Academic Year 2024
Joint guidance for new students to Hitotsubashi Graduate Schools
【Matters concerning Educational Affairs at Graduate Schools】
Course Registration, Graduate Student Laboratories, Etc.

Hitotsubashi University Educational Affairs Division

1. Points of Contact

The main points of contact for graduate students are listed below.

(1) Your Graduate School's Office
   (a) Matters concerning courses and grades
   (b) Studying abroad, leave of absence, and withdrawal
   (c) Other general educational affairs

(2) Educational Affairs Division (Main Bldg. 1st floor, West Campus)
   (a) The certificate issuing machines
   (b) Student ID Card replacement
   (c) Teacher Training Programs

(3) Student Services Division (Main Bldg. 1st floor, West Campus)
   (a) Scholarship (Scholarships, Tuition Fee Exemptions)
   (b) Residence Hall
   (c) Personal Accident Insurance for Students Pursuing Education and Research
      ("Gakkensai"), and Liability Insurance coupled with "Gakkensai" ("Gakkenbai")
   (d) Circles

2. Forms and Methods of Conducting Classes and Online Classes

< Announced on November 8, 2023 from the Hitotsubashi University's website (Some excerpts)>

－－－(To all students) Notice about our policy on classes for the 2024 academic year－－－

In 2024 academic year, classes will be held according to the following policy.

(1) Classes will mainly be held face-to-face, but for classes that are decided to have an educational effect, online classes or a combination of face-to-face and online classes will be held.

(1) In-person classes
This will be held in each classroom.

(2) Online classes
Since academic year 2020, we have been offering online classes as one method of conducting classes, in addition to in-person classes in classrooms on campus. We offer both on-demand online classes (pre-recorded classes) and live online classes (real-time classes). You can confirm how classes are conducted by referring to the course syllabus.

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                      ┌─── On-demand online classes (pre-recorded classes)
   Online classes ────┤
                      └─── Live online classes (real-time classes)
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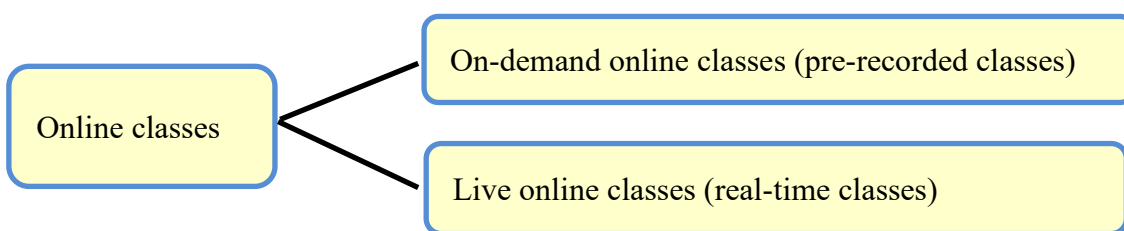
(3) Types of online classes
(a) On-demand online classes for which specific days of the week and specific class periods are designated

Students register for these classes while paying attention to the specific days and periods designated, in the same way as registering for regular classes.

(b) On-demand online classes with no designation of specific days and periods

Some on-demand courses are offered in the "Other" category. Students can register for several of these courses without being restricted by specific days and periods.

(c) Live online classes in the sixth period

For online courses, the sixth period (from 19:45 to 21:30) is designated as a period exclusively for live online classes through Zoom and other online platforms.

(d) Online classes during intensive course periods

During intensive course periods, both on-demand online classes and live online classes may be held.

(4) Class guidelines and information on online classes

Class guidelines and other information are available on the university's website under "Notice for New Students for Academic Year 2024." Please read information under "Notice about Our Policy on Classes for the 2024Academic Year" and "*インターネット利用環境及びパソコンの準備について*(Japanese only)."

○Locations where manuals for online classes are available (They will become accessible on April 1.)

◆Campus Education Learning System "CELS" > Download Center > 010. [For students] classes Information > 02. Online Classes, 03. manaba/respon relationship)

・Among the above manuals, please be sure to read the manuals listed below before classes begin.
01. Online Classes > *02.オンライン授業受講の手引き(技術編)（学生向け）.pdf* (Japanese only) > *04.オンライン授業開始前にすべきこと（学生向け）.pdf* (Japanese only).

・Information on classrooms where students can take online classes (Students can use these classrooms when, for example, they need to take online classes immediately before or after participating in in-person classes.)
01. About classes for the 2024AY > *05.オンライン授業受講教室使用上の注意及び利用方法について.pdf* (Japanese only)

3. Infectious Disease Control Measures

Please be sure to check the Hitotsubashi university website and our Campus Education Learning System (CELS) for the latest information on measures against new coronavirus infection in face-to-face classes, which will be updated as needed.

> (Reference information) Hitotsubashi University Health Center
> The University's Health Center website also provides detailed
> information on infectious disease control measures.
> URL of the University's Health Center website :
> https://www.hit-u.ac.jp/hoken/index.html

4. Student ID Card, Hitotsubashi Authentication ID, and Password

(1) Student ID Card

(a) Please carry your Student ID Card at all times. The label affixed on the back of your Student ID Card (*Tsugaku teiki joshaken hakko hikae*) serves as a commuter certificate for using train services.

(b) You use your Student ID Card to go through various procedures on campus, obtain various certificates and certificates for passenger fare discounts for students, use libraries, enter or exit buildings, etc.

(c) Your Student ID Card is equipped with an IC chip, enabling you to use the automatic certificate issuing machine (Main Building 1st floor), etc. by entering your PIN. The default PIN is shown on the notice of the Hitotsubashi Authentication ID and password (Postcard size paper), which is provided to you at the time of entrance to the university. Please change the PIN (at the automatic certificate issuing machine) promptly after entering the university. If you forget your PIN, you cannot use the automatic certificate issuing machine. You will need to reissue your Student ID card (see (d) below).

(d) If you lose or damage your Student ID Card, please contact Section 2, Educational Affairs Division immediately and submit a reissuance request using the designated form. The reissuance fee is 2,000 yen per card (excluding bank transfer fees). It takes

about one to two months to have your Student ID Card reissued. (Please be careful not to lose your Student ID Card, because some people might use it for the wrong purposes.)

(e) When your name is taken off the school register after completion of courses at the university, withdrawal or expulsion from the university, etc., you must return your Student ID Card to the university.

(2) Hitotsubashi Authentication ID and password
(a) Your Hitotsubashi Authentication ID is necessary to use the university's various systems.

(b) Your ID is used for the Campus Education Learning System "CELS," the Manaba Portfolio System, the Gmail, etc.

(3) Issuance of the Student ID Card and the Hitotsubashi Authentication ID and password notice
(a) Student ID Cards, etc. are issued at a venue designated by each Graduate School.
(b) For details of the date, time, and venue, please refer to the university's website or information from each Graduate School.

5. Systems relating to Educational Affairs

(1) Campus Education Learning System "CELS"
(a) On the "CELS" system, you can register for courses, view your academic records, syllabuses, and class cancellation information, access the bulletin board, and so on.
(b) URL: https://cels.hit-u.ac.jp/campusweb/
(Hitotsubashi University website → Current Students →Campus Education Learning System "CELS")

*If you wish to know the summary of how to use the CELS, please click the "Bulletin board" icon and then view "Announcements for Students (Educational Affairs)."
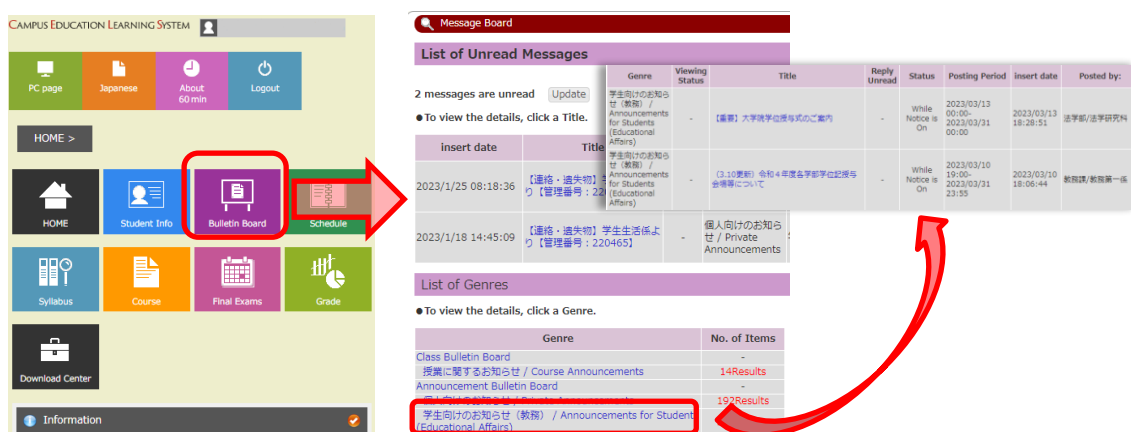
*Notices concerning course registration and the Online Registration Lottery for registration are also available on the CELS.

*To avoid missing important notices, please make it a habit to frequently check the CELS bulletin board and Gmail messages.

(2) Manaba Portfolio System

(a) On the Manaba System, you can read materials used in your classes, submit reports, check your attendance, and so on.

(b) URL: https://manaba.hit-u.ac.jp/

(Hitotsubashi University website → Current Students → Manaba Portfolio System → To login page for Manaba

(3) Gmail

(a) For research and educational purposes, you can use the following e-mail address and e-mail system (Gmail). Please be sure to complete the initial setup by referring to information available on the website of Hitotsubashi University's Center for Information and Communication Technology, because the university sends important notices to your Gmail address.

(b) URL of the website of the Center for Information and Communication Technology: https://cio.hit-u.ac.jp/images/riyo2020e.pdf

(4) Gmail initial setup and reminder settings on the Manaba

(a) <u>The university sends important notices to the Gmail address that uses your student number.</u>

(b) Please make it a habit to frequently check Gmail messages.

(c) Your login ID and password are the same as your ID and password used for the CELS system.
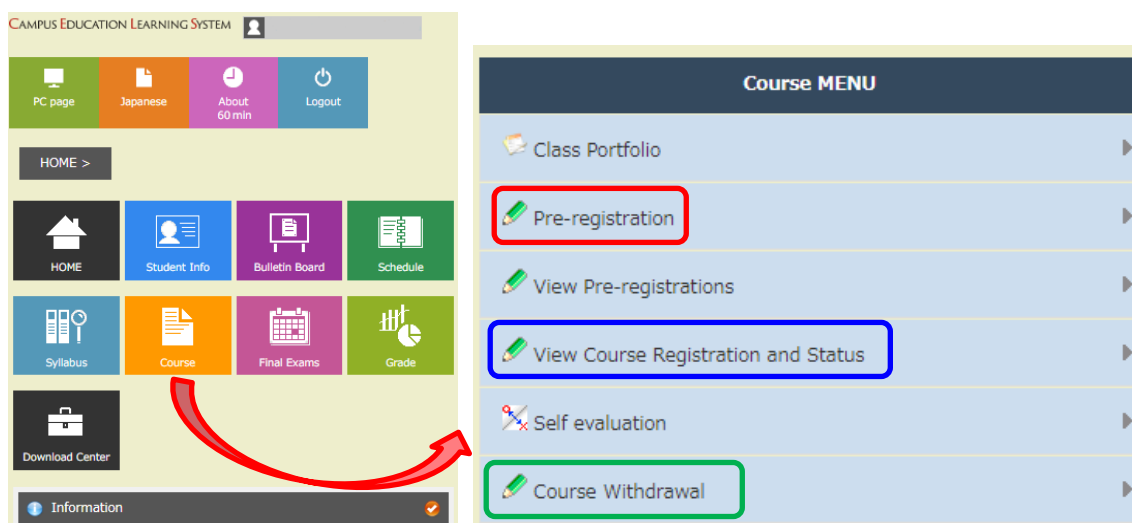
(d) Please log in soon after receiving the ID notice.

(e) When you are logged in to your Gmail account, you can use the Google Classroom for on-demand online classes, etc.

*When using the Google Classroom, please refer to manuals for video-based online classes.

CELS > Download Center > 010. [For Students] Class Guidelines > Online Classes

6. Course Registration, Withdrawal, Etc.

■Please proceed to the Online Registration Lottery (Pre-resistration), Course Registration and Course Withdrawal by clicking on the "Course" icon.

(1) Course registration

(a) To attend classes, you must complete course registration. You can register for courses on the Campus Education Learning System "CELS" during course registration periods and course change periods. You cannot register for courses on the Manaba.

(2) Withdrawal from courses

(a) There is a system that enables you to withdraw from registered courses. You can withdraw from registered courses on the CELS during withdrawal periods. Withdrawing from a registered course means terminating registration for that course. So please be careful when withdrawing from a course.

(3) The Online Registration Lottery

    (a) Lotteries are held for registration for some of the undergraduate courses that can be taken by graduate students. To take these courses, you need to apply for the Online Registration Lottery. If there are openings when a final lottery for registration of a course for undergraduate students is held at the beginning of the Spring or Fall semester, you can apply for it.

(4) For more details of the above items, please refer to section I (Course Registration Procedures) of the Graduate Student Handbook (Japanese only) and notices of Your Graduate School's Office.

    *The Graduate Student Handbook is available on the university's website and the CELS.
    *For information on the period and deadline for each procedure, please refer to the Academic Calendar.

7. Automatic Certificate Issuing Machine

(1) An automatic certificate issuing machine is installed on the first floor of the Main Building on the West Campus.

(2) For students currently enrolled at the university, the machine can issue certificates of enrollment, transcripts, and certificates for passenger fare discounts for students. (You need your Student ID Card and PIN to use the machine.)

(3) If you are a student at the Chiyoda Campus, you need to apply for and obtain certificates at the Chiyoda Campus Administration Office.

8. Use of Laboratories by Graduate Students

(1) For research purposes, graduate students can use graduate student laboratories.

    (a) The graduate student laboratories are located on the first to third floors of the Mercury Tower on the East Campus.

    (b) Because of the problem of sick building syndrome at the Mercury Tower, alternative laboratories are available on the second floor of Lecture Building 1 on the West Campus. If you wish to use these laboratories, please mention so at the time of application.

(2) Application for the use of Graduate Student Laboratories
  (a) You can use a Graduate Student Laboratory for one academic year, and you need to submit a new application each year.
  (b) Information on the application period (which is scheduled for early April) and the application process will be notified on the CELS bulletin board.

  *Please also refer to the separate information from the Hitotsubashi University Graduate Student Union.

9. Funding for Photocopying Expenses

(1) For the purpose of supporting graduate students' research activities, the university offers a program of funding for photocopying expenses.

(2) Details of the support program: Copy Card (800 photocopies per year)

(3) Copying machines at which Copy Cards can be used: Copying machines installed at the Computer Education Building, the Photocopy Center, the University Library, the Institute for Economic Research Library (on the West Campus), the second floor of the Mercury Tower (on the East Campus), and the fifth floor of the National Center of Sciences (at the Chiyoda Campus)

(4) Copy Cards are issued at the administrative office of each Graduate School. (At some Graduate Schools, Copy Cards may be issued at the same venue as the one where Student ID Cards, etc. are issued.)

(5) Details of the issuance of Copy Cards are notified on the CELS bulletin board.

(6) Notes on the use of copying machines: Please handle the copying machines with care. In addition, for the purpose of reducing expenses, please conserve copy paper by, for example, printing on both sides.

10. Teacher Training Programs

(1) For details of Teacher Training Programs, please also refer to the Bachelor's Program

Guidebook. If you have any questions, please contact and ask persons in charge of Teacher Training Programs at the Educational Affairs Division.

Contact E-mail address : edu-ks.g@ad.hit-u.ac.jp

(2) Notification for taking Teacher Training Programs
　If you wish to take Teacher Training Programs, you must file a Notification for Taking Teacher Training Programs on the CELS by the designated deadline.

*The Bachelor's Program Guidebook is available on the university's website and the CELS.

11. About Japan Graduates Database（JGRAD）by NISTEP

　Hitotsubashi university is a member university of Japan Graduates Database (JGRAD) by National Institute of Science and Technology Policy (NISTEP). JGRAD is a web information platform to survey career paths and opinions of doctoral human resources (doctoral students and graduates). The data and functions of JGRAD are shared between NISTEP and each member university.
　Doctoral students are requested to register with JGRAD as soon as you are able to use the Hitotsubashi university Gmail system starting with their student ID number.

　［A］ Information and Introductory Flyer of JGRAD
　(A1) English Public website of JGRAD：https://jgrad.nistep.go.jp/home_e.html
　(A2) Member university List and apply for registration：
　　　　https://jgrad.nistep.go.jp/about_e/university.html
　(A3) English Introductory Flyer of JGRAD：
　　　　https://jgrad.nistep.go.jp/content/jg2en.pdf

　［B］ Apply for Registration with JGRAD
　The registration method for JGRAD of doctoral human resources in member universities is a web-based application on an individual basis. To apply for registration to JGRAD, please click "Hitotsubashi university" in the list of member universities in (A2) above, and enter your e-mail address in the web form. please follow the instructions in the e-mail message received at the entered email address.

［C］ Advantages for JGRAD Registration.

Though JGRAD basically relies on goodwill cooperation by doctoral human resources, there are some advantages to register JGRAD as shown in (A3) above. The greatest advantage of JGRAD registration is the right to join online communities (Slack and Facebook) of doctoral human resources. The online communities enable sharing information and exchange opinions across the boundaries of universities and research fields.

※If you have any questions about JGRAD,
  please contact jgrad-support@hr.nistep.go.jp