

OSAKA IBARAKI CAMPUS  
FACILITY USAGE  
GUIDELINES  
FOR GRADUATE STUDENTS

**RITSUMEIKAN**  
**OSAKA**  
**IBARAKI**  
**CAMPUS**  
SINCE **2015**

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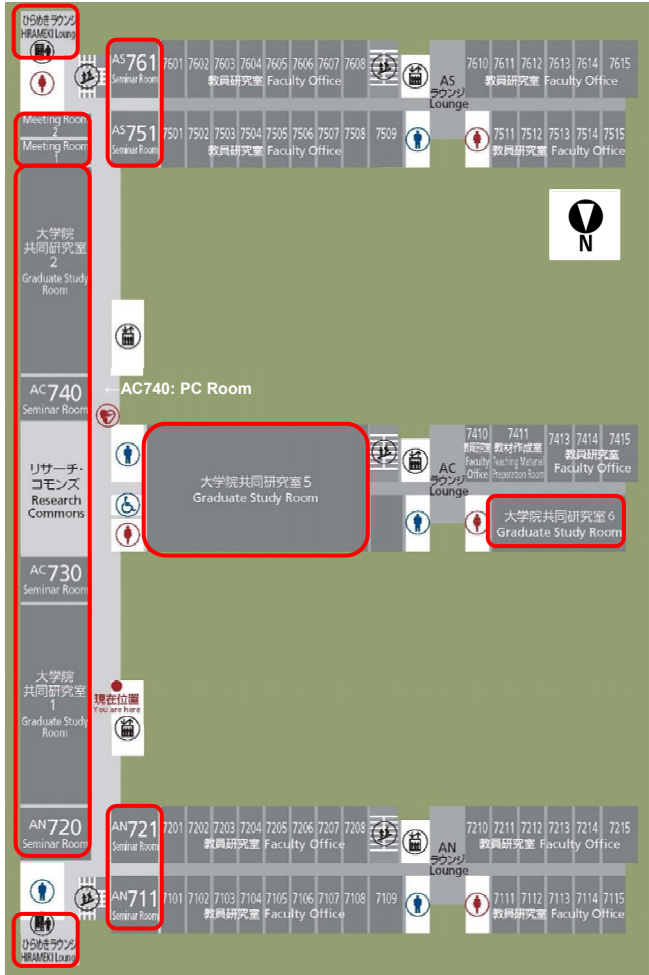
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# FACILITIES FOR GRADUATE STUDENTS

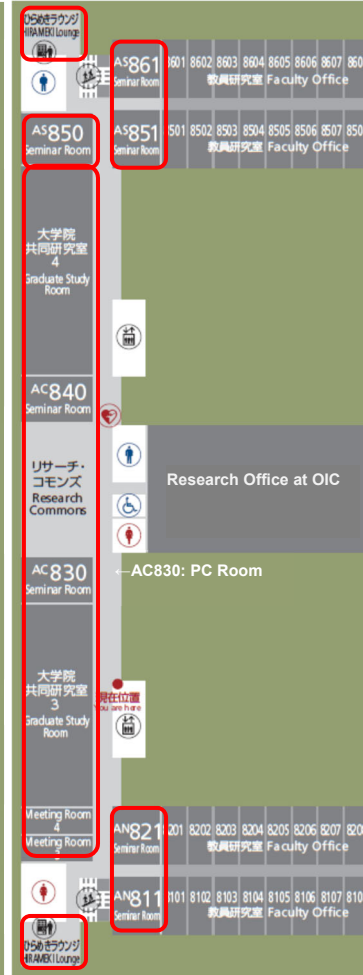
The facilities for graduate students on OIC are located from the 7<sup>th</sup> to 9<sup>th</sup> floor in Building A, on the 4<sup>th</sup> floor in Building C and Building H. Along with “Graduate Study Rooms”, various research environments such as “Research Commons” and “Meeting Rooms” are available. All the graduate students have access to these facilities, and they are expected not to cause any disturbance to other users or damage to the property. Please behave in a peaceful and a polite manner so that everyone can use these areas comfortably.

## FLOORPLANS

### Bldg. A, 7<sup>th</sup> Floor



### 8<sup>th</sup> Floor



### 9<sup>th</sup> Floor



### Bldg. C, 4<sup>th</sup> Floor



## OVERVIEW

### Main Facilities

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

Facility	Function
Graduate Study Rooms	<b>Closed space suitable for individual study/research activity.</b> <b>*GSISE students are required to use their advisor's laboratory on and above 5<sup>th</sup> floor in Building H.</b> <b>*GSIA students are required to use their advisor's laboratory on 4<sup>th</sup> floor in Building H.</b>
Seminar Rooms	Classroom mainly for course work and thesis guidance, but also for group projects of graduate students and their professors if the it's available.
Meeting Rooms	Work space suitable for meetings and group projects.
Research Commons	Open space suitable for graduate students and professors to have communication, share the outcome of the research presentation, and have an open seminar.
HIRAMEKI Lounges	Relaxation areas for graduation students and professors.
Graduate School Lounge	Free space mainly for the interaction for the graduate students before and after the coursework.

### Sectioning

#### Separated areas based on the style of study/research activity

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

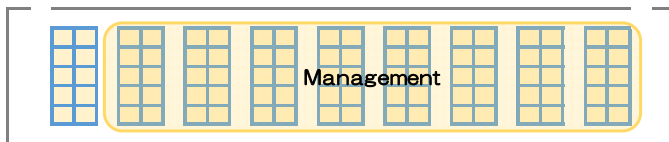
Area	Facility	Description
For Individual study/research activity	Graduate Study Room 1 - 6 Corridors	Areas for individual work. The students are required to be quiet and refrain from disturbing others.
For Group work/research activity	Research Commons Seminar Rooms Meeting Rooms	Areas for group work/research activity which needs the interaction between the graduated students and the professors.

## Sectioning in Graduate Study Rooms

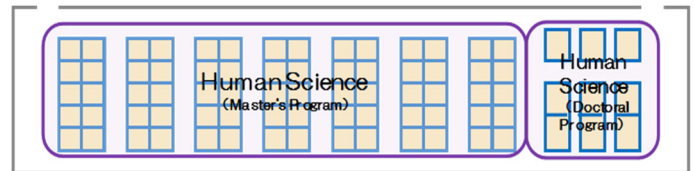
The allocation for the each Graduate Study Room and the seats in there are as below. This sectioning is subject to change.

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

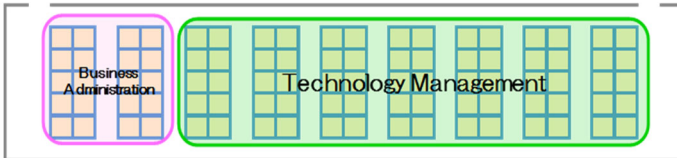
Graduate Study Room 1 (7F)



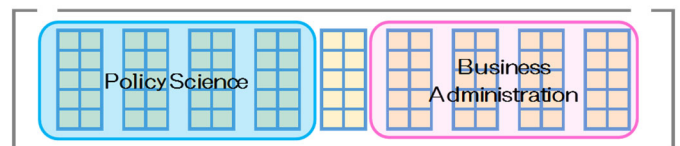
Graduate Study Room 2 (7F)



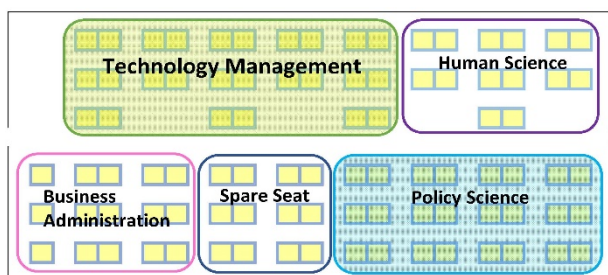
Graduate Study Room 3 (8F)



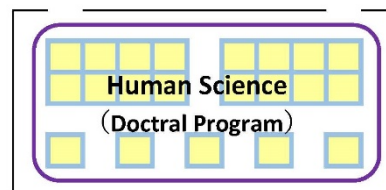
Graduate Study Room 4 (8F)



Graduate Study Room 5 (7F)



Graduate Study Room 6 (7F)



# FACILITY USE AND HOURS

## OPENING HOURS

### Opening Hours

Opening hours of the facilities are as listed below.

\*Opening hours of the Seminar Rooms (Building A, 7<sup>th</sup> – 9<sup>th</sup> floor) is 9:00 – 21:10. (as same as regular time schedule)

Building	Floor	Facility name	Available for use
A	7 <sup>th</sup> ・8 <sup>th</sup>	Graduate Study Room 1 - 6	Everyday (incl. weekends and National Holidays) 7:00~22:30
	7 <sup>th</sup> ・8 <sup>th</sup>	Research Commons	
	7 <sup>th</sup> ・8 <sup>th</sup>	Meeting Room	
	7 <sup>th</sup> - 9 <sup>th</sup>	HIRAMEKI Lounges	
C	4 <sup>th</sup>	Graduate School Lounges	

### Outside of Opening Hours

In case students wish to use any of the facility after opening hours (until 24:00), it is necessary to send an email to Campus Information Center for the use of outside of opening hours in advance. (application by email can be made 2 weeks prior to the date. One email can contain maximum for 7days applications.)

【Email address for submission】 [ouc-info@creotech.co.jp](mailto:ouc-info@creotech.co.jp)

【Email example】

\*\*\*\*\*

Dear Campus Information

I would like to apply to use the following facilities during the outside of opening hours.

<Details>

Name of the Graduate School: Graduate School of \*\*\*\*\*

Program: Master's Program/Doctoral Program

Department: Department of \*\*\*\*\*

Major: \*\*\*\*\* Major

<(1)User Information>

Student ID number: \*\*\*\*\*

Current year of school: # years

Name: \*\*\*\*\* (Exactly as it is registered at Ritsumeikan)

<(2)Date and time of use, facilities>

Date of use: (MM/DD/YYYY) (Mon.)

Time of use: \*\* : \*\* - \*\* : \*\*

Building name: # floor, Building \*

Facility Name: (e.g.) Common space for graduate students, meeting room, etc.

<Purpose of use>

(e.g.) Preparation of research materials, etc.

\*\*\*\*\*

## FACILITY USE

### Graduate Study Rooms

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

\***GSISE students** are required to use their advisor's laboratory on and above 5<sup>th</sup> floor in Building H.

\***GSIA students** are required to use their advisor's laboratory on 4<sup>th</sup> floor in Building H.

#### For the Students on 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. Lockers are located in corridors and the Graduate Study Rooms 5&6, and the students can use it by submitting the application. The period of use is for a semester. (see "Lockers" on the following page)

#### For the Students on Doctoral Program

In principle, a carrel is 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. If you need a storage place, file an application for locker use. Lockers are located in the corridors and the Graduate Study Rooms 5&6, and the students can use it by submitting the application. The period of use is for a semester. (see "Lockers" on the following page)

### Research Commons

Students can use the research commons for group discussion, open seminars, or to share the research achievement without booking.

### Seminar Rooms

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

Booking for Seminar Room starts two weeks after the school starts in both spring semester and fall semester. For more information, contact OIC MANABI Station.

<List of the Seminar Room>

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

### Meeting Rooms

Students can use the meeting rooms without booking if they are available. The rooms are only for a group use, not for a personal use. It is suggested to leave the room within two hours so that as many groups as possible can use the meeting room. Make sure to write the starting time, ending time, and the name of the group leader on the whiteboard before using.

<List of the Meeting Room>

Floor	Room
7 <sup>th</sup>	Meeting Room 1, Meeting Room 2
8 <sup>th</sup>	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 including Graduate Study Rooms. Drinks can be brought in to any room on campus.

## 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 <sup>th</sup>	AC740	10
	Research Commons	4
7 <sup>th</sup>	Graduate Study Room 5	7
8 <sup>th</sup>	AC830	10
	Research Commons	4

## Lockers

There are lockers (set in the corridors and the Graduate Study Rooms 5&6) available for Graduate students at OIC 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 the locker or extend the period of use are required to file the application during the application period. In case there are more applicants than the number of the lockers, users will be selected by lottery.

\***GSISE students** are required to use their advisor's laboratory in Building H.

\***GSIA students** are required to use lockers in their advisors' laboratories on 4<sup>th</sup> floor in Building H.

<Application period>

Spring semester (April - September) – From Mid-March to early April

Fall semester (September - March) – From Mid-September to early October

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

## Bulletin Boards

Bulletin boards for graduate students are located in front of each elevator on the 7<sup>th</sup> and 8<sup>th</sup> floor in Building A. The post must be permitted by the Graduate Students Association in advance, and the graduate students can put it up if the content is related to the items listed below.

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

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

<Locations of Signboards>

Floor	Location	Graduate School
7 <sup>th</sup>	In front of the elevator on the north	Management
7 <sup>th</sup>	In front of the elevator on the south	Human Science
8 <sup>th</sup>	In front of the elevator on the north	Technology Management
8 <sup>th</sup>	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 for Rent

Laptops and projectors can be borrowed at ICT-Lab. (Building C, 2<sup>nd</sup> 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 a 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)






<User Manual> [For the use of class / self-study printer \(RAINBOW\): please check RITSUMEIKAN IT support site https://it.support.ritsumeikai.ac.jp/hc/ja](https://it.support.ritsumeikai.ac.jp/hc/ja)

\*These sites are displayed in Japanese, but you can choose other languages

## Repair Request

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

## Waste Disposal

- 1. Regular trash**   
Regular trash such as papers or plastic bottles should be put in trash cans placed in each Graduate Study Room and the kitchen.
- 2. Oversized garbage**   
Furniture and fixtures under Ritsumeikan University's management are disposed 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 1 (Building A, 1<sup>st</sup> floor).
- 3. Others (Harmful items: knife, battery, broken glass, spray can, etc.)**   
DO NOT PUT THEM IN TRASH CANS. Contact the Office of Campus Management and Security 1 (Building A, 1<sup>st</sup> floor, ext. 2031).

# Room Ventilation

## 1. Ventilation panel operations

(1) Press "メニュー／確定" → Select "換気" and press "メニュー／確定".



(2) Use ▲▼ to select "換気モード" and press "メニュー／確定".



(3) Use ▲▼ to select "自動換気", "全熱換気" or "普通換気" and press "メニュー／確定".



### Ventilation mode

**自動換気(Automatic mode):** Please use this mode during normal operation.

The temperature sensor of the unit automatically changes the ventilation to Bypass mode or Heat Exchange mode.

**全熱換気(Heat Exchange mode):** Ventilation which maintains indoor temperature.

In this mode, the air passes through the heat exchanger element to effect Total Heat Exchanging ventilation.

**普通換気(Bypass mode):** Intake fresh air from outside. (Advised to use this mode when the room becomes hot due to the heating in winter, etc.)

In this mode, the air does not pass through the heat exchange element but by passes it to effect Bypass ventilation.

## 2. Operation of the fresh air intake function on window

(Graduate Study Rooms 1-4 : Facilities on the east side and Iwakura Park side only. \*At Graduate Study Rooms 5&6, there are normal windows which open for ventilation.)

The window frame can be partially opened by operating the lever on the window frame. (to intake more fresh air)

\*Due to the rubber gaskets which close the window tightly, a little force may be required when opening.

\*Please close the window in case of strong winds in rainy weather. (Rain may blow into the room.)

(Closed)



(Open (right-side) )



## Enquiries

Contact: OIC MANABI Station (Building A, 1<sup>st</sup> floor)

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

