

## Curriculum for PEARL Programme

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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 complimentary 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 program, which will certainly contribute to making your academic life in Mita more worthwhile and enjoyable.

One is 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 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 2020 Academic Calendar of Classes at Hiyoshi

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

**2020**  
**April**

①-⑬ : Lesson numbers for Semester Courses

Term time

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
7th (Tue) ~ 18th (Sat) Annual Health Check (Please check the website for the details. <a href="http://www.hcc.keio.ac.jp">http://www.hcc.keio.ac.jp</a> )			Orientation (1st~6th)			
5	6	7	8	9	10	11
		① First day of Spring Semester	①	①	①	①
			Course Registration Period (8th 12:30~14th 11:00)			
12	13	14	15	16	17	18
①	②	②	②	②	②	②
19	20	21	22	23	24	25
②	③	③ Announcement of Course Registration Adjustment Results (General Education Subjects at Hiyoshi, etc.) (8:30) (tentative)	③	③ Keio Foundation Day (classes are held)	③	③
26	27	28	29	30		
③	④	④ Showa Day (classes are held)	④	④ Tuition payment Deadline (Full or installment)		

**May**

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					④	④
					1	2
3	4	5	6	7	8	9
Constitution Day	Greenery Day	Children's Day	④ Substitute Holiday (classes are held) Monday classes are held		⑤	⑤
			Period for Adding Courses and Amending Errors in Course Registration (6th 8:45~7th 16:45)			
10	11	12	13	14	15	16
⑤	⑤	⑤	⑥	⑥	⑥	⑥
		Course Registration Cancellation Period (12th 10:00~13th 16:45) * see page 19				
17	18	19	20	21	22	23
⑥	⑥	⑥	⑦	⑦ First day of Spring Semester 2nd half courses	⑦	⑦
24	25	26	27	28	29	30
⑦	⑦	⑦	⑦ Last day of Spring Semester 1st half courses	⑧ Make-up class/Examination Day	⑧ Make-up class/Examination Day Application Deadline: Temporary Leave of Absence (Spring Semester)	⑧ Keio-Waseda Baseball Game (Tentative)
31						

**June**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	⑧	1	⑧	2	⑧	⑨
7	8	9	10	11	12	13
⑨	⑨	⑨	⑨	⑨	⑩	⑩
14	15	16	17	18	19	20
⑩	⑩	⑩	⑩	⑩	⑪	⑪
				Course Registration Cancellation Period (18th 10:00~19th 16:45) * see page 19		
21	22	23	24	25	26	27
⑪	⑪	⑪	⑪	⑪	⑫	⑫
28	29	30				

## July

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

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

## August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						(July 31st and August 1st, 3rd) (tentative)
2	3	4	5	6	7	8
9	Mountain Day	10	11	12	13	14
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
September: Physical Activity Courses (Seasonal Sports)						Undergraduate Commencement
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					Fall Commencement	
20	Respect-for-the Aged Day	21	Autumnal Equinox Day	22	23	24
				Entrance Ceremony	25	26
27	28	29	30			
Early September: Grade Report sent to guarantors and available on keio.jp						

## October

Term time  Outside term time  Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				① First day of Fall Semester	① 2	① 3
					Course Registration Period (2nd 12:30~8th 11:00) →	
4 ①	5 ①	6 ①	7 ②	8 ②	9 ②	10 ②
	→					
11 ②	12 ②	13 ②	14 ③ Announcement of Course Registration Adjustment Results (Fall) (9:00) (planned)	15 ③	16 ③	17 ③
18 ③	19 ③	20 ③	21 ④	22 ④	23 ④	24 ④
25 ④	26 ④	27 ④	28 ⑤	29 ⑤	30 ⑤	31 ⑤
	Period for Adding Courses and Amending Errors in Course Registration (26th 8:45~27th 16:45) →				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
1 ⑤	2 ⑤ Culture Day (Classes are held)	3 ⑤	4 ⑥	5 ⑥	6 ⑥	7 ⑥ Keio-Waseda Baseball Game (tentative)
			Course Registration Cancellation Period (4th 10:00~5th 16:45) *see page 19 →			
8 ⑥	9 ⑥	10 ⑥	11 ⑦	12 ⑦ First Day of Fall Semester 2nd half Courses	13 ⑦	14 ⑦
15 ⑦	16 ⑦	17 ⑦	18 ⑦ Make-up class/ Examination Day (AM) Mita Festival preparation (PM) (No classes)	19 ⑦ preparation for Mita Festival (No classes)	20 ⑦ Mita Festival (No classes)	21 ⑦ Mita Festival (No classes)
Mita Festival	Mita Festival Labor Thanksgiving Day	Mita Festival Clean-up (No classes)	24 ⑦ Last Day of Fall Semester 1st half Courses	25 ⑦	26 ⑦ Make-up class/Examination Day	27 ⑧ Make-up class/Examination Day
22 ⑧	23 ⑧	24 ⑧	25 ⑧	26 ⑧	27 ⑧	28 ⑧
29 ⑧	30 ⑧ Application Deadline: Temporary Leave of Absence (Fall Semester)					

## December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		⑧ 1	⑧ 2	⑧ 3	⑧ 4	⑨ 5
6 ⑨	7 ⑨	8 ⑨	9 ⑨	10 ⑨	11 ⑩	12 ⑩
13 ⑩	14 ⑩	15 ⑩	16 ⑩	17 ⑩	18 ⑪	19 ⑪
				Course Registration Cancellation Period (17th 10:00~18th 16:45) *see page 19 →		
20 ⑪	21 ⑪	22 ⑪	23 ⑪	24 ⑪	25 ⑪	26 ⑪
						Winter break →
27 ⑪	28 ⑪	29 ⑪	30 ⑪	31 ⑪		
	(26th~Jan. 5th) →					

**2021 年  
January**

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

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

**February**

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

**March**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 Undergraduate Commencement	11	12	13
14	15	16	17	18	19	20 Vernal Equinox Day
21	22	23 Spring Commencement	24	25	26	27
						Orientation for Following year →
28	29	30	31	Mid-March: Grade Report Sent to guarantors and available on keio.jp		

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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 2020. **Matters regarding course registration are explained in detail.**

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.

Important matters such as notes of caution for academic advising will be posted on the bulletin board of your faculty or on the common bulletin board. Always be attentive to notices, including those on the natural sciences bulletin board (Second Building) and the bulletin boards of Research Institutes. Some information will also be posted on the Hiyoshi (Hiyoshi Campus) pages of the Keio University Student Website (<https://www.students.keio.ac.jp/en/>) and keio.jp Portal.

## 1 Timetable, Course Description, and Syllabus

“The Timetable” (booklet) and “開講科目一覧/*Kaiko Kamoku Ichiran* (Japanese only)” for this academic year are distributed to all students. The contents of these booklets can also be viewed on a PDF file from Student Website.

Keio University Student Website → <https://www.students.keio.ac.jp/en/>

“Hiyoshi” → “Faculty of Economics” → “Timetables/Syllabus/Courses”

The “List of Courses” contains information on the courses to be held during the current academic year (Course name, number of credits, semester held, a name of lecturer, etc.).

Please view the online syllabus, and timetable for details such as the class contents, class plans, textbooks and grade evaluation methods. On the online syllabus and timetable, it is possible to search classes from the timetable for your faculty or year and also to search for other faculty courses by entering conditions such as the day, period, the faculty, or keyword.

Please check the online course description manual, syllabus, and timetable at the end of this volume.

keio.jp (Keio Single Sign-On System) <http://keio.jp/>

Education support system ⇒ Search of syllabus and timetable

## 2 Academic Advising

- (1) Academic Advising will be offered early-April from 12:15–13:00 at a meeting room in the Hiyoshi office of Student Services. Academic advising answer questions and give advice about course registration. 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 and Deputy Head academic advisor at Hiyoshi for academic year 2020

Your Faculty	Academic guidance		
Faculty of Economics	Head at Hiyoshi Campus: Chikako KASHIWAZAKI	Academic Director: Akira ISHII	Deputy Heads: David NOTTER and Ai HAYASHIDA

## 3 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 note that in the academic year 2020 no 6 credit courses with experiments are offered in English.  
Please refer to Chapter 4 “Course Registration for Natural Sciences (Including Experiments)” (page 21).

## 4 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.

**GPA = Sum of (Number of Course Credits x Grade Point of Course) ÷ 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 sent out in early March. The final grade report for the Academic Year (FS), including courses completed in the Spring Semester, Academic Year (FS) corequisite courses, and Fall/Spring Set courses, is sent out 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. Grade reports will not be reissued under any circumstances. No inquiries about grades will be accepted either before or after the issue of a grade report.

### (4) Viewing Grade Report Online

Grade report 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 For Keio Students website. Students should refer to Chapter 2. “Web System” of this guide for details on reissuing passwords and using the web system.

### (5) Transcript of Academic Record

Refer to Chapter 17, “Student ID Cards, Applications, and Certificates,” on page 52 of this booklet.

## 5 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 the bulletin boards. No applications are accepted after the deadline. Students are not permitted to ask their lecturer about their grade 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.

## 6 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 thoroughly the Undergraduate Rules and Regulations (separate volume) and this booklet to gain a correct understanding of the conditions for advancement to the next year.

## 7 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/>

## 8 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. Read the relevant course outlines and syllabi, and pay close attention to the attendance rules for the classes in question. Use the grade query 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"> <li>■ <b>Class/Course registration/Examination</b> <ul style="list-style-type: none"> <li>• View and download registration guidelines, syllabi, and timetables (PDF)</li> </ul> </li> <li>■ <b>Student life/Placement and career services</b> <ul style="list-style-type: none"> <li>• Guide to offices and counters</li> <li>• Information about events and scholarships</li> </ul> </li> </ul>

## 2 keio.jp

http://keio.jp/	"keio.jp" is the general term for the Keio Single Sign-On System. The latest information about news, student calls, events, etc. are posted on top page of "keio.jp" portal so please check it daily.
ID/Password: Keio ID and keio.jp password*	
<p>Main services provided: () shows the main department</p> <ul style="list-style-type: none"> <li>■ <b>Education Support System</b> (Office of Student Services) Timetable, syllabus, information on class cancellations and make-up classes, examination timetable (only during specified periods), etc. See section on Education Support System on p. 14 for more information.</li> <li>■ <b>Class Support System</b> (ITC) Announcements from lecturers, study materials downloads, submission and return of reports (assignments).</li> <li>■ <b>Academic Affairs Web System</b> (Office of Student Services) See section on Academic Affairs Web System on the next page.</li> <li>■ <b>Web Entry System</b> (Office of Student Services) See section on Web Entry System on the next page.</li> <li>■ <b>Pre-registration</b> (Office of Student Services) Students can participate to lottery for large-scale lectures of Faculty of Business and Commerce, and Major Subjects courses of Faculty of Economics. ※ Note that regular course registration are made on the Academic Affairs Web System. Prior application for courses for which a lottery is conducted must be done on the Web Entry System.</li> <li>■ <b>Grade Reports</b> (Office of Student Services) Students can access their grade report posted to each student individually. The period for which the grade report is made available online differs according to the faculty, graduate school, and year level. Details will be announced on <i>For Keio Students</i> website.</li> <li>■ <b>Results of the Annual Health Examination</b> (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.</li> <li>■ <b>Jobs/Careers Services Systems</b> (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. For details, please visit Keio University Student Website → [Jobs/Careers] → [Job Hunting Tools]</li> <li>■ <b>G Suite</b> (ITC) 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.</li> <li>■ <b>Box</b> (ITC) 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.</li> <li>■ <b>Webex</b> (ITC) This is an online-meeting service provided by Cisco. Web meeting is available by using the internet service through PC or mobile device (iOS, Android).</li> <li>■ <b>Software license acquisition system</b> (ITC) This is a license distribution system for software with which the university has a contract.</li> <li>■ <b>Keiomobile2 / eduroam</b> (ITC) Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet.</li> <li>■ <b>Web lecture for the use of IT</b> (ITC) Support for the use of IT with various movie contents about the use of each software and information security, etc.</li> </ul>	
*It is possible to log in with an ITC account or a SFC-CNS account (however, registration for a keio.jp account is required).	

### 3 Academic Affairs Web System

Please log in from keio.jp	
Main services provided	<p>■ <b>Course registration</b> This system allows you to select courses from the timetable or by course registration number and register them. It is possible to amend the details of the course registration as many times as necessary during the course registration period.</p> <p>■ <b>Confirmation of course registration</b> The list of registered courses is displayed for a designated period. It will be available at 13:00 on April 14(Tue). Amendments to reflect the results of the adjustment of course registration, etc., is planned for 8:30 on April 21 (Tue). <u>Be sure to confirm that the registration of each course has been completed correctly.</u></p> <p>■ <b>Class Cancellation and makeup classes</b> A list of classes that have been canceled and the makeup classes is displayed. Class Cancellation and makeup classes are subject to change, so please check the information right before each class starts.</p> <p>■ <b>Change of address</b> Students can confirm their or their guarantor's contact information. If there is any information to be updated, please do so (for more details, please see page 52).</p> <p>■ <b>Notifications and notices to students to come to the office</b> If there is a notification from the office posted on the campus bulletin board, then a message will be displayed immediately after logging in to the Academic Affairs Web System.</p> <p>■ <b>Check PIN for certificate issuing machines</b> Students can check the 4-digit PIN required to issue certificates from the certificate issuing machine.</p>

### 4 Web Entry System

Please log in from keio.jp	
Main services provided	<p>■ <b>Entry by Lottery</b> 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.</p>

- (1) Do not simultaneously log in to the system on multiple web browsers.
- (2) Do not use the "back" or "forward" buttons on the browser after logging in to the web system. If these buttons are clicked by accident and the screen is not displayed correctly, then close the browser and wait around 10 seconds before restarting it.
- (3) If the same screen is displayed for a long period of time, then you will not be able to proceed to the next screen. This is for security reasons to prevent misuse. If you are unable to proceed to the next screen, close the browser and wait around 10 seconds before restarting it.
- (4) If your name, etc., contains environment dependent characters, then it may not be displayed correctly on some screens. However, this is not a problem in the system.
- (5) It may not be possible to log in to the web system if the computer environment is not recommended or if the settings (for Cookies, SSL, Proxy, etc.) are not correct. Refer to the manuals for each web system for the recommended environment, settings, and operation methods.

### 5 Re-issuance of Passwords

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

Login ID	Login password	Point of contact for re-issuance	Documents required
Keio ID	keio.jp password	ITC at each campus	Student ID card
ITC Account	ITC account password		
SFC-CNS Account	CNS login password	Shonan Fujisawa ITC	

# 6 Keio University Education Support System

## 1. Menu

The menu page will show up when students access the Keio University Education Support System through keio.jp (see p. 10). Schedules for semester-end exams will be available only during the designated period.

In the "Notice" section, information from the Office of Student Services or notices will be shown.



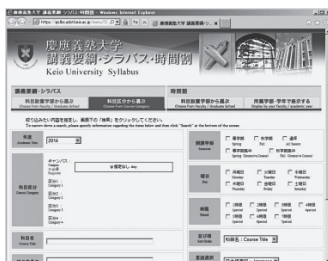
## 2. Timetable for Students

Registered courses will be shown in a timetable. In the upper corner of the screen, students can check information about class cancellation and makeup classes. Please see the "Course Registration Guide Course Descriptions, and Timetable" on the "For keio students" website when you need necessary to see schedules for other faculties.



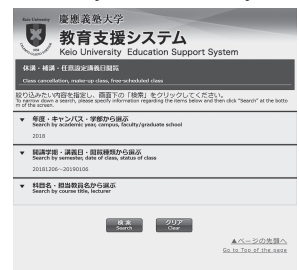
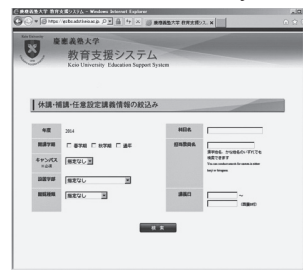
## 3. Course Description & Syllabus

It is possible to search course descriptions and the syllabus by campus, date, period, lecturer, etc.



## 4. Class Cancellation, Makeup and Free-scheduled Classes

Students can check information about class cancellations and makeup classes. In the timetable students can only see information about class cancellations and makeup classes for courses they are enrolled in, but students can search for these information by campus, faculty, etc in this system.

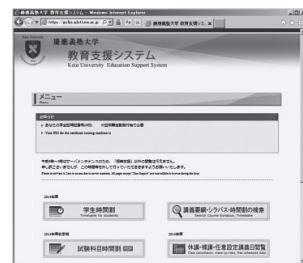


## 5. Class Support System

By clicking "Class Support System," students can access a page where they can view a bulletin board (announcements from lecturers in charge), download class materials, submit assignments, received grade reports. For more information, please see the website below.  
[http://www.itc.keio.ac.jp/en/keiojp\\_edu2.html](http://www.itc.keio.ac.jp/en/keiojp_edu2.html)


## 6. Semester-end Examination Timetable


Students can see the timetable for semester-end examinations and also information about assignments/papers for classes they have registered.



# Chapter 3 Procedures Up to Course Registration

Please refer to the Course Registration Guide and notices, etc., and be very careful during course registration to avoid mistakes or omissions in the registration. Also, even when the course registration (registration using the Academic Affairs Web System) has been completed, there may be cases when permission is not granted due to course registration adjustments or when 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.

<b>Early April (planned)</b> 	<b>Registering for lottery courses and announcement of lottery results</b> For details on lottery courses requiring registration and the schedule, etc., are posted on keio.jp and the bulletin board of the Faculty of Economics. The results of the lottery will be posted on the <b>bulletin board of the Faculty of Economics</b> .
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<b>April 7 (Tue)– 13 (Mon)</b> 	<b>Handling of classes in the first week of the Spring Semester</b>	
	(1) * General education courses at Hiyoshi * Courses established by each faculty (excluding Mandatory courses with specified classes and Foreign Language Subjects)	For the first classes (between April 7 and 13), during the 90-minute class period classes with the same content will be conducted during the first 35 minutes and the last 35 minutes. Twenty minutes will be given in between the classes for students to go to another classroom to attend a different class. This means that it is possible to take two different classes during one 90-minute class period, so please attend as many classes as possible to help in your selection of courses.
	(2) * Among courses established by each faculty, Mandatory courses with specified classes and Foreign Language Subjects * Courses other than those in (1) above	Classes will be conducted as normal (90 minutes).
<b>Handling of classes written above does not apply to the first week of classes in the each second-half semester courses and courses in the Fall Semester.</b> The Fall Semester courses should be selected after carefully reading the online syllabus. (see page 10)		

- (1) **Registration for Natural Science Courses (including experiments)**  
 → Refer to Chapter 4 “Registration for Natural Science Courses (Including Experiments)” (see page 21)
- (2) **Registration for Physical Education Courses** → Refer to Chapter 5 “Guidelines for Taking Physical Education Courses” (see page 23)
- (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, “開講科目一覧/*Kaiko Kamoku Ichiran* (Japanese only)”, the page for each research center and institute on the online syllabus, and also on the bulletin boards.

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.
- (2) In principle, it is not permitted to register courses which are mandatory subjects or designated classes of other undergraduate faculties.
- (3) Please check the “開講科目一覧/*Kaiko Kamoku Ichiran* (Japanese only)” in which the faculties offering the courses (overseeing the courses) are detailed (faculties shown in large letters in “I Hiyoshi Common Courses”).
- (4) Students registering for Faculty of Science and Technology courses who are not enrolled at the faculty will need to submit a Science and Technology Course Registration Permission Form to the Faculty of Science and Technology counter at the Hiyoshi Office of Students Services. For details, please check at the Faculty of Science and Technology counter.
- (5) Academic advising (early-April)
 

Consultations for questions regarding course registrations are dealt with by the faculty academic advisors.

  - \* It is not possible to additionally register courses at other faculties during the period for additional course registrations or amendments on May 6 (Wed) and May 7 (Thu).
  - \* Some courses will adjust the registered number of students when there are too many students wishing to register for the course. When adjusting student numbers, students of the faculty offering the course may be given precedence.
  - \* Please carry out the course registration during the designated period for Fall Semester courses and second-half-semester courses for each semester held at other campuses if you could not obtain approval from the faculty member in charge before the course registration deadline.

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.

<b>April 8 (Wed) 12:30– 14 (Tue) 11:00</b>	<p><b>Course registration period using the Academic Affairs Web System</b>  <b>Register for all of the courses (including mandatory courses and foreign language courses) to be studied during the Spring Semester, including Spring-Fall set courses.</b></p> <p>When you have completed your registration, <u>make sure</u> to check that there are no mistakes or insufficiencies in the courses and fields.</p> <p>After the end of the course registration period, changes to your course registration will not be permitted except during the period specified for adding and amending your course registration, so be careful when registering courses.</p> <p>Details about the procedures for registration, etc., can be found on Academic Affairs Web System User Manual (<a href="https://www.students.keio.ac.jp/en/com/class/System/Course-reg-Manual.html">https://www.students.keio.ac.jp/en/com/class/System/Course-reg-Manual.html</a>) (if students have any problem registering courses using the Academic Affairs Web 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) Until the results of the adjustment of registered courses are announced, please attend all the courses you have registered as well as all the courses for which there is a possibility you will be adding.
- (2) You must check the courses you have registered during the period above on the “View Your Registered Courses” screen of the Academic Affairs Web System (keio.jp Portal) from 13:00 on Tuesday, April 14 (tentative). The office of Student Services will not respond to individual inquiries.
- (3) 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.
- (4) Even if examinations are taken or assignments are submitted for a course, if the course is not registered for, all results will be invalid.
- (5) 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).
- (6) Students wishing to register for Spring-Fall semester Set courses, please consult with the staff in charge of the Faculty of Economics.
- (7) Students registering for courses to be held at Shonan Fujisawa Campus in the Fall Semester must report this to the staff in charge of Faculty of Economics at the Hiyoshi Office of Student Services during the Spring Semester course registration period.

<b>April 21 (Tue) 8:30 (tentative)</b>	<p><b>Announcement of course registration adjustment results</b></p> <p>Adjustments will be made to a course if there are a particularly large number of students registering for it. Please confirm the adjustment results on “View Your Registered Courses” screen on the Academic Affairs Web System (accessible through keio.jp).</p>
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- (1) Please attend courses for which you obtained permission to register after adjustments were made to the number of registered students. Courses for which your registration was not approved will be displayed as “Not permitted” on the “View Your Registered Courses” screen on the Academic Affairs Web System.
- (2) Courses which approve additional registrations after adjustments were made to the number of registered students can be checked from the “List of Courses Permitting Additional Registration,” which will be posted in the News column on keio.jp from April 21 (Tue) , 8:30 (planned) . If you wish to additionally register another course in place of a course for which your registration was not approved, please check the “List of Courses Permitting Additional Registration” and attend the class. Because some courses require the approval of the faculty member in charge to additionally register, please check any important notes detailed in the list and attend the class after quickly obtaining approval to register the course.

<b>Mid April to Late April</b>	<p><b>Course registration confirmation period (on the Academic Affairs Web System)</b> After the course registration adjustment results are announced, print the screen showing the list of courses registered for from the “View Your Registered Courses” screen on the Academic Affairs Web System and be sure to check the details. * Academic Affairs Web System (keio.jp Portal) 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 a course registration confirmation sheet will be sent separately from the Hiyoshi Office of Student Services to the current address of the student. **Be sure to complete any procedures such as a change of address (see page 52) at the General Affairs and Inquiries Section in the Hiyoshi Office of Student Services before the middle of April.**

<b>May 6 (Wed) 8:45– 7 (Thu) 16:45</b>	<p><b>Period for adding courses and amending errors in course registration</b></p> <ul style="list-style-type: none"> <li>• <b>For additional registration only: register on the Academic Affairs Web System. (also obtain permission in person for any courses that require permission for registration.)</b></li> <li>• <b>When errors in the course registration need to be amended (bring the course registration confirmation sheet, permission for course registration, etc., issued by the research center or institute, etc.): When both adding courses and amending errors, you must go to the relevant counter at the Hiyoshi Office of Student Services and submit a Course Registration Amendment form. It is not possible to make amendments on the Academic Affairs Web System.</b></li> </ul>
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- (1) Please correctly register all courses you will add during this period.
- (2) Some courses permit additional registration on a first-come-first-served basis. For details of the procedures, please carefully check the announcement in the News column on keio.jp (scheduled to be posted on April 21 (Tue), 8:30) .
- (3) 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.
- (4) 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.

<b>May 12 (Tue) 10:00– May 13 (Wed) 16:45</b>	<p><b>Period for cancelling courses</b> For details, please read “Course Cancellation System” on page 19.</p>
<b>June 18 (Thu) 10:00– June 19 (Fri) 16:45</b>	



<b>October 2 (Fri) 12:30– October 8 (Thu) 11:00</b>	<p><b>Course registration period using the Academic Affairs Web System</b> <b>Register for all of the courses (including mandatory courses and foreign language courses) to be studied during the Fall Semester.</b> When you have completed your registration, <u>make sure</u> to check that there are no mistakes or insufficiencies in the courses and fields. After the end of the course registration period, changes to your course registration will not be permitted except during the period specified for adding and amending your course registration, so be careful when registering courses. In order to register courses, log in to keio.jp, go to the Academic Affairs Web System, and then click the “Register for Courses” button. The user manual, etc., are available at (<a href="https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html">https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html</a>). *In order to register courses taught in Japanese, students must submit a course registration form. In order to check which courses are available for registration, please see the “course registration adjustment results.” It is available at the bulletin board of the Faculty of Economics. If students have any problem registering courses using the Academic Affairs 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) Until the results of the adjustment of registered students is announced, please attend all the courses you registered for as well as all the courses for which there is a possibility you will be adding.
- (2) You must check the courses you have registered during the period above on the “View Your Registered Courses” screen of the Academic Affairs Web System (keio.jp Portal). (We will not respond to individual inquiries.)
- (3) 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, and there may be courses for which amendments will be necessary due to insufficiencies or errors in the registration.
- (4) Even if examinations are taken or assignments are submitted for a course, if the course is not registered for, then all results will be invalid.
- (5) 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).
- (6) Students registering for courses to be held at Shonan Fujisawa Campus in the Fall Semester must report this to the staff in charge of the Faculty of Economics at the Hiyoshi Office of Student Services during this period.
- (7) It is not possible to register fall semester courses which were closed because of large number of students who registered the courses in the previous spring semester.

<b>October 14 (Wed)</b> <b>9:00 (planned)</b>	<b>Announcement of course registration adjustment results</b> <b>Adjustments will be made to a course if there are a particularly large number of students registering for it.</b>
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- (1) Location of posting of announcements: Bulletin board for the Faculty of Economics and on the News column on keio.jp
- (2) Please attend the courses for which registration has been approved.
- (3) If you wish to add a course in place of a course for which registration was not approved, then check which courses are available and attend the classes. For courses for which it is necessary to obtain the permission of the faculty member in charge of the laboratory or course, check the notes written on the notice for each course and obtain permission for registration without delay. Please attend the classes for the courses you intend to add until the period for amending your course registration begins in October. Please be aware that additional course registration is handled differently between the faculties.

<b>October 15 (Thu)</b> <b>–October 23 (Fri)</b>	<b>Course registration confirmation period (on the Academic Affairs Web System)</b> After the course registration results are announced, print the screen showing the list of registered courses from the “View Your Registered Courses” screen on the Academic Affairs Web System and be sure to check it for accuracy. * Academic Affairs Web System (keio.jp Portal) Be aware that students are responsible for completing the necessary procedures, including adding courses or 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 a course registration confirmation sheet will be sent separately from the Hiyoshi Office of Student Services to your current address. **Be sure to complete any procedures such as a change of address (see page 50) at the General Affairs and Inquiries Section in the Hiyoshi Office of Student Services before the end of September.**

<b>October 26 (Mon)</b> <b>8:45–</b> <b>October 27 (Tue)</b> <b>16:45</b>	<b>Period for adding and amending errors in Registration courses</b> <ul style="list-style-type: none"> <li>• <b>Students need to come to the Hiyoshi office of Student Services and submit a course registration amendment form. It is not possible to make amendment on the Academic Affairs Web System.</b></li> <li>• <b>When amendments are to be made to the course registration (bring the course registration confirmation sheet, permission for course registration, etc., issued by the research center or institute, etc.) : When making both additions and amendments, you must go to the relevant counter at the Hiyoshi Office of Student Services and submit a Course Registration Amendment form. It is not possible to make amendments on the Academic Affairs Web System.</b></li> </ul>
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- (1) Register all courses that you would like to add during this period, and avoid making mistakes.
- (2) If an error in the course registration is pointed out by the Hiyoshi Office of Student Services, then make amendments during this period.
- (3) Unless there were errors in your course registration, you are not allowed to cancel courses that you have already registered.

November 4 (Wed) 10:00– November 5 (Thu) 16:45	<b>Period for cancelling courses</b> For details, please read “Course Cancellation System” on page 19.
December 17 (Thu) 10:00– December 18 (Fri) 16:45	

## 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
May 12 (Tue) 10:00 –13 (Wed) 16:45	Year-long courses (incl. Spring/Fall set courses), Spring Semester courses, and Spring First-Half-Semester courses	Cancel via the Academic Affairs Web System	8 credits
June 18 (Thu) 10:00 –19 (Fri) 16:45	Spring Second-Half-Semester courses	Submit the Course Registration Amendment Form at the counter for your affiliated faculty in the Hiyoshi Office of Student Services	8 credits
Nov. 4 (Wed) 10:00 –5 (Thu) 16:45	Fall Semester courses and Fall First-Half Semester courses	Cancel via the Academic Affairs Web System	8 credits
Dec. 17 (Thu) 10:00 –18 (Fri) 16:45	Fall Second-Half-Semester courses	Submit the Course Registration Amendment Form at the counter for your affiliated faculty in the Hiyoshi Office of Student Services	8 credits

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

- Mandatory Courses
  - Mandatory Courses for Foreign Language Subjects
- (2) The maximum number of course credits that can be cancelled during a given period is 8 credits.
- (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.
  - Intensive courses held during the summer/winter/spring breaks may be cancelled from the day after students are notified that their registration is approved to the day after classes start. However, the cancellation procedure for physical education courses, namely seasonal sports and backcountry skills, is different (see page 25) .
  - 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/com/class/registration/other-faculties-html> (Japanese version only)



# Registration for Natural Science Courses (Including Experiments)

Only courses taught in English can be counted as graduation credits. Natural sciences courses (including experiments) are instructed in Japanese and include “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).” In order to perform the experiments (every other week), the classes are held over two consecutive periods. Also, it is necessary to pay an experiment fee (2,000 yen per half year). There are restrictions on the number of students that are accepted in order to carry out the experiments on an appropriate scale. Sometimes a lottery is conducted, so please carefully read the online syllabus (see page 10) and the outline below before attending the class in the first week. Please see the list of natural sciences courses (including experiments) on the timetable. 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). 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 the online syllabus (see page 10).

Your course registration will in principle be processed in the Second Building classrooms and laboratories listed below (subject to change). Notices listing the staff in charge for each period and the classroom where registrations will be accepted will be placed on the general bulletin board for the Hiyoshi Office of Student Services and at the entrance to the Second Building, so check these notices beforehand.

Biology: 3F classroom 231, laboratory 232, classroom 234, 4F laboratory 244

Physics: 2F classroom 221, laboratory 222

Chemistry: 1F classroom 214, laboratory 212

Follow the method below to register for the courses.

## A. Acceptance of students wishing to register for the course and distribution of course registration cards

(please refer to the timetable for registration below)

### Students wishing to register for “I” courses and students wishing to register for “I” and “II” courses consecutively

1. During the first week of classes, please attend the first period of respective classes (i.e., period 1 if the class is for periods 1–2, period 3 if class is for periods 3–4, or period 4 if class is for periods 4–5) for the course supervised by the faculty member you wish to study under.
2. If there are too many students registering at the point of 9:00, 13:00, or 14:45, a lottery will be conducted.
3. Students approved to register for the course will receive a course registration card. They must fill in their name and affiliation with a ballpoint pen. Only the students who have a course registration card with their name filled in will be able to register for the course.
4. If the course can afford more students, then registration will also be held in the second half of the first class period (i.e., the second half of period 1 if a class is for periods 1–2, period 3 if a class is for periods 3–4, or period 4 if a class is for periods 4–5).

### Students wishing to register for “II” courses

1. During the first week of classes, please attend the first half of the second class period (i.e., the first half of period 2 if the class is for periods 1–2, period 4 if the class is for periods 3–4 or period 5, if the class is for periods 4–5) for the course supervised by the faculty member you wish to study under.
2. Some of the faculty members may not accept registration for just “II” courses if there are too many students wishing to register for “I” and “II” courses consecutively. Carefully read the online syllabus (see page 10).
3. Some faculty members may exempt students from attending the first half of the second class period if the student wishes to register for “I” and “II” courses consecutively. Follow the instructions given by the faculty member in charge of the courses.
4. If there are too many students wishing to register at the point of 10:45, 14:45, or 16:30, a lottery will be conducted.
5. Students approved to register for the course will receive a course registration card. They must fill in their name and affiliated faculty there with a ballpoint pen. Only the students who have a course registration card with their name filled in at the time of distribution will be able to register for the course.
6. If the course can afford more students, registration will be accepted also in the second half of the second class period (i.e., the second half of period 2 if the class is for periods 1–2, period 4 if the class is for periods 3–4, or period 5 if the class is for periods 4–5)

Timetable for Registration		Morning Classes (Periods 1-2)	Afternoon Classes (Periods 3-4)	Afternoon Classes (Periods 4-5)	Applicable Students
First Class Period	First half	9:00	13:00	14:45	Students wishing to study "I", students wishing to study "I" and "II" consecutively
	Second half	9:55	13:55	15:40	Same as above; only in cases when places are still available
Second Class Period	First half	10:45	14:45	16:30	Students wishing to study "II"
	Second half	11:40	15:40	17:25	Same as above; only in cases when places are still available

## B. Course registration procedures

1. After receiving a course registration card, make sure that the course name, name of the faculty member in charge, day of the week, and class period are correct.
2. Do not forget to write in the necessary information such as your name and student ID number.
3. Purchase a certificate stamp for the amount of the experiment fee from the certificate stamp vending machine located inside the Hiyoshi Office of Student Services and attach it to the course registration card.\*
4. Carry out the procedures at the General Affairs and Inquiries Section in the Hiyoshi Office of Student Services by the deadline.
5. **Register the courses on the Academic Affairs Web System in the same way as for the other courses.**

### 〈Cautions〉

- (1) Course registration cards are invalid if they have passed the deadline for applications without receiving permission from the faculty member in charge or if the details written in have been corrected or altered.
- (2) **Even if the experiment fee is paid, applications will be invalid if the course registration is not completed on the Academic Affairs Web System. Be particularly careful not to miss the course registration for Fall Semester courses.**
- (3) Even if students register the course on the Academic Affairs Web System, **they will not be able to take the course if the experiment fee has not been paid.**
- (4) Refunds will not be given for experiment expenses that have been paid except in cases when the cancellation of the course registration is permitted by the member of the faculty member in charge for some special reason. In addition, the fee will not be refunded when students cancel the course during the period of course cancellation or course registration amendment.
- (5) Additional applications will be accepted individually if the course is still available. For details, please check the notices at the entrance to the Second Building.

### \* Regarding payment of the experiment fee

Purchase a certificate stamp for the amount for the experiment expenses, which is 2,000 yen (or 2,000 yen×2 for students wishing to take "I" and "II" consecutively), Attach the stamp to the course registration card, and **submit the card within the specified period.** Be sure to keep the receipt.

Purchase of certificate stamps : Certificate stamp vending machine inside the Hiyoshi Office of Student Services

Place for course registration card submission : **General Affairs and Inquiries Section** in the Hiyoshi Office of Student Services

Office hours : Weekdays (Mon-Fri) 8:45-16:45

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 endeavor to keep an eye on information 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 (see page 10 of this document).

- (1) Lecture on Physical Education 1/2 (2 credits) …Lectures related to body, health, exercise, etc.
- (2) Seminar on Physical Education (1 credit) …Seminar-style classes with lectures
- (3) Physical Activity A (1 credit) …Physical activity (physical training): Evaluated using the five levels from S to D Weekly Sports
- (4) Physical Activity B (1 credit) …Physical activity (physical training): Evaluated using the two levels of Pass or Fail Seasonal 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

Seasonal Sports …Classes lasting 7 days during the summer break (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

<b>April 2 (Thu) and 3 (Fri)</b>	<b>Guidance on physical education courses</b>	
	Please attend one of the orientations if you wish to register for physical education courses. Bring the course registration guide, “開講科目一覧/ <i>Kaiko Kamoku Ichiran</i> (Japanese only),” and the physical education course timetable.	
	April 2 (Thu) April 3 (Fri)	16:30 Classrooms DB201, DB202, DB203 10:00 Classrooms J11, J14, J19 16:30 Classrooms J21, 22, 23

<b>April 7 (Tue)</b> <b>8 (Wed)</b> <b>9 (Thu)</b> <b>10 (Fri)</b> <b>13 (Mon)</b>	<b>Handling of classes for physical education courses in the first week</b> Physical education courses will be held according to the timetable. However, physical activity courses will <b>all be held in the stands of the Sports Building</b> during the first week only. (this is not the venue written in the timetable.) <b>* For Weekly Sports in both the Spring and Fall Semesters, students who attend the first class and complete the prescribed procedures may be given priority.</b> For each period, the same content will be repeated twice, in the first half and the second half of class. There will be no individual explanations for the Seasonal Sports courses. The faculty member in charge will give an explanation at the Sports Building (general guidance).	
	Course name	Venue
	Lecture on Physical Education 1/2	Classroom specified in the timetable
	Seminar on Physical Education	Classroom specified in the timetable
	Weekly Sports (Physical Activity A)	Stands of the Sports Building
	Seasonal Sports (Physical Activity B)	Sports Building

It is not possible to cancel or change your course registration due to reasons such as the level of the class being too high or low or for personal reasons.

<b>April 8 (Wed)</b> <b>12:30–</b> <b>April 14 (Tue)</b> <b>11:00</b>	<b>Period for online course registration</b> Students must register courses using the Academic Affairs Web System. Read the course registration guide for each faculty and then register for courses.
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<b>April 7 (Tue)</b> <b>–April 18 (Sat)</b>	<b>Undergo the annual health checkup</b> Undergo the annual health checkup by Keio's Health Centers is a prerequisite for the physical activity courses. Be sure to receive the checkup during this period.
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**Students who are currently under treatment for an illness or injury which places restrictions on physical activity must always bring a medical certificate (containing information on the restrictions) at the time of the health checkup.** Please be aware that it may not be possible to judge whether the student is capable of taking the physical activity courses without examining the medical certificate.

After a student has undergone the health checkup, he/she will receive a stamp (“体育 1/Physical Education 1” will be stamped on the back of the student ID card). It is not possible to register for the physical activity courses without this stamp. Students placed in either the “Physical Education 2” or “Physical Education 3” course as a result of the health checkup should report this to the staff in charge of research centers and institutes at the Hiyoshi Office of Student Services.

<b>April 21 (Tue)</b> <b>8:30</b>	<b>Announcement of course registration adjustment results</b> Adjustments will be made to a course if there are a particularly large number of students registering for it. Please confirm the adjustment results on “View Your Registered Courses” screen on the Academic Affairs Web System (accessible from keio.jp).
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The number of registered students will be adjusted by a lottery for Physical Activity A, Physical Activity B, and Seminar on Physical Education when the number of students wishing to register for these courses exceeds capacity. The number of registered students will be adjusted for Lecture on Physical Education 1/2 if the number of students wishing to register is exceptionally high. Please be sure to check whether or not you are eligible to take the courses you registered.

Courses accepting additional registrations as a result of adjustments will be posted in the News column on keio.jp from April 21 (Tues.), 8:30 (planned).

If you wish to additionally register for courses, please do so during the period for amending errors and additionally registering courses. Please complete the payment procedures for practical skills class fees mentioned below if you register for Weekly Sports Backcountry Skills, Season Sports (Camp) Outdoor Recreation, Skiing, or Skating.

<b>May 6 (Wed) 8:45</b> <b>–May 7 (Tue) 16:45</b>	<b>Period for adding and amending errors in course registration</b> Courses which have the capacity to accept students after the result of adjustments will accept additional registrations on a first-come-first-served basis. Please register from the Academic Affairs Web System.
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Physical Activity courses, seminar courses, and lecture courses each accept additional registrations on a first-come-first-served basis. Additional course registration will close once the student quota for the course has been reached. Please check “3. Procedures to Up Course Registration” (“Period for Additional Registrations and Amending Registration Er-



rors," p. 17.)

## 4 Payment of Activity Fees for Seasonal Sports (Training Camp Courses)

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: Outdoor recreation, skiing, ice skating

Course Name	Payment Period	Office Hours	Venue
Backcountry Skill	April 21(Tue)-April 24(Fri)	8:45-16:45	Hiyoshi Office of Student Services the General Affairs and Inquiries Section
Others	April 21(Tue)-May 1(Fri)		

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 General Affairs and Inquiries Section in the Hiyoshi Office of Student Services. You will be regarded as having withdrawn your course registration 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" ("Period for Adding Courses and Amending Errors in Course Registration" p. 17).

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 for fees has already been made.

### ◆ Physical Activity A(Weekly Sports)

Application Period	Discipline	Cancellation Procedure
May 12(Tue) 10:00- May 13(Wed) 16:45	Backcountry Skills(Backpacking)	Cancel via the Academic Affairs Web System
June 18(Thu) 10:00- June 19(Fri) 16:45	Backcountry Skills(Kayaking)	Cancel via the Academic Affairs Web System or Cancel at your faculty counter*

\* The cancellation procedures for Spring Second-Half-Semester courses differs depending on the faculty to which you belong. Please check "Chapter 3, Procedures Up to Course Registration" ("Period for Adding Courses and Amending Errors in Course Registration," p. 17).

### ◆ Physical Activity B(Seasonal Sports)

Application Period	Discipline	Cancellation Procedure
Day after confirmation of course registration-May 29(Fri)	Outdoor Recreation	Cancel at your faculty counter
Day after confirmation of course registration-October 30(Fri)	Skating, Skiing	Cancel at your faculty counter



# Faculty of Economics Course Registration Guide

## 1 Rules and Regulations

### [2016 Rules and Regulations]

The 2016 Rules and Regulations apply to students who entered the university as a first-year student from academic year 2016. The full contents of the Rules and Regulations are written in a separate volume Academic Year 2020 Undergraduate Rules and Regulations.

## 2 Course Registration Types

- (1) There are two course registration types for the [2016 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	
	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 If the same language as [2]: 4 credits If different as [2]: 4 credits [Foreign Language III]				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	4
			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.						
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 the Chapter 13 "Number of credits required for advancement from the Third to Fourth Years and Graduation" (page 42).

\*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)" (page 36).

## 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. Rest of 3 credits are counted as Graduation Requirement Credits.
- [3] Mandatory Elective Course from the second year onwards: “English Academic Skills 2” 2 credits  
 [4] Mandatory Elective Course from the second year onwards: [Foreign Language II]  
**If selecting the same language as in [2], [Foreign Language II]: 4 credits**  
**If selecting different language to that in [2], [Foreign Language III]: 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 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 39) for details.

**(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 (page 36) for the courses that are Optional Subjects and details on the course registration.

## 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)	



## 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 page 38 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.

● **Second year**

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

\*<sup>1</sup> Students need to choose the same language which they studied in the first semester.

\*<sup>2</sup> For the students who wish to study a language in the second year and onwards that is different to 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 (Credits)			
Introduction to Calculus (2)	Calculus (2)	Linear Algebra (2)	Advanced Linear Algebra (2)

The pages from this one onwards in this chapter contain the points for which particular care should be taken when reporting course registration. The items examined are as follows.

1. Classes
2. Timetable
3. Course registration per course type
4. Course registration for Foundation Subjects
5. Courses for which multiple registration is 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) A Class is 90 min. long and is counted as one unit. The timetable is constructed using 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.

Courses that have classes held on two (or three) periods per week in just the Fall Semester or just the Spring Semester are called “**Semester-long intensive courses.**”

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 may not be possible to take that course.  
Also, Semester-long intensive courses have two classes per week. For those courses, the same course registration number is printed for the both classes. For the intensive course registration, if you enter this registration number, you will be registered for the both classes automatically.
- (2) It is not possible to register for courses allotted to higher academic year levels.

### 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 37)

(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 (see page 23).

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 and Keio Institute of Oriental Classics
- 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)
- TOPICS IN CONTEMPORARY BUSINESS 1/2 (Lecturer Ishibashi) offered by GIC Center

\* 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 courses. For more details, please consult with the center.

[2] The courses below are Optional Subjects 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 Registration is 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 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.

## 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 materials distributed in early April 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  
If there are still places available, 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). Course registration is possible as additional registration in early May and October. 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) Course registration for a course at the Institute for Media and Communications Research as a research student of that Institute
- (2) Courses at the Teacher Training Center for obtaining a teaching license

### 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.

The periods for course registration are in early April and early October. If you wish to register for a Fall Semester course only, then it is possible to submit the course registration in early October.

Students wishing to submit course registration for Spring Semester should receive the form for requesting permission for university exchange student course registration from the point of contact for Faculty of Economics at the Hiyoshi Office of Student Services before classes start. An explanation of the course registration will be distributed at that time, so please read the contents carefully before performing the procedures.

Notification of the distribution of materials and course registration schedule for Fall Semester will be given when Spring Semester grade report is sent and on the bulletin boards.

- (1) Procedure for taking courses offered by Tokyo Institute of Technology
  1. Pick up an Inter-University Exchange Student Course Registration Sheet from the Faculty of Economics Section in the Office of Student Services after September 24 (for the Spring Semester, after April 1).
  2. Receive a seal of approval from the course lecturer at Tokyo Institute of Technology on the first day of class.
  3. Have an interview with the Academic Advisor for PEARL, receive a seal of approval on the Inter-University Exchange Student Course Registration Sheet, and submit it to the Faculty of Economics section in the Office of Student Services.
- (2) Course registration
 

Submit the Inter-University Exchange Student Course Registration Sheet within the course registration period for the semester in which the course is to be held (for further information about the registration period, please check the handouts). If you wish to register for courses offered during the second and fourth quarters at Tokyo Institute of Technology, apply beforehand at the Faculty of Economics Section in the Office of Student Services within the course registration period. Course registration will be carried out by the Office of Student Services, so there is no need to carry out course registration on the Academic Affairs Web System. In addition, please pay sufficient attention to travel time and make sure that these courses do not overlap with courses offered at Hiyoshi Campus. Registration may be invalidated if it is not deemed possible to travel to classes on time. Specifically, it is not possible to register courses if the time between the periods is less than 30 minutes.
- (3) 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).
- (4) Cancellation of course registration at Tokyo Institute of Technology

### **Courses offered at Tokyo Institute of Technology cannot be cancelled after you have obtained the approval on Course Registration Sheet from the lecturer.**

Please notify the Faculty of Economics Section in the 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 a 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 (please refer to page 38) as outlined in 5 and credits awarded for S (Highest score), P (Pass), F (Fail), G (Credit transfer) will not be offset.

#### **Application Procedure for Offsetting of Credits**

Document to Submit: Application form (available to pick up at the Faculty of Economics, Hiyoshi Office of Student Services)

Application Period: Spring Semester Courses: April 8th, 12:30–14th, 11:00

: Fall Semester Courses: October 2nd, 12:30–8th, 11:00

Place to Submit: Faculty of Economics, Hiyoshi Office of Student Services

- (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).



# Courses to be Studied in the Third and Fourth Years for which Students must Select in The Second Year

The courses(programs)to be studied in the third and fourth years for which students must go through screening in the second year explained in this chapter are all Elective Courses that correspond to the “Advanced Courses” in the “Major Subjects.” 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

- Research Seminars are small study groups. Students carry out their research under the instruction of a faculty over a period of two years and write graduation thesis in the end of the fourth year. This has traditionally been positioned as the core of the Major Subjects in the Faculty of Economics.

	Third year	Fourth year
<b>Course name and number of credits</b>	Research Seminar a, b(2 credits each)	Research Seminar c, d(2 credits each) Research Seminar(Graduation thesis) (4 credits)
<b>Credit acquisition period</b>	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).

- It is not possible to register for more than one seminar class established by the Faculty of Economics.

## 2 Independent Research Project

\*Only students who pass the selection process can take these courses.

- Students do research and write a paper in one year on a topic of their choice under the guidance of a faculty member at the Faculty of Economics whose research field is related.
- Research Projects are for third- and fourth-year students and can be taken in either year.(Research Projects can be taken multiple times.)
- Students must take “INDEPENDENT RESEARCH PROJECT A, B”(2 credits each)alongside “INDEPENDENT RESEARCH PROJECT C”(presentation of results; 2 credits for the whole academic year).  
If you pass the selection process, the course will be automatically registered by the Office of Student Services and there is no need for students to register via the Academic Affairs Web System.
- Research Projects can be taken alongside RESEARCH SEMINAR and PCP.
- If you wish to cancel your registration despite passing the selection process, please visit the Office of Student Services before the first day of course registration.
- For further information, please inquire at the Faculty of Economics Section in Office of Student Services.

## 3 Professional Career Programme

\*Only students who have passed the selection process can take these courses. However, some courses can be taken also by students who are not registered for the PCP.

- The classes are held over 1-2 year period in the third and fourth years and the program provides a practical economics education in small class sizes, and as a general rule, classes are held in English.
- Courses are open to the third and fourth years and offered in Mita Campus.
- Students must earn a total of 20 credits from designated courses in the third and fourth years. Unless this requirement is satisfied, a PCP Certificate will not be awarded.
- PCP courses can be taken alongside the Research Seminar and Independent Research Project.
- Students who have passed the selection process and students who are about to start the program should all submit the prescribed forms to the Faculty of Economics Section in the Office of Student Services before the first day of course registration period. Students will not be able to register courses correctly if they do not submit the prescribed form before the first day of course registration period. Please make sure to keep this deadline.
- If students decide to cancel your registration despite passing the selection process, please visit the Office of Student Services before the first day of course registration period.
- If students want to withdraw from the program, first obtain the approval of the coordinator and then submit a PROFESSIONAL CAREER PROGRAMME(PCP) WITHDRAWAL FORM to the Office of Student Services.
- Please see the following website for details of the PCP selection process:  
<https://www.econ.keio.ac.jp/undergraduate/pcp>

## 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).

# Chapter 14

## Fields within the Faculty of Economics (Courses Held for First and Second Year Students in AY 2020.)

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)		
		10-23-51	(2 or 4)		
	Category III (Interdisciplinary)	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			
		Foreign Language II			
		Foreign Language I			
		Foreign Language II			
		Foreign Language I			
		Foreign Language II			
	Mandatory elective	Foreign Language I			
		Foreign Language II			
		Foreign Language I			
		Foreign Language II			
		Foreign Language I			
		Foreign Language II			
	Foreign Language	Mandatory elective	30-21-52	German(1)★	07
			30-21-53	French(1)★	08
			30-21-54	Chinese(1)★	09
			30-21-55	Spanish(1)★	10
			30-21-81	Japanese(1)★	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			
		Introductory			
		Advanced Courses			
		Related*2			
	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 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★	

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"> <li>· General Education Subjects at other faculties★</li> <li>· Courses offered by the Research Center for Foreign Language Education that are recognized by the Faculty of Economics as Optional Subjects★</li> <li>· Teacher Training Subjects★ · Courses taught in Japanese★</li> </ul>	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

## 1 Classes

- (1) Class Bell Schedule  
The class Bell Schedule is provided at the beginning of this booklet.
- (2) Classes on 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.  
  
[Classes during holidays] Keio Foundation Day: April 23(Thu), Showa Day: April 29(Wed), Children's Day/Makeup Holiday: May 6(Wed/National holiday), Culture Day: November 3(Tue/National holiday)  
[Examinations during holidays] Marine Day: July 23(Thu/National holiday)
- (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 had makeup classes in the notices posted on canceled and makeup classes.  
[Spring Semester] May 28(Thu), May 29(Fri), July 11(Sat), July 13(Mon)  
[Fall Semester], Nov 18 (Wed) first and second periods, Nov 26(Thu), Nov 27(Fri), 2021 Jan 21(Thu), Jan 22(Fri)  
\*Tests for four-semester courses may be held during the first and second periods on May 28 (Thu), May 29(Fri), Nov 18(Wed)first and second periods, Nov 26(Thu), Nov 27(Fri)

## 2 Handling of Classes in Emergency Situations

Decisions concerning the canceling of classes in the event a Tokai Earthquake Warning is issued by the Japanese government or the Meteorological Agency, public transportation stoppages due to a natural disaster or large-scale accident, or any other emergencies are handled as described below.

- (1) In the event of a Tokai Earthquake Warning  
If a major earthquake is predicted for the Tokyo Metropolitan area and Tokai region, and the Japanese government or Meteorological Agency issues a Tokai Earthquake Warning, the university will close immediately. If an earthquake does not occur and the warning is lifted, information concerning the university will be communicated through the Keio websites.
- (2) In the event of public transportation stoppages and other emergencies  
In the event of a natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, public transportation stoppages resulting from a major accident or other cause, and other emergencies in which it is necessary to cancel classes, notification will be posted on the website below at 21:00 on the previous day.  
Please be aware that each campus may respond differently.

### 〈Other Precautions〉

If an emergency occurs after the start of classes, separate measures such as sending students home early or shortening the duration of lectures will be taken as circumstances dictate. Follow the instructions that are given via the campus broadcasts and put up on the bulletin boards and website.

Keio University Student Website <https://www.students.keio.ac.jp/en/>

## 3 Handling of Classes during Waseda-Keio Baseball Game Days

Classes only take place in the first period on the day of a Keio-Waseda baseball game. No classes will be held from the second period onward to allow students to support the team. This also applies from the third round of games onward. If a game is cancelled due to bad weather, etc., classes will be held as normal. An announcement will be made regarding the handling of classes at 9:00 on the day of a Keio-Waseda baseball game via Keio University Student Website → classes → Handling of Classes in Waseda - Keio Baseball Games

For game results, access the "Tokyo Big6 Baseball League" website (<http://www.big6.gr.jp/>) [Japanese language only].

## 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 Assignments

Students must adhere to following rules when submitting assignments in the report box at Hiyoshi Office of Student Services.

- (1) Students' assignments must be submitted to the designated box during the specified period. **Assignments will not be accepted if the rules are not followed.** Any changes in the days or time for submitting papers will be announced on the bulletin boards or common bulletin boards.
- (2) Students assignments cannot be amended or corrected once submitted.
- (3) When students are instructed to submit an assignment in the report box at the Office of Student Services, fill in the ASSIGNMENT SUBMISSION FORM(prescribed duplicate form)and attach the entire form to the assignment before submitting. The ASSIGNMENT SUBMISSION FORM is available in the vicinity of the report box.
- (4) Hiyoshi Office of Student Services Opening hours

When classes or semester-end examinations are being held	Weekdays: 8:45–16:45 (Mon–Fri)
When classes are not being held and during makeup examination periods (During the Summer, Winter, and Spring Breaks)	Weekdays: 8:45–11:30 (Mon–Fri) 12:30–16:45

Hiyoshi Office of Student Services is closed on Saturdays, Sundays, public holidays and vacations designated by the university, and during campus closures.

- (5) Please refer to the Cautions for the writing of reports and papers on page 47 of this guide.

## 6 Semester-end Examinations

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

- (1) Examination period

Semester-end examinations at the end of the Spring Semester: July 14 (Tue) to 23 (Thu)(tentative)

Semester-end examinations at the end of the Fall Semester: January 23 (Sat) to February 4 (Thu)(tentative)

\*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 bulletin boards or on the For *Keio students* website. Any additions or changes will be announced as they are decided. Make sure to regularly check for new information and just before the examinations.

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

- (2) Cautions

### [1] Student ID card

- **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. These students will also not be permitted to take a makeup examination.

### [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. The examination bell schedule is different from that of regular classes. 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 students' late arrival is due to unavoidable train delays, students may choose whether to take the examination then or apply for a makeup examination. In the case of suspension of public transportation, the start time of examination may be delayed. Be sure to go to the examination room first and follow the instructions of the exam supervisor.

### [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 (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.

## 7 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 Faculty of Economics bulletin board 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: July 31 (Fri), August 1 (Sat), and 3 (Mon)(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.)**

## 8 Academic Misconduct

Any act of academic misconduct related to the semester-end examinations, in-class examinations, assignments, and short quizzes given during classes will be dealt with severely under Article 188 of the Undergraduate Rules and Regulations and the Regulations of the Faculty of Economics. It will not only result in failing the course concerned, but will result in grades being set at one level lower for all other courses taken in the same semester. Suspension or expulsion from the school may also be imposed under certain circumstances.

Academic misconduct includes acts of cheating in examinations, writing (or asking someone to write) answer sheets on someone's (or the student's) behalf, taking examination papers home, and intentionally disobeying the instructions of the examination proctors.

**When attending an examination, avoid any misleading behavior that could be mistakenly construed as an act of academic misconduct.**

In addition, the following actions in assignments are considered instances of academic misconduct: acts of writing (or asking someone to write) on someone's (or the student's) behalf, plagiarism (copying and pasting without indicating sources), manipulation and fabrication of data, and any similar deeds.

**Plagiarism in written assignments and theses is considered an act of academic misconduct. Using others' opinions and writings without indicating the reference will be considered fraudulent, even if the act of plagiarism is not intentional. This is considered to be the equivalent of cheating in semester-end and in-class examinations or an even more serious offence, and the student will be subject to disciplinary action.**

### 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. Disregard for the rules for written assignments and theses may lead to disqualification or disciplinary action if judged to have been an act of academic misconduct.

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* (6<sup>th</sup> ed.). Boston, MA: Bedford / St. Martin's.

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

"KITIE" Web tutorial system (Hiyoshi Media Center, 2011) Discovery: Hiyoshi Media Center Website:

Home → Study / Read → Let's Study! → KITIE

# Chapter 16

## Enrollment Status (Leave of Absence, Advancement to the Next Year, Graduation, Withdrawal/Expulsion, and Study Abroad)

### 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. 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 2020**

**Submission deadline for Spring Semester: 16:45 on Friday, May 29, 2020**

**Submission deadline for Fall Semester: 16:45 on Monday, November 30, 2020**

(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.

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

Temporary leave of absence	
First year of enrollment	Second year of enrollment onward
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 (major disasters) such as earthquakes and typhoons.	All tuition fees, facility and equipment fees, and experiment and practical training fees are fully exempted for each semester.

\* The procedures and documentation required for exemption differ depending on the applicable system for academic fees and expenses (the year of admission will be treated as the first year of enrollment also for students who transferred to the second year, are holders or are prospective holders of a bachelor's degree and transferred to the third year, or have been readmitted to the university, irrespective of the current year-level of enrollment). Students should inquire at the counter for their faculty at the Hiyoshi Office of Student Services.

(5) Registered Course

If the temporary leave of absence is for a Spring Semester and the following Fall Semester, then, in the Spring Semester when the student returns to study, the student may be permitted to continue to study the courses studied in the Fall Semester of the preceding year that have not yet been evaluated.

### 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.

\*Foreign language study is 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.**

Information on study overseas: [http://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](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 onward
Privately-financed study abroad	As a general rule, there is no tuition reduction.	All tuition fees, facility and equipment fees, and experimental and practical training fees are fully exempted.
exchange study (including double degrees)	As a general rule, there is no tuition reduction. However for those exchange studies which do not include mutual exemption for tuition fees, the total amount of academic fees and expenses, excluding seminar fees, student association fees, and Student Health Care Mutual Aid Fee collected by proxy, will be exempted.	

◆ Eligible students may be exempt from tuition for a maximum of four semesters.

\*The procedures and documents required for tuition reduction differ between the various systems 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, third-year transfer students with bachelor's degrees, and students readmitted to the university, irrespective of the current year-level of enrollment). Please ask at the Faculty of Economics Section at the Hiyoshi Office of Student Services for details.

## 7 Handling of Studing 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.	Language training 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	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.
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) (page 48).

Gaining credits and authorization	Course registration	<p>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.</p> <p>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.</p>	<p>It is not possible to take courses during the semester of the temporary leave of absence.</p> <p>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.</p> <p>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.</p> <p>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.</p>
	Authorization of credits obtained at the university overseas	<p>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.</p> <p>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.</p> <p>These credits are not included in the upper limit for course registration.</p>	There will be no authorization of credits.
Inclusion in the number of years enrolled at the university	Advancement to the next year and graduation	<p>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.</p>	<p>The period of the temporary leave of absence will not be included in the calculation of the number of years enrolled at Keio University.</p> <p>When returning to study, the student will remain in the same year.</p>
Application procedures		<p>Receive an Application for Studying Abroad from the Office of Student Services/website</p> <ul style="list-style-type: none"> <li>→ Enter the details required and prepare the necessary documents</li> <li>→ Check the documents at the Office of Student Services</li> <li>→ Receive an interview with your academic advisor</li> <li>→ Submission to the Office of Student Services</li> <li>→ After approval at the Faculty Meeting, notification of approval is delivered to the guarantor</li> </ul>	<p>Receive an Application for Temporary Leave of Absence from the Office of Student Services/website</p> <ul style="list-style-type: none"> <li>→ Enter the details required</li> <li>→ Receive an interview with your academic advisor</li> <li>→ Submission to the Office of Student Services</li> <li>→ After approval at the Faculty Meeting, notification of approval is delivered to the guarantor</li> </ul>

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

# Chapter 17 Student ID Cards, Notifications and Certificates

## 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 time 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. The registration sticker is updated every semester. 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 having a certificate or Student Travel Fare Discount Certificate (Gakuwari) issued

[4] When receiving Certificate of Graduation

[5] 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)

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; taken within the last 3 months), 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).

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

- (7) International Student Identify Card

Inquiries should be directed to the Keio University Co-op ticket agency. (TEL: 045-563-8485)

## 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 notify the Hiyoshi Office of Student Services as quickly as possible.

- (1) For students

Immediately report a change of address through "Update and Confirm Your Address" section on the Academic Affairs Web System (Please refer to "3 Academic Affairs Web System" under Chapter 2. "Web System" for the URL and how to login on Page 13.) In principle, the change will be approved and officially registered on the following business day. In the case there are changes to the student's address, the information on the sticker on the back of the student ID card must be revised and a seal of verification stamped. Report to the Information desk, Hiyoshi Office of Student Services after your new information has been registered on the Academic Affairs Web System.

- (2) For guarantors

Immediately report a change of address to the Hiyoshi Office of Student Services.

- **Required documents:**

Student ID card, NOTIFICATION OF THE CHANGE OF ADDRESS (prescribed form), and Certificate of Residence of the guarantor (must be issued within the last 3 months and must not state his or her "My Number (Individual Num-

ber)” on the form).

Please also complete the notification procedures when there are changes to the residence indication, the lot number, or the telephone number. If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.

### 3 Changing Guarantor

If you are planning to change the guarantor, please notify the Hiyoshi office of Student Services as soon as possible. Students' 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. Notification can only be carried out at the office not by mail email, etc. If your guarantor's address is overseas, a bank transfer form for the academic fees and expenses will be sent directly to your address.

#### - Required documents

Student ID card, NOTIFICATION OF CHANGE OF GUARANTOR(prescribed form), and the Certificate of Residence of the new guarantor.

### 4 Changing Surname or Name

If you have changed their surname or given name, please notify the Hiyoshi Office of Student Services as soon as possible. After notifying the Information Desk, Hiyoshi Office of Student Services, be sure to inform the lecturers of the courses you are taking as well. Notification can only be carried out at the office not by mail email, etc.

#### - Required documents

Student ID card, NOTIFICATION OF CHANGE OF NAME(prescribed form), pledge(containing the seals of the student and his or her guarantor; prescribed form), APPLICATION FOR RE-ISSUANCE OF STUDENT ID CARD(prescribed form), and an official copy of extract of student's family register containing the new name, issued within 3 months.

Note: Students will also need a photograph(4 cm x 3 cm; color print on glossy paper; no cap/hat, a full-frontal view of head and shoulders against a plain background)taken within the last 3 months. No charge will be incurred.

### 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 Changing Route to School

For the change of commuting route written on the back of your student ID card due to the change of address, please notify the Hiyoshi Office of Student Services as soon as possible. Notification can only be carried out at the office not by mail, email, etc.

The commuting route must be limited to the most economical route between “the closest station to the student's residence” and “the closest station to the campus.” The route to school on the registration sticker on the back of the student ID card should show the closest station to the student's residence to the closest station to the campus. If the commuting route is found to be economically inappropriate, the purchase of the student commuter pass may be dinied.

#### Required documents

Student ID card

### 7 Certificates (Transcript of Academic Record, Student Travel Fare Discount Certificate, etc.)

In order to issue a certificate, students need to input their four-digit student ID password. This password is displayed immediately after logging into the Academic Affaires Web System.

#### (1) Automatic certificate issuance machines

##### [Hiyoshi campus]

1F	Fourth Building, Section B	Section B(2 units by the sides of the central connecting walkway)	Monday to Friday 8:45-20:00 (during periods when classes are held)
2F	Collaboration Complex(Kyoseikan)	Inside the Hiyoshi Office of Student Services	Monday to Friday 8:45-16:45 (during periods when classes are held)

**[Yagami Campus]**

1F 14th Building

Student Communication Room

Monday to Saturday 8:45–20:00  
(during periods when classes are held)

**[Mita Campus]**

1F South School Building

Certificate issuing machine booth

Monday to Saturday 8:45–20:00  
(during periods when classes are held)

**[Shiba-Kyoritsu Campus]**

1F Building No. 1

1 unit next to Administrative office

Monday to Saturday 8:45–20:00

**[Shinanomachi Campus]**

1F Koyosha Lobby

next to Administrative Office

Monday to Friday 8:45–20:00

**[Shonan Fujisawa Campus]**\*Machines only operate on Saturdays if classes or regular examinations have been scheduled.

Main building

1F, Alpha Bldg.

Monday to Saturday 9:15–20:00

1F, Faculty of Nursing and Medical Care 1 unit next to student noticeboard

\* Any of the certificate issuing machines can be used regardless of the campus you belong to.

\* Information will be posted on the following website when the Certificate Issuing Machines are temporarily out of order due to maintenance or malfunction.

<http://www.gakuji.keio.ac.jp/academic/shoumei/index.html> (Japanese language only)

(2) Certificates in a sealed envelope

If a student requires a certificate in a sealed envelope, make a request at the Hiyoshi Office of Student Services. Note that certificates issued from a Certificate Issuing Machine cannot be sealed in an official envelope afterwards.

(3) List of certificates

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	200 yen	Machine	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	200 yen	Machine	Same day	April 1	Courses passed in the Fall Semester will be reflected on April 1.
	English					
Certificate of Expected Graduation	Japanese	200 yen	Machine	Same day	November 2	Issued to 4th year students only. If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English					
Certificate of Course Registration	Japanese	200 yen	Machine	Same day	June 3	If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English	200 yen	Office	Same day		
Certificate of Annual Health Examination	Japanese	200 yen	Machine	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: 03-5427-1607)				
Student Travel Fare Discount Certificates ( <i>Gakuwari</i> )	Japanese	Free	Machine	Same day	April 1	Not available for students who have not taken the health examination.
Student Commuter Certificate	Japanese	Free	Office	Same day	April 26	Necessary when a student purchases a bus or other student commuter pass which require additional proof to a student ID card.
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	200 yen	Office	Several days	—	
Other prescribed forms (request forms) from external bodies requiring certification and/or completion	Japanese	200 yen	Office	Several days	—	
	English					

- The student ID card is required to obtain certificates.
- 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 month 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.
- Certificates cannot be issued for students whose tuition has still not been paid for the previous semester or earlier.

### 1 Making Proposals to the Faculty

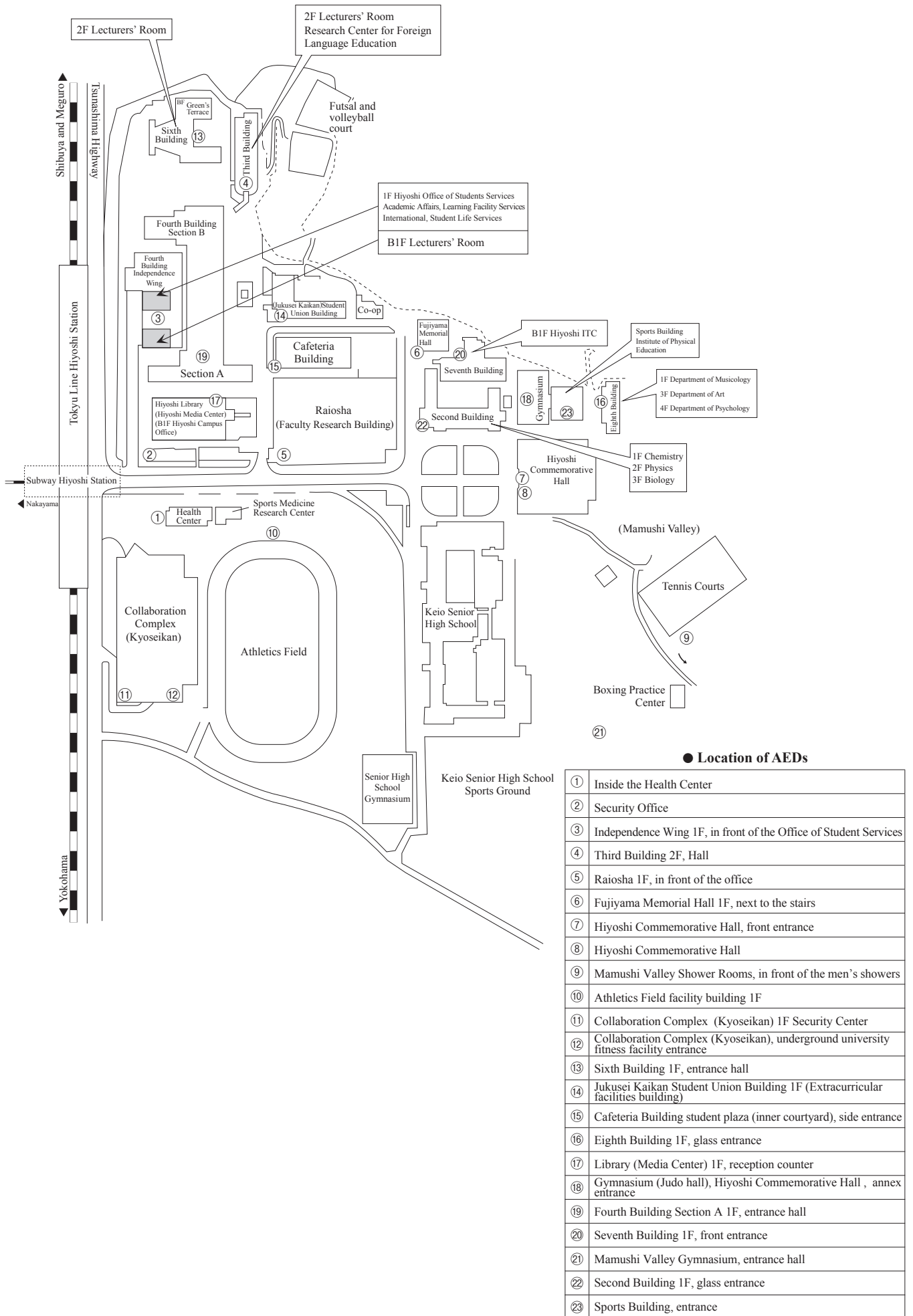
In the continuous pursuit of improvements, the Faculty of Economics works hard to examine the education it provides. The opinions of our students are extremely valuable for this. Accordingly, please send any issues that you believe need to be examined in relation to the Faculty of Economics' educational 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](mailto:dean@faculty.econ.keio.ac.jp)

**E-mail address: [dean@faculty.econ.keio.ac.jp](mailto:dean@faculty.econ.keio.ac.jp)**

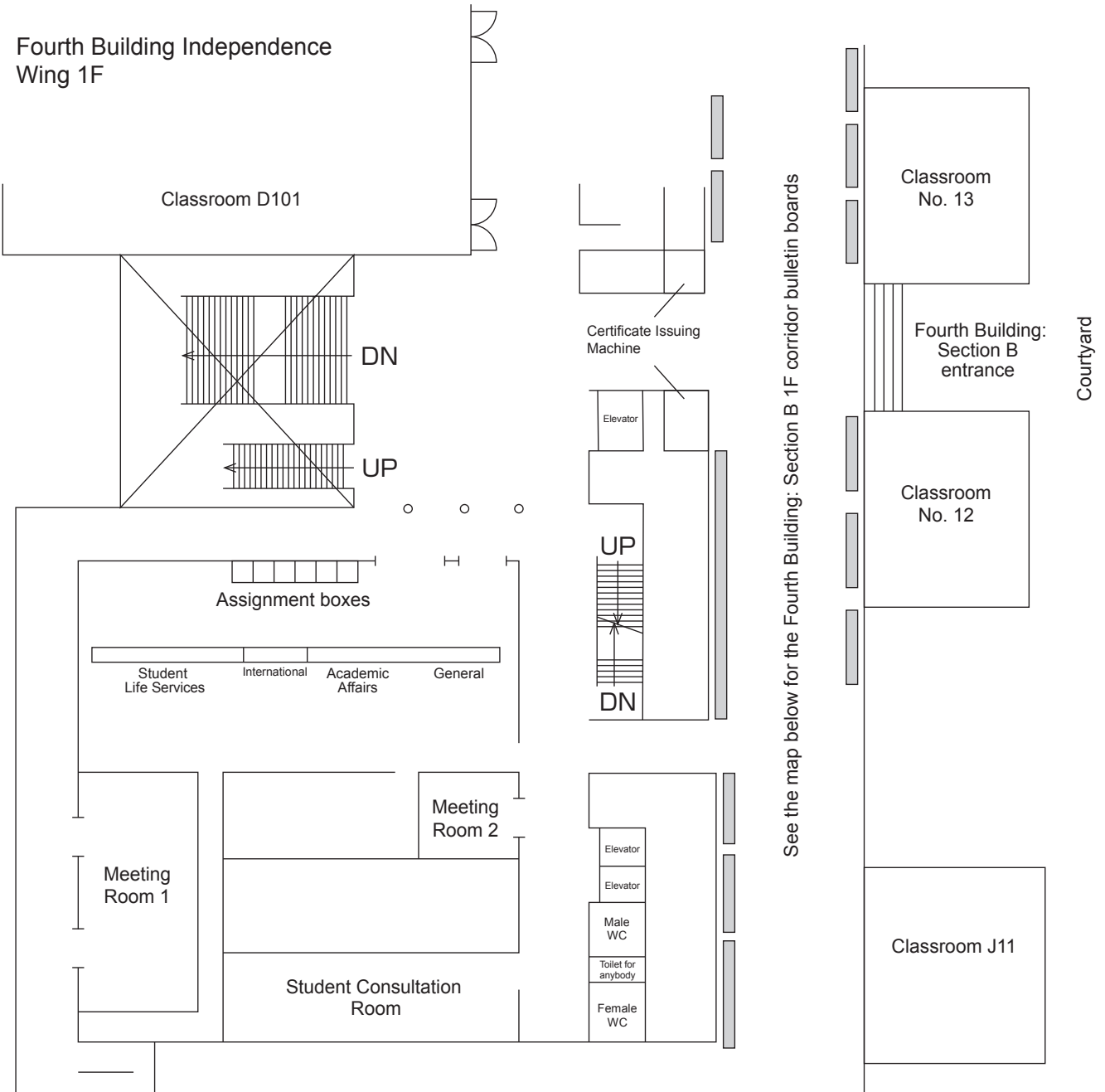
# [Hiyoshi Campus Map]



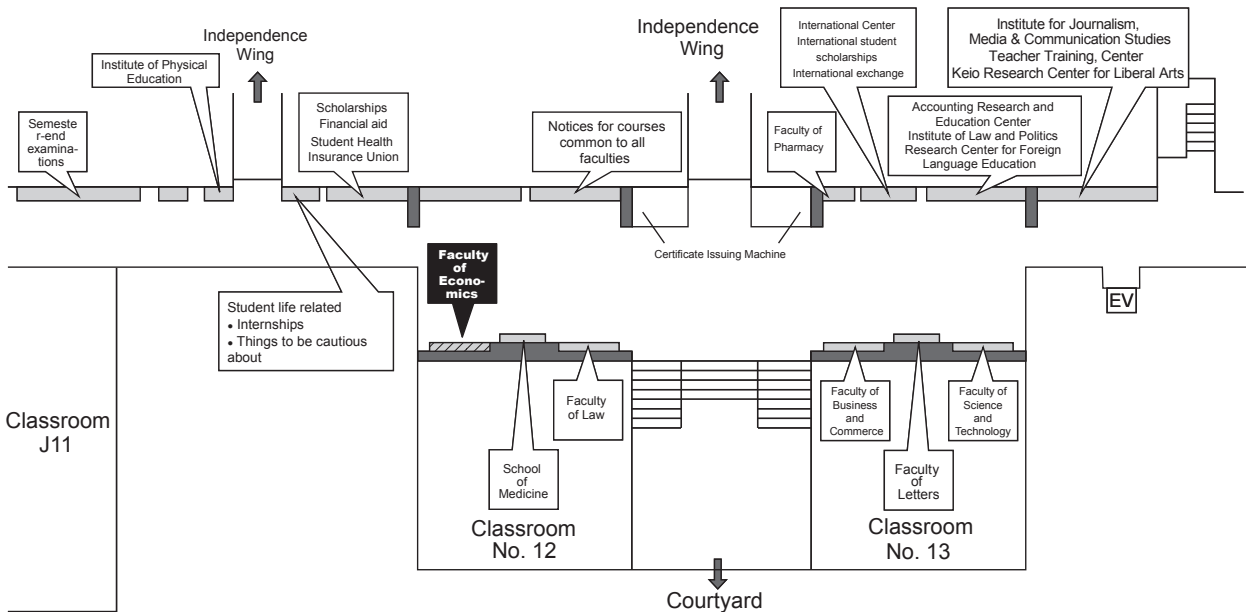
As of April 2020



# [Hiyoshi Office of Student Services and Bulletin Board Map]



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



## Regarding the Online Course Syllabus and Timetable

The Online Course Syllabus and Timetable allows access to the following detailed information regarding that are included in this guide.

course content, class plans, grade evaluation methods, textbooks, reference books, comments from lecturers to students questions and consultation, and more.

\* May vary slightly between faculties and courses.

Check the course structure on the List of Courses held first and then check the detailed information online. You can perform a search of the Online Course Syllabus and Timetable using the course category as given in the guide, the course name, or the name of the lectures, and also with keywords such as the semester, day of the week, or the period when the course is held. Furthermore, it is also possible to search from the timetable for each faculty, so you can, for example, use it to display the timetable for the faculty or department you belong to, and then select a course to display detailed information on it.

From academic year 2013 onwards, the Online Course Syllabus and Timetable is also supported on smartphones for searches by faculty or graduate school. After course registration, you can also check your own timetable and information on canceled and makeup classes.

There are restrictions on the functions that can be used before March 31 for those registering to keio.jp in advance, so please check the Notes of Caution at the end of this section.

### 1 Method of use

Use the Course Syllabus and Timetable with any of the following methods:

You must have keio.jp account. See the CALAMVS GLADIO FORTIOR Keio Campus Grade “Chapter 7 Network Usage Guide” for details about keio.jp (Keio Single Sign-on System) and the keio.jp account. Enquire at the Hiyoshi ITC (Hiyoshi Campus Seventh Building B1F) if you are unclear about how to obtain a keio.jp account or password.

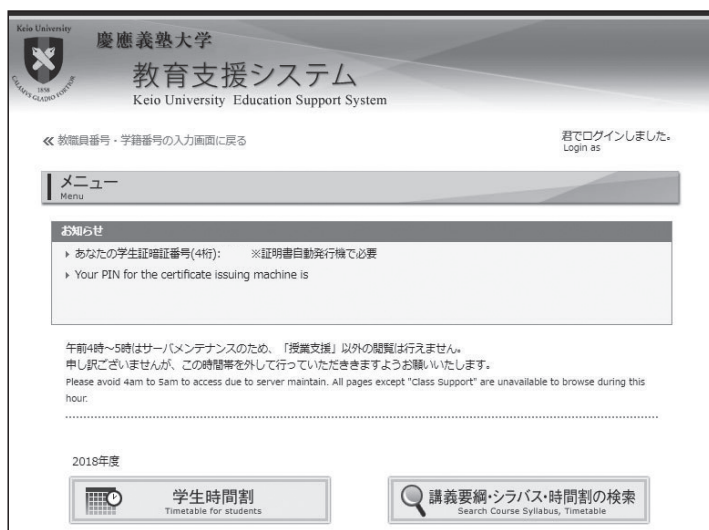
#### ○ How to use from the Education Support System

keio.jp (Keio Single Signon System) ... <http://keio.jp/>



Log in to keio.jp and from Application select Classes → Education Support System

〈Menu for PCs〉



- How to access the Keio University Syllabus website directly

https://gslbs.adst.keio.ac.jp/login.html



Enter your Keio ID and password on the keio.jp authentication page displayed.

② How to use the Keio University website Syllabus

- Choose from Faculty/Graduate School (\* Supported by PCs and smartphones)

Search for a course by faculty or graduate school.

Specify the details you want to use to narrow down the search and then click the Search button at the bottom of the page.

A list of the search results will be displayed. Click a course title.



慶應義塾大学 講義要綱・シラバス・時間割  
Keio University Syllabus

戻る  
Go Back

講義要綱 検索結果  
Course Syllabus: Search Results

[ Search Item ]  
Academical Year 2018  
Course Category : Hiyoshi > Specialized Subjects > Faculty of Economics > Economics  
PEARL / Lecturere : 光田

1 courses found

No.	設置 課程 Degree Program	設置 学部・ 研究科 Faculty/ Graduate School Program	設置 学科・ 専攻 Major	設置 コース Speciali- zation	科目名 Course Title ↓ ↑	開講学期 Semester	曜日・時限 Day/Period ↓ ↑	担当教員 Lecturer ↓ ↑
1		Economi CS	ECONOM ICS	PEARL COURS E	HISTORY(PEARL)	Fall (In tensive Cours e)	Mon3/Fri3	TATSUYA, MITSUDA

The course description will be displayed.



慶應義塾大学 講義要綱・シラバス・時間割  
Keio University Syllabus

戻る  
Go Back

トップへ戻る  
Go to Toppage

科目名 Course Title	開講学期 Semester	曜日・時限 Day/Period	単位 Credit
HISTORY(PEARL)	2018・ Fall (Intensive Course)	Mon3/Fri 3	4
サブタイトル Subtitle	A Global History of Food	キャンパス Campus	Hiyoshi
担当教員名 Lecturer	TATSUYA, MITSUDA	設置課程 Degree Program	
		設置学部・研究科 Faculty/ Graduate School Program	Faculty of Economics

授業科目の内容 Course Description

Food surrounds us. Yet do we really know why we eat some food and not others? Why is it that we feel more romantic when we savour French cuisine but not when slurping on Chinese noodles? What are the differences between eating in as opposed to eating out, and do the places where we eat determine our perception of taste? In what ways are we influenced by marketing that appears as advertisement, conditioning our preference, for example, for Coke over Pepsi? How is family (mother's food) and sexuality (sweets and women; beer and men) reflected and represented in food? And why do we base so much of our judgment of other people on how they eat and what they eat?

- Choose from Course Category (\* Only supported by PCs)  
 Search for a course using the categories written in the guide.  
 Specify the details you want to use to narrow down the search and then click the Search button at the bottom of the page.



# 慶應義塾大学

## 講義要綱・シラバス・時間割

### Keio University Syllabus

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**講義要綱・シラバス**

Choose from Faculty / Graduate School   
 Choose from Course Category   
 Choose from Faculty / Graduate School   
 Display by your faculty / academic year

**時間割**

絞り込みたい内容を指定し、画面下の「検索」をクリックしてください。  
 To narrow down a search, please specify information regarding the items below and then click "Search" at the bottom of the screen.

<b>年度</b> Academic Year	<input type="text" value="2018"/>
<b>科目区分</b> Course Category	キャンパス : <small>※必須 Required</small> <input type="text" value="指定なし / Any"/>
	区分1 : Category 1
	区分2 : Category 2
	区分3 : Category 3
<b>科目名</b> Course Title	<input type="text"/>
<b>担当教員名</b> Lecturers	<input type="text"/> <small>漢字姓名、かな姓名のいずれでも検索できます          You can conduct search for names in either kanji or hiragana.</small>
<b>講義要綱 本文</b> Course Syllabus (Body Text)	<input type="text"/> <small>スペースで区切ると and 検索になります          Separating each word with a space will give you the results that include both words.</small>

**開講学期**  
Semester

春学期 Spring   
  秋学期 Fall   
  通年 All Season  
 春学期集中 Spring (Intensive Course)   
  秋学期集中 Fall (Intensive Course)

**曜日**  
Day

月曜日 Monday   
  火曜日 Tuesday   
  水曜日 Wednesday  
 木曜日 Thursday   
  金曜日 Friday   
  土曜日 Saturday

**時限**  
Period

1時限 1period   
  2時限 2period   
  3時限 3period   
  4時限 4period  
 5時限 5period   
 6時限 6period   
 7時限 7period

**並び順**  
Sort Order

**開講言語**  
Language of instructions

**表示言語**  
Search results display language

③ How to use the Timetable

- Choose from Faculty/Graduate School (\* Only supported by PCs)

Search for courses using the timetables for each faculty or graduate school, the year grade, and the semester when the courses are held.

Specify the details you want to use to narrow down the search and then click the Search button at the bottom of the page.

The search results are displayed by day of the week and class period.

Click on the course name to view the syllabus. Click on the classroom to display information on the classroom.

**Fall** [Hiyoshi] 1period 9:00-10:30 2period 10:45-12:15 3period 13:00-14:30 4period 14:45-16:15 5period 16:30-18:00

Mon	Tue	Wed	Thu	Fri	Sat
1 period	2 period	3 period	4 period	5 period	
[F-KEI] GENERAL EDUCATION					
MANDATORY ELECTIVE (CATEGORY I)					
		* [F-KEI] 39210 SCIENCE AND THE ENVIRONMENT2 2Credit (KENICHIRO AOKI) <a href="#">12 Classroom</a>		* [F-KEI] 26471 SCIENCE AND THE ENVIRONMENT1 2Credit (RIKA OBATA) <a href="#">214 Classroom</a>	
MANDATORY ELECTIVE (CATEGORY II)					
* [F-KEI] 39186 GERONTOLOGY 1 2Credit (MAKIKO MORITA) <a href="#">D201 Classroom</a>	* [F-KEI] 31329 FINE ARTS(PEARL) 4Credit (YUMIKO KAMADA) <a href="#">D410 Classroom</a>			* [F-KEI] 26290 MUSIC1 2Credit (HARUNOBU TSUCHIDA) <a href="#">AV&amp;L Classroom</a>	
		* [F-KEI] 22768 HISTORY(PEARL) 4Credit (Mon3・Fri3) (TATSUYA MITSUDA) <a href="#">DB112 Classroom</a>		* [F-KEI] 39038 HEALTH AND HUMAN PERFORMANCE 1 2Credit (MIO KIBATA) <a href="#">D412 Classroom</a>	
				* [F-KEI] 39100 TOPICS IN CONTEMPORARY BUSINESS 1 2Credit (VICTOR GORSHKOV) <a href="#">D304 Classroom</a>	
				* [F-KEI] 34093 GENDER STUDIES 1 2Credit (YURIKO IINO) <a href="#">D307 Classroom</a>	

The course description is either displayed on a separate screen or a separate tab.

科目名 Course Title	開講学期 Semester	曜日・時限 Day/Period	単位 Credit
HISTORY(PEARL)	2018・Fall (Intensive Course)	Mon3/Fri 3	4
サブタイトル Subtitle	A Global History of Food	キャンパス Campus	Hiyoshi
担当教員名 Lecturer	TATSUYA, MITSUDA	設置課程 Degree Program	
		設置学部・研究科 Faculty/ Graduate School Program	Faculty of Economics

**授業科目の内容 Course Description**

Food surrounds us. Yet do we really know why we eat some food and not others? Why is it that we feel more romantic when we savour French cuisine but not when slurping on Chinese noodles? What are the differences between eating in as opposed to eating out, and do the places where we eat determine our perception of taste? In what ways are we influenced by marketing that appears as advertisement, conditioning our preference, for example, for Coke over Pepsi? How is family (mother's food) and sexuality (sweets and women; beer and men) reflected and represented in food? And why do we base so much of our judgment of other people on how they eat and what they eat?

- Display by your faculty/academic year (\* Only supported by PCs)

Click this to display the timetable for the faculty and academic year that you belong to.

慶應義塾大学 講義要綱・シラバス・時間割  
Keio University Syllabus

講義要綱・シラバス 時間割

科目設置学部から選ぶ Choose from Faculty / Graduate School

科目区分から選ぶ Choose from Course Category

科目設置学部から選ぶ Choose from Faculty / Graduate School

**所属学部・学年で表示する** Display by your faculty / academic year

絞り込みたい内容を指定し、画面下の「検索」をクリックしてください。  
To narrow down a search, please specify information regarding the items below and then click "Search" at the bottom of the screen.

キャンパス  
※必須 Required

三田 Mita  日吉 Hiyoshi  湘南藤沢 Shonan fujisawa  矢上 Yagami  信濃町 Shinanomachi

科目設置課程  
※必須 Required

学士課程 Bachelor Degree Program  修士課程 Master's Program  後期博士課程 Doctoral Program  専門職学位課程 Professional Degree Program

科目設置学年  
※必須 Required

1年 Grade 1  2年 Grade 2  3年 Grade 3  4年 Grade 4

科目設置学部  
※必須 Required

文学部 Faculty of Letters  さらに詳しく指定 more  
 経済学部 Faculty of Economics  さらに詳しく指定 more  
 法学部 Faculty of Law  さらに詳しく指定 more  
 商学部 Faculty of Business and Commerce  
 医学部 Faculty of Medicine  
 理工学部 Faculty of Science and Technology  さらに詳しく指定 more  
 総合政策学部 Faculty of Policy Management  
 環境情報学部 Faculty of Environment and Information Studies  
 看護医療学部 Faculty of Nursing and Medical Care

開講学期  
Semester  春学期 Spring  秋学期 Fall

開講言語  
Language of Instructions 指定なし: Any ▼

表示言語  
Search results display language 日本語表記: Japanese ▼

Click the course name to view to the syllabus or click on the classroom to display information on the classroom.

## Fall

[Hiyoshi] 1period 9:00-10:30 2period 10:45-12:15 3period 13:00-14:30 4period 14:45-16:15 5period 16:30-18:00

Mon	Tue	Wed	Thu	Fri	Sat
1 period	2 period	3 period	4 period	5 period	
[F-KEI] GENERAL EDUCATION					
MANDATORY ELECTIVE (CATEGORY I)					
		* [F-KEI] 39210 SCIENCE AND THE ENVIRONMENT2 2Credit (KENICHIRO AOKI) <a href="#">12 Classroom</a>		* [F-KEI] 26471 SCIENCE AND THE ENVIRONMENT1 2Credit (RIKA OBATA) <a href="#">214 Classroom</a>	
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		* [F-KEI] 22768 HISTORY(PEARL) 4Credit (Mon3 - Fri3) (TATSUYA MITSUDA) <a href="#">DB112 Classroom</a>		* [F-KEI] 39038 HEALTH AND HUMAN PERFORMANCE 1 2Credit (MIO KIBATA) <a href="#">D412 Classroom</a>	
				* [F-KEI] 39100 TOPICS IN CONTEMPORARY BUSINESS 1 2Credit (VICTOR GORSHKOV) <a href="#">D304 Classroom</a>	
				* [F-KEI] 34093 GENDER STUDIES 1 2Credit (YURIKO IINO) <a href="#">D307 Classroom</a>	

Subsequent steps are the same as for “Choose from Faculty/Graduate School.”

### Notes of Caution for New Students registering to keio.jp before Enrollment

When you enter via the keio.jp login screen, it will not be possible to use the online Course Syllabus and Timetable. Before March 31, please use the URL in [1](#) to access the Keio University Syllabus website directly.