

(This document is translated using the AI translator DeepL.)

July 3, 2026

To All Faculty and Staff

Director of Administration,
Division of Humanities and Social Sciences
Atsushi Inoue

Regarding the Summer Suspension of All Administrative Office (Notice)

The Division of Humanities and Social Sciences will suspend all operations as outlined below. Please be advised that counter services and other operations will be suspended during this period. We also ask that you kindly inform students affiliated with your laboratories and others of this notice.

Details

1. Period of Suspension and Affected Services

Counter Services to Be Suspended	Period of Suspension of Operations
Academic Affairs Division (Divisions in Charge of Each Faculty and Graduate School, Division in Charge of Humanities and Information Studies), International Promotion Office for Departments and Schools	August 8, 2026 (Sat)–August 16, 2026 (Sun)
All sections of the General Affairs Division, all sections of the Finance Division, the East Zone Campus Health Support Room, the Multilingual Exchange Space, and the Humanities and Social Sciences Maintenance Section of the Facilities Department	August 11, 2026 (Tue, National Holiday) – August 16, 2026 (Sun)

*Mail services will be suspended from August 8 (Sat) to August 16 (Sun).

*The Law School Office (Ropponmatsu) counter will handle matters related to make-up exams only during the suspension period. Please note that only a limited number of staff will be on duty,

so we may not be able to assist you except in emergencies. We appreciate your understanding.

2. Various Services

(1) Mail

- Submission: The General Affairs Section 1 and Section 2 will accept submissions until 12:00 PM on August 7 (Fri) . We cannot accept submissions after that time, so please bring them in on or after August 17 (Mon) .
- Delivery: Items received by August 7 (Fri) will be placed in your mailbox before the break.
Items received after that will be placed in the mailbox on August 17 (Mon) .

(2) Campus Mail

- Shipping: Items received by the General Affairs Section 1 and Section 2 by 10:00 on August 7 (Fri) , will be shipped on the 7th ; however, they may not reach the destination by the end of the 7th, so please allow plenty of time for delivery. Items received after 10:00 a.m. will be shipped and delivered on or after August 17 (Mon) .
- Arrival: Items arriving by August 7 (Fri) will be placed in mailboxes before the service suspension.
Items arriving after that will be placed in the mailbox on August 17 (Mon) .

(3) Parcel Delivery

- We will handle the receipt of packages and provide notifications for shipments arriving through August 7 (Fri) .
For shipments arriving after that date, we will handle them on August 17 (Mon).

(4) Janitorial Services at the Graduate School of Humanities, Graduate School of Human and Environmental Studies, and Graduate School of Law

- Suspension period: August 11 (Tue, National Holiday) through August 16 (Sun)

(5) Outsourced Cleaning Services for Restrooms, etc.

- Suspension period: August 11 (Tue, National Holiday) – August 16 (Sun)

(6) Reservations for Lecture Rooms, Seminar Rooms, and Conference Rooms, and Key Borrowing

- Lecture rooms managed by individual departments, shared lecture and seminar rooms, and Large Lecture Halls I and II
If you have a reservation for use from August 8 (Sat) to August 16 (Sun), please pick up

your keys by 3:00 PM on August 7 (Fri) at the Academic Affairs Office counter.

- Shared Conference Rooms (E-A-239, E-C-203, E-E-212)

If you have a reservation for use from August 11 (Tue, National Holiday) through August 16 (Sun), please pick up your keys by 5:00 PM on August 10 (Mon) at the General Affairs Division, General Affairs Section 1 counter.

- Student Lounge

The Student Salon will be locked all day from August 11 (Tue, National Holiday) through August 16 (Sun) .

(7) Entrances and Exits of East Buildings 1 and 2

- These entrances will be locked all day from August 11 (Tue, National Holiday) through August 16 (Sun) .

*Only entrances and exits for which unlocking requests have been made (e.g., for intensive courses) will be unlocked. If you wish to enter through any other entrance or exit, please hold your staff ID card or guest card up to the card reader near the entrance to unlock it.

Please contact the Security Section (E-C-204) regarding exemptions from the requirement for access permissions on staff ID cards.

(8) Contact Information for Fires, Incidents, Accidents, and Suspicious Persons

- Security Office [Ext. 166] (092-802-2305)

Alternatively, please refer to the (attached) Kyushu University Emergency Response Flowchart.

Kyushu University Emergency Response Flowchart

Attention students, faculty, and staff!

In the event of an on-campus fire or experiment accident, incident/accident, suspicious person/object, object falling from the sky, or theft, please take the following actions immediately

Ensure your own personal safety **Report/Contact**

STEP 1

Police 110
Fire/ambulance 119

* University permission is not needed to make a report

STEP 2

**Security
Office**

Ito Campus

● 092-802-2305

Hospital Campus

● 092-642-6019 (Eastern Gate)
● 092-642-5019 (South Ward Nighttime Entrance)

Ohashi Campus

● 092-553-4428 or 090-5292-3130

Chikushi Campus * Weekday nights and holidays only

● 090-3196-3400 (Onojo Gate)
● 090-3196-3401 (Kasuga Gate)

Hakozaki Satellite

● 092-642-2196

STEP 3

**Faculty supervisor,
Section Administrative Office**

* Excluding weekday nights and holidays

<Administrative office telephone numbers>

● Humanities, Human-Environment Studies, Law, Economics and Integrated Sciences for Global Society	092-802-6302
● School of Science, etc.	092-802-4003
● School of Engineering, etc.	092-802-2708
● School of Agriculture, etc.	092-802-4504
● KIKAN Education, School of Interdisciplinary Science and Innovation	092-802-5921
● I2CNER Q-PIT	092-802-6932
● University Library	092-802-2472
● School of Medicine, etc.	092-642-6240
● School of Design	092-553-4408
● Chikushi Campus	092-583-7502

Contact Key Points

Communicate information clearly

When?
Who?
Where?
What?

Affiliation, name, and phone number
of the person making contact

- Crisis Management Section
General Affairs Division, General Affairs Department, Kyushu University
Weekdays: 092-802-2000 (direct)
Nighttime/holidays: (1) 070-1527-9160 (2) 080-3595-1148
✉ q-crisis@jimu.kyushu-u.ac.jp

Kyushu University website
Crisis Management page

