



## 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 read it as necessary.
- Osaka University provides a variety of useful information 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 you 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 sending documents, we may contact your address or your telephone number etc. which you registered in advance.
- ※ You can use KOAN to register for courses, register for address, search syllabi, access the bulletin board, 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.
- ◎ You can also check the KOAN bulletin board via the official smartphone app “MyHandai App”. Details and downloading the app can be found on MyHandai (<http://osku.jp/myouapp>).



## About contact by e-mail from KOAN

- We will inform you about canceled / make-up class via e-mail from KOAN.
- Emails from KOAN are sent to OUMail addresses (u\*\*\*\*\*@ecs.osaka-u.ac.jp) assigned to all students.
- You can also check the OUMail by setting the forwarding to other email address which you usually use.
- 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 find the KOAN manual (<http://osku.jp/z0330>) on My Handai.



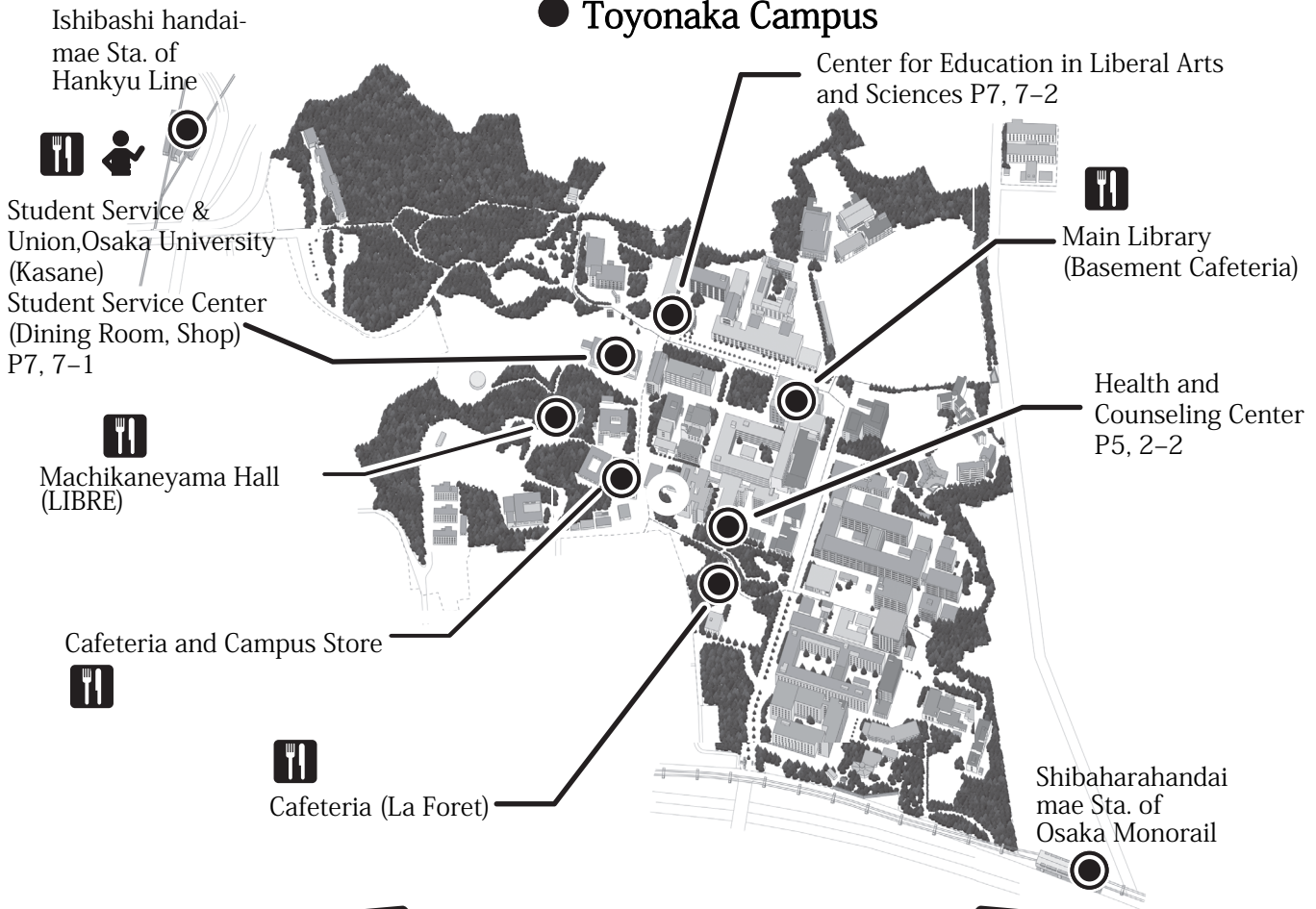
## What you need to know before starting your student life

We will release the useful video contents on MyHandai for your fruitful study such as “General education at Osaka University”, “Student Life” and “Efforts to Address Human Rights Issues”.

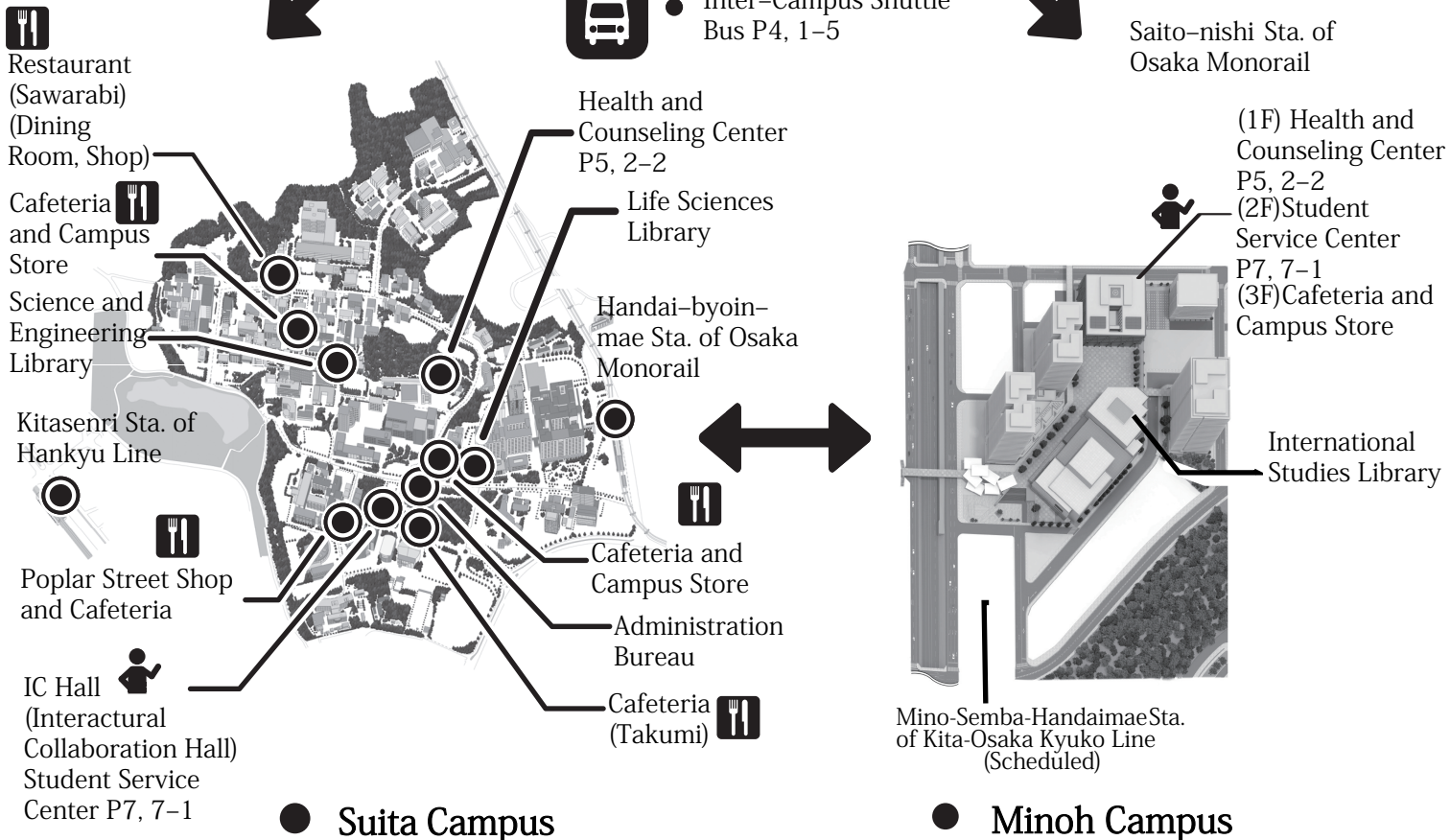
Academic staff explains what you need to know before starting your study life through each video content. Please see these contents on MyHandai (<https://my.osaa-u.ac.jp/>).

\* You are requested to input your ID and password to log in to MyHandai.

## ● 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 semester 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> KOAN is an academic information system for registering classes, viewing syllabi, checking lecture cancellation and makeup classes, and referring to transcripts. Make sure to check everyday.	<a href="http://my.osaka-u.ac.jp/">http://my.osaka-u.ac.jp/</a> (My Handai) (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>How to use the library for your research activities</b>          You can catch the special information to use the library, and it'll help your research activities. It is included the significance of literature research, the flow of literature acquisition, the resources available at Osaka University, and the use of the university library network that supports research activities.</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 held 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>Campus resources utilized for academic writing skills</b>          After entering a university, it will be necessary to prepare for reports and presentation materials in many classes. It is called "academic writing skill", which is required for your study at university. Regardless of the faculty you belong to, please look through each content since there are some self-study materials and various supports.</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>Collaboration and Learning Environment (CLE)</b>          CLE is a support system for classes. You can access it anytime and anywhere connected to the Internet.</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 enter the 13 affiliated museums or facilities in Kansai region with discount or no admission fee.</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). *Do not use the Shuttle Bus Service for commuting even if you live around other campus.	<a href="http://osku.jp/q004">http://osku.jp/q004</a>
<b>6. Cancellation of classes</b> Classes might be canceled in case that it would be weather warnings, disasters, and suspension of public transportation. Please see the criteria in advance.	<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>

[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 students with disabilities</b>	<b>Health and Counseling Center</b> This center provides medical 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. 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. There are some unique lessons which covers each individual's physical level, several sports and health sciences.	<a href="https://www.celas.osaka-u.ac.jp/sports/">https://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 GuidanceA held in the 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 the research by undergraduate students not related to the curriculum of the faculty you belong to, Osaka University has a project, which provides research fund and the advice by a faculty advisor.		<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**

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

[North American Center] <http://osku.jp/i0531> [European Center] <http://osku.jp/n0417> [ASEAN Center] <http://osku.jp/a0922> [East Asian Center] <http://osku.jp/n0965>



## 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 a 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>	<ul style="list-style-type: none"> <li>• Rules and regulations for transportation and biking <a href="http://osku.jp/b0873">http://osku.jp/b0873</a></li> <li>• Osaka Prefecture bicycle regulations <a href="http://www.pref.osaka.lg.jp/dorokankyo/osakajitensha/">http://www.pref.osaka.lg.jp/dorokankyo/osakajitensha/</a></li> </ul>
<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="https://www.celas.osaka-u.ac.jp/">https://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.	<ul style="list-style-type: none"> <li>• On-campus Daycare Center <a href="http://www.hokuen.osaka-u.ac.jp/">http://www.hokuen.osaka-u.ac.jp/</a></li> <li>• Short-term child care <a href="http://www.danjo.osaka-u.ac.jp/facilities/nursery-room/">http://www.danjo.osaka-u.ac.jp/facilities/nursery-room/</a></li> </ul>
5. <b>Nakanoshima Center</b> ※It is not available to use from April 2021 to March 2022 due to the renovation work.	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/i011">http://osku.jp/i011</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)
4. <b>Icho Festival</b>	The Icho Festival is a celebration of welcome for new students to the university, but it is also a great opportunity to strengthen friendship and ties among faculty, staff, students, and the local community. Moreover, it is a celebration of the anniversary of the university's founding on May 1. Details can be found on the website of Osaka University Festival Central Executive Committee.	<ul style="list-style-type: none"> <li>• Osaka University website <a href="https://www.osaka-u.ac.jp/">https://www.osaka-u.ac.jp/</a></li> <li>• Osaka University Festival Central Executive Committee <a href="https://ichosai.com">https://ichosai.com</a></li> </ul>

Q Question	A Answer
<b>About Study</b>	
<p>● What is KOAN ?</p>	<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. Contact: The educational affairs division of your school</p>
<p>● Student ID Card</p> <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> <p style="text-align: right;">&lt;Website&gt;<a href="http://osku.jp/a0197">http://osku.jp/a0197</a></p>	<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: 06-6850-6119</li> <li>• Minoh Campus: Please see the following URL. &lt;Website&gt; <a href="http://osku.jp/a0197">http://osku.jp/a0197</a></li> </ul>
<p>● How can I get a certificate (or fare discount certificate)?</p> <p style="text-align: right;">&lt;Website&gt;<a href="http://osku.jp/z028">http://osku.jp/z028</a></p>	<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>
<p>● I need to take a class on another campus. How can I get from our campus to the other?</p>	<p>You can use free shuttle bus service. For the timetable, visit Osaka University website. ※You can not directly commute by these buses from your house. 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>● Are lectures canceled because of weather warnings?</p>	<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 [ @OU_emergency ] . Contact: the educational affairs division of your school, Center for Education in Liberal Arts and Sciences (CELAS)</p>
<p>● I'm thinking of study abroad. Are there any consultation services for studying abroad?</p>	<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. 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> • 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> Replace [at] with @ when contacting this address.</p>
<b>About Student Life</b>	
<p>● What can I do if I lose any of my personal belongings on campus?</p>	<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. Contact: The educational affairs division of school</p>
<p>● I want to talk to someone about my problems. Where can I get consultation services?</p>	<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>