

Course Registration Procedure, Examinations and Grades

(1) Course Registration Procedure

- 1) The schedule of course registration procedure will be notified each semester through the Student Information Network Momiji.
For your course registration, please complete the necessary procedure through My Momiji, by using an on-or off-campus personal computer. My Momiji is a personal webpage that you can access via the Student Information Network Momiji, the online portal for Hiroshima University students (<https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml>).
- 2) In principle, you must complete your course registration within one week from the first class day of each semester or term.
- 3) If you cannot register for courses through My Momiji, then please contact the Support Office for International Development and Cooperation (in charge of the Graduate School of Innovation and Practice for Smart Society).
- 4) Between the first and second registration periods, there will be a period of adjustment by the Academic Affairs Office. During this period, you will be unable to register for courses.
- 5) In principle, you cannot register for courses or change your registration after the course registration period.
- 6) There are cases in which schools and graduate schools set their own course registration periods for intensive lectures and other programs. In these cases, please check the relevant notices on My Momiji or contact the Support Office of the relevant school or graduate school (e.g., the Support Office in charge of the relevant master's/doctoral course) and complete your procedure during the registration period.
- 7) Other information related to course registration is provided through My Momiji or other means.

(2) Examinations

- 1) The date, time, place, and method of examination at the end of each semester will be notified by the faculty in charge of each course.
- 2) Special measures for examinations, etc.
Students who cannot take end-of-term examinations under normal conditions, due to physical or other disabilities, may apply for special measures in accordance with the Special Measures for Examinations for Students with Physical or Other Disabilities. For details, please contact the Support Office for International Development and Cooperation in charge of the Graduate School of Innovation and Practice for Smart Society at least four weeks prior to the examination date after course registration is confirmed.
- 3) Cheating
Students who cheat on end-of-term examinations will receive a failing grade for all courses taken during the semester and will be subject to disciplinary action in accordance with the Hiroshima University Disciplinary Guidelines for Students.

(3) Grades

- 1) Grade confirmation
Please check your grades on My Momiji at the end of each semester. Grades can only be checked from a computer connected to the Hiroshima University Information Network System (HINET).
Grades must be checked by the primary supervisor before they can be checked by the student.
- 2) Questioning grades
If you have any questions about your grades, please refer to the System for Filing Grade Objections.

* My Momiji

Since information from the university to students is mainly provided through My Momiji, please be sure to log in to My Momiji and check it at least once a day. However, if My Momiji does not properly work, then the necessary information will be posted on your graduate school's bulletin board.
In addition, important information is also posted on the bulletin board.

Please ensure that you are free from any disadvantage caused by your failure to check My Momiji or your graduate school's bulletin board.