

New Student Orientation (April 2024), School of Integrated Arts and Sciences

HiPROSPECTS®

**(Hiroshima University Program
of Specified Education and Study)**

Today's Topics

1. Classes for the 2024 academic year
2. HiPROSPECTS[®] (Hiroshima University Program of Specified Education and Study)
3. University-wide class cancellation due to weather warning issuance or other reasons
4. Handling of cheating on the final examinations, etc.
5. Implementation of Questionnaire for the Purpose of Class Improvement
6. Improving foreign language proficiency

AY2024 Academic Calendar (Class Schedule)

1st (Spring) Semester	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2024		1	2	3	4	5	6	Entrance Ceremony (Apr.3)
April	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					Substitute class day (Apr.30):Mon
May			1	2	3	4		Substitute class day (May.1):Fri
June								

2nd (Autumn) Semester	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
October	6	7	8	9	10	11	12	Autumn Term Entrance Ceremony (Oct.1)
	13	14	15	16	17	18	19	Substitute class day (Oct.16):Mon
	20	21	22	23	24	25	26	
	27	28	29	30	31			
November						1	2	Substitute class day (Nov.7):Mon
December					2	3	4	5
					9	10	11	12
					16	17	18	19
					23	24	25	26

- Hiroshima University operates on a quarter system to promote students' independent learning experiences, including studying abroad or volunteering, as well as to improve educational quality by taking courses intensively in a short period of time.
- The Spring Semester is divided into two half-semester: First Term and Second Term. The Fall Semester is divided into two half-semester: Third Term and Fourth Term.
- In case of university-wide class cancellation caused by such incidents as issuance of weather warnings, the cancelled classes will be made up for on the specified day. For information of the make-up class/exam, please make sure to confirm with a teacher who takes care of the class or [My MOMIJI].
- Regular class or term-end examination of 1st term/1st (spring) semester-subject may be held on the same day of week during the make-up period.
- The final examination will be scheduled at the end of each term. Follow each instructor's direction or check "Exam information" via [My MOMIJI] as to whether the course gives an examination and when the examination day will be.

The First Term will start on **April 8 (Mon)**.

Classification of Courses

Under the quarter system, courses will be offered based on the following classification.

◆ Term Courses

→ Course that is completed in **8 weeks** in each term

- (1) Class will be **2 periods per week**, 2 consecutive periods per day
- (2) Class will be **2 periods per week**, 1 period per day on two different days of the week
- (3) Class will be **1 period per week**

◆ Semester Courses

→ Course that will be offered on a semester basis, **1 period per week**, and completed in **16 weeks**

* In addition, there will be **intensive courses** offered in summer or winter holidays.

More information on our quarter system is available on the “[MOMIJI Top]” website.

[MOMIJI Top] > Academic Support > Introduction of the “Quarter System” (a 4-term system)

Policy on implementation of classes



As a general rule,
face-to-face classes
will be held.



オンライン学習

Depending on the
characteristics and content of
the subject,
use a combination of online

What are online classes?

These are classes that are taken using a computer connected to the Internet, etc. Hiroshima University classifies them according to the method as follows.



Simultaneous interactive

Instructors deliver classes in real time, and students can participate in classes from home or any available lecture room on campus.



On -demand

Instructors distribute lecture videos and assignments on the Internet, and students access them within a specified period to study.

“Microsoft Teams” and “HIRODAI moodle ” are the main tools used for online classes at HU.

Main tools used in online classes

Microsoft Teams

This is a communication tool recommended by Microsoft, and is mainly used for simultaneous interactive online classes.

Advance preparation

Use the dedicated App or a web browser. We recommend the dedicated App. Please check the following URL for instructions on how to use it and keep it ready for use.



<https://www.media.hiroshima-u.ac.jp/services/microsoft365/teams/t-using/>

When taking a class

You will be notified of the URL for the class by the instructor through via "My MOMIJI" etc., so please access the class when the designated time comes.

HIRODAI moodle

This is an online learning system operated by HU, and is mainly used for on-demand online classes.

Advance preparation

No advance preparation is required. Please access the following URL and log in using Hirodai ID (* 1) and password. The link is also available on the MOMIJI-Top page.



<https://webct.riise.hiroshima-u.ac.jp/index.html>

When taking a class

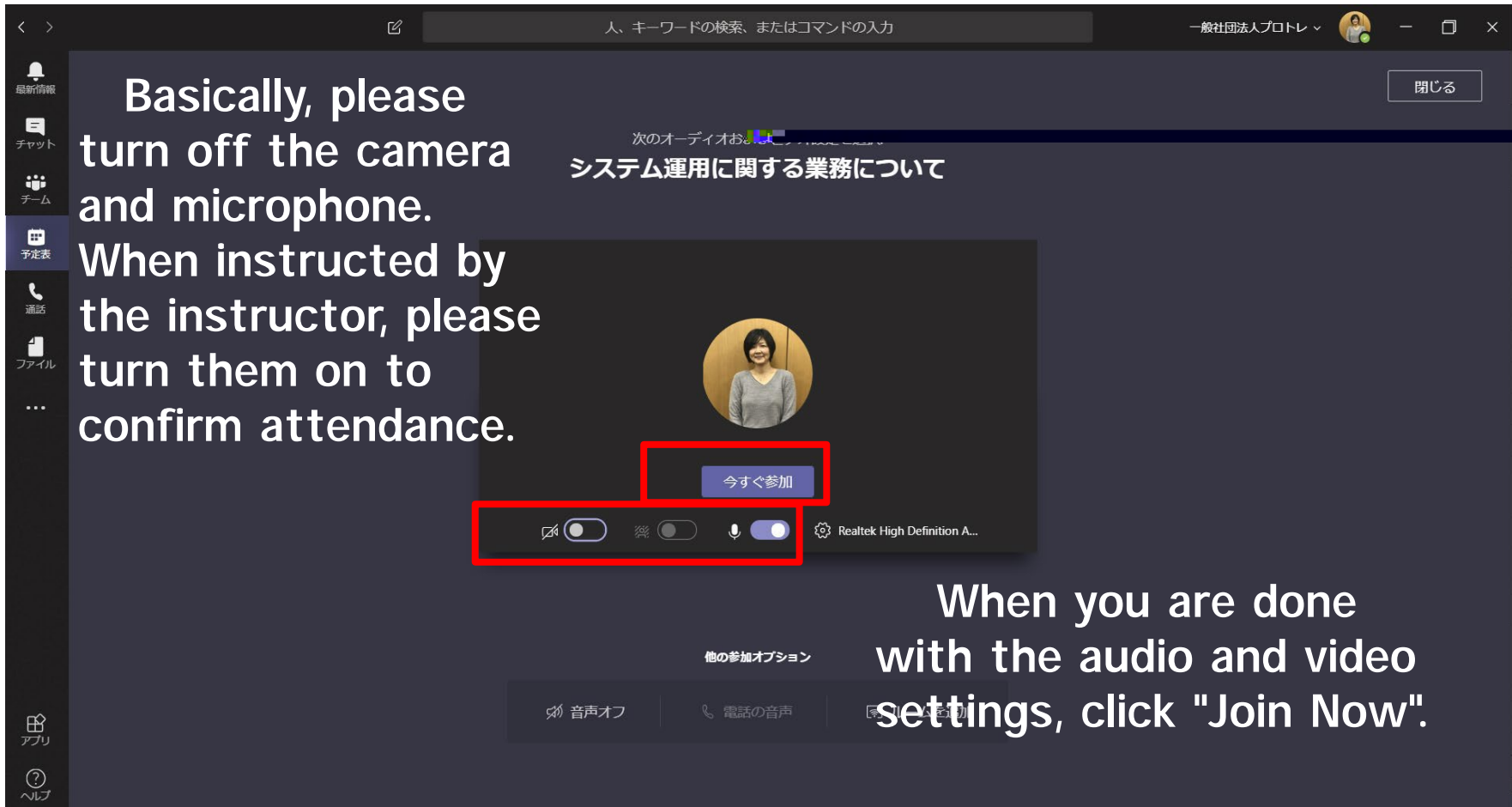
When you log in to HIRODAI moodle, you will see a list of courses that you have registered for, and you can select the courses that you want to take.

*1 Hirodai ID = your student number (capitalized alphabet)

*2 Other tools may be used in some classes, but the instructor of each class will inform you about them separately.

Joining a class with Microsoft Teams

When you click on the URL, etc., provided by the instructor, a screen for selecting audio and video settings will appear.



Basically, please turn off the camera and microphone. When instructed by the instructor, please turn them on to confirm attendance.

今すぐ参加

When you are done with the audio and video settings, click "Join Now".

How to confirm the method of class implementation (face-to-face or online)

The method of each class (face-to-face/online) can be found in the "Lesson Style" section of the syllabus.

How to check the syllabus

Login to [MyMomiji] View Syllabus

Enter the search criteria for the syllabus and start searching.

Click on a subject name to display the subjects that match the criteria.

Academic Year	20		
Lecture Code	10		
Subject Name	展開ゼミ (睡眠学入門 ~睡眠脳波を観察しよう~)		
Subject Name (Katakana)	テンカイゼミ (スイミンガクニューモン スイミンノウハヨカンサツショウ)		
Subject Name in English	Advanced Seminar Introduction for somnology ~ observation of sleep EEG ~		
Instructor	<p>When multiple methods are indicated, such as "face-to-face, online (simultaneous interactive)," it means that these methods should be used together.</p>		
Instructor (Katakana)			
Instructor's Office			
E-mail Address			
Campus	Higashi-Hiroshima	Semester/Term	1st-Year, First Semester, Intensive
Days, Periods, and Classrooms	(Int) Inte : See Momiji Website for the detail.(Higashi-Hiroshima Campus)		
Lesson Style	Seminar	Lesson Style (More Details)	Face-to-face, Online (simultaneous interactive)
Credits	1.0	Class Hours/Week	Language of Instruction J : Japanese

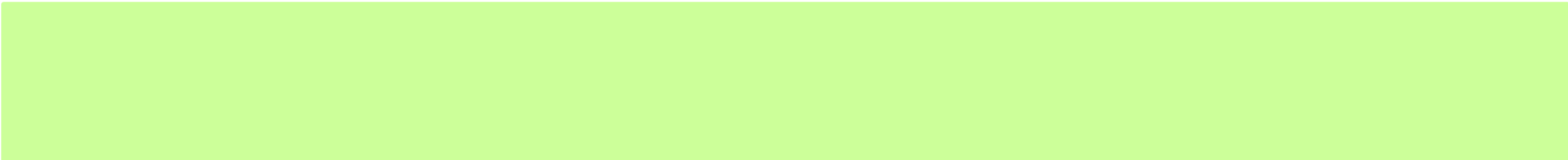
In taking online classes

Consider the privacy and personal information of yourself and other students

- z When taking interactive classes, **turn off the microphone and camera before attending.** Others can see where you are taking classes, such as your room, or hear the sounds of your life. However, if your instructor tells you to turn on the microphone or camera for attendance confirmation or discussion, follow those instructions.
- z While attending an online class with Microsoft Teams, other people's names and email addresses will be displayed on the screen, but due to Teams specifications, they cannot be hidden. **If you make unilateral contact using the displayed information, you may be subject to disciplinary action. Please do not misuse the information.**

Do not post materials or URLs shared in class on SNS etc. without permission

- z Teaching materials, reference materials, lesson videos, URLs, etc. for online classes are distributed and shared on the assumption that they will be used in the classes. Do not share beyond that range.
- z The teaching materials, materials, and lesson videos are also copyrighted. Posting on SNS etc. without the permission of the right holder constitutes copyright infringement.



Course Registration

- Course registration will be processed online via [My MOMIJI].
- More detailed information, including the registration period and important points, will be available on [MOMIJI Top].

Intended Courses		Course Registration Period
1st term courses, 2nd term courses, Spring semester courses, intensive courses	Liberal arts education program	From 0:00 a.m. April 4 to 11:59 p.m. April 12 F6.92 (om)]TJ0 Tc 0 Tw 2.7 * Please note, however, that course registration will not be available from 0:00 a.m. April 9 to 11:59 p.m. April 10 due to

* The course registration period for Fall semester (3rd and 4th terms) will be announced in Early August.

[My MOMIJI] Course Registration and Confirmation Screen

Introduction to Registering/Checking Courses

Name	KYOIKU JYOHO	School/Institution	Liberal Arts Education Program		
Year · Semester	2023 Year Second Semester	Student ID No.	B23XXXX	Grade	1
Estimated Amount of Gained Credits	0 Credits	Number of Credits for Non-Credit Courses	0 Credits	Total Number of Credits	0 Credits

is a compulsory subject which cannot be changed
 Click the frame of the preferred day and time period for study. The Registration Screen will be displayed.

1Term 2Term 3Term 4Term Search for Specific Course Information of Liberal Arts Educa

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Register	Register	Register	Register	Register
Period 2					
Period 3	Register	Register	Register	Register	Register
Period 4 (Evening Course)					

- Search for courses you wish to study for each term and register them.
- If you wish to register semester courses, register them from the first term screen, then your registration will be reflected automatically on the second term screen.

Intensive Courses/Other Courses						
Day of the Week	Time Period	Lecture Code	Subject Name	Instructor	Classroom	
non						

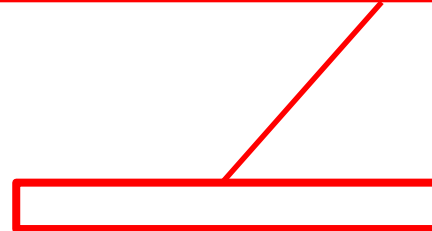
Timetable Search. Subjects, such as intensive courses, can be searched regardless of day and period.

← Used to export a list of course information.
 Note: Please note that when exporting information of CSV or PDF it may be saved elsewhere on the user's computer, and thus it is possible that the contents of the file may be leaked. If students wish to export their data to CSV or PDF, please save it to your own personal computer or to a computer in the Information Media Center.
 ← Displays printer-formatted page.
 ← Confirm requirements for graduation, passing, etc.

Taking classes held on other campuses than the one you study at

For example, even if the syllabus lists the campus as "Higashi-Hiroshima," it may not be the case.

Online classes allow students who commute to the Kasumi/Higashi Senda Campus to take classes at the Higashi-Hiroshima Campus without having to consider the travel time between campuses.



Please check the syllabus carefully, as some classes may have course requirements.

☞ See page **2** of HiPRO section

- **HiPROSPECTS®**

Hiroshima University Program of Specified Education and Study

- **Hiroshima University's own baccalaureate degree program**

Hiroshima University Program of Specified Education and Study

Features of HiPROSPECTS®

Clearly specify skills and knowledge required for students to develop before graduation as “Learning Objectives”

Check the level of achievement of the goals

 See page **3** of HiPRO section

(Mandatory for all students)

Major Program (81 programs*)

Program provided by each School/Department for students to graduate with a bachelor's degree

*Includes the number of programs in Undergraduate Education programs in English.

(Only for those who are interested)

Minor Program (46 programs)

Program for students to study the basics and overview of another Major Program

Specific Program (16 programs)

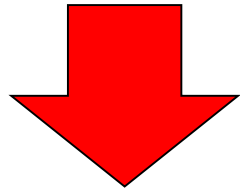
Program for students to pursue a particular topic of individual interest or to study for qualification/certification

Relationship between Learning Objectives and Class courses

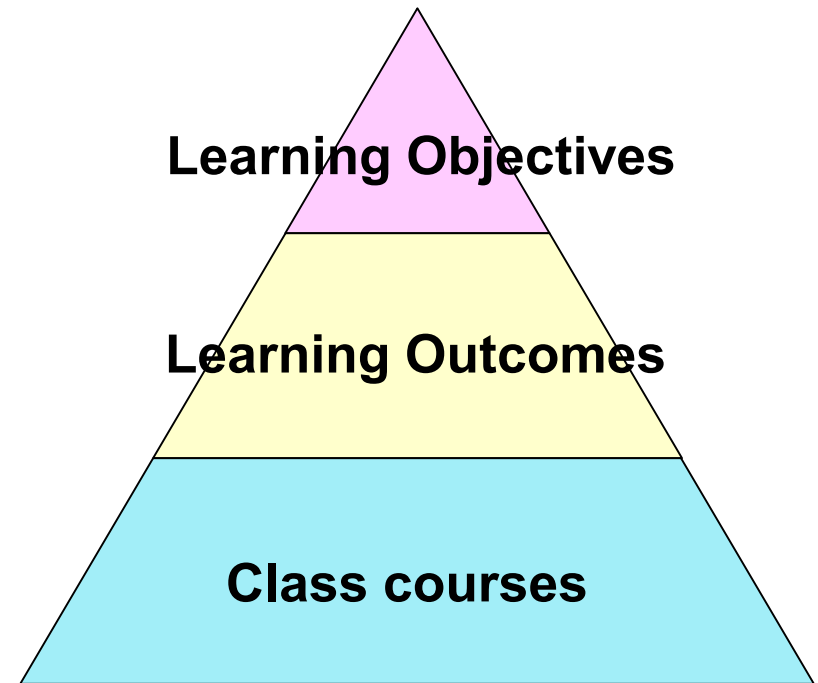
Learning Objectives: Abilities and knowledge required for students to develop by the time of their graduation (“ideal model graduate”)

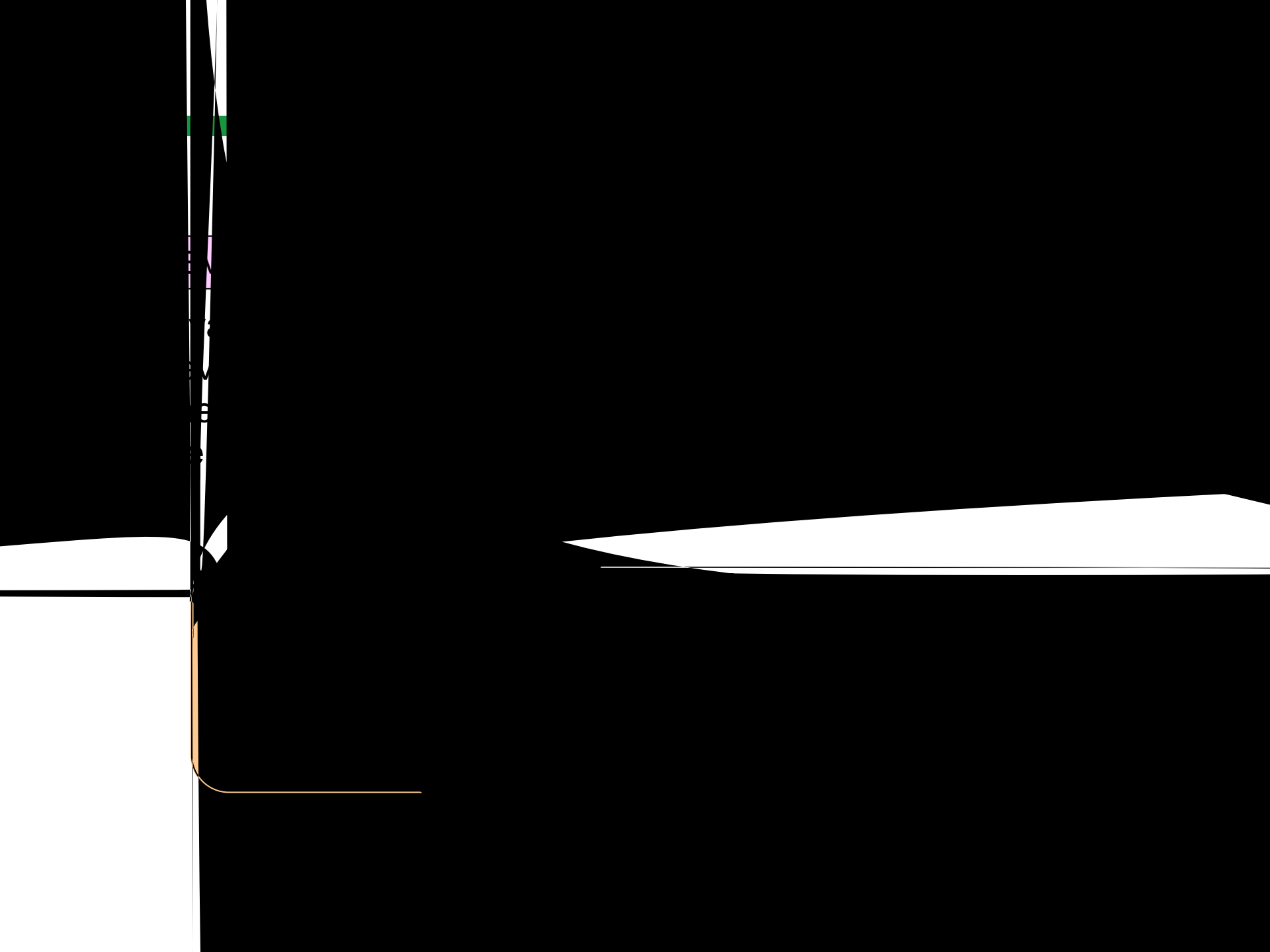
Learning Outcomes: Specific skills, knowledge and attitude required for students to achieve the learning objectives.

Courses: Learning contents designed to allow students to achieve the learning outcomes

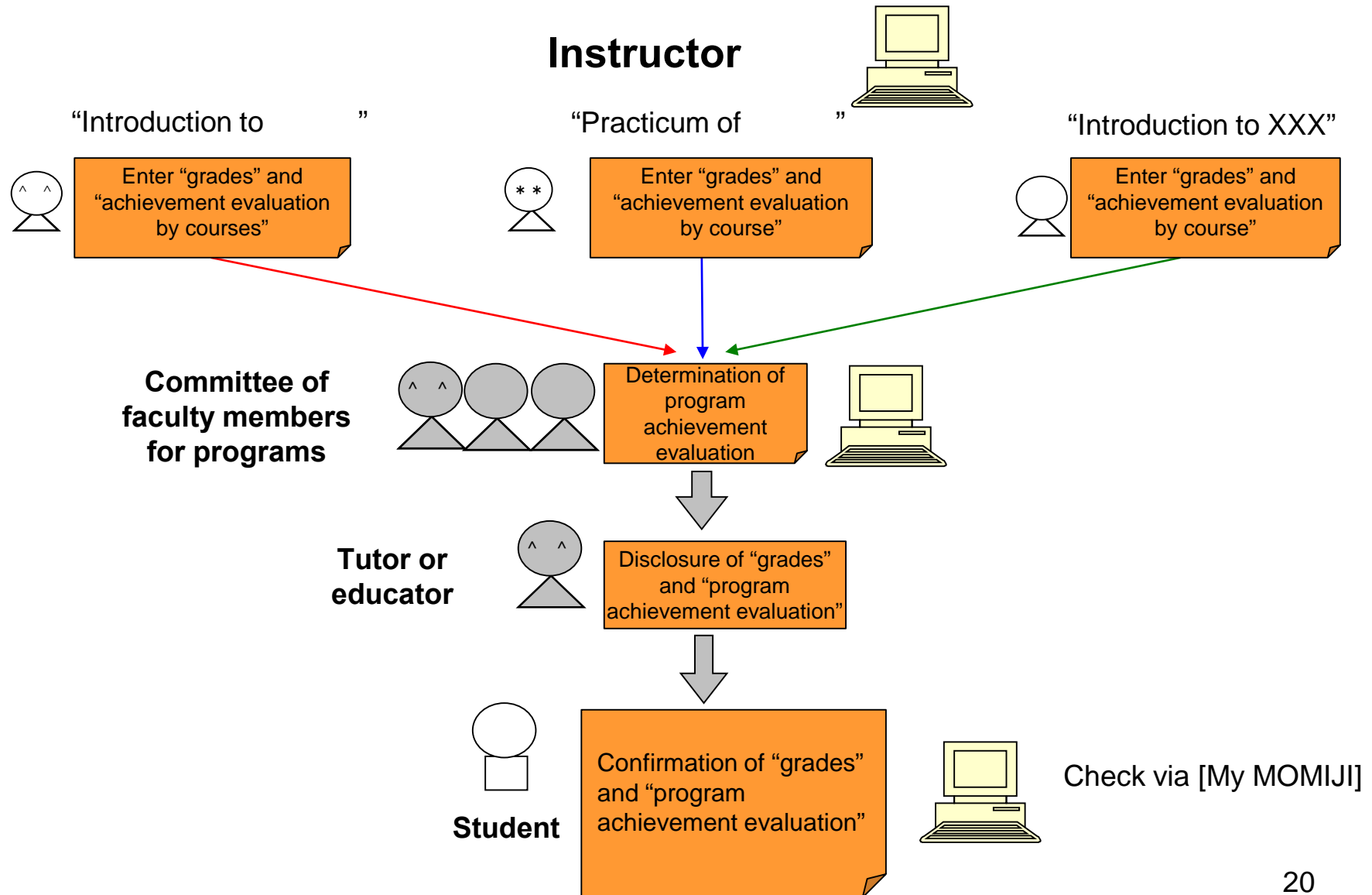


By taking each “class courses”, you will be able to demonstrate learning outcomes and by putting them together, you will be able to achieve the “learning objectives” by the time of your graduation.





Evaluation Method (Evaluation of achievement level)



How to Check Grade Evaluation/GPA and Evaluation of achievement level

- You can check your grade evaluation, GPA and evaluation of achievement level via [My MOMIJI].
- You can check the evaluation of achievement level shown in a radar chart. By visually checking the evaluation of achievement level by semester, make good use of it to see what you are lacking and decide which courses to take for the next semester.



network. For details, see the My Momiji FAQs page below.

Academic Register Management

Course Information

の不開講について

の不開講について

Mark as Read

の不開講について

Message

Bookmarks To Other Messageboards

学部・研究科掲示/Message from your Faculty, School

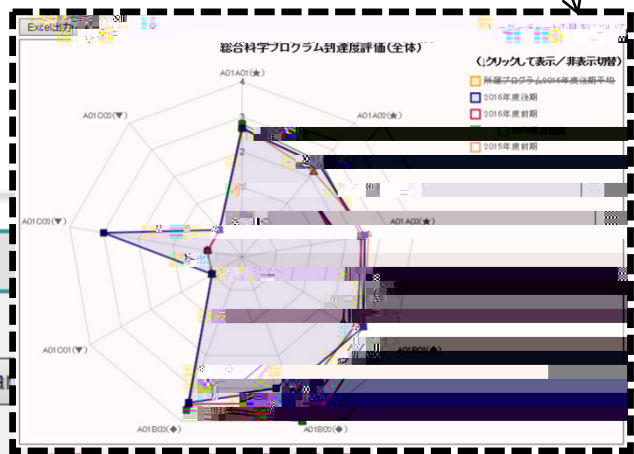
Check Grades For Register (Unread)

Check Grades Awarded

Information

You can check the grade evaluation

You can check the evaluation of achievement level



Minor Program and Specific Program

 See page **4** of HiPRO section

	Minor Program	Specific Program
Registration Period	From early January to early February * For some Specific Programs, their registration period may differ from other programs. For more information, check the Specific Program page on the HiPROSPECTS(R) official website.	
Registering Student	Those who wish to register	
The number of programs that can be registered	One * Excluding programs offered by the School that offers the Major Program of the registering student	Plural
Program completion requirements	Upon obtaining required credits for completion of Minor Program and graduation approval	Upon obtaining the required credits for completion of Specific Program and graduating or withdrawing from the University
Delivery of diploma	A diploma will be awarded in all Minor Programs	Except for particular Specific Programs, a diploma will be awarded in Specific Programs except for some Specific Programs

List of Minor Programs → See page **11** of HiPRO section

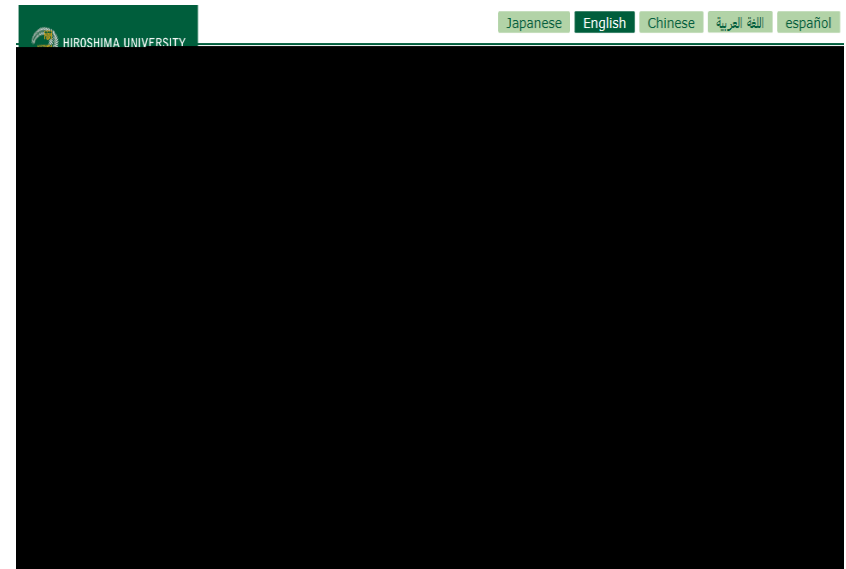
List of Specific Programs → See from page **12** of HiPRO section

 See page 7 of HiPRO section

Materials that show the outline of each program

- z Specifications for Major Program
- z Instructions of Minor Program
- z Instructions of Specific Program

[MOMIJI Top]
Academic Support
Undergraduate Education
HiPROSPECTS®



Material that shows the objectives and schedule of the course offered in each program

- z Syllabus

[My MOMIJI]
Syllabus

Packages of Informatics and Data Science Courses

 See page **27** of HiPRO section

Packages of Informatics and Data Science Courses are courses that are selected from specialized education courses offered at the School of Informatics and Data Science (newly established in AY2018) and packaged in accordance with the needs of each academic field in order for students to acquire systematic analytical methods and information-processing techniques required in various academic disciplines.

To sign up for the packages of informatics and data science courses

Check the package recommended by the Major Program you are taking (or wish to take) on page 28 in HiPRO section of the student handbook. As there is no specified program for IGS, you can take any courses.

Check the courses included in the package.

Check the content of the courses in the syllabus and **register the courses you wish to study via [My MOMIJI]** in the same way as for other courses.

The knowledge obtained through packages of informatics and data science courses will be helpful on various occasions, such as graduation research in each academic field, studies at graduate school, and work after finding a job.

We hope many students will take “Packages of Informatics and Data Science Courses”.

First-Year Internship Program (for Social Experience) for All Students

 See page **29** of HiPRO section

Please follow the rules.

Please join the liability insurance corresponding to "Accident during internship" (for example "PAS", "LMS", "Comprehensive Insurance for Student Lives Coupled with PAS", "Student Liability Insurance" handled by College Student Association, etc.) from the time of admission.

All internship participants are required to attend pre-internship training session given by each School or Global Career Design Center.

During the internship, always try to be polite and treat staff at the host organization with respect by giving them a proper greeting and using appropriate language.

University-wide simultaneous class cancellation due to weather warning issuance or other reasons HIROSHIMA UNIVERSITY

In case of issuance of a weather warning from Hiroshima Local Meteorological Observatory, suspension of public transportation, an incident or accident, or the launch of a ballistic missile., all classes may be cancelled.

In the case of class simultaneous class cancellation, **such information will be posted on the emergency information column of [MOMIJI Top] (see below) and e-mail (b24XXXX@hiroshima-u.ac.jp). Give top priority to your safety.**

Judgement time and scope of class period for simultaneous class cancellation

- 1) For morning classes (classes starting from 8:45 a.m. to 12:10 p.m.): By around 6:45 a.m.
- 2) For afternoon classes (classes starting from 12:50 p.m. to 5:05 p.m.): By around 10:50 a.m.
- 3) For night classes (classes starting from 5:30 p.m. to 7:40 p.m.): By around 4:00 p.m.

For more information, refer the following site on [MOMIJI Top]

[MOMIJI Top]

Academic Support

University-wide Simultaneous Class Cancellation Associated with Incidents Such as Issuance of Weather Warnings, or Suspended Service of Public Transport or Other Accidents or Crimes.

Emergency information will be posted here



You can also check the information on Hiroshima University's official X or official Facebook. If you cannot access either MOMIJI, Twitter or Facebook, please contact the Student Support Office.

Handling of Cheating on Final Examination, etc.

Handling of Cheating on Final Examination, etc. (excerpt)

1. The handling of the courses during the semester in which the student cheated on the final examination, etc. is as follows:

1st or 2nd semester

- (1) If a student cheats on an examination of the liberal arts education program, his/her evaluation of **all** liberal arts education program courses will be “**FAIL.**” However, “Introductory Seminar for First-Year Student” will be excluded.
- (2) If a student cheats on an examination of specialized education courses, his/her evaluation of **all** specialized education courses will be “**FAIL.**”

2. Student who cheated on the final examination, etc. will receive disciplinary punishment in accordance with Rules for Disciplinary Action for Student.

If student is found in cheating in the liberal arts education program in the second term, his/her evaluation of all liberal arts education program courses (first term courses, second term courses, Spring semester courses and Spring semester intensive courses) will be “FAIL.”

Rules and Guidelines for Writing a Report



写报告的注意事项



You will be required to submit a report as an assignment of lectures or laboratory work at the University many times.

Hiroshima University has created a brochure to prevent plagiarism in students' assignments **“Rules and Guidelines for Writing a Report”**.

(Location)

[MOMIJI Top]

Academic Support

Undergraduate Education

Rules and Guidelines for Writing a Report

Learn about how to write a report properly and write your report without plagiarism.

Class Improvement Questionnaires

Hiroshima University conducts questionnaire surveys for class improvement to get input from students to help improve classes.

- Answer the questionnaire for each class course you are taking
- The questionnaire is anonymous. Log in on “[My MOMIJI]” and answer the questionnaire.

You can answer from your smart phone.

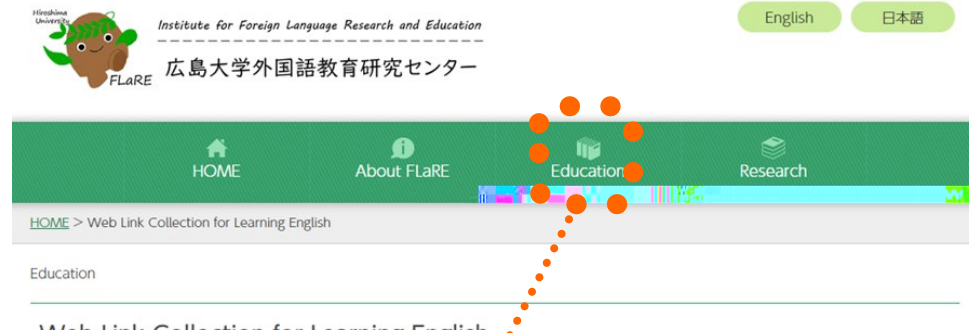
* More detailed information will be posted on [My MOMIJI] during the implementation period of the questionnaire.

**Your honest feedback is appreciated.
Your comments will change the education
at Hiroshima University.**

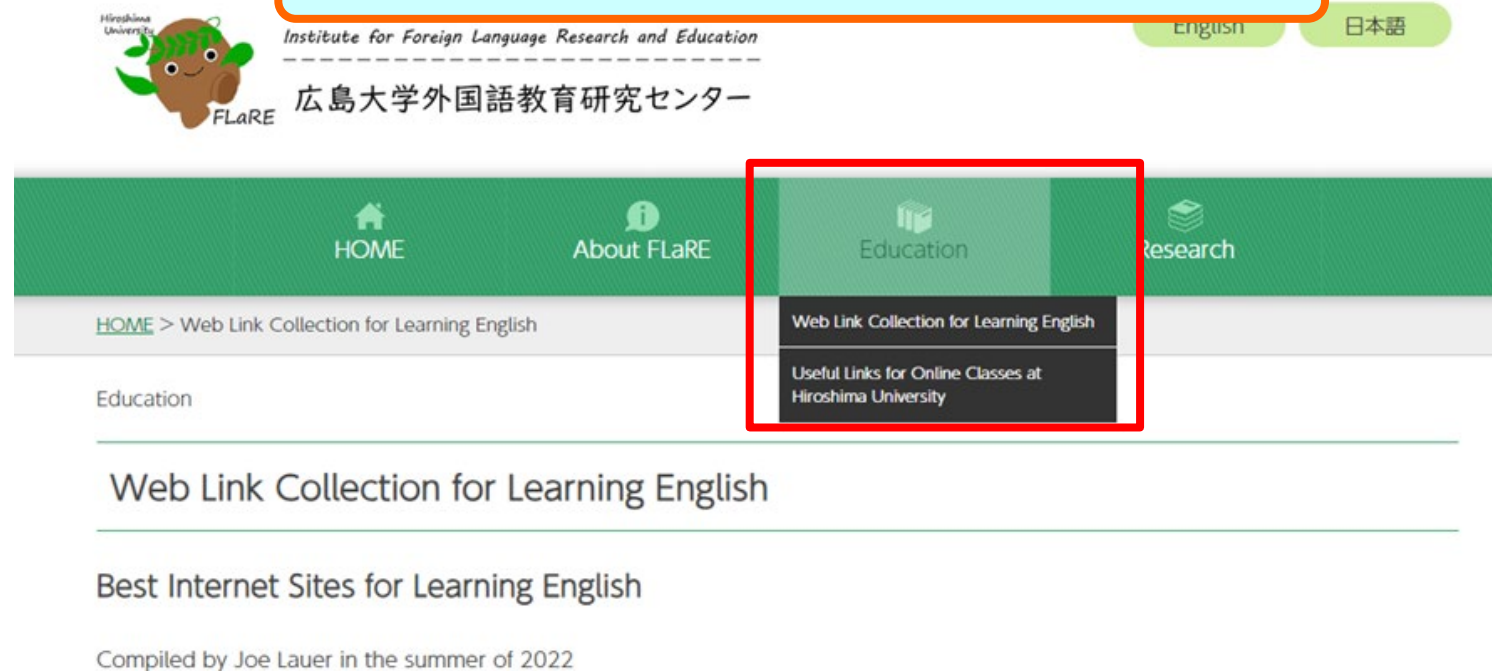
Various Tools to Develop Foreign Language Proficiency

Hiroshima University Institute
for Foreign Language Research
and Education

<https://www.flare.hiroshima-u.ac.jp/>



“Education” menu bar on the top of the webpage



Please check the "MOMIJI" once a day

There is a large difference between university and high school.

You may have spent your student life by being given a lot of information until high school. However, at university, you have to obtain information on your own.

Information from the University to students will be announced on [MOMIJI Top] or [My MOMIJI], so try to log in to [My MOMIJI] at least once a day and be sure to check such information.

That's all.