moodle	HIRODAL moodle is a learning management system for the members in Hiroshima University, and will help your web-based learning activity. It is based on the open source elearning platform Moodle.
Improve Tour Forsign Language Study Abroad	In order to change the system language of Hirodai moodle, refer to this page.
HU Job Information (TA,PA etc.)	eLearning_support_information
All-Purpose Counseling Center	

❷ Click "広大IDでログイン".

Hiroshima University ^ゆ オンライン学習支援システム	 広島大学	Home タッシュホード マイコース 0 c ダッシュボード 厳広アクセスされたコース	· · · · · · · · · · · · · · · · · · ·
広大IDでログイン 現在の利用状況: 0人が利用中、かなり空いています 1,500	ビスワームスートを入力して"ログ イン"ボタンを押下してください。 「大ID2」「スワード スマード	РССЕЩАТ VC-QCERA VC-QCE	
1,000 - 500 - 0	Enter your Hiroshima University ID and password to login.	コースシリー(広島大学) → 2022年度 → 2027年3 → 2027年3 → 2027年3 → 2027年 → 2026 → 2026 → 2026 → 2027年3 → 2027 → 2027	
ローカルアカウントでログイン		タイムライン	()

(reference) How to download Teams

https://www.media.hiroshima-u.ac.jp/services/microsoft365/teams/

"Microsoft Teams" is used for online lectures, etc.

*Microsoft Teams: "Teams" for short

[How to download Teams]

Click on "Information Media Education and Research Center" from the bottom right link of the "Momiji" top page.



Click here



"Zoom" may be used in some classes.

2 Click on "Microsoft Teams" at the bottom.



Be sure to read this page to the end before jumping to the download site.



(reference) "MOMIJI" Manual 1

My Momiji : The following functions are available in "My Momiji".

(*HIRODAI ID and password are required to log in)

- Reference to student information ★ on-campus access only
- Reference to syllabus
- Courses registration/confirmation
- Check your grades
 ★ on-campus access only

- Survey
- View Messageboard
- Entering career aspirations and decisions
- Checking the status of graduate research ethics education attendance , etc.

(\downarrow [My Momiji] screen (PC))

●もみじ мом	 第回森 ユーザ 教育 情報 タイムアウトまで約 30 	さん 分	メッセージ <u>水人 公務員採用試験 数員採用試験</u> が登録されました。
Menu	 第示 ブックマーク その他 按案掲示/Class Inform 「提倡示サンプルマース(11) 谷容物掲示/Lots and F test7(未) おからせ掲示/Notificat test0(未) test5(未) 	の掲示情報 お知らせ一括既読 hation hation 1252 ound Notification	
 □-② <u>進路・就職</u> □-② <u>教員免許ボートフォリオ</u> □-③ 外部システムへの連携 ○ 小部システムへの連携 ○ いク ○ いの(本語) 	1-2 3-4 5-6 9-10 7次開1-2	If you don't kno There is a "link The manual is o	ow how to use it ••• at the bottom left of the My MOMIJI. on the website, check it out here.

★ The Media Centre's <u>VPN</u> <u>service</u> allows off-campus access to on-campus-only functions.



How to check grades



Results of grades can be checked in 'My Momiji'.

%If you want to check your grades from off-campus, you need to use <u>the VPN service</u>. https://www.media.hiroshima-u.ac.jp/services/hinet/vpngw/

• Log in to <u>'My Momiji</u>' and Click on 'Grades'.

°もよじ мом	User: 学生 三郎 30 minutes until disconnect	
Menu ^	Message	To Full Te
Welcome CAMPUSSQUARE	Bookmarks To Other Messageboards	
Academic Register M: Course Information Grades Achievement Level Es Achievement Level Es Oneck Oredit Status Syllabus Exam Information Exam Information	□お知ら世現示/Notification Mark All Notification TEST (Unread)	ions 'have already rea

Check Grades For Registered Subjects

You can check which courses you are taking and which you have already completed. The evaluation and pass/fail columns are blank for courses that you are taking.

Check Grades Awarded

You can view the grades already determined. You can also view the 'Grade Report'.

How to check the credits required for completion

The credits required for completion can be checked from 'My Momiji'.

※However, the results displayed are for reference only. You must always check the results yourself with your final grades and <u>the course criteria table</u>.

Log in to <u>My Momiji</u> and go to 'Grades' → 'Check Grades Awarded'. Click the "Check Credit Status (Graduation, etc.)" button. \rightarrow Select one of the criteria to check, and then click the "Check" button.



Master's Course	Program of Health Sciences	
The fields of health sciences	Select The fields of health sciences	
The fields of oral health sciences	Select The fields of oral health sciences	

How to check the credits required for completion

*The credits you are taking will also be reflected.
Please note that the display assumes that you have passed all the courses you are taking.

Credit Type	Click on each category to see the credits you have earned.
Credits Necessary	Number of credits required to be completed
Credits Remaining	If the credits required for completion are insufficient, these are indicated in red.

Max Currently Credits	
Credit Type Credits Number of Credits Gained Credits Credits (+) Credits (+) Credits (-) Used Credits (+) Credits (-)	Credits Remaining
test 128 999 12 20 4 2 33	96
<u>教養教育</u> 30 999 2 6 0 0	24
共通科目 8 999 0 0 0 0 0	8
<u>教養ゼミ</u> 2 2 0 0 0 0 0	2
<u>外国語科目</u> 6 8 0 0 0 0 0	6
教養コア科目 18 999 0 6 0 0	14



Credit Type Japanese-English comparison table

研究科共通科目	Common Course
持続可能な発展科目	Sustainable Development Courses
キャリア開発・ データリテラシー科目	Career Development and Data Literacy Courses
専攻共通科目	Common Course of Division
プログラム専門科目	Course of Program
プログラム講義科目	Lecture Subject

The university informs important notices and information on the bulletin board system called "Momiji"

There may be important communications regarding the class. Please check daily.

* Please note that any loss or damage caused by not checking in with Momiji will be <u>your own responsibility</u>.

"View Message board" screen.



Log in to <u>My Momiji</u> and click on "Message".

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- There is a function to forward personal and class bulletins to your email.
- For more information, see 'Message' in the lower left link of the My Momiji, Please set up.



The above manual can also be found <u>here</u>. Available for reference from 4/1 onwards

(However, you will need your Hiroshima University password.) *Log in with your <u>Hiroshima University email address</u> and Hiroshima University password.

(reference) About Number of possible years of study



Division		Program	Standard length of study	Possible years of study
Master's Course	Division of Integrated Health Sciences	Program of Health Sciences	2 years	4 years
		Program of Medicinal Sciences		
		Program of Public Health		
		Program of Medical Physicist		
		Program of Biomedical Science		
Doctoral Course	Division of Integrated Health Sciences	Program of Health Sciences	3 years	6 years
		Program of Medicinal Sciences		
		Program of Biomedical Science		
	Division of Biomedical Sciences	Program of Medicine		
		Program of Dental Science	4 years	8 years
		Program of Pharmaceutical Sciences		
		Program of Radiation Biology and Medicine		

%Those numbers do not include the leave of absence

(reference) About Procedures for Leave of Absence and Withdrawal

After receiving approval from your Chief Academic Supervisor, submit the form by the end of the month before the date you wish to take a leave of absence or withdraw from the university.

•Absence and Withdrawal will not be approved if tuition fees and other charges that you should pay are not paid in full.

[Notes on Leave of Absence]

- If you are unable to attend school for <u>3 months or longer</u> due to unavoidable circumstances, you may take a leave of absence.
- •The period of leave of absence is between 3 months and 1 year.
- If the leave of absence is to be extended due to special circumstances, the leave of absence must be renewed before the end of the leave of absence period.
- •The period of continuous leave of absence is limited to two years.
- •After the leave of absence expires, the student is <u>automatically reinstated</u> and tuition fees will be charged. (The office will not notify you when you return to school.)

It is also available from smartphones and Androids \downarrow See HP Please refer to the "Change of Student Status " section.

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/formats/change/status



- It will be sent to the financial supporter who has been notified at the time of admission procedures.
- If the payment is not confirmed by the end of school year (next March 31), the university will remove the student.

*Students who apply for <u>Tuition Fee Exemption</u> shall delay their tuition fee payment until they receive notice of the results. (Reservations required).

HIROSHIMA UNIVERSITY

You can issue your own Certificate of Enrollment, Certificate of Expected Graduation, Health Checkup Certificate, Student Discount Certificate, and Certificate of Academic Records.

A student ID card and Hiroshima University password are required for issuance.

Installation Location

 1F,Basic and Sociomedical Research Building
 2F,Building C in the School of Dentistry (Monday - Friday 8 : 30~21 : 30)

(Saturday 8:30~17:00)



Some certificates can be issued at convenience stores using online applications. (Please check the <u>Certificate Issuance Service at Convenience Stores (for current students) website</u> for more information.)

XUp to 20 <u>Student Discount Certificates</u> may be issued per person per year.

If you have not entered your future plan hope, you will not be able to output the "Certificate of Expected Graduation" from the automatic certificate issuing machine. Please refer to the following procedure.

How to enter the information ①Login to "My Momiji" ②Click "Continuing Education/Job Search Information" > " Input of Future Plan Hope" ③Enter the information according to the guidance



Career and Employment System Guide ↓

<u>https://hiroshimauniv-my.sharepoint.com/:b:/g/personal/koubou_hiroshima-</u> <u>u_ac_jp/EV3XFaSnhZJBorQsRP_BA6IByr9n74UgVt3pfOSTd2UBJw?e=dfhlXi</u> ↑ Available for reference from 4/1 onwards (However, you will need your Hiroshima University password.) *Log in with your <u>Hiroshima University email address</u> and Hiroshima University password.

(reference) About Future Plans (Decided) (Promptly after receiving an informal offer of employment)

The purpose of entering career information is to confirm your career path after completion.

All students are required to enter their career path.

Please be sure to enter the information from My Momiji as soon as possible after receiving an informal offer.

How to enter the information

①Login to "<u>My Momiji</u>"

②Click "Continuing Education/Job Search Information"

> "Future Plans (Decided) "

③Enter the information according to the guidance



Career and Employment System Guide

https://hiroshimauniv-my.sharepoint.com/:b:/g/personal/koubou_hiroshimau_ac_jp/EV3XFaSnhZJBorQsRP_BA6IByr9n74UgVt3pfOSTd2UBJw?e=dfhlXi

Available for reference from 4/1 onwards (However, you will need your Hiroshima University password.) *Log in with your <u>Hiroshima University email address</u> and Hiroshima University password.

(reference) About Personal Accident Insurance, PAS, Liability Insurance coupled with PAS



Personal Accident Insurance, PAS

Aタイプ(死亡保険金最高2,000万円)

...All students automatically will be insured at the cost of Hiroshima University. (This will be given to you when your student ID card is handed out.)

> (特約あり/なし兼用) 学生教育研究災害傷害保険

> > (略称「受研331)

加入者のしおり

万一の事故に備え、ぜひご一読ください

(ご加入の営え) 生生ご本人がご記入ください

(二里): 「当年のの後」や学校部分目前の対応のつかした」、たては、「学校教育研究会会機構構成」(184) 第21): 新潟(第4): たの「活動や空気像の気がなかれ、(184): (学校計算が行う)、にしたこそう・1955年代 ないておいてなった。 2): お外科トレスの学校研究の主要なうれません。いたでは、「学校教育研究の影響的発展、(186): (学校)(1 第45年代)、2): (1955年年代の主要なな、1847年、「学校教育研究の影響の発展、(186): (1955年代)、1955年 第45年代)、2): (1955年年代第45年代第45年代)(1955年代)、1955年代)、1955年代)、1955年 1957年代)
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> この保険は学生豊人に対して御我証券を発行しておりません。 この相子を保険証券の代わりとして大切に保障してくだサーイ!

> > JEES 2単対門法人 日本国際政府文書報会 Jeen Fourierona fichar on and forvios

但但 常於 斯图

武者

たお支入の対象となります。

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2017年4日1日15月 開始時間長

Liability Insurance coupled with PAS

...This is voluntary but strongly recommended to purchase.











It is also available from smartphone.

https://hiroshimauniv-my.sharepoint.com/:v:/g/personal/koubou_hiroshimau_ac_jp/Ee0vvfC4UfBKjXLeNp9NpeIBH_SAXuKeEkPUCmYivfChZw?e=I14dOa

↑ Available for reference from 4/1 onwards (However, you will need your Hiroshima University password.) *Log in with your <u>Hiroshima University email address</u> and Hiroshima University password.

(reference) Others



■ The information media center (Basic Lecture Building 1F)

https://www.media.hiroshima-u.ac.jp/services/pc-room/#place-openhours

■ The library

https://www.lib.hiroshima-u.ac.jp/?page_id=246&lang=english



