

## Instruction Manual

(Student Life Guide)



<http://osku.jp/FOR-STUDENT-EN>

◀ Check this code  
for more details!



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.



## 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 develop human resources who can become leaders in a knowledge-based society that has acquired.

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



## 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 document, 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 boards, confirm canceled / make-up classes or answer questionnaires over the internet.
- Access Osaka University Campuswide IT Authentication Service page (<https://my.osakau.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

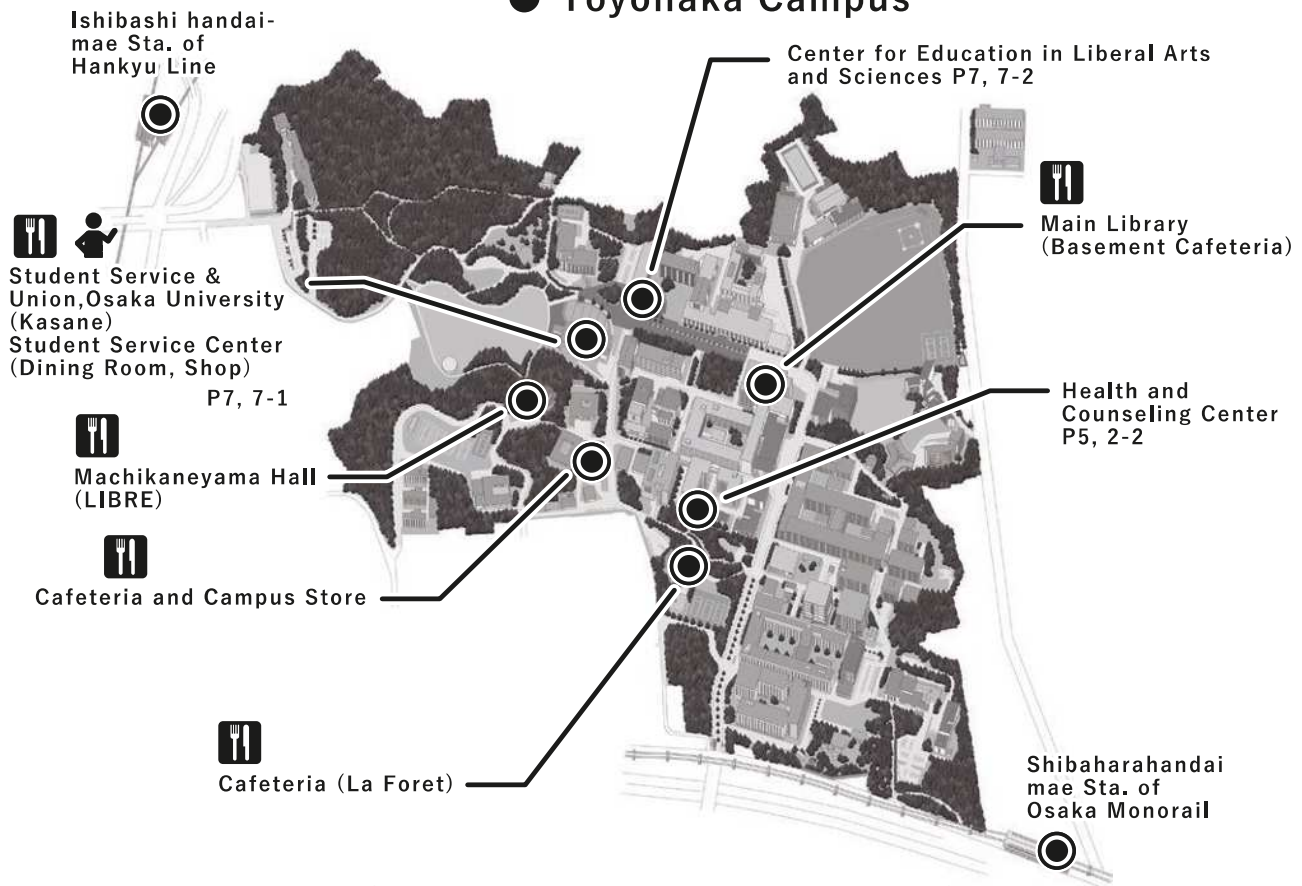
- We will inform you about canceled / make-up class via e-mail from KOAN.
  - Emails from KOAN are sent to OUMail address (u\*\*\*\*\*@ecs.osaka-u.ac.jp) assigned to all students.
  - You can set the forwarding to your email address which you usually use.
  - You should configure the settings to forward your emails to get information from the university surely.
- In addition, every time you change your email address, you should set to forward again.
- About details of the settings to forward, you can find the KOAN manual (<http://osku.jp/z0330>) on MyHandai.



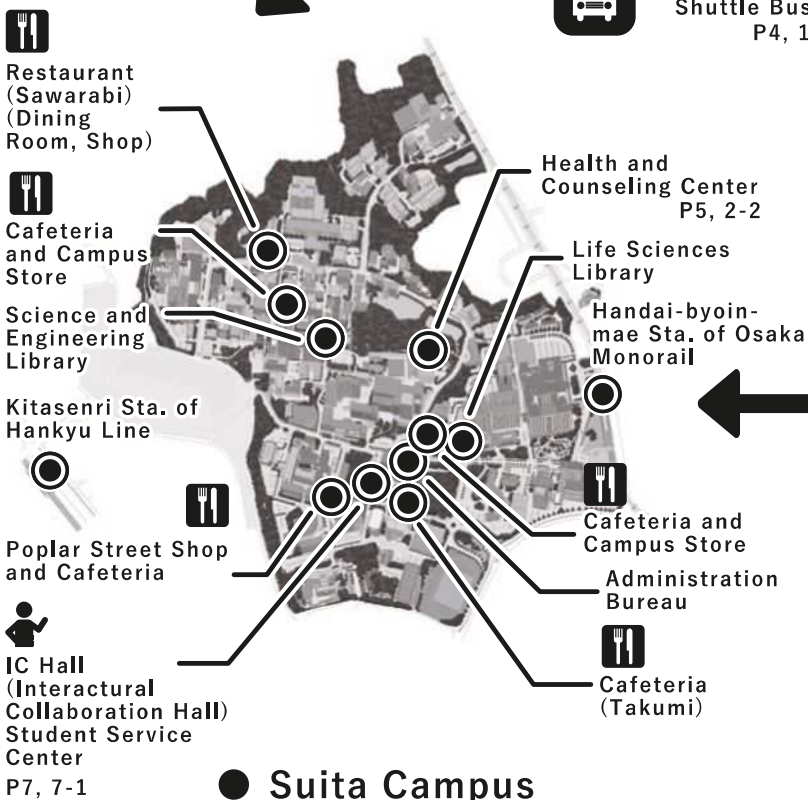
Shortcut icon to KOAN

Banner link to the guide page of MyHandai

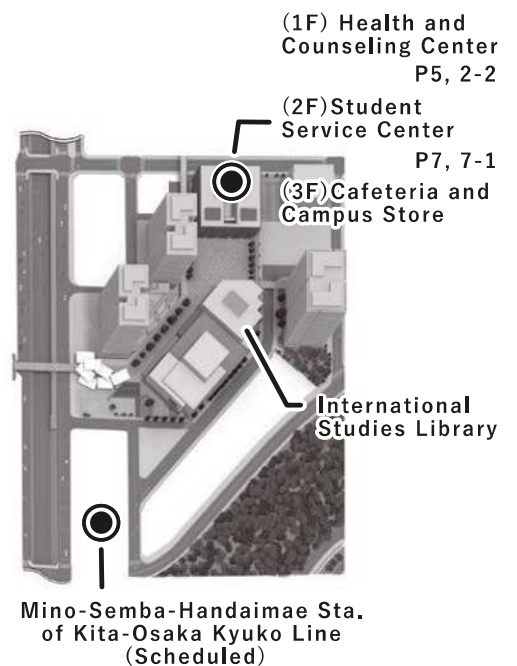
## ● Toyonaka Campus



● Inter-Campus Shuttle Bus  
P4, 1-5



## ● Suita Campus



## ● Minoh Campus



# 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 Student Handbook distributed from the CELAS and/or schools.	
<b>2. Schedule</b> Please confirm the schedule by the Student Handbook 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.	
<b>4. Supports for Study</b>	<div> <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.         </div> <div> <b>How to use the library for your research activities</b>            You can catch the special information about how to use the library, and it'll help your research activities. It includes 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.         </div> <div> <b>Student Commons, Science Commons</b>            At these commons, you can enjoy selfstudy.            Also, 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, some rooms are available for experiment to commune with science.         </div> <div> <b>Cybermedia Commons</b>            In these areas with various learning equipment, you can enjoy selflearning and research activities.         </div> <div> <b>Campus resources for improving 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", 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.         </div> <div> <b>Comprehensive Software Contract with Microsoft Enterprise</b>            With a comprehensive contract with Microsoft, it is available for students to use Office software such as Word, Excel, PowerPoint and to upgrade to the latest Windows.         </div> <div> <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. There are located at each campus.         </div> <div> <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.         </div> <div> <b>Email service for students (OUMail)</b>            The university's e-mail address (Osaka University personal ID@ecs.osaka-u.ac.jp) will be distributed, and various information from faculty members and university will be sent to this e-mail address.         </div> <div> <b>Osaka Daigaku Information Network System(ODINS)</b>            Information and communication technology infrastructure for secure Internet access.         </div> <div> <b>"Campus Members" Museums and Art Museums</b>            By showing your student ID card, students are able to gain admission at "no charge" or "discount" to the museums and other facilities.         </div>
<b>5. Inter- Campus Shuttle Bus Service</b> ※ Do not use the Inter- Campus Shuttle Bus Service for commuting even if you live around other campus. Free shuttle bus service for attending lectures and participating in extra curricular activities between the three campuses Toyonaka, Suita, and Minoh is available(1~3 buses per hour).	
<b>6. Cancellation of classes</b> Classes might be canceled due to weather warnings, disasters, and suspension of public transportation. Please see the criteria in advance.	
<b>7. GPA [Grade Point Average] system</b> A system for evaluating academic grades objectively.	
<b>8. Safety Manual</b> Safety instructions for students performing experiments in the lab. Science students are strongly encouraged to read.	



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

We will respond to various troubles in your student life.

<b>1. Study Support at Osaka University Library (Learning Support Desk)</b> Graduate student staff called "Learning Supporters" welcome your questions about studies at consultation desk. The consultation desks are located in Main Library, Science and Engineering Library and International Studies Library.	
<b>2. 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 policies. It also provides the study support for students with disabilities based on a reasonable accommodation.
<b>3. Career Support</b> Osaka University supports students by providing employment information, employment/career guidance, and consultation services.	
<b>4. Internships</b> Information about internships, such as collecting information, how to apply, and procedures to be completed after receiving a formal offer.	
<b>5. 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.	
<b>6. Consultation Services at school and CELAS</b> For more information, check the code on front cover.	



## 3 Extracurricular activities

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

<b>1. Official Student Groups and Procedures for extracurricular activities</b> It shows Introduction to Official Student Groups & Procedures for extracurricular activities.
<b>2. 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.



## 4 Study Abroad

It summarizes various information necessary for studying abroad.

### 1 Support Programs for Students Studying Abroad

- 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.

### 2 Preparing for Study Abroad

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**  
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.
- Classes conducted in English (OUSSEP)**  
OU students can take International Exchange Subjects conducted in English. In addition to OUSSEP, there are other courses in English.

### 3 Overseas Centers

Osaka University's overseas centers are located in the U.S., the Netherlands, Thailand, and China, which support students studying abroad.





## 5 Things to know for your safety

For your comfortable student life

### 1. Be careful not to give in to cult solicitation

If you see a suspicious group of people who are soliciting others or if you were solicited, you are encouraged to send an email to the address noted below. <ouen@ccc.osaka-u.ac.jp>

### 2. Avoid Trouble -- exercise caution in online services

### 3. Substance abuse -- not a joking matter

### 4. Cautions on consumption of alcoholic beverages

### 5. What to do if you are in a car accident

### 6. Campus beautification/Lost and found articles / Keep a quiet environment / Protection against theft

Students often encounter various difficulties. Here are some solutions to troubles. Make sure to read these web pages thoroughly.

### 7. Rules concerning commuting to school

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.

·Osaka Prefecture bicycle regulations  
http://www.pref.osaka.lg.jp/dorokankyo/osakajitensha/

### 8. Automated External Defibrillator (AED)

Automated external defibrillator (AED) are placed in the school. Learn how to use an AED in case of emergency.

### 9. Preparing for Disasters

Information about how to prevent and prepare for fires and earthquakes

### 10. Preventing harassment (consultation services)

Osaka University strives to create a harassment-free environment.

### 11. Human Rights Issues

In all aspects of its activities, the University will eliminate all discrimination related to race, ethnicity, religion, gender, disability, etc., and will protect basic human rights.

### 12. Saving energy

Energy saving approaches at Osaka University.

### 13. SOGI Diversity Guidebook

We hope that each student will be able to act with respect for the diversity of SOGI (Sexual Orientation and Gender Identity), and that there will be no difficulties to their student life. Recognize the diverse personalities and realize your own campus life.



## 6 Procedures and certificates

It summarizes various procedure necessary for tuition exemption, scholarship, certificate, insurance.

### 1. Handling Procedures

Information about tuition fees, financial aid, insurances, finding employment, extracurricular activities, student dormitories, changing in status, classes, issuance of certificates, and consultation services.

### 2. Tuition Fee, Entrance Fee

#### Tuition Fees

Tuition fees and methods for making tuition payments

#### Tuition (Entrance) Fee Exemption

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

### 3. Scholarships & Loans

Financial aid from the Japan Student Service Organization, municipal governments, and private organizations

### 4. Various Certificate

#### Student ID Card

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.

#### Automatic Certificate Issuing Machine

Machines for issuing certificates for students and fare discount certificates for student travel

#### Certificate of Commuter Status

A certificate of commuter status for students necessary for purchasing commuter tickets

<b>4. Various Certificate</b>	<b>Fare discount certificates for student travel</b> A certificate of commuter status for students necessary for purchasing JR long-distance tickets
<b>5. 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 get this insurance.
	<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 go for teaching practice are strongly encouraged to get this insurance.
	<b>Comprehensive Insurance</b> This insurance covers a wider range than that covered by PAS.
<b>6. 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"
<b>7. 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).



## 7 On-campus facilities

Helping your student life with sufficient facilities

<b>1. 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.
<b>2. Center for Education in Liberal Arts and Sciences</b>
This center provides general education for students in the first and second years.
<b>3. Campus Stores and Cafeteria</b>
There are welfare facilities such as cafeterias and stores on the Toyonaka, Suita, and Minoh campuses.
<b>4. 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.
<b>5. 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. ※It is not available to use from April 2021 to March 2023 due to renovation work.
<b>6. Tokyo Office</b>
Tokyo Office is the base of our university in the metropolitan area, located in Kasumigaseki. It is available to use for not only various meetings and lectures, but job hunting for students.



## 8 Others

<b>1. 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.
<b>2. Organization of the University</b>
Locations of undergraduate and graduate schools
<b>3. 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.
<b>4. 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.

Q Question	A Answer
<b>About Study</b>	
<p>● <b>Student ID Card</b></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>Please notify the student service center to complete the procedures for re-issuance 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: Minoh Student Service Center, 2nd floor of building, Minoh Campus, Tel: 072-730-5081</li> </ul> <p>&lt;Website&gt;<a href="http://osku.jp/a0197">http://osku.jp/a0197</a></p>
<p>● <b>How can I get a certificate (or fare discount certificate) ?</b></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>&lt;Website&gt;<a href="http://osku.jp/z028">http://osku.jp/z028</a></p>
<p>● <b>I need to take a class on other campus. How can I get from our campus to the other?</b></p>	<p>You can use free Inter-Campus Shuttle Bus Service. For the timetable, visit Osaka University website.</p> <p>*Do not use the Inter-Campus Shuttle Bus Service for commuting; please use public transportation to commute to your main study/research location.</p> <p>*You may, however, use the Inter-Campus Shuttle Bus Service to travel between campuses if you must attend courses on a different campus than your main study/research location. 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)</p> <p>Tel: 06-6879-7094 &lt;Website&gt;<a href="http://osku.jp/q004">http://osku.jp/q004</a></p>
<p>● <b>I'm thinking of study abroad. Are there any consultation services for studying abroad?</b></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.</p> <p>Contact:</p> <ul style="list-style-type: none"> <li>• Center for International Education and Exchange (consultation by faculty)</li> <li>Mail: <a href="mailto:go-abroad[at]cieee.osaka-u.ac.jp">go-abroad[at]cieee.osaka-u.ac.jp</a></li> <li>• International Student Affairs Division Department of International Affairs (general inquiry)</li> <li>Mail: <a href="mailto:outbound[at]cieee.osaka-u.ac.jp">outbound[at]cieee.osaka-u.ac.jp</a></li> </ul> <p>Replace [at] with @ when contacting this address.</p>
<b>About Student Life</b>	
<p>● <b>What can I do if I lose any of my personal belongings on campus?</b></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.</p> <p>Contact: The educational affairs division of school</p>
<p>● <b>I want to talk to someone about my problems. Where can I get consultation services?</b></p>	<p>Osaka University offers student counseling and consultation services. Do not hesitate to ask for help. Your personal information will be protected. The contact person differs depending on your consultation. Please see "2. Consultations about study, student life, and employment" on this leaflet.</p>
<p>● <b>Is there a cost for consultation / examination at the Health and Consultation Center? Do I need a health insurance card?</b></p>	<p>Consultations and examinations are free of charge, so please feel free to contact us. You don't even need a health insurance card.</p> <p>However, depending on the symptoms, we may refer you to an external medical institution on the same day, so we recommend that you bring it just in case. A health insurance card and medical expenses are required at the medical institution to which you are referred.</p>



## Twitter on Information of Disaster for Students



User Name:OU\_emergency

This is the official twitter account of Educational Planning Division, Department of General Affairs, Osaka University.

We will post the information of "Canceled classes", "Inter-Campus Shuttle bus", "Evacuation spot" and "Safety confirmation". Please follow us.

Educational Planning Division, Department of General Affairs, Osaka University.

1-1 Yamadaoka, Suita-shi, Osaka-fu, 565-0871, JAPAN

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