

## V. On-campus facilities and points of contact

### 1. Educational devices, classroom facilities, etc.

A projector, a screen, video equipment, an overhead projector, and other devices are in a lecture room. You can confirm which devices are installed in a certain classroom by referring to “The list of educational devices” (Japanese version only), p76-78 in “CAMPUS MAP” (<https://www.tsukuba.ac.jp/campuslife/support-campus/pdf/campusmap.pdf>), but you are recommended to actually visit the classroom to confirm which devices are available before the first day of the course.

You can borrow wireless microphones, cables (cables to connect a projector to a computer), extension cords, laser pointers, chalk, disinfectants for infection prevention, etc., at the Academic Service Office that manages classrooms.

### 2. Points of contact for inquiries and consultation

For inquiries and consultation regarding TA registration procedures or TAs’ duties, contact the Graduate Academic Affairs section at the Academic Service Office of the educational organization to which you belong. Table B shows the location and contact information of each Academic Service Office.

### 3. University resource information

As for information about education, courses, or student life at the University of Tsukuba, various university-wide facilities and information and consultation offices are available for specific purposes. Table C shows the location and contact information of each such office.

[Table B]

Academic Service Office	Name of the organization to which the TA belongs	Contact information
Academic Service Office for the Humanities and Social Sciences Area	Graduate School of Business Sciences, Humanities and Social Sciences Degree Programs in Humanities and Social Sciences (All Programs) Graduate School of Humanities and Social Sciences (All Majors)	1A Building, 3rd floor 029-853-7294
Academic Service Office for the Business Sciences	Graduate School of Business Sciences, Humanities and Social Sciences Degree Programs in Business Sciences (All Programs) Law School Program, MBA Program in International Business Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences Master's/Doctoral Program in Sport and Wellness Promotion, Master's Program in Counseling, Doctoral Program in Counseling Science, Master's/Doctoral Program in Rehabilitation Science Graduate School of Business Sciences (All Majors) Graduate School of Comprehensive Human Sciences Master's Program in Lifespan Development, Doctoral Program in Lifespan Developmental Sciences, Master's Program in Sports and Health Promotion	Tokyo Campus, Otsuka Area 03-3942-6813
Academic Service Office for the Pure and Applied Sciences Area	Graduate School of Science and Technology Degree Programs in Pure and Applied Sciences (All Programs) Graduate School of Pure and Applied Sciences (All Majors)	1A Building, 3rd floor 029-853-4030
Academic Service Office for the Systems and Information Engineering Area	Graduate School of Science and Technology Degree Programs in Systems and Information Engineering (Excludes Master's /Doctoral Program in Life Science Innovation) Graduate School of Systems and Information Engineering (All Majors) School of Integrative and Global Majors Ph.D. Program in Empowerment Informatics	3A Building, 2nd floor 029-853-4979
Academic Service Office for the Life and Environmental Sciences Area	Graduate School of Science and Technology Degree Programs in Life and Earth Sciences (Excludes Master's /Doctoral Program in Life Science Innovation) Joint Master's Degree Program in Sustainability and Environmental Sciences Graduate School of Life and Environmental Sciences (All Majors)	2B Building, 3rd floor 029-853-7808

<p>Academic Service Office for the Human Sciences Area</p>	<p>Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences Master's/Doctoral Program in Education, Master's/Doctoral Program in Psychology, Master's/Doctoral Program in Disability Sciences Graduate School of Comprehensive Human Sciences Doctoral Program in Education, Doctoral Program in School Education, Master's/Doctoral Program in Psychology, Master's/Doctoral Program in Disability Sciences</p>	<p>2A Building, 2nd floor 029-853-5606</p>
<p>Academic Service Office for the Art and Sport Sciences Area</p>	<p>Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences Doctoral Program in Human Care Science, Doctoral Program in Public Health, Master's/Doctoral Program in Neuroscience, Doctoral Program in Sports Medicine, Master's Program in Physical Education, Health and Sport Sciences, Master's Program in Sport and Olympic Studies, Doctoral Program in Physical Education, Health and Sport Sciences, Doctoral Program in Coaching Science, Master's/Doctoral Program in Art, Master's/Doctoral Program in Design, Master's/Doctoral Program in Heritage Studies Joint Master's Program in International Development and Peace through Sport, Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education Graduate School of Comprehensive Human Sciences Doctoral Program in Human Care Science, Master's/Doctoral Program in Kansei, Behavioral and Brain Sciences, Doctoral Program in Sports Medicine, Master's Program in Physical Education, Health and Sport Sciences, Doctoral Program in Physical Education, Health and Sport Sciences, Doctoral Program in Coaching Science, Master's/Doctoral Program in Art and Design, Doctoral Program in World Cultural Heritage Studies, Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education,</p>	<p>5C Building, 2nd floor 029-853-2574</p>
<p>Academic Service Office for the Medical Sciences Area</p>	<p>Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences Master's Program in Medical Sciences, Master's Program in Public Health, Master's/Doctoral Program in Nursing Science, Doctoral Program in Medical Sciences Graduate School of Comprehensive Human Sciences Master's/Doctoral Program in Nursing Science, Doctoral Program in Biomedical Sciences, Doctoral Program in Clinical Sciences</p>	<p>4A Building, 2nd floor 029-853-3013</p>

Academic Service Office for the Library, Information and Media Sciences Area	Graduate School of Comprehensive Human Sciences Degree Programs in Comprehensive Human Sciences Master's/Doctoral Program in Informatics Graduate School of Library, Information and Media Studies (All Majors)	7B Building, 2nd floor 029-859-1120, 1121
School of Integrative and Global Majors	Graduate School of Science and Technology Degree Programs in Systems and Information Engineering Master's/Doctoral Program in Life Science Innovation (Bioinformatics) Degree Programs in Life and Earth Sciences Master's/Doctoral Program in Life Science Innovation (Food Innovation), Master's/Doctoral Program in Life Science Innovation (Environmental Management), Master's/Doctoral Program in Life Science Innovation (Biomolecular Engineering) Graduate School of Comprehensive Human Science Degree Programs in Comprehensive Human Sciences Doctoral Program in Human Biology, Master's/Doctoral Program in Life Science Innovation (Disease Mechanism), Master's/Doctoral Program in Life Science Innovation (Drug Discovery) School of Integrative and Global Majors Master's/Doctoral Program in Life Science Innovation, Ph.D. Program in Humanics	Laboratory of Advanced Research A, 7th floor 029-853-7085 (HBP/HX) 029-853-3662 (TLSI)
International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health (GIP-TRIAD) Office	Graduate School of Comprehensive Human Sciences International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	4E Building, 6th floor 029-853-3228

[Table C]

Facility, center, office	Location	Contact information, website
In relation to the university and courses		
University of Tsukuba		<a href="http://www.tsukuba.ac.jp/">http://www.tsukuba.ac.jp/</a>
CEGLOC	CA Building, 209 (Administration Office)	029-853-2422 <a href="http://www.cegloc.tsukuba.ac.jp/">http://www.cegloc.tsukuba.ac.jp/</a>
Sport and Physical Education Center	Sport and Physical Education Center, 2nd floor (Administration Office)	029-853-2873 (for emergency assistance) <a href="mailto:info-sapec@taiiku.tsukuba.ac.jp">info-sapec@taiiku.tsukuba.ac.jp</a> <a href="http://www.sapec.tsukuba.ac.jp/">http://www.sapec.tsukuba.ac.jp/</a>
Academic Computing and Communications Center	Academic Computing and Communications Center, A 202 (Administration Office)	029-853-2452 <a href="http://www.cc.tsukuba.ac.jp/">http://www.cc.tsukuba.ac.jp/</a> Refer to the following website for inquiries: <a href="http://www.cc.tsukuba.ac.jp/wp/support/">http://www.cc.tsukuba.ac.jp/wp/support/</a>
Zengaku Computer System (Information Literacy (common foundation subject), etc.)		<a href="http://www.u.tsukuba.ac.jp/">http://www.u.tsukuba.ac.jp/</a>
Office of Educational Cloud	Academic Computing and Communications Center, CA 201	029-853-6891 <a href="mailto:office@ecloud.tsukuba.ac.jp">office@ecloud.tsukuba.ac.jp</a> <a href="https://www.ecloud.tsukuba.ac.jp/">https://www.ecloud.tsukuba.ac.jp/</a>
In relation to assistance for online classes		
“Portal to assistance for faculty members offering online classes” “Online class guidance”		<a href="https://www.cc.tsukuba.ac.jp/wp/remote-lecture-portal/">https://www.cc.tsukuba.ac.jp/wp/remote-lecture-portal/</a> <a href="https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-students/">https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-students/</a>
In relation to the TWINS		
Department of Educational Promotion, Division of Educational Promotion	Administration Center, 2nd floor	029-853-7393
In relation to the School of Comprehensive Studies		
School of Comprehensive Studies, Academic Support Center	1C Building, 2nd floor	029-853-2203 <a href="https://scs.tsukuba.ac.jp/">https://scs.tsukuba.ac.jp/</a>
In relation to student life		
University Health Center		029-853-2410 (for general information) 029-853-2415 (for consultation for students) <a href="http://www.hokekan.tsukuba.ac.jp/">http://www.hokekan.tsukuba.ac.jp/</a>
Accessibility Support Team	Student Plaza, 2nd floor	029-853-4584 <a href="mailto:shougai-shien@un.tsukuba.ac.jp">shougai-shien@un.tsukuba.ac.jp</a> <a href="http://dac.tsukuba.ac.jp/shien/">http://dac.tsukuba.ac.jp/shien/</a>
General Consultation Services	Student Plaza, Student Life Support Office (1D North Building, 3rd floor)	029-853-8430 <a href="https://soudan.sec.tsukuba.ac.jp/sogosodan">https://soudan.sec.tsukuba.ac.jp/sogosodan</a>
Division of Student Exchange	International Student Center, 2nd floor (Administration Office)	029-853-6084
Harassment-Related Consultation Services		<a href="https://www.tsukuba.ac.jp/campuslife/anti-harassment">https://www.tsukuba.ac.jp/campuslife/anti-harassment</a> (main website) 029-853-8449 (exclusively for consultation) <a href="mailto:stop-harassment@un.tsukuba.ac.jp">stop-harassment@un.tsukuba.ac.jp</a> (exclusively for consultation)
In relation to COVID-19		
Services Related to COVID-19		<a href="https://www.tsukuba.ac.jp/about/antidisaster-crisismanagement/covid-19/">https://www.tsukuba.ac.jp/about/antidisaster-crisismanagement/covid-19/</a> (main website)