International Exchange Center New Student Manual







Welcome to Showa University!

This manual is designed to help our visiting students become accustomed to their new life in Japan as quickly as possible. In particular, it contains important information and rules about staying in the dorms and training in the hospital/pharmacy. We highly recommend that you read this BEFORE your arrival to Japan.

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1. Dormitory Key

* Having a duplicate key made is strictly forbidden.

* Do not lose your room key.

If you lose your key, report it to the International Exchange Center immediately.
 You must pay a fee to change the key.

2. Student Card

- You must put it on your white lab coat while you are in hospital, laboratory or pharmacy.
- <u>Return it to the International Exchange Center when you leave.</u>
- <u>If you lose your card, report it to the International Exchange Center immediately.</u> You have to pay to reissue it.
- 3. International Exchange Center (email: int-exc@ofc.showa-u.ac.jp)
- Working Hours

9:00am -5:30pm, Monday-Friday (except National Holidays, the New Year holidays and the anniversary of the founding of the University-November 15th)

Address

Showa University Building #15 Room #105, 6-8-7 Hatanodai, Shinagawa-ku Tokyo 142-0064 Japan Phone:03-3784-8266

The International Exchange Center will receive and keep packages or/and letters for you during the working hours.

- When you come to the International Exchange Center, press 105 or 103 + "呼
 出" button on the intercom at the entrance of the building.("消"=Cancel)
- You can also use your Student Card to unlock the entrance door of the Building #15.
 (8:30am to 7pm, Monday through Friday only, except National Holidays.)

 \precsim You may use our lounge for social meeting, reading newspapers etc.





- 4. Showa University Library (<u>http://lib.showa-u.ac.jp/eng/eng-index.html</u>)
- It's located on the second floor in building #1, Hatanodai Campus.
- You need to submit an application form to borrow books from the library. Please bring your Student Card with you.
- For the details, please have a look at the separate sheets of paper and ask staff at the library.

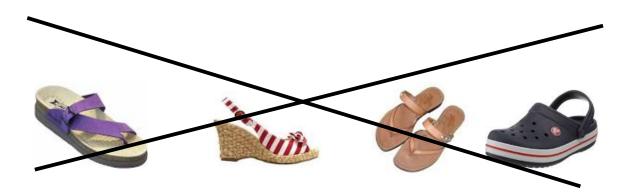
5. When you leave Japan

- Return your library card to the library.
- Submit your schedule (the date and time you plan to leave the dorm, etc.), flight detail and "Questionnaire" to the International Exchange Center (<u>int-exc@ofc.showa-u.ac.jp</u>)
- Submit "Report" to the International Exchange Center.
 (mhashimoto@ofc.showa-u.ac.jp) (kahiraizum@ofc.showa-u.ac.jp)
- Give your room key and Student Card back to the International Exchange Center.
- Make sure that you turn off the gas, lights, and air-conditioner in your room and lock the windows.
- Do not leave any personal belongings, such as food, seasonings, clothes, shoes, books, posters, cosmetics or shampoo in the dormitory.
- Put all garbage into the garbage cans in the basement of building #15.





- 6. In Hospital and Pharmacy
- Put your Student Card on your white lab coat always.
- Sandals are not allowed. You must wear covered shoes or sneakers.



• Tie your hair neatly.



- Do not cross your legs while you are training and when you are with your supervisor or patients. In Japanese culture, this behavior is considered impolite.
- You should not take any type of personal information from the hospital, departments and pharmacy such as medical records and photos of patients
- Do not play with/use your mobile phone while you are training or when you are with your supervisor or patients.

7. Appearance Check List for Patient Care Practice

	Check li	ist for appearance
Item		Male and Female
	Presentation must be clean-cut, hair	bangs cannot touch your eyes
	Pin your hair so that when you bend	at the waist it does not droop down
	No dandruff and be clean	
		r
Hair	Male	Female
	Hair length shall not touch the	
	shoulders	If the hair touches your shoulder, bundle
	Use hair conditioners which have	your hair on your head
Color of	little smell	
Hair	Natural color	
	Do not use sharp hairpins and access	paries with bright color
Accessory	Do not wear accessory like rings and	
		d long pants. When bending your back cannot
	be shown	a tong punts. When containing your back calified
Uniform	No bright color pants or jeans	
	Utilize the correct uniform in which	undergarments cannot be seen
	No stain, no dirt, or tears on your un	iform. Replace all missing buttons
	Place the name tag on the uniform	
	Do not stuff many items into your po	ockets
	Do not hold unnecessary item	
	Do not wear bright socks	
Name tag	Position your name tag where it is cl	
	Ensure uniform covers the entire che	
	Use pin type name tags, do not use the	he string type
	you should not see your nails	you observe your hand from palm side up,
Nail	Male	Female
Indii		Do not paint your nails
		Do not wear false nails
Shoes	Wear whitish sneaker or leather shoe	es that are not brightly colored. Do not wear
	sandal, boots, and slippers	
	Ensure shoes strings are tied tightly	
	Wear clean shoes. Ensure shoes are	not stained or have foul odors.
	Wear the shoes correctly and do not	fold the heel of the shoes
Other	Hand creams and anti-perspiration d	eodorants with light fragrances can be used
	Use good personal hygiene to preven	
		re you do not have mouth odor (i.e smoke)
	Prohibit the use of colored contact le	ens
	Prohibit to use of false eyelash	
	Do not use cell phone.	
	No long nose hairs	
	Do not use perfumes	

8. Inventory in your Studio Apartment

- A bed, a set of bedding and bed linens
 (Bring your used lines to the International Exchange Center for laundry on Tuesdays or Wednesdays. We can give you fresh linens.)
- An air conditioner
- A table and set of chair
- A refrigerator
- A washing machine
- A gas range (cooking stove/hob)
- A microwave oven
- A toaster
- A frying pan and/or pot
- A ladle and a tuner (spatula)
- A kettle
- A kitchen knife
- Plates, cups and cutlery
- Free Wi-Fi is provided

<u>* In the case of power outage or if you use too much electricity at one time, the circuit breaker will cut out. If it drops, please reset it.</u>

<u>*You cannot carry out any items listed above from your room. All items belong to the room.</u> <u>*If you break any of them, you should report to the International Exchange Center</u> <u>immediately.</u>

Please note that you must pay to get a new one if you break any of them.

Please use equipment carefully and keep everything in good condition for the residents who will use them after you.



Consumables - such as toilet paper, detergent (DO NOT use washing powder), batteries, light bulbs and transformers - should be purchased by residents.

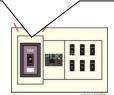
We have rice cooker, vacuum cleaner, iron and ironing board available. If you would like to use any of them, please ask at the International Exchange Center.







Put this lever to the upper side to reset it.



9. In-Room Policy at the Dormitory

* The dormitory is only for the doctors/students approved officially at Faculty Meeting and Board of Directors Meeting by the university. You can neither let your family/friends stay nor keep animals in your room.

* Holding religious meetings or any kind of business activities are strictly prohibited.* Bringing any kind of dangerous objects is strictly prohibited.

• When entering the room, replace your outdoor shoes with the slippers at the doorway. Slippers will be used only in the room (GENKAN).

- Stay by the gas range when you cook, and do not leave the premise, and concentrate on your cooking.
- Do not carry out any items listed on "Inventory in your Studio Apartment" from your room. All items belong to the room.
- Turn the gas off when you are not cooking.
- Use the fan in the kitchen when you cook.
- Do not put pan or kettle directly on the floor.
- Do not make noise in the room or talk loudly in the corridor.
- Do not play music or talk with others while leaving the front door open.
- Always keep your room, kitchen, bathroom and toilet clean.
- Leave the bathroom fan on after you take shower and avoid outbreak of mold.
- Remove your hair from drain after you take shower.
- Please do not dispose of anything but toilet paper into the toilet.

When you are moving out:

- <u>Return the room condition as clean/tidy as you arrived.</u>
- If you cause damage to the room such as floor, wall, and/or equipment in the bathroom/bedroom/kitchen you should report it to the International Exchange Center immediately.
- Please note that you have to pay to fix them if you cause damage to the dormitory.
- DO NOT leave any personal belonging, such as clothes, shoes, food, seasoning, book, cosmetic or shampoo etc.

No Smoking either in the dormitory (Flag) or building #15.

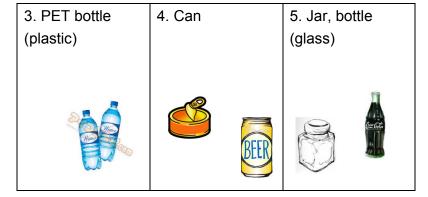


10. Garbage Rules

Divide garbage into 6 groups:

(There are garbage cans for 1-5 in the basement of building #15. Take your garbage out in plastic bags.)

1. Noncombustible Waste 2. Combustible Waste Image: Comparison of the system Image: Comparison of the system



• Noncombustible waste is...

Shampoo bottle, leather, aluminum foil, metal, <u>empty</u> spray can, light bulb, glass, ceramic ware <u>(Fragile items, such as light bulb, glass and ceramic ware, have to be wrapped in paper)</u>

• Combustible Waste is...

Garbage from kitchen, such as vegetable skin, flower, plastic wrap, meat/fish/vegetable trays, tissue paper, piece of paper, empty milk carton

Do not dispose of used oil into the sinks.

To dispose of oil: Pour oil into empty milk carton filled with napkins and let the napkins absorb the oil. Then, put the milk carton in a plastic bag and discard it.

• Newspaper and magazine

Take them out in a plastic or paper bag and put them on the ground in the cage.



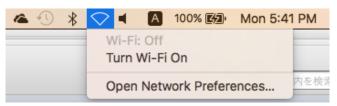


11. Dorm/Campus Wi-Fi setting, set-up

- <u>Throughout the Flag Dormitory (Building #13), Hatanodai campus, and Dental Hospital,</u> <u>free Wi-Fi is accessible to our visiting students</u>. Please follow these steps to set up your computer:
- 1. Turn on your computer's Wi-Fi connection
 - (\mathcal{T}) For Windows
 - The Wi-Fi icon is located on the bottom right of the screen
 - ② Right-click on this icon with your mouse



- () For Macs
 - ① The Wi-Fi icon is located on the top right of the screen of the screen
 - ② Click on this icon and then "Turn Wi-Fi On"



- 2. Choose your network
 - (\mathcal{T}) For Windows
 - Selected "showa" from the list of displayed networks and press the "Connect (C)" button

Windows Vista	Windows 7
	接続されていません ・ 接続は使用可能です ・ ダイヤルアップと VPN ・ emb.ne.jp ・ ワイヤレス ネットワーク接続 ・ showa ・ ジ 自動的に接続する 接続(公)

- () For Macs
 - O Click on "showa" from the list of displayed networks

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	Wi-Fi: Turn V	~	Off			
(000D0 doctor eduroa MyPlac	che am				((· (· (· (·
5	showa					?
(Create	Net	Network work ork Prefere	ences		

- 3. Enter your Network/Security Key
 - (ア) For Windows

Windows Vista	Windows 7
Control and	ジ ネットワークに顕微 ネットワーク セキュリティ キーを入力してください ゼキュリティ キー(5): eci900000 ご 文字を好表示にする(H)
## ###0.04+17-0025498920510525925412515948886 8.86997298842512555	OK キャンセル

() For Macs

	The Wi-Fi password	network "showa" requires a WPA2
	Password:	
		 Show password Remember this network
?		Cancel Join

- <u>Staff at the International Exchange Center will give you the Network/Security Key when</u> you arrive on campus.
- <u>Telling or letting others use the "showa" network password is strictly prohibited.</u>

- 4. Completing set-up
 - (ア) For Windows
 - ① If the following screens appear, Wi-Fi set-up has been successfully completed

Windows Vista	Windows 7
International Control Con	showa インターネット アクセスなし 9:04 2010/11/30 showa インターネットアクセスなし

- () For Macs
 - If a ✓ mark appears and remains next to "showa", set-up has been successful completed

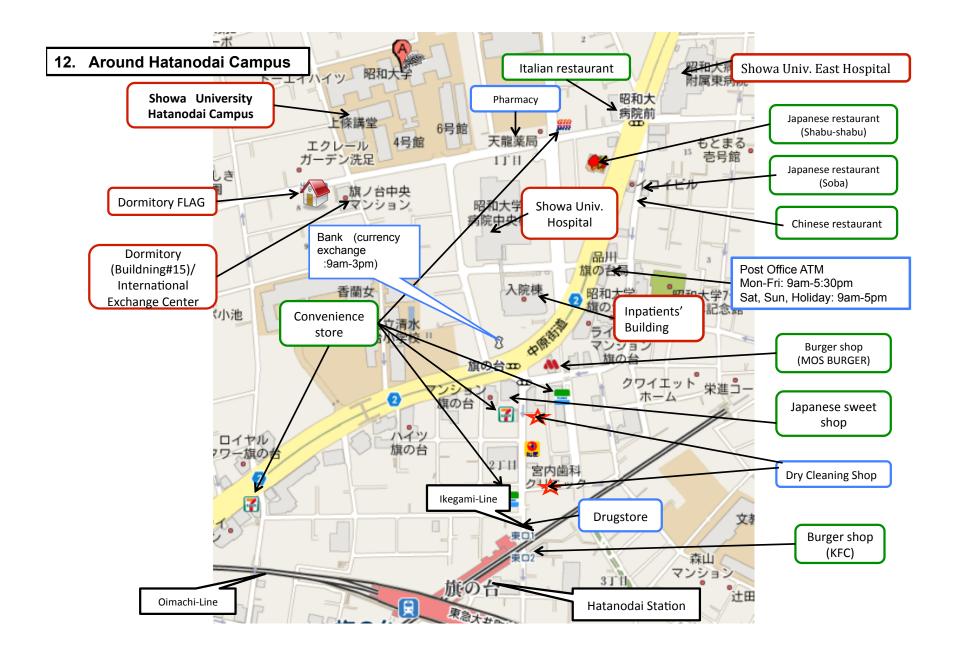


 In order to access the internet in Hatanodai Campus including dormitory, library, hospitals and Dental Hospital in Kitasenzoku, you need to ALSO sign in with your Showa User ID (ユーザーID) and Password (パスワード)

- 5. Open up a new browser window (Internet Explorer, Fire Fox, Google Chrome, Safari, etc.)
 - The following authentication page should automatically open

	昭和大学
Acad	Showa University emic Information Network
Please er	nter your Showa-ID and password.
Showa-ID	
Showa-ID Password	
	login

- If this screen doesn't automatically appear, please go to this page: http://sunet.showa-u.ac.jp:8081/
- 6. Enter your User ID and Password
 - <u>Staff at the International Exchange Center will give you an individualized User ID</u> and Password when you arrive on campus.
 - <u>Telling or letting others use your ID and Password is strictly prohibited.</u>



13. How to get to the Dental Hospital





