



OIST

OKINAWA INSTITUTE
OF SCIENCE AND TECHNOLOGY
GRADUATE UNIVERSITY

沖縄科学技術大学院大学

May 27, 2013

To:

Jonathan Dorfan, Chief Executive Officer
Okinawa Institute of Science and Technology School Corporation

From:

Osamu Kubota, Auditor
Koji Matsuda, Auditor

Notice of Auditors' Audit for FY 2013

Per the Okinawa Institute of Science and Technology Policies Rules and Procedures (PRP) Chapter 9.4.3.1, this is to notify you of the plans for auditors' audit for the fiscal year (FY) 2013. Details are as follows:

1. Purpose of the Audit

We plan to audit the business and administrative operation of the Okinawa Institute of Science and Technology School Corporation (SC) for the FY 2013 to ensure proper and efficient operation. We will also prepare the Auditors' Written Opinion for the closing of FY 2013, as provisioned in the Bylaw, Article 1 of Section 34.

2. Audited Items

Our focus will be on the items prescribed in the PRP Chapter 9.4.1 with emphasis on the current issues of the School Corporation.

- ① Support system toward enhancing research and education.
- ② Development of a mid-term strategy for acquiring external funding and OIST's initiatives.
- ③ Construction of facilities towards completing the Master Plan (Laboratory 3, the permanent Child Development Center and phase 2 of the Village Zone) and utilization of the existing facilities.
- ④ Efforts and activities to promote collaboration with industry
- ⑤ Risk assessment/analysis of the university operation and initiatives

⑥ Personnel management; countermeasures to partial amendment of the employment contract and implementation status of the new salary system

3. Period Covered: FY 2013

4. Methods of the Audit:

Document audit and field audit, as prescribed in the PRP Ch.9.4.2, will be conducted.

5. Schedule of the Audit:

1) August 2013: Periodical audit No. 1 (Operational audit)

2) December 2013: Periodical audit No. 2 (Operational audit)

3) April 2014: Periodical audit No. 3 (Operational audit)

As for the periodical audit in April, the auditors will receive reports on the progress and findings of the accounting audit conducted by an accounting firm and incorporate the result in the auditors' audit.

6. Audit Report

Auditors' written opinion and the Audit Report will be prepared and reported to the President and will also be submitted to the Board of Governors and Board of Councilors in May. Additional report will be provided to the President on an as-needed basis.

Osamu Kubota

Osamu Kubota, Auditor

Date May 27th, 2013

Koji Matsuda

Koji Matsuda, Auditor

Date May 27, 2013