

Handbook

for International Students



釧路工業高等専門学校

National Institute of Technology(KOSEN), Kushiro College



Welcome to NIT (KOSEN) , Kushiro College!!

It is our great pleasure to have you as a guest student and we hope that you will have a fulfilling life and make a fruitful research in our college. This handbook illustrates basic procedures and regulations for the use of facilities inside and outside the college in order to assist students, researchers and trainees/interns from foreign countries.

We hope you will read this handbook thoroughly and have a safe and comfortable life in Kushiro.

Chairman,
Office of International Exchange Programs
National Institute of Technology (KOSEN), Kushiro College



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I . Campus Facilities

1. Library

1.1 Opening Hour

	School days	School holidays
Monday - Friday	8:30 - 20:00	8:30 - 17:00
Saturday	8:30 - 17:00	Closed
Sun. or national holidays during exam. time	8:30 - 17:00	Closed



Library

1.2 Reference Room

The library not only keeps technical documents on natural science and engineering, but also books on general education, journals, DVDs, video tapes, CD-ROMs, etc. It has six computers that can be accessing the Internet, e-journals, and databases, obtaining job information, and using CDROMs. Users can search for library materials using their office or home computers.

There are following sections in the reference room:

- | | |
|-------------------------------|---------------------|
| 1F | 2F |
| Lounge | Large Seminar Room |
| Newspaper Reading Place | Midium Seminar Room |
| Reading Room | Small Seminar Room |
| Stacks | |
| Job Information Access Corner | |
| Office | |



Large Seminar Room

(1) Reference

You are allowed to take up books, periodicals, newspapers and so on from bookshelves, and to read them inside the library. However, after reading, you must properly put them back to their original places.

(2) Lending service

Books except for those for reference only can be checked out. The circulation is up to five books. The lending period is for two weeks. In borrowing, you need to hand a book with your library card to the librarian or staff of the circulation desk. Lending of DVD does not. You can see DVD in the library. Caution: A warning buzzer sounds at the gate if you take a library material out of the library without going through the procedures.

(3) Returning

The books you borrowed have to be returned on or before the due date.

Caution: Before leaving NIT, Kushiro College, make sure that you have returned all the books to the library.

(4) Computer Section

There are six personal computers (two of them are for book search only) in the library to help your learning/study/research with/by the various materials on CD-ROMs, Book Search, Campus-Wide Data-Base, and Internet. You may use the computers until the closing time of the library. Please note that

you must not use your private software on the library computers.

(5) Regulations

- (a) You should be quiet inside the library not to bother others.
- (b) You should not use a cellular phone inside the library.
- (c) No food or beverage is allowed inside the library.
- (d) You should handle a book with care, not to make it torn, defaced or damaged. You should not fold it down and take notes in or cut a page.
- (e) Library cards are not transferable.
- (f) You should not lend a book of the library to a third party.
- (g) If you lose a book of the library, you have to compensate it with the same book.
- (h) If you lose your library card, you have to tell the library staff immediately so that it will be reissued.
- (i) You should conform to the rules and regulations of the library and follow the instructions of the library staff.

2. Sports Facilities

Gymnasiums

Martial Arts Hall (for Judo and Kendo)

Athletic Track and Field

Baseball Field

Tennis Courts



Gymnasium

2.1 Necessary Steps

You have to get permission to use the sports facilities or equipment from Student Affairs Office through

an International Exchange Programs Member (IEPM) or Tutor in advance. After use, you have to tell Student Affairs Office through an IEPM or Tutor.

2.2 Regulations

- (1) You have to put on indoor sports shoes inside the gymnasium, and outdoor sports shoes for outdoor facilities.
- (2) You should not throw a ball or others against a wall of the gymnasium on purpose.
- (3) You should not touch the stage and the switch of a curtain lift.
- (4) You cannot use sports equipment in the equipment room of the gymnasium.
- (5) You have to return equipment to their original places after use.
- (6) Keep your valuables at your own risk, or you may put them in a safe- deposit box at the entrance of the gymnasium.
- (7) Any loss of or damage to equipment should be reported immediately to Student Affairs Office, and they may be compensated, partially or completely, depending on the situation.
- (8) In principle, the priority of using sports facilities is given to a class or a club activity

3. Welfare Facilities (Kakuho Kaikan)

“Kakuho kaikan” is a two-storied building equipped with a cafeteria, a concession stand, a lounge, and a Japanese tea-ceremony room on the first floor. On the second floor, it has common rooms for extra-curricular activities, and a dark room. These facilities are used as a meeting place and combination room for students, and as an establishment for club activities and club training camps.

(1) College co-op store	9:30~16:30	School days
(2) Cafeteria	11:30~13:30	School days
(3) Lounge	9:00~19:30	School days
	9:00~16:00	School holidays



College co-op store



Cafeteria

4. Campus Map



- | | |
|--------------------------------|---------------------------------------|
| ① Main Gate | ⑪ Archery field |
| ② South Gate | ⑫ Dormitory (Kakusyo-ryo) |
| ③ School Building | ⑬ Tennis Court No.1 |
| ④ Administrative Office | ⑭ Tennis Court No.2 |
| ⑤ Practical Training Factory | ⑮ Welfare Facilities (Kakuho Kaikan) |
| ⑥ Library | ⑯ Baseball Field |
| ⑦ Gymnasium No.1 | ⑰ Succor Field, Athletics Track Field |
| ⑧ Gymnasium No.2 | ⑱ Techno Center |
| ⑨ Budokan (Material Arts Hall) | ⑲ Advanced Course Building |
| ⑩ Hockey Link | |



Advanced Course Building

II . Health

1. School Nurse's Office

For health maintenance of students, we have a School Nurse's Office with medical supplies and products, where you are able to get an emergency treatment by a school nurse.

School nurse can advise you about the appropriate Hospital depending on your disease conditions.

2. General Hospital

Kushiro Red Cross Hospital

(Internal medicine, Department of digestive organs, Surgery, Orthopedic surgery, department of dermatology, Department of ophthalmology, Department of urology, department of otorhinolaryngology, Dentistry, etc.)

Tel: 0154-22-7171

Address: 21-14 Shinei-cho, Kushiro-city

(Note) First medical visit must be done from 8:30 to 11:30.

3. Local Clinic, Hospital

(1) Chiba Internal Clinic: Internal Medicine

Tel: 0154-64-6650

Address: 2-2-27 Otanoshike, Kushiro-city

Clinic hour: 9:00 – 16:30 (Monday, Wednesday, Friday)

9:00 – 12:00 (Tuesday), 9:00 – 19:00 (Thursday)

(2) Nakazawa Clinic: Internal Medicine

Tel: 0154-51-1001

Address: 5-8-11 Tottori-odouri, Kushiro-city

Clinic hour: 8:30 – 18:00 (Monday, Wednesday, Friday)

8:30 – 17:00 (Tuesday)

8:30 – 12:00 (Thursday, Saturday)

(3) Higashi Hokkaido Hospital: Orthopedic surgery

Tel: 0154-23-3425

Address: 7-19 Wakatake-town, Kushiro-city

Hospital hour: 9:00 – 16:30 (Monday – Friday) 8:00 – 11:30 (Saturday)

(4) Asano dermatology Clinic: Dermatology

Tel: 0154-55-4112

Address: 3-9-5 Showaminami, Kushiro-city

Clinic hour: 8:30 – 17:30 (Monday, Tuesday, Thursday, Friday)

8:30 – 12:00 (Saturday)

(5) Uehara ENT Clinic: ENT doctor

Tel: 0154-55-4363

Address: 3-10-12 Showaminami, Kushiro-city

Clinic hour: 9:00 – 17:30 (Monday, Thursday, Friday)

8:30 – 17:00 (Tuesday), 8:30 – 12:00 (Wednesday)

8:30 – 12:30 (Saturday)

(Note):

If you are hurt or taken ill after office hours of the School Nurse's Office or on a holiday, please consult any staff listed on Emergency Contact Number in Appendix. A portion of medical expense is to be paid personally.

III. Dormitory (female)

1. Outline

a) Dormitory's Name:

Kakusho-ryo

b) Address:

Dormitory's address : 2-32-1

Otanoshike-nishi, Kushiro City



Dining room Entrance

2. Facility

Facilities in the dormitory may be shared by each resident except your own room.

a) Room

Bed, desk, and locker are regulation equipment in each room.

b) Bath (Furo), Shower

The bath is available from 16:30 to 22 : 00.

(You can take a shower in the morning. 7:00 to 8:00)

c) Washing and drying machine

Washing and drying machine are available twenty-four hours a day.

d) Internet:

You need to attend Computer Network Seminar to get your ID and Password.

e) Community Space (Chatting Space)

Community space(Chatting Space) is available until 22:00.

f) Kitchen

You can use microwave and IH cooker in the kitchen.

Please make sure that stopcocks are turned off and do not leave any dishes or rubbish.

Kitchen is available from 7:30 to 23:30.(Weekdays)
7:00 to 23:30.(Holidays)

g) Others

We offer iron, dehumidifier, humidifier, vacuum cleaner at dormitory's office.

Visit other rooms until 22:00 (There is a roll call at 22:10 everyday. You have to be in front of the door on the corridor.



Community Space



Kitchen

3. Charges

Only Japanese Yen in cash can be accepted for the payment.

Accommodation **about 16,000 JPY/month**

4. Meal (available in the Dining Room)

Regular meals (breakfast, lunch and dinner) are served in a day. Food Expenses are about 1,100 per day. Cancellation Card is needed only when you skip meals 6 times in a row. If so, please let us know 2 days in advance.

5. Entrance Security(6:30-22:00)

You can access the dormitory entrance and dining room by using palm vein patterns for the security. Your palm vein patterns will be registered on the first day when you arrive at the dormitory. The entrance door is opened at 6:30 a.m., locked at 22:00 p.m. for the security reasons. Please make sure that you are back in your residence before 22:00 p.m.

The chatting corner is located in front of the cafeteria in the male dorm. You can have chat with other students there. You have to back to the kitchen dorm by 20:00. Otherwise the access door is locked and you can't return the female dorm.

6. Postal Service

We keep your mail or post items at the dormitory's office.

Please check the name list (on white board) regularly.

7. Daily Schedule

Classification	Weekdays	Holiday
Breakfast	7:30 - 8:40	7:45 - 9:00
Lunch	12:10 - 12:50	12:00 - 13:00
Bathing	16:30 - 22:00	16:30 - 22:00
Dinner	18:00 - 19:30	18:00 - 19:00
Curfew	22:00	22:00
Roll Call	22:10	22:10
Light out	23:30	23:30

8. Regulations

Students are basically supposed to follow these rules.

- a) It is strictly prohibited that you will invite male guest to your private room in the dormitory.
- b) Smoking and Drinking alcohol are strictly prohibited for all ages.
- c) You have to share all the equipment which our dormitory offers.

In case that they are damaged, you will have to report it to the dormitory staff immediately.

- d) Any visitors outside this dormitory cannot be accepted.
- e) It is strongly prohibited that you will walk around the dormitory with your shoes on.

It is recommended that you prepare your own indoor shoes or slippers.

- f) Inflammable articles such as candles and incense are strictly prohibited in the dormitory.



Dormitory Entrance

IV. Daily Life

1. Access to NIT (KOSEN) , Kushiro College

1.1 NIT (KOSEN), Kushiro College Address:

2-32-1, Otanoshike-nishi, Kushiro City,
Hokkaido, Japan, 084-0916

1.2 Commute by bicycle

NIT (KOSEN), Kushiro College lend you a bicycle as a means of transportation. Please park your bicycle at a designated parking lot as indicated on the map of page 4.

(Note) : Do not forget to lock your bicycle for the security reason.

1.3 Public transportation to the College

(1) From Kushiro Airport:

Take a shuttle bus for Kushiro city center and get off at Kosen-mae (about 10 min.).

(2) From front of JR Kushiro Station (Akan Bus):

Take a bus of No.38 Otanoshike-line or No.30 Akan-line at Kushiro-ekimae bus stop and get off at Kosen-mae (about 30 min.).

(3) From front of JR Kushiro Station (Kushiro Bus):

Take a bus of No.38 Otanoshike-line or No.36 Shiranuka-line at Kushiro-ekimae bus stop and get off at Otanoshikebunki (about 30 min.) and walk (about 5 min.).

(4) From JR Kushiro Station (JR Train):

Take a train from JR Kushiro station to JR Otanoshike station and walk (about 15 min. walk).



Parking lot for bicycles



2. Phone Numbers to Contact for Emergency Situations

Write down or memorize the following numbers:

110 for Police

119 for Fire, Rescue / Ambulance

If you get involved in an incident, report it immediately to the following persons/sections:

General Affairs Office

Tel: 0154-57-8041 (8:30 – 17:00)

3. In case of emergency

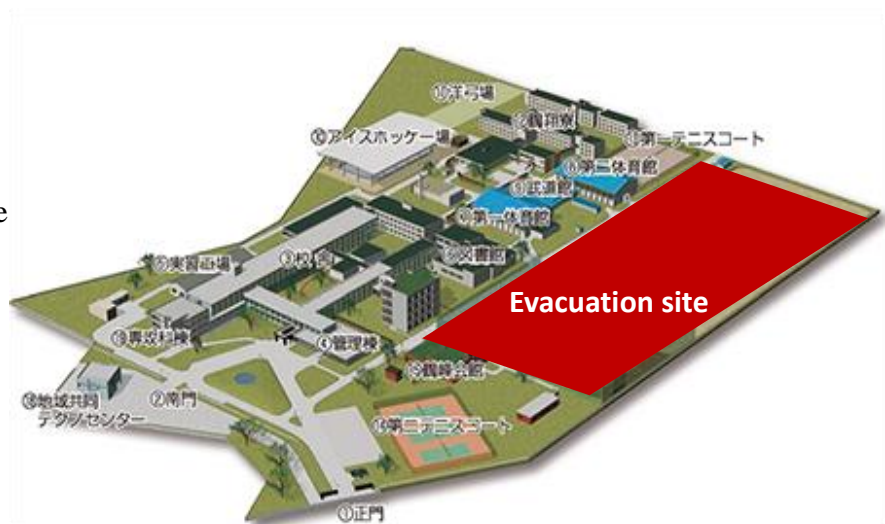
In case of emergency such as a fire or an earthquake, please follow the direction of each lead Professor or other NIT (KOSEN) , Kushiro College staffs or a dormitory resident staffs.

In case of fire, you are supposed to evacuate promptly through the nearest emergency exit and move on to the track and field. (See the following evacuation site map)

In case of earthquake, stay calm and keep away from dropping dangerous items.

NIT(KOSEN) , Kushiro College buildings are the designated evacuation place for the local resident.

You will stay in school buildings or dormitory and follow the direction from NIT (KOSEN) , Kushiro College staffs or dormitory staffs after the earthquake.



Evacuation site map

V. Internship Overview and Regular Report

1. Internship overview

International exchange students will have their internship under the guidance of the lead Professor.

2. Attendance for the regular class

It is available for the international exchange student to attend the regular class in associate course and/or

advanced course. In this case, the language of the class shall be Japanese. Before the attendance, you must

have permission from your lead professor.

3. Attendance for the special class

NIT, Kushiro College will develop and provide the special class – Japanese culture, Japanese history, science and so on. International exchange student can attend these classes.

4. Weekly Report

International exchange student must submit weekly report to the lead Professor in weekly base by E-mail.

Weekly report must be included your activities inside and outside of the campus containing as follows.

We will ask your understanding in advance that these weekly reports will be posted on NIT (Kushiro) ,College website with a bit of editing.

(1) Activity report during the week:

What did you do in this week? Including internship, inter-communication, and your daily life?

(2) Issues and problems:

Do you have any issues and problems regarding your campus life?

(3) Activities in the next week:

Explain your schedule of the next week.

(4) Impression and Remarks:

Express you impression.

(5) Pictures:

The weekly report should be included a few pictures which would be expressed your favorite viewings and/or life situations.

5. Accomplishment Report

International exchange student must submit accomplishment report to the lead Professor at the end of the internship. Accomplishment report must be included your activities inside and outside of the campus containing as follows.

- (1) Your overall schedule in NIT (KOSEN) , Kushiro College.
- (2) Contents in your internship.
- (3) Preparation for the internship
- (4) Intercommunication and daily life in Kushiro
- (5) Comparing your “Understanding Japan” before-and-after the internship.
- (6) Conclusion/achievement for the Internship
- (7) Impression and Remarks.

6. Workshop

Each lead Professor will set up the opportunity for the international exchange students to report the results of their studies

(1) Contents:

Prepare your presentation contents same as accomplishment report or equivalent.

(2) Presentation hour:

15 minutes presentation and 5 minutes Question and Answer.

7. Issue of certificate

NIT (KOSEN) , Kushiro College will issue and provide a certification of the internship completion.