



KYOTO SANGYO UNIVERSITY



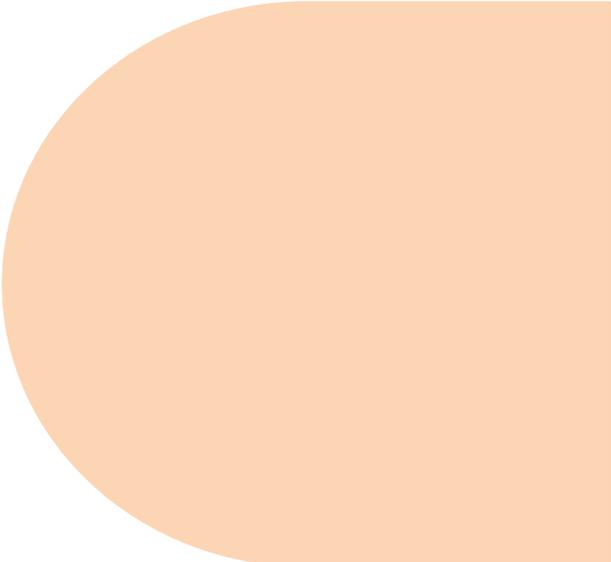
INCOMING EXCHANGE & YAP STUDENT HANDBOOK

Center for International Programs
Motoyama, Kamigamo, Kita-Ku, Kyoto, Japan 603-8555
Tel: +81-75-705-1455 E-mail cip-ml@star.kyoto-su.ac.jp Webpage: www.kyoto-su.ac.jp





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1. WELCOME TO KYOTO SANGYO UNIVERSITY

Kyoto Sangyo University (KSU) is a modern and progressive university founded in 1965 and located in the scenic north of Kyoto city, and old capital and cultural hub of Japan. Students who study at KSU can experience

modern Japanese life as well as see, feel and taste the traditions of the city through the unrivaled number of historical sites, sounds, crafts and flavors waiting to be discovered.

We are sure that you will enjoy the tradition and innovation that KSU and Kyoto offer when you study with us.



2. EXCHANGE / YAP APPLICATION PROCESS

1. BE NOMINATED

Exchange & YAP students must first be nominated by their home university. Nominations should be submitted between March 1 to 31 for September admissions and between September 1 to 30 for April admissions. Only students whose nominations have been accepted by KSU will be provided with information on how to apply.

2. FILL IN AN ON-LINE APPLICATION FORM.

Successfully nominated students will be sent a link to an on-line Application for Admission form.

SUBMIT APPLICATION DOCUMENTS as required.

For details refer to the KSU website.

<http://www.kyoto-su.ac.jp/english/admin/applications.html>

1. Application for admission (On-line Application sent to nominated students)
2. Japanese Language Proficiency Questionnaire & Reference Letter (On-line. Links sent to nominated students)
3. Academic transcript in Japanese or English (PDF) showing student's GPA. Accompanying documents accepted.
4. Applicants photograph in JPEG or JPG format.
5. Passport photocopy (pages showing photo and passport details) (in PDF)
6. Application form for Certificate of Eligibility for Student Status (Excel) Sent to successful nominees.
7. Designated Certificate of Health (PDF) (Submit end of July or end of January depending on admission time. To be completed within 6 months of arrival in Japan. Other health forms not accepted.)

8. Certificate of Enrolment (YAP students only)

Note:

- 1) *The completion of a Japanese language proficiency questionnaire is required by ALL students.*
- 2) *Passports must be current with an expiry date at least three months after the end of the study period at KSU.*

APPLICATION PERIODS:

Autumn semester admissions:
April 1 to 30

Spring semester admissions:
October 1 to 31

*Applications will not be accepted outside of these periods.

Email Application documents to:

cip-ml@star.kyoto-su.ac.jp

3. WHAT YOU CAN STUDY AT KSU

Exchange & YAP students are welcome to enroll in classes in any faculty or department depending on enrolment requirements and permission from the teacher. KSU offers a combination of Japanese language courses with English taught academic courses. Students with sufficient Japanese language proficiency can also enroll in courses taught in Japanese

Courses available for exchange and YAP students will be advised in August for fall admission and March for spring admission. Please contact the Center for International Programs for courses lists of previous semesters as a reference.

JAPANESE LANGUAGE CLASSES

Japanese language classes are offered from beginner to advanced levels for students who are interested in studying the

language. Beginner to intermediate classes aim to help students integrate themselves into life in Japan. Advanced classes support students undertaking academic courses taught in Japanese as well as help foster skills in presenting and other skills students may require for working in Japan in the future. Students are assigned to classes based on application documents and a placement test taken by students before coming to KSU. Enrolment in Japanese language classes is optional.

ENGLISH TAUGHT CLASSES

See the list provided on the KSU English website under International Exchange. Please note that courses in: *Business Administration, Law, Sociology, Science and Information Science & Engineering* are offered in *Japanese only*. One or two courses may be offered in economics.

ENROLMENT REQUIREMENTS

Exchange & YAP students are required to enroll in a minimum of 7 courses per semester. These 7 courses may include a combination of Japanese language courses, English taught academic courses and Japanese taught academic courses subject to the student's level of language proficiency. Each course includes 1x90min class per week for 14 weeks face-to-face and 1 week on demand. Language courses are 1 credit and academic courses 2.

HOW TO ENROL IN COURSES

Exchange and YAP students will be provided with details on what courses will be available and about how to enroll in courses in the month prior to starting their studies at KSU. This means August for students starting in September and March for students starting in April.

4. PREPARING TO COME TO JAPAN

CERTIFICATE OF ELIGIBILITY

As part of the application process, students will submit applications for their Certificate of Eligibility (COE) to KSU. KSU then applies on the students' behalf for COEs through Japanese immigration. COE are generally issued around the end of January to early February for students coming in spring and late July to early August for students coming in Fall. COE are first issued to KSU by immigration and then forwarded in e-mail form to students.

APPLY FOR A VISA

After students have received their COE they should immediately proceed with visa applications at an Embassy of Japan or Consulate General's Office. Application requirements may differ depending on the where students apply, so it is advised that application requirements are confirmed in advance.

BOOK A FLIGHT

The closest airports to KSU are the Kansai International Airport (KIX) and Osaka International Airport (Itami) (ITM). It is recommended that you end your flight journey at one of these airports for convenience.

The next closest airport is Chubu Centrair Airport in Nagoya. A bus direct to Kyoto from there takes around 3.5hours.

Other major hub airports are Haneda and Narita in the Tokyo area. While a lot of flights go through these airports, the journey from there to KSU is both long and expensive. If your international flight is to arrive at either Haneda or Narita, ask if it is possible to add a connecting flight to either KIX or ITM for convenience. Some students like to arrive and depart from Tokyo if they intend to travel east Japan

when they first arrive or before they leave. Please confirm conditions for flying with your airline.

When booking a flight, please also consider your date of return from Japan at the end of your program. **For those students staying in the I-House**, you are welcome to stay in the I House until the last weekday in February/August that the offices are open.

*Check-out: between 9:00am ~ 16:30 on weekdays (not on weekends or during office holidays).

Note:

- University offices close for about 10 days each year in the middle of August and over the new year period. During these times, it is not possible to check out of the I-House. Please confirm these dates with CIP before booking return flights. If you book a flight during these holiday periods, you will have to vacate the I-House before the holiday and find alternative accommodation until the day of your flight.
- Morning flight departures will require you to check out on the last weekday before your flight, when the office is open.

PREPARE TRAVEL INSURANCE

All incoming students are required by KSU to carry insurance for their entire stay in Japan. If you arrive in Japan and do not have insurance, you will not be permitted to attend classes.

YOU MUST HAVE INSURANCE – No Insurance = No Class Attendance.

It is recommended that insurance policies taken out by students contain the following coverage.

- Medical
- Personal Liability
- Personal Accident
- Compassionate visit
- Loss of baggage & personal
- Accidental death
- Repatriation of remains

You will be requested to attach a copy of your insurance policy to your arrival details form – see below.

SUBMIT AN ARRIVAL INFORMATION FORM TO CIP

An Arrival Information Form (On-line) will be sent to students by e-mail about one month before your planned arrival.

The form will ask you for the following information.

- Name
- E-mail Address
- Date & time of flight arrival
- Japanese Airport where you'll first arrive in Japan
- Airline code & Flight Number
- Date & Time of check in to I House (for those staying on-campus)
- How you will travel to the I-House (Shuttle, train, other)
- Address where you will stay (for those staying off-campus) Name of Agent for off-campus accommodation
- How you found off-campus accommodation
- Address(es) of where you will stay if arriving in Japan one or more days before checking in to the I-House. (Full addresses and dates of stay required)
- Do you want to use sports training facilities at KSU? (500yen registration)

5. TRAVEL TO JAPAN / KSU

BOOKING FLIGHTS TO JAPAN

Students are responsible for all travel arrangements for getting themselves to & from Japan and KSU.

ENTER JAPAN & RECEIVE RESIDENCE CARD

Please check with Japanese Ministry of Foreign Affairs (MOJ) and the closest Embassy of Japan for the latest details on conditions for entry to Japan.

At the time of arrival in Japan, all new residents are required to register for a Residence Card. You should carry this card with you 24hours a day throughout your stay in Japan.

When entering Japan present your passport containing your student visa and a copy of your Certificate of Eligibility. It is also suggested that you have a copy of your Letter of Acceptance to KSU in case this is also requested.



SHUTTLE BUS FROM AIRPORT TO KSU / ACCOMMODATION

A recommended way to travel from either KIX or ITM airports is by shuttle bus. They will collect you from the airport and take you to the door of the KSU I-House or your off-campus accommodation. You can also book a shuttle to a hotel/hostel in Kyoto if you arrive before you check into the I-House or off-campus accommodation.

Shuttles to the I House take approx. 2.5 hours from Kansai airport and 1.5 hours from Itami airport.

Book your shuttle as early as possible as they are very popular and there are limited seats.

- **To book a shuttle:**
<https://www.yasakataxi.jp/english/>

Note: When arriving at KSU - **DO NOT COME TO THE CAMPUS. PLEASE GO TO THE I-HOUSE**

The I House is a 10min walk from the campus. That's a long way when you have luggage.

PUBLIC TRANSPORT

Please see details at the end of this handbook on how to reach KSU on public transport. If you have any questions or want suggestions, please contact CIP.

6. ACCOMMODATION

Exchange and YAP students can choose between applying to stay in the KSU International House (I-House) or finding their own accommodation off-campus. KSU can provide some information on off-campus accommodation, however securing accommodation will be the responsibility of the student.

KSU INTERNATIONAL HOUSE

The I-House is a short walk from the campus. Amenities in the I-House include a spacious lobby used for social events, tatami room, study rooms, communal kitchens, coin laundry, sunny southern perspectives and friendly staff. Prospective residents should read the I-House Resident Handbook to understand conditions for entering and living in the I-House before applying. Students who cannot be accommodated in the I-House will be asked to find off-campus accommodation.



S-type 25sqm. Single or shared occupancy. Fitted with a unit bathroom, air-conditioning, kitchenette with mid-size refrigerator, single cooking element, spacious sunny balcony, as well as a study desk, study chair, single bed, closet, and drawers for each occupant.



L-type 50sqm. Single or shared occupancy. Features larger unit bathroom, multiple a/c units, regular kitchen with large refrigerator, twin cooking range, microwave oven, grill, cabinets, sunny balconies, study desk and study chair, single bed and closet for each occupant, sofa, coffee table, dining table and chairs, clothes washing machine and clothes dryer.



I House Room Fees

* Room fees are current at the time of preparing this handbook and are subject to change.

Room Type	Admission fee	Room Fee (per month)	
S1-type (Single)	30,000 yen per person	38,000 yen per person	Water & Electricity included.
S2-type (Shared)	20,000 yen per person	19,000 yen per person	Water & Electricity included.
L1-type (Single)	40,000 yen per person	60,000 yen per person	Water included. Electricity charged separately
L2-type (Shared)	20,000 yen per person	30,000 yen per person	Water included. Electricity bill shared by occupants



Room Fee Payment:

Accommodation fees will be invoiced under the following schedule.

* Due to limited vacancy, students should be prepared to find off-campus accommodation if needed.

Payment period	Amount
May 10 th to 20 th (Spring entry)	April/May monthly fee, 2 months bond
October 10 th to 20 th (Fall entry)	Daily rate for September, October/November monthly fee, 2 months bond.
10 th to 20 th of each month	Monthly room fee
1 month before leaving	Paid from bond
Month of leaving	Paid from bond. Full monthly fee charged regardless of number of days stayed.

If a student's room fees are not paid for 2 consecutive months, their residency in the I-House will be terminated.

Arranging alternative accommodation will be the responsibility of the vacating student.

Bedding and linen :

Bedding fees are paid in cash around the time of admission.

One semester: 8,580yen

Two semesters: 17,160yen.

Check –in

Weekdays between 09:00 ~ 19:30

Check-out

Weekdays between 09:00 ~ 16:30 (earlier check-outs not permitted)

Check-in days will be set and advised by CIP. Checking-in and checking-out is only

possible during the above hours on Weekdays when the office is open. Checking out is not possible outside of these hours, on weekends, public holidays or university holidays. Please confirm university holidays with CIP before booking your travel home at the end of the program.

Non-Smoking *The I-House and surrounding grounds are a smoke free zone. Smoking in any form, including vaping, is strictly prohibited.

For further details, refer to the International House Handbook available from CIP.

7. DAILY LIFE

BUSES

1. Enter the bus from the back. To get off, push one of the buttons provided to inform the driver just before your stop. Pay when you get off either with cash or an IC card.
2. Bus fares: Buses in Kyoto generally have a fixed fare of 230yen. Some routes that go out of the city may incur a higher fare, such as out to Ohara.

Kyoto buses servicing the university are: No 40 between KSU and Kokusaikaikan station and Kita 3 Kyoto Shi bus (Green) between KSU and Kita-Oji station. From Kamigamo Jinja, Shi-bus numbers 4 and 46 can be ridden to the central city. For further details please refer to a bus timetable.

TAXIS

Hail a taxi from taxi stands around stations or on the street by raising your hand. Vacant taxis drive with their roof lights on. Uber and GO are regularly used on-line taxi hailing services.

BICYCLE RULES & PENALTIES

Running Red Lights	Up to 3 months jail or up to 50,000yen fine	
Ignoring Stop Signs	Up to 3 months jail or up to 50,000yen fine	
Riding 2 abreast	Up to 20,000yen fine	
Riding on the right side	Up to 3 months jail or up to 50,000yen fine	
Riding without lights at night	Up to 50,000yen fine	
Riding after consuming alcohol.	Up to 5 years jail or up to 1,000,000yen fine	
Sudden changes in direction	Up to 50,000yen fine	
Riding tandem	Up to 50,000yen fine	
Holding an umbrella or mobile	Up to 50,000yen fine	Don't ride holding your umbrella or mobile phone
Riding on footpaths where bicycles are not permitted	Up to 3 months imprisonment or up to 50,000yen fine	

- When the road is considered unsafe for bicycles, then the use of footpaths for bicycles may be permitted.
- When on footpaths ride on the half of the footpath closest to the road.
- Stop for pedestrians if necessary
- Ride at a speed that is safe for your surroundings.

For details see here:

Japanese: https://www.pref.kyoto.jp/fukei/for eign/koki_k_t/jitensha/index.html

Other languages:

https://www.pref.kyoto.jp/fukei/kotu/koki_k_t/jitensha/gaikokujin.html

CLIMATE

Kyoto has varied weather conditions. In summer, (June, July and August) it is hot and humid with typhoons from the Southeast. Summer temperatures range between 30 and 35 degrees Celsius but can regularly reach over 36 degrees Celsius. In winter (December, January and February) it is rather cold due to seasonal winds from the Northwest with temperatures often around 3 to 8 degrees during the day. Minus temperatures in night and in the early morning are common. Exchange & YAP students should research about Kyoto

USEFUL TELEPHONE NUMBERS

Kyoto Sangyo University main gate wardens (075) 705-1421
 Osaka Regional Immigration Kyoto Branch Office (075) 752-5997
 International House Office (075) 706-9251
Fire / Ambulance 119

Note that there are different sized taxis. Larger cars incur higher fares. Initial fares range from around 600 to 720 yen. Fares then increase at a rate of around 80yen per 415m. Higher rates are charged at night.

SHOPPING

Shopping in Japan is arguably unlimited. There are specialized retail outlet and department stores, supermarkets and neighborhood convenience stores, as well as co-op type facilities. Most facilities are open on weekends and holidays, however, many close for the New Year holidays. Consumption tax is 10%, which is included in the listed price in most cases.

- Convenience stores (KONBINI) Open 24 hours, offering everything from daily necessities to food items, copy and fax services, parcel sending services etc. Prices however are rather expensive.
- Supermarkets / Discount stores Food is available in supermarket or discount stores at economical prices. In

big supermarkets or discount stores you can buy almost all daily essentials. Your local supermarkets are "Fresco" across the river from Kamigamo Shrine and "Life" supermarket on the way to Kokusaikaikan Station and Seikyo up at Ichihara..

MOBILE PHONES

For convenience and keeping in touch with Japanese friends, it is recommended that students arrange for a Japanese SIM card as soon as they arrive in Japan. These can be purchased through phone companies or electronic stores.

DRIVING

For their own safety, exchange & YAP students are not permitted to drive vehicles, including cars, motorbikes & scooters while studying at KSU. In the case of a traffic accident, the student must bear the responsibility of sharing the expenses with others involved subject to decisions made by police and insurance companies.



weather patterns and prepare their clothing accordingly.

FOOD



The most economical option is to cook for yourself or with your friends. However, you may also choose to eat out. The Japanese diet is traditionally one of rice with vegetables, fish and meat prepared in Japanese style. Nowadays, Japanese people enjoy a wide variety of international dishes. It is easy to find both WASHOKU (Japanese food) and YOUSHOKU (western food) at restaurants around town. Prices can usually be confirmed before entering a restaurant by checking the menu of front window displays.

Students who cook their own meals should prepare approximately 30,000yen/month for

food. Those who intend to predominantly eat out should prepare 40,000yen/month or more. On-campus dining is also possible, of course. (Costs are dependent on individual diets and are given as a guide only).

Vegetarian and Vegan options are not common in Japan. Dishes sold on campus are predominantly meat based. Vegetables though are quite reasonably priced and so arranging a vegetarian diet is certainly possible.

PART-TIME WORK

A Students' primary objective for coming to Japan should be to study and to undertake university-based activities. Students, who are required to work part-time should first consult with the Center for International Programs. Students must obtain permission from the Regional Immigration Office. By law, international students may work up to 28 hours per week during semester. However, working that many hours may not always be possible.

Center for International Programs (075) 705-1455
 Kita Ward Office (075) 432-1181
Police 110

8. WHILE AT KYOTO SANGYO UNIVERSITY

STUDENT IDENTIFICATION CARDS

Exchange & YAP students will receive a Kyoto Sangyo University student ID card. This card identifies you as a student of KSU and you should have it in your possession at all times. If you fail to present your ID card, you may be refused the use of university facilities.

* The student ID card must be returned to the I House office when you complete your study at KSU.

CLASSES ENROLMENT

At the beginning of each semester, exchange students must enroll in at least 7 courses. YAP students can enroll in a maximum of 8 courses. Courses shall include Japanese language classes and courses taught in English or Japanese depending on the student's language ability. Students must receive permission from teachers before their enrolment can be approved. How to enroll will be explained during orientation.

CLASS TIMETABLE

1 st Period	9 : 00~10 : 30
2 nd Period	10 : 45~12 : 15
3 rd Period	13 : 15~14 : 45
4 th Period	15 : 00~16 : 30
5 th Period	16 : 45~18 : 15

CHANGES TO CLASS SCHEDULES

The class schedule is subject to change due to special events at the university, the teacher's requirements or other unforeseen circumstances. Please check for changes on the KSU web page (POST) using an appropriate device. If at any time a teacher does not show up to class within 30 minutes of the scheduled start time, please consult with the faculty offices or the Academic Affairs Office regarding any possible class cancellations or schedule changes.

SUPPLEMENTARY LECTURES / CLASSES

Supplementary lectures are given to make up for any "Cancelled or Postponed Classes" or delayed progress. Students will be informed of these by the teacher in class or on POST.

IN CASE OF TRANSPORTATION STRIKES or TYPHOONS

In case of a transportation strike or typhoon, the Center for International Programs or

International House office will notify students to advise of any class schedule changes.

NOTE: Exchange & YAP students should make every effort to attend ALL their classes. Except in extraordinary circumstances, travel during semester, which requires students to be absent from class, is not permitted at KSU. Students requiring being away from class should consult first with the Center for International Programs and then with their teachers. Students absent for 5 or more classes for any course will automatically receive a failing grade. Please check with lecturers for specific course requirements.

EXAMINATION SCHEDULE

Examination schedules will be provided on POST approximately 10 days before the start of exams. Details concerning interim tests will be provided by teachers in class. Exchange & YAP students must sit scheduled examinations for courses they enroll in to receive credit. Examinations for the spring semester are scheduled from mid-July to the end of July. Examinations for the autumn semester are scheduled from late January to early February. Students should arrange their travel arrangements accordingly.

EXAM TIMETABLE

1 st	09:30 – 10:30
2 nd	11:00~12:00
3 rd	13:00~14:00
4 th	14:30~15:30
5 th	16:00~17:00
6 th	17:30~18:30

* REPORTS (ESSAYS)

Many teachers assign written reports in place of exams. If a report is required, check the theme, number of required pages, dates and place of submission. Reports submitted outside the indicated period will not be accepted. For hand-written reports, use the university regulation report paper and cover sheet, (available on-campus) and submit your paper in bound form. Ask the teacher about required layout.

* Acceptance days and hours of reports will be advised by the teacher.

Submission times:

Monday – Friday: 8:45 – 16:30 (except 13:00 – 14:00), Saturday: 8:45 – 12:00

	Grade	Percentage Mark
Pass	S	90 - 100
	A	80 - 89
	B	70 - 79
	C	60 - 69
Fail	※	59 -

TRANSCRIPTS

Exchange & YAP students are emailed one transcript free of charge after the completion of their time at KSU. Transcripts for students leaving after the spring semester are issued in mid-September and transcripts for students leaving after the autumn semester are issued in mid-March. Issuing transcripts or any grades earlier is not possible.

CLUBS & CIRCLES

As part of their student life at KSU, incoming exchange and YAP students sometimes join a student club or circle. Clubs at KSU are officially registered with the university, are able to use university facilities and in many cases receive funding from the university. Clubs are further divided into Sports Clubs and Culture Clubs. Examples of sports clubs are: rugby, soccer, baseball, karate, judo, boxing, athletics, etc. Culture clubs include: theatre, glee, astronomy, photography, calligraphy, mandolin, etc.

Circles are for students who want to participate in a group activity while at university, but not in an official club. Circles include those in sports; basketball, soccer, tennis, etc, and culture; photography, dance circles, volunteer, etc.

In recent semesters, the following clubs have hosted exchange students or have expressed an interest in doing so: archery, aikido, ice hockey, weight-lifting, double-Dutch, dressage, boxing.

Check out the list of clubs and circles below. If you are interested in any of them, please tell your Buddies and ask them to help you get in touch and ask about joining.

Clubs and circles at KSU: <https://www.kyoto-su.ac.jp/campuslife/club/intro/index.html>



9. TRAVEL AND HEALTH INSURANCE

TRAVEL AND HEALTH INSURANCE

As mentioned above, all exchange & YAP students must bring with them travel insurance from their home country which covers them for the entire period of their stay in Japan. A copy of this insurance policy will be requested along with your arrival details about one month before you come to KSU.

JAPANESE NATIONAL HEALTH INSURANCE

Anyone staying more than 90 days in Japan is required by law to register for the Japanese National Health Insurance Scheme. Application for NHI and can be made at a local ward office. Directions will be given during orientation at KSU.

表面 資格確認書

Students staying in the I-House will be accompanied to the Ward office by staff. Please return this card to the ward office before leaving Japan at the end of your stay. (Kita Ward Office: Tel 432-1181). It is strongly advised that you carry this card with you at all times while in Japan along

with your Resident's Card which is issued by immigration when a student first enters Japan on their student visa.

Insurance fee (approx. 1,800 - 2,000yen per month). Please consult with the ward office or staff at the Center for International Programs for details.

MEDICAL TREATMENT NOT COVERED BY NATIONAL HEALTH INSURANCE

The following diagnosis and treatments are not covered by National Health Insurance.

2. Physical Checkups
3. Preventative Injections
4. Cosmetic Surgery
5. Regular Childbirth or abortions
6. Private or 2 person hospital rooms (cost difference from a regular room), Meal charges, etc.

10. Library

Opening Hours

Monday-Friday 8:30—20:00

Saturday 8:30—18:00

Days when classes not in session
10:00—18:00

Sunday* 10:00—18:00

(Only before or during regular exam. period)

*Closed on Sundays, National holidays and certain days during summer and winter holiday breaks. Please refer to the library calendar on the library website.

<https://www.kyoto-su.ac.jp/library/>

Borrowing Books

Present your student ID and the book(s) you wish to check out at the Main Counter (2nd floor).

Generally, up to 10 books can be borrowed at a time for 2 weeks. For other details, please see the library reception.

*Long-term borrowing is available over holiday breaks, when due dates are extended.

*Non-circulating materials: Reference books, reserved books, periodicals and newspapers

Returning Books

Please return borrowed books to the Main Counter (2nd floor). When the library is closed, return books by the book-drop to the left of the front entrance.

Overdue penalty

An overdue penalties apply. Overdue users will be blocked from borrowing materials. Please bring back overdue books as soon as possible, or the blocked period will be extended.

Renewals

The loan period on borrowed materials can be extended if no one else has reserved them. Overdue materials cannot be renewed.

Materials can be renewed either: online via KSU-Cat "My Library" at the Main Counter. Present your student ID card and the book(s) you wish to renew.

Reserving Books Currently on Loan

To borrow a book that is currently out on loan, reserve it on KSU-Cat or at the Main Counter. You will be notified by email when the book is available. Reserved books are held for a week at the Main Counter.

Magazines

Magazines are arranged in CALL number order. The most recent are at the front and up to half a year's worth of the magazine are in the box behind it. To see older magazines, please enquire at the main counter. Only the most recent two publications of Japanese weekly magazines are put out on the shelves.

Overseas Magazines

Weekly magazines from around the world, including Time magazine, etc., are displayed here. Only the two most recent are on display. Older publications are held in storage.

Self-Service Copying of library materials

(2nd floor, 3rd floor, B1 floor)

Library materials may be copied within the scope of the Copyright Law. Photocopiers can be operated using coins or copy cards. Copy card vending machines are located near photocopiers on the 2nd floor. Charge: 10 yen per 1 sheet (b&w printing) 50 yen per sheet (color printing). 500 yen copy card (55 sheets of paper, b&w). 1000 yen copy card (110 sheets of paper, b&w). For copying notes and other non-library materials, please use copying machines outside the library.

Purchase Requests

The library welcomes suggestions for the acquisition of materials which support your study. Please fill in the Purchase Request Form and hand it to a librarian or put it into the suggestion box.

Use of Audio-Visual materials

You can use Audio-Visual materials (DVDs, CDs, etc.) in audio rooms (1st floor) while the library is open. AV materials may be borrowed during the following times.

Monday-Friday 8:30-18:15

Saturday 8:30-17:00

Days when classes not in session 8:45-16:30

Closed Sundays, National holidays

Knowledge Commons (1st floor)

Knowledge Commons, where lectures and concerts are held, is open to students as a group study space, when available. Drink bottles with screw-on tops (plastic and aluminum) are permitted.

PC Room (1st floor)

There are personal computers in the PC Room on the 1st floor which can be used while the library is open and when available. A User ID and Password is required to use them. Internet access is available. Please supply your own paper when using printers. Please contact the Center for Information Technology counter when a computer or printer is faulty.

Lounge (1st floor)

Beverages and snacks are available from vending machines in the lounge. Food and drink consumption in the lounge is permitted.

Group/Private Study Rooms

(2nd floor, 3rd floor)

Individual and group study rooms may be borrowed for up to 2 hours.

Personal computers can also be borrowed when using group study rooms with computer monitors. Ask at the Main Counter. Food and drinks are not permitted in study rooms.

Reference Service (Reference Desk 2nd floor)

If you cannot find the book you are looking for, please feel free to ask librarians at the Reference Desk.

Reference librarians will help you find books, journals, articles, and other information resources.

ILL (Interlibrary Loan) Service

(Reference Desk 2nd floor)

[Article Request] Photocopies of journal articles or a part of books unavailable in the KSU library may be obtained from other libraries. You have to pay the postage and the fee for making a photocopy.

[Book Requests] Books unavailable in the KSU library may be borrowed from other libraries. Postage will be charged. Books lent from other libraries may be used only in the KSU library.

[Visiting other libraries] Introductory letters for visiting other libraries can be requested from the KSU library. Some libraries require the presentation of a student ID and an introductory letter.

KSU-Cat <https://ksucat.kyoto-su.ac.jp/>

KSU-Cat (KSU catalog) is the on-line search system for materials held by KSU library.

11. KSU HEALTH CENTER & COUNSELING SERVICES

Health Center

Kyoto Sangyo University has a Health Center on campus available to all students. CIP staff can accompany students to hospitals or clinics for translation if required. Private and confidential counseling is available at the student counseling office (Gakusei-sodan-shitsu) on the 5th floor of Yuhikan. (Phone 075-705-1434) Counseling is available in Japanese and English.



Human Rights Center

Human rights violations and harassment refer to invasions or non-protection of an individual's human rights and may include speaking / acting discriminately or hurting someone's feeling with regards to their race, beliefs, gender, social status, family origin, nationality, ethnicity, religion, age, sexual preference, illness, handicap etc. KSU takes measures regarding human rights issues, particularly sexual harassment, so that all students can study with a sense of safety and security and lead

an enjoyable student life.

Examples of how human rights violations and harassment can occur:

Saying something, which is offensive toward someone of a particular cultural background whether in class, in the dormitory or in club activities can be harassment.

For example, "I don't want to be friends withtype of person because they're....."

A serious issue which is all too common is sexual harassment. Sexual harassment should be regarded as an utterance or action which is considered offensive in a manner by those around you, including 3rd persons. For example, talking about personal experiences or saying something of sexual orientation to which another person may or may not be in a position to respond). A wolf whistle, once considered harmless, can now be regarded as sexual harassment. Touching a person physically, regardless of the intention of the person doing the touching, may, if interpreted as sexually offensive by the person being touch, be regarded as sexual harassment.

Another newly regarded form of harassment is alcohol harassment, when a person is made, or felt compelled to drink more than they are comfortable with or able to drink for either health or religious reasons. This is a real problem in Japan.

What is important is that everyone respects

the fact that others may have different cultural beliefs and sense of values. It is important that you don't look at others based only on your own values and beliefs. Be considerate of others in all situations and help keep human rights issues and harassment out of your lives, including here at KSU.

If you are the victim of a human right violation or harassment, don't carry the stress of it by yourself, please contact the human rights center by either phone or e-mail. English speaking staff are available.

Consultation doesn't have to be about things that occur on campus only. You can also talk about things that might occur in the dormitory or at your part-time job, etc. Not only victims, but also those who are witness to human right violations are encouraged to contact the center.

Any consultation is kept in strictest confidence, so please feel free to contact the center anytime.

Human Rights Center

Yuhikan 5F.

Open Monday to Friday 9:00am to 4:45pm

Saturdays 9:00am to 12:00noon

Phone: 075-705-1428 (Internal: 52140)

Sexual Harassment Hotline

Monday 12:30 – 16:30

Phone: 705-1954 (Internal: 52142)

E-mail:

jinken-jim@star.kyoto-su.ac.jp

12. GLOBAL COMMONS

The Global Commons (Ground floor of Sagittarius Kan) is your place to connect with more KSU students and in particular do so in a variety of languages. Use this space to study, play board games, join chat events, give presentations about your country, watch DVD and just chill with KSU students to learn more about each other's cultures. You may like to join "LINK", a student group which organizes events through the Global Commons. For more details, please visit the friendly staff in the Global Commons. Also see here:

<https://www.kyoto-su.ac.jp/campuslife/gc/index.html>

Follow their events through Instagram:

https://www.instagram.com/kyosandai_gc/



13. CENTER FOR INTERNATIONAL PROGRAMS

The Center for International Programs (CIP) Office, located in the north wing of building number 12, has experienced full-time staff to assist exchange & YAP students in relation to their studies and everyday life in Japan. Enquires can be made in Japanese, English, Chinese or Korean.

Office Hours:

Monday to Friday 8:45 – 13:00, 14:00 – 16:30 (Closed 13:00 – 14:00 for lunch) Saturday: 8:45 – 12:00

OTHER UNIVERSITY OFFICES * Office Hours are subject to change during university vacations.

Other Office Hours

Keiri-bu (Accounts) Main Building
Gakusei Shien Center (Student Affairs, Bldg 10)
Kyogaku Center (Academic Affairs) Bldg 10

Weekdays

9:00 - 16:00
08:45 - 13:00
09:00 - 18:00

Saturday

closed
08:45-12:00
09:00-13:00

14. GOING HOME

I-House will contact students approximately two months before the end of the semester to confirm their departure dates. Before leaving, be sure to carry out the following:

SUBMIT THE FOLLOWING ITEMS TO THE I HOUSE OFFICE

- ① KSU Student ID card
- ② I-House room and closet keys
- ③ Contact details for future correspondence

GO TO THE WARD OFFICE

- 1 Announce to the Ward Office that you will be leaving Kyoto.
- 2 Cancel your residency (住民登録).
- 3 Make the final payment for your National Health Insurance at the local ward office and announce when you will leave Japan. You should do this in the final calendar month of your stay at the I-House.
- 4 Suspend your National Pension Registration.

**It is advised that students go with a Japanese speaker to the ward office.*

ROOM CHECK

Staff will contact students regarding room checks. Students will be given a room check approximately two weeks before your departure and then again on the day of your departure. For more details refer to the International House Handbook.

RETURN RESIDENT CARD

Present your Foreigner's Residence Card at emigration when departing Japan

15. DIRECTIONS TO & FROM KSU

Between KSU and Kansai International Airport

The recommended travel methods are a Near Me Shuttle through Yasaka Taxi (<https://www.yasakataxi.jp/english/shuttle/index.html>) or JR Haruka to Kyoto Station and then public transport.

Between Kyoto Station & KSU:

Option 1: Karasuma subway line from "Kitaoji" station and Transfer to a taxi or City Bus (Kita 3 bus from platform red A).
Price: Subway from Kyoto Station to Kitaoji – 260yen, Kita 3 Bus - 230yen.

Option 2: Karasuma subway line to "Kokusaikaikan," transfer to a taxi or Kyoto Bus #40 from platform 2 bound for KSU.

Get off at Rakuhoku Green Heights Mae to get to the I House, or Kyoto Sandai Mae for the university.

Price: Subway from Kyoto Station to Kokusaikaikan – 290yen, #40 Bus -230yen.

Taxi

From **Kitaoji station:** Exit the subway via the southern ticket gates, take the elevator to the ground floor. The taxi stand is

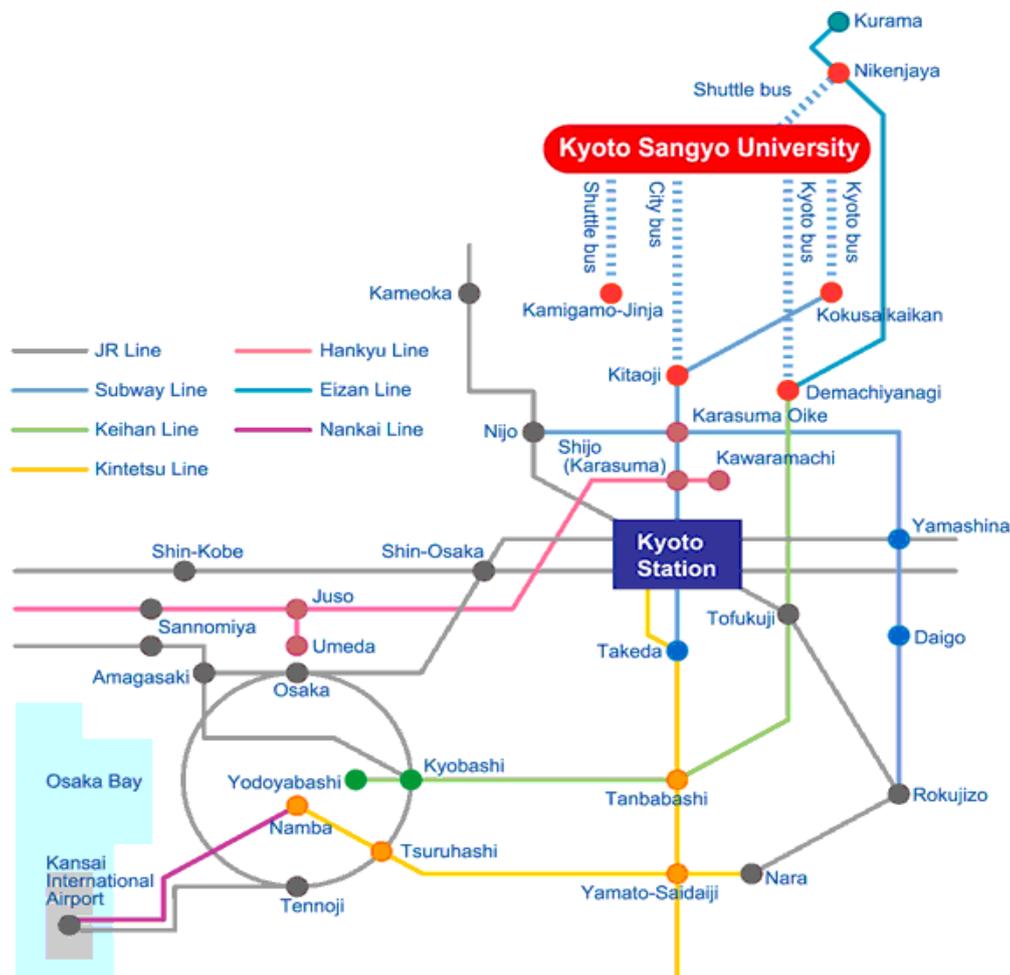
immediately in front of the station building.

Price: Approximately 1,500 – 2,000yen

From **Kokusaikaikan station:** Exit the subway ticket gates and take the elevator to the ground floor. The taxi stand is immediately in front of the station building.

Price: Approximately 1,500 – 2,000yen

Show the map on this page to the taxi driver to help with giving directions.



16. CAMPUS MAP WITH ENGLISH KEY

Refer to the on-line map and use the below key if necessary for English names of buildings and services.

KSU On-line campus map: https://www.kyoto-su.ac.jp/facilities/cam_map.html (Japanese only)

Key

- | | |
|---|---|
| 1. Tenchi Kan (Family Mart, Maruzen Stationary shop) | 18. Central Library |
| 2. Banyu Kan (Science) | 19. Laboratory Building #2 (Computer Science) |
| 3. Building #10 (Academic Affairs, Student Support, dining, etc.) | 20. Research Rooms #2 |
| 4. Main Building (President's, Personnel, Finance Offices, etc.) | 21. Laboratory Building #1 |
| 5. Koyama Observatory | 22. Building #9 |
| 6. Sagittarius Kan (Foreign Studies, Sociology) | 23. Research Building #3 |
| 7. Yuhikan (Health Center, Student Counselor, dining) | 24. Research Building #4 |
| 8. Building #12 (CIP) | 25. Research Building #5 |
| 9. Shinri Kan (Law, International Relations, dining) | 26. Building #15 (Life Sciences) |
| 10. Koyama Hall | 27. Building #14 (Computer Science) |
| 11. Building #4 | 28. Building #16 (Life Sciences) |
| 12. Building #13 | 29. Research Building #6 |
| 13. Heiraku Kan (dining, Family-Mart, ATM) | A. Pilotte Quad |
| 14. Building #6 (Large Lecture Theatres) | B. Wood deck |
| 15. Building #5 (Economics, Business Administration) | C. Zuishuan Tea House |
| 16. Building #11 (Cultural Studies) | D. Glass houses (Life Sciences) |
| 17. Research Rooms #1 | |

