

Campus Guidebook 2022

Shimane University

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1060 Nishikawatsu-cho, Matsue, Shimane., 690-8504 Japan

※Please note that the actual measures may differ from the descriptions in this Guidebook due to the new coronavirus infection countermeasures.

Shimane University



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2022 Academic Calendar (Matsue Campus)

APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER	
1	F	1	S	1	W	1	F	1	M	1	T
2	S	2	M	2	T	2	S	2	T	2	F
3	S	3	T	3	F	3	S	3	W	3	S
4	M	4	W	4	S	4	M	4	T	4	S
5	T	5	T	5	S	5	T	5	F	5	M
6	W	6	F	6	M	6	W	6	S	6	T
7	T	7	S	7	T	7	T	7	S	7	W
8	F	8	S	8	W	8	F	8	M	8	T
9	S	9	M	9	T	9	S	9	T	9	F
10	S	10	T	10	F	10	S	10	W	10	S
11	M	11	W	11	S	11	M	11	T	11	S
12	T	12	T	12	S	12	T	12	F	12	M
13	W	13	F	13	M	13	W	13	S	13	T
14	T	14	S	14	T	14	T	14	S	14	W
15	F	15	S	15	W	15	F	15	M	15	T
16	S	16	M	16	T	16	S	16	T	16	F
17	S	17	T	17	F	17	S	17	W	17	S
18	M	18	W	18	S	18	M	18	T	18	S
19	T	19	T	19	S	19	T	19	F	19	M
20	W	20	F	20	M	20	W	20	S	20	T
21	T	21	S	21	T	21	T	21	S	21	W
22	F	22	S	22	W	22	F	22	M	22	T
23	S	23	M	23	T	23	S	23	T	23	F
24	S	24	T	24	F	24	S	24	W	24	S
25	M	25	W	25	S	25	M	25	T	25	S
26	T	26	T	26	S	26	T	26	F	26	M
27	W	27	F	27	M	27	W	27	S	27	T
28	T	28	S	28	T	28	T	28	S	28	W
29	F	29	S	29	W	29	F	29	M	29	T
30	S	30	M	30	T	30	S	30	T	30	F
		31	T			31	S	31	W		

※The Izumo campus calendar is established separately. ※July 2nd and January 21st will be make-up days in case classes are canceled due to the weather warnings. ※Grades will be posted on the Campus Square after the date of the notice of grades each semester. ※AY2023 Entrance Ceremony will be held on Tuesday, April 4, 2023. ※The school year calendar is subject to change depending on the status of the new coronavirus infection. Please check the address below for the latest school year calendar.

https://www.shimane-u.ac.jp/en/about/Academic_Calendar.html



OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH	
1	S	1	T	1	T	1	S	1	W	1	W
2	S	2	W	2	F	2	M	2	T	2	T
3	M	3	T	3	S	3	T	3	F	3	F
4	T	4	F	4	S	4	W	4	S	4	S
5	W	5	S	5	M	5	T	5	S	5	S
6	T	6	S	6	T	6	F	6	M	6	M
7	F	7	M	7	W	7	S	7	T	7	T
8	S	8	T	8	T	8	S	8	W	8	W
9	S	9	W	9	F	9	M	9	T	9	T
10	M	10	T	10	S	10	T	10	F	10	F
11	T	11	F	11	S	11	W	11	S	11	S
12	W	12	S	12	M	12	T	12	S	12	S
13	T	13	S	13	T	13	F	13	M	13	M
14	F	14	M	14	W	14	S	14	T	14	T
15	S	15	T	15	T	15	S	15	W	15	W
16	S	16	W	16	F	16	M	16	T	16	T
17	M	17	T	17	S	17	T	17	F	17	F
18	T	18	F	18	S	18	W	18	S	18	S
19	W	19	S	19	M	19	T	19	S	19	S
20	T	20	S	20	T	20	F	20	M	20	M
21	F	21	M	21	W	21	S	21	T	21	T
22	S	22	T	22	T	22	S	22	W	22	W
23	S	23	W	23	F	23	M	23	T	23	T
24	M	24	T	24	S	24	T	24	F	24	F
25	T	25	F	25	S	25	W	25	S	25	S
26	W	26	S	26	M	26	T	26	S	26	S
27	T	27	S	27	T	27	F	27	M	27	M
28	F	28	M	28	W	28	S	28	T	28	T
29	S	29	T	29	T	29	S			29	W
30	S	30	W	30	F	30	M			30	T
31	M			31	S	31	T			31	F

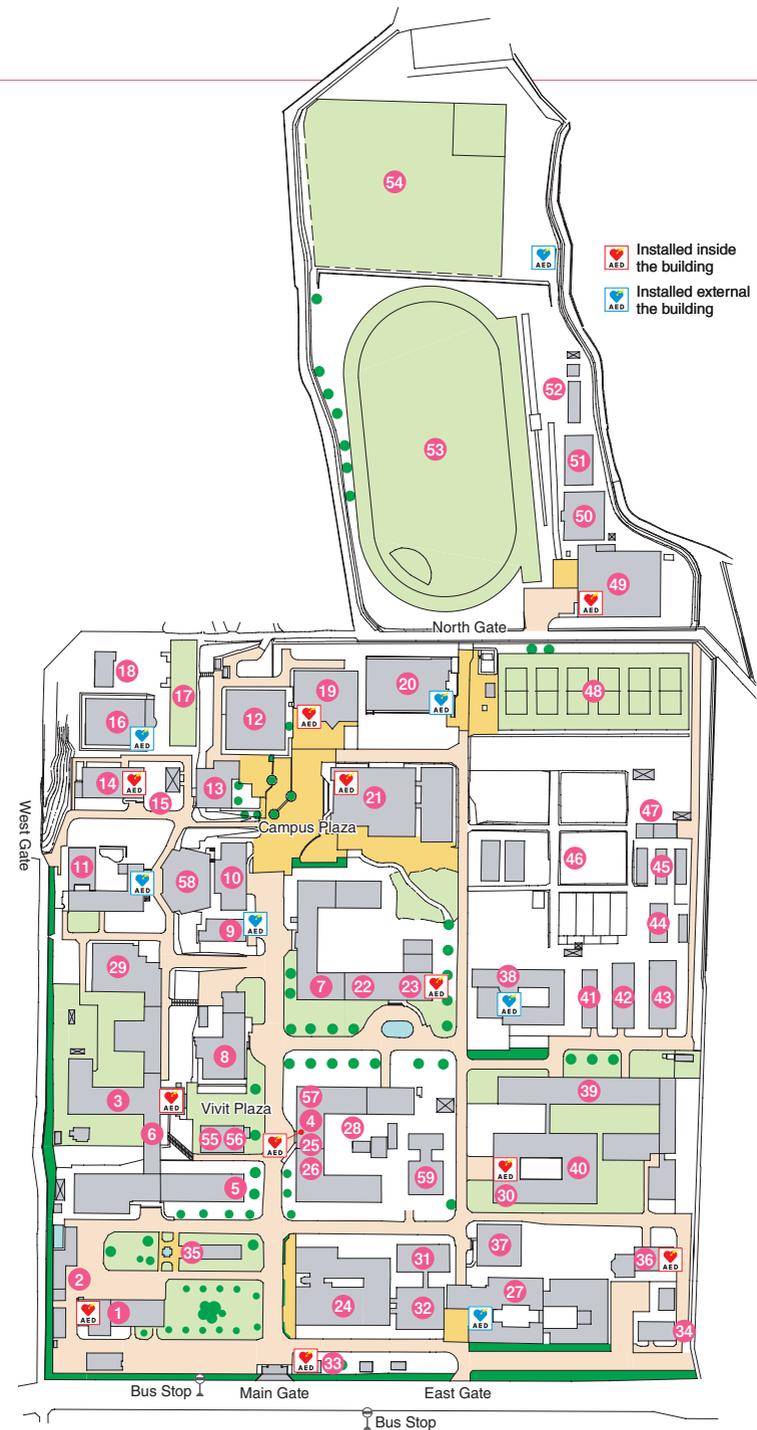
Regular Class Substitute Regular Exam
 TOEIC Test Flex Term Weekend, Holiday

Class hours

● 1-2/8:30-10:10 ● 3-4/10:25-12:05 ● 5-6/13:00-14:40 ● 7-8/14:55-16:35 ● 9-10/16:50-18:30

Matsue Campus Map

- 1 Administration Building  
 - 2 Garage
 - 3 Faculty of Education Building  
 - 4 Center for Foreign Language Education (1st floor)
 - 5 Center for Research on Teacher Education (G floor)
 - 6 Center for Educational Support of Faculty of Education (1st floor)
 - 7 Educational Research and Development Section of Higher Education Center (2nd floor)
 - 8 Student Center 
 - 9 Health Service Center, Student Consultation Room  
 - 10 General Education Building I  
 - 11 General Education Building II  
 - 12 Student Cafeteria I "Sogno" 
 - 13 Student Cafeteria II "Nicora"
 - 14 Extracurricular Activity Center
 - 15 Skiing Warehouse
 - 16 Swimming Pool
 - 17 Archery Range
 - 18 Japanese Archery Range
 - 19 University Union  
 - 20 Gymnasium II 
 - 21 Main Library  
 - 22 Faculty of Law and Literature Building  
 - 23 Estuary Research Center (1st floor)
 - 24 Interdisciplinary Faculty of Science and Engineering Building I  
 - 25 Interdisciplinary Faculty of Science and Engineering Building II  
 - 26 Center for International Exchanges (3rd floor)
 - 27 Interdisciplinary Faculty of Science and Engineering Building III  
 - 28 Animal Breeding Room
 - 29 Faculty of Human Sciences Building  
 - 30 Shimane University Museum (1st floor)
 - 31 Interdisciplinary Faculty of Science and Engineering Building for Information Science
 - 32 Interdisciplinary Faculty of Science and Engineering Building I (Graduate Course Building)
 - 33 Guard Post, Central Surveillance Building
 - 34 Environmental Safety Facility
 - 35 Community Exchange Meeting House 
 - 36 General Information Processing Center  
 - 37 Department of Molecular and Functional Genomics in Interdisciplinary Center for Science Research (RI Experimentation Facility) 
 - 38 Faculty of Life and Environmental Sciences Building I  
 - 39 Faculty of Life and Environmental Sciences Building II  
 - 40 Faculty of Life and Environmental Sciences Building III 
 - 41 Water Supply Experimentation Room
 - 42 Agricultural Machinery Experimentation Room
 - 43 Forest Product Processing Facility, Experimental Animals Facility
 - 44 Sawing Processing Facility
 - 45 Greenhouse
 - 46 Farm
 - 47 Animal Experimentation Facility
 - 48 Tennis Courts
 - 49 Gymnasium I 
 - 50 Training Center
 - 51 Martial Arts Center
 - 52 Athletic Equipment Warehouse
 - 53 Athletic Field
 - 54 Ball Park
 - 55 Student Support Center 
 - 56 Career section, Center for University Higher Education
 - 57 Student Accessibility Office
 - 58 University Hall 
 - 59 Next Generation Tataro Co-Creation Centre
-  elevator  multipurpose toilet

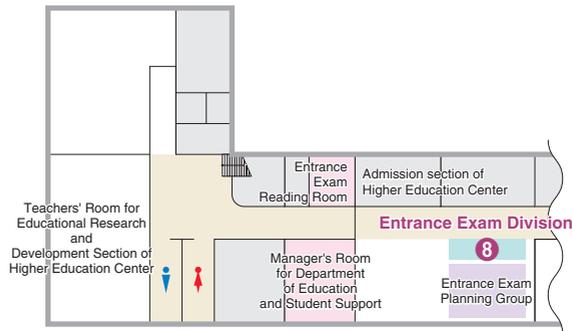


Student Center, Student Support Center

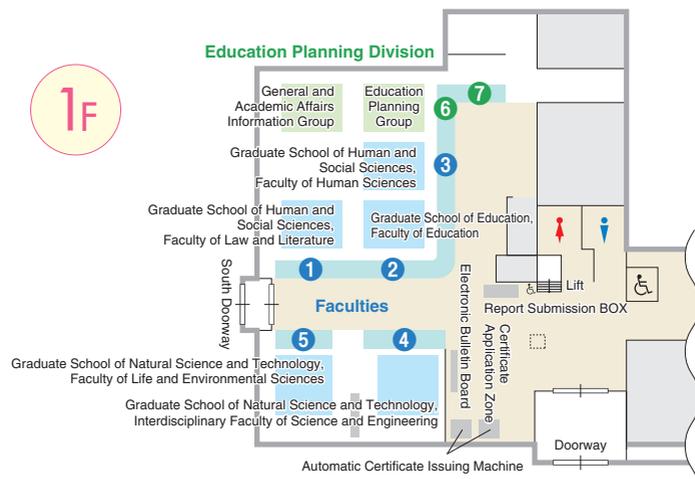
Map of Student Center



2F



1F



①~⑤ 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.

⑥ Education Planning Group, Education Planning Division

Matters regarding common education across all faculties (liberal arts), class room allotment, special minor programs, educational consultation, cancelled and supplementary classes, university hall, building for liberal arts, management of electronic bulletin board

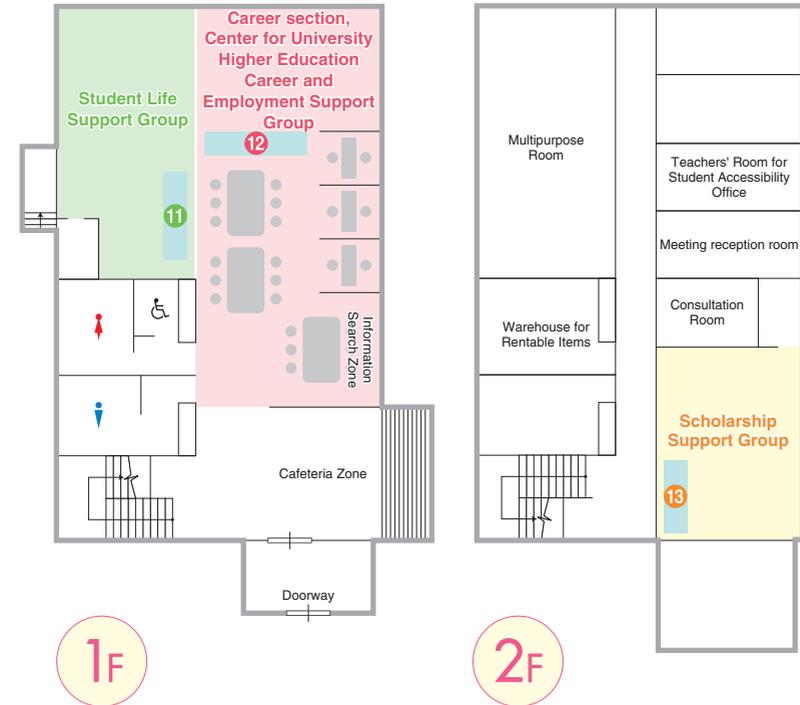
⑦ General and Academic Affairs Information Group, Education Planning Division

Student ID card, automatic certificate issuing machine, Academic Affairs Information System

⑧ Entrance Exam Division

Distribution of guidelines for applicants and university guidancebook, reading of entrance exams, procedures for admission, etc.

Map of Student Support Center



Student Support Division

⑪ 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

⑫ Career and Employment Support Group

Employment information, career consultation, internship, guidance, career design program

⑬ Scholarship Support Group

Exemption from admission and tuition fees, scholarship, certificates for student discount and of student status

Reception Windows at University

Shimane University established 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 guidebook to help you consult the appropriate window.

Student Center



Division in charge	Group in charge	Roles
Education Planning Division	General and Academic Affairs Information Group Window No.7 on 1st floor Tel: 0852-32-7032 Hours: 8:15~18:15 (weekdays)	<ul style="list-style-type: none"> ● Academic Affairs Information System ● Student ID card or certificates issued through the automatic certificate issuing machine
	Education Planning Group Window No.6 on 1st floor Tel: 0852-32-6053 Hours: 8:15~18:15 (weekdays)	<ul style="list-style-type: none"> ● Classes in general education across all faculties, course registration, and educational consultation ● Grade management of classes in general education across all faculties ● Course evaluation of classes in general education across all faculties ● Management of university hall and buildings for liberal arts
Faculties (Academic Affairs)	Faculty of Law and Literature (Graduate School of Human and Social Sciences) Window No.1 on 1st floor Tel: 0852-32-6121	<ul style="list-style-type: none"> ● 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)
	Faculty of Education (Graduate School of Education) Window No.2 on 1st floor Tel: 0852-32-6035	
	Faculty of Human Sciences (Graduate School of Human and Social Sciences) Window No.3 on 1st floor Tel: 0852-32-6333	
	Interdisciplinary Faculty of Science and Engineering Window No.4 on 1st floor Tel: 0852-32-6255	
	Faculty of Life and Environmental Sciences Window No.5 on 1st floor Tel: 0852-32-6256	
	Graduate School of Natural Science and Technology Window No.4 or No.5 on 1st floor Tel: 0852-32-6835	
Hours (all the above): 8:15-18:15 (weekdays)		

Student Support Center



Division in charge	Group in charge	Roles
Student Support Division	Student Life Support Group Window No.11 on 1st floor Tel: 0852-32-9764 Hours: 8:15~18:15 (weekdays)	<ul style="list-style-type: none"> ● 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
	Career and Employment Support Group Window No.12 on 1st floor Tel: 0852-32-6061 Hours: 8:15~18:15 (weekdays)	<ul style="list-style-type: none"> ● 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
	Scholarship Support Group Window No.13 on 2nd floor Tel: 0852-32-6063 Hours: 8:15~18:15 (weekdays)	<ul style="list-style-type: none"> ● 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

Windows at University

Faculty of Education Building



Division in charge	Group in charge	Roles
Faculty of Education	Center for Educational Support Window in Room 141 on 1st floor Tel: 0852-32-9836 Hours: 9:00~16:00 (weekdays)	<ul style="list-style-type: none"> ● Practice teaching (Faculty of Education) ● 1000-hour learning through experience
	Center for Research on Teacher Education Window in Room G28 on G floor Tel: 0852-32-6495 Hours: 9:00~17:00 (weekdays)	<ul style="list-style-type: none"> ● 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

Interdisciplinary Faculty of Science and Engineering Building II



Division in charge	Group in charge	Roles
International Division	Center for Foreign Language Education Window on 1st floor Tel: 0852-32-9837 Hours: 8:15~17:00 (weekdays)	<ul style="list-style-type: none"> ● Content creation of foreign language classes ● Advice on how to learn a foreign language outside of class ● Management of Center for Foreign Language Education
	Exchange with International Students Window on 3rd floor Tel: 0852-32-6106 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> ● Supporting studying abroad by Japanese students ● Supporting short-term overseas training by Japanese students ● Planning and conducting inter-cultural exchange programs ● Clerical work for accepting international students ● Supporting academic and daily lives of international students ● Supporting exchange with international students
	International Cooperation Window on 3rd floor Tel: 0852-32-9735 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> ● Clerical work for International Center ● Clerical work for the International Joint Research Institute of Shimane University & Ningxia University ● Foreign scholars

Administration Building



Division in charge	Group in charge	Roles
Facility Planning Division	Environmental Management Window on 2nd floor Tel: 0852-32-9829 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> ● Promotion of EMS activities
Accounting and Procurement Division	Credit Management Window on 2nd floor Tel: 0852-32-6058 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> ● Payment of tuition fees rent, etc.

Guard Post



Division in charge	Group in charge	Roles
Facility Planning Division	Guard Post Tel: 0852-32-6101	<ul style="list-style-type: none"> ● Issuance of vehicle entry certificate ● Traffic and safety on the campus



■ Student Center



■ Student Support Center



■ Faculty of Education Building



■ Interdisciplinary Faculty of Science and Engineering Building II



■ Administration Building



■ Guard Post

1 Class & Exam



Where is my classroom?

Subject	Window	Outline
Table of Classroom Allotment	Student Center 1st floor Window No.1 - No.6	You can see the table on the website. https://www.shimane-u.ac.jp/education/school_info/class_data/  If there is no information on the table, please check the Campus Square, the syllabuses, or ask at the window of your faculty at the Student Center.

Is my class cancelled?

Subject	Window	Outline
Information on Class Cancellation		The information is on Academic Affairs Information System and on the website. https://www.shimane-u.ac.jp/education/school_info/no_lectures/  ※When individually informed by the teachers, there are some cases where the notifications will not be posted in the above.
Class Cancellation due to Storm or Suspension of Public Transportation	Student Center 1st floor Window No.1 - No.6	Classes and regular exams are cancelled when any of the following conditions is met. ①When one of the following is issued in Matsue City. ● Storm warning ● Blizzard warning ● Emergency warning (except high-tide and high-sea warnings) ※Except for heavy rain, flood, high-tide, and high-sea warnings. ②When 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.

Subject	Window	Outline						
Class Cancellation due to Storm or Suspension of Public Transportation	Student Center 1st floor Window No.1 - No.6	<table border="1"> <tr> <td>Time when warning is lifted or when transportation is restored</td> <td>When to resume classes or regular exams</td> </tr> <tr> <td>Warning is lifted or transportation is restored by 7 a.m.</td> <td>Classes or regular exams start from the 1st period</td> </tr> <tr> <td>Warning is lifted or transportation is restored by 11 a.m.</td> <td>Classes or regular exams start from the 5th period</td> </tr> </table> <p>Students are recommended to check weather information through the online service of the Meteorological Agency etc.</p>	Time when warning is lifted or when transportation is restored	When to resume classes or regular exams	Warning is lifted or transportation is restored by 7 a.m.	Classes or regular exams start from the 1st period	Warning is lifted or transportation is restored by 11 a.m.	Classes or regular exams start from the 5th period
Time when warning is lifted or when transportation is restored	When to resume classes or regular exams							
Warning is lifted or transportation is restored by 7 a.m.	Classes or regular exams start from the 1st period							
Warning is lifted or transportation is restored by 11 a.m.	Classes or regular exams start from the 5th period							
Make-up Day for Classes		The "make-up day for classes" is scheduled 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.						

How do I notify my teacher of absence?

Subject	Window	Outline
Notification of Absence	Student Center 1st floor Window No.1 - No.6	Submit notification to the teacher in charge of the class. The notification form is on the Report BOX in the Student Center.
Notification of Long-term Absence	Student Center 1st floor Window No.1 - No.5	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.

Class & Exam

What are Flex Term and Gap Term?

The four weeks after the end of the first semester are called the "Flex Term" and are used to promote independent study, such as study abroad and internships. The Gap Term is a combination of the Flex Term and the summer vacation period, during which students are encouraged not only to attend intensive lectures, experiments, or practical training, but to participate in short-term study abroad, internships, and volunteer activities. (For further information, please visit the university website: https://www.shimane-u.ac.jp/education/school_info/flex_term/)

As a rule, regular exams are held during the first week of the Flex Term. If you are unable to take the exam during the Flex Term, you may apply for alternative arrangements.

Subject	Window	Outline
Substitute Exam	Student Center 1st floor Window No.1 - No.5	<p>■ Application for a substitute exam</p> <p>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.</p>

When and where are regular exams held?

Subject	Window	Outline
English Exam (Date of TOEIC)	Interdisciplinary Faculty of Science and Engineering Building II 1st floor Center for Foreign Language Education	The English IA & 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.)
Exam by Class Schedule	Student Center 1st floor Window No.1 - No.6	In principle, during the period of regular exams, all exams (except for English IA & 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.)

- 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

Subject	Window	Outline
Make-up Exam	Student Center 1st floor Window No.1 - No.5	<p>■ Application for a make-up exam</p> <p>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.</p>

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

Subject	Window	Outline
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.

2 Academic Affairs Information System

※For DEGREE-SEEKING STUDENTS ONLY



What you can do with Academic Affairs Information System

Subject	Window	Outline
Student Registration Management	Academic Affairs of Faculty (Student Center, 1st floor, Window No.1-No.5)	If there are any changes in your entry, please correct them promptly. The University may contact you in an emergency.
Course Management		You will not be able to earn credits without registration, even if you attend a class and take the exam.
Reference to Syllabus		See the syllabus (class outlines) and register.
Grade Management		You can check out your grades that you acquired.
Independent Learning Support		Displayed only to the students who belong to each Faculty or Department.
Diploma Policy Achievement Support		
Report Management		Class Instructors
Questionnaire	Education Planning Division, Education Planning Group (Student Center, 1st floor, Window No.6)	
Bulletin Board	Each division group or the Center that posted a notice	You can check the posting of contents related to class-related, tuition exemption, scholarship, and various other announcements. ※The contents of the notice may sometimes be received by e-mail.

Subject	Window	Outline
Canceled Classes /Make-up Classes	Basic Subjects (Foreign Languages)	Center for Foreign Language Education (Interdisciplinary Faculty of Science and Engineering Building No.2, 1st floor)
	Basic Subjects (Other than Foreign Languages)	Education Planning Division, Education Planning Group (Student Center, 1st floor, Window No.6)
	Liberal Arts Subjects	
	Specialized Subjects	Academic Affairs of Faculty (Student Center, 1st floor, Window No.1~5)
Admission Fee Exemption / Tuition Exemption	Student Support Division, Scholarship Support Group (Student Support Center, 2nd floor, Window No.13)	
Employment Management	Student Support Division, Career/Employment Support Group (Student Support Center, 1st floor, Window No.12)	Preferred Career Path Input If you do not input your preferred career path, you will not be able to register for courses. Career Path Condition Input If you are planning to graduate or complete your studies, you must input the information on your career path condition.
Appointment for Consultation	Health Service Center	You can make an appointment for consultation at the Health Service Center.
Safety Confirmation	Student Support Division, Student Life Support Group (Student Support Center, 1st floor, Window No.11)	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.

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, Moodle, and Automatic Certificate Issuing Machine.

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 23)
- Issuance of certificates for student fare discounts (student discount) and for commuter status
- Points provided for extracurricular activities (See page 45)
- University library card and the use of copiers and printers (See page 29)
- Use of printers in the General Information Processing Center (See page 33)
- Entrance card ^{※1}
- Electronic money card for Shimane University CO-OP ^{※2}

※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 22 1 001

① ② ③ ④

- 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 and Graduate School of Human and Social 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 the Automatic Certificate Issuing Machine 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
Certificate for Student Fare Discount (for JR)	Student Center 1st floor Automatic certificate issuing machine	<ul style="list-style-type: none"> ● 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. <ol style="list-style-type: none"> 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.
Certificate for Student Fare Discount (for Oki-Kisen)		<ul style="list-style-type: none"> ● This certificate is usable for Oki-Kisen.
Certificate of Commuter Status	Student Support Center 2nd floor Window No.13	<ul style="list-style-type: none"> ● 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.
Certificate of Commuter Status for Training		<ul style="list-style-type: none"> ● 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

Subject	Window	Outline
Certificate for Group Travel Discount	Student Support Center 1st floor Window No.11	● This certificate is usable for group travel for classes or extracurricular activities. (Eight people or more is considered a group by JR.)
Certificate of Student Status Certificate of Expected Graduation (Completion) Academic Transcript List of Grades	Student Center 1st floor Automatic Certificate Issuing Machine	● 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.)
Certificate of Expected Acquisition of a Teacher's Certificate	Student Support Center 1st floor Window No.1, No.2, No.4, or No.5 Each faculty etc.	● 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.
Health Certificate	Student Center 1st floor Automatic Certificate Issuing Machine	● If you cannot get it issued at the Automatic Certificate Issuing Machine, ask for it at the Health Service Center.

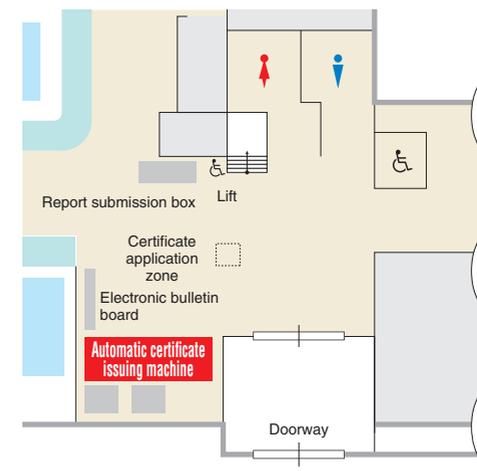
※If you need certificates that are not listed above, contact the Academic Affairs of Faculty or the Student Support Division.

About Automatic Certificate Issuing Machine

※For DEGREE-SEEKING STUDENTS ONLY

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 choose one of the languages displayed, the audio guidance will begin automatically.
- ② Hold your student ID card against the card reader and enter the password, which is the same as the one of the Integrated Authentication System.
- 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.



1 International Center



What is the Center for International Exchanges?

The International Center is engaged in a variety of activities concerning 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 can receive individual advice about studying abroad.

Support for International Students

The International Center supports international students by providing orientation guidance, domestic training trips, employment support as well as advice on daily life. The center also recruits Japanese students who will help international students on various occasions by playing various roles as follows:

Tutors for International students

Tutors for international students support the life of international students who have just arrived in Japan. They actively interact with international students.

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

An International Party is held annually 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 International Center recruits the Japanese student supporters who will also join the domestic training trips for international students, which are planned by the Center.

Contact

International Center

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

TEL.0852-32-9756

<Website> <https://kokusai.shimane-u.ac.jp>

<Instagram> https://www.instagram/su_international_center/



<Website>

2 Center for Foreign Language Education



What is Center for Foreign Language Education?

The Center for Foreign Language Education was established in April 2004, 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. 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 concerning foreign language classes. In addition, they provide broad support in everyday learning of foreign languages or about studying abroad. In line with each student's purpose and interests, students can learn German, French, Chinese, Korean as well as English and Japanese at Shimane University.

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 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, it is on the left-hand side.

Open hours

9:00~17:00 (weekdays)

(Please be attentive to notices during holidays.)



How to Use Books and Other Teaching Materials

Reading

Students can read books without restriction(9:00~17:00). Please return the books and educational DVDs to their original places after using them.

	Check out	Return
I	Monday	Wednesday
II	Wednesday	Friday
III	Friday	Monday

Lending books

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). Please 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.

Questions

- ① Clerical staff are always available in the Workstation of 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 who 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.

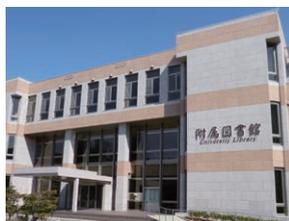
The Center for Foreign Language Education

There are a variety of people, a variety of languages, and a variety of cultures. That's why the Center is interesting.

3 Shimane University Main Library

What is the Main Library?

The Main Library is located on the Matsue Campus and the Medical Library is located on the Izumo Campus. They have collected the necessary material for learning and research and provided them in an organized fashion. The inside of the Main Library is divided into the Communication Zone, the Learning Zone, and the Study Zone. You can learn in bright and user-friendly facilities in a quiet and serene environment. You can use a section designed for relaxation during a break from your study. Take advantage of the university library and lead a productive and fruitful student life.



In addition, there is a group of students called the “Library Concierge” that supports your use of the library. If you have any questions or concerns, feel free to talk to them.

How to use

Service hours

	Weekdays	Saturday, Sunday, and Holiday
During the period of classes	8:30~21:30	10:00~17:30
During holidays	9:00~17:00	Closed

※The latest information is put up on the website and on the bulletin board in the library.

How to enter the library

You need your student ID card (IC card) to enter the library. You have to hold your student ID card against the entrance gate. If you forget to bring your student ID card, you have to complete the necessary official procedure at the Service Desk in order to enter the library.

Check out and return of books

- ① **Check out:** You need your student ID card to borrow a book. Locate the automatic check-out machine, which is to the side of the Service Desk on the 1st floor and then follow the instructions that appear on the screen. You cannot borrow reference books (e.g. encyclopedias) or periodicals. Unless another makes a reservation for your loaned item, you are allowed to extend the period of your loan once (for an additional 14 days).

② The number of items you can borrow and its period

	Ordinary loan		※Special loans for a graduation thesis	
	Books	Period	Books	Period
Undergraduate	10 books	14 days	3 books	30 days
Graduate	15 books			

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

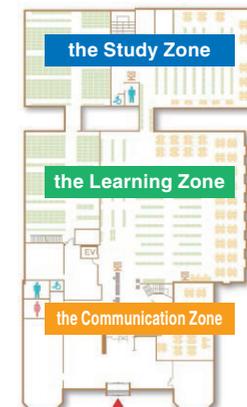
- ③ **Return:** Return the borrowed books to the Service Desk. If you miss a due date, you are not allowed to borrow another book for up to two weeks from the date when you returned all overdue books. When the library is closed, you can return the borrowed books through the book return post to the right side of the entrance.
- ④ **Reservation:** If a book that you would like to borrow is already borrowed, you can make a reservation for it on OPAC.
- ⑤ **Check out from the Medical Library:** You can borrow and return books from the Medical Library (Izumo Campus) at the Main Library.

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 Learning Zone and the Study Zone. 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 Communication 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/english/>

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 periodicals that Shimane University possesses. You can use OPAC on your smartphone, too.
- ③ **Other Resources:** 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 e-journal or an e-book.



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.

- 2 copiers in front of the counter of the 1st floor.
- 1 copier in the stack on the 1st floor.
- 1 copier at the entrance of the 2nd floor stack.

Related Facilities

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.

Order

If you need a book or journal article that Shimane University does not possess, you can send for it from other universities or prefectural public libraries.

- Copy of journal articles.....you have to pay a fee for copy service & postage
- Book (from other universities or National Diet Library)you have to pay a round trip postage
- Book (from other universities or public libraries in Shimane Prefecture)free

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 Integrated authentication system 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 videos 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 use the following services after log-in.

- 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 request a purchase of a book to the library.

Guidance about library

The library provides 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.

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

- 1 General Information Processing Center
- 2 Faculty of Law and Literature Building
- 3 Faculty of Education Building
- 4 Main Library

※Any student in any faculty can use the PCs.



Related Facilities

Locations and service hours of training rooms and branches

	Training room or branch	Number of PCs	Location	During the period of classes		During holidays	
				Weekdays	Saturday Sunday	Weekdays	Saturday Sunday
①	1st Student Training Room	31	2nd floor of General Information Processing Center				
	2nd Student Training Room	31					
	3rd Student Training Room	5					
②	Branch in the Faculty of Law and Literature	21	Room 338 on the 3rd floor of the Faculty of Law and Literature Building				
③	Branch in the Faculty of Education	21	Room 240 on the 2nd floor of the Faculty of Education Building				
④	Branch in the University Library	21	PC Room on the 2nd floor of the University Library	Same as the service hours of University Library			

■ 8:15~19:00 ■ 8:15~21:30 ■ 8:15~18:15 ■ Close

● **Caution:** When PCs or the networks are unavailable due to equipment maintenance, a notice will be put up in advance on the bulletin board and the center's website.

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 forget your password, you have to come to the window with your student ID card.

※ The login passwords for the Academic Affairs Information System, Moodle, and the Certificate Automatic Issuing Machine are the same as the password of the Integrated Authentication System.

About the primary services of the General Information Processing Center

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**

About Microsoft 365

You can use Microsoft 365 while you are enrolled. Since it is necessary to set multi-factor authentication in advance for use, please refer to the multi-factor authentication setting page of the Center by using the email address for a student, the password of the Integrated Authentication System, and personal devices such as smartphones.

● **URL of Office365** <https://portal.office.com>

About using e-mail

After setting up multi-factor authentication, email addresses for students can be used. Please refer to the Center's e-mail settings page for usage methods, etc.

Notices from the university and information about classes are sent to the student's e-mail account. Please read your e-mails regularly.

● **Student's e-mail address** **(user ID)@matsu.shimane-u.ac.jp**

About using a VPN

When using a VPN (Virtual Private Network), you can use services dedicated to the university in an environment connected to the Internet such as home. Since the user ID and password of the Integrated Authentication System are required for setting up, please see the VPN connection use page of the Center.

The main services used by connecting to a VPN from outside the university are as follows: Academic Affairs Information System.

About using printers

Printers are installed in the training rooms and branches (e.g. for printing reports). You can also print on your personal computer, so please refer to the instructions page of the bring-in terminal of the Center's printing system. 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

Points

Black-and-white, A4	3 yen/page	Color, A4	12 yen/page
Black-and-white, A3	6 yen/page	Color, A3	24 yen/page

※ For double-sided printing, 1 sheet is considered as 2 pages.

5 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

Professional employment counselors (by appointment only, 40 minutes per session) provide a wide range of advice in person and online. 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.



Internship

Pursue experience in working at companies or government offices during long-term holidays. Feel free to consult the Career Section, Center for University Higher Education.

Career Design Program

This program aims to support students' career development and nurture capable individuals through both compulsory and extracurricular education. In order to take advantage of this program, you have to apply for it. For further information, see the Career Section, Center for University Higher Education website.

※Information about events will be posted on the bulletin board, signs at the entrance of the Student Support Center, and by e-mail.

Let's Connect to the Career Section

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 (Prospective graduates)

For those who have decided on a career path after graduation or completion of their studies, please be sure to input the information on your current career path in the "Career Path Condition Input" section.

※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 and a public health nurse are stationed there, and you can consult them about a variety of topics.



Services you can receive

First Aid	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.
Medical Examination	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.)
Health Consultation or Education	You can consult a doctor or a public health nurse about concerning conditions, menstruation, eating habits, and nutrition.
Health check	You can measure your height, body weight, and blood pressure.
Lending Out Health-related Goods	The Center can lend out a kit for treating an injury, a blood pressure gauge, health-related books, and a wheelchair.
Resting Room	You can use a bed when you don't feel well.

Services you can receive

Service hours

8:30~18:00 (weekdays)

Except Saturday, Sunday, National Holidays, August 13~15, December 29~January 3, and special temporary closures.

<https://shimane-u.health.wdeco.jp/>



7 Student Consultation Room

What is Student Consultation Room?

The Student Consultation Room is a consultation desk located in the Health Service Center.

SCR staff aim to help students maintain and improve their mental health and nurture themselves. At the SCR, you can consult a doctor or a counselor about your concerns or problems.

All information shared during consultations is kept confidential.

Services you can receive

Counseling	Please use this room not only for consultations but also when you want to reflect on your current direction and goals in life. Please use the counseling as an opportunity for your growth. <Example of consultation> ●Education or future course ●Sexuality ●Interpersonal relations ●Harassment ●Other personal issues
Psychology Test	You can take a psychology test about your personality or aptitude.
Relaxing Room	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, as well as a massage chair.

<Health Service Center>

TEL.0852-32-6568

E-mail:
health@soc.shimane-u.ac.jp



<Student consultation room>

TEL.0852-32-6626

E-mail:
gakusou@soc.shimane-u.ac.jp



1 Payment of Tuition



Tuition in 2020

※For DEGREE-SEEKING STUDENTS ONLY

	Annual fee	Fee per semester	
Undergraduate	535,800 yen	First semester	267,900 yen
		Second semester	267,900 yen
Graduate	535,800 yen	First semester	267,900 yen
		Second semester	267,900 yen

- If tuition is revised while you are a student, the new tuition is applied simultaneously with the revision.
- If you are granted on extended period of enrollment, different tuition applies.

On payment

Account transfer	Deposit into bank account
<p>Payment should be done via account transfer (No service fee is charged).</p> <p>Payment will be withdrawn, from the bank account information provided by the student beforehand, by the university on the designated transfer date.</p> <p>Only San-in Godo Bank or Japan Post Bank accounts can be used for payment.</p> <p>■ Designated transfer date First semester: May 25 Second semester: November 25</p> <ul style="list-style-type: none"> ● 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. 	<p>If account transfer is not ready on the designated date, a bill is sent to the student.</p> <p>■ Timing of bill First semester: Beginning of May Second semester: Beginning of November</p> <p>■ Payment method Deposit at a nearby financial institution by the deadline stipulated on the bill. Sender (student) bears the service fee.</p>

- 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 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 information (e.g. address) changed and you have not set up the account transfer yet.

2 Tuition Exemption

※For DEGREE-SEEKING STUDENTS ONLY



Exemption under the university's original regulation

※**Eligibility:** graduate students and undergraduate students who entered the university by the 2019 academic year

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 applications will be put up on the bulletin board, so please 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) Mid-July
- Notice of application (for second semester)..... End of July
- Submission of application (for second semester) ※renewal
..... 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)Mid-January

※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 conduct studies on a campus other than their original campus.

For information on how to apply for it, consult your academic advisor.

<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 Give a Presentation at an Academic Meeting

Scholarships are awarded to graduate students in order to partly compensate for expenditures incurred by presenting at an academic meeting. For information on how to apply for it, consult your academic advisor.

Scholarships for international student internships

Scholarships are provided to international students who participate in an internship for a fixed amount of time at a company in Shimane Prefecture. For further information on how to apply for it, contact the International Center.

1 Dormitory, Apartment and Housing



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.

Building		Building A	Building B	Building C
Eligible student		Freshman and sophomore students, international students		
Capacity (resident per room)		168 (1)	91 (1)	59 (1)
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)	24,000 yen	4,000 yen	16,000 yen
	Common fee (monthly)	1,000 yen	2,500 yen	1,000 yen
	Deposit*	19,250 yen	13,200 yen	19,250 yen
	Electricity (monthly)	Separate contract required	2,000 yen	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.



Apartment and boardinghouse

Shimane University CO-OP helps students find an apartment or boardinghouse. Search for an apartment or boardinghouse using the following site and then consult Shimane University CO-OP (Tel: 0852-20-0881)

<http://mycoop.jp/shimane/sumai>



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)

3 Extracurricular Activities etc.



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."

https://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.

<https://www.shiengp2.shimane-u.ac.jp/>



Point (VIVIT POINT) System

※For DEGREE-SEEKING STUDENTS ONLY

This is to support students who are active in club activities or volunteer work. Points are given to those activities, and you can exchange a certain amount of points for books or school supplies at the Shimane University CO-OP store.



Points are given to activities such as follows!

- **Volunteer work:** humanitarian aid to disaster-hit areas, aid in medical or welfare facilities, supporting classes in schools, etc.
- **Participation in guidance & seminars:** employment guidance, a variety of seminars, etc.
- **Contribution to communities:** participation in local festivals and events, safety support, helping children, etc.
- **Club activities:** participation in a club, winning a prize in a competition, etc.
- **Other on/off campus activities:** executive committee member for university festival, research presentation, obtaining qualifications, etc.

For further information, see the pamphlet received with your student ID card ("How to use VIVIT POINT")

Commendation

※For DEGREE-SEEKING STUDENTS ONLY

Shimane University commends student organizations and individual students who produce remarkable academic achievements, research, extracurricular activities, social activities, etc. For further information, see the following site.

https://www.shimane-u.ac.jp/campus-life/school_life/commendation/



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.

<https://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.

<https://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.

<https://www.shimane-u.ac.jp/campus-life/welfare/insurance/>



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.**