



## Instruction Manual

( Student Life Guide )



Let's get started student life

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Let's make the best use of  
Osaka University

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## Caution

- We hope you will keep this manual handy and use it for need.
- Osaka University provides a variety of information useful on the website etc. in your student life. This instruction manual summarizes where and what information is available. Since any information is important, please make full use of it and send your meaningful student life.

FAQ regarding student life

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## Education Objectives

Osaka University has a mission of “creating, passing on and practicing knowledge” and promoting “world-class advanced education and research with academic independence and citizenship” with the motto of “Living in the community and expanding into the world”. The purpose is to support the next generation of society and to produce talented human resources who can achieve the ideals of mankind.

To achieve that goal, faculties and university-wide education and research organizations

### ● High level of expertise and deep learning ● Education ● Internationalism ● Design skills

Develop human resources who can become leaders in a knowledge-based society that has acquired



## What we would like to ask first

### You should have a habit of always checking contacts and information from the university.

In principle, important information from the university is put up notice on the bulletin board of Center for Education Liberal Arts and Sciences, each school / graduate school or each student center, and KOAN (Knowledge of Osaka university Academic Nucleus). Please be sure to check it.

- We will also inform you about canceled classes, make-up classes, tuition fee exemption and applications such as various scholarships.
- Please be aware that all inconveniences and disadvantages arising from overlooking the availability period and deadline are your own responsibility.
- You should have a habit of always checking the bulletin board and accessing KOAN.
- In case of necessity such as emergency contact or document sending, we may contact your address or your telephone number etc. which you delivered in advance.

※ You can use KOAN to register for courses, register for addresses, searching syllabi, access the message boards, confirm canceled / make-up classes or answer questionnaires, over the internet. (KOAN is the name for the University's academic administration information system) Access Osaka University Campus-wide IT Authentication Service page (<https://my.osaka-u.ac.jp>), and log in to myhandai with your own ID and password, after that, click "KOAN" icon. Please make full use of KOAN through your student life.

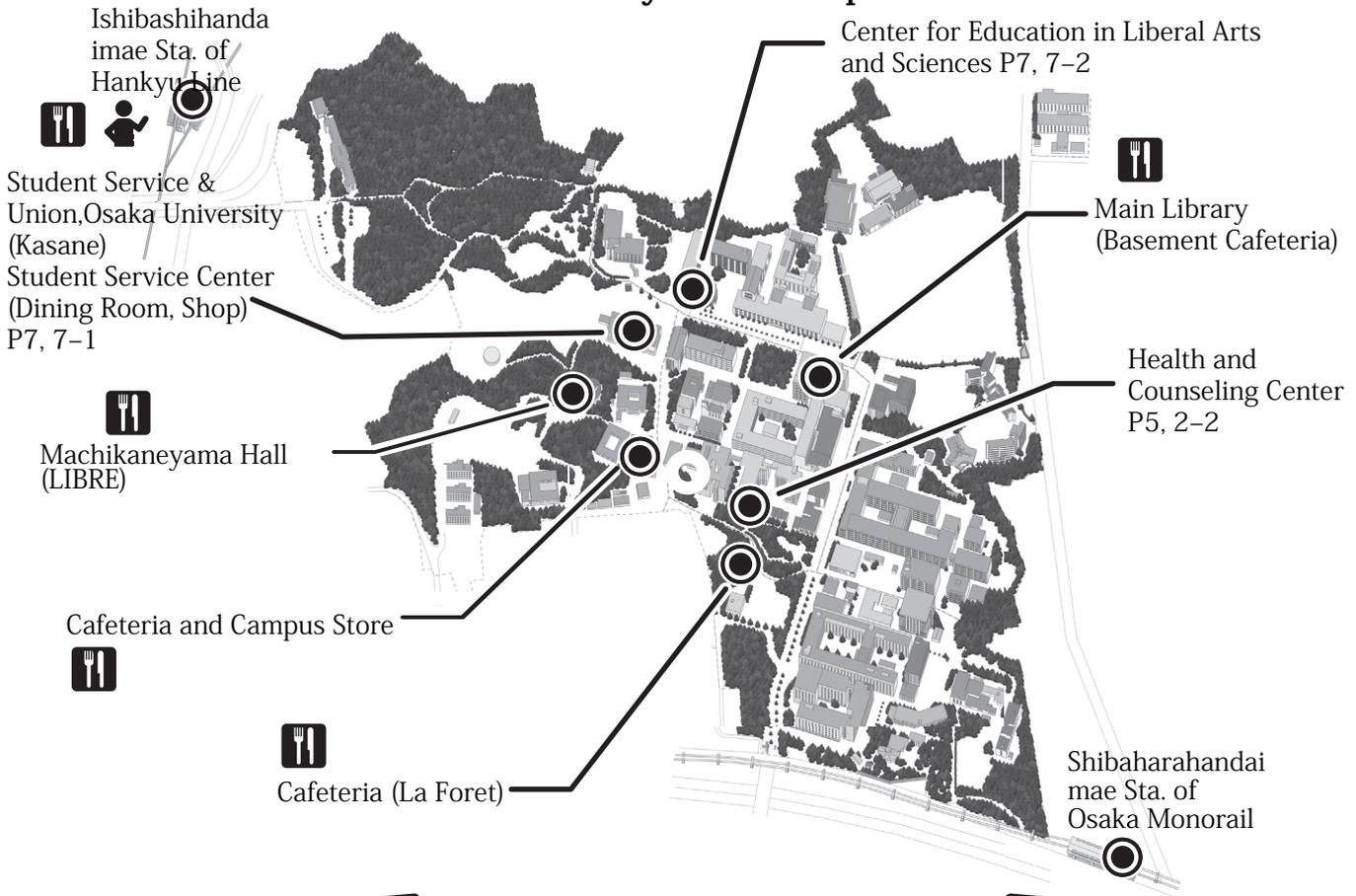


## About contact by e-mail from KOAN

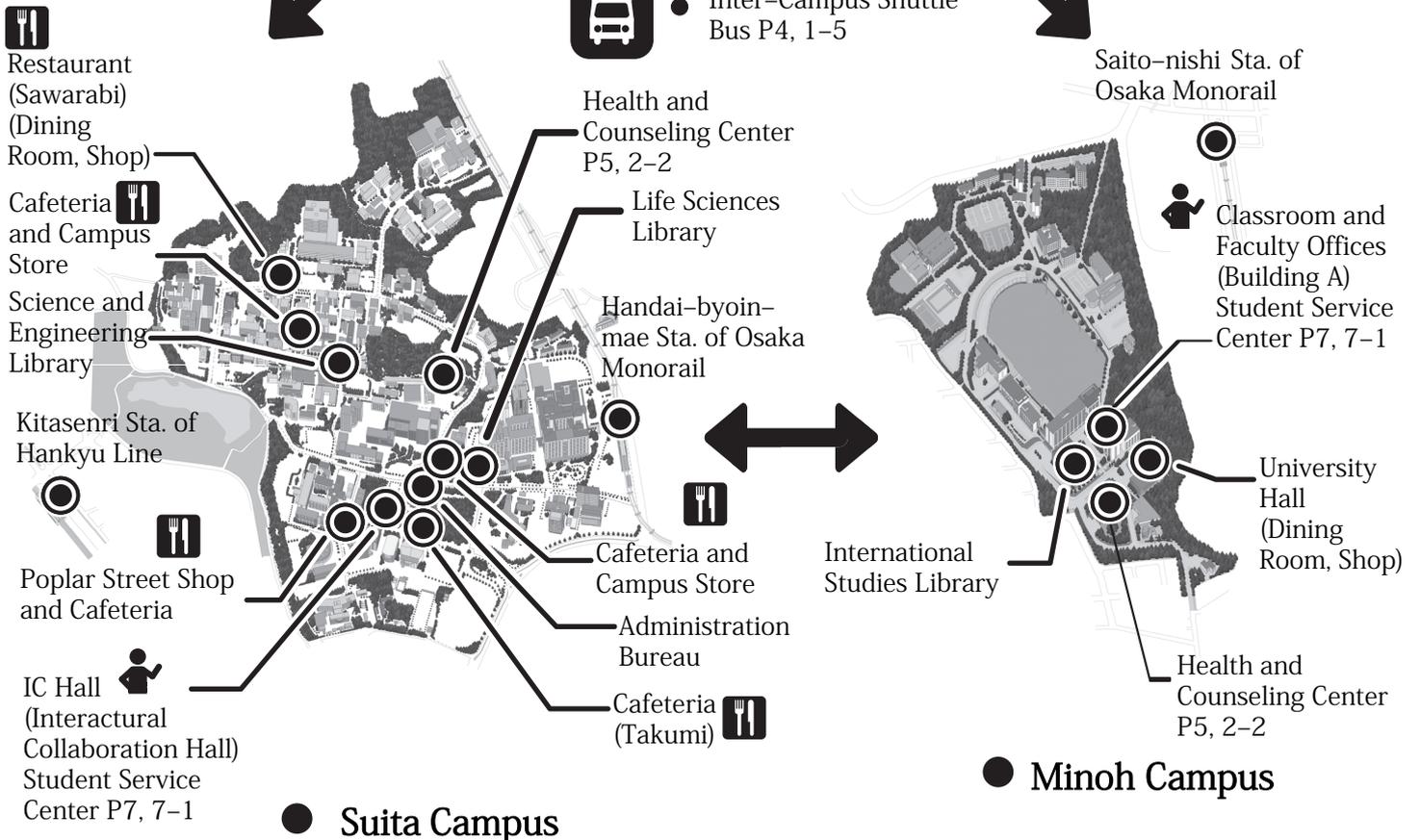
### Let's make good use of e-mail forwarding function of KOAN !

- We will inform you information about canceled / make-up class by e-mail from KOAN.
  - Emails from KOAN are sent to OUMail addresses (u\*\*\*\*\*@ecs.osaka-u.ac.jp) assigned to all students.
  - You can check the emails by accessing KOAN, or forwarding to your mobile phone / smartphone / PC.
  - You should configure the settings to forward your emails to get information from the university surely. In addition, every time you change the email addresses, you should configure the settings to forward your emails again.
  - About details of the settings to forward, you can access "My Handai" and click "KOAN (もっと詳しく)".
- ※ "(もっと詳しく)" means "More details".

## ● Toyonaka Campus



## ● Inter-Campus Shuttle Bus P4, 1-5





# 1 Basic Information about Study

It summarizes various information necessary for studying at university.

<b>1. School Calendar</b> The first and last days of school are changed by the Center for Education in Liberal Arts and Sciences (CELAS) and/or schools. Please confirm them by the University Catalog distributed from the CELAS and/or schools.	<a href="http://osku.jp/w0918">http://osku.jp/w0918</a>
<b>2. Schedule</b> Please confirm the schedule by the University Catalog from the CELAS and/or schools.	
<b>3. KOAN</b> Course registration is performed using KOAN. Make sure to check everyday.	<a href="http://my.osaka-u.ac.jp/MyHandai">http://my.osaka-u.ac.jp/MyHandai</a> (Japanese Only)
<b>4. Supports for Study</b>	<p><b>Osaka University Library</b>          We hold books and magazines that are indispensable for studying at university, and provide e-journals, e-books and databases. In addition, each of the four libraries has a variety of spaces tailored to the purpose of learning, including the "Learning Commons," a space for group discussions and collaborative learning.</p> <p><b>Student Commons, Science Commons</b>          At these commons, you can enjoy self-study and discussions in groups. These facilities are used for discussion with other students, teachers or staffs, events hold by students, teachers or staffs, interaction with foreign students at language cafe and so on. There are various types of rooms, and some rooms can be reserved and chartered.          At Science Commons, you can conduct experiment in some rooms to commune with science.</p> <p><b>Cybermedia Commons</b>          In these areas with various learning equipment, you can enjoy self-learning and research activities.</p> <p><b>Comprehensive Software Contract with Microsoft Enterprise</b>          This contract enables all computers managed by the university to be upgraded to the latest Windows OS and have the latest version of MS Office installed free of charge.</p> <p><b>Cybermedia Center Educational Computer System</b>          Computers are connected to the campus network. Students can use them for writing email and reports, programming, and language learning.</p> <p><b>Osaka Daigaku Information Network System(ODINS)</b>          Information and communication technology infrastructure for secure Internet access</p> <p><b>"Campus Members" — Museums and Art Museums</b>          By showing your student ID card, you are able to gain admission at no charge or at a discount to the 13 museums and other facilities in the Kansai region.</p>
<b>5. Shuttle Bus Service</b> Free shuttle bus service for lectures and extra curricular activities between the three campuses --Toyonaka, Suita, and Minoh-- is available(1-3 buses per hour). <u>However, you can not directly commute by these buses from your house.</u>	<a href="http://osku.jp/q004">http://osku.jp/q004</a>
<b>6. Weather warnings and emergency warnings</b> Classes may be cancelled due to weather warnings.	<a href="http://osku.jp/a078">http://osku.jp/a078</a>
<b>7. GPA [Grade Point Average] system</b> A system for evaluating academic grades.	<a href="http://osku.jp/w062">http://osku.jp/w062</a> (Japanese Only)
<b>8. Safety Manual</b> Safety instructions for students performing experiments in the lab. Science students are strongly encouraged to read.	<a href="http://osku.jp/p037">http://osku.jp/p037</a>
<b>9. Introduction to Academic Writing for Osaka University Student</b> After entering the university, it is necessary to prepare reports and presentation materials for many subjects. Writing academic texts required by the university is called academic writing. This booklet contains the know-how to practice academic writing. New students, regardless of faculty, should read it.	<a href="http://hdl.handle.net/11094/71454">http://hdl.handle.net/11094/71454</a>

[My Handai Top Page from 1-3 <https://my.osaka-u.ac.jp>]



This is a shortcut icon to KOAN.



## 2 Consultations about study, student life, and employment

We will respond to various troubles in your student life.

1. <b>Consultations about study, Osaka University Library (Learning Support Desk)</b> At the consultation desk in the libraries, graduate students give advice on study as learning supporters.		<a href="https://www.library.osaka-u.ac.jp/ta/">https://www.library.osaka-u.ac.jp/ta/</a>
2. <b>About concerning with health, Consultations about your student life, About learning support for disability students</b>	<b>Health and Counseling Center</b> This center provides health checkups and health consultation services in order to promote the health of students and staff. Medical doctors give advice on your physical and psychological worries. Experienced counselors give you advice on worries about your student life. (Consultation in English is available. We also provide consultation for parents. Your personal information is protected by privacy laws.)	<a href="https://hacc.osaka-u.ac.jp/ja/">https://hacc.osaka-u.ac.jp/ja/</a> (Japanese Only)
	<b>Center for Education in Liberal Arts and Sciences (Sports &amp; Health Education Department)</b> This department plans curriculum regarding health and sports for students in their 1st year. This provides various classes according to individual physical power.	<a href="http://www.celas.osaka-u.ac.jp/sports/">http://www.celas.osaka-u.ac.jp/sports/</a>
3. <b>Career Support</b> Osaka University supports students by providing employment information, employment/career guidance, and consultation services.		<a href="http://osku.jp/q0782">http://osku.jp/q0782</a> <a href="http://osku.jp/k0854">http://osku.jp/k0854</a> <a href="http://osku.jp/a0959">http://osku.jp/a0959</a> (Japanese Only)
4. <b>Internships</b> Information about internships, such as collecting information, how to apply, and procedures to be completed after receiving a formal offer.		<a href="http://osku.jp/c0243">http://osku.jp/c0243</a>
5. <b>Teaching Certificate</b> Outline of the teaching certificate course designed to give a teaching certificate for junior and senior high school, as well as nursing teachers. Students hoping to take this course are required to participate in the guidance session for this course to be held in early April.		<a href="http://osku.jp/g012">http://osku.jp/g012</a> (Japanese Only)
6. <b>Consultation Services at school and CELAS</b> For more information, check the URL on the right.		<a href="https://my.osaka-u.ac.jp">https://my.osaka-u.ac.jp</a> (My Handai) (Japanese Only)



## 3 Extracurricular activities

As with classes, extracurricular activities are also important. Let's participate in the following.

1. <b>Official student groups and procedures for extracurricular activities</b> It shows Introduction to Official Student Groups & Procedures for extracurricular activities. To see extracurricular activity facilities, you can confirm them on the campus maps.		Introduction to Official Student Groups <a href="http://osku.jp/d041">http://osku.jp/d041</a> Student service centers <a href="http://osku.jp/p025">http://osku.jp/p025</a>
2. <b>Undergraduate Research Project</b> To support students' independent research, research funds, as well as advice on research from a faculty advisor, is provided.		<a href="http://osku.jp/t0744">http://osku.jp/t0744</a>



## 4 Study Abroad

It summarizes various information necessary for studying abroad.

- Support Programs for Students Studying Abroad**  <http://osku.jp/s015>
  - Osaka University offers several overseas study programs, such as student exchange programs, short-term study abroad programs, and overseas internship programs. Choose a program according to your aim in consideration of your future plan and the timing of your enrollment.
- Preparing for Study Abroad**  <http://osku.jp/g090>

Make adequate preparations by collecting information, such as getting advice from your faculty advisor, students with experience of study abroad, persons in charge of educational affairs of your school, as well as reading the Guidebook for Studying Abroad for Osaka University Students and collecting information over the Internet.

  - **Financial Aid for Studying Abroad**  <http://osku.jp/f027>
    - **Classes conducted in English (OUSSEP)**  <http://osku.jp/a0758>
  - Major financial aid programs for Osaka University students hoping to study abroad are outlined here. In addition, there is financial aid available from private foundations. Please check KOAN for the latest information.
  - OU students can take International Exchange Subjects conducted in English. In addition to OUSSEP, there are other courses in English.
- Overseas Centers**  <http://osku.jp/w039>

Osaka University's overseas centers located in the U.S., the Netherlands, Thailand, and China for promoting international exchange and supporting students who are preparing for studying at the university



## 5 Things to know for your safety For your comfortable student life

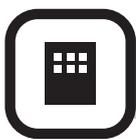
<p>1. <b>Be careful not to give in to cult solicitation</b> When you find an dubious invitation, send an e-mail to consult. &lt;ouen@ccc.osaka-u.ac.jp&gt;</p> <p>2. <b>Avoiding scams</b></p> <p>3. <b>Substance abuse — not a joking matter</b></p> <p>4. <b>Cautions on consumption of alcoholic beverages</b></p> <p>5. <b>What to do if you are in a car accident</b></p> <p>6. <b>Campus beautification/Lost and found articles/Keep a quiet environment/Protection against theft</b> Students often encounter various difficulties. Here are some solutions to troubles. Make sure to read these webpages thoroughly.</p>	<p><a href="http://osku.jp/k074">http://osku.jp/k074</a></p>
<p>7. <b>Rules concerning commuting to school</b> Osaka University encourages its students to walk or use public transportation to get to and from its campuses. Generally, students are not permitted to commute to OU campuses by car, motorcycle, or motor scooters. Stick to the rules on bicycles and parking.</p>	<p><a href="http://osku.jp/b0873">http://osku.jp/b0873</a> <a href="http://www.pref.osaka.lg.jp/attach/27645/00000000/jitensha_rulebook.pdf">http://www.pref.osaka.lg.jp/attach/27645/00000000/jitensha_rulebook.pdf</a> (Japanese Only)</p>
<p>8. <b>Automated External Defibrillator (AED)</b> Automated external defibrillators (AEDs) are placed in the school. Learn how to use an AED in case of emergency.</p>	<p><a href="http://osku.jp/k058">http://osku.jp/k058</a> (Japanese Only)</p>
<p>9. <b>Preparing for Disasters</b> Information about how to prevent and prepare for fires and earthquakes</p>	<p><a href="http://osku.jp/h051">http://osku.jp/h051</a> (Japanese Only)</p>
<p>10. <b>Preventing harassment (consultation services)</b> Osaka University strives to create a harassment-free environment.</p>	<p><a href="http://osku.jp/x031">http://osku.jp/x031</a></p>
<p>11. <b>Saving energy</b> Energy saving approaches at Osaka University.</p>	<p><a href="http://www.osaka-u.ac.jp/ja/academics/ed_support/Sustainable-campusoffice">http://www.osaka-u.ac.jp/ja/academics/ed_support/Sustainable-campusoffice</a></p>



## 6 Procedures and certificates It summarizes various procedure necessary for tuition exemption, scholarship, certificate, insurance.

<p>1. <b>Handling Procedures</b> Information about tuition fees, financial aid, insurances, finding employment, extracurricular activities, student dormitories, changing in status, classes, issuance of certificates, and consultation services.</p>	<p><a href="http://osku.jp/g033">http://osku.jp/g033</a></p>	
<p>2. <b>Tuition Fee, Entrance Fee</b></p>	<p><b>Tuition Fees</b> Tuition fees and methods for making tuition payments</p>	<p><a href="http://osku.jp/v055">http://osku.jp/v055</a></p>
	<p><b>Tuition (Entrance) Fee Exemption</b> A system of exemption of payment of tuition (entrance) fees that supports students who are recognized as encountering difficulty in the payment of these fees</p>	
<p>3. <b>Scholarships &amp; Loans</b> Financial aid from the Japan Student Service Organization, municipal governments, and private organizations</p>	<p><a href="http://osku.jp/z074">http://osku.jp/z074</a></p>	
<p>4. <b>Various Certificate</b></p>	<p><b>Student ID Card</b> The student identification card verifies a student's status in the university and is used in using the automatic certificate issuing machine and entering university libraries. All students must carry their student ID wherever they go.</p>	<p><a href="http://osku.jp/b044">http://osku.jp/b044</a></p>
	<p><b>Automatic Certificate Issuing Machine</b> Machines for issuing certificates for students and fare discount certificates for student travel</p>	<p><a href="http://osku.jp/z028">http://osku.jp/z028</a></p>
	<p><b>Certificate of Commuter Status</b> A certificate of commuter status for students necessary for purchasing commuter tickets</p>	<p><a href="http://osku.jp/d072">http://osku.jp/d072</a></p>
	<p><b>Fare discount certificates for student travel</b> A certificate of commuter status for students necessary for purchasing JR long-distance tickets</p>	<p><a href="http://osku.jp/q078">http://osku.jp/q078</a></p>

5. <b>Insurance</b>	<b>Personal Accident Insurance for Students Pursuing Education and Research (PAS)</b> The system to indemnify students for the number of days that medical treatment is needed for injury incurred during regular curricular activities, extracurricular activities, or while commuting to or from university. All students are required to participate in this insurance plan.	<a href="http://osku.jp/w083">http://osku.jp/w083</a>
	<b>Liability Insurance for Students Pursuing Education and Research (LSR)</b> This insurance covers cases where the insured person is legally liable for damages during regular curricular activities, extracurricular activities, or commuting. Students going for teaching practice are strongly encouraged to participate in this insurance.	
	<b>Comprehensive Insurance</b> This insurance covers a wider range than that covered by PAS.	
6. <b>National Pension</b> A pension system that all registered residents of Japan, both Japanese and foreign, are required to enroll in. For more information about "Special Exemption of National Pension Payment for Students"		<a href="http://www.nenkin.go.jp/kanyu/">http://www.nenkin.go.jp/kanyu/</a>
7. <b>Housing (Student Dormitories)</b> There are five student dormitories. Please note that in the case of international students, the university will assign international students to dormitories; it will not advertise for them (as it does for Japanese students).		<a href="http://osku.jp/e017">http://osku.jp/e017</a>



## 7 On-campus facilities

Helping your student life with sufficient facilities

1. <b>Student Service Center</b> At Student Centers on the three campuses, students can get services such as: applications and procedures for financial aid, applications and procedures for exemption from payment of enrollment and tuition fees, procedures for extracurricular activities, and information about employment. The centers also provide consultations on campus life.	<a href="http://osku.jp/p025">http://osku.jp/p025</a>
2. <b>Center for Education in Liberal Arts and Sciences</b> This center provides general education for students in the first and second years.	<a href="http://www.celas.osaka-u.ac.jp/">http://www.celas.osaka-u.ac.jp/</a>
3. <b>Campus Stores and Cafeteria</b> There are business establishments such as cafeterias and stores on the Toyonaka, Suita, and Minoh campuses.	<a href="http://osku.jp/b069">http://osku.jp/b069</a>
4. <b>On-campus Nursery Schools / Temporary Nursery School</b> Students and faculty and staff can use On-campus Nursery Schools (2 on the Suita Campus, 1 on the Toyonaka Campus). There is also a temporary nursery school to look after preschoolers and elementary school students on a temporary basis.	<a href="http://www.hoikuen.osaka-u.ac.jp/">http://www.hoikuen.osaka-u.ac.jp/</a> <a href="http://www.danjo.osaka-u.ac.jp/facilities/nursery-room/">http://www.danjo.osaka-u.ac.jp/facilities/nursery-room/</a>
5. <b>Nakanoshima Center</b> Located in Nakanoshima, the birthplace of Osaka University, this center provides lectures for graduate students and is involved in society-university collaboration activities as the fourth campus. Undergraduate students can use study rooms with Wi-Fi access.	<a href="http://www.onc.osaka-u.ac.jp">http://www.onc.osaka-u.ac.jp</a>
6. <b>Tokyo Office</b> Osaka University's base in the Tokyo metropolitan area. Located in Kasumigaseki, Tokyo, it is used for meetings, lectures, and job-hunting for undergraduate students.	<a href="http://osku.jp/z040">http://osku.jp/z040</a>



## 8 Others

1. <b>No Smoking on Campus</b> Osaka University is reinforcing its efforts to keep secondhand smoke away from students and staff. Currently, smoking is only allowed in designated smoking areas on campus.	<a href="http://osku.jp/f011">http://osku.jp/f011</a>
2. <b>Organization of the University</b> Locations of undergraduate and graduate schools	<a href="http://osku.jp/f028">http://osku.jp/f028</a>
3. <b>Residence registration</b> If your address has changed, you need to notify the municipal government of your residence. For more information, visit the Ministry of Internal Affairs and Communications website	<a href="http://www.soumu.go.jp/menu_kyotsuu/important/topics081127.html">http://www.soumu.go.jp/menu_kyotsuu/important/topics081127.html</a> (Japanese Only)

Q Question	A Answer
<b>About Study</b>	
<ul style="list-style-type: none"> <li>● What is KOAN ?</li> </ul>	<p>Knowledge of Osaka University Academic Nucleus (KOAN) is an academic information system for registering classes, viewing syllabi, checking lecture cancellation and makeup classes, and referring to transcripts. The university provides important information through KOAN. Be sure to check it regularly. For more information about how to use KOAN, click KOAN (もっと詳しく) at the My Handai website.</p> <p>Contact: The educational affairs division of your school</p>
<ul style="list-style-type: none"> <li>● Student ID Card                             <ul style="list-style-type: none"> <li>• If my student ID card is lost or damaged, what should I do?</li> <li>• If the automatic certificate issuing machine doesn't read the magnetic strip on my student ID card, what should I do?</li> </ul> </li> </ul>	<p>Please notify the student service center to complete the procedures for reissuance of your card. If you change your personal information such as address, please contact the educational affairs division of your school immediately.</p> <ul style="list-style-type: none"> <li>• Suita Campus: Education Affairs Information Section, Education Planning Division, Department of Education and Student Affairs, 1st Basement, Administration Bureau, Suita Campus, Tel: 06-6879-7105</li> <li>• Toyonaka Campus: Toyonaka Student Service Center, 2nd floor of Student Union, Toyonaka Campus, Tel: 06-6850-5030</li> <li>• Minoh Campus: Minoh Student Service Center, 1st floor of Building A, Minoh Campus, Tel: 072-730-5082</li> </ul>
<ul style="list-style-type: none"> <li>● How can I get a certificate (or fare discount certificate)?</li> </ul>	<p>You can get certificates and fare discount certificates by the automatic certificate issuing machine. For information about types of certificate and locations of the machine, visit Osaka University website.</p>
<ul style="list-style-type: none"> <li>● I need to take a class on another campus. How can I get from our campus to the other?</li> </ul>	<p>You can use free shuttle bus service. For the timetable, visit Osaka University website. For Lost and Found articles from the buses, please contact the General Affairs Section, Education Planning Division, Department of Educational and Student Affairs, Suita Campus. (B1 floor of the Administration Bureau) afternoon of the following day. Tel: 06-6879-7094</p> <p>※You can not directly commute by these buses from your house.</p>
<ul style="list-style-type: none"> <li>● Are lectures canceled because of weather warnings?</li> </ul>	<p>Please confirm by the University Catalog distributed from university or Osaka University website(<a href="http://www.osaka-u.ac.jp/en/guide/student/general/severe_weather">http://www.osaka-u.ac.jp/en/guide/student/general/severe_weather</a>). In that case, you can find information about lectures, shuttle buses, scholarship, safety confirmation and so on our Twitter [<a href="https://twitter.com/OU_emergency">@OU_emergency</a>].</p> <p>Contact: the educational affairs division of your school, Center for Education in Liberal Arts and Sciences (CELAS)</p>
<ul style="list-style-type: none"> <li>● I'm thinking of study abroad. Are there any consultation services for studying abroad?</li> </ul>	<p>The Center for International Education and Exchange, the International Student Affairs Division Department of International Affairs, and the educational affairs division of your school provide consultation services. Please feel free to contact.</p> <p>Contact: • Center for International Education and Exchange (consultation by faculty) Mail:<a href="mailto:go-abroad[at]ciee.osaka-u.ac.jp">go-abroad[at]ciee.osaka-u.ac.jp</a></p> <ul style="list-style-type: none"> <li>• International Student Affairs Division Department of International Affairs (general inquiry)Mail:<a href="mailto:outbound[at]ciee.osaka-u.ac.jp">outbound[at]ciee.osaka-u.ac.jp</a></li> </ul> <p>Replace [at] with @ when contacting this address.</p>
<b>About Student Life</b>	
<ul style="list-style-type: none"> <li>● What can I do if I lose any of my personal belongings on campus?</li> </ul>	<p>Please report the incident to an office at the nearest facility. If you found something belonging to someone else, please report it to an office at the nearest facility.</p> <p>Contact: The educational affairs division of school</p>
<ul style="list-style-type: none"> <li>● I want to talk to someone about my problems. Where can I get consultation services?</li> </ul>	<p>Osaka University offers student counseling and consultation services. Do not hesitate to ask for help. Your personal information will be protected. Contact point varies depending upon the nature of the service. Please confirm KOAN and so on.</p>