

Guide to Using the Shared Research Facilities at Shibaura Institute of Technology

We have recently launched the Shared Research Facilities(2016) and the Manufacturing Center(2019) with the aim of revitalizing the educational environment and educational research of our university. We are operating these facilities with partial funding from the research labs. We are looking forward to your use.

(1) Operating hours

Monday to Friday from 9:00 a.m. to 5:00 p.m., excluding university holidays.

Authorized user registration with the permission of the laboratory supervisor.

Use the rooms and equipment under the direction and guidance of the common staff.

(2) Information and Contact Details

At the Shared Research Facilities, there are available devices and equipment such as scanning electron microscopes, as well as the Active Learning Space for meetings and the Techno Studio, which is a free space.

Usage:

① When entering or leaving the room, please hold up your student ID card to the entrance management system located near the reception desk and register your student number, name, and affiliated research laboratory. After registration, simply hold up your student ID card to the entrance management system and the time will automatically be recorded in the system.

② When making a reservation, please use the reservation system installed near the reception door and fill in the time slot you wish to use. In addition, if you plan to use the equipment, you are required to undergo the designated training as indicated in (3).

Contact Information:

Techno Plaza Secretariat : techno-office@sic.shibaura-it.ac.jp

Website : https://www.shibaura-it.ac.jp/research/internal/techno_plaza/index.html

(3) Training on the equipment

Assuming that you have obtained permission from the supervising instructor, we will proceed with the training. We will handle the training applicants according to the following flow. If you have any questions, please feel free to ask via email or other means.

The following are included in the training.

- Video lectures
- Requested lectures

Flow of Requested lectures

If you are interested, please contact us by email from the list of participants on our website.

“Essential information”

- Date and time desired
- Equipment
- Number of people

After that, please use the equipment by making a reservation through the reservation system from a PC located near the entrance of the Techno Plaza or from a PC in your laboratory.

When using the equipment, please be sure to record your use in the usage record book provided with each piece of equipment. Please clean up and put things in order after use.



Photo: Techno Plaza entrance

(4) Contact System in Case of Accidents

In case of emergencies such as accidents, please follow the contact network (as posted at the reception) according to the regulations and safety guidelines of Shibaura Institute of Technology.

In case of equipment trouble, please contact techno-staff@sic.shibaura-it.ac.jp. If you cannot reach the shared staff, in case of emergency, please contact the person in charge of equipment management, then the Disaster Prevention Center.