

Date: September 25, 2020

About “Special Use” of the Rokkodai Computer Room (Information Processing Room)

In the Rokkodai Computer Room (information processing room), we are taking steps in accordance with Kobe University’s Activity Restriction Measures to prevent new coronavirus infections. As the activity restriction measures will be lowered to Level 1 at the start of the second half of FY2020, we will begin to allow “special use” of the information processing room on Thursday, October 1. If you wish to use the room, please check the following items.

1. People Eligible for Special Use

- Graduate and undergraduate students are eligible to use the room.

2. Usage Time

- The daily usage time shall be 50 minutes.

3. Place

- The user is allowed to use the NTT DATA IT Room in the Faculty Offices (Economics, Business Administration) and the information processing exercise room in the Graduate School of International Cooperation Studies.

4. Opening Hours

- The NTT DATA IT Room in the Faculty Offices shall be open from 10:00 AM to 3:50 PM. The information processing exercise room in the Graduate School of International Cooperation Studies shall be open from 10:30 AM to 3:50 PM. The user shall select the desired time period from the attached usage time slots.

5. How to Use

- * The following advance reservation process is required for special use of the information processing room. You will not be allowed to use the room on that day without a reservation.

Reservation Method

- The user shall make an advance reservation by ① sending an email containing the required information (name, student ID number, desired date of use, desired time period of use, purpose of use, which information processing room is to be used, and the type of software to be used) to the academic supervisor; ② forwarding the approval and reply emails from the academic supervisor to the information processing room (rkd@econ.kobe-u.ac.jp for the Faculty Offices and chatano@port.kobe-u.ac.jp for the Graduate School of International Cooperation Studies) no later than two days prior to the desired date of use, except for weekends and holidays; and ③ receiving an email confirming the reservation from the information processing room.
- An advance reservation can be made up to two days in advance by sending an email.

Usage on the Reserved Day and Important Notes

- When entering the room, the user shall receive identification confirmation by presenting the reservation confirmation email from the information processing room to the administrative assistant. The user shall leave the information processing room immediately upon the end of the usage time.
- The user is allowed to use the computer and printer in the information processing room. However, if you need to use the printer, please purchase a printer card beforehand at the university co-op (check the business status of the co-op store on your own).

6. Implementation Period

- The period during which the university's activity restriction measures remain at Level 1.

7. Measures against Infectious Diseases and Requests

- * In order to reduce the possibility of infection, we ask for your understanding and cooperation in the following matters:
 - In order to avoid enclosed spaces, densely packed spaces, and close contact situations, the number of people allowed in at a time shall be limited to half of the number of computer

terminals available in the information processing room (38 terminals for the NTT DATA IT Room in the Faculty Offices and 26 terminals for the information processing exercise room in the Graduate School of International Cooperation Studies). If the number of students requesting a reservation exceeds the specified number, the acceptance of advance reservations for the time period (or that day) shall be suspended.

- Please refrain from using the information processing room if you have a slight fever, cough, and/or feel sluggish.
- When entering the room, please disinfect your hands with the hand sanitizer provided or wash your hands.
- Wear a mask inside the room. Additionally, refrain from talking as much as possible.
- Before and after use, disinfect the desk and equipment with the provided disinfectant wipe.
- Maintain a reasonable distance away from other people.
- Before and after using the information processing room, please do not stay on campus and refrain from entering laboratories, etc.

Time Slots for Special Use of the Rokkodai Computer Room

1. Information Processing Room in the Faculty Offices (NTT DATA IT Room)

Slot	Time Period
1	10:00 AM–10:50 AM
2	11:00 AM–11:50 AM
Lunch Break	
3	1:00 PM–1:50 PM
4	2:00 PM–2:50 PM
5	3:00 PM–3:50 PM

2. Information Processing Exercise Room in the Graduate School of International Cooperation Studies

Slot	Time Period
1	10:30 AM–11:20 AM
Lunch Break	
2	1:00 PM–1:50 PM
3	2:00 PM–2:50 PM
4	3:00 PM–3:50 PM