

# 202 CAMPUS GUIDE

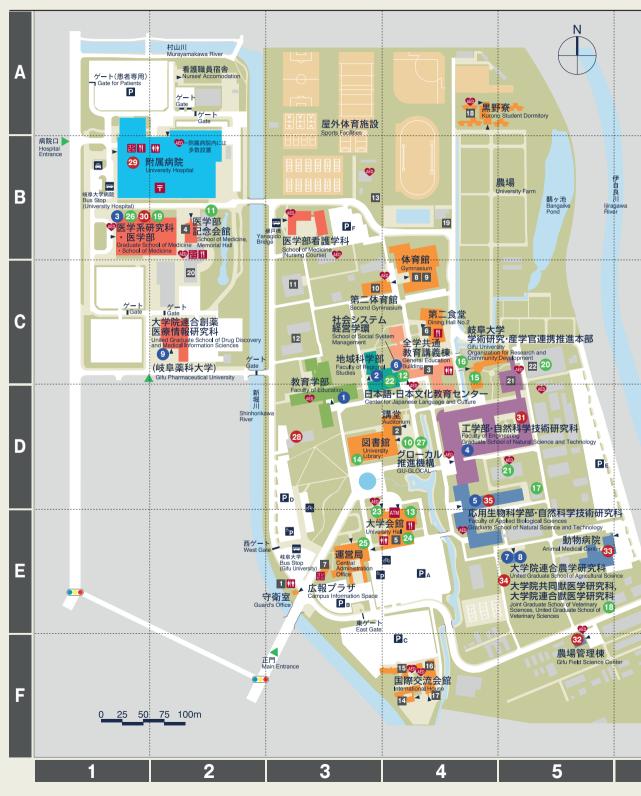
令和3年度 岐阜大学 学生生活ガイド



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# **Campus Map**



Faculty/Graduate School	Build	ing	
D-3 1 Faculty of Education/Graduate School of Education		Security Of	ffice
C-3 2 Faculty of Regional Studies		Auditorium	
B-1 3 Graduate School of Medicine/School of Medicine	=		lucation Building
D-4 4 Faculty of Engineering/	=	Medicine M University	lemorial Hall
Graduate School of Natural Science and Technology D-4 5 Faculty of Applied Biological Sciences/		Dining Hall	
Graduate School of Natural Science and Technology		Convenienc	
C-4 6 School of Social System Management	C-4 8	Gymnasium	ı
E-5 7 United Graduate School of Agricultural Science		•	artial Arts Gymnasium
E-5 3 Joint Graduate School of Veterinary Sciences	C-3 10	Second Gy	mnasium
United Graduate School of Veterinary Sciences C-2 9 United Graduate School of Drug Discovery and Medical Information Sciences	=	Music Build	-
			ology Education Building
University Library		Radio Obse	
D-4 10 University Library	=		al House Building A
B-2 🛈 Medical Library			Al House Building B
		Yanagido H	al House Building C
Organization for Promotion of Higher Education and Student Support	=	-	Ident Dormitory
C-4 12 Foundation Education Promotion, General Education Office			s Training Facility
E-4 (3) Employment Support Office D-3 (14) Academic Core	C-2 20		dicine Education and
			ervices Building
Organization for Research and Community Development	=		esearch Building I esearch Building II
C-4 (15) Organization for Research and Community Development	C-5 44	General Re	search building i
Center for Collaborative Study with Community			
C-4 16 Center for Collaborative Study with Community			
Research Center			
D-5 1 River Basin Research Center			
Centers for Education and Research			
E-5 📵 Life Science Research Center (Division of Genomics F			
B-2 1 Life Science Research Center (Division of Anaerobe F			
C-5 20 Life Science Research Center (Division of Instrumenta D-5 21 Information Management Core	ai Anaiy	SIS)	
C-4 22 Center for Japanese Language and Culture, Gifu University Organization for P	Promotion o	f Glocalization	
E-3 23 Health Administration Center			
E-4 🥺 Health Administration Center (Support Room for Stude	ents wit	h Disabilities	s)
E-3 2 Student Affairs Division, Student Support Division, Adu		s Division,	
Student Affairs Department, Central Administration Of	tice		
Collaboration Center for Medical Education			
B-1 29 Medical Education Development Center (MEDC)	-		
Gifu University Organization for Promotion of Glocaliz	zation	(GU-GLOC	AL)
D-4 20 Gifu University Organization for Promotion of Glocalizati	ion (GU-	GLOCAL)	_
			Bus stop
Faculty-Affiliated Educational Facilities	_		Taxi stand     Parking for Persons with Disabilit
Faculty of Education D-3 2 Special Needs Education Cente	r		Parking for Persons with Disabilit P Parking (A – F)
School of Medicine B-1 49 University Hospital School of Medicine B-1 60 Center for Regional Medicine			Bicycle Parking
School of Medicine B-1 60 Center for Regional Medicine Faculty of Engineering D-5 61 Center for Infrastructure Asset Management T	echnology		
F-5 22 Gifu Field Science Center	CONTINUES		👬 Restroom 🗧 Post Offi
Faculty of Applied Biological Sciences E-5 3 Animal Medical Center			M Dining Hall ATM ATM
Faculty of Applied Biological Sciences E-5 2 Research Center for Wildlife Ma	nageme	ent	Convenience Store AD AED
Faculty of Applied Biological Sciences D-4 3 Center for the Development & Promotion of Jo	oint Veterin		
			Building Entrance

3

農場 University Farm

### **Campus Rules and Regulations**

### The Use of Motorcycles in Designated Areas and Illegal Parking

### **Bicycle and Motorcycle Parking**

To provide a safe and comfortable environment, motorcycles are prohibited around the campus central courtyard (from the bus stop to any areas in front of University Hall, the University Library the front side of General Education Building, etc.). Motorcycles and bicycles must be parked at designated parking lots in an orderly manner so as not to block or interfere with the movement of emergency vehicles.



Student Affairs Department | MAP E-3 (P2)

### Tow Away - Illegally Parked Vehicle Removal & Disposal

Bicycles and motorcycles parked in non-designated areas may be removed or wheel-locked. Please do not park on the sidewalk for the visually impaired (Braille block area).

Even in designated parking lots, bicycles and motorcycles left for long periods of time will be considered abandoned and may be disposed of by the University. The University does not assume responsibility for disposal.

### Area Off-Limits to Two-Wheeled Vehicles (Motorcycles)

#### Gifu University Yanagido Campus Traffic Safety Guidelines (excerpt)

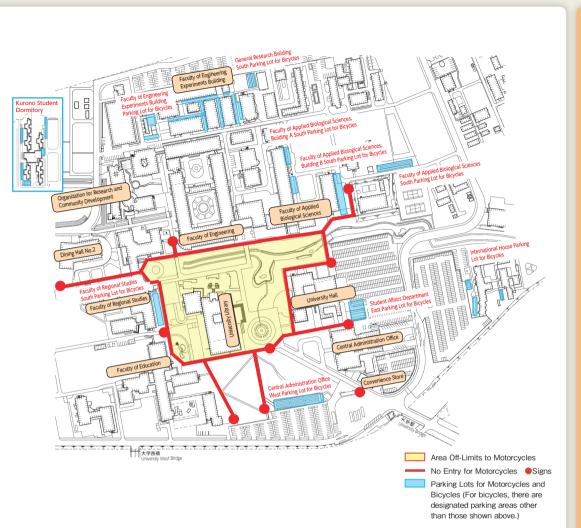
#### (Definition)

No. 2 In these guidelines, the terms are defined as follows.

- 1. The term "automobiles" as used in these guidelines refers to all automobiles (with the exception of two-wheeled vehicles) prescribed by the Road Traffic Act (Act No. 105 of 1960).
- 2. The term "two-wheeled vehicles" as used in these guidelines refers to two-wheeled motor vehicles (motorcycles) and motorized bicycles.
- 3. The term "vehicles" as used in these guidelines refers to automobiles and two-wheeled vehicles.

#### (Compliance Rules)

- No. 4 Persons entering the campus ground by vehicle shall observe the following rules in addition to the relevant traffic laws.
  - 1. Vehicles are permitted on public roads within the campus, to and from dormitory/housing, and parking lots for vehicles and bicycles.
  - 2. Parking is not permitted outside designated parking lots.
  - 3. Parking is not permitted on walkway or other areas paved with brick or stone.



#### **Revisions to the Road Traffic Act**

Revisions to the Road Traffic Act came into force on June 1, 2015. Please observe traffic rules and regulations.

(For more information, please access to http://www.jtsa.or.jp/new/koutsuhou-kaisei.html (Japanese only))

Any cyclist repeatedly charged with "reckless riding" more than two times within three years such as running red light or ignoring a stop sign, is required by law to receive "Bicycle Riding Seminar."

### **Health Administration Center**

### Health Administration Center

The Health Administration Center is a service center provided to ensure a comfortable life on campus. The center offers health guidance, counseling, introductions to medical institutions, and health support based on the results of the annual health checkup. We also provide first aid and health promotion for lifelong health. Should you have any worries or concerns on campus life, please do not hesitate to contact us.

Business hours: Monday to Friday (excluding holidays), 8:30 am-5:00 pm

For your sickness or injury on Campus, first aid is provided by physician or nurse at time during opening hours. If you are feeling unwell, you can rest in bed.

	Doctor Consultation Hour						
	Physician	Psychiatrist	Clinical psychologist				
Mon	-	-	9:00am ~2:00pm				
Tue	10:00am ~0:30pm	9:30am ~0:30pm	9:00am ~5:00pm				
Wed	10:00am ~0:30pm	-	10:00am ~5:00pm				
Thu	11:00am ~0:30pm	-	10:00am ~5:00pm				
Fri	_	_	<ol> <li>① 9:00am ~5:00pm</li> <li>② 10:00am ~5:00pm</li> </ol>				

Appointments are required for consultations with the psychiatrist or clinical psychologist. You can make appointments by telephone, by e-mail, or at the reception desk of Health Administration Center. All services at Health Administration Center are free of charge.

Health Administration Center, 1-1 Yanagido, 501-1193 Gifu, Japan. E-mail: hokencen@gifu-u.ac.jp TEL: +81-58-293-2174 FAX: +81-58-293-2177 URL (English) http://www.hoken.gifu-u.ac.jp/eng\_index.shtml http://www.hoken.gifu-u.ac.jp/img/eng\_annai.pdf.

Personal information such as health check results and consultation records are never distributed outside the Health Administration Center without your permission, except in a life-threatening emergency. All the staff of the center including physicians, public health nurses, and clinical psychologists are certified professionals who maintain confidentiality. Please feel at ease to consult them.

#### Health Checkups

Annual health checkups provide an opportunity for early detection of any health issues and review one's personal lifestyle. The School Health and Safety Act requires students to take annual health checkups. Please confirm the available dates to have your health checkup. After completing your health checkup, the Health Administration Center helps you with retesting, explaining your results, health guidance, hospital referrals, and more. Please review your daily lifestyle and improve your health.

When needed for work or training, health certificates will be issued free of charge by the Health Administration Center to students on the basis of the results of their annual health checkup. Please make sure a health certificate will not be issued if you do not take the annual health checkup.

### Information System for Academic Affairs

To make a reservation for annual health checkup, to answer the health questionnaires, and to confirm the checkups, please use the "Information System for Academic Affairs" on the web.

https://alss-portal.gifu-u.ac.jp/campusweb/top.do?localeCust=ja

 $[Health] \rightarrow [Annual Checkup Result] \rightarrow your private site$ 

Your username and password are the same as those for the University mail. If you forget your username and/or password, please ask the Information Management Core to reissue them.

### **Prevention of Infectious Diseases**

Antibody titer tests for measles, rubella, chicken pox (varicella), and mumps are performed by blood analysis of all new students at the annual health checkup. We recommend vaccination for students with insufficient titer of antibody.

If you have an infectious disease, please inform the academic affairs office as soon as possible for the effective infection control on campus.

#### **Health Promotion**

The Health Administration Center provides health information with "Health Administration Center News." Please access our web site.

http://www.hoken.gifu-u.ac.jp/eng\_index.shtml

Various health brochures are also available at the center.

### **Health Self-Check**

You can make self-check with physical measurements of blood pressure, height & weight, body fat percentage, and visual acuity at any time. You can use this information to understand your health condition and your health management.

#### **Other Services**

First aids kits bag are available for students activities with appointment. Electronic machine for self-measuring of blood pressure is also available.

#### **Smoke-Free Campus Policy**

Smoking causes diseases such as cancer, cardiac disease, stroke, diabetes, and periodontal disease. Furthermore, smoking seriously affects the health of pregnant women and children. It is important for students to develop healthy lifestyles. With the mission to Gifu University, we declared smoke-free campus policy and campus has been completely smoke-free since April 2005. As the results, smoking rate of Gifu University students considerably decreased to 1.5% in 2020 from 14.6% in 1998.

The Health Administration Center provides support services to quit smoking using nicotine replacement therapy. Please do not hesitate to consult us for the support services.



### Getting Started - Student Life at Gifu University

Student Affairs Department | MAP E-3(P2)

### Announcements/Notices from Gifu University

As a general rule, announcements and notices from the Student Affairs Department will be posted on the Student Affairs Department's bulletin boards. Announcements and notices may also be made via the Educational Information System, AIMS-Gifu and University-issued e-mails.

You cannot be absolved of responsibility on the grounds that you missed an announcement or notice. Students are encouraged to check the Student Affairs Department's bulletin board and bulletin boards at their respective faculties at least once a day on your way to class or during lunch time as well as the Educational Information System and AIMS-Gifu. Also, please check your e-mails regularly.

### Student Affairs Department's Bulletin Board

- East side of the Central Administration Office (On the north side wall of the Student Affairs Department Entrance)
- East side wall of the General Education Building

### Information System for Academic Affairs (Campus-G)

As a campus life support system, course registration, lecture cancellation, makeup lecture information, academic results, class attendance, reservation and confirmation of medical checkup and employment opportunity information, etc. are available through oncampus computers or home computers connected to the Internet. Please check the system at least once a week for the updates on tuition application waiver and scholarships.

#### AIMS-Gifu (Academic Instructional Media Service)

As part of proactive learning support system "e-Learning," course announcements, notifications and handouts as well as report submissions and other educational tools are available through on-campus computers or home computers connected to the Internet. For more information, please see Page 9.

#### **Faculty Bulletin Boards**

The bulletin boards of the respective faculties are located near their administration offices. The board may be placed at different locations if there is no space near the office. Please ask your faculty administration office of your faculty for details.

#### Gifu University Official Site

Campus news and information is posted on the Gifu University official site. Please visit the University official site for useful information on student life and the latest news.

Gifu University Official Site http://www.gifu-u.ac.jp/

Student Affairs Department/Information Management Core | MAP D-5 (P2)

### **Privacy Policy**

#### **Privacy Policy**

Gifu University is committed to maintaining good privacy practices as set forth in the Gifu University Privacy Protection Policy Statement and with the Regulations for Privacy Information Management at Gifu University.



### Please protect your personal information from being exploited!

Incidents have been reported in which persons claiming to be from Gifu University have asked students' family members for their addresses, mobile phone numbers, etc.

Gifu University does not contact the family members of students regarding personal information in that manner.

Please warn your family members not to provide personal information if they receive such inquiries.

If you or your family members receives an e-mail asking for personal information, please do not respond to the e-mail and do not click on any links contained within. There are many cases of personal information being exploited after having informed the other party of such information via e-mail, and incidents of damage or harm as a result are on the rise.

#### Student Affairs Department | MAP E-3(P2)

### Web-Based Systems/Websites

### AIMS-Gifu

Academic Instructional Media Service (AIMS-Gifu) is a webbased educational support system at Gifu University.

Course announcements, notifications, handouts, on-line discussions, report submissions, examinations and other educational features are available through computers connected to the Gifu University Campus Network. AIMS-Gifu is accessible from both oncampus and home computers with Internet access.

After course registration, the student's course list is displayed on the screen and the lecture information becomes available on AIMS-Gifu.



A Display Example of AIMS-Gifu Portal Site

### Web-Based Systems/Websites

(written in Japanese or English)

#### University Websites

Gifu University https://www.gifu-u.ac.jp

Health Administration Center http://www.hoken.gifu-u.ac.jp/

University Library https://www.lib.gifu-u.ac.jp/

Information Management Core https://www.imc.gifu-u.ac.jp

Gifu University Co-op https://www.univcoop-tokai.jp/gucoop/

#### Web-Based Systems

AIMS-Gifu (e-Learning) https://aims2.gifu-u.ac.jp/

Information System for Academic Affairs (Course registration, checking academic results and results of health checkups, etc.) https://alss-portal.gifu-u.ac.jp/

NetAcademy2 http://gugogaku.gifu-u.ac.jp/



QR code

Information System for Academic Affairs

#### Local Government

Gifu Prefecture https://www.pref.gifu.lg.jp/ Gifu City https://www.city.gifu.lg.jp/

#### Public Transportation

Nagoya Railroad (Meitetsu) Gifu Bus JR Central (JR Tokai)





Local Government







Gifu Bus

### Submitting Requests & Notifications

Student Affairs Department | MAP E-3(P2)

### **Student ID Card**

Student ID is a form of identification issued to all registered Gifu University students. Please carry your student ID card at all times and be careful not to lose it. You must present your student ID card when taking periodic examinations, requesting the issuance of Certificate of Enrollment and purchasing student train/bus passes. Student attendance may be recorded using student ID cards.

#### Handling of Student ID Card

- Do not bend.
- Do not subject your card to strong impacts.
- Do not damage or get the card dirty.
- Keep the card in a safe place.
- Avoid strong magnetic fields.
- Do not puncture, re-laminated, or hole-punch.

Student Affairs Department | MAP E-3(P2)

### Leave of Absence, Re-enrollment, Withdrawal, Expulsion

- In case a student cannot attend classes for more than three months due to illness or other reasons, the student is allowed to take a leave of absence from the University (In case of illness, a medical certificate from a doctor must be attached). Please submit a request for leave of absence to the administration office of your faculty.
- 2. If, while on a leave of absence, the reason for that absence no longer applies, the student may return to the University. Please contact the administration office of your faculty.
- 3. A student may be expelled from the University in any of these cases: the student has been absent from classes for an extended period of time, the student has no prospect of completing the course of study, or tuition has not been paid without justifiable reasons.



#### Student Affairs Department | MAP E-3(P2)

### **Change of Address**

Please submit the "Notification of Address" to your faculty once you have settled in after your enrollment. In case of change of address, please change your address on AIMS-Gifu and also submit the "Change of Address" form to the administration office of your faculty.



Student Affairs Department | MAP E-3(P2)

### Automatic Certificate Issuing Machine

The following certificates can be issued from the automatic certificate issuing machines using your student ID card:

#### 1. Types of certificates

- Certificate of Enrollment
- Certificate of Enrollment (for non-degree seeking students)
- Student Fare Discount Certificate
- Health Certificate in Japanese (for those who have had an annual health checkup) English version is available at Health Administration Center
- Certificate of Expected Graduation/Course Completion for final-year students who are expected to graduate or complete their degree course
- \* If you require certificates other than the ones above, please contact the administration office of your faculty.
- 2. Machine Locations & Operating Hours
  - On the first floor of the University Hall (8:30 am 7:00 pm)
  - On the second floor of the School of Medicine, Education and Supporting Services Building (8:30 am – 7:00 pm)
  - Student Affairs Department (8:45 am 5:00 pm)

The machines in both locations are in service from Monday through Friday (except for holidays, the year-end and New Year holidays, summer recess\* and during data updates). \*Student Affairs Department closing period is in mid-August

Student Affairs Department | MAP E-3(P2)

### **Issuance of Certificate of Enrollment and Student Fare Discount Certificate**

A Certificate of Enrollment, Student Fare Discount Certificate and Health Certificate can be instantly issued using Automatic Certificate Issuing Machines located in the Student Affairs Department, on the first floor of the University Hall and the second floor of the School of Medicine, Education and Supporting Services Building.

Final-year students who are expected to graduate or complete their course of studies can also use the machines to obtain a Certificate of Expected Graduation/Course Completion.

Limits on the number of **Student Fare Discount** Certificates that can be issued The maximum number of certificates that can be issued to one person (except non-degree seeking students. research students, etc.) is four in one day, and ten in one year. Please use the certificates efficiently and try not to exceed the limit. If you require more than ten certificates due to a job search, attendance at an academic conference or other purposes, please contact the Student Support Division, Student Affairs Department.



[Note]

The Student Fare Discount Certificate is designed for regular curriculum activities, extracurricular activities, job searches, etc. but not for private travel. The Student Fare Discount Certificate is valid for three months from the date of issue. However, it will become invalid from the day after you graduate or drop out.

Students cannot pass on their Student Fare Discount Certificate to someone else. Only the student whose name is indicated on the certificate is permitted to use the Student Fare Discount Certificate.

Please bring your student ID card when purchasing a ticket with the Student Fare Discount Certificate.

Please pay extra attention in using the Student Fare Discount Certificate. If it is used improperly, an additional fee will be charged to the student whose name is on the certificate. In addition, the use of the Student Fare Discount Certificate for all the University students may be suspended by the transportation companies.



Student Affairs Department | MAP E-3(P2)

### Use of University Facilities and Equipment

When students use university facilities or equipment, a request for permission to use or a request to borrow equipment must be submitted to the Student Support Division, Student Affairs Department or the administration office of their faculty. Please follow the instructions for use. The application format is available on AIMS-Gifu (Community)  $\rightarrow$  TAB\_ (Student Affairs Department)  $\rightarrow \bigstar$  (Extracurricular Activity (Application Forms)).

\*This site is only available in Japanese.



General Education Office | MAP C-4 (P2)

### **General Education Course List**

	Course	e Classification		Course Description				
		First-Year Ser	ninar	Gaining knowledge necessary to be a university student and preparation for campus life				
		Humanities		Cultivating the ability to gain a deeper understanding of the				
		Social Science		basics of each academic discipline, as well as comprehensive				
		Natural Scien	ce	understanding				
		Multidisciplina	ary Field	Cultivating the ability to recognize and solve contemporary issues in a cross-disciplinary field				
			lired Course) English 1-3 for Regional Studies					
		& the Facult Biological Sc Joint Departme Medicine).	ty of Applied iences (except nt of Veterinary	Broadening perspectives through communication and multicultural understanding in an increasingly international society				
Liberal Arts Courses		Second Langu required)	iage (I & II:					
	General Education Courses	Sports & Hea	lth Science	Learning the concept of health and acquiring scientific knowledge on physical activities (sports and physical exercise) and health for the purpose of maintaining physical and mental health throughout life. To learn the methods to do so, as part of the course, students will engage in physical fitness exercises and gain basic sports skills.				
		Electives		Studying areas of students' own interests. Students choose courses from General Education Courses (The First-Year Seminar and Japanese Language and Circumstances Courses are excluded).				
		Japanese	Japanese Language	Advanced Japanese Language Courses for international students. Students can transfer up to 2 credits to one foreign language course (except the English Course).				
		Language and Circumstances Courses	Japanese Circumstances	The Japanese Circumstances Courses are designed for international students to give them a deeper understanding of the characteristics of Japanese society, history and culture. Students can transfer up to 6 credits to any Humanities, Social Science or Multidisciplinary Courses.				
	Courses Offered by Faculties	Foundation Co	ourses	Among the liberal arts courses, these courses are the most closely linked to the foundational courses of the specialized areas of study of each faculty (except the Faculty of Regional Studies and the Nursing Course of the School of Medicine) and play a role of providing a bridge between specialized education and liberal arts education.				

\* Some lectures are given at the Gifu University Satellite Campus (Please see Page 27).

### **Credit-based System**

- 1. The concept of "credit" is used to represent the course of study numerically.
- 2. Calculation of course credit differs by the course type and the number of classes. The number of credits and course hours for General Education Courses are shown in the following list. One class period (90 minutes) is calculated as two academic hours.

Course Classification	Credit	Number of Course Hours
First-Year Seminar, Humanities, Social Science, Natural Science, Sports & Health Science, Multidisciplinary Field	2	2 hours/week × 15 weeks for a semester Total: 30 hours
Foreign Languages	1	2 hours/week $\times$ 15 weeks for a semester Total: 30 hours

\* Two hours of study before and after each class (90 minutes) for two-credit courses and 30 minutes of study for one-credit courses are recommended.

General Education Office | MAP C-4(P2)

### **Required Number of Credits**

#### 1. Credits Required by Faculty

The required number of credits for each faculty is shown in the following table.

Course Classification				Minimum Credits Required									
			Faculty of of Medicine		Faculty of	Faculty of Applied Biological Sciences	School of						
			Faculty of Education	Regional Studies	Medical Course	Nursing Course	Engineering	Course of Applied Life Science, Agricultural & Environmental Science	Social System Management				
	First-Year S	eminar					2						
	Humanities		6	4	4	4	6	4	4				
	Social Science		6	4	4	4	6	4	4				
	Natural Science		4	4	4	4	4	2	4				
General	Multidisciplinary Field		2	6	4	4	2	4	6				
Education	Sports & Health Science		2										
Courses	Foreign	English					4						
	Languages	Second Language	2										
	Electives	Electives		2	6	4	-	2	-				
Courses Offered by Faculties	Foundation Courses		6	-	4	-	6	12	-				
	Total			30	36	30	34	38	38				

Note: For Electives, students are able to choose any courses from the General Education Courses except for the First-Year Seminar, Japanese Language and Japanese Circumstances Course, and Courses Offered by Faculties.

	Minimum Credits Required		
Course Classification	on	Faculty of Applied Biological Sciences	
	Joint Department of Veterinary Medicine		
Academic Education Courses (including Cou	irses Offered by Faculties)	6	
Humanities & Social Science Courses	6		
Natural Science Courses (including Courses	10		
Multidisciplinary Courses (including Cour Sports & Health Science Course)	ses Offered by Faculties,	7	
Foreign Language Courses (including	English	6	
Courses Offered by Faculties)	Second Language	2	
Total	37		

- 2. You may find more than one course name for a single course subject, but please be aware that only one course under an identically-titled subject will be counted among the above credits.
- 3. "Learning from Different Fields" is focused on the Courses of Humanities, Social Science and Natural Science. Only one course subject will be counted as the Minimum Credits Required even if you get credits for multiple course subjects in the same field. The acquired credits for the subsequent course subjects can be counted as the ones for Electives. Please consult the General Education Office or administration office of your faculty because the number of credits that can be counted for Electives differs at individual faculties.
- 4. The upper limit on the number of registered credits in a semester: There is an upper limit on the number of registered courses so that students can amply prepare and review for classes. The upper limit on the number of credits that can be registered in a single semester is as follows.

Upper	limit	on	the	numb	er o	of r	egistered	l cred	lits	for	Libe	eral .	Arts	C	ourses	

Facul	Faculty, Course, Department			School of	Medicine		Faculty of App Scie		
Semester			Faculty of Regional Studies	Medical Course	Nursing Course	Faculty of Engineering	Course of Applied Life Science, Agricultural & Environmental Science	Joint Department of Veterinary Medicine	School of Social System Management
Spring	General Education Courses	18	18	24	22	18	18	18	17
Semester	Courses Offered by Faculties	4	-	3	-	4	12	12	9
Fall	General Education Courses	16	18	24	20	16	20	15	19
	Courses Offered by Faculties	4	-	1	-	-	10	15	7

Student Affairs Department | MAP E-3(P2)

### Web Syllabus

The Gifu University Web Syllabus includes course schedules. If any changes are made to course schedules, they will be updated promptly online.

Please consult the Web Syllabus and check the course requirements before registering for courses.

The URL for the Gifu University Web Syllabus:

https://alss-portal.gifu-u.ac.jp/campusweb/syllabus.html

You can also access the Web Syllabus from the Gifu University official site (http://www.gifu-u.ac.jp/).

Gifu University Website Home > Current Students > Educational Support System > Educational Support System (AIMS-Gifu, Web Syllabus, etc.) > Web Syllabus

\*This site is only available in Japanese.



Student Affairs Department ¦ MAP E-3(P2)

# List of Key Terms

Term	Definition
Enrollment in a Course	Learning in a course or laboratory (including self-study).
Course Registration	Course registration is necessary from computers connected to the network during the registration period. If not, you are not able to attend classes.
Taking a Course	Attending a lecture or laboratory.
Acquisition of Credits	Acquiring credits by attending classes, taking exams, etc. As a general rule, students may not take examinations and acquire credits unless they have attended more than two-thirds of classes.
Required Course	A course that students must take to acquire the credits.
Required Electives	Students must select courses from a specific group of courses and complete them to acquire the credits.
Electives	Students can freely select courses from a specified group of courses to acquire a specified number of credits.
Failure	Receiving a grade of "Failure" or "D" in the registered course after taking examinations. Credit is not acquired.
Course Withdrawal	A student may withdraw from a course for the following reasons: (1) he/she has difficulty following the course, and/or (2) the course does not meet the student's expectations; however, application for withdrawal must be submitted within the designated period. Students who were chosen by lot cannot withdraw.
Repeating a Course	A student can repeat the course for which he/she received a grade of failure or incomplete.
Make-up Examinations	Make-up examinations are for students who were not able to take an examination due to unavoidable reasons.
Re-taking Examinations	A student can re-take the examination for the subject he/she failed.
Grade Appeal	A student who questions the grade he/she received can submit a request for reviewing the decision of the grade. The request must be submitted during the designated period.
GPA (Grade Point Average)	To evaluate student's academic achievement, Gifu University uses a five-grade system (Excellent, Good, Satisfactory, Passing, Failure). Using the numerical Grade-Point Equivalent (4, 3, 2, 1, 0) for each course, the Grade-Point Average is calculated.
Syllabus	A syllabus is a detailed course schedule provided for each course. Generally, it includes information such as the course name, the name of the teacher, course objectives, the content of each session, the grading methods, and specific instructions concerning preparatory study, textbooks/reference materials, and prerequisites. The syllabus is fundamental for preparatory study.

Student Affairs Department | MAP E-3(P2)

### Having a Fulfilling Student Life

### **Extracurricular Activities**

Through extracurricular activities, students gain many important things that they cannot learn from the regular course curriculum alone. For example, students build relationships, make friends, broaden their perspectives, and learn patience and teamwork. Voluntary participation in an activity may be a precious opportunity for students in terms of character building during this critical time of their youth.

Data shows that students who take part in extracurricular activities feel more satisfied with campus life.

You may have to confront the issue of the proper balance between studying and extracurricular activities or dealing with international relationships in the same club. However, overcoming these challenges will help you mature as a person and lead to personal development. For these reasons, students are encouraged to participate in extracurricular activities.

#### Group Starting a New Club and Continuation

When starting new student group or continuing group activities, please submit an application form to the Student Support Division by the designated date. (The date will be around December every year.) Please follow the instructions from the Student Support Division for submission.

If you would like to promote the status of a Common Interests Group to the more formal Student Club, you must submit a request to the Gifu University Circle Council and gain its approval.

For details, please contact the Student Support Division.

#### Gifu University Event Groups

Gifu University Festival Committee Gifu University Spring Festival Committee Gifu University Career Fair Committee

#### Student Clubs

Gifu University has a wide variety of student clubs (culture and sports).

Culture Clubs: 34 (2020)

Sports Clubs: 35 (2020)

#### Other Groups (Common Interests Groups)

Besides culture and sports clubs, there are a number of associations of people with common interests and student groups established with the aim of social gathering.

(A request must be submitted when establishing a Common Interests Group)

Common Interests Groups: 54 (2020)



Student Affairs Department | MAP E-3(P2)

### **Kurono Student Dormitory**

Kurono Student Dormitory is located at the north end of Yanagido campus. The dormitory has private rooms (9m<sup>2</sup>) and living rooms for common use (18m<sup>2</sup>). Each kitchen/dining room is shared by 10 men or 15 women and has a sink and refrigerator. Other facilities include bathrooms, laundry rooms, a lounge and multipurpose room.

Please contact the Student Support Division, Student Affairs Department for more information.

#### Contact Information Location MAP E-3

Student Support Division, Student Affairs Department Contact Number TEL: 058-293-3198



Student Affairs Department | MAP E-3(P2)

### Support for Part-Time Job and Housing Searches

### Finding a Part-Time Job

Part-time job information and job listings are available at the Gifu University Co-op (located on the second floor of the University Hall) or on the part-time job information network system "Arbeit Information Network for Students (AINS)" for students who wish to have a part-time job.

If working part-time, please take into consideration the balance between study and work and keep your work hours to a minimum.

To assist students in adjusting to academic and campus life, the University will help first-year students find jobs at the beginning of July 1<sup>st</sup>, except in special cases.

#### **Housing Search**

For students who are looking for housing, the Gifu University Co-op (located on the second floor of the University Hall) provides assistance in finding apartments or condominium units throughout the year. Please feel free to inquire if you are interested.

The rent varies depending on how old the building is, the floor layout, furnishings, size, location, etc.



# Support for Housing Search

☎058-230-1166



Written in either Japanese and/or English

### Contact Information

Location

Gifu University Co-op (The second floor of the University Hall)

#### Contact Number

TEL: 058-230-1166 FAX: 058-230-1167

### Waiver or Deferral of Tuition Payments

Waiver or Deferral of Tuition Payments

Students who meet any of the following criteria (i) to (iv) are eligible to apply for tuition waiver for a semester.

	Type of Application		Tuition	
Eligib	le Student Criteria	Waiver	Deferral	Monthly Installments
(i)	A student with an excellent academic record but having financial difficulty in making the payment by the due date	0	0	0
(ii)	A student with financial difficulty due to the death of his/her primary sponsor or a disaster, theft or loss that the student or his/her primary sponsor has suffered within six (6) months prior to the payment	0	0	0
(iii)	A student with financial difficulty and in a circumstance that is considered equivalent to any of the conditions listed in (ii) by the University President	0		
(iv)	A student in any other circumstances that are considered eligible		0	0



Written in either Japanese and/or English

### **International Exchange**

#### Center for Japanese Language and Culture | MAP C-4 (P2)

### **Center for Japanese Language and Culture** Gifu University Organization for Promotion of Glocalization

The Center for Japanese Language and Culture is located on the 4<sup>th</sup> floor of the General Education Building A, the Faculty of Regional Studies.

The Center aims to develop talented personnel who will play a significant role in the international communities in the future. It engages in various research activities, provides practical training for students in hopes of helping them deepen their cross-cultural understandings. In addition, the Center pursues following objectives with the aim of contributing to the globalization of the university and local communities.

- (1) Japanese Language and Culture Education for international students
- (2) Cross-Cultural Understanding Education for Japanese students
- (3) Cross-cultural communications
- (4) Inbound student programs and expansion of exchange programs
- (5) Collaborative activities with local governments



Final Thesis Presentations by Japanese Language & Culture Studies Course Students

#### Exchange Lounge

The Center houses the Exchange Lounge which can be used for various activities in order to facilitate international exchange such as communication between Japanese and international students, studying and information gathering. In addition, a wide-range of events are held for international students in an effort to realize robust, lively exchanges among those students. Student tutors are stationed in the Lounge from 2:45pm to 4:45pm (weekday) to help international students in their studies and answer questions they may have in daily life.

Please feel free to visit the Exchange Lounge.



Exchange Lounge



Space for Information Gathering

Gifu University Organization for Promotion of Glocalilzation ¦ MAP D-4 (P2)

### **Tutoring Services for International Students**

Gifu University offers various tutoring services to support international students in their studies and daily life.

The services are not limited to international students. The University also aims to foster exchange between Japanese and international students through these tutoring activities as part of its internationalization efforts on campus.

Please ask the administration office of your faculty, Center for Japanese Language and Culture or Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of Glocalization for more information.

Gifu University Organization for Promotion of Glocalilzation ¦ MAP D-4(P2)

### **Residence and Registration Procedures for International Students**

### **Residence and Registration Procedures for International Students**

- 1. When entering Japan, you will be issued a Residence Card at the immigration counter.
- 2. Registration of Residence, National Health Insurance and National Pension System are handled at the municipal office of your residence.
- 1) National Health Insurance

Every international student whose visa status is "Student" must join the National Health Insurance program administered by the Japanese government. With this insurance, you pay only 30% of medical (including dental) costs from the total of your bill. The annual premium per person is approximately 21,000 yen. 2) National Pension System

All international students aged between 20 and 60 living in Japan must join the National Pension System, but students can apply for exemption or deferment of payment.

3) Driving a Car or Riding a Motorcycle

- > You must get a Driver's License. (If you drive a car without a license, you will be subject to penalties for violating the Road Traffic Law.)
- > You must purchase both "compulsory automobile liability insurance" and "voluntary insurance".
- ▶Both a "Parking Permit" and "Pass Card" (issued for a fee) are necessary for anyone driving a car into the University. Please apply at the administration office of your faculty.

For details, please contact the Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of Glocalization.

ifu University Organization for Promotion of Glocalilzation ¦ MAP D-4 (P2)

### Inbound and Outbound Student Affairs Section

The Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of Glocalization will provide various kind of support for international students and study-abroad support for Japanese students.

The Office is located next to the Auditorium on the first floor of the University Library. Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of Glocalization TEL: 058-293-2142 E-mail: direcent@gifu-u.ac.jp

International House ¦ MAP F-4 (P2)

### International House (Buildings A and B)

International House Buildings A and B are university dormitories for international students. Tutororganized events including welcome parties for new residents are occasionally held at the International House. Building structures, furnishings and rent are as follows:

#### **OInternational House Building A**

Single Room: 31	5,900 yen / month
Couple Room: 2	11,900 yen / month
Family Room: 3	14,200 yen / month

#### **OInternational House Building B**

Single Room: 38	4,700 yen / month
Couple Room: 12	9,500 yen / month
Family Room: 4	14,200 yen / month
*Utilities are not in	ncluded in the rent.

#### **OStructures & Furnishings**

Single Room:	Bathroom (Building A only), toilet, <sup>House Building A</sup>				
	bed, desk, chair, etc.				
Couple Room:	Kitchen, bathroom, toilet, bed, desk, chair, etc.				
Family Room:	Room for children, bed room, kitchen, bathroom,				
	toilet, bed, desk, chair, etc.				

#### **OApplication for International House**

Move-In: Twice a year (April, October) Application Deadlines: January-February for April move-in July for October move-in Please ask vacancy information and submit applications at the Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of Glocalization.

AInternational House Building A

▲Welcome Party

### **University Facilities**

University Library ¦ MAP D-3 (P2)

### **University Library**

Gifu University has two libraries: the University Library and the Medical Library. The Medical Library is described in a later section.

©Opening Hours

 Monday–Friday
 9:00 am - 8:00 pm

 (Long-term holidays
 9:00 am - 5:00 pm)

 Saturday
 10:00 am - 5:00 pm

(The University Library is open from 10:00 am to 5:00 pm on Sundays and holidays during the examination periods in the spring and fall semesters.)

OClosing Days

- · Sundays (with the exception of examination periods)
- National holidays and substitute holidays (with the exception of examination periods)
- · Some Saturdays during the vacation periods

• Summer holidays: August 13<sup>th</sup> - 16<sup>th</sup>

- Winter holidays: December  $28^{th}$  to January  $4^{th}$
- · Days the director of the library approved the closing
- OLibrary Card (Student ID)
  - Your student ID is used as your Library Card, and it is required when checking out library materials.
  - Please hold your student ID over a card reader at the entrance and enter the library once the gate is open.





#### OLearning Commons Floor (second floor)

The Learning Commons is where students can study together in a group using library materials and make presentations. Facilities including movable tables, a whiteboard, projector and Wi-Fi are available for group study and writing assignments. A presentation room can be used for study sessions, workshop and presentation practice. At the PC Corner, computers are available for educational purposes. Students can freely browse magazines at the Browsing Corner during study breaks, and audiovisual materials such as BDs and DVDs are available for use at the Audio-Visual Corner.

#### OStudy and Research Floor (third floor)

This floor has a large space where students can study using library materials and computers. It is a perfect place to study in peace and quiet. Parts of the reading areas have LAN outlets and WiFi antennas, so students can access the University LAN using their own computers.

\*To use the Audio Visual Corner, please ask the staff at the service counter on the second floor.

\*To use computers and the University LAN, you must have an ID and password given by the Information Management Core.

Please feel free to ask the staff at the service counter on the second floor if you have any questions about library use, the location of library collections, and so on. The University Library occasionally holds workshops for students such as "How to find books and periodicals" and "How to search Japanese and English essays." Announcements for the workshops will be posted on the board in the library or the library website.

Medical Library | MAP B-2 (P2)

### Medical Library

Oppening Hours

Monday-Friday 8:30 am - 8:00 pm 10:00 am - 6:00 pm Saturday (Opening hours may be shortened depending on the Library operations. Students of the Graduate School of Medicine have 24-hour access to the library with their Medical Student IC card.)

OClosing Days

- Sundays
- · National holidays and substitute holidays
- Summer holidays: August 13<sup>th</sup> 16<sup>th</sup>
- Winter holidays: December 28th to January 4th
- · Days the director of the library approved the closing
- OLibrary Card (Medical Student IC Card, Student ID)
  - · Medical Student IC Card is required to enter the Medical Library.
  - · Please hold your IC card over a card reader at the entrance and enter the library once the gate is open. If you belong to a different faculty, please speak to the staff of the library at the entrance gate.
  - Student ID is required to check out library materials.
- ◎ The Medical Library has a PC Corner, LAN outlet, Wi-Fi, two Group Study Rooms, and an Audio-Visual Corner.

Satellite Campus ¦ The fourth floor of Gifu Skywing 37

### Satellite Campus

Gifu University Satellite Campus (located on the fourth floor of the East Tower at Gifu Skywing 37) is within a five-minute-walking distance from JR Gifu Station. Since "Early Morning Class" starts at 8:00 am, Gifu University students have enough time to attend the second class at Yanagido Campus. The Satellite Campus has multipurpose classrooms and meeting rooms, and visitors can use these spaces for informal gatherings and discussions. In principle, the rooms are free of charge for Gifu University students. Visitors are also free to use the spacious Learning Commons. The availability of multiple PCs and the Local Area Network

(LAN) makes it possible for university students to concentrate on their studies at the Satellite Campus.

For more information, please call the number on the right or access Gifu University Satellite Campus website.



◎The URL for the Gifu University Satellite Campus Website https://wwwl.gifu-u.ac.jp/~gifu\_sc/src/info\_english.html









Written in either Japanese and/or English

Information Management Core | MAP D-5(P2)

Notes when using Gifu

University Campus

1 Please use the network for

2 Persons who break into the

3 We ask for your cooperation

4 Please use your Gifu

and research matters.

educational and research

computer network security

shall be subject to punishment.

in the operations of the

Campus Information Network.

University e-mail account to

contact others about education

Information Network

purposes only.

### **Information Management Core**

©Opening Hours

Monday-Friday: 8:30 am - 8:00 pm Weekends and holidays: Closed (The opening hours during vacation periods will be announced on the Information Management Core website.)

©User Assistance

Monday-Friday: 8:45 am - 7:45 pm

Location: Information Management Core

For questions and inquiries: Monday-Friday 9:00 am - 5:00 pm (Student staff is available only for quick questions between 5:00 and 7:45 pm.)

ONetwork Service Hours

Individual network services, such as e-mail, are available at all times. The system or network service may become temporarily unavailable due to maintenance. Notices of service suspension will be posted on the Information Management Core website.

◎Information Management Core Website

https://www.imc.gifu-u.ac.jp

### Using the Network

In the Gifu University computer system and network, a computing environment, complete with access to your own data, becomes available after user authentication based on your user ID and password. Your user ID represents "you" on computer systems and the Internet. Please keep your password confidential.

### E-mail Address

at the Information Management Core, University Library,

- ☐ The use of student portals for course registration, etc.
- □ Blanket License (office 365)

Your e-mail address is "your user ID@edu.gifu-u.ac.jp" Please visit the Information Management Core website for information on using your e-mail account: https://www.imc.gifu-u.ac.jp

### Multi-factor Authentication (MFA)

Gifu University allows for various apps to be accessed using a single user ID and password. Each app can be accessed simply by entering a user ID and password (signing in) once. But if a user ID and password are stolen, it can provide an attacker with external access to Gifu University services and could result in serious damage both inside and outside the university. Compared with conventional authentication where a user merely enters a user ID and password, multi-factor authentication (MFA) is a scheme that more strongly ensures the authenticity of connections or operations made by the user, by making use of a one-time password.\*

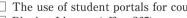
For the details, please access:

https://www.imc.gifu-u.ac.jp/service/files/tayoso\_gu\_en.pdf

https://www.imc.gifu-u.ac.jp/service/files/tayoso\_ms\_en.pdf

\*One-time password: A password that is valid only for a certain periods of time, or for a certain number of logins

### Things available with your user ID and password ☐ The use of educational computer systems (Computers available □ Wired/Wireless LAN Sending and receiving e-mails □ e-Learning system "AIMS-Gifu"



Faculty of Education, School of Medicine, Satellite Campus)



### Space for Self-Study

# Creative Study Space Group Study. Expand Knowledge

– Fun in creative learning with friends –

### What is Academic Core?

Academic Core is a self-study space provided for Gifu University students. Students can hold self-study seminars, book-reading sessions, brainstorming and work on assignments in groups, which make difficult subjects accessible, and conducive for learning and academic discovery.

Academic Core was opened in the hope of realizing such an ideal learning space for students.



#### **Furniture and Equipment for Learning**

Desks and chairs
 White board
 Large white board
 Large screen
 Liquid-crystal display
 Items for discussions
 OpenLAN

#### **Staff Support Service**

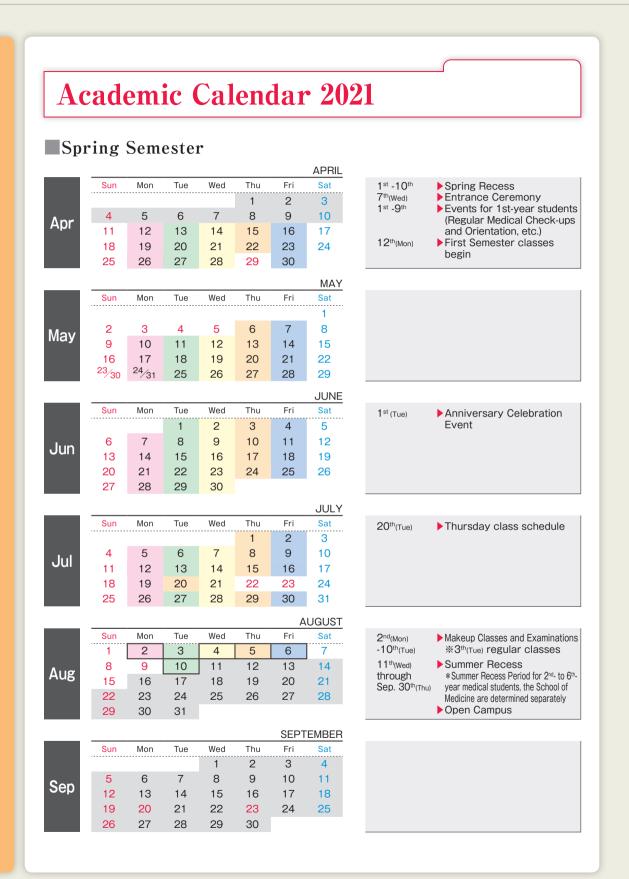
Regular staff and student volunteers assist students in their studies. Please feel free to ask for help.

-Services offered by staff-

- Academic Core users' guidance
   Study consultation
- PC users' guidance Reference to useful books for studying
- Advice on Japanese writing
   Continuing education and support in English studies
- Advice on group work and presentation

Self-study spaces are available at the Learning Commons of the University Library (P24), Satellite Campus (P25) and each faculty. For more details, please contact the student affairs section of each faculty.





						00	TOBER			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1 <sup>st</sup> (Fri)	Second Semester classes begin	
						1	2	8 <sup>th</sup> (Fri)	No classes due to preparation for ENJIN01	
Oct	3	4	5	6	7	8	9	28 <sup>th</sup> (Thu)	Friday class schedule	
	10	11	12	13	14	15	16	29 <sup>th</sup> (Fri) -	<ul> <li>University Festival (scheduled)</li> <li>*No classes on Oct. 29<sup>th</sup>(Fri) and Nov.1<sup>st</sup></li> </ul>	
	17	18	19	20	21	22	23	Nov.1 <sup>st</sup> (Mon)		
	<sup>24</sup> ⁄31	25	26	27	28	29	30			
NOVEMBER										
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
		1	2	3	4	5	6			
Nov	7	8	9	10	11	12	13			
NUV	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30							
						DEC	EMBER			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	25 <sup>th</sup> (Sat)	Winter Recess	
				1	2	3	4	through		
Dee	5	6	7	8	9	10	11	Jan.5 <sup>th</sup>		
Dec	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25			
	26	27	28	29	30	31				
JANUARY										
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	14 <sup>th</sup> (Fri)	No classes due to preparation for	
							1	1 <b>-</b> (F(1)	entrance examinations	
1	2	3	4	5	6	7	8	13 <sup>th</sup> (Thu)	Monday class schedule	
Jan	9	10	11	12	13	14	15	$15^{\text{th}}(\text{Sat}), \ 16^{\text{th}}(\text{Sun})$	<ul> <li>University Entrance Examinations (scheduled)</li> </ul>	
	16	17	18	19	20	21	22		(conocalou)	
	23 <sub>/30</sub>	<sup>24</sup> ⁄31	25	26	27	28	29			
						EED				
	Sun	Mon	Tue	Wed	Thu	FEB Fri	RUARY Sat	4 <sup>th</sup> (Fri)	Makeup Classes and	
			1	2	3	4	5	-10 <sup>th</sup> (Thu)	Examinations	
	6	7	8	9	10	11	12		Regular Medical Check-ups	
Feb	13	14	15	16	17	18	19	of Feb. 25 <sup>th</sup> (Fri)	General Entrance Examinations	
	20	21	22	23	24	25	26	20 (FII)	(1 <sup>st</sup> Term)	
	27	28								
		-								
	Sun	Mon	Tue	Wed	Thu	Fri	MARCH Sat	1 Other	Canaral Entrance Exercised	
	Jun	WUT	1	2	3	4	5	12 <sup>th</sup> (Sat)	<ul> <li>General Entrance Examinations (2<sup>nd</sup> Term)</li> </ul>	
	6	7	8	29	10	4 11	5 12	25 <sup>th</sup> (Fri)	Commencement Ceremony	
Mar	13	14	15	16	17	18	12			
	20	21	22	23	24	25	26			
	20	28	29	30	31	20	20			
	<u>~1</u>	20	20	00	01					

### Fall Semester

\* A special health checkup is provided for students who come into contact with organic solvents, designated chemical substances, or radiation materials.

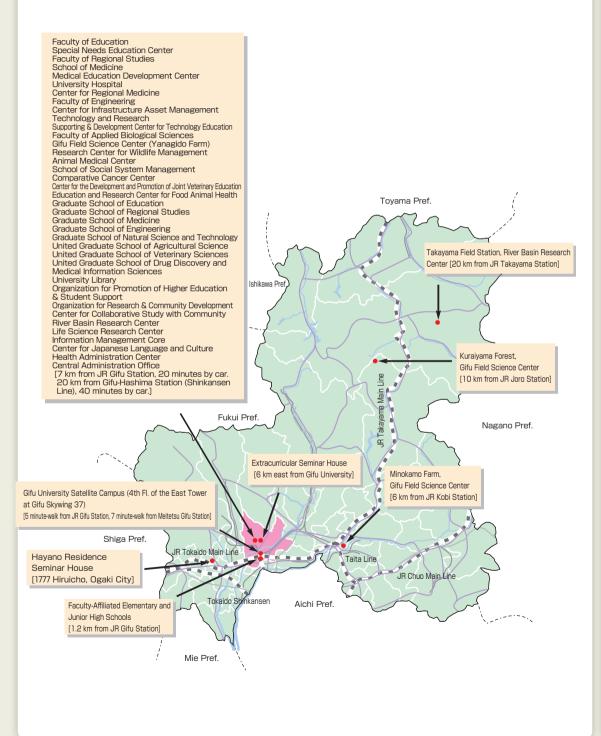
### **Class Schedule 2021**

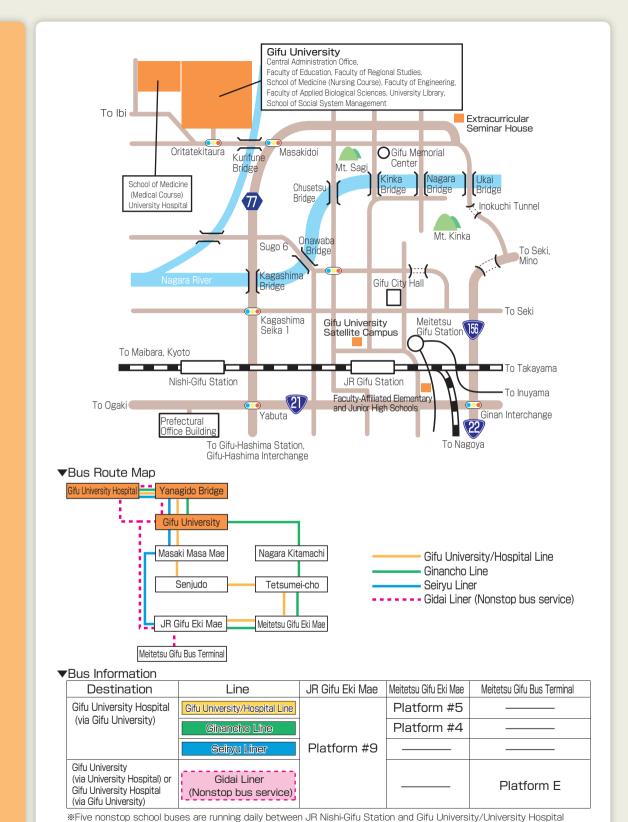
Faculty, etc.	Liberal Arts Education	Specialized Education		
Period	General Education	Faculty of Education Faculty of Regional Studies School of Medicine (Nursing Course) Faculty of Engineering Faculty of Applied Biological Sciences School of Social System Management		
1	8:45	am - 10:15 am		
2	10:30	) am - 12:00 pm		
Lunch Break		(60 minutes)		
3	1:00	pm - 2:30 pm		
4	2:45	pm - 4:15 pm		
5	4:30	pm - 6:00 pm		

### $\langle$ Medical Course, School of Medicine $\rangle$

Year Period	First year	Year Period	Second to Fourth year	Year Period	Fifth and Sixth year
1	8:45 am – 10:15 am	1	8:30 am - 9:30 am	1	8:30 am- 10:10 am
		2	9:45 am – 10:45 am		10:20 am- 12:00 pm
2	10:30 am - 12:00 pm	3	11:00 am - 12:00 pm	2	
Lunch Break	(60 minutes)	Lunch Break	(60 minutes)	Lunch Break	(60 minutes)
3	1:00 pm - 2:30 pm	4	1:00 pm - 2:00 pm	3	1:00 pm - 2:40 pm
4	2:45 pm - 4:15 pm	5	2:15 pm - 3:15 pm		
5	4:30 pm - 6:00 pm	6	3:30 pm - 4:30 pm	4	2:50 pm - 4:30 pm

### **Location Map**





(Operating company: Gifu Bus). No bus service during weekends and holidays. Tickets for the school bus are required.

