## Introduction ~List of things to do for new students~

Apr 3 (Thu) ~	<b>1.Receive your student ID card</b> *The student ID card will be available for pickup at the counter after Thu, Apr 3, 2025. *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
	<b><u>2. Plan your course of study</u></b> *Check the course standard list and syllabus, and consider which classes to register for. *Log in to the "Momiji" student information forest.	
Apr 4(Fri) ~ Apr 14 (Mon)	3.Register for courses through "Momiji" *Classes will begin on 4/8.	
Apr 3 (Thu) ~ Apr 16 (Wed) by 15:00	<u>4. About Registration Form</u> <u>5. Submission of Course Registration Plan</u>	
Apr 3 (Thu) ~ May 30(Fri) by 15:00	<u>6. Attend research ethics training (Basic) and</u> <u>submit a notification of attendance</u>	
Apr 3 (Thu) ~ Apr 30 (Wed)	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 3 (Thu)	8. Change initial password *If the change is not made by the deadline, the account will be locked.	
~ Jun 30 (Mon)	9. Attend information security and compliance Education *Failure to do so by the deadline will result in a lock on your account.	

# **Table of Contents**

\*You can move to the corresponding slide from the title.

- 1. Receive your student ID card
- 2. Plan your course of study
- 3. <u>Register for courses through "Momiji"</u> (By April 14)
- 4. About Registration Form (By 15:00 on April 16)
- 5. <u>Submission of Course Registration Plan</u> (By 15:00 on April 16)
- <u>Attend research ethics training (Basic) and submit a notification of attendance</u> (By May 30)
- 7. <u>Multi-factor authentication settings (HIRODAI ID and IMC account)</u> (By April 30)
- 8. <u>Change initial password</u> (By June 30)
- 9. Attend information security and compliance Education (By June 30)
- --- (reference) ---
- About Student Handbook & Campus Life Guide
- <u>HINET Wi-Fi</u>
- <u>Webmail (Hiroshima University Mail)</u>
- How to use moodle
- How to download Teams
- <u>"MOMIJI" Manual</u>

# **Table of Contents**

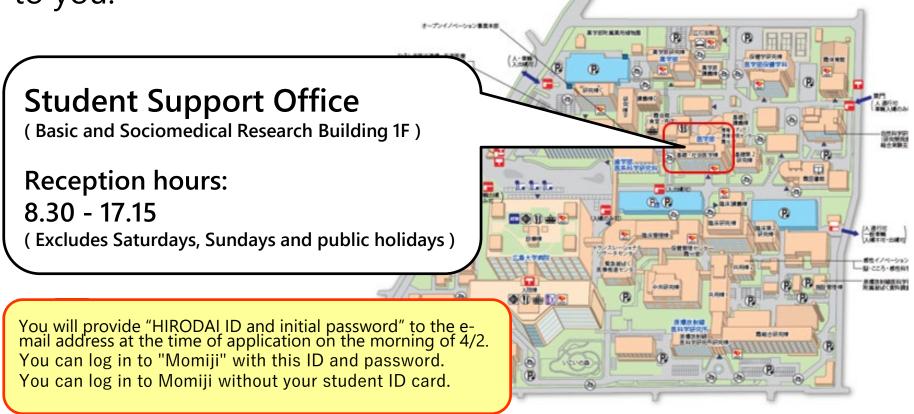


\*You can move to the corresponding slide from the title.

- How to check grades
- How to check the credits required for completion
- How to check the bulletin board
- Email forwarding function of the bulletin board
- <u>About Number of possible years of study</u>
- <u>About Procedures for Leave of Absence and Withdrawal</u>
- <u>About Tuition fee payment</u>
- <u>About automatic certificate issuance machines</u>
- About Input of Future Plan Hope (By October 31 of the year prior to completion)
- <u>About Future Plans (Decided)</u> (Promptly after receiving an informal offer of employment)
- About Personal Accident Insurance, PAS, Liability Insurance coupled with PAS
- <u>About Traffic Safety Seminar Lecture Videos</u>
- Anti-Smoking Initiatives
- <u>Others</u>

## 1. Receive your student ID card (1)

Please come to the Student Support Office by Friday, April 4 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.

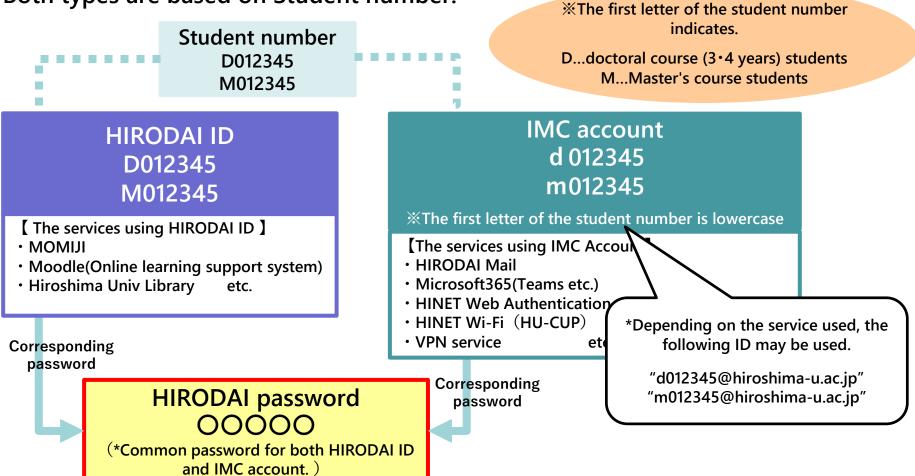
The ID cards can also be used as electronic money at the cafeteria and convenience store on campus, so please handle it carefully.



- 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.

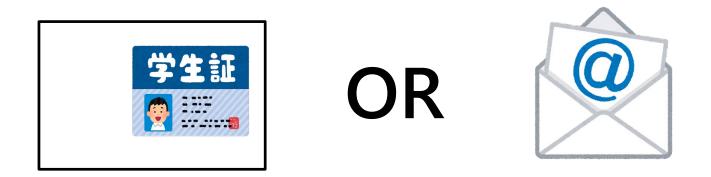


For the HIRODAI password, an <u>initial password</u> will be given upon enrolment. 6

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!

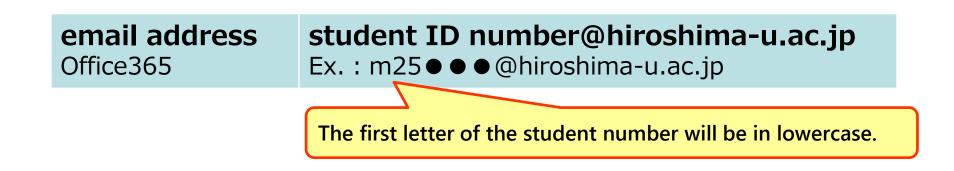
\*For information on how to change the initial password, please refer to "<u>8. Change initial password</u>".



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 Tuesday, April 8.

(Course registration is available until 14, April Mon.)

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					
1st(Spring) Semester	1st Term	Tue, Apr 8 - Thu, Jun 5					
Ist(Spring) Semester	2nd Term	Fri, Jun 6 - Fri, Aug 1					
2nd(Fall) Semester	3rd Term	Thu, Oct 2 - Mon, Dec 1					
Zild(Fall) Semester	4th Term	Tue, Dec 2 - Fri, Feb 6					

#### (e.g..) Term of classes in AY 2025. "Quarter System"

#### **Class Schedule**

Period	Time
1•2	8:45 - 10:15
3•4	10:30 - 12:00
5•6	12:50 - 14:20
7.8	14:35 - 16:05
9•10	16:20 - 17:50
11•12 (Evening1•2)	18:00 - 19:30
13•14 (Evening3•4)	19:40 - 21:10

#### (e.g..) Academic Calendar in AY 2025.

Schedule for the Academic Year 2025 (Class Schedule)



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

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

**※**Portal for the class schedule.

2nd term (Jun.6, 2025 - Aug.1, 2025) 4th

Make-up day for class/exam : In case of university-wide class cancelation caused by such incidents as issuance of weather warmings, the canceled classes will be made up for on the specified day. For information of the make-up class(exam, please make sure to confirm with a teacher who takes care of the class or MyKom).



<sup>4</sup>th term (Dec.2, 2025 - Feb.6, 2026)

Substitute class day : To fulfil the required number of classes, regular classes will be conducted on a different day of the week in the same term.

Exam Period : For the examination schedule, please check the "Exam Information" section on the MOMIJI website or contact the teacher of the course.



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 2025 academic year, please assume that the following schedule and times will be used.

•Schedule ... 4/8, 4/15, 4/22, 5/1, 5/13, 5/20, 5/27, 6/3 (\*May 1 is a Thursday, but will be substituted for the Tuesday class.)

•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.

**1**Log in to the following URL. (X2024 Edition)

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/classes/classes2024

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

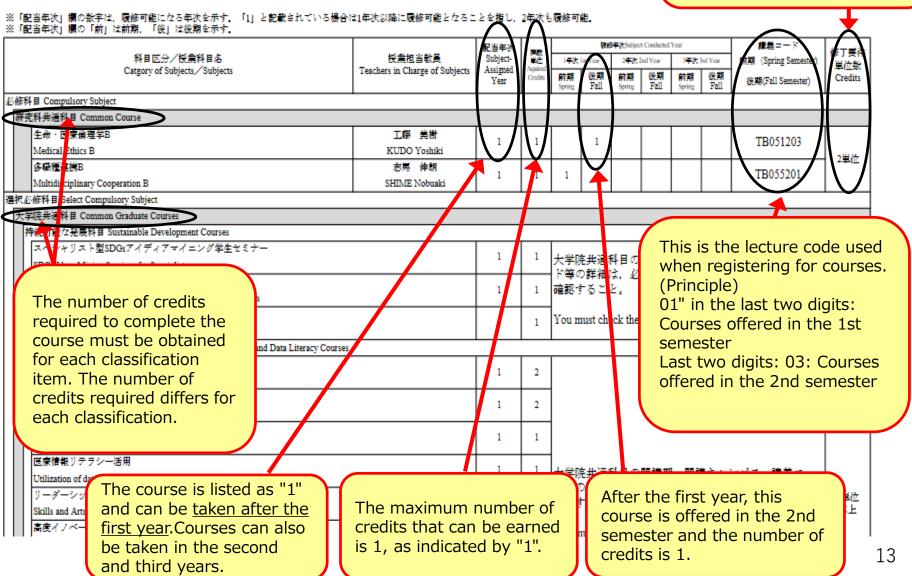
医歯薬学専攻 博士課程 Division of Biomedical Sciences(Doctoral	Course)
医学専門プログラム Program of Medicine	7
12 D医学専門プログラムProgram of Medicine.pdf(490.49 KB) 🔀	÷
歯学専門プログラム Program of Dental Sciences	
13 D歯学専門プログラムProgram of Dental Sciences.pdf(453.8 KB) 💫	•

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 vour course of study (5) -[STEP

Advanced R

		配当年次			<b>R</b> 4	被推手法Subject Conducted Year				講義コード	
科目区分/授業科目名	授業担当教員	Subject-	<b>開設</b> 単位	1年次	1st Year	2年秋 2nd Year		3年表 3rd Year		前期 (Spring Semester)	修了要件 単位数
Catgory of Subjects / Subjects	Teachers in Charge of Subjects	Assigned Year	Aquired Credits	前期 Spring	後期 Fall	前期 Spring	後期 Fall	前期 Spring	後期 Fall	後期(Fall Semester)	Credits
修科目 Select Compulsory Subject						Spring		- pring			
グラム専門科目 Course of Program											
門科目 I Specialized Subject II											
腦神径內科学特別研究 Advanced Research on Clinical Neuroscience and Therapeutics	丸山 博文 MARUYAMA Hirofumi	1~3	12	2	2	2	2	2	2	TB119101 TB119103	
精神神経医科学特別研究 Advanced Research on Psychiatry and Neurosciences	岡本 泰昌 OKAMOTO Yasumasa	1~3	12	2	2	2	2	2	2	TB120101 TB120103	1
小児科学特別研究 Advanced Research on Pediatrics	同田 覧 OKADA Satoshi	1~3	12	2	2	2	2	2	2	TB121101 TB121103	1
Advanced Research on Feddules 外科学特別研究 Advanced Research on Surgery	高橋 信也 TAKAHASHI Shinya	1~3	12	2	2	2	2	2	2	TB122103 TB122101 TB122103	
消化器・移植外科学特別研究	大段秀樹	1~3	1	2	2	2	2	2	2	TB123101	
Advanced Research on Gastroenterological and Transplant Surgery 脳神経外科学特別研究	OHDAN Hideki (未定)	1~3	12	2	2	2	2	2	2	TB123103 TB124101	
Advanced Research on Neurosurgery 整形外科学特別研究	TBD 安達 伸生	1~3	12	2	2	2	2	2	2	TB124103 TB125101	
Advanced Research on Orthopaedic Surgery 皮膚科学特別研究	ADACHI Nobuo 田中 時生			-	-	-				TB125103 TB126101	
Advanced Research on Dermatology	TANAKA Akio	1-3	12	2	2	2	2	2	2	TB126103	
昏泌尿器科学特別研究 Advanced Research on Urology	(未定) TBD	1~3	12	2	2	2	2	2	2	TB127101 TB127103	12單位
視覚病態学特別研究 Advanced Research on Ophthalmology and Visual Science	木内 良明 KIUCHI Yoshiaki	1~3	12	2	2	2	2	2	2	TB128101 TB128103	₿.EL
耳鼻咽喉科学·頭頭部外科学特別研究 Advanced Research on Otorhinolaryngology.Head and Neck Surgery	竹野 拳夫 TAKENO Yukio	1~3	12	2	2	2	2	2	2	TB129101 TB129103	1
放射線診断学特別研究	栗井 和夫	1~3	12	2	2	2	2	2	2	TB130101	1
Advanced Research on Diagnostic Radiology 放射線腫瘍学特別研究	AWAI Kazyo 永田 靖				<u> </u>			L		TB130103 TB131101	

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** -[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

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 Ⅱ Specialized Subject Ⅱ

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.

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



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.
- ★ 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".
- •<u>It is the responsibility of each student to confirm that the credits required</u> for completion have been met.



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

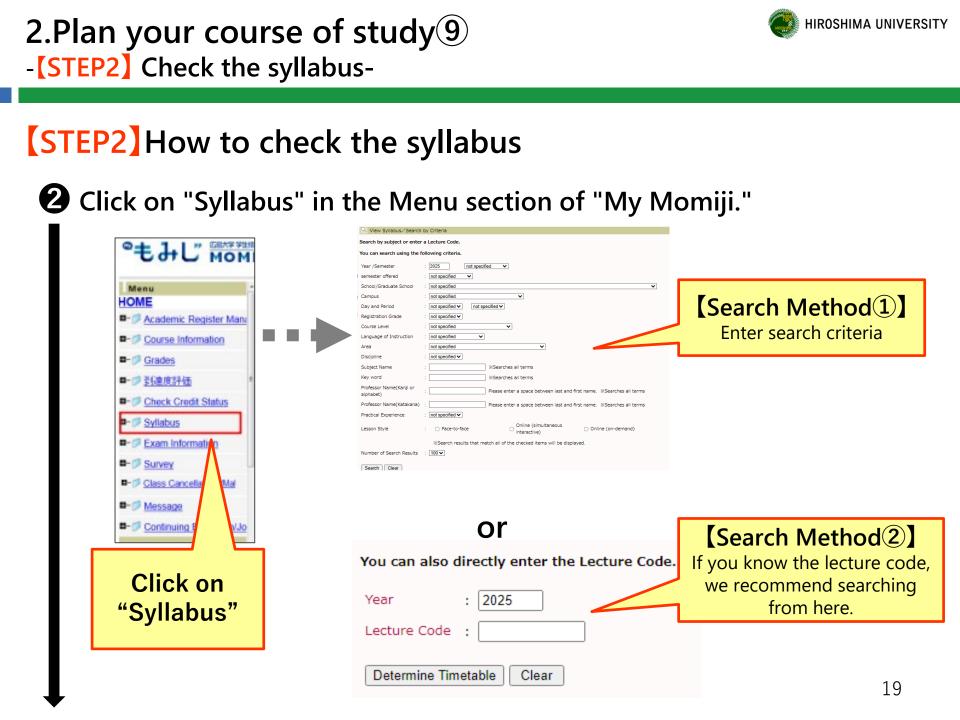
To check the latest syllabus, log in to "My Momiji" from "Hiroshima Univ. MOMIJI"
 and check the latest version of the syllabus.

"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

もみじ Hiroshima Univ. MOMIII Login to My MOMIJI **9** Site Search HOME Academic Support **Campus Life Information** r Support International Student Support Information Login to "My Momiji" from here. •Hiroshima University ID Student Number D250000 D is large text Hiroshima University password It is written on the place where you peeled off your student ID card. (If changed, password after change)



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



OFFICE THE SYLLAD FOR THE CONTENT, DATE, TIME, DATE, AND METHOD OF IMPLEMENTATION OF THE CLASS.

Please no	Please note that some lectures are only delivered in "Japanese" as the language of instruction.									
Campus	Kasumi	Semester	r/Term	1st-Year, Fi	rst Semester, First Semester					
Days, Periods, and Classrooms	(1st) Fri11-12 : See the syllabus for detail.									
Lesson Style	Lecture Lesson Style Online (simultaneous interactive), Online (on-demand)					-				
Credits	1.0	.0 Class Hours/Week 2 Language of Instruction B: Japanese/English								
<ul> <li>Field Ctudents</li> <li>If the class method is "Online," the course can be taken from overseas.</li> <li><u>Face-to-face</u> ··· Please take the course in the lecture room.</li> <li><u>Online (on-demand</u>) ··· On-demand class will use "moodle".</li> <li><u>Online (simultaneous interactive</u>) ··· 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.</li> </ul>										
•	(*Note: However, where more detailed instructions on how to take the course are given, please follow those instructions.									

The syllabus operating manual can be found here.

(\*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.

XHowever, 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]** (**%2024 Edition**) Common Graduate Courses (Doctoral Course) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml/2024\_BB.html</u>

Division of Biomedical Sciences (Doctoral Course 4 years) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml/2024\_C8.html</u> Division of Integrated Health Sciences (Doctoral Course 3 years) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml/2024\_CA.html</u>

[Master's Course] (%2024 Edition)

Common Graduate Courses (Master's Course) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml/2024\_BA.html</u> Division of Integrated Health Sciences (Master's Course) <u>https://momiji.hiroshima-u.ac.jp/syllabusHtml/2024\_C9.html</u>

3. Register for courses through "Momiji" (From Apr 4 to Apr 14.)



-Course Registration Period-

## Course Registration Period April 4 (Friday.) ~April 14 (Monday.)

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<sup>(2)</sup> (From Apr 4 to Apr 14.) HIROSHIMA UNIVERSITY

-Course Registration Period-

	4	~	8	9	10	11	~	14
	Fri		Tue	ue Wed Thu		Fri		Mon
Common graduate courses	From mid	e Registratic dnight on Fi 59 on Tue,	ri, Apr 4 to		ry day riod	From mic	on and correct Inight on Fri, A 59 on Mon, Ap	Apr 11 to
Graduate School Subjects		Course Registration Period From midnight on Fri, Apr 4 to 23:59 on Mon, Apr 14						

#### © 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

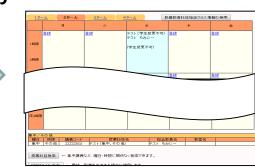
#### (Confirmation and correction period set only for common graduate courses)

Courses can be added or modified(except for courses for which a lottery was held). Courses in Term 2 can also be revised between Thu, Jun 5 and Thu, 12 (※). (※) The period for checking and revising courses in Term 2 is subject to change. 3. Register for courses through "Momiji (From Apr 4 to Apr 14.) HIROSHIMA UNIVERSITY -Registration Method-

**(Step)** Login 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 16 (Wed) 15 : 00 (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

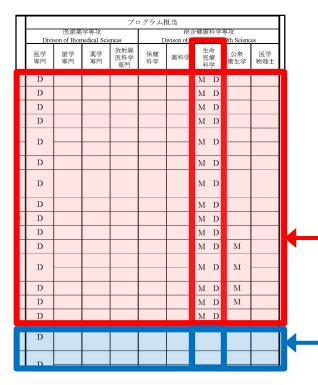


## 4. About Registration Form<sup>(2)</sup> (By 15:00 on Apr 16.)

### [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.

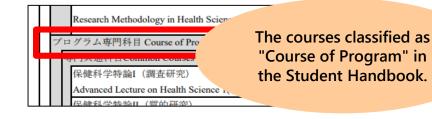
"D" marked in the "Biomedical Sciences" column. ... Faculty members of the student's own degree program

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

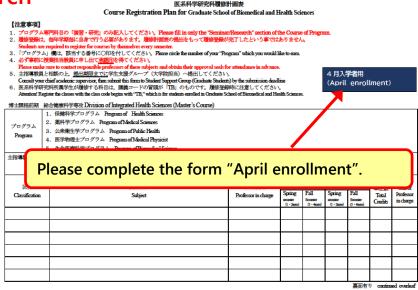
## 5. Submission of Course Registration Plan (By 15:00 on Apr 16.)

## Deadline for submission : Apr 16 (Wed) 15 : 00 (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.



#### ↓ See HP

Please refer to the "Procedures regarding Research Guidance" section.

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

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<br/>incidents that actually happened in the past.<br/>Read thoroughly before starting your research.

6. Attend research ethics training (Basic) and submit a notification of attendance. (By May 30.)

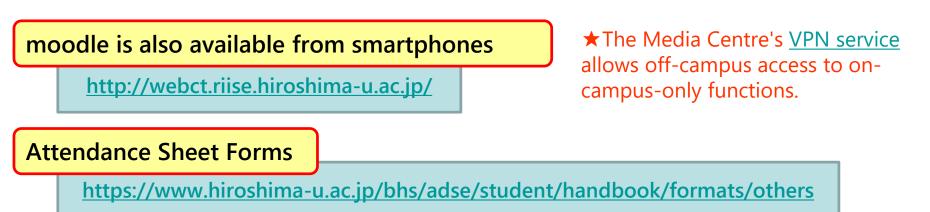
Basic

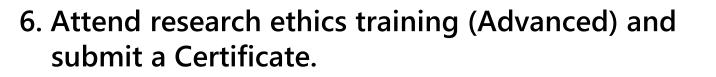


\* Please carry out the following procedures by 30 May.

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 (Wed) (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 Hirodai ID is a student number. (example : D25**** )	Login to My Momiji, Moodle, etc.	https://www.media.hiroshima- u.ac.jp/wp- content/uploads/2023/03/mfa- easymanual-20230327- en_HIRODAIID.pdf
IMC Account IMC account is a number lowercasing the first letter of your student number. (example : d25**** )	An IMC account is used for Hirodai mail, VPN access and login for Office365, Teams, etc	https://www.media.hiroshima- u.ac.jp/wp- content/uploads/2023/09/mfa- easymanual-20230830- en IMCaccount.pdf

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

Read th		Campus Life Informatio	on Career Support Inter	national Student Support	
5. Notes for Sec 1) Notes Conce	urity Maintenance rning HU Password ersity's Password is important, i			ig URL list	ed in section
If your HU Pass information on please pay atten	word becomes public, someone	might log in to your account, a spam or viruses. You might be IU Password. to change (etc.	acquire private information, change the come a perpetrator without your knowl .) Your HU Password.		
Click or passwo	-	ith your ac	count" listed	d in sectio	n "How to ch
·	「 <b>し</b> 」 ドの変更方法		1		

### 8. Change initial password 2 (By Jun 30.) https://reg.huc.hiroshima-u.ac.jp/

Olick on "Login with your account"

\* Log in with your IMC account and vast password.

	メディアセンター利用登録システム
	広大IDでログイン (Login by HIRODAI ID)
	人アカウントの新規登録・ <b>年度更新・利用確認・ロック解除</b> などはこちら this link to register, <b>renew, confirm or unlock</b> 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・ <b>削除猶予延長</b> などはこちら
Use this li	ik to change settings or extend the grace period of your IMC account.

(5)

Login with your account The account name : d25\*\*\*\*@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 (Mon) (everyone).

Information Security and Compliance education will be conducted on demand for students entering in 2025.

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. ↓ 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 Handbook Course Criteria, Important information on school regulation completion requirements, class subjects, etc. can be found of 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-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)

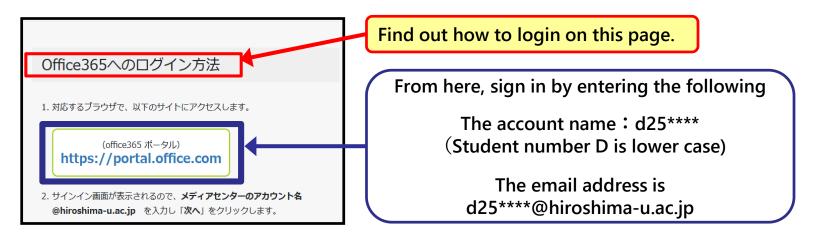
**\*** For more information, you can get the following site. Information Media Center top page  $\rightarrow$  "HINET WiFi/Guest" <u>https://www.media.hiroshima-u.ac.jp/services/hinet/wifi/</u>

#### (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 $\widehat{\mathbf{1}}$

- **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.

					Face-to-face	Online (on-demand)	
Exam Information			Lesson Style (More Details)		Face-to-face	lectures.	
• <u>Surveys</u>	Lesson Style	Lecture		For students who can' t attend face-to-face, a vide			
Academic Register	Lesson Style	Lecture		If you are taking the course from moodle, please n			
Management					submit your assignment (e.g. auditing card) by the who have not submitted their assignments (e.g. au		
<u>Course Information</u>					-		
• <u>Syllabus</u>			_				
Grades	2 PC or AV ι	ised in	Text,	moodle			
<u>Check Credit Status</u>	Class, e	etc.	(More Details)				
<u>Countinuing Education, Job</u> <u>Search Information</u>							
Smartphone Ver							

# (reference) How to use moodle(2)

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

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

Syllabus		
Web Mail		Moodle (HIRODAI moodle) HIRODAI 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
HIRODAI moodle		elearning platform Moodle.
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".

		Home ダッシュボード マイコース	4 ₽
Hiroshima University メンライン学習支援システム	<ul> <li></li></ul>		•
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	ログインサービス:広大Moodle 広大IDとパスワードを入力して"ログ イン"水タンを押下してください。 <b>FXTD</b>		( ) ( ) ( )
2,000 1,500 - 1,000 - 500 -	Enter your Hiroshima	19-ム 19-ム コースツリー(広島大学)	
0 Jam 3am 6am 9am 12am 3pm 6pm 9pm 12pm クラスアカウントでログイン	University ID and password to login.	<ul> <li>▶ 2022年度</li> <li>▶ 2023年度</li> <li>▶ 金学用コンテンツ</li> <li>▶ その他</li> <li>▶ Test</li> </ul>	
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

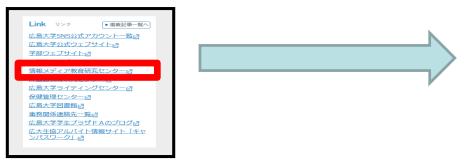
https://www.media.hiroshima-u.ac.jp/services/microsoft365/teams/

# "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

## 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 момп	第四歳 ユーザ 教育 情報 タイムアウトまで約 30		<mark>ログアウト</mark> メッセージ 求人 <u>公務員採用試験</u> 数 <u>員採用試験</u> が登録されました。
<ul> <li>Menu</li> <li>→</li> <li>→</li> <li>→ マニュアルはメニュー下のリンク 欄にあります。(学生は必ず「新 もみじについて」を見て下さい)</li> <li>□ ○ 学鐘管理</li> <li>□ ○ 学鐘管理</li> <li>□ ○ ご値</li> </ul>	<ul> <li>携示</li> <li>ブックマーク その他</li> <li>受某指示/Class Inform 「友になっしていたい。</li> <li>予約時間示/Lost and F test(ホ)</li> <li>予約時入せ掲示/Notificat test(ホ)</li> <li>test(ホ)</li> </ul>	哲学) ound Notification	<ul> <li>◆ 休講・領講・教室変更(本目以降の情報)</li> <li>▲</li> <li>▲</li> <li>● 休講 休請情報回はありません。</li> <li>■ 補請情報回はありません。</li> <li>■ 教室変更</li> <li>教室変更 情報はありません。</li> <li><u>一覧表示へ</u></li> </ul>
<ul> <li>■- ② <u>進路・就職</u></li> <li>■- ② <u>教員免許ボートフォリオ</u></li> <li>■- ② <u>教員免許ボートフォリオ</u></li> <li>■- ◎ <u>教師システムへの</u>連携</li> <li>● <u>りンク</u></li> <li>● もみじマニュアル等         <ul> <li>● (学生)新もみじについ</li></ul></li></ul>	1-2 3-4 5-6 9-10 72(11)1-2	There is a "link	w 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'.

Menu		
HOME	Message	To Full Te
Welcome CAMPUSSQUARE	Bookmarks To Other Messageboards	
- Academic Register Ma	□お知らせ掲示/Notification Mark All Notifica	ations 'have already rea
Course Information	TEST (Unread)	
Grades		
Achievement Level Es		
- Achievement Level Es - Check Credit Status		
Grades     Grades     Achievement Level Es     Oreck Credit Status     Oreck Credit Status     Syllabus     De Syllabus     De Status		

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

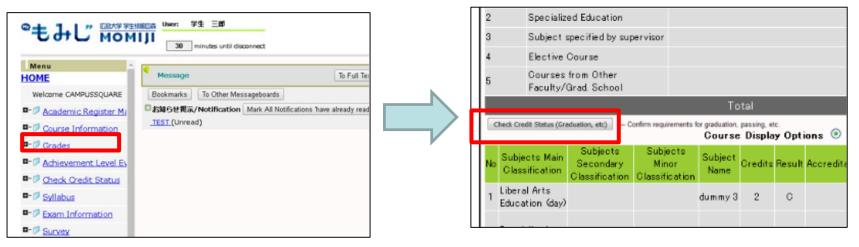
You can view the grades already determined. You can also view the 'Grade Report'.

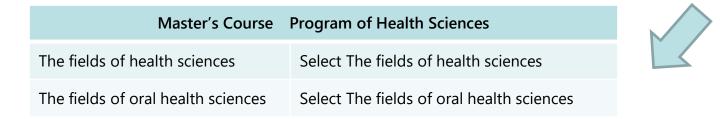
# How to check the credits required for completion

#### 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>. Please note that any disadvantages due to lack of confirmation is your responsibility.

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.





## 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.

Results Explanation of (					ion of Credits			
Credit Type	Credits Necessary	Max. Number of Credits	Credits Gained	Currently Enrolled Credits	Transfer Credits (+)	Transfer Credits (-)	Credits Used for Results	Credits Remaining
<u>test</u>	128	999	12	20	4	2	32	96
教養教育	:30	999	2	6	0	0	e	24
共通科目	8	999	0	0	0	0	(	8
<u>教養ゼミ</u>	2	2	0	0	0	0	(	2
外国語科目	6	8	0	0	0	0	(	6
教養コア科目	18	999	0	6	0	0	4	14

## How to check the credits required for completion

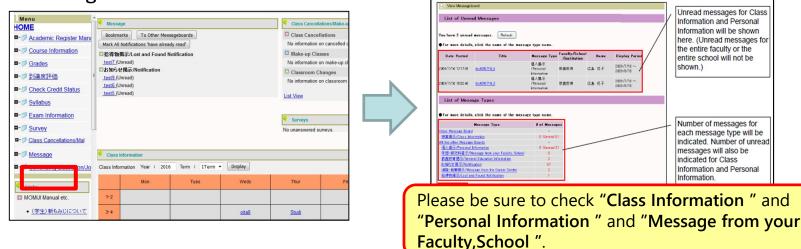
## Credit Type Japanese-English comparison table

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.

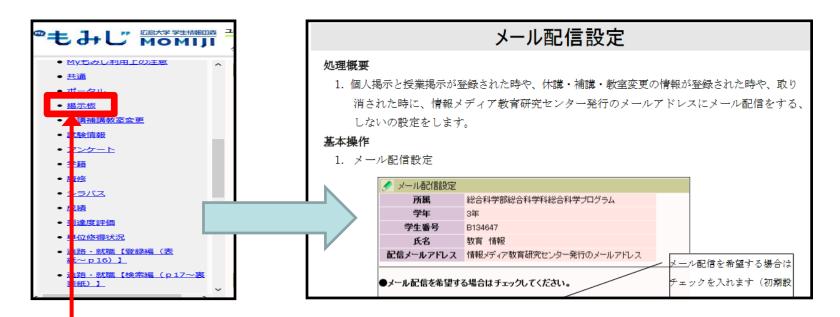
\* Please note that any loss or damage caused by not checking in with Momiji will be <u>your own responsibility</u>.



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

"View Message board" screen.

- 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		Program of Health Sciences			
	Division of Integrated Health Sciences	Program of Medicinal Sciences			
		Program of Public Health	2 years	4 years	
		Program of Medical Physicist			
		Program of Biomedical Science			
	Division of Integrated Health Sciences	Program of Health Sciences		6 years	
		Program of Medicinal Sciences	3 years		
		Program of Biomedical Science			
Doctoral Course		Program of Medicine		8 years	
	Division of Biomedical Sciences	Program of Dental Science	4 years		
		Program of Pharmaceutical Sciences	4 years		
		Program of Radiation Biology and Medicine			

**%**Those numbers do not include the leave of absence

## (reference) About Procedures for Leave of Absence and Withdrawal

HIROSHIMA UNIVERSITY

- •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.)
- %Please check your own student status.

Please note that any disadvantage of the student's situation due to lack of confirmation is your responsibility.

It is also available from smartphones and Androids ↓ 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).

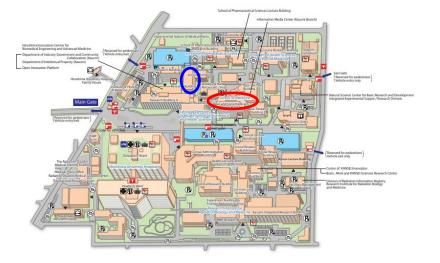
You can issue your own Certificate of Enrollment, Certificate of Expected Graduation, Health Checkup Certificate, Student Discount Certificate, and Certificate of Academic Records.

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.)

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

**③**Enter 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)

加人年度

式名

...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「学研切」)

加入者のしおり

万一の事故に備え、ぜひご一読ください

(ご加入の買え) 学生ご本人がご記入ください

この保険は学生個人に対して保険証券を発行しておりません。 この冊子を保険証券の代わりとして大切に保管してくだサーイ!

组织 (新校

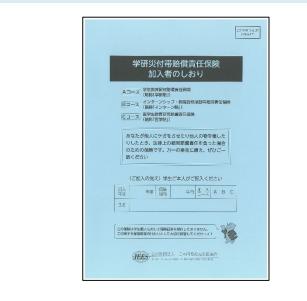
DEB更もい対象となります。

12

2017年4月1日5月 安秋26月

#### Liability Insurance coupled with PAS

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



It is also available from smartphones.  $\downarrow$  See HP

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







#### 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.



# **Anti-Smoking Initiatives**

# Hiroshima University will be entirely smoke-free from January 2020.

Anti-Smoking Initiatives
 <u>https://www.hiroshima-u.ac.jp/en/about/initiatives/kinen</u>

• Hiroshima University Basic Policy regarding a Total Ban on Smoking on its Campuses

<u>https://momiji.hiroshima-u.ac.jp/momiji-</u> <u>top/life/202501\_Hiroshima%20University%20Basic%20Policy%20regarding%20a%20T</u> <u>otal%20Ban%20on%20Smoking%20on%20its%20Campuses.pdf</u>

# (reference) Others

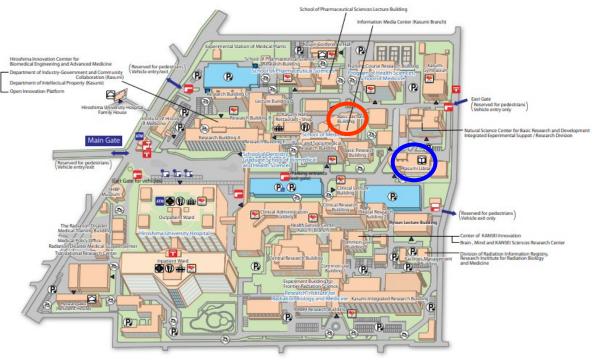


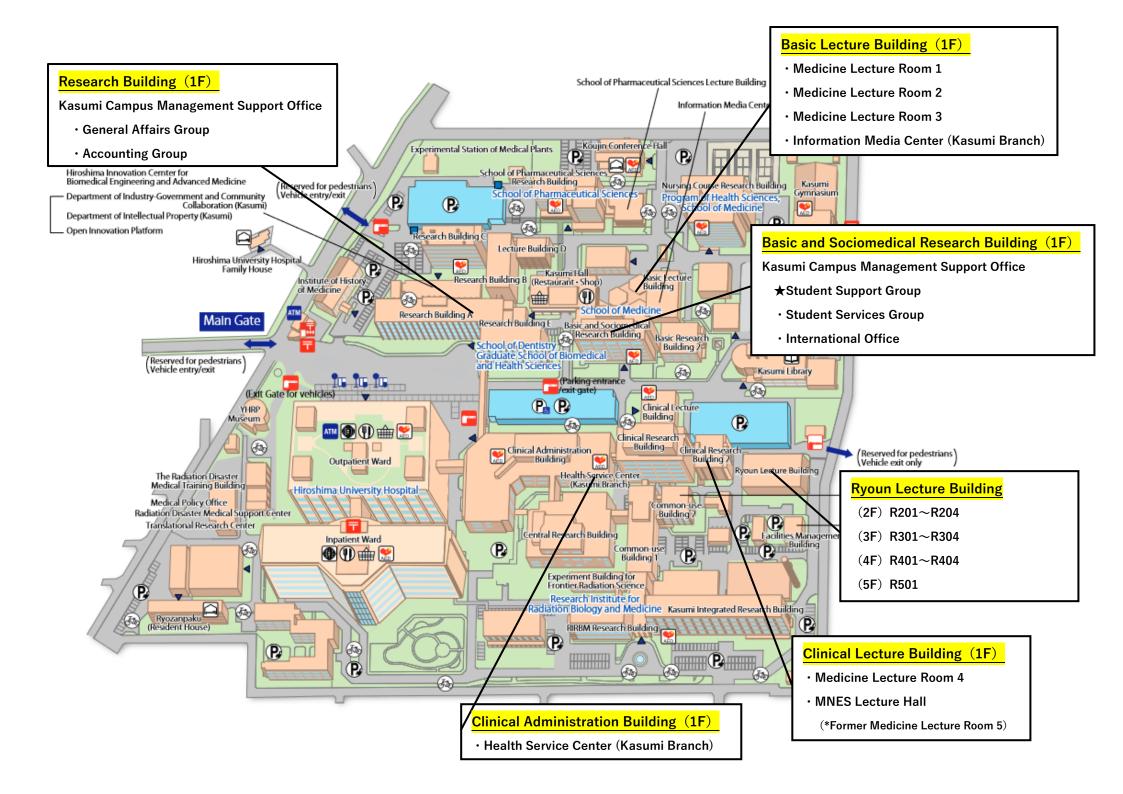
#### ■ The information media center (Basic Lecture Building 1F)

#### 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







薬学部附属薬用植物園 Experimental Station of Medical Plants

Koujin Conference Hall

School of Pharmaceutical Sciences Research Building

School of Pharmaceutical Sciences Lecture Building

Nursing Course Research Building

Institute of History of Medicine

Kasumi Hall (Restaurant • Shop)

情報メディア教育研究センター(霞分室) Basic Lecture Building Information Media Center (Kasumi Branch)

Basic and Sociomedical Research Building

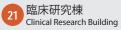
Basic Research Building 2

自然科学研究支援開発センター(総合実験支援・研究部門) Natural Science Center for Basic Research and Development Integrated Experimental Support/Research Division

保健管理センター霞分室

Clinical Administration Building Health Service Center Kasumi-Branch

Clinical Lecture Building



臨床第2研究棟 Clinical Research Building 2



**办**中央研究棟 Central Research Building



25 共用棟1 Common-use Building 1



共用棟2 脳・こころ・感性科学研究センター Common-use Building 2 Center for Brain, Mind and KANSEI Sciences Research



施設管理棟 Facilities Management Building



28 原爆放射線医科学研究所研究棟 RIRBM Research Building



29 放射線先端医学実験棟 Experiment Building for Frontier Radiation Sciece



霞総合研究棟 30 自然科学研究支援開発センター

(機器共用·分析部門/研究開発部門生命医科学部) Kasumi Integrated Research Building Natural Science Center for Basic Research and Development Integrated

Experimental Support/Research Division Research and Development Division/Department of Biomedical Science



#### 放射線災害医療研修棟

医療政策室 トランスレーショナルリサーチセンター 放射線災害医療総合支援センター

The Radiation Disaster Medical Training Building Medical Policy Office Translational Research Center Radiation Disaster Medical Support Center

#### 広島大学病院





21 広島大学病院ファミリーハウス Hiroshima University Hospital Family House



35 梁山泊(レジデントハウス) Ryozanpaku (Resident House)



36 YHRPミュージアム