

# Campus Guide Book 2019

Shimane University

Campus Guide Book 2019

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Shimane University

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Shimane University



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# 2019 Academic Calendar (Matsue Campus)

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

※The Izumo campus calendar is established separately. ※2020 Entrance ceremony is scheduled for April 2 (Thu.). ※July 20 (Sat.) and January 11 (Sat.) are make-up days for classes when original classes are cancelled due to weather warning etc. ※The period of "Gap Term" is from July 23 (Tue.) to September 30 (Mon.).

[http://www.shimane-u.ac.jp/introduction/academic\\_calender/](http://www.shimane-u.ac.jp/introduction/academic_calender/)
















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

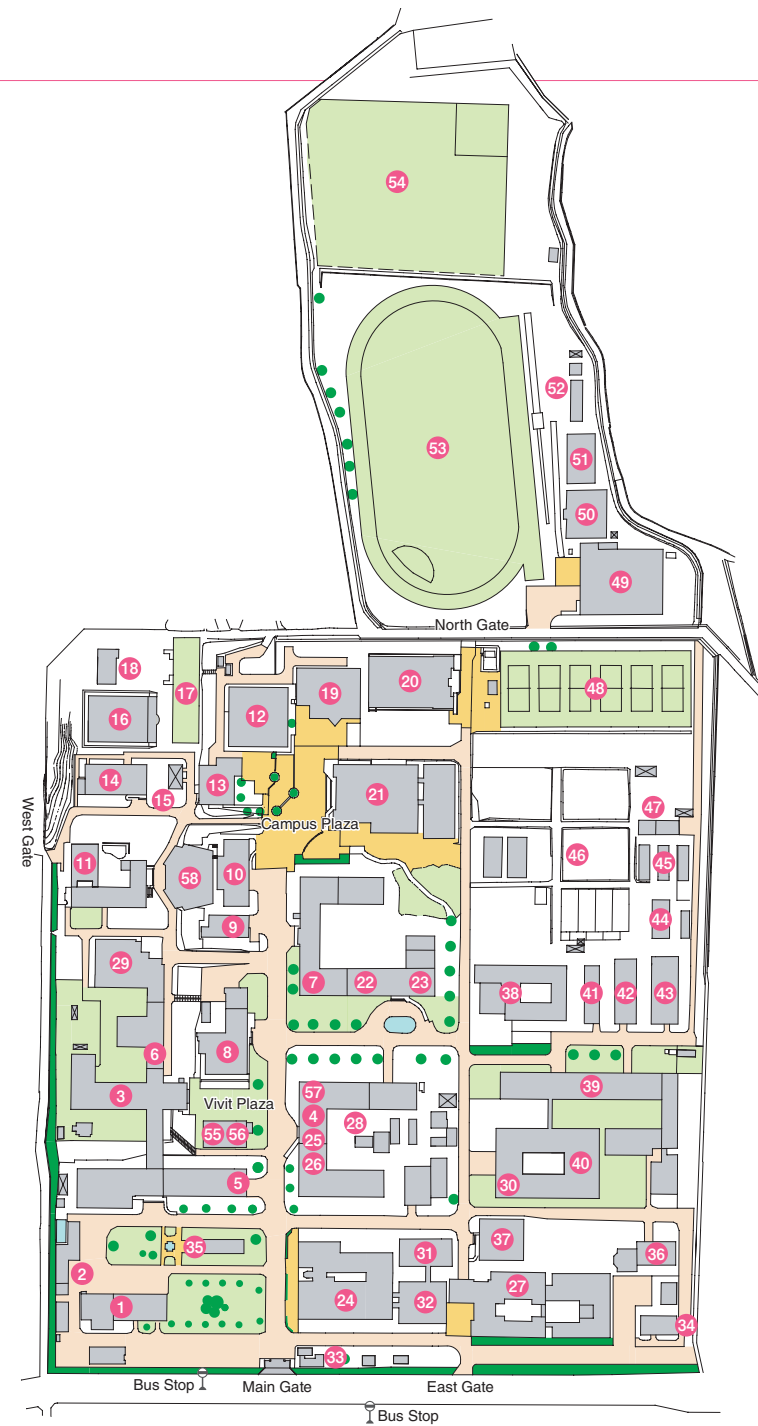
Regular Class Substitute Regular Exam TOEIC Test Flex Term Weekend, Holiday

### 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 (6 floor)
  - 6 Center for Educational Support of Faculty of Education (1st floor)
  - 7 Center for the Promotion of Education (2nd floor)
  - 8 Student Center 
  - 9 Health Service Center  
  - 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 Science Building I  
  - 39 Faculty of Life and Environmental Science Building II  
  - 40 Faculty of Life and Environmental Science 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 Center
  - 57 Student Accessibility Office
  - 58 University Hall 
-  elevator  multipurpose toilet

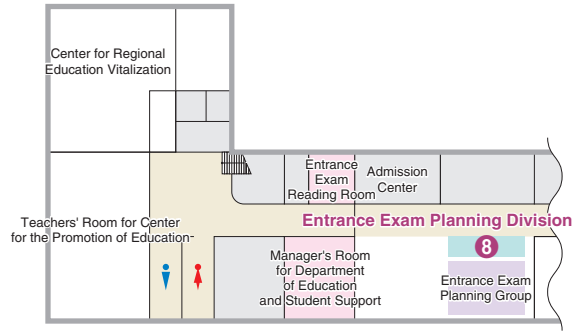


# Student Center, Student Support Center

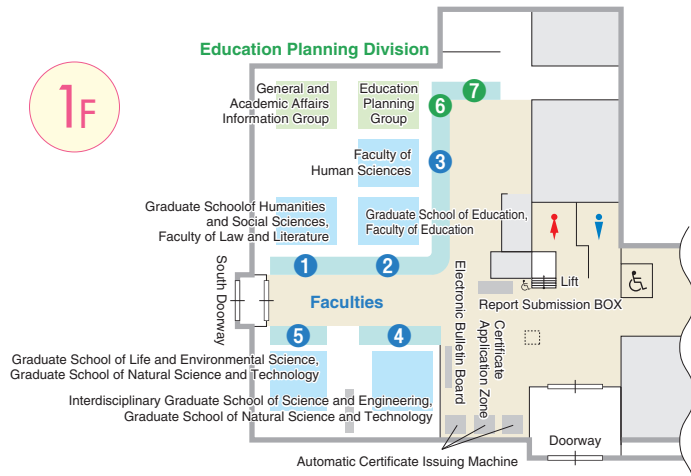
## Map of Student Center



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, extra sub specialty program, educational consultation, cancelled and supplementary classes, university hall, building for liberal arts, management of electronic bulletin board

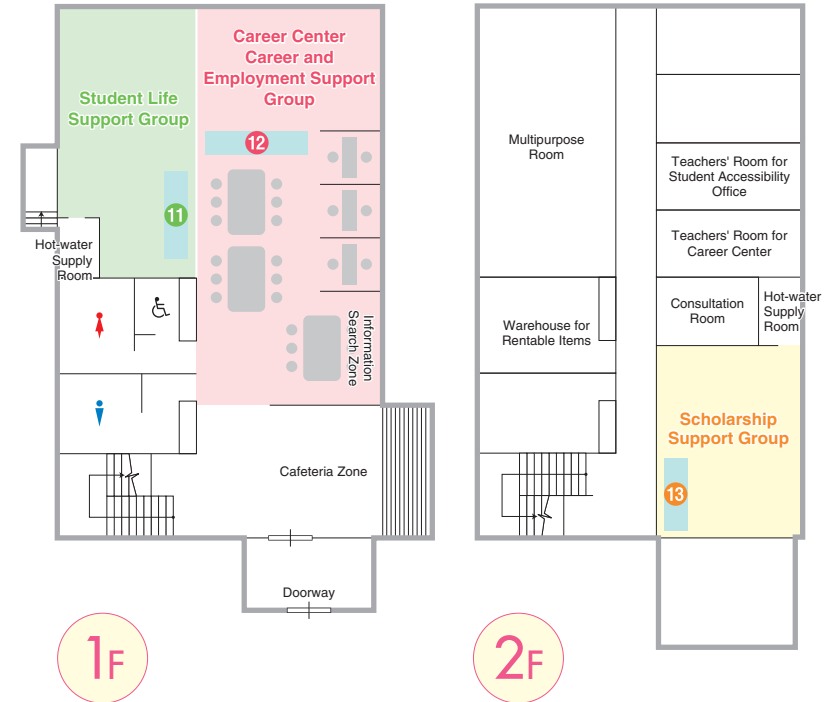
### ⑦ General and Academic Affairs Information Group, Education Planning Division

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

### ⑧ Entrance Exam Planning Division

Distribution of guidelines for applicants and university guidance, 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 Center, 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

# 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, and Student Support Section are available to support your daily needs.

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

## Student 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"> <li>● Academic Affairs Information System</li> <li>● Student ID card or certificates issued through the automatic certificate issuing machine</li> </ul>
	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"> <li>● Classes in liberal arts and common education across all faculties, course registration, and educational consultation</li> <li>● Grade management of classes in liberal arts and common education across all faculties</li> <li>● Course evaluation of classes in liberal arts and common education across all faculties</li> <li>● Management of university hall and building for liberal arts</li> </ul>
Faculties (Academic Affairs)	Faculty of Law and Literature (Graduate School of Humanities and Social Sciences) Window No.1 on 1st floor Tel: 0852-32-6121	<ul style="list-style-type: none"> <li>● Class schedule and classroom allotment</li> <li>● Registering for courses and educational consultation</li> <li>● Grade management</li> <li>● Accreditation of credits that you already acquired etc.</li> <li>● Decision about graduation or completion</li> <li>● School register (e.g. absence or expulsion from university)</li> </ul>
	Faculty of Education (Graduate School of Education) Window No.2 on 1st floor Tel: 0852-32-6035	
	Faculty of Human Sciences Window No.3 on 1st floor Tel: 0852-32-6333	
	Interdisciplinary Faculty of Science and Engineering (Graduate School of Natural Science and Technology, Interdisciplinary Graduate School of Science and Engineering) Window No.4 on 1st floor Tel: 0852-32-6255	
	Faculty of Life and Environmental Science (Graduate School of Natural Science and Technology) Window No.5 on 1st floor Tel: 0852-32-6256 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"> <li>● Extracurricular education</li> <li>● Management of facilities for extracurricular education</li> <li>● Guidance and management of student organizations</li> <li>● Assemblies, publications, signs, etc.</li> <li>● Support for independent activity</li> <li>● Volunteer work</li> <li>● VIVIT POINT</li> <li>● Welfare facilities</li> <li>● Personal Accident Insurance (i.e. Students Pursuing Education and Research)</li> <li>● Management of dormitory</li> <li>● Entering and leaving dormitory</li> <li>● Consultation for students</li> <li>● Student life</li> </ul>
	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"> <li>● Employment consultation, finding a job for a student, and employment guidance</li> <li>● Communication with organizations about employment</li> <li>● PR and explanatory meeting about employment</li> <li>● Providing information about employment</li> <li>● Employment management in Academic Affairs Information System</li> <li>● Internship</li> <li>● Career Center</li> <li>● Finding job offers</li> <li>● Career design program</li> </ul>
	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"> <li>● Exemption from or postponement of admission fee</li> <li>● Exemption from or postponement of tuition fee</li> <li>● Scholarship</li> <li>● Consultation or advice about financial support</li> <li>● Student loan (i.e. tuition fee)</li> <li>● Issuance of certificates for a student fare discount and commuter status</li> </ul>

# Windows at University

## Faculty of Education Building



Division in charge	Group in charge	Roles
<b>Faculty of Education</b>	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"> <li>● Practice teaching (Faculty of Education)</li> <li>● 1000-hour learning through experience</li> </ul>
<b>Faculty of Education</b>	Center for Research on Teacher Education Window in Room G28 on G floor Tel: 0852-32-6495 Hours: 9:00~18:00 (weekdays)	<ul style="list-style-type: none"> <li>● Practice teaching (Faculty of Law and Literature, Interdisciplinary Faculty of Science and Engineering, and Faculty of Life and Environmental Science)</li> <li>● Nursing experience study</li> <li>● Application for a teacher's certificate</li> <li>● Other matters about teaching profession</li> </ul>

## Interdisciplinary Faculty of Science and Engineering Building II



Division in charge	Group in charge	Roles
<b>International Exchange Division</b>	Center for Foreign Language Education Window on 1st floor Tel: 0852-32-9837 Hours: 8:15~18:00 (weekdays)	<ul style="list-style-type: none"> <li>● Contents of foreign language classes</li> <li>● Learning a foreign language except for classes</li> <li>● Management of Center for Foreign Language Education</li> </ul>
	Exchange with international students Window on 3rd floor Tel: 0852-32-6106 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> <li>● Supporting studying abroad by Japanese students</li> <li>● Supporting short-term overseas training by Japanese students</li> <li>● Planning and conducting intercultural exchange programs</li> <li>● Clerical work for accepting international students</li> <li>● Supporting academic and daily lives of international students</li> <li>● Supporting exchange with international students</li> </ul>
	International cooperation Window on 3rd floor Tel: 0852-32-9735 Hours: 8:30~17:15 (weekdays)	<ul style="list-style-type: none"> <li>● Clerical work for the Center for International Exchanges</li> <li>● Clerical work for the International Joint Research Institute of Shimane University &amp; Ningxia University</li> <li>● Foreign scholars</li> </ul>

## Administration Building



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

## Guard Post



Division in charge	Group in charge	Roles
<b>Facility Planning Division</b>	Guard Post [Regarding vehicle entry certificate] Tel: 0852-32-6101	<ul style="list-style-type: none"> <li>● Issuance of vehicle entry certificate</li> <li>● Promotion of EMS activities</li> </ul>



■ 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
<b>Table of Classroom Allotment</b>	Student Center 1st floor Window No.1 - No.6	<p>You can see the table on the bulletin board across all faculties and on the website.</p> <p><a href="https://www.shimane-u.ac.jp/education/school_info/class_data/">https://www.shimane-u.ac.jp/education/school_info/class_data/</a></p> <p>If there is no information on the table, please check the bulletin board in your faculty or ask at the desk of your faculty at the Student Center.</p> 

### Is my class cancelled?

Subject	Window	Outline
<b>Information on Class Cancellation</b>		<p>The information is on each electronic bulletin board and on the website. (See page 12 for the location of electronic bulletin boards)</p> <p><a href="https://www.shimane-u.ac.jp/education/school_info/no_lectures/">https://www.shimane-u.ac.jp/education/school_info/no_lectures/</a></p> 
<b>Class Cancellation due to Storm or Suspension of Public Transportation</b>	Student Center 1st floor Window No.1 - No.6	<p>Classes and regular exams are cancelled when any of the following conditions is met.</p> <p>①When one of the following is issued in Matsue City.</p> <ul style="list-style-type: none"> <li>● Storm warning</li> <li>● Blizzard warning</li> <li>● Emergency warning (except high-tide and high-sea warnings)</li> </ul> <p>※Except for heavy rain, flood, high-tide, and high-sea warnings</p> <p>②When either of the following services is suspended due to a natural disaster.</p> <ul style="list-style-type: none"> <li>● All train services between Yonago and Izumo on JR Sanin Main Line</li> <li>● All bus services in Matsue City</li> </ul> <p>※Except for suspension due to a strike or traffic accident</p> <p>Caution: classes and regular exams are not cancelled in the following cases.</p>

Subject	Window	Outline	
<b>Class Cancellation due to Storm or Suspension of Public Transportation</b>	Student Center 1st floor Window No.1 - No.6	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
		Students are recommended to check weather information through the online service of the Meteorological Agency etc.	
<b>Make-up Day for Classes</b>		One day of the "make-up day for classes" is scheduled for a weekend in the first and second semesters for making up potential class cancellations due to storm or blizzard warnings. There might be supplementary classes in 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
<b>Notification of Absence</b>	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.
<b>Notification of Long-term Absence</b>	Student Center 1st floor Window No.1 - No.5	If you will be 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 is Flex Term?

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

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

Subject	Window	Outline
<b>Substitute Exam</b>	Student Center 1st floor Window No.1 - No.5	<p>■ <b>Application for a substitute exam</b></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
<b>English Exam</b> (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.)
<b>Exam by Class Schedule</b>	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" in 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
<b>Make-up Exam</b>	Student Center 1st floor Window No.1 - No.5	<p>■ <b>Application for a make-up exam</b></p> <p>If you were not able to take a regular exam due to your own illness or the death of a family member, 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
<b>All Questionnaires</b> (e.g. course evaluation)	Student Center 1st floor Window No.6	<p>You take the questionnaire on the following site. (Available on smartphones.)</p> <p><a href="https://enq.shimane-u.ac.jp/mt/">https://enq.shimane-u.ac.jp/mt/</a></p> 

※For the detailed instructions in how to fill in the questionnaire for course evaluation, see the instruction movie. <Instruction movie for how to fill in the questionnaire for course evaluation>

<https://www.shimane-u.ac.jp/intra/evaluation/movie.html>

The questionnaire for course evaluations reviews various aspects of Shimane University.



The questionnaire is important for students too. Your participation will be appreciated.




## 2 Academic Affairs Information System

※For DEGREE-SEEKING STUDENTS ONLY



### What you can do with Academic Affairs Information System

Subject	Window	Outline
School Register Management	Student Center 1st floor Window No.1 - No.5	Register information such as your address. ● Your current address, phone number, and e-mail address ● Your guardian or guarantor's name, address, and phone number  <b>Never forget to enter data when registering for courses!</b>  <b>Modify promptly if any changes are made! University may contact them in case of emergency.</b>
Course Management	Student Center 1st floor Window No.1 - No.6	Register for courses that you take. Otherwise, you cannot acquire credits even if you attend classes and pass exams.
Grade Management	Student Center 1st floor Window No.1 - No.6	You can see your previous grades.
Reference to Syllabus		You should register for courses after referring to the syllabus (classes outline).
Employment Management	Student Support Center 1st floor Window No.13	

※For more detailed procedures, see the "User Guide for Shimane University Academic Affairs Information System."

### I forgot my login password!

You need your ID and password to log in to the Academic Affairs Information System. If you don't remember your password, bring your student ID card to any window from No. 1 to No. 7 in the Student Center and ask them to initialize it.

※Your ID and password are different from those used for logging on to PCs in training rooms or branches of the General Information Processing Center. (See page 29.)



## 1 Student ID card and Student Number

### Student ID card

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

A student ID card is used for the following purposes.

- Regular exams
- Class roll call
- Procedures at windows
- Use of the automatic certificate issuing machine (See page 26)
- Issuance of certificates for student fare discounts (student discount) and for commuter status
- Points provided for extracurricular activities (See page 54)
- University library card and the use of copiers and printers (See page 33)
- Use of printers in the General Information Processing Center (See page 37)
- Entrance card ※<sup>1</sup>
- Electronic money card for Shimane University CO-OP ※<sup>2</sup>

※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 19 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, S = Interdisciplinary Faculty of Science and Engineering, A = Faculty of Life and Environmental Science, and N = Graduate School of Natural Science and Technology

## 2 Issuance of Certificates

※ For DEGREE-SEEKING STUDENTS ONLY



### Type of certificates

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

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

Subject	Window	Outline
Certificate for Student Fare Discount (for JR)	Student Center 1st floor Automatic certificate issuing machine	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The certificate is valid for 3 months, and a student can get a 20% discount on a normal fare.</li> <li>● 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.</li> <li>● You have to carry your student ID card when you use the certificate.</li> <li>● 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"> <li>① A student buys a ticket using another student's certificate.</li> <li>② A person uses a ticket that was bought by another person.</li> <li>③ A student buys a ticket using an invalid certificate.</li> </ol> </li> </ul>
Certificate for Student Fare Discount (for Oki-Kisen)		<ul style="list-style-type: none"> <li>● This certificate is usable for Oki-Kisen.</li> </ul>
Certificate of Commuter Status	Student Support Center 2nd floor Window No.13	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
Certificate of Commuter Status for Training		<ul style="list-style-type: none"> <li>● 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.</li> </ul>

# Certificates, Notifications

Subject	Window	Outline
<b>Certificate for Group Travel Discount</b>	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.)
<b>Certificate of Student Status</b> <b>Certificate of Expected Graduation (Completion)</b> <b>Academic Transcript</b> <b>List of Grades</b>	Student Center 1st floor Automatic Certificate Issuing Machine	● If you need a certificate in a foreign language, you have to ask for it at a relevant faculty. (It may take longer to issue a certificate in a foreign language. You should apply for it as early as possible.)
<b>Certificate of Expected Acquisition of a Teacher's Certificate</b>	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.
<b>Health Certificate</b>	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.

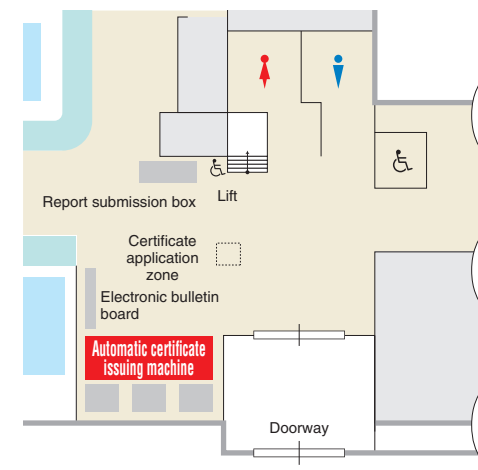
※If you need certificates that are not listed above, contact the Academic Affairs of Faculty or the Student Support Division.

## 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 stand in front of the machine or touch the screen, instructions will appear on the screen and the audio guidance will begin.
- ② Hold your student ID card against the card reader and enter the password.
- ③ Select which certificate you need and enter the number of copies. Push the ISSUE button, and remove the newly printed certificate as soon as possible. If you leave it alone longer than expected, it will be stored in the machine and you cannot take it out.



## 1 Center for Foreign Language Education



### What is Center for Foreign Language Education?

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



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

Furthermore, the "Workstation," which is in 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 PCs are available in the Workstation. Throughout the school day, teaching staff are available and ready for your questions or consultation.

### How to Use

#### Location

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

#### Open hours

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



### How to use books and teaching material

#### Reading

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

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

#### Loan

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

#### Temporary takeout

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

### If you have a question,

- ① Clerical staff are always available in the Workstation in the Center for Foreign Language Education.
  - How to take a foreign language class?
  - How to learn a foreign language outside of class?

If you have any questions, like the ones above, feel free to ask.
- ② During class and exam periods, the teaching staff is available in the Work Station at their discretion.
  - Questions about the contents in a class.
  - Consultation about how to learn a foreign language.
  - Consultation about studying abroad.

If you would like to know or ask about the topics above, feel free to drop in at the Workstation.  
You can find a "Request Card" and "Foreign Language Question Card" in the Workstation. You can let them know your request with the "Request Card." Using the "Foreign Language Question Card," you can choose a teacher that will answer your question.
- ③ Website  
<http://cfl.shimane-u.ac.jp>  
 You can find the latest information regarding courses, classes, and events on campus. Staff e-mail addresses are posted too. You can contact them by e-mail.

### The Center for Foreign Language Education

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

## 2 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 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 Exchange Zone, the Study Zone, and the Research 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 and your study. 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 counter 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 counter on the 1st floor and then follow the instructions that appears on the screen. You cannot borrow reference books (e.g. encyclopedias) or magazines. 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	Days	Books	Days
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).

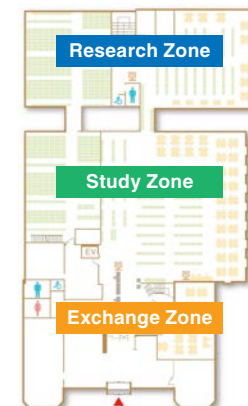
- ③ **Return:** Return the borrowed books to the return stand on the counter. If you miss a due date, you are not allowed to borrow another book for up to two weeks from the date when you returned all overdue books. When the library is closed, you can return the borrowed books through the book return post to the right side of the entrance.
- ④ **Reservation:** If a book that you would like to borrow is already borrowed, you can make a reservation for it on the search screen of OPAC.
- 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 Study and Research Zones. The library provides you with the best places for you to study by yourself. The shelves on the 1st, 2nd, 3rd floor are open, and it is easy for you to look for the books you want.

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



#### Search, research

##### ① Shimane University Library Website

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

You can get a variety of information on how to use the library and on your field of learning or research.

- ② **OPAC:** You can search for a book or a magazine that Shimane University possesses. You can use OPAC on your smartphone, too.
- ③ **Reference (referential information) search:** You can use a variety of databases in order to search for journal articles, newspaper articles, information in encyclopedias, or laws and ordinances. In addition, you can use an electronic journal or book through which you can read journal articles or books.



#### Copy

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

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

# Related Facilities

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

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

※ You can buy a copy card or charge your IC card with electronic money in Shimane University CO-OP.

## 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 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 ID and a password to log in on a PC. You can use the university (wireless) LAN with your own laptop, too.

### Relaxing

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

### MyOPAC

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

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

### Guidance about library

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

### Precautions for use

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

## 3 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.

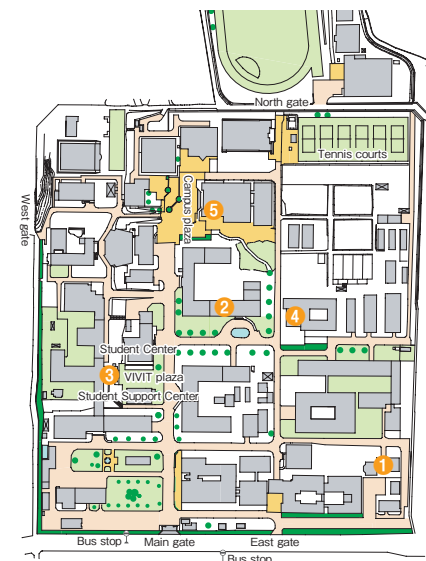
### Examples of use outside the classroom

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 Faculty of Life and Environmental Science Building I
- 5 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	Weekdays	Saturday
①	1st Student Training Room	41	2nd floor of General Information Processing Center				
	2nd Student Training Room	61					
	3rd Student Training Room	10					
②	Branch in the Faculty of Law and Literature	41	Room 338 on the 3rd floor of the Faculty of Law and Literature Building				
③	Branch in the Faculty of Education	41	Room 240 on the 2nd floor of the Faculty of Education Building				
④	Branch in the Faculty of Life and Environmental Science	57	Room 201 on the 2nd floor of the Faculty of Life and Environmental Science Building I				
⑤	Branch in the University Library	41	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
  10:00~17:30
  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 didn't join the orientation program or if you forget your password, you have to

come to the window with your student ID card.

※ As of 2019, the password for the Academic Affairs Information System is not connected to the Integrated Certification System. If you don't remember your password for the Academic Affairs Information System, please contact the Student Center. (See page 16.)

## 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**

### Using e-mails

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

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

● **URL of Office365**

<https://portal.office.com>

● **Student's e-mail address**

**(user ID)@matsu.shimane-u.ac.jp**

### Using printers

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

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

### Points

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

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



## 4 Career Center



### What is The Career Center?

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



### How to use

#### Location

1st floor of Student Center

#### Service hours

8:15~18:15 (weekdays)

Regardless of which year you are in, feel free to visit the center.

### What the Center Does for You

#### Consultation about career & employment

A specialized consultant about employment will help you in various ways. They can correct your resume or entry sheet as well as provide you with an interview lesson (on an appointment basis, one session is 50 minutes long).



#### Career & employment guidance

In principle, the guidance is held in the afternoon on Wednesdays with specific content according to which year you are in. For those who are not able to attend the guidance session, videos of the guidance session are posted on the Career Center website. (You can watch them only on a PC connected to the university wireless LAN.)



#### 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 Center.

#### 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 Center website.

※Information about events is posted on the employment section of the bulletin board in all faculties and on the signboard at the entrance of the Student Support Center. You should make yourself accustom to checking them.

### Let's Connect to The Career Center

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

#### Setting of e-mail communication

You can receive a variety of useful information via e-mail from the Career Center. 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 Guide for Shimane University Academic Affairs Information System.” The system requires you to enter your plans for your future course each year before registering for courses. All students must enter it, not only students who hope to be employed after graduation, but also students who instead plan to keep studying.

#### Entering your future course

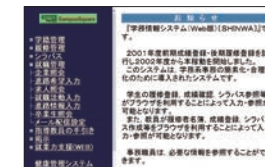
If your future course after graduation or completion is determined, register “entering your future course.”

※For further information, see the Career Center website.

<Please register in Academic Affairs Information System (employment management)/Career Center>

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

Top → To students → Read first



## 5 Health Service Center

### What is Health Service Center?

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

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

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



### How to use


#### Service hours

8:30~18:00 (weekdays)

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

#### Services you can receive

Health service department	Outline
<b>First Aid</b>	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.
<b>Medical Examination</b>	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.)
<b>Health Consultation or Education</b>	You can consult a doctor or a public health nurse about concerning conditions, menstruation, eating habits, and nutrition.
<b>Health check</b>	You can measure your height, body weight, blood pressure, and eyesight.
<b>Lending Out Health-related Goods</b>	The center can lend out a kit for treating an injury, a blood pressure gauge, health-related books, and a wheelchair.

Student consultation department (Student consultation room)	Outline
<b>Counseling</b>	<p>They help students maintain and improve their mental health and nurture themselves. You can consult a doctor or a counselor about your concerns or problems. The consultation is confidential. You can consult them without worry.</p> <p><b>&lt;Example of consultation&gt;</b></p> <ul style="list-style-type: none"> <li>● About their education or future course</li> <li>● About sexuality</li> <li>● About interpersonal relations</li> <li>● About harassment</li> <li>● About your personality or yourself</li> </ul> <p><b>Hours for consultations</b> 9:00~17:00 (Except for Saturday, Sunday, and Holidays) Tel: 0852-32-6568 E-mail: health@soc.shimane-u.ac.jp</p> 
<b>Psychology Test</b>	You can take a psychology test about your personality or aptitude.

Others	Outline
<b>Relaxing Room, Resting Room</b>	You can use the room when you would like to take a rest in a quiet environment. There is a desk with a chair, books, and a massage chair. You can use a bed when you don't feel well.

## 6 Center for International Exchanges



### What is the Center for International Exchanges?

The Center for International Exchanges engages in a variety of activities for international exchange students. The center also provides consultation services for students who plan to study abroad as well as international students who have difficulties in their lives.



#### Location

3rd floor of Interdisciplinary Faculty of Science and Engineering Building II

#### Hours

8:30~17:15 (weekdays)

In order to increase the number of students who can do well internationally, the center delivers lectures about global subjects and holds the Global Insight Seminars for fostering global insights in students. In addition, students can borrow exercise books for TOEFL or TOEIC and look through brochures of overseas universities.

### Contact

#### Center for International Exchanges/International Exchange Section

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

**TEL.0852-32-6106**

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

<Facebook> <https://www.facebook.com/shimadaikokusai/>



## 1 Payment of Tuition



### Tuition in 2019

※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 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>■ <b>Designated transfer date</b>                      First semester: May 25                      Second semester: November 25</p> <ul style="list-style-type: none"> <li>● Sufficient funds must be deposited by at least one business day before the designated transfer date.</li> <li>● If the designated transfer date is a holiday, transaction will be done on the next business day.</li> </ul>	<p>If account transfer is not ready on the designated date, a bill is sent to the guarantor or the student.</p> <p>■ <b>Timing of bill</b>                      First semester: Beginning of May                      Second semester: Beginning of November</p> <p>■ <b>Payment method</b>                      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 or guarantor will be contacted by the university. If no tuition is paid even after notification was received, the student will be removed from the school register.

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

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

## 2 Tuition Exemption

※ For DEGREE-SEEKING STUDENTS ONLY



### Exemption due to financial reasons

If any of the following cases are considered true, a student can be exempted from the total or half 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.
- A student becomes a candidate for a grant scholarship financed by the Japan Student Services Organization, or a student is awarded a grant scholarship in which the benefit is to continue by the eligibility certification of the grant scholarship.

#### Annual schedule

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

- Notice of application (for first semester).....end of January
- Submission of application (for first semester) .....end of March
- Notice of selection result (for first semester) ..... middle of July
- Notice of application (for second semester)..... end of July
- Submission of application (for second semester) ※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) ..... middle of December

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

# Tuition and Scholarship

## Exemption for Students Who Earn Excellent Grades

This is to motivate students to study harder. It is not necessary to apply for it.

- A sophomore, junior, and senior undergraduate student is eligible (a junior transfer student is eligible when he/she becomes a senior student).
- The selection is based on the student's grades from the previous year at Shimane University, and the selected student is exempt from paying half of tuition for the second semester.
- Students who earn excellent grades will be commended.

## Exemption for students who excel in extracurricular activities

This is to motivate students to study harder by participating in extracurricular activities and encouraging students to join them. It is not necessary to apply for it.

- A senior undergraduate student is eligible (in the case of the School of Medicine in the Faculty of Medicine, a sixth-year student is eligible).
- The selection is based on the total score students acquire by the end of previous academic year (the total score given to extracurricular activities), and the selected student is exempt from paying half of tuition for the second semester.
- Exemption is granted to students who meet certain academic standards.
- Students who excel in extracurricular activities will be commended.

## 3 Scholarship Shimane University Awards

※ For DEGREE-SEEKING STUDENTS ONLY



### Scholarship Shimane University awards

#### Scholarship for cooperation program between campuses

Scholarships are awarded to students who conducts a study on the campus other than his/her original campus.

For information on how to apply for it, consult your guidance teacher.

#### <Eligible study>

- Cooperative graduate program between medicine, science and engineering, and agriculture
- Interdisciplinary graduation research in the Faculty of Education, Interdisciplinary Faculty of Science and Engineering, and Faculty of Life and Environmental Science

#### Scholarship for graduate students who make a presentation at an academic meeting

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

#### Scholarships for international student internships

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

## 1 Dormitory, Apartment and Boardinghouse



### Dormitory

※For DEGREE-SEEKING STUDENTS ONLY

The period of residence is two years, in general, beginning from the admission of undergraduate freshman students. However, additional residents may be recruited if there are any vacancies.

※No meals are provided and there is no dining room.

Building		Building A	Building B	Building C
<b>Eligible student</b>		Freshman and sophomore students, international students		
<b>Capacity (resident per room)</b>		168 (1)	91 (1)	59 (1)
<b>Amenities</b>		<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		
<b>Structure</b>		Four-story ferroconcrete Newly built in 2012	Four-story ferroconcrete Rebuilt in 2013	Three-story ferroconcrete Rebuilt in 2013
<b>Cost</b>	<b>Rent (monthly)</b>	24,000 yen	4,000 yen	16,000 yen
	<b>Common fee (monthly)</b>	1,000 yen	2,500 yen	1,000 yen
	<b>Deposit*</b>	18,900 yen	12,960 yen	18,900 yen
	<b>Electricity (monthly)</b>	Separate contract required	2,000 yen	Separate contract required

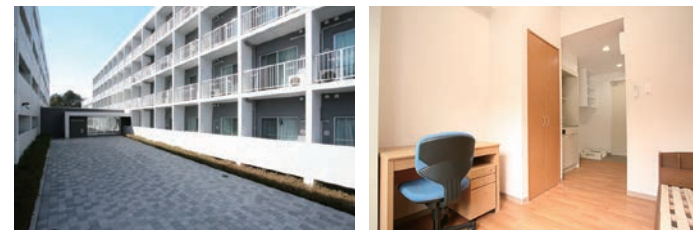
● Rent and fees should be paid via account transfer. Residents have to set up account transfers on time.

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/](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."

[http://www.shimane-u.ac.jp/campus-life/  
extra\\_curricular/club\\_activity/](http://www.shimane-u.ac.jp/campus-life/extra_curricular/club_activity/)



#### Volunteer work

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

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

<http://shienp2.jn.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. You may even be exempt from tuition under certain conditions.



#### 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.

[http://www.shimane-u.ac.jp/campus-life/  
school\\_life/commendation/](http://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.

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



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

### Dining room, store, books, etc.

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

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



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



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

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

### Liability Insurance coupled with PAS

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

For further information, see the following site.

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





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 or tablet

- 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 management 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.**