

AY2024 Application Guidelines for Research Student, Shimane University

Research Students are students who engage in specific research activities under the supervision of Shimane University faculty. They are not allowed to take classes to earn credits.

1. Eligibility

(1) Undergraduate level research students at faculties and head offices must meet one of the following requirements:

- ① Those who have a bachelor's degree.
- ② Those who have completed a 16-year formal school education in a foreign country.
- ③ Those who have been judged by Shimane University to have sufficient academic ability to perform research activities.

(2) Research students in Master's or professional degree programs must meet one of the following requirements:

- ① Those who have a Master's degree or a professional degree.
- ② Those who have completed an 18-year formal school education in a foreign country.
- ③ Those who have been judged by Shimane University to have sufficient academic ability to perform research activities in the Master's or professional degree program.

(3) Doctoral level research students must meet one of the following requirements:

- ① Those who have a Doctoral degree.
- ② Those who have completed a 21-year formal school education in a foreign country.
- ③ Those who have entered and completed a Doctoral course at a university in Japan.
- ④ Those who have been judged by Shimane University to have sufficient academic ability to perform research activities in the Doctoral program.

(3) Doctoral level research students of the Graduate School of Medical Research must meet one of the following requirements:

- ① Those who have a Doctoral degree.
- ② Those who have completed a 22-year formal school education in a foreign country.
- ③ Those who have entered and completed a Doctoral course majoring in medical or dental science at a university in Japan.
- ④ Those who have been judged by the Graduate School of Medical Research, Shimane University to have sufficient academic ability to perform research activities in the Doctoral program of the Graduate School.

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

2. Date of Enrollment

Either April 1 or October 1. Enrollment in other months may be granted for special reasons.

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

3. Application Procedure

(1) Application Period

- ① Those other than 3.(1)② (described below):

| Those applying from outside Japan (including those who apply through a proxy) | | | As a rule, three months before enrollment |
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| 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 | 5 p.m. on |

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| | | enrollment | 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 |
| | Enrollment other than April or October | | One month before enrollment (Contact the Student Affairs Division of the Faculty of Medicine if applying to the Faculty of Medicine or Graduate School of Medical Research) |

- ② Those who took the second round entrance exams of a Master's degree course at Shimane University and would like to apply as a research student after March 1, excluding those for the Faculty of Law and Literature, Graduate School of Humanities and Social Sciences, the Faculty of Medicine and the Graduate School of Medical Research.

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| April enrollment | 5 p.m. on Thursday, March 7, 2024 |
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Note: Those who wish to apply must contact the office in charge by Thursday, February 22, 2024.

(2) Documents to Submit

Applicants must submit the following documents to the office in charge. Applicants are also required to decide on their future academic advisor at Shimane University and have his/her prior consent for acceptance by the time of document submission.

| Documents | | Description |
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| ① | Application Form | Designated form. Discuss with your prospective academic advisor and obtain the seal from him/her on the form. |
| ② | Curriculum Vitae | Designated form. Enter all necessary items and all of the information about 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 | Must be certified by the school. <u>(Must be original and written in either Japanese or English.)</u> If you unavoidably submit a copy, submit the certified copy issued by public agencies, such as your school attended or diplomatic establishment. |
| ④ | Proof of transaction of payment for Application Fees | <p>【Applicants outside Japan】 Send the <u>Application Fee of JPY9,800 (in Japanese yen)</u> by registered or insured mail service to arrive at Shimane University by the application deadline. When experiencing difficulty sending cash, contact the office in charge in advance. (The Application Fee cannot be refunded for any reason except in the case where application forms cannot be accepted due to deficiencies.)</p> <p>【Applicants currently in Japan】 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 <u>Application Fee of JPY9,800</u> 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 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>【Application Fee Payment Period】</p> |

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| | | 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 |
| | | <p>The Application Fee cannot be refunded except in the following cases:</p> <p>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.</p> <p>② If the Application Fee payment is made but the applicant has not sent the application documents to the university.</p> <p>③ If the application fee is paid twice by mistake.</p> <p>In the cases of above 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).</p> <p>Those forms are needed for refunds. Without these forms, confirmation of payment cannot be confirmed and the applicant may not be able to obtain a refund.</p> | |
| ⑤ | Letter of Consent | <p>※ Only those who wish to enter Shimane University while being employed must submit this letter.</p> <p>Submit the designated form filled out by the head of your workplace (Form No.2).</p> | |
| ⑥ | Research Proposal | <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 proposal.</p> <p>Fill in the designated form.</p> <p>(If applying to the Faculty of Education or the Graduate School of Education, a letter of recommendation from your academic advisor can replace this research proposal.)</p> | |
| ⑦ | 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>Submit either the JLPT test result or the EJU Japanese subject test result (Copy acceptable).</p> <p>(If applying to 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> | |
| ⑧ | Pledge | Fill in the designated form. | |
| ⑨ | Personal Information Form | Fill in the designated form. | |
| ⑩ | 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 procedure.

An Admission Fee of JPY 84,600 (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 Research Student

The enrollment period for research students is from one month to a maximum of one year.

For the purpose of pursuing further research, the enrollment period may be extended through deliberation by the faculty meetings. The period permitted to be extended is a maximum of one additional year per request. No application fee or admission fee is required when extending the enrollment period. Submit a “Request for Extension of Enrollment Period (研究期間延長願)” one month prior to the end of your enrollment period.

7. Report for Research Achievement

If the research student has reached the end of the enrollment period or completed his or her research partway through the enrollment period, submit a “Report for Research Achievement (研究終了報告書 Form No.6)”.

8. Tuition

Tuition is **JPY 29,700 per month** (as of AY2023 subject to change). Tuition should be paid within the designated period for each semester after admission to Shimane University. If your enrollment period starts/ends in the middle of the month, the full amount of monthly tuition is charged. As a rule, once the tuition has been paid, it cannot be refunded.

An invoice for tuition (Payment form) will be sent to you after enrollment. Use the form to settle the payment. Tuition can be paid through withdrawals from your bank account.

9. Withdrawal from University

Submit the form “Request for Withdrawal (退学願)” if you wish to withdraw from the university. Withdrawal partway through the semester is possible, but the full tuition amount for that semester must be paid. Only in the instance where a request is made by the designated period will the tuition for the following months after the withdrawal be refunded.

10. Discipline

When violating the university rules and regulations, or neglecting the duty as a research student, the person may be removed from the university through deliberation by the faculty meetings.

11. 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.

12. 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

13. Other Instructions

- (1) Research students are not allowed to take classes. Those who wish to take classes are required to apply to be a Part-time Credited Auditor.
- (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 are not allowed. Also, applications are not returned for any reason once

they are submitted to Shimane University.

- (6) 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.

| Offices in Charge (Inquiries, Request for Documents, Where to Submit Documents) | |
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| 【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 |
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