

これは簡易英訳版です。不明な点がある場合は、日本語版を参照してください。

This is a simplified English translation. If there are any unclear points, please refer to the Japanese version.

For the Students enrolling in April 2024

The Guide Book for

Academic Affairs Procedures

学務関係手続案内

and

IMPORTANT Events in April

行事案内

IMPORTANT

- Please be sure to complete the procedures listed on page 3 by the deadline.
- Entry on the web and the documents must be sent out.
- Please check the events at the beginning of April.

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UNIVERSITY OF YAMANASHI

Please note that the schedule may change depending on the spread of COVID-19.

Please check our website for the latest information.

(<https://www.yamanashi.ac.jp/25101> 「学生の皆様へ」)



2024 Calender of School Events and Dates

令和6年度 学年暦 (年間予定表)

Events	Date
First-Semester Start	Monday, 1st April
Guidance	Monday, 1st April - Thursday, 11th April
Entrance Ceremony	Friday, 5th April
First-Semester Classes Start	Friday, 12th April
First-Semester Classes End	Friday, 2nd August
Summer Break	Saturday, 3rd August - Monday, 23rd September (Depends on the Faculties)
Fall Graduation Ceremony	Thursday, 26th September
First-Semester End	Monday, 30th September
Second-Semester Start	Tuesday, 1st October
The Anniversary of the Founding the University of Yamanashi	Tuesday, 1st October
Fall Entrance Ceremony	Tuesday, 1st October
Second-Semester Classes Start	Tuesday, 1st October
School Festival (Faculty of Medicine Campus)	Mid to late October
School Festival (Kofu Campus)	Friday, 1st November - Sunday 3rd November
Winter Break	Saturday, 28th December - Sunday, 5th January (Depends on the Faculties)
Second-Semester Classes End	Friday 31st, January
Spring Break	Saturday 1st, February - Monday 31st March (Depends on the Faculties)
Graduation Ceremony	Wednesday, 19th March
Second-Semester End	Monday, 31st March

【Note】 Classes will be cancelled on Friday, 17th January due to preparations for the Common Test for University Admissions.

*The Faculty of Medicine campus will follow the Faculty of Medicine class schedule.

Schedule in April

日程詳細 (4月)

Date & Time		Events	Students	Place	Detail
Mon. 1st- Thu. 11th	9:00-	Annual Student Health Checkup 定期健康診断	All Students	Kofu Campus	p.7
Tue. 2nd	13:00-	Student Guidance 新入生ガイダンス	Master's Course (Department of Life and Environmental Sciences) 1st year Students	Kofu Campus	p.4
	15:30-		Master's Course (Department of Engineering) 1st year Students		
Wed. 3rd	14:00-	Center for Promotion of Internationalization Guidance 国際化推進センターガイダンス	International Students	Kofu Campus	p.4
Thu. 4th	13:00-	Issuance of Student ID Card 学生証交付	Graduate Students at the Kofu Campus	Kofu Campus	p.5
Thu. 4th - Mon. 8th	Explained at guidance	Course Registration 履修申告	All Students	Kofu Campus	—
Thu. 4th - Mon. 8th	4th, 8th 9:00-12:00 13:00-17:00 5th 13:00-17:00	Application for Entrance Fee Exemption, Deferment and First Semester tuition Fee Exemption 入学料免除・徴収猶予・ 前期授業料免除申請受付	Kofu Campus Students *For 1st year Students at the Faculty of Medicine Campus, it will be held separately at the Faculty of Medicine Campus.	Kofu Campus (Y building 2F Meeting Room)	Refer to the " the Guidebook for Exemption (免除のしお り)"
Fri. 5th	10:00-	Entrance Ceremony 入学式	All new Students	Yamanashi Prefectural Citizen's Culture Hall	p.6
	11:00-	Academic Affairs Support Department Guidance 教学支援部ガイダンス			
Fri. 12th	—	First-Semester Classes Start 前期授業開始	All Students	—	—
The last day of April	9:00~12:00 13:00~16:00	Due Date for First Semester Tuition Fee payment 前期授業料納入期限	All Students	Kofu Campus (Accounting Division) Faculty of Medicine Campus (Hospital Administrative Division)	—

【Notes】 1.For the yearly schedule, please check the University of Yamanashi website (Japanese).

<https://www.yamanashi.ac.jp/campuslife/78>

2. Changes to the schedule will be posted on the *University of Yamanashi Campus Networking Service (YINS-CNS), so please check back frequently for updates.

*University of Yamanashi Campus Networking Service (YINS-CNS) URL: <https://cns.yamanashi.ac.jp>

Academic Affairs Procedure

学務関係手続

The academic affairs procedures are necessary for students who have completed the admission procedures.
Please make sure to log in to the dedicated website and complete the procedures.

the web site URL

<https://cns.yamanashi.ac.jp/aap/>



*You will need to have the viewing software, Adobe Reader, installed on your computer.
If you do not have it installed, please download it from the dedicated website.

■ Required Procedures (For more detail, please visit the dedicated website.)

1. Consent to the handling of personal information

2. Register a Photo for Student ID Card

Please register the data of your portrait photo.

3. Download, Print, and Fill Out the "Written Oath and Guarantee (誓約書)"

4. Register your information

Please enter your address, academic history, guardians, and emergency contact information etc..

After registering by the deadline below, changes can be made until the date of enrollment.

5. Send "Written Oath and Guarantee" from the post office (By post only)

Please use the envelope enclosed in the "学務関係手続案内【手続②】" and send it from the post office by "Specified Record Mail" (fee: about JPY280).

■ Period

Students	Photo for Student ID Card Registration Period	Information Registration Period	"Written Oath and Guarantee" Submission Period
Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences (Master's Course)	Wed., 28th February ~ Fri., 15th March 15:00	Fri., 15th March 15:00	By post only Mon., 18th March ~ <u>Fri., 29th March</u> (Must Arrived)
Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences (Doctor's Course)			

Students Guidance

新入生ガイダンス

- New students in Master's Course are required to attend the following guidance.
- For guidance for the students in Doctor's Course, please contact your academic advisor.
- The Student Handbook will be distributed as follows.

<ul style="list-style-type: none"> ▪ Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Master's Course 	University of Yamanashi Website(Japanese) https://www.yamanashi.ac.jp/campuslife/74
<ul style="list-style-type: none"> ▪ Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Doctor's Course 	Please contact your academic advisor.

Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Master's Course

Date	Time	Year	Department	Course	Speaker	Contents	Place	
Tue., 2nd April	15:30 ∩ 16:30	1st	Engineering	Mechanical Engineering Course	Professor	Course Guidance	Please ask to your academic adviser.	
				Electrical and Electronic Engineering Course			A2-12	A-2 buil. 1F
				Computer Science and Engineering Course			T1-31	T-1 buil. 3F
				Mechatronics Course			A2-11	A-2 buil. 1F
				Civil and Environmental Engineering Course			T1-22	T-1 buil. 2F
				Applied Chemistry Course			N-32	N buil. 3F
				Advanced Material Science Course			B2-11	B-2 buil. 1F
				Special Educational Program on River Basin Environmental Science			T1-11	T-1 buil. 1F
				Special Educational Program for Green Energy Conversion Science and Technology			Please ask to your academic adviser.	
				13:00 ∩ 14:00			1st	Life and Environment al Sciences
Food and Wine Science Course	S1-14	S1 buil. 1F						
Regional Environment Management Course	S1-21	S1 buil. 2F						

Center for Promotion of Internationalization Guidance

国際化推進センター留学生向けガイダンス等

Date	Time	Contents	Place	Students
Wed., 3rd April	14:00~15:30	Guidance	【Students with Japanese language proficiency of JLPT N2 or above】 ■Online (Zoom) ・Zoom URL will be provided in the enrollment documents. ・If you do not have access to the Internet, please come to <u>B1-218</u> .	International Students
	15:40~17:10	Japanese Placement Test*	【Students with Japanese proficiency less than JLPT N2】 ■English instructions: <u>LC-16</u> ・If you cannot come to the classroom, you may participate online. ・Zoom URL will be provided in the enrollment documents.	

*Take the Japanese placement test administered at the time of enrollment.

Issuance of Student ID Card

学生証の交付

The Student ID Card will be issued as follows.

Please make sure to receive this card, as it is necessary for your student life at the university.

Date	Course			Time	Place	
Thu., 4th April	Master's Course	Engineering	Mechanical Engineering Course	13:00~13:15	Education Planning Division Counter #2	Y building 2F
			Electrical and Electronic Engineering Course	13:15~13:30		
			Computer Science and Engineering Course	13:30~13:45		
			Mechatronics Course	13:45~14:00		
			Civil and Environmental Engineering Course	14:00~14:15		
			Applied Chemistry Course	14:15~14:30		
			Advanced Material Science Course	14:30~14:45		
			Special Educational Program on River Basin Environmental Science			
			Special Educational Program for Green Energy Conversion Science and Technology			
	Life and Environmental Sciences	Bioscience Course	14:45~15:00			
		Food and Wine Science Course	15:00~15:15			
		Regional Environment Management Course	15:15~15:30			
	Doctor's Course	Engineering	System Integration Engineering Course	15:30~15:45		
			Energy Materials Science Course			
Environmental and Social System Science Course						
Integrated Applied Life Science		Agricultural Science Course				
		Bioengineering Course				

[Notes]

1. Only the person himself/herself can receive the ID Card. No proxy will be accepted.
2. Please bring your identification (residence card or insurance card, etc.) with you when you receive it.

Entrance Ceremony

入学式

- 【Date】** Friday, 5th April 10:00 a.m.
- 【Place】** Yamanashi Prefectural Citizen's Culture Hall [Main Hall]
〔26-1, Kotobukicho, Kofu, Yamanashi〕
- 【Program】** 9:30 Doors Open
10:00 Start
11:00 Close

*After the ceremony, the Academic Affairs Support Department Guidance will continue.
They will take approximately one hour.

■Notes

1. There is no parking available at the ceremony site, so please use public transportation.
In addition, please be careful not to obstruct traffic and do not park your car in the neighborhood or at convenience stores.
2. It takes about 25 minutes on foot from Kofu Station to the hall.
Please allow plenty of time to get there before the doors open at 9:30 a.m.
3. The ceremony will be held in compliance with the guidelines for the prevention of infectious diseases set forth by Yamanashi Prefectural Citizen's Culture Hall.
We would like to ask for your cooperation in disinfecting your hands with disinfectant, washing your hands frequently.
4. Please refrain from coming if you have a fever or a cold.
5. The event may be changed or cancelled depending on the spread of Infectious disease.
6. We will post the latest information about the ceremony on our website, so please be sure to check it before coming to the ceremony.



■Access

- *JR : About 25 minutes walk from the south exit of Kofu Station
- *Bus: Take the bus from the No. 1 bus stop at the south exit of Kofu Station. (except for "南湖経由、鰻沢営業所行き")
Get off at "県民文化ホール" (Kenmin Bunka Hall / Prefectural Citizens Culture Hall) bus stop.
- *Taxi: About 5 minutes from the south exit of Kofu Station

Annual Student Health Checkup

学生定期健康診断

This Health Checkup is required by the School Health and Safety Act, so please be sure to take it.

[Place] DAIGAKU-KAIKAN (Cafeteria) on Kofu Campus

[What to Bring] Student ID Card , Plain T-shirts, Urine receptacle, Infectious disease questionnaire, Medical Questionnaire for Annual Health Checkup

Date	Sex	Course		Time	
Mon., 8th April	F	Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Master's Course	Department of Engineering	13:45~14:00	
			Department of Life and Environmental Sciences	14:00~14:15	
Wed., 10th April	F	Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Doctor's Course		10:30~10:45	
	M	Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Master's Course	Department of Engineering	Applied Chemistry Course	12:45~13:00
				Civil and Environmental Engineering Course	13:00~13:15
				Mechatronics Course	13:15~13:30
				Computer Science and Engineering Course	13:30~13:45
				Advanced Material Science Course	13:45~14:00
				Special Educational Program on River Basin Environmental Science Special Educational Program for Green Energy Conversion Science and Technology	14:00~14:15
			Department of Life and Environmental Sciences	14:15~14:30	
			Department of Engineering	Electrical and Electronic Engineering Course	14:30~14:45
				Mechanical Engineering Course	14:45~15:00
		Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences Doctor's Course		15:00~15:15	

[Contents of Health Checkups]

Height, Weight, Urine test, Vision, Blood pressure, Medical interview, Physical examination, Chest X-ray

*If you have had a Chest X-ray within the last three months, please bring a copy of the results and be sure to take the other test items.

[Notes]

1. Please fill out and bring with you the "Infectious disease questionnaire" and "Medical Questionnaire for Annual Health Checkup" that were distributed with the documents related to Academic Affairs Procedures.
2. Please collect urine immediately after waking up in the morning in the urine container distributed at the guidance and bring it with you.
3. Please wear the following clothes.
 - Plain T-shirts without embroidery, buttons, fluorescent paint, etc.
 - Please remove all necklaces and pendants beforehand.
 - If you wear underwear that does not have metal hooks, you will not have to change your clothes and the checkup time will be shortened.