

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 UoA with the intention to promote human growth by having students learn together and developing their social and international awareness through communal living. As such, residents are expected to follow Somei House's various 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 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, they are also expected to engage in communal living with the high aspirations needed to achieve the founding principles of the UoA. They are expected to do this while also cooperating with and respecting mutual respect with other residents, and while deepening mutual understanding of each other.

Objectives of the Establishment of Somei House

With its founding philosophy, “Starting from Local Communities to the World” and “to Advance Knowledge for Humanity” (making breakthroughs that contribute to the peace and prosperity of mankind), the UoA has conducted research and education in computer science and engineering to lead the world since the opening of the UNIVERSITY, with a greater number of non-Japanese faculty members who have achieved outstanding research achievements than any other university in Japan. Goals of the UNIVERSITY of Aizu are as follows.

1. Nurture internationally viable individuals as researchers, technical experts, leaders and entrepreneurs who will support technological innovations, rich in creativity and a high standard of ethics.
2. Promote research and development in computer science and engineering to lead the world and to contribute to society and academia.
3. Contribute to advancement of Fukushima prefecture's industry and culture by pursuing practicability and effectiveness in diversified areas related to 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 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, Aizu-Wakamatsu, Fukushima, 965-0006

■Emergency Contact Number

Office Hour	Office	Phone Number
Weekdays: 8:30 am – 5:00 pm	Student Affairs Division	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)

■Extension Number of each Unit(Open Living Room)

East Wing	[East1] 7011	[East2] 7012	[East3] 7013	[East4] 7014
West Wing	[West1] 7021	[West2] 7022	[West3] 7023	[West4] 7024

<TABLE OF CONTENTS>

1. Overview of Somei House (P1)
 - (1) Official Name (2) Address (3) Purpose (4) Management and Operation
 - (5) Overview of Somei House (6) Facilities & Equipment (7) Room Type
 2. Daily Life (P2)
 - (1) Manner of Operation (2) Means of Communication (3) Meals (4) Assignment of Daily Chores
 - (5) Lights-out (6) Staying Out Overnight (7) Restrictions on Visitors
 - (8) Reception of Mails and Parcels (9) Personal Belongings (10) Participation in Meetings/Events
 3. Moving In (P4)
 - (1) Eligibility for Residency (2) Period of Residency (3) Application Procedures and Preparation for Moving In (4) Items to Prepare upon Moving In (5) Required Procedures upon Moving In
 - (6) Receiving Packages (7) Room Assignment
 4. Moving Out (P6)
 - (1) Procedures Required Before Moving Out (2) Inspection before Moving Out
 - (3) Preparing for the Move-out Day (4) Change of Address (5) Eviction
 5. Payment of Expenses including Fees (P7)
 - (1) Initial Payment when Moving In (2) Required Monthly Fees
 - (3) Settlement of Costs and Fees when Moving Out
 6. Facilities and Instructions for Use
 - A. Shared Facilities (P8) (1) Entrance (2) Phone (3) Common Use Space (4) Parking
 - B. Individual Room (P9) (1) Facility/Equipment Inspection (2) Instructions/Directions for Use
 - (3) Room Door (4) Electrical Capacity (5) Air-Conditioning
 - (6) Air Ventilation (7) Internet (8) Bedding (9) Others
 7. Rules (P10)
 - (1) Important Considerations Regarding Life at Somei House (2) Primary Duties (3) Prohibited Matters
 8. Other Points to Note (P12)
 - (1) Measures to Prevent Moisture/Mold (2) Garbage (3) Others
 9. How to Respond to Urgent/Emergency Situations (P13)
 - (1) Fire (2) Earthquake (3) Incidents/Accidents (4) Illness/Injury
 - (5) Other troubles, such as Water Leakage
 10. Somei House Resident Assistants (SRA) (P14)
 - (1) Somei House Resident Assistants (2) Roles and Responsibilities of SRA
 - (3) Primary Duties of SRA
 11. Facility/Equipment Outline (P15)
 - (1) Main Entrance Hall (2) Common Use Area within Unit (3) Individual Room
- (Reference) Flowchart on Handling of Emergency Patients (P16)

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, Aizu-Wakamatsu, 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 fiscal year 2011 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 life.

(4) Management and Operation:

The Student Affairs Division (hereafter referred to as "SAD") engages in administrative tasks for Somei House under the responsibility of the University of Aizu Student Health and Welfare Guidance Committee with the Dean of Students as its chairperson. (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
 - * There are a total of eight units in the building, with the east and west wings on each floor of the building forming a unit, each with a number of individual rooms.
 - * All facilities in the East Wing are handicap-accessible.
 - * The dorm is divided into male and female floors.

(6) Facilities & Equipment:

- Shared Areas:
 - [Main Entrance Hall] Pay phone, vending machine, mailboxes, security camera, intercom, shared storage room
 - [Unit] Open living room, kitchen, TV set, wireless LAN facilities, telephones (for internal telephone system), shower room, toilets, face-washing station (mirror and sink), laundry space
- Resident Rooms:
 - Desk, chair, lighting (ceiling, desk), closet, bed, curtains, air fan, air conditioner, internet connection, trash can, laundry pole

(7) Room Type:

- 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" below)
 - * All rooms are for single residents. No rooms are available for families.
 - * ICT Global Program students are assigned to twin rooms.

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 autonomously 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. Residents and their unit's SRA have a weekly meeting in order to improve life at Somei House, and SRAs make reports to the university on a regular basis.

(2) Means of Communication

The university contact residents via email, so please check your email regularly. You are also required to participate in your unit's weekly meetings and 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 as follows.

[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 Bookstore] 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 unit operation to each member through mutual discussion guided by the SRA. In order to live in the unit comfortably in harmony and to avoid trouble among residents, all residents must do the chores that have been assigned to them.

[Example of Duties]

Cleaning of common areas(entrance, hallway, open living room, kitchen, shower room, restroom, washroom, laundry space, stairs, etc.), cleaning/washing/organizing shared items, garbage 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 the form "Notification of Outside Overnight Stay" to the SAD. Please inform your SRA that you are going to stay away even for one night and check your room before you leave.

- Turn off an alarm of the clock
- Switch off electrical appliances
- Lock the room door and the windows

(7) Restrictions on Visitors

NO visitors are allowed to enter or stay overnight in 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. Residents' friends and family are allowed to enter Somei House to help them move in and out.

Also, residents are not allowed to enter the units of the opposite sex.

(8) Reception of Mails and Parcels

Residents must receive mails and parcels themselves. The university will not receive them on their 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, Aizu-Wakamatsu, Fukushima

•Phone: <Your mobile number>

•Name: <Your name>

(*Couriers will directly contact you through the intercom at the Main Entrance Hall for deliveries.)

(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, report it to the SAD in a timely manner.)

(10) Participation in Meetings/Events

The university holds explanatory meetings for Somei House residents, evacuation drills and so on. Be sure to participate in those meetings.

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) When receiving a residence permit and invoice for Somei House fees, make the initial payment by the date specified on the invoice.

*Refer to "5. Payment of Expenses including Fees" 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 day.

(4) Items to Prepare upon Moving In:

Refer to the equipment and furnishing list("11. Facility/Equipment Outline" on page 15) and the below when preparing for items to bring into the room.

[Necessary] Bedding sets: Mattress protector (Futon), comforter, blanket, sheets, pillow

Daily commodities: Tableware, toiletries

[Recommended] Indoor shoes (Only indoor shoes allowed inside a unit), other daily items (Unit members jointly purchase some items. Please ask your SRA after you move in.)

[Not Allowed] Large furniture, 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 form "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, or stains, etc. of the room on this form when moving in.

(d) New residents must register a PIN number to the room door key pad.

*Private rooms are locked/unlocked with the registered PIN number, not with 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" (Registered seal must be affixed)

• A photocopy of the cover and the first page inside of your JP Bank account passbook

(6) Receiving Packages:

Prospective residents must arrive in Aizu-wakamatsu before parcels shipped to Somei House arrive during the move-in process in order to receive them. The university does not receive them on their behalf.

- Delivery Time & Date: Designate time when you will receive the items
- Postal Code: 965-0006 (NOTE: It is NOT “965-8580”, the university’s exclusive postal code.)
- Address: Somei House Room #####, UNIVERSITY of Aizu,
90 Kami-iawase, Tsuruga, Ikki-machi, Aizu-Wakamatsu, 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 before or after moving in, in principle.

4. Moving Out

(1) Procedures Required Before Moving Out:

(a) You must submit a "Moving-out Request Form" and an "Address Change Notice" to the SAD by at least 15 days before your desired move-out date.

*Caution: If you fail to submit the form by the deadline, you will have to pay extra fees.

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

(2) Inspection before Moving Out:

Residents are required to be present for a move-out room inspection conducted by the university. In the event that the wallpaper, carpet, equipment or furniture in the room must be replaced or repaired, etc., the cost for them will be deducted from the resident's move-in deposit and you will be billed for the remaining cost. (For the calculation and refunding methods, refer to "(3) Settlement of Costs and Fees when Moving Out" on page 7.)

(3) Preparing for the Move-out Day:

(a) Residents must make preparations 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 items belonging to other residents or Somei House out of the dormitory.

(b) Please be sure to dispose of bulky waste before you move out.

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

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

(4) Change of Address:

You must take steps for changing your address as follows.

(a) Submit a "Change of Address Form" to 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 Aizu-Wakamatsu 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 if you do not understand 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 (boarding fee, common-use fee, or miscellaneous expenses) 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 relevant 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 causes a trouble which seriously disturbs communal living at Somei House due to his/her actions and behavior.

5. Payment of Expenses including Fees

(1) Initial Payment when Moving In:

(a) Breakdown of the initial payment

- [1] Move-in deposit : Your deposit will be returned to you when you leave Somei House.
- [2] Boarding fee & shared-use fee for the first and the following months: *If a student moves in Somei House in the middle of a month, these fees shall be calculated by the day.

(b) Method of Payment

Students must pay the initial expenses in Japanese Yen no later than the date specified on the invoice received along with the letter notifying you have been approved as a resident.

- Students living in Japan must transfer the necessary amount to the designated bank account.
*Students must pay transfer charges.
- Students living overseas must pay in cash at the SAD Office (immediately after they start living in Somei House).
*Overseas remittance and foreign currency are not accepted.

(2) Required 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: Boarding fee & Common-use fee (for the next month) 17,000 JPY + 2,000 JPY, and Actual cost of electricity and water fee (for the previous month)
- Twin Room: Boarding fee & Common-use fee (for the next month) 8,500 JPY + 2,000 JPY, and Actual cost of electricity and water fee (for the previous month)

(b) Method of Monthly 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 the automatic withdrawal of the monthly payment. (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 the day falls on a Saturday, Sunday, or holiday) In the event that the fees cannot be withdrawn from your account due to insufficient balance, they are withdrawn on the 10th of the following month.
*In the event that the fees cannot be withdrawn on the 10th of the following month, the residents have to transfer the funds to the bank account designated by the university at their cost..

(3) Settlement of Costs and Fees when Moving Out:

(a) Finalization of the Last Day Subject to Rent

The last day subject to rent will be determined based on information in the “Moving-out Request Form” you submit. *If the day is in the middle of a month, the fees shall be calculated on a daily basis.

(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 of significant damage, such as damage to the door or windows, holes in the wall, staining of the carpet from spilt food and drink, or other damage determined to be the result of residents’ negligence or misuse.

(c) Calculation and Return of Move-in Deposit

- Any unpaid fees or room repair costs resulting from residents’ intentional acts or negligence will be deducted from the deposit and the remainder will be refunded to the resident. However, if the deposit is insufficient to the amount to be deducted, residents will be invoiced separately.
- The deposit will be refunded by bank transfer to the resident’s JP Bank account within two (2) months after moving out, in principle. Residents who desire the refund be transferred to a financial institution other than JP Bank must inform the SAD in advance and submit a copy of the cover and the first page inside of your bank passbook.

6. Facilities and Instructions for 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. You are asked to open and close the doors quietly in the early morning and nighttime.)
 - 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 an evacuation route in the event of an emergency, so residents are to keep them clear of personal possessions and garbage and keep them in a clean, orderly condition.)
- (*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)
- Extension 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 use area in your unit.
 - The lights in the shared space in each unit are 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 the unit's entrance. No outdoor shoes are allowed inside a unit.
- (b) Open 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 throw it away in the designated trash box.
 - Residents are required to manage their own tableware and ingredients. Follow the unit's rules regarding the shared use of the 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 check to make sure that you have not forgotten to turn off stoves.
- (c) Face-washing Station (Mirror and sink):
- 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 sitting in a washing machine or a dryer.
 - Toiletries, bath products, laundry detergent, etc. must be stored in your own room.
 - Make it a habit to save water.
 - Cutting or coloring your hair in the washroom 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 lot of each unit. Any bicycle/motorcycle without a permit sticker will be regarded as illegally parked and removed. If the owner does not come to claim it, it will be disposed of.
- (b) Car Parking: Residents who desire to use a car must obtain permission by submitting the designated application form to the SAD office. The issued permit must be displayed on the dashboard of the car while parking. Any cars without a permit displayed are considered as parking violation and will be towed.

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

B. Individual Room

(1) Facility/Equipment Inspection:

University staff, contractors and vendors may enter rooms periodically for the purpose of inspecting the condition of facilities and equipment, to repair or replace 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 rooms including all equipment/facilities/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 the PIN number they set to lock/unlock the room door.
- Room doors are not sound-proof. Residents must take ample care to keep their noise levels down and avoid disturbing other residents.

(4) Electrical Capacity:

Room 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) Air Ventilation:

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

(7) Internet:

Wired internet service is available in all private rooms. Internet connection fees are included in your rent. You need to prepare your own LAN cable (or wireless LAN 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, flammable items, and cooking devices into your room.

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

[Allowed electronic equipment] Coffee maker, small refrigerator, TV (you must pay NHK reception fees)

*You must charge the batteries of your own equipment, such as mobile phone, electric razor, etc., with the electric outlets in your room. Do not use the outlets in common areas.

7. Rules

In addition to the regulations and rules of the UNIVERSITY, 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 other residents from many different countries with various cultural backgrounds and lifestyles, as well as to recognize that Somei House is a Japanese facility located in Japan, and respect and follow the rules of Japanese society.
- Residents must proactively cooperate with their unit's SRA and make an effort to work together to improve the living environment at Somei House.
- Residents must engage in beautification of 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 basis, it may result in heavy damage. In some situations, you may be required to pay for any repairs/replacements required to return the equipment to its original state.)
- Residents must report immediately to the relevant departments on troubles such as a fire, water leakage, and faults in the facilities/equipment.
- Residents must not engage in any activities that disturb the management and operation of communal life at Somei House, even if it is not stipulated in the guideline or rule. Severe violations may result in instant eviction.

(2) Primary Duties:

(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:

In the event that the electricity, plumbing, hot water, air conditioner, or other equipment/furnishings in your room become inoperable, please report the problem to the SAD.

(c) Security and Accident 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 asked 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 will be considered to be an act of 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 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.

(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. (No visitors are allowed for security reasons and also to avoid any confusion in case of emergency, as well as avoid forcing economic burdens to other residents: if visitors use Somei House facilities, all residents will be charged for relevant costs, such as electricity and water costs, equally shared by all unit members.)
*However, residents may bring persons concerned (parents or friends) temporarily for help with move-in/out.
- (c) Opposite-sex Unit Visitation: Residents are not allowed to visit a unit 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. If any activity that causes harm to other residents, that activity may be banned immediately. For example, the playing of instruments was banned due to previous troubles it caused. Further, particularly late at night it is important to be careful about speaking voices and other sounds, as other residents are trying to study and sleep.
- (f) Dangerous Activities: All activities that could result in harm to yourself or other persons and activities that could be considered to be dangerous are strictly prohibited.
- (g) Use of Emergency Exits: Use of the sealed emergency exits without permission is strictly prohibited, except in case of emergency.
- (h) Use of Flammable Items: The bringing of flammable items, such as electric stoves, heaters, etc., is strictly prohibited. Also, use of candles, incense, fireworks, gas, coals, etc. is strictly prohibited. Additionally, residents must cook only in an open living room (kitchen). (Fire extinguishers may be found in every unit. All residents should familiarize themselves with the use of extinguishers before 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 demand others to drink alcohol.
- (l) Illegal Drugs: Consumption, possession, cultivation/production, and trafficking of marijuana and all other drugs and 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. Remodeling of rooms is prohibited
- (n) Residents must not engage in any activities that disturb the management and operation of communal life at Somei House.

*Any activity, including those not listed above, that causes harm to other residents or the surrounding community, that activity will be banned immediately.

8. Other Points to Note

(1) Measures to Prevent Moisture/Mold:

The city of Aizu-Wakamatsu is located in a basin, therefore humidity is relatively high. Additionally, Somei House is a reinforced concrete building and highly insulated with airtight windows and doors. As such, residents should take actions to prevent mold growth. Your room has a the 24-hour air ventilation system (DO NOT TURN IT OFF), but you are also asked to take the following countermeasures against mold.

• Air Ventilation:

Open the window of you room every morning if it is not heavy rain/snow, or stormy weather. Please open the window 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 prevent humidity from building up in your room

• Cleaning:

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

(2) Garbage:

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

For more information visit the Aizu-wakamatsu 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 Somei House life and your student life.
- When you have concerns or trouble regarding your Somei House life or school life, or in the event of illness or injury, please consult the counseling room (reservation required, in principle) or the nurse's room on campus. The SAD office also provides consultation on all issues regarding campus life.
- University staff, contractors and vendors may enter rooms periodically for the purpose of inspecting the condition of facilities and equipment, to repair or replace 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 will participate in Somei House tours several times a year mainly on the university Open Campus periods.
- Residents may be asked for cooperation in surveys/investigations regarding matters such as your plans during summer/spring vacations, where you plan to live after you move out, as well as resident satisfaction survey, or the national census.

9. How to Respond to Urgent/Emergency Situations

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

You are strongly advised to find out evacuation routes and sites before an emergency. Further, all residents must participate in regular evacuation drills on campus.

In addition, Japan is one of the world's most earthquake-prone countries and has experienced many major earthquakes in the past. It is highly recommended to prepare for the event of an earthquake by making necessary measures in order to reduce damage.

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

- Make the fire known to people around you in a loud voice. Call the fire department (dial number: 119) to report a fire, even if it seems small. If you do not speak Japanese, ask someone who can speak Japanese.
- 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. A fire could rapidly spread.

[Precautions Regarding Flammable Items]

- *Use of fireworks, firecrackers, BBQ grills, incense, other flammables, gas, coals, and candles is strictly prohibited on campus, including in Somei House.
- *Bringing of kerosene heaters, electric heaters, etc. is also strictly prohibited.

(2) Earthquake

- Do Not Rush Outside: No matter how big the earthquake is, a violent tremor continues just about the first one minute. If you rush outside, you could get injured with falling roof tiles or glass.
- Assure Your Own Safety First: Stay away from furniture and windows that could easily fall or break. Hide yourself under a steady table or desk, or protect your head with cushion or *futon*.
- Secure an Exit: Open the door when you feel shaking so as to secure an escape route and avoid being trapped.

(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 Guards Room (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 extension telephone at the open living room cannot make a phone call to outside. 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 SRAs or Nurse's Room if it is urgent, and get to the hospital to have medical treatment as necessary. (While the Nurse's Office does have topical medicines for first-aid purposes, it does not have any orally-administered medicines.)
- In the event of sudden illness or medical emergency when the Nurse's Room and the SAD office are closed (during holidays or night hours), refer to the "Flowchart on Handling of Emergency Patients" on the last page of this handbook and dial 119 to call an ambulance if necessary.

(5) Other troubles, Such as Water Leakage

- Report the trouble to either one of the offices listed below.
 - SAD Office (0242-37-2515 / Ext. 6102, 6103, 6104)
 - Central Monitoring Room (0242-37-2530 / Ext. 9000, 9001, 9002) *In cases where the SAD not available
 - Security Guards Room (0242-37-2700 / Ext. 2131, 6199) *In cases where the SAD not available

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 Somei House residents with the support they need to live with peace of mind and pursue their academic career. 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 or issues regarding life at Somei House, please consult with your SRA.

(2) Roles and Responsibilities of SRA:

1. To live as a model for Somei House residents.
2. To observe rules in Somei House and admonish the residents who have broken the rules.
3. To lead residents to care each other and control their selfish behaviors so that all residents can cooperate and live together in Somei House.
4. To create an environment for residents to live comfortably and study in Somei House by cooperating with other residents.
5. To lead residents to understand and respect cultural differences among themselves.
6. To treat every resident fairly and help residents nurture a sense of togetherness.

(3) Primary Duties of SRA:

1. To give a guidance and advice to residents of Somei House of its rules (garbage disposal, cleaning, utility cost saving) , patrolling within the House.
2. To warn and advice to residents who have caused troubles, such as noise, drinking alcohol, smoking, discrimination, bullying, etc.
3. To regularly report to the SAD on their activities.
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.
7. To assist residents on move-in/out and orientation meetings.
8. To plan and organise events in Somei House.
9. To handle emergency situations.

11. Facility/Equipment Outline

(1) Main Entrance Hall

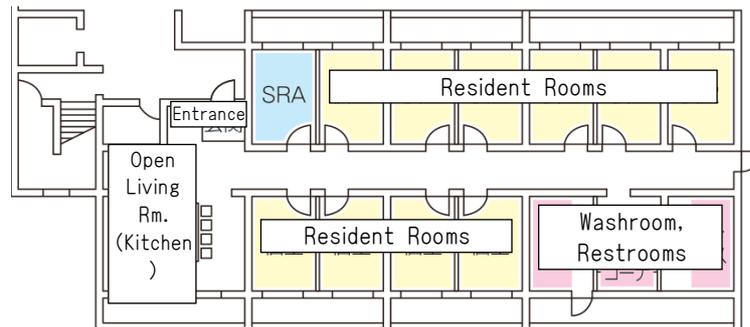
Item	Basic Facilities/Equipment
Automatic Door	24-hour automatic operation *No curfew is set.
Mailbox (cluster)	One mailbox per individual room (open with the designated PIN)
Others	Security camera, intercom, pay phone, vending machine

(2) Common Use Area within Unit

Item	Basic Facilities/Equipment
Unit Entrance (24-hour auto-lock)	Shoe boxes, cleaning equipment locker, umbrella stands (*Residents can access with their key [student ID card].)
Open 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, extension telephone (internal telephone line)
Washroom & Bathroom	Washbasins (3)
	Laundry machines(2) , laundry dryers(2) , towel tree
	Shower booth (no bath tub)
Restroom	Washlet: Three (3) toilets equipped with bidet function *Wheelchair-accessible restroom in every unit in East Wing.
Emergency Exits/Stairs	*Use of sealed emergency exits is strictly prohibited, except in case of emergency

< Sample Layout >

*Some rooms are twin rooms



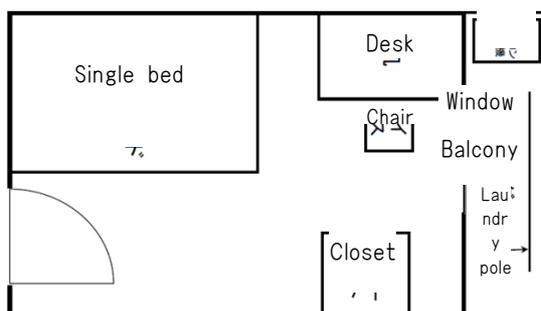
(3) Individual Room

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] Bank bed (*Bring your mattress protector (futon), comforter, blanket, sheets, pillow)
	Desk, chair, closet
Other items	Window curtains, trash can, laundry pole(in a balcony)

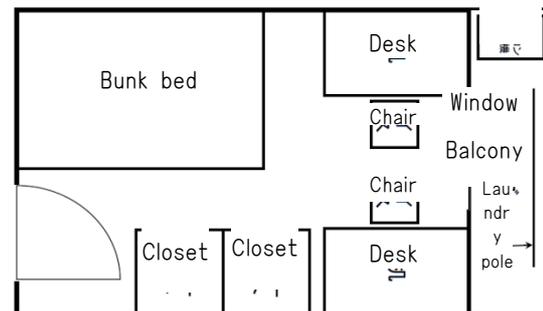
* Residents can bring their own items into their rooms, with the exception of large furniture, flammable items, and cooking devices.(Refer to “(4) Items to Prepare upon Moving In” on page 4)

< Sample Layout >

◆ Single Room(10 sq. meter-type)



◆ Twin Room(10 sq. meter-type)



(Reference) Flowchart on Handling of Emergency Patients

