# 学生生活オリエンテーション

## NEW STUDENT ORIENTATION
## for International students

2025年4月２日

早稲田大学大学院　情報生産システム研究科

Graduate School of Information, Production and Systems

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# 本日の予定　Today's Schedule

（新入生全員対象/ For all new students）

- 10：00am~11：30am (対面)

  学生生活オリエンテーション /New Student Orientation
  （学生生活専門委員の講話 / Lecture of Student Life Committee）

# 学生生活専門委員の紹介　Student Life Committee

## 【学生生活専門委員/Student life Committee】

- ・学生生活に関する相談　Counselor on student life
- ・奨学金候補者選考　Scholarships committee of IPS

- 教務主任（学生担当）/ Associate Dean of Student affairs
  橋本　教授　　Prof. HASHIMOTO

- 情報アーキテクチャ / Information Architecture
  古月　教授　　Prof. FURUZUKI

- 生産システム / Production Systems
  田中　教授　　Prof. TANAKA

- 集積システム/Integrated Systems
  牧野　教授　　Prof. MAKINO

# オフィスアワー　Office Hours

学生生活専門委員の教員が学生生活に関する相談 を受け付けます
If you have troubles of student life, please talk it  over with student life committee.

- 授業についていけない　　　　Struggling to keep up with the classes
- 研究が進まない　　　　　　　　Research Progress is not going well.
- 研究室に馴染めない　　　　　　Not fit in at your laboratory
- 持病、メンタル不調の悩み　　　Worried about chronic illness or emotional imbalance

◆古月教授  Prof.  FURUZUKI　　　　　　　　　　　　　jinglu@waseda.jp
　日時 Date：毎週水曜日/Every Wednesday　　12:00〜13:00　場所Place　:N217

◆ 田中教授  Prof.  TANAKA　　　　　　　　　　　　　tanakae@waseda.jp
　日時 Date：毎週水曜日/Every Wednesday　　12:00〜13:00　場所Place　:S201

◆ 牧野教授　Prof.  MAKINO　　　　　　　　　s.makino@waseda.jp
　日時 Date：毎週水曜日/Every Wednesday　　12:00〜13:00　場所Place　:N311

・前週の金曜までに予約してください。/Please make an appointment by Friday of the previous week

※ご相談の際は、事前に予約をお願いいたします。
　　Please make an appointment in advance.

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# ID カードの使用について
# Usage of ID (Identification) Card

- パスポート、在留カード、健康保険証、学生証、キャンパスカード、 運転免許証など
  Passport, Residence Card, Health Insurance Card, Student ID Card, Campus Card, Driver's License Card etc…

- **ID カードは決して他人に貸さない!**
  Never lend your ID card to the others!

- 紛失しないように注意！紛失したらすぐに届け出ること!
  Don't lose your ID card！Notify publisher as soon as possible if you lose it！

# 郵便物について/ Mail and Parcel

- 個人宛て配達物についてIPSでは取次をおこないません。届いた配達物は原則、発送元へ返送します。

- 郵便物や宅配の宛先は『自宅あて（寮）』とすること。

- 学校宛にした私的郵便物の損害に関して、学校側は一切責任を負いません。

- IPS has no Mail sorting and Delivery service. If we receive your mail or parcel at IPS, we will return it to the sender. Do not insert Address of IPS.

- Your mail should be addressed to your dormitory or home.

- IPS doesn't take responsibility for any damage of your personal mail / parcel.

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# IPSの学生生活を快適に過ごすために
# To have a comfortable school life

- **学校でのルールを守りましょう**

  Let's follow the rules of school, communities and society. Every organization has its own rules to be observed.

- **悩みがあれば相談しましょう**

  Let's talk with us, if there is something trouble and/or need for help.

- **さまざまな国の文化・習慣を理解しましょう**

  It is important to understand  the cultures and customs of various countries.

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# 寮での生活　Dormitory Life

- ルームメートとの決まりを守る。

Follow the rules between you and your roommates.

- 静かに！夜遅くの騒音は非常に悪いマナー。

Don'ｔ be noisy! Noise at night is extremely bad manner.

午後10時以降の大きな声での会話、大音量の楽器や音楽プレーヤー、テレビは禁止。

Be careful not to make loud sound after 10 PM (talk loudly, play instrument, play music and loud TV sound, etc.)

● 火災に注意!　指定場所以外で喫煙しない！

Watch out for fire when you cook or smoke!  Never smoke in the dormitory or the school except for allowed place.

# 寮の利用に関する注意事項！
# Caution for using Dormitory

- 自分の寮の住所を他人に貸さないこと。

  Do not provide your address of dormitory to the others

   as his/her present address.

- 他人を自分の寮の部屋に長期間滞在させないこと。

   Do not make the others to stay in your room over long term.

- 他人に寮の部屋を又貸ししないこと。

  Do not sublease your dormitory's room to the others.

- 寮にカップルで同棲しないこと。

  Do not cohabit with your boyfriend / girlfriend.

# ごみ出しのルール
# Garbage Collection Rules

- ごみ出しの曜日と時間を守る。
決められたごみ出しルールに従う。（ルール厳守）
Garbage collection rules are very strict in Japan.
  Put the garbage out at designated "Gomi station" at
  designated day and time. Please ask your resident assistant
  about the manner of putting out garbage.

- ごみ出しの時は、ごみ袋の口を結ぶ。
  Tie up the handle of garbage bag.

- ごみをごみ置き場に投げ入れない。
  Do not throw garbage bag into the garbage station.

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# 自転車の事故が増えている!
# Bicycle ride accidents are increasing!

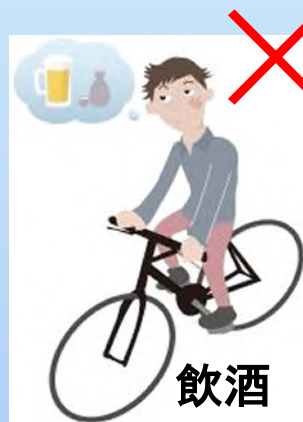ケガ Self damage 賠償責任 Liability of damage

防犯登録 bicycle registration

交通ルール・マナーを守る
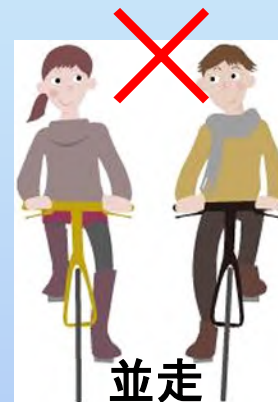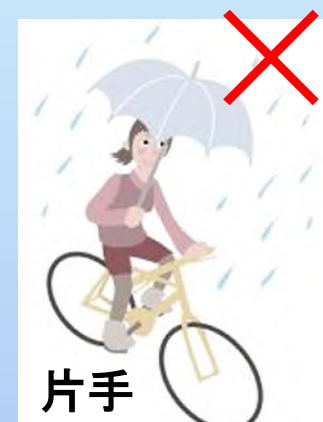Should obey traffic rule of bicycle riding

違反
violation

無灯火
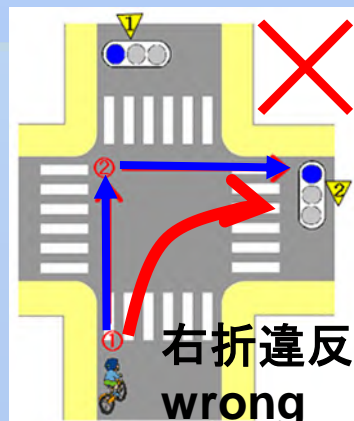No lights

飲酒
Drunk ride

並走
Parallel run

片手
One hand

右折違反
wrong
Turn right

スマホ
Smart phone

イヤホン
Earphone

二人乗り
Two seater

# 自動車所有時の規則
# Rules for Car Owner

- **駐車場を借りる必要あり / 違法駐車・駐車違反の禁止**

  Rent a parking space for your car.

  Penalty for illegal parking（Observe the traffic regulations）

- **任意自動車保険に入る必要あり**

  Purchase an automobile insurance policy for unexpected traffic accidents.

- **自動車の定期的整備(法定点検/Legal inspection)**

  Undergo a vehicle safety inspection at inspection station before the expiration date of vehicle inspection.

# 自動車の利用に関する注意！
# To Student who intends to have a car

## ＜自賠責保険と任意保険の違い＞
## Difference between compulsory automobile liability insurance and voluntary automobile insurance

| | 加入<br>Enrollment | 補償の範囲<br>compensation<br>coverage | 事故時の保険会社サポート<br>insurance company<br>support at accident |
|---|---|---|---|
| 自賠責保険<br>compulsory<br>automobile<br>liability<br>insurance | 強制<br>must by law | 人身に関する補償のみ<br>(補償額上限以内）<br>compensate for human damage only<br>(up to limited by law) | 無し（交渉と補償金立て替え要）<br>Non (need to negotiate and pay advance compensation by yourself) |
| 任意保険<br>voluntary<br>insurance | 任意<br>Voluntary | 人身及び物損の損害<br>(補償額は契約による）<br>Compensate for human damage and opposite person's property damage<br>(depend on contract) | すべて保険会社が代行<br>Fully supported by insurance company |

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# 自動車の利用に関する注意！
# Caution for driving Car

- 無免許運転は厳しく罰せられます。
  Driving without license are punished severely with big penalties.

- 飲酒運転をしない！違反者は厳しく罰せられます。
  Never drink and drive! You will be punished very severely with big  penalties.

- 飲酒運転違反者の同乗者も罰せられます。
  Fellow passengers with violator of drink driving will be also punished.

# 学生用駐車場の利用
# Campus Parking for students

## ◆申込方法

FAIS（北九州市学術研究都市）通学用駐車場を利用する場合、契約（有料）が必要です。申込みはIPS事務所窓口となります。

詳細は、IPSスクエアより確認してください。

https://www.waseda.jp/fsci/gips/other/2023/01/23/9725/

## ◆Application for parking permit

If you wish to use the FAIS (Kitakyushu Science and Research Park) s student parking lot, a contract (for a fee) is required. Applications are accepted at the IPS office. For details, please check from IPS Square.

https://www.waseda.jp/fsci/gips/other-en/2023/01/24/12169/

# 学生用駐車場の禁止事項①
# Prohibited matters for parking

◆禁止事項 / **The following is prohibited:**

無断利用・一時駐車は固く禁止されています。
**Unauthorized use** or **temporary parking** is **strictly prohibited**.

駐車許可を得ていない学生は駐車場の利用はできません。
Students who don't have parking permits are not allowed to use the parking lot.

友人の送迎、荷物の運搬など、一時的な利用も禁止されています。
Temporary parking is prohibited, for example picking up or dropping off your friends and carrying baggage.

家族、保護者が一時的に利用することも禁止されています。
Your family and guardian are also not allowed to temporarily use the parking lot .

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# 学生用駐車場の禁止事項②
# Prohibited matters for parking

◆禁止事項 / The following is prohibited:

長期駐車※は固く禁止されています。（※24時間以上×)
Long time* parking is strictly prohibited.  *over 24 hours×

帰国時に駐車したままにしないこと！
Don't leave your car when you return home country！

駐車場の利用目的は,通学のみに限られています。
The purpose of using parking lot is limited to attending IPS.

帰りに車を置いて、別の交通手段で帰宅しないこと。
Don't go home by other means of transport, leaving your car at parking lot.

# 学生用駐車場の禁止事項③
# Prohibited matters for parking

◆禁止事項 / The following is prohibited:

北九州学術研究都市内（さくらハウス・早稲田宿舎）の居住者は学生用駐車場の契約はできません。

**Residents of** Kitakyushu Science and Research Park (**Sakura House and Waseda Dormitory**) **are not allowed** to sign up for student parking.

自動車保管場所として利用しないこと。

Parking lot is not to be used as vehicle storage.

# 学生用駐車場の禁止事項④
# Prohibited matters for parking

◆禁止事項 / The following is prohibited:

駐車許可証の偽造、貸与、譲渡は固く禁止されています。
**Falsification, loan or transfer of parking permits** is **strictly prohibited.**

卒業した先輩から許可車両を譲り受けた場合は、再度、駐車利用申込みをしてください。
If you get a car registered at parking from your senior who is a graduate, you need to apply for parking permits once again.

# 奨学金　Scholarships
採用ポリシー：　Adoption Policy of recipient

- 必要としているより多くの人への応募機会提供

We would like to provide chances of scholarship application to students as many as possible by the limitation on duplication of applications.

- 成績・研究業績にもとづく公正な採用

Provide scholarship to students fairly based on their academic performance and research achievement.

# 奨学金　Scholarships

- **修士課程の学生の選考方法**
  Screening criteria for master degree students

  - 入学後半年までの選考方法 / Until the first half of a year
    入試による評価（提出書類＋面接の評価）
    Evaluation of entrance examination results (submitted forms and interview test)
  - 入学後半年以降の選考方法 / After the first half of a year
    授業の成績評価および入試による評価
    Evaluation of grade points of lectures and entrance examination results

- **博士後期課程の学生の選考方法 (業績など Publications etc.)**
  Screening for doctor degree students

  学術論文，査読のある国際会議発表論文（日本語あるいは英語のみ）
  Journal papers and papers for international conference with reviews
  (in English or Japanese)

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# ★学研都市留学生支援組織のサービス
**(Services provided by foreign student Support organization in the campus)**

## ■北九州産業学術推進機構（FAIS）

**Kitakyushu Foundation for the Advancement of Industry Science and Technology**
- ●日本語講座/ Japanese Language Course
- ●就職支援プログラム/ Job Hunting Support Program in Japan
- ●地域交流など/ Regional exchange and others

連絡先/ Contact Information

Email：kokusai@ksrp.or.jp Tel: 093-695-3111

facebook： http://www.facebook.com/FaisSupportOffice

## ■学研都市留学生支援NPO/ ボランティア団体

**School Student Support NPO/ Volunteer Group**
- ●学研都市留学生支援ネットワーク FORSNET
- ●学研都市ボランティアの会 Gakken Volunteer Association

## ★公認サークル/ official circle

チーム茶道 tea ceremony activity

# 学生カウンセリング（IPS学生相談室）
# IPS Student Counseling Room

IPSでは対面で週1回、カウンセリングができます（日本語と中国語対応）。
Face-to-face consultations in Chinese and Japanese are also available
at the IPS campus once in a week.
IPS学生相談室では以下のようなことを相談できます。
IPS Student Counseling Room is a place where you can talk about:

＊Have no friends or feel you don't belong ／友達がいない、居場所がない
＊Are busy with study and feel pressured ／ 研究が忙しく、プレッシャーを感じる
＊Are frustrated and can't relax, can't sleep ／ イライラして落ち着かない、眠れない
＊Lack of motivation, or feel homesick, No interest in studies ／意欲減退、ホームシック
＊Worried about personal relationship with others etc. ／ 人間関係の悩み
＊Worried about clonic illness or emotional imbalance ／ 持病、メンタル不調の悩み

## 【相談申込み方法/How to make an appointment】
◆Web申込 / Web registration
IPS Student Counseling（In-person）－Make an appointment－ – Graduate School of Information, Production and Systems, Waseda University
＊詳細はIPSスクエアで確認してください
 *Notice: For more detail about Counseling Room, Please visit IPS Square.
場所/Location： 　　IPS研究センター2階エレベーターのすぐ左横です
　　　　　　　　　　On the 2nd floor in IPS Research Center (right next to the elevator).
地図/MAP: 　　　https://www.waseda.jp/fsci/ipsrc/access/

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# 学生カウンセリング（その他）
# Student Counseling（Others）

◆単回電話アドバイスサービス（**The Single Call Advising Service**）
**https://www.waseda.jp/inst/hsc/en/information/counseling/call-advice**

◆**cotree**（**外部機関 / external counseling service**）
**https://www.waseda.jp/inst/hsc/en/information/counseling/cotree**

◆**法律相談**（**Legal Consultation \*By Phone, talk with in Japanese only**）
＊**詳細はIPSスクエアで確認してください**
 **\*Notice: For more detail about Legal Consultation, Please visit IPS Square.**

単回電話アドバイスサービスとcotreeのサービスは早稲田大学の学生ならいつでもご利用いただけます（日本語と英語で対応）。ご活用下さい。

 "The Single Call Advising Service" and "cotree"（an external counseling service）are always available to Waseda University students（available in Japanese and English）.

Please make use of these services.

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# 試験およびレポートに関する不正行為への対処

## Rules for Dealing with a Dishonest Act on an examination / a report

# １．不正行為の種類

1）試験に関する不正行為
　　①カンニング（携帯、スマートフォン、タブレット等の使用）
　　②不正受験
　　③試験問題事前取得及び漏洩
2）論文考査(レポート)及び論文考査以外の
　　レポートなどに関する不正行為
　　①レポート剽窃
　　②レポート代筆
　　③剽窃幇助

# 1. Kind of dishonest act

1) Dishonest act on an examination

   (1) Cheating on an examination(Illegal Use of Mobile phone, Smartphone & Tablet etc.)

   (2) Taking an examination unjustly

   (3) Obtaining/distributing the examination questions prior to the examination

2) Dishonest act on a report

   (1) Plagiarizing or imitating other people's
        reports/thesis

   (2) Writing a report for other student

   (3) Helping others plagiarize or imitate
        other people's reports/thesis

## ２．不正行為に対する処分

- 原則として停学3ヶ月
  （停学起点日は不正行為実施日）
  　当該セメスター登録のすべての科目無効
- 処分適用の場合、研究科長より適用者へ
  　処分内容を連絡するとともに、
  　原則として内容及び氏名を公示する。

# 2. Penalty for the dishonest act

- In principle, the penalty is three-month suspension from school (the starting date of the suspension from school is the date on which the dishonest act was done)

- The student will fail all the subjects in which he/she enrolled for the semester automatically .

- When the penalty is imposed on the student, Dean of the graduate school will inform the student of the school's decision. In principle, the name of the student and the content of his/her dishonest act will be announced publicly.

# 過去の処分事例

・学生Aさん

　　・・停学2ヵ月、当該学期の全科目無効

・学生Bさん

　　・・停学2ヵ月、当該科目無効

・学生Cさん

　　・・停学2ヵ月、当該学期の全科目無効

いずれも不正内容、氏名を公示。

# Prior Penalty for the dishonest act

・**Student A**・・**2 months suspension from school,**

　　**all subjects were failed in the semester**

・**Student B**・・ **2 months suspension from school,**
　　**concerned subject was failed**

・**Student C** ・・**2 months suspension from school, all**
　　**subjects were failed in the semester**


　　**All the names of students and the contents of their**
　　**dishonest act were announced publicly.**

# レポートで引用方法を間違えると盗用になるので要注意

- 盗用の定義（[1]より引用）
    - [1] では「他の研究者のアイディア、分析・解析方法、データ、研究結果、論文又は用語を、当該研究者の了解もしくは適切な表示なく流用すること。」としている
        - [1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 31, 2019.
- 引用・参照
    - 他の研究者のアイディア、分析・解析方法、データ、研究結果、論文又は用語を、出典を明記して用いる
- 他者のアイディア・情報は他者のものと明示する

# Plagiarism versus Quotation/Citation/Reference

- Definition of Plagiarism (Quoted from [1])
  - In [1], plagiarism is defined as "Usage of other researchers' idea, methods, data, results, or sentences without the agreement of the researches or without the proper notification."
    - [1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 31, 2019.
- Quotation/Citation/Reference
  - Use other researchers' idea, methods, data, results, or sentences with the clear notification of the source
- Other person's idea and information should be shown as other persons
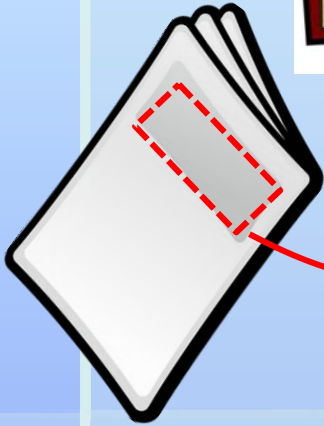
# 盗用 or 引用（盗用のケース）

他者、あなた自身の著作物

本

論文

レポート／論文
の作成

**盗用**

文章や数式、図表の
一部をそのまま使用

Ｗｅｂ
情報

他者の文章・図表のコピーは基本的にNG。
言語を変えても内容が同じであればNG。
但し、用語や語句など部分的なものは問題なし。

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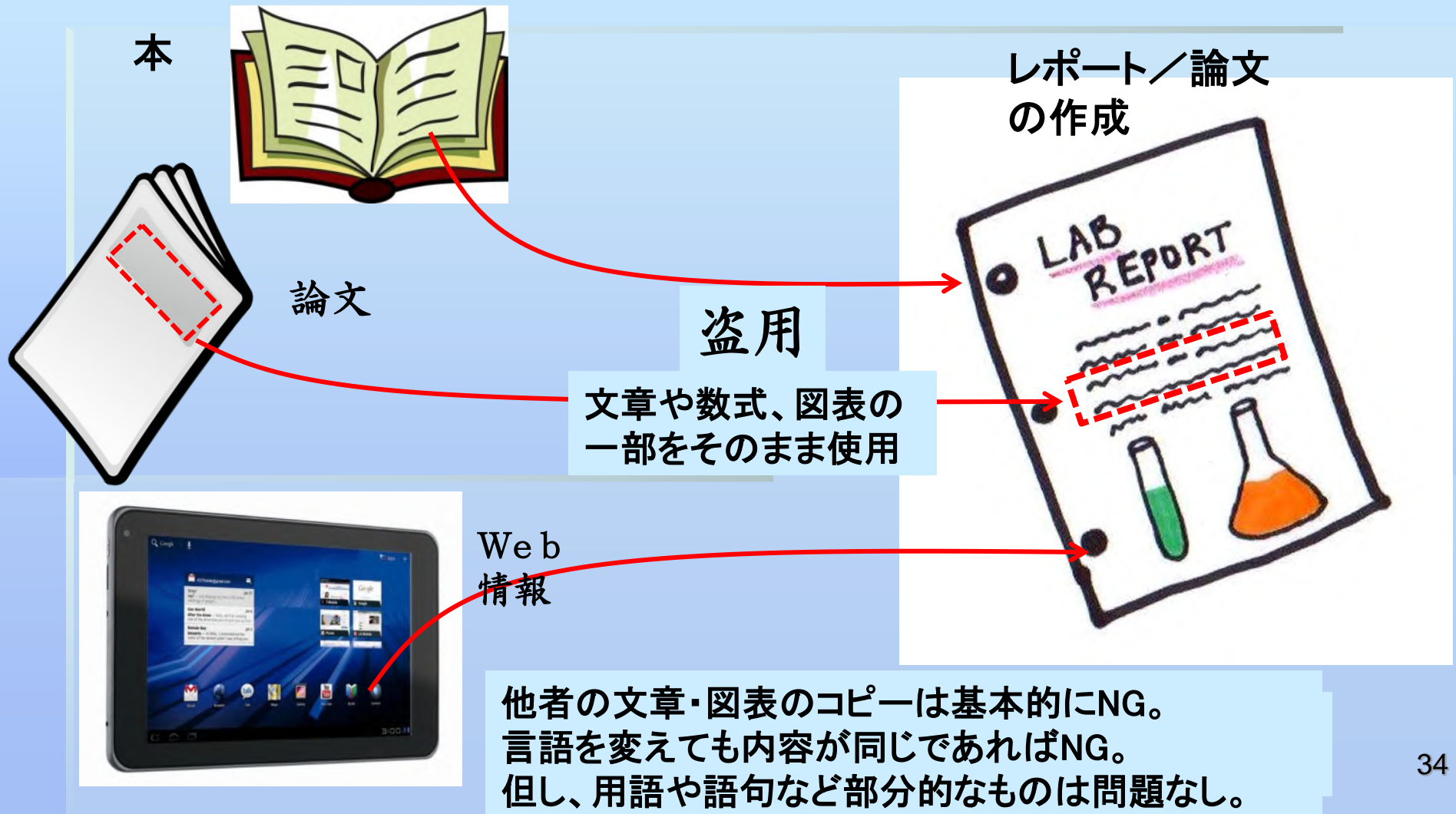
# Typical Plagiarism

**Others' literary works**

**Book**

**Your report or paper**

**Plagiarism**

Academic paper

**Sentences, formulas, or charts is cut-and-paste.**

LAB REPORT

**Web.Info.**

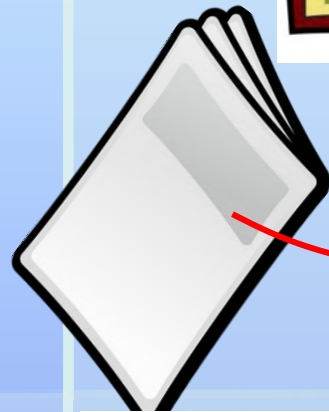**Basically, copy of other's work is inhibited. Copy with translation is also unacceptable. Exception: tech term, well-known formula, etc.**
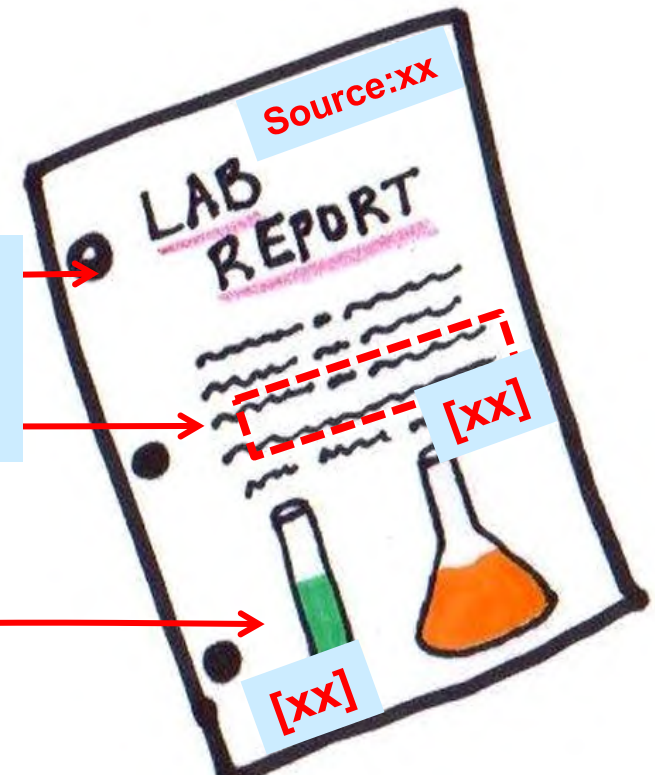
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# 盗用 or 引用（引用のケース）

他者、あなた自身の著作物

本

論文

Web
情報

あなたのレポート／論文

引用

用いた文章、図表に出典元、
参照文献表示を付記する。
例）出典：XXX.Journal
　　［文献番号］

Source:xx

LAB REPORT

[xx]

[xx]

数行以上に亘るパラグラフのベタコピーは、たとえ引
用表示してもコピーとみなされる可能性大。
自分や仲間の論文であっても引用は必要。

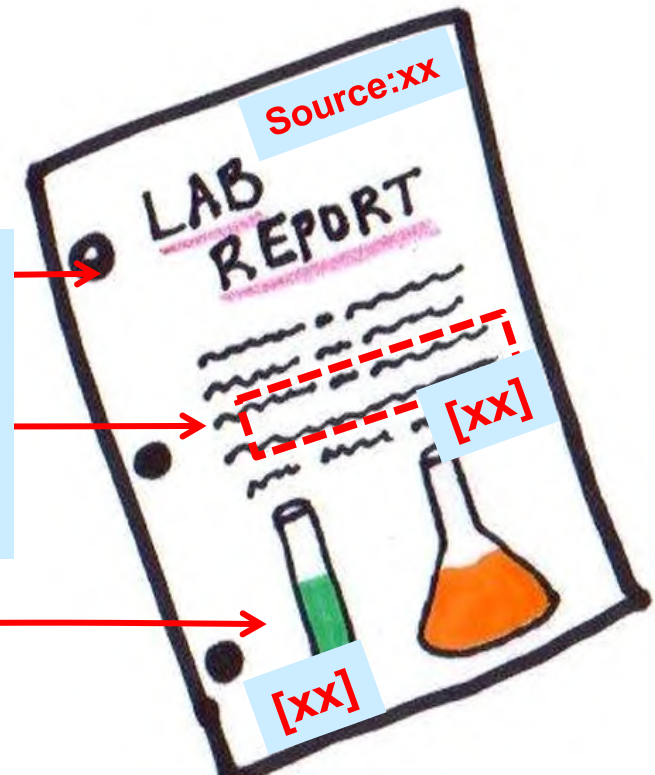# Quotation/Citation/Reference

**Others' or your literary works**

**Your report or paper**

**Book**

**Academic paper**
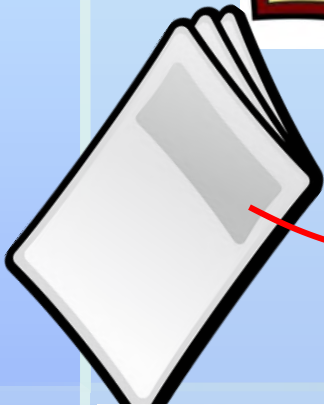
**Note the source name**
**In sentence or chart used in your report。**
*e.g. Source: xxxxx*
        *[Ref Num ]*

Source:xx

LAB REPORT

[xx]

[xx]

**Web.Info.**

**Cut-and-past over a paragraph is mostly inhibited even if  with quote. Quote a precedent including yours or your colleagues'.**

# 引用・参照（[2]より引用）

- 直接引用
  - 他者の文章をそのまま用いる場合
  - 「… である」[???]  としている
    - 「」で囲んで引用箇所を明示。変更は不可
    - [???] は文献番号など出典との対応関係を表す
      - 出典情報はページの脚注あるいは文章の最後に一覧で明示
- 間接引用
  - 内容を要約して他者の情報を伝える場合
  - ??? は [???] で新たな手法を提案している。
    - 最初の ??? は人の名前、[???] は文献番号情報など
  - クロックゲーティングの新たな手法が提案された [3], [4]。

[2] http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at Jan. 21, 2016.

# Quotation/Reference
（Cited from [2] ）

- Direct Quotation
    - Use other person's sentences as it is
    - The author said that "…" [???].
        - Show the part of quotation using "", and the sentence cannot be changed
        - [???]  show the ID of the source of the sentence
            - The sources are at a footnote or at the last part of the manuscript
- Indirect Quotation
    - Contents are summarized and used
    - The author ??? proposed a new method in  [???].
        - First ??? is author's name, [???] is the ID of the source
    - New clock gating methods have been proposed ([3], [4]).

[2] http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at Jan. 21, 2016.

# 参考文献
# Reference / Bibliography

[1] MEXT (Ministry of Education, etc.),
http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/
attach/1334660.htm, Access at Jan. 21, 2016.

[2]http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at
Jan. 21, 2016.

[3] A. Hurst, "Automatic Synthesis of Clock Gating Logic with
Controlled Netlist Perturbation," Proc. DAC 2008, pp.654-657,
June 2008.

[4] Pietro Babighian, Luca Benini, Enrico Macii, "A Scalable
Algorithm for RTL Insertion of Gated Clocks Based on ODCs
Computation," IEEE Trans. on CAD, Vol. 24, No. 1, pp.29-42,
Jan. 2005.

# 盗用と引用・参照の判断

- 人のアイデア・情報は人のものと明示する
  - 正しく引用・参照する
  - これが最低限のルールです
- 判断は教員による
  - 引用が許される場合と許されない場合がある
  - 各教員の指示に従うこと
- レポート課題に対して、他の意見を正しく参照しながら、何かしら自分で考え、自分の言葉で書くことが重要
  - 先輩のレポートと同じものは許されない

# Judgement of Plagiarism and Quotation/Citation/Reference

- Other person's idea/sentences should be shown as other person's
    - Correctly quote or refer
    - This is the minimum manner
- Judgement depends on each professor
    - Quotation is allowed in some case and is not allowed in another case
    - Please follow each professor's direction
- On the report theme, you should think by yourself and write with your own words based on other ideas with correct quotation (reference)
- The report same as a senior student's is not allowed anyway

# 盗用・剽窃チェックの例

盗用・剽窃チェックツールを用いると、研究論文、本、インターネットと比較した、類似度が算出されます。
英文、日本文共に、どの部分が、どの文章と、どの程度似ているのが、簡単にわかります。**大学ではこの様なチェックが日常的に行われます**。



類似度が
高い例

# レポート、論文の作成に求められること

レポートや論文は、他者の文章を参考にした記載（引用）が必要であり、状況により求められることが違います。大きくは次の二つがあります。

1. 内容を理解した上で自分の言葉で書くことが求められる場合。
2. もとの文章を損なわずに書くことが求められる場合。

後者では、原文に書かれていない自分なりの（勝手な）解釈を入れると、「曲解」とされます。この為、引用部分と自分の意見の部分を、わかるようにすることが大切です。
引用の方法は、分野、学会によって異なります。
どうすればわからない場合は、前例を調べてみましょう。それでもわからなければ、質問しましょう。

これは、この先、論文、ビジネスでも必要とされる技術です。

<参考>
要 旨 ：文章の作者が一番伝えたいことを短く表したもの。文章の順番は問いません。
要 約 ：文章などの要点短く、わかりやすく表すこと。文章の順番通りに、筋道をたてて
　　　　　説明します。
要 点 ：文章中で要となる部分。作者が一番伝えたいこと。
まとめ：文章のなかで重要な点を抜き出して短く表したもの。形式は自由。

# ３．その他：学生処分の事例について
# /Other:Prior Penalty for the dishonest act

・学生Aさん

・・厳重注意および不正内容を告示。

・内容：新規入国者への送迎サポートにおける必要経費を超えた金額の請求・受領をおこなったため。

→個人車両での白タク行為は日本の法律で禁止されています！


・**Student A**・・A severe warning and notification of the details of the irregularity. Description: Billing and receipt of amounts in excess of the necessary expenses for transportation support for new arrivals.

→ **An illegal taxi is prohibited by Japanese law!**

# 緊急時連絡先
# Emergency Contact Number

| 月曜日〜金曜日　10：00〜16：00  Monday to Friday　10:00am to 4:00pm | 土曜日・日曜日・祝日・平日夜間  Weekend/Holiday/Weekday after 5pm |
|---|---|
| 連絡先/Contact：I PS事務所 IPS Office  内線/ Extension line：2101  外線/TEL：093-692-5017 | 中央監視室/ Central Monitoring Room  内線/ Extension line：3000  外線/TEL：093-692-5129 |

警察/Police： Dial 110
消防・救急/ Fire Station-Ambulance：Dial 119

※AEDは中央監視室に設置されています。
※AED is placed in Central Monitoring Room.

# 緊急相談窓口
# Emergency Consultations

学生生活で起こりうる事件・事故、急病など、緊急を要する困りごとに
対応する窓口について：医療相談, 法律相談 など

consultation-style services for a variety of concerns and matters
like emergency accident, sickness and injury related to student
Life ;
Consultation for medical matters, Consultation for legal matters, etc.

＊詳細はIPSスクエアで確認してください
*Notice: For more detail about Emergency Consultations,
 please visit IPS Square.

（日本語）https://www.waseda.jp/fsci/gips/other/2024/02/01/26015/

（English）https://www.waseda.jp/fsci/gips/other-en/2024/02/01/26058/

# 大学周辺の医療機関リスト
## List of medical facilities near the university

| 医療機関 | 医療機関(英語) | 郵便番号 | 住所 | 電話番号 | WEBサイト | 対応診療科と対応外国語 |
|---|---|---|---|---|---|---|
| 医療法人前川整形外科医院 | MAEKAWA ORTHOPEDICS | 807-0871 | 北九州市八幡西区浅川学園台3-10-8 | 093-693-1112 | maekawa1998.com | 整形外科:EN |
| 田村内科クリニック | TAMURA Internal Medicine | 808-0131 | 福岡県北九州市若松区塩屋1丁目26-41 | 093-742-1717 | https://www.tamuraclinic.org/ | 内科:EN |
| 北﨑医院 | Kitazakiclinic | 808−0035 | 福岡県北九州市若松区白山1丁目2番21号 | 093-761-4696 | http://www.kitazaki-seseragi.com | 内科:EN、ZH、KO |
| 竹中歯科医院 | Takenaka Dental Clinic | 808-0014 | 福岡県北九州市若松区栄盛川町6-4 | 093-761-2493 | http://www.takeanaka-dc.info | 歯科:EN |

# ご質問・お問合せ先/ Contact to

| IPS事務所/ IPS Office Email | 事務所開室時間 |
|---|---|
| **gakumu-ips@list.waseda.jp** | 月〜金：10am 〜4pm<br>/From Mon. to Fri.（10am〜4pm） |

※メールでのお問合せは、必ず学籍番号および氏名を明記してください。/Please write your name and Student ID number when you email to IPS office.
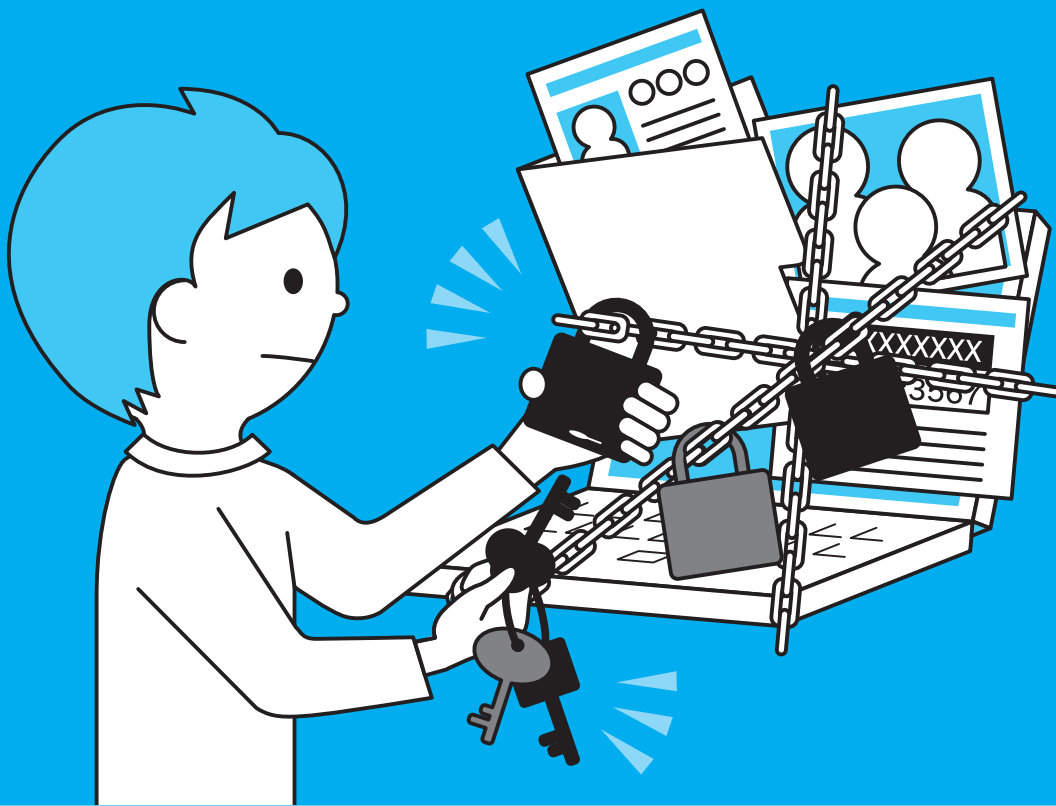
情報セキュリティ、新入生受講必須セミナー等のご紹介

# Introduction to Information Security, "Required Seminar for All New Students' Attendance", and Other Related Information

## Case 1

# I submitted someone else's copyrighted material I found on a web site as my report and I didn't indicate the source.

To quote someone else's work and to submit it as your own is a violation of the Copyright Act and considered "plagiarism (theft)." Citation is permitted as long as it strictly meets the requirements for citation, such as separating the quoted part from the main text and indicating the source of the citation. If you fail to do so, it is regarded as an illicit act called plagiarism. Any student who is found to be engaged in such illicit act is subject to severe punitive measures by the University, such as, disqualification of enrollment in all courses in the semester and suspension from the University.

All students must be aware of the rules of quoting someone else's work when submitting reports. The following acts, for example, will be regarded as plagiarism:

☞ To obtain someone else's work from a Web site, a book or a report, and submit it as your own after modifying the words partially or changing the order of the words.

☞ To submit a report (essay) obtained from a report (essay)-sharing web site (service) as your own writings.

## Case 2

# I opened an attached file or clicked a link with an email that comes from an unknown sender.

There is a risk that a computer virus is attached to the file or that an email contains a link to a fake website. These viruses and fake websites would steal confidential information, corrupt data and even attack on other PCs. When it happens, please remove LAN cable from the network or disconnect the network connection if you are using Wi-Fi. Please contact Helpdesk immediately and ask directions.

## Case 3

# I posted inappropriate information on social media such as Twitter, Facebook, LINE and the university page such as My Portfolio.

Please keep in mind that information you post on the Internet is not only accessible to the general public of various backgrounds and locations, but also it is impossible to delete completely from the internet. This holds true regardless of whether you are logging on to your business or to your private account. (Note that information may be reproduced even if it is designated to be accessible only by a selected few.) Remember that there is no complete assurance of anonymity on the Internet and that even information imparted by an individual could provide the basis for the evaluation of the organization. Be fully responsible for your conduct and do not let your guard down when using social media and social networking sites. There have been many cases of inappropriate posts, such as unauthorized disclosure of information on encounter with famous people or friends' private information, illegal or inappropriate behavior by the person making the post, and so forth. It is needless to say that there is no excuse for illegal or dishonest behavior itself, including cheating, driving under the influence of alcohol, etc., but the negative effects may be exacerbated greatly when these behaviors are exposed on the Internet, and the information may prevail in society much more deeply than the individual expects. Inappropriate use of social media by students has caused enormous problems in the past and in some cases resulted in corporate enterprise canceling offers of employment to the students involved. The same applies to the "MyPortfolio" system, so please exercise caution when publishing information on your portfolio as you are responsible for keeping your information safe. Should you find yourself in any trouble, please consult the administration office of the University.

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## IT Strategies Division, Waseda University

### Contact Information for consultation/inquiries

| Consultation about personal information protection (Legal Affairs Section) | E-mail : kojinjoho@list.waseda.jp |

| Academic Advising Office | E-mail : itc-support@list.waseda.jp |

| Inquiries and IT Desks | https://www.waseda.jp/navi/e/inquiry.html |

### Web site for "Information Security for You"

https://www.waseda.jp/wits/data/info-sec/index.html

# Trends Related to Information Security

## Protection of Personal Information

The term "personal information," used here, refers to any information that may be used to identify an individual.

The main stipulations of the Act on Protection of Personal Information are: (1) clarity about the purposes to which personal information is to be put and restrictions on the use of personal information for purposes other than that for which it has been collected for; (2) the fair collection of personal information and notification of the purposes for which personal information is processed; (3) assurance of the accuracy of personal information and security measures; (4) supervision over workers and contractors and restrictions on the disclosure of personal information to third parties; and (5) disclosure, revision, cease of use, etc. of personal information at the request of the individual concerned.

## Copyright

Due to revisions to the Copyright Law enacted on April 28, 2020, it is now possible to use third-party copyrighted materials without express permission when streaming content online if used within class. However, this is under the premises of "Within limits as deemed necessary" and "No undue harm to the copyright holder's interests", so please exercise caution and engage in appropriate usage.

Revisions to the Copyright Law enacted on January 1, 2021 **expanded the restrictions on downloading copyrighted materials illegally uploaded online (Infringing Content) from only music and images to all copyrighted materials (including manga, magazines, fiction, photographs, academic articles, computer programs, etc.).** Repeatedly or continuously downloading infringing content of copyrighted materials which are being officially distributed for profit may result in criminal punishment (Up to 2 years imprisonment or 2 million yen fine (or both)). Downloading copyrighted materials such as music or images from illegal websites is strictly prohibited. Please refer to the Agency for Cultural Affairs website, etc. to acquire accurate knowledge.

# Initiatives at Waseda University

## Initiatives for Protection of Personal Information

👉 **Reference URL 1**

With the aim of promoting protection of personal information, Waseda University established the "Personal Information Security Rules" on May 26, 1995. Waseda University protects and manages the personal information based on the the rule and related law and regulations.

## Initiatives for Information Security

In September 2002, the University established the "Waseda University's Information Security Policy" (hereinafter referred to as "the Policy") which specified minimum rules to be complied with when information is handled via the computers and network systems at the University. The Policy provides that all users of the services offered by the University have the responsibility to observe the Policy and must not engage in any unauthorized access, alteration, reproduction, destruction, leakage, etc. of information assets both within and outside the University, even if it is unintentionally.

Furthermore, the University established "Regulations on Information Security measures" on January 2012, and is taking some measures to meet security requirements.

## Initiatives for Protection of Research Information

"Security Guidelines for the Protection of Research Information" was established in January 2021, introducing "the proper mindset regarding security measures" and "specific examples of security measures" that are useful in protecting important research information from threats such as leakage, falsification, and loss.

## Initiatives for Protection of Copyright

In addition, the University released the "Guidelines for Creating Contents Used on the World Wide Web by WIND (Waseda's Internet Domain)" in November 2003, with the aim of promoting proper use of the information network among WIND users in accordance with legislation and social norms. Moreover, in order to raise awareness of this issue, the University issued the announcement on the "Handling Written Materials in a Web Context for Education and Research Purposes" in March 2004.

# Cautions

## Cautions Concerning Protection of Personal Information

In June 2015, highly sensitive personal information in the possession of the University was found to have been unintentionally released. Loss or theft of laptop computers and USB flash memory devices containing personal data has also been reported.

Many other accidents involving leakage of personal information have occurred. For example, a computer storing personal information was stolen from the owner's house by a burglar, and a bag for carrying a laptop computer and a USB flash memory device was stolen while the owner moving on a train. It has been also reported that while a person working on some data containing personal information at home, the computer leaked the personal information through file sharing software, and it turned out that the computer had been infected by virus. Common to these cases is that documents (paper-based / data) and storage media containing personal information are taken out of the campus without taking appropriate care.

**There have been increasing cases of e-mails being sent to the wrong recipients. Extra caution is advised in order to avoid unexpected abuse of potentially sensitive personal information released unintentionally.**

**In order to prevent for someone from cracking your password, set yourpassword with more than 8 characters and mix of upper and lower casealphabetical and numeric characters. Do not use the same password in multiple PCs and the systems.** 👉 **Reference URL 2 3**

Please observe the following points when handling documents (paper-based / data), storage media, etc. containing personal information.

(1) Do not take any documents (paper-based/data), storage media, etc. containing personal information out of the University incautiously without appropriate care.
(2) Store documents (paper-based data), storage media, etc. containing personal information in places not accessible to a third person.
(3) Use laptop computers, USB flash memory devices, external hard disk drives, etc. with security features (encryption, user authentication, etc.) and complete the encryption process when storing the data. Do not use file-sharing software such as Winny, WinMX, and Share, as they can cause virus infection and information leakage.

**Social security number "My Number" is extremely sensitive personal information. If the payment was made to you by the University, for instance if you did a part time job for the University, the third party vendor may ask you to provide them with your social security number (My number). There may be a risk someone would try to gain access to your social security number (My Number) fraudulently. Please refer to" My Waseda" for how to provide your social security number to others. Do not keep/ notate someone elses' / Friends' social security number (My Number) information.**

## Cautions Concerning Computer Virus Infections

👉 **Reference URL 4**

It is important to install anti-virus software to prevent computer virus (hereinafter "virus") infection. But installing anti-virus software alone is not enough. Please keep your virus definition file updated to the latest version in order to protect your data from new virus. In addition, please collect information regularly via the Internet, etc. to check vulnerabilities (security holes) of all software you use, including OS such as Windows and Macintosh. If security patches are released, please install them and update the software programs as soon as possible. Reports on vulnerabilities that require immediate actions are issued by the Information-technology Promotion Agency (IPA), IT Security Center Section. For more details, please refer to the reference URLs below.

Waseda University also provides an anti-virus software service for free available solely on its campus network. If you have not installed any anti-virus software, or if you are using expired anti-virus software, please consider using this service.

## Cautions Concerning Appropriate Use of Licenses

**Abuse of software is strictly prohibited.** The abuser is subject to extremely serious punishment decreed by law, defined as "up to ten years in prison and up to 10 million yen in fines." No exception applies to university organizations for research and education. As recently as the end of fiscal 2010, a national university corporation paid an enormous amount of money to settle a software copyright infringement claim made against it.

In addition, as in the examples below, there is a risk that some users may be unintentionally committing abuse of software.

### Examples of software abuse
・To borrow software bought by someone else in your laboratory/faculty room or student club, and install it on your own computer
・To buy and use an illegally-copied media
・To download and use illegally-copied software from the Internet or P2P software
・To download software from an suspicious website or an unauthorized website and use it

In particular, software bought for groups such as laboratories/faculty rooms and student clubs must be used under appropriate management methods and procedures. The following is an example of simple method for license management.

### License Management Method (example)
(1) Choose a person who will be responsible for software management.
(2) Store the license certificate and the contract obtained at the time of software purchase in a safe place.
(3) Create a License Management Register with the following categories.
　・Name of the purchased software ・The number of installations allowed
　・Date of purchase and duration of software use
(4) Create a register of the devices in which the software has been installed. Include the following categories in this register (as a Software Management Register).
　・Name of the software　・Name of users and name of devices in which the software has been installed
　・Date of installation/uninstallation　・Date of purchase and duration of software use
(5) Compare the License Management Register with the Software Management Register and confirm that the number of computers/devices using the same software does not exceed the number of the purchased software licenses.

# Required Seminar for All New Students attendance

Global Education Center

All new students **must take the "Required Seminar for All New Students" and successfully complete its mini-tests**. This is to ensure proper use of the information network provided by Waseda University through computers, internet, e-mail, etc.

## <Important> MyWaseda initial setting

### Using the "Online Entrance Registration System"

➢ In order to complete your registration, you need the ID and password, which was enclosed with your notification of acceptance or sent separately by the school office.

➢ Please use the ID and password to log-in to the "Online Entrance Registration System".

➢ Use the initial Waseda mail address("Waseda ID"+"@initial.waseda.jp") and initial password to log-in to MyWaseda and obtain your own Waseda mail address and password.

➢ For detailed information on creating your Waseda mail address, please access the "Information Technology Service Navigation, Waseda University Site."

* Information Technology Service Navigation, Waseda University
【Initial Setup for MyWaseda】http://www.waseda.jp/navi/e/mywaseda/initial.html

※If you have any questions about your initial Waseda ID, please contact your school office.

### Without using the "Online Entrance Registration System"

➢ Waseda ID user copy is handed to you, along with other University enrollment documents at the time of Admission or Admission briefing (Orientation/Guidance).

➢ Use the initial Waseda mail address("Waseda ID"+"@initial.waseda.jp") and initial password to log-in to MyWaseda and obtain your own Waseda mail address, and password.

➢ For detailed information on creating your Waseda mail address, please access the "Information Technology Service Navigation, Waseda University Site."

* Information Technology Service Navigation, Waseda University
【Initial Setup for MyWaseda】http://www.waseda.jp/navi/e/mywaseda/initial.html

※If you have not received the Waseda ID and password, please contact your school office.

## ◆ Taking the "Required Seminar for All New Students"

### ＜For 2025 April Enrollees＞

**9:00, Thursday, April 3rd to 10:00, Thursday, April 24, 2025**

### ＜For 2025 September Enrollees＞

**9:00, Wednesday, September 24 to 10:00, Wednesday, October 15, 2025**

Note: If you do not take the seminar and complete the test before the deadline, your Waseda ID may be suspended.

## 1. How to take the Seminar

(1) Log into MyWaseda, click the "Home" menu, and choose "Waseda Moodle" from "Learning Support"
(2) Find and Click "Required Seminar for All New Students" from the Course list shown in Waseda Moodle
(3) Read the "Structure of the Seminar" and watch the videos.
(4) To submit your answers to the mini-test, click the "Finish attempt" button, and then the "Submit all and finish" button. You will be shown your test results.

In order to pass the mini-tests, you must answer all questions correctly!
Note:
・You can retake the tests as many times as you need, so do so until you pass.
・Click whether your device satisfies the system requirements
[Link] Recommended Environments for the Systems: http://www.waseda.jp/navi/e/services/system/sys_requirements.html
・ Check the following web page for details on how to take the "Required Seminar for All New Students".
[Link] Required Seminar for All New Students: https://www.waseda.jp/inst/gec/en/gec/non-degree/computer/

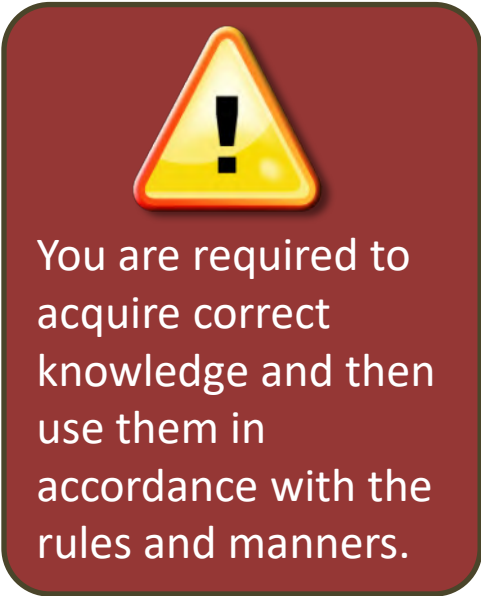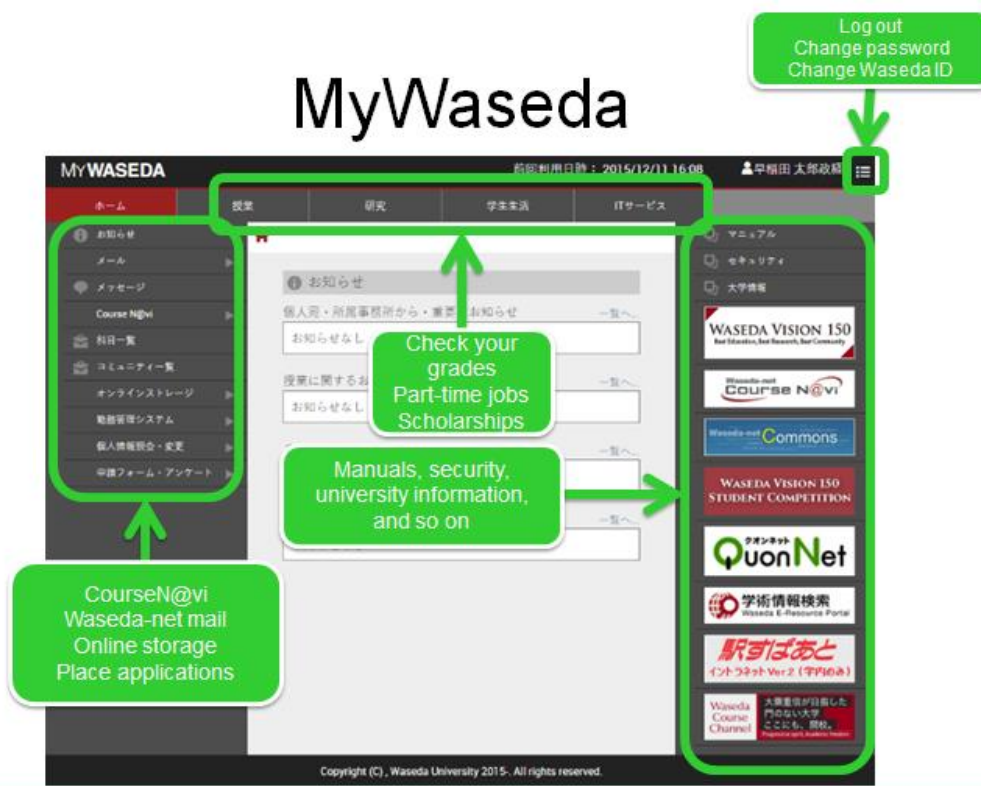# About Required Seminar for All New Students attendance

# How to take the Seminar

**Global Education Center
Waseda University**

# MyWaseda?

"MyWaseda" is the Web site used as the entry point to various information services provided by Waseda University. From this MyWaseda, you can access information services, such as "Waseda Moodle," course registration application, class cancellation information. Since announcements from Waseda University are also posted on MyWaseda, you should also log into the portal regularly to check them.

**The main services that can be accessed from "MyWaseda"**



You are required to acquire correct knowledge and then use them in accordance with the rules and manners.

# ② Take a Required Seminar for All New Students

＜**Enrollment Period**＞

＜**For 2025 April Enrollees**＞

**9:00, Thursday, April 3rd to 10:00, Thursday, April 24**

＜**For 2025 September Enrollees**＞

**9:00, Wednesday, September 24 to 10:00, Wednesday, October 15**
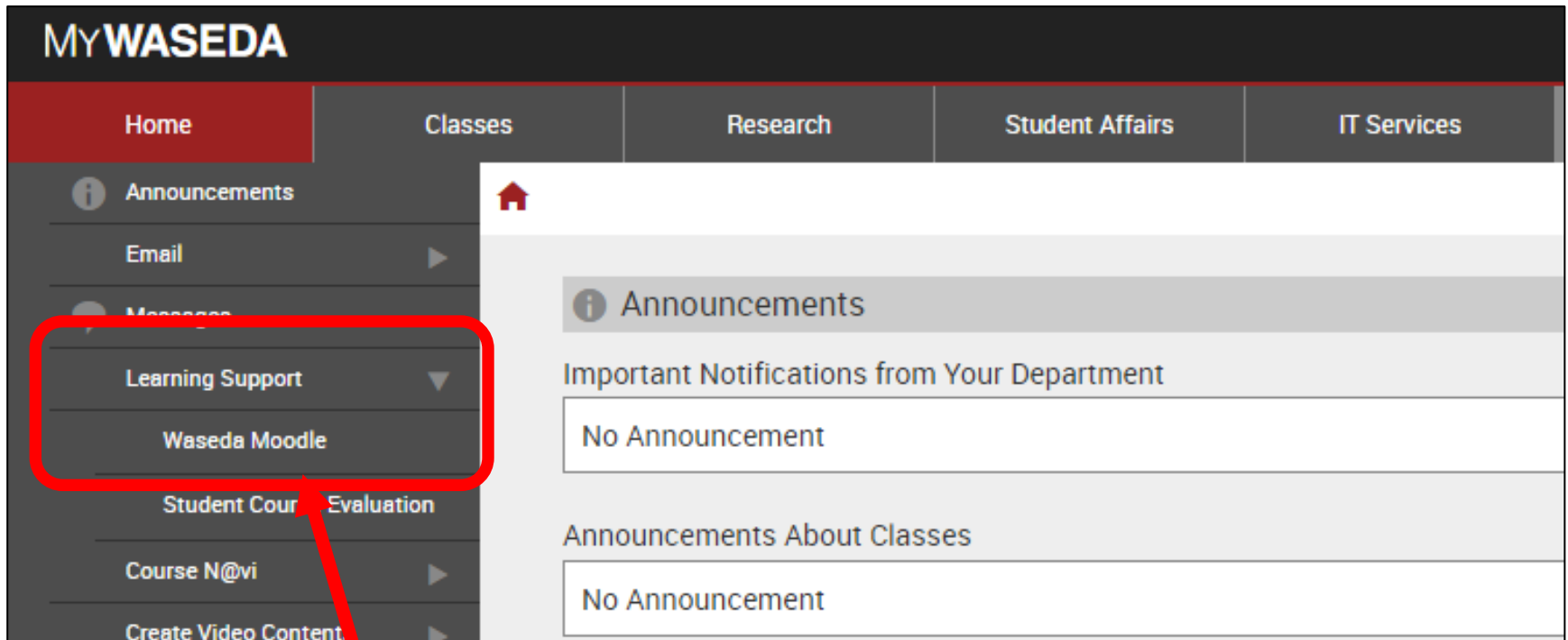
**If you don't watch the video and pass the test before the deadline,**

➡️ **Your Waseda ID may be suspended!** ⚠️

## ② **Take a Required Seminar for All New Students**

**MY WASEDA**

| Home | Classes | Research | Student Affairs | IT Services |
|------|---------|----------|-----------------|-------------|

- Announcements
- Email ▶
- ~~Messages~~
- Learning Support ▼
  - **Waseda Moodle**
- Student Course Evaluation
- Course N@vi ▶
- Create Video Content ▶

### 🛈 Announcements

**Important Notifications from Your Department**

No Announcement

**Announcements About Classes**

No Announcement

**Log into MyWaseda, click the "Home" menu, and choose "Waseda Moodle" from "Learning Support"**

# ② Take a Required Seminar for All New Students

**1. Click on Required Seminar for All New Students (either link)**

**2.（3） Read the "Structure of the Seminar" and watch the videos**

**3. Take mini-tests and submit your answers**

# ③ Taking the mini-tests

- **A web-based test to gauge your understanding of basic information ethics**

- **In order to pass the mini-tests, you must answer all questions correctly!!**

- **You can retake the tests as many times as you need, so do so until you pass.**

# ③ Taking the mini-tests

After entering your answers, click the "Finish attempt" button

Click "Submit all and finish"

⚠️ Retake the tests until you pass them!

# Notes on MyWaseda and Waseda email（English version）

IPS Office

## １．Reference URL

| MyWaseda's URL | https://my.waseda.jp/login/login |
|---|---|
| IT Service Navi, Waseda Univ (About MyWaseda) | https://www.waseda.jp/navi/e/mywaseda/about.html |
| IT Service Navi, Waseda Univ (About Waseda-Mail) | https://www.waseda.jp/navi/e/waseda-mail/index.html |

## 2. Notes, etc.

1) Your student ID number can be confirmed on your student ID card, or by clicking on the "Profile" button (the button with three lines in the top right-hand corner of the screen after logging in to MyWaseda.

2) You can check your personal information such as your address and phone number in the "View/Update Your Own Profile" section of the service menu on the left side of the screen after logging into MyWaseda (or by pressing the three-line button in the top left corner of the screen on your smartphone). If you want to change your personal information, the changes will only be reflected after the IPS office has approved them.

3) The IPS office will contact you via your Waseda email address, so be sure to check it every day. If you don't check your email, it will cause serious problems in your student life.

4) When contacting the IPS office, etc., be sure to include your student ID number and name in the text of the email.

# About the "IPS Square" website for current students (English version)

IPS Office

All information for current students of this graduate school is posted on the "IPS Square" page. If you have any questions about student life, please check "IPS Square" first.

Also, be sure to bookmark the "IPS Square" page and check it regularly for new information.

【How to access】

1) Access the IPS top page (https://www.waseda.jp/fsci/gips/en/) and click on "For Current Students".
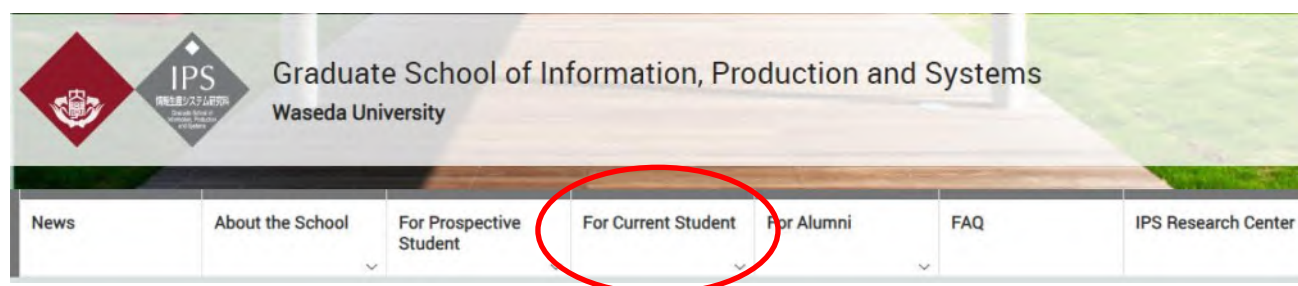


2) Click on "IPS Square". Information about issuance of certificate and student visas is available on a separate page.



3) The "IPS Square" will be displayed. (https://www.waseda.jp/fsci/gips/en/campuslife/ipssquare/)

# サービス利用案内 Services navigation

◆ 無線ネットワーク **Wireless Network**（Wi-Fi）

**SSID** ： **waseda-wpa2**

**User ID** ： Your waseda e-mail address

**Password** ： Your password

◆ **Waseda IT Service Portal**

Informations about waseda-network, online storage(BOX), E-mail, Office365, etc.

**[URL] https://support.waseda.jp/it**

＊The language can be changed to English

**All of Waseda University's IT services !**

◆ オンライン問合せ窓口 **Online inquiry**

**[URL] https://support.waseda.jp/it/s/inquiryform**

◆ **Download Station** University software download site.

**My WASEDA**（https://my.waseda.jp/）

⇒ **ITサービス / IT Services** ⇒ **ソフトウェア貸出/** Available Software

⇒ **Download Station（学内のみ）/ Download Station (intranet only)**

**https://www.waseda.jp/navi/rental/soft/index.html （in Japanese)**

◆ 北九州キャンパス情報サイト「IPSスクエア」 IPS SQUARE

[日本語] https://www.waseda.jp/fsci/gips/campuslife/ipssquare/
[English] https://www.waseda.jp/fsci/gips/en/campuslife/ipssquare/

◆ **VPN**(Virtual Private Network)を利用した学外からの接続
**Off-campus access using VPN**

[URL] https://support.waseda.jp/it/s/network/ext-vpn

◆ 端末室(N159) 開室時間 **Computer Room(N159) Opening Time**
**9：00 - 22：00 （Mon-Sat）**
※During vacation ⇒（**Mon-Fri**）

◆ 北九州キャンパス情報管理室（ITサービス窓口） **Kitakyushu campus Technical Help Desk**
**Location ： N-1F N102**
**Operation time ： 8：40 - 18：00 （Mon-Sat）**
※ During vacation ⇒ Opening Time 8：40 - **17：30** （**Mon-Fri**）

| ! |

Waseda Mail (Gmail) is not available in certain countries or regions where access to Google services is restricted.

By using Waseda Mail (Office365), you will be able to send and receive messages with Waseda Mail address before you visit that areas.

"**Waseda Mail (Office 365 for students/alumni)**"
[URL] https://support.waseda.jp/it/s/wasedamail-o2

## 科目登録について（日本語版）

IPS スクエアの以下ページを確認し、確実に手続を進めてください。第１次の科目登録期間は４月１日～３日、第２次の科目登録期間は４月８日～９日です。
https://www.waseda.jp/fsci/gips/other/2024/03/12/26367/

科目登録について

【科目登録日程】

◆ 2025年度（春学期）科目登録日程 PDF

◆ 2025年度（秋学期）科目登録日程 PDF

※時間割・講義要項（シラバス）等を確認の上、期間内に必ず登録してください。

＞研究科暦、時間割、講義要項

## About Course Registration (English version)

Please check the following page on IPS Square and make sure to proceed with the necessary procedures.The first course registration period is from April 1st to 3rd and the second course registration period is from April 8th to 9th.
https://www.waseda.jp/fsci/gips/other-en/2024/03/12/26368/

Course Registration

【Course Registration Schedule】

◆ Course Registration for Spring Semester, 2025 PDF

◆ Course Registration for Fall Semester, 2025 PDF

* Please check the Timetable, Syllabus, etc., and register within the period.