

Application procedure

1. How to apply the courses

Fill out the "Application Form" and send to International Relations Office **enclose a self-addressed with a 94 yen stamp attached envelope (long size 3 (23.5 cm x 1.2 cm) and the name and address of the applicant) with "Application Form for Classes for General Public"** written in red on the front of the envelope,

*No registration will be accepted by phone, email or fax.

(Submission deadline)

- First semester: February 4th, 2022 ~ March 11th, 2022 *must arrive
- Second semester: July 25th, 2022 ~ September 2nd, 2022 *must arrive

2. Notification of Course Offer and Notification of Applicants

(1) After the application period, applicants will be notified by mail of the results of the course offerings.

If there are too many applicants, students will be selected by lottery for each course.

(2) Payments of the tuition

Transfer period

- First semester: April 1st, 2022 ~ April 7th, 2022
- Second semester: September 12th, 2022 ~ September 22nd, 2022

Those who have been offered a course must pay the course fee for the number of courses they wish to take from their nearest bank using the "Bank Transfer Request Form" enclosed with the course offer notification.

If the course fee has not been transferred by the above period, you cannot take the courses.

Once paid, tuition fees are non-refundable.

Please check the details of the classes on the "Class Schedule for Fall, 2022" (for the first semester and second semester classes) before applying.

(3) Submission of "Proof of Bank Transfer" and "Pledge"

Please submit the "Proof of Bank Transfer" (with the bank's seal of receipt), which is part of the Bank Transfer Request Form, and the "Pledge" (enclosed with the course offer

notification) to the International Relations Office by the first day of the course by mail.

(4) Determination of participants and issuance of certificates of attendance

Those who have completed the above procedures will be selected as Classes for General Public participants and will receive a certificate of attendance, please carry around while you take the face-to-face class.

3. Attendance notes

(1) Student Obligations

Students are expected to make every effort not to interfere with the education and research conducted by the University, and to follow the instructions of the instructors and staff in charge of the courses.

(2) Notes for taking the course

①Please refrain from entering and leaving the classroom in the middle of a class, as it interferes with the class, except in special cases.

②Please refrain from eating and drinking during class. Please turn off your cell phone during class.

(3) Calling of students, etc.

Please note that we will not be able to contact or call students during class or in any other situations except for emergencies.

(4) Textbooks and other expenses

Students are responsible for the cost of textbooks used in class and other expenses related to the class.

(5) Certificate

Students who meet the University's requirements for completion of the course will receive a certificate of completion. As a general rule, attendance of at least 2/3 of the class days, excluding exam periods, is required for completion. The certificate cannot be reissued, so please keep it in a safe place.

Please note that no credits will be awarded to students who attend Classes for General Public.

(6) Cancellation and make-up classes, change of classrooms

Please note that the day, time, and classroom of the class may be changed or the lecture

may be cancelled due to unavoidable circumstances of the faculty.

Please check for Cancellation and make-up classes here. (<https://www.cc.mie-u.ac.jp/>)

(7) Suspension from Course

If a student violates his/her obligations as a student, or engages in behavior or conduct unbecoming of a student, and disrupts the order of the University, the student's enrollment in the course may be suspended. Even in the case of suspension, the tuition fee will not be refunded.

(8) Compensation for damages

If a student intentionally or through gross negligence causes loss, damage, or destruction of the University's facilities or equipment, the student is required to immediately notify the relevant department office and restore the facilities or equipment to their original state or compensate for the damage.

(9) Others

Students may use Mie University Library and cafeteria.

However, from the viewpoint of preventing the spread of the COVID-19, we may ask students who are attending the Classes for General Public to refrain from entering the Mie University Library.

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