

# AY2024 Application Guidelines for Part-time Credited Auditor, Shimane University

Part-time Credited Auditors are students who take classes of their choice offered by the Faculty or Graduate School.

These students can earn credits upon passing the examination given in the class in which the student is registered.

## 1. Eligibility

(1) Undergraduate level part-time credited auditors must meet one of the following requirements:

- ① Those who meet one of the requirements listed in Article 5 of the university's regulations.
- ② Those enrolled in a high school or higher secondary school and are deemed educationally beneficial to study as part-time credited auditors by the head of these schools.
- ③ Those who have been judged by Shimane University to have sufficient academic ability to take classes.

(2) Postgraduate level part-time credited auditors must meet one of the following requirements:

- ① Those who meet one of the requirements listed in Article 5 of the university's graduate school regulations for a Master or a professional degree program.
- ② Those who meet one of the requirements listed in Article 6 of the university's graduate school regulations for a Doctoral degree program.
- ③ Those who meet one of the requirements listed in Article 7 of the university's graduate school regulations for the Graduate School of Medical Research.
- ④ Those who have been judged by Shimane University to have sufficient academic ability to take postgraduate level classes.

【Note】 Those who are applying under the requirements (1)①9, (1)③, (2)①9, (2)②8, (2)③6 or (2)④ must undergo a preliminary eligibility screening process before application. Contact the office in charge in advance.

## 2. Date of Admission

Either April or October.

(First semester: April 1 to September 30, Second semester: October 1 to March 31 of the following year)

## 3. Application Procedure

(1) Application Period

Those applying from outside Japan (including those who apply through a proxy)			As a rule, three months before enrollment
Those applying in Japan	Faculty of Law and Literature, Graduate School of Humanities and Social Sciences, Faculty of Education, Graduate School of Education, Interdisciplinary Faculty of Science and Engineering, Faculty of Materials for Energy, Faculty of Life and Environmental Sciences, Graduate School of Natural Science and Technology	April enrollment	5 p.m. on Thursday, February 29, 2024
		October enrollment	5 p.m. on Friday, August 30, 2024
	Faculty of Human Sciences	April enrollment	5 p.m. on Friday, February 9, 2024
		October enrollment	5 p.m. on Friday, August 30, 2024
	Faculty of Medicine, Graduate School of Medical Research	April enrollment	5 p.m. on Friday, February 9, 2024
		October enrollment	5 p.m. on Friday, August 16, 2024

## (2) Documents to Submit

Applicants must submit the following documents to the office in charge of student affairs of each faculty/graduate school. Applicants are also required to decide on the classes to take and obtain the prior consent from the instructor of the pertinent classes by the time of document submission.

Documents	Description				
① Application Form	Designated form. Discuss with the class instructor and obtain the seal from him/her on the form.				
② Curriculum Vitae	Designated form. Enter all necessary items and all of the information of your educational background. (Make sure to include your elementary school, middle school, high school, and higher education (university and graduate school) in your C.V.)				
③ Certificate of university graduation or expected graduation issued by the school last attended	<p>Must be certified by the school. <b>(Must be original and written in either Japanese or English.)</b></p> <p>If you unavoidably submit a copy, submit the certified copy issued by public agencies, such as your school attended or diplomatic establishment.</p>				
④ Proof of transaction of payment for Application Fee	<p><b>【Applicants outside Japan】</b></p> <p>Send the <b>Application Fee of JPY 9,800</b> by registered or insured mail service to arrive at Shimane University by the application deadline. When experiencing difficulty sending cash payment, contact the office in charge in advance. (The Application Fee cannot be refunded for any reason except in the case where the application forms cannot be accepted due to deficiencies.)</p> <p><b>【Applicants currently in Japan】</b></p> <p>Fill in the enclosed Bank Transfer Form for Application Fee for the year 2024 (2024年度島根大学『入学検定料』振込依頼書等用紙) and pay the <b>Application Fee of JPY 9,800</b> at banks including Shinkin banks and JA banks during the designated payment period below. Do not use an ATM (Automatic Teller Machine). Submit Bank Form - III, which you will receive back at the bank.</p> <p>※1 When using Japan Post Bank, be sure to take your banknote (TSUCHO in Japanese) and personal seal (INKAN in Japanese) with you. Payment by cash is not accepted.</p> <p><b>【Application Fee Payment Period】</b></p> <table border="1" data-bbox="485 1335 1422 1491"> <tr> <td>April enrollment</td><td>From Wednesday, January 31, 2024, until 3:00 p.m. on the final date of the application period</td></tr> <tr> <td>October enrollment</td><td>From Thursday, August 1, 2024, until 3:00 p.m. on the final date of the application period</td></tr> </table> <p>The Application Fee cannot be refunded except in the following cases:</p> <ol style="list-style-type: none"> <li>① If the application forms cannot be accepted due to deficiencies. In this case, the applicant is contacted and required to undertake the necessary procedures by the deadline.</li> <li>② If the Application Fee payment is made but the applicant has not sent the application documents to the university.</li> <li>③ If the application fee is paid twice by mistake.</li> </ol> <p>In the above of cases ② and ③, the applicant can request a refund of the Application Fee. For further inquiries, contact the Accounting Procurement Division, Financial Affairs Department, by Thursday, March 7, 2024, for April enrollment, and by Thursday, September 5, 2024 for October enrollment.</p> <p>Phone: +81 (0) 852-32-6029 Open from 9:00 a.m. to 5:00 p.m. on weekdays</p> <p>Retain Form II (振込金受取書 Receipt) and Form III (振込金証明書 Certificate of Payment). Those forms are needed in case of refunds. Without these forms, confirmation of payment cannot be confirmed and the applicant may not be able to obtain a refund.</p>	April enrollment	From Wednesday, January 31, 2024, until 3:00 p.m. on the final date of the application period	October enrollment	From Thursday, August 1, 2024, until 3:00 p.m. on the final date of the application period
April enrollment	From Wednesday, January 31, 2024, until 3:00 p.m. on the final date of the application period				
October enrollment	From Thursday, August 1, 2024, until 3:00 p.m. on the final date of the application period				
⑤ Letter of Consent	<p>※ Only those who wish to enter Shimane University while employed must submit this letter. Submit the designated form filled out by the head of your workplace (Form No.2).</p>				

⑥	Japanese Proficiency Certificate	<p>※ Those who are applying to the Faculty of Law and Literature, Graduate School of Humanities and Social Sciences, Faculty of Education, Graduate School of Education, Faculty of Human Sciences, Interdisciplinary Faculty of Science and Engineering, Faculty of Materials for Energy, Faculty of Life and Environmental Sciences, or Graduate School of Natural Science and Technology must submit this certificate.</p> <p>JLPT test result or EJU Japanese subject test result (Copy acceptable)</p> <p>(If applying for the Faculty of Human Sciences, Interdisciplinary Faculty of Science and Engineering, Faculty of Life and Environmental Sciences, or Graduate School of Natural Science and Technology, a letter of recommendation from your academic advisor may be able to replace this certificate. For further details, contact the office in charge.</p>
⑦	Pledge	Fill in the designated form.
⑧	Personal Information Form	Fill in the designated form.
⑨	Certificate relating to resident status and period of stay	<p>※ Those who live in Japan at the time of application must submit this form.</p> <p>Copy of residence card/alien registration card (both sides) or the Certificate of Residence issued by the local government, including the resident status and period of stay.</p>

Note 1: You may be required to submit other documents when necessary, in addition to the above-listed documents.

Note 2: If any changes are made after the submission of the certificate relating to resident status and period of stay, immediately submit the changed certificate.

#### 4. Selection and Admission

Selection is made through the evaluation and deliberation by the faculty meetings. Admission is granted upon the completion of the necessary admission procedures.

#### 5. Admission Procedure

A successful applicant letter and the documents for the admission procedure will be sent to successful applicants. Be sure to complete the necessary admission procedures.

An **Admission Fee of JPY 28,200** (As of AY2023, subject to change) is required. Once the admission fee has been paid, it cannot be refunded for any reason.

Admission will be declined if the admission fee is not paid within the designated period.

#### 6. Enrollment Period as a Part-time Credited Auditor

The enrollment period for Part-time Credited Auditors shall be valid for one academic year

Those who are admitted in the first semester and wish to continue the second semester may extend their enrollment period until the end of March through deliberation by the faculty meetings. No application fee or admission fee is required when extending the enrollment period. Submit a “Request for Extension of Enrollment Period (在学期間延長願)” by Friday, August 30 (or by 5:00 p.m. on Friday, August 16, for the Faculty of Medicine and the Graduate School of Medical Research.)

#### 7. Adding and Changing Classes

As a rule, adding and changing classes after submitting the application is not accepted.

However, those granted one year admission may be able to add and change the classes for the second semester. Submit a “Request for Change Classes (履修科目変更願)” by Friday, August 30 (or by 5:00 p.m. on Friday, August 16, for the Faculty of Medicine and the Graduate School of Medical Research.)

#### 8. Credits

Credits are given when the Part-time Credited Auditor takes classes and passes the examination.

Those who have earned credits can request an issuance of their academic transcript.

Transcript of credits for a teacher's license in Japan (教育職員免許状の授与のための学力に関する証明書) can be issued by request.

## 9. Tuition

Tuition is **JPY 14,800 per credit** (as of AY2023, subject to change). Tuition should be paid within the designated period for each semester after admission to Shimane University. Once the tuition has been paid, it cannot be refunded for any reason. (Except in the case where classes are canceled by Shimane University for certain circumstances)

An invoice for tuition (Payment form) will be sent to you after enrollment. Use the form to settle the payment.

## 10. Withdrawal

Submit the form “Request for Withdrawal (退学願)” if you wish to withdraw from the university. Those who are granted one year enrollment but wish to withdraw at the end of the first semester need to submit the form by Friday, August 30 (or by 5:00 p.m. on Friday, August 16, for the Faculty of Medicine and the Graduate School of Medical Research.)

Withdrawal in the middle of the semester is possible. In this case, the tuition covering that semester should be paid.

## 11. Discipline

When violating the university rules and regulations, or neglecting the duty as a Part-time Credited Auditor, the person may be removed from the university through deliberation by the faculty meetings.

## 12. Applicants with Special Needs

Applicants with special needs, such as visual impairment, hearing impairment and speech disorders, physical disabilities, health impairments, multiple disabilities, developmental disorders, mental disorders or other disabilities, are requested to consult the university well in advance for special arrangements in their studies.

## 13. Medical Health Checkup

A medical health checkup at the time of enrollment is mandatory. For details, contact the Health Service Center.

Phone: +81 (0) 852-32-6568

## 14. Other Instructions

- (1) Taking classes other than those the auditor is registered for is not permitted.
- (2) Deadlines are strictly enforced. Applications after the deadline are not accepted.
- (3) In the case false information is found in the submitted application documents, the enrollment permission will be revoked, even after enrollment.
- (4) Application documents with deficiencies may not be accepted.
- (5) Any changes to the submitted application documents is not allowed. Also, applications are not returned for any reason once they are submitted to Shimane University.
- (6) Consult the office in charge if you wish to extend your enrollment period, add or change classes by Friday, August 30 (or by 5:00 p.m. on Friday, August 16, for the Faculty of Medicine and the Graduate School of Medical Research.)  
It is not possible to take the year-long classes from the second semester.
- (7) International students with a resident status of “Student” must register for more than 10 hours per week (more than six classes in case of lecture classes) for each semester.
- (8) Be sure to check in advance if a computer/laptop and/or Internet connection is necessary for the purpose of participating in online learning, improving the effectiveness of learning in face-to-face classes, and submitting and receiving paperless handouts and submissions. Note that you may need to use a mailer, Moodle, Zoom, Microsoft Teams in classes. Check with your instructor in advance and be prepared to operate these tools yourself.

Offices in Charge (Inquiries, Request for Documents, Where to Submit Documents)	
【Matsue Campus】 Student Center, Shimane University 1060 Nishikawatsu-cho, Matsue, Shimane 690-8504 JAPAN 《Student Center FAX +81 (0) 852-32-6059》	
Faculty of Law and Literature	Phone: +81 (0) 852-32-6121 e-mail: sad-gakumu01@office.shimane-u.ac.jp
Faculty of Education Graduate School of Education	Phone: +81 (0) 852-32-6035 e-mail: sad-gakumu02@office.shimane-u.ac.jp
Faculty of Human Sciences	Phone: +81 (0) 852-32-6333 e-mail: sad-gakumu021@office.shimane-u.ac.jp

Interdisciplinary Faculty of Science and Engineering	Phone: +81 (0) 852-32-6255 e-mail: sad-gakumu03@office.shimane-u.ac.jp
Faculty of Materials for Energy	Phone: +81 (0) 852-32-6663 e-mail: gad-mfe@office.shimane-u.ac.jp
Faculty of Life and Environmental Sciences	Phone: +81 (0) 852-32-6256 e-mail: sad-gakumu04@office.shimane-u.ac.jp
Graduate School of Humanities and Social Sciences	Phone: +81 (0) 852-32-6121 e-mail: hs-gakumu@office.shimane-u.ac.jp
Graduate School of Natural Science and Technology	Phone: +81 (0) 852-32-6255 e-mail: ns-gakumu@office.shimane-u.ac.jp
<b>【Izumo Campus】</b> Academic Affairs Division, Faculty of Medicine, Shimane University 89-1 Enya-cho, Izumo, Shimane 693-8501 JAPAN FAX +81 (0) 853-20-2079	
Faculty of Medicine Graduate School of Medical Research	Academic Affairs Division      Phone: +81 (0) 853-20-2086 e-mail: msa-daigakuin@office.shimane-u.ac.jp

The university's regulations and graduate school regulations are omitted.