OSAKA IBARAKI CAMPUS
FACILITY USAGE GUIDELINES
FOR GRADUATE STUDENTS
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FACILITIES FOR GRADUATE STUDENTS

The facilities for graduate students at OIC are located from the 7th to 9th floor in Building A and on the 4th floor in Building C. Along with the Graduate Study Rooms, various research environments such as Research Commons and Meeting Rooms are available. All graduate students have access to these facilities. However, it is a public space. Students are expected to not cause any disturbance or damage to the property but to behave in a peaceful and civil fashion in their interaction with fellow students, faculty and staff.

FLOORPLANS

Building A 7th Floor

Building A 8th Floor
OVERVIEW

Main Facilities

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

<table>
<thead>
<tr>
<th>Facility</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Study Rooms</td>
<td>Closed space suitable for individual study/research activity</td>
</tr>
<tr>
<td>Seminar Rooms</td>
<td>Classroom for course work/work space suitable for societies and group projects</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>Work space suitable for meetings and group projects</td>
</tr>
<tr>
<td>Research Commons</td>
<td>Open space suitable for communication between students and faculty, presentations and seminars</td>
</tr>
<tr>
<td>HIRAMEKI Lounges</td>
<td>Relaxation space for communication between students and faculty</td>
</tr>
<tr>
<td>Graduate School Lounge</td>
<td>Free space suitable for business communication between lectures</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Facility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual study/research activity</td>
<td>Graduate Study Room 1 - 5</td>
<td>Areas for individual work with no tolerance of disturbance</td>
</tr>
<tr>
<td></td>
<td>Corridors (PC areas)</td>
<td>Area for individual work with no tolerance of disturbance</td>
</tr>
<tr>
<td></td>
<td>Research Commons</td>
<td>Areas for group work/research activity involved with communication between students and faculty</td>
</tr>
<tr>
<td>Group work/research activity</td>
<td>Seminar Rooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting Rooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate School Lounge (Building C 4th floor)</td>
<td></td>
</tr>
</tbody>
</table>
Separated areas in Graduate Study Rooms

In the Graduate Study Rooms, carrels are also separated into several areas depending on the graduate school and the degree program. This sectioning is subject to change upon school reform.

<table>
<thead>
<tr>
<th>施設名</th>
<th>座席数</th>
<th>研究科</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Study Room 1</td>
<td>90席</td>
<td>Master’s Program in Management</td>
</tr>
<tr>
<td>Graduate Study Room 2</td>
<td>9 on the north</td>
<td>Doctoral Program in Human Science</td>
</tr>
<tr>
<td></td>
<td>65 on the south</td>
<td>Master’s Program in Policy Science</td>
</tr>
<tr>
<td>Graduate Study Room 3</td>
<td>70 on the north</td>
<td>Master’s Program in Technology Management</td>
</tr>
<tr>
<td></td>
<td>20 on the south</td>
<td>Master’s Program in Management</td>
</tr>
<tr>
<td>Graduate Study Room 4</td>
<td>40 on the north</td>
<td>Master’s Program in Management</td>
</tr>
<tr>
<td></td>
<td>40 on the south</td>
<td>Master’s Program in Policy Science</td>
</tr>
<tr>
<td>Graduate Study Room 5</td>
<td>6席</td>
<td>Doctoral Program in Human Science</td>
</tr>
<tr>
<td></td>
<td>18席</td>
<td>Doctoral Program in Business Management</td>
</tr>
<tr>
<td></td>
<td>28席</td>
<td>Doctoral Program in Policy Science</td>
</tr>
<tr>
<td></td>
<td>36席</td>
<td>Doctoral Program in Technology Management</td>
</tr>
</tbody>
</table>

7F Graduate Study Room 1

7F Graduate Study Room 2

8F Graduate Study Room 3

8F Graduate Study Room 4

F Graduate Study Room 5
# USAGE OF FACILITIES

## OPENING HOURS

### Opening Hours

Opening hours of the facilities are as listed below. Students who wish to use the facilities after opening hours are required to read the next section and follow the instructions.

<table>
<thead>
<tr>
<th>棟</th>
<th>階</th>
<th>施設名</th>
<th>利用可能時間</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>7th・8th</td>
<td>Graduate Study Room 1 - 5</td>
<td>Weekdays/school days</td>
</tr>
<tr>
<td></td>
<td>7th・8th</td>
<td>Research Commons</td>
<td>7:00〜22:30</td>
</tr>
<tr>
<td></td>
<td>7th・8th</td>
<td>Meeting Rooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7th・9th</td>
<td>HIRAMEKI Lounges</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>4th</td>
<td>Graduate School Lounge</td>
<td></td>
</tr>
</tbody>
</table>

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

### After Hours

In case students wish to use any of the facilities after opening hours or during holidays, it is necessary to file an application with Campus Information Center for after-hours use in advance. By submitting the application, students will be permitted to use the facilities up to 24:00. The application is accepted by e-mail. Please attach the application form to the E-mail or write the same information required in the application to the body of the E-mail and send it to Campus Information Center.

E-mail address: oic-info@creotech.co.jp

The application form template is available on manaba+R, each graduate students page > Student Life > Use of Facilities/Equipment/Information Environment.
 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. If you need a storage place, file an application for locker use.

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 without booking for group discussion, information sharing or open seminars. 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.

**Performance Area**
Suitable for open seminars or presentations as the wall can be used as a whiteboard. Chairs can be rearranged in different styles. Group meetings or group work can take place, too.

**Group Work Area**
Suitable for group projects or group meetings. Tables and chairs can be rearranged in many styles depending on the users’ need.
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 each semester. For more information, contact the MANABI Station.

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

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.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th</td>
<td>Meeting Room 1, Meeting Room 2</td>
</tr>
<tr>
<td>8th</td>
<td>Meeting Room 3, Meeting Room 4</td>
</tr>
</tbody>
</table>
OTHERS

Food and Drink

The consumption of food is allowed nowhere else but at the HIRAMEKI Lounges or Research Commons. Beverages can be brought in to any room.

Research activities, such as group discussions are given priority in using the Research Commons. In case you eat in the Research Commons, avoid causing disruption to those activities and avoid eating foods that have a strong smell when eaten.

PCs in Research Commons and Graduate Study Room 5

There are PCs available for graduate students in Research Commons and the Graduate Study Room 5.

Locations of PCs

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
<th>Number of PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th</td>
<td>AC740</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Research Commons</td>
<td>4</td>
</tr>
<tr>
<td>7th</td>
<td>Graduate Study Room 5</td>
<td>7</td>
</tr>
<tr>
<td>8th</td>
<td>AC830</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Research Commons</td>
<td>4</td>
</tr>
</tbody>
</table>

Lockers

There are lockers 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 send the application form to the Office of Graduate Studies by e-mail 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) – Sometime from the end of March to the middle of April
Fall semester (September - March) – Sometime from the middle of September to the beginning of October

*The application period will be posted in the 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

<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th</td>
<td>In front of the elevator on the north</td>
<td>Management</td>
</tr>
<tr>
<td>7th</td>
<td>In front of the elevator on the south</td>
<td>Human Science</td>
</tr>
<tr>
<td>8th</td>
<td>In front of the elevator on the north</td>
<td>Technology Management</td>
</tr>
<tr>
<td>8th</td>
<td>In front of the elevator on the south</td>
<td>Business Administration, Policy Science</td>
</tr>
</tbody>
</table>

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). 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.

<table>
<thead>
<tr>
<th>Style</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monochrome</td>
<td>1 point/page (same for all sizes)</td>
</tr>
<tr>
<td>Color</td>
<td>2 points/page (same for all sizes)</td>
</tr>
</tbody>
</table>

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 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
APPLICATION FORMS
(SAMPLE)
The University will lend a locker to individuals who agree to the rules below.

1. I would like to use a locker for the semester of Spring 2017.
2. I will file an application for extension of use during the application period if I wish to extend the period of use.
3. I will remove my belongings by 25th September 2017 in case I do not extend the period of use.
4. I will not complain if the University will discard my belongings left in the locker after the period of use.

**II Usage of lockers**

1. I will take full responsibility for the contents in the locker. *The University is not responsible for any missing items.*
2. I will use the locker to store items that are related to my coursework and research activity.
3. I will not put food, drink, dangerous objects, or any other items that are not related to my coursework or research activity in the locker.
4. I will consult with the MANABI Station OIC in case I take a leave, study abroad or withdraw.

**II Locker Usage Guidelines**

1. I fully understand and practice the rules stated in this form and the Locker Usage Guidelines.
2. I agree to stop using the locker in case I violate any of the rules.

I understand all the above.

Date / / Signature

**Office use only**

<table>
<thead>
<tr>
<th>AY</th>
<th>Semester</th>
<th>*Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Spring</td>
<td>New · Extension</td>
</tr>
</tbody>
</table>

**Office use only**

|受付| 受付番号| 入力|
These guidelines shall provide rules regarding the usage of the lockers located on the seventh floor and the eighth floor in Building A at Osaka Ibaraki Campus.

1. Eligibility
Registered graduate students of Master’s program in Business Administration, Policy Science, Technology Management, and Management

2. Period of use
1) The period of use is for a semester.
2) The period of use terminates when the user graduates, withdraws or gets expelled from the University.
3) The period of use can be extended if the user files an application for extension of use.

3. Usage of lockers
1) The lockers are for storing items that are related to coursework and research activities such as books and handouts.
2) Students cannot apply for more than one locker.
3) The user shall take full responsibility for the contents in the locker. The University shall not be responsible for any missing items.
4) The user shall be responsible for repair costs in case of causing any damage to the locker intentionally or negligently.
5) Valuable belongings, food, drink, dangerous objects, or any other items which are not related to coursework or research activities shall not be kept in the locker.
6) The user shall remove the contents of the locker by the end of the period of use. The University shall discard items left in the locker after the period of use.

4. Application
1) New
a. Students who wish to use a locker need to file an application with the MANABI Station at OIC during the application period.
b. In case there are more applicants than the number of the lockers, users shall be selected in a drawing.
c. The user shall not use any other lockers but the one allocated to himself/herself.

2) Extension
a. Users who wish to extend the period of use need to file an application for extension of use.
b. Users shall continue to use the same locker after applying for an extension of use.
c. The contents of the locker shall be discarded when the user does not file an application for extension of use and leave his/her belongings in the locker after the period of use.
大阪いばらきキャンパス 休日・時間外施設利用届
Application for After-hours Use Osaka Ibaraki Campus

キャンパスインフォメーション 御中

下記の施設を利用しますので、届け出ます。

Campus Information Center,
I would like to apply for the use of the facility listed below.

<table>
<thead>
<tr>
<th>所属</th>
<th>研究科</th>
<th>専攻・プログラム等</th>
<th>課程</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Graduate School</td>
<td>Course</td>
<td>Degree Program</td>
</tr>
<tr>
<td>氏名</td>
<td>Name</td>
<td>回生年</td>
<td>Student ID No.</td>
</tr>
</tbody>
</table>

利用者名
User Info

年 月 日 ( ) Day Date Month Year

利用日時
Time of use

※最終利用は24:00まで

*only available till 0am

＜利用目的＞Purpose of use

※時間外: 22:30以降、但し最終利用は24:00まで

休日: 土日祝祭日、年末年始、夏期・春期の大学休業日、および入試戦時休日など
※1枚につき、1週間分まとめての提出が可能です。
※メール添付で提出する場合は事前に以下の住所まで送付のこと。

Email: oic-info@creotech.co.jp

*After-hours is between 22:30 and 24:00 on weekdays and all day of Saturdays, Sundays, holidays, New Year’s break, summer break, spring break, and other closed days.
*You can apply for up to 7 days with this sheet.
*If you prefer, you can submit the application to oic-info@creotech.co.jp by email.
大学院施設の休日・時間外の利用について

After-hours Use

立命館大学大学院課

Office of Graduate Studies

休日や利用可能時間（22:30）を超えて大学院施設を利用する場合は、事前にキャンパスインフォメーションに申請することで、休日および深夜24：00まで利用することができます。申請は以下の画像をメール本文にコピー＆ペーストし、必要事項を記載して送信してください。

In case students wish to use any of the facilities after opening hours or during holidays, it is necessary to file an application with Campus Information Center for after-hours use in advance. Copy the template below, fill out the form, and send it to the Campus Information Center by email.

※時間外：22:30以降、但し最終利用は24:00まで
休 日：土日祝祭日、年末年始、夏期・春期の大学休業日、および入試振替休日など
※メール1通につき、1週間分までで提出が可能です。
*After-hours is between 22:30 and 24:00 on weekdays and all day of Saturdays, Sundays, holidays, New Year's break, summer break, spring break, and other closed days.
*You can apply for up to 7 days

提出先メールアドレス（E-mail）：mailto:oic-info@creotech.co.jp
Email address：mailto:oic-info@creotech.co.jp
Subject: Application for After-hours Use  Osaka Ibaraki Campus
Dear Campus Information Center,

I would like to apply for the use of the facility listed below.

<Department>
Graduate School:
Course:
Degree Program:

<User Info>
※In case there are more than one user in the party, add everyone to the list. (e.g. user 2, user 3...)
Student ID No.:
Year:
Name:

<Time of use>
※In case students wish to apply for more than one date, add all the dates to the list. (e.g. date 2, date 3...)
Use Date: Day  Date  Month  Year
Time:  ~  (only available till 0am)
Building: Building A
Room:
Room No.:
Extension No.:

<Purpose of use>