

September 1, 2009

For the graduate school students;

Office of Graduate Studies

Usage of graduate school facilities (communal research room, multimedia room & lounge) etc.

With regard to the relocation of the office of graduate studies to Kinugasa campus, we set the new operation manual of the facilities of graduate schools (e.g. communal research room). Opening hours of the facilities won't change, but there are other changes which are detailed below.

1 Opening hours of the office of graduate studies

The office of graduate studies is located on the 1st floor/SYOGAKUKAN. Office hours are 10:00-11:30 and 12:30-17:00 on weekdays. In an emergency and you need to contact to the office outside these hours, please contact the campus information.

Contact information

<Office of Graduate Studies> 075-465-8195 (ext : 511-4529)

<Campus Information> 075-465-8144 (ext : 511-2273)

2 Request for use of graduate facilities (communal research room, multimedia room & lounge) outside regular hours and holidays.

(1) Request of facilities outside regular hours

All facilities use are 9 : 00 ~ 22 : 30, however you will be permitted to use the facilities until 24 : 00 with your special application.

Please go to the Campus Information to request of facilities outside regular hours.

(2) Use of the facilities during the holidays

Although the hours of the use of the facilities during the holidays are as same as regular school days, the period of when the school is closed for more than a few days facilities can not be used. We will announce the closing days on the information board.

3 Repair of the fixture and furniture

If the fluorescent lamp in the communal research room need changing etc., fill in the "Request form for the repair of graduate school facilities (communal research room, multimedia room & lounge) and submit it to the office of graduate studies. If an emergency occurs during the nighttime or holidays, please contact to the Campus Information.

4 Operation of air conditioner beyond the regulated period

All air conditioner in graduate school facilities (communal research room, multimedia room & lounge) are operated based on the regulated period set by the university. However, according to the weather condition, if you need to use them beyond the regulated period, please contact the office of graduate studies by extension call. We will consider the operation based on the rules below.

For nighttime on weekdays, please contact to the campus information.

< Basic rules for operation >

- Cooling : If the room temperature is over 28 °C or predicted to become over 28°C
- Heating : If the room temperature is under 19°C or predicted to become under 19°C

5 Registration of Entrance Card for graduate school facilities

See below for the registration of entrance card for graduate school facilities (communal research room, multimedia room & lounge)

Room	Limitation	Contact Office
Communal research room	Concerned graduate students are allowed to enter	Office of graduate studies
*Multimedia room	All graduate students are allowed to enter	

*For the multimedia room of International Relations and Policy Science, student from other graduate schools are not allowed to enter.

6 Application for use and return of the locker

(1) Application for use and return of the locker

We prepare the lockers for master's program students. If you want to use them, check University website (http://www.ritsumei.jp/life-01/e01_07.j.html) download the form, and send it to us via e-mail.

For the lockers in KOSHINKAN and YOYOKAN, you don't need an application form.

(2) Response to the troubles

If the door of the locker doesn't open or any other troubles happen, fill in the "Request form for the repair of graduate school facilities" and bring it to the office of graduate studies.

7 Disposal of waste materials

In case if there's any large-scale waste (not usual garbage) at communal research room etc., fill in the "Request form for the repair of graduate school facilities" and bring it to the office of graduate studies. Please note that the cost of disposal should be covered by each graduate school organization.

8 Assistance for IT laboratory and IT project room

If you need to repair fixtures or furniture, operation of air conditioner beyond the regulated period,

registration of entrance card or disposal of waste material at T laboratory and IT project room, please contact to the Office of Independent Graduate Studies.

< Place to contact > 075-465-8375 Ext. (511-4344)