# Introduction



# ∼List of things to do for new students∼

	Oct 1 (Wed) ~	1.Receive your student ID card  *The student ID card will be available for pickup at the Student Support Office after Wed, Oct 1, 2025.  *You will need your HIRODAI ID and password for procedures 2, 3 and 6-9.  *You will be provided "HIRODAI ID and initial password" to your registered e-mail address on the morning of 10/1.					
		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", Hiroshima Univ's web service for students.					
	Oct 1 (Wed)  ~ Oct 8 (Wed)	3.Course registration through "Momiji" *Classes will begin on 10/2.					
	Oct 1 (Wed) ~ Oct 10 (Fri) by 15:00	4. Submission of your Registration Form					
	Oct 1 (Wed) ~ Nov 28 (Fri) by 15:00	5. Attend research ethics training (Basic) and submit a notification of attendance					
	Oct 1 (Wed) ~ Oct 30 (Thu)	6. Multi-factor authentication settings (HIRODAI ID and IMC account) *If you do not take this procedure by the deadline, your HU account would be locked and you could not access to any Hiroshima Univ web services.					
	Oct 1 (Wed)	7. Change initial password *If the change is not made by the deadline, your HU account will be locked.					
	∼ Dec 26 (Fri)	8. Attend information security and compliance Education *If you do not take the education program by the deadline, your HU account would be locked.					

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

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- 4. Submit Registration Form (By 15:00 on October 10)
- 5. <u>Attend research ethics training (Basic) via on-line and submit a notification of attendance</u> (By November 28)
- Multi-factor authentication settings (HIRODAI ID and IMC account)
   (By October 30)
- 7. Change initial password (By December 26)
- 8. <u>Attend information security and compliance Education via on-line</u> (By December 26)
- --- (reference) ---
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- Webmail (Hiroshima University Mail)
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- About Number of possible years of study
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- About automatic certificate issuance machines
- About Input of Future Plan Hope (By April 30 of the year prior to completion)
- <u>About Future Plans (Decided)</u>
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- About Personal Accident Insurance, PAS, Liability Insurance coupled with PAS
- About Traffic Safety Seminar Lecture Videos
- Anti-Smoking Initiatives
- (Only for those who have progressed to higher education\*) Account before progression to higher education.
- Others



Please come to the Student Support Office by Friday, October 3 to pick up your ID card unless you wish to have it mailed to you.

オープンイノベーション事業利益

### **Student Support Office**

(Basic and Sociomedical Research Building 1F)

#### Reception hours:

8.30 - 17.15

(Excludes Saturdays, Sundays and public holidays)

In the morning of 10/1, you will be provided "HIRODAI ID and initial password" through your e-mail address you registered in your admission process.

You can log in to "Momiji" with the provided ID and password. You can log in to "Momiji" without your student ID card.





- When you receive your Student ID card, <u>please check your name and other details</u> on it.
- Please fill in the date of receipt and your signature in the receipt section of the mount to which the student ID is attached. Then, detach the receipt section from the mount and make sure to submit it to the office..

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 via postal service</u>.

(Domestic residents only)

≪Caution ≫ When you peel the student ID card off the mount, the initial password for your
Hiroshima University account is printed on that part. Please do not immediately throw away
the mount.

Your student card will be activated one day after you submit the card receipt. And once the student ID card is activated, you can enter the buildings at Kasumi campus even 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.



- **[ 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.

Student number D012345 M012345

#### HIRODAI ID D012345 M012345

【 The services using HIRODAI ID 】

- MOMIJI
- Moodle(Online learning support system)
- Hiroshima Univ Library etc.

Corresponding password

# HIRODAI password

(\*Common password for both HIRODAI ID and IMC account.)

\*The first letter of the student number indicates.

D...doctoral course (3·4 years) students
M...Master's course students

IMC account d 012345 m012345

**XThe first letter of the student number is lowercase** 

The services using IMC Account

- · HIRODAI Mail
- Microsoft365(Teams etc.)
- HINET Web Authentication
- HINET Wi-Fi (HU-CUP)

password

VPN service etc.

Corresponding

\*Depending on the service used, the following ID may be used.

"d012345@hiroshima-u.ac.jp" "m012345@hiroshima-u.ac.jp"

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



- [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.



OR



The initial password must be changed by 26 December or the account will be locked, so be sure to change it before the deadline!

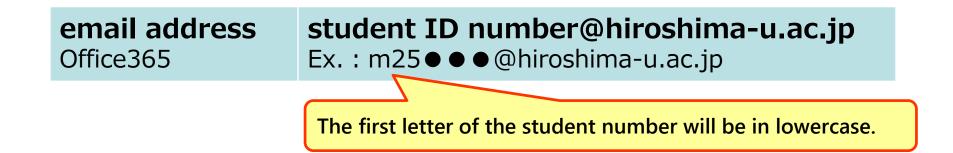
\*For information on how to change the initial password, please refer to "7.Change initial password".

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- **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 <a href="here">here</a> to learn how to check your e-mail.



# Classes will begin on Thursday, October 2.

(Course registration is available until 8, October Wed.)

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.



- Term of classes and Class Schedule.

#### Hiroshima University has implemented 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 <a href="here">here</a>.

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

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

#### 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)

ist(Spring) Semester	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Ind(Lutumn) Semester	Sun	Mon	Tue	Wed	Thu	Fri		
2025			1	2	3	4	5	Entrance Coremony (Agr.3)					1	2	3	4	Autumn Term Entrance Coremony (Dec.1)
April	6	7	8	9	10	11	12		October	5	6	7	8	9	10	11	LOCAL STATE OF THE
	13	14	15	16	17	18	19			12	13	14	15	16	17	18	Substitute class day (Oct.18):Mon
	20	21	22	23	24	25	26			19	20	21	22	23	24	25	
	27	28	29	30						26	27	28	29	30	31		
	-				_	_	_	William St. Co., St.									1

- **%**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
- **X**Portal for the class schedule.

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

4th term (Dec. 2, 2025 - Feb. 6, 2026)

Substitute class day: To fulfil the required number of casses, requiar 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.

Make-up day for class/exam: In case of university-wide class carcellation caused by such noderic as issuance of weather warmings, the cancellation caused with a make our to profit make the content of the content of the course of the content of the case can of the

#### HIROSHIMA UNIVERSITY

# 2. Plan your course of study 2

- Term of classes and Class Schedule.

OBy 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 Thursday 11th and 12th period lectures in Term 3rd the 2025 academic year, please assume that the following schedule and times will be used.

- •Schedule ... 10/2, 10/9, 10/23, 10/30, 11/6, 11/13, 11/20, 11/27 (\*October 16 is a Thursday, but will be substituted for the Monday class.)
- •Time ... 18:00-19:30 each day

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

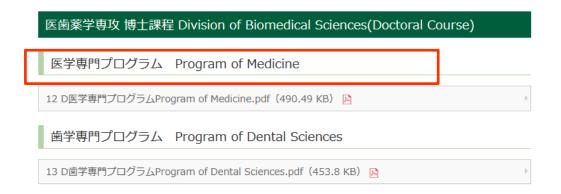


- [STEP1] Confirmation of Course Criteria Table-

- (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.

https://www.hiroshima-u.ac.jp/bhs/adse/student/handbook/classes/classes2025

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



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

-[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

※「配当年次」欄の数字は、履修可能になる年次を示す。「1」と記載されている場合は1年次以降に履修可能となることを指し、2年改も履修可能。 ※「配当年次」欄の「前」は前期、「後」は後期を示す。 设施平次Subject Conducted Year Subject-科目区分/授業科目名 朝(Spring Seme Assigned Catgory of Subjects / Subjects Teachers in Charge of Subjects 後期 後期 前期 Credits 徐期(Fall Semester) 必修科目 Compulsory Subject 研究科共通科目 Common Course 生命·因素倫理学B 工厂 美樹 TB051203 Medical thics B KUDO Yoshiki 2単位 多職種連携B 志馬 伸朗 TB055201 Multidisciplinary Cooperation B SHIME Nobuaki 選択必修科目 Select Compulsory Subject 天字院共通科目 Common Graduate Courses 持続。 な発展科目 Sustainable Development Courses This is the lecture code used スペジャリスト型SDGsアイディアマイニング学生セミナー 大学院共通科目の when registering for courses. ド等の詳細は、必 (Principle) 確認すること。 The number of credits 01" in the last two digits: required to complete the You must check the Courses offered in the 1st course must be obtained semester nd Data Literacy Courses for each classification Last two digits: 03: Courses item. The number of offered in the 2nd semester credits required differs for each classification. 1 医療情報リテラシー活用 Utilization of da The course is listed as "1" リーダーシッ After the first year, this and can be taken after the The maximum number of Skills and Arts course is offered in the 2nd credits that can be earned first year. Courses can also semester and the number of be taken in the second is 1, as indicated by "1". credits is 1. 13 and third years.



#### -[STEP1] Confirmation of Course Criteria Table-

		配当年次	開表	被修年次Subject Conducted Year						講義コード	修了
科目区分/授業科目名	授業担当數員	Subject-	単位 Aquired	1年次1	lst Year	2年次 2nd Year		ur 3年次 3rd Year		ள 前期 (Spring Semester)	
Catgory of Subjects / Subjects	Teachers in Charge of Subjects	Assigned Year	Credits	前期 Spring	後期 Fall	前期 Spring	後期 Fall	前期 Spring	後期 Fall	後期(Fall Semester)	Cr
必修科目 Select Compulsory Subject											
ログラム専門科目 Course of Program											
専門科目 II Specialized Subject II											
脳神経内科学特別研究	丸山 博文	1~3	12	2	2	2	2	2	2	TB119101	
Advanced Research on Clinical Neuroscience and Therapeutics	MARUYAMA Hirofumi	1~-5	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	1~3	12	2				2		TB120103	
小児科学特別研究	岡田 賢	1~3	12	2		2	2	2	,	TB121101	1
Advanced Research on Pediatrics	OKADA Satoshi	1~3	12	2	2	2	2	2	2	TB121103	
外科学特別研究	高橋 信也		12	4 2	2	2	2	2	,	TB122101	1
Advanced Research on Surgery	TAKAHASHI Shinya	1~3	12	2	2	4	2	2	2	TB122103	
消化器・移植外科学特別研究	大段 秀樹			_	_					TB123101	1
Advanced Research on Gastroenterological and Transplant Surgery	OHDAN Hideki	1~3		2	2	2	2	2	2	TB123103	
脳神経外科学特別研究	(未定)			_				Τ.		TB124101	1
Advanced Research on Neurosurgery	TBD	1~3	12	2	2	2	2	2	2	TB124103	
整形外科学特別研究	安達 伸生			_						TB125101	1
Advanced Research on Orthopaedic Surgery	ADACHI Nobuo	1~3	12	2	2	2	2	2	2	TB125103	
皮膚科学特別研究	田中 暁生			_	_		_			TB126101	1
Advanced Research on Dermatology	TANAKA Akio	1/-3	12	2	2	2	2	2	2	TB126103	
<b>昏</b> 泌尿器科学特別研究	(未定)		·	_				_		TB127101	1
Advanced Research on Urology	TBD	1~3	12	2	2	2	2	2	2	TB127103	1
	木内 良明									TB128101	1
Advanced Research on Ophthalmology and Visual Science	KIUCHI Yoshiaki	1~3	12	2	2	2	2	2	2	TB128103	
耳鼻咽喉科学・頭頭部外科学特別研究	竹野 奉夫			_						TB129101	1
Advanced Research on Otorhinolaryngology, Head and Neck Surgery	TAKENO Yukio	1~3	12	2	2	2	2	2	2	TB129103	
放射線診断学特別研究	粟井 和夫									TB130101	1
Advanced Research on Diagnostic Radiology	AWAI Kazyo	1~3	12	2	2	2	2	2	2	TB130103	
放射線腫瘍学特別研究	永田 清									TB131101	1
Advanced R From the 1st semester of the	Cl		. 12								

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!



#### -[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

主指導数員の指定する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

主指導数員の指定する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.



- [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.
- ★ When registering for courses, please make sure to check the <Course registration procedures for common graduate courses> on the website <a href="here">here</a>.
- ★ Also, please refer to the <u>guidance video</u> on course registration.



- [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, course registration after the registration period is generally not allowed.

#### [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>Please make sure to check whether you have fulfilled the required credits</u> for completion on your own responsibility.

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# 2.Plan your course of study 8 - [STEP2] Check the syllabus-

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

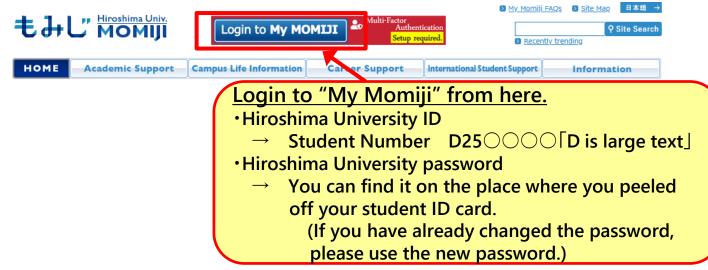
To check the latest syllabus, log in to "My Momiji" from "Hiroshima Univ. MOMIJI" and check the latest version of the syllabus.

that collects information for students.

"Hiroshima Univ. MOMIJI" is a portal

### Student Information Forest Momiji (Momiji Top)

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

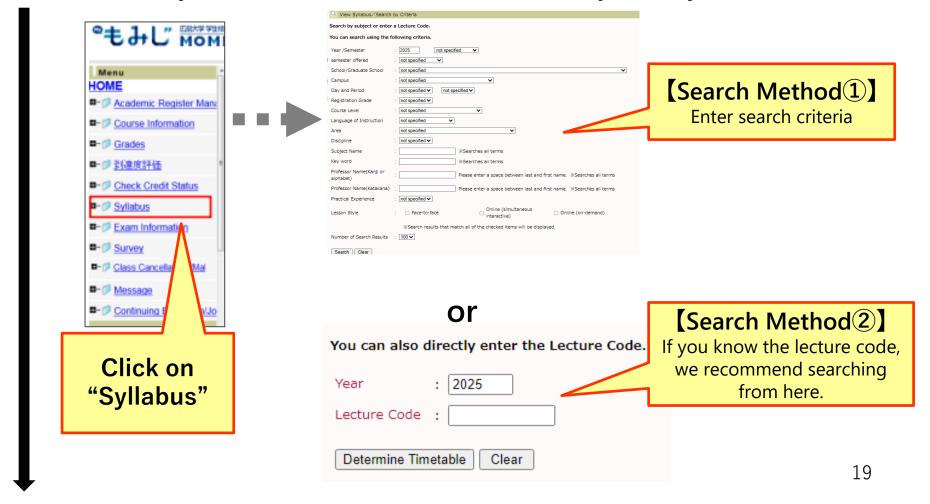


HIROSHIMA UNIVERSITY

- [STEP2] Check the syllabus-

# **(STEP2)** How to check the syllabus

2 Click on "Syllabus" in the Menu section of "My Momiji."





- [STEP2] Check the syllabus-

**③**From 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 1st-Year, First Semester, First Semester								
Days, Periods, and Classrooms	(1st) Fri11-12 : See the syllabus for detail.								
Lesson Style	Lecture	(Mara D	Lesson Style Online (simultaneous interactive), Online (on-demand) (More Details)						
Credits	1.0	Class Hou							
Fligible 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: If there are other details provided regarding how to take the course, please follow those instructions...

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

(\*Reference available from 1 Oct onwards.)

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

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# 2.Plan your course of study 11

- [STEP2] Check the syllabus-https://momiji.hiroshima-u.ac.jp/syllabusHtml\_en/index.html

# 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)

https://momiji.hiroshima-u.ac.jp/syllabusHtml\_en/2025\_BB\_en.html

Division of Biomedical Sciences (Doctoral Course 4 years)

https://momiji.hiroshima-u.ac.jp/syllabusHtml\_en/2025\_C8\_en.html

Division of Integrated Health Sciences (Doctoral Course 3 years)

https://momiji.hiroshima-u.ac.jp/syllabusHtml\_en/2025\_CA\_en.html

#### [Master's Course]

Common Graduate Courses (Master's Course)

https://momiji.hiroshima-u.ac.jp/syllabusHtml en/2025 BA en.html

Division of Integrated Health Sciences (Master's Course)

https://momiji.hiroshima-u.ac.jp/syllabusHtml\_en/2025\_C9\_en.html

3. Register for courses through "Momiji" (From Oct 1 to Oct 8.)



-Course Registration Period-

# Course Registration Period September 25 (Thursday.) ~October 8 (Wednesday.)

\* New students will begin Wednesday afternoon, October 1

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.
- **XYou can register courses in April for 1st (Spring) semester and in October for 2nd (Fall)** semester every year. Make sure to register classes for each semester.
- **XYou are all enrolled in Graduate School of Biomedical and Health Sciences.**

The lecture codes start 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 (From Oct 1 to Oct 8.) W HIROSHIMA UNIVERSITY

-Course Registration Period-

	9/25	~	10/5	10/6	10/7	10/8	
	Thu		Sun	Mon	Tue	Wed	
Common graduate courses	1	e Registration ht on Thu, Se on Sun, Oct	ep 25 to 23:59	Lottery day period	Confirmation and correction period From midnight on Tue, Oct 7 to 23:59 on Wed, Oct 8		
Graduate School Subjects	Course Registration Period From midnight on Thu, Sep 25 to 23:59 on Wed, Oct 8						

#### Course Registration Period

Register for the 3rd and 4th term courses and intensive courses you wish to take.

- OLottery 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)

You can add or modify your course registration during the period (except for courses for which a lottery was held) .

Courses in Term 4 can also be revised between Mon, Dec 1 and Mon, Dec 8 (\*\*).

(\*\*) The period for checking and revising courses in Term 4 is subject to change.

- 3. Register for courses through "Momiji③ (From Oct 1 to Oct 8.) ♣ HIROSHIMA UNIVERSITY -Registration Method-
  - 【Step】Login to "My Momiji" and register. <a href="https://momiji.hiroshima-u.ac.jp/momiji-top/index.shtml">https://momiji.hiroshima-u.ac.jp/momiji-top/index.shtml</a>
  - \* "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 here.

(\*Reference available from Oct 1st onwards.)

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

• How to register and delete courses





# 4. About Registration Form (By 15:00 Oct 10.)

### Deadline for submission: Oct 10 (Fri) 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 on the form.



**↓** See HP

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

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

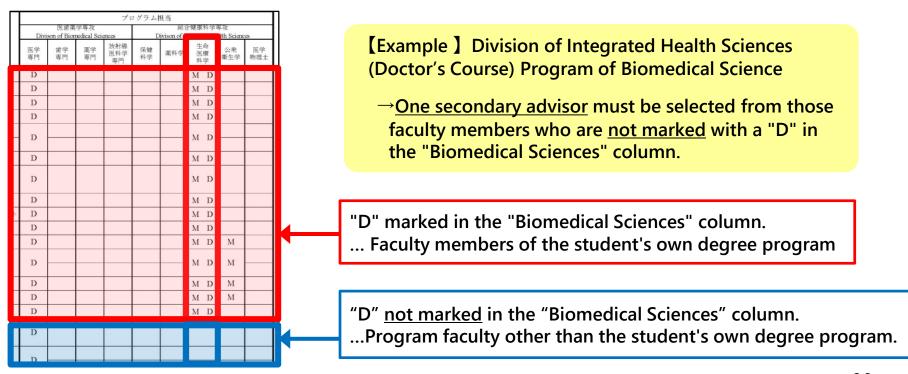


### 4. About Registration Form<sup>2</sup> (By 15:00 on Oct 10.)

# [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 is program faculty members other than the student's own degree program? (Explanation based on List of Faculty Member).



5. Attend research ethics education (Basic / Advanced) (Basic RCR Program until November 28.)



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

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

Enrollment by 11/28 (via online)

**Basic RCR Program** 

Taken prior to dissertation preparation

**Advanced RCR Program** 

【 ↓ 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.

a HIROSHIMA UNIVERSITY

5. Attend research ethics training (Basic) and submit a notification of attendance. (By Nov 28.)

**Basic** 

\* Please carry out the following procedures by 28 Nov.

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

```
▼ 全学用コンテンツ
☆ 研究倫理教育(大学院生Basic) / Research ethics education(Basic RCR Program for Gradu...
```

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

moodle is also available from smartphones

http://webct.riise.hiroshima-u.ac.jp/

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

**Attendance Sheet Forms** 

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

5. Attend research ethics training (Advanced) and submit a Certificate.



Advanced

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

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

[JSPS] <a href="https://www.jsps.go.jp/english/e-kousei/ethics.html">https://www.jsps.go.jp/english/e-kousei/ethics.html</a>

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



# 6. Multi-factor authentication settings (HIRODAI ID and IMC account) (By October 30.)

# Set up deadline: by October 30 (Thu) (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/2025/03/mfa- easymanual-20250325- 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/2025/03/mfa- easymanual-20250325- en IMCaccount.pdf



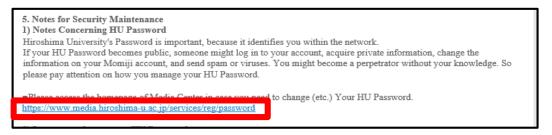
# 7. Change initial password (By Dec 26.)

Access the Top page of Momiji and click on "My Momiji FAQs".

(<a href="https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml">https://momiji.hiroshima-u.ac.jp/momiji-top/en/index.shtml</a>)



Read the notes and click on the following URL listed in section 5.



Click on "Login with your account" listed in section "How to change password".



# 7. Change initial password (By Dec 26.)

https://reg.huc.hiroshima-u.ac.jp/

- Click on "Login with your account"
  - \* Log in with your IMC account and vast password.



#### 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.



8. Attend information security and compliance Education (By Dec 26.)

# <u>Implementation deadline: by Dec 26 (Fri) (everyone)</u>.

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 available online.

(\*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 regulations, completion requirements, class subjects, etc. can be found on the pages of this student handbook.

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

# Campus Life Guide at Hiroshima Univ

Information on student life, various counselling services, scholarships, etc. . can be found on the pages of this guide.

https://momiji.hiroshima-u.ac.jp/momijitop/life/guidebook for student life at hiroshima univ.html

# Student Life Guidance Video

This is a video of guidance for new students at Hiroshima University.

https://web.microsoftstream.com/video/f60e5e95-0a28-4d1e-b4cf-874e2a23e6da

#### HIROSHIMA UNIVERSITY

# (reference) HINET Wi-Fi



We provide wireless (Wi-Fi) and Wired-LAN internet connection services at 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 → "HINET WiFi/Guest"

<a href="https://www.media.hiroshima-u.ac.jp/services/hinet/wifi/">https://www.media.hiroshima-u.ac.jp/services/hinet/wifi/</a>

### (reference) Webmail (Hiroshima University Mail)



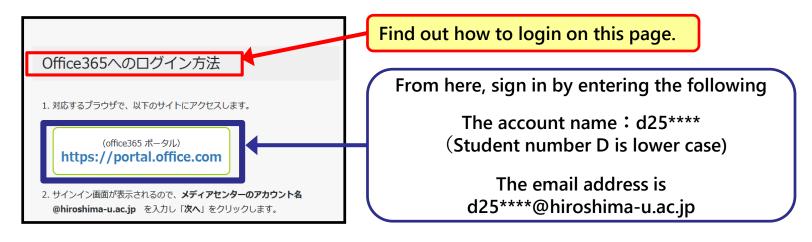
https://www.media.hiroshima-u.ac.jp/services/webmail-portal/

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



Before you click here, please make sure you know how to use Web mail, referring to here.

2 Click "(Microsoft 365 Portal) ".



## HIROSHIMA UNIVERSITY

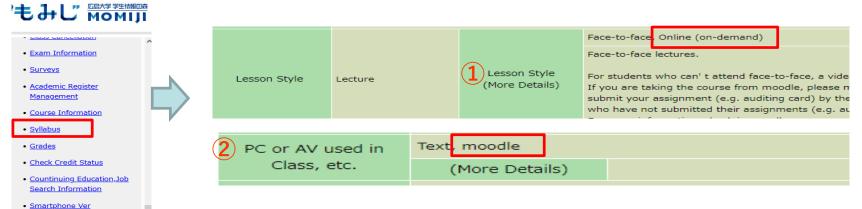
## (reference) How to use moodle 1

**Imoodle** 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.

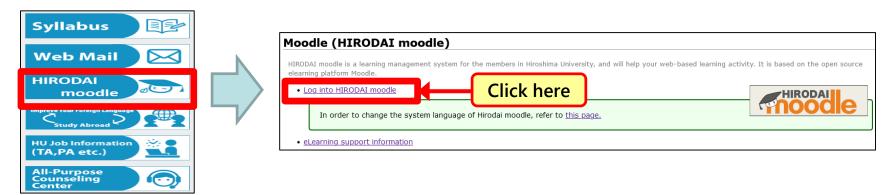


## (reference) How to use moodle2



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

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



**2** Click "広大IDでログイン".



## (reference) How to download Teams



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

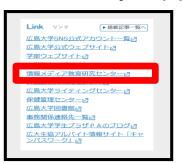
## "Microsoft Teams" is used for online lectures, etc.

\*Microsoft Teams: "Teams" for short

"Zoom" may be used in some classes.

#### [How to download Teams]

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



2 Click on "Microsoft Teams" at the bottom.



**3** Click here



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



### HIROSHIMA UNIVERSITY

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

functions.

## (reference) "MOMIJI" Manual

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

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

- 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.

( ↓ [My Momiji] screen (PC))





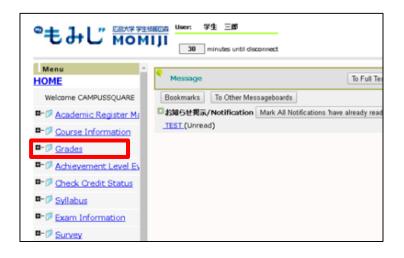
## How to check grades

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

**XIf you want to check your grades from off-campus, you need to use the VPN service.** 

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

● Log in to 'My Momiji' and Click on 'Grades'.



#### 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

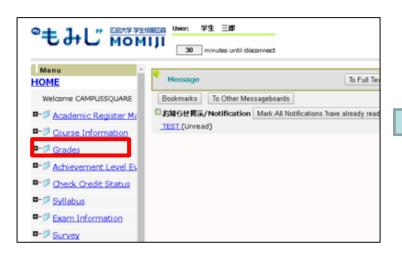
You can view the grades already determined. You can also view the 'Grade Report'.



## How to check the credits required for completion

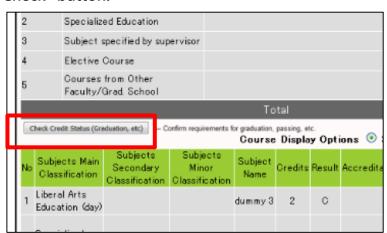
#### The credits required for completion can be checked from 'My Momiji'.

- \*However, the results displayed are for reference only. You must always check the results yourself with your final grades and the course criteria table. Please note that any disadvantages due to lack of confirmation is your responsibility
- Log in to My Momiji and go to 'Grades' → 'Check Grades Awarded'.



Click the "Check Credit Status (Graduation, etc.)" button.

→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 system displays the status as if all the subjects currently being taken have been successfully completed.

Credit Type	Click on each category to see the credits you have earned.
<b>Credits Necessary</b>	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 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
<u>教養教育</u>	30	999	2	6	0	0	6	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
<u>外国語科目</u>	6	8	0	0	0	0	(	6
教養コア科目	18	999	0	6	0	0	4	14
8 i andidest								



## 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



## (reference) How to check the bulletin board "Momiji"

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

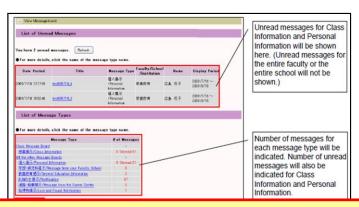
There may be important communications regarding the class. Please check daily.

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

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



"View Message board" screen.

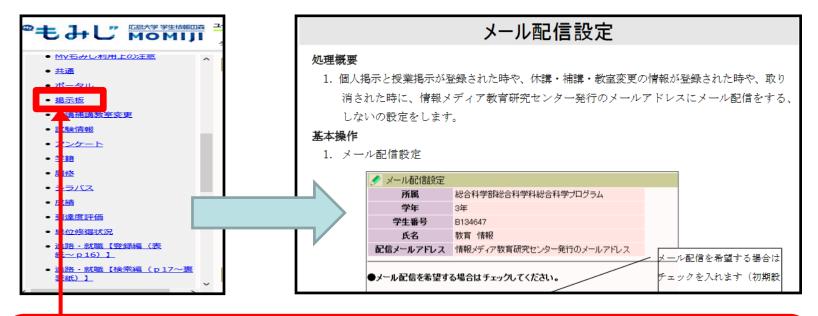


Please be sure to check "Class Information" and "Personal Information" and "Message from your Faculty, School".



#### (reference) Email forwarding function of the bulletin board

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

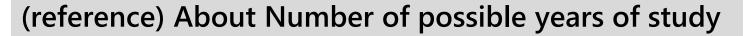


The above manual can also be found here.

↑ Available for reference from 10/1 onwards

( However, you will need your Hiroshima University password. )

\*Log in with your <u>Hiroshima University email address</u> and Hiroshima University password.





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

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

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



•After receiving approval for your leave of absence or withdrawal by 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.



## (reference) About Tuition fee payment

- Tuition payment slip will be sent out in mid to late October.
- It will be sent to you or 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.

#### (reference) About automatic certificate issuance machines



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

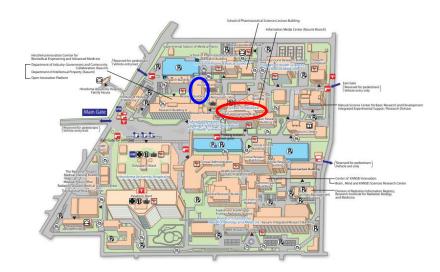
A student ID card and Hiroshima University password are required for issuance.

#### **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)



- **X**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 Student Discount Certificates** may be issued per person per year.

#### (reference) About Input of Future Plan Hope



(By April 30 of the year of completion!)

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"
- **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=dfhIXi

^ Available for reference from 10/1 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 enter after receiving an informal offer of employment)

Hiroshima University is confirming students' career path after completion.

All students are required to enter their career path.

As soon as you receive a (even unofficial) job offer from your desired company,

please register it in the system.

#### How to enter the information

- ①Login to "My Momiji"
- **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\_hiroshima-u\_ac\_ip/EV3XFaSnhZJBorQsRP\_BA6IByr9n74UgVt3pfOSTd2UBJw?e=dfhlXi

Available for reference from 10/1 onwards (However, you will need your Hiroshima University password.)

\*Log in with your Hiroshima University email address and Hiroshima University password.

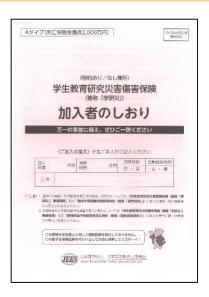
# (reference) About Personal Accident Insurance, PAS, Liability Insurance coupled with PAS



#### Personal Accident Insurance, PAS

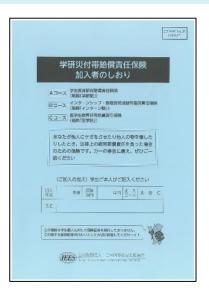
...All students automatically will be insured at the cost of Hiroshima University.

(This will be given to you when your student ID card is handed out.)



#### **Liability Insurance coupled with PAS**

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



It is also available from smartphones. ↓ See HP

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



# Please be sure to watch the video below to understand Japanese traffic rules.





#### It is also available from smartphone.

https://hiroshimauniv-my.sharepoint.com/:v:/g/personal/koubou\_hiroshima-u\_ac\_jp/Ee0vvfC4UfBKjXLeNp9NpeIBH\_SAXuKeEkPUCmYivfChZw?e=I14dOa

1 Available for reference from 10/1 onwards (However, you will need your Hiroshima University password.)

\*Log in with your Hiroshima University email address and Hiroshima University password.



## **Anti-Smoking Initiatives**

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

- Anti-Smoking Initiatives
   <a href="https://www.hiroshima-u.ac.jp/en/about/initiatives/kinen">https://www.hiroshima-u.ac.jp/en/about/initiatives/kinen</a>
- Hiroshima University Basic Policy regarding a Total Ban on Smoking on its Campuses

https://momiji.hiroshima-u.ac.jp/momijitop/life/202501 Hiroshima%20University%20Basic%20Policy%20regarding%20a%20Total%20Ban%20on%20Smoking%20on%20its%20Campuses.pdf (Only for those advancing from the master's program to the doctoral program within Hiroshima university\*)

#### Your previous HU account in master's course (1)

\*In this page, 'Your previous HU account in master's course' refers to those who have graduated from the Hiroshima University's master's course and have continued on to a doctoral course (3 years) or a doctoral course (4 years).

- Regarding the expiration date of your HU account in master's course
  you can use the services associated with your previous account, such as your email
  address, for 30 days after your master's course graduation. If you apply for an
  extension within 30 days after your graduation, you can use the previous account
  for up to 90 days.
- Transferring data from your previous account to your new account
   Please refer below for instructions on how to transfer email data, contacts from Microsoft and data from One drive.

(Reference) Can I transfer my email data from my pre-college account to my new account?

- → How to transfer email date
- (Reference) Can I transfer my Microsoft 365 contacts from my pre-university account to my post-university account?
  - → How to transfer contents to Microsoft 365
- (Reference) Can I transfer my OneDrive data from my pre-school account to my post-school account?

(Only for those advancing from the master's program to the doctoral program within Hiroshima university\*)

#### Your previous HU account in master's course (1)

#### Changing account information for Office products

If you installed Office products with a comprehensive license before entering the doctoral course, you need to sign in again with the new account instead of the previous one.

```
(Below, for Windows 10 users only ) Also, if you are using Windows 10, click the start button in the bottom left of the screen, click the gear icon (Settings), and if there is information for "****(Your previous account) @hiroshima-u.ac.jp" in "Accounts" \rightarrow "Access work or school," be sure to "Disconnect."
```

\*If you are still signed in to Office with your previous account, you may not be able to watch lecture videos and/or join Teams with restricted access, therefore, we recommend that you change your account information to your new one!

\*The explanations given so far are excerpts from the contents of the pages for those who have progressed to higher education on the Information Media Centre's website. For all content, please refer to the following URL.

(Reference: <a href="https://www.media.hiroshima-u.ac.jp/services/procedures/post-graduate/">https://www.media.hiroshima-u.ac.jp/services/procedures/post-graduate/</a>)

\* Please contact the <u>Information and Media Centre</u> if you have any questions.



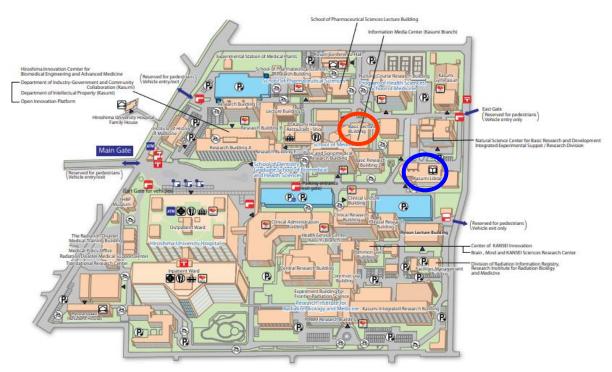
## (reference) Others

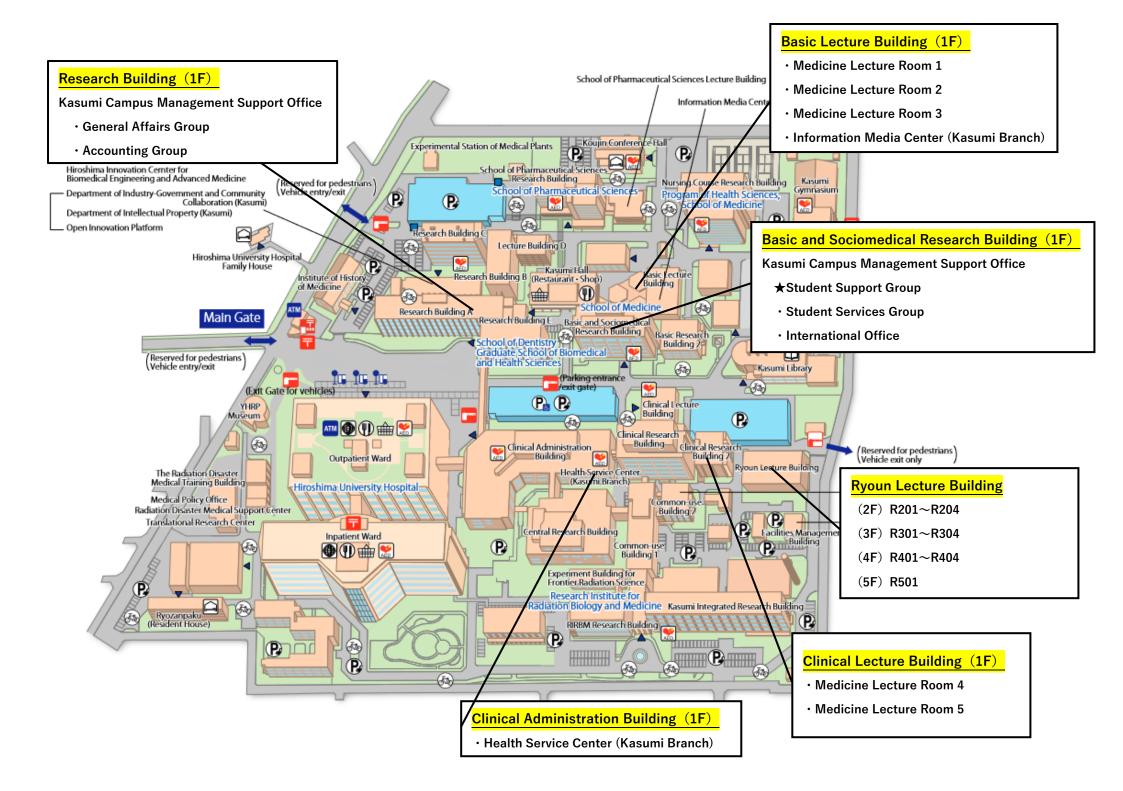
■ The information media center (Basic Lecture Building 1F)

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





#### 霞キャンパス



- 薬学部附属薬用植物園 Experimental Station of Medical Plants
- 2 広仁会館 Koujin Conference Hall
- 薬学部研究棟
- School of Pharmaceutical Sciences Research Building
- 薬学部講義棟 School of Pharmaceutical Sciences Lecture Building
- 保健学研究棟 Nursing Course Research Building
- 霞体育館 Kasumi Gymnasium
- 医学資料館 Institute of History of Medicine
- 8 研究棟A Research Building A
- 9 研究棟B Research Building B
- 10 研究棟C Research Building C
- 11 講義棟D Lecture Building D
- 12 研究棟E Research Building E
- 13 霞会館(食堂·売店) Kasumi Hall (Restaurant • Shop)
- 4 基礎講義棟 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)
- 15 基礎·社会医学棟 Basic and Sociomedical Research Building
- 16 基礎第2研究棟 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
- 18 霞図書館 Kasumi Library
- 臨床管理棟 保健管理センター霞分室 Clinical Administration Building Health Service Center Kasumi-Branch
- 臨床講義棟 Clinical Lecture Building

- 臨床研究棟 Clinical Research Building
- 臨床第2研究棟 Clinical Research Building 2
- 23 凌雲棟(講義棟) Ryoun Lecture Building
- 7 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
- 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

- 32 診療棟 Outpatient Ward
- 33 入院棟 Inpatient Ward
- 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 YHRP Museum