

Faculty member:

To All Faculty Members Employed by Hokkaido University

Important Information We Would Like You to Know

October 2026
Hokkaido University

Introduction

We would like to extend our warmest welcome to all new faculty members and express our high hopes for your contributions to Hokkaido University.

As you begin your new role, you may find that many aspects are difficult to understand, such as where to go for important information or necessary things to keep in mind while performing your duties.

This handbook has been carefully designed to give a concise summary of the essential points that we believe you should know and understand from the outset.

While it does not cover every aspect of your role as a faculty member at Hokkaido University, we hope you will find it helpful and use it as an initial reference.

In addition to this handbook, you may inquire about details from the administrative office of your affiliated department, however please understand that you may be asked to be accompanied by someone who speaks Japanese to ensure information is relayed clearly. In such cases, we would appreciate it if you could seek assistance from someone in your lab or office who speaks both Japanese and English.



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I Points to be Aware of During Your Employment

1 Employee Ethics

HU has established *Employee Ethics Regulations* to prevent its officers and employees from committing any acts that could invite suspicion or distrust from the public and to ensure public trust regarding all activities at HU.

It is prohibited to commit any of the following acts with interested parties:

- (1) Receiving donations of money, goods, or property
- (2) Borrowing money
- (3) Borrowing goods or property free of charge without authorization
- (4) Receiving the provision of services free of charge
- (5) Accepting the rights to private equity
- (6) Receiving entertainment or treats
- (7) Engaging in activities such as dining or drinking, recreational activities, golf, or traveling together

[What is an "Interested Party"?]

- (1) A business operator contracted to supply goods, a business operator who has applied for such a contract, etc.
- (2) A person who has applied for enrollment at HU, a student who is subject to disciplinary action, and their related parties
- (3) Persons who wish to be employed at HU and their related parties

Prohibited Acts With Parties Other Than Interested Parties

It is prohibited to receive entertainment or treats beyond what is considered a reasonable level of social courtesy, such as repeatedly receiving such treatment or receiving the provision of property benefits from any business operator, etc. even those not considered interested parties.

Other

- It is prohibited for review committee members to receive entertainment, treats, or property benefits from the subjects of reviews, etc.
- Please note that employees of national university corporations are considered provisional public servants and are subject to the same criminal laws and other penal regulations as public servants. (Article 19 of *National University Corporation Act*)

2 Harassment Prevention

Anti-harassment Regulations have been established for the purpose of harassment prevention at HU.

<What is harassment?>

Language or behavior aimed at causing discomfort or anxiety in another person (e.g. bullying, abuse, or humiliating insults)

Sexual Harassment

Sexual speech or behavior of employees that causes discomfort in others (considered sexual harassment when the other parties feel uncomfortable with the speech or behavior).

<Sexual harassment is classified into two categories>

- Quid Pro Quo Sexual Harassment: Exploiting an employee's position in education and research to demand or solicit sexual favors and reward or punish the other party depending on their response.
- Hostile Work Environment Sexual Harassment: Sexual speech, behavior, or other demands denying the agency of consent in other parties. This behavior undermines the incentive to work or study at HU and makes other parties involved feel uncomfortable, violated, and at a disadvantage should they not behave as perceived to be expected.

Academic Harassment

Speech or behavior of employees which infringes on the rights of others or humiliates them by exploiting their occupational positions in HU's education and research.

<Examples>

- (1) Infringement of study and education rights of other parties through acts including an unjustified refusal or neglect of academic instruction.
- (2) Infringement on research rights of other parties by imposing unreasonable restrictions or demands on research activities.
- (3) Infringement of employment rights by giving significantly unfair or unjustifiable job evaluations.
- (4) Psychological violence such as intimidation, defamation, insults, and violent language towards other employees or students.

Other Types of Harassment

All types of inappropriate language and behavior (other than sexual or academic harassment) that infringe on the human rights of other parties.

3 Elimination of Discrimination Against People With Disabilities

The *Act for Eliminating Discrimination against Persons with Disabilities*, which came into effect in 2016, prohibits: "1. unfair and discriminatory treatment" of persons with disabilities and requires: "2. provision of reasonable accommodations." Under this law, all national universities including HU are mandated to provide reasonable accommodations for students with disabilities. Based on an application for reasonable accommodations submitted by a student with a disability, the department to which the student belongs shall request the course instructors to provide reasonable accommodations for their courses as deemed necessary. If you have any questions regarding reasonable accommodations or support for students with disabilities (including those who may have an undiagnosed or suspected disability), please contact the Accessibility Services Office in the Student Advice and Counseling Center (<https://www.sacc.hokudai.ac.jp/en/accessibility/>), which is the dedicated office in the University for supporting students with disabilities.

- (1) "Prohibition of unfair and discriminatory treatment" in the *Act for Eliminating Discrimination against Persons with Disabilities* is defined as follows:

Unfair and discriminatory treatment of students with disabilities is considered to mean denying various opportunities to students with disabilities on the basis of their disability without just cause or imposing conditions that are not imposed on students without disabilities, such as limiting the places and times at which opportunities are offered. Whether or not it constitutes a just cause must be determined in each individual case from the perspective of the rights and interests of the student with disabilities and third parties (e.g., ensuring safety, preserving property, maintaining the purpose, content, and reputation of education, preventing damage, etc.). Acting based on general or abstract reasons such as concerns about accidents or potential danger is not appropriate

and judgment must be made in light of the individual circumstances surrounding the student with a disability.

<Examples of unfair discriminatory treatment>

- 1) Denying participation in applied learning, training sessions, or fieldwork on the grounds of disability.
- 2) Refusing to accommodate students with mental disorders (including developmental disorders) with a preconception that persons with such disorders uniformly lack the capacity to comprehend and make their own decisions, without confirming the actual levels of the said capacity.
- 3) Denying accompaniment to a student even when the student would be able to participate in class or events if accompanied by a caregiver or support person.

- (2) "Provision of reasonable accommodations" in the *Act for Eliminating Discrimination against Persons with Disabilities* is defined as follows:

The provision of reasonable accommodations at universities is defined as making necessary and appropriate changes and adjustments to ensure that students with disabilities can enjoy and exercise their "right to education" on an equal footing as their peers without disabilities, without imposing unbalanced or excessive burdens on the university in terms of its structure and finances.

The university provides reasonable accommodations to address the existing disadvantages experienced by students with disabilities in order to guarantee the same opportunities as other students but does not guarantee the same results (such as grade evaluations, etc.).

<Examples of reasonable accommodations>

- 1) Changing the classroom location of a class attended by students with mobility difficulties to a more accessible one.
- 2) Conveying precautions and instructions not only verbally, but also as visual information, such as by showing them in writing or on the blackboard.
- 3) Securing study opportunities for students absent from their studies due to medical treatment, etc. by providing ICT-based learning activities and make-up lectures.

(3) Support Services

The University offers consultation services for students and other related parties at the following offices and organizations:

- 1) Student Advice and Counseling Center (SACC): <https://www.sacc.hokudai.ac.jp/en/>
- 2) (Student Counseling Office, Accessibility Services Office, International Student Counseling Office)Health Care Center
- 3) Administrative offices of education and research organizations to which students with disabilities belong
- 4) Administrative offices that manage other organizations or facilities to which students with disabilities have access

(4) Provision of reasonable accommodations in study and research

When a student requests reasonable accommodations for a class, etc., their affiliated department subsequently makes a request to the course instructor in writing with forms such as the "Notice of Reasonable Accommodations for Students with Disabilities." The instructor shall then discuss with the student the specifics of reasonable accommodations in the class, etc., and provide the accommodations mutually agreed upon. If you have any questions regarding the details of the accommodations requested by the affiliated department, contact the affiliated department directly or the Accessibility Services Office for more information. Please do not immediately tell the student that you cannot provide reasonable accommodations just because you are unable to provide the exact accommodations as requested. If it is difficult to provide the exact form of accommodations requested, please continue a constructive dialogue with the student and all related parties in their affiliated department, etc., and provide the accommodations that are mutually agreed upon.

Contact the student's department or the Accessibility Services Office as soon as possible if you have any difficulties or concerns about the process of providing reasonable accommodations. They will support you in ensuring that appropriate and reasonable accommodations are provided.

When reasonable accommodations are requested by a student who has not submitted the "Notice of Reasonable Accommodations for Students with Disabilities " or other necessary documents, please inform the student to contact the Accessibility Services Office in the Student Advice and Counseling Center to apply for reasonable

accommodations.

In accordance with the *Act for Eliminating Discrimination against Persons with Disabilities*, Hokkaido University has established the *National University Corporation Hokkaido University the Guidelines for Faculty and Staff Members on Promoting the Elimination of Discrimination against Persons with Disabilities* and the *National University Corporation Hokkaido University Considerations regarding the Guidelines for University Staff on Promoting the Elimination of Discrimination against Persons with Disabilities*. Please refer to the links below for further details.

National University Corporation Hokkaido University the Guidelines for Faculty and Staff Members on Promoting the Elimination of Discrimination against Persons with Disabilities

https://www.hokudai.ac.jp/pr/pdf/R60403_youryou.pdf

(English translation follows the Japanese text)

National University Corporation Hokkaido University Considerations regarding the Guidelines for University Staff on Promoting the Elimination of Discrimination against Persons with Disabilities

https://www.hokudai.ac.jp/pr/pdf/R60401_youryou_ryui.pdf

(English translation follows the Japanese text)

Please note that measures taken by the University as an employer to eliminate discrimination against employees based on disability are stipulated in the "The Act for Promotion of Employment of Persons with Disabilities," which prohibits discrimination against persons with disabilities and, in compliance with its provisions, obligates the University to provide reasonable accommodations for persons with disabilities in employment situations.

In December 2021, the President of Hokkaido University issued the "Hokkaido University's Statement on the Promotion of Diversity and Inclusion," which states: "Hokkaido University aims to create a university environment in which no one is left behind, the dignity of all members is protected, and each person can take pride and respect one another regardless of race, nationality, skin color, language, ethnicity, origin, religion, creed, gender, sexual orientation, gender identity, life events, age, disability, appearance, lifestyle, or any other personal reasons."

(Reference: https://diversity.synfoster.hokudai.ac.jp/en/statement_en/)

Please help us foster this environment.

FD/SD workshops for faculty and staff members on supporting students with disabilities are held several times a year. When a workshop is scheduled, you will be notified by your affiliated department or institute and the information will be posted on Hokkaido University's Center for Teaching and Learning (CTL) website: (<https://ctl.high.hokudai.ac.jp/en/seminar/>). We hope that you will attend and make use of this information in your daily efforts to support students.

4 Prohibited Acts in Research

Misconduct in research activities includes improper acts in the course of research activities and the misuse of research funds.

At HU, there was a case of misuse of research funds (announced in October 2019), in which a supervised student got caught up in assisting with the creation of false documents and improperly paid wages, and a separate case of research misconduct (announced in September 2023), in which data were fabricated and falsified in several papers published in academic journals.

Please conduct your research activities properly and fairly, in accordance with the "Code of Conduct for Scientists at Hokkaido University" and DO NOT commit any of the following acts of misconduct:

Misconduct in Research Activities:

At the University, misconduct in research is defined as serious deviations from research ethics, including fabrication

of research or survey data, falsification, plagiarism of others' ideas, data, or papers, and any conduct that deviates from research activity ethics (such as duplicate publication or inappropriate authorship). In addition, acts such as destroying or obstructing evidence related to these violations, including instructing, ordering, or coercing the others to do so, is also considered a part of research misconduct.

Misuse of Research Funds:

Misuse of research funds is defined as using them for purposes other than their intended use or spending them fraudulently in violation of HU rules and regulations, or the terms and conditions of competitive and other non-competitive research grants, whether through gross negligence or willful misconduct.

Such misuse may include falsified hours and salaries; fraudulent claims for honoraria payments; fictitious business trips; inflated travel expenses; fictitious or nonexistent orders (including 'deposits'—leaving funds temporarily with a vendor for later, unauthorized use); and falsified documents, etc.

HU is responsible for the use of research funds obtained by faculty members, including competitive research funds funded by the public taxpayers' money. In response to the aforementioned incident of misuse of research funds that occurred in 2019, HU is reinforcing measures for misuse prevention.

We strongly urge our faculty members to comply with the proper use of research funds and contact the administrative office of your affiliated department with any questions or concerns.

The following are HU's guidelines and measures for preventing misconduct in research and the misuse of research funds:

- “CODE OF CONDUCT FOR SCIENTISTS AT HOKKAIDO UNIVERSITY” for all researchers at HU
<https://www.global.hokudai.ac.jp/wp/wp-content/uploads/2025/02/Code-of-Conduct-for-Scientists-at-Hokkaido-University.pdf>
- “THE NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY CODE OF CONDUCT REGARDING THE USE OF PUBLIC RESEARCH FUNDS” for faculty and staff members who handle and manage competitive and non-competitive research funds
https://www.hokudai.ac.jp/research/injustice/kenkyuhikihan/240314_kenkyuhikihan_en.pdf
- “RESEARCH HANDBOOK” explains complex rules, provides guidelines for responsible research conduct, and aims to raise awareness among faculty and staff members
<https://www.hokudai.ac.jp/research/kousei/injustice/handbook/index.html>
- “RESEARCH MISCONDUCT PREVENTION TRAINING,” online training for faculty and staff members designed to prevent research misconduct and research fund fraud.
<https://www.hokudai.ac.jp/research/kousei/injustice/kensyu/index.html>

*Allegations or suspicions of research misconduct or misuse of research funds are investigated by the Investigation Committee. If misconduct is confirmed, disciplinary action may be taken in accordance with the *Employment Regulations* and other applicable rules.

If the misconduct involves competitive research funds, the granting institution may impose severe penalties not only on the individual but also on their affiliated research institution.

For example, if misuse of “Grants-in-Aid for Scientific Research” (often referred to as “KAKENHI”), is confirmed, the following penalties may apply:

Researchers found to have misused research funds may be barred from applying for competitive research grants for up to ten years. Those who failed to fulfill their responsibilities as fund managers (breach of the duty of care), even if not involved in the misuse, may face a two-year ban, and in principle, their names will be made public.

Additionally, the granting institution may require the repayment of research funds, including any applicable surcharges.

Depending on the case, the research institution may also face penalties such as the cancellation of approved grants, or partial/full repayment of competitive research funds.

Indirect expenses from competitive research funds are typically split evenly (50/50) between the researcher's department and the University. However, if misuse is confirmed, the department in question will forfeit all indirect expenses from competitive research grants awarded in the fiscal year following the incident.

The University may also require researchers (including retirees) found to have committed misconduct to repay the portion of research funds returned to the granting institution, including any surcharges or late fees.

In principle, the department to which the researcher belonged will be responsible for covering the indirect expense portion of this repayment (usually 50%).

5 Safety Education and Training

(1) Compulsory Course

In Japan, safety education and training at the time of hiring is mandated by law, as such newly hired faculty members are expected to undergo this training. Upon arrival at the University, please take the safety education and training as soon as possible and submit the "Declaration of Safety Education and Training Compliance" to the head of your affiliated department or institute (Safety Superintendent). Safety education and training and the submission of the Declaration of Safety Education and Training Compliance are mandatory not only at the time of hiring but also once every fiscal year.

(2) Safety Education and Training by the Safety Supervisor

Safety education and training in the lab is offered by the supervising faculty member (Safety Supervisor) to all individuals working under their supervision (regardless of their employment or educational relationship). New faculty members who are working under the Safety Supervisor are required to attend the safety education and training given by their Safety Supervisor. If you are the Safety Supervisor, you must conduct safety education and training for all persons who work under you and submit the Declaration of Safety Education and Training Compliance for all members.

(3) Safety Manual

The University publishes a "Safety Manual (available in Japanese and English)" which summarizes matters that all members of the University should understand regardless of their field of study or research. Much of the content is specific to the University, such as the internal structure and allocation of roles. Be sure to refer to it regardless of your knowledge and experience prior to your arrival at the University or whether or not you have attended safety training or other courses. The PDF and PowerPoint files with audio are available from the Office of Health and Safety's website.

https://www.hokudai.ac.jp/bureau/safety/en/7_en.html

(4) Additional Necessary Information to Mitigate Risk

The Safety Manual does not include highly specialized content for each field. As such, it is the responsibility of the Safety Supervisor to supplement the manual with any additional materials necessary for risk reduction during supervised activities. Such content may include other educational materials published by the University, other training and workshops, commercially available books, training offered by outside vendors, self-made materials, and other materials that are deemed necessary.

(1) Use of Radioisotopes (RI)

Prior registration as an RI worker with a radiation facility is required to use RIs. This also applies when using off-campus radiation facilities such as Spring-8 and J-PARC, where employees are required to register as RI workers at the University.

Registration process: Apply for registration → attend a training course conducted under the name of the President → pass a medical check-up → attend the education and training by the radiation facilities department where the employee is registered.

Registrations must be renewed every fiscal year. Those applying to renew their registration have to attend a training course and pass a medical examination again. Please note that RIs can only be handled in approved radiation facilities. Following prescribed procedures is required when purchasing new RIs or accepting rights to RIs. Consult the administrative office of your affiliated department or institute and see the web page below for details.

https://www.hokudai.ac.jp/bureau/safety/en/2-13_en.html

(2) Handling of X-ray Apparatus

Prior registration as an X-ray worker is required to use X-rays.

Registration process: Apply for registration → attend an education and training course conducted under the name of the President → pass medical check-up

Registration for X-Ray workers must be renewed every fiscal year through attending the education and training course and going through and successfully passing a medical check-up.

Please note that the Labor Standards Inspection Office needs to be notified when installing or relocating X-Ray apparatus. Documents must be submitted to the Health and Safety Section of the General Affairs Division in the General Affairs and Planning Department via the administrative office of your affiliated department or institute at least 40 days before the commencement of installation work. Consult the administrative office of your affiliated department or institute and see the page below for details.

https://www.hokudai.ac.jp/bureau/safety/en/2-13_en.html

(3) Handling of Internationally Controlled Materials

Permission from the Nuclear Regulation Authority is required to use internationally controlled materials in accordance with the *Act on the Regulation of Nuclear Source Material, Nuclear Fuel Material and Reactors*. However, the type of permission required for handling uranium or thorium depends on the quantity. Please note that the following materials are internationally controlled materials. These materials need to be registered and managed as internationally controlled materials.

Uranyl acetate, uranyl nitrate, thorium oxide, thorium nitrate, uranium oxide, uranium nitrate, triuranium octoxide, sodium uranyl acetate, thorium chloride, uranium dioxide, magnesium uranyl acetate, uranyl formate, etc.

Consult the administrative office of your affiliated department or institute for details.

(4) Handling of Narcotics

An application for a narcotics researcher license is required to handle narcotics when carrying out research. Consult the administrative office of your affiliated department or institute for details.

(5) Handling of Psychotropics

The following application and notification must be submitted to the Hokkaido Regional Bureau of Health and Welfare to use psychotropics when carrying out research.

- The application for Registration of Proprietor of Psychotropics Research Institution (In the case of a new registration by an affiliated department. The application is required before handling.)
- A notification for Change of Proprietor of Psychotropics Research Institution (In the case of a change to the usage or storage locations of a registered affiliated department, etc. such as an addition or removal.

Submit within 30 days of the date of occurrence.)

Consult the administrative office of your affiliated department or institute for details.

- (6) **Required Procedure for Breeding of Specified Animals or Invasive Alien Species**
When specified animals or specified foreign organisms need to be bred when carrying out research, an application for permission to breed each species is required. Consult the administrative office of your affiliated department or institute for details on procedures.
- (7) **Handling of Stimulants and Their Raw Materials**
Those who handle stimulants or their raw materials in the course of their research must be designated as stimulant researchers or stimulant raw materials researchers, respectively. An application process is required to register, so please consult with the office in charge of your department or institute in advance. See the link below for more details.
Hokkaido HP (Stimulant Control Act Application Forms and Fees (for stimulant drug dispensing institutions, stimulant drug researchers, stimulant drug raw material handlers, and stimulant drug raw material researchers)
<https://www.pref.hokkaido.lg.jp/hf/iyk/kakuseizai-yoshiki.html>
- (8) **Procedures for Possession and Usage of Pathogens, etc.**
An application to the head of your faculty/department and an assessment by its departmental committee are the requirements to use pathogens with a BSL (biosafety level) of 2 or higher when pursuing scientific research. You must also attend an education and training course conducted under the name of the President and receive routine or targeted physical examinations every year.
Prior procedures are required for possession of Type 2 pathogens, Type 3 pathogens and pathogens of domestic animal infectious diseases or pathogens of notable infectious diseases (Note: Botulin is classified as a Type 2 pathogen, and the Shiga Toxin is classified as a Type 4 pathogen). Consult the administrative office of your affiliated department or institute and see the page below for details on procedures.
https://www.hokudai.ac.jp/bureau/safety/en/2-17_en.html
- (9) **Procedures for Conducting Animal Experimentation**
At HU, animal experimentation refers to the use of experimental animals for education (including practical training), experimental research, the production of biological products, or other scientific purposes. The breeding or keeping of experimental animals for education or experimental research related to livestock management, or for the purpose of livestock breeding and improvement, is also considered animal experimentation. Additionally, invasive procedures, such as implanting microchips in wild animals during research conducted outside the University, are also considered to be animal experimentation.
Animal experimentation must be conducted in animal experimentation facilities approved by the President. When conducting animal experimentation, you must make an approval request for the use of facilities (in paper format), submit an experiment plan (via an electronic application system), and receive approval from the President after a review by the University-wide Committee. You also must attend an education and training course conducted under the name of the President. Consult the administrative office of your affiliated department or institute and see the page below for details.
https://www.hokudai.ac.jp/bureau/safety/en/2-16_en.html
- (10) **Procedures for Conducting Experiments Involving Genetic Recombination and Related Technologies**
When conducting genetic recombination experiments or experiments using related technologies, you must submit requests both for the use of facilities and for approval of containment measures. This can be done through the electronic application system. After application submission, you may receive approval from the President once a review by the University-wide Committee has been conducted.
In addition to the annual routine and targeted physical examinations, all personnel involved in conducting experiments must also attend an annual workshop conducted under the name of the President and an education and training course conducted by experiment administrators or managers. Consult the administrative office of your affiliated department or institute and see the page below for details.
https://www.hokudai.ac.jp/bureau/safety/en/2-15_en.html

7 Managing Chemicals, Liquid Waste, and Other Hazardous Materials

Proper management of chemicals, liquid waste, and other substances is crucial to maintain safety and protect the environment. We request thorough management with a sufficient understanding of the following when conducting research.

(1) Safe Management of Chemicals

1) General Policy

- Before starting to use a room (including offices as well as labs), open all storage areas, boxes, etc. in the room and properly inspect their contents. In the event that the previous user of the room has left unregistered controlled substances (radioactive materials, nuclear fuel, specified pathogens, narcotics, psychotropic drugs, etc.), you will not be responsible for managing these substances if you report what you have found.
- Follow the instructions in the *Chemical Substance Handling Guide*. You may obtain a PDF of the latest English version of the guide at the Office of Health and Safety's website via the following link:

https://www.hokudai.ac.jp/bureau/safety/en/7_en.html

- The "Workshop on the Handling of Chemical Substances" is available on ELMS. The workshop focuses on the general policy and various rules and procedures related to chemical substance management at the University. Participants must be registered in the group on ELMS. Contact the administrative office of your affiliated department or institute and request to be added to the list of participants.
- Irrespective of whether there are applicable regulations in Japan, there are many hazardous chemicals. Use the SDS (Safety Data Sheet) for safety information on each chemical substance.
- You must register with the Hokkaido University Chemical Management System (IASO R7) to obtain or request processing of used experimental liquid waste.

<https://www.hokudai.ac.jp/jimuk/gakunai/gakunai2.html> > Click "化学物質管理システム (IASO R7)" (Management System for Lab Chemicals)

- Inspect/check your registration status and storage status of chemical substances on IASO R7 at least once a year. Please report the results of implementing these inspections/checks to the department office by the end of each year.
- All types of educational materials and forms, poisonous material labels, and documents on Industrial Safety and Health Act declarations are available at the Download Corner of the Office of Health and Safety website.

<https://www.hokudai.ac.jp/bureau/safety/hu/7.html>

2) Hazardous Materials in Accordance with the *Fire Services Act*

- Open flames cannot be used in laboratories where hazardous materials are used.
- The amount of hazardous materials that can be stored is restricted by the Fire Services Act in Japan. You must strictly follow the rule of storing less than 20% of the specified amount of hazardous materials within one fire protection division. It is easy to exceed the specified amount of flammable organic solvent by mistake. Therefore, be sure not to bring more than one 18L can into the laboratory.
- Be particularly careful when handling hydrophobic substances irrespective of the amount.
- Be very careful when handling chemical substances that are dangerous when mixed to ensure they are not mixed by mistake during storage, use, or disposal.

3) Poisonous Substances and Deleterious Substances

- In Japan, poisonous and deleterious substances are specified in the Poisonous and Deleterious Substances Control Law.

- A Poisonous and Deleterious Substances Supervisor must be nominated. Confirm with the administrative office of your affiliated department or institute.
 - Separate poisons and deleterious substances and store them in a lockable, specialized strong metal storage cabinet (cabinets with glass or plastic doors cannot be used). The key must be strictly managed by teaching and administrative staff.
 - Poisonous and deleterious substances must be labeled in the storage cabinet as prescribed in the Poisonous and Deleterious Substances Control Law. Substances may be labeled in English as well as Japanese, but “Non-medical Poisonous Substances (医薬用外毒物)” or “Non-medical Deleterious Substances (医薬用外劇物)” labels must include Japanese as required by law.
 - Record the amount of substance used in IASO R7 each time the substance is used. Also, periodically compare the records against the stock.
 - In cases where the theft, loss, etc. of substances is detected, submit an incident report immediately to the administrative office of your affiliated department or institute.
- 4) Organic Solvents and Specific Chemical Substances (*Industrial Safety and Health Act*)
- In Japan, the safety displays prescribed in the Industrial Safety and Health Law must be used. Working areas where organic solvents or specified chemical substances are used must have the legally specified signs placed in “locations that are easy for workers to see” such as walls, etc. As prescribed by law, the signs must also include Japanese.
 - In principle, when handling volatile or fugitive chemical compounds, local exhaust ventilation such as a fume hood must be used to prevent harmful exposure. Likewise, other necessary steps for managing the laboratory’s work environment should be taken.
 - Perform mandatory inspections and periodic voluntary inspections of local exhaust ventilation systems, such as draft chambers, to ensure functionality is continually maintained.
 - Workplace environment assessments are required. Apply at the administrative office of your affiliated department or institute when investigating target areas.
 - Receive a special medical examination. Along with teaching and administrative staff, students who handle target substances may also be eligible for medical examinations. Inquire at the administrative office of your affiliated department or institute for more information.
- 5) High-pressure Gas and Cryogen
- Gas cylinders must be stood upright for storage and use, and fastened to top and bottom with chains or belts to prevent them from falling during an earthquake, etc. The cylinder rack must also be fixed to the floor or wall.
 - Endeavor to limit the number of high-pressure gas cylinders kept. Plan purchases and use so that such substances are not retained for a prolonged period.
 - Gas cylinders are dangerous when retained for prolonged periods. If you find gas cylinders that have been left in a laboratory when arriving at your post, do not touch them and immediately request their removal or disposal via the administrative office of your affiliated department or institute.
 - To receive a supply of liquid helium or liquid nitrogen: Contact the administrative office of your affiliated department or institute.
- (2) Management of Discharge of Chemical Substances (see *Chemical Substance Handling Guide (Volume 3: Discharge of Chemical Substances)*)
- 1) Laboratory Drainage
- Liquid waste that contains harmful substances must not be discarded through drainage channels. The water layer from solvent extraction must be recovered as liquid waste.
 - Fluid used to wash apparatus that came into contact with hazardous substances must also be recovered as liquid waste. Additionally, sinks must not be used for washing that requires the recovery of liquid waste.
 - Volatilized organic solvents outflow into drainage water, therefore a current aspirator cannot be used to reduce the pressure of organic solvents.

2) Liquid Waste

- Liquid waste containers with number labels are distributed at liquid waste collection points of each department. Do not write your affiliation, etc. directly onto the containers as they are used throughout the University. If you do not have a sufficient number of containers, contact the liquid waste management assistant of the relevant school, faculty, or institute.
- Sort out and store liquid waste according to the type of liquid waste so that the contents are easily identifiable.
- Some types of liquid waste are not collected at the Liquid Waste Disposal Center. Refer to the "Chemical Substance Handling Guide" (Volume 3: Discharge of Chemical Substances) before using chemicals.
- When storing liquid waste, store it at a level under the 10L mark on the side of the container. To prevent hazardous vapor pollution in the laboratories, do not leave funnels, etc. inside bottles, and fasten all caps tightly.
- In case of leakage of liquid waste due to cracks, etc. in the waste container, store the container inside another container, etc. which can hold the entire amount of leaked liquid waste (10L).
- When collecting liquid waste, create a label in Japanese on the Management System for Lab Chemicals with all the necessary information and attach it to the container.
- The collection location and transportation date are designated by each school, faculty, or institute.

3) Disposal of Unneeded Reagents

- Be sure to dispose of unwanted reagents and empty containers appropriately.
- If there are unwanted reagents in the laboratory when you start your position, contact the administrative office of your affiliated department or institute.

4) Substances designated by the *Pollutant Release and Transfer Register / PRTR Law*

- Under the PRTR Law and the Sapporo City Environmental Regulations, HU reports its pollutant release and transfer inventories to the authorities. HU must comply with the requirements and always keep accurate inventory records.

[Reference]

Chemical Substance Handling Guide

(Hokkaido University Office of Health and Safety; Facilities Department)

8 Security Export Control

To maintain international peace and security, the *Foreign Exchange and Foreign Trade Act* regulates the export of goods and technology transfer in order to prevent the transfer of items that may be used for military purposes and their related technical information to the developers of weapons of mass destruction or terrorists; such items include arms and weapons, high-performance machine tools, bacteria used to make biological weapons, etc. You must confirm in advance whether the item to be exported, technology to be transferred or presented, the person to be accepted, or the content of instruction, etc. requires permission from the Ministry of Economy, Trade and Industry when you engage in the following activities:

- Exporting (carrying) samples, research materials, and equipment to a foreign country
- Research presentations and meetings overseas
- Research exchanges with foreign collaborators in Japan
- When accepting foreign students or researchers from abroad

- Research meetings or research guidance with counterparts who are strongly influenced by a foreign entities or governments

To confirm, the Preliminary Check Sheet or Form for Assessment of Technology and Evaluation of Trade must be submitted. When you go on an international business trip, you must use the Self-Check Sheet for Those Who Go Abroad to verify whether you need to submit a Preliminary Check Sheet and submit the results.

<Penalties>

The unauthorized export or provision of items or technology that require permission violates the Foreign Exchange and Foreign Trade Act. Under the law, offending faculty members and the university to which they belong may be subject to penalties. (Criminal penalties such as a fine of up to 30 million yen for an individual (1 billion yen for a corporation (university)) or 5 times the price of the relevant goods or technology, imprisonment for up to 10 years (with concurrent convictions), administrative sanctions, etc. or other penalties.)

<https://www.hokudai.ac.jp/research/export-control/>
(In Japanese)

Please note that in the past at the University we had an incident in which viruses subject to List Control were being processed as not subject to Control, and a separate incident in which joint research involving sensitive technology was conducted with a party that was not on The Foreign End User List when the technology was provided, but later became an organization on the List.

Please contact the administrative office of your affiliated department or institute for further details on security export control.

9 Employment of Non-regular Employees in Laboratories

Non-regular employees such as specially appointed academic staff, contract employees, or part-time employees maybe be hired by open job postings or other means, utilizing external funding or other sources. Please adhere to the following when hiring non-regular employees.

- (1) When hiring a non-regular employee, a contract of employment must be concluded between the employee and HU, NOT with a faculty member.
- (2) Please speak with the administrative office of your affiliated department or institute regarding the current open positions, and the terms and conditions of employment such as hours and pay as well as hiring procedures. Submit all required documents by the due date.
- (3) Explain the duties and responsibilities of the position and confirm the other party's acceptance of the offer prior to hiring in order to avoid labor disputes. In addition, it is expected that you appropriately monitor and manage their work activities and work hours after hiring.
- (4) A contract of employment must be concluded for a temporary or seasonal job if it is contracted by a third

party and a superior-subordinate relationship exists, such third parties shall be considered employees. The compensation paid for their work is considered “salary” and not “honorarium”.

10 Information on Security Measures and Appropriate Use of Software

(1) Information Security Measures

To maintain a safe and secure information environment, the University has established the *Basic Rules on Information Security* and the *Rules on Information Security Measures* as its information security policies, and the *Information Ethics Guidelines* for the handling of information related to computers.

In addition to adhering to these rules yourself, please instruct your undergraduate and graduate students who use computers on campus to also strictly comply with them.

See the ICT Security Office website for details of the *Basic Rules on Information Security*, the *Rules on Information Security Measures*, and the *Information Ethics Guidelines*.

ICT Security Office Website (Japanese; on-campus access only)

<https://www.security.hokudai.ac.jp/>

HU implements tutorial programs on the basic knowledge of personal data protection and information security. Log in to SSO and select "個人情報保護・情報セキュリティ e-learning (Personal Information Protection and Information Security e-learning)." We ask that you complete these mandatory courses as soon as possible.

Guidelines for Information Ethics



Anyone who does not abide by these guidelines and causes harm or damage to others, resulting in civil or criminal liability or loss, shall be held personally liable. Furthermore, the violator may also receive disciplinary actions in accordance with Hokkaido University's regulations.

Users of Hokkaido University's information resource and information system are required to abide by the following rules.

1 Do not use the information for purposes other than education or research and any work related to them.

Example of violation:

- ▶ Conducting online trading using a device connected to Hokkaido University's network

2 Do not engage in conduct that can be construed as defamation, slander, violation of human rights, or harassment.

Example of violation:

- ▶ Posting on social media using threatening or degrading language

3 Do not receive or transmit information which infringes on public order and standards of decency.

Example of violation:

- ▶ Intentionally uploading or downloading obscene images or videos

4 Do not infringe on the privacy of others nor the rights to one's portrait.

Example of violation:

- ▶ Posting a photo of a friend or research facility member on the internet such as on social media or a blog without prior consent from the person

5 Do not infringe on the intellectual property rights of others such as copyrights and patent rights.

Example of violation:

- ▶ Installing and using software for which there is no clear ownership of the software license

6 Do not engage in the transmission of false information, fraudulent activity, or the misrepresentation of others.

Example of violation:

- ▶ Spreading unreliable information on social media which damages the reputation of others

7 Do not engage in political activities, religious activities, and activities for commercial profit.

Example of violation:

- ▶ Publishing information about a political organization you support within the university's website and others

8 Do not leak any information where there is an obligation to protect its secrecy.

Example of violation:

- ▶ Uploading on the internet a class name list that includes addresses and telephone numbers without the prior consent of everyone
- ▶ Publishing on the internet unpublished information that was obtained while working on a task
- ▶ Uploading a file with confidential information to cloud storage and making it visible to anyone due to wrong settings

9 Do not transfer or share your Identification card or user identification number (ID) to a third party.

Example of violation:

- ▶ Sharing your own ID and password and enabling the use of an information device for a friend who is unable to log in to an information device after forgetting his or her own ID

10 Manage your password properly.

Example of recommended practice:

- ▶ Using two-factor authentication based on the importance of the information handled

Example of violation:

- ▶ Making it easy for others to see your password, such as by writing it on a piece of paper and posting it on the PC monitor
- ▶ Another person gaining unauthorized access to the information system due to your usage of a weak password

11 Do not engage in conduct that hinders the efficient use or operation of the information system.

Example of violation:

- ▶ Mass downloading of documents from an electronic journal even though it is prohibited in the terms of use, resulting in access restriction across the whole Hokkaido University

12 Do not engage in conduct that violates other laws and basic social ethical standards.

Example of violation:

- ▶ Intentionally infecting another person with malware by sending a malware-infected email
- ▶ Continuously sending ideas, opinions, and others that are not directly related to work to an unspecified large number of faculty and staff

Hokkaido University

[Information Security: Dos and Don'ts]

- Set a strong password of no less than 12 characters with a combination of upper case, lower case, numbers and special characters. Do not share one password with multiple information systems.
- Make sure emails are not phishing scams before opening them. Carefully check the sender and the extension of the attached file.
- Install security software. Keep your OS and software updated to the latest version.

Note: Further information and security tips are available on our Information Security Management Section webpage.

【Inquiries】 Information Security Management Section, ICT Promotion Office
E-Mail: security@oicte.hokudai.ac.jp

(2) Use of Computer Software

To ensure that all software licenses are being appropriately used at HU, investigations are implemented into all computers used within HU, and persons using a computer that is new to HU are requested to submit a "Computer Management Register Form (「PC等管理台帳」)".

Please check the software license certificate (license agreement) for each PC, prepare the "Computer Management Register Form (「PC等管理台帳」)" and submit it with the vouchers, etc. attached within 30 days of employment at the University.

Please note that if the "Computer Management Register Form (「PC等管理台帳」)" is not submitted, you will be responsible for any and all liabilities related to the software use (i.e., the cost of external investigation to confirm compliance, all claims including compensation for damages, etc.)

You will receive a separate notice for preparation of the "Computer Management Register Form (「PC等管理台帳」)".

【Inquiries】 ICT Support Unit, Information Planning Division, Academic Information Department
E-Mail: jsys@oicte.hokudai.ac.jp

(3) Bulk Purchases of Software

The University conducts bulk purchases (site licenses) to prevent improper use of software and to procure software purchased with public funds at lower costs. As of October 2026, the software covered is as follows.

- ArcGIS, MATLAB, Signals ChemDraw

Please contact the administrative office of your affiliated department or institute for information on specific purchase methods.

【Inquiries】 ICT Support Unit, Information Planning Division, Academic Information Department
E-Mail: jsys@oicte.hokudai.ac.jp

(4) Use of Software on Volume Licensing

The following software products are available through volume licensing between the service providers and HU. You may use the latest version of these products and services without purchasing them. Log in to the Single Sign On System and register on "包括契約ソフトウェア申請システム (Software License Registration System)" to install a product of your choice:

- 1) Adobe Creative Cloud Enterprise
- 2) Microsoft Office

Details on available software, conditions of use, and methods of use are given in the Registration System. Please contact the administrative office of your affiliated department or institute.

【Inquiries】 ICT Support Unit, Information Planning Division, Academic Information Department
E-Mail: jsys@oicte.hokudai.ac.jp

11 Protection of Personal Information

The *Hokkaido University Personal Information Management Rules* set forth the general principles for the handling of personal data as well as safety measures to prevent personal data breaches such as destruction, loss, alteration, unauthorized disclosure of, or access to, personal data as outlined below:

- (1) **Before Collecting Personal Data**
Specify what you need the personal data for. Personal data can only be collected for specified purposes and to the extent that is necessary. In general, the purpose of processing personal data must be disclosed prior to collecting it.
- (2) **Processing Personal Data for Different Purposes Than That for Which it was Collected**
Unless required by laws and regulations, personal data cannot be used or provided for purposes other than those specified to the individual.
- (3) **Handling of Personal Data**
Adhere to security protocols to prevent personal data breaches: Password protect files on your PC; Store documents, electronic devices, and equipment in a safe place such as a cabinet with a lock; shred documents that contain personal data when disposing of them; and use data deleting software or physically destroy hardware when disposing of data storage devices such as a hard disk drive.
- (4) **Confidentiality of Personal Data**
Disclosing personal data you have obtained during the course of your work at HU to others without permission or using it for unauthorized purposes is strictly prohibited. The same principles also apply after you leave HU.
- (5) **Duty to Report**
In the case of a security incident such as a data breach, it is mandatory to report the incident immediately to the head of your affiliated department.

The *Guide to Personal Data Protection* (available in Japanese) provides an overview of the more comprehensive *Hokkaido University Personal Information Management Rules*. To prevent incidents seen at HU in recent years such as emails mistakenly sent out or PCs that contain personal data being misplaced, HU has developed *How to Handle and Protect Personal Data* (available in Japanese) for faculty and staff members.

Please refer to the website below (internal use only) and consult with the administrative office of your affiliated department or institute for details regarding the protection of personal data.

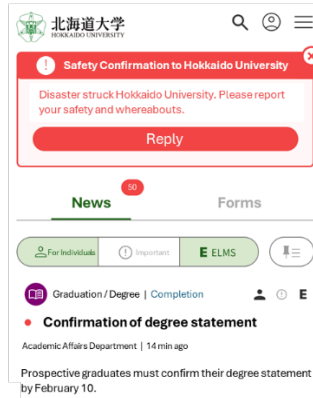
<https://www.hokudai.ac.jp/jimuk/gakunai/hogo/> (in Japanese)

12 Confirmation of Safety in Large-scale Disasters

To provide all university members access to information and resources, HU has introduced “Unire: The Integrated Information-sharing Platform,” which is available in both smartphone app and web browser formats. Unire serves as a comprehensive gateway to information by integrating various systems and leveraging its unique features to display personalized notices and facilitate online procedures. In the event of a major disaster, Unire is used to confirm the safety of HU members.

Initially, we require all students and staff to use the PC web browser version of Unire when getting acquainted with the system. However, as a quick means of confirming safety in the event of an emergency, we recommend that you also download the app to your compatible devices.

- “Unire: The Integrated Information-sharing Platform”: <https://unire.hokudai.ac.jp>



1. Select your physical health status.

☒ Safe (and I can attend classes / I can come to work)

☐ Safe (but I CANNOT attend classes / I CANNOT come to work)

☐ Injured (but I can attend classes / I can come to work)

☐ Injured (and I CANNOT attend classes / I CANNOT come to work)

2. Have you evacuated? Where are you now?

☒ Home

☐ University

☐ Local emergency shelter (off-campus)

☐ Other

[Contact] Risk Management Unit, General Affairs Division, General Affairs and Planning Department
Email: r-mgmt@general.hokudai.ac.jp

13 Use of Groupware (desknet's NEO) and Entry of Profile Information

The University has introduced the groupware, desknet's NEO, for faculty and staff members in order to improve operational efficiency by centralizing information sharing among its members. There are many functions available on desknet's NEO, so please be sure to register your extension number and email address in your profile to receive notifications by email for scheduling functions, etc., and so other staff members may find your extension number on desknet's NEO.

Please refer to the user manual (in Japanese) through the link below for how to create your profile.

HU website (Japanese version) > 教職員向け > SSO システム > デスクネッツネオ (グループウェア) > 文書管理 > desknet's NEO ほかシステム関係 > 01_desknet's NEO > 01_デスクネッツネオ_マニュアル等
<https://dnets.general.hokudai.ac.jp/cgi-bin/dneo/z.cgi?1z53vwtwf5ks> (in Japanese)

【Inquiries】 Planning Unit, General Affairs Division, General Affairs, and Planning Department
Email: s-kikaku@general.hokudai.ac.jp

14 Acquisition of researchmap IDs and Entry of Data such as Degrees and Achievements

In accordance with the Regulation for Enforcement of the School Education Act, faculty members are required to publicly disclose their academic achievements. At HU, this information is published on the university website via the “研究者総覧 (Comprehensive Directory of Researchers)”. The data shown on this page related to academic degrees and achievements is based on the information registered in “researchmap,” a researcher database operated by the Japan Science and Technology Agency (JST).

“researchmap” is a convenient support tool that helps researchers easily keep records of their published papers, Grants-in-Aid for Scientific Research (KAKENHI), and patents by importing information from external systems. It significantly reduces the need for manual data entry and provides useful features to support research and educational activities.

In order to keep the Comprehensive Directory of Researchers up to date, we ask that all faculty (including Specially Appointed Academic Staff) register their degrees and research achievements on researchmap. Once registered, please continue to update your research achievements regularly.

The procedure for entering your information is as follows:

- 1) Register for a researchmap ID. (For those who are not yet registered)
- 2) Register your information in “researchmap”
 - ① For those who have transferred from or hold concurrent positions at other universities, please input Hokkaido University under affiliated organizations and set to “public”.
 - ② Register your degree under basic information and set to “public”.

(Only information set to “Public” in researchmap, such as degrees and research achievements, will be published in the Comprehensive Directory of Researchers. Please be sure to set degrees and any publishable research achievements to “Public” so that your profile can be properly reflected in the directory.)

For more details on how to register your information in “researchmap,” please refer to the link below.

https://www.hokudai.ac.jp/bureau/RandR/rmap_manual_eng.pdf

【Inquiries】 Evaluation Analysis Section, Planning Division, Office of Management and Planning
E-Mail: tenken@general.hokudai.ac.jp

15 Procedures for Using the University's Emblem, Marks, and Logos

Faculty and staff members of HU may use the University's emblem, marks, or logos for University operations, as well as for educational and research activities.



Downloads

<https://www.hokudai.ac.jp/jimuk/gakunai/ui/download.html>

16 Whistleblowing and Breach Reporting System

The whistleblowing and breach reporting system is a tool for early detection and handling of potential or substantiated misconduct that violates laws covered by the *Whistleblower Protection Act*, other laws and regulations, rules and regulations of HU, or ethical principles and other codes of conduct for education, research, and medical treatment. The system provides comprehensive protection for whistleblowers when it receives information about misconduct.

HU has established whistleblowing channels, a process for responding to complaints including investigation of allegations and measures to protect whistleblowers. Please refer to the link below for more information.

Whistleblowing and Breach Reporting Channels (in Japanese):

<https://www.hokudai.ac.jp/pr/johokokai/whistle-blowing/>

17 Ainu Relations and Initiatives

The University established the Office of Ainu Relations and Initiatives in April 2022 to create an environment that allows students, faculty, and staff members with Ainu heritage to devote themselves to education, research, and professional duties with their human rights protected, and to raise awareness of the history and culture of the Ainu people.

Since 2019, HU has been conducting "the Program for Faculty Development that Explores Relationships Between HU and the Ainu in the Past, Present and Future Toward Fostering a More Inclusive Campus". The archive of previous video training sessions may be accessed via the link below (The website is in Japanese and English, with English subtitles available on training session videos.)

Sessions for a Deeper Understanding of Ainu People and Cultures

<https://moodle.elms.hokudai.ac.jp/course/view.php?id=12024>

II Code of Conduct, etc.

1 Office Hours

- (1) The prescribed working hours for HU employees are 7 hours 45 minutes per day, or 38 hours 45 minutes per week.

Base office hours: 8:30-17:00

Break times: 12:15-13:00

- (2) Faculty members (who are mainly engaged in research) are subject to a Discretionary Working System, based on their consent. The starting and finishing times as well as working hours are decided at the discretion of each faculty member.

[Discretionary Working System]

Due to the nature of job categories, factors such as working methods and time management are left to the discretion of employees.

- (3) You must apply for a leave of absence when you are not physically present at your place of work at HU, except for when you are on business trips, etc.

2 Handling of Cases in Which Employees Engage in Work Other Than Their Job at HU (Concurrent Posts)

HU employees may hold concurrent posts only after receiving permission. Criteria for permission, handling of working hours, etc. are described below. Consult the administrative office of your affiliated department or institute if you wish to hold a concurrent post.

(1) Criteria for Permission

- 1) The other post does not interfere with the employee's work at HU.
- 2) The other workplace is not an interested party of HU.
- 3) No conflict of interest exists between the responsibilities of the employee's post at HU and those of their other post.
- 4) The other post does not interfere with the employee's fair and reliable performance of their post at HU.

(2) Handling of Office Hours

Other concurrent post	Handling of working hours
Member of a national or local government agency, etc.	Same as the responsibilities at HU
Part-time lecturer at another university	Must obtain an exemption from official responsibilities at HU
Concurrent posts other than those above	Must work outside office hours Must work during paid annual leave and on holidays

(3) Scope of Remuneration

The maximum remuneration amount shall be within the scope of social accountability. Please be aware that Employees who receive remuneration for work outside of the University must file their own final tax returns.

(4) Self-employment

Self-employment or side businesses (such as renting or leasing properties, selling solar power, farming, or

otherwise contributing to society or undertaking business using their knowledge, skill, and expertise) may be undertaken after receiving permission from the university, if the work meets the criteria outlined in (1) and employees otherwise fulfill the requirements for special permission.

3 Health Checkups

Faculty members at HU are required to undergo regular health examinations (checkups) in accordance with Article 66, Paragraph 5 of the *Industrial Safety and Health Act*. In addition to these checkups, faculty members who routinely handle regulated chemical substances are also required to undergo special medical examinations (i.e., health checkups for individuals engaged in hazardous work).

Health examinations are scheduled throughout the year as outlined below. Please make sure to undergo your examination during the designated period. For more information, contact the administrative office of your affiliated department.

Medical Faculty: April and October

Sapporo Campus: June to September, and December to January

Hakodate Campus: July and December

(*Schedule may vary depending on the availability of examination facilities.)

4 Staff IDs

Staff IDs are issued to HU employees. These IDs are IC cards and function as personal identification.

In addition to proving that the holder is an employee of HU, staff IDs function as entrance passes to HU facilities. Since it contains personal information, please comply with the following terms.

- (1) Always carry your staff ID with you.
- (2) Staff IDs must not be lent or transferred to other parties.
- (3) Immediately contact the administrative office of your affiliated department or institute to apply for reissue of a staff ID in any of the following cases:
 - 1) If your staff ID is lost, stolen, etc.
 - 2) If your staff ID is defaced, damaged, etc. to the extent that it can no longer be used.
 - 3) If the information written on your staff ID changes, such as last name(s).
- (4) Immediately return your staff ID to the administrative office of your affiliated department or institute in any of the following cases:
 - 1) If you lose your status as an employee of HU.
 - 2) If the expiration date of the staff ID has passed.
 - 3) If applying for reissue for the reasons described in (3).

III Finances and Accounting

1 Ordering and Inspection (Acceptance and Inspection) of Goods, etc.

(1) Ordering of Goods

1) Orders should generally be placed by the department responsible for managing contracts with vendors. To place an order, please submit a purchase request to the administrative staff of your affiliated department or institute, who will then forward the request for processing.

2) Faculty members may place orders directly with designated suppliers only when the value of each contract is less than 1.5 million yen.

[Hokkaido University's Designated Vendors]

- Main Vendors (Vendors with whom the University has ongoing contracts)
- Electronic System Vendors (Vendors available through the Electronic Purchasing System)

(2) Ordering Goods through Unit Price Contracts

Price agreement contracts (unit price contracts) concluded in advance with specific vendors enable affordable purchasing for goods that require frequent purchase due to widespread use across the University. HU has concluded unit price contracts for over 20 items such as photocopier paper, ethanol, industrial wipes (Kimwipes and Kimtowels), and alkaline batteries. Except under special circumstances, please be aware that these items cannot be purchased from vendors other than the ones contracted by HU.

(3) Inspection of Delivered Goods (Acceptance and Inspection)

1) All goods delivered to HU from suppliers must be inspected (acceptance and inspection) by the Inbound Delivery Control Center.

2) Goods that are not delivered via the Inbound Delivery Control Center must be inspected (acceptance and inspection) by the faculty members who placed orders.

3) In the case of 2), the goods must also be inspected by a third party other than the faculty member who made an order (either a faculty member or HU employee, but not a student), and both parties must affix their seals to or sign the delivery receipt (excluding some goods ordered through EPS). The Procurement Division of the Finance Department will perform physical verification on a portion of the delivered items. We appreciate your cooperation in advance.

- Hokkaido University Procurement Information Website (for faculty and staff members)
<https://north.finance.hokudai.ac.jp/~chotatsu/gakunai/kyouinorder.html> (in Japanese)
- "電子購買システム (Electronic Purchasing System (EPS))"
<https://enreiso11.oicte.hokudai.ac.jp/portal/> (in Japanese)

2 Out-of-pocket Expenses and Corporate Credit Card Payments

Faculty members may temporarily pay for goods out of pocket if immediate acquisition would prevent obstacles from undermining your efforts to perform tasks in education and research.

Where credit cards are accepted, you can make a payment with your Hokkaido University Corporate Credit Card rather than with your out-of-pocket money.

Read instructions before making out-of-pocket/corporate credit card payments.

- "北海道大学調達情報ホームページ（教職員向け）(Hokkaido University Procurement Information Website (for faculty and staff members))" (accessible only from within the University) > "立替払とコーポレートカード払 (Out-of-Pocket and Corporate Credit Card Payments)"
<https://north.finance.hokudai.ac.jp/~chotatsu/gakunai/kyouinorder.html> (in Japanese)

3 Applications for Business Trips (Application Procedure for Travel Expense Payment)

Faculty members must file a travel application in advance to get business trips approved. Log into the Travel Expenses System (bt-Ace) and provide all required information (such as travel destinations.) You can book flights through the same system.

- "旅費システム (Travel Expense System (bt-Ace))" *Please access from the SSO system menu.
<https://enreisoll.oicte.hokudai.ac.jp/portal/>
- "国立大学法人北海道大学旅費規則 (National University Corporation Hokkaido University Travel Expenses Regulations)"
https://www.hokudai.ac.jp/jimuk/reiki/reiki_honbun/u010RG00000482.html (in Japanese)
- "国立大学法人北海道大学旅費規程 (National University Corporation Hokkaido University Travel Expenses Rules)"
https://www.hokudai.ac.jp/jimuk/reiki/reiki_honbun/u010RG00000483.html (in Japanese)

4 Payment of Honoraria

Honorarium payments are awarded to those who complete necessary temporary work for the university but are not formally employed by Hokkaido University. Those formally recognized as employees receive a salary for their contributions rather than an honorarium.

*Examples of work eligible for honoraria include lectures, participation in meetings, providing guidance or advice, manuscript preparation, and translation (both spoken language interpretation and written language translation), etc. Please note that prior procedures are required before arranging any honorarium payments.

5 Transferring Research Materials and Equipment from Other Institutions Upon Appointment at HU

When transferring research materials/equipment from your previous institution upon appointment at HU, you must follow our donation acceptance procedures or free transfer procedures for tangible research property. Please confirm with the accounts/supplies section of your department.

6 Purchasing Books and Magazines

The purchase and management of books, magazines, etc., are handled according to the accounting rules of the University, similarly to other goods. However, there are some differences in the handling of other goods.

Note: Creating a Purchase Request Form in the Financial Accounting System is unnecessary when purchasing books and magazines.

(1) How to Order Books

- 1) If certain conditions are met, faculty members can place orders directly through the Electronic Purchasing System (EPS).
- 2) In other cases, please order through the Library via the Library Web Service.
- 3) For details on the conditions for orders placed by a faculty member (through major vendors and EPS), please refer to the manual available online (in Japanese).
https://www.lib.hokudai.ac.jp/web/book-order-help/libmanualver5_sapporocampus (Sapporo Campus)
https://www.lib.hokudai.ac.jp/uploads/2024/11/202411fish_konyu.manual.pdf (Hakodate Campus)

(2) Subscriptions to Magazines

- 1) Subscriptions to magazines are treated differently from book purchases. Please refer to "「6.雑誌の定期購読」 (6. Subscription to magazines)" in the online manual.
- 2) The process for purchasing a specific issue of a magazine is the same as when purchasing a book.

(3) Books Treated as Fixtures

- 1) Books that are intended to be used for a year or more at the time of acquisition or binding are treated as fixtures.
- 2) Books registered as fixtures are assets of the University. Please ensure appropriate management and cooperate with book inventories.
- 3) When orders are placed by a faculty member (through major vendors and EPS) or through the Library, please accurately specify whether the books are fixtures or consumables

7 Other

For further information on the overall finance and accounting operations of HU, refer to the National University Corporation Hokkaido University Accounting Operation Standards (accounts operations manual in Japanese).

- "国立大学法人北海道大学会計業務実施基準 (National University Corporation Hokkaido University Accounting Operation Standards (accounts operations manual in Japanese))"
<https://north.finance.hokudai.ac.jp/~zaimu/> (in Japanese)

IV Information Network, etc.

1 HU's Information Network

HU's information network is known as **Hokkaido University Information NEtwork System**, which is abbreviated as HINES.

See the latest version of the Reference of Information Security and Campus Network HINES WORLD for basic information and procedures for using HU's network.

- Reference of Information Security and Campus Network HINES WORLD
https://www.hines.hokudai.ac.jp/HINESWORLD/pdf/HINES-WORLD_2018_English.pdf

A HINES supervisor is assigned to each department. The supervisor performs duties such as institute-wide network management, receiving applications, and giving necessary notifications.

To use the network, it is necessary to log in to the Single Sign-on (SSO) System as described in the next section, select the "HINES Portalpage" and apply for an e-mail address or a device through "Application relating to HINES".

【Inquiries】 Information Network Unit
ICT Planning Division
Academic Information Department
E-Mail: net-t@oicte.hokudai.ac.jp

2 How to Access the Single Sign-on (SSO) System (University-wide Network System)

(1) About the SSO system

HU's Single Sign-On (SSO) system enables its faculty and staff members to access all information systems of the University with a single ID and password set.

An SSO User ID and Password Notification will be sent to each HU faculty member by the General Affairs Section of the administrative office after their employment date. Please contact them if you have not received one.

[SSO System]
<https://enreiso11.oicte.hokudai.ac.jp/portal/>

Accessing SSO from outside the campus network requires a pre-setup that associates your SSO ID either with an email address or with an authenticator app on your mobile device.

The following information systems can be used via SSO at present (some of the systems do not provide an English interface).

[Examples - information systems accessible via SSO]

1. Inquiring System for Salary Statement
2. Electronic Notification System
3. Financial Accounting System
4. Groupware
5. Travel Expenses System (bt-Ace)
6. Information Initiative Center Portal Page
7. Academic Affairs System
8. Educational Information System
9. Library Web Services
10. Working Management System Note: Not available to the faculty members to whom HU's discretionary working system applies
11. Electronic Purchasing System
12. Software License Registration System
13. Information/Protection/Security of Personal Information
14. GFC (Global Facility Center) Service
15. Hokkaido University Business Intelligence
16. KAKENHI Research Proposal Document Archive
17. HINES Portalpage

【Inquiries】 ICT Promotion Unit
Information Planning Division
Academic Information Department
E-Mail: jsys@oicte.hokudai.ac.jp

(2) Unire: The Integrated Information-sharing Platform

This year, we are introducing “Unire: The Integrated Information-sharing Platform” to all members of HU as a centralized one-stop online access point for various university procedures. Including access to information systems accessible via SSO (see above), the Unire platform will also be a place where university news updates and information on different university procedures will be made available. Along with a PC Web browser version a smartphone version is also available.

Hokkaido University Website > Unire (can be accessed through the banner on the homepage)

<https://unire.hokudai.ac.jp/>

•Can log in with your SSO ID

•Refer to the information at the following website for how to download the smartphone application.

<https://mx.general.hokudai.ac.jp/unire>

V Matters Relating to Education and Student Support

1 Educational Code of Ethics

HU has established the Hokkaido University Educational Code of Ethics to define the code of conduct for its faculty members to achieve the primary educational goals of HU. See the following webpage for details.

<https://www.global.hokudai.ac.jp/wp/wp-content/uploads/2025/02/Hokkaido-University-Code-of-Ethics-in-Education.pdf>

2 Cooperation for Liberal Arts Education and General Education

HU's liberal arts education is comprised of liberal arts course subjects and foundation course subjects. To make use of its structure as a comprehensive university with a wide range of undergraduate schools, faculty members who teach their specialized field at each school are also in charge of liberal arts education. Faculty members are asked to support liberal arts education by teaching relevant courses.

First-year students at HU mainly take liberal arts and foundation course subjects at the First-Year Education Division before proceeding to their respective schools in their second year. Therefore, cooperation from faculty members across the University is necessary to give guidance to first-year students including taking on the role of homeroom teachers.

3 Academic Assessment

For students enrolling in the bachelor's program from AY 2015 onward, the University has established an 11-point grading system with grades "A, B, C, D, and F" where "A+" through "C" are passing grades, in order to improve international compatibility and create a more detailed grading system. The GPA (Grade Point Average) system has also been introduced to undergraduate programs with the aim of increasing students' desire to learn and contributing to the appropriate academic guidance. The Grade points are given for each grade as shown below.

Grade	A+	A	A-	B+	B	B-	C+	C	D	D-	F
GP	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.0	0.7	0
Approximate Raw Scores	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	50-59	0-49	No evaluation

For graduate students and students who enrolled in the bachelor's program in AY2014 or earlier, grades are given based on a 5-point scale of Excellent, Very Good, Good, Fair, and Fail, in which Excellent, Very Good, Good, and Fair are passing grades.

Grade	Excellent	Very Good	Good	Fair	Fail
GP	4.0	3.0	2.0	1.0	0
Approximate Raw Scores	90-100	80-89	70-79	60-69	0-59

4 Entry of Syllabus and Academic Records

Syllabus and academic assessment of students must be entered into the “Hokkaido University Academic Affairs System” available through the SSO system. This Entry System allows you to do the following:

- 1) Enter/confirm the information on the syllabus.
- 2) Enter/confirm the academic assessment report.
Please note that all the supporting materials for the academic assessment (answer sheets, reports, class participation records, etc.) must be properly stored even after the assessment was reported in order to respond to students’ appeals against the assessment or for other purposes.
The records for the General Education Courses must be kept for four years. Please confirm how to handle records for the specialized subjects and graduate school course subjects, as procedures vary from school to school.
- 3) View the directory of enrolled students in each course.
- 4) Set authority of course registration; and
- 5) Confirm attendance record.
- 6) Check your students portfolios
*You are authorized to view the attendance records of students in your course, for General Education Courses only.

To use the "Hokkaido University Academic Affairs System", you must submit an "Academic Affairs System User Application Form" to the academic affairs unit of your affiliated department.

Upon receiving the application, your user ID will be created, and you will be informed when the system becomes available by email at the email address you specified in the application form. The SSO portal page after login should show the "Hokkaido University Academic Affairs System" in the SSO menu. Click on the Hokkaido University Academic Affairs System icon to enter. You must log in to the SSO System to access the Hokkaido University Academic Affairs System. Click on the "Manual" for "Syllabus Registration" or the "Online Grading System User Guide" for instructions on how to use the system.

5 Duties Relating to Entrance Examinations

The duties concerning the entrance examinations are an important responsibility of all faculty members.

- (1) At HU, entrance examinations for undergraduate students are conducted through a university-wide support system. Faculty members and teaching staff (including those affiliated with research facilities) may be requested to engage in duties related to entrance examinations, such as exam supervision, for departments other than their own.

You may be asked to assist in administering the following examinations:

- 1) Common Test for University Admissions (the first Saturday and Sunday on or after January 13) *
- 2) Individual Academic Achievement Test, etc. (First-round entrance exam: February 25-26, Second-round entrance exam: March 12)
- 3) Frontier Entrance Exam (mid-November) (select schools only, check with your affiliated school)
- 4) Returnee Student Exam (mid-November)
- 5) International Qualification Based Admission (mid-November)
- 6) Entrance Exam for self-supported international students (mid-November)

*Proctors for 1) Common Test for University Admissions are required to view the briefing session for listening comprehension exam staff and the briefing session for proctors. Proctors for 2) Individual Academic Achievement Tests, etc. are required to view the briefing for proctors. These sessions are available on demand and must be viewed during the specified period to ensure you are amply prepared to carry out your duties on test day.

- (2) HU also requires all faculty members to engage in creating, verifying, and marking exam papers for its Individual Academic Achievement Tests, etc.
- (3) Transfer admission tests at undergraduate schools and entrance exams at graduate schools are conducted by each school or graduate school. You will therefore be required to perform duties relating to these examinations in your affiliated department.

6 Acceptance of International Students

The following is a brief overview of the admission and basic procedures concerning international students.

(1) Types of International Students

International students can be broadly categorized into two types based on how their study expenses are covered:

- 1) Government-supported International Students: Those who receive scholarships from the Japanese government (Ministry of Education, Culture, Sports, Science and Technology).
- 2) Self-supported International Students: Those who do not receive government scholarships.

Note 1): Government-supported international students are further divided into the following three categories based on selection method:

- a. Embassy Recommendation: Those who apply through the Japanese embassy in their own country and are selected as government-supported international students.
- b. University Recommendation: Those who are living abroad and are selected as government-supported international students based on a recommendation from the host university.

University recommendations include:

- General Category
- Special Program Category (special categories) for prioritized placements of government-supported international students.

Each category has a different procedure. Please check the application guidelines for instructions on specific categories.

- c. Domestic Selection: Those who are already self-supported international students with outstanding academic performance and need financial assistance may be selected as government-supported international students (in recent years, there have been no open opportunities).

For category (a), students must submit a request to a faculty member in advance regarding prior acceptance approval. A letter of acceptance must be issued under the name of the head of the affiliated department.

Subsequently, an official written request for acceptance will be sent from the Ministry of Education, Culture, Sports, Science and Technology to HU. Upon receipt, the Student Exchange Division will coordinate with the Academic Affairs Section of each department to designate a supervising faculty member, based on the acceptance approval and the student's field of study.

Note 2): Self-supported international students must research potential supervising faculty members whose expertise aligns with their own through the HU website, and apply directly for academic supervision by email, etc. Faculty members who receive such requests should confirm with the administrative office (Academic Affairs Section) of their department before proceeding with the necessary procedures.

In addition, some departments have implemented a Pre-admission Support System (PSS) for international students who wish to advance to the graduate school of the University for preliminary approval from a faculty member for research guidance after admission. This system digitizes the entire flow of the procedures.

For details, please refer to the following website for prospective international graduate-level students.

For information for international students who wish to study at the University, please refer to the Hokkaido University International Students Information Website listed below.

(2) Support System for Accepting International Students

- 1) Intermediary Service for Submitting Application Documents for a Certificate of Eligibility
A 'Certificate of Eligibility' is required for new international students to obtain a 'Student' visa in Japan. The Student Exchange Division acts as an intermediary for submitting the application documents for the 'Certificate of Eligibility' to the Immigration Bureau of Japan. For inquiries regarding the application, contact the administrative office (Academic Affairs Section) of your affiliated department.
- 2) Supporter System for Newly Arriving International Students
Supporter students assist new international students arriving in Japan for the first time to ensure that they have a smooth transition into their life and studies (or research) in Sapporo or Hakodate. Each year in February and August, HU conducts recruitment for supporters through the affiliated departments (Academic Affairs Section) and the Student Exchange Division of the Academic Affairs Department.
- 3) Accommodations for International Students
HU provides accommodations for international students, with applications for residency accepted around mid-December and mid-June each year through the affiliated departments (Academic Affairs Section). For an overview of the accommodations and other details, please refer to the Handbook and website linked below.
- 4) Japanese Language Study
The International Education Center of the Institute for Academic Innovation offers General Japanese Language Courses for international students in April and October. Students wishing to enroll should complete the application process within the specified deadline on the International Education Center's website. For more details, please refer to the Handbook linked below and the website of the The International Education Center of the Institute for Academic Innovation.
- 5) Guarantors for Renting Housing for International Students
When international students rent apartments, etc., and require a guarantor, they are advised to use a private guarantor company. Faculty members are requested not to personally act as guarantors. International students are informed that HU faculty and staff members cannot act as guarantors or provide emergency contact details for guarantor companies. For more details, please refer to the Handbook and website linked below.
- 6) Various Scholarships from Private Organizations Applied for Through Hokkaido University
If international students wish to receive scholarships for the upcoming academic year, they must register as candidates during the designated registration period; without registration, they will not be able to apply for various scholarships. Academic supervisors will evaluate the academic performance and other aspects of registered international student candidates. For details on the scholarship application process and selection procedures, please refer to the Handbook below and the HU International Students Information Website.
- 7) International Student Counseling Office in the Student Advice and Counseling Center
Clinical psychologists who can speak Japanese and English are available to listen to international students who are struggling with academic issues, career paths, concerns related to personality or self-understanding, interpersonal relationships, cultural adaptation, and any other personal concerns they may have. Working together with students, the psychologists seek to help them identify and explore possible solutions. For details on how to seek counseling, please refer to the Handbook linked below and the Student Advice and Counseling Center (International Student Counseling Office) website.

8) International Student Support Desk

The International Student Support Desk is located on the first floor of the Student Advice and Counseling Center and offers a welcoming space where international students can comfortably ask questions and talk with peer support staff. The student staff members at the Support Desk provide friendly assistance and can speak Japanese and English (with some staff also able to assist in Chinese and other languages). For information on when the Support Desk will be open during the 2026 academic year, please refer to the support desk Instagram (@supportdesk_hu).

Hokkaido University Website (in English)

<https://www.global.hokudai.ac.jp/>

北海道大学留学生の生活サポート [HU International Students Information Website]

<https://www.oia.hokudai.ac.jp/cier/>

International Education Center of the Institute for Academic Innovation Website (in Japanese)

<https://isc.high.hokudai.ac.jp/>

Handbook for International Students (in English and Japanese)

Hokkaido University website→ ABOUT→ Brochures→ Handbook for International Students

<https://intl-student-handbook.oia.hokudai.ac.jp/en/homepage>

Student Advice and Counseling Center Website

<https://www.sacc.hokudai.ac.jp/en/>

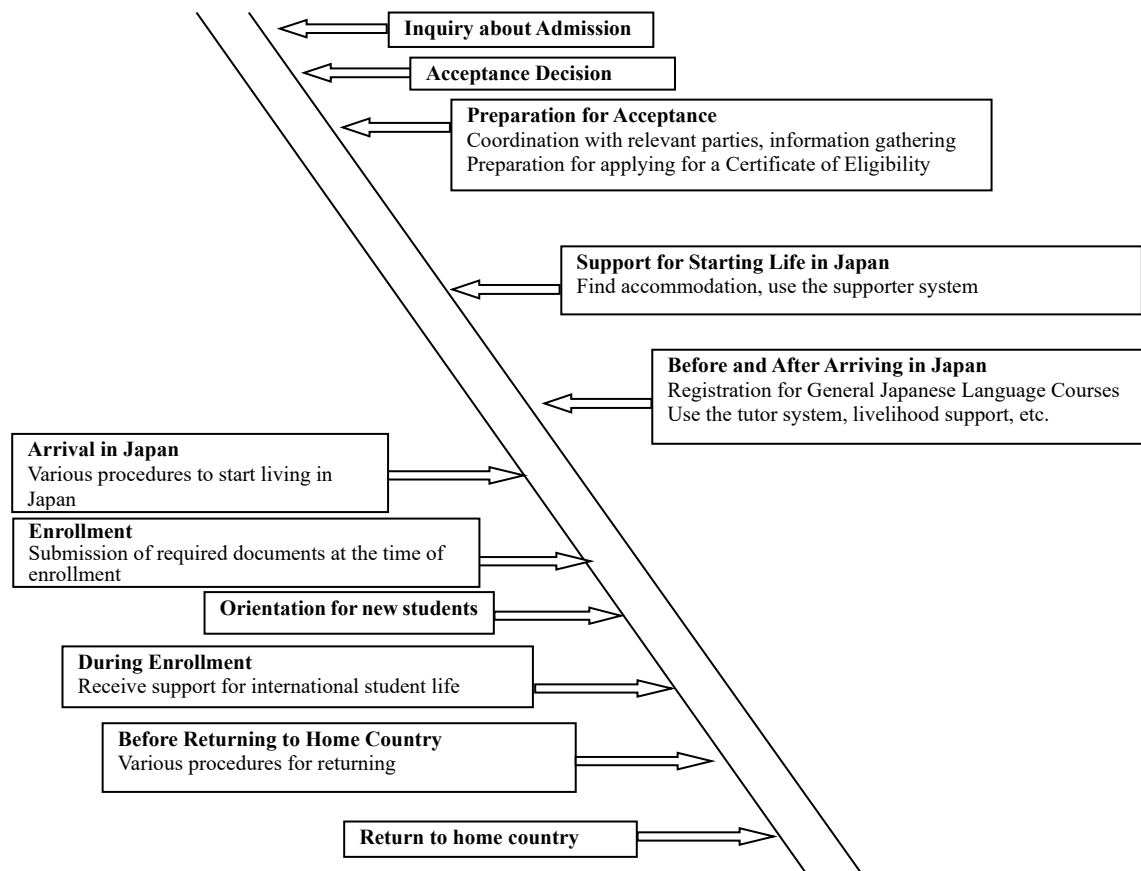
Gateway to Global Leaderships: For Future Graduate Students Website

<https://futuregrad.oia.hokudai.ac.jp/>

International Student Support Desk Instagram

https://www.instagram.com/supportdesk_hu

【International Students: From before arriving in Japan until returning to their home countries】



(1) What is Faculty Development (FD)?

Faculty development is an organized process to help faculty members improve their educational skills such as teaching and curriculum development. Programs include mutual observation of classes, seminars on teaching methods, and training courses for new faculty members. FD is made compulsory under the Standards for the Establishment of Universities and the Standards for the Establishment of Graduate Schools.

(2) Hokkaido University Initiatives

In addition to Faculty Development resources offered by departments and institutes at Hokkaido University, various training sessions and seminars on University Initiatives have also been made available through the Collaborative Learning and Educational Enhancement Center of the Institute for Academic Innovation.

Training sessions are structured to be accessible regardless of field or tenure and all faculty members are welcome to attend (not just new faculty members). Subjects covered include topics such as lecture planning, supporting students in their studies, and curriculum improvement and are meant to deepen expertise and applicable skills that can be applied to everyday work. Current training sessions are grouped into 6 different domains: “Lecture Design”, “Lecture Technique”, “Trends in Higher Education”, “Supporting Students”, “Management”, and “Communication”.

To ensure ease of access for different working environments and schedules, webinar and on-demand formats are also available in addition to traditional in-person sessions. For more information on available training sessions, refer to the link below or the ELMS group “kx0094 On Demand Training for All Faculty and Staff:

<https://ctl.high.hokudai.ac.jp/en/> (in English)

The Student Counseling Office, Accessibility Services Office, and International Student Counseling Office, housed in the Collaborative Learning and Educational Enhancement Center of the Institute for Academic Innovation, provide psychological support and accessibility support to enhance students' university life and learning. The Center was established for the purposes of facilitating HU students' personal growth and contributing towards the development of education and research for the University. Licensed public psychologists and coordinators work together to address a range of student concerns. The Center is comprised of the Student Counseling Office (for students whose primary language is Japanese), the International Student Counseling Office (with counseling available in Japanese and English for international students), and the Accessibility Services Office (for students with disabilities). Additional information is available through the following link.

Student Advice and Counseling Center (International Student Counseling Office, Accessibility Services Office, Student Counseling Office) Website

<https://www.sacc.hokudai.ac.jp/en/>

9 Peer Support, Learning Support (Peer Learning Unit)

(1) What is Peer Learning?

A “peer” is someone considered to be at the same level or stage as you in a given area of life. Peer learning is when students partake in student life and study together. It is not merely a peer level imitation of the typical student/teacher relationship where the teacher teaches and the student learns. At Hokkaido University faculty, staff, and students cooperate to support students coming together to collaboratively study.

(2) Peer Learning Unit Features

The Peer Learning Unit was established in the Collaborative Learning and Educational Enhancement Center to promote student-led peer learning in April 2026.

In peer support (Student Life Counseling), undergraduate or graduate peer supporters assist other students in course registration, career path discussions, or navigating interpersonal relationships, among any other concerns they may have in their daily lives.

Learning support is centered around graduate student supporters who can offer assistance in understanding course content or textbooks, how to write reports, and general support centered around study and learning. The main subjects covered by this support are math, physics, chemistry, biology, and natural science experiments.

In addition, the Peer Learning Unit also collaborates with the Accessibility Services Office and the International Student Counseling Office allowing students from a wide range of backgrounds to come together, further promoting an environment where students support each other in their studies and lives.

For more detail, check out the Hokkaido University Peer Learning Unit’s Instagram (@hu_peerlearning).

https://www.instagram.com/hu_peerlearning

VI Research Partnerships and Partnerships Between Universities and Industry

1 Types and Procedures for Competitive Research Funds

(1) What are Competitive Research Funds (Public Research Funds)?

Competitive or public research funds refer to publicly solicited research funds, mainly competitive research funds (*1), provided by the national government, independent administrative agencies, or local governments.

At HU, the Division of Research Promotion & Planning gathers information from each organization and publishes it on the websites linked below, as well as distributing it to each department by e-mail. This ensures that all faculty are provided with information on competitive research grants and other publicly available opportunities.

Information on research aid provided by private organizations (corporations and public interest incorporated foundations) is also shared in the same manner. We highly recommend taking advantage of this resource when considering applying for research funds.

In addition, on the Research Grant Search System “Dash” provided by the Integrated URA Office, you can look up competitive research grants and grants provided by private organizations etc., by criteria such as grant amounts, grant application periods, and field. We highly recommend taking advantage of these resources when considering applying for research funding.

○List of Competitive Research Funds and Other Public Research Funds (National Government and Government Agencies)

<https://www.hokudai.ac.jp/research/research-support/research-grants/josei/kyososhikin/> (in Japanese)

○List of Public Research Aids (Private Organizations, etc.)

<https://www.hokudai.ac.jp/research/research-support/research-grants/josei/kenkyujosei/> (in Japanese)

○Research Grant Search System “Dash” (Only Accessible While on Campus) (in Japanese)

<https://ura-web.oec.hokudai.ac.jp/hk-uni/>

(*1) <Competitive Research Funds>

At universities and national research and development agencies, there are systems in place for research-related expenses obtained via competitive grants offered by ministries and agencies (including Grants-in-Aid for Scientific Research (KAKENHI) and those categorized as competitive funds).

(2) Application Method for Competitive Research Funds

It is possible to apply for competitive research funds by mail, e-mail, through the cross-ministerial research and development management system (e-Rad), or through the electronic subsidy application system (JGrants). If you wish to use e-Rad or JGrants, you will need to register. Please read the following pages before you contact the administrative office of your affiliated department or institute for further advice.

- Help Desk Support Services for the Acquisition of Competitive Research Funds (Public Research Funds)
<https://www.hokudai.ac.jp/research/research-support/research-grants/josei/soudan/> (in Japanese)

Faculty members may submit some research proposals via e-Rad; however, others will require institutional approval and processing through the administrative office of your affiliated department or institute. Likewise, the administrative office will notify you of the on-campus reception deadline for proposals requiring institutional approval.

- The Cross-ministerial R&D Management System (e-Rad) A list of applicable calls for applications
https://www.e-rad.go.jp/en/offer_list.html

- The Cross-ministerial R&D Management System (e-Rad) Manuals for researchers
https://www.e-rad.go.jp/en/manual/for_researcher.html (in English)

(3) Rules for Using Competitive Research Funds

Check the rules of each competitive research fund before use, as each fund has its own rules. Contact the administrative office of your affiliated department or institute if anything about the rules is unclear.

Misuse of competitive research funds according to the rules they lay out will result in disciplinary action based on the HU's *Employment Regulations* as well as a severe penalty from the granting institution of the research funds. Penalties include suspension of eligibility to apply for future funding and/or repayment of aid along with any surcharges.

(4) Handling of Research Aid Received by Employees from Incorporated Foundations

In cases where an HU employee personally receives research aid from an incorporated foundation and the purpose of the aid is to assist in the employee's educational and research activities, it must be formally handled by HU and not privately by the employee.

While it is common to receive research grant funds from foundations, all funds awarded should be donated to HU and not directly deposited into the employee's personal bank account. Please follow the proper procedures for direct deposit to HU. In cases where the foundation is unable to directly donate to HU due to unavoidable circumstances, the funds should be credited to the account of the relevant employee, who should then make the donation to HU.

(5) Acknowledgements, etc. at the Time of Publication

When research is conducted with funding from public institutions such as national or local governments, independent administrative agencies, or external sources like foundations, researchers are required to include acknowledgments and project numbers in the resulting papers or other documents. Please be sure to check and follow the examples provided by the funding sources.

Refer to "5 Reporting and publication of research achievements and results obtained through Grants-in-Aid for Scientific Research (KAKENHI)" below for the handling of publication results related to Grants-in-Aid for Scientific Research.

2 Collaborative Research, Industry Creation Laboratories, Commissioned Research, and Academic Consulting

(1) Collaborative Research

Collaborative research is a system in which university researchers and researchers from private sector companies engage in a research project together on an equal footing under an agreement.

When conducting collaborative research, it is necessary for the principal investigator to submit an application form in the prescribed format to the head of the educational and research organization to which they belong and to undergo a review process.

For details, refer to the website below and consult with the administrative office of your affiliated department or institute.

https://www.mcip.hokudai.ac.jp/en/for_researcher/description/collaborative_research/

(2) Industry Creation Laboratories

The industry creation laboratory is a system that aims to create high value industries and promote social innovation through continuous joint research on common issues between HU and private institutions for a certain period of time.

For details, refer to the website below and consult with the administrative office of your affiliated department or institute.

<https://www.mcip.hokudai.ac.jp/en/service/course/>

(3) Commissioned Research

Commissioned research is when university researchers conduct research based on a formal agreement with a private sector company or organization, and report the results to the commissioning party.

When conducting commissioned research, it is necessary for the principal investigator to submit an application form in the prescribed format to the head of the educational and research organization to which they belong and to undergo a review process.

For details, refer to the website below and consult with the administrative office of your affiliated department or institute.

https://www.mcip.hokudai.ac.jp/en/for_researcher/description/contract_research/

(4) Academic Consulting

The academic consulting is a system in which HU researchers or faculty members provide technical guidance and advice, based on their educational, research, and technical expertise, upon request from private sector companies, as part of their professional duties to support the business or other activities of the requesting party.

When conducting academic consulting, it is necessary for the officers and employees who perform the consulting to submit an application form in the prescribed format to the head of the educational and research organization to which they belong and to undergo a review process.

For details, refer to the website below and consult with the administrative office of your affiliated department or institute.

(5) About the Incentive System

To further promote joint research and academic consulting with private companies, an incentive system has been introduced to reward faculty members who have obtained funding for joint research projects (through academic contribution fees) or funding for academic consulting (through instructional fees) (so-called “compensation for knowledge”). The incentive system may be used, at the discretion of each faculty member, as either a monetary reward or an allocation of research funding (general operating funds). For details on the system and its use (including monetary rewards, research funding, and “compensation for knowledge”), please refer to the link below:

北海道大学 HP(Hokkaido University Home Page)>研究・産学連携(Research Partnerships and Partnerships Between Universities and Industry)>産学連携 (University Industry Partnerships)>産学連携(University Industry Partnerships)>産学・地域協働推進機構(Organization for Promotion of Industry-Academia-Region Collaboration)>(産学・地域協働推進機構) 学内研究者へ(For Researchers)>産学官連携マニュアル(学内限定情報) (Under for HU Researchers “The Manual on Government-Industry-Academia Collaborations (This page is limited to access only while physically on campus)

<https://www.hokudai.ac.jp/jimuk/gakunai/sanren/index.html> (In Japanese)

(6) Non-Disclosure Agreements

In the course of university–industry collaboration activities, including meetings with corporate partners and consideration of joint research projects, confidential information such as unpublished research data, technical information, and project plans may be handled. To ensure the appropriate protection such information, a Non-Disclosure Agreement (NDA; 秘密保持契約) may be concluded prior to discussions or joint research.

A Non-Disclosure Agreement specifies the scope of information to be disclosed, the manner in which confidential information is to be handled, prohibitions on disclosure to third parties, and the duration of confidentiality obligations. The confidential information covered by the agreement must be managed in compliance with its terms.

The University’s standard Non-Disclosure Agreement template is available at the URL below.

北海道大学 HP(Hokkaido University Home Page)>研究・産学連携(Research Partnerships and Partnerships

Between Universities and Industry)>産学連携 (University Industry Partnerships)>産学連携(University Industry Partnerships)>産学・地域協働推進機構(Organization for Promotion of Industry-Academia-Region Collaboration)>様式・規定(Formats)> 秘密保持契約(Non-Disclosure Agreements)

<https://www.mcip.hokudai.ac.jp/en/rules/style/>

(7) Support Services

If you have any questions about the information above, please contact Support Services for a consultation using the designated form.

北海道大学 HP(Hokkaido University Home Page)>研究・産学連携(Research Partnerships and Partnerships Between Universities and Industry)>産学連携 (University Industry Partnerships)>産学連携(University Industry Partnerships)>産学・地域協働推進機構(Organization for Promotion of Industry-Academia-Region Collaboration)>(北海道大学産学・地域協働推進機構)学内研究者へ((Hokkaido University Institute for the Promotion of Business-Regional Collaboration) Resources for Hokkaido University Researchers)>ご相談窓口(Support Services)

<https://reg31.smp.ne.jp/regist/is?SMPFORM=tcl-mjock-0c39ab213124628d9dc449168ef6933d>
(in Japanese)

3 Inventions, Patent Applications, and Tangible Deliverables

- (1) Inventions, patent applications, tangible deliverables, etc. resulting from research must be reported to the Institute for the Promotion of Business-Regional Collaboration in accordance with the rules regarding the partnership between the University and industries.

See the Institute for the Promotion of Business-Regional Collaboration website for details.

https://www.mcip.hokudai.ac.jp/en/for_researcher/info/

(2) Support Services

If you have any questions about the information above, please contact Support Services for a consultation using the designated form.

北海道大学 HP(Hokkaido University Home Page)>研究・産学連携(Research Partnerships and Partnerships Between Universities and Industry)>産学連携 (University Industry Partnerships)>産学連携(University Industry Partnerships)>産学・地域協働推進機構(Organization for Promotion of Industry-Academia-Region Collaboration)>(北海道大学産学・地域協働推進機構)学内研究者へ((Hokkaido University Institute for the Promotion of Business-Regional Collaboration) Resources for Hokkaido University Researchers)>ご相談窓口(Support Services)

<https://reg31.smp.ne.jp/regist/is?SMPFORM=tcl-mjock-0c39ab213124628d9dc449168ef6933d>
(in Japanese)

In addition, an academic consulting help desk has been established that can assist you in navigating joint research activities with industry partners. To contact the help desk use the designated form indicated below.

北海道大学 HP (HP(Hokkaido University Home Page)>研究・産学連携(Research Partnerships and Partnerships Between Universities and Industry)>産学連携(University Industry Partnerships)>産学連携>産学・地域協働推進機構
>(北海道大学産学・地域協働推進機構)学内研究者へ((Hokkaido University Institute for the

Promotion of Business-Regional Collaboration) Resources for Hokkaido University Researchers) > ご相談窓口 (Support Services) > 共同研究相談窓口 (Academic Consulting Help Desk)
<https://area31.smp.ne.jp/area/is?SMPFORM=tcl-mbshkg-84ca9a2170b454246a1ca1a241493394>

4 Entrepreneurship Support

HU provides consultation services for those interested in starting a company using the University's research results, as well as for Hokkaido University researchers, faculty and staff members, and students who wish to start their own businesses. Programs for students are also offered to foster entrepreneurship.

Consultation is offered for inquiries such as, "I want to start a business using my research results. Where do I start?" or "What kind of programs should we suggest to students who are interested in entrepreneurship?" Please feel free to contact us.

[Entrepreneurship Support]

<https://www.mcip.hokudai.ac.jp/en/service/venture/>

[Entrepreneurship Education Programs]

<https://www.mcip.hokudai.ac.jp/business/entrepreneurship/>

【Contact Information for Entrepreneurship Support and Entrepreneurship Education】

Entrepreneurship Support

E-mail (Startup Support Division): startup@mcip.hokudai.ac.jp

Entrepreneurship Education

E-mail (Entrepreneurship Education Division): entre-edu@mcip.hokudai.ac.jp

5 Reporting and Publication of Research Achievements and Results Obtained Through Grants-in-Aid for Scientific Research (KAKENHI)

Researchers whose funding is provided through taxpayer-supported Grants-in-Aid are expected to clearly present their achievements and results to society and the public. According to the rules for the use of Grants-in-Aid for Scientific Research (grant conditions), researchers are required to submit an implementation status report upon completion of their research or at the end of the fiscal year (if a carryover is allowed). Additionally, a research results report must be submitted in the prescribed format at the end of the research period.

If researchers fail to submit their research results report by the deadline without a valid reason, they may face severe penalties such as suspension, cancellation, or return of their Grants-in-Aid. Additionally, the names and information about the researcher's affiliated institutions may be publicly disclosed. Researchers should be aware that such actions could damage the reputation of HU and result in disciplinary measures. As such, please ensure that all reports are submitted by the specified deadlines.

The submitted implementation status reports and research results reports will be made publicly available through the Grants-in-Aid Database "KAKEN".

• Grants-in-Aid Database

<https://kaken.nii.ac.jp/>

*The National Institute of Informatics, works in cooperation with the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Japan Society for the Promotion of Science (JSPS), to prepare and disclose information on Grants-in-Aid

Database. (Available in both Japanese and English)

When presenting research results obtained through Grants-in-Aid for Scientific Research, it is essential to indicate that you have received this funding. Particularly for publications such as papers, please include this acknowledgment in the designated section and clearly state "MEXT/JSPS KAKENHI Grant Number JP 8-digit Proposal Number."

- Refer to the link below for an example of an acknowledgment.

https://www.jsps.go.jp/j-grantsinaid/16_rule/syaji.html (in Japanese)

6 Autonomous Enforcement of Research Integrity

In September 2022, the University formulated the "General Policy for Ensuring Research Integrity at Hokkaido University" to autonomously ensure research integrity, and has since continued developing systems and initiatives necessary to further that effort.

The Policy states that the University shall establish the necessary systems and conduct appropriate management to ensure the research integrity of its scientists, while the scientists themselves shall appropriately disclose the information required to ensure the transparency in their research activities.

The University's efforts are listed on the website below and in the "Research Handbook." We ask for your cooperation in advancing initiatives to ensure research integrity through the management of confidential information in research activities, security export control, conflict of interest management, and the reporting (updating) of information necessary to ensure transparency in research activities.

<https://www.hokudai.ac.jp/research/kousei/injustice/integrity/> (in Japanese)

7 Management of Confidential Information in Research Activities

The University's research activities are grounded in the principles of openness, transparency, academic freedom, and public dissemination of research results. At the same time, society expects appropriate management of information obtained through research activities. This is especially important in advanced and emerging fields of science and technology, as well as in industry-academia-government collaborations, where confidential information is often involved. To appropriately utilize such confidential information and advance research activities, it is essential to build a trusted research environment and autonomously ensure the University's research integrity.

[What is Confidential Information in the University's Research Activities?]

Confidential information refers to information that the University has independently created or obtained, or received from other institutions, which is subject to confidentiality obligations and meets all of the following conditions:.

- (a) Information requiring confidential management (confidentiality)
- (b) Useful in terms of technological or industrial competitiveness (usefulness)
- (c) Not publicly disclosed (non-public)

<https://www.hokudai.ac.jp/research/kousei/injustice/integrity/gakunai/> (in Japanese)

8 Implementation of Conflict-of-Interest Management in Government-Industry-Academia Collaborations

By participating in government-industry-academia collaborations, HU aims to fulfill its role as a university and contribute to society by sharing its research findings and intellectual property. In addition to technology transfer,

it also promotes broader collaborations that engage more widely with society. Conflict-of-interests inevitably arise in the course of such collaborative activities and include the following situations:

- 1) Situations in which the benefits (income from fees, remuneration, private equity, etc.) that employees of the University receive from collaborative activities with society are in conflict with their responsibilities in education and research at the University.
- 2) Situations in which employees of the University are responsible for fulfilling their duties at a company or other entity, mainly as external work, in which a conflict between their responsibilities for fulfilling duties at the University and those at the company or other entity exists.
- 3) Situations in which the benefits received by the University from collaborative activities with society are in conflict with its social responsibilities.

In response to these situations, the University manages conflicts-of-interest by establishing a "Conflict-of-Interest Review Board" for the following purposes: To review matters related to conflicts of interest; to establish rules necessary for the management of conflicts of interest; and to deliberate measures to avoid conflicts of interest. The University thereby ensures that its responsibilities in education and research are properly fulfilled and that collaborative activities with society are promoted while maintaining public trust in the University.

In implementing conflict of interest management, employees involved in industry-academia-government collaboration activities are required to submit a "Self-Declaration on Conflict-of-Interests (including whether or not it applies)" to the Review Board by the deadline it sets.

<https://www.hokudai.ac.jp/research/kousei/injustice/integrity/> (in Japanese)

9 Medical and Biological Research Involving Human Subjects

Medical and Biological research involving human subjects refers to research that examines health or disease by handling information or biological samples obtained from human subjects. This kind of research can include, but is not limited to, blood collection or imaging examinations, measuring effects of exercise or physical training, and analysis of surveys on lifestyle habits.

Conducting medical and biological research involving human subjects is required to be carried out appropriately in accordance with the "Ethical Guidelines for Medical and Biological Research Involving Human Subjects (Notification of the Ministry of Education, Culture, Sports, Science and Technology, the Ministry of Health, Labour and Welfare, and the Ministry of Economy, Trade and Industry, No. 1 of 2021)" and the "Rules for Medical and Biological Research Involving Human Subjects at National University Corporation Hokkaido University." It is necessary, therefore, to first verify whether your research falls under this category of research by checking the ethical guidelines and the University website. A self-check sheet is available on the website to support researchers in determining whether a study falls under "medical or biological research involving human subjects." In cases where it is difficult to determine whether or not your research falls under this category, please consult the Ethical Review Committee Secretariat or the administrative office of your department or institute.

If your research does fall under this category, please ensure that you complete the related education and training at Hokkaido University Hospital, undergo a review by the Ethical Review Committee, and obtain permission from the head of your department before carrying out any research. If research that does not comply with the ethical guidelines is conducted, and the degree of non-compliance is significant, the status and results of the response must be reported to the Minister of Health, Labour and Welfare and the Minister of Education, Culture, Sports, Science and Technology, and will be made public. Cases such as the ones listed below are considered to have a significant degree of non-compliance regardless of the content of the research.

- Conducting research without the review of the Ethical Review Committee or permission from the head of

the research institution

- Conducting research without completing the necessary informed consent procedures
- Discovery of fabrication or falsification of research results
- Leakage of information related to research

Please exercise utmost caution in this area, as the University has experienced cases judged to be of significant non-compliance.

The following examples are cases in which serious non-compliance with “medical or biological research involving human subjects” was determined.

- One research team member lost a USB storage device containing the personal information of study participants (name, date of birth, sex, measurement data, etc.).
- In research related to undergraduate and master’s theses conducted by supervised students, the supervising faculty member did not obtain prior review by the Ethical Review Committee or approval from the department head.
- A paper stated that it had been approved by the Ethical Review Committee; however, the principal investigator had conducted the research without receiving Ethics Review Committee review or approval from their department head.

<https://www.hokudai.ac.jp/research/kousei/injustice/human/index.html> (in Japanese)

10 Sharing and Effective Use of Research Equipment (Office for the Integrated Technical Core Hub Global Research Facility Alliance Center (GFC))
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(1) Use of Shared Equipment and Analysis Services

GFC provides open access to facilities and commissioned analysis services that allow everyone to access research equipment and analysis services. These services may be reserved, used, and paid for using your single sign in ID (SSO-ID) via the GFC system website (<https://www.gfc.hokudai.ac.jp>).

◆Open Facility Service (Hourly Rental Service for Research Equipment: Registered Units as of July 2026: 326)

Research equipment may be rented hourly for self-operation, or used through commissioned analysis performed by the equipment administrator. Refer to the website (<https://www.gfc.hokudai.ac.jp/system/openfacility>) for details on the types of equipment available, directions on how to use it, and related procedures. You may also register your own research equipment and make it available for other researchers and companies both inside and outside the university during unused hours, allowing you to collect a usage fee and ensure your equipment is put to good use. Those wishing to register their research equipment should contact the Office for the Integrated Technical Core Hub Global Research Facility Alliance Center (GFC).

Note: The Government of Japan also decided in FY2015 to promote the sharing of large research facilities and equipment purchased with competitive research funds, etc. (Advisory Committee on Reform of Competitive Research Funding; June 2015) In addition, in line with ongoing discussions regarding the 7th phase of the government-level Science, Technology, and Innovation Basic Plan, the University is required to ensure “an environment that allows all researchers access to necessary equipment.” The University also strives to further strengthen the research environment it provides by keeping up with trends in research and educational infrastructure and incorporating them into its own systems and facilities.

◆Instrumental Analysis Service (Commissioned Analysis by Analytical Experts)



Hokkaido University offers commissioned analysis services conducted by the analytical experts at the University. Currently, we accept requests for elemental analysis (CHN, S, Halogen), inorganic element analysis, mass spectrometry, amino acid analysis, and protein sequencing. See the website (<https://www.gfc.hokudai.ac.jp/system/ias>) for details.

[When Successful Results are Achieved]

When presenting the outcomes of research (including partial research) obtained by using any of the GFC's services in an article, conference, press release, or other format, please include an acknowledgment. You may use the sample sentences listed on the link below.

https://www.gfc.hokudai.ac.jp/our_services/acknowledgment/

(2) Effective Use of Research Equipment -Equipment Market System-

The Equipment Market System is a campus-only service for reuse; the "equipment market" is primarily for the transfer of research equipment for a fee or free of charge, and the "Stock House" is primarily for the transfer of office furniture free of charge.

You may log in and use the system through the Single Sign-On (SSO) system.

Feel free to visit the system to list equipment you no longer need, or to search for equipment needed to start up a lab, etc. See the website below for details on procedures and other information.

<https://www.gfc.hokudai.ac.jp/system/eqmarket> (in Japanese)

(3) Research Equipment Database (HURED) (Registered Units as of July 2026: 1,288)

Hokkaido University's Research Equipment Database (HURED) provides a cross-departmental search system for research equipment owned by the university. Its search function can be used not only to find shared equipment, but also as a reference when purchasing your own. As an invaluable resource for comparing specifications and gathering information on equipment already in use, we highly recommend using HURED to help you make informed decisions when selecting new equipment.

https://www.gfc.hokudai.ac.jp/apparatus_list/

【Inquiries】
<About the System and Services>

Office for the Integrated Technical Core Hub
Global Research Facility Alliance Center (GFC)
E-Mail: contact@gfc.hokudai.ac.jp

<Accounting Matters Such as Payment>
Accounting Management Section, Research Support Division, Research Promotion Department
E-Mail: kaikei@research.hokudai.ac.jp

<About the Stock House in General>
Asset Management Section, Asset Management Division, Finance Department
E-Mail: stockhouse@finance.hokudai.ac.jp

<Listing and Purchasing Equipment in the Equipment Market>
Accounting unit of each department or institute

11 Open Laboratories and Animal Experimentation Facilities at the Institute for Integrated Innovations

The Creative Research Institution accepts applications from researchers engaged in industry-academia collaborative or commissioned research for the use of Open Laboratory spaces managed by the Institute for Integrated Innovations (located in the Creative Research Institute building, Northern Campus Research Complex #3 and #6), as well as the Animal Experimentation Facilities (located in the Northern Campus Research Complex #6) (including animal care services). Please contact the office listed below to confirm current availability, pricing, and other details.

1. Open Laboratories (in Japanese)
<https://www.cris.hokudai.ac.jp/open-laboratory>
2. Animal Experimentation Facilities (in Japanese)
<https://www.cris.hokudai.ac.jp/bio-mechanical-molecules>

【Inquiries】 Research Support Division, General Affairs Department
E-Mail: sousei@research.hokudai.ac.jp

VII Use of Facilities

1 Vehicle Entry Restrictions on Campus

To reduce environmental impact and ensure road safety on campus, vehicle entry is restricted, and campus loop buses are in operation.

(1) Road safety on campus

Please comply with the following campus road safety rules

- ☐ Speed limit of 25 km/h when driving on campus
- ☐ Pedestrians have right of way
- ☐ Attention to stop signs/slow driving is encouraged
- ☐ Parking is prohibited on campus roads
- ☐ Parking is prohibited in areas other than the parking area of your workplace
- ☐ Motorcycles and mopeds are prohibited (excluding designated and permitted vehicles)
- ☐ E-scooters are prohibited

(2) Entering Campus by Vehicle

The method for entering campus by vehicle is as follows:

1) In the Case of Using a Vehicle Throughout the Year (Such as Commuting by Car)

- Obtain approval for commuting by car from your affiliated department in advance and then secure and confirm a parking area.
(If no parking area is available for use, commuting by vehicle (and granting an on-campus entry pass) will not be permitted.)
- Based on regulations, you are required to apply (which involves a fee) in advance and receive an on-campus entry pass and IC card.
- If you have a staff ID (HU IC card), it will also serve as your campus entry IC card.
- On Campus, always display the entry pass in a location easily visible from outside the vehicle.
- The IC card allows you to enter and exit by holding it up to the authentication device at the gates.

2) In the Case of Entering Campus by Vehicle Temporarily.

If you need to enter the campus with a vehicle temporarily, you must obtain an on-campus parking validation ticket each time you enter.

Please note that entry for sightseeing purposes is not permitted.

■ Campus Bus

The campus bus is available for the HU faculty, staff, and others who have business at the University.

The campus bus operates from the Administration Bureau to the Global Research Center for Food & Medical Innovation (FMI). The service hours are from 8:15 to 20:20, running every 15 minutes in the morning and early evening, and every 20 minutes in the late morning and afternoon. The hours are subject to change.

Students and those who have no business at the University are not allowed to use the bus service. Boarding for sightseeing purposes is not permitted.

The Bus Location System provides the real-time status of the bus. Scan the QR code on your smartphone or other devices



2 Hokkaido University Tokyo Office

HU has established the Hokkaido University Tokyo Office as its base in the Tokyo metropolitan area. It is located in Sapia Tower at the Nihonbashi Gate of Tokyo Station.

It is equipped with facilities such as computers, a fax machine, a color photocopier, an LCD projector, wired and wireless LAN networks, Telecubes, an open space for free use, and a meeting room (for up to 20 people). HU employees and faculty members are encouraged to make use of this office.

See below for details including access information and instructions for use.

<https://www.global.hokudai.ac.jp/about/event-and-seminar-spaces>

3 Hokkaido University Co-op

On the campus of Hokkaido University, we have the Hokkaido University Co-operative Society (Hokkaido University Co-op), which is run through the joint investment of students, graduate students, faculty and staff members, and co-op staff who study or work at the University. It carries out business activities aimed at improving the cultural and economic aspects of the lives of its members, including cafeterias, shopping, books, qualifications and examinations, travel, mutual aid insurance, and room introductions, as well as providing products and services necessary for research and education conducted by the University.

【Example of Products and Services Provided 】

- ◇Sales of textbooks, foreign books, and e-books
- ◇Sales of custom-made computers and software
- ◇Sales of laboratory equipment, and parts and materials for research and development
- ◇Holding receptions at cafeterias for laboratories or academic societies, etc.
- ◇Arrangements for airline tickets, hotels, etc. necessary for business trips

*To use the Hokkaido University Co-op as an individual, you need to become a member.

Please refer to the Hokkaido University Co-op website below for the application procedure.

<https://www.hokkaido-univcoop.jp/hokudai/univcoop/join-secede/> (in Japanese)

*Hokkaido University Co-op has an outsourcing contract with Hokkaido University for welfare services.

VIII Other

1 I-Colleague: The Support Website for International Colleagues at Hokkaido University

As part of efforts to foster a more inclusive and multicultural campus environment, Hokkaido University launched the website I-Colleague (Information for International Colleagues at Hokkaido University) in November 2024. This one-stop resource provides essential information for international researchers living in Japan or preparing to join the university, as well as for support staff.

To support a smooth transition into life at Hokkaido University, the website consolidates essential key information for both international colleagues and their host departments. It covers procedures for coming to Japan, university-specific processes, daily life in Japan, and preparations for returning home.

- Support Website for International Colleagues at Hokkaido University (I-Colleague)

<https://i-colleague.oia.hokudai.ac.jp/en/home>

* Some pages on this website are password protected. For access, please check the document management system on DeskNets Neo.

[https://dnets.general.hokudai.ac.jp/cgi-](https://dnets.general.hokudai.ac.jp/cgi-bin/dneo/zdoc.cgi?cmd=docindex&log=on#cmd=docrefer&id=237965&folder=5530)

[bin/dneo/zdoc.cgi?cmd=docindex&log=on#cmd=docrefer&id=237965&folder=5530](https://dnets.general.hokudai.ac.jp/cgi-bin/dneo/zdoc.cgi?cmd=docindex&log=on#cmd=docrefer&id=237965&folder=5530)

【Inquiries】

International Support, International Planning Division, International Affairs Department

E-mail : ko-shien@oia.hokudai.ac.jp

2 International Strategy of Hokkaido University Toward the Year 2040 (Hokkaido University Global Vision 2040)

The nature of international exchange has changed significantly with increased competition of major universities both inside and outside Japan in recent years, in addition to the effects of the global COVID-19 pandemic. In response to these changes, the "International Strategy of Hokkaido University Toward the Year 2040 (Hokkaido University Global Vision 2040)" was formulated in December 2021, to establish the direction that the University will pursue from an international perspective toward the mid-to-long-term future until the year 2040.

Building upon the achievements of the "Hokkaido Universal Campus Initiative (HUCI)," the University reform plan forms the core of the "Future Strategy for the 150th Anniversary of Hokkaido University" which has promoted the internationalization of Hokkaido University. This international strategy positions the University's internationalization efforts post-HUCI as "a shift from quantitative expansion to an emphasis on quality in education and research" and "expansion of online education and international exchange initiatives."

Specifically, it has set forth three future visions to be achieved by 2040. In order to realize these visions, the University has established strategic goals based on four pillars and formulated concrete actions to be taken.

This comprehensive international strategy encompasses education, research, and social cooperation. It is expected to be used as a guideline referenced by all members of the University and utilized over the long term for the evolution of the University as it strives to solve global issues.

[Aspirations of Hokkaido University for the Year 2040 (Future Visions)]

- I. To be a driving force in contributing to the resolution of global issues through partnership and collaboration with people from diverse countries, regions, and organizations and in creating a thriving future society.
- II. To be recognized internationally as an unparalleled university by contributing to the achievement of sustainability with originality and excellence through global education and research in diverse fields grounded in the history of the founding of the University, its unique development, and geographic characteristics.
- III. To achieve an equitable and inclusive campus internationalization in which diverse students, researchers, and faculty/staff members thrive and excel.

【Four Pillars of Strategic Target Goals】

1. A university that vitalizes brain circulation.
2. Students and faculty who address and contribute to solving issues with cultural fluidity.
3. The pursuit of sustainability.
4. Evolving management practices.

• Hokkaido University Global Vision 2040

[HU website (English)] → [ABOUT] → [Hokkaido University Global Vision 2040]
<https://www.global.hokudai.ac.jp/about/hu-global-vision-2040>

• Future Strategy for the 150th Anniversary of Hokkaido University

[HU website (English)] → [ABOUT] → [Brochures] → [Future Strategy for the 150th Anniversary of Hokkaido University]
<https://www.global.hokudai.ac.jp/wp/wp-content/uploads/2025/02/Future-Strategy-for-the-150th-Anniversary-of-Hokkaido-University-2014.8-bilingual.pdf>

• Hokkaido Universal Campus Initiative (HUCI)

[HU website (English)] → [ABOUT] → [Visions] → [Hokkaido Universal Campus Initiative (HUCI)]
<https://www.global.hokudai.ac.jp/about/hokkaido-universal-campus-initiative>

