# 2020 Academic Calendar (Matsue Campus)

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<thead>
<tr>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
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</table>

Deadline of examination

- ①The summer campus calendar is established separately. ©2021 Entrance ceremony is scheduled for April 2 (Fri.). ②July 11 (Sat.) and January 23 (Sat.) are make-up days for classes when original classes are cancelled due to weather warning etc.

[https://www.shimane-u.ac.jp/introduction/academic_calendar/](https://www.shimane-u.ac.jp/introduction/academic_calendar/)
Student Center, Student Support Center

Map of Student Center

Map of Student Support Center

Student Support Division

1. **Student Life Support Group**
   - Extracurricular activities (i.e., club activities), facility use application (athletic facilities, extracurricular activity facilities, University Union), assembly and signs application, lost and found items, accidents, and personal accident insurance for students pursuing education and research

2. **Career and Employment Support Group**
   - Employment information, career consultation, internship, guidance, career design program

3. **Scholarship Support Group**
   - Exemption from admission and tuition fees, scholarship, certificates for student discount and of student status

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1. **Academic Affairs of Faculty and Graduate School**
   - Matters regarding classes, credits acquired in other universities, credits acquired from foreign language proficiency tests, credited auditors and research students, registering for courses, educational consultation and grade management, certificates, student status change, entrance exam for faculty and graduate school, and other matters such as long-term absence notification, makeup exams, surname change notification, etc.

2. **Education Planning Group, Education Planning Division**
   - Matters regarding common education across all faculties (liberal arts), classroom allocation, special minor programs, educational consultation, cancelled and supplementary classes, university hall, building for liberal arts, management of electronic bulletin board

3. **General and Academic Affairs Information Group, Education Planning Division**
   - Student ID card, automatic certificate issuing machine, Academic Affairs Information System

4. **Entrance Exam Planning Division**
   - Distribution of guidelines for applicants and university guidebook, reading of entrance exams, procedures for admission, etc.
Shimane University established a structure to support your student life. Teachers in your department, course, and major in each faculty and graduate program, especially your guidance teacher assigned at your admission to Shimane University, will be your close advisers. University offices such as the Education Planning Division, Academic Affairs of Faculty, International Exchange Division, and Student Support Section are available to support your daily needs.

The following is the list of university offices and their roles that are closely related to daily life activities. If you have any concerns or questions, use this brochure to help you consult the appropriate window.

### Student Support Center

<table>
<thead>
<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Life Support Group</strong></td>
<td>Window No.11 on 1st floor</td>
<td>Extracurricular education, Management of facilities for extracurricular education, Guidance and management of student organizations, Assemblies, publications, signs, etc., Support for independent activity, Volunteer work, VIVIT POINT, Welfare facilities, Personal Accident Insurance (i.e. Students Pursuing Education and Research), Management of dormitory, Entering and leaving dormitory, Consultation for students, Student life</td>
</tr>
<tr>
<td><strong>Career and Employment Support Group</strong></td>
<td>Window No.12 on 1st floor</td>
<td>Employment consultation, finding a job for a student, and employment guidance, Communication with organizations about employment, PR and explanatory meeting about employment, Providing information about employment, Employment management in Academic Affairs Information System, Internship, Career section, Center for University Higher Education, Finding job offers, Career design program</td>
</tr>
<tr>
<td><strong>Scholarship Support Group</strong></td>
<td>Window No.13 on 2nd floor</td>
<td>Exemption from or postponement of admission fee, Exemption from or postponement of tuition fee, Scholarship, Consultation or advice about financial support, Student loan (i.e. tuition fee), Issuance of certificates for a student fare discount and commuter status</td>
</tr>
</tbody>
</table>

### Windows at University

The following is the list of university offices and their roles that are closely related to daily life activities. If you have any concerns or questions, use this brochure to help you consult the appropriate window.

<table>
<thead>
<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Planning Division</strong></td>
<td>General and Academic Affairs Information Group</td>
<td>Academic Affairs Information System, Student ID card or certificates issued through the automatic certificate issuing machine</td>
</tr>
<tr>
<td><strong>Education Planning Group</strong></td>
<td>Education Planning Group</td>
<td>Classes in liberal arts and common education across all faculties, course registration, and educational consultation, Grade management of classes in liberal arts and common education across all faculties, Course evaluation of classes in liberal arts and common education across all faculties, Management of university hall and building for liberal arts</td>
</tr>
<tr>
<td><strong>Faculty of Law and Literature (Graduate School of Humanities and Social Sciences)</strong></td>
<td>Faculty of Law and Literature</td>
<td>Class schedule and classroom allotment, Registering for courses and educational consultation, Grade management, Accreditation of credits that you already acquired etc., Decision about graduation or completion, School register (e.g. absence or expulsion from university)</td>
</tr>
<tr>
<td><strong>Faculty of Education (Graduate School of Education)</strong></td>
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<tr>
<td><strong>Faculty of Human Sciences</strong></td>
<td>Faculty of Human Sciences</td>
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<tr>
<td><strong>Interdisciplinary Faculty of Science and Engineering (Graduate School of Natural Science and Technology)</strong></td>
<td>Interdisciplinary Faculty of Science and Engineering (Graduate School of Natural Science and Technology)</td>
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<tr>
<td><strong>Faculty of Life and Environmental Sciences (Graduate School of Natural Science and Technology)</strong></td>
<td>Faculty of Life and Environmental Sciences</td>
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**Shimane University Campus Guidebook**

8 Shimane University Campus Guidebook

9 Shimane University Campus Guidebook
### Faculty of Education Building

<table>
<thead>
<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>Faculty of Education</td>
<td>Center for Educational Support Window in Room 141 on 1st floor Tel: 0852-32-9836 Hours: 9:00–16:00 (weekdays)</td>
<td>- Practice teaching (Faculty of Education) - 1000-hour learning through experience</td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>Center for Research on Teacher Education Window in Room G28 on G floor Tel: 0852-32-6495 Hours: 9:00–17:00 (weekdays)</td>
<td>- Practice teaching (Faculty of Law and Literature, Interdisciplinary Faculty of Science and Engineering, and Faculty of Life and Environmental Science) - Nursing experience study - Application for a teacher’s certificate - Other matters about teaching profession</td>
</tr>
</tbody>
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### Administration Building

<table>
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<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>Facility Planning Division</td>
<td>Environmental management Window on 2nd floor Tel: 0852-32-9829 Hours: 8:30–17:15 (weekdays)</td>
<td>- Issuance of vehicle entry certificate - Promotion of EMS activities</td>
</tr>
<tr>
<td>Accounting and Procurement Division</td>
<td>Credit management Window on 2nd floor Tel: 0852-32-6058 Hours: 8:30–17:15 (weekdays)</td>
<td>- Payment of tuition fee, rent, etc.</td>
</tr>
</tbody>
</table>

### Guard Post

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<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
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<tbody>
<tr>
<td>Facility Planning Division</td>
<td>Guard Post [Regarding vehicle entry certificate] Tel: 0852-32-6101</td>
<td>- Issuance of vehicle entry certificate - Promotion of EMS activities</td>
</tr>
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</table>

### Interdisciplinary Faculty of Science and Engineering Building II

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<tr>
<th>Division in charge</th>
<th>Group in charge</th>
<th>Roles</th>
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<tbody>
<tr>
<td>International Exchange Division</td>
<td>Center for Foreign Language Education Window on 1st floor Tel: 0852-32-9837 Hours: 8:15–18:00 (weekdays)</td>
<td>- Content creation of foreign language classes - Advice on how to learn a foreign language except for classes - Management of Center for Foreign Language Education</td>
</tr>
<tr>
<td>International Exchange Division</td>
<td>Exchange with international students Window on 3rd floor Tel: 0852-32-6106 Hours: 8:30–17:15 (weekdays)</td>
<td>- Supporting studying abroad by Japanese students - Supporting short-term overseas training by Japanese students - Planning and conducting intercultural exchange programs - Clerical work for accepting international students - Supporting academic and daily lives of international students - Supporting exchange with international students</td>
</tr>
<tr>
<td>International cooperation Window on 3rd floor Tel: 0852-32-9735 Hours: 8:30–17:15 (weekdays)</td>
<td>- Clerical work for the Center for International Exchanges - Clerical work for the International Joint Research Institute of Shimane University &amp; Ningxia University - Foreign scholars</td>
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### 1 Class & Exam

#### Where is my classroom?

<table>
<thead>
<tr>
<th>Subject</th>
<th>Window</th>
<th>Outline</th>
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<tbody>
<tr>
<td>Table of Classroom Allotment</td>
<td>Student Center 1st floor Window No.1 - No.6</td>
<td>You can see the table on the bulletin board across all faculties and on the website. <a href="https://www.shimane-u.ac.jp/education/school_info/class_data/">https://www.shimane-u.ac.jp/education/school_info/class_data/</a> If there is no information on the table, please check the bulletin board in your faculty or ask at the desk of your faculty at the Student Center.</td>
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#### Is my class cancelled?

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<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Information on Class Cancellation</td>
<td>Student Center 1st floor Window No.1 - No.6</td>
<td>The information is on Academic Affairs Information System, on each electronic bulletin board and on the website. <a href="https://www.shimane-u.ac.jp/education/school_info/no_lectures/">https://www.shimane-u.ac.jp/education/school_info/no_lectures/</a> If there is no information on the table, please check the bulletin board in your faculty or ask at the desk of your faculty at the Student Center.</td>
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</table>

#### Class Cancellation due to Storm or Suspension of Public Transportation

- Classes and regular exams are cancelled when any of the following conditions is met.
  1. When one of the following is issued in Matsue City.
     - Storm warning
     - Blizzard warning
     - Emergency warning (except high-tide and high-sea warnings)
   2. Except for heavy rain, flood, high-tide, and high-sea warnings
  3. When either of the following services is suspended due to a natural disaster.
     - All train services between Yonago and Izumo on JR Sanin Main Line
     - All bus services in Matsue City
     - Except for suspension due to a strike or traffic accident

  Caution: classes and regular exams are not cancelled in the following cases.

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<th>Subject</th>
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#### Make-up Day for Classes

- One day of the “make-up day for classes” is scheduled for a weekend in the first and second semesters for making up potential class cancellations due to storm or blizzard warnings. There might be supplementary classes on the make-up day. The dates of the “make-up day for classes” are shown in the Academic Calendar.

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#### Notification of Absence

- Submit notification to the teacher in charge of the class. The notification form is on the Report BOX in the Student Center.

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#### Notification of Long-term Absence

- If you are absent consecutively for one week or longer due to illness, submit the notification of long-term absence with a supporting document proving the reason.

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<th>Subject</th>
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What is Flex Term?

The period of 4 weeks following the period of classes in the first semester is called Flex Term. Independent learning such as studying abroad or a long-term internship is promoted during Flex Term.

In principle, regular exams are conducted in the first week of Flex Term. If you cannot take the regular exams due to Flex Term approved activities i.e. studying abroad, you can apply for alternative measures.

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<th>Subject</th>
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</table>
| Substitute Exam    | Student Center 1st floor Window No.1 - No. 5 | Application for a substitute exam  
If you join an independent learning program, such as studying abroad, overseas training, or a long-term internship using Flex Term, submit a plan for the independent program and related documents by the end of June. After the plan is approved, it is necessary to talk to teachers in charge of your classes. |

When and where are regular exams held?

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<th>Subject</th>
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<tbody>
<tr>
<td>English Exam</td>
<td>Interdisciplinary Faculty of Science and Engineering Building II 1st floor Center for Foreign Language Education</td>
<td>The English IA &amp; English IB exams are conducted uniformly with TOEIC and it is not conducted within the normal framework such as the classroom, period, and day. (The classroom and the time for these English exams are posted before the exam. Students must be attentive.)</td>
</tr>
<tr>
<td>Exam by Class Schedule</td>
<td>Student Center 1st floor Window No.1 - No. 6</td>
<td>In principle, during the period of regular exams, all exams (except for English IA &amp; IB) are conducted within the normal framework, which include the period and day. (If there are any changes in a scheduled classroom, date, or period, notices are posted. Students must be attentive.)</td>
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• The periods of regular exams are shown in the Academic Calendar (on page 2 and 3).
• Don’t forget to carry your student ID card. If you lose your student ID card, ask for a “temporary student ID card” at any window from No. 1 to No. 5 in the Student Center. The temporary student ID card is valid only for identification during regular exams.
• Any misconduct such as cheating on a regular exam would result in a disciplinary action such as suspension and all the credits that the student has acquired during the semester would become void. (Refer to article 12 of the rules regarding disciplinary actions against students.) Any misconduct such as cheating on a midterm exam or a quiz would also result in disciplinary action such as suspension.

I would like to take a makeup exam

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| Make-up Exam | Student Center 1st floor Window No.1 - No.5 | Application for a make-up exam  
If you were not able to take a regular exam due to your own illness or the death of a family member etc., submit the application with a document proving the reason of your inability to take the exam within 7 days after you did not take the exam. |

I would like to answer a questionnaire (e.g. course evaluation)

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| All Questionnaires  
(e.g. course evaluation) | Student Center 1st floor Window No.6 | All questionnaires for class evaluation are available from “Survey” on Academic Affairs Information System. |
# Academic Affairs Information System

**For DEGREE-SEEKING STUDENTS ONLY**

## What you can do with Academic Affairs Information System

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Student Registration Management</td>
<td>Academic Affairs of Faculty (Student Center, 1st floor, Window No.1-No.5)</td>
<td>If there are any changes in your entry, please correct them promptly. The University may contact you in an emergency.</td>
</tr>
<tr>
<td>Course Management</td>
<td></td>
<td>You will not be able to earn credits without registration, even if you attend a class and take the exam.</td>
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<tr>
<td>Reference to Syllabus</td>
<td></td>
<td>See the syllabus (class outlines) and register.</td>
</tr>
<tr>
<td>Grade Management</td>
<td></td>
<td>You can check out your grades that you acquired.</td>
</tr>
<tr>
<td>Independent Learning Support</td>
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<td>Displayed only to the students who belong to each Faculty or Department.</td>
</tr>
<tr>
<td>Diploma Policy Achievement Support</td>
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<tr>
<td>Report Management</td>
<td>Class Instructors</td>
<td>You can submit files within 10MB.</td>
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<tr>
<td>Questionnaire</td>
<td>Education Planning Division, Education Planning Group (Student Center, 1st floor, Window No.6)</td>
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<tr>
<td>Bulletin Board</td>
<td>Each division group or the Center that posted a notice</td>
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## Subject Window Outline

<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Canceled Classes / Make-up Classes</td>
<td>Center for Foreign Language Education (Interdisciplinary Faculty of Science and Engineering Building No.2, 1st floor)</td>
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<tr>
<td>Basic Subjects (Foreign Languages)</td>
<td>Education Planning Division, Education Planning Group (Student Center, 1st floor, Window No.6)</td>
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<tr>
<td>Liberal Arts Subjects</td>
<td></td>
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<tr>
<td>Specialized Subjects</td>
<td>Academic Affairs of Faculty (Student Center, 1st floor, Window No.1-5)</td>
<td></td>
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<tr>
<td>Admission Fee Exemption / Tuition Exemption</td>
<td>Student Support Division, Scholarship Support Group (Student Support Center, 2nd floor, Window No.13)</td>
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<tr>
<td>Employment Management</td>
<td>Student Support Division, Career/Employment Support Group (Student Support Center, 1st floor, Window No.12)</td>
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<tr>
<td>Appointment for Consultation</td>
<td>Health Service Center</td>
<td>You can make an appointment for consultation at the Health Service Center.</td>
</tr>
<tr>
<td>Safety Confirmation</td>
<td>Student Support Division, Student Life Support Group (Student Support Center, 1st floor, Window No.11)</td>
<td>Since the University will contact you to confirm your safety in emergency situations such as disasters, please answer where you are and how you are.</td>
</tr>
</tbody>
</table>
Class & Exam

Be sure to set up a VPN!

You will be able to access the Academic Affairs Information System even from off-campus by setting up a VPN connection.

※For details, refer to “Guide for Students (on Matsue Campus)” or “User’s Guide for the Academic Affairs Information System (Campus Square),” which you can find when you use the Academic Affairs Information System on the Shimane University HP.

I forgot my login password!

You need an Integrated Certification System ID and password to log in. If you forget your password, you must bring your student ID card and have it reissued at the Information Processing Center window.

※The ID and password are the same as the ones for the personal computers in the training rooms and branch offices of the Information Processing Center, the campus wireless LAN, and Moodle.

Certificates, Notifications

1 Student ID card and Student Number

Student ID card

A student ID card is used to prove that you are a student at Shimane University. A student ID card is provided (lent) to you during your admission into the university. Please treat it carefully in order not to lose or damage it.

A student ID card is used for the following purposes.

● Regular exams
● Class roll call
● Procedures at windows
● Use of the automatic certificate issuing machine (See page 26)
● Issuance of certificates for student fare discounts (student discount) and for commuter status
● Points provided for extracurricular activities (See page 54)
● University library card and the use of copiers and printers (See page 33)
● Use of printers in the General Information Processing Center (See page 37)
● Entrance card
● Electronic money card for Shimane University CO-OP

※1: It is used as a key for entering the building of your faculty or the Extracurricular Activity Center when the building or center is locked.

※2: It is for using electronic money at each facility of Shimane University CO-OP. For further information, see the pamphlet provided by Shimane University CO-OP.

Expiration

A student ID card is valid for 4 years for an undergraduate student. If you lose the status of a student at Shimane University due to graduation, expulsion, etc., you have to return your card to the Education Planning Division immediately.

Reissue

If you lose or damage your student ID card or if it expires before you graduate, due to repeating a semester, start the procedure to get the card reissued as soon as possible. Submit an application form for a student ID card (downloadable from the website) with a photo of 4~5 cm in height and 3~4 cm in width attached. If the reissuance is due to the student’s carelessness, 1,000 yen will be charged as a handling fee.

If you want to change your surname, make an inquiry because not only a reissuance of your card but also other procedures would be necessary.

As explained above, your student ID card is necessary for using printers in the General Information Processing Center, and the card works as a key to buildings or as an electronic money card for Shimane University CO-OP. If you lose it, you have to report it to the Education Planning Section and Shimane University CO-OP as soon as possible in order to avoid abuse of your card.


Certificates, Notifications

- **Precautions for handling**
  A student ID card has a variety of functions with a delicate IC inside. Please follow the instructions below.
  - Don't bend it or make an impact on it.
  - Don't carry it in the pocket of your trousers or in a place where it comes into contact with an object such as a button on your wallet.
  - Don't put it close to magnetism or electrify it with static electricity.
  - Don't put it close to electrical appliances such as cellphones, TVs, audio systems, magnets, or microwave ovens.
  - Don't store it on or under other cards.
  - Don't get it wet.
  - Don't store it in a place of high temperature or high humidity such as inside a car or around a heater.
  - Don't attach it to an object, including plasticizers, for a long time (i.e. artificial leather, real leather, vinyl chloride, etc.).

**Student number**

Your student number indicates your school register at Shimane University, and you have to write it down when you submit an answer sheet to an exam, a notification, or an application for a certificate. In some cases, what you submit will be processed with only your student number. The number is as important as your name.

**Example**

L 2 0 1 0 0 1

1. Faculty code
2. Year of admission (Last two digits of the year)
3. Code number of your department and course
4. Sequential number

※: L = Faculty of Law and Literature, E = Faculty of Education, H = Faculty of Human Sciences, S = Interdisciplinary Faculty of Science and Engineering, A = Faculty of Life and Environmental Science, and N = Graduate School of Natural Science and Technology

---

2. **Issuance of Certificates**

- **For DEGREE-SEEKING STUDENTS ONLY**

**Type of certificates**

Certificates are classified into two categories: one is issued immediately with the use of automatic certificate issuing machines and the other is issued only after you apply for it.

The latter category for which you have to apply cannot be issued on the spot. You have to apply for it at least 4 days in advance (excluding holidays).

**Subject Window Outline**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate for Student Fare Discount (for JR)</td>
<td>Student Center 1st floor Automatic certificate issuing machine</td>
</tr>
<tr>
<td>Certificate for Student Fare Discount (for Oki-Kisen)</td>
<td>Student Support Center 2nd floor Window No.13</td>
</tr>
<tr>
<td>Certificate of Commuter Status</td>
<td>Student Support Center 2nd floor Window No.13</td>
</tr>
<tr>
<td>Certificate of Commuter Status for Training</td>
<td></td>
</tr>
</tbody>
</table>

- The certificate is usable for JR services (railways, buses for regular routes, ships) whose operating distance (km) to the destination is 101 km or longer.
- The certificate is valid for 3 months, and a student can get a 20% discount on a normal fare.
- There is no limit for the number of certificates issued.
- However, it is recommended to make a plan in advance for using the student discount certificate.
- You have to carry your student ID card when you use the certificate.
- You have to use it properly and avoid abuse. If you use it in an improper way such as listed below, you might be ordered by Shimane University to stop issuing certificates.
  1. A student buys a ticket using another student’s certificate.
  2. A person uses a ticket that was bought by another person.
  3. A student buys a ticket using an invalid student’s certificate.
  4. This certificate is usable for Oki-Kisen.
  5. This certificate is necessary when you buy a commuter’s ticket. This certificate is to confirm the section between the nearest station (stop) from your place and the nearest station (stop) from the university.
  6. This certificate is necessary when you buy a commuter’s ticket for training. After confirming the requirements in the Student Support Division, apply for it at least one month before the training begins.
Certificates, Notifications

<table>
<thead>
<tr>
<th>Subject</th>
<th>Window</th>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate for Group Travel Discount</td>
<td>Student Support Center 1st floor</td>
<td>This certificate is usable for group travel for classes or extracurricular activities. (Eight people or more is considered a group by JR.)</td>
</tr>
<tr>
<td>Certificate of Student Status</td>
<td>Student Center 1st floor Automatic Certificate Issuing Machine</td>
<td>If you need a certificate in English, you have to ask for it at a relevant faculty. (It may take longer to issue a certificate in English. You should apply for it as early as possible.)</td>
</tr>
<tr>
<td>Certificate of Expected Graduation (Completion) Academic Transcript List of Grades</td>
<td>Student Support Center 1st floor Automatic Certificate Issuing Machine</td>
<td>This certificate might be necessary for the Japanese Teaching Staff Examination or job hunting. It may take longer to issue this certificate. You should apply for it as early as possible.</td>
</tr>
<tr>
<td>Certificate of Expected Acquisition of a Teacher's Certificate</td>
<td>Student Support Center 1st floor Window No.1, No.2, No.4, or No.5 Each faculty etc.</td>
<td>If you cannot get it issued at the automatic certificate issuing machine, ask for it at the Health Service Center.</td>
</tr>
<tr>
<td>Health Certificate</td>
<td>Student Center 1st floor Automatic Certificate Issuing Machine</td>
<td>If you need certificates that are not listed above, contact the Academic Affairs of Faculty or the Student Support Division.</td>
</tr>
</tbody>
</table>

About Automatic Certificate Issuing Machine

The automatic certificate issuing machine is located on the 1st floor of the Student Center in the lobby. When instructions on the screen and the audio guidance are followed, various documents can be acquired through this machine, including student fare discounts (for JR) certificates, student status certificates, expected graduation (completion) certificates, academic transcripts, lists of grades, and health certificates.

You can use the machine from 8:15 to 18:15 on weekdays.

How to Use

① If you stand in front of the machine or touch the screen, instructions will appear on the screen and the audio guidance will begin.
② Hold your student ID card against the card reader and enter the password. Default password is your date of birth in 4-digit numbers (MMDD). For example, if your date of birth is April 1st, please enter 0401. You can change your password after logging in.
③ Select which certificate you need and enter the number of copies. Push the ISSUE button, and remove the newly printed certificate as soon as possible. If you leave it alone longer than expected, it will be stored in the machine and you cannot take it out.
Related Facilities

## Center for International Exchanges

### What is the Center for International Exchanges?

The Center for International Exchanges is engaged in a variety of activities for international exchange students. The Center also provides consultation services, including orientation for incoming international students as well as for international students who encounter difficulties in daily life.

### How to use

- **Location**
  3rd floor of Interdisciplinary Faculty for Science and Engineering Building II
- **Hours**
  8:30-17:15 (weekdays)

In order to increase the number of students with global mindsets, the Center delivers lectures about global subjects and holds Global Insight Seminars. In addition, students have access to and can look through brochures of overseas universities.

### Support for International Students

The Center for International Exchanges support international students by providing an orientation guidance, domestic training trips, employment support as well as advice in your daily life. The Center also recruit Japanese students who will help international students on various occasions by playing various roles as follows:

- **Let’s join international exchange activities!**
  - **Tutors for International students**
    Tutors for international students support the life of international students who have just arrived in Japan. They interact with international students positively.
  - **Conversation partners for short-term international students**
    Conversation partners for short-term international students interact with the international students who will stay at Shimane University for about 1-2 weeks. Many short-term international students come to study Japanese and expect to interact with Japanese students.
  - **Supporters for International Party**
    The Center for International Exchanges annually holds International Party in December to promote the interactions between international students and local people. About 200 people participate in the event every year. Japanese student supporters plan and help to manage it in cooperation with international students.

### Training Supporters for international students

The Center for International Exchanges recruit the Japanese student supporters who will also join the domestic training trips for international students, which are planned by the Center.

---

Contact

Center for International Exchanges

- **Location**
  Window/3rd floor of Interdisciplinary Faculty for Science and Engineering Building II
- **Hours**
  8:30-17:15 (weekdays)

**TEL.** 0852-32-6106

<Website> https://kokusai.shimane-u.ac.jp
<Facebook> https://www.facebook.com/shimadaikokusai/
Related Facilities

2 Center for Foreign Language Education

What is Center for Foreign Language Education?

The Center for Foreign Language Education was established in April 2004, for the purpose of functioning as an intellectual base of foreign language education at Shimane University. The Center is in charge of English study and the study of other languages, including Japanese, at Shimane University. In addition, the Center aims to make broad contributions to the community and the international society through foreign language education.

All students across all faculties, have the opportunity to interact with the Center for Foreign Language Education staff and teachers as a result of foreign language classes. In addition, they provide broad support in your everyday learning of foreign languages or in studying abroad. In line with your purpose and interests, you can learn German, French, Chinese, Korean as well as English and Japanese at Shimane University. Feel free to visit the Center.

Furthermore, the "Workstation," which is inside the Center for Foreign Language Education, is open to all students as a place for them to learn foreign languages and interact with each other. A variety of reference books and exercise books as well as educational DVDs, educational material, and computers are available in the Workstation. Throughout the school day, teaching staff are available and ready for your questions and consultation.

How to Use

Location
1st floor of Interdisciplinary Faculty of Science and Engineering Building II
After passing through the main building entrance, you can find it on your left.

Open hours
8:15~18:00 (weekdays)
( Please be attentive to notices during holidays.)

How to use books and teaching material

Reading
You can read books without restriction (8:15~18:00). Please return the books and educational DVDs to their original places after using them. We appreciate your cooperation.

Loan
The loan period during the regular semester is shown in the above table. Long-term loans are available during long-term holidays (spring, summer, and winter). You should take advantage of this opportunity.

Temporary takeout
It is possible for you to take out books temporarily. You need to complete a form at the counter. Dictionaries and other books can be borrowed to use in a class. Please be advised that the number of them is limited.

If you have a question,

1. Clerical staff are always available in the Workstation in the Center for Foreign Language Education.
   ● How to take a foreign language class?
   ● How to learn a foreign language outside of class?
   If you have any questions such as like the ones above, feel free to ask.

2. During class and exam periods, the teaching staff are available in the Work Station according to the time table.
   ● Questions about the contents of a class
   ● Consultation about how to learn a foreign language
   ● Consultation about studying abroad
   If you would like to know or ask about the topics above, feel free to drop in at the Workstation.
   You can find a "Request Card" and "Foreign Language Question Card" in the Workstation. You can let them know your request with the "Request Card." Using the "Foreign Language Question Card," you can choose a teacher that will answer your question.

3. Website
   http://cfle.shimane-u.ac.jp
   You can find the latest information regarding courses, classes, and events on campus.

The Center for Foreign Language Education
There are a variety of people, a variety of languages, and a variety of cultures. That's why the Center is interesting.
Learn, Search, Copy, and Order

Learn
The deeper you advance in the library, the quieter it gets. There are desks by windows, tables for individuals, and private rooms in the Study and Research Zones. The library provides you with the best places for you to study by yourself. The shelves on the 1st, 2nd, 3rd floor are open, and it is easy for you to look for the books you want.

If you would like to use the library with friends or a group, the Learning Commons or Group Study Room in the Exchange Zone are recommended because you can study while chatting with friends and your group. You can use them for a variety of purposes depending on the number of people and the activity.

Search, research

1. Shimane University Library Website
https://www.lib.shimane-u.ac.jp/
You can get a variety of information on how to use the library and on your field of learning or research.

2. OPAC: You can search for a book or a magazine that Shimane University possesses. You can use OPAC on your smartphone, too.

3. Reference (referential information) search: You can use a variety of databases in order to search for journal articles, newspaper articles, information in encyclopedias, or laws and ordinances. In addition, you can use an electronic journal or book through which you can read journal articles or books.

Copy
There are four copiers in the Main Library. In order to use them, you need your student ID card (IC card), cash, or a copy card.

1. 2 copiers in front of the counter of the 1st floor.

1. Special loans are for students working on a graduation thesis or research (e.g. Fourth year students, students preparing to graduate, or graduate students).

Return: Return the borrowed books to the return stand on the counter. If you miss a due date, you are not allowed to borrow another book for up to two weeks from the date when you returned all overdue books. When the library is closed, you can return the borrowed books through the book return post to the right side of the entrance.

Reservation: If a book that you would like to borrow is already borrowed, you can make a reservation for it on the search screen of OPAC.

Check out from the Medical Library: You can borrow and return books from the Medical Library (Izumo Campus) at the Main Library.

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Return: Return the borrowed books to the return stand on the counter. If you miss a due date, you are not allowed to borrow another book for up to two weeks from the date when you returned all overdue books. When the library is closed, you can return the borrowed books through the book return post to the right side of the entrance.

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Learn, Search, Copy, and Order

Learn
The deeper you advance in the library, the quieter it gets. There are desks by windows, tables for individuals, and private rooms in the Study and Research Zones. The library provides you with the best places for you to study by yourself. The shelves on the 1st, 2nd, 3rd floor are open, and it is easy for you to look for the books you want.

If you would like to use the library with friends or a group, the Learning Commons or Group Study Room in the Exchange Zone are recommended because you can study while chatting with friends and your group. You can use them for a variety of purposes depending on the number of people and the activity.

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1. 2 copiers in front of the counter of the 1st floor.
4 General Information Processing Center

What is The General Information Processing Center?

The General Information Processing Center is one of the institutes called “Institute for Joint Research and Education.” The center’s roles include maintaining the university’s information infrastructure, such as computers and information networks necessary for education and research, and supporting students and teaching staff with regard to the infrastructure.

In addition, a variety of services are provided at the window to support students. Feel free to ask a question.

Locations and service hours of training rooms and branches

PCs are available in training rooms and branches of the General Information Processing Center for use in your class or for studying outside of class. You need a user ID and a password for the Integrated Certification System in order to use a PC in the training room or branch. A wireless LAN is available in each classroom. You can bring your own laptop and use the LAN.

Examples of use outside the classroom

- Using the Internet on a PC
- sending and receiving e-mails
- composing and printing a report
- course registration, looking up a grade
- using the wireless LAN, etc.

Places where you can use a PC

- General Information Processing Center
- Faculty of Law and Literature Building
- Faculty of Education Building
- Main Library
- Any student in any faculty can use the PCs.

Using PC, relaxing, and other activities

Using PCs

There are 41 PCs in the PC Room, a branch of the General Information Processing Center. You can use a PC during University Library service hours. You need an ID and a password to log in on a PC. You can use the university (wireless) LAN with your own laptop, too.

Relaxing

You can enjoy national and local newspapers and magazines at the newspaper and magazine section. You can watch TV and DVDs in the AV Room. You can use the lobby on the 1st floor and the lounge on the 2nd floor during a break from your classes.

MyOPAC

This convenient service is provided on the University Library’s website. You can customize services that you use frequently and create your own portal site.

- You can confirm which book you are borrowing and extend the loan period.
- You can send for a copy of a journal article or a book and see the status of it.
- You can register databases that you frequently use.
- You can check the library service hours.

Guidance about library

The library provides inside tours and lectures on how to use databases. Your participation is welcomed.

Precautions for use

- Use material carefully.
- Follow the rules and the etiquette about networks when using a PC.
- Don’t speak in a loud voice that might annoy others.
- Use cellphones only at designated booths or outside the building.
- Eating in the library is prohibited. You can drink only in designated areas.
- Take care of your valuable items and personal belongings.

Using a photocopier

- 1 copier in the stack room of the 1st floor.
- 1 copier at the entrance of the 2nd floor.

Due to copyright law, you can only make a copy of material possessed by Shimane University Library with the copier in the library. You are not allowed to make a copy of your personal items such as a textbook.

- You can buy a copy card or charge your IC card with electronic money in Shimane University CO-OP.
The following are the primary services that the General Information Processing Center provides.

### Using wireless LAN

Wireless LAN is available at many common spaces at Shimane University, such as the University library, classrooms, and dining rooms. In order to get online, you need a user ID and password for the Integrated Certification System. In addition, you have to set the initial configuration before you start using the wireless LAN. On the center's website, please see the page about how to set the wireless LAN. The following is the name of the wireless LAN (SSID) at Shimane University.

- **Matsue Campus**
  - shimane-u-wl

### Using e-mails

A student at Shimane University can use Microsoft's "Office365 Education" e-mail account. In order to get access, you need a password for the Integrated Certification System. See the service information on the website of the center.

- **URL of Office365**
  - [https://portal.office.com](https://portal.office.com)
- **Student's e-mail address**
  - (user ID)@matsu.shimane-u.ac.jp

### Using printers

Printers are installed in the training rooms and branches (e.g. for printing reports). In order to use a printer, your student ID card has to be charged with electronic money from the Shimane University CO-OP. You can charge it at the following places, including the CO-OP store.

- **Places for charging:** shops, the Sogno university dining room, the Nicora university dining room, ASSET registers, adders in the shop

### Rules and etiquette for use

Primary rules and etiquette that you should follow when using the training room or branch are as follows. Let’s try to let everybody use the facilities comfortably.

1. Playing a game privately with a PC is prohibited.
2. Abusing or slandering other people with the Internet or accessing personal information illegally is prohibited.
3. Installing an application on a PC without permission is prohibited.
4. Eating or drinking in the training room or branch is prohibited. In addition, you are required to take your trash with you. If you have any questions, please come to the window.

### About the Integrated Certification System

The Integrated Certification System allows you to use a variety of services with only a user ID and password. "Notice of an ID and a password for the Integrated Certification System in Shimane University" is provided to students at the orientation for new students in faculty and graduate programs. Please handle them carefully with particular attention to “Information security.”

If you didn’t join the orientation program or if you forget your password, you have to come to the window with your student ID card.

### Points

<table>
<thead>
<tr>
<th></th>
<th>Black-and-white, A4</th>
<th>Color, A4</th>
<th>Black-and-white, A3</th>
<th>Color, A3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 yen/page</td>
<td>12 yen/page</td>
<td>6 yen/page</td>
<td>24 yen/page</td>
</tr>
</tbody>
</table>

※For double-sided printing, 1 sheet is considered as 2 pages.
Career section, Center for University Higher Education

What is The Career section, Center for University Higher Education?

The Career section, Center for University Higher Education supports students in various ways in order to help them make a better decision on their future courses. In the center, you can find information on job offers from companies and documents about the Civil Service Examination and the Japanese Teaching Staff Examination, and you can search for information with a PC. You can also borrow a variety of books or DVDs about job hunting.

How to use

- Location
  1st floor of Student Center
- Service hours
  8:15~18:15 (weekdays)
  Regardless of which year you are in, feel free to visit the center.

What the Center Does for You

- Consultation about career & employment
  A specialized consultant about employment will help you in various ways. They can correct your resume or entry sheet as well as provide you with an interview lesson (on an appointment basis, one session is 50 minutes long).
- Career & employment guidance
  In principle, the guidance is held in the afternoon on Wednesdays with specific content according to which year you are in.
- Explanatory meetings about companies, civil servants, and teachers
  The center invites individuals in charge of personnel or employment to provide students with an opportunity to talk with them directly.
- Various projects and events such as a free job-hunting bus tour
  The free job-hunting bus takes you to an explanatory meeting about companies in various places or a job-hunting event such as a visit to government offices.

Let’s Connect to The Career Center

Regarding the “employment management” menu in the Academic Affairs Information System, please register for it in accordance with the following instructions.

- Setting of e-mail communication
  You can receive a variety of useful information via e-mail from the Career section, Center for University Higher Education. If your e-mail address changes after it is registered, you have to register it again.

- Entering your expectation of your future course
  You have to enter the information without fail in accordance with “User’s Guide for the Academic Affairs Information System (Campus Square).” The system requires you to enter your plans for your future course each year before registering for courses. All students must enter it, not only students who hope to be employed after graduation, but also students who instead plan to keep studying.

- Entering your future course
  If your future course after graduation or completion is determined, register “entering your future course.”

For further information, see the Career section, Center for University Higher Education website.

http://career.shimane-u.ac.jp/gakusei/g-touroku.html

Top → To students → Read first
6 Health Service Center

What is Health Service Center?
The Health Service Center is an infirmary at Shimane University. A doctor, a public health nurse, and a counselor are stationed there, and you can consult them about a variety of topics.

They are trained to protect your privacy. You can consult them without any reserve.

For the details of the Health Service Center, see its website. If you have any questions, feel free to make an inquiry.

How to use

Service hours
8:30~18:00 (weekdays)
Except Saturday, Sunday, National Holidays, August 13~15, December 29~January 3, and special temporary closures.

Services you can receive

<table>
<thead>
<tr>
<th>Health service department</th>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>First aid will be provided for a student with a stomachache, fever, or injury due to exercise. Depending on the symptoms, the patient might be referred to another medical institution.</td>
</tr>
<tr>
<td>Medical Examination</td>
<td>Regular medical examinations are held from April to May every year. (For the details, such as the schedule, see the website or the bulletin board.)</td>
</tr>
<tr>
<td>Health Consultation or Education</td>
<td>You can consult a doctor or a public health nurse about concerning conditions, menstruation, eating habits, and nutrition.</td>
</tr>
<tr>
<td>Health check</td>
<td>You can measure your height, body weight, blood pressure, and eyesight.</td>
</tr>
<tr>
<td>Lending Out Health-related Goods</td>
<td>The center can lend out a kit for treating an injury, a blood pressure gauge, health-related books, and a wheelchair.</td>
</tr>
</tbody>
</table>

Counseling
They help students maintain and improve their mental health and nurture themselves. You can consult a doctor or a counselor about your concerns or problems.

The consultation is confidential. You can consult them without worry.

Example of consultation:
- About their education or future course
- About sexuality
- About interpersonal relations
- About harassment
- About your personality or yourself

Hours for consultations
9:00~17:00
(Except for Saturday, Sunday, and Holidays)
Tel: 0852-32-6568
E-mail: health@soc.shimane-u.ac.jp

Psychology Test
You can take a psychology test about your personality or aptitude.

Others

<table>
<thead>
<tr>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can use the room when you would like to take a rest in a quiet environment. There is a desk with a chair, books, and a massage chair. You can use a bed when you don’t feel well.</td>
</tr>
</tbody>
</table>
# Tuition and Scholarship

## 1 Payment of Tuition

### Tuition in 2020

<table>
<thead>
<tr>
<th>Annual fee</th>
<th>Fee per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>535,800 yen</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>535,800 yen</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Notice about the account transfer is put up on the designated bulletin board on campus and is not mailed to students before each deadline.*

*For students who apply for exemption from tuition, no payment is withdrawn and no bill is mailed until it is decided whether exemption is granted.*

*If tuition is not paid by the deadline, the student or guarantor will be contacted by the university. If no tuition is paid even after notification was received, the student will be removed from the school register.*

Let us know if you are in one of the following situations.

- You need a receipt after tuition is paid.
- You want to change the bank account used for account transfers.
- Your guarantor’s information (e.g. address) changed and you have not set up the account transfer yet.

### On payment

**Account transfer**

- Payment should be done via account transfer (No service fee is charged).
- Payment will be withdrawn, from the bank account information provided by the student beforehand, by the university on the designated transfer date.
- Only San-in Godo Bank or Japan Post Bank accounts can be used for payment.

**Desiganted transfer date**

- First semester: May 25
- Second semester: November 25

**Timing of bill**

- First semester: Beginning of May
- Second semester: Beginning of November

**Payment method**

- Deposit at a nearby financial institution by the deadline stipulated on the bill. Sender (student) bears the service fee.

- Sufficient funds must be deposited by at least one business day before the designated transfer date.
- If the designated transfer date is a holiday, transaction will be done on the next business day.
2 Tuition Exemption
For DEGREE-SEEKING STUDENTS ONLY

Exemption due to financial reasons
Undergraduate students enrolled in 2020 are not applicable.

If any of the following cases are considered true, a student can be exempted from the total or part of the amount of tuition for each semester. It is necessary for students to apply for it themselves.

- Tuition cannot be paid due to financial reasons while the student earns excellent grades.
- The person responsible for paying tuition passes away within 6 months before a semester begins (in case of freshmen, within 12 months for the first semester), or the student or person responsible for paying tuition falls victim to natural disaster.

Annual schedule (tentative)

Information on application will be put up on the bulletin board, so you should become accustomed to checking it.

- Notice of application (for first semester) .................. end of January
- Submission of application (for first semester) ................. end of March
- Notice of selection result (for first semester) .................. middle of July
- Notice of application (for second semester) .................. end of July
- Submission of application (for second semester) .............................. end of July to end of September
- Submission of application (for second semester) .............................. change, new end of September
- Notice of selection result (for second semester) .................. middle of December

※ It is necessary to submit an application before each deadline of each semester.

3 Scholarship Shimane University Awards
For DEGREE-SEEKING STUDENTS ONLY

Scholarship Shimane University awards

- Scholarship for cooperation program between campuses
  Scholarships are awarded to students who conducts a study on the campus other than his/her original campus.
  For information on how to apply for it, consult your guidance teacher.
  <Eligible study>
  - Cooperative graduate program between medicine, science and engineering, and agriculture
  - Interdisciplinary graduation research in the Faculty of Education, Interdisciplinary Faculty of Science and Engineering, and Faculty of Life and Environmental Science

- Scholarship for graduate students who make a presentation at an academic meeting
  Scholarships are awarded to graduate students in order to partly compensate for expenditures caused by presenting at an academic meeting. For information on how to apply for it, consult your guidance teacher.

- Scholarships for international student internships
  Scholarships are provided to international students who participate in an internship for a stated amount of time in a company in Shimane Prefecture. For further information on how to apply for it, contact the Center for International Exchanges.
1. Dormitory, Apartment and Boardinghouse

**Dormitory**  
※For DEGREE-SEEKING STUDENTS ONLY

The period of residence is two years, in general, beginning from the admission of undergraduate freshman students. However, additional residents may be recruited if there are any vacancies.  
※No meals are provided and there is no dining room.

<table>
<thead>
<tr>
<th>Building</th>
<th>Building A</th>
<th>Building B</th>
<th>Building C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible student</td>
<td>Freshman and sophomore students, international students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity (resident per room)</td>
<td>168 (1)</td>
<td>91 (1)</td>
<td>59 (1)</td>
</tr>
</tbody>
</table>

**Amenities**

- <Common>
  - bed (no mattress), desk, chair, closet, air conditioner, wiring for TV and Internet
- <Building A & C>
  - modular bath, restroom, mini kitchen (with electric stove)
- Building B has shared kitchens, restrooms, showers, and coin-operated laundry

**Structure**

- Four-story ferroconcrete
  - Newly built in 2012
- Four-story ferroconcrete
  - Rebuilt in 2013
- Three-story ferroconcrete
  - Rebuilt in 2013

**Cost**

- Rent (monthly)
  - Building A: 24,000 yen
  - Building B: 4,000 yen
  - Building C: 16,000 yen
- Common fee (monthly)
  - Building A: 1,000 yen
  - Building B: 2,500 yen
  - Building C: 1,000 yen
- Deposit
  - Building A: 19,250 yen
  - Building B: 13,200 yen
  - Building C: 19,250 yen
- Electricity (monthly)
  - Building A: Separate contract required
  - Building B: 2,000 yen
  - Building C: Separate contract required

Rent and fees should be paid via account transfer. Residents have to set up account transfers on time.

- Designated transfer date: 26th of every month (or the next business day if the day is a holiday)
- Sufficient funds must be deposited by at least one business day before the designated transfer date.

A resident may be removed from a dormitory in accordance with the dormitory rules, if rent and fees are not paid for three months or if there are any violations of the dormitory rules.

※The deposit is subject to change and not refundable.

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2. Part-time Job

**Part-time job**

Shimane University CO-OP helps students find part-time jobs (e.g. tutor) as part of your career development, unless it hinders your study. For further information on part-time job, see the following site.

http://www.shimane-u.ac.jp/campus-life/welfare/part_time_job/

For inquiries about part-time job, contact the second counter of Shimane University CO-OP store (Tel: 0852-32-6242)
### Extracurricular Activities

Shimane University encourages students to participate in social activities such as volunteer work in order to cultivate an independent spirit and communication skills leading to personal development.

#### Club activities

Club activities play an important role in developing a rich experience. You can enjoy a variety of precious experiences through their collective activities. Shimane University recommends joining a club so that you can actively be involved in student life.

For further information, see the following site or the other document called "Introduction to extracurricular and club activities."

http://www.shimane-u.ac.jp/campus-life/extra_curricular/club_activity/

#### Volunteer work

Shimane University recommends taking part in volunteer work (contributing to communities) in order for you to establish a deeper connection with the community, raise an independent spirit, socialize, develop communication skills, and cultivate the spirit of contributing to society.

Information on volunteer work is put up on the bulletin board on campus, at the window of the Student Support Division, and on the university’s website.

http://shiengp2.jn.shimane-u.ac.jp/
Student Life and Extracurricular Activities

4 Welfare Facilities

Welfare facilities in this university include University Union, dining room, cafe, store, etc. Details such as what they offer and how to use them are as follows.

University Union

The University Union aims to deepen human relations among students and university staff and to facilitate students’ involvement in extracurricular activities.

On the 1st floor, there is a CO-OP store, Bakery & Café ASSET (which includes a lounge), and mailboxes for clubs. On the 2nd floor there is an assembly room, a Japanese room, and a seminar room. On the 3rd floor there is a large assembly room.

Using the following site, you can apply for the use of a facility, such as an assembly room, within 3 weeks before the date of use.

http://www.jimu.shimane-u.ac.jp/web2/shimadairsv/userweb/

※People not associated with the university are not allowed to use university facilities.

Dining room, store, books, etc.

For further information on the dining room, store, books, etc., see the following site.

http://www.shimane-u.ac.jp/campus-life/welfare/cafeteria/

5 Personal Accident Insurance for Students Pursuing Education and Research etc.

Personal Accident Insurance for Students Pursuing Education and Research (PAS)

This insurance is to compensate for damage to a student caused by a disaster or an accident during education or research.

Liability Insurance coupled with PAS

This insurance is for cases when a student injures others during education/research, ruins another’s property (bearing liability for damage). It also applies when students bear liability for infringement on personal rights. It consists of insurance for liability for damage caused by an undergraduate student and insurance for liability for damage caused by a graduate law school student.

For further information, see the following site.

http://www.shimane-u.ac.jp/campus-life/welfare/insurance/
Information Security

While PCs and smartphones become more widespread, data breaches including leakage of personal information become more frequent. It is necessary to be cautious about information security and have preventive measures for security incidents at the level of not only an organization but also each individual.

Listed below are examples of such preventive measures. Let's try not to be either an offender or a victim in a security incident.

Management of your user ID and password

- Do not lend your user ID and password to, or share them with, other people including your family and friends.
- Do not use the same combination of a user ID and password for multiple IT services.
- Do not use a weak password that can be easily guessed by others from your profile or phone number.
- Do not visit a website that requests you to enter your personal information (e.g. your ID, password, or e-mail address) on a PC that is shared with many people at a place such as a net cafe.

Management of your PC, tablet, and USB recording media

- Set a password on your machine in case of loss or theft.
- Back up your important files regularly.
- Do not save data on your machine, if it contains your personal information.
- Install an anti-virus software and always keep it updated.
- Upgrade your OS and software and always keep them updated.

Proper use of e-mail

- Do not open an e-mail from an unknown sender, click an URL in the e-mail, or open an attached file to it recklessly.
- Before you send an e-mail, check the e-mail address of the recipient. Avoid sending it to a wrong person.
- Before you send an e-mail, check the content. Check whether the recipient can understand it.
- Use Cc or Bcc functions properly for right purposes.

Proper connection to a wireless LAN

Among public wireless LANs, there are malicious ones in which your communication is intercepted or low-security ones in which your communication can be wiretapped.

Do not use a free wireless LAN service that is not protected by a password or whose provider is unknown.

In addition, check the setting of your machine and change it, if necessary, in order to prevent your machine from connecting to a suspicious LAN service automatically.

Management of personal information on SNS

The location of your home might be identified due to a picture you take using a digital camera or a smartphone with the GPS function, or you might experience trouble if you post personally identifiable information of yours on SNS.

Before posting any information, you have to check the content and make sure that it is not linked to any personally identifiable information such as your location. In addition, when you use IT services such as SNS, do not post personal information of other people without permission. Do not be an offender who defames other people and will be accused for libel.

Management of personal information on websites

There are fake websites that look like a trusted service such as a bank. Exercise caution when you enter personal information on any websites.

If you encounter a suspicious activity

My PC gets infected with a virus" or "My user ID and password seem to be used by somebody." If such a security incident happens or seems to happen, you should report it to Shimane University CSIRT immediately.

Feel free to contact your guidance teacher or tutor if you have any questions.