



島根大学
SHIMANE UNIVERSITY

Shimane University
Campus Guidebook 2026

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Campus Guidebook 2026

Shimane University

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Global Hub

The Center for Foreign
SHIMANE UNIVERSITY

Language Education

Photo/ Center for Foreign Language Education



Shimane University Campus Guidebook 2026

2026 Academic Calendar (Matsue Campus)	2
Matsue Campus Map	4
Map of Student Center	6
Map of Student Support Center.....	7
Reception Windows at University	8

Class & Exam

Class & Exam	12
Academic Affairs Information System	16

Certificates, Notifications

Student ID Card and Student Number	19
Issuance of Certificates	21

Related Facilities

International Center	24
Center for Foreign Language Education	26
Shimane University Main Library.....	28
General Information Processing Center.....	31
Career Section, Center for University Higher Education	34
Matsue Health Service Center.....	36
Student Consultation Room.....	37

Tuition and Scholarship

Payment of Tuition	38
Tuition Exemption	40
Scholarship Shimane University Awards	41

Student Life and Extracurricular Activities

Dormitory, Apartment and Housing	42
Part-time Job	43
Extracurricular Activities etc.	43
Welfare Facilities.....	45
Personal Accident Insurance for Students Pursuing Education and Research etc.	46
Chatbot Service.....	46
Shimane University Safety Confirmation System (ANPIC)	47

Information Security

Information Security	48
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2026 Academic Calendar (Matsue Campus)

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

※ The Izumo campus calendar is established separately. ※ AY2027 Entrance Ceremony will be held on Friday, April 2, 2027. ※ July 11th and January 9th will be make-up days in case classes are canceled due to weather warnings or warning level 4 (evacuation order) or higher, etc.
※ The period from July 21st to September 30th is set as "Gap Term." ※ Grades will be posted on Campus Square after the date of the notice of grades each semester. ※ The course withdrawal period is set for the week of the fourth week after the start of classes for each term.

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



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

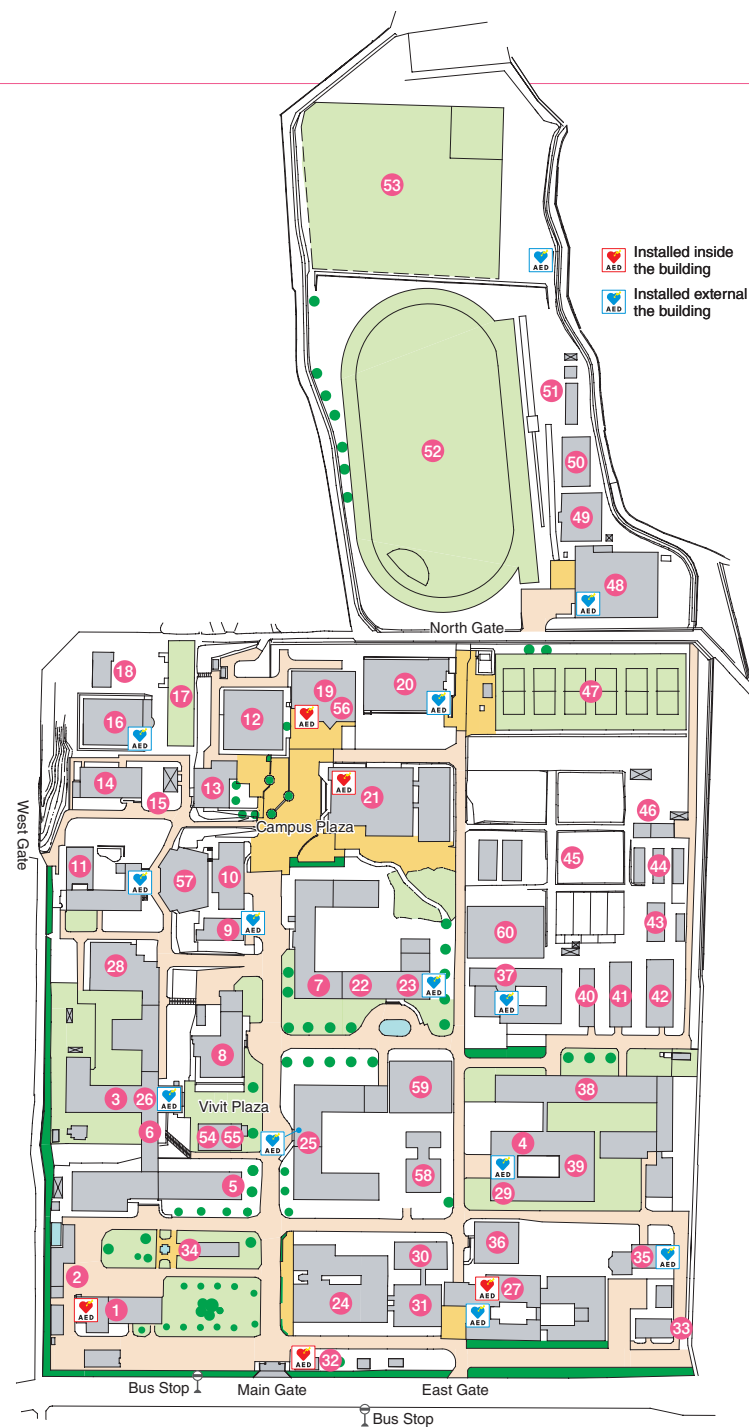
Regular Class Substitute Regular Exam / Flex Term (First semester only)
TOEIC Test Weekend, Holiday Flex Term

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

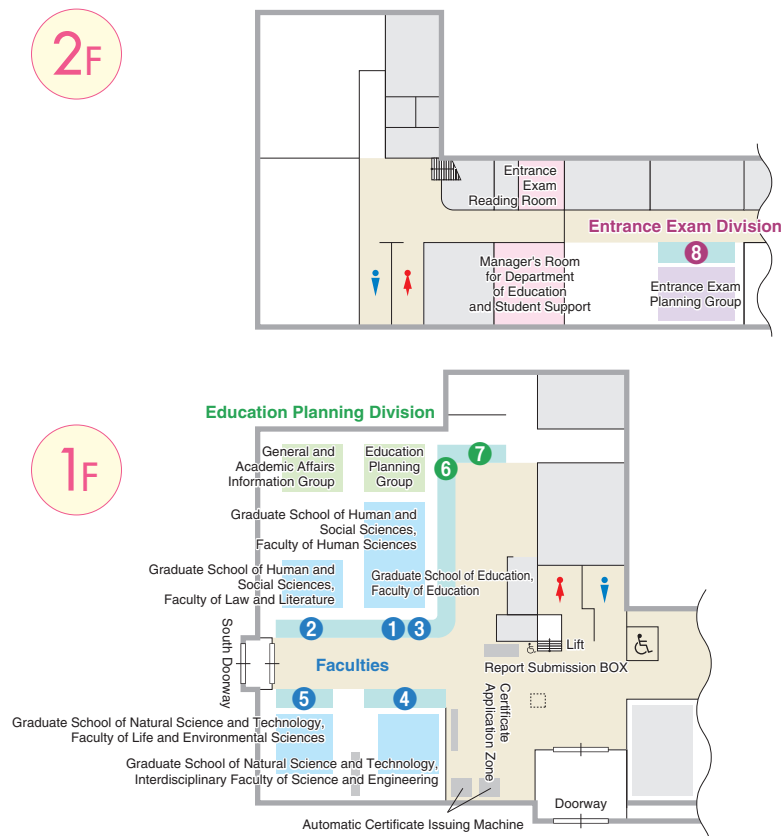
Matsue Campus Map

- | | |
|--|---|
| 1 Administration Building | Engineering Building I (Graduate Course Building) |
| 2 Garage | 32 Guard Post, Central Surveillance Building |
| 3 Faculty of Education Building | 33 Environmental Safety Facility |
| 4 Center for Foreign Language Education (1st floor) | 34 Community Exchange Meeting House |
| 5 Center for Research on Teacher Education (G floor) | 35 General Information Processing Center |
| 6 Center for Educational Support of Faculty of Education (1st floor) | 36 Department of Molecular and Functional Genomics in Interdisciplinary Center for Science Research (RI Experimentation Facility) |
| 7 Educational Research and Development Section of Higher Education Center (2nd floor) | 37 Faculty of Life and Environmental Sciences Building I |
| 8 Student Center | 38 Faculty of Life and Environmental Sciences Building II |
| 9 Matsue Health Service Center, Student Consultation Room | 39 Faculty of Life and Environmental Sciences Building III |
| 10 General Education Building I | 40 Water Supply Experimentation Room |
| 11 General Education Building II | 41 Agricultural Machinery Experimentation Room |
| 12 Student Cafeteria I "Sogno" | 42 Forest Product Processing Facility, Experimental Animals Facility |
| 13 Student Cafeteria II "Nicora" | 43 Sawing Processing Facility |
| 14 Extracurricular Activity Center | 44 Greenhouse |
| 15 Skiing Warehouse | 45 Farm |
| 16 Swimming Pool | 46 Animal Experimentation Facility |
| 17 Archery Range | 47 Tennis Courts |
| 18 Japanese Archery Range | 48 Gymnasium I |
| 19 University Union | 49 Training Center |
| 20 Gymnasium II | 50 Martial Arts Center |
| 21 Main Library | 51 Athletic Equipment Warehouse |
| 22 Faculty of Law and Literature Building | 52 Athletic Field |
| 23 Estuary Research Center (1st floor) | 53 Ball Park |
| 24 Interdisciplinary Faculty of Science and Engineering Building I | 54 Student Support Center |
| 25 Interdisciplinary Faculty of Science and Engineering Building II | 55 Career section, Center for University Higher Education |
| 26 International Center (1st floor) | 56 Student Accessibility Office |
| 27 Interdisciplinary Faculty of Science and Engineering Building III | 57 University Hall |
| 28 Faculty of Human Sciences Building | 58 Next Generation Tatara Co-Creation Centre |
| 29 Shimane University Museum (1st floor) | 59 Faculty of Materials for Energy Building |
| 30 Interdisciplinary Faculty of Science and Engineering Building for Information Science | 60 Co-Creation Incubation Center |
| 31 Interdisciplinary Faculty of Science and | |
- elevator
 multipurpose toilet



Student Center, Student Support Center

Map of Student Center



①~⑤Academic Affairs of Faculty and Graduate School

Matters regarding classes, credits acquired in other universities, 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.

⑥Education 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

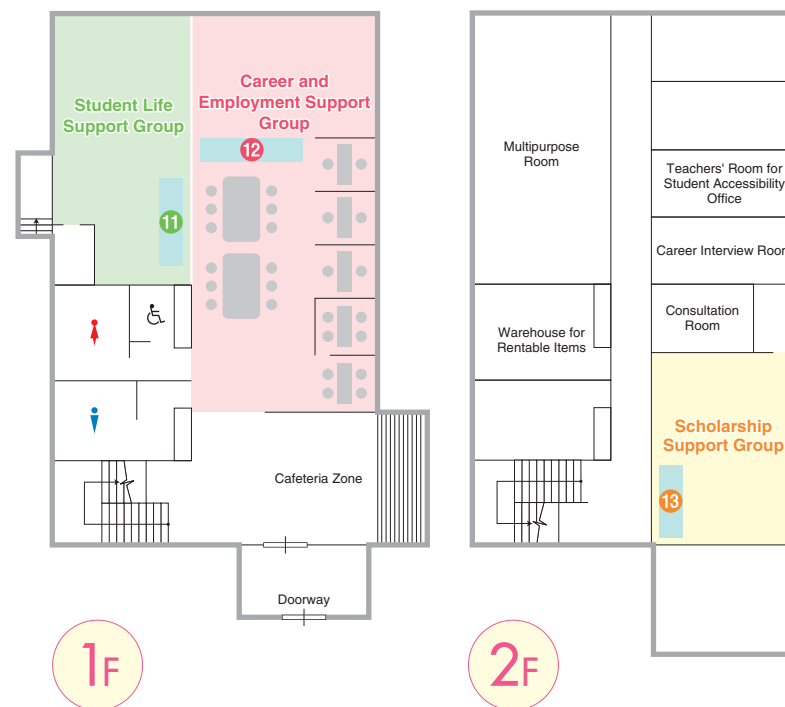
⑦General and Academic Affairs Information Group, Education Planning Division

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

⑧Entrance 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

⑪Student 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

⑫Career and Employment Support Group

Employment information, career consultation, internship, guidance, career design program (CDP)

⑬Scholarship 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)	- 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)	- Classes in basic education across all faculties, course registration, and educational consultation - Grade management of classes in basic education across all faculties - Course evaluation of classes in basic 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	- 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 Materials for Energy Office, 1st floor, Faculty of Materials for Energy Building Tel: 0852-32-6663	
	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 on 1st floor Tel: 0852-32-6835	
	Hours (all the above): 8:15~18:15 (weekdays)	

※Window opening hours can change depending on the time of year.

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)	- Extracurricular activities - Management of facilities for extracurricular activities - Guidance and Supervision of students and student organizations - Assemblies, publications, signs, etc. - Support for independent activity - Volunteer work - VIVIT POINT - Administration of 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)	- Career and Employment consultation, finding a job for a student, and employment guidance - Planning and implementing career development and employment support projects - Providing information about Career Development and Employment - Employment and Career Chart in Academic Affairs Information System - Internship - Career section, Center for University Higher Education - Finding job offers - Career design program (CDP)
	Scholarship Support Group Window No.13 on 2nd floor Tel: 0852-32-6063 Hours: 8:15~18:15 (weekdays)	- 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)	● 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)	● 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
International Division	International Student Section Window in Room 165 on 1st floor Tel: 0852-32-6106 Hours: 8:30~17:15 (weekdays)	● 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 in Room 165 on 1st floor Tel: 0852-32-9735 Hours: 8:30~17:15 (weekdays)	● Clerical work for International Center ● Clerical work for the International Joint Research Institute of Shimane University & Ningxia University ● Foreign researchers

Faculty of Life and Environmental Sciences Building III



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)	● Content creation of foreign language classes ● Advice on how to learn a foreign language outside of class ● Management of Center for Foreign Language Education

Administration Building



Division in charge	Group in charge	Roles
Personnel Labor Division	Safety and Health Window on 4th floor Tel: 0852-32-9829 Hours: 8:30~17:15 (weekdays)	● Promotion of EMS activities
Accounting and Procurement Division	Credit Management Window on 2nd floor Tel: 0852-32-6058 Hours: 8:30~17:15 (weekdays)	● Payment of tuition fees rent, etc.

Guard Post



Division in charge	Group in charge	Roles
Personnel Labor Division	Guard Post Tel: 0852-32-6101	● Issuance of vehicle entry certificate ● Traffic and safety on the campus



Student Center



Student Support Center



Faculty of Education Building



Faculty of Life and Environmental Sciences Building III



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, Office, 1st floor, Faculty of Materials for Energy Building	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 During Storms	Student Center 1st floor Window No.1 - No.6, Office, 1st floor, Faculty of Materials for Energy Building	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. ② When a warning level 4 (evacuation order) or higher in the "Guidelines for Evacuation Information" is issued from Matsue City 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, Office, 1st floor, Faculty of Materials for Energy Building	<table><tr><th>Time when warning is lifted</th><th>When to resume classes or regular exams</th></tr><tr><td>Warning is lifted by 7 a.m.</td><td>Classes or regular exams start from the 1st period</td></tr><tr><td>Warning is lifted by 11 a.m.</td><td>Classes or regular exams start from the 5th period</td></tr></table>	Time when warning is lifted	When to resume classes or regular exams	Warning is lifted by 7 a.m.	Classes or regular exams start from the 1st period	Warning is lifted by 11 a.m.	Classes or regular exams start from the 5th period	Students are recommended to check weather information through the online service of the Meteorological Agency etc. ※1:Even when classes are canceled, remote instruction may be conducted with student safety as the top priority.Please confirm with the instructor regarding implementation. ※2:If a student is unavoidably absent from class due to the suspension or delay of public transportation used ontheir usual commute route, caused by natural disasters other than storms or blizzards, the instructor will take necessary measures to ensure the student suffers no disadvantage.
		Time when warning is lifted	When to resume classes or regular exams						
Warning is lifted by 7 a.m.	Classes or regular exams start from the 1st period								
Warning is lifted 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, Office, 1st floor, Faculty of Materials for Energy Building	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, Office, 1st floor, Faculty of Materials for Energy Building	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.
Notification of Authorized Absence	Student Center 1st floor Window No.1 - No.5, Office, 1st floor, Faculty of Materials for Energy Building	Authorized Absence will be granted for reasons determined by the University. For details, please refer to the "Handling of Authorized Absences from Classes" on the university website. https://www.shimane-u.ac.jp/procedure/procedure/procedure_class/kouketsu.html 

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, Office, 1st floor, Faculty of Materials for Energy Building	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?

Subject	Window	Outline
TOEIC	Center for Foreign Language Education 1st floor, Faculty of Life and Environmental Sciences Building III	The English IA exams are conducted uniformly with TOEIC and it is not conducted within the normal framework such as the classroom, period, and day. Additionally, for English (IB and IIA), TOEIC scores from standardized tests will be used as part of the grading assessment. (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, Office, 1st floor, Faculty of Materials for Energy Building Center for Foreign Language Education Faculty of Life and Environmental Sciences Building III	In principle, during the period of regular exams, all exams (except for English IA) 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 and TOEIC test dates 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, Office, 1st floor, Faculty of Materials for Energy Building	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)

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, Office, 1st floor, Faculty of Materials for Energy Building)	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	You can submit files within 10MB.
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 Education Subjects (Foreign Languages)	Center for Foreign Language Education (1st floor, Faculty of Life and Environmental Sciences Building III)
	Basic Education Subjects (Other than Foreign Languages)	Education Planning Division, Education Planning Group (Student Center, 1st floor, Window No.6)
	Specialized Subjects	Academic Affairs of Faculty (Student Center, 1st floor, Window No.1-No.5, Office, 1st floor, Faculty of Materials for Energy Building)
	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 campus wireless LAN, Shimane University 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 (See page 29)
- 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 has expired due to repeating a year, you need to promptly go through the procedure for reissuance. For the procedure to apply for reissuance, please check the Shimane University HP.

https://www.shimane-u.ac.jp/procedure/procedure/student_card/

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 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.

Precautions for handling

A student ID card has a variety of functions with a delicate IC inside. Please follow the instructions below.

Certificates, Notifications

- 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 26 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, and Z = Faculty of Materials for Energy

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	● 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.
Certificate for Student Fare Discount (for Oki-Kisen)		● This certificate is usable for Oki-Kisen.
Certificate of Commuter Status	Student Support Center 2nd floor Window No.13	● 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		● 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		This certificate is usable for group travel for classes or extracurricular activities. (Eight people or more is considered a group by JR, Fifteen people or more is considered a group by Oki-Kisen)
Personal Accident Insurance for Students Pursuing Education and Research Liability Insurance coupled with "Gakkensai"	Student Support Center 1st floor Window No.11	This certificate might be necessary for internship or Practice in Museology. It may take longer to issue this certificate. You should apply for it as early as possible.
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.

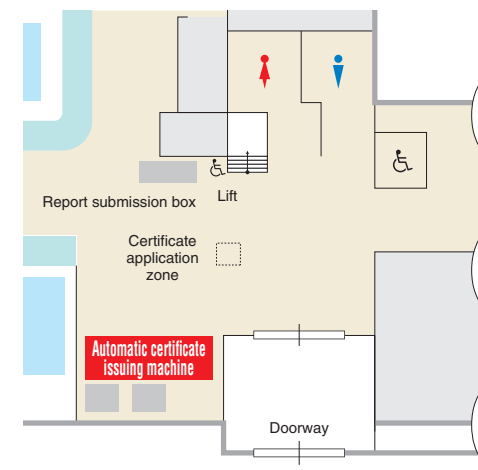
※If you need certificates that are not listed above, contact the Academic Affairs of Faculty or the Student Support Division.

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 International Center ?

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

Room 166 on 1st floor of Faculty of Education Building

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.

Job Hunting Support

For international students who wish to work in Japan, the International Center provides company tours, Job Hunting Seminars, and individual counseling.

International Exchange Events

Sekai-jin club

The International Center holds monthly events aimed at deepening cross-cultural

exchange through games and other activities.

International Party

An International Party is held annually in around December to promote the interactions between international students, Japanese students, and faculty and staff.

Contact

International Center

- Window/Room 166 on 1st floor of Faculty of Education Building
- 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 "Global Hub", 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 are available. Throughout the school day, teaching staff are available and ready for questions and consultation.

How to Use

Location

1st floor of Faculty of Life and Environmental Sciences Building III 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.

Lending books

If you wish to borrow books, please contact the clerical staff.

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 Global Hub 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 Global Hub 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 Global Hub.

③Website

<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

Different people. Different languages. Different cultures. That's what makes it fascinating.

3 Shimane University Main Library

What is the Main Library?

The Main Library is located on the Matsue Campus, while the Medical Library is on the Izumo Campus. We collect and systematically provide materials necessary for learning and research.

The Main Library is divided into three zones, allowing you to choose a study environment suited to your purpose or preference. Nearly all areas offer access to the campus wireless LAN (*), and there are plenty of reading seats equipped with power outlets.

* Requires a password for the integrated Certification system.



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 and exit the library

You need your student ID card (IC card) to enter and exit 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	
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:** Please return borrowed books to the Service Desk. Be careful, as overdue books will result in a borrowing suspension based on the number of days overdue. When the library is closed, you can return borrowed books using the return post located to the right 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.

Facility Information

The facility is divided into three zones. The communication zone allows for learning while conversing, while the learning zone features ample large reading tables and counter seats by the windows. The study zone at the far end of the building offers individual seats and private rooms, making it ideal for self-study.

Learning Commons (1<also known as: muRata Learning Commons>·2)

You can learn while conversing in an open space. Whiteboards are also readily available.



Group Study Room

[Reservations required]

Multiple people (2 to 12) can study or hold meetings here. Whiteboards and large monitors are also available for use.

Private Research Room

[Reservations required]

Spread out your materials and study independently with full concentration.

Online Meeting Booth **[Reservations required]**

A space where online meetings with voice communication are possible.

Stacks

The book depositories on floors 1 through 3 are freely accessible. Access to floors 4 and above requires registration at the Service Desk.

Shimane University Library Website

We provide various information necessary for library use and academic studies.

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



■ **OPAC:** You can search for books or periodicals that Shimane University possesses.

■ **Electronic 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 e-journals or e-books.

■ **My OPAC:** After logging in, you can use the following features.

- You can check which books you are currently borrowing and extend their loan periods.
- You can use Interlibrary Loan (ILL) Service and see the status of it.
- You can request the library to purchase a book.
- You can register the databases that you frequently use.



Copy, Interlibrary Loan, and Purchase Requests

■ Copy

The main library has four copy machines that accept student ID cards (with e-money functionality) and cash. To comply with copyright law, only library materials may be copied (personal items such as notebooks are not permitted).

■ Request an Interlibrary Loan

If you need a book or journal article that Shimane University does not possess, you can request a copy from another library that owns the item. Delivery typically takes about one week.

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

■ Request a Purchase

If the library does not have the books you need for your studies, you can request that they be purchased. It takes about one month for them to become available.

Precautions for Use

- Use materials carefully.
- Follow the rules and the etiquette about networks when using a PC. Please use headphones when playing audio.
- Don't speak in a loud voice that might disturb others.
- Use cellphones only at designated booths or outside the building.
- Eating in the library is prohibited. Drinks that cannot be sealed with a lid are not allowed to bring in.
- 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 responsible for the management and operation of the university's information infrastructure.

As the information infrastructure for education and research, it operates "Information Processing Systems" such as e-mail service, and integrated authentication systems, as well as "Information Networks" such as on-campus wireless LAN service and VPN connection service.

Please make full use of ICT to enjoy a fulfilling university life.



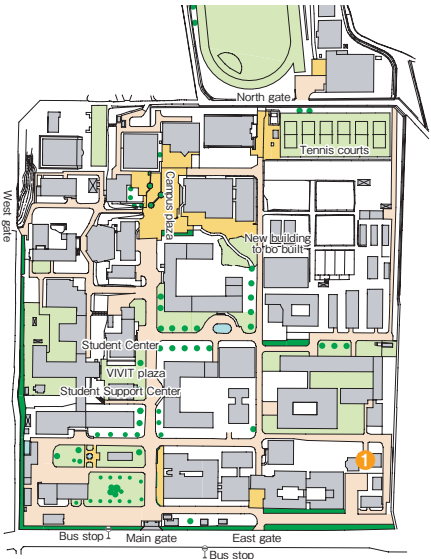
Location and opening hours

The General Information Processing Center has a help desk on the first floor, so if you have any problems using your computer, such as Microsoft 365 or wireless LAN, please come to the help desk.

The second floor practice room is equipped with wireless LAN and power outlets on the desks, and is open for use during classes and for self-study outside of class hours. Please refer to the classroom allocation table for timetables. It is also equipped with a distance learning system that connects two practice rooms, enabling simultaneous instruction.

■ Usage notes

- Shoes are prohibited inside the building.
- Refrain from talking loudly.
- Eating is not permitted inside the building.
- Please take your trash home with you.
- It is available to students from any faculty.



Related Facilities

Usage time

	Floor	Classrooms etc.	Capacity	Distance learning system	weekdays	Weekends and Holidays
①	1st floor	window			8:15-18:15	closure
	Second floor	First Student Training Room	60 people	○	8:15-18:30	Only during class time
		Second Student Training Room	60 people	○	8:15-18:30	Only during class time

About the integrated authentication system

The integrated authentication system uses an individual's user ID and password to link with various services.

<Reference>

<https://www.g-ipc.shimane-u.ac.jp/service/alist/>

The Shimane University Integrated Authentication System ID and Password Notification is distributed during the undergraduate and graduate school entrance orientation. Please be careful when handling it, especially referring to "Information Security" on page 48. If you have forgotten your password, please come to the office with your student ID card.

The main systems you can log in to using your integrated authentication system account are listed below.

- Academic Affairs Information System
- Shimane University Moodle
- Certificate issuing machine
- Campus wireless LAN service
- VPN connection service

Main services of the Integrated Information Processing Center

We will introduce the main services provided by the General Information Processing Center (hereinafter referred to as the Center).

About using the campus wireless LAN

Wireless LAN is available in many common areas on campus, including the university library, lecture rooms, cafeterias, etc. To connect, you will need a user ID and password for the integrated authentication system.

The network name (SSID) of the campus wireless LAN is as follows.

- Matsue Campus : **shimane-u-matue**

<Reference>

<https://www.g-ipc.shimane-u.ac.jp/service/lan/>

About Microsoft 365 (Web)

While enrolled in the university, you can use Microsoft's "Microsoft 365". To use this service, you will need to set up multi-factor authentication in advance, so please prepare your student email address, the password for the integrated authentication system, and a personal device such as a smartphone, and set it up by referring to the Center's multi-factor authentication page.

- Microsoft 365 URL : <https://portal.office.com>

<Reference>

<https://www.g-ipc.shimane-u.ac.jp/service/mfa2/>

Regarding use of e-mail

Once the multi-factor authentication settings are complete, you will be able to use your student email address. For information on how to use it, please refer to the Center's email service page.

Your student email address will receive announcements from the university and class communications, so please make sure to subscribe to them regularly.

- Student email address: (student number) @matsu.shimane-u.ac.jp

Using the Microsoft desktop app

you can install and use Microsoft desktop apps (Word, Excel, etc.) on your laptop free of charge. For more information, please refer to the Center's "Microsoft 365 Apps for enterprise" page.

- Microsoft desktop apps : **Word, Excel, PowerPoint, etc.**

<Reference>

<https://www.g-ipc.shimane-u.ac.jp/service/ms-ees/office365/>

About using the VPN connection service (Global Protect)

By using a VPN (Virtual Private Network), you can access campus-only pages, such as the Academic Information System, from an internet connection at home, etc. For details, please refer to the Center's " VPN Connection Service " page.

<Reference>

<https://www.g-ipc.shimane-u.ac.jp/service/vpn/>

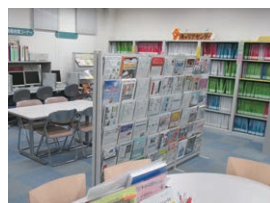
If you have any problems with any of the services, or if you are not sure what to do, please come directly to the window.

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, job offer information from companies, materials related to civil service examinations and employment examinations for teachers, and internship information, etc. are available for free browsing. In addition to lending various job hunting books, we also provide career development support from lower grades.



How to use

Location

1st floor of Student Support 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 self-analysis or 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.

Individual explanatory meetings (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 practical seminars

Small-group seminars are also planned as opportunities to put into practice what

you have learned. In addition, other events and other support will be planned from time to time depending on the students' circumstances.

Internship

Pursue experience in working during long-term holidays. For further information, check the Career Section, Center For University Higher Education website. When you participate, please submit the "Participation Form".

Career Design Program (CDP)

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, check the Career Section, Center for University Higher Education website.



Let's Connect to the Career Section

The Career Section, Center For University Higher Education will provide you with information from time to time to help you choose a career path. Please make it a habit to check your e-mail, the bulletin board at the entrance of the Student Support Center, and the website.

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

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. In order to provide information according to the desired career path, 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.

6 Matsue Health Service Center

What is Matsue Health Service Center?

Matsue 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 health-related 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.)
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

8:30~17:00 (weekdays)

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

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



7 Student Consultation Room

What is Student Consultation Room?

The Student Consultation Room is a consultation desk located in Matsue 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.

<Matsue 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 2026

※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
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. ■ Designated transfer date First semester: May 25 Second semester: November 25 ● 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.	If account transfer is not ready on the designated date, a bill is sent to the student. ■ 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.

- 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 or the Master's degree course deferred tuition payment system, no payment is withdrawn and no bill is mailed until it is decided whether exemption or selection 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

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.

Scholarship for Employment in Shimane Prefecture

This scholarship is intended for third-year undergraduate students (excluding those in the School of Medicine) who wish to work as full-time employees at the firms, etc. in Shimane Prefecture. Please contact the Career and Job Placement Support Group for application information.

Dream Challenge Scholarship

Scholarships are provided to undergraduate students facing financial hardship to alleviate their economic burden. Please check the website for application requirements.

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 and Third-year transfer 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, Third-year transfer 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)

<https://vsign.jp/shimane/house>



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 Matsue 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.

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 Academic Affairs Information System, at the window of the Student Support Division, and on the university's website.

<https://gakushien.shimane-u.ac.jp/volunteer/>



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, please refer to the "Vivit Point Usage Guide."

<https://gakushien.shimane-u.ac.jp/activity/>



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 is a facility designed to deepen human relations among students, contribute to the welfare of students and staff, and promote the development of extracurricular activities of students.

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.shimane-u.ac.jp/intra/union/index.html>



※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/>



6 Chatbot Service

Chatbot Service

A chatbot service utilizing artificial intelligence (AI) was launched on April 1, 2022 to improve the convenience of students' inquiries. The AI will answer your questions in an interactive dialogue, even outside of office hours.

We are looking forward to your frequent use of the chatbot service, which will gradually become smarter with your use.

The chatbot service can be viewed at the following site.

<https://embed.chatbot.digital.ricoh.com/shimaneuc2/app/index.html>



7 Shimane University Safety Confirmation System (ANPIC)

Shimane University Safety Confirmation System (ANPIC)

Shimane University has introduced the 'Safety Confirmation System (ANPIC)' to quickly and reliably confirm the safety of students and faculty members during large-scale earthquakes or other disasters.

When a major disaster occurs, a "Safety Confirmation Email" will be automatically sent to the email address provided by the university (students: studentID@matsu.shimane-u.ac.jp).

By default, notifications are sent to the university-issued email address (studentID@matsu.shimane-u.ac.jp), but you can also register additional email addresses, apps, or services such as LINE.

Students should check the the page on the university website, "About Shimane University Safety Confirmation System (ANPIC)," and complete the initial registration.

Please register the tools that are most convenient for you so that you can promptly respond to safety confirmation requests.

Access from Shimane University Homepage:

TOP > University Overview > Internal Control System >

Crisis Management > About Shimane University Safety Confirmation System (ANPIC)

ANPIC page (English):

https://www.shimane-u.ac.jp/introduction/internal_controls/kiki_kanri/index4.html



If you register an email address other than the one provided by the university (studentID@matsu.shimane-u.ac.jp), please make sure to configure "designated reception settings" so that you can reliably receive the "Safety Confirmation Email."

Please note that a safety confirmation test will be conducted annually.

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.

Taking an e-learning course on information security

The University conducts an e-learning course on information security once a year for all members of the University. Please note that the use of the network will be restricted if you do not take the e-learning course on information security within the specified period.

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