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1. **How to access Kumamoto University’s Portal**

Students can use each systems such as SOSEKI (registration system), e-learning system (Moodle), system of automatic certificate issuing and others by accessing Kumamoto University’s Portal website.

【How to access Kumamoto University’s Portal】

① Access Kumamoto University’s Portal website (http://uportal.kumamoto-u.ac.jp/), and log on to Kumamoto University Portal’s Site by entering your Kumadai ID and password. Your Student number and password are written on the back of your Student ID.

② You can check your “kumadai ID” entering your Student number and password, and then click the "submit".

③ Check student number , and then click the "LOGIN". Your Student number is written on the back of your Student ID.
④ After you log on to the portal site, please click any item which you’d like to access.

When you browse SOSEKI, please use the personal computer which is connected to Kumamoto University’s LAN.
(Accessing SOSEKI is available only on campus)

*If you want to check your credits off campus, you can confirm it by ‘Automatic certificate issuing system’.
2. How to participate in lectures through e-learning

1) How to access the e-learning system (Moodle)

① Access Kumamoto University’s Portal website (http://uprofile.kumamoto-u.ac.jp/), and log on to Kumamoto University Portal’s Site. (Please check the previous page ”1. How to access Kumamoto University’s Portal”.)

![Click]

② If you successfully log in the system, please click the “全学LMS(e-Learning System) Moodle”.

③ 「My home」「course overview」 shows the list of courses you have registered for through SOSEKI. By clicking the course name, you may access to the top page, which displays the list of lectures held in the course.

![md.ku: My home](#)

④ By clicking the bottom left 「All courses」

By clicking the bottom 「All courses」
5. By clicking the bottom 「medic/HIGO」

6. displays the list of lectures held in the course.

Example: If you want to attend the Second semester courses of medic 2015, please click here.

displayed the list of lectures held in the course for the year. Click along the course you want, Please access the selected lesson subject.
From each lecture page, you are able to learn the contents through the lecture videos and handout materials; and then, take tests to determine your understanding. If you pass the tests, your lecture participation would be completed. After taking tests, you may confirm and study again the part of insufficient understanding and take test up to a ceiling of twice.
2) Classification of e-learning

Please note that the lectures by e-learning are classified into 6 types: eE-O, eE-L, eJ-O, eJ-L, eEJ-O and eEJ-L. These marks are written in the pages of the lecture schedule of each subject.

1. Classified according to the language used in the lecture.
   eE: e-learning content in English
   eJ: e-learning content in Japanese
   eEJ: e-learning content in both Japanese and English

2. Classification according to the use of e-learning for the lecture.
   -O: Lecture only by e-learning; no face-to-face class will be conducted.
   -L: In principle, a face-to-face lecture; if unable to attend the lecture, a student may participate in the lecture through e-learning as supplementary lecture.
   No e-learning marks: Lectures will be held only by face to face.

3. Regarding a lecture with e-learning content prepared only in Japanese (eJ-O or eJ-L), if an international student, who cannot understand Japanese, has registered for such lecture, the face-to-face lecture will be conducted in English (+ Japanese). This lecture may be recorded to be used for an e-learning content as eE or eEJ in future.

4. Example of e-learning classification:
   eJ-L means “students are requested to attend the face-to-face lecture in principle, but if unable to do so, they can participate in the e-learning lecture prepared in Japanese language as supplementary lecture”. If an international student, who cannot understand Japanese, has registered for the course, a face-to-face lecture will be conducted in English (+Japanese).
3. How to use the system of automatic certificate issuing

○ Procedure for issue of certificate

【how to request】(From PC within university)

① Access Kumamoto University’s Portal website (http://uportal.kumamoto-u.ac.jp/), and log on to Kumamoto University Portal’s Site.
(Please check the previous page ”1. How to access Kumamoto University’s Portal”.)

② Specify the type and number of the certificate you need

※The type of the certificate

(Japanese)  (English)

・the certificate of JR student discount  ""
・the certificate of Graduation  ""
・the certificate of student Registration  ""
・Transcript  ""
・the certificate of Medical Check-ups  ""

③ Note down the receipt number

*Make sure to note down receipt number as you have to type this number for issue of the certificate later.
【How to obtain the certificate】
(In Student Affairs Office)

① Hold your Student ID card over the card reader until it has completed reading.

② Enter the receipt number. (touch panel)

③ The certificate comes out.

* the certificate of JR student discount
* up to 10 certificates per year
* the expiry date (within 3 months from issue date)
4. e-mail service for students

1. Service Outline
   Each student who has enrolled at Kumamoto University (Note 1) may send and receive email through their email account (address) on the student mail server. However, the account will be blocked if there is any inappropriate email use.

   Please check your email periodically - You will be receiving important emails from the university to your student email account.

   (Note 1) The students who are on the university's student information system (SOSEKI), are able to use our email services. In other words, student who have been issued his/her student ID card is able to use this service. This service is not available for the medical staff and post-doctoral students.

2. Permission for use
   free

3. Service fee
   free

4. How to use
   Please go to the student mail service page for more details.
   URL : https://mail.st.kumamoto-u.ac.jp/

5. Configuration parameters to use the student mail server
   **Example: student Sentā Soujō with student ID 999-Q9999**

| <Basic settings> |  |
| Name | Sentā Soujō |
| Email address | 999q9999@st.kumamoto-u.ac.jp |
| User name | 999q9999 |
| Outgoing mail server(SMTP server) | mail.st.kumamoto-u.ac.jp |
| Incoming mail server(POP server) | mail.st.kumamoto-u.ac.jp |

| <Security settings (Note 2)> |  |
| Outgoing authentication (SMTP Auth) | Select *Use user name and password* |
| Encryption for outgoing mail | Select *use SSL* (Do not select "TLS")  
  set the port number to 465 |
| Encryption for incoming mail | Select *use SSL* (Do not select "TLS")  
  set the port number to 995 |

((Note 2))

Security settings are required for sending or receiving emails from off campus. You may use our email services without these settings on campus; however it is recommended that these settings be used for better security.
5. Website of Graduate School of Medical Sciences (GSMS)

We will notify important information not only by email but also Graduate School of Medical Sciences website. Please refer to other page in order to get information about student life.

<GSMS Website : URL>
http://www.medphas.kumamoto-u.ac.jp/en/medgrad/

<GSMS Website : Toppage>
6. Miscellaneous (Other Procedures)

Please refer to following contents about each procedures.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Contents</th>
<th>Method/PIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The deadline of Payment of Tuition Fees</td>
<td>Spring semester: Last day of April Fall semester: Last day of October (If the last day falls on Saturday, Sunday or national holiday, the deadline shall be the previous weekday)</td>
<td>Payment in cash, or Automatic bank transfer</td>
</tr>
<tr>
<td>Application of Tuition Fee exemption</td>
<td>Application period of Spring semester and Fall semester is different. The submission period will be announced by bulletin board.</td>
<td>Economic Support Office Academic</td>
</tr>
<tr>
<td>Student Card</td>
<td>If you lost it, you need to apply to reissue through the Kumamoto University Portal.</td>
<td>—</td>
</tr>
<tr>
<td>★Application for Leave of Absence, Request for Withdrawal, Request for Permission to Resume Studies</td>
<td>Students have to submit all required documents at least one month before the desired date to Leave of Absence (withdraw, to resume studies).</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>★Application for change of department</td>
<td>In case of any changes, student have to promptly submit the required document.</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>★Notification of Overseas Travel</td>
<td>Student have to submit the form to Student Affairs Office at least 1 month before the departure of the travel.</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>★Change of address, name, or guarantor</td>
<td>In case of any changes in residential address etc..., student have to inform to Student Affairs Office</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>Certificate of Student Registration, Academic Transcript, Discount ticket for JR</td>
<td>After booking through Kumamoto University Portal, student can issue these certificates at student affairs office.</td>
<td>—</td>
</tr>
<tr>
<td>To use University Library</td>
<td>Student Card is necessary to access university library. Student have to return all books you borrowed at the library before leaving of absence, going abroad, or graduation.</td>
<td>University Library</td>
</tr>
<tr>
<td>Issuance of Vehicle Entry Pass</td>
<td>Student have to apply using the prescribed form in case of commuting by vehicle.</td>
<td>Student Affairs Office</td>
</tr>
<tr>
<td>Request for admittance to the building during off-hours registration</td>
<td>Student who wish to access to the General Medical Research Building and Basic Research building during night and/or weekends, they have to apply using the prescribed form.</td>
<td>Student Affairs Office</td>
</tr>
</tbody>
</table>

<Office Hour>
8:30 a.m. ~ 5:15 p.m. (Only weekday)
*Office will be closed during summer holidays (mid Aug) and winter holidays (end Dec to beginning Jan)