

Academic Year 2024

C A L A M V S G L A D I O F O R T I O R

PEARL, Faculty of Economics
Course Registration Guide
(Hiyoshi Campus, 1st and 2nd year level)

Class Bell Schedule

Class Bell Schedule		
Hiyoshi	Mita	Yagami
1 st Period 9:00–10:30	1 st Period 9:00–10:30	1 st Period 9:00–10:30
2 nd Period 10:45–12:15	2 nd Period 10:45–12:15	2 nd Period 10:45–12:15
3 rd Period 13:00–14:30	3 rd Period 13:00–14:30	3 rd Period 13:00–14:30
4 th Period 14:45–16:15	4 th Period 14:45–16:15	4 th Period 14:45–16:15
5 th Period 16:30–18:00	5 th Period 16:30–18:00	5 th Period 16:30–18:00
	6 th Period 18:10–19:40	6 th Period 18:10–19:40

Semester-end and Make-up Exam Bell Schedule		
Bell schedule has been changed since AY 2020		
Hiyoshi	Mita	Yagami
1 st Period 9:00–10:00	1 st Period 9:00–10:30	1 st Period 9:00–10:30
2 nd Period 10:20–11:20	2 nd Period 10:45–12:15	2 nd Period 10:45–12:15
3 rd Period 12:20–13:20	3 rd Period 13:00–14:30	3 rd Period 13:00–14:30
4 th Period 13:40–14:40	4 th Period 14:45–16:15	4 th Period 14:45–16:15
5 th Period 15:00–16:00	5 th Period 16:30–18:00	5 th Period 16:30–18:00
6 th Period 16:20–17:20	6 th Period 18:10–19:40	
7 th Period 17:40–18:40		

- Make-up Exam timetable for Mita campus is different from the above.

Office of Student Services Business Hours

	Hiyoshi • Mita • Yagami
When classes or semester-end examinations are being held	Weekdays (Mon. through Fri.) 8:45–16:45
When classes are not being held and during make-up examinations period (During the Summer • Winter • Spring break)	Weekdays (Mon. through Fri.) 8:45–11:30 12:30–16:45 Mita Office: Weekdays (Mon. through Fri.) 8:45–16:45

The office will be closed on Saturdays, Sundays, national holidays, and school holidays designated by the University.

Notification of any changes will be provided on keio.jp “News.”

Curriculum for PEARL Programme

Tetsuya Komagata, Dean of the Faculty of Economics

Economists have traditionally attempted to understand economic phenomena in two distinctive ways; some try to capture and interpret economic problems using abstract theories, whilst others rather by gathering concrete facts and through deeper understanding of economic institutions. These two approaches correspond to Type A and Type B, respectively, in the curriculum of the Faculty of Economics at the Hiyoshi campus. As a student in the PEARL Programme you follow the Type B curriculum. Its basic idea is to acquire economic knowledge from inductive point of view, that is, through detailed knowledge of facts and institutions.

Needless to say, the two approaches to economic phenomena explained above must be complementary to each other. But in the Type B curriculum, students begin their study with an emphasis on empirical evidence and a “historical” approach, while they can also take mathematics courses as elective subjects.

During the first two years, you learn the basics of economics by taking introductory courses, including macroeconomics, microeconomics, and economic history. At the same time, you study three foundation subjects in your first year: (INTRODUCTION TO THE JAPANESE ECONOMY; STATISTICS; AND HISTORICAL PERSPECTIVES IN ECONOMIC ANALYSIS.) In addition, diverse courses in liberal arts and foreign language classes will help develop your academic ability.

After finishing your study at Hiyoshi campus in two years, you are moving to Mita campus, located in one of the downtowns of metropolitan Tokyo. Here you would certainly be surprised by the variety of subjects offered by our fellow economists. Core courses represent main pillars in each of the ten major subject areas. You must take core courses from at least three areas and obtain the required number of credits from each. Furthermore, we offer a variety of advanced courses, as you can see in our course catalog.

In addition, we have three distinct types of programs, which will certainly contribute to making your academic life in Mita more worthwhile and enjoyable.

One is the Research Seminar, a traditional mold of education common among the four faculties of humanities and social sciences at Mita. Some seminars are conducted in English alone. Others are in Japanese, whilst there are seminars in which discussions and presentations are offered partly in Japanese and partly in English, depending upon your Japanese proficiency and the English level of your peers in the seminar. As in general lecture courses here, you can find variety of topics. As for details, refer to the organizer of each seminar and/or the executive director of the PEARL Programme.

The second mold is Independent Research Project, in which you write a thesis upon the theme you have chosen yourself. The instructor will be chosen from professors teaching at Hiyoshi and Mita campuses. This means that you can choose from a wide range of subjects which are not necessarily confined to the narrow cadre of economics subjects. After submitting your thesis, you will also give an oral presentation in front of your peers and professors.

Thirdly we offer PCP program, again entirely conducted in English. After finishing courses in the program successfully, you will be given a certificate showing that you have completed the PCP program. The program is demanding, yet you will enjoy the intimate atmosphere, since the number of the students in it is limited. Note that some of the courses at Mita campus are open only for those students in the PCP program.

Finally, I would like to draw your attention to our alliances and active exchanges with schools abroad. The Faculty has bachelor's double degree programs with Sciences Po in France and Bocconi University in Italy. Furthermore, we have five-year BA/MA programs with Sciences Po, HEC, Bocconi University, University of Cologne and, with Brandeis University. The BA/MA with HEC is for PEARL students only. I strongly recommend these programs with overseas universities for PEARL students to enhance the scope of your experiences and to open new possibilities for your career. The Faculty has also developed regular student exchange programs with numerous partner institutions, offering you the chance to study abroad for one year or for one term. I do hope that you will “design a future” by yourself by taking advantage of our curriculum and opportunities to study abroad, including double degree programs and five-year BA/MA programs.

Academic Year 2024 Academic Calendar of Classes at Hiyoshi

- The figures in the square on the calendar indicate the number of classes implemented on that day.
- The schedules for semester-end examinations and makeup examinations are all tentative.

2024

April

①-⑭ : Lesson numbers for Semester Courses

Term time

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4th (Thu) ~9th (Tue) Annual Health Check (Please check the website for the details. http://www.hcc.keio.ac.jp/en/)						
	1	2	3	4	5	6
	Entrance Ceremony					Announcement of Course Registration Adjustment Results (General Education Subjects at Hiyoshi, etc.) (18:00)
Orientation (1st~6th)						
First Course Registration Period (3rd 12:30~5th 16:00)						
7	8	9	10	11	12	13
	① First day of Spring Semester					
Second Course Registration Period (6th 18:00~15th 10:00)						
14	15	16	17	18	19	20
	②	②	②	②	②	②
Period for Amending Errors in Course Registration						
21	22	23	24	25	26	27
	③	③	③	③	③	③
(19th 8:45~22nd 16:00)						
28	29	30				
	④ Showa Day (Classes are held)	④ Tuition payment Deadline (Full or installment)				
Course Registration Cancellation Period (29th 10:00~30th 16:00) (see p. 18)						

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			④ 1	④ 2	3	4
					Constitution Day	Greenery Day
5	6	7	8	9	10	11
Children's Day	Substitute Holiday	⑤	⑤	⑤	④	④
12	13	14	15	16	17	18
	⑤	⑥	⑥	⑥	⑤	⑤
19	20	21	22	23	24	25
	⑥	⑦	⑦	⑦	⑥	⑥
26	27	28	29	30	31	
	⑦	⑧	⑧	⑧	⑦	
		First day of Spring Semester 2nd half courses			Application Deadline: Temporary Leave of Absence (Spring Semester)	

June

※Only make-up classes will be held on "make-up class days".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						⑦ 1
						Last day of Spring Semester 1st half courses Keio-Waseda Baseball Game (Tentative)
2	3	4	5	6	7	8
	⑧	③ Make-up class/Examination Day	④ Make-up class/Examination Day	⑨	⑧	⑧
9	10	11	12	13	14	15
	⑨	⑨	⑨	⑩	⑨	⑨
16	17	18	19	20	21	22
	⑩	⑩	⑩	⑪	⑩	⑩
Course Registration Cancellation Period (20th 10:00~21st 16:00) (see p. 18)						
23	24	25	26	27	28	29
	⑪	⑪	⑪	⑫	⑪	⑪
30						

July

※Only make-up classes will be held on “make-up class days”.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early July: Announcement of spring semester-end examination timetable						
Early July~Late July: Application for makeup examinations						
	¹²	¹ ¹²	² ¹²	³ ¹³	⁴ ¹²	⁵ ¹² ⁶
⁷	⁸ ¹³	⁹ ¹³	¹⁰ ¹³	¹¹ ¹⁴	¹² ¹³	¹³
¹⁴	¹⁵ ¹⁴ Marine Day (Classes are held)	¹⁶ ¹⁴	¹⁷ ¹⁴	¹⁸ ¹⁴ Make-up class day	¹⁹ ¹⁴	²⁰ ¹⁴ Last Day of Spring Courses
²¹	²²	²³	²⁴	²⁵	²⁶	²⁷
Spring Semester-end Examination Period (22nd~31st (tentative))						
²⁸	²⁹	³⁰	³¹			

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early August~September: Physical Activity Courses (Seasonal Sports)				¹ Summer break (~September 21st)	²	³
⁴	⁵	⁶	⁷	⁸	⁹	¹⁰
¹¹ Mountain Day	¹² Substitute holiday	¹³	¹⁴	¹⁵	¹⁶	¹⁷
¹⁸	¹⁹	²⁰	²¹	²²	²³	²⁴
²⁵	²⁶	²⁷	²⁸	²⁹	³⁰	³¹

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
¹	²	³	⁴	⁵ Undergraduate Commencement Grade Report available on keio.jp	⁶	⁷
⁸	⁹	¹⁰	¹¹	¹²	¹³	¹⁴
¹⁵	¹⁶ Respect-for-the Aged Day	¹⁷	¹⁸	¹⁹	²⁰ Fall Commencement	²¹
²² Autumnal Equinox Day	²³ Substitute holiday	²⁴ Entrance Ceremony	²⁵	²⁶	²⁷	²⁸ Announcement of Course Registration Adjustment Results (Fall) (18:00)
²⁹	³⁰					

October

Term time Outside term time Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		① 1 First day of Fall Semester	① 2	① 3	① 4	① 5
		Second Course Registration Period (Sept 28th 18:00~Oct 8th 10:00) →				
6	7	② 8	② 9	② 10	② 11	② 12
		→				
13	14 Sports Day (Classes are held)	③ 15	③ 16	③ 17	③ 18	③ 19
		Period for Amending Errors in Course Registration (15th 8:45~16th 16:00) →				
20	21	④ 22	④ 23	④ 24	④ 25	④ 26
		Course Registration Cancellation Period (21st 10:00~22nd 16:00) (see p. 18) →				
27	28	⑤ 29	⑤ 30	⑤ 31 Tuition Payment Deadline (Fall installment)		

November

※Only classes that have been designated for makeup classes will be held on the "makeup classes days".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					⑤ 1	⑤ 2 Keio-Waseda Baseball Game (tentative)
Culture Day	3 Substitute holiday (Classes are held)	⑥ 4	⑥ 5	⑥ 6	⑥ 7	⑥ 8
10	11	⑦ 12	⑦ 13	⑦ 14	⑦ 15	⑦ 16
17	18 Last Day of Fall Semester 1st half Courses	⑧ 19 Make-up class/ Examination Day (AM) Preparation for Mita Festival (PM) (No classes)	⑧ 20 Preparation for Mita Festival (No classes)	⑧ 21 Mita Festival (No classes)	⑧ 22 Mita Festival (No classes)	⑧ 23 Mita Festival Labor Thanksgiving Day
Mita Festival	24 Mita Festival Clean-up (No classes)	⑨ 25 Make-up class/ Examination Day	⑨ 26 First Day of Fall Semester 2nd half Courses	⑨ 27	⑨ 28	⑨ 29
					⑩ 30 Application Deadline: Temporary Leave of Absence (Fall Semester)	⑩ 31

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
		Course Registration Cancellation Period (11th 10:00~12th 16:00) (see p. 18) →				
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	Winter break (30th~Jan. 4th) →					

**2025
January**

※[Substitution class day] Regardless of its actual day, certain day of class will be held.
 ※Only classes that have been designated for makeup classes will be held on the “makeup classes days”.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Middle of January: Announcement of Fall Semester-end examinations timetable Middle of January~Early February (tentative): Application for make-up examinations for the Fall Semester							
			1 New Year's Day	2	3	4	
			Winter break				
5 12 Classes Start	6 12	7 13	8 13	9	10 13 Founder's Birthday	11	
12 Coming of Age Day	13 13	14 13	15 14 Substitution class day Monday classes are held	16	17 14	18	
19 14	20 14	21 14	22	23 14 Makeup Classes Day	24 14 Last Day of Fall Semester Course	25	
26	27	28	29	30	31		
Fall Semester-end Examination Period (25th~February 5th (tentative))							

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early February: Physical Activity Courses (Seasonal Sports) Late February (tentative): Fall Semester make-up examinations						1
2	3 Yukichi Fukuzawa Memorial Day	4	5	6 Spring break (~ late March)	7	8
9	10	11 National Foundation Day	12	13	14	15
16	17	18	19	20	21	22
23 Emperor's Birthday	24 Substitute holiday	25	26	27	28	

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Undergraduate Commencement Grade Report available on keio.jp	11	12	13	14	15
16	17	18	19	20 Vernal Equinox Day	21	22
23 Spring Commencement	24	25	26	27	28	29
30	31	Orientation for next semester (25th~31st)				

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Curriculum Guidelines (For All Undergraduate Faculties)

Chapter 1 Introduction

This course registration guide is written for students registered at Hiyoshi campus for academic year 2024. The academic supervision guidelines for each undergraduate faculty explain the precautions for when taking courses, how to register for courses, and the application of the university regulations (separate booklet). **As matters related to taking courses are explained in detail, please do not limit use to course registration times but endeavor to continuously refer back to and confirm this content.**

Many course registration related trouble occur each year because students do not read the course registration guide. Much of trouble is related to the advancement to the next year. Be sure to ask a member of the academic advisor or the Hiyoshi Office of Student Services if there are any items that you cannot understand or are unsure of. Please be very careful that you do not make mistakes.

1 Notices Academic Affairs

Please be sure to check the websites on which all types of notifications will be posted. This will include timetables for courses taught at Hiyoshi Campus, classroom changes, class cancellation, makeup classes, implementation guidelines for all examinations, the academic calendar, emergency notices from faculties, and calls to students. Also, please check the bulletin boards (Fourth Building, Section B 1F). For information regarding courses taught on other campuses, please similarly check the keio.jp portal, bulletin boards on the campuses where these courses are held.

2 Timetable, Course Summaries & Syllabi

For details about course contents, syllabi, textbooks, grading systems, etc. please refer to the online “syllabus and Timetable” listings. The “Course Summaries & Syllabi” can be accessed on “K-LMS”(p. 12). (After logging in to keio.jp, navigate from the “application” tab to “classes” and choose “K-LMS.”) You can search for courses using the timetable of your affiliated Faculty/academic year, or by entering a day, time, department, keyword, etc., including courses in other departments.

The official timetable for the academic year will also be made available as a PDF file through the Keio student website.

Keio University Student Website:

<https://www.students.keio.ac.jp/en/hy/econ/pearl/class/registration/>



3 Academic Advising

(1) Academic Advising before course registration

Academic advising answer questions and give advice about course registration. The method of implementation and schedule for each faculty will be announced on the websites Consultation is also possible at the Hiyoshi Office of Student Services (refer to the guide to the Hiyoshi Office of Student Services at end of this volume).

(2) Academic Advising after course registration can be consulted at any time.

(3) Head, Academic Director and Vice Academic Advisor at Hiyoshi for the academic year 2024

Your Faculty	Academic guidance
Faculty of Economics	Head at Hiyoshi Campus: Yasushi NAKANO Academic Director: Akira ISHII Vice Academic Advisor: Christopher TSO

4 Counting of Credits (Undergraduate Rules and Regulations, Article 28)

(1) Lecture courses

A weekly class for half a year counts as 2 credits, a weekly class for a whole year counts as 4 credits, and an intensive course twice a week for half a year counts as 4 credits (there are some exceptions).

(2) Foreign language courses

A weekly session for half a year counts as 1 credit, a weekly session for a whole year counts as 2 credits and intensive lectures twice a week for half a year count as 2 credits.

(3) Natural Science Courses (including experiments)

Courses that include experiments in the Faculties of Letters, Economics, Law, or Business and Commerce count as 3 credits if they are for half a year and as 6 credits if they are for a whole year. However, the course registration method for them will vary depending on your faculty and the year of entry into the university.

Please refer to Chapter 4 “Course Registration for Natural Sciences (Including Experiments)” (p. 20).

5 Grade

(1) Grading System

The grade for a course is determined after students have attended the classes and taken the assessed examinations (semester-end examinations and/or assignments). There are five grade levels: S, A, B, C, and D. Passing grades are S, A, B, and C, whereas D is a fail. However, some courses only use the two grade levels of P and F, where P is a pass and F is a fail. Courses taken at other universities that have been approved for credit transfer without using the grade levels S, A, B, C or P are assigned a G.

*Grading system for courses taken before the 2016 academic year

There are four basic grade levels: A, B, C, and D. Passing grades are A, B, and C, whereas D is a fail. Specified courses and courses taken at other universities are graded using the same system outlined above.

(2) GPA (Grade Point Average) *Only applicable to students admitted in AY 2017 or later.

The GPA is a number expressing the average value of the grades earned in courses. The five grade levels for all registered courses are converted into a grade point (GP) from 4.0 to 0 (S:4.0, A:3.0, B:2.0, C:1.0, D:0.0) and multiplied by the number of credits for the course. The sum of this calculation is then divided by the total number of credits for registered courses.

$$\text{GPA} = \frac{\text{Sum of (Number of Course Credits} \times \text{Grade Point of Course)}}{\text{Total Number of Credits for Registered Courses}}$$

Courses graded as P, F or G and optional courses not required for graduation are excluded when calculating the GPA.

There are two types of GPA. The “semester GPA” for relevant semesters and the “cumulative GPA” for all periods of enrollment. Both the semester GPA and cumulative GPA are shown on grade reports. On the Transcript of Academic Record, only the cumulative GPA is shown.

Be advised that your GPA will also be used for academic guidance, and in the case that your GPA is significantly low, you may be advised to withdraw from the university, etc.

(3) Grade Reports

A grade report for courses completed in the Fall Semester is available to see online in early March. The final grade report for the Academic Year Fall/Spring, including courses completed in the Spring Semester, Academic Year Fall/Spring corequisite courses, and Fall/Spring Set courses, become available online in early September. Grade reports with grades for the Fall and Spring 1st-half Semester courses can only be viewed online during the designated period. No inquiries about grades will be accepted either before or after the issue of a grade report.

Grade reports can be viewed online. Students will need their keio.jp ID and password. Further details, including the periods they are available, will be announced on the Keio University Students Website. Students should refer to Chapter 2. “Web System” (p. 12) of this guide for details on reissuing passwords and using the web system. Student’s guarantor can view grade reports online by using the guarantor’s ID. Guarantor’s ID is mailed to student’s guarantor.

(4) Transcript of Academic Record

Refer to Chapter 17, “Student ID Cards, Applications, and Certificates” (p. 51).

6 Inquire Lecturers to Review Grades - Grade Inquiry System

Students can use this system to ask a lecturer for a grade review if they have solid grounds for appealing the grade. The application period and other details are announced on News at keio.jp portal. No applications are accepted after the deadline. Students are not permitted to ask their lecturer about their grades directly. Such behavior will be considered an act of academic misconduct, and severe penalties will be imposed under Article 188 of the Undergraduate Rules and Regulations and the regulations of Faculty of Economics.

7 Advancement to the Next Year

Students must repeat a year if the requirements for advancing to the next year are not satisfied. A failure in attendance can sometimes make it impossible to advance to the next year. Please read through the Undergraduate Rules and Regulations (separate volume) and this booklet to gain a correct understanding of the conditions for advancement to the next year.

8 Degrees Conferred

Please check the items below regarding the degrees conferred by the university.

- Article 2 of the degree regulations written in the Undergraduate Rules and Regulations (including experts from the Degree Regulations) for the year of entry
- Keio University website “Undergraduate” page
<https://www.keio.ac.jp/en/academics/undergraduate/>



9 Visiting Faculty Members

The general rule is that students wishing to speak to the faculty members should do so before or after a class. However, in unavoidable circumstances, please visit their office or the Lecturers’ Room on class days. The Office of Student Services will not mediate between students and faculty members when students wish to make an appointment by e-mail, please refer to the online faculty members lists at each faculty or use K-LMS Inbox. Read the relevant syllabus and timetable, and pay close attention to the attendance rules for the classes in question. Use the inquiry system for any questions about grades.

(1) Full-time faculty members at Hiyoshi (professors, associate professors, senior Assistant Professors and Assistant Professors)

..... Offices (Raiosha, Second Building, Eighth Building, Institute of Physical Education)

(2) Full-time faculty members affiliated with other campuses and lecturers from outside Keio University

..... Lecture’s Room (Independence Wing B1F, Third Building 2F, Sixth Building 2F)


*It is not possible to contact lecturers from outside Keio after the course has ended.

Chapter 2 Web System

1 Keio University Student Website

URL	https://www.students.keio.ac.jp/en/
Overview	This portal site provides information for Current Keio University students. Login ID and password are not required.
Main services provided	<ul style="list-style-type: none"> ■ Class/Course Registration/Examination <ul style="list-style-type: none"> • View and download Course Registration Guide, syllabi, and timetables (PDF) ■ Student life/Career services <ul style="list-style-type: none"> • Guide to offices and counters • Information about events and scholarships

2 keio.jp

http://keio.jp/		keio.jp is the common name for the “Keio Single Sign-on System,” an authentication system for the safe and convenient use of the various online services offered by Keio University.
ID/Password: Keio ID and keio.jp password*		Because the latest information (News/Messages) is posted on the top page of the keio.jp, including notices, calls from the office, and event information, please check on a daily basis.
<p>Main services provided: () shows the main department</p> <ul style="list-style-type: none"> ■ K-LMS: Learning Support System Canvas LMS/Inquiries: Information Technology Center (KIC) K-LMS: a system mainly for the purpose of academic support. It has features for distributing class materials, submitting writing assignments, general notifications, discussions, etc. ■ Course Registration(Office of Student Services) This system is used to register for courses, register for additional courses, cancel course registrations, and to declare no new registrations for courses. You can freely amend your course registrations during the course registration periods. Because the rules for registering courses differ by campus, please confirm with the section for your faculty if you have any questions. ■ Confirmation of course registration(Office of Student Services) The list of registered courses is displayed. <u>Be sure to confirm that the registration of each course has been completed correctly.</u> ■ Class Cancellation and makeup classes(Office of Student Services) A list of classes that have been canceled and the makeup classes are displayed. Class Cancellation and makeup classes are subject to change, so please check the information right before each class starts. ■ Web Entry System(Office of Student Services) This is a system to make an application(entry)for courses that require a lottery beforehand. However, some courses do not use this Web System and instead require the submission of an entry sheet to the staff member in charge. Also, the application periods vary among courses. ■ Confirmation/Change of Address(Office of Student Services) You can confirm your contact information and that of your guarantor. Please select “Confirm/change address” from “All changes” in the top menu. Please immediately carry out the necessary procedures if you need to make any changes(for details, see p. 51). ■ Certificate Issuance Services(Office of Student Services) You can have certificates issued at machine on campus or convenience stores nationwide with this service. ■ Grade Reports (Office of Student Services) Students can access their grade reports posted to each student individually. The period for which grade report is made available online differs according to the faculty, graduate school, and year level. Details will be announced on Student Website. ■ Results of the Annual Health Examination (Health Center) Students who have taken an annual health examination during the current academic year can view their results. When students take the examination, they will be informed when the results will be made available. If students have any questions regarding the results of their medical examination, contact the Health Center. ■ Jobs/Careers Services Systems (Office of Student Services) Students can browse the Job Hunting Diaries kept by senior Keio peers, request a visit with a Keio Alumni, and search and view job-offer application cards and company information through each system. ■ Google Workspace (KIC) This is a web application provided by Google Inc., which provides services including e-mail (Keio Mail), Google Drive, Google Calendar, Google Groups, Google Contacts, etc. ■ Box (KIC) This is a cloud-type online storage service. It can be used to backup and archive files and also to share files with professors, students, or people from other organizations. ■ Software license acquisition system (KIC) This is a license distribution system for software with which the university has a contract. ■ Keiomobile2 / eduroam (KIC) Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet. 		
*It is possible to log in with an ITC account (however, registration for a keio.jp account is required).		

For overviews of other online systems, operation manuals for the web entry and course registration systems, and precautions when operating these systems, please refer to the below page on the Keio University Student Website.

Web System

<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>
(Keio University Student Website top page > Classes > Web System)



3 Re-issuance of Passwords

For the re-issuance of a password for each web system contact below.

Login ID	Point of contact for re-issuance	Documents required
Keio ID	KIC at each campus(except SFC)	Student ID card
ITC Account		

4 K-LMS: Learning Support System(Canvas LMS)

Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting writing assignments, general notifications and discussions, etc. Please refer to the below website for more details.

K-LMS(Canvas LMS) Manual
https://www.hc.itc.keio.ac.jp/en/keiojp_edu2.html



Chapter 3 Procedures Up to Course Registration

Please refer to the Course Registration Guide and websites, and be very careful during course registration to avoid mistakes or omissions in the registration. Also, even when the course registration (registration using the “Course Registration System” in the “class” category on keio.jp portal (<http://keio.jp/>)) has been completed, there may be cases when permission is not granted due to course registration adjustments or when an amendment is necessary due to insufficiencies or errors in the registration. Follow the necessary procedures by referring to the flow chart shown in this chapter. Please be aware that the students are responsible for carrying out these procedures.

[Spring Semester]

- (1) **Registration for Natural Science Courses (including experiments) → Refer to Chapter 4 “Registration for Natural Science Courses (Including Experiments)” (p. 20)**
- (2) **Registration for Physical Education Courses → Refer to Chapter 5 “Guidelines for Taking Physical Education Courses” (p. 21)**
- (3) Registration for courses established by research centers and institutes (Research Center for Foreign Language Education, International Center, etc.)
→ Check the syllabus for each research center and institute, the webpage for each research center and institute on Keio University Student Website, and the page for each research center and institute on the online syllabus and timetable.


Registering courses of other undergraduate faculties

- (1) No special application is required to register courses of other undergraduate faculties at Hiyoshi Campus. However, because separate instructions may be given during the first class or in the course syllabus, please seek confirmation.
 - * When registering for courses of other faculties which will be held at another campus, please be sure to attend the first class and obtain verbal approval from the faculty member in charge. If you do not obtain approval after checking with the faculty member in charge during the first class, please be sure to cancel your registration during the Course Registration Cancellation Period.
 - * Please complete your course registration for second-half-semester courses held at other campuses, etc., during the designated period if you could not obtain approval from the faculty members in charge in time for the course registration period. If you do not obtain approval after checking with the faculty member in charge during the first class, please be sure to delete your registration during the course registration cancellation period.
- (2) In principle, it is not permitted to register courses that are mandatory subjects or designated classes of other undergraduate faculties.
Registration and cancellation of courses at other faculties and graduate schools
<https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html>
 - * Some courses will adjust the registered number of students when there are too many people wishing to register for the course. Students of the faculty offering the course may be given precedence when adjusting the number of registered students.

[Spring Semester]

April 3 (Wed) 12:30– 5 (Fri) 16:00	<p>[Spring Semester] Course Registration Period (first registrations) Applicable courses: Spring Semester courses, Spring First-Half-Semester courses, Spring Second-Half-Semester courses, year-long courses (including set courses).</p> <p>Please complete the course registration for <u>all</u> courses you wish to take during this period. After completing the registration, please make sure that there are no mistakes or omissions in courses and fields. <u>Note that you may already be registered for some required courses and Foreign Language I and II.</u></p> <p>Students can delete the registered courses at the first registration during the second registration period scheduled later. Please be aware that students cannot register for courses that have reached their quota for registered students due to the first registration results during the second registration period.</p> <p>*In order to register for courses taught in Japanese, students must consult with staff, Hiyoshi Office of Student Services.</p> <p>Details about the procedures for registration, etc., can be found on Course Registration System User Manual (https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html)</p> <p>After pressing the [CHECK] button, if your course registration is incomplete, error messages will be displayed in the “Correction Required” area.</p> <p>Please confirm error messages and be sure to correct errors until the “Correction Required” area is disappeared.</p> <p><u>If the course registration period is end without correcting the error, the courses you have registered may not be approved or the student may be disadvantaged in the lottery for a course permit.</u></p> <p>*If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.</p>
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- (1) Adjustments will be made in some courses on the day of the first class, etc. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please be sure to check this page in advance if you wish to take any courses.
- (2) Of the courses displayed on the “View Your Registered Courses” screen, there may be courses for which permission was not be granted due to high demand or courses for which amendments will be necessary due to insufficiencies or errors in the registration. 
- (3) Students wishing to register for Spring-Fall semester Set courses, please consult with the staff in charge of the Faculty of Economics.
- (4) Failure to complete the course registration by the specified date may result in compulsory withdrawal from the university due to the student being judged as having no intention to study (Keio University Undergraduate Rules and Regulations, Article 188).
- (5) If your course registration does not meet the requirements to graduate or advance to the next year level, please submit a Statement of Reason signed by you and your guarantor. In addition, please obtain the approval stamp of your academic advisor before submitting.

April 6 (Sat) 18:00 (tentative)	<p>Announcement of course registration adjustment results</p> <p>Adjustments will be made to a course if there are a particularly large number of students registering for it. Please check the adjustment results on the “Course Registration” screen under “Class” in the category menu on the keio.jp portal (http://keio.jp). Please check “Adjustments to registrations for Hiyoshi Courses (screening/lottery)” on the Keio University Student Website (https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html) on how to interpret the results of adjustments for courses, etc.</p>
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- (1) Adjustments will be made in some courses on the day of the first class, etc. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please attend the first class of courses only after the confirmation of this page in advance, and carrying out the course registration by no later than the day before the first class will be held. Because “K-LMS” cannot be used at the time of the first class even if the course registration is completed from the day that class is held, there is a possibility you will not be included in the screening/lottery.
- (2) A notification on the results of adjustments for courses making such adjustments during the second registration period will be sent via your keio.jp e-mail address. Please do not neglect to check your e-mails.
- (3) Links to the syllabi for each course and K-LMS are displayed on the “Confirmation of Registered Courses” screen; however, please be aware that the results of adjustments and information on courses which were registered during the second registration period will not be immediately displayed.

April 6 (Sat) 18:00– 15 (Mon) 10:00	<p>[Spring Semester] Course Registration Period (second registration) Applicable courses: Spring Semester courses, Spring First-Half-Semester courses, Spring Second-Half-Semester courses, year-long courses (including set courses) After completing the registration, please <u>make sure</u> that there are no mistakes or omissions in courses and fields. After the second registration period, the content of your course registration cannot be changed, except during the designated period for amending registration errors and the course registration cancellation period (p. 18). Please take sufficient care when registering for courses.</p> <p>Details about the procedures for registration, etc., can be found on Course Registration System User Manual (https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html) (if students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.)</p>
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- (1) If you will add or delete courses in light of the results of adjustments to course registrations, please do so during this period.
- (2) Courses that reached their quota for registered students at the time of the first registration cannot be added. Courses that can be additionally registered will be selectable on the online system.
- (3) In the cases of courses that reached their quota for registered students at the time of the second registration or after the time of the second registration, a lottery may be held. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>).
- (4) Adjustments will be made in some courses on the day of the first class. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please attend the first class of courses only after the confirmation of this page in advance and carrying out the course registration by no later than the day before the first class will be held. Because “K-LMS” cannot be used at the time of the first class even if the course registration is completed from the day that class is held, there is a possibility you will not be included in the screening/lottery.

April 18 (Thu) 16:00– (Tentative)	<p>Course registration confirmation period Print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on keio.jp portal (http://keio.jp) and be sure to check the details. Please be aware that students are responsible for carrying out the necessary procedures, including adding courses or modifying their course registration during the specified period.</p>
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- (1) If there is an insufficiency in the course registration or an amendment is necessary, then the Hiyoshi Office of Student Services will contact students. Please follow instructions from the Office and correct errors during the course registration amendment period.

April 19 (Fri) 8:45– 22 (Mon) 16:00	<p>Period for amending errors in course registration Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on Web System.</p>
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- (1) If a mistake in your course registration has been indicated by the Hiyoshi Office of Student Services, please correctly amend your registration during this period.
- (2) Please note that with the exception of incomplete course registrations, the cancellation of courses for which you have already registered will not be permitted during this period.
- (3) When the result of screening/lottery for course registration is “Registration not accepted,” the course will be deleted automatically within a few days. It is not necessary for you to delete the course.

April 29 (Mon) 10:00– April 30 (Tue) 16:00	<p>Period for cancelling courses For details, please read “Course Cancellation System” on page 18.</p>
June 20 (Thu) 10:00– June 21 (Fri) 16:00	

[Fall Semester]

September 25 (Wed) 12:30– September 27 (Fri) 16:00	<p>[Fall Semester] Course Registration Period (first registrations) Applicable courses: Fall Semester courses, Fall First-Half-Semester courses, Fall Second-Half-Semester courses</p> <p>Please complete the course registration for <u>all</u> courses you wish to take during this period. After completing the registration, please make sure that there are no mistakes or omissions in courses and fields. <u>Note that you may already be registered for some required courses and Foreign Language I and II.</u> Students can delete the registered courses at the first registration during the second registration period scheduled later. Please be aware that students cannot register for courses that have reached their quota for registered students due to the first registration results during the second registration period.</p> <p>* In order to register courses taught in Japanese, students must consult with staff, Hiyoshi Office of Student Services.</p> <p>Details about the procedures for registration, etc. can be found on Course Registration System User Manual (https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html). After pressing the [CHECK] button, if your course registration is incomplete, error messages will be displayed in the "Correction Required" area. Please confirm error messages and be sure to correct errors until the "Correction Required" area is disappeared.</p> <p><u>If the course registration period is end without correcting the error, the courses you have registered may not be approved or the student may be disadvantaged in the lottery for a course permit.</u></p> <p>If students have any problem registering courses using the Web System, please contact the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.</p>
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- (1) Adjustments will be made in some courses on the day of the first class, etc. Details of courses with special instructions regarding the adjustment method are posted to "Adjustments to registrations for Hiyoshi courses (screening/lottery)" on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please be sure to check this page in advance if you wish to take any courses.
- (2) Of the courses displayed on the "View Your Registered Courses" screen, there may be courses for which permission was not be granted due to high demand or courses for which amendments will be necessary due to insufficiencies or errors in the registration.
- (3) Failure to complete the course registration by the specified date may result in compulsory withdrawal from the university due to the student being judged as having no intention to study (Keio University Undergraduate Rules and Regulations, Article 188).
- (4) If your course registration does not meet the requirements to graduate or advance to the next year level, please submit a Statement of Reason signed by you and your guarantor. In addition, please obtain the approval stamp of your academic advisor before submitting.

September 28 (Sat) 18:00 (tentative)	<p>Announcement of course registration adjustment results</p> <p>Please check "Adjustments to registrations for Hiyoshi Courses (screening/lottery)" on the Keio University Student Website (https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html) on how to interpret the results of adjustments for courses, etc.</p>
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- (1) Adjustments will be made in some courses on the day of the first class, etc. Details of courses with special instructions regarding the adjustment method are posted to "Adjustments to registrations for Hiyoshi courses (screening/lottery)" on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please attend the first class of courses only after the confirmation of this page in advance, and carrying out the course registration by no later than the day before the first class will be held. Because "K-LMS" cannot be used at the time of the first class even if the course registration is completed from the day that class is held, there is a possibility you will not be included in the screening/lottery.
- (2) A notification on the results of adjustments for courses making such adjustments during the second registration period will be sent via your keio.jp e-mail address. Please do not neglect to check your e-mails.
- (3) Links to the syllabi for each course and K-LMS are displayed on the "Confirmation of Registered Courses" screen; however, please be aware that the results of adjustments and information on courses which were registered during the second registration period will not be immediately displayed.

September 28 (Sat) 18:00– October 8 (Tue) 10:00	<p>[Fall Semester] Course Registration Period (second registration) Applicable courses: Fall Semester courses, Fall First-Half-Semester courses, Fall Second-Half-Semester courses</p> <p>After completing the registration, please <u>make sure</u> that there are no mistakes or omissions in courses and fields.</p> <p>After the second registration period, the content of your course registration cannot be changed, except during the designated period for amending registration errors and the course registration cancellation period. Please take sufficient care when registering for courses.</p> <p>Details about the procedure for registration, etc., can be found on Course Registration System User Manual (https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html)</p> <p>* If students have any problem registering courses using the Course Registration System, make an inquiry to the staff in charge of your affiliated faculty at the Hiyoshi Office of Student Services.</p>
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- (1) If you will add or delete courses in light of the results of adjustments to course registrations, please do so during this period.
- (2) Courses that reached their quota for registered students at the time of the first registration cannot be added. Courses that can be additionally registered will be selectable on the online system.
- (3) In the cases of courses that reached their quota for registered students at the time of the second registration or after the time of the second registration, a lottery may be held. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio University Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>).
- (4) Some courses will make adjustments during the second registration period after the first class. Details of courses with special instructions regarding the adjustment method are posted to “Adjustments to registrations for Hiyoshi courses (screening/lottery)” on the Keio Student Website (<https://www.students.keio.ac.jp/en/hy/class/registration/restriction.html>). Please attend the first class of courses only after the confirmation of this page in advance, and carrying out the course registration by no later than the day before the first class will be held. Because “K-LMS” cannot be used at the time of the first class even if the course registration is completed from the day that class is held, there is a possibility you will not be included in the screening/lottery.

October 11 (Fri) 16:00 (Tentative)	Course registration confirmation period Print the screen showing the list of registered courses from the “View Your Registered Courses” screen on keio.jp portal (http://keio.jp) and be sure to check it for accuracy. Be aware that students are responsible for completing the necessary procedures, such as modifying your course registration during the specified period.
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- (1) If there are insufficiencies in your course registration or an amendment is necessary, then the Hiyoshi Office of Student Services will contact students. Please follow instructions from the Office and correct errors during the specified period.

October 15 (Tue) 8:45– October 16 (Wed) 16:00	Period for amending errors in courses registration <ul style="list-style-type: none"> • Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on the Web System.
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- (1) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, make amendments during this period.
- (2) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered for.
- (3) When the result of screening/lottery for course registration is “Registration not accepted,” the course will be deleted automatically within a few days. It is not necessary for you to delete the course.

October 21 (Mon) 10:00– October 22 (Tue) 16:00	Period for cancelling courses For details, please read “Course Cancellation System” on page 18.
December 11 (Wed) 10:00– December 12 (Thu) 16:00	

Course Cancellation System

Students may cancel registered courses during the designated period for cancelling courses. However, they will not be able to register for new courses during this period.

- (1) Course cancellation period, courses permitted to cancel, procedures for cancelling, and maximum number of credits permitted to cancel

Period	Courses	Procedure	maximum number of credits to cancel
April 29 (Mon) 10:00–30 (Tue) 16:00	Year-long courses (incl. Spring/Fall set courses), Spring Semester courses, and Spring First-Half-Semester courses	Cancel via Web System	8 credits

June 20 (Thu) 10:00 -21 (Fri) 16:00	Spring Second-Half-Semester courses	Cancel via Web System	8 credits
Oct 21 (Mon) 10:00 -22 (Tue) 16:00	Fall Semester courses and Fall First-Half Semester courses	Cancel via Web System	8 credits
Dec 11 (Wed) 10:00 -12 (Thu) 16:00	Fall-Second-Half-Semester courses	Cancel via Web System	8 credits

However, students are not permitted to cancel the following courses:

- Mandatory Courses
- (2) The maximum number of course credits that can be cancelled during a given period is 8 credits (including optional subjects).
- (3) Notes:
- Cancellation of courses will not be approved if it negatively affects the requirements for graduation or advancing to the next year.
 - Once you have canceled a course, you may not be able to register for the same course again.
 - Students will not be graded for courses that they have cancelled.
 - The procedures to cancel registrations for intensive courses that will be held in the summer, winter, and spring vacations can be undertaken at the service counter for your faculty from the day after the confirmation of course registrations up to the day after the start of classes for the applicable courses (excluding holidays). This cancellation is not counted in the maximum number of credits permitted to be cancelled that is set for each course registration cancellation period listed above. Note that although it is possible to cancel course registrations during the aforementioned course registration cancellation periods, in such cases, the credits for these courses will be counted in the maximum number of credits permitted to be cancelled that is set for each period.
 - Some courses offered by other faculties or research centers and institutes may not be cancelled. See the website below to check which courses apply.

<https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html>



Registration for Natural Science Courses
(Including Experiments)

Only courses taught in English can be counted as graduation credits. Natural Sciences courses that include experiments are “Chemistry I (including experiments),” “Chemistry II (including experiments),” “Biology I (including experiments),” “Biology II (including experiments),” “Physics I (including experiments),” and “Physics II (including experiments).” These are all instructed in Japanese. In order to perform the experiments (every other week), the classes are held over two consecutive periods. Multiple courses are held simultaneously during a single class period. It is possible to register for courses held in any class period by any faculty member (except for the School of Medicine courses and Faculty of Science and Technology courses that are not included on the list). For details, please see “<Reference>Class timetable for natural science courses (including experiments)” under “Timetables.” It is possible to register for courses for one semester, but some faculty members recommend studying the subject for the entire year, so be sure to carefully read “Syllabus and Timetable” (p. 10) and “Regarding Registration for Natural Science Courses (Including Experiments)” (Keio University Student Website) (Japanese only).

■ Taking natural science courses (including experiments) (Keio Student Website)

<https://www.students.keio.ac.jp/hy/class/registration/rishuguide.html> (Japanese only)



· <https://lms.keio.jp/courses/10626> (Japanese only)



On these websites, important information will be posted, and updated as required, regarding course registrations for natural science courses such as the below. Please be sure to view this when completing course registrations.

[Experimentation fees]

You are required to pay the experimentation fees (2,000 yen per course each semester) by the designated deadline after the period of Course Cancellation. Even if you register for the class using the online system, should you fail to pay the experimentation fee by the due date you will be given a grade of “D” (Fail) for the relevant course. For the deadline and payment method, please follow the instructions on the webpage mentioned above or the notification on keio.jp. Please note that experimentation fees will not be refunded once paid.

[Lottery/screening]

To ensure that experiments are conducted by groups of an appropriate size, there is a restriction on the number of people who can be accepted. In cases where the number of people it is possible to accept has been exceeded, a lottery or screening may take place. Some classes conduct questionnaires in advance as a reference for the screening. For details, please check the webpage and “Syllabus and Timetable”.

Only courses taught in English can be counted as graduation credits. Information, including the venues for physical activities, classroom changes for lectures and seminars and changes to the class timetable will be posted on the Institute of Physical Education website (<https://ipe.hc.keio.ac.jp/>). Students who register for courses should check on information frequently posted on the website.



It may not be possible to register for physical activity courses if you are undergoing treatment for an illness or injury with restrictions on physical exercise. In such cases, please ensure to consult an academic advisor for the Institute of Physical Education in advance. If you have any questions on registering for physical education courses, please speak to an academic advisor for the Institute of Physical Education by making a request at the Research Centers and Institutes service counter, Hi-yoshi Office of Student Services.

1 Aims of the Physical Education Courses

One of the major objectives of physical education courses is for students to better understand humankind through experiencing and comprehending various phenomena of the body and by scrutinizing their own existence within society. In particular, we aim to nurture human beings enriched by their discernment and mastery of the “somatic” or “embodied knowing” that is expressed by the body beyond verbalizations of knowledge. All courses adopt various approaches in line with this objective in addition to the subdivided goals specific to each course.

2 Structure of Physical Education Courses

The physical education courses include the four courses of “Lecture on Physical Education 1/2,” “Seminar on Physical Education,” “Physical Activity A,” and “Physical Activity B.” The handling of courses and the maximum number of credits that can be recognized differs between faculties and departments. Carefully read the course registration guide for your affiliated faculty before registering for courses. An outline of each course is given below. For details of the class content, please refer to the online syllabus and timetable (p. 10).

Lecture on Physical Education 1/2, Seminar on Physical Education, and Physical Activity A are evaluated by the five grade levels of S, A, B, C, and D. Physical Activity B is evaluated by the two grade levels of Pass or Fail.

- (1) Lecture on Physical Education 1/2 (2 credits) …Lectures related to sports science, body, health, exercise, etc.
- (2) Seminar on Physical Education (1 credit) …Seminar-style classes with lectures and practice
- (3) Physical Activity A (1 credit) …Physical activity: Sports
- (4) Physical Activity B (1 credit) …Physical activity: Sports

Physical education courses include Physical Activity A and Physical Activity B, and students should be particularly aware that the evaluation methods are different for each course. Physical Activity A offers Weekly Sports and Physical Activity B offers Seasonal Sports. An outline of these courses is as follows:

Weekly Sports …Classes offered once a week

* Days for sessions other than the weekly classes have been set for quarter system courses.

Seasonal Sports …Classes lasting 7 days during the summer break (August~September) or during the spring break (February). However, training camps are in principle four-day three-night events.

3 Procedures up to Course Registration for Physical Education Courses

Late March	Guidance on physical education courses Guidance will be conducted online. Detailed information will be announced on Institute of Physical Education website (https://ipe.hc.keio.ac.jp/)
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April 4(Thu)– April 9(Tue)	[Important] Completing the Annual Health Check In order to register for “Physical Activity” or “Seminar on Physical Education,” you must undergo an annual health check conducted by the Keio University Health Center. If you are considering taking “Physical Activity” or “Seminar on Physical Education” offered in the fall semester, please be sure to complete your health check during this period. Please note that you need to have a health check every year. Even if you register for the class using the online system, should you fail to undergo your health check, you will be denied entry to the relevant course and given a grade of “D” or “F” grade. Health check at outside medical institutions are not acceptable for “Physical Activity” and “Seminar on Physical Education.”
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For more details, please refer to Institute of Physical Education Website (<https://ipe.hc.keio.ac.jp/>).

[Spring Semester] Course Registration

April 3 (Wed) 12:30– April 5 (Fri) 16:00	Course Registration Period via the Web System (first registration)
April 6 (Sat) 18:00– April 15 (Mon) 10:00	Course Registration Period via the Web System (second registration)



Course registration via the Web System is required. Please read each faculty’s Course Registration Guide carefully and register correctly.

[Physical Activity, Seminar on Physical Education] These courses will make adjustments on the day of the first class. Details of courses with special instructions regarding the adjustment method will be posted on “Adjustments to registrations for Hi-yoshi courses (screening/lottery)” on the Keio Student Website. (<https://www.students.keio.ac.jp/hy/class/registration/restriction.html>) Please make sure to check these details in advance, register the courses by the day before the first class (23:59), and attend the first class of the courses. Adjustment results will be sent to your keio.jp email address, so please make sure to check your email.

[Lecture on Physical Education 1] Please complete your registration for this course by the end of the second registration period. However, if the number of students exceeds the enrollment limit after the end of the second registration period, a lottery may be held.

April 18 (Thu) 16:00–	[Spring Semester] Course registration confirmation period Print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on keio.jp portal and be sure to check the details. Please be aware that students are responsible for carrying out the necessary procedures, such as modifying their course registration during the specified period.
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April 19 (Fri) 8:45– April 22 (Mon) 16:00	[Spring Semester] Period for amending errors in course registration Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on the Web System.
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- (1) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (2) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered during the period for amending errors in course registration.

[Fall Semester] Course Registration

September 25 (Wed) 12:30– September 27 (Fri) 16:00	Course Registration Period via the Web System (first registration)
September 28 (Sat) 18:00– October 8 (Tue) 10:00	Course Registration Period via the Web System (second registration)



Course registration via the Web System is required. Please read each faculty’s Course Registration Guide carefully and register correctly.

[Physical Activity, Seminar on Physical Education] These courses will make adjustments on the day of the first class. Details of courses with special instructions regarding the adjustment method will be posted on “Adjustments to registrations for

Hiyoshi courses (screening/lottery)” on the Keio Student Website. (<https://www.students.keio.ac.jp/hy/class/registration/restriction.html>) Please make sure to check these details in advance, register the courses by the day before the first class (23:59), and attend the first class of the courses. Adjustment results will be sent to your keio.jp email address, so please make sure to check your email.

[Lecture on Physical Education 2] Please complete your registration for this course by the end of the second registration period. However, if the number of students exceeds the enrollment limit after the end of the second registration period, a lottery may be held.

October 11 (Fri) 16:00~ (Tentative)	[Fall Semester] Course registration confirmation period Print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on keio.jp portal (http://keio.jp) and be sure to check the details. Please be aware that students are responsible for carrying out the necessary procedures, such as modifying their course registration during the specified period.
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October 15 (Tue) 8:45– October 16 (Wed) 16:00	[Fall Semester] Period for amending errors in course registration Please follow instructions from the Hiyoshi Office of Student Services and correct errors. It is not possible to make amendments on the Web System.
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- (1) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (2) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered.

4 Payment of Activity Fees for Seasonal Sports

It is necessary to pay the activity fees within the specified period for the courses given below.

Courses requiring payment of activity fees

Weekly Sports: Backcountry Skill

Seasonal Sports: Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering, Outdoor Recreation, Snow Skiing, Skating

Course Name	Payment Period	Office Hours	Venue
Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering, Outdoor Recreation	June 3(Mon)–June 7(Fri)	Weekdays 8:45–16:45	Hiyoshi Office of Student Services The General Affairs and Inquiries Section (Payment slip is issued.)
Backcountry Skill (Kayak)	October 2(Wed)– October 8(Tue)		
Backcountry Skill (Backpacking) Snow Skiing, Skating	November 1(Fri)– November 7(Thu)		

Even if course registration is carried out for the courses written above, participation is not possible if the fees are not paid. If you cannot pay during the specified period, speak with the Research Centers and Institutes Counter in the Hiyoshi Office of Student Services. If you do not pay the fees without consulting the relevant office during the specified period, you will receive a “D” or “F” grade.

5. Course Cancellations

Students can cancel the courses they have registered (confirmed course registrations) by carrying out the required procedures during the designated period. For details, please refer to Chapter 3 “Procedures Up to Course Registration”. However, the cancellation procedures and periods differ for courses requiring payment of practical skills class fees as stated below. Furthermore, the total amount paid may not be fully refunded when the course registration is cancelled after the payment has already been made.

◆ Physical Activity A(Weekly Sports)

Application Period	Discipline	Cancellation Procedure
October 21(Mon) 10:00– October 22(Tue) 16:00	Backcountry Skills(Kayak)	Cancel via the Web System
December 11(Wed) 10:00– December 12(Thu) 16:00	Backcountry Skills(Backpacking)	Cancel via the Web System

◆ Physical Activity B(Seasonal Sports)

Application Period	Discipline	Cancellation Procedure
Day after confirmation of course registration-May 31(Fri)	Marine Sports Activities, Beach Volleyball, Sailing, Mountaineering, Outdoor Recreation	Cancel at your faculty counter
Day after confirmation of course registration-October 31(Thu)	Snow Skiing, Skating	Cancel at your faculty counter

Faculty of Economics Course Registration Guide

1 Rules and Regulations

[2023 Rules and Regulations]

Students whose first year of enrollment began during the 2023 academic year and onward will be subject to the “AY 23 University Regulations.” A complete record of these rules can be found in the “2024 Academic Year Undergraduate Faculty Rules and Regulations.”

Students who enrolled in the Faculty of Economics by the 2022 academic year or who transferred to the faculty as second year-level students as of the 2023 academic year will be subject to the “AY 16 University Regulations.”

However, regardless of the year of enrollment, the first and second year-level students will be subject to AY 23 University Regulations from the 2025 academic year.

Please contact the Hiyoshi Faculty of Economics' Office of Student Services to clarify any questions you might have.

2 Course Registration Types

- (1) There are two course registration types for the [2016 & 2023 Rules and Regulations] for the Faculty of Economics: “**Type A (Economic theory and mathematics)**” and “**Type B (Analysis of existing economies and economic history)**”. Lectures for **Type A** require knowledge of high school mathematics I, A, II and B. Lectures for **Type B** require knowledge roughly equivalent to that of high school mathematics I.
- (2) The course registration type for PEARL students is based on Type B.
- (3) No change in the course registration type will be permitted.

1 From Course Registration to Graduation

The number of credits required for graduation is at least 126 credits (Keio University Undergraduate Rules and Regulations, Article 66).

Subject Types	Hiyoshi Campus				Mita Campus	Credits required for graduation
	First year		Second Year			
	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Third and Fourth Year	
General Education	Category I (Natural Sciences/Mathematics)				6	20
	Category II (Humanities/Social Sciences)				10	
	Category I or II or III (Interdisciplinary)				4	
Foundation	Introduction to the Japanese Economy Historical Perspectives in Economic Analysis				4	8
	Statistics 1	Statistics 2			4	
Foreign Languages	[1] Foreign Languages I English Academic Skills 1 2 credits		[1] 2 credits from English Academic Skills 2		4	14
	[2] Foreign Languages II One language from the languages announced after university entrance German, French, Chinese, Spanish, Japanese 6 credits				6	
	[3] Foreign Languages II or Foreign Language III Foreign Language II: If the same language as [2]; 4 credits Foreign Language III: If different as [2]; 4 credits				4	
Major Subjects	Introductory Courses	Elementary Macroeconomics 1	Elementary Macroeconomics 2	Introduction to Microeconomics 1	Introduction to Microeconomics 2	12
				Elementary Economic History 1	Elementary Economic History 2	
		2 courses Minimum in Mandatory Elective Courses				
	Core Courses					Of the 10 A to J fields, at least 4 credits must be obtained from at least 3 fields A. Economic Theory B. Econometrics and Statistics C. History of Economic Thought D. Economic History E. Labor and Industrial Economics F. Economic Policy and Public Finance G. Modern Economic Systems H. International Economics I. Environmental and Urban Economics J. Economy and Society
Advanced Courses					(Mita) Courses including Research Seminars Independent Research Projects PCP (Courses)	
Related Courses	[Up to a maximum 12 credits (Courses taught in English only)] Major Subjects in other faculties, courses at the Tokyo Institute of Technology (from the second year onwards), courses at various Research Institutes that the Faculty of Economics recognizes as Major Subjects, Research Seminar in other faculties (from the third year onwards) *Excess credits (above 12 credits) will be counted as Graduation Requirement Credits.					40
	[Excess credits earned from Introductory or Core Courses.]					
Excess credits from Graduation Requirement Credits	All courses except for Optional Subjects General Education, Foundation, Foreign Languages and Major Subjects Elective (Foreign Language) Elective (non-specific) (including Physical Education Courses)*2					16
Minimum Credits Required for Advancement to the Next Year and Graduation	24 credits or more				*1	126
	60 credits or more					

are mandatory courses. A student must study in the decided academic year, semester, class and course registration type.

*1 Refer to Chapter 13 "Number of credits required for advancement from the Third to Fourth Years and Graduation" (page 40).

*2 Please be aware that the number of credits included in the courses authorized as graduation credits is limited. See Chapter 10-3 "Course registration per course type (5) Electives (non-specific)" (p. 34).

2 Number of Credits Required for Graduation

- (1) General Education courses: **20 credits (including the following)**
 [1] 6 credits from “Category I (Natural Sciences/Mathematics)”
 [2] 10 credits from “Category II (Humanities/Social Sciences)”
 Check the timetable (separate volume) for the Category of General Education courses.
- (2) Foundation courses: **8 credits in Mandatory courses (the breakdown of this will vary depending on the course registration type.)**
 These are courses that should be taken in the first year and are all held in Hiyoshi.

Course registration types	Courses required for graduation (Number of credits)
PEARL	Introduction to the Japanese Economy (2) Historical Perspectives in Economic Analysis (2) Statistics 1 (2) Statistics 2 (2)

The figures in the () after the course names show the number of credits.

- (3) Foreign Languages: **14 credits (including the following)**
 [1] Mandatory Courses in the first year: “English Academic Skills 1” 2 credits
 [2] Mandatory Courses in the first year: “Foreign Language II (One language out of German, French, Chinese, Spanish or Japanese (for international students))” 6 credits
 Fall semester: 1A, 2A, 3A
 Spring semester: 1B, 2B, 3B
 For Intensive Japanese Courses, 6 credits of which 3 are counted as mandatory courses. The rest of 3 credits are counted as Graduation Requirement Credits.
- [3] Mandatory Elective Course from the second semester onwards: “English Academic Skills 2” 2 credits
 [4] Mandatory Elective Course from the second year onwards: [Foreign Language II or Foreign Language III]
[Foreign Language II]: If selecting the same language as in [2], 4 credits
[Foreign Language III]: If selecting different language to that in [2], 4 credits
 Whether students can register for Foreign Language III courses or not will be decided individually. Students registering for the same language as in [2] do not need to register for Foreign Languages III.
 For Intensive Japanese Courses, 6 credits of which 3 credits are counted as Graduation Requirement Credits.
 *Students who wish to register for foreign language courses taught in Japanese should consult with an administrative staff member in the Hiyoshi office of Student Services.
- (4) Major Subjects: **68 credits (including the following)**
 [1] Mandatory Courses as Introductory Courses (6 courses/12 credits)
 These are courses that should be taken in the first and second years and are all held in Hiyoshi.

Course registration types	Courses required for graduation (Number of credits)
PEARL	Elementary Macroeconomics 1 (2) Elementary Macroeconomics 2 (2) Introduction to Microeconomics 1 (2) Introduction to Microeconomics 2 (2) Elementary Economic History 1 (2) Elementary Economic History 2 (2)

The figures in the () after the course names show the number of credits.

- [2] Mandatory elective Courses as Introductory Subjects
 These are courses that should be taken in the second year and are all held in Hiyoshi. It is also possible to register for more than two courses.
- [3] Core Courses (A total of 12 credits or more in 3 fields or more of the 10 fields of (A) to (J))
 All of these are courses held in Mita and are studied from the third year onwards.
- [4] Advanced Courses
 Most of these are courses offered in Mita and studied from the third year onwards.
Included here are Research Seminar, Independent Research Project, and PCP.
- [5] Related Courses
 Related Courses are those offered by the other faculties of the university and recognized by the Faculty of Economics as Major Subjects (all courses must be taught in English). It is possible to include up to a maximum of 12 credits of the Related Courses as credits for Major Subjects. However, through the first and second years combined, it is only possible to register for a maximum of 4 credits of the Related Courses.
 How to register for courses at other faculties: (refer to Chapter 3 “Procedures Up to Course Registration”)
 It is possible to register for Research Seminars offered by other faculties (for mostly the third and fourth years) as Related Courses in the third and fourth years.
 It is possible to register for the courses established by the Tokyo Institute of Technology as Related Courses in the second year onwards. Refer to Chapter 10-9 “Mutual Course Registration with the Tokyo Institute of Technology” (page 37) for details.
- Research Seminars offered by other faculties (for mostly the third and fourth years)
 Students can take these courses as “Related Courses”.
 *PEARL students can not take the Research Seminars offered by Faculty of Business and Commerce.
 - Courses offered by the Tokyo Institute of Technology
 - Courses offered by KGRI.
- (5) Graduation Requirement Credits
 Credits that students earned more than required in (1) to (4) mentioned above will be counted as Graduation

Requirement Credits (up to 16 credits).

General Education	Foundation	Foreign Languages (Foreign Language I, Foreign Language II, Foreign Language III)	Major Subjects
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The following Courses are also included in the courses authorized as Graduation Requirement Credits.

Elective Courses in the Foundation	Foreign Languages Elective (Foreign Language)	Electives (non-specific) (including Physical Education Subjects)
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(6) Optional Subjects

Credits obtained as Optional Subjects are included in the number of credits required for advancement to the next year in each year but are not included in the number of credits required for graduation. Refer to Chapter 10-3 Course Registration per Course Type (6) Optional Subjects (p. 34) for the courses that are Optional Subjects and details on the course registration.

3 Maximum number of credits permitted for distance learning/online classes

The maximum number of credits for “distance learning” (online classes) (*1) to count towards graduation in Keio University undergraduate programs for classes starting in AY2022 is 60 credits.

When deciding which courses to take, be sure to confirm the class format before making a study plan. Students can check the format for each class on the syllabus and the K-Number (*2).

Additionally, when registering courses, the total number of credits earned from remote (online) classes and the number of those to be taken cannot exceed 60 credits. If the total number of credits earned from remote (online) classes exceeds 60 credits, students must register for the courses as Optional Courses.

*1 “Distance learning(online classes)” are defined as classes in which more than half of the total number of lectures are taught online.

However, for online classes taken before and during AY2021, such classes are considered special exceptions under COVID-19 prevention measures and thus will be exempt from the maximum credit limit.

*2 See “No. 14 Fields within the Faculty of Economics / Course Numbering(K-Number)”(p. 41)

Mandatory Subjects and Credits for Advancement to the Next Year in the First and Second Years

The conditions for advancement to the next year include satisfying the credit requirements below and other conditions related to the period registered at the university. Please refer to Chapter 16 “Enrollment Status (Leave of Absence, Advancement to the Next Year, Graduation, Withdrawal/Expulsion and Study Abroad).”

1 Maximum Number of Credits for Registration

The maximum number of credits students can register for the first year and for the second year is 48 credits.

2 Requirements for Advancement from the First Year to the Second Year

It is necessary to obtain a **minimum total of 24 credits** in the first year.

3 Requirements for Advancement from the Second Year to the Third Year

It is necessary to obtain a **minimum total of 60 credits** in the first and second year including the total of 24 credits in (1) to (3) below.

(1) **Foundation courses (4 credits or more)**

Course registration types	Courses (Number of credits)	Number of credits required for advancement to the next year
PEARL	Introduction to the Japanese Economy (2) Historical Perspectives in Economic Analysis (2) Statistics 1 (2) Statistics 2 (2)	4

(2) **Foreign Languages (8 credits or more)**

Courses (Number of credits)	Number of credits required for advancement to the next year
English Academic Skills 1 (2)	2
First year Mandatory Foreign Languages II (1)× 6 courses	6

(3) **Introductory Subjects in the Major Subjects (12 credits or more)**

Course registration types	Courses (Number of credits)	Number of credits required for advancement to the next year
PEARL	Elementary Macroeconomics 1 (2) Elementary Macroeconomics 2 (2)	8
	Introduction to Microeconomics 1 (2) Introduction to Microeconomics 2 (2) Elementary Economic History 1 (2) Elementary Economic History 2 (2)	
	Economics and Environment (2) Introduction to Econometrics (2) History of Economic Thought 1 (2) History of Economic Thought 2 (2)	4
	Marxian Economics 1 (2) Marxian Economics 2 (2) Mathematics for Economics 1 (2) Mathematics for Economics 2 (2)	
	Mathematics for Economics 3 (2) Contemporary Social Issues 1 (2) Contemporary Social Issues 2 (2) Introductory Fieldwork for Economic Analysis (2)	
Topics on International Economics (2) Economics and Societies in Globalization(2)		

Mandatory Courses, Mandatory Elective Courses, and Elective Courses in the First and Second Years

1 Mandatory Courses

The Mandatory Courses are the courses that must be registered for in a particular academic year and class. If the result in these courses is a fail, then the student must register for and take the course again. Once students have obtained credits from Mandatory Courses, they will not be able to take those courses again even as an Optional Course. Please refer to page 36 '5 Courses for which Multiple Registrations are Possible under the Same Course Name' for exceptions.

● First year

Course type		Fall Semester	Spring Semester
Foreign Language Courses	Foreign Languages I	English Academic Skills 1	
	Foreign Languages II	German, French, Chinese and Spanish classes: Fall Semester: 1A, 2A, 3A Spring Semester: 1B, 2B, 3B (International Students take Japanese)	
Foundation Subjects		Introductory to the Japanese Economy Historical Perspectives in Economic Analysis	
		Statistics 1	Statistics 2
Major Subjects		Elementary Macroeconomics 1	Elementary Macroeconomics 2

● Second year

Course type	Fall Semester	Spring Semester
Major Subjects	Introduction to Microeconomics 1	Introduction to Microeconomics 2
	Elementary Economic History 1	Elementary Economic History 2

2 Mandatory Elective Courses

Students are given a selection of courses that they must register for and pass before graduation with a predetermined number of credits each year. The credits attained are all included in the credits required for advancement to the next year and graduation.

● First year

Course type		Fall Semester	Spring Semester
Foreign Language Courses	Foreign Languages I		English Academic Skills 2

● Second year

Course type		Fall Semester	Spring Semester
Foreign Languages Courses	Foreign Language II* ¹	When registering for the same language as in the Foreign Language II registered for in the first year German, French, Chinese, Spanish, and Japanese: 2 courses in Fall Semester/2 courses in Spring Semester	
	Foreign Language III* ²	When registering for a different language to that in the Foreign Language II registered for in the first year German, French, Chinese, Spanish, and Japanese: 2 courses in Fall Semester/2 courses in Spring Semester	
Major Subjects		Economics and Environment (2)	Introduction to Econometrics (2)
		Marxian Economics 1 (2)	Marxian Economics 2 (2)
		Mathematics for Economics 3 (2)	Contemporary Social Issues 1 (2)
		Topics on International Economics (2)	Economics and Societies in Globalization (2)
		Introduction to the History of Economic Thought 1 (2)	Introduction to the History of Economic Thought 2 (2)
		Mathematics for Economics 1 (2)	Mathematics for Economics 2 (2)
		Contemporary Social Issues 2 (2)	Introductory Fieldwork for Economic Analysis (2)

*¹ Students need to choose the same language which they studied in the first semester.

*² For the students who wish to study a language in the second year and onwards that is different from the language registered for in Foreign languages II in the first year. Two classes in each language are held in every Fall Semester and Spring Semester.

3 Elective Courses

The courses other than the Mandatory Courses and the Mandatory Elective Courses are called "Elective Courses." Please be aware that these may not be included in the credits necessary for advancement to the next year and the credits necessary for graduation that are classified into class types.

The Elective Courses are included in the upper limit of 48 course registration credits.

- (1) Courses registered for as Elective Courses
 - General Education Courses
 - Elective Courses in the Foundation Courses (See(2))
 - Advanced courses and Related Courses in the Major Subjects
 - Electives (non-specific)
- (2) Elective Courses from the Foundation Subjects

Course name				
Linear Algebra	Advanced Linear Algebra	Introduction to Calculus	Calculus	Information Processing 1~3

1. Classes
2. Timetable
3. Course registration per course type
4. Course registration for Foundation Subjects
5. Courses for which multiple registrations are possible under the same course name
6. Course registration for courses in a different faculty
7. Repeat course registration for Mandatory Courses and Mandatory Elective Courses
8. Courses not included in the upper limit of 48 course registration credits
9. Mutual course registration with the Tokyo Institute of Technology

1 Classes

- (1) One class is 90 min. long and is counted as one unit. The timetable consists of these periods.
- (2) Types of course (half-semester courses, semester-long courses, two-semester course pair, semester-long intensive courses, year-long courses)

“**Half-semester courses**” are courses that are held either in the first half or second half of semester. Courses that are held for one period a week in either just the Fall Semester or just the Spring Semester are called “**Semester-long courses**”. For some of the semester-long courses, it is necessary to register for both the Fall Semester and the Spring Semester. These are called “**Two-semester course pair**”. Two-semester course pair have either an “a” or a “b” at the end of the course name. Please register for courses in an “a” and “b” set that are held on the same period of the same day of the week and have the same lecturer (with some exceptions). The grade results for two-semester course pair are notified all together at the end of the academic year. It is therefore not possible to receive an evaluation for either semester unless both the Fall Semester and the Spring Semester courses have been attended.

Also courses that have classes held more than two periods per week in just the Fall Semester or just the Spring Semester are called “**Semester-long intensive courses**” and courses that are held for one period a week throughout the year are called “**Year-long courses.**”

- (3) Counting of credits

Class format/Courses	Type of course	Number of credits obtained
General Education Subjects (Category I) The experiment courses of Chemistry I and II (including experiments), Biology I and II (including experiments) and Physics I and II (including experiments)	Semester-long Courses	3 credits
Foreign Language I “English Academic Skills” 1, 2	Semester-long Intensive Courses	2 credits
Foreign Languages II, Foreign Languages III, Selected Foreign Language (A) Special Courses and Open Courses at the Research Center for Foreign Language Education	Semester-long Courses	1 credit
	Two-semester course pair	Spring Semester: 1 credit/Fall Semester: 1 credit
	Semester-long Intensive Courses	2 credits/3 credits(differs between courses)
Physical Education Courses “Seminar on Physical Education”	Semester-long Courses	1 credit
Physical Education Courses “Physical Activity A” “Physical Activity B” Lecture courses other than those above	Half-year Courses or Intensive Courses for a specified period	1 credit
	Semester-long Courses	2 credits
	Two-semester course pair	Spring Semester: 2 credits/Fall Semester: 2 credits
	Semester-long intensive Courses	4 credits
	Year long Courses	4 credits

2 Timetable

- (1) Registration Number
All the courses held are given a registration number. Select a registration number at the time of course registration to perform the course registration for that course. Check the timetable and correctly select the registration numbers for the courses you wish to register for at the time of course registration. Please be careful, as if you have forgotten to register for a course then it is not be possible to take that course. Also, Semester-long intensive courses have two classes per week. For the intensive course registration, if you enter this registration number, you will be registered for both classes automatically.
- (2) It is not possible to register for courses allotted to higher academic year levels.
- (3) Students may **not** register for courses that are logistically impossible to attend when taking courses on multiple campuses.

Example 1: Taking a course that has 3rd period classes on Hiyoshi Campus followed by a course that has 4th period classes on Mita Campus.

Example 2: Taking a course that has 2nd period classes on Hiyoshi Campus followed by a course that has 3rd period classes on Shonan Fujisawa Campus.

However, if commuting between the Hiyoshi and Mita campuses, students **are** permitted to take courses in which the 2nd and 3rd periods respectively fall before and after lunch. However, students should be aware that they may be late to such classes at times.

- (4) For registration for “Distance learning/online classes,” please check the “Guidelines for Taking Online Classes,” available on sites such as K-LMS. If classes are offered in consecutive periods on different campuses, it is possible to register for them if one or both of them are conducted online (for example, taking a 1st period class in-person on Hiyoshi Campus followed by a 2nd period class online that is conducted from Mita Campus). However, even for distance learning/online classes, there may be cases that would cause an issue with your enrollment, such as a portion of the course being conducted face-to-face, or in-person examinations. Please be sure to confirm the details of the class format in your syllabus. In addition, please check with the respective faculty member in charge of the class to ensure that such issues would not occur. It is the student’s responsibility to confirm the above and ensure there are no problems when registering.

3 Course Registration per Course Type

Only courses taught in English can be counted as graduation credits.

(1) General Education Courses

These are mainly Elective Courses in Hiyoshi. It is necessary to obtain at least 20 credits in these before graduation (including 6 or more credits in Category I, 10 or more credits in Category II and 4 or more credits from Category I, II or III). Please plan your course registration so that as many as possible of the credits necessary for graduation are obtained during the first and second years.

(2) Foundation Courses → Refer to “4. Course Registration for Foundation Subjects” (page 35)

(3) Foreign Languages

(4) Major Subjects

Please perform course registration for the designated classes.

(5) Electives (non-specific)

Elective Courses are to be registered for within the upper limit of 48 course registration credits. They are included in the number of credits required in each year for advancement to the next year (24 credits or more in the first year and 60 credits or more in the second year) and in the courses authorized as graduation credits.

① Physical Education Courses offered by the Institute of Physical Education

It is possible to include up to a maximum of 6 credits below from Electives (non-specific). Students wishing to register for Physical Education Courses need to attend a guidance (p. 21).

Lecture on Physical Education 1/2	} total up to 6 credits
Seminar on Physical Education	
Physical Activity A	
Physical Activity B	

② Courses at various Research Institutes (courses taught only in English and excluding courses at the Institute of Physical Education and Keio Research Center for the Liberal Arts)

- Each course at the International Center, Health Center, Keio Institute of Cultural and Linguistic Studies, Keio Institute of Oriental Classics and Keio Museum Commons
- Courses established by the Institute for Media and Communications Research that are studied by students other than research students of that institute (Courses need to be taught in English)

* However, it is not possible to take Academic Literacy either Electives (non specific) nor optional subject.

(6) Optional Subjects

[1] The courses below are Optional Subjects that can be registered for within the upper limit of 48 course registration credits. They are included in the number of credits required in each year for advancement to the next year (24 credits or more in the first year and 60 credits or more in the second year), but are not included in the number of credits necessary for graduation.

- General Education Subjects at other faculties that are not written on the Faculty of Economics timetable.
- Courses taught in Japanese (For course registration, select the registration number and B column field number “91”). Some courses need to be registered by using OMR sheet. For more details, please consult with the Faculty of Economics, Hiyoshi office of Student Services.
- Courses offered by the Research Center for Foreign Language Education will be counted as Optional Subjects. Please take a prescribed procedure and register for courses. For more details, please consult with the center.

[2] The courses below are Optional Subjects [2] that can be registered for outside of the upper limit of 48 course registration credits. As course registration for them is recognized outside of the upper limit of 48 course registration credits, they are not included in the number of credits required for advancement to the next year.

- Courses established by the Institute for Media and Communications Research for which students must register as a research student at the Institute for Media and Communications Research before course registration. (For course registration, select the registration number and B column field number “95”)
- Courses established by the Teacher Training Center for obtaining a teaching license for which students must perform “Teacher training registration” before course registration. (For course registration, select the registration number and B column field number “96”)

4 Course Registration for Foundation Subjects

PEARL	
Mandatory Courses	Introduction to the Japanese Economy Historical Perspectives in Economic Analysis
	Statistics 1 / Statistics 2
Elective Courses	Linear Algebra Advanced Linear Algebra Introduction to Calculus Calculus Information Processing 1~3

(Note) If these are studied as Elective Courses and a pass mark is obtained, then they will be recognized as credits within the number of credits required in each year for advancement to the next year (24 credits or more in the first year and 60 credits or more in the second year) and as the 16 credits for courses authorized as graduation credits. However, they are not included in the Foundation Courses (4 credits or more) necessary for advancement from the second year to the third year, or in the Foundation Subjects (8 credits) necessary for graduation.

- (1) **Statistics 1** (Fall Semester) and **Statistics 2** (Spring Semester)
These are Mandatory Courses in the first year.
- (2) PEARL students must take **Introduction to the Japanese Economy** and **Historical Perspectives Economic Analysis** as Mandatory Courses in the first year.
- (3) **Calculus and Linear Algebra**
[1] **Introduction to Calculus (Spring Semester)**, **Calculus (Fall Semester)**, **Linear Algebra (Fall Semester)** and **Advanced Linear Algebra (Spring Semester)** are Elective Courses.
- (4) **Information Processing 1~3**
These are Elective Courses.

5 Courses for Which Multiple Registrations are Possible under the Same Course Name

There are courses on the timetable with the same name. In principle, students can only register for only one of the courses that have the same name. However, course registration for multiple courses that have the same name is possible when the conditions are met:

- (1) General Education Courses
If courses have a different “lecturer” or are courses belonging to different “Category” then it is possible to perform multiple registrations for the courses as General Education Courses even though the courses have the same name.
- (2) General Education Courses Category III: General Education Seminar and General Education Seminar a/b
Even if the lecturer is the same, if the contents are different, then multiple course registration is possible as General Education Courses.
- (3) If you took “Introduction to Cosmology (subject coordinator: Kenichiro Aoki)” in the 2019 academic year, you cannot take “Microscopic Nature of Matter and Quantum Physics” because the content of the course is the same.
- (4) If you have registered multiple courses with the same name for Foundation Subjects (only applies for Information Processing I, Information Processing II, and Information Processing III), the second and third courses will be considered as “optional courses.” (See section 3,(6) “Optional Courses” on page 34.)
- (5) Students can take the same class (course) multiple times for Physical Education (“Physical Activity Course A” or “Physical Activity Course B”) as electives (non-specific). However, be aware that there are limits on the number of credits for such courses that can be counted towards graduation. (See section 3(5) “Elective Courses” ① Physical Education Courses on page 34.)

6 Course Registration for Courses in a Different Faculty

Only courses taught in English can be counted as graduation credits.

Refer to chapter 3: Procedures Up to Course Registration for more information about course authorization requests.

- (1) Major Subjects in other faculties
It is possible to register for the Major Subjects established at other faculties that the Faculty of Economics recognizes as Major Subjects as the Major Subjects Related Courses (Field: 40–39–51). It is possible to include up to a maximum of 12 credits from Related Courses in the Faculty of Economics (68 credits in Major Subjects necessary for graduation). Credits that are obtained over the 12 credits are included in the 16 credits from courses authorized as graduation requirement credits. However, through the first and second years combined, it is only possible to register for a maximum of 4 credits of the Major Subjects offered by other faculties in Hiyoshi. Please check the News in keio.jp in early April and end of September regarding the courses recognized as Related Courses.
It is also possible to register for the **Research Seminars established by other faculties (for mostly the third and fourth years) as related courses in the third and fourth years.**
- (2) General Education Courses at other faculties
It is possible to register for courses that are written on the timetables of other faculties as General Education Subjects but are not written on the Faculty of Economics timetable. These can be registered for as Optional Subjects (Field: 60–30–51) within the upper limit of 48 course registration credits (for Hiyoshi seminars established by other faculties and Psychology I and II, please check (3) and (4) below).
- (3) Hiyoshi seminars by other faculties
It is possible to register for the courses below as Faculty of Economics General Education Courses (Type III).
 - “Liberal Arts and Sciences Seminar 1 and 2” established by the Faculty of Letters or the Faculty of Science & Technology
 - “Advanced Studies of the Humanities 1 and 2” and “Seminar in Natural Science” at the Faculty of Law
 - “General Education Seminar S and D” at the Faculty of Business and Commerce
- (4) Psychology 1 and 2 at other faculties
It is possible to register for “Psychology 1 and 2” at the Faculties of Letters, Law or Business and Commerce as a Faculty of Economics General Education Courses (Category I). Check the timetables for the faculties where the courses are offered for the registration number for course registration.

7 Repeat Course Registration for Mandatory Courses and Mandatory Elective Courses

Repeat course registration for a course is necessary if the evaluation for a “Mandatory Courses” in the previous academic year was a fail (D).

If a Mandatory Courses or Mandatory Elective Courses from the first or second year is taken again in the first or second year and a passing grade is received, then it is included in the credits required for advancement to the next year.

8 Courses not Included in the Upper Limit of 48 Course Registration Credits

Courses below are not included in the upper limit of 48 course registration credits.

Common to both first and second year

- (1) Courses established by the Institute for Media and Communications Research for which students must register as a research student at the Institute for Media and Communications Research before course registration.
(For course registration, select the registration number and B column field number “95”)
- (2) Courses established by the Teacher Training Center for obtaining a teaching license for which students must perform “Teacher training registration” before course registration.
(For course registration, select the registration number and B column field number “96”)

Second year

- (3) Repeat course registration for the following courses
 - English Academic Skills 1
 - Foreign Languages II 1a/1b, 2a/2b, 3a/3b
 - Statistics 1, Statistics 2, Elementary Macroeconomics 1, Elementary Macroeconomics 2
- (4) When repeating course registration for Introduction to the Japanese Economy or Historic Perspectives in Economic Analysis

9 Mutual Course Registration with the Tokyo Institute of Technology

Note: for PEARL students, only the courses conducted in English count towards graduation requirement

From the second year onwards, students can take courses offered by Tokyo Institute of Technology (TITECH) as Related Courses, up to a maximum of 30 credits. Over a four year period, up to a maximum of 12 credits are included in the Faculty of Economics (68 credits in Major Subjects necessary for graduation). Credits that are obtained over the 12 credits are included in the 16 credits from courses authorized as graduation requirement credits. They are also included in the upper limit of 48 course registration credits. Please note that the credits that will be recognized as graduation credits are up to a maximum of 60 credits in total from the credits obtained through courses at the Tokyo Institute of Technology and the authorized credits of those received at a university attended as an international student. Courses applied for in excess of the 60 credits will be handled as Optional Subjects.

- (1) Procedure for taking courses offered by Tokyo Institute of Technology
It will be announced on News of keio.jp (tentative)
Please take into account the time required for moving and make sure that there is no overlap in time with other courses which you take. If there is more than 30 minutes between the course and the one before it, you will be allowed to take it, but please make sure that you can actually move.
- (2) Student ID card by TITECH
Always carry your student ID card when attending classes at Tokyo Institute of Technology. Also make sure to carry your student ID card with you when taking semester-end examinations (temporary ID cards cannot be issued, so you will not be able to take examinations without your student ID card).
- (3) Cancellation of course registration at Tokyo Institute of Technology
Cancellation of courses after the cancellation period for TITECH Courses will not be accepted.
Please notify the Faculty of Economics Section in the Hiyoshi Office of Student Services immediately in case a student fails to obtain permission from the course lecturer.

1 Course Registration for Students Repeating the Same Year

- (1) Guidance for students repeating the same year
All students who failed to advance to the next year must attend the guidance on course registration.
- (2) Repeat registration for failed courses
It is possible to register for courses to which a D(Fail)evaluation was given. For the Mandatory Courses, it is necessary to repeat registration for the designated course.
- (3) Handling of courses for which credits were obtained during the repeat year
Any courses that were registered and given credits for credits were obtained(an evaluation of C or above was received)remain valid.
- (4) Upper limit for course registration credits
It is possible to register for courses for up to 48 credits. The following courses are included in these 48 credits.
 - Courses registered for the first time
 - Repeat registration for courses for which a D (Fail)evaluation was given in the previous academic year
 - Repeat registration for courses for which an A, B or C evaluation was given in the previous academic year (excluding physical activity courses in physical education, General Education Seminars and foreign language courses):
If the student's grade improves, the improved grade will be recorded on the academic record. Please be aware that in this case, the grade for the retaken courses will change, but additional credits will not be awarded. The credits awarded for the lower grade will be offset and become invalid.
*However, credits for courses that allow students to register overlapping courses in the same field (p. 36) as outlined in 5 and credits awarded for S (Highest score), P (Pass), D (Fail), F (Fail), G (Credit transfer) will not be offset.

Application Procedure for Offsetting of Credits

Application Submission: Online Application form (The form will be announced on News at keio.jp before Course Registration Period (first registrations) of each semester)

Application Period: Course Registration (First) Period of each Semesters

If there are any changes occur in the procedure, it will be announced on News at keio.jp.

- (5) Courses not included in the upper limit for course registration credits
It is possible to register for the courses written in Chapter 10-8 "Courses not Included in the Upper Limit of 48 Course Registration Credits" in addition to and separate from the upper limit for course registration credits in (4).

“1 Research Seminar,” “2 Independent Research Project,” and “3 PCP(Professional Career Programme)” are elective courses equivalent to “Advanced Courses” of “Major Subjects” taken in the third and fourth-year level following screening during the second-year level. “4 DEEP(Data-driven Economics and Econometrics Programme),” and “5 FACTS(Fieldwork for Active Comprehension of Targeted Subjects)” are programs that confer certificates following their completion upon fulfilling the relevant requirements. Taking specific courses at Hiyoshi may be required as a condition for placing an application, so please check the details of the credits, course registration and selection method, etc., in the Mita Campus course registration guide for the third and fourth year level and on the websites for each course(program)and start your preparations early. It is also possible to register for and study these courses(programs)in parallel.

Faculty of Economics course registration guide for the third and fourth academic year level at the Mita Campus(PDF):

Keio University Student Website → Mita → Faculty of Economics → classes → Timetables / Syllabus / Courses → Course registration guide

1 Research Seminar

- Students conduct research and write a graduation thesis under the guidance of a specific faculty member over a two-year period. The Research Seminar is a traditional cornerstone of specialized education in the Faculty of Economics.
- It is not possible to register for more than one research group established by the Faculty of Economics.
- For more details regarding selection, etc., please refer to the following website(Faculty of Economics Seminar Committee site).

<http://keizemi-keio.info/wp/pearl/>



	Third year	Fourth year
Course name and number of credits	Research Seminar a, b(2 credits each)	Research Seminar c, d(2 credits each) Research Seminar(Graduation thesis) (4 credits)
Credit acquisition period	You will earn 4 credits at the end of the Academic Year(FS), if you took both Fall and Spring Semester courses.	When you submit and receive a pass for a graduation thesis in addition to taking the research seminar in the Fall and Spring Semesters, you will earn 8 credits at the end of the Academic Year(FS) (if you fail the graduation thesis, only 4 credits will be awarded. None of the 8 credits will be awarded if you fail to submit a graduation thesis).

2 Independent Research Project

* Only students who pass the screening may register.

- This is a course in which students complete a thesis on a topic of their own choosing in one year under the guidance of a full-time academic staff member of the Faculty of Economics who specializes in that topic.
- This course is offered at both Mita and Hiyoshi campuses for third and fourth-year students. It can be taken in any year (and multiple times).
- Registrants must take “Independent Research Project A, B”(2 credits each)and “Independent Research Project C”(final presentation, 2 credits for the full year)concurrently.
- Students may take this course concurrently with Research Seminar and PCP.
- Please refer to the following website for more details about the screening, etc.

<https://www.econ.keio.ac.jp/en/undergraduate/research-project>



3 PCP(Professional Career Programme)

* Only students who pass the screening may register. However, some courses may be taken by students who are not registered for the PCP.

- The programme provides practical economics education in English with a small group of third and fourth-year students for two years.
- This course is offered at the Mita campus for third and fourth-year students.
- Students who fulfill the requirements of the programme will receive a PCP Certificate upon graduation.
- Students may also take this course concurrently with the Research Seminar and the Independent Project.
- Please refer to the following website for more details about selection, etc.

<https://www.econ.keio.ac.jp/undergraduate/pcp/>



4 DEEP(Data-driven Economics and Econometrics Programme)

- This program confers a certificate following completion upon fulfilling the relevant requirements.
- Taking certain Hiyoshi Campus courses is part of the completion requirements for the programme.
- For details, please refer to <https://www.econ.keio.ac.jp/en/undergraduate/deep/>



5 FACTS(Fieldwork for Active Comprehension of Targeted Subjects)

- This program confers a certificate following completion upon fulfilling the relevant requirements.
- Taking certain Hiyoshi Campus courses is part of the completion requirements for the programme.
- For details, please refer to <https://www.econ.keio.ac.jp/en/undergraduate/facts/>



Number of Credits Required for Advancement from the Third to the Fourth Year and Graduation

1 Credits Required in Third Year to Advance to the Next Year

Students must satisfy the criteria set out under both (1) and (2) below in order to advance to the fourth year.

- (1) Earn 8 credits in Foundation Courses and 16 credits in Major Subject Core courses
 - [1] 8 credits in Foundation courses (no breakdown specified)
 - [2] 16 credits in Major Subject Introductory Subject (no breakdown specified)
- (2) Earn 28 credits in the third year from courses registered under the course registration limit
 Courses which are taken outside of the course registration limits (Mandatory courses in Foundation courses, Mandatory courses in Major Subjects Introductory, Optional Courses Subjects registered outside the course registration limit) are not included in the 28 credits

2 Credits Required in Fourth Year to Graduate

Students must satisfy the criteria set out under both (1) and (2) below in order to graduate.

- (1) Earn 12 credits in the fourth year from courses taken within the course registration limits
- (2) Earn 126 credits required for graduation
 Courses which are not taken within the course registration limit (Mandatory courses in Foundation courses, Mandatory courses in Major Subjects Introductory, and Optional Courses Subjects registered outside of the course registration limit) are not included in the 12 credits in (1).

3 Introduction of Faculty of Economics 3.5-year Early Graduation System

Keio University Faculty of Economics will introduce a 3.5-year early graduation system starting in the 2023 academic year. This system allows students to graduate after 3.5 years (7 semesters) of enrollment if they have fulfilled graduation requirements and have achieved excellent academic results.

Objective

- To encourage April enrollees (Type AB students) to pursue their graduate studies abroad
- To encourage September enrollees (PEARL students) to find employment in Japan
- To implement an internal 5-year BA/MA programme of 3.5 years + 1.5 years in collaboration with the Graduate School of Economics

Eligibility

Enrollees of the 2023 academic year onward can apply. Please note that participants in double degree programmes and participants in 5-year BA/MA programmes with partner universities abroad are not eligible for this early graduation system.

Application and Graduation Requirements

To be announced on the Keio University Student Website at a later date.

For details, please refer to <https://www.students.keio.ac.jp/en/mt/econ/procedure/early-grad/index.html>



Chapter 14

Faculty of Economics

Fields within the Faculty of Economics/ Course Numbering (K-Number)

Courses Held for First and Second Year Students in AY 2024

Courses at the Faculty of Economics for which course registration is possible during the first and second years and their fields are as shown below. The type of each course is displayed on the course registration confirmation sheet and the grade reports with the field number shown in the “Field” column in the table below. Please be sure to check this. **Only courses taught in English can be counted as graduation credits.**

Subject Category		Field	Course name(Credits)	Column B field	
General Education*	Category I (Natural Sciences/ Mathematics)	10-21-51	(2 or 4)		
		10-21-52	(3)		
	Category II (Humanities/Social Sciences)	10-22-51	(2 or 4)		
		Category III (Interdisciplinary)	10-23-51		(2 or 4)
10-23-52	General Education seminar(2 or 4)				
10-23-53	Courses at the Keio Research Center for Liberal Arts				
Foundation	Mandatory	20-10-51	Statistics 1(2)		
		20-10-52	Statistics 2(2)		
		20-13-51	Introductory to the Japanese Economy(2)		
		20-13-52	Historical Perspectives in Economic Analysis(2)		
	Elective	20-30-51	Introduction to Calculus(2)Advanced Linear Algebra(2)		
		20-33-51	Calculus(2)Linear Algebra(2)		
Foreign Language	Mandatory	Foreign Language I	30-10-51		English Academic Skills 1(2)
			Foreign Language II		30-10-52
	30-10-53	French(1)			
	30-10-54	Chinese(1)			
	30-10-55	Spanish(1)			
	30-10-81	Japanese(1)			
	30-10-82	Intensive Japanese(1)			
	30-10-83	Intensive Japanese(1)			
	Mandatory elective	Foreign Language I		30-20-51	English Academic Skills 2(2)
			Foreign Language II	30-20-52	German(1)◇
		30-20-53		French(1)◇	
		30-20-54		Chinese(1)◇	
		30-20-55		Spanish(1)◇	
		30-20-81		Japanese(1)	
30-20-82	Intensive Japanese(1)◇				
30-20-83	Intensive Japanese(1)◇				
Foreign Language	Mandatory elective	Foreign Language III (Can be studied for two years or longer)		30-21-52	German(1)◇★ <For students registered for Foreign Language III>
			30-21-53	French(1)◇★ <For students registered for Foreign Language III>	08
			30-21-54	Chinese(1)◇★ <For students registered for Foreign Language III>	09
			30-21-55	Spanish(1)◇★ <For students registered for Foreign Language III>	10
			30-21-81	Japanese(1)◇★ <For students registered for Foreign Language III>	11
	Elective	Elective Foreign Language	30-30-81	Japanese(1)	
			30-30-82	Intensive Japanese(1)	
			30-30-83	Intensive Japanese(1)	
			30-30-84	Intensive Japanese(1)	
			30-30-85	Intensive Japanese(1)	
Major	Mandatory	Introductory courses	40-11-53	Elementary Macroeconomics 1(2)	
			40-11-54	Elementary Macroeconomics 2(2)	
			40-14-51	Introduction to Microeconomics 1(2)◇	
			40-14-52	Introduction to Microeconomics 2(2)◇	
			40-14-53	Elementary Economic History 1(2)◇	
	40-14-54	Elementary Economic History 2(2)◇			
	Mandatory elective	Introductory	40-20-51	Economics and Environment(2) Introduction to Econometrics(2) History of Economic Thought 1(2) History of Economic Thought 2(2) Marxian Economics 1(2) Marxian Economics 2(2) Mathematics for Economics 1(2) Mathematics for Economics 2(2) Mathematics for Economics 3(2) Contemporary Social Issues 1(2) Contemporary Social Issues 2(2) Introductory Fieldwork for Economic Analysis (2)	
			40-21-51	Topics on International Economics(2) Economics and Societies in Globalization(2)	
	Elective	Advanced Courses	40-30-51		
			Related*2	40-39-51	Major Subjects at other faculties that the Faculty of Economics recognizes as Major Subjects
40-39-56				Courses at the Tokyo Institute of Technology	
40-39-96	Courses at various laboratories that the Faculty of Economics recognizes as Major Subjects				
Electives (non-specific)	Elective	50-32-51	Physical activity A(1)		
		50-32-52	Physical activity B(1)		
		50-50-51	Courses at various research institute★ · Courses at the International Center · Courses at the Health Center★ · Courses at the Keio Institute of Cultural and Linguistic Studies★ · Courses at the Keio Institute of Oriental Classics★ · Courses at Keio Museum Commons · Courses offered by the Research Center for Foreign Language Education · Topics in Contemporary Business(offered by GIC center) · Courses at the Institute for Media and Communications Research★	94	

Subject Category		Field	Course name (Credits)	Column B field
Optional	Included in the course registration limit	60-30-51	<ul style="list-style-type: none"> · General Education Subjects at other faculties★ · Courses offered by the Research Center for Foreign Language Education that are recognized by the Faculty of Economics as Optional Subjects★ · Teacher Training Subjects★ · Courses taught in Japanese★ 	91
	Not included in the course registration limit	60-39-01	Courses at the Institute for Media and Communications Research that are registered for as a research student of the Institute★	95
		60-39-02	Courses taken at the Teacher Training Center to obtain a teaching license★	96

*1 Please check the courses to be held on the timetable and in the syllabus. Be careful, as some courses with the same name belong to different categories.

*2 The Research Seminar at other faculties that can be registered for in the third and fourth years are included in the Related Courses.

★ For course registration for courses marked "★", please register the number in the "column B field" on the table.

◇ Courses in the second year

Course Numbering(K-Number)

Beginning in the 2022 academic year, Keio University will be introducing a course numbering system (K-Number) which shall take effect with regard to all courses to indicate the course's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and learn based on a systematically organized academic plan.

For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number will be assigned for each faculty/graduate school respectively.

For further details, please refer to online resources.

The Structure of K-Number (Viewing Courses in the Faculty of Economics)

FEC-EC-1 1 11 1-1 1 1-11

① ② ③④ ⑤ ⑥ ⑦⑧⑨ ⑩

	Type	Details
①	Undergraduate faculty/graduate school	The courses administered by the Faculty of Economics are coded as FEC-EC. *Refer to our student website for the codes of each Undergraduate faculty/graduate school
②	Course Administrator Department/Major	
③	Level (Recommended year of enrollment)	0: Faculty-wide 1: First-year level(or Introductory level) 2: Second-year level(or Foundational level) 3: Third-year level(or Application/Developmental level) 4: Fourth-year level(or Professional/Practical level) 9: Other
④	Main Course Number	Field
⑤		Major Classification
⑥		Minor Classification
⑥	Subject Type:	1: Required subject 2: Elective required subject 3: Elective subject 4: Optional subject 9: Other
⑦	Class Classification(Keio-wide)	1: Language 2: Lecture 3: Seminar 4: Lab / On-site training / Skill-development 5: Thesis 6: Research guidance 7: Lecture and On-site training 9: Other
⑧	Supplemental Course Information	Class Format(Keio-wide)
⑨		Language of instruction(Keio-wide)
⑩	Academic discipline	Academic discipline(Keio-wide) Online reference, etc.

1 Classes

- (1) Class Bell Schedule
The class Bell Schedule is provided at the beginning of this booklet.
- (2) Classes on substitution class days and holidays
The number of classes tends to decrease due to the increase in the number of holidays, substitute holidays, and Keio-Waseda baseball game days. Classes on substitute holidays and holidays are held to secure the number of classes.
[Substitution class day] Regardless of its actual day, certain day of class will be held.
[Spring Semester] no substitution class day
[Fall Semester] Monday classes are held on January 15(Wed)

[Classes during holidays] Keio Foundation Day: April 23(Tue), Showa Day: April 29(Mon), Marine Day: July 15(Mon), Sports Day: October 14(Mon), Culture Day(Substitute holiday): November 4(Mon)
[Examinations during holidays]: none
- (3) Makeup classes day
Regardless of the actual day of the week, makeup classes may be held on makeup class days if the lecturer judges it to be necessary. Please check the courses that will have makeup classes on websites.
[Spring Semester] June 4(Tue), June 5(Wed), July 18(Thu)
[Fall Semester] Nov 19(Tue) first and second periods, Nov 26(Tue), 2025 Jan 23(Thu)
*Tests for four-semester courses may be held during the first and second periods on June 4(Tue), June 5(Wed), Nov 19(Tue) first and second periods, Nov 26(Tue).

2 Handling of Classes in Emergency Situations

Please confirm Keio University Student Website for the latest information
<https://www.students.keio.ac.jp/hy/class/schedule/emergency.html>



3 Handling of Classes during Waseda-Keio Baseball Game Days

Please confirm Keio University Student Website for the latest information
<https://www.students.keio.ac.jp/en/com/class/schedule/sokei.html>



4 Class Attendance when Chosen as a Lay Judge

Keio University does not officially recognize absences from classes to attend a trial as a lay judge. Students who are selected as lay judges and are unsure about class attendance should consult with a staff member at the Faculty of Economics Section at the Office of Student Services. Please note that the nature of certain classes may mean that attendance is compulsory.

5 Support for Students with Disabilities(Reasonable Accommodation)

Keio University strives to provide the necessary support and means to ensure that students with disabilities have equal access and equal quality of academic opportunities as other students. All students enrolled in an undergraduate faculty or graduate school at Keio University are eligible for support. The support that Keio offers varies depending on the nature of each student's disability. The specifics of the support(provision of reasonable accommodation)are determined based on what each student requests and will be determined after a constructive discussion that finds overlap between the support a student needs and what specific mechanisms the university is able to provide. It takes about one month from the time of application to the time when the details of reasonable accommodation are determined. If you wish to continue to receive reasonable accommodation, you will need to apply each semester.

For details, please refer to the Office for Equity, Diversity, and Inclusion website.
<https://www.diversity.keio.ac.jp/en/index.html>



*Reasonable Accommodations: Article 7 of the “Act for Eliminating Discrimination against Persons with Disabilities” (2013) states: “If a person with a disability expresses the genuine willingness to eliminate the social barrier, an administrative organ, etc. in conducting its administrative affairs or other work, must provide reasonable accommodation to implement the elimination of the social barrier so long as the burden associated with the relevant implementation is not disproportionate, in accordance with the sex, age, and state of the disability of the person with a disability so that the rights and interests of the person with the disability is not violated.” In observation of this rule, we define carrying out the necessary actions as the “provision of reasonable accommodation.”

6 Assignments

Students must adhere to following rules when submitting assignments.

When submitting a report, please adhere to the following:

- (1) Please submit reports within the designated period according to the mandated process.
- (2) When submitting reports online, transmission errors are more likely to occur just before the submission deadline. Please be sure to submit your reports well in advance of the deadline.
- (3) Please refer to Precautions for writing assignments and theses (p. 46).

7 Semester-end Examinations

Semester-end examinations are held at the end of each semester.

*Details including the timetable for semester-end examinations, instructions on the items allowed in the exam room, and important notes will be announced on the For Keio University Student Website, or K-LMS. Any additions or changes will be announced as they are decided. Make sure to regularly check for new information and just before the examinations.

<https://www.students.keio.ac.jp/en/hy/class/exam/>

- (1) Examination period

Semester-end examinations at the end of the Spring Semester: July 22(Mon) to 31(Wed)(tentative)

Semester-end examinations at the end of the Fall Semester: January 25(Sat) to February 5(Wed)(tentative)

- (2) Cautions

[1] Student ID cards

- **It is necessary to carry a student ID card to take an examination.** Students must show their student ID card in order to take the examination.
- If students forget to bring their student ID card on the day of the examination, they must obtain a temporary ID card (valid only on the date of issuance; permits entry to all campuses and libraries) at the General Affairs and Inquiries Group in the Office of Student Service. A charge of 500 yen will apply.
- Examination time will not be extended for any students arriving late as a result of the administrative procedures required to obtain a temporary ID card.

[2] Misconduct

- **Please take the examination earnestly without engaging in misconduct or any act that may be misunderstood as misconduct.**
- **The answer sheet must always be submitted.**
- **Any acts such as cheating, the bringing in of items not permitted, or the taking out of the answer sheet, will be considered as misconduct and will be handled severely in accordance with Article 188 of the Undergraduate Rules and Regulations.**

[3] Semester-end examinations period

- Please refer to the bell schedule for semester-end examinations at the beginning of this guide. **During semester-end examinations, the bell that indicates a change in class period will run on a different schedule than normal.** Furthermore, please be aware that the bell schedule for semester-end examinations vary between campuses.
- The length of a semester-end examination is in principle 50 minutes. Unless specified otherwise, the examinations will be implemented for this duration. However, this does not apply to all courses. Please check the timetable for the semester-end examinations.

[4] Late arrival

- Students are allowed to take the examination if they arrive within the first 20 minutes after the start of the examination (time extensions not given). However, if student's late arrival is due to unavoidable train delays, students may choose whether to take the examination then or apply for a makeup examination. Even if the reason for arriving late is a train delay, etc., if they decide to enter the venue within 20 minutes after examinations started, they will no longer eligible for a makeup examination.
Application for makeup examination resulting from a transportation delay will, in principle, only be accepted on the day of examination.

[5] Answer sheet

- Fill in the answer sheet with the name of the lecturer, course title, student's name, and student ID number. Please clearly write out the correct details in full. If anything is left blank, student will not receive a grade.

- (3) Other

Some courses will not conduct examinations during the semester-end examinations period. For example, this includes courses such as foreign languages and practice courses, for which the evaluation is decided using methods such as the degree of participation in the classes, in-class examinations and/or assignments. The evaluation methods and criteria for each course are explained during classes and on the online syllabus and timetable (see page 10). If misconduct occurs in the in-class examinations or in assignments, then this will be handled in the same way as the semester-end examinations.

8 Makeup Examinations

Makeup examinations are held for students who were unable to take the semester-end examinations due to illness, accidents, or other unavoidable reasons. The courses affected are the examination courses that were implemented during the semester-end examinations period (however, foreign language courses are excluded). It is necessary to follow the specified procedures at the Hiyoshi Office of Student Services to be able to take these examinations. The method for the procedures will be instructed on Keio University Students Website at the time the examination timetable is announced. Please be aware that a medical certificate will be necessary if the reason is illness and proof of delay will be necessary if the reason is a train delay. An examinations fee of 2,000 yen per course is charged (except in the case of train delays).

Spring Semester-end makeup examinations: August 9(Fri), 10(Sat), 13(Tue)(tentative)

Fall Semester-end makeup examinations: Late February (tentative)

*Students are not eligible to take the makeup examination if they entered the examination room for the course in question or if they left the examination room early due to feeling unwell, etc. after the examination was started during the semester-end examination period.

***The grade for the makeup examination will be set one level lower than the grade that would have been awarded for the semester-end examination. (However, this measure shall not apply if there was an overlap in the timetable for semester-end examinations, if proof is provided for a train delay, if the reason was due to the taking of a state examination such as the Certified Public Accountant Examination, if the student had a disease classified by the Ministry of Education, Culture, Sports, Science and Technology as an infectious disease and a medical certificate indicating the period when attendance was suspended is prepared, or if the reason was a funeral of a family member within the second degree of kinship.)**

9 Academic Misconduct

Academic misconduct in semester-end examinations, in-class exams and short tests, writing assignments, and similar assignments is a serious violation of regulations and is behavior that is unbecoming of a student. Such actions are punishable in accordance with Article 188 of the University Regulations and the internal regulations of the Faculty of Economics. Not only will the student fail the course in question, but all other courses taken and passed that semester will be lowered by one letter grade. Depending on the circumstances and degree of the misconduct, the offender's name may be publicly released, and they may face suspension or expulsion from the university.

The following are considered academic misconduct in semester-end examinations and in-class examinations(short tests).

- Cheating
- Taking a test in place of another person
- Bringing home answer sheets
- Intentionally disobeying the exam proctor's instructions
- Bringing in smartphones and wristwatch devices

When taking examinations, you must avoid any behavior that could be misinterpreted as academic misconduct.

For reports and other writing assignments, it is considered academic misconduct to work together with another person in writing any paper to be submitted for grading, except when the instructor has given special directions to do so(such as for group work or collaborative research). Specifically, this includes the following actions.

- Writing an assignment with the help of another person
- Copying another person's assignment even in part, or conversely allowing another person to copy your assignment
- Rewording someone else's paper and passing it off as your own
- Having someone else write a paper on your behalf
- Writing a paper for another person.
- Copying another person's past assignment even in part, or conversely providing another person access to your past assignment.

In addition to the above academic misconduct, actions that may also be considered as misconduct in papers and other writing assignments include the following.

- Plagiarism: Use of another person's texts or materials published in print, on the Internet, or other media format as is without citing the source. Also, the use of your own texts or materials made for a different occasion without indicating the source
 - *Use of one's own past writings or published research results without indicating the source is called self-plagiarism. It is considered academic misconduct if you use your own past report, seminar publication, or other work for another class's assignment without citing it as a source. Of course, submitting the same paper for multiple classes at the same time is also an academic misconduct.
- Falsification: Deliberately rewriting materials and data that form the basis for one's claims
- Fabrication: Making up materials or data that do not exist and treating them as if they did
- Other similar actions

Plagiarism in reports and papers is an act of misconduct. Unwarranted use of another person's opinion or text, even if unintentional, is considered plagiarism, and is subject to disciplinary action as a form of misconduct at the same level as, or greater than, misconduct in semester-end and in-class examinations.

On Using ChatGPT and Other Generative AI

For each class you take, should your undergraduate faculty, graduate school, or professors encourage or permit the use of generative AI content, make sure that you follow the guidelines and instructions given by the relevant faculty members at that time. If any reports or essays are created using generative AI, you must indicate so clearly on the assignment.

In other words, using generative AI is essentially the same as relying on another person for that generated content. Students will not be allowed to use generative AI or similar tools for class assignments or exams when these tasks require students to work independently.

Precautions for writing assignments and theses

Along with the semester-end examinations and in-class examinations, written assignments (including graduation theses) are important proof of your accomplishments at university.

Any references made from particular sources must be **clearly distinguished from your own viewpoints and properly cited**. It will be deemed an act of plagiarism if you ignore this.

The most important points with regard to writing papers are as follows:

1. Clearly distinguish your own opinions from that of others.
2. Clearly indicate the references for quotations or when referring to or citing works of others (**failure to indicate a reference is considered to be an act of plagiarism**).
3. For quotations, write every single word including typographical errors.
4. Follow the rules for citations (refer to the literature below).
5. When referring to information from the Internet, clearly indicate the URL, the title of the web page, and the date when you accessed the page.

Please try to learn the generally accepted methods for using citations from the following reference books, tutorials, etc.

Hacker, D., Sommers, N. (2012). *A pocket style manual* (6th ed.). Boston, MA: Bedford / St. Martin's.

Godfrey, J. (2013). *How to use your reading in your essays* (2nd ed.). Houdmills, England.

"KITIE" Web tutorial system



<https://www2.lib.keio.ac.jp/project/kitie/en/>

Procedures are subject to change. Please check Keio University Students Website or keio.jp “News” for the latest information.

1 Temporary Leave of Absence (Undergraduate Faculty Rules and Regulations, Article 152)

Students who anticipate a long absence due to illness or some other unavoidable reasons, can take a temporary leave of absence with the permission of the Faculty Council. Temporary leaves of absence are taken in semester units, so the period of the temporary leave of absence will be from April 1 to September 21 for the Spring Semester or from September 22 to March 31 of the following year for the Fall Semester. The semester in which a student takes a leave of absence does not count towards the total duration of enrollment required for advancement to the next year level or graduation. However, based on Article 156 of the Undergraduate Rules and Regulations (written below), a temporary leave of absence will not be permitted in certain circumstances. (See “4 Compulsory Withdrawal from University” for more details.)

(1) Submission of an Application for Temporary Leave of Absence

Students wishing to take a temporary leave of absence should submit the specified Application for Temporary Leave of Absence with the signature of the guarantor to the Hiyoshi Office of Student Services. Documents proving the reason for the temporary leave of absence should be attached (such as a medical certificate from a doctor if the reason is illness, or a copy of the application for admittance to a school if the reason is language training).

If the period of the temporary leave of absence will extend into the next semester or academic year, then permission must be obtained again. However, if the temporary leave of absence is planned to include the Spring Semester and the following Fall Semester, submit the Application for Temporary Leave of Absence for the Fall Semester with the Application for Temporary Leave of Absence for the Spring Semester.

Academic Year 2024

Submission deadline for Spring Semester: 16:45 on Friday, May 31, 2024

Submission deadline for Fall Semester: 16:45 on Friday, November 29, 2024

(2) Interview with Academic Advisor

The faculty member responsible for academic advising will perform an interview when the Application for Temporary Leave of Absence is submitted. Please consult with the Hiyoshi office of student services, Faculty of Economics for the details such as the date and time of the interview.

(3) Notification of Return to Study

After a temporary leave of absence, students are required to submit the Notification of Returning to Study without delay. If a student’s temporary leave of absence was illness-related, the student must also submit a letter from their physician certifying that the student is fit to resume his or her studies. Notification of Return to Study is available to download from Keio University Student Website.

(4) Measures to reduce academic fees (temporary leave of absence)

Temporary Leave of Absence	
First year of enrollment	Second year of enrollment and onward
In order to encourage students to study at the University, academic fees and expenses will not be reduced or exempted for students on self-financed study abroad in their first year of enrollment. However, there are exemptions from tuition, facility and equipment fees, and experiment and practical training fees in cases of injuries caused by accidents during military service or curricular and extracurricular activities, or due to the influence of large-scale natural disasters(catastrophes)such as earthquakes and typhoons.	All tuition and facility, experiment, and practical training fees are exempted for each semester. The fees that must be paid are the registration fee and fees collected by proxy(seminar fees, student association fees, and Student Health Care Mutual Aid fee.)

*The procedures and documentation required for exemption will differ depending on the applicable system for academic fees and expenses(the year of admission will also be treated as the first year of enrollment for students who transferred to the second year, holders or prospective holders of a bachelor’s degree and those who transferred to the third year, or have been readmitted to the university, irrespective of the current year-level of enrollment).

For more information about the procedures required to obtain an exemption, please inquire at the counter for your faculty at the Hiyoshi Office of Student Services.

For details and amounts of academic fees and expenses, please check the “Keio University Website” → “Admissions” → “Academic Fees” page. Please note that registration fees will not be eligible for exemption during study abroad or temporary leave of absence, as students can use various services offered by the university such as the Academic Affairs Section and Student Life Services, Keio University Library, network information environment, etc.(excluding student exchange programs that do not include mutual exemption of academic fees and expenses).

(5) Course Enrollment

Any courses registered during a temporary leave of absence will be considered invalid.

An exception may be made in some cases for paired courses. Students who plan to take a temporary leave of absence for the Fall Semester and following Spring Semester may resume enrollment in the incomplete fall segment of a paired course when they return to university the next year. They should have already taken the spring segment of the course before their leave of absence. Only students who have already had their leave of absence approved for the Spring Semester of the following year due to military service, study abroad, medical treatment, etc. at the time of application for a Fall Semester leave of absence (documentation required) may be eligible for this continued enrollment exception. Students should make sure to notify the university of their intentions when submitting their application for a temporary leave of absence in the Fall Semester.

(6) Limit to Temporary Leave of Absence

In accordance with the amendment of Article 152 of the University Rules and Regulations effective from the 2023 academic year, the items listed below shall be followed.

- ① The maximum length for temporary leaves of absence is four years (eight semesters) in total. However, the maximum length that transfer students to Keio and re-entrants can take leaves of absence will differ. For details, please contact the representative for the Faculty of Economics at the Hiyoshi Office of Student Services.
- ② The prescribed total period above will only count temporary leaves of absence taken from April 1, 2023 onward (leaves of absence taken in AY 2022 and earlier will not be counted)
- ③ If a temporary leave of absence is approved in order to complete obligatory military service in a student's home country, then the period will not be counted toward the total.
- ④ Applications to take a temporary leave of absence will be denied (excluding leaves for military service obligations in a student's home country) if the period a student applies for when combined with previously-taken periods exceeds the limit placed on temporary leaves of absence.

2 Advancement to the Next Year and Graduation

- (1) The timing for advancement to the next year and graduation is limited to the end of the academic year. Therefore, for advancement to the next year and graduation, it is necessary to be enrolled at the university in the Spring Semester of the particular year. A student will not be able to advance to the next year or graduate if a temporary leave of absence was taken or the student was studying abroad in the Spring Semester.
- (2) In order to advance to the next year or graduate, it is necessary to obtain the credits required and to have been enrolled at the university for at least two semesters in each year.

3 Withdrawal from University (Undergraduate Rules and Regulations, Article 154)

If circumstances make it necessary to withdraw from the university, then enter specific details regarding the reason for leaving on the Notification of Withdrawal form, obtain a signature of the guarantor and then submit the application and the student ID card to the Hiyoshi Office of Student Services.

The academic records and the enrollment of a student who withdraws from the university part way through a semester will be voided for the semester in question. If a student withdraws before having paid the academic fee in full, the date of withdrawal will be retroactively moved back to the last day of the semester for which academic fees have been paid. (Undergraduate Rules and Regulations, Article 171). Even if all of the fees are paid at a later time, the invalidated enrollment status and grades will not be reinstated.

4 Compulsory Withdrawal from University (Undergraduate Rules and Regulations, Article 156)

Students who have been enrolled for a total of four years in their first and second year and cannot proceed to the third year at the end of the academic year concerned and students who have been enrolled for a total of four years in their third and fourth year and cannot graduate at the end of the academic year concerned shall be required to withdraw from the university. First and third year students who have been enrolled in the same year for a total of three years and cannot proceed to the next year at the end of the academic year concerned shall also be required to withdraw from the university in accordance with Article 156 of the Undergraduate Rules and Regulations.

*** Note about taking a temporary leave of absence for one semester**

The following students may be permitted to enroll until the end of the next Academic Year (FS) if they remain in the same year level. However, they cannot take a temporary leave of absence during the Spring Semester of the academic year for which they have been permitted to enroll. Temporary leaves of absence in the Fall Semester or in the whole Academic Year (FS) are permitted.

- (i) First-year students and who have been enrolled for a period of two and a half years for their first-year level at the end of the academic year
- (ii) Second-year students who have been enrolled for a period of three and a half years for their first- and second-year levels combined at the end of the academic year

Students who were enrolled for a period of three and a half years in their first-year level that then advance to the second-year level cannot take a temporary leave of absence for either the Fall Semester or Spring Semester alone during the second year, although a leave of absence for the whole Academic Year (FS) is permitted.

5 Compulsory Withdrawal (Undergraduate Rules and Regulations, Article 188)

Students deemed to be in violation of the Undergraduate Rules and Regulations, those who have not registered for courses by the registration deadline, and those whose intention to continue at the university cannot be determined shall be subject to compulsory withdrawal under Article 188 of the Undergraduate Rules and Regulations.

[Undergraduate Faculty Rules and Regulations, Article 188 (Excerpt)]

A person who breaches these regulations or other regulations of the University established hereunder, or who neglects his/her studies, the dignity of the University or others, or otherwise engages in behavior not befitting of a student shall be punished, according to the circumstances of the offense, by reprimand, deduction of marks, suspension, or expulsion; Expulsion

shall only be employed in the following circumstances:

- 1 Improper conduct or character with no prospect of improvement
- 2 Inferior academic ability with no prospect of an improvement in performance
- 3 Excessive absence from class without reasonable cause
- 4 Disruption of university order or other marked infringement of the duties of a student

6 Study Abroad (Undergraduate Faculty Rules and Regulations, Article 153)

- (1) Submission of Application for Studying Abroad

Students who have been accepted into the host university and wish to studying abroad, should submit the Application for Studying Abroad.

- (2) Interview with your academic advisor

After the submission of the Application for Studying Abroad, your academic advisor at your faculty will perform an interview. After receiving approval from the faculty, the official procedures at the university where the student wants to perform the study abroad have been completed, permission for the study abroad will be approved only in cases where the student attends regular classes with the students at the host university.

*Non four year university, such as foreign language study and community college are not regarded as “study abroad” and will be classified as a temporary leave of absence.

- (3) Credits obtained at the host university

After returning to Keio, it is possible to have credits obtained during your study abroad transferred and have the study abroad period count towards your enrollment at the university, in accordance with the Undergraduate Rules and Regulations, Article 153.

For details, refer to the Study Abroad Handbook issued by the International Center and then inquire with the person responsible for international matters at the Hiyoshi Office of Student Services and coordinator for your faculty at the Hiyoshi Office of Student Services.

Documents required to submit for credit transfer must be submitted within one month after returning to Japan.

Information on study overseas: http://www.ic.keio.ac.jp/keio_student/exchange/en.html

- (4) Measures to reduce academic fees (Study Abroad)

	Study Abroad	
	First year of enrollment	Second year of enrollment
Self-financed study abroad	In order to encourage students to study at the University, academic fees and expenses will not be reduced or exempted for students on self-financed study abroad in their first year of enrollment.	All tuition and facility, experiment, and practical training fees are exempted for each semester. The fees that must be paid are the registration fee and fees collected by proxy (seminar fees, student association fees, and Student Health Care Mutual Aid fee.)
Student exchange program (including double degree programs)	In principle, there is no exemption system. However, for student exchange programs that do not include mutual exemption of academic fees and expenses, the total amount of academic fees and expenses will be exempted from programs, excluding fees collected by proxy (seminar fees, student association fees, Student Health Care Mutual Aid fee.)	

The period of exemption is up to 4 semesters (including the period of student exchange program and the double degree program)

*The procedures and documentation required for exemption will differ depending on the applicable system for academic fees and expenses (the year of admission will also be treated as the first year of enrollment for students who transferred to the second year, holders or prospective holders of a bachelor's degree and those who transferred to the third year, or have been readmitted to the university, irrespective of the current year-level of enrollment).

For more information about the procedures required to obtain an exemption, please inquire at the counter for your faculty at the Hiyoshi Office of Student Services.

For details and amounts of academic fees and expenses, please check the “Keio University Website” → “Admissions” → “Academic Fees” page. Please note that registration fees will not be eligible for exemption during study abroad or temporary leave of absence, as students can use various services offered by the university such as the Academic Affairs Section and Student Life Services, Keio University Library, network information environment, etc. (excluding student exchange programs that do not include mutual exemption of academic fees and expenses).

7 Handling of Study Abroad at an Educational Institution Overseas

When a student wishes to study overseas whilst at Keio, the status on the university register will be either “study abroad” or “temporary leave of absence.”

	Study abroad	Temporary leave of absence
Details	“student exchange” or “privately financed study abroad” In both these cases, study abroad will only be recognized when official procedures at the university overseas that the faculty judges to be appropriate have been completed and the student attends regular classes with the students at the host university. Non four year university such as community college is not approved as “study” abroad.	Foreign language study In cases when study abroad is not approved.

Period	Period authorized	Up to a maximum of one year from the start date of the study abroad (The permission is granted for the period of registration that has been permitted by the overseas university. Around one week before and after this period of registration can be included as a preparatory period, but doing an internship, etc., will not be authorized.)	Semester units Spring Semester (April 1 to September 21) Fall Semester (September 22 to March 31 of following year)
	Extension Limit	You can extend the period only for one time. (Up to a maximum of 2 years from the start date of the study abroad) Anything beyond this will be treated as a temporary leave of absence. *An Application for Studying Abroad (Extension) must be submitted to extend the study abroad.	For both new applications and applications for extension, students must apply each semester. The period of the temporary leave of absence when the extension of the studying abroad is not possible (for example, when the student wishes to continue studying overseas beyond the extension period written left) will be from the day after the last day of the most recent period of application for study abroad up to either the end of that semester or the end of that academic year. Limit: [1. Temporary Leave of Absence (6) Limit to Temporary Leave of Absence (p. 48)]
Academic fees and travel expenses	Reduction of academic fees	Refer to 6. Study abroad (4) Measures to reduce academic fees (study abroad) (above).	Refer to 1. Temporary leave of absence (4) Measures to reduce academic fees (temporary leave of absence) (p. 47).
Gaining credits and authorization	Course registration	If the study abroad begins after the academic year has started, then it is possible after the study abroad to continue the year-long courses and Spring Semester and Fall Semester half-year set courses that were registered for before the study abroad, and credits can be obtained. In principle, the condition is that it is the same course instructed by the same faculty member. Before beginning the study overseas, be sure to tell the person responsible for each course that you intend to continue to take the course after the study abroad is completed. Continued registration for physical activity courses will only be possible if the course registration is performed before the semester starts, if there are still places available, and if a medical examination certificate is presented.	It is not possible to take courses during the semester of the temporary leave of absence. If a temporary leave of absence is to be taken without completing course registration, then please submit the Application for Temporary Leave of Absence no later than the final day of the period for course registration. If an application for a temporary leave of absence is made after course registration, then the courses registered for during the period of the temporary absence will all become invalid. If the temporary leave of absence is for the Spring Semester, then the courses studied and completed in the Fall Semester will be valid. If the temporary leave of absence is for the Spring Semester and the Fall Semester of the following year, then in the Spring Semester the student returns to study, it will be possible to continue any year-long courses or Spring Semester and Fall Semester half-year set courses that were registered for before the temporary leave of absence. The conditions for this case are as written left.
	Authorization of credits obtained at the university overseas	Credits may be authorized as the credits necessary for graduation from Keio University. The upper limit for this is 60 credits, regardless of the number of times the student studied abroad. Make sure to check the details of this with Office of Student Services before the study abroad. If you would like to have credits authorized, then speak to the Office of Student Services as soon as possible after returning to Japan. It will be necessary to make an application when submitting the Notification of Returning to Study. In some cases, the authorization of credits requested by a student will not be permitted. These credits are not included in the upper limit for course registration.	There will be no authorization of credits.
Inclusion in the number of years enrolled at the university	Advancement to the next year and graduation	If an application is made, then the period of the study abroad (up to a maximum of one year) may be included in the calculation of the number of years enrolled at Keio University and advancement to the next year may be possible retroactively.	The period of the temporary leave of absence will not be included in the calculation of the number of years enrolled at Keio University. When returning to study, the student will remain in the same year.
Application procedures		Download an Application for Studying Abroad https://www.students.keio.ac.jp/en/mt/procedure/status/apply.html → Enter the details required and prepare the necessary documents → Submission to the Office of Student Services (Hiyoshi) → Receive an interview with your academic advisor → After approval at the Faculty Meeting, notification of approval is delivered to the guarantor.	Download an Application for Temporary Leave of Absence https://www.students.keio.ac.jp/en/mt/procedure/status/apply.html → Enter the details required and prepare the necessary documents → Submission to the Office of Student Services (Hiyoshi) → Receive an interview with your academic advisor → After approval at the Faculty Meeting, notification of approval is delivered to the guarantor.

* The application process takes some time, so please prepare early.

Chapter 17 Student ID Cards, Notifications and Certificates

Procedures are subject to change. Please check Keio University Students Website or keio.jp“News” for latest information.

1 Student ID Card

- (1) The student ID card certifies that the holder is a student of Keio University. Student ID cards are also used for the purposes shown below. Be sure to carry it at all times as it will be required in various situations.

[1]The Keio Student Health Care Mutual Aid Association(Gakuseikenpo)

[2]Entry into the university’s Media Centers

Your student ID number is written on the front of the student ID card and on the registration sticker (on the back). This is an important and unique number allotted to each student.

- (2) You must not loan or give your student ID card to another person.
 (3) The student ID card is a set of three items: card, registration sticker, and card case. The registration sticker must be attached to the back of the card and the card placed in the card case when carried around. The same card will be used up until graduation. Do not remove the sticker without permission. Cards that do not have a sticker attached on the back is invalid.

*Please be aware that magnetic damage may occur if the card is placed together with a commuter pass, bank card, etc.

- (4) The student ID card is necessary in the following situations.

[1]When taking various examinations, including semester-end examinations

[2]When purchasing a student commuter pass or student discount ticket, and if asked to present a student ID card by an official when using one of these tickets to ride a train or boat

[3]When receiving Certificate of Graduation

[4]When asked to present your student ID card by a member of the Keio University staff

- (5) Reissuance

If the student ID card and/or registration sticker becomes lost, soiled, or damaged, students must apply for it to be re-issued immediately at the Hiyoshi Office of Student Services. Application is only possible at the office and will not be accepted by mail or email.

- **Required documents:** (application forms are available at Information Desk, Hiyoshi Office of Student Services)

[Required] 2,000 yen in the form of a certificate stamp (shoshi) available from the ticket machine at the Hiyoshi Office of Student Services, and application form for reissuing a student ID card (prescribed).

[Optional : Only if you wish to change the photograph] A photograph for the new student ID card (4 cm x 3 cm; color print on glossy paper; no cap/hat; full-frontal view of head and shoulders against a plain background (White, blue or gray * excluding scenery and curtain); taken within the last 3 months. Images that have been modified using photo processing are not acceptable.)

Reason for reissuance	Charges
Loss or damages of a card	2,000 yen
Change in name and damage to magnetic strip and/or IC chip Loss or damages of sticker	Free

- (6) Return of the student ID card

If you find the original card after a new one has been issued, or if the student is no longer enrolled due to withdrawing from the university, or any other reason, the student must immediately return the original card to the (Information Desk) in the Hiyoshi Office of Student Services.

2 Notification of Change of Address and Phone Number (Student or Guarantor)

If the address and/or phone number (of the student or guarantor) changes, please complete notification procedure. **If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.**

- (1) For students

Immediately report a change of address through “Update and Confirm Your Address” section on keio.jp portal (Please refer to “3 keio.jp” under Chapter 2. “Web System”) In principle, the change will be approved and officially registered on the following business day. If the change is approved, you will receive an approval notice at your keio.jp e-mail address.

- (2) For guarantors

Please confirm Keio University Students Website for the updating procedures.

<https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>



3 Changing Guarantor

If you are planning to change the guarantor, Please confirm Keio University Students Website for the updating procedures. <https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>

Guarantor should be an adult who resides in Japan, is responsible for supporting their family financially, and he or she must be able to bear responsibility for the student's academic fees and expenses and personal affairs. If possible, please designate one of student's parents.

If it is not possible for the student's parent to act as the guarantor, please designate a guardian, such as an older sibling, uncle, aunt, or equivalent. However, if a student is unable to choose a person residing in Japan as a guarantor, the student may assign a person who lives in a foreign country. However, in this case, please also provide an emergency contact in Japan in case of emergencies.



4 Changing Surname or Name

If you have changed their surname or given name, Please confirm Keio University Students Website for the updating procedures. <https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>

- Required documents

Certification of Individual Records or the Family Register, or Residence Certificate printed with the maiden name (original copies issued within the last three months only) / Copy of Japanese Driver's License printed with the maiden name.



5 Changing Nationality

If you have changed nationality, please notify Information Desk, Hiyoshi Office of Student Services, as soon as possible.

- Required documents

Student ID card, an official certificate that can be used to verify the change to the new nationality, such as a copy of the extract of the student's family register (photocopies accepted) or Certificate of Residence (please check with the issuing body in advance to confirm if the necessary information will be stated on the document).

6 Student commuter certificate(to purchase a student commuter pass)

Please follow the steps below to obtain a paper "commuter certificate" before purchasing a student commuter pass.

- (1) Log in to the Certificate Issuance Service to apply for a student commuter certificate (access through the "Keio Student website" → "Procedures" → "Certificates" → "Information about Certificates" drop-down menus).
- (2) Print the "student commuter certificate" through a convenience store or a certificate issuing machine on campus.
- (3) Fill out the relevant stations on the commuting route section of the certificate and present it, along with your student ID card, to the station office or commuter pass purchasing window in order to buy a commuter pass.

*While there are no transaction fees for generating a "student commuter certificate," printing the certificate costs 60 yen at convenience stores.

*The "Commuting Route" is defined as the most economical route option from the station closest to your residence to the station closest to your campus (Hiyoshi). (Or nearest bus stops for those commuting by bus.) If a student is found falsifying information, the issuance of the student's commuter certificate may be suspended, and the student may be punished in accordance with the school regulations.

*If you change your home address, please make sure to register this on the Keio.jp portal by submitting the form for "Address Confirmation / Change of Address." Your newly registered address will be reflected on your student commuter certificate beginning 7:00 a.m. the morning after you receive email confirmation of your change of address.

Also, log in to the Certificate Issuance Service for commuting to other campuses besides a student's main affiliated campus in order to take classes. Please confirm Keio Student Website (<https://www.students.keio.ac.jp/en/com/procedure/pass/>) for details.



7 Certificates(Transcripts of Academic Record/Student Travel Fare Discount Certificate(Gakuwari))

- (1) How to issue a certificate:

It is possible to issue a certificate using the certificate issuing machines provided on every campus or using Japanese convenience stores located throughout the country. Also there is a function to send a download link of an electronic certificate (PDF data of certificate) directly to the submission destination. For details, please confirm at Keio Student website (<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>)



- 1 Issuance at convenience stores:

It is possible to obtain various Keio certificates using convenience stores located throughout Japan. (7-Eleven, FamilyMart, Lawson) In order to generate a certificate this way, you must submit an application and payment in advance.

*Student Travel Fare Discount Certificate (Gakuwari) cannot be issued at convenience stores. Please use a certificate issuing machine.

2 Issuance at certificate issuing machines:

Locations	Hours of Operation
To the side of the central connecting passageway, Fourth Building: Section B 1F	Monday-Saturday 8:45-20:00 (When classes are in session)

*The machines are not available on Saturdays when there are no classes, during semester-end examinations, on national holidays, during school breaks, or during system maintenance.

*You can use any of the certificate issuing machines regardless of your campus affiliation. As the days/hours of operation are subject to change, please make sure to confirm the status of the machines beforehand on the Keio Student website.

*Information about machine maintenance, malfunctions, etc. will be posted on keio.jp, etc. as needed.

3 Online delivery of electronic certificates(PDF)

This function is used to send a download link of an electronic certificate(PDF data of certificate)directly to an employer, overseas educational institution, etc. For more information, please visit the Keio University Student Website (<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>).



(2) Sealed Certificates:

If you wish to have your certificate officially sealed, please apply directly to the Hiyoshi Office of Student Services to generate the desired certificate. Certificates that have already been issued cannot be securely sealed later.

(3) Application by Proxy

Applications for certificates by proxy will only be accepted in cases where it is difficult for the student to visit campus on their own (due to location, hospitalization, etc.).

Please submit applications at the Information Desk of the Hiyoshi Office of Student Services.

Necessary documents

A copy of the student's ID card, a letter of authorization, and proof of identification for the proxy.

Although there is no prescribed format for the letter of authorization, please consult the example below and prepare a document conveying the wishes of the student concerned.

(Example)Letter of authorization

I,“(applicant's full name),” hereby authorize“(full name of proxy)” to apply for and collect certificates on my behalf.

(Month XX, Year. applicant's signature/seal)

In principle, Keio will accept Keio University student ID cards, driving licenses, passports, residence card, and health insurance cards (obscure the code and number of the insured person, etc.) as proof of identification.

Other forms of ID such as employee IDs or student IDs from other universities will not be accepted.

(4) List of certificates

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	300 yen	<ul style="list-style-type: none"> Machine on Campus Convenience Store Online 	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	300 yen	<ul style="list-style-type: none"> Machine on Campus Convenience Store Online 	Same day	April 1	The results for the semester in question will be shown on certification from the subsequent semester (Spring Semester results may not be reflected until the next academic year depending on the undergraduate faculty).
	English					
Certificate of Expected Graduation	Japanese	300 yen	<ul style="list-style-type: none"> Machine on Campus Convenience Store Online 	Same day	April 1	Issued to 4th year students only.
	English					
Certificate of Course Registration	Japanese	300 yen	<ul style="list-style-type: none"> Machine on Campus Convenience Store Online 	Same day	Spring Semester: May 2 Fall Semester: October 24	
	English	300 yen	Office	Same day		
Certificate of Annual Health Examination	Japanese	300 yen	<ul style="list-style-type: none"> Machine on Campus Convenience Store Online 	Same day	June 7	Issued until the end of the academic year in which you underwent the health examination.
	English	Contact: Keio Health Center (Tel: 045-566-1055)				
Student Travel Fare Discount Certificates (<i>Gakuwari</i>)	Japanese	Free	Machine on Campus	Same day	April 1	
Affiliated campus student commuter certificate	Japanese	Free	Certificate issuing Machine on campus Convenience stores	Same day	April 1	
Non-affiliated campus student commuter certificate	Japanese	Free	Certificate issuing Machine on campus Convenience Stores	Same day	Spring Semester April 8 Fall Semester October 1	This certificate is required when purchasing a student commuter pass to travel to campuses other than one's affiliated campus for the purpose of attending a class. For details, please check the Keio University Student Website (https://www.students.keio.ac.jp/com/procedure/pass/).

Items that must be securely sealed	Japanese	300 yen	Information desk	Several days		If you require an item to be securely sealed, you can apply at the service counter even if this item is among the certificates issuable at the certificate issuing machines.
	English					
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	300 yen	Information desk	Several days	—	
Other prescribed forms(request forms)from external bodies requiring certification and/or completion	Japanese	300 yen	Information desk	Several days	—	
	English					

- The student ID card is required to obtain certificates from Information desk.
- Student Travel Fare Discount Certificates(*Gakuwari*)are valid for 3 months from the date of issue but will become void when the student is no longer enrolled at the university, even if it is within the 3 months period. Please refrain from applying for more tickets than actually required.
- Application forms for group discount tours are available at the Student Life Services Group in the Office of Student Services.
- No certificates can be issued if tuition has not been paid by the previous semester. Additionally, it may take a few days before certificates can be issued after any outstanding payments have been settled.

1 Making Proposals to the Faculty

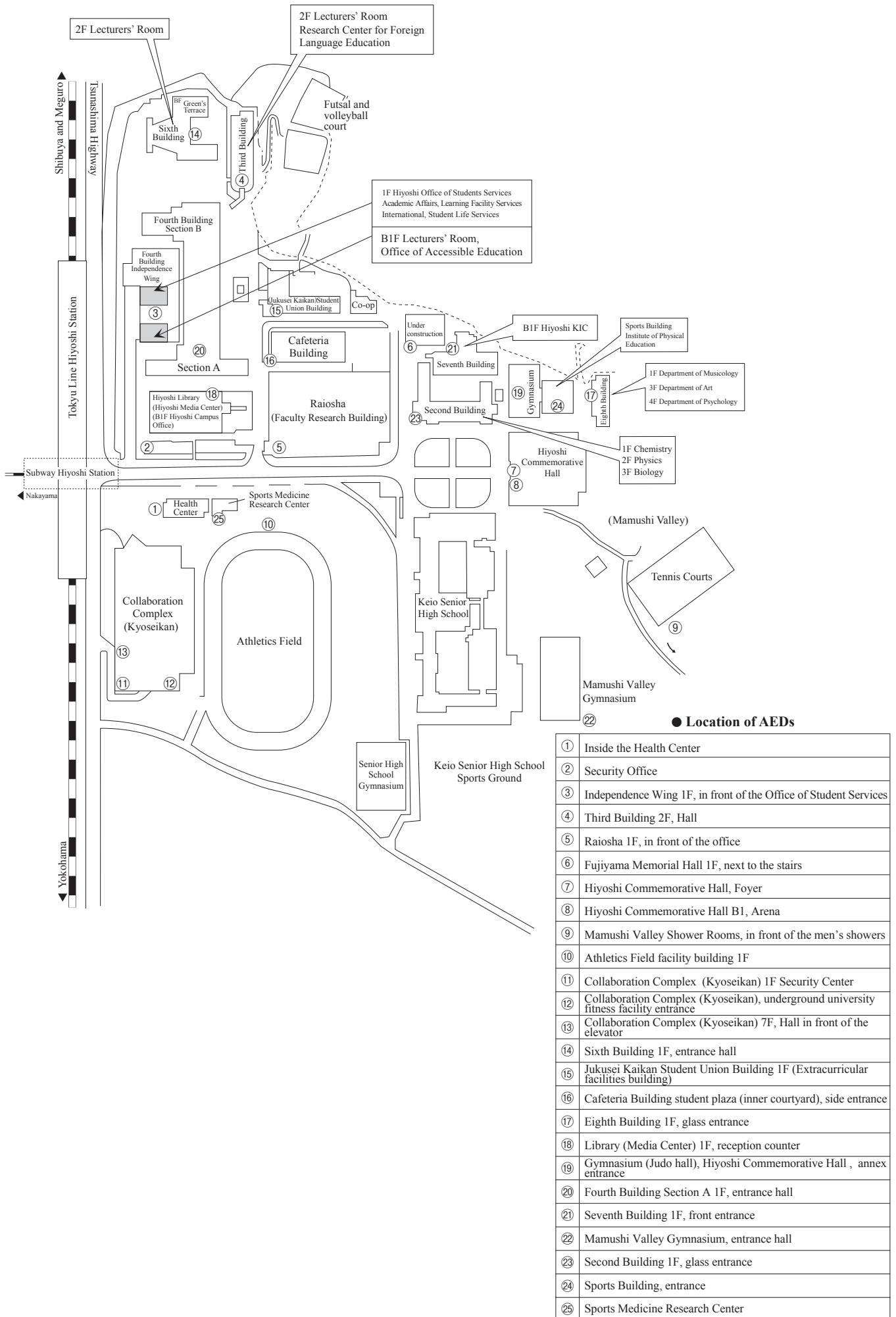
In the continuous pursuit of improvements, the Faculty of Economics works hard to examine the education it provides. The opinions of our students are extremely valuable for this. Accordingly, please send any issues that you believe need to be examined in relation to the Faculty of Economics' educational system, such as the curriculum or teaching methods, to the e-mail address below. We cannot respond specifically to individual opinions, but the Dean of the Faculty and the Head at the Hiyoshi Campus faculties will read your opinions and refer to them when making future improvements.

Please note that e-mails can only be sent to this address from a keio.jp address belonging to a Faculty of Economics student.

E-mail: dean@faculty.econ.keio.ac.jp

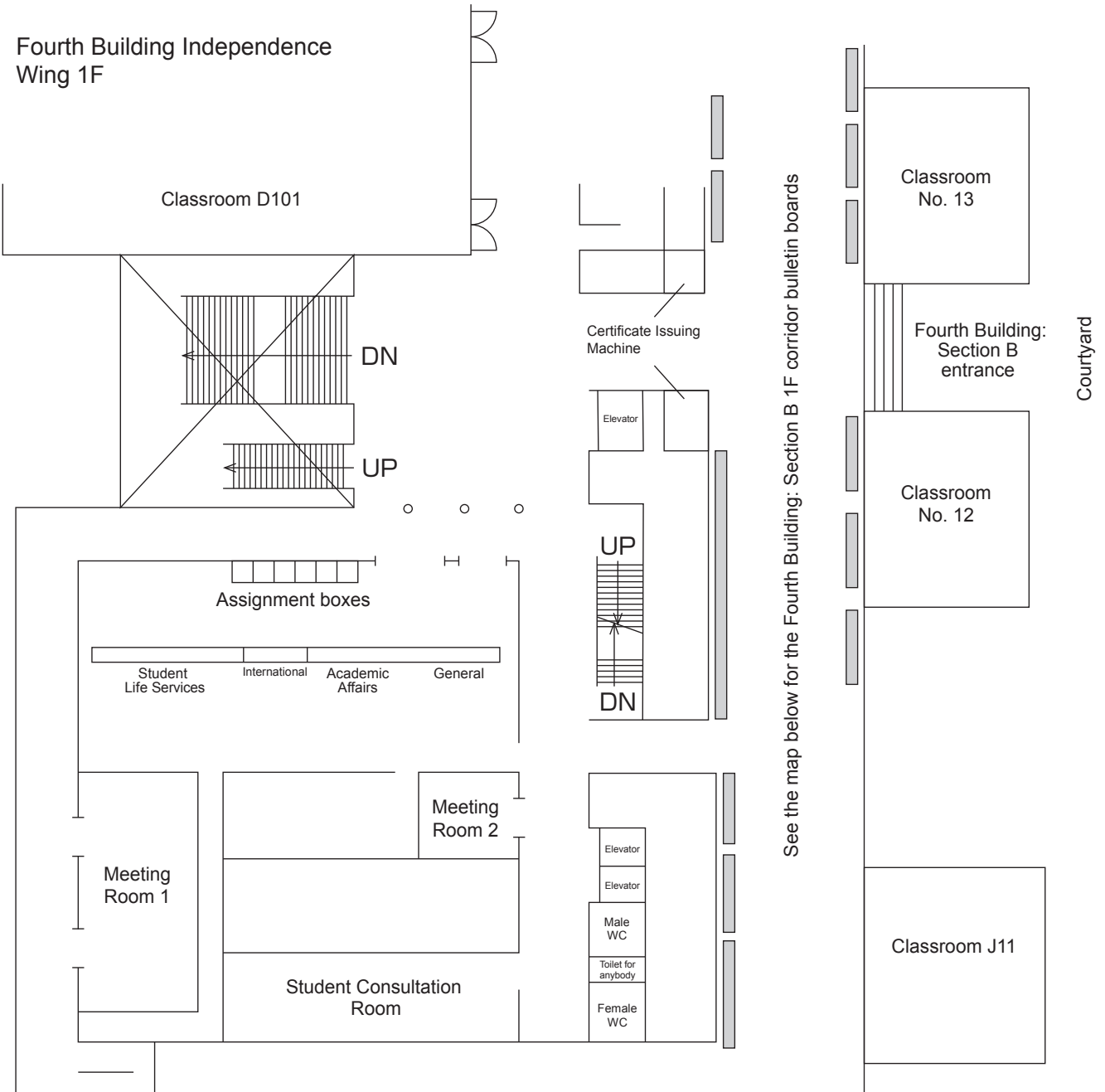
E-mail address: dean@faculty.econ.keio.ac.jp

[Hiyoshi Campus Map]

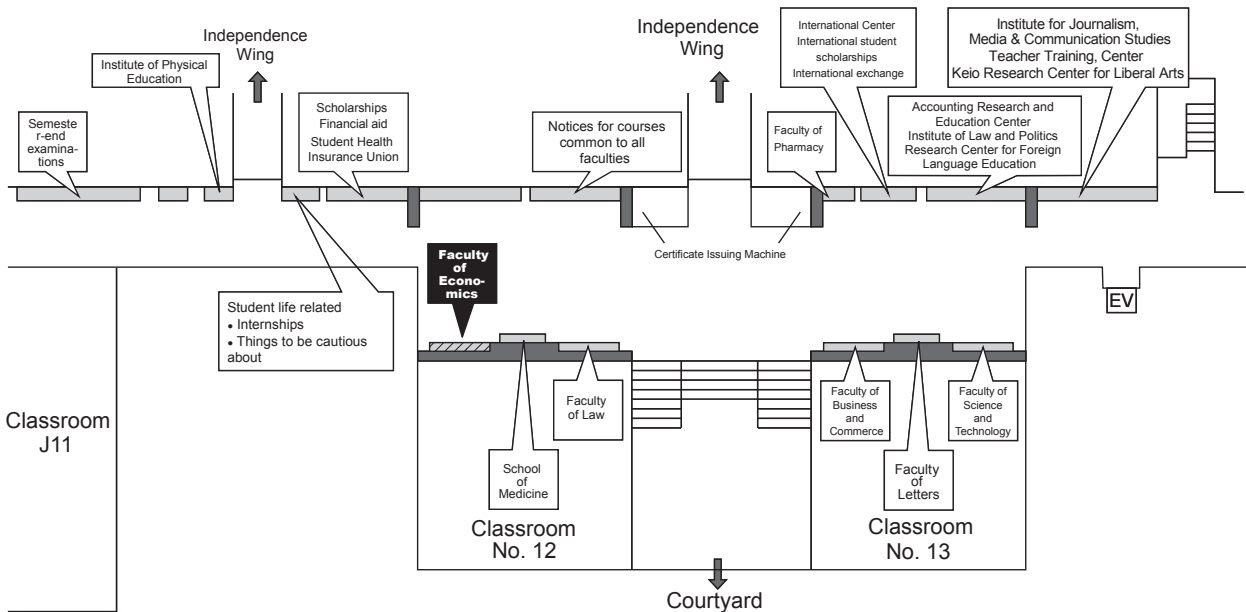


As of April 2024

[Hiyoshi Office of Student Services and Bulletin Board Map]



[Bulletin Board Map (Fourth Building : Section B1F)]



Handling of Personal Information

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when completing admissions procedures and subsequent paperwork, including names, addresses, and other details, will be used at each department of Keio University for: 1) admission procedures; 2) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 3) administration, correspondence, and procedures relating to general student life; 4) administration, correspondence, and procedures relating to the use of university facilities and equipment; 5) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 6) sending documents to students and guarantors and other communications; and 7) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties.

Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities.

Exceptions may be made to share personal information to with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question.

Keio University will not provide personal information to a third party in any circumstances other than those described above.

Note however, that a student's academic transcript will be provided to their guarantor. Keio University provides the guarantor with the student's academic transcript, solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student.

More Regarding the Handling of Personal Information:

<https://www.keio.ac.jp/en/privacy-policy/>



Faculty of Economics	Yr.	Class
Student ID#		
Name		