

Registration Guidelines for SOKENDAI Freshman Course (Second Semester 2024)

1. Summary of SOKENDAI Freshman Course

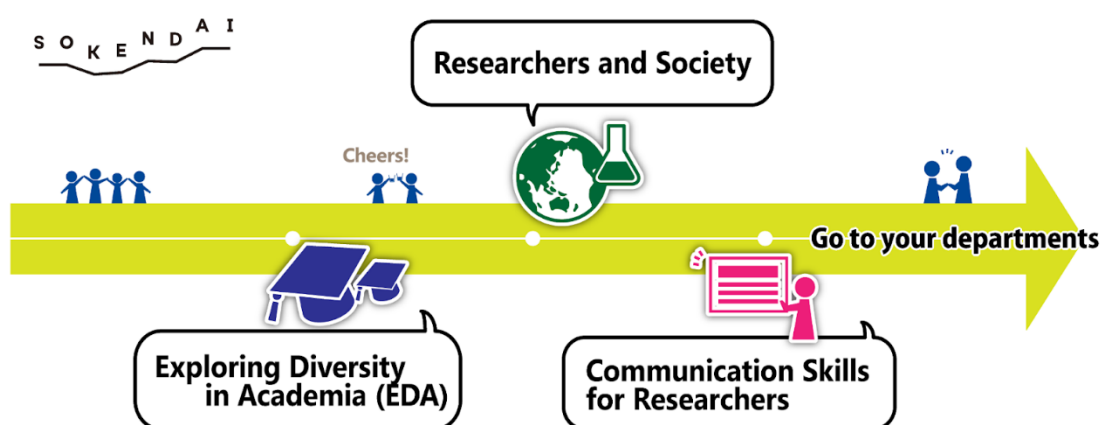
The Freshman Course is a four-day intensive course for newly enrolled students of SOKENDAI.

This course has two objectives:

- (1) To acquire basic knowledge and skills required for all researchers.
- (2) To understand SOKENDAI's broad range of intellectual fields and create a network beyond your research field.

This course consists of three sections: "Exploring Diversity in Academia (EDA)," "Researchers and Society," and "Communication Skills for Researchers."

For the class details, please check the FC website (<https://freshman.soken.ac.jp>).



Exploring Diversity in Academia (EDA)	Researchers and Society	Communication Skills for Researchers
You will learn about the diversity and commonality of research activities conducted at each inter-university research institute. You will also imagine your research life at SOKENDAI, which is about to begin. In addition, you will interact with students and faculty members from different fields.	You will learn about the responsibilities of researchers in society through discussion and lectures.	This class is offered on demand. You will learn "writing" and "presentation" skills necessary for researchers. You can choose between lectures in Japanese or English.

The following rules are applied:

(1) For all SOKENDAI students: Elective

(2) Requirements and Credits

Number of Credits	2 Credits (Students must attend all sessions/classes, submit all the required assignments, and actively participate in the class.)
Grading	Contribution to the class and the submitted assignments. For details, please refer to the course syllabus.
Language*	<u>English</u> except "Communication Skills for Researchers" (English or Japanese elective) English ability to carry out discussions in English is a must.
Targeted Year	Newly enrolled and Currently enrolled students (1 st - to 5 th -year students)
Textbooks and Suggested Readings	Distributed during the classes.

* If you prefer to take the course in Japanese, please register for the course held in April 2025.

2. Schedule for SOKENDAI Freshman Course 2024 Second Semester

DATE: Tuesday, October 8 – Friday, October 11, 2024

Date	Time	Session	Venue*1
Oct. 8 (Tue.)	13:00 - 14:50	Orientation, Lecture (Mental Health), Entrance Ceremony	SOKENDAI Hayama Campus
	14:50 - 15:30	Move to LOFOS Shonan	
	15:30 - 17:00	Exploring Diversity in Academia (EDA)	LOFOS Shonan Conference Room, "Ogusu"
	17:00 - 17:15	Announcement on the Freshman Course	
	17:30 - 19:00	Reception Dinner	
Oct. 9 (Wed.)	9:00 - 11:00	Exploring Diversity in Academia (EDA)	LOFOS Shonan Conference Room, "Ogusu"
	11:10 - 12:10		
	12:10 - 13:10 Lunch Break		
	13:10 - 14:40		
Oct. 10 (Thu.)	14:50 - 16:20	Researchers and Society [2]: "Social History of Research"	LOFOS Shonan Conference Room, "Ogusu"
	9:00 - 10:30	Researchers and Society [3]: "Seeing Your Research from Different Perspectives"	
	10:40 - 12:10		
	12:10 - 13:00 Lunch Break		
	13:00 - 13:15	Group Photo Session	
13:20 - 14:50	Researchers and Society [3]: "Seeing Your Research from Different Perspectives"		
Oct. 11 ^{*2} (Fri.)		<ul style="list-style-type: none"> ● Researchers and Society [1]: Research Integrity ● Communication Skills for Researchers (Writing & Presentation) [English or Japanese]^{*3} <p>(The deadline for both on-demand online classes is Nov. 30 (Sat..))</p>	On-Demand

*1: Please refer to the map in Attachment 1 on page 8 for the venue locations.

*2: October 11 is designated to work on on-demand online classes.

*3: You must take at least one of the English or Japanese courses.

[NOTE] ● The seats for each session will be announced on the day.
● The above schedule is subject to change without notice.

3. How to Register

➤ Please register from the following site: <https://forms.gle/sCePMDPY6TX8BLqf7>

➤ **Registration Deadline: Noon, Thursday, September 19, 2024**
※ Strict adherence to the deadline. The registration form will be closed after the deadline.



■ Before registration

In the above registration form, you are required to enter three keywords that describe your research. Please prepare the three keywords in advance before registering. We will use those three keywords in your self-introduction in the class/session "Exploring Diversity of Academia (EDA)."

- Document to be submitted :
Please submit the following form.

- **“Local Remittance Registration Application” [Form attached]**

Required ONLY for those who attend the Freshman Course and receive the student travel expense subsidies from SOKENDAI for the first time by bank transfer.

Please note:

1. In the “Present Address” box in the form, please write the address you reside from October.
2. It is not necessary for the students who belong to the Integrative Evolutionary Science Program to submit this form.
3. For international students, please submit a copy of the page of your bankbook that shows the bank name, branch name, account holder name, and account number for secure reimbursement.

- **How to submit :** either by post or e-mail

- (1) By post: Submit the form with the admissions documents to the Student Affairs Section, Academic and Student Affairs Division, OR
- (2) By email to: Office for SOKENDAI Freshman Course at freshman@ml.soken.ac.jp

- **Submission deadline: Thursday, September 19, 2024**

[For CANCELLATION]

If you cancel after the application deadline, a cancellation fee for the cost of accommodation and the meals you order may be charged, depending on the reason and timing of the cancellation.

4. Things to do after Registration before the Freshman Course starts

Step 1: On or about Tuesday, October 1, we will send an email to all FC participants with a password to log in to the "Information" page on the FC website (<https://freshman.soken.ac.jp>) for students only.

The following information will be available for students on the "Information" page.

- Schedule of classes and sessions
- Information on each session and the faculty member in charge
- Download links for each session's materials
- Important notice for taking the On-demand classes

Step 2: Submit “an episode with unexpected social impacts.”

In the “Seeing Your Research from Different Perspectives” session on October 10, we will work on and discuss critical issues and cases within your research field that may have some degree of significant social impact and influence.

Submit the following items to describe the episode* via the FC “Information” website. The submission deadline is Monday, October 7.

1. When did it happen?
2. What people (or things) are involved?
3. Please show two perspectives on the episode (perspectives #1 and #2).
4. Notes to summarize the main points of your episode.

* What is the “Episode”?

- A “true” story that can be found in your research field (e.g., you can search on the internet or ask your colleagues) and/or based on your research experience.

- Such episodes/cases (with unexpected social impacts) that are well-known within your research field, but may not be so familiar for researchers in other fields and/or general public.
- If you cannot find any, it is also fine to prepare an episode in related research fields (preferably close to your research field).

[Example of the Episode]

Episode: "Starlink" satellites launched by Space X American aerospace company.

1. When: Since 2019 (first Starlink launch)
2. Related people or things: Satellites, people all over the world, astronomers
3. Perspective #1: Benefits of low-cost, high-performance satellite Internet access service
Perspective #2: Serious light pollution problem for ground-based observation by astronomers
4. Notes: Improvements in communication technology by Starlink satellites have made it possible to connect to high-speed Internet from anywhere in the world. However, the satellites reflect enough sunlight at night which causes a serious problem for sensitive telescopes. This episode you submit as an assignment will be used in the classroom on October 10. You will make a PowerPoint file during the FC session based on the episode and give a presentation in front of other participants. That's why all students are requested to bring their laptop PC to the FC.

If you have any questions regarding the above matters, please contact The Center for Education Planning and Development (cepd_edu@ml.soken.ac.jp).

5. Registration Time Period and the Venue on Tuesday, October 8

Registration will open at the designated time periods and the venues below.

Please register during either time period (1) or (2), depending on the time you arrive.

Time Period	Venue
(1) 12:00 - 13:00	Main Building Lobby (1 st Fl.), <u>SOKENDAI Hayama Campus</u> (See Attachment 2 on page 9)
(2) 14:00 - 15:00*	In front of the "Ogusu" Conference Room, <u>LOFOS Shonan</u> (See Attachment 3 on page 10)

* If you register between 14:00 and 15:00, you do not have to stop by the SOKENDAI Hayama Campus; you can go straight to LOFOS Shonan.

6. Items to bring

Please bring a laptop to edit MS PowerPoint files and the stationary.

7. Accommodation and Lecture Venue for the Freshman Course Participants

LOFOS Shonan: 1560-44 Kamiyamaguchi, Hayama-machi, Miura-gun, Kanagawa
(<http://www.gakuin.gr.jp/hotel/>) (only in Japanese)
A five-minute walk from the SOKENDAI Hayama campus.
(Please refer to the map in Attachment 1 on page 8 for its location.)

- SOKENDAI will bear the accommodation costs for the nights of Tuesday, October 8, and Wednesday, October 9, including breakfast the following morning. The participants should bear lunch and dinner costs, except for the reception on October 8, which SOKENDAI covers.
- The participants will be accommodated in a standard room with one single bed or two single beds for single occupancy. No requests for room preferences are acceptable.

8. Reception on Tuesday, October 8 (17:30 – 19:00)

The reception is scheduled from 17:30 to 19:00 on Tuesday, October 8, at LOFOS Shonan as a part of the official event of the course. All the participants are requested to attend the reception (The reception is free of charge to the participants).

9. Meals (Lunch and Dinner)

Since there is only one store, "Family Mart," where you can buy food within walking distance from LOFOS Shonan, SOKENDAI will order lunch and dinner at LOFOS Shonan instead for those who want to at the costs stated in the table below. If you wish to order them, please sign up for lunch and dinner using the Online Registration Form. You need to make payment for the costs of the meals you ordered at the Registration Desk on Tuesday, October 8. Please prepare the exact amount of money required for the payment.

【NOTE】

- Once you order meals, any cancelation may incur the cancellation fee.
- Any orders on-site cannot be catered to.
- Since there are no arrangements for lunch on Tuesday, October 8, please prepare by yourself.

	Dates	Price	Remarks
Lunch	Oct. 9 (Wed.) Oct. 10 (Thu.)	@JPY1,460 (Tax included)	Some dietary restrictions can be accommodated to some extent, while strict dietary restrictions, such as halal meals, may not. Please indicate your dietary restrictions, if any, in the Online Registration Form.
Dinner	Oct. 9 (Wed.)	@JPY1,840 (Tax included)	

10. Chartered Bus Services between JR Zushi-Station and SOKENDAI Hayama / LOFOS Shonan

SOKENDAI will arrange the following free chartered buses for those participating in the Freshman Course.

- (1) Oct. 8 (Tue.): JR Zushi Station => SOKENDAI Hayama Campus
- (2) Oct. 10 (Thu.): LOFOS Shonan => JR Zushi Station

(1) October 8 (Tue.): JR Zushi Station => SOKENDAI Hayama Campus

SOKENDAI will charter the buses in time for the orientation before the entrance ceremony. The students who only attend the entrance ceremony may use the chartered bus as well.

- If you want to take the chartered bus, please sign up for the bus service using the Online Registration Form.
- Come to the meeting point in time. The bus will leave on time and will not wait for the students who are late to come, even if they signed up.
- Please refer to the following URL site for access to the JR Zushi Station: <https://www.soken.ac.jp/en/access/>

■ Meeting Date & Time: **11:15 am on October 8 (Tue.)**

- The bus will leave at 11:30 am SHARP.
- It takes approx. thirty minutes to the SOKENDAI Hayama campus from Zushi Station.

■ Meeting Point: **At the East Exit at JR Zushi Station (please see the map below)**

- SOKENDAI staff will meet you at the station to take you to the place where you can get on the buses.
- JR Zushi Station is a five-minute walk from Keikyu Zushi-Hayama Station.



(2) October 10 (Thu.): LOFOS Shonan => JR Zushi Station

SOKENDAI will charter the buses from LOFOS Shonan, where the Freshman Course is held, to JR Zushi Station after completing the lecture on Thursday, October 10. No registration is necessary for this bus ride.

11. Using Public Transportation to SOKENDAI Hayama Campus or LOFOS Shonan

For those who wish to take public transportation to SOKENDAI Hayama Campus or LOFOS Shonan, please refer to the following URL sites:

- >> English: <https://www.soken.ac.jp/en/access/>
- >> Japanese: <https://www.soken.ac.jp/access/>

Please get off the bus stop, "Shonan Kokusaimura Center Mae," to go to SOKENDAI Hayama Campus or LOFOS Shonan. (Please refer to the map in Attachment 1 on page 8.)

12. Student Travel Expense Subsidies

SOKENDAI will provide subsidies for all or part of the travel expenses basically between the campus of the student's institute and the SOKENDAI Hayama campus for those who attend the Freshman Course per the SOKENDAI regulations. The subsidies will be paid to the student's bank account after confirming attendance at all the sessions of the Freshman Course (It may take one to two months for the participants to receive subsidies in their bank accounts).

Please note that:

- The free chartered bus is not counted for subsidies.
- The subsidies are unavailable for those who do not attend the Freshman Course.

【Using Shinkansen (JR Bullet Train)】

	Outward Trip to Hayama	Return Trip home
New Students	The regular fare will be applied.	"Student discount fare" ^{*1} will be applied.
	SOKENDAI Hayama Office will prepare a "Certificate for Student Discount Ticket" for the return trip and provide it to Shinkansen users at the registration desk on Tuesday, October 8. Therefore, do not purchase a round-trip ticket in advance.	
Current Students ^{*2}	Student discount fare will be applied.	

*1: "Student Discount Fare" is applied when JR boarding points exceed 100 kilometers one way.

*2: For the current students, please ask for a "Certificate for Student Discount Ticket" at your program/department office before traveling.

13. Contact Information

Office for SOKENDAI Freshman Course

E-mail: freshman@ml.soken.ac.jp

Tel: +81-46-858-1647/1583

【Attachment】

Attachment 1: Map around the SOKENDAI Hayama Campus

Attachment 2: SOKENDAI Hayama Campus Map

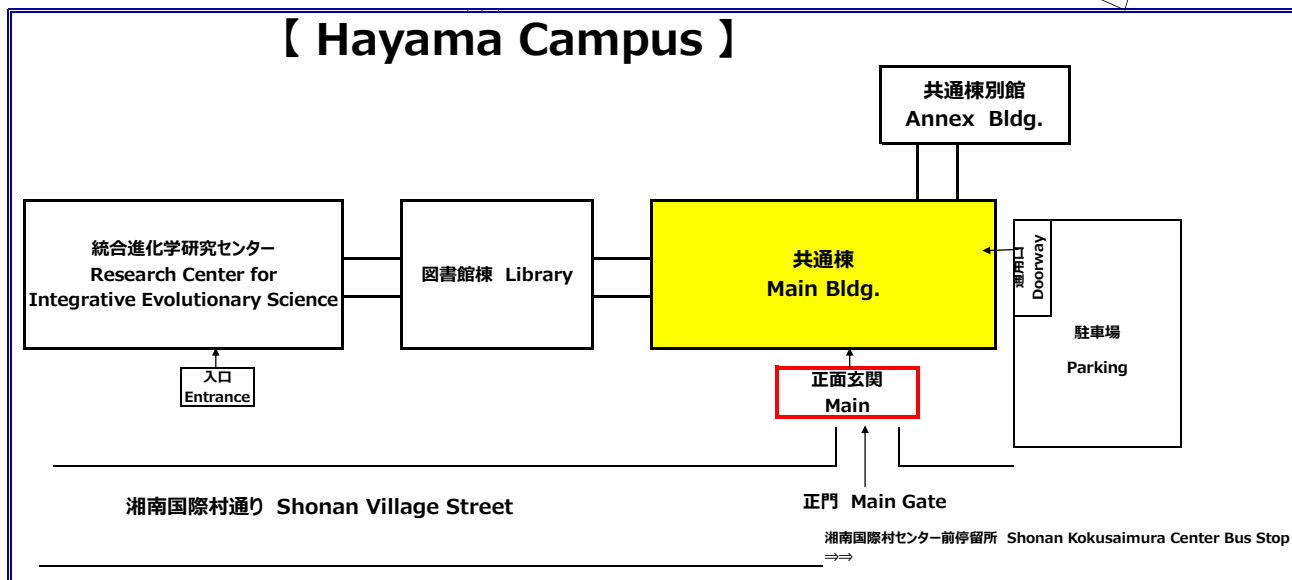
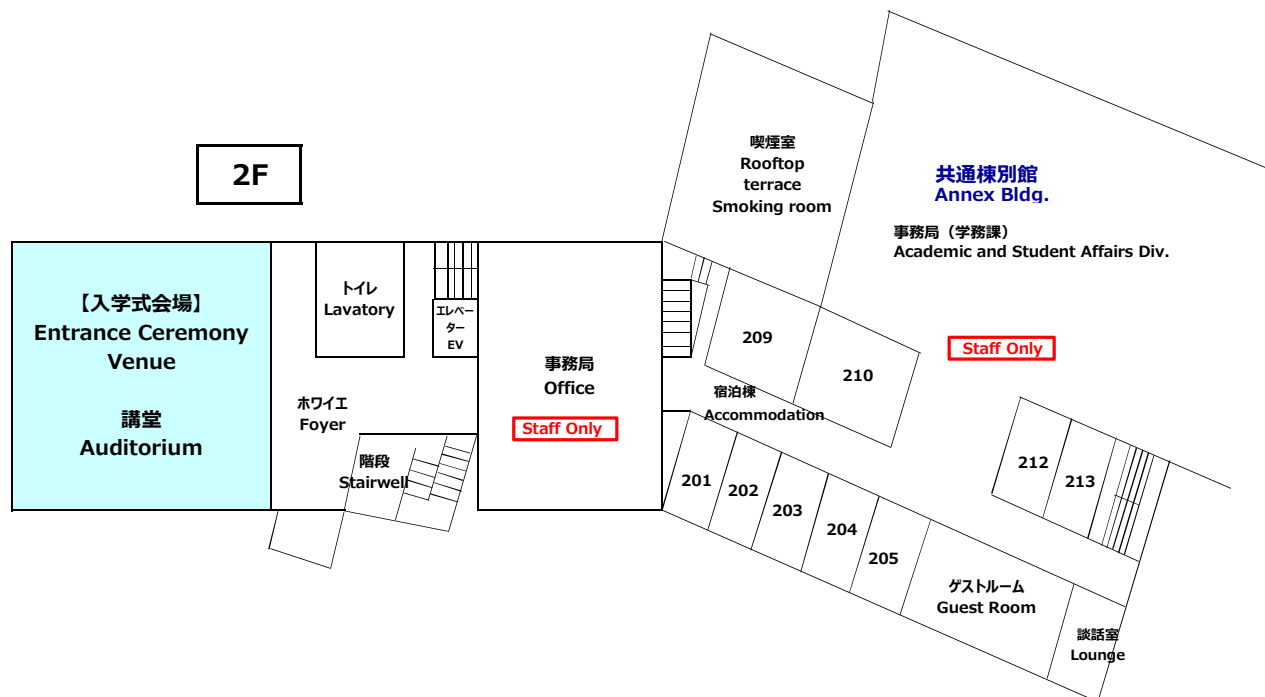
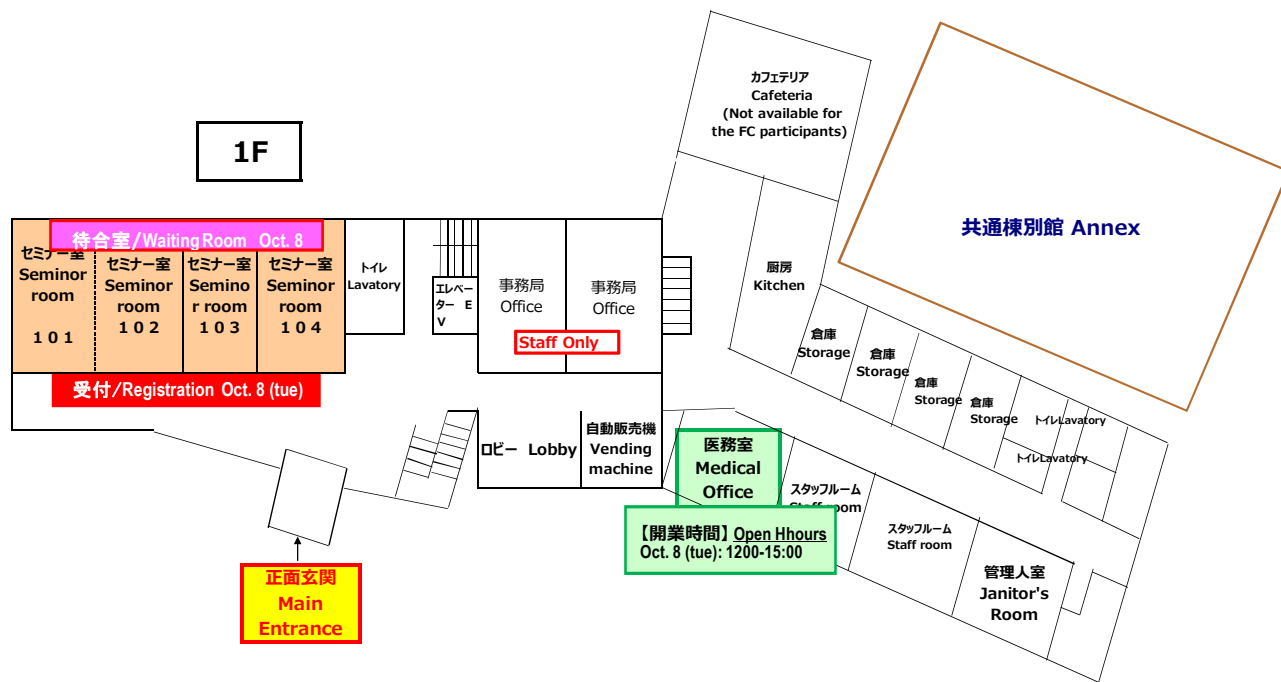
Attachment 3: LOFOS Shonan Map

Form: "Local Remittance Registration Application" (Form and Entry Example)

総研大 周辺マップ / Map around SOKENDAI Hayama Campus

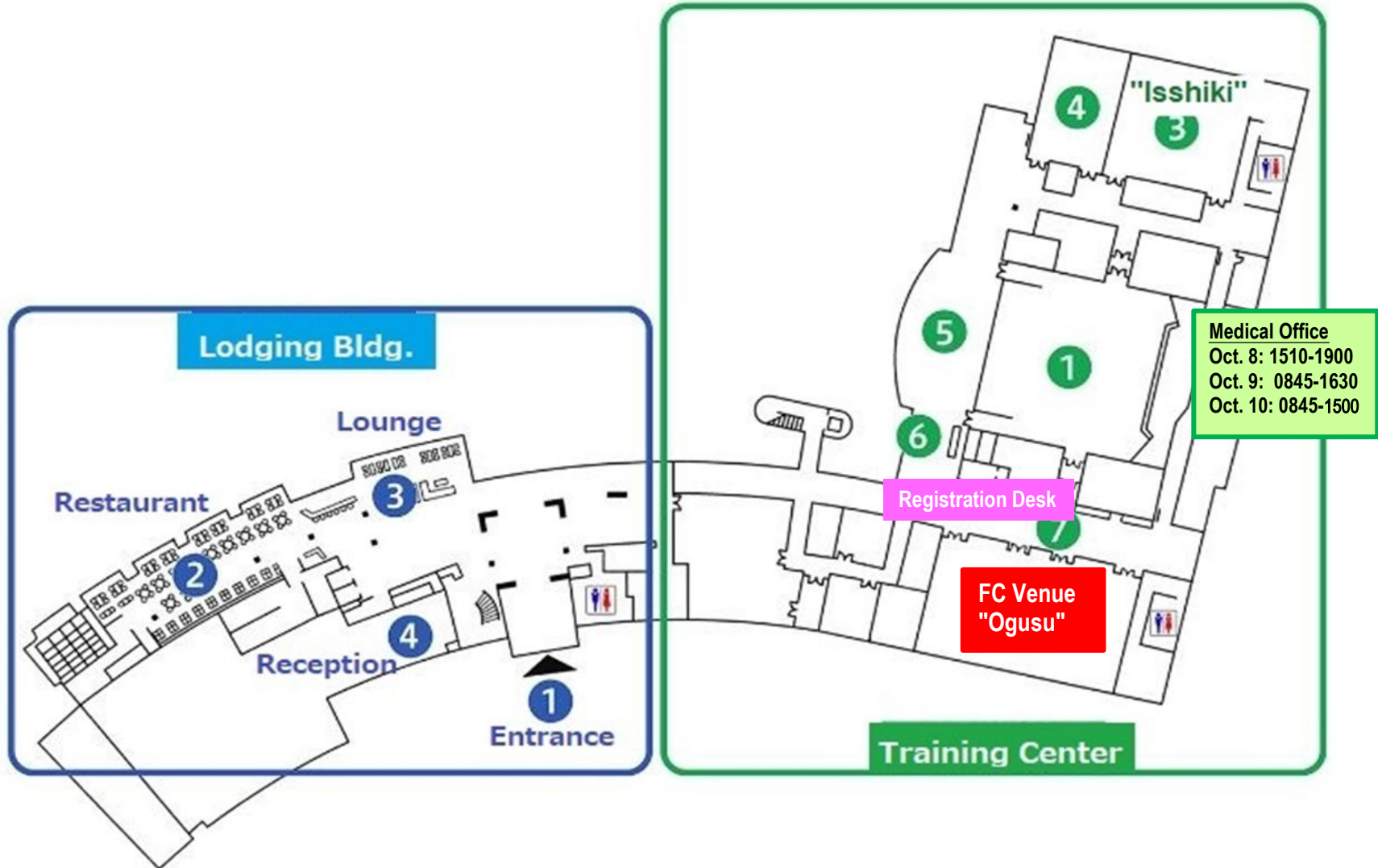


総研大キャンパスマップ SOKENDAI Hayama Campus Map



ロフォス湘南マップ / LOFOS Shonan Map

10



申請部局	
申請者氏名	

債主コード	
登録日	

口座振込依頼書 Local Remittance Registration Application

年	月	日
yyyy/mm/dd		

総合研究大学院大学長 殿

To the President of SOKENDAI (The Graduate University for Advanced Studies)

<input type="checkbox"/>	新規/New	<input type="checkbox"/>	変更/Change ()
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学籍番号 (Student ID No.)			
所属コース(Program)/専攻(Department)			
フリガナ			
氏名(Full name)			
〒 (Zip code)	—		
フリガナ			
自宅住所 (Present address)			

貴学から支給される給与・謝金・旅費等については、下記口座へ振り込んで下さるようお願いいたします。

I hereby request that you deposit all the expenses pertaining to compensation and travel expenses covered by SOKENDAI (The Graduate University for Advanced Studies) to be reimbursed into the account provided below.

振込先	金融機関等の名称 (Name of the banking institution)	銀行 Bank	信金 Shinkin Bank	農協 JA Bank	信組 Credit Union	労金 Labour Bank	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		支店 Branch					
	預金種別 (Account type)	<input type="checkbox"/> 普通預金/Savings account	<input type="checkbox"/> 当座預金/Checking account				
口座名義 (Name of the account holder)	フリガナ						
口座番号 (Account No.)	(右詰めで記入) Please fill out right justified						
支払通知書郵送 の希望の有無 (Payment Notification)	<input type="checkbox"/> 希望する/Yes	<input type="checkbox"/> 希望しない/No					

※ ゆうちょ銀行ご利用の際には振込用の店名・預金種目・口座番号が必要です。(現在のゆうちょ銀行口座番号(記号・番号)のままでは振り込むことができません。)下記URLより、ご確認の上ご記入下さるようお願いいたします。

Those who wish to transfer the expenses to the Japan Post Bank account is required to fill in Branch name, Type of Deposit and Account Number. Please note that your account number is not enough information to transfer to the Japan Post Bank. For further information, please refer to their Website (Japanese only), or request them an English instruction.

URL: http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html

【個人情報の取扱いについて/ Handling of Personal Information】

提出いただいた氏名、住所、振込先口座等の個人情報については、支給する旅費・謝金等の支払い業務を行うためのみに利用します。

We will use the personal information (name, address and bank account information) provided by you only in the reimbursement and payment process (travel expense(s), honorarium, salary, etc.) and for no other

申請部局		債主コード	
申請者氏名		登録日	

太枠内の事項を記入してください。
Please fill in the items in the bold frame.

留学生の方は、通帳の口座情報等が記載されたページの写しを提出してください。
For International students:
Please submit a copy of your bankbook page that shows account information for accurate procedure.

口座振込依頼書 Local Remittance Registration Application

2018 年 1 月 1 日
yyyy/mm/dd

総合研究大学院大学長 殿
To the President of SOKENDAI (The Graduate University for Advanced Studies)

<input checked="" type="checkbox"/>	新規/New	<input type="checkbox"/>	変更/Change (
学籍番号 (Student ID No.)	20180000		
所属コース(Program)/専攻(Department)	XXXX Program / Dept. of XXXXXX		
フリガナ	ソウケン タロウ		
氏名(Full name)	総研 太郎 / TARO SOKEN		
T (Zip code)	240 - 0193		
フリガナ	カナガワケンミウラゲンハマヤマチアザマカド		
自宅住所(Present address)	神奈川県三浦郡葉山町字間門1560 / 1560 Makado, Hayama, Kanagawa		

変更の場合は、()内に変更箇所を記入してください。
(例: 所属、住所、振込先など)
When "Change" is selected, please fill in the changed items.
(Sample: Affiliation organization, Address, Bank Account)

新入生は、この欄は記入不要です。
For new students, please leave this column blank.

新入生は、10月以降の住所を記載してください。
For new students, please write the address you reside in October.

貴学から支給される給与・謝金・旅費等については、下記口座へ振り込んで下さるようお願いいたします。
I hereby request that you deposit all the expenses pertaining to compensation and travel expenses covered by SOKENDAI (The Graduate University for Advanced Studies) to be reimbursed into the account provided below.

振込先	金融機関等の名称 (Name of the banking institution)	銀行 <input checked="" type="checkbox"/>	信金 <input type="checkbox"/>	農協 <input type="checkbox"/>	信組 <input type="checkbox"/>	労金 <input type="checkbox"/>				
	預金種別 (Account type)	<input checked="" type="checkbox"/> 普通預金/Savings account	<input type="checkbox"/> 当座預金/Checking account							
	口座名義 (Name of the account holder)	フリガナ ソウケン タロウ 総研 太郎								
	口座番号 (Account No.)	(右詰めで記入) Please fill out right justified		1	2	3	4	5	6	7
	支払通知書郵送の希望の有無 (Payment Notification)	<input type="checkbox"/> 希望する/Yes	<input checked="" type="checkbox"/> 希望しない/No							

銀行コード(4桁数字)と支店コード(3桁数字)を記入してください。
※ゆうちょ銀行口座の場合は不要
Please fill in Bank code (4 digits) & Branch code (3 digits)
*Please do not fill in when your account is Japan Post Bank account.

本学からの支払内容を記載した「支払通知書」が必要な方は「希望する」を選択してください。支払日毎に通知します。
Choose "Yes" if you would like to receive a payment notification by mail (Only in Japanese)?

【Sample】

ゆうちょ銀行

振込 (他の金融機関口座への送金)

振込用の店名・預金種目・口座番号の記載例

ゆうちょ銀行の記号・番号
ご入金・ご出金・ゆうちょ銀行口座等の振替は、これまでどおりこの記号・番号をご使用ください。

11980 1234561

ユウセイ タロウ 様

ゆうちょ銀行口座の支店名・預金種別・口座番号は、通帳のこの箇所のを記入してください。
Please fill in this information when your account is Japan Post Bank account.

振込用の店名・預金種目・口座番号
他の金融機関から振込を受ける際は、こちらの店名・預金種目・口座番号をお振込入金書にお記入ください。(窓口に通帳をお持ちいただいた際に、この部分を記載いたします。)

この口座を他金融機関からの振込の受取口座として利用される際は、次の内容をご指定ください
【店名】一九八 (読み イチキウハチ)
【店番】198 【預金種目】普通預金 【口座番号】0123456

支店名 / Branch

口座番号 / Account No.

預金種別 / Account type

※ ゆうちょ銀行ご利用の際には振込用の店名・預金種目・口座番号が必要です。(現在のゆうちょ銀行口座番号(記号・番号)のままでは振り込むことができません。)下記URLより、ご確認の上ご記入下さるようお願いいたします。

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URL: http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html

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We will use the personal information (name, address and bank account information) provided by you only in the reimbursement and payment process (travel expense(s), honorarium, salary, etc.) and for no other purposes.