

The Housing Facility to Support Learning for Students at the University of Aizu

Somei House Handbook

Introduction

Somei House is not simply a student dorm. Instead, it is a place of education created based on the founding principles of the University of Aizu (UoA) with the intention to promote human growth by having students learn together and develop their social and international awareness through communal living. As such, residents are expected to follow all of Somei House's rules.

This handbook contains the basic rules, points of caution, and move-in/move-out procedures that residents must heed. Please carefully review its content and use it as a guide for what actions you should take to aim at achieving ever-better communal life with your fellow residents.

Since its founding, a number of rules have been established at Somei House with a goal of helping its residents transition to and maintain harmonious communal living here. The rules that exist today are the result of years of continuous efforts by the residents who have come before you. Each resident is expected to observe these rules while acting in a responsible fashion. At the same time, residents are also expected to engage in communal living with the high aspirations needed to achieve the founding principles of the UoA. You are expected to do this while also cooperating with and having a mutual respect for other residents, and while deepening mutual understanding of each other.

Objectives of the Establishment of Somei House

With its founding philosophies, “Starting from Local Communities to the World” and “to Advance Knowledge for Humanity,” the UoA has conducted research and education in computer science and engineering to lead the world since its founding. It has an unprecedented number of non-Japanese faculty members with outstanding research achievements among Japanese universities.

The UoA is committed to educate:

1. creative minds, cross-culturally competent aspiring researchers, IT leaders and entrepreneurs with a strong sense of ethical integrity, who are determined enough to make their mark in tech innovations.
2. enthusiastic students aspiring to make a leap forward in cutting-edge CSE research for the benefit of society and academia.
3. standard-bearers who are eager to salute the growth of Fukushima's local industries, give moral support to the, and uphold Fukushima's homegrown culture through education and research.

The UoA seeks to develop individuals who will make constant efforts to realize its goal “to Advance Knowledge for Humanity” in the field of computer science and engineering with an international outlook from the standpoint of the Aizu area.

Somei House was established as an educational facility embodying the UoA's founding philosophy and promoting the internationalization of its research, development and education.

The objective of the establishment of Somei House is to help its residents from all over Japan and other countries develop the global perspectives, social skills, and the spirit of cooperation they will need to grow into world-class talents through communal living with other residents having a variety of cultural backgrounds and lifestyles.

Further, Somei House also plays the role of supporting its residents' academics. In addition to providing students with an environment that supports their learning and student lives, it also provides international students with a place to gain and understanding of Japanese manners and social rules.

■Address

90 Kami-iawase, Tsuruga, Ikki-machi, Aizuwakamatsu, Fukushima, 965-0006

■Emergency Contact Number

Office Hour	Office	Phone Number
Weekdays: 8:30 a.m. – 5:00 p.m.	Student Affairs Division (Student Support Section)	0242-37-2515 (Ext. 6102, 6103, 6104)
All other hours	Security Guards Room	0242-37-2700 (Ext. 2131, 6199)
	Central Monitoring Room	0242-37-2530 (Ext. 9000, 9001, 9002)

■Unit Extension Numbers (Open Living Room)

East Wing	[East 1] 7011 [East 2] 7012 [East 3] 7013 [East 4] 7014
West Wing	[West 1] 7021 [West 2] 7022 [West 3] 7023 [West 4] 7024

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1. Overview of Somei House

(1) Official Name:

The Housing Facility to Support Learning for Students at the University of Aizu, Somei House

(2) Address:

90 Kami-iawase, Tsuruga, Ikki-machi, Aizuwakamatsu, Fukushima 965-0006

(Note: It is not 965-8580, the university's exclusive postal code.)

(3) Purpose:

Somei House was opened on the UoA campus in AY2011 as one of the university's educational facilities. Somei House is a student housing complex created with a goal of providing students from all over Japan and other countries with an environment where they can get a global perspective, learn social skills and cooperation through communal living, helping them increase their motivation to study and supporting their smooth student lives.

(4) Management and Operation:

The Student Affairs Division (hereafter, "SAD") engages in administrative tasks for Somei House under the responsibility of the Student Support Committee chaired by the Dean of Students (Somei House does not have a full-time manager and no staff members are stationed there.).

(5) Overview of Somei House:

- A dormitory for both Japanese and international students
- 4 floors, reinforced concrete construction (East/West Wings)
 - * There is a total of eight units, with the East and West Wings on each floor of the building each forming a unit. Each unit has a number of residents' rooms.
 - * All facilities in the East Wing are handicap-accessible.
 - * The dorm is divided into male floors and one female floor.

(6) Facilities & Equipment:

- Shared Areas:
 - [Main Entrance Hall] Pay phone, mailboxes, security camera, door intercom, shared storage room
 - [Unit] Living room, kitchen, TV set, wireless LAN, telephone (on-campus only), shower room, toilets, mirror and sink, laundry area
- Resident Rooms:
 - Desk, chair, lighting (ceiling, desk), closet, bed, curtains, ventilation fan, air conditioner, internet connection, trash can, laundry pole

(7) Room Types:

- Single Rooms 52
- Twin Rooms 25
- Handicap-accessible rooms 3 (1st and 4th floor of the East Wing)
- SRA Rooms 8 (*SRA: See "10. Somei House Resident Assistants")
- * All rooms are for unmarried residents. No rooms are available for families.

2. Daily Life

(1) Manner of Operation

Somei House does not have a full-time manager stationed there.

As Somei House is operated as one of the UoA's educational facilities, its residents are expected to do everyday chores including cleaning, managing items in the building, and so on.

On each floor of the building, a Somei House Resident Assistant (SRA) lives together with its residents to provide them with the support they need to help them lead smooth student lives by offering guidance and advice on daily life. Each unit's residents and their SRA are required to hold and attend weekly meetings in order to improve life at Somei House, and each SRA makes reports about their unit to the university on a regular basis.

(2) Means of Communication

The university contacts residents via email, so please check your email regularly. You are also required to participate in your unit's weekly meetings to receive important information from your SRA.

(3) Meals

Meals are not served at Somei House.

Each unit has a kitchen in its open living area for residents to cook meals. The cafeteria and university bookstore are also open during the following hours.

[Cafeteria] Weekdays 8:00 a.m. - 9:30 a.m. & 11:00 a.m. - 8:00 p.m. (Last order: 7:00 p.m.)

[University Shop] Weekdays 8:00 a.m. - 8:00 p.m. & Saturdays 8:00 a.m. - 1:00 p.m.

*Hours are subject to change. For more information, see the website of the SLS (Student Life Support, Ltd.), the operator of both facilities. http://www.gakushoku.com/univ_home.php

(4) Assignment of Daily Chores

Each unit must assign daily chores necessary for the operation of the unit to each member through mutual discussion guided by the SRA. In order to maintain a harmonious and comfortable living environment and to avoid conflicts between residents, all residents must do their assigned chores.

[Example of Chores]

Cleaning of common areas (entrance, hallway, open living room, kitchen, shower room, restroom, washroom, laundry space, stairs, etc.), cleaning/washing/organizing shared items, waste disposal, turning lights off, checking consumables, etc.

(5) Lights-out

The lights in the common areas are to be turned off at 11:00 p.m. Even before this time, residents must be sure to avoid disturbing others between the nighttime hours of 9:00 p.m. and 6:00 a.m.

(6) Staying Out Overnight

Residents planning to stay overnight outside of Somei House for three nights or longer must submit a Notice of Outside Overnight Stay to the SAD. Please inform your SRA that you are going to stay away even for one night and do the following before you leave.

- Turn off any alarm clocks
- Switch off your electrical appliances
- Lock your room's door and windows

(7) Restrictions on Visitors

NO visitors are allowed to enter or stay overnight at Somei House.

Residents must meet with visitors at places other than Somei House, such as the university cafeteria. The only exception to this is moving in and out. Friends and family are only allowed to enter Somei House to help residents move in and out.

Residents are also not allowed to enter the units of the opposite sex.

(8) Reception of Mail and Packages

Residents must receive mail and packages themselves. The university will not receive them on your behalf.

•Postal Code: 965-0006 (Note: It is not 965-8580, the university's exclusive postal code.)

•Address: The University of Aizu, Somei House Room #####

90 Kami-iawase, Tsuruga, Ikki-machi, Aizuwakamatsu, Fukushima

•Phone: <Your mobile number>

•Name: <Your name>

(*Couriers can contact you in your room through the Main Entrance Hall intercom.)

(9) Personal Belongings

Individual residents are responsible for their valuables. You must lock your door when you leave your room. You are also advised to put your name on your belongings.

(*The university is not responsible for any theft or loss of property that occurs in Somei House. However, should such an incident occur, please report it to the SAD in a timely manner.)

(10) Participation in Meetings/Events

The university holds information sessions for Somei House residents, evacuation drills, and so on. Participation in these meetings and events is required.

3. Moving in

(1) Eligibility for Residency:

New undergraduate students, self-financed international students, and students recognized by the Deans of Students as appropriate are eligible to live in Somei House. Residents are selected via the following application and screening process.

(2) Period of Residency:

Residents can live in Somei House for up to one year, in principle.

- Regular students admitted in spring: April 1st to March 15th in the following year
- Regular students admitted in fall: October 1st to September 15th in the following year
- *Students selected for residency may start living in Somei House in the middle of the month before they are officially permitted to move in. (*the exact period will be separately designated by the university)
- *Separate rules apply to non-regular students.

(3) Application Procedures and Preparation for Moving in:

- (a) Submit the application form and the necessary documents to the SAD.
- (b) Once you are permitted to move in and receive your first invoice for Somei House fees, make the initial payment by the date specified on the invoice.
*Refer to “5. Payment of Fees and Other Expenses” on page 7 for details regarding the initial payment.
- (c) Report your move-in schedule (arrival time & date) to the SAD via email by the designated date.

(4) Items to Prepare Before Moving in:

Refer to the equipment and furnishing list (“11. Facilities and Equipment” on page 15) and the below when preparing for items to bring into the room.

- | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Necessary] | Bedding sets: Mattress protector (or futon), comforter, blanket, sheets, pillow
Daily commodities: Tableware, toiletries |
| [Recommended] | Indoor shoes (Only indoor shoes are allowed inside units), other daily items (Unit members jointly purchase some items. Please ask your SRA after you move in.) |
| [Not Allowed] | Large furniture, large electrical appliances, any potential fire hazards |

(5) Required Procedures upon Moving in

- (a) New residents shall move in between 10:00 a.m. – 4:00 p.m. during the preparatory period designated by the university.
- (b) New residents must receive their temporary keycard and necessary documents (see Item (e) below) at the SAD Office.
*Your student ID card serves as your key to Somei House. New residents must return the temporary keycard immediately after receiving their student ID card.
- (c) Before moving personal items into the room, residents must inspect the room, fill in the Move-in Checklist, and submit it to the SAD.
*The Move-in Checklist is an important document that will be used for your move-out room inspection, as well as billing for damages to the room if needed. Be sure to record any missing equipment, damage, stains, etc. on this form when moving in.
- (d) New residents must register a PIN number to the room door key pad.
*Resident rooms are locked/unlocked with PIN numbers, not key cards.
- (e) New residents must fill in or prepare the following documents and submit to the SAD, as soon as possible.
 - Move-in Checklist
 - Internet Use Agreement
 - Japan Post Bank (Yucho Bank) Account Transfer Request Form (Your registered seal must be affixed)
 - Photocopy of the cover and first page of your JP Bank account passbook

(6) Receiving Packages:

Prospective residents must arrive in Aizuwakamatsu before packages shipped to Somei House arrive during the move-in process in order to receive them. The university will not receive them on your behalf.

- Delivery Time & Date: Please designate the time when you will receive the items
- Postal Code: 965-0006 (Note: It is not 965-8580, the university's exclusive postal code.)
- Address: The University of Aizu, Somei House Room #####
90 Kami-iawase, Tsuruga, Ikki-machi, Aizuwakamatsu, Fukushima
- Phone: <Your mobile number>
- Name: <Your name>

(7) Room Assignment:

The SAD assigns each student to a room. Students are not allowed to change their rooms or the types of rooms assigned to them, in principle.

4. Moving Out

(1) Procedures Required Before Moving Out:

- (a) You must submit a Notice of Vacation and an Address Change Notice to the SAD by at least 30 days before your desired move-out date.

*Note: Regardless of your move-out date, you are required to pay a minimum of one month's rent from the date you submit your Notice of Vacation (e.g., if you submit your Notice of Vacation on June 15, your move-out date will be on or after July 15. You will have to pay rent for at least until July 15.)

- (b) The SAD will schedule a move-out room inspection. Residents must be present for room inspections, which are conducted between 10:00 a.m. and 5:00 p.m. on weekdays.

(2) Inspection before Moving out:

In the event that the wallpaper, carpet, equipment or furniture in the room must be replaced or repaired, etc., you will be billed for their cost (For the details, refer to "(3) Rent and Utility Fee for the Move-out Month" on page 7.)

(3) Preparing for Move-out Day:

- (a) Residents must prepare to remove all personal belongings from their rooms, common areas, and the bicycle parking space.

- In the event that your personal items, including bicycles, are left on the premises after you move out, they will be disposed of at your expense.
- Do not leave any personal belongings behind. Give away, sell, or dispose of what is no longer necessary for you before you move out.
- Please make sure not to accidentally take away items belonging to other residents or Somei House.

- (b) Please be sure to dispose of oversized trash before you move out.

- (c) Residents must clean their room and mailbox, and remove all trash.

(*The university is not responsible for the loss of any mail addressed to you.)

(4) Change of Address:

You must take steps for changing your address as follows.

- (a) Submit a Change of Address Form at the Post Office.

http://www.post.japanpost.jp/service/tenkyo/index_en.html

- (b) Change your address registered with your bank, mobile phone provider, credit card company, and so on.

- (c) Visit the Aizuwakamatsu City Hall or its branch office to change your address. This procedure is important! If you leave Japan without properly filing a change of address with City Hall, you may face problems when entering the country again in the future. Do not simply ignore the procedures because you do not know what to do. Always consult with the SAD if you have any questions.

(5) Eviction:

The Dean of Students may order residents to leave Somei House in any of the following cases.

- When payment of the fees (rent and utility fees) are overdue by three months or longer.
- When it is recognized that the resident is not suited for living in Somei House due to sickness or other issues related to health or hygiene.
- When the resident fail to uphold the rules of Somei House (regulations, rules, or conditions in the resident's pledge).
- When the resident seriously disrupts communal living at Somei House through their actions and behavior.

5. Payment of Fees and Other Expenses

(1) Initial Payment When Moving in:

(a) Breakdown of the Initial Payment

[1] Room cleaning fee *This covers room cleaning after you move out.

[2] Rent and utility fee for the first two months: *If a student moves in to Somei House after the 16th of a month, these fees shall be half of the usual amount.

(b) Method of Payment

Students must pay the initial expenses in Japanese Yen no later than the date specified on the invoice included with your letter of acceptance as a resident.

- Students living in Japan must transfer the necessary amount to the designated bank account.

- *Students must pay transfer charges.

- Students coming from overseas must transfer the necessary amount to the designated bank account by the designated date after arriving in Japan. (Overseas remittances are not accepted.)

- *Students must pay transfer charges.

(2) Monthly Fees:

(a) Residents will receive a monthly invoice in the middle of the month. (*Monthly fees will not be prorated even if you are away from Somei House for an extended period.)

- Single Room: Rent 19,000 JPY and Utility fee 10,000 JPY (for the current month)

- Twin Room: Rent 10,500 JPY and Utility fee 9,000 JPY (for the current month)

- *Utilities may be subject to additional charges in the event of excessive use, etc.

(b) Method of Payment

- Monthly fees will be automatically withdrawn from your account with Japan Post Bank (JP Bank).

- Residents are required to open an account with Japan Post Bank (JP Bank) immediately after moving into Somei House and report the account information to the SAD to set up automatic withdrawals of monthly payments (Refer to “(5) Required Procedures upon Moving in” on page 4).

- *The date of the monthly withdrawal from your account is the last day of each month (or the following business day if this day falls on a weekend or holiday). In the event that the fees cannot be withdrawn from your account due to insufficient balance, they will be withdrawn on the 10th of the following month.

- *In the event that the fees cannot be withdrawn on the 10th of the following month, you must transfer the funds to the bank account designated by the university at your cost.

(3) Rent and Utility Fee for the Move-out Month:

(a) Finalization of the Last Day Subject to Rent

The last day subject to rent will be determined based on information in the Notice of Vacation you submit. *If the move-out day is on or before the 15th, the fees shall be half the usual amount.

(b) Costs for Room Maintenance and Repair

Residents will not be responsible for damage or defacement resulting from routine use. However, residents will be billed for repairs for damage they cause intentionally or due to negligence.

[Examples]

- Damage to floors, walls, etc. (stains, burns, mold, scratches, tears, holes [including those made by tacks or nails], peeling, deformation, etc.)

- Yellowing or odors (which cannot be removed by ventilation) caused by using aroma lamps, etc.

- Damage caused by failure to notify the SAD of issues such as air conditioner water leaks, rain leaks, etc.

- Broken glass

6. Facilities and Instructions for Their Use

A. Shared Facilities

(1) Entrance:

- Main entrance doors: Automatic door (equipped with security camera system)
- Unit doors: Self-locking doors
- (*Residents access their unit with their student ID card. Please open and close the doors quietly in the early morning and at night.)
- (*Please immediately report a lost student ID card to the SAD.)
- Emergency exit doors: Use of the sealed emergency exits is strictly prohibited, except in case of emergency.
- (*Emergency exits, hallways, and unit/room entryways serve as evacuation routes in the event of an emergency. Residents are asked to keep them in a clean, orderly condition free of personal possessions and garbage)
- (*For security and accident prevention reasons, the emergency stairs must not be used except in emergency situations.)

(2) Phone:

- Pay phone (in the main entrance hall)
- Telephone (in the open living room in each unit) *Internal telephone system

(3) Common Use Space:

- Be careful to avoid causing trouble for other residents in the common areas of your unit.
- The lights in the common areas of each unit are to be switched off at 11:00 p.m. You are asked to remain quietly in your room until 6:00 a.m. the following morning.

(a) Entrance:

- You must take off your outdoor shoes at your unit's entrance. Outdoor shoes are not allowed inside the unit.

(b) Living Room (Kitchen):

- Hours of Use: 6:00 a.m. – 11:00 p.m.
- Clean up the kitchen immediately after you have finished using it. Properly sort all garbage resulting from your cooking and dispose of it in the designated trash can.
- Residents are required to manage their own tableware and ingredients. Follow the unit's rules regarding the use of the shared refrigerator and kitchen cabinets.
- Use only cookware compatible with IH (inductive heating) cooking surfaces.
- Do not leave the kitchen while the stove (IH range) is in use. After use, please make sure you have turned off the stove.

(c) Washroom:

- The hours of use of the shower room and laundry space are determined by each unit (SRAs must report the hours of use for each unit to the SAD.).
- Keep the toilets, shower rooms, washbasins, and laundry machines clean.
- Do not leave your laundry in washing machines or dryers.
- Toiletries, bath products, laundry detergent, etc. must be stored in your room.
- Make an effort to save water.
- Cutting or coloring your hair in the sink is prohibited.

(4) Parking:

Residents who drive a car or ride a motorcycle or bicycle must do so in a safe and responsible manner and avoid causing trouble for other residents and the surrounding community. Residents are required to park in the designated parking lot.

(a) Bicycle/Motorcycle Parking: Affix your bicycle or motorcycle with the designated permit sticker and park it locked in the designated space of your unit. Any bicycle/motorcycle without a permit sticker will be regarded as illegally parked and removed. If the owner does not claim it, it will be disposed of.

(b) Car Parking: Residents who wish to use a car must obtain permission by submitting the designated application form to the SAD. The permit must be displayed on the dashboard of the car while parking. If you park without a parking permit, you will have to move your car.

*The university is not responsible for accidents, theft, etc. occurring in the parking lots.

B. Residents' Rooms**(1) Facility/Equipment Inspection:**

University staff and contractors may enter residents' rooms periodically for the purpose of inspecting facilities and equipment, repairing or replacing faulty equipment, etc. In the event of a fire or other emergency situation, your room may be entered without your permission.

(2) Instructions/Directions for Use:

- Residents are to take care of their rooms, including all equipment, facilities, and furnishings, and are not to remodel the room or rearrange/remove equipment/furnishings without permission.
- Residents are responsible for managing their valuables. You must lock your door whenever you leave your room, even if only for a short time.
- Residents must keep their rooms in good condition. You must clean your room on a regular basis.

(3) Room Door:

- Each resident must input their PIN number to lock/unlock the room door.
- Room doors are not soundproof. Residents must take ample care to keep their noise levels down and avoid disturbing other residents.

(4) Electrical Capacity:

Electrical capacity is limited to 15A. Please practice energy conservation.

(5) Air Conditioning:

Please practice energy conservation and avoid running your air conditioner constantly for long periods of time.

(6) Ventilation:

To prevent moisture/mold, the ventilation system must be kept on 24 hours a day.

(7) Internet:

Wired internet service is available in every residence room and Wi-Fi is available in common areas. Internet connection fees are included in your rent. You need to prepare your own LAN cable (or wireless router).

(8) Bedding:

While each room is equipped with a bed with a mattress, residents must bring their own bedding sets. For sanitary reasons, you are requested to place a mattress protector or futon over the provided mattress, and then place sheets on top of that before sleeping on the bed. If you stain or damage your mattress, you will be required to pay the actual cost of cleaning/replacement when you move out.

(9) Others:

Please prepare what you need for your life at Somei House after checking its facilities and equipment in this material. You are not allowed to bring large furniture or appliances, potential fire hazards, or cooking devices into your room.

[Prohibited] Cooking appliances (microwave oven, hotplate, toaster, etc.)

Refrigerators and other appliances with high power consumption

[Allowed] Coffee maker, TV (you must pay NHK receiving fees)

*You must only use the outlets in your room to charge items such as mobile phones, electric razors, etc. Do not use the outlets in common areas.

7. Rules

In addition to the university regulations and rules, residents are asked to abide by the guidelines provided below. Residents who violate these rules and guidelines or seriously disrupt order at Somei House may be subject to immediate eviction. Any activity, even if not specifically prohibited by these guidelines, that causes harm to other residents or the surrounding community will be banned immediately.

All other detailed rules necessary for life within each unit are to be decided through mutual discussions between residents guided by the SRA.

(1) Important Considerations Regarding Life at Somei House

- Residents must make every effort to understand the different cultural backgrounds and lifestyles of residents from other countries, while also recognizing that Somei House is a Japanese facility located in Japan, and the rules of Japanese society must therefore be respected and followed.
- Residents must proactively cooperate with their unit's SRA to improve the living environment at Somei House.
- Residents must engage in beautification of the living environment and strive to preserve the building, facilities and equipment during use. If you damage facilities/equipment, report it to your SRA or the SAD immediately. (If you fail to report in a timely manner, it may result in further damage. In some situations, you may be required to pay for any repairs/replacements required to return the facilities/equipment to its original state.)
- Residents must report immediately any problems such as a fire, water leakage, and faults in the facilities/equipment.
- Residents must not engage in any activities that interfere with the management and operation of communal life at Somei House, even if not specifically prohibited by these guidelines. Severe violations may result in immediate eviction.

(2) Duties of Residents:

(a) Liability for Damage:

If you damage any of the facilities/equipment in your room or in the common use areas, or lose your unit key (student ID card), you are required to report the damage to the SAD and pay for any repairs/replacement required to return them to their original state.

(b) Reporting Faults in Facilities/Equipment:

Please report any problems with the electricity, plumbing, hot water, air conditioner, or other equipment/furnishings in your room to the SAD.

(c) Security and Disaster Prevention:

All residents are required to participate in regular evacuation drills whenever they are held.

(d) Payment of Fees:

Resident must pay Somei House fees by the designated deadline. The Dean of Students reserves the right to evict residents who fail to pay the fees for three months.

(e) Cooperation with SRAs:

Residents are required to actively cooperate with SRAs and follow their instructions/guidance in order to maintain disciplined communal living.

(f) Unit Chores:

Residents must perform the chores they have been assigned within their unit. Failure to do so is considered interfering with communal life at Somei House. Severe violations may result in immediate eviction.

(g) Cleaning Up before Moving Out:

Residents are required to remove all personal belongings from their rooms, common areas, and the parking spaces. In the event that your personal items, including bicycles, are left on the premises after you move out, they will be disposed of at your expense.

(3) Prohibited Matters:

- (a) Unauthorized Use: Somei House may not be used for any purpose other than residence.
- (b) Visitors: Somei House is absolutely off-limits to visitors.
Visitors are prohibited for security reasons and also to avoid any confusion in case of emergency, as well as avoid forcing economic burdens on other residents (If visitors use Somei House facilities, all residents will be charged for the cost of electricity, water, etc. used by visitors.)
*However, residents may bring friends and family to help with move-in/out.
- (c) Opposite-sex Unit Visitation: Residents are not allowed to visit units of the opposite sex.
- (d) Animals and Plants: All pets (including insects and fish) and plants are prohibited inside Somei House for hygienic reasons.
- (e) Noise: Residents must take ample care to keep their noise levels down and avoid inconveniencing other residents. Any activity that causes harm to other residents will be banned immediately. For example, the playing of instruments was banned as it previously led to conflicts between residents. It is also particularly important to be careful about speaking voices and other sounds late at night, as other residents are trying to study or sleep.
- (f) Dangerous Activities: All activities that could result in harm to yourself or other persons are strictly prohibited, as are any activities that could be considered to be dangerous..
- (g) Use of Emergency Exits: Use of the sealed emergency exits without permission is strictly prohibited, except in case of emergency.
- (h) Use of Potential Fire Hazards: The bringing of potential fire hazards, such as electric stoves, heaters, etc., is strictly prohibited. Also, use of candles, incense, fireworks, gas canisters, coals, etc. is strictly prohibited. Additionally, residents must cook only in their unit's kitchen. (Fire extinguishers can be found in every unit. All residents should familiarize themselves with the use of extinguishers in case of an emergency.)
- (i) Dangerous Items: The bringing of weapons (or items that could be used as weapons) into Somei House is prohibited.
- (j) Smoking: Smoking is prohibited in all areas of Somei House (Japanese law prohibits smoking by persons under 20 years of age.).
- (k) Alcohol: Japanese law prohibits the consumption of alcohol by persons under 20 years of age. You must also not force others to drink alcohol.
- (l) Illegal Drugs: The consumption, possession, cultivation/production, and trafficking of marijuana and all other narcotics are forbidden by law.
- (m) Remodeling of Rooms: Rooms must be preserved in the same condition as they were at the time of moving in. The remodeling of rooms is prohibited.
- (n) Residents must not engage in any activities that interfere with the management and operation of communal life at Somei House.

*Any activity, even if not specifically prohibited by these guidelines, that causes harm to other residents or the surrounding community will be banned immediately.

8. Other Points to Note

(1) Measures to Prevent Moisture/Mold:

The city of Aizuwakamatsu is located in a basin, so humidity is relatively high. Additionally, Somei House is a highly-insulated reinforced concrete building with airtight windows and doors. As such, residents must take measures to prevent mold. Your room has a 24-hour air ventilation system (which must remain on at all times), but you are also asked to take the following countermeasures against mold.

- Ventilation:

Open your window every morning except when there is heavy rain, snow, or other inclement weather..
Please open the windows of the living room and washroom daily.

- Dehumidification:

Use the air conditioner and other methods of dehumidification. When you dry your clothes in the room, open the window or use the air conditioner in order to prevent humidity from building up.

- Cleaning:

Clean your room on a regular basis. Clean up spilt food and beverages immediately.

(2) Waste Disposal:

Burnable, unburnable, and recyclable waste must be separated and put out in the designated space in front of Somei House by 8:30 a.m. on the scheduled pick-up day for each type of waste. (Do not put out garbage at night before pick-up days.)

For more information visit the Aizuwakamatsu City Website.

<http://www.city.aizuwakamatsu.fukushima.jp/docs/2007080900556/>

(3) Others:

- You may be asked to have an interview with your SRA or the SAD staff for the purpose of improving your life at Somei House and school life.
- When you have concerns regarding your life at Somei House or school life, or in the event of illness or injury, please consult the Counseling Office (reservations are required, in principle) or the Nurse's Office on campus. The SAD also provides consultation on all issues regarding school life.
- University staff, contractors and vendors may enter rooms periodically for the purpose of inspecting the condition of facilities and equipment, repairing or replacing faulty equipment, etc. You may be asked to open the door of your room when staff, etc. visit your room for the purpose of maintaining the safe and healthy environment of Somei House.
- Prospective students and their families can participate in the Somei House tours held several times a year mainly during the Open Campuses.
- Residents may be asked for cooperation with surveys regarding matters such as your plans during summer/spring vacations, where you plan to live after you move out, and resident satisfaction, as well as with the national census.

9. Handling Emergencies

In case of an emergency or disaster, stay calm and act calmly.

You are strongly advised to familiarize yourself with evacuation routes and sites in case of emergency. Further, all residents must participate in regular campus evacuation drills.

(1) Fire (*The fire alarm in Somei House activates automatically when heat or smoke is detected.)

- Loudly inform others of the fire. Call the fire department (dial 119) to report the fire, even if it seems small. If you do not speak Japanese, ask someone who can speak Japanese to call.
- Put out the fire as quickly as possible, but only if you can do so safely. Fire extinguishers are installed in every unit.
- If the fire is intense, evacuate outside right away. Fire can rapidly spread.
[Prohibitions Against Flammable Items and Other Fire Hazards]
 - *Use of fireworks/firecrackers, BBQ grills, incense, gas canisters, coal, candles, and other potential fire hazards is strictly prohibited on campus, including in Somei House.
 - *Kerosene heaters, electric heaters, and other similar heating devices are also strictly prohibited.

(2) Earthquake

- Do not rush outside.
- Protect yourself from falling objects such as glass and fluorescent lights by taking cover under a table or desk, or by covering your head with a cushion, clothing, etc.
- Stay away from furniture, windows, and other hazards.
- If you are able to, secure an escape route by opening a door.

(3) Incidents/Accidents

- Report incidents/accidents by calling either of the emergency contact numbers listed below.
 - SAD Office (0242-37-2515/Ext. 6102, 6103, 6104)
 - Security Office (0242-37-2700/Ext. 2131, 6199)
 - Police (dial number: 110)
- *When calling the police, use the pay phone at the Main Entrance Hall or your mobile phone. The telephone in each open living room cannot make phone calls off campus. You do not need money to call emergency services (police, fire department, etc.).

(4) Illness/Injury

- Carry your health insurance card with you at all times in case of emergency.
- Contact your SRA or the Nurse's Office if it is urgent, and seek medical attention if necessary. (While the Nurse's Office has topical medicines for first-aid purposes, it does not have any oral medicines.)
- In the event of sudden illness or medical emergency when the Nurse's Office and SAD office are closed (during holidays or at night), refer to the flowchart on the last page of this handbook and dial 119 to call an ambulance if necessary.

(5) Other Issues (Water Leaks, Etc.)

- Report the issue to either of the offices listed below.
 - SAD Office (0242-37-2515/Ext. 6102, 6103, 6104)
 - Central Monitoring Room (0242-37-2530/Ext. 9000, 9001, 9002) *When the SAD is closed
 - Security Office (0242-37-2700/Ext. 2131, 6199) *When the SAD is closed

10. Somei House Resident Assistants (SRA)

(1) Somei House Resident Assistants:

Somei House Resident Assistants (SRAs) are upperclassmen appointed by the university to live in each unit in order to provide residents with the support they need to live and pursue their academic career with peace of mind. Residents are expected to actively cooperate with SRAs in efforts to improve the living environment at Somei House.

SRAs provide guidance and advice to residents on both academics and everyday life in collaboration with the SAD. If you have any concerns regarding life at Somei House, please consult your SRA.

(2) Roles and Responsibilities of SRAs:

1. To serve as a model for Somei House residents
2. To assure observation of rules in Somei House and admonish the residents who have broken the rules
3. To teach residents to refrain from selfish behavior, care for others, and cooperate with communal life at Somei House.
4. To work with residents to create a comfortable living and learning environment in Somei House
5. To help residents understand and respect cultural differences among themselves
6. To treat every resident fairly and help them nurture a sense of togetherness

(3) Primary Duties of SRAs:

1. To give a guidance and advice to residents of Somei House on its rules (garbage disposal, cleaning, utility cost saving), patrolling within the House
2. To warn and advise residents who have caused problems related to noise, alcohol consumption, smoking, discrimination, bullying, etc.
3. To regularly report their activities to the SAD
4. To give advice to residents who have problems of their life in Somei House or campus life
5. To organize unit meetings
6. To attend SRA meetings with the SAD
7. To assist residents with move-in/out and with orientation
8. To plan and organise events in Somei House
9. To handle emergency situations

11. Facilities and Equipment

(1) Main Entrance Hall

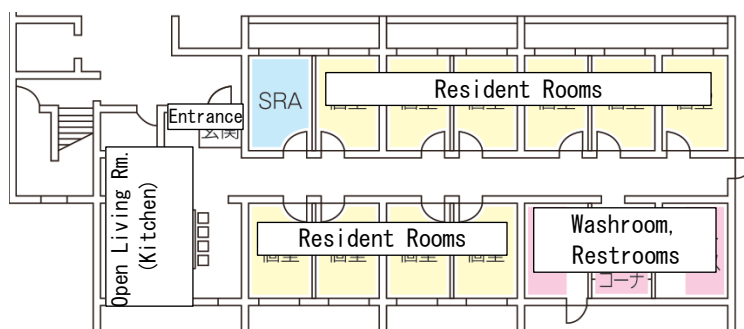
Item	Basic Facilities/Equipment
Automatic Door	24-hour automatic operation *No curfew is set.
Mailboxes	One mailbox per residents' room (opens with the designated PIN)
Others	Security camera, intercom, pay phone

(2) Unit Common Areas

Item	Basic Facilities/Equipment
Unit Entrance (24-hour self-locking)	Shoe boxes, cleaning equipment locker, umbrella stand (*Residents can access with their key [student ID card].)
Living Room (Kitchen)	Basic cooking equipment (pots, pans, knives, etc.) and cooking appliances (IH heater, microwave oven, electric rice cooker, electric pot, etc.) (*Bring your tableware, such as dishes, cups, forks, etc.)
	Refrigerator, kitchen cabinet, table, chairs, dishcloths, window curtains
	Air conditioner, electric fan, TV set, clock, vacuum cleaner, trash can, bulletin board, telephone (on-campus only)
Washroom & Bathroom	Mirror and sink (3)
	Washing machines (2), dryers (2), towel rack
	Shower rooms (no bath tub)
Restroom	Three toilets equipped with bidet function *Each East Wing unit has a wheelchair-accessible restroom.
Emergency Exits/Stairs	*Use of sealed emergency exits is strictly prohibited, except in case of emergency.

<Sample Layout>

*Some rooms are twin rooms



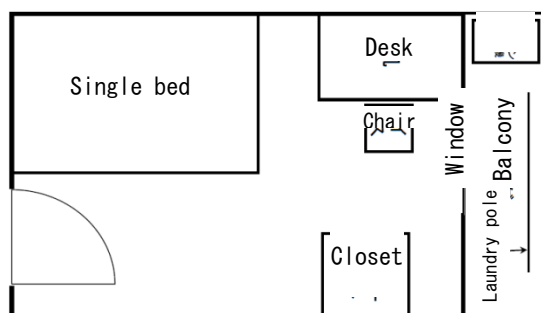
(3) Residents' Rooms

Item	Basic Facilities/Equipment
Equipment	Overhead light (ceiling), desk light, internet connection, intercom
	Air conditioner, air ventilation (operate 24 hours a day for humidity prevention)
Furnishings	[Single Room] Single bed (w/ storage drawer) / [Twin Room] Bunk bed (*Bring your own bedding including mattress protector (or futon), comforter, blanket, sheets, and pillows)
	Desk, chair, closet
Other items	Window curtains, trash can, laundry pole (in the balcony)

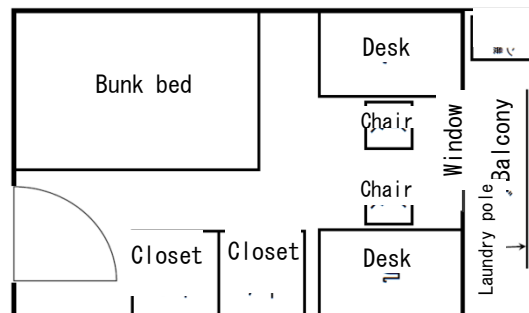
*Residents can bring other items into their rooms, with the exception of large furniture, large electrical appliances, flammable items, cooking devices, and other prohibited items. (Refer to “(4) Items to Prepare Before Moving in” on page 4).

<Sample Layout>

◆ Single Room (10 sq. meter-type)

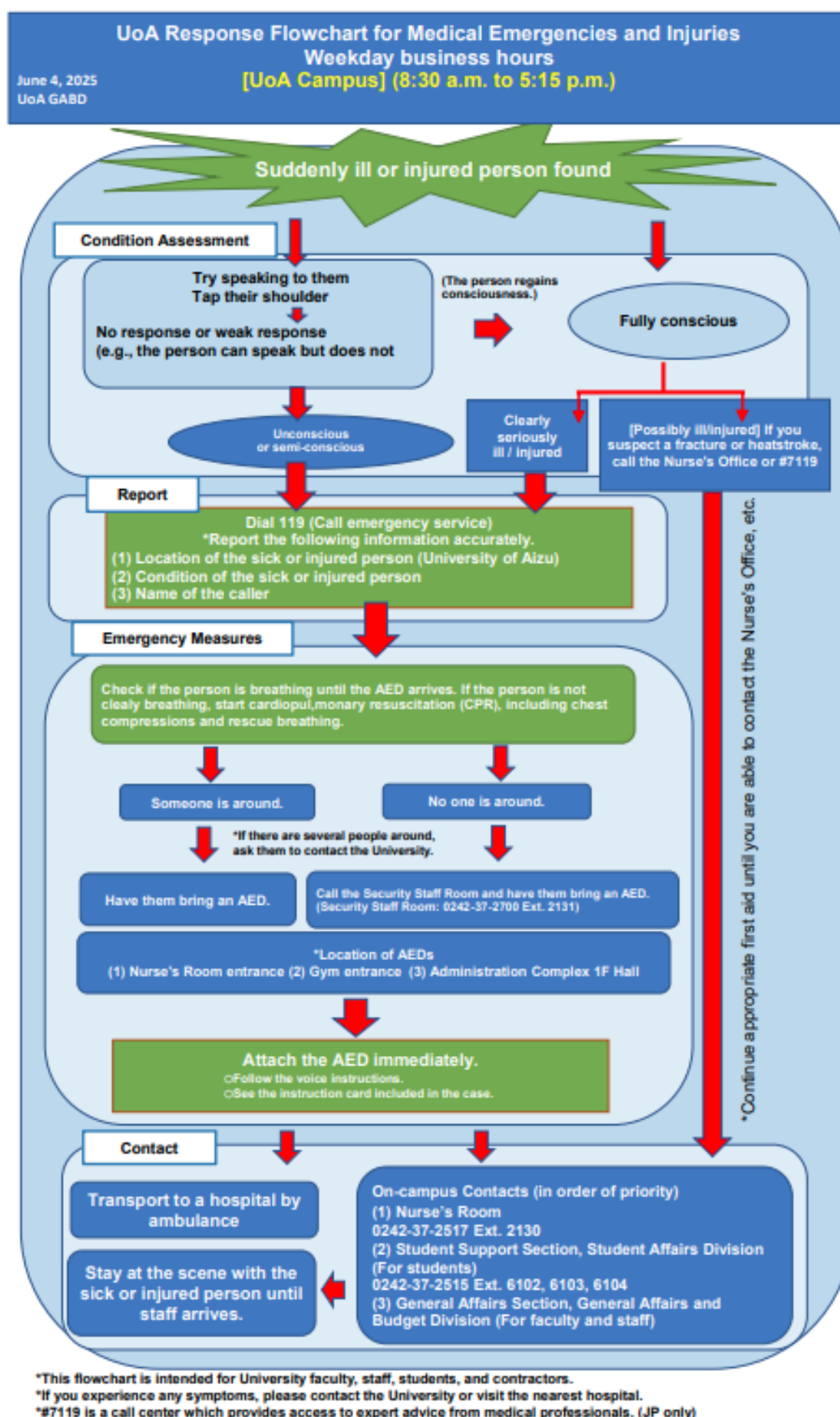


◆ Twin Room (10 sq. meter-type)



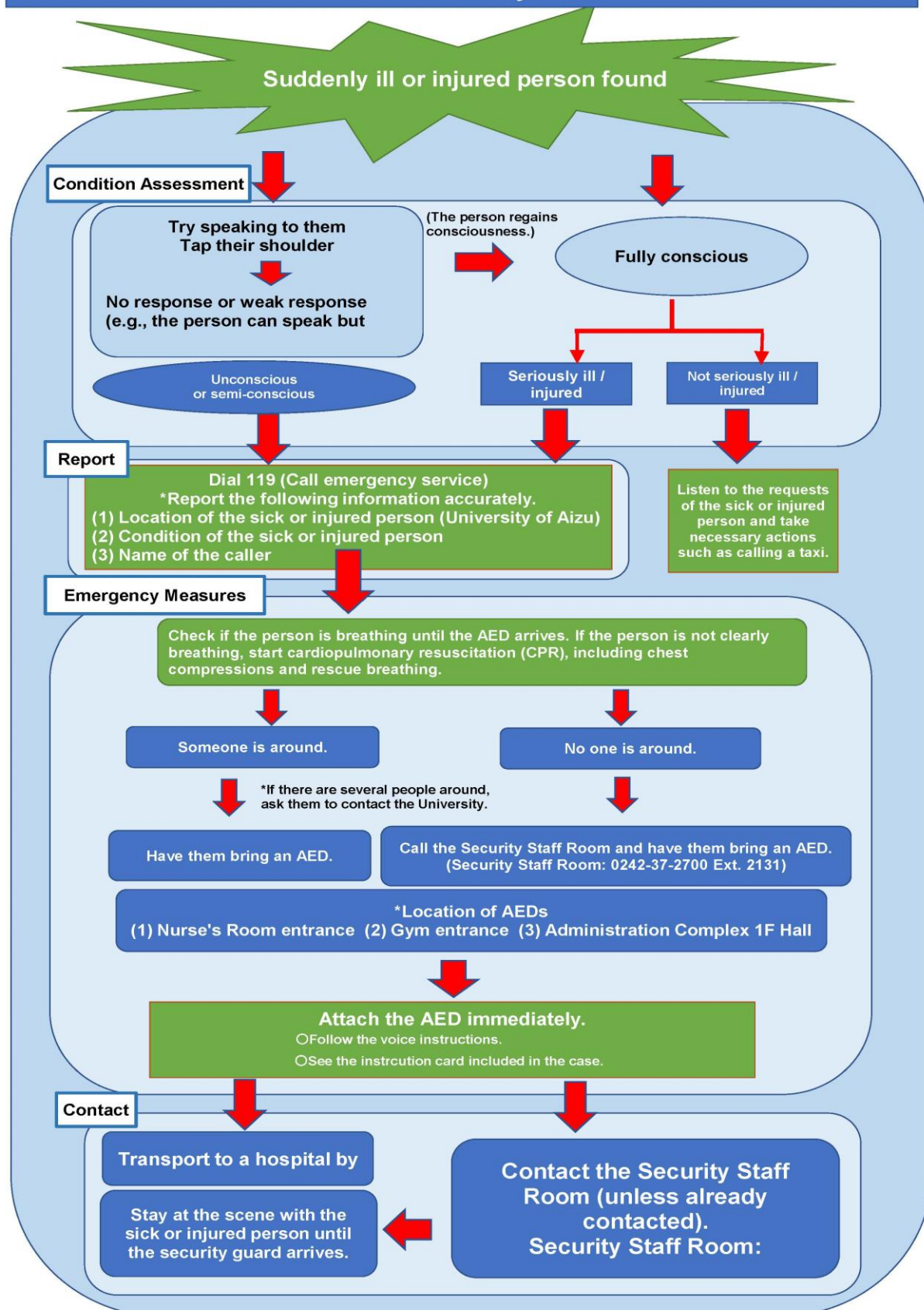
(Reference) Flowchart on Handling of Emergency Patients

<Weekday Business Hours>



<Weekday After-hours and Holidays>

Response Flowchart for Medical Emergencies and Injuries Weekday after-hours (5:15 p.m. to 8:30 a.m. next day) and holidays



*This flowchart is intended for University faculty, staff, students, and contractors.

*If you experience any symptoms, please visit the nearest hospital.