

OSAKA IBARAKI CAMPUS
FACILITY USAGE GUIDELINES
FOR GRADUATE STUDENTS

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Opening Hours

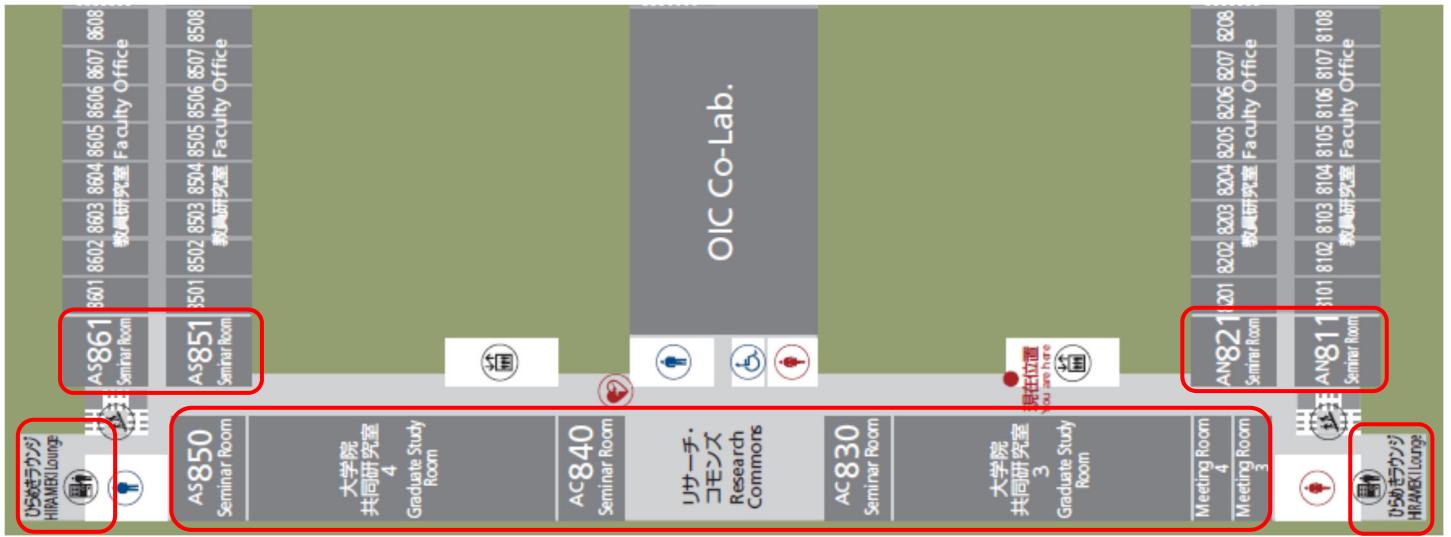
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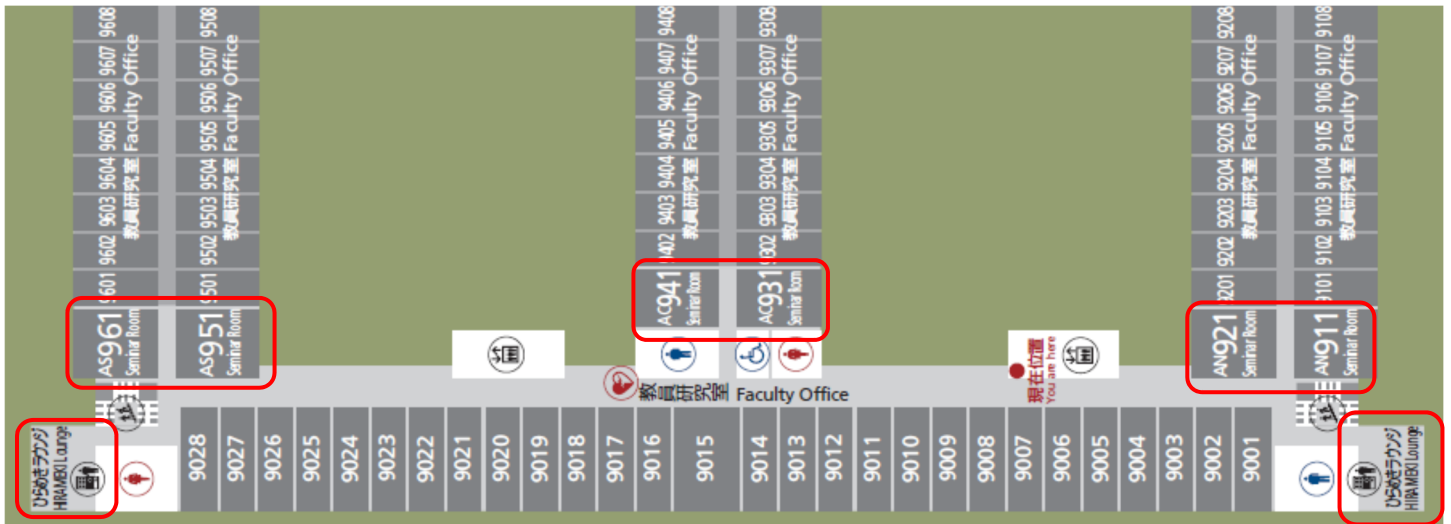
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Building A 8th Floor



Building A 9th Floor



Building C 4th Floor



OVERVIEW

Main Facilities

Besides the Graduate Study Rooms, there are also various facilities which graduate students can use depending on their research styles.

Facility	Function
Graduate Study Rooms	Closed space suitable for individual study/research activity
Seminar Rooms	Classroom for course work/work space suitable for societies and group projects
Meeting Rooms	Work space suitable for meetings and group projects
Research Commons	Open space suitable for communication between students and faculty, presentations and seminars <u>※Please use only "single seats" for the time being to prevent the transmission of COVID-19</u>
HIRAMEKI Lounges	Relaxation space for communication between students and faculty <u>※Closed for the time being to prevent the spread of COVID-19</u>
Graduate School Lounge	Free space suitable for business communication between lectures <u>※Closed for the time being to prevent the spread of COVID-19</u>

Sectioning

Separated areas based on the style of study/research activity

The facilities can be divided in two areas based on their functions. Students are expected to respect others and behave accordingly.

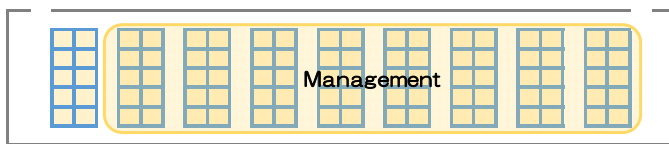
Area	Facility	Description
Individual study/ research activity	Graduate Study Room 1 - 6 Corridors	Areas for individual work with no tolerance of disturbance
Group work/ research activity	Research Commons Seminar Rooms Meeting Rooms	Areas for group work/research activity involved with communication between students and faculty

Separated areas in Graduate Study Rooms

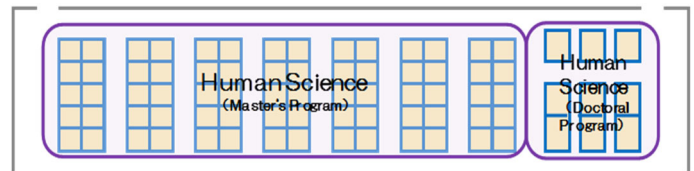
In the Graduate Study Rooms, carrels are also separated into several areas as follows. This sectioning is subject to change upon school reform.

Facility name	Number of seats	Graduate School
Graduate Study Room 1	90 seats	Graduate School of Management
Graduate Study Room 2	9 seats on the north	Doctoral Program in Human Science
	65 seats on the south	Master's Program in Human Science
Graduate Study Room 3	70 seats on the north	Master's Program in Technology Management
	20 seats on the south	Master's Program in Business Administration
Graduate Study Room 4	40 seats on the north	Master's Program in Business Administration
	40 seats on the south	Master's Program in Policy Science
Graduate Study Room 5	16 seats	Doctoral Program in Human Science
	15 seats	Doctoral Program in Business Administration
	24 seats	Doctoral Program in Policy Science
	28 seats	Doctoral Program in Technology Management
Graduate Study Room 6	21 seats	Doctoral Program in Human Science

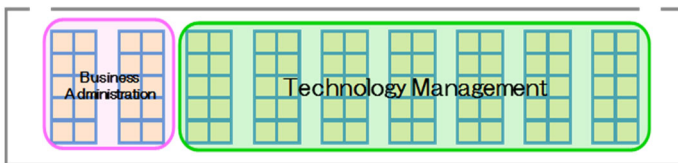
7F Graduate Study Room 1



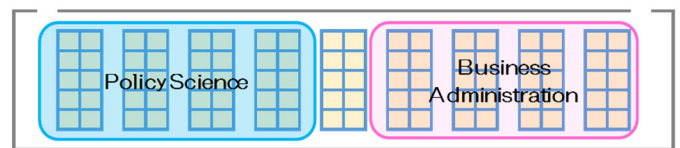
7F Graduate Study Room 2



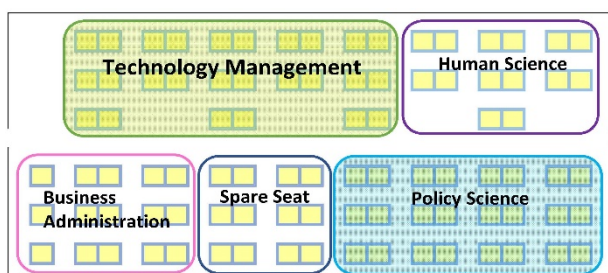
8F Graduate Study Room 3



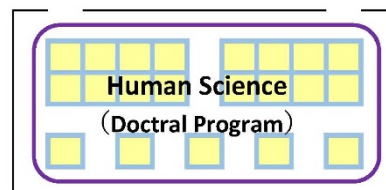
8F Graduate Study Room 4



7F Graduate Study Room 5



7F Graduate Study Room 6



USAGE OF FACILITIES

OPENING HOURS

Opening Hours

Opening hours of the facilities are as listed below.

Building	Floor	Facility name	Available for use
A	7 th ・8 th	Graduate Study Room 1 - 6	Monday-Saturday and other class days 7 : 00~22 : 30
	7 th ・8 th	Research Commons	
	7 th ・8 th	Meeting Room	
	7 th -9 th	HIRAMEKI Lounges ※ <u>Closed for the time being</u>	
C	4 th	Graduate School Lounges ※ <u>Closed for the time being</u>	

※Opening hour of the Seminar Rooms (Building A, 7th – 9th floor) is as same as regular time schedule, 9 : 00 - 21 : 10.

※Other than the above "Opening Hours", it is not possible to use for the time being due to prevent the spread of COVID-19

USAGE OF FACILITIES

Graduate Study Rooms

All graduate students who belong to the graduate schools at OIC have free access to the Graduate Study Rooms. The rooms are for individual work and research activity where silence is appreciated. Any disturbance such as inappropriate conversation or music will not be tolerated.

Master's Program

There is no carrel allocated to any individual. Find an available one on the spot. ((Depending on the graduate school, carrel may be assigned by the Graduate Students Association. For details, please contact the Graduate Students Association.)) If you need a storage place, file an application for locker use. You can use a locker by submitting application. The period of use is for a semester. (Some graduate schools may allocate carrels based on Graduate Students Association. For details, please contact the Graduate Students Association.)

Doctoral Program

A carrel is generally allocated to each graduate student. Contact the administrative office of the relevant graduate school or Graduate Students Association for your carrel number. Shelves are also available for storing books and documents. Consideration for others will be appreciated.

Research Commons

Students can freely use the research commons for group discussion, information sharing or open seminars without booking. However, it is necessary to make an announcement on the signboard in advance if students intend to use a specific area at a specific time. Furniture and fixtures including tables and chairs should be back to where they are before. Please use only "single seats" for the time being to prevent the transmission of COVID-19.

Seminar Rooms

Seminar rooms are generally for lectures of the graduate schools. However, students can freely use the rooms if they are not occupied. The rooms are only for group use, not for personal use. Students who wish to book a room in advance are required to contact the MANABI Station at OIC (Building A, 1st floor). 90-minute-use is considered as a unit as same as regular time schedule.

● Booking

Applications open two weeks after the school starts in both the spring semester and fall semester. For more information, contact the MANABI Station.

Seminar Room List

Floor	Room
7 th	AN711、AN720、AN721、AC730、AS751、AS761
8 th	AN811、AN821、AC840、AS850、AS851、AS861
9 th	AN911、AN921、AC931、AC941、AS951、AS961

Meeting Rooms

Students can freely use the meeting rooms without booking if they are not occupied. The rooms are only for group use, not for personal use. To avoid having a room occupied by a single group over hours, it is suggested to leave the room within two hours. Make sure to write the starting time, ending time, and the name of the group leader on the whiteboard before using.

Meeting Room List

Floor	Room
7 th	Meeting Room 1, Meeting Room 2
8 th	Meeting Room 3, Meeting Room 4

OTHERS

Food and Drink

Eating food is allowed only at the Research Commons. Please refrain from eating in other rooms. Beverages can be brought in to any room.

PCs in Research Commons and Graduate Study Room 5

There are PCs available for graduate students in Research Commons on each floor and the Graduate Study Room 5. Graduate students can use these PCs if available.

Locations of PCs

Floor	Location	Number of PC
7 th	AC740	10
	Research Commons	4
7 th	Graduate Study Room 5	7
8 th	AC830	10
	Research Commons	4

Lockers

There are lockers (set in Corridors and Graduate Study Rooms 5&6) available for students in Master's program and Professional Degree program to store books and documents. The period of use is for a semester, although it can be extended by filing an application for extension of use.

Students who wish to use a locker are required to file an application with the MANABI Station at OIC during the application period. In case there are more applicants than the number of the lockers, users will be selected in a drawing.

Application period

Spring semester (April - September) – From the end of March to the middle of April

Fall semester (September - March) – From the middle of September to the beginning of October

*The application period will be posted on manaba+R during the period written above.

Signboards

Signboards for graduate students are placed in front of each elevator on the 7th and 8th floor in Building A. Anyone can put up a post as long as the content is related to the items listed below. The post must be permitted by the Graduate Students Association in advance.

- Notification from the Graduate Students Association
- Announcement of societies
- Announcement of events at the Research Commons

*Notification from the University will be also posted when necessary.

Locations of Signboards

Floor	Location	Graduate School
7 th	In front of the elevator on the north	Management
7 th	In front of the elevator on the south	Human Science
8 th	In front of the elevator on the north	Technology Management
8 th	In front of the elevator on the south	Business Administration Policy Science

Furniture and Fixtures

No additional fixture is approved in the Graduate Study Rooms. However, necessary items on which the Graduate Students Association agrees can be purchased and placed. In case of placing some large furniture or appliances such as refrigerator, paper shredder, shelf or air purifier, it is necessary to consult with the

administrative office of the relevant graduate school and get permission in advance. The association must be responsible for taking care of their items.

Equipment Available

Laptops and projectors can be borrowed at ICT-Lab. (Building C, 2nd floor) when using them in Research Commons and Seminar Rooms etc. Follow the instructions there.

Multifunction Copiers

There are 4 copy machines available in each Corridor on the 7th and 8th floor in Building A. Students can print out files and documents from any PC in Research Commons and the Graduate Study Room 5. Also, laptops can be connected to the copiers by wireless LAN. Students can print out papers up to the limit, 4,000 points are provided to each student annually. After reaching the limit, students are required to pay 10 yen per point for additional printouts.

Print Style and Points

Style	Points
Monochrome	1 point/page (same for all sizes)
Color	2 points/page (same for all sizes)

Repair Request

When it comes to the situation where the light bulb burns out, or the window is broken, contact the MANABI Station at OIC. If anything under Graduate Students Association's management breaks, it will be repaired by the association.

Refuse

1. Regular trash

Refuse such as papers or plastic bottles should be put in trash cans placed in each Graduate Study Room and the kitchen.

2. Bulk trash

Furniture and fixtures under Ritsumeikan University's management are disposed of by the University. For other items under Graduate Students Association's management, the association must be responsible for the disposal including the necessary fees. For more details regarding the disposal procedure, contact the Office of Campus Management and Security (Building A, 1st floor).

Enquiries

If you have enquiries regarding the facilities for graduate students at OIC, contact the MANABI Station.

MANABI Station at OIC

Opening hour: 8:45 – 17:00 weekdays/school days



ver. March 2021