Notes when preparing the required paperwork related to the Joint Usage Education Center Open Practice application

　　**Students who wish to participate in any Open Practices should prepare the following 3 documents.**

After inquiring with the academic affairs office at your affiliated university,

**Please send 1 – 3 documents** to the following address **through the administrative office (undergraduate academic affairs office) at your affiliated university.**

**Mountain Science Center Joint Usage Education Center**

Laboratory for Environmental Disaster Prevention Research 101, University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577, Japan

1. **Special Audit Student Acceptance Request** for the Practice you wish to take\* Requires an official seal from the Dean.

\* Please prepare this while referring to the appendices “Supplementary Sheet” and “Sample Form”

**2.　Application** for the relevant Practice as a credit compatible subject \*Academic advisor’s consent required

\* Please prepare this while referring to the appendices “Supplementary Sheet” and “Sample Form”

**3.　 Both 1 and 2 should be submitted.　（※a copy of the receipt is acceptable)**

　① **Student education and research accident insurance enrollment certificate (Gakkensai)**

　②**Insurance for accidents involving third parties or their property enrollment certificate (Course A: Gakkensai)**

※Documentation certifying enrollment for other insurance coverage for experiments and Practices is acceptable, as long as the coverage is equivalent to 1 and 2. In that case, please directly contact us by e-mail using the contact information below.

Mountain Science Center

msc-kyoiku@ml.cc.tsukuba.ac.jp

**Students who are accepted to participate in any Open Practices should answer to the following form(s).**

**“Safety Management Survey”**

Please be sure to fill out the required information in the Microsoft Forms that will be sent to you at a later date and submit it by the deadline.