

Academic Year 2025

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

PEARL, Faculty of Economics
Course Registration Guide
(Mita Campus, 3rd and 4th year level)

This Course Registration Guide provides important points of attention regarding student life in Mita Campus, course registration, classes, advancement, and graduation. Students are strongly advised to read this guide carefully to make use of all the information for planning their study as there are many differences between Hiyoshi and Mita campuses. There may be a case that students need this guide after graduation, so please make sure to keep this guide at hand.

Contents

Faculty of Economics Administrators	2
Mita Campus Guide	3
Main Offices and Opening Hours	
Class Timetable	
Notices on Academic Affairs	
School Buildings and Classroom Numbers	
Mita Campus Map (as of April 2025)	
Other Facilities	
I Academic Calendar (Mita)	5
II Web System	10
1 Keio University Student Website	10
2 K-Support	10
3 keio.jp	13
III Enrollment Status (Temporary Leave of Absence, Study Abroad, Withdrawal, and Compulsory Withdrawal)	14
1 Temporary Leave of Absence (Article 152 of the Undergraduate Rules and Regulations)	14
2 Study Abroad (Article 153 of the Undergraduate Rules and Regulations)	14
3 Withdrawal from University (Article 154 of the Undergraduate Rules and Regulations)	15
4 Compulsory Withdrawal from University (Articles 156 and 188 of the Undergraduate Rules and Regulations)	15
Handling of study abroad and temporary leave of absence	16
IV Student ID Card, Notifications, and Certificates	17
1 Student ID Card	17
2 Notification of Change of Address (Student/Guarantor)	17
3 Changing Guarantor	17
4 Changing Surname or Given Name (Student/Guarantor)	18
5 Change of Nationality	18
6 Student Commuter Certificate (Student Commuter Pass)	18
7 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.)	18
V Courses and Grades	20
1 Applications to Use Classrooms (Mita)	20
2 Keys for Audiovisual (AV) Devices in Classrooms and Loan of Other Equipment	20
3 Handling of Classes in Emergency Situations	20
4 Handling of Classes during Keio-Waseda Baseball Games	20
5 Class Attendance when Chosen as a Lay Judge	20
6 Course Numbering (K-Number)	20
7 Maximum Number of Credits Permitted for Distance Learning/Online Classes	21
8 Grades	21
9 Grade Inquiry System	22
10 Obtainable Degrees	22
VI Examinations	23
1 Types of Examinations	23
2 Assignments	24
3 Academic Misconduct	25
VII Student Life	26
1 Inquiries	26
2 Student Life Services	26
3 Scholarships	27
4 Career Services	27
5 Student Counseling Room	28
6 Keio Student Health Care Mutual Aid Association (Gakuseikenpo)	28
7 Personal Accident Insurance for Students Pursuing Education and Research	28
8 Optional Compensation Plans	29
9 Accessible Education	29
10 Health Care	29
VIII Course Registration Guidelines	30
1 Applicable Undergraduate Rules and Regulations	30
1 2025 Rules	30
2 Transition of Rules	30
2 Course Registration	31
1 Timetable and Syllabus	31
2 Course Registration	31
3 Notes on Course Registration	31
4 Procedures for Online Registration	31
5 Course Registration Number, Field, Column A and Column B	33
6 Taking Courses Offered by the Institute of Science Tokyo	34
3 Types of Courses Offered and Credits	35
1 General Education Courses	35
2 Foundation Courses	35
3 Foreign Language Courses	36
4 Major Subjects Courses, including Research Seminars, Independent Research Projects, PCP, DEEP and FACTS	36
5 Elective Courses	38
6 Graduation Requirement Credits	39
7 Optional Courses	39
4 Notes on Taking Courses	39
1 Set Courses (Corequisite Courses)	39
2 Retaking Remaining Courses at Hiyoshi Campus	39
3 Duplicate Course Registration	40
4 Registering Courses Offered at Other Faculties and Campuses	41
5 Taking Courses Offered by Research Institutes and Centers	44
6 University-Wide Common Courses	45
7 Courses for which Course Cancellation Is Not Possible	45
8 Taking Graduate School Courses Prior to Entering Graduate School at Keio	46
5 Other	47
1 Extending Period of Enrollment	47
2 Graduation in March	48
3 35-year Early Graduation System	48
4 Roadmap for Graduation of Faculty of Economics	49
5 Making Proposals to the Faculty	49
6 Course List	50
1 Total Credits Required for Graduation	50
2 Course Registration Limit	54
3 Credits Required in the Third Year to Advance to the Next Year	54
4 Credits Required in the Fourth Year to Graduate	54
7 Checklists for Requirements to Advance to the Next Year and Graduate	55
Agreement and Memorandum of Understanding on Courses Offered Jointly with Other Universities	59

NOTE: In the following sections, expressions below will be used.
Academic Year (FS): the year starting from September 22 and ending on September 21 in the following year.

Academic Year (SF): the year starting from April 1 and ending on March 31 in the following year.

Corequisite (FS): courses that starts in the Fall Semester and ends in the Spring Semester.

Corequisite (SF): courses that starts in the Spring Semester and ends in the Fall Semester.

Faculty of Economics Administrators

Faculty of Economics Administrators

- ◆ Dean Professor Tetsuya KOMAGATA
- ◆ PEARL Executive Director Professor Ippei FUJIWARA
- ◆ PEARL Academic Director (Mita) Professor Ayako OBASHI
- ◆ Chief Academic Advisor (Mita) Professor Takuji ARAI
- ◆ Academic Advisor (Mita) for PEARL Professor Kimiko TERAI

*If you have any inquiries on academic guidance, please read the separate instructions on the Keio Student Website.

Welcome to the Faculty - the Registration Guide Dean, Professor Tetsuya KOMAGATA

After what has seemed like a long wait, you will soon be embarking upon your studies in a variety of different major courses here at Mita Campus.

We have written this registration guide to explain the philosophy and characteristics of the curriculum offered at Mita, and to help you prepare to take your courses.

Keio University has been teaching economics since the late Edo period, and as the oldest specialist economics faculty in Japan, the Faculty of Economics offers an outstanding lineup of faculty members and major courses. These courses are supported by the educational philosophy of Keio University's Faculty of Economics. First, the most important foundation of this philosophy is the development of an intellect capable of understanding the day-to-day changes in society. Economic phenomena lie behind the changes we see in modern society, and each and every one of us needs to understand these changes. Keio has focused on and worked hard to develop the study of economics to give students an intellectual grasp of social changes. The unrivaled major courses now offered by the Faculty of Economics are the result of these efforts.

The second foundation of our faculty is a curriculum system that allows students to take a diverse range of courses. Through their education in the field of social sciences, Japan's former imperial universities aimed to educate national leaders. In contrast, at Keio University, we believe that fostering intellect in accordance with the individual goals of each member of society is the key to making society stronger. In order to achieve this, rather than receiving a standardized education, it is important that students are able to study a diverse curriculum in line with their individual interests and goals.

Some of you are hoping to become economists. Others will want to enhance their knowledge in specific areas related to economics and find work as specialists. I am also sure that most of you want to focus your intellects on the study of economics in order to acquire a rich education that will allow you to take on work in a variety of social settings and make accurate judgments. The major courses offered by Keio University's Faculty of Economics are designed to allow students to achieve all of these diverse goals.

The third foundation of our faculty is a well-developed system of small class-size education that fosters the ability in students to carry out research and think independently. In addition to the traditional seminars, a variety of small class-size lesson formats are offered, independent research projects, PCP, and Reading Course in Foreign Languages. By combining these courses with lecture courses, students are able to acquire the ability to think and communicate in a genuinely effective way.

Two years is a very short period of time, and the effort you put in during these two years is guaranteed to change you. You will enjoy thinking empirically, your words will carry more weight, and above all, you will create a more confident and intellectual impression on people than you did two years ago.

Make full use of the courses here at Mita Campus in order to develop your intellect.

Choosing Your Courses

Chief Academic Advisor (Mita), Professor Takuji ARAI

This registration guide begins by providing general advice and information on how to take courses, explains the credits required to advance to the third and fourth years, and graduate. It also provides simple outlines of each course offered at Mita Campus. I expect you to read this registration guide carefully as you embark upon a new academic year, to build a plan that will allow you to earn the necessary credits problem-free, and to enjoy your student life here at Mita.

The academic program at Mita has been developed upon core subjects in 10 fields, and the advanced and related courses that make up the major subjects. Courses are also offered in general education and foreign languages, which are expected to be useful for students in their academic life. The Faculty of Economics' core and advanced courses have been designed to allow study of both the traditional components of and most recent trends in economics. The Faculty also offers numerous courses with interdisciplinary content, and there is a broad range of fields covered by the courses in the major subjects as a whole.

It is precisely because of the diverse range of courses on offer by the Faculty of Economics at Mita Campus that it is so important that students work independently and proactively to build a learning plan for their academic life at Mita. Please take the time to read this registration guide carefully, and make independent course selections in consideration of your individual areas of interest.

Unfortunately, every year there are students who fail to earn the necessary credits out of carelessness when registering for courses, and we still see cases of students not being able to advance to the next year or graduate.

Please make sure you have a correct understanding of the conditions for advancing to the next year and for graduating, and pay careful attention to ensure that there are no mistakes or omissions. If you are still unsure of anything after reading this registration guide, it is important that you ask and resolve these questions during your academic guidance meeting or at the Office of Student Services.

It would be no exaggeration to say that building your own curriculum plan is the key to enjoying a fulfilling student life at Mita. I expect you to select the best curriculum for you personally to ensure you have no regrets.

Mita Campus Guide

Main Offices and Opening Hours

Office (Counter no.)	Main responsibilities	Office opening hours	Location
Office of Student Services	General Affairs and Inquiries Group (1)	Registrar, lost and found	B1F, South School Building *The Law School Section of the Academic Affairs Group is located on 1F, South Building.
	Academic Affairs Group (5-10)	Course registration, grades, classroom usage, graduate admission	
	Student Life Services Group (3)	Student life	
		Student Counseling Room	
	Scholarships and Financial Assistance Group (4)	Scholarships	
		Weekdays 8:45am-4:45pm* *Scholarship application period differs from the above.	
	International Exchange Services Group (11)	Study abroad	
		Employment and careers	
		Teacher Training Courses	
Placement and Career Services Group (2)	Placement and Career Resource Room	Weekdays 2:00pm-4:45pm	1F, South School Building
		Weekdays 8:45am-4:45pm*	B1F, South Building
Health Center	Health checkups and healthcare	Weekdays 8:30am-5:00pm* Please check the open hours for the Mita branch at https://www.hcc.keio.ac.jp/en	1F, North Building
Mita KIC (Keio Information Technology Center)	keio.jp, ITC Account, Software License, loan of PCs	Weekdays 8:45am-4:45pm*	B1F, Graduate School Building

*Offices are closed on Saturdays, Sundays, public holidays with no classes scheduled, Mita Campus summer and winter break periods, and on January 10 (Founder's Birthday – anniversary of Yukichi Fukuzawa's birthday).

• Notifications of any changes will be provided on the Keio Student Website as necessary.

Class Timetable

Period	Mita / Hiyoshi	Mita		Hiyoshi
	Class hours	Semester-end examinations / Semester first half make-up examinations	Semester-end make-up examinations	Examination and make-up examinations
1	9:00am-10:30am	9:00am-10:30am	9:00am-10:20am	9:00am-10:00am
2	10:45am-12:15pm	10:45am-12:15pm	10:30am-11:50am	10:20am-11:20am
3	1:00pm-2:30pm	1:00pm-2:30pm	12:30pm-1:50pm	12:20pm-1:20pm
4	2:45pm-4:15pm	2:45pm-4:15pm	2:00pm-3:20pm	1:40pm-2:40pm
5	4:30pm-6:00pm	4:30pm-6:00pm	3:30pm-4:50pm	3:00pm-4:00pm
6	6:10pm-7:40pm*	6:10pm-7:40pm	5:00pm-6:20pm	4:20pm-5:20pm
7	—	—	—	5:40pm-6:40pm

*Classes at Hiyoshi Campus only go up to 5th period.

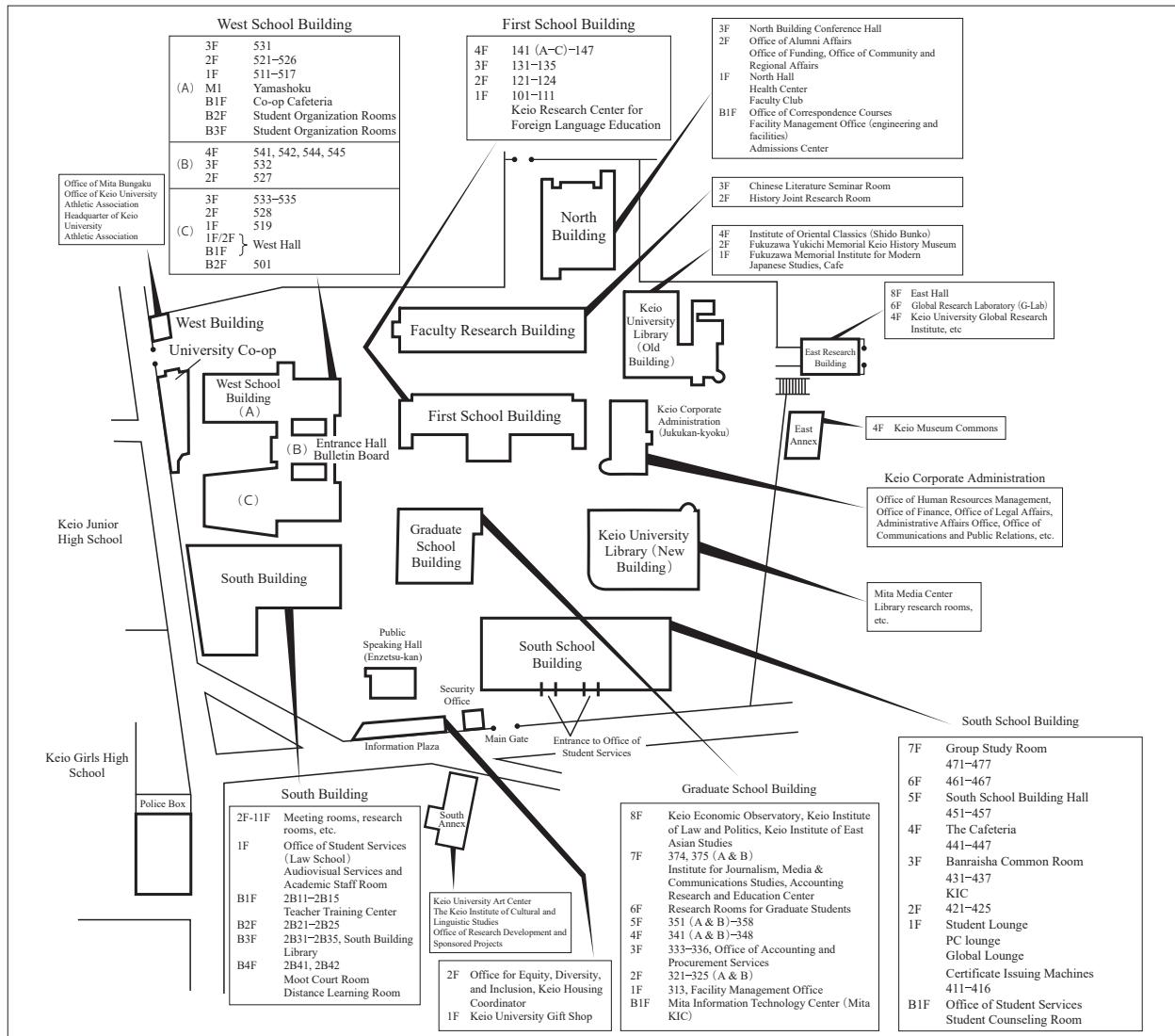
Notices on Academic Affairs

Information and announcements with regard to courses offered at Mita Campus (except Law School) such as changes in the timetable, class cancellations and make-up classes, emergency announcements, examination guidelines, the academic calendar, direct messages to students, etc., will be posted on K-Support, the Keio University website, and other relevant platforms, so please make sure to check them regularly for updates. The latest information from the Office of Student Services will also be announced there. For information on courses offered at different campuses, please check them there as well or on the bulletin boards located at each campus.

School Buildings and Classroom Numbers

First School Building	Graduate School Building	South School Building	West School Building	South Building
101-147	313-375B	411-477 South School Building Hall	501-545 West School Building Hall	2B11-2B42

Mita Campus Map (as of April 2025)



Other Facilities

(1) Use of PCs, printers and network

Please check the Mita KIC website.
<https://www.mita.itc.keio.ac.jp/>



*Please check the Keio Student Website for locations where you can charge your PCs and other devices.
<https://www.students.keio.ac.jp/en/mt/life/facility/mita.html>

(2) Study rooms for taking online classes

Please refer to the Keio Website.
<https://www.students.keio.ac.jp/en/mt/life/facility/mita.html>



(3) Certificate Issuing Machines (see 7 Certificates (Transcripts, Student Travel Fare Discount Certificates, etc.) under IV Student ID Card, Notifications, and Certificates)

Certificate Issuing Machines are located on 1F of the South School Building. For details of operating days/hours, please check the Keio Student Website.

Information about certificates: <https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>



(4) Lost and found

The General Affairs and Inquiries counter of the Office of Student Services holds onto lost and found items. Lost and found: <https://www.students.keio.ac.jp/en/com/life/lost-found/> 



(5) Cafeterias

There are three cafeterias on Mita Campus: *The Cafeteria* in the South School Building, *Yamashoku*, and the *Co-op Cafeteria* in the West School Building.

Chapter I Academic Calendar(Mita)

2025
April

- ①-⑯ : Lesson numbers for Semester Courses
- ①-⑯ : Lesson numbers for Semester first half Courses
- ①-⑯ : Lesson numbers for Semester second half Courses

Outside term time [] Holidays []

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1 Entrance ceremony Transcript of Academic Record available Certificate of Expected Graduation available for 4th year students	2	3	4	5		
				Spring Semester First Course Registration Period (3rd, 12:30pm~5th, 4:00pm)				
6	7 Announcement of the Adjustments Results for the First Course Registration (4:00pm, tentative) Course registration adjustment results reflected on the confirmation screen	8 1 1 2 First day of Spring Semester Spring Semester 1st half courses	9 1 1 2	10 1 1 2	11 1 1 2	12		
	Spring Semester Second Course Registration Period (7th, 4:00pm~15th, 10:00am)							
13	1 1 2	14 2 3 4	15 2 3 4	16 2 3 4	17 2 3 4 Course registration confirmation available (4:00pm, tentative)	18 2 3 4		
20	2 3 4	21 3 5 6	22	23 3 5 6 Keio Foundation Day	24 3 5 6	25 3 5 6		
	Course Registration Amendment Period (21st, 8:45am~22nd, 4:00pm)							
27	3 5 6	28 4 7 8 Showa Day (Classes are held)	29 3 5 6	30	Mid April: Information on academic fees and expenses Late April: Annual health check			
	Course Registration Cancellation Period (29th, 10:00am~30th, 4:00pm)							
	*Spring Semester/Spring 1st half/Corequisite courses (SF) only							

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				4 7 8	1 4 7 8	2
Early May: Annual health check					Certificate of Course Registration available (for Spring Semester)	3 Constitution Day
Late May: Announcement of examination timetable for Spring 1st half courses						
4 Greenery Day	5 Children's Day	6 Substitute Holiday	7 4 7 8	8 5 9 10	9 5 9 8	10
11 4 7 8	12 5 9 10	13 5 9 10	14 6 1 2	15 6 1 2	16 5 9 10	17
18 5 9 10	19 6 1 2	20 6 1 2	21 7 13 14	22 7 13 14	23 6 1 2	24
25 6 1 2	26 7 13 14	27 7 13 14	28 8 1 2	29 8 1 2	30 7 13 14	31 Keio-Waseda Baseball Game (tentative)
			First day of Spring Semester 2nd half courses	Application Deadline: Temporary Leave of Absence (Spring Semester)		

June

*There may be Semester-end examinations for Spring 1st half courses on "Examination Day".

*Only make-up classes will be held on "Make-up class day".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 7 ⑬⑭	2 8 ①②	3 8 ①②	4	5	6 8 ①②	7
Last day of Spring Semester 1st half courses			Make-up class/ Examination Day	Make-up class/ Examination Day Certificate of Annual Health Examination available		
8 8 ①②	9 9 ③④	10 9 ③④	11 9 ③④	12 9 ③④	13 9 ③④	14
15 9 ③④	16 10 ⑤⑥	17 10 ⑤⑥	18 10 ⑤⑥	19 10 ⑤⑥	20 10 ⑤⑥	21
22 10 ⑤⑥	23 11 ⑦⑧	24 11 ⑦⑧	25 11 ⑦⑧	26 11 ⑦⑧	27 11 ⑦⑧	28
	Grade Report for Spring Semester 1st half courses announced Course Registration Cancellation Period (24th, 10:00am~25th, 4:00pm) *Spring 2nd half courses only					
29 11 ⑦⑧	30					

July

*Only make-up classes will be held on "Make-up class day".

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		12 9 10	1	12 9 10	2	12 9 10
6	12 9 10	7 13 12	8 13 12	9 13 12	10 13 12	11 13 12
13	13 11 12	14 14 13 14	15 14 13 14	16 14 13 14	17 14 13 14	18 14 13 14
20	14 10 14	21 Marine Day (Classes are held) Last day of Spring Semester/ Spring Semester 2nd half courses	22 Make-up class Day	23	24	25
27	28	29	30	31	Spring Semester-end Examination Period (23rd~31st, tentative) (No classes)	
					Early July: Announcement of Spring Semester-end examinations timetable Early July: Applications open for make-up examinations for the Spring Semester	

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Mountain Day	12	13	14	15	16
University Summer Break (9th~18th)						
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	6
7	8	9	10	11	12	13
14	15 Respect-for-the-Aged Day	16	17	18	19	20
21	22 Entrance Ceremony Transcript of Academic Record reflected for Spring Semester	23 Autumnal Equinox Day	24	25	26	27
28	29 Course Registration adjustment result announced (4:00pm tentative) Course registration errors reflected on the confirmation screen	30	Fall Semester First Course Registration Period (24th, 12:30pm~26th, 4:00pm)			
			*The result of determination (regarding graduation/advancement) will be stated in the Determination column on the Grade Report.			
			Fall Semester Second Course Registration Period (29th, 4:00pm~October 8th, 10:00am)			

October

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1①② First day of Fall Semester/ Fall Semester 1st half courses	2 1①②	3 1①②	4
			Fall Semester Second Course Registration Period (September 29th, 4:00pm~8th, 10:00am)			
5 1①②	6 1①②	7 2③④	8 2③④	9 2③④	10 2③④	11
12 2③④ Sports Day (Classes are held)	13 2③④	14 3③⑥ Course registration confirmation available (4:00pm, tentative)	15 3⑤⑥ Course Registration Amendment Period (15th, 8:45am~16th, 4:00pm)	16 3⑤⑥	17 3⑤⑥	18
19 3⑤⑥	20 3⑤⑥	21 4⑦⑧ Course Registration Cancellation Period (21st, 10:00am~22nd, 4:00pm) *Fall Semester/Fall 1st half courses only	22 4⑦⑧	23 4⑦⑧ Certificate of Course Registration available (For Fall Semester)	24 4⑦⑧	25
26 4⑦⑧	27 4⑦⑧	28 5⑨⑩	29 5⑨⑩	30 5⑨⑩	31	

November

*There is a possibility that Semester-end examinations for Fall 1st half courses are held on "Examination Day".

*Only make-up classes will be held on "Make-up class day".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 5⑨⑩ Keio-Waseda Baseball Game (tentative)
Early November: Announcement of examination timetable for Fall 1st half courses						
2 5⑨⑩ Culture Day (Classes are held)	3 5⑨⑩	4 6①②	5 6①②	6 6①②	7 6①②	8
9 6①②	10 6①②	11 7⑬⑭	12 7⑬⑭	13 7⑬⑭	14 7⑬⑭	15
16 7⑬⑭	17 7⑬⑭	18 Last Day of Fall Semester 1st half courses	19 Make-up class/ Examination day (AM) Mita Festival preparation	20 Mita Festival preparation	21 Mita Festival	22 Mita Festival
Mita Festival 23 Labor Thanksgiving Day	24 Mita Festival	25 Mita Festival Clean-up Day	26 8①② Make-up class/ Examination day	27 8①② First day of Fall Semester 2nd half courses	28 8①② Application Deadline: Temporary Leave of Absence (Fall Semester)	29
30 Substitute holiday						

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 8①②	2 8①②	3 9③④	4 9③④	5 9③④	6
7 9③④	8 9③④	9 9③④	10 10⑤⑥ Grade Report for Fall Semester 1st half courses announced	11 10⑤⑥	12 10⑤⑥	13
			Course Registration Cancellation Period (11th, 10:00am~12th, 4:00pm) *Fall 2nd half courses only			
14 10⑤⑥	15 10⑤⑥	16 10⑤⑥	17 11⑦⑧	18 11⑦⑧	19 11⑦⑧	20
21 11⑦⑧	22 11⑦⑧	23 11⑦⑧	24 12⑨⑩	25 12⑨⑩	26 12⑨⑩	27
28 Winter Break (~January 4th)	29	30	31			
University Year-end Break (29th~January 5th)						

2026

January

*Only make-up classes will be held on "Make-up class day".

Outside term time

Holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2	3
Mid January: Announcement of Fall Semester-end timetable Mid January: Application open for make-up examinations for the Fall Semester						
4 12 9 10	5 12 9 10	6 12 9 10	7 13 10 12	8 13 10 12	9	10 Founder's Birthday
11 Coming of Age Day	12 13 10 12	13 13 10 12	14 14 10 11	15 13 10 12	16 Substitute for Monday classes	17
18 14 10 14	19 14 10 14	20 14 10 14	21	22 Make-up class Day	23 14 10 14	24 Last Day of Fall Semester Courses/ Fall Semester 2nd half Courses
25	26	27	28	29	30	31
Fall Semester-end Examination Period (26th~February 2nd, tentative) (No classes)						

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Yukichi Fukuzawa Memorial Day Spring Break (~March 31st)	4	5	6	7
8	9	10 National Foundation Day	11	12	13	14
15	16	17 Fall Semester-end make-up examination (16th~17th) (tentative) *Only courses for which Fall Semester-end Examination are held	18	19	20	21
22	23 Emperor's Birthday	24	25	26	27	28

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 *Grade Reports for Fall Semester-end exams available	11	12	13	14
15	16	17	18	19	20	21 Vernal Equinox Day
22	23 Commencement Ceremony (March Graduation)	24	25	26	27	28
29	30	31	*For March graduates, the result of the final determination (regarding graduation/advancement) will be stated in the Determination column on the Grade Report.			

⟨Make-up Class Days / Examination Days⟩ Spring Semester: June 5th and 6th, Fall Semester: November 19th AM and 26th

⟨Make-up Class Days⟩ Spring Semester: July 22nd, Fall Semester: January 22nd

⟨Classes held on holidays⟩ Spring Semester: April 29th and July 21st, Fall Semester: October 13th and November 3rd

⟨Substitution Class Days⟩ Spring Semester: None, Fall Semester: January 16th

Guidance for Research Institutes and Centers

Please refer to the websites of each institute and center for the latest information on their orientation.

Please note that some institutes hold their orientations in March.

Please also check the announcements on the Keio Student Website:

<https://www.students.keio.ac.jp/mt/class/registration/institutes.html>



Research Institute and Centers
The Keio Institute of Cultural and Linguistic Studies
Institute for Journalism, Media & Communication Studies
Keio Institute of Oriental Classics
Institute of Physical Education
Fukuzawa Memorial Center for Modern Japanese Studies
International Center
Keio University Health Center
Teacher Training Center
Keio University Art Center
Keio Research Center for Foreign Language Education
Student Affairs Center
Keio University Global Research Institute
Keio Museum Commons

Registration for Curatorship (Entry for Practical Museum Studies)

For details, please refer to the Keio Student Website.

*All applicants for certification must check the website.

<https://www.students.keio.ac.jp/com/class/certification/curator.html>



Chapter II Web System

1 Keio University Student Website

<p>https://www.students.keio.ac.jp/</p> 	<p>This portal site provides information for current Keio University students.</p>
<p>Login ID and password are not required.</p>	
<p>Class/Course registration/Examination</p> <ul style="list-style-type: none">View and download registration guidelines, syllabi, and timetables	
<p>Student life/Placement and career services</p> <ul style="list-style-type: none">Guide to offices and countersInformation about events and scholarships	

2 K-Support

<p>https://keio.jp/</p> 

K-Support is a portal site intended for current students at Keio University. The purpose of this site is to support students in their school life by providing a platform to view announcements and messages from the university, prepare and submit applications, and contact various departments and offices. Students will also be able to find a collection of links to the apps used at Keio. As it will be an indispensable tool for students, be sure to bookmark K-Support for easy access.



■ Homepage

Messages	This is where you will find direct messages from the university to you. <u>Check your messages regularly</u> , as they may contain important notices such as those related to course registration or student life.
News	You will find announcements and event information from the university posted here. Important news related to course registration and graduation will be posted, so please look through the page's news items from time to time.
K-LMS	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more. K-LMS is essential for participating in classes at Keio, so be sure to familiarize yourself with it.
Cancelled and Makeup Classes	A list of classes that have been cancelled or have makeup lessons will be displayed here. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is held.
Course Registration	This system is used to register for courses, register for additional courses, cancel course registrations, or to submit the Application for "No New Registered Courses". You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, confirm with your faculty's relevant section if you have any questions.
Confirmation of Registered Courses	You will find displayed a list of registered courses. Be sure to check that you have correctly registered for subjects. You can also view classroom information.
Grade Report	You can view available academic transcripts. The period you can view transcripts varies depending on undergraduate faculty, graduate school, academic year, etc. Details are published on the Keio University Student Website.

■ Information Registration and Other Applications

Personal Information	
Confirm or Update Address (Student/Guarantor)	You can confirm your contact information and that of your guarantor. Please carry out the necessary procedures as soon as possible if you need to make any changes.
Reissue Student ID Card	If you lose or damage your student ID card, please make an application for another one here. For more information, please visit the Keio University Student Website or p. 17.
Issue Certificates (Sealed and Special Certificates)	If you wish to request a certificate that cannot be issued from the Certificate Issuance Machines (such as certificates that are sealed, certificates for various qualifications, certificates involving direct overseas delivery, and for applications to fill out certificates involving third party-specified forms ["request forms"]), please submit your request here. For more information, please visit the Keio University Student Website or p. 18~19.
Change of Guarantor	You can register changes to the information indicated on the left. For more information, please visit the Keio University Student Website or p. 17~18.
Name Change (Student)	
Name Change (Guarantor)	
Register Overseas Address (Student)	
Register Overseas Address (Guarantor)	
Emergency Contact in Japan	
Temporary Leave of Absence	Use this to apply for a temporary leave of absence. Check the Keio University student website or p. 14 for more information on taking a temporary leave of absence.
Study Abroad	Make a study abroad application from here. Check the Keio University student website or p. 14 for more information on studying abroad.
Notification of Returning to Study	When a period of temporary leave of absence or study abroad approved by Faculty meeting has finished, register your Notification of Returning to Study from here as soon as possible. For more information, please visit the Keio University Student Website or p. 14.
Request for Extension of Enrollment	Use this to apply for an extending period of enrollment. For more information, please visit Keio University Student Website or p. 47.

Class	
Grade Inquiry	If you have any questions about grades, ask them through this channel. See p. 22 for more information.
Request for Reasonable Accommodation	Students who continuously experience considerable impediments in their daily or social lives due to disabilities or social barriers may apply for reasonable accommodation for their academic studies.

Facilities (Mita only)	
Application for seminars and sub-seminars classroom use	Make an application to use the facilities on Mita Campus here. For details, go to Application for Classrooms and Group Study Rooms on the Keio University student website and check the K-Support news page.
Application for authorized student clubs and athletic association	
Application for group study rooms (7th floor of the South School Building)	

■ Class Surveys

You can enter class evaluations and check results of surveys here.

There will be announcements on class evaluations made through the K-Support news page and other relevant platforms.

■ FAQ and Inquiries

From here you can view frequently asked questions and contact the Office of Student Services.

If you have any questions or concerns about student life, please refer to this page.

■ Apps (Excerpt)

This section provides an overview of some of the services and systems needed for student life.

○ Google Workspace

Your email (Keio University Mail), online storage (Drive), calendar, groups, and contacts are provided through Google Workspace.

○ Classes

System	Department	Explanation
K-LMS: Learning Support System (Canvas LMS)	KIC	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.
Syllabus and Timetable Search	Office of Student Services	This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.
Course Registration	Office of Student Services	This system is used to register for courses, register for additional courses, cancel course registrations, or to declare no new registrations for courses. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, please confirm with the section for your faculty if you have any questions.
Confirmation of Registered Courses	Office of Student Services	You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.
Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes	Office of Student Services	A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes are makeup lessons are subject to change, so please check before the relevant class is in session.
Grade Reports	Office of Student Services	View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.
Keio University Web Entry System	Office of Student Services	This is used for courses that require advance registration through a lottery system. However, there are cases where you may need to preregister for courses you wish to take or submit an entry sheet without using the web system, depending on the course. Note that the application period is different for each course.
Teacher Training Course	Office of Student Services	This system is used to register for teacher training courses, apply for nursing care experience required for teachers, and apply for a teaching license through the university. Please check the application period carefully, as it differs for each course.

○ Student Life Services, Scholarships/Financial Aid, and Academic Fees and Expenses

System	Department	Explanation
Medical Care Benefits Application	Office of Student Services	You can prepare an application form to apply for medical benefits from the Keio Student Health Care Mutual Aid Association ("Gakuseikenpo").
Online System for Student Club Activities	Office of Student Services	You can register your student club's information, submit changes in club managers and presidents, download various notification forms, and submit off-campus event notifications and overseas activity application forms, as well as other applications related to student club management. Students can use this to make an application for club authorization.
Online Scholarship Application System	Office of Student Services	You can make a scholarship application or application sheet required when applying for internal scholarships or scholarships offered by private organizations or the local government. You will also find notices of incomplete documents and be able to check the application or funding status through this system. *Foreign students may only use this service if their status of residence is Special Permanent Resident, Permanent Resident, Permanent Resident, Spouse or Child of Japanese National (Permanent Resident), or Family Dependent.
Student Payment Portal (Gakuhi Navi)	Office of Finance	This portal site allows students to view information related to tuition fees, check payment history, and complete procedures related to payment of academic fees and expenses while in school. It can also be used to issue a certificate of proof of payment and to register an account for refund procedures.

○ Services

System	Department	Explanation
Software License Acquisition System	KIC	This is a software license distribution system with which Keio University holds a contract.
Report Infectious Disease	Keio University Health Center	If you contract an infectious disease, you are required to report it to the Keio University Health Center. If you have a confirmed case of an infectious disease, make sure to report it.
Certificate Issuance Machine	Office of Student Services	This service allows you to issue certificates at on-campus certificate issuing machines, convenience stores nationwide, and electronic certificates (in PDF format). See p. 18~19 for details on certificate issuance.

○ Placement and Careers

A website is provided where you can find a general overview of the fundamentals of conducting a job search, as well as read the experiences of Keio alumni who have done job-hunting.

You can also use the “Alumni Visit System (send email)*”.

*Available from the second semester of the year preceding the final year of study.

○ Adjusting keio.jp Settings

You can configure your settings on the keio.jp site. For more information about keio.jp, please refer to the next section.

3 keio.jp

keio.jp is the common name for the “Keio Single Sign-on System,” an authentication system for the safe and convenient use of the various online services offered by Keio University. In principle, you will need log into keio.jp to use the services provided by Keio University.

Please refer to the following manual for more.

https://www.itc.keio.ac.jp/en/keiojp_manual.html

Resetting Your Password

See below for information about service desks that can assist in reissuing various passwords.

Login ID	Service Desk	Required Documents
Keio ID	Campus KIC Counters	Student ID Card

Chapter III

Enrollment Status (Temporary Leave of Absence, Study Abroad, Withdrawal, and Compulsory Withdrawal)

* Any changes to the procedures described in this section will be announced on K-Support and the Keio University website.

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

Students who anticipate a long absence due to illness or other unavoidable reasons can take a temporary leave of absence with the permission of the Faculty. To request permission for a temporary leave of absence, please go to K-Support's "Applications" (申請) page to check how to apply. Then, make an application by the designated deadline. Please also attach a document that certifies the reason for the student's absence such as a medical certificate in the case of sick leave, or a copy of an acceptance letter for language study overseas. An interview with the Academic Advisor for PEARL may be required.

After a temporary leave of absence, students are required to apply for a Notice for Returning to Study at the earliest opportunity. 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 their studies.

The semester in which a student takes a leave of absence does not count towards the total period of enrollment required for advancement to the next year level or graduation.

Please see "Handling of studying abroad and temporary leave of absence" on p. 16 for details surrounding the handling of academic fees, etc., during a temporary leave of absence.

	Spring Semester	Fall Semester
Duration	April 1 – September 21	September 22 – March 31
*Extending a leave of absence to the next semester requires an additional application.		
Application deadline for temporary leave of absence	Friday, May 30, 4:45pm	Friday, November 28, 4:45pm
Leave of absence limit	<p>From AY2023, Article 152 of the Undergraduate Rules and Regulations has been amended as follows.</p> <p>(1) <u>The period of leave of absence may not exceed a total of 4 years (8 semesters).</u> The maximum period of leave of absence for students who entered Keio through the transfer examination and for re-entry students is different from the above. For more details, please contact the Faculty of Economics Section in the Office of Student Services.</p> <p>(2) For students who enrolled in AY2022 or earlier, a period of leave of absence from April 1, 2023 onward will be included in the total period of leave of absence.</p> <p>(3) If the leave of absence is due to military service in the student's home country, the period of the leave of absence will not be included in the total period of leave of absence.</p> <p>(4) If the total period of leave of absence exceeded the maximum limit, an additional application for leave of absence will not be accepted (except for a leave of absence due to military service in the student's home country).</p>	
Note	Students who take a temporary leave of absence for two consecutive semesters may register to resume courses offered for two semesters for which the student was absent for the latter half, provided the courses concerned have yet to be graded. Please refer to the next page for the conditions.	
Graduation/Advancement to the next year level	Students are allowed to graduate or advance to the next year level only in September (in March this applies to applicable students only). Those who wish to graduate or advance must have been enrolled and not have taken a leave of absence, nor can they have been studying abroad in the last semester before their advancement/graduation month. Students must satisfy all of the necessary credit requirements to graduate or advance, and must have been enrolled for 2 semesters or more for each year level.	

2 Study Abroad (Article 153 of the Undergraduate Rules and Regulations)

Approval to study abroad is given in accordance with the Undergraduate Rules and Regulations to students planning to study abroad at an overseas university if such study is deemed to be beneficial from an educational perspective. Foreign language study is not regarded as "study abroad" according to the Undergraduate Rules and Regulations, and will be classified as a temporary leave of absence. Applications for study abroad under the Undergraduate Rules and Regulations shall be for a period of one year or less from the first day of study overseas, and extensions will only be permitted once. Periods of study abroad may be included in calculating the duration of enrollment required for advancement to the next year level or graduation, up to a maximum of one year. If the student is planning to study abroad, please consult and check in advance with the Faculty of Economics Section in the Office of Student Services. After doing so, go to K-Support's "Applications" link to confirm the details and submit an Application for Study Abroad. Please make sure to have completed all necessary procedures at least one month prior to departure. As necessary, an interview with the Academic Advisor for PEARL may be required. Please note that students cannot take any courses at Keio during the period of their study abroad.

[Application for return to study/credit transfer]

Please apply for Returning to Study when your period of study abroad has finished and return to your study. If you wish to transfer credits earned at an overseas institution, please submit the prescribed application form within two weeks after returning to Japan.

[Retroactive advancement]

By applying to have your study abroad period included in your years of study at Keio (up to one year), you may be able to advance to the next year level retroactively.

Fourth-year students cannot retroactively graduate through the transfer of credits and inclusion of their period of study abroad to their enrollment period.

Please see "Handling of studying abroad and temporary leave of absence" on p. 16 and "Guide to Studying abroad" for more details on study abroad.

https://www.students.keio.ac.jp/en/mt/econ/procedure/status/files/ryugakuno-shiori_PEARL.pdf

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

To withdraw from the university, the prescribed Notification of Withdrawal form should be completed, including the student's signature and seal (if used by the student), and obtaining the signature and seal of the Academic Advisor for PEARL. Submit the completed form and the student ID card to the Faculty of Economics Section in the Office of Student Services.

If a student withdraws before having paid the academic fees 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 (Article 171 of the Undergraduate Rules and Regulations). Accordingly, enrollment and academic records after the official date of withdrawal from the university are invalidated. 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 (Articles 156 and 188 of the Undergraduate Rules and Regulations)

- (1) Students deemed to be in violation of the Undergraduate Rules and Regulations, those who have not registered for courses by the registration deadline in each semester and whose intention to continue at the university cannot be confirmed, and those in other similar cases shall be subject to compulsory withdrawal under Article 188 of the Undergraduate Rules and Regulations.
- (2) Students for whom the following conditions apply shall be subject to compulsory withdrawal under Article 156 of the Undergraduate Rules and Regulations.
 - Students who have been enrolled for a period of 4 years at the first- and second-year levels combined and are unable to advance to the third-year level.
 - Students who have been enrolled for a period of 4 years at the third- and fourth-year levels combined and are unable to graduate.
 - Students in their first- or third-year level who have been enrolled for a period of 3 years in the same year level and are unable to advance to the next year level.

***Notes on 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 leave of absence in the Fall Semester or in the whole Academic Year (FS) are permitted.

- (i) Third-year students who have been enrolled for a period of two and a half years for their third-year level at the end of the academic year
- (ii) Fourth-year students who have been enrolled for a period of three and a half years for their third- and fourth-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 third-year level and then advance to the fourth-year level cannot take a temporary leave of absence for either the Fall Semester or Spring Semester alone during the fourth year, although a leave of absence for the whole Academic Year (FS) is permitted.

Handling of study abroad and temporary leave of absence

		Study abroad	Temporary leave of absence
Types of leave		Study opportunities, where students sit the same courses as the full-time degree students at an overseas institution, which are deemed to be appropriate by the Faculty Meeting are divided into the categories of "exchange study" and "privately financed study abroad."	<ul style="list-style-type: none"> - Foreign Language study (and other overseas study that has not been recognized as "study abroad" as described on the left) - Temporary leave of absence due to illness (please attach a medical certificate) - Temporary leave of absence for personal reasons
Period	Length	A maximum of one year from the starting date of study abroad (approval will be given in accordance with the duration of the student's enrollment at the approved overseas university. It is possible to include around one week at the beginning and the end of the enrollment period as a preparatory period, but the inclusion of internships, etc. is not permitted.)	Entire Fall or Spring Semester (Irrespective of the date of application for temporary leave of absence, the entire semester in question shall be taken as leave.)
	Extension/limit	Possible once (up to a maximum of two years from the starting date of study), after which it shall be treated as "temporary leave of absence" *When extending the period of study abroad, please submit the Application for Study Abroad (extension).	Please apply for each semester, irrespective of whether the application is for new leave or an extension to existing leave. If the student is applying for a temporary leave of absence as a result of not being able to extend period of study abroad (for example, when a student wants to continue studying abroad even after the extension period described on the left), temporary leave of absence will be granted from the day after the expiry of the most recent period of study abroad up until the end of the semester or academic year in question. The total period of leave of absence cannot exceed 4 years (8 semesters). For details, please refer to the p. 14 "1. Temporary Leave of Absence".
Tuitons		<p>[Student exchange program (including double degree programs)] In principle, there is no system for exemptions. However, for student exchange programs that do not include mutual exemption of academic fees and expenses, the total amount of academic fees and expenses will be exempted from programs, excluding fees collected by proxy (i.e., seminar fees, student association fees, Student Health Care Mutual Aid fee).</p> <p>[Self-financed study abroad (including extension)] All tuition and facility, experiment, and practical training fees are exempted for each semester. The fees that must be paid are the registration fee and fees collected by proxy (seminar fees, student association fees, and Student Health Care Mutual Aid fee). The period of exemption is up to 4 semesters (including the period of student exchange program or the double degree program). However, in order to encourage students to study at Keio, academic fees and expenses will not be reduced or exempted for students on self-financed study abroad in their first year of enrollment.</p>	<p>[First year of enrollment] In order to encourage students to study at Keio, academic fees and expenses will not be reduced or exempted for students on temporary leave of absence in their first year of enrollment. However, there are exemptions from tuition, facility and equipment fees, and experiment and practical training fees in cases of injuries caused by accidents during military service or curricular and extracurricular activities, or due to the influence of large-scale natural disasters (major disasters) such as earthquakes and typhoons.</p> <p>[Second year of enrollment onward] All tuition and facility, experiment, and practical training fees are exempted for each semester. The fees that must be paid are the registration fee and fees collected by proxy (seminar fees, student association fees, and Student Health Care Mutual Aid fee).</p>
Acquisition of and accreditation for credits	Courses	<p>When study abroad starts during an academic year, in the below cases, it is possible to resume taking (after completing study abroad) year-long courses or corequisite courses registered for before commencing study abroad, and to earn credits. Before going on a study abroad, make sure to inform the course lecturers that you wish to resume the courses after completing the study abroad, and inform them again when returning from study abroad. (Set Courses that Allow Resumption) Courses that cover a whole academic year or are offered as a set can be resumed in the academic year following a student's study abroad. Note that students are allowed to resume courses with different instructors only if they are Core Courses or Foreign Language Courses. - Please ask at the Teacher Training Courses Section in Placement and Career Services Group in the Office of Student Services to confirm whether it will be possible to resume a course offered by the Teacher Training Center.</p>	<p>Students are not allowed to take courses during semesters while a temporary leave of absence is in effect.</p> <p>[Temporary leave of absence from the start of an academic year] There is no need to carry out course registration. Please submit the Application for Temporary Leave of Absence before the course registration deadline.</p> <p>[Temporary leave of absence during the academic year] When temporary leave of absence is taken for the Fall Semester, all of the registered courses offered in Fall Semester become void. When temporary leave of absence is taken for the Spring Semester, the courses taken and credits earned in the Fall Semester remain valid. When a temporary leave of absence is taken for the Fall Semester and the following Spring Semester, it is possible (in the Fall Semester when the student returns to their studies) to resume full-year courses and corequisite courses starting from the Spring Semester the student registered for prior to taking leave. When a temporary leave of absence is taken for the Spring Semester and the following Fall Semester, it is possible (in the Spring Semester when the student returns to his or her studies) to resume full-year courses and corequisite courses starting from the Fall Semester the student registered for prior to taking leave.</p>
	Accreditation for credits	Accreditation may be given for credits needed to graduate from Keio University. A maximum of 60 credits are recognized, irrespective of the number of times a student studies abroad. Students who wish to get accreditation for credits from overseas study must apply when submitting the Returning to Study form to the Faculty of Economics Section in the Office of Student Services promptly after returning to Japan.	Credits will not be transferred.
Advancement to next year and graduation / Inclusion in number of years of enrollment		For details, please read "2. Study Abroad" (p. 14) and consult Faculty of Economics Section, Office of Student Services. Please note that retroactive graduation is not permitted.	<p>Periods of temporary leave of absence will not be included in the number of years of enrollment. In order to advance to the next year or graduate, it is necessary to satisfy the requirements for advancing from each year level or graduating, in addition to enrolling for at least two semesters for each academic year.</p> <p>However, because the timing of advancement to the next year level and graduation is at the end of the academic year, when a temporary leave of absence has been taken in the Spring Semester, it is not possible to advance to the next year level or graduate at the end of the current academic year.</p>
Application procedures	<p>Apply after checking the details on K-Support's Applications page. https://keio.jp</p> <div style="text-align: right; margin-top: -10px;">  </div>		

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

For more information about the required procedures for exemptions, please contact Faculty of Economics sections in the Office of Student Services.

For details and amounts of academic fees and expenses, please go to the Keio University Website → Admissions → Academic Fees page.

<https://www.keio.ac.jp/en/admissions/fees/>

Please note that registration fees will not be eligible for exemption during study abroad or temporary leave of absence, as students can use various services offered by the university such as the Academic Affairs Section and Student Life Services, Keio University Library, network information environment, etc. (this does not include those on student exchange programs that do not include mutual exemption of academic fees and expenses).



Chapter IV Student ID Card, Notifications, and Certificates

※ Any changes to the procedures described in this section will be announced on the relevant Keio websites.

1 Student ID Card

The student ID card certifies that the holder is a student of Keio University. Be sure to carry it at all times as it will be required in various situations. Student ID cards cannot be lent or transferred to others.

(1) Reissuance of student ID cards

If your student ID card is lost or damaged, please apply for a replacement as soon as possible by going to K-Support's Applications → Reissue Student ID (see pg. 10 for URL and login details). If there are no discrepancies, your application will typically be approved within a few days, and you will receive an approval notice sent to your Keio University Mail (@keio.jp) email address. Please collect your reissued student ID at the General Affairs and Inquiries Group in the Office of Student Services on Mita Campus.

- Required documents:

Application Form (prescribed), a photograph for the new student ID card (Clear color image, in JPEG format, of at least 284px by 237px (24mm height by 20mm width); no cap/ hat; full-frontal view of head and shoulders against a plain white, blue, or gray background (no landscapes, curtains, etc.); taken within the last 3 months).

Reason for reissuance	Charges
Loss or damages of a card	2,000 yen
Change in name/loss of a sticker/damage to magnetic strip or IC chip (When the card is not noticeably damaged)	Free

(2) Registration sticker

Stickers valid for four years from the time of enrollment are distributed to each student. If you will be enrolled for more than four years due to a leave of absence, study abroad, repeating a year, etc., stickers with renewed validity will be distributed before they expire. If you lose the sticker, please make an application at the General Affairs and Inquiries Group in the Office of Student Services on Mita Campus.

(3) Return of student ID card

If you have a new student ID reissued and have the original student ID card at any point, or if you are no longer enrolled due to withdrawing from the university, graduating, or any other reason, you must immediately return the original card to the General Affairs and Inquiries Group in the Office of Student Services.

2 Notification of Change of Address (Student/Guarantor)

If you wish to change your address to an overseas address, please contact the Faculty of Economics Section in the Office of Student Services.

(1) For students

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/ Change of Address. Follow this same process to report a change in telephone number as well. Please refer to p. 10 for the URL and how to log in. Applications will normally be completed within a few days as long as there are no errors. When approved, you will receive a notice of approval through Keio University Mail (@keio.jp). Note that there will be no notification email if the change is only phone number or email address.

If your travel route to and from the university changes, print an application for a Student Commuter Certificate from Certificate Issuance Machine after 7:00 am on the day after receiving a notification of approval on keio.jp.

When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

(2) For guarantors

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/ Change of Address. Follow this same process to report a change in telephone number as well.

When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

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 guarantor, go to K-Support and follow the links for Applications → Change of Guarantor (refer to p. 10 for the URL and login information). A guarantor should be an adult who resides in Japan, is responsible for supporting their family financially, and they must be able to bear responsibility for the student's academic fees and expenses and personal affairs. If possible, students should designate one of their 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. In this case, please also provide an emergency contact in Japan in case of emergencies by going to K-Support and following the links for Application → Emergency Contact in Japan. The emergency contact must be reachable promptly in the event of emergency.

Also, if a student's guarantor resides overseas, the tuition invoice will be sent to the student's current address.

4 Changing Surname or Given Name (Student/Guarantor)

If you have changed your surname or given name, please go to K-Support and follow the links for Application → Name change (Student) or Name change (Guarantor) and make an application as soon as possible. Refer to p. 10 for the URL and login information.

- Required documents

Student ID card, Notification of Change of Name (prescribed form), a Certificate of Family Register or Extract of Family Register containing the new name (must be issued within the last three months), or a Certificate of Residence which the old surname is printed alongside the new surname (must be original documents issued within the last three months)/a copy of valid driver's license on which the old surname is printed alongside the new surname.

5 Change of Nationality

If you have changed nationality, please refer to the Keio Student Website and make an application as soon as possible.

- Required documents

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

6 Student Commuter Certificate (Student Commuter Pass)

Please follow the procedure below to purchase a student commuter pass after obtaining a paper Commuter Pass Certificate in advance.

- (1) Log in to the certificate issuing service (access from Student Website → Procedures → Certificates → Information about Certificates) and apply for a Student Commuter Certificate.
- (2) Print out a Student Commuter Certificate at a convenience store or on-campus certificate issuing machine.
- (3) Fill in the commuting route and other information on the Student Commuter Certificate and submit it to the station counter to purchase a Student Commuter Pass.

*There is no fee for issuing a Student Commuter Certificate, but there is a 60 yen printing fee for printing the pass at a convenience store.

*The commuting route must be the most economical way between "the closest station to the student's residence" and "the school's closest station to the campus" (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi). If the student is found to be cheating the system, their commuter certificate may be suspended or the student may be punished in accordance with the school regulations.

*If you are to change your home address, please apply for a change of address on K-Support (Address Confirmation/Change). The new address will be reflected on your commuting certificate after 7:00 a.m. on the morning the following day you receive the email notifying you of the change of address.

Please also use the Certificate Issuance Service for procedures to commute to other campuses in order to take courses. For details, please refer to the Keio Student Website (<https://www.students.keio.ac.jp/en/com/procedure/pass/>)



7 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.)

(1) How to issue a certificate

Students can use either the certificate issuing machines on campus or the multi-functional photocopying machines installed in convenience stores nationwide. Also, there is a function that sends a download link of an electronic certificate (PDF data of certificate) directly to an employer, overseas educational institution, etc. For more information, please check the Keio Student Website.

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

① Issuance at convenience stores

Certificates can be obtained using the multi-functional photocopying machines at convenience stores nationwide (FamilyMart, Lawson, Seven-Eleven). Apply online to issue the required certificates, and pay the issuance fees by credit card, in cash at convenience stores, or using other forms of electronic money, etc.

Note: Student Travel Fare Discount Certificates cannot be issued at convenience stores. Please use certificate issuing machines on campus.

② Certificate Issuing Machine

Location	Operation hours
1F, South School Building	Monday–Saturday, 8:45am–8:00pm No service on Saturdays when no classes or semester-end examinations are held, public holidays, during campus-wide breaks and system maintenance periods.

- Certificate Issuing Machines are also available on other campuses (Hiyoshi, Yagami, and SFC).
- Information will be posted on keio.jp when the Certificate Issuing Machines are temporarily out of order due to maintenance or malfunction.

③ Online Delivery of Electronic Certificates (PDFs)

This function is used to send a download link of an electronic certificate (PDF data of certificate) directly to an employer, overseas educational institution, etc. For details, please refer to the Keio Student Website.

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>



(2) Certificates in a sealed envelope

If a student requires a certificate in a sealed envelope, make a request by going to K-Support and following the links for Application → Issue Certificates (Sealed Envelope / Special Certificates). Note that certificates issued from a Certificate Issuing Machine/Convenience Store printing machine cannot be sealed in an official envelope afterwards.

(3) Application for a certificate by a proxy

A designated person can apply for a certificate on a student's behalf only in cases where a student is not able to visit the university for reasons such as study abroad or being hospitalized. Applications are accepted at the Faculty of Economics Section in the Office of Student Services.

- Required documents

A copy of the applicant's student ID card, a letter of attorney, and the representative's ID (a valid proof of identity). The letter of attorney may be written in any format as long as it states the intentions of the student.

Example: Letter of Attorney

I hereby nominate and authorize [the name of the representative] to apply for and to collect my certificate.

[Date, signature, and seal of the student]

To identify the proxy, the following forms of identification are accepted: Keio student ID card, driver's license, passport, health insurance card (please hide ID number, etc.), or Residence Card.

Other forms of identification such as a staff identity card for a company or a student ID card of another university are not accepted.

(4) List of Certificates

Certificate	Language	Price per copy	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese English	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	April 1	
Transcript of Academic Record	Japanese English	300 yen		Same day	April 1	Courses passed in the Spring Semester will be reflected on September 22.
Certificate of Expected Graduation	Japanese English	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	April 1	Issued to 4th year students only. If you are taking a leave of absence or studying abroad, Please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates) to apply. It will be issued from the undergraduate faculty office.
Certificate of Course Registration	Japanese English	300 yen		Same day	May 2 October 24	If you are taking a leave of absence or studying abroad, please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates) to apply. It will be issued from the undergraduate faculty office.
Certificate of Annual Health Examination	Japanese English	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	June 6	Issued until the end of the academic year in which you underwent the health examination.
Student Travel Fare Discount Certificates (<i>Gakuwari</i>)	Japanese	Free	On-campus certificate issuing machines	Same day	April 1	Certificate with enrollment status up to the 2024 Fall Semester available from September 24 onwards.
Students Commuter Certificate for Mita	Japanese	Free	On-campus certificate issuing machines	Same day	March 23	Available April 1 for those matriculating in April 2025 (including transfers into second year, new bachelor's students, and those reentering the university)
Students Commuter Certificate for other campuses	Japanese	Free	On-campus certificate issuing machines	Same day	April 8 October 1	Necessary when a student purchases a student commuter pass in order to take courses offered in other campuses. For details, please refer to the Keio Student Website (https://www.students.keio.ac.jp/com/procedure/pass/)
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	300 yen	Office	Several days later	—	
Other prescribed forms (request forms) from external bodies requiring certification and/or completion	Japanese English	300 yen	Office	Several days later	—	Please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates) to apply.

- Be aware that it may take several days for some certificates to be issued.
- A student ID card is required for certificates to be issued and received.
- 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. The certificates can be issued at the Faculty of Economics counter in the Office of Student Services after the tuition payment has been made, but it will take several days for confirmation by the Office of Finance and issuance.

Chapter V Courses and Grades

1 Applications to Use Classrooms, etc (Mita)

Usage may be subject to change due to Covid-19 infection control measures, etc. For the latest information, please refer to the Keio Student Website:

<https://www.students.keio.ac.jp/en/mt/life/facility/classroom.html>



(1) Applications to use classrooms (for research seminars, sub-seminars, officially authorized student clubs and groups, and the Athletic Association)

Please see the Keio Student Website below.

<https://www.students.keio.ac.jp/en/mt/life/facility/classroom.html>



(2) Applications to use group study rooms (7F, South School Building)

Group study rooms are available for a group of more than two students to have a discussion and/or group study.

Please see the Keio Student Website below.

<https://www.students.keio.ac.jp/en/mt/life/facility/classroom.html>



(3) Application to use the student cafeterias

Visit the Keio website below for more information

<https://www.students.keio.ac.jp/en/mt/life/facility/classroom.html>



2 Keys for Audiovisual (AV) Devices in Classrooms

Office . . . Lecturers' Room (1F, South Building)

Procedure . . . Show student ID card

3 Handling of Classes in Emergency Situations

In the case of natural disasters such as typhoons, heavy rains, and earthquakes, etc., if there is a suspension of public transportation due to a large-scale accident, or if there is any other emergency which forces the university to cancel the classes, information will be posted on the Keio Student Website.



[Mita] Handling of Classes in Emergencies

<https://www.students.keio.ac.jp/en/com/class/schedule/emergency.html>

4 Handling of Classes during Keio-Waseda Baseball Games

For the latest information, please refer to the Keio Student Website.



Handling of Classes during Waseda-Keio Baseball Games

<https://www.students.keio.ac.jp/en/com/class/schedule/sokei.html>

5 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.

6 Course Numbering (K-Number)

Beginning in the 2022 academic year, Keio University introduced a course numbering system (K-Number) which has taken effect regarding all courses to indicate the course's level, academic field, and class format.

The K-Number system allows students to search for courses in academic fields of interest and learn based on a systematically organized academic plan. For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number is assigned for each faculty/graduate school.

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

FEC-EC-1 1 11 1-1 1 1-11
 ① ② ③④ ⑤ ⑥ ⑦⑧⑨ ⑩

		Type	Details
①	Course Administrator	Undergraduate faculty/Graduate school	
		Department/Major	
③	Main Course Number	Level (Recommended year of enrollment)	
		0 : Faculty-wide 1 : First-year level (or introductory level) 2 : Second-year level (or Foundational level) 3 : Third-year level (or Application/Developmental level) 4 : Fourth-year level (or Professional/Practical level) 9 : Other	
		Major Classification	
		Minor Classification	
		Subject Type: 1 : Mandatory Courses 2 : Mandatory Elective Courses 3 : Elective Courses 4 : Optional Courses 9 : Other	
⑦	Supplemental Course Information	Class Classification (Keio-wide)	
⑧		Class Format (Keio-wide)	1 : Face-to-face classes (conducted mainly in-person) 2 : Online classes (mainly real-time format), 3 : Online classes (mainly on-demand format) 4 : Online classes (completely on-demand format)
⑨		Language of instruction (Keio-wide)	
⑩	Academic discipline	Academic discipline (Keio-wide)	
			*See the Keio Student Website for the details.

7 Maximum Number of Credits Permitted for Distance Learning/Online Classes

The maximum number of credits earned through “distance learning” (online classes) (*1) that can be included in graduation requirements is 60.

When choosing courses, be sure to confirm the class format before making a study plan. Students can check the format for each class on the syllabus and the K-Number.

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

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

*2 For online classes taken in/before AY2021, such classes are considered special exceptions under COVID-19 prevention measures and will be exempt from the maximum credit limit.

8 Grades

For details about grades, please also refer to the Keio Student Website.

<https://www.students.keio.ac.jp/en/com/class/grade/>



(1) Grading System

The grades for a course are 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.

Grades for corequisite courses will either be S, A, B, or C to indicate that students passed both or a D to indicate that they failed both courses.

● Grading system for courses taken in/before Academic Year (SF) 2016

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 × Grade Point) ÷ Total Number of Credits for Registered Courses

Courses graded as P, F or G and Optional Courses 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.

GPA is also used for educational guidance, and if a student's GPA is significantly low, the student might be given guidance such as advice on withdrawal from the university.

(3) Grade Reports

The Grade Report is available on the keio.jp during the designated period. The university will not send hard copies by post. In order to view the Grade Report, keio.jp ID and password are required. The period in which the Grade Report is available will be announced on the websites. For re-issuing passwords and other information on the use of the web system, please check "Chapter II Web System".

(4) Transcript of Academic Record

Grades of completed courses will be reflected on students' Transcript of Academic Record in the following periods:

Fall Semester: April 1 or later

Spring Semester: September 22 or later

However, if the Graduation Announcement has been made, students who have been approved to graduate will be able to have their transcripts issued through the Certificate Issuing Machines from the first weekday after the graduation date (Spring: September 5; Fall, March 10).

9 Grade Inquiry System

Students can use this system for a grade review if they have solid grounds for appealing it. The application period and other details are announced on K-Support. No applications are accepted after the deadline. Students are not permitted to ask or petition their lecturer about their grade directly by e-mail or any other method. 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.

10 Obtainable Degrees

Please check the following to confirm the degrees conferred by Keio University.

- Article 2 of the Rules and Regulations for Degree Conferral as listed in the Undergraduate Rules and Regulations for the academic year the student enrolled. (Including Rules and Regulations for Degree Conferral [excerpt])
- Undergraduate

<https://www.keio.ac.jp/en/academics/undergraduate/>



Chapter VI Examinations

1 Types of Examinations

(1) Semester-end examinations

Please check p. 5 "1 Academic Calendar (Mita)" for the period of the semester-end examinations.

- Check the Keio Student Website and K-Support (Apps → Classes → Exam timetables) for further information on the examination timetable, permitted items, precautions, and other details.

Website: <https://www.students.keio.ac.jp/en/mt/econ/class/exam/>



i) Precautions for semester-end examinations

a Student ID Card

- (a) Students must show their student ID card in order to take the examination.
- (b) 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.
- (c) Students without either a student ID card or a temporary ID card will not be permitted to enter the examination room.
- (d) The 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 make-up examination.

b Prohibited Activities

- (a) From the second period onwards, students are not permitted to enter the examination room until the exam supervisor of the previous period leaves the room.
- (b) Make sure to take a seat in the correct examination room. Do not enter any examination room that is not for the courses you are currently taking.
- (c) All examinees must turn in their answer sheets. Leaving the examination room without submitting an answer sheet is considered an act of academic misconduct and offenders will be subject to disciplinary action.

c Examination Time

- (a) The examination and make-up examination time schedule is different from that of regular classes. Please check the appropriate section in the "Mita Campus Guide." Also note that Hiyoshi and Mita Campuses are different.

d Late Arrival

- (a) 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 a student arrives late due to unavoidable train delays, they may choose whether to take the examination then or apply for a make-up 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.

e Leaving Early

- (a) Students are not allowed to leave the examination room during the first 30 minutes and the last 10 minutes of the examination. If students leave the examination room due to illness, etc., after the examination has started, students will not be eligible to take the make-up examination.

f Other

- (a) Pay attention to the latest information. Important things to note, such as permitted items, may have been updated since the original announcements were posted along with the examination timetables.
- (b) 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, the student will not receive a grade.

ii) Handling of overlapping examination times

If examinations overlap with other campuses, take the regular examinations for courses offered at other campuses, and apply for the make-up examinations for courses at Mita Campus. In this case, please be sure to follow the necessary procedures at the Faculty of Economics Section in the Mita Office of Student Services.

- (a) Please notify the Faculty of Economics Section immediately after confirming the examination timetable.
- (b) If you miss the deadline for the make-up examination application, you will not be allowed to take the examination.
- (c) No application fee is required.

(2) In-class examinations

Examinations are conducted during class time as needed.

(3) Make-up examinations

Make-up examinations are held for students who were unable to take the semester-end examinations due to illness, accidents, or other unavoidable reasons. However, make-up examinations are not conducted for Foreign Language courses, Seminar courses, Physical Activity courses, Research Seminars, and courses for which examinations are not given during the semester-end examination period and grades are evaluated based on term papers, participation and attendance, and in-class examinations.

As for the courses offered by other faculties, their policies on how they deal with make-up examinations, including whether the examinations are conducted or not, will apply. This also applies to joint courses that are mainly offered by another faculty or institution. Applications for make-up examinations require a certificate which specifies the reason for student's absence (such as a medical certificate, including the duration of treatment written by a doctor or a document attesting to the occurrence of an accident, etc.) or other written proofs that are deemed acceptable by Academic Advisor for PEARL.

Applications for make-up examinations must be carried out at the campus where the student is affiliated with. In principle, make-up examinations take place where the semester-end examination for the course in question was held. Make-up examinations taken without completing the necessary procedures mentioned above will be invalid.

Students are not eligible to take the make-up examination if they entered the examination room for the course in question during the semester-end examination period.

(4) Retake examinations

Retake examinations for students of the Faculty of Economics are not conducted regardless of the faculty offering the course.

2 Assignments

Students must adhere to the following rules when submitting assignments.

- (1) Students' assignments must be submitted in accordance with the designated method of submission as instructed by course lecturers during the specified period. Otherwise, the assignments will not be accepted.
- (2) For students who are instructed to submit an assignment online, avoid trying to submit it close to the deadline and risk internet connection problems. Make sure to submit the assignments well in advance of the deadline.

3 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.

The following acts are considered academic misconducts at semester-end examinations and in-class examinations (quizzes).

- Cheating
- Substitute writing
- Taking answer sheets home
- Intentional disobedience of the exam proctor's instructions
- Carrying in smartphones or watch-type devices

When taking the examinations, students must avoid any behavior that could be interpreted as academic misconduct.

For assignments (reports), except in the case of special instructions from the course instructor (group work or collaborative research), working with others on a report is considered academic misconduct. Specifically, this includes the following acts:

- Cooperating with others in the preparation of a report
- Copying another person's report, even partially, or showing your report to another person
- Modifying the wording another person's report file to create one's own report
- To have someone else write a report for you (or to have someone else write it for you)
- Creating another person's report (or writing a report on behalf of someone else).

In addition to the above, the following acts may also be considered as academic misconducts in reports.

- Plagiarism: Using another person's text or materials published in printed media or on websites, or text or materials that you* have created on other occasions, without indicating the source.

*Self-plagiarism refers to the use of texts or research results that you have written or published in the past without indicating the source. If you use your own previous reports or published materials from seminars in reports for other classes without citing them or indicating their sources, or if you submit them as they are, you will be considered to have committed academic misconduct. Of course, submitting the same report as an assignment for multiple classes at the same time is also considered as an academic misconduct.

- Falsification: Deliberate rewriting of materials or data that provide the basis for an assertion.

- Fabrication: Using materials or data that do not actually exist as if they did exist.

- Other similar acts

Plagiarism in reports and papers is an act of misconduct. Any unauthorized use of another person's opinion or text, even if unintentional, is considered as plagiarism and will be subject to disciplinary action as a form of misconduct equal to or more serious than misconduct in semester-end examinations or in-class examinations

Use of generated AI including Chat GPT

If a faculty, graduate school, or instructor encourages or permits the use of generated AI in each course, please use it appropriately based on the policy indicated by the lecturer in charge of the course. However, if a report or other document is created using the generated AI, it must be clearly stated as such.

The use of generated AI is the same as borrowing the help of others. If you are required to work independently on assignments, examinations, etc. in each course, you are not allowed to use generative AI.

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. In the same way as 2., clarify the source of texts and research result you have written in the past.
4. For quotations, write every single word including typographical errors.
5. Follow the rules for citations (refer to the literature below).
6. When referring to information from the Internet, clearly indicate the URL, the title of the web page, and the date when you accessed the page.

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

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

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

"KITIE" Web tutorial system (Hiyoshi Media Center, 2022) Discovery: Hiyoshi Media Center Website:
<https://www2.lib.keio.ac.jp/project/kitie/>

Chapter VII Student Life

1 Inquiries

(1) Student Life Services

Handles extracurricular activities and extracurricular education.

(2) Scholarships and Financial Assistance

Handles scholarships and other forms of financial assistance, and also the Keio Student Health Care Mutual Aid Association.

(3) Career Services

Handles job-hunting and career consultations, alumni information, job-hunting guidance, and information on job opportunities.

(4) Student Counseling Room

Offers consultations on a variety of concerns that students face in their lives during their time at university.

2 Student Life Services

Please carry out the necessary procedures at the Student Life Services Group in the Office of Student Services (hereafter "office") in order to make use of the following services. Note that these services will be subject to change. For the latest information, please check the "Student Life" section on Keio University Student Website.

<https://www.students.keio.ac.jp/en/com/life/extracurricular/club.html>



(1) Applications to use the Music Practice Room or classrooms in the West School Building for music practice

For Officially recognized groups needing to carry out music practice.

Available hours..... Music Practice Room

Monday to Saturday, 8:30am–8:00pm

- West School Building classrooms

Monday to Friday, 6:10pm–8:00pm

Saturday, 1:00pm–6:00pm

Not available on Sundays, public holidays, university-designated holidays, during semester-end examination periods, or outside of term time.

Procedure..... Apply via the Facility Reservation System (Reservation Key issued by Student Life Services Section for each group and for each academic year required).

Application period West School Building classrooms: From no earlier than two weeks and by no later than two working days before the date of use.

Music Practice Room: from two weeks before to the requested day of use. (For Saturday usage, application must be made by the last business day by 9am)

(2) Other applications

If students want to apply to use the classrooms for purposes other than music practice, please refer to the relevant pages under "5 Courses and Grades." (Application is required.)

(3) Applications for holding activities off campus / overseas and group discounts

For Activities carried out outside the university or overseas by officially authorized student groups which has its base in Mita Campus and research seminars.

Procedure..... Make application via online system for Student Club Activities.

Application period Check 学外行事・海外活動の申請手引き on the online system for Student Club Activities.

Reference If the application is accepted, it will become subject to the Personal Accident Insurance for Students Pursuing Education and Research (refer to p. 28).

Applications are also accepted for group discounts.

(4) Applications for borrowing items and equipment

For Borrowing items and equipment (only for officially authorized student clubs and groups which are based at Mita Campus), such as stickers, wireless microphones, university flags, chairs, desks, etc.

Procedure..... Web entry and submit an APPLICATION TO BORROW EQUIPMENT at the office

Application period At least four days before the planned date of use (excluding Saturdays, Sundays, public holidays, and university-designated holidays).

(5) Handling of postal items

For Postal items sent from outside the university to officially authorized student clubs and groups (Mita).

Handling..... Items will be placed in the mail boxes at the Office of Student Services. The group members responsible should come to collect post on a regular basis. If items are not collected after a certain period, they may be disposed of.

Notes If the group name stated on the item is incorrect or if the item is addressed to an individual, it will not be accepted.

(6) Applications to register unofficial organizations

For Groups wishing to establish themselves as an officially authorized student club or group.

Procedure..... Visit the counter and ask how to make the application.

(7) Application to display posters or distribute leaflets

For Displaying posters or distributing leaflets of officially authorized student clubs and groups (only for items permitted by the office).

Procedure.....Posters: Ask at the office and fill in the "Record of Acceptance of Display Item"
 Leaflets: Submit an application for quad use, or "届出書(中庭の使用)" at the office (attach an original copy or photocopy of the leaflet).
 *For leaflets, be sure to indicate the group name or contact of the person in charge.

Application periodPosters: Any time
 Leaflets: At least four days before the planned distribution day (excluding Saturdays, Sundays, public holidays, and university-designated holidays).

NotesPosters up to A2 in size can be displayed for a maximum of 10 days.

(8) Message board (DENGON)

ForNotifications for Keio students (limited to notices permitted by the office).
 Procedure.....Ask at the office and fill in the "Record of Acceptance of Display Item." Always include student's affiliation, name, and contact details on the displayed items.

NotesMessages on one A4-size sheet can be displayed for a maximum of 10 days.

(9) Application to bring vehicles on university grounds

Students are not permitted to bring vehicles onto university grounds. Only refer to the following if there is an unavoidable reason for needing to bring a vehicle onto university grounds.

Procedure.....Submit an application for bringing your vehicle on university grounds, or "届出書(車輛入構)," to the office.

Application periodAt least four days before the date on which students plan to bring a vehicle onto university grounds (excluding Saturdays, Sundays, public holidays, and university-designated holidays).

(10) Distribution and viewing of other information

Students can obtain information on volunteer activities or public recruitment, etc., at the office for public viewing.

3 Scholarships

(1) Scholarship guidebook

In order to apply for a scholarship, students will need the scholarship guidebook. The guidebook will be available from around mid-March on the scholarship page of Keio Student Website.
<https://www.students.keio.ac.jp/en/mt/scholarships/unique/>



(2) Main scholarships

The application schedule for each scholarship will be available on the "General Guide to Scholarships" page on the Keio Student Website.

Keio University Scholarship (benefit-type)

Applications are accepted in October.

Keio University Degree Completion Scholarship (benefit-type)

The aim of this scholarship is to support students who experience sudden changes in their family's financial situation (for reasons such as, but not limited to, a large-scale natural disaster) and who would otherwise find it difficult to continue with their studies for financial reasons. Applications are accepted twice per year.

Keio University 150th Anniversary Commemorative Scholarship for Study Abroad (benefit-type)

Applications are accepted three times per year.

Keio Gijuku Iji-kai Scholarship (benefit-type)

Applications are accepted in April.

Donor designated scholarship (benefit-type)

Applications are generally accepted in April and May.

JASSO Scholarship (loan)

In principal, applications will be accepted in spring (early April) and fall (early October). There are two types of loans: Class 1 loans (interest free) and Class 2 loans (interest charged). Emergency loans (Class 1) and stopgap loans (Class 2) are also available for students whose family's financial circumstances have changed suddenly.

Private organizations and local government scholarships (benefit-type and loans)

Most applications are accepted in April or May.

New Higher Education Support System by the Japanese government (tuition reduction and benefit-type)

Applications are accepted twice per year. Students who meet the requirements of academic ability and Financial condition can receive the support.

Note: For details on scholarships available for study abroad and for international students, please refer to the International Center website (<https://www.ic.keio.ac.jp/en/>).

4 Career Services

The Office of Placement and Career Services provides information on job hunting activities, including company brochures, job offers from companies, and contact information for visiting alumni. We also provide various content to support job-hunting activities, such as job-hunting guidance (seminars), individual consultations, and maintaining a job-hunting support website. If you have any questions or problems during your job-hunting activities, please feel free to consult the Office of Placement and Career Services. For details, please see the Keio Student Website.

<https://www.students.keio.ac.jp/en/com/career/service/date.html>



5 Student Counseling Room

The Student Counseling Room was established to give all students the opportunity to see a counselor on various issues that arise during the course of their studies at Keio University. When the need arises, please feel free to visit the Student Counseling Room. In principle, reservations must be made beforehand. In certain cases, the counselor may be able to provide consultation without a reservation (reservations can be made by telephone). The consultations are confidential. Students may be accompanied by family members or friends. In some cases, students may be forwarded to another office if it is deemed necessary. In addition to counseling services, various events are held to enrich the campus experience of students. Check the following website for more details:

URL: <https://www.students.keio.ac.jp/en/com/life/consult/counseling-room.html>

TEL: 03-5427-1575



6 Keio Student Health Care Mutual Aid Association (Gakuseikenpo)

The Keio Student Health Care Mutual Aid Association (Gakuseikenpo) administers medical care benefits, subsidies for accommodation fees at *keiyaku ryokan* (inns with which the Gakuseikenpo has special agreement), etc. A Training Room is also available at the Hiyoshi Student Union Building. Additionally, please refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki), which was distributed at the time of admission and contains various other details. The guidebook is also available from the Office of Student Services, Scholarships and Financial Assistance Group. The guidebook is additionally available from following website:

<https://www.students.keio.ac.jp/en/com/life/health/>

*The medical care benefit system is a scheme by which the Gakuseikenpo will reimburse a portion of the co-payment of your medical expenses when you receive treatment at a medical facility upon presentation of your health insurance card.

Please refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki) for more details.



7 Personal Accident Insurance for Students Pursuing Education and Research

This insurance provides relief for full-time undergraduate and graduate students who suffer from physical injury due to any accident that occurs while engaged in educational and research activities at the university. The university pays the insurance premium.



<https://www.students.keio.ac.jp/en/com/life/health/insurance.html>

Educational and research activities refer to the following activities:

(1) Curricular activities

When a student is attending lectures, experiment and practical training classes, seminars, and physical education classes (hereafter, inclusively termed as "classes") including the following cases (for extracurricular activities, the prescribed procedures must be followed):

- i) When a student is engaged in research for his or her degree under the supervisor's instruction. Research activities conducted mainly in places that are related to a student's private life are excluded.
- ii) When a student is engaged in preparation for classes or cleaning up after classes, and in research activities at locations where lectures are conducted, like university libraries, reference rooms, or language learning facilities under their supervisor's instruction.
- iii) When a student is engaged in the regular curriculum at other universities or community colleges in accordance with Article 28 of the Standards for Establishment of Universities (for undergraduate students) and Article 15 of the Standards for the Establishment of Graduate Schools (for graduate students). The educational institutions that are referred to be the statement "other universities or community colleges" includes universities and junior colleges in foreign countries.

(2) University events

When a student is engaged in university events such as the entrance ceremony, orientation, or graduation ceremony as a part of educational activities.

(3) On-campus activities other than (1) and (2)

When a student is in, using, or managing university facilities. However, this excludes dormitories, during times or places where activities are banned, or when conducting activities forbidden by the university.

(4) Commute to the university and cross-campus transfer

Accidents that occur while commuting between the student's place of residence and the university facilities, or while transferring between university facilities are also covered.

(5) Recognized extracurricular activities off campus

Cultural and physical activities conducted by student groups that have been approved by the university through the designated procedures in accordance with the university regulations. Hazardous sports such as mountain-climbing and hang-gliding are excluded.

Insurance payments will be paid based on the application of the principal (insured). If a student suffers from any injuries during activities shown above, consult the Student Life Services Group and carry out the prescribed procedures.

If student groups or research seminars wish to undertake an activity outside of the university, submit the Notification of Off-Campus Student Activities beforehand to ensure the smooth processing of the insurance coverage.

For further information, see the Guide to 'Gakkensai' and the Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research ('Gakkensai') available at the Student Life Services Group, or ask directly at the Student Life Services Group counter.

8 Optional Compensation Plans

There are two types of optional compensation: "insurance" and "mutual aid." Students should apply for these directly if they wish to be covered.

(1) Student Comprehensive Insurance

Keio Academic Enterprise Co., Ltd. Tel: 03-3453-6098

(2) Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students

Keio Co-op Tel: 045-563-8489

9 Accessible Education

Keio University will strive to provide the necessary support and means to ensure that students with disabilities have equal access to, and equal quality of, academic opportunities as other students. All students enrolled in an undergraduate faculty or graduate school at Keio University are eligible for support. The support that Keio offers varies depending on the nature of each student's disability. The specifics of the support (provision of reasonable accommodation) are based on what individual students request and will be determined after a constructive dialogue that finds common ground between the support a student needs and what specific mechanisms the university is able to provide. It takes approximately one month from the time a student submits a request for support until the finalization of the reasonable accommodations. Please note that if a student wishes to continue receiving reasonable accommodations, they must submit applications every academic semester.

For more information regarding application procedures, please refer to the following webpage from the Office for Equity, Diversity, and Inclusion.

<https://www.diversity.keio.ac.jp/en/ease/flow.html>



* Reasonable accommodations shall encompass any necessary actions or responses that should be provided as stipulated under Article 7 of the Act for Eliminating Discrimination against Persons with Disabilities (2013), "If a person with a disability expresses genuine willingness to eliminate social barriers, an administrative organ, etc., in conducting its administrative affairs or other work, must provide reasonable accommodation to implement the elimination of social barriers so long as the burden associated with the relevant implementation is not disproportionate, in accordance with the sex, age, and state of the disability of the person with a disability so that the rights and interests of the person with the disability are not violated."

10 Health Care

(1) Health Center (Keio University Mita Branch)

The Health Center deals with health management, consultations, health education, health information, and environmental hygiene. Students can utilize this center for the internal medical clinic (fee charged), first-aid for injuries, and health consultations, etc.



Psychiatry consultation is also available by appointment only. If students feel unwell, please do not hesitate to use these services at each campus (or students may directly attend the medical institutions in the local area). Please refer to the website of the Health Center for further information.

<https://www.hcc.keio.ac.jp/en/index.html>

(2) Health Consultation

In order to lead a meaningful student life, you need to be healthy both physically and mentally. It is also necessary to develop good habits for the future from now as a student.

Keio University Health Center provides health counseling by doctors and nurses. There is usually no charge for this service, so please feel free to consult with them. For more details, please visit the counter at the Health Center.

(3) First Aid Over-the-Counter medicine

If students wish to be treated with over-the-counter medicine for prompt care, the Health Center is available to assist students without consent from a parent or legal guardian even if the student is a minor.

If students have allergies or hypersensitivity to any medications, or do not wish to use certain medicines for other reasons, please be sure to inform the Health Center.

The Health Center recommends students who have a chronic illness, such as a headache, menstrual cramps, asthma, food allergies, or other conditions which are under treatment, to carry their own medications or continue using medications.

(4) Annual Health Checkup

In order to prevent on-campus infection and injuries during physical activities, all students are obligated to undergo an annual health checkup.

Keio University requires all students to take an annual health checkup under the School Health and Safety Act. Please note that the checkup results will not be sent by post. Students can check the results through the Health Center website listed above. (From the website, follow the links for "Health Checkup" → "the Annual Health Checkup Result for Students" → "Health Checkup Results")

If you do not undergo the health checkup, the Certificate of Annual Health Examination will not be issued.

For dates and venues for the annual health checkup, please refer to the news section on K-Support. Please note that the they students missed the annual checkup due to a temporary leave of absence; study abroad; or compulsory leave due to infection, disease, or injury preventing attendance at university.

(5) Preventing Infectious Diseases

Please report the contraction of infectious diseases such as measles (rubeola), rubella (German measles), mumps (epidemic parotitis), varicella (chickenpox), pertussis, influenza, and COVID-19.



If a student has any of the above infectious diseases, according to the School Health and Safety Act, they should be excluded from attending school to prevent the spread of pathogens. Please report the contraction of the disease through the Health Center website (downloadable from <http://www.hcc.keio.ac.jp/ja/infection/report.html>) as soon as possible. When you are returning to campus, please ask a doctor to fill out the Permission of Return to Campus, and submit it to the

Health Center on the day you return to campus. Students may be required to submit a medical certificate from your primary physician or have an interview with a doctor from the Health Center depending on the infectious disease.

Chapter **VIII** Course Registration Guidelines

1 Applicable Undergraduate Rules and Regulations

1 2025 Rules

The 2025 Rules are the Undergraduate Rules and Regulations applicable to all PEARL students enrolled in/after the fall semester 2025. PEARL students who were subject to the 2016/2023 Rules until the spring semester 2025 will be subject to the 2025 Rules in/after the fall semester 2025.

The whole picture of the Rules is included in the separate volume "The 2025 Keio University Undergraduate Rules and Regulations" which is viewable at the counter of the Office of Student Services Faculty of Economics section.

2 Transition of Rules

The transition to the 2025 Rules includes the following changes.

① Partial change of requirements to advance from the third year level to the fourth year level

2016/2023 Rules	2025 Rules
Earn <u>28</u> credits in the third year from courses registered within the course registration limit	Earn <u>24</u> credits in the third year from courses registered within the course registration limit

※**Credits required in the fourth year level to graduate and other graduation requirements remain unchanged.** Refer to p. 54 "Credits Required in the Third Year to Advance to the Next Year" and p. 55 "Checklists for Requirements to Advance to the Next Year and Graduate" for details.

② Replacement of Core and Advanced courses and renaming of courses

Course name	2016 Rules (Courses taken in/before the spring semester 2025)	2025 Rules (Courses taken in /after the spring semester 2025)
Theory of Monopoly Capitalism A/B	Core Courses	Advanced Courses
Game Theory A/B	Advanced Courses	Core Courses
Economics Statistics A/B	Core Courses	Advanced Courses
Bayesian Statistics A/B	Advanced Courses	Core Courses
Introduction to Social Science Methods A/B	Core Courses	Advanced Courses
Time Series Analysis A/B	Advanced Courses	Core Courses
Agricultural Economics A/B	Core Courses	Advanced Courses
Health Economics A/B *Course name also changed.	Advanced Courses (Course name in the 2016 Rules: Health Economics)	Core Courses
Economic Development A/B	Core Courses	Advanced Courses
Development Economics A/B	Advanced Courses	Core Courses

※For courses that have been renamed, once you have earned credits for these courses before the rename, you will not be able to retake them.

[Example] If students have earned credits for "Health Economics" in AY2024, they cannot retake "Health Economics A/B" in AY2025.

※For courses which were not renamed but their course fields (Core Courses/Advanced Courses) were changed, students cannot retake the same course in a different course field. However, if students wish to retake the course for which they registered but failed in AY2024, they may retake that course in the new course field in accordance with the 2025 Rules.

[Example] If students have earned credits for "Bayesian Statistics B" as an Advanced Course in AY2024, they cannot retake that course as a Core Course in AY2025. However, if students have taken "Bayesian Statistics B" as an Advanced Course and failed in AY2024, they may retake that course as a Core Course in AY2025.

2 Course Registration

1 Timetable and Syllabus

The timetable and syllabus are available online. Students can use the online syllabus to search for courses including courses offered by other faculties, by day, period, faculty, and/or keywords.

Keio University Student Website → Mita, Faculty of Economics → Classes → Timetables/Syllabus/Courses

2 Course Registration

Course registration must be made online. When you register for courses using K-Support, an error check is performed instantly and a message appears. You can see a list of courses you have registered for on K-Support "Confirmation of Registered Courses" page.

3 Notes on Course Registration

In both Fall and Spring semesters, there are two registration periods during each semester: the first and second registration periods, and courses to be registered for are different for each of the periods. After confirming the earned credits on the Grade Report on K-Support, check "4 Procedures for Online Course Registration" below and register for courses carefully. Be extra careful not to make errors which will result in failure to register necessary courses. Such failure will not only be an inconvenience, but may also negatively affect your advancement to the next year level or graduation. **Even if you have completed the course registration, it does not necessarily mean the courses you wish to take have all been finalized. Follow the steps given and periodically confirm the status of the registered courses within the designated period, as the registration may not have been approved. Make sure that your contact details are always up-to-date so that the university will successfully reach you. The university takes no responsibility for any negative consequences resulting from carelessness on the student's part in confirming their registration details.**

Regarding the cautions for registration for online courses, refer to the guideline for online classes updated on K-LMS. There are some classes which students could not register for, depending on the class format. For details, see p. 21, 41.

4 Procedures for Online Course Registration

Any changes to the information on the course registration guidelines will be announced on the website. **The university takes no responsibility for any negative consequences resulting from carelessness on the part of the student in confirming the latest information and the course registration details including the result of lotteries.**

Date		Required procedures and confirmation items
Spring Semester	Fall Semester	
April 3 (Thu.) 12:30pm– April 5 (Sat.) 4:00pm	September 24 (Wed.) 12:30pm– September 26 (Fri.) 4:00pm	<p>■ First Course Registration Period Using "K-Support", students must register for all of the courses they will take in the Semester (course registration for Corequisite (FS) courses must be made in Fall semester). The number of students may be adjusted after this period when many students have registered for the same course. Courses for which the number of students has been adjusted after the first course registration period cannot be added in the second course registration period. All courses you wish to take must be registered during this period.</p> <p>[Notes]</p> <ul style="list-style-type: none"> *Students must confirm that there are no errors in registered courses and fields (especially in Column B) after completing the registration. Please be aware that mistakes on choosing wrong fields are not detected by the system. *Students who have not registered for any courses shall be considered unwilling to study and will be subject to compulsory withdrawal (Article 188 of the Undergraduate Rules and Regulations). *There may be cases where restrictions are applied or special procedures/permission are required for course registration. Please check this course registration guide and websites in advance. *It is not permitted to take courses students have not registered for.
April 7 (Mon.) 4:00pm	September 29 (Mon.) 4:00pm	<p>■ Announcement of Adjustments Results for First Course Registration The results of the adjustments will be announced on the course registration confirmation screen. Please make sure to check it.</p> <ul style="list-style-type: none"> *If students were not allowed to take some of the courses as a result of the adjustments, they can add courses during the second course registration period.
April 7 (Mon.) 4:00pm– April 15 (Tue.) 10:00am	September 29 (Mon.) 4:00pm– October 8 (Wed.) 10:00am	<p>■ Second Course Registration Period Using "K-Support", students can add/delete courses they will take in the Semester. The number of students may be adjusted <u>during and after this period</u> when many students have registered for the same course. For details including the schedules, please refer to K-Support. Students can register only for courses without registration restrictions. Even if students are not allowed to take the course as a result of the adjustments, they cannot add/modify courses offered in the Semester after this period.</p>

Date		Required procedures and confirmation items
Spring Semester	Fall Semester	
April 8 (Tue.)	October 1 (Wed.)	<p>■ First day of Classes Academic Advisor Office Hours will be provided for consultations on course registration. See the Keio Student Website for the exact date and time. Questions and consultations regarding courses offered at Hiyoshi Campus will be handled by the PEARL Academic Director (Hiyoshi). Those who wish to have an interview with the PEARL Academic Director (Hiyoshi) shall consult the Faculty of Economics Section at Hiyoshi Campus. *With regard to courses offered by Keio research institutes, see the syllabi of the respective institutes.</p>
April 18 (Fri.) 4:00pm	October 14 (Tue.) 4:00pm	<p>■ Course Registration Error Confirmation Students who have received error messages must amend their course registration following the instructions during the period below.</p>
April 21 (Mon.) 8:45am April 22 (Tue.) 4:00pm	October 15 (Wed.) 8:45am October 16 (Thu.) 4:00pm	<p>■ Course Registration Amendment Period (applicable students only) These students must amend courses as instructed by the Office of Student Services. Amendment cannot be performed on K-Support. <Applicable students> Students instructed to amend the registered courses by the Office of Student Services. <Mode of Amendment> Detailed instructions will be provided in the error message. [Notes] If students receive a notification about an error in the registration, please be sure to make the correction within this period.</p>
April 29 (Tue.) 10:00am April 30 (Wed.) 4:00pm	October 21 (Tue.) 10:00am October 22 (Wed.) 4:00pm	<p>■ Registration Cancellation Period (first half) Students can cancel courses they have registered for on K-Support. Please read the notes on the right column carefully. Courses which have been approved for cancelling will be deleted on May 1 (Thu.) and October 23 (Thu.).</p>
June 24 (Tue.) 10:00 June 25 (Wed.) 4:00pm	December 11 (Thu.) 10:00 December 12 (Fri.) 4:00pm	<p>■ Registration Cancellation Period (second half) Students can cancel courses they have registered for on K-Support. Please read the notes on the right column carefully. Courses which have been approved for cancelling will be deleted on June 26 (Thu.) and December 13 (Sat.).</p>

Important notes for cancelling Courses:

- A. Courses that can be cancelled
Of the following courses, those for which the conditions outlined in B below do not apply:
Spring first half: Spring, first half of the Spring Semester, Corequisite (SF) courses
Fall first half: Fall, first half of the Fall Semester courses
Spring/Fall second half: Second half courses only
- B. Courses that cannot be cancelled
 1. Mandatory courses
 2. Courses that are listed in "Courses for which Course Cancellation Is Not Possible" on p. 45
- C. **For intensive courses, cancellations are possible until one day after the first class (excluding holidays) by contacting the Office of Student Services.**
- D. Students must check which courses were approved for cancellation on the dates listed to the left.
- E. **There is no limitation on the number of credits you can cancel if you still have sufficient credits for advancement/graduation requirements.**
- F. Please contact the Faculty of Economics Section in the Office of Student Services if you wish to cancel a course which in turn makes your course registration insufficient for the advancement/graduation requirements (only in Spring Semester).

5 Course Registration Number, Field, Column A and Column B

(1) Course Registration Number

The 5-digit number listed in the timetable and syllabus is required to register for courses. **Make sure to check the numbers as well as the names of the courses and lecturers.**

However, in the case of courses offered jointly by the Faculty of Economics and other faculties, research institutes, and centers, each organization uses their own registration numbers. Students must check the Faculty of Economics' registration number with the syllabus.

For intensive courses or courses for which classes are held across multiple days and periods including courses with experiments, all of the days and periods will automatically be registered only by entering the course registration number for one of the days or periods.

(2) Field

This is the classification depending on the type of the course, as set out under the Undergraduate Rules and Regulations (see "6 Course List" at the end of this guidebook for details).

For Faculty of Economics courses, simply register the Faculty of Economics registration number and the field will be automatically selected.

However, when taking courses offered at other faculties, courses which have multiple fields, or courses listed in the table below, you must select Column B and register the field by yourself.

(3) Column A and Column B

Check the table below carefully and make the registration in the correct column. You cannot make changes after the registration is confirmed. Please also check "4 Registering Courses Offered at Other Faculties and Campuses" under "4 Notes on Taking Courses" if you plan to take a course offered by a different faculty.

(Courses for which the field is automatically registered simply by entering the course registration number (registered in "Column A"; most courses are registered in this way))

Column A	Courses taught in English offered by the Faculty of Economics for first- to fourth-year students (Mita and Hiyoshi) (including Related Courses offered by the Faculty of Economics) and Research Seminar offered by the Faculty of Economics
	Courses taught in English that are offered by the various research institutes and centers and have been listed on the Faculty of Economics timetable (Institute of Physical Education, International Center, Keio Global Research Institute, and Center for Global Interdisciplinary Courses)

(Courses for which you must select the registration number and the field in "Column B")

Column B comes with a two-digit number necessary to designate the field for certain courses. You need to make this selection when registering courses offered by other faculties or when selecting multiple-field courses. **This is very important in order to ensure you have registered for the correct course.**

Column A	Course type	Column B Number	Field
	Major Subject Courses conducted in English offered by other faculties	51	
	Faculty of Science and Technology research seminar (fourth year)	53	
	Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies research seminar (third year)	54	Related Courses
	Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies research seminar (fourth year)	55	
Column B	<ul style="list-style-type: none"> Courses conducted in a language other than English except Research Seminar offered by Faculty of Economics Courses that the student has already taken and passed General Education Courses offered by other faculties Major Subjects Courses offered by other faculties which can be registered only as Optional Courses The Keio Institute of Cultural and Linguistic Studies, Institute of Oriental Classics (Shido Bunko), Fukuazawa Memorial Center for Modern Japanese Studies, Health Center, Keio Research Center for Foreign Language Education, Keio Research Center for Liberal Arts, Student Affairs Center, Keio University Art Center, and Keio Museum Commons Open courses offered by the Institute for Journalism, Media & Communication Studies taken by students other than research students affiliated to this institute Courses offered by the Institute for Journalism, Media & Communication Studies taken by research students affiliated to this institute within their course registration limit Courses offered by the Teacher Training Center taken by students other than those registered for the Teacher Training Course Courses offered by the Teacher Training Center taken by students registered for the Teacher Training Course within their course registration limit 	91	Optional Courses
	Courses offered by the Institute for Journalism, Media & Communication Studies (for students who are registered with the institute)	Refer to the page "5 Taking Courses Offered by Research Institutes and Centers" under "4 Notes on Taking Courses."	
	Courses offered by the Teacher Training Center (for students who are registered with the center)	Refer to the page "5 Taking Courses Offered by Research Institutes and Centers" under "4 Notes on Taking Courses."	

6 Taking Courses Offered by the Institute of Science Tokyo

Note: For PEARL students, only courses conducted in English count towards graduation requirements

Students can take courses offered by Institute of Science Tokyo (Science Tokyo) as Related Courses, for up to a maximum of 30 credits.

However, in the case that a student has transferred credits earned at an overseas university to Keio, the maximum number of transferred credits that can count towards graduation including those credits obtained at overseas universities and Institute of Science Tokyo will be 60 (courses applied for in excess of this number will be treated as Optional Courses).

For details, please ask at the Faculty of Economics section at the Office of Student Services.

(1) Procedure for taking courses offered by Institute of Science Tokyo

Details will be announced on K-Support.

(2) Student ID card by Science Tokyo

Always carry your student ID card when attending classes at Institute of Science Tokyo. Also make sure to carry your student ID card with you when sitting semester-end examinations (temporary ID cards cannot be issued, so you will not be able to sit examinations without your student ID card).

(3) Cancellation of course registration at Institute of Science Tokyo

Courses offered at Institute of Science Tokyo cannot be cancelled after the designated Course Cancellation Period for Science Tokyo.

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.

3**Types of Courses Offered and Credits**

Note: For PEARL students, only courses conducted in English count towards graduation requirements excluding Research Seminar conducted in Japanese. The following types of courses are offered for third- and fourth-year students in the Academic Year (SF) 2025.

1 General Education Courses

- (1) Students can also take courses offered at Hiyoshi Campus. However, there are several courses that require students to carry out additional procedures, so please pay close attention to the course syllabus and Keio Student Website for Hiyoshi Campus.
- (2) For the General Education Courses offered by other faculties, if the courses are offered jointly with the Faculty of Economics, please use the course registration number of the Faculty of Economics for course registration (please be careful because the registration numbers differ from faculty to faculty). When a General Education Course of another faculty is not jointly offered with Faculty of Economics, it cannot be taken as a course in the General Education Courses category, but it may still be taken as an Optional Course with the approval of the course lecturer.
- (3) Courses in the General Education Courses category are included in the course registration limit, even if a student has not earned necessary credits to graduate.

2 Foundation Courses

- (1) If you have yet to take the Mandatory or Elective courses offered at Hiyoshi Campus in the Foundation Courses category, please make course registration after reading "2 Retaking Remaining Courses at Hiyoshi" under "4 Notes on Taking Courses."

3 Foreign Language Courses

(1) Registering Foreign Language Courses

Please register in accordance with the information provided in the following table.

Courses not yet passed		Minimum required credits	How to register
Mandatory	English Academic Skills 1	2 credits	Passed at Hiyoshi
	German / French / Chinese / Spanish / Japanese	6 credits	Passed at Hiyoshi
Mandatory Elective	(1)English If you have not passed English Academic Skills 2	2 credits	Register for designated class.
	(2)Other languages If you have taken 2 credits	4 credits	Register for 4 A/B
	If you have not taken any credits		
Total credits required for graduation		14 credits	

● Changing languages as part of Foreign Languages 2 (Mandatory Elective)

If you wish to take a language different from the language you studied up until the previous academic year, you must consult the PEARL Academic Director at Hiyoshi Campus.

(2) Registering Mandatory Elective courses

Please register within the course registration period by yourself.

(3) For students who have satisfied the required credits for the Foreign Language courses but wish to take more courses

Note: For PEARL students, only courses conducted in English count towards graduation requirements

Courses you wish to add	Registration methods
Foreign Languages (Mandatory Elective) offered by the Faculty of Economics	Please register within the course registration period by yourself.
Foreign Languages for all faculties	Please refer to the "Foreign Language Course Registration Guide for All Faculties" (https://www.students.keio.ac.jp/mt/class/registration/files/2025kyotsugaikokugo.pdf). In the first class, receive permission from the lecturer in charge and then make the course registration. PEARL students must register for those courses as Optional Course [60-30-51].
Courses offered by the Keio Institute of Cultural and Linguistic Studies	Please register on K-Support. PEARL students must register for those courses as Optional Course [60-30-51]
Courses offered by the Keio Research Center for Foreign Language Education	<p>Note: All credits will be counted in Optional Course</p> <p>Please refer to the "Research Center for Foreign Language Education AY 2025 Course Registration Guide and Course Descriptions."</p>

4 Major Subjects Courses

(1) Introductory Subjects

- If you have yet to earn credits in Mandatory courses in the Major Subjects Courses category (Introductory Subjects) offered at Hiyoshi Campus, please check "2 Retaking Remaining Courses at Hiyoshi" under "4 Notes on Taking Courses" and register for the courses.
- You can also choose to take Mandatory Elective courses in the Major Subjects Courses category (Introductory Subjects) offered at Hiyoshi Campus.
- You can count Mandatory Elective courses offered in the second year in 16 credits from the Major Subjects Courses category (no breakdown is specified) as part of the credits required to advance to the fourth year.

(2) Core Courses

You are required to choose courses from 3 or more fields among the 10 "A-J fields" (you must earn 4 credits or more each from at least 3 fields and earn a minimum of 12 credits in total).

If multiple courses are held under the same name, only one of them can be counted in the Major Subjects Course category. **When taking multiple courses with the same course title, please register one course as a Core Course and the others as Optional Course. You cannot change the type (field) of the registered course afterwards.**

Due to the transition to 2025 Rules, some of the Core Courses and Advanced Courses will be replaced from the fall semester of AY2025. For details, please refer to p. 30.

(3) Advanced Courses

Research Seminar courses, Independent Research Project courses, and some courses of the Professional Career Program (PCP) will only be open to students who have passed the selection process.

Courses on the Course List on p. 50 shows all the courses offered in the Academic Year (SF) 2025. Not all the courses listed in the Course List are to be offered in every Academic Year (SF). Credits obtained from courses that were not offered in the present academic year remain valid.

As a general rule, one course is worth 2 credits. However, students must take note that "Seminar in Special Topics" is worth 1 credit per course.

i) In principle, students cannot register for multiple courses under the same name to be counted in the same category. However, for "Reading Course in Foreign Languages" and "Seminar in Special Topics", students can register for two or more of those courses and include them in Major Subjects Courses Category. A maximum of 8 credits from "Reading Course in Foreign Languages" and 4 credits from "Seminar in Special Topics" can be included in the 68 credits required in Major Subjects Courses Category. Excess credits will be counted in Graduation Requirements Credit.

Also note that multiple "Reading Course in Foreign Languages" can be registered in Major Subjects Courses Category only when the languages are different.

ii) You can also take courses offered at Hiyoshi.

iii) "Independent Study 1, 2" and "Independent Study (Seminar) 1, 2" may only be taken by students who have permission to extend their enrollment at the university.

Research Seminar *Only students who have passed the selection process can take these courses.

- In research seminars, students study for two years under one faculty member, carry out research, and submit a graduation thesis. In order to register for a research seminar, students need to have passed an entrance examination for their desired seminar. Course registration must be carried out by the students themselves.
- Research Seminar can be taken concurrently with Independent Research Projects and or PCP courses.
- PEARL students can only register for the Research Seminar as a "Fall-Spring" set course as well as all other "set courses". This means that if you plan to study abroad or take a temporary leave of absence during the fall semester and return to Keio at the spring semester, you will not be able to register for your Research Seminar during the spring semester. Students are strongly advised to discuss this with the professor in charge of the seminar, even before they apply to that seminar.
- Students enrolled in their third year who are planning to repeat a year, have yet to take a research seminar, and wish to take research seminar A, B in the next academic year should go through the selection procedures for students enrolled in their second year. For details on selection process: <http://keizemi-keio.info/>
- Students who wish to take a research seminar in their fourth year should ask for instructions from the individual faculty member responsible for the research seminar that the student wishes to join (there are cases when permission will not be granted).
- The followings are not allowed:
 - i) taking multiple research seminars offered by Faculty of Economics.
 - ii) taking a research seminar offered by Faculty of Business and Commerce.

	Third year	Fourth year
Course name and number of credits	Research Seminar A, B (2 credits each) ➡ 4 credits in total	Research Seminar C, D (2 credits each) Research Seminar (THESIS) (4 credits) ➡ 8 credits in total
How to register	Register "Research Seminar A, B" Once registered, a seminar cannot be canceled in the Spring Semester.	Register for "RESEARCH SEMINAR C, D" and "RESEARCH SEMINAR (THESIS)" offered by the same faculty member. Note that the course registration number for "RESEARCH SEMINAR (THESIS)" is different from the number for "RESEARCH SEMINAR C, D". Once registered, a seminar cannot be canceled in the Spring Semester.
Taking courses for just one year-level	Even if you do not take Research Seminar during your fourth year, credits earned during the third year are still valid.	Credits earned by students who only take research seminar courses in their fourth year will also be valid.
Credit acquisition period	You will earn 4 credits at the end of the Spring Semester, 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 Spring Semester (if you fail the graduation thesis, only 4 credits will be awarded. <u>None of the 8 credits will be awarded if you fail to submit a graduation thesis.</u>
Re-sitting	Only possible if a student receives a "fail" and will repeat the third year.	Only possible when a student receives a "fail" for "RESEARCH SEMINAR C, D" and "RESEARCH SEMINAR (THESIS)," and also repeat the fourth year.
Requirements		Along with the "graduation thesis," students must also submit a graduation thesis title and summary. Submission period: July 8 to July 16, 2025 Note: If your supervisor gives you different instructions, please follow his or her directions. Submitted to: Graduation thesis - the supervisor for your research seminar Graduation thesis title and summary - Website

Independent Research Project *Only students who have passed the selection process can take these courses.

- Students conduct 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 with the topic.
- Research Projects are offered at both Mita and Hiyoshi campuses for third- and fourth-year students and can be taken in either year (Independent Research Projects can be taken multiple times).
- Students must take both "INDEPENDENT RESEARCH PROJECT A, B" (2 credits each) and "INDEPENDENT RESEARCH PROJECT C" (result presentation; 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 K-Support.
- Independent Research Projects can be taken concurrently with Research Seminar and/or PCP courses.
- If students wish to cancel your registration despite passing the selection process, please contact the Office of Student Services before the first day of the first course registration period.
- For further information, please refer to the website below.
<https://www.econ.keio.ac.jp/en/undergraduate/research-project>

PCP (Professional Career Program) *Only students who have passed the selection process can join this program.

- 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 classes are held in English.
- Courses are open to third- and fourth-year students and offered at Mita Campus.
- Students must earn a total of 20 credits from designated courses in the third and fourth years. Only when this requirement is satisfied, a PCP Certificate will be awarded.
- PCP courses can be taken concurrently with the Research Seminar and/or Independent Research Project.
- If students decide to cancel their registration for two Methodology Courses (FPGE and IS) despite of passing the selection process, please contact the Office of Student Services before the first day of the first course registration period.
- If students wish to withdraw from the program, first obtain the approval of the coordinator and then submit a PROFESSIONAL CAREER PROGRAM (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>

DEEP (Data-driven Economics and Econometrics Program)

- This is a Certificate program that provides a certificate of completion upon fulfilling all requirements.
- Students must take some courses held in Hiyoshi campus for fulfilling some of the requirements.
- For details, please refer to the following website.
<https://www.econ.keio.ac.jp/en/undergraduate/deep>
- How to submit an application for the certificate will be announced on K-Support.

FACTS (Fieldwork for Active Comprehension of Targeted Subjects)

- This is a Certificate program that provides a certificate of completion upon fulfilling all requirements.
- Students must take some courses held in Hiyoshi campus for fulfilling some of the requirements.
- For details, please refer to the following website.
<https://www.econ.keio.ac.jp/en/undergraduate/facts>
- How to submit an application for the certificate will be announced on K-Support.

(4) Related Courses

Students can register Major Subjects Courses offered by other faculties conducted in English (e.g. GPP by Faculty of Business and Commerce) as Related Courses (if you wish to take courses offered by another faculty, please closely read “4 Registering for Courses Offered at Other Faculties and Campuses” under “4 Notes on Taking Courses” on p. 41). Students can include up to 12 credits from Related Courses as credits in the Major Subjects Courses category (excess credits are included in Graduation Requirement credits). However, if students cannot obtain permission to take a course or miss out the necessary procedures at the faculty offering the course, they will not be able to register for the course.

Students can take courses offered at Institute of Science Tokyo that are conducted in English as Related Courses. For those who wish to take courses there, please refer to “6 Taking Courses Offered by the Institute of Science Tokyo” under “2 Course Registration” on p. 34 and ask at the Faculty of Economics Section in the Office of Student Services.

5 Elective Courses**(1) Physical Education Courses**

If students wish to register for physical education courses, please refer to the registration requirements for physical education courses (courses offered by the Institute of Physical Education) and attend the guidance sessions before registering for the courses. In the event that the number of applicants exceeds the number of places available, a lottery will be held to decide who may be registered for. If there are any problems with your application, you will not be entered into the lottery and will not be given permission to take the course.

Students can take multiple courses in the same subject (event) for “Physical Activity Course A and B.” However, students may only take the “Lecture on Physical Education” and “Seminar on Physical Education” courses once. Furthermore, there is a total limit of 6 credits for these courses that can be counted towards graduation requirements.

(2) Courses offered by Research Institutes and Centers

Courses offered by the International Center, Institute of Physical Education (courses taught in English only), and Global Interdisciplinary Courses (GIC) Center are available as Elective courses. Please check the registration procedures and the fields for Research Institutes and Centers in “5 Taking Courses Offered by Research Institutes and Centers” under “4 Notes on Taking Courses” on p. 44.

6 Graduation Requirement Credits

Credits taken more than the required number of Graduation Credits in each course category except Optional Courses category are included in Graduation Requirement Credits. The minimum number of credits required to obtain as Graduation Requirement Credits is 16.

7 Optional Courses

Note: For PEARL students, all courses conducted in a language other than English except for Research Seminars can only be taken as Optional Courses.

- (1) **Optional Courses will NOT be counted toward the 126 credits required for graduation.**
- (2) **Optional Courses within the course registration limit (field number [60-30-51]) can be included in the credits required to advance to the fourth year (28 credits for 2016 Rules/24 credits for 2025 Rules) and the credits required to be taken in the fourth year (12 credits).** However, credits earned in courses excluded from the limit (field numbers [60-39-01], [60-39-02] and [60-39-03]) cannot be included.
- (3) **In order to take a course offered by other faculty, please make sure to check “4 Registering for Courses Offered at Other Faculties and Campuses” under “4 Notes on Taking Courses” on p. 41.**
- (4) In principle, students cannot register for multiple courses under the same name or courses deemed to have the same name to be counted in the same category, including those offered by other faculties and research institutes. However, students can register for courses with the same name or deemed to have the same name as Optional Courses category (see “3. Duplicate Course Registration” on p. 40).
There may be cases that such registration cannot be permitted due to the class capacity or enrollment type. For courses offered at Hiyoshi Campus, students must refer to the Faculty of Economics Course Registration Guide for Hiyoshi Campus.
- (5) For the registration procedures and fields of courses offered by research institutes and centers, please refer to “5 Taking Courses Offered by Research Institutes and Centers” under “4 Notes on Taking Courses” on p. 44.

4 Notes on Taking Courses

1 Set Courses (Corequisite Courses)

(1) Set Courses

There are courses that must be taken in sets of two. It is NOT permitted to take only one of these courses. The grades for these set courses are either S/A/B/C if you pass both, or D if you fail both (it is not possible to pass one but fail the other).

Courses categorized as set courses are shown on the syllabi.

Precautions for set courses conducted for two semesters

For set courses that span over two semesters, students will receive both first and second semester's grades at the end of the second semester. Even if a student fails to attend the classes and examinations in the first semester, the student will not be able to cancel the course in the second semester. Until students receive their grades at the end of the second semester, the course will be treated as a tentative pass, so please be careful, especially when amending course registration. PEARL students must be extra careful with these set courses which start in the Spring Semester, as the grades for these courses will only be out at the end of the Fall Semester of their fourth year, with the grade and the credits for the Spring Semester part being counted in their fourth year and not in their third year.

Special exception for taking set courses (SF) designated by Research Seminar instructors

When designated by the instructor of one's research seminar and when the course lecturer approves, PEARL students can register to take the Fall Semester's part of a set course (SF). When those who have taken the Fall Semester part of the set course (SF) wish to take the Spring Semester part in the following semester, they can do so with the approval of the course lecturer. If the course is taught in Japanese, the course will be treated as Optional Course and the credits will not be counted towards graduation requirements except for Research Seminar.

(2) Courses that are required to be taken together

There are some courses that are not set courses but are required to be taken together at the request of the course lecturer. These courses are specified in their syllabi so please carefully read the syllabi of the courses you intend to register for. In case students fail to register for these courses without their pair, the credits will not be given for the courses.

2 Retaking Remaining Courses at Hiyoshi Campus

Course Title	What courses should I choose?	Does it count as advancement graduation credits (28 (2016 Rules) / 24 (2025 Rules) credits in 3rd year / 12 credits in 4th year) and is it included in the courses registration limits?
Statistics 1 / 2		
Introduction to the Japanese Economy / Historical Perspectives in Economic Analysis		
Elementary Macroeconomics 1 / 2 Introduction to Microeconomics 1 / 2 Elementary Economic History 1 / 2	Please check the Hiyoshi timetable.	No
Foreign Languages (Mandatory Elective) (English Academic Skills 2; German / French / Chinese / Spanish / Japanese 4 a, b)		Yes

3 Duplicate Course Registration

If you take a course with the same title or a course that is considered to have the same title (*) more than once, in principle, the second and subsequent courses are all included in the Optional course field, but duplicate courses may be allowed in some fields. Please make sure to check the following table for each field of study before completing your course registration.

	General Education	Foundation	Foreign Language	Major Subjects	Electives	Optional
<u>Duplication of courses in the same field is:</u>	<p>Acceptable only if the lecturer is different. *General Education Seminars are acceptable even if they are taught by the same lecturer as long as the course content is different. *Biology, Physics, and Chemistry are all not acceptable.</p>	<p>All not acceptable. *The second and subsequent courses must be taken as Optional courses.</p>	<p>Acceptable. *The courses with the same lecturer and the same (similar) content are not acceptable.</p>	<p>Acceptable only for Seminar in Special Topics, Independent Research Projects, and Reading Course in Foreign Languages (in different language classes). *All other subjects must be taken as Optional courses from the second course onwards.</p>	<p>Acceptable only for Physical Activity Courses. *All other subjects must be taken as Optional courses from the second course onwards.</p>	All acceptable.

*Courses deemed to be considered the same courses

Field	Courses deemed to have the same course title		
Core	International Trade A/B	International Economics 1/2 offered by Faculty of Law	
Advanced	Money, Banking, and Finance A (Prof. Yuki SATO)	Money, Banking, and Finance B (Prof. Yuki SATO) offered in AY2018	Introduction to Finance A (Prof. Yuki SATO) offered in AY2019
	Reading Course in Foreign Languages	Reading Course in Foreign Languages A/B	
	Seminar in Special Topics	Seminar in Special Topics A/B	

Please refer to the p. 30 and check the courses deemed to be same courses due to the transition to the 2025 Rules.

◆ The following courses are NOT allowed to be duplicated (even as an Optional Course).

- (1) Duplicate registration for courses offered on the same day and period.
- (2) Duplicate registration for courses offered at different campuses on consecutive days and periods (allowed if there is a lunch break between classes or if applicable to the page 41 (2) case).
- (3) Duplicate registration for General Education Courses that are offered in the same semester with the same course title, content, and lecturer.
- (4) Duplicate registration for Mandatory Courses or Research Seminars for which credit has already been earned.
 ※ In the case of courses offered by the Faculty of Economics, if the field is different, courses with similar names will be considered different courses.
 e.g. "PUBLIC FINANCE" in Advanced Courses is considered a different course to the "PUBLIC FINANCE A, B" in Core Courses.

◆ Offsetting of credits (only for students repeating a year level / students in extended enrollment period)

Only students repeating a year level and those in their extended enrollment period who have obtained credits from a course with grade mark 「A」・「B」・「C」 in the previous academic years can offset those credits by taking the same course again. After the grade is given for a retaken course, the lower grade mark will be offset by a higher grade mark. The lower grade mark is invalid and not shown on the transcript of academic record, and not counted in the calculation for GPA. Offsetting does not increase the number of obtained credits, it will just change the grade mark for the course in question.

※ Mandatory courses, Research Seminar, courses of the categories which allow multiple registration within the same field (see the table below), and the courses marked as S (highest grade mark), P (Pass), F (Fail), G (transferred or accredited) are excluded.

※ In case students would like to retake a course without offsetting the credits, please refer to the table below.

Application for Offsetting Credits

Application forms: Application for Offsetting Credits (prescribed form)

Distributed at the Faculty of Economics Section in the Office of Students Services

Application deadline: The last day of the First Course Registration Period of each semester

Submitted to : Faculty of Economics Section in the Office of Students Services

4 Registering for Courses Offered at Other Faculties and Campuses

Note: For PEARL students, all courses conducted in a language other than English except for Research Seminars can only be taken as Optional Courses.

Unless restricted, you can register for courses offered by other faculties as shown below:

- ① Major Subjects Courses offered by other faculties
 - as Related Courses *Register in Column B.
- ② General Education Courses and Foreign Language Courses offered by other faculties
 - as Optional Courses *Register in Column B 91

However, there are cases where it is not possible to take the above courses. Please refer to the pages on the types of courses available for registration (Related Courses, Optional Courses and Foreign Language Courses). Some courses offered by other faculties at Hiyoshi campus must be registered in Spring Semester, even if the course is offered in Fall Semester. For details, please check website.

(1) Registering for courses offered by other faculties at Mita

Obtain permission from the course lecturer. For some courses, restrictions will be placed on the number of students, or as when it is not permitted for students who do not belong to the faculty which offers the course, or when there is a need for permission from the Academic Advisor at the faculty offering the course. Please pay careful attention to the course syllabus, course registration guide, and the instructions given by the lecturer offering the course.

Please register for the course in reference to the flowchart on the next page, after checking the timetable of the faculty in question and the registration number for the course.

(2) Registering for courses offered by other faculties at other campuses

Regarding the cautions for registration for Online courses, refer to "Guideline for Online Classes" updated on K-LMS.

Students can register for one or both online classes offered in consecutive periods and held by different campuses.

e.g. Period 1: Face-to-face class at Hiyoshi, Period 2: Online class at Mita

e.g. Period 1: Online class at Hiyoshi, Period 2: Online class at Mita

Class format of courses held in Mita	Class format of courses held in other campuses	
	Online	Face-to-face
Online	○	○
Face-to-face	○	×

However, there may be some inconveniences in distance learning (online classes), such as some online classes which partially conduct face-to-face classes or face-to-face in-class examinations. If you wish to take one or both online classes offered in consecutive periods in different campuses, please check the details of the class format in the syllabus, confirm with the course instructor that there will be no inconvenience, and register for the course(s) at your own discretion.

***Even if both courses are offered by the Faculty of Economics, they will be treated in the same way as above.**

*Registering for both face-to-face courses will be permitted if there is a lunch break between classes (e.g. Period 2 at Hiyoshi and Period 3 at Mita), so long as students ensure that they will be able to travel to the next class on time.

*Be aware that information on courses of other faculty/campus may only be available on their bulletin board and websites. Inquiries over the phone will not be accepted.

(3) Common notes on registering for courses offered at other faculties and campuses

A. Receive permission from the course lecturer. For courses in the second half of the semester, please register for the courses within the course registration period even if it is not possible to obtain permission from the course lecturer in advance. When you attend the first class of those courses and the course lecturer does not grant you permission to take the course, please make sure to cancel the course during the cancellation period.

B. You may take Research Seminars offered by other faculties as Related Courses, regardless of the language of instruction, concurrently with Research Seminar offered by the Faculty of Economics. However, you cannot take multiple Research Seminars offered by other faculties in the same year and the semester (not even as Optional Courses).

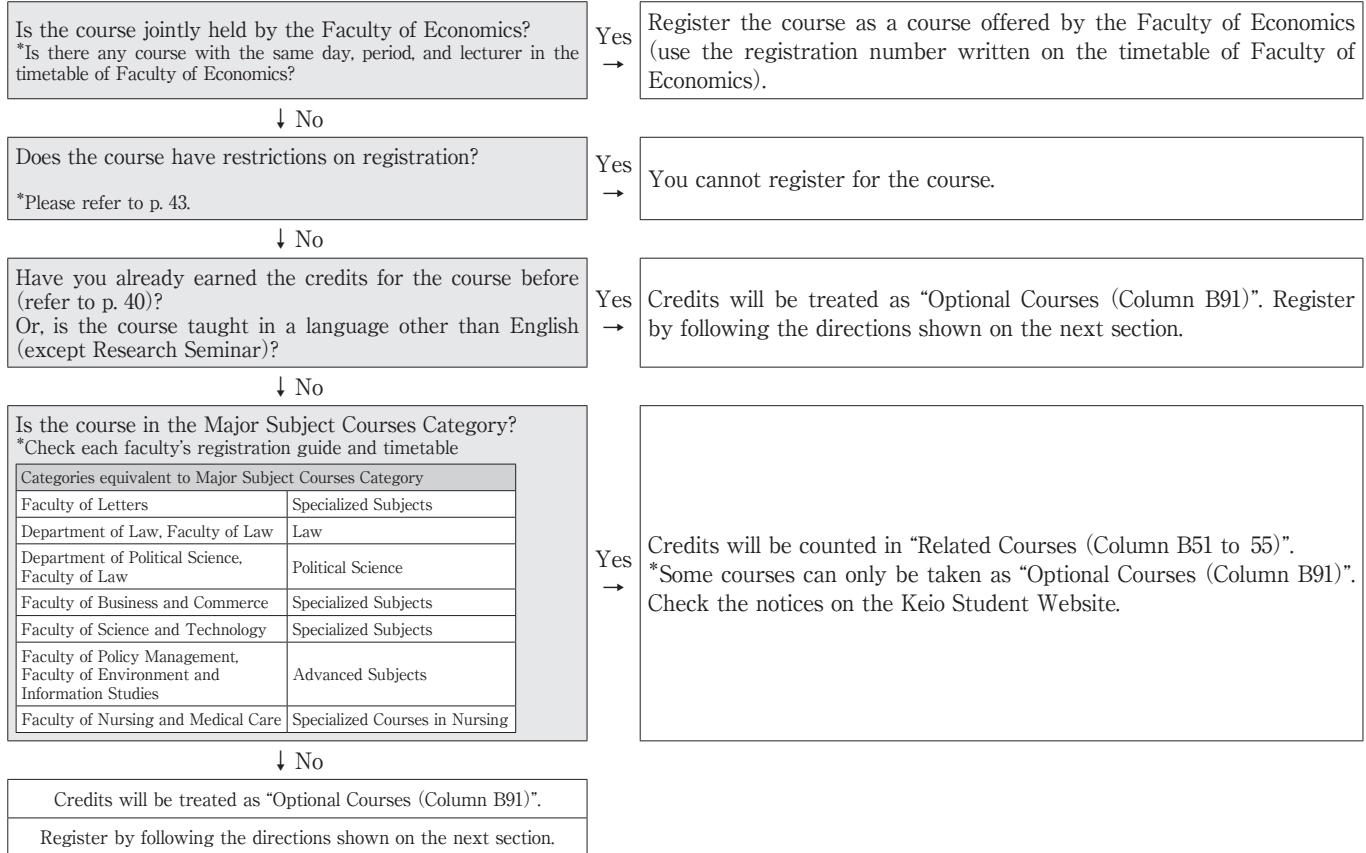
Note: "SEMINAR IN HUMANITIES" and "SEMINAR IN NATURAL SCIENCE" offered by the Faculty of Law are General Education courses. Please take these as an Optional Course.

C. The following courses cannot be taken as Related Courses, even if they are Major Subjects offered by other faculties.

- Courses taught in Japanese except for Research Seminar.
- Courses that are jointly held with the Faculty of Economics
 - Example: "International Trade A, B" cannot be registered as "International Economics I, II" which is offered by Faculty of Law.
- Courses deemed to be the same courses as those already taken as Major Subjects offered by the Faculty of Economics (students may take them as Optional Courses. See list of "Courses deemed to be considered the same courses" under "3 Duplicate Course Registration" on p. 40 for details).

D. Courses offered by other faculties which are limited to students affiliated to those faculties cannot be registered (please refer to "Courses (faculties) with restricted registration for students of other faculties and graduate schools" on p. 43).

■ Registration flowchart for courses offered at other faculties



■ How to register for courses offered by other faculties

1. Obtain permission from the lecturer

(This includes a class level check. If you miss the opportunity to obtain permission during the first class, please register for the course and obtain permission afterwards.)

2. Choose a Column B from below and make a course registration

Related Courses ^(*1)	Column B 51	English-taught courses in the Major Subjects Courses Category that are offered by other faculties and does not match the criteria of other Column B below
	Column B 52	Research Seminar of the Faculty of Business and Commerce (third year)
	Column B 53	Research Seminar of the Faculty of Business and Commerce and Faculty of Science and Technology (fourth year)
	Column B 54	Research Seminar of the Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies (third year) ^(*2)
	Column B 55	Research Seminar of the Faculty of Letters, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies (fourth year) ^(*2)
Optional Courses ^(*3)	Column B 91	Courses taught in Japanese except for Research Seminar Courses already taken and passed General Education Courses offered by other faculties Major Subjects Courses offered by other faculties for which registration is only permitted as an Optional Courses

***1 For Related Courses, up to 12 credits will be counted towards Major Subjects Courses Category. Credits over 12 will be included in Graduation Requirement Credits.**

***2 For Seminars I-IV offered at the Faculty of Letters, please register as follows:**

Third year students: I and II under Column B 54; III and IV under Column B 91.

Fourth year students: I and II under Column B 91; III and IV under Column B 55.

***3 Optional Courses are not included in the 126 credits required for graduation.**

Courses(faculties) with restricted registration for students of other faculties and graduate schools

[Please note (applicable to all faculties and graduate schools)]

1. Students must carefully read the course registration guide and carry out the procedures required to take a subject taught at another faculty or graduate school. There may be subjects with restrictions other than those shown below. Please make sure to carefully read the corresponding subject description and syllabus.
2. Subject-related orientation and a description of restrictions may be provided at the first lecture/class. Please make sure you attend.
3. There may also be restrictions specific to year of study. Even in the case of subjects with no restrictions, conditions specific to year of study must be satisfied before subjects can be taken.
4. Some courses do not accept fall semester registrations; please refer to syllabuses and class schedules carefully.

Students must check the latest information on the following webpage:
<https://www.students.keio.ac.jp/en/com/class/registration/other-faculties.html>

Campus	Campus	Campus
Faculty	Faculty	Faculty
	Subjects with Restrictions	Subjects with Restrictions
Faculty of Letters	<p>[Students must be in the second year or above.]</p> <p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required language courses (courses listed as the Faculty of Letters Course Registration Guide, Chapter9) ◆ Graduation thesis, Graduation examination (students can take the seminars) <p>2. Conditionally Restricted Subjects</p> <p>N/A</p> <p>3. Priority Subjects</p> <ul style="list-style-type: none"> ◆ In the case of required courses, or courses where the number of eligible students exceeds class capacity, students in the Faculty of Letters may be given priority. 	<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Mandatory Courses in Foundation ◆ Mandatory Courses/Mandatory Elective Courses in Foreign Languages ◆ Mandatory Courses in Major Subjects <p>2. Conditionally Restricted Subjects</p> <p>If students wish to take PEARL courses, they need to receive permission from the lecturers in charge and the Academic Director of the PEARL program.</p> <p>3. Priority Subjects</p> <p>In the case of subjects where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Economics may be given priority.</p>
Mita	<p>[Students must be in the third year or above.]</p> <p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Mandatory Elective Courses in Foreign Language category *Language subjects which a student is allowed to take are restricted to those which are run cooperatively between the faculty where the subject is taught and the faculty to which the student belongs. (The registration number varies depending on the faculty.) ◆ Courses offered by Institute of Science Tokyo. *For additional restricted subjects, please notify the list on the website. <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ PCP subjects and INDEPENDENT RESEARCH PROJECT A-C *With some exceptions, these subjects are only available to those who have passed a preliminary screening. <p>3. Priority Subjects</p> <p>N/A</p>	<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ DEPARTMENT OF LAW ◆ Required Foreign Language Courses ◆ Required Social Science Courses LAW 1, LAW 2 ◆ Required Law Courses CONSTITUTIONAL LAW 1 (PRINCIPLES AND HUMAN RIGHTS), CONSTITUTIONAL LAW 2 (PRINCIPLES AND HUMAN RIGHTS), GENERAL PART OF CIVIL CODE 1, GENERAL PART OF CIVIL CODE 2, CRIMINAL LAW: GENERAL PART 1, CRIMINAL LAW: GENERAL PART 2 <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ DEPARTMENT OF POLITICAL SCIENCE ◆ Required Foreign Language Courses ◆ Required Social Science Courses <p>SOCIOLOGY, LAW, CONSTITUTIONAL LAW, PRINCIPLE OF ECONOMICS 1, PRINCIPLE OF ECONOMICS 2</p> <ul style="list-style-type: none"> ◆ Required Political Science Courses <p>INTRODUCTION TO POLITICAL THOUGHTS, INTRODUCTION TO POLITICAL THEORY, INTRODUCTION TO POLITICS IN JAPAN, INTRODUCTION TO AREA STUDIES AND COMPARATIVE POLITICS, INTERNATIONAL RELATIONS</p> <p>3. Priority Subjects</p> <p>In the case of courses where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Law may be given priority.</p>
Faculty of Law	<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ ACCOUNTING I / II, SCIENCE OF BUSINESS ADMINISTRATION I / II, MONEY AND BANKING I ◆ HISTORY OF ECONOMY I / II (Only students in the Department of Political Science can register these classes.) ◆ ROMAN LAW ◆ HISTORY OF EUROPEAN LAW <p>2. Conditionally Restricted Subjects</p> <p>N/A</p> <p>3. Priority Subjects</p> <p>In the case of courses where the number of eligible students exceeds class capacity, students in the Faculty of Law may be given priority.</p>	<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required language courses ◆ Basic courses, major courses, general education courses <p>FUNDAMENTALS OF ECONOMICS 1 - 2</p> <p>INTRODUCTION TO MANAGEMENT</p> <p>INTRODUCTION TO MARKETING</p> <p>BASIC ACCOUNTING</p> <p>BASIC CALCULUS</p> <p>FUNDAMENTALS OF STATISTICS</p> <p>INTRODUCTION TO MANAGEMENT (ORGANIZATION AND STRATEGY)</p> <p>INTRODUCTION TO MANAGEMENT (MANAGEMENT THEORY AND APPLICATION)</p> <p>INTRODUCTION TO MACRO MARKETING</p> <p>INTRODUCTION TO MICRO MARKETING</p> <p>FINANCIAL ACCOUNTING 1 - 2</p> <p>FUNDAMENTALS OF MANAGEMENT ACCOUNTING</p> <p>ECONOMICS (MICROECONOMICS)</p> <p>ECONOMICS (MACROECONOMICS)</p> <p>INFORMATION LITERACY (BASIC)</p> <p>IALOGUE WITH DATA: EXPLORATORY AND CONFIRMATORY DATA ANALYSIS</p> <p>2. Conditionally Restricted Subjects</p> <p>N/A</p> <p>3. Priority Subjects</p> <p>In the case of courses where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Business and Commerce may be given priority.</p>
Faculty of Business and Commerce	<p>[Students must be in the third year or above.]</p> <p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ INTERNSHIP ◆ INDEPENDENT STUDY (INTERNATIONAL BUSINESS) ◆ SEMINAR (DA・B) (Type3) <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ SPECIAL RESEARCH TOPICS IN BUSINESS AND COMMERCE (D・S) <p>*These subjects are only available if there is still space on them after the draw to allot participants, and if students receive permission from the relevant instructor. Students should confirm in advance if there is space on these subjects at the Office of Student Services at Mita Campus. (Students who wish to take these subjects need to submit the prescribed approval request form with the signature and seal of the relevant instructor in charge.)</p> <p>◆ GPP subjects</p> <p>*PASSPORT MEMBERS' ACTIVITY D/S and PASSPORT MEMBERS' WORKSHOP Spring/Fall are available to GPP students only. For other subjects, those who receive permission from the instructor in charge may take the course.</p> <p>3. Priority Subjects</p> <ul style="list-style-type: none"> ◆ In the case of courses where the number of eligible students exceeds class capacity, students in the Faculty of Business and Commerce may be given priority. 	<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required language courses ◆ Basic courses, major courses, general education courses <p>FUNDAMENTALS OF ECONOMICS 1 - 2</p> <p>INTRODUCTION TO MANAGEMENT</p> <p>INTRODUCTION TO MARKETING</p> <p>BASIC ACCOUNTING</p> <p>BASIC CALCULUS</p> <p>FUNDAMENTALS OF STATISTICS</p> <p>INTRODUCTION TO MANAGEMENT (ORGANIZATION AND STRATEGY)</p> <p>INTRODUCTION TO MANAGEMENT (MANAGEMENT THEORY AND APPLICATION)</p> <p>INTRODUCTION TO MACRO MARKETING</p> <p>INTRODUCTION TO MICRO MARKETING</p> <p>FINANCIAL ACCOUNTING 1 - 2</p> <p>FUNDAMENTALS OF MANAGEMENT ACCOUNTING</p> <p>ECONOMICS (MICROECONOMICS)</p> <p>ECONOMICS (MACROECONOMICS)</p> <p>INFORMATION LITERACY (BASIC)</p> <p>IALOGUE WITH DATA: EXPLORATORY AND CONFIRMATORY DATA ANALYSIS</p> <p>2. Conditionally Restricted Subjects</p> <p>N/A</p> <p>3. Priority Subjects</p> <p>In the case of courses where the number of eligible students exceeds class capacity or where classes are specified, students in the Faculty of Business and Commerce may be given priority.</p>
Faculty of Letters	<p>1. Restricted Subjects</p> <ol style="list-style-type: none"> (1) Required language courses (Refer to the Faculty of Letters Course Registration Guide) (2) All advanced courses <p>ADVANCED STUDY OF HUMANITIES 1</p> <p>ADVANCED STUDY OF HUMANITIES 2</p> <p>ADVANCED STUDY OF SOCIAL SCIENCE 1</p> <p>ADVANCED STUDY OF SOCIAL SCIENCE 2</p> <p>ADVANCED STUDY OF NATURAL SCIENCE 1</p> <p>ADVANCED STUDY OF NATURAL SCIENCE 2</p> <p>(3) BASIC INFORMATION PROCESSING</p> <p>2. Conditionally Restricted Subjects</p> <p>N/A</p> <p>3. Priority Subjects (for first year students in the Faculty of Letters)</p> <p>In the case of subjects where the number of eligible students exceeds class capacity, students in the Faculty of Letters are given priority.</p>	<p>1. Restricted Subjects</p> <p>Foreign language courses</p> <p>Medical basic education courses</p> <p>Experimental courses of required subjects in basic science courses</p> <p>2. Conditionally Restricted Subjects</p> <p>Lecture courses of the required subjects in basic science courses</p> <p>*If students receive permission from the faculty member/instructor in charge. (Upper limit imposed. Students should refer to the Course Syllabus.)</p> <p>3. Priority Subjects</p> <p>N/A</p> <p>1. Restricted Subjects</p> <p>GLOBAL LEADERSHIP SEMINAR</p> <p>GLOBAL LEADERSHIP SEMINAR INTENSIVE WORKSHOP</p> <p>PROGRAMMING LANGUAGES</p> <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required subjects ◆ Experimental subjects (required or elective) ◆ Seminar classes (required or elective) <p>Limited to cases where it is necessary for teacher training courses, the faculty member/instructor in charge and academic advisor may permit a student to take these subjects.</p> <p>3. Priority Subjects</p> <p>In the case of subjects where the number of eligible students exceeds class capacity, students in the Faculty of Science and Technology may be given priority.</p>
Hiyoshi		<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required Subjects <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Subjects and Seminars except Restricted Subjects <p>If students receive permission from the faculty member/instructor in charge. Contact them through the link below to obtain permission. https://www.pha.keio.ac.jp/inquiry/</p> <p>3. Priority Subjects</p> <p>All subjects for which students in the Faculty of Pharmacy may be given priority.</p>
		<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required Subjects <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Subjects and Seminars except Restricted Subjects <p>If students receive permission from the faculty member/instructor in charge. Contact them through the link below to obtain permission. https://www.pha.keio.ac.jp/inquiry/</p> <p>3. Priority Subjects</p> <p>All subjects for which students in the Faculty of Pharmacy may be given priority.</p>
		<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required Subjects <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Subjects and Seminars except Restricted Subjects <p>If students receive permission from the faculty member/instructor in charge. Contact them through the link below to obtain permission. https://www.pha.keio.ac.jp/inquiry/</p> <p>3. Priority Subjects</p> <p>All subjects for which students in the Faculty of Pharmacy may be given priority.</p>
		<p>1. Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Required Subjects <p>2. Conditionally Restricted Subjects</p> <ul style="list-style-type: none"> ◆ Subjects and Seminars except Restricted Subjects <p>If students receive permission from the faculty member/instructor in charge. Contact them through the link below to obtain permission. https://www.pha.keio.ac.jp/inquiry/</p> <p>3. Priority Subjects</p> <p>All subjects for which students in the Faculty of Pharmacy may be given priority.</p>
		<p>Since the academic schedule of Shiba-Kyoritsu Campus is different from that of other campuses, please check carefully class dates, regular exam schedules on the Keio University student website.</p> <p>Grade reports for the first half of each semester can be viewed at the end of second half of each semester.</p>

5 Taking Courses Offered by Research Institutes and Centers

Note: For PEARL students, only courses conducted in English will be counted towards graduation requirements

PEARL students who wish to take courses offered by Keio Research Institutes and Centers should pay attention to the language of instruction for the course. If the course is conducted in Japanese, PEARL students should register for the course as Optional Courses using Column B91. If the course is conducted in English, PEARL students should refer to the following table and register for the course referring to the "Registration Field" column.

Note: If there are courses given by the same lecturer at the same period in the Faculty of Economics timetable (courses jointly held with the Faculty of Economics), register for the course using the Faculty of Economics registration number (if the course is offered at Hiyoshi, refer to the Hiyoshi timetable).

Institutes and Centers offering courses	Registration Field
Center for Global Interdisciplinary Courses	
International Center ⁽¹⁾	Credits are treated as Elective Courses
Institute of Physical Education (courses taught in English)	
University-wide (courses taught in English)	
Keio University Global Research Institute	Credits are treated as Related Courses
Keio Research Center for Foreign Language Education	
The Keio Institutes of Cultural and Linguistic Studies	
Fukuzawa Memorial Center for Modern Japanese Studies	
Keio Institute of Oriental Classics	
Keio University Health Center	
Institute for Journalism, Media and Communication Studies ⁽²⁾	
Keio Research Center for Liberal Arts	Credits are treated as Optional Courses
Institute of Physical Education (courses taught in Japanese)	
Teacher Training Center	
Student Affairs Center	
Keio University Art Center	
Keio Museum Commons	
University-wide (courses taught in Japanese)	

(1) Registration of Spring/Summer schools offered by the International Center

Students who wish to participate in the Spring or Summer School at a partner institution must refer to the International Center website. Course Registration will be made after returning to Japan.

(2) Registration of courses offered by the Institute for Journalism, Media & Communication Studies

Please attend the designated guidance session if you are taking courses offered by the Institute for Journalism, Media & Communication Studies as a research student of this institute. You cannot take the courses for research students if you are not affiliated to this institute.

■Research students at the Institute for Journalism, Media & Communication Studies who are registering courses offered by the Institute for Journalism, Media & Communication Studies in order to satisfy completion requirements can choose to either register for these to be part of their course registration limit or not. Courses that cause you to exceed your course registration limit should be registered in Column B 95.

If you wish to register within the limit	Column B "91" Optional Courses [60-30-51]
If you wish to register outside the limit	Column B "95" Optional Courses [60-39-01]

(3) Registration of courses offered by the Teacher Training Center

If you wish to take courses to obtain a teacher's license, please see the Teacher Training Center website (p. 9).

6 University-wide Common Courses

From the 2025 academic year onward, Data Science and Artificial Intelligence will be offered as a university-wide common course. This course follows the model curriculum established in the “Literacy” level of the Mathematics, Data Science and AI Smart Higher Education (MDASH) Programs Certification System established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and gives a broad overview of data science and AI by studying their real-life applications. For details regarding courses and their affiliations, please check K-Support or the class syllabus. See p. 44 for information on registration and the handling of credits.

7 Courses for which Course Cancellation Is Not Possible

※ Check the latest information on the website below.

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

【Please note (applicable to all faculties and graduate schools)】

1. Besides the courses listed below, there may be courses for which registration cannot be canceled. Please read the course description and syllabus carefully.
2. Please make sure to check the bulletin board and the website for the latest information since courses that cannot be cancelled may be added.
3. There may be restrictions on the field or year of study for a course.

Courses offered at other research institutes or centers that cannot be canceled.

The following courses do not allow cancellation.

Research Institute/Center	Course Name
Teacher Training Center	Permission is required to cancel some of the courses in the Teacher Training Center. Please refer to the Course Registration Guide for details.

8 Taking Graduate School Courses Prior to Entering Graduate School at Keio

Students enrolled in their fourth year at the Faculty of Economics may take courses offered by the graduate schools at Keio prior to enrollment. After joining the graduate school, you can apply for credits that have been earned in this way to be included as "courses taken prior to joining graduate school" as part of the credits necessary to complete your master's degree. If you wish to do this, please apply in accordance with the following guidelines.

Application requirements and courses you can take

		Graduate School you are planning to enroll				
		Master's Program at the Graduate School of Economics	Master's Program at the Graduate School of Law	Master's Program at the Graduate School of Human Relations	Master's program at Graduate School of Business and Commerce	Law School
Eligibility		Fourth-year students	Fourth-year students	Fourth-year students	Third-and Fourth-year Students	Third- and fourth-year students
Application requirements		The student must satisfy the master's program primary exam exemption standard (notified separately) or pass the entrance exam.	The student must obtain permission from the course lecturer.	The student must obtain permission from the course lecturer.	The Student must obtain permission from the course lecturer.	The student should have a score of 92 or more in TOEFL (or an equivalent score in IELTS or TOEIC) and must obtain permission from the course lecturer in advance.
Courses you can take		Introductory and Specialized of the Master's Program marked with a "○" in 「大学院先取科目」 (courses that can be taken Prior to admission) in the Graduate School of Economics Course Registration Guide.	<ul style="list-style-type: none"> ■ All courses except Civil Law and Major Public Law • Joint Seminar ■ Major in Political Science • Advanced Research • Project courses (Excluding, the "proper" Public Policy Major) 	Courses of the Master's Program which the course lecturer has given permission.	Courses of the Master's Program which the course lecturer has given permission.	<ul style="list-style-type: none"> • Law, Culture and Development in Asia • Introduction to Asian Law • Japanese Law (Public Law) • Japanese Law (Economic Security Legislation) • Japanese Law (Economy and Social Structure) • Japanese Law (Legal History and Transformation) • Japanese Law (Labor and Employment) • Japanese Law in Cross-border Matters • Japanese Law (Property Law) • Cross-Border Investment into Japanese Real Estate; Acquisition, Financing and Ownership
Credit limit	14 credits per year	10 credits	None	None	None	
Upper limit of credits certified by Graduate School	14 Credits	10 Credits	8 Credits	10 Credits	A student who earns 10 credits will be considered to meet the basic legal education requirements for application to the LL. M. program, even though his or her undergraduate degree is not in law	
Grade you will receive if the course is accredited by the graduate school	G (Accredited)	G (Accredited)	G (Accredited)	G (Accredited)	G (Accredited)	

Application procedures for courses offered by Graduate School of Economics

- (1) Please contact the Faculty of Economics Section in the Office of Student Services prior to course registration in the beginning of semester and fill out an APPLICATION FOR GRADUATE SCHOOL COURSE REGISTRATION PERMIT (prescribed sheet), and submit the application. The Faculty of Economics Section in the Office of Student Services will check your eligibility and inform you of the result within a few days.
- (2) Refer to the master's program syllabi, attend the classes for the courses you intend to register, and obtain a seal of approval from the course lecturer on your sheet.
- (3) Submit the sheet to the Faculty of Economics Section in the Office of Student Services by April 4 (Fri.) 4:00 p.m. (Spring Semester courses) or September 25 (Thu.) 4:00 p.m. (Fall Semester courses).

* When a lottery is held due to a large number of students registering for a course, students who have registered for the course under this system are also subject to the lottery. If you wish to add or delete courses as a result of the lottery, please submit the prescribed sheet to the Faculty of Economics Section in the Office of Student Services by April 8 (Tue.) 4:00p.m. for courses offered in the spring semester and by September 30 (Tue.) 4:00p.m. for courses offered in the fall semester.

* For "courses taken prior to joining graduate school," the Office of Student Services will proceed with the registration. You do not have to carry out a separate online course registration.

* Faculty of Economics will treat the credits as Optional Courses (outside the course registration limits), and these credits will not be counted towards the credits required for graduation or the 12 credits you must earn in the fourth year.

* When a course is offered jointly by the undergraduate faculty and graduate school, **please register for the course using the name and course registration number set for the master's program**. However, it is not possible to simultaneously register for the course using both the undergraduate course name and graduate school course name.

5 Other

1 Extending Period of Enrollment

If you are enrolled in the fourth year and wish to remain enrolled in the following academic year (September 22, 2025 to September 21, 2026) after earning the credits required for graduation, please apply to extend your period of enrollment.

Period of Extention

1. One Year: Until the end of next Spring Semester (September 21)
2. One Semester: Until the end of next Fall Semester (March 31) ***Students are expected to graduate in March.**

Deadline

July 10, 2025 4:00pm

Note:

For those who have applied for extending the period of enrollment for one semester (until March 31, 2026) and wish to extend one more semester (until September 21, 2026), please again submit the application documents by January 9, 2026.

Application

See the details on K-Support.

Decision criteria

1. All of the graduation credit requirements have been satisfied within the academic year (FS) in which the application is made.
2. Application should be submitted after being approved by his/her guarantor.
3. The reasons for extension (study plan) are deemed to be acceptable.
4. The application does not violate Article 156 Paragraph 2 of the Undergraduate Rules and Regulations (see the bottom of this section for an excerpt).

***In case of the inadequate application, an interview with an academic advisor may be held.**

Announcement of the result

An official notification is scheduled to be sent out to guarantors by post on September 5 (In the case of extensions to the end of the Spring Semester, it will be sent on March 10). If the extension is granted, you must adhere to the rules listed in "Notes regarding the academic year for which enrollment is permitted" below.

Notes regarding the academic year for which enrollment is permitted

1. Students must observe the rules and regulations of Keio University during their enrollment.
2. Students extending their enrollment will be considered fourth-year students.
3. Students extending their enrollment must pay tuition and other necessary fees as a fourth-year student (there is no system for exemptions).
4. The student will stay enrolled for the approved period. If the student leaves from the enrollment during the approved period for any kind of reason, the student will be withdrawn from Keio University. Irrespective of the circumstances, it is not possible to graduate retroactively.
5. Students must earn at least two credits offered by the Faculty of Economics (excluding Mandatory courses) in the period in which permission for extension of enrollment is granted.
6. If students apply to study abroad for a period that includes the period in which permission for extension of enrollment is granted and credits earned at an overseas university are recognized upon their return to Japan as credits for a course offered by the Faculty of Economics, it is possible to count such credits in the credits required under the conditions of 5 above. However, in order to obtain approval for credits earned at an overseas university, the student him/herself must have an interview with the Academic Advisor for PEARL and submit the required documentation to the Faculty of Economics Section in the Office of Student Services by early July (for the case of one semester extention, by early February).
7. Students who extend their period of enrollment but fail to earn at least 2 credits from courses offered by the Faculty of Economics and for whom a total of four years of enrollment has passed as of the end of the Academic Year (FS) in which the extension is granted ("four years" is calculated by adding the enrollment period during the third and fourth years to the period of extended enrollment) shall be subject to compulsory withdrawal from the university under the terms of Article 156 of the Undergraduate Rules and Regulations.
8. It is possible to apply for the period of enrollment to be re-extended, so long as this does not violate the terms of Article 156 of the Undergraduate Rules and Regulations.

Excerpt of Article 156 of the Undergraduate Rules and Regulations

Article 156 Paragraph 2 of the Undergraduate Rules and Regulations: Notwithstanding the provisions of the preceding clause, students in the Faculty of Economics, Faculty of Law, Faculty of Policy Management, and Faculty of Environment and Information Studies 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 shall be required to withdraw from the University... [The rest is omitted].

2 Graduation in March

Students who met the graduation requirements (earned all the credits required for graduation and have been enrolled in the fourth year level for two or more semesters) and who made the prescribed application may graduate in March. Those who wish to apply must submit an application by the deadline below.

Note: Students who have not submitted an application will graduate in September as normal.

Students cannot graduate in March of their first semester of enrollment in the fourth year level except for those who applied for 3.5-year Early Graduation System.

To graduate, students must be enrolled in the semester in which they graduate.

Graduation period

March 2026

Application deadline

January 9, 2026 4:00pm

Application

See the details on K-Support.

Treatment of those who applied to extend their period of enrollment

- Students who applied to extend their period of enrollment until the end of the fall semester (March 31) are deemed to have applied for graduation in March and are not required to submit the application above. If students wish to further extend their period of enrollment to September, they should submit an additional application to extend their enrollment period.
- If students who have applied to extend their enrollment period until the end of the spring semester (September 21) wish to shorten their period of enrollment and graduate in March, they must submit an application for March graduation.

Note

- If a student fails to earn the credits required for graduation in the relevant fall semester or is not enrolled the university at the end of the fall semester due to a temporary leave of absence or study abroad, the student cannot graduate in March and will automatically be considered to graduate in the following September.

3 3.5-year Early Graduation System

This system allows students to graduate after 3.5 years (7 semesters) of enrollment if they have fulfilled graduation requirements and have achieved excellent academic results. Newly enrolled students in the 2023 academic year onward may apply.

Objectives

To encourage September enrollees (PEARL students) to find employment in Japan and implement an internal 5-year BA/MA program of 3.5 years + 1.5 years in collaboration with the Graduate School of Economics

Eligibility

Students who have completed six semesters and are in the first semester of their fourth year at the time of application may apply.

*Please note that participants in double degree programs and participants in 5-year BA/MA programs with partner universities abroad are not eligible for this early graduation system.

Application Requirements

All three of the following requirements must be met:

- have obtained a passing grade in Research Seminar a/b, or a grade of A or higher in Independent Research Project a/b and a passing grade in Independent Research Project C.
- the cumulative GPA at the end of the sixth semester satisfies the criteria for the exemption from the first screening of the entrance examination for the Graduate School of Economics Master's Program published at the time of application.
- have earned at least 96 credits (not including optional courses) by the time of application.

Graduation Requirements

Students can graduate early if they meet the following two requirements:

- have met the regular graduation requirements set by Faculty of Economics (see details on p. 54).
- [For those who had received a passing grade for Research Seminar a/b at the time of application] have taken Independent Study (Seminar) 1 in the seventh semester of enrollment (first semester of the fourth year), submitted a thesis, and received a grade of A or higher.

How to apply

Applications will be accepted starting in the spring semester of the 2026 academic year. For how to apply, see details on K-Support.

Notes

*In the event that an applicant is unable to graduate within 3.5 years (7 semesters) of enrollment or decides to withdraw due to a leave of absence, study abroad, etc., the applicant will, in principle, lose candidate status for the early graduation. To withdraw an application, the student must submit a request in the prescribed manner by the date specified by the Office of Student Services.

*The applicants who have been unable to graduate within 3.5 years or have withdrawn their application may replace Independent Study (Seminar) 1 with Research Seminar c, and register for Research Seminar d and Research Seminar (Thesis) by submitting a request in the prescribed manner during the course registration period in the 8th semester. In that case, the grade of Research Seminar c may be changed from that of Independent Study (Seminar)

4 Roadmap for Graduation of Faculty of Economics

Faculty of Economics offers a variety of programs and systems to support the diverse career paths of their students. Please check the details of each program and system, consider your career plan carefully and follow the necessary procedures appropriately. To assist students in understanding the various programs and systems, a roadmap for graduation is expected to be available on K-Support, etc.

5 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 and the Head at the Hiyoshi Campus of Faculty of Economics 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

1-1 2016 Rules (Only for Spring semester 2025)

Total Credits Required for Graduation

*Separate instructions will be given for the number of credits required for graduation by graduate entrants.

□: These courses are not included in the course registration limit.

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits
General Education Courses (p.33)	Type I	10-21-51	Natural Sciences/Mathematics(2 or 4)	6		
		10-21-52				
	Type II	10-22-51	Humanities/Social Sciences(2 or 4)	10		
		10-23-51	General Education/Related(2 or 4)			
	Type III	10-23-52	General Education/Related, General Education Seminar A /B(2 or 4)			
		10-23-53				
Foundation Courses (p.35)	Mandatory	20-10-51	Statistics 1(2)	2		
		20-10-52	Statistics 2(2)	2		
		20-13-51	Introduction to the Japanese Economy(2)	2		
		20-13-52	Historical Perspectives in Economic Analysis(2)	2		
	Elective	20-30-51	Introduction to Calculus(2) Advanced Linear Algebra(2)			
		20-33-51	Calculus(2) Linear Algebra(2)			
		20-35-51	Information Processing 2(2)			
Foreign Language Courses (p.36)	Foreign Language 1	30-10-51	English Academic Skills 1(2)	2		
		30-10-52	German 1, 2, 3 A(1)/B(1)			
		30-10-53	French 1, 2, 3 A(1)/B(1)			
		30-10-54	Chinese 1, 2, 3 A(1)/B(1)			
	Mandatory	30-10-55	Spanish 1, 2, 3 A(1)/B(1)	6		
		30-10-81	Japanese 1, 2, 3 A(1)/B(1) (for international students from outside Japan)			
		30-10-82	Intensive Japanese 1, 2, 3 A(1) (for international students from outside Japan)			
		30-10-83	Intensive Japanese 1, 2, 3 B(1) (for international students from outside Japan)			
	Foreign Language 2	30-20-51	English Academic Skills 2(2)	2		
		30-20-52	German 4 A(1)/B(1)			
		30-20-53	French 4 A(1)/B(1)			
		30-20-54	Chinese 4 A(1)/B(1)			
		30-20-55	Spanish 4 A(1)/B(1)			
		30-20-81	Japanese 4 A(1)/B(1) (for international students from outside Japan)			
		30-20-82	Intensive Japanese 7, 8, 9 A(1) (for international students from outside Japan)			
		30-20-83	Intensive Japanese 7, 8, 9 B(1) (for international students from outside Japan)			
	Mandatory Elective	30-21-51	German 1, 2 A(1)/B(1)	4*		
		30-21-52	French 1, 2 A(1)/B(1)			
		30-21-53	Chinese 1, 2 A(1)/B(1)			
		30-21-54	Spanish 1, 2 A(1)/B(1)			
		30-21-55	Japanese(2) (for international students from outside Japan)			
		30-21-81	Intensive Japanese 7, 8, 9 A(1) (for international students from outside Japan)			
		30-21-82	Intensive Japanese 7, 8, 9 B(1) (for international students from outside Japan)			
	Foreign Language 3	30-21-83	Intensive Japanese 7, 8, 9 B(1) (for international students from outside Japan)			
		30-21-51	German 1, 2 A(1)/B(1)	Register with Column "B 07"		
		30-21-52	French 1, 2 A(1)/B(1)	Register with Column "B 08"		
		30-21-53	Chinese 1, 2 A(1)/B(1)	Register with Column "B 09"		
		30-21-54	Spanish 1, 2 A(1)/B(1)	Register with Column "B 10"		
		30-21-55	Japanese(2) (for international students from outside Japan)	Register with Column "B 11"		
		30-21-81	Intensive Japanese A(1) (for international students from outside Japan)	Register with Column "B 12"		
		30-21-82	Intensive Japanese B(1) (for international students from outside Japan)	Register with Column "B 13"		
	Mandatory Elective	30-30-81	Japanese 5 A(1)/B(1) (for international students from outside Japan)	Register with Column "B 16"		
		30-30-82	Intensive Japanese 4, 5, 6 A(1) (for international students from outside Japan)			
		30-30-83	Intensive Japanese 4, 5, 6 B(1) (for international students from outside Japan)			
		30-30-84	Intensive Japanese 10,11,12 A(1) (for international students from outside Japan)			
		30-30-85	Intensive Japanese 10,11,12 B(1) (for international students from outside Japan)			
Introductory Subjects	Mandatory	40-11-53	Elementary Macroeconomics 1 (2)	2		
		40-11-54	Elementary Macroeconomics 2 (2)	2		
		40-14-51	Introduction to Microeconomics 1 (2)	2		
		40-14-52	Introduction to Microeconomics 2 (2)	2		
		40-14-53	Elementary Economic History 1 (2)	2		
		40-14-54	Elementary Economic History 2 (2)	2		
	Mandatory Elective	40-20-51	Economics and Environment(2) Introduction to Econometrics(2) Introduction to the History of Economic Thought 1(2) Marxian Economics 1(2) Marxian Economics 2(2) Mathematics for Economics 3(2)	4		
		40-21-51	Contemporary Social Issues 1(2) Topics on International Economics(2) Economics and Societies in Globalization(2)			
Major Subjects Courses (p.36)	A Economic Theory	40-22-51	Intermediate Microeconomics 1 A(2)/B(2) Intermediate Macroeconomics 1 B(2) Intermediate Microeconomics 2 B(2) Intermediate Macroeconomics 2 B(2)			
	B Econometrics and Statistics	40-22-52	Econometrics A(2)/B(2) Advanced Econometrics B(2) Probability and Statistics A(2)			
	C Economic History and Thought	40-22-53	History of Economic Thought 2 A(2)/B(2)			
	D Economic History	40-22-54	Economic History of Japan A(2)/B(2) Economic History of Asia A(2)/B(2)			
	E Industry and Labor	40-22-55	Labor Economics A(2)			
	F Institution and Policy	40-22-56	Money, Banking, and Finance A(2)/B(2) Economics of Regulatory Reform(2)			
	G Modern Economy	40-22-57	Contemporary Japanese Economy A(2)/B(2)			
	H International Economy	40-22-58	International Trade A(2)/B(2)			
	I Environment	40-22-59	Environmental Economics A(2)/B(2)			
	J Social Issues	40-22-60	Social History A(2)/B(2)			
	Advanced Courses	40-30-51	Economic Theory in Practice(2) Time Series Analysis A(2) Introduction to Artificial Intelligence A(2)/B(2) Theory and Practice of Token Economics B(2) Quantitative Methods(2) Economic History(2) Topics in Economic History of Asia(2) Topics in Economic History of Japan(2)			
		40-35-11	Economic History of Modern East Asia(2) Health Economics(2) Business Economics(2)			
		40-35-21	Experimental Economics(2) Development Economics B(2) EU-Japan Economic Relations(2)			
		40-35-31	International Economy and Behavioral Economics A(2) Theory of Sustainability A(2)/B(2)			
		40-35-41	Global Human Resource Management(2) Independent Study1(2)/B(2) Independent Study(Seminar)1(2)/B(2)			
		40-35-51	EU Competition Law(2)			
		40-35-61	Advanced Finance(2) Applied Finance(2)			
		40-35-71	Public Finance(2)			
		40-35-81	Economics of Globalization(2) Financial Management and Corporate Governance(2)			
		40-35-91	Energy Economics, Environment and Policy(2)			
		40-31-51	Reading Course in Foreign Languages(2) Reading Course in Foreign Languages A(2)/B(2) ^①			
		40-32-51	Seminar in Special Topics(2) Seminar in Special Topics A(2)/B(2) ^②			

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits
Major Subjects Courses (p.36)	Independent Research Project	40-33-52	Independent Research Project A(2)/B(2)	68	16	
		40-33-53	Independent Research Project C(2)			
	Advanced Courses	40-34-51	Research Seminar A(2) (Third year level, corequisite with B)			
		40-34-52	Research Seminar B(2) (Third year level, corequisite with A)			
		40-34-53	Research Seminar C(2) (Fourth year level, corequisite with D)			
		40-34-54	Research Seminar D(2) (Fourth year level, corequisite with C)			
		40-34-55	Research Seminar (Thesis)(4) (Fourth year level, corequisite with C and D)			
	PCP (Professional Career Program)	40-35-91 ^③	Finance, Policy and the Global Economy(2) Independent Study(2)			
		40-39-51	Major Subjects Courses offered by other faculties			
	Related Courses ^④	40-39-53	Research Seminar offered by Faculty of Science and Technology(Fourth year level)			
		40-39-54	Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Third year level)			
		40-39-55	Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Fourth year level)			
		40-39-56	Courses at Institute of Science Tokyo			
		40-39-96	Courses offered by Keio Global Research Institute			
Elective (p.38)	Elective	50-30-51	Physical Education Lecture 1(2) Physical Education Lecture 2(2)	Max. 6 from left		
		50-31-51	Physical Education Seminar(1)			
		50-32-51	Physical Activity A(1)			
		50-32-52	Physical Activity B(1)			
		50-50-51	International Center /Center for Global Interdisciplinary Courses			
TOTAL				126		

Cautions:

※ 1 : Maximum of 8 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

※ 2 : Maximum of 4 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

※ 3 : Open only to PCP students.

※ 4 : Maximum of 12 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

◆Credit List for Optional Courses

Type	(Details)	Field	Details
Optional Courses (Not counted towards graduation)	Included in the course registration limit (Can be included in the 28 credits that must be earned in the third year, and the 12 credits that must be earned in the fourth year.)	60-30-51	<p>(Courses registered using “91” in Column B)</p> <ul style="list-style-type: none"> Courses taught in Japanese other than Research Seminar When retaking courses obtained in previous academic years When registering for the same course more than once in the current academic year (Use “91” in Column B to register for courses you do not wish to count as graduation credits) General Education courses offered by other faculties
	Institute for Journalism, Media & Communication Studies students only	60-39-01	<p>(Courses registered using “95” in Column B)</p> <p>Courses offered by the Institute for Journalism, Media & Communication Studies taken by students of the institute outside of the course registration limit*</p>
Not included in the course registration limit	Students registered for Teacher Training Courses only	60-39-02	<p>(Courses registered using “96” in Column B)</p> <p>Courses taken by students who have registered for Teacher Training Courses outside of the course registration limit*</p> <ul style="list-style-type: none"> Courses offered by the Teacher Training Center Courses offered by other faculties for the purpose of obtaining a teaching license*
	Courses taken prior to graduate school	60-39-03	Graduate school courses taken outside of the course registration limit by students planning to advance to a master's program in the Graduate School of Economics, Law, or Human Relations, or the Professional Degree Program at the Law School

1-2 2025 Rules (Applied from Fall semester 2025)

Total Credits Required for Graduation

*Separate instructions will be given for the number of credits required for graduation by graduate entrants.

□: These courses are not included in the course registration limit.

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits
General Education Courses (p.35)	Type I	10-21-51	Natural Sciences/Mathematics(2 or 4)			
		10-21-52		6		
	Type II	10-22-51	Humanities/Social Sciences(2 or 4)		10	
		10-23-51	General Education/Related(2 or 4)			
	Type III	10-23-52	General Education/Related, General Education Seminar A /B(2 or 4)			
		10-23-53				
Foundation Courses (p.35)	Mandatory	20-10-51	Statistics 1(2)	2		
		20-10-52	Statistics 2(2)	2		
		20-13-51	Introduction to the Japanese Economy(2)	2		
		20-13-52	Historical Perspectives in Economic Analysis(2)	2		
	Elective	20-30-51	Introduction to Calculus(2) Advanced Linear Algebra(2)			
		20-33-51	Calculus(2) Linear Algebra(2)			
		20-35-51	Information Processing 2(2)			
Foreign Language Courses (p.36)	Foreign Language 1	30-10-51	English Academic Skills 1(2)	2		
		30-10-52	German 1, 2, 3 A(1)/B(1)			
		30-10-53	French 1, 2, 3 A(1)/B(1)			
		30-10-54	Chinese 1, 2, 3 A(1)/B(1)			
	Foreign Language 2	30-10-55	Spanish 1, 2, 3 A(1)/B(1)	6		
		30-10-81	Japanese 1, 2, 3 A(1)/B(1) (for international students from outside Japan)			
		30-10-82	Intensive Japanese 1, 2, 3 A(1) (for international students from outside Japan)			
		30-10-83	Intensive Japanese 1, 2, 3 B(1) (for international students from outside Japan)			
	Foreign Language 1	30-20-51	English Academic Skills 2(2)	2		
		30-20-52	German 4 A(1)/B(1)			
		30-20-53	French 4 A(1)/B(1)			
		30-20-54	Chinese 4 A(1)/B(1)			
	Foreign Language 2	30-20-55	Spanish 4 A(1)/B(1)			
		30-20-81	Japanese 4 A(1)/B(1) (for international students from outside Japan)		4*	
		30-20-82	Intensive Japanese 7, 8, 9 A(1) (for international students from outside Japan)			
		30-20-83	Intensive Japanese 7, 8, 9 B(1) (for international students from outside Japan)			
	Mandatory Elective	30-21-52	German 1, 2 A(1)/B(1)	Register with Column "B 07"		
		30-21-53	French 1, 2 A(1)/B(1)	Register with Column "B 08"		
		30-21-54	Chinese 1, 2 A(1)/B(1)	Register with Column "B 09"		
		30-21-55	Spanish 1, 2 A(1)/B(1)	Register with Column "B 10"		
	Foreign Language 3	30-21-81	Japanese(2) (for international students from outside Japan)	Register with Column "B 11"		
		30-21-82	Intensive Japanese A(1) (for international students from outside Japan)	Register with Column "B 12"		
		30-21-83	Intensive Japanese B(1) (for international students from outside Japan)	Register with Column "B 13"		
	Elective	30-30-81	Japanese 5 A(1)/B(1) (for international students from outside Japan)	Register with Column "B 16"		
		30-30-82	Intensive Japanese 4, 5, 6 A(1) (for international students from outside Japan)			
		30-30-83	Intensive Japanese 4, 5, 6 B(1) (for international students from outside Japan)			
		30-30-84	Intensive Japanese 10,11,12 A(1) (for international students from outside Japan)			
		30-30-85	Intensive Japanese 10,11,12 B(1) (for international students from outside Japan)			
Introductory Subjects	Mandatory	40-11-53	Elementary Macroeconomics 1 (2)	2		
		40-11-54	Elementary Macroeconomics 2 (2)	2		
		40-14-51	Introduction to Microeconomics 1 (2)	2		
		40-14-52	Introduction to Microeconomics 2 (2)	2		
		40-14-53	Elementary Economic History 1 (2)	2		
		40-14-54	Elementary Economic History 2 (2)	2		
	Mandatory Elective	40-20-51	Economics and Environment(2) Introduction to Econometrics(2) Introduction to the History of Economic Thought 1(2) Marxian Economics 1(2) Marxian Economics 2(2) Mathematics for Economics 3(2)		4	
		40-21-51	Contemporary Social Issues 1(2) Topics on International Economics(2) Economics and Societies in Globalization(2)			
Major Subjects Courses (p.36)	A Economic Theory	40-22-51	Intermediate Microeconomics 1 A(2)/B(2) Intermediate Macroeconomics 1 B(2)			
	B Econometrics and Statistics	40-22-52	Intermediate Microeconomics 2 B(2) Intermediate Macroeconomics 2 B(2) Econometrics A(2)/B(2) Advanced Econometrics B(2) Probability and Statistics A(2) Bayesian Statistics A(2)★			
	C Economic History and Thought	40-22-53	History of Economic Thought 2 A(2)/B(2)			
	D Economic History	40-22-54	Economic History of Japan A(2)/B(2) Economic History of Asia A(2)/B(2)			
	E Industry and Labor	40-22-55	Labor Economics A(2) Health Economics A(2)			
	F Institution and Policy	40-22-56	Money, Banking, and Finance A(2)/B(2) Economics of Regulatory Reform(2)			
	G Modern Economy	40-22-57	Contemporary Japanese Economy A(2)/B(2)			
	H International Economy	40-22-58	International Trade A(2)/B(2) Development Economics A(2)			
	I Environment	40-22-59	Environmental Economics A(2)/B(2)			
	J Social Issues	40-22-60	Social History A(2)/B(2)			
	Advanced Courses	40-30-51	Economic Theory in Practice(2) Time Series Analysis A(2) Introduction to Artificial Intelligence A(2)/B(2) Theory and Practice of Token Economics B(2) Quantitative Methods(2) Economic History(2) Topics in Economic History of Asia(2) Topics in Economic History of Japan(2) Economic History of Modern East Asia(2) Business Economics(2) Experimental Economics(2) EU-Japan Economic Relations(2) International Economy and Behavioral Economics A(2) Theory of Sustainability A(2)/B(2) Global Human Resource Management(2) Independent Study1(2)/2(2) Independent Study/Seminar1(2)/2(2)			
		40-35-11	EU Competition Law(2)			
		40-35-21	Advanced Finance(2) Applied Finance(2)			
		40-35-31	Public Finance(2)			
		40-35-61	Economics of Globalization(2) Financial Management and Corporate Governance(2) Energy Economics, Environment and Policy(2)			
		40-31-51	Reading Course in Foreign Languages(2)*1 Reading Course in Foreign Languages A(2)/B(2)*1			
		40-32-51	Seminar in Special Topics(2)*2 Seminar in Special Topics A(2)/B(2)*2			

Category	(Details)	Field	Course Title(credits)	Minimum Credits	Graduation Credits (by Category)	Graduation Requirement Credits
Major Subjects Courses (p.36)	Independent Research Project	40-33-52	Independent Research Project A(2)/B(2)	68	16	
		40-33-53	Independent Research Project C(2)			
	Advanced Courses	40-34-51	Research Seminar A(2) (Third year level, corequisite with B)			
		40-34-52	Research Seminar B(2) (Third year level, corequisite with A)			
		40-34-53	Research Seminar C(2) (Fourth year level, corequisite with D)			
		40-34-54	Research Seminar D(2) (Fourth year level, corequisite with C)			
		40-34-55	Research Seminar(Thesis)(4) (Fourth year level, corequisite with C and D)			
	PCP (Professional Career Program)	40-35-91 ^③	Finance, Policy and the Global Economy(2) Independent Study(2)			
		40-39-51	Major Subjects Courses offered by other faculties			
	Related Courses ^④	40-39-53	Research Seminar offered by Faculty of Science and Technology(Fourth year level)			
		40-39-54	Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Third year level)			
		40-39-55	Research Seminar offered by Faculty of Letters, Law, Policy Management or Environment and Information Studies(Fourth year level)			
		40-39-56	Courses at Institute of Science Tokyo			
		40-39-96	Courses offered by Keio Global Research Institute			
Elective (p.38)	Elective	50-30-51	Physical Education Lecture 1(2) Physical Education Lecture 2(2)	Max. 6 from left		
		50-31-51	Physical Education Seminar(1)			
		50-32-51	Physical Activity A(1)			
		50-32-52	Physical Activity B(1)			
		50-50-51	International Center /Center for Global Interdisciplinary Courses			
TOTAL						126

Cautions:

※ 1 : Maximum of 8 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

※ 2 : Maximum of 4 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

※ 3 : Open only to PCP students.

※ 4 : Maximum of 12 credits will be included in 68 credits requirement of Major Subjects Category.
 Exceeding credits will be included in 126 credits required for graduation as Graduation Requirement Credits (more than 16 credits required to graduate).

◆Credit List for Optional Courses

Type	(Details)	Field	Details
Optional Courses (Not counted towards graduation)	Included in the course registration limit (Can be included in the 24 credits that must be earned in the third year, and the 12 credits that must be earned in the fourth year.)	60-30-51	<p>(Courses registered using “91” in Column B)</p> <ul style="list-style-type: none"> Courses taught in Japanese other than Research Seminar When retaking courses obtained in previous academic years When registering for the same course more than once in the current academic year (Use “91” in Column B to register for courses you do not wish to count as graduation credits) General Education courses offered by other faculties
	Institute for Journalism, Media & Communication Studies students only	60-39-01	<p>(Courses registered using “95” in Column B)</p> <p>Courses offered by the Institute for Journalism, Media & Communication Studies taken by students of the institute outside of the course registration limit*</p>
	Students registered for Teacher Training Courses only	60-39-02	<p>(Courses registered using “96” in Column B)</p> <p>Courses taken by students who have registered for Teacher Training Courses outside of the course registration limit*</p> <ul style="list-style-type: none"> Courses offered by the Teacher Training Center Courses offered by other faculties for the purpose of obtaining a teaching license*
	Courses taken prior to graduate school	60-39-03	Graduate school courses taken outside of the course registration limit by students planning to advance to a master's program in the Graduate School of Economics, Law, or Human Relations, or the Professional Degree Program at the Law School

2 Course Registration Limit

The maximum number of credits that students can register in the third and fourth years respectively is **48 credits per academic year (FS)**, which includes the following credits for Research Seminars:

Third year: 4 credits (A and B) Fourth year: 8 credits (C, D, and graduation thesis)

* An alert message will show up, when you register for courses over 30 credits in fall semester.

(1) Courses not included in the course registration limit

- Mandatory courses marked with that are listed under "1 Total Credits Required for Graduation".
- Institute for Journalism, Media & Communication Studies courses registered by research students of the institute outside of the course registration limit.
- Courses registered by students taking Teacher Training Courses for the purposes of obtaining a teaching license, outside of the course registration limit.
- Courses offered by graduate schools that are taken while enrolled in the fourth year (see "7 Taking Graduate School Courses Prior to Entering a Graduate School at Keio" under "4 Notes on Taking Courses" on p. 46).

(2) Other notes

- Optional Courses registered in the field number [60-30-51] are included in the course registration limit.
- Courses students have failed to pass are still included in the course registration limit.
- Students repeating a year can register for a maximum of 48 new credits in the same year level.
- Corequisite courses that are offered both in spring and fall semesters: credits of spring part are counted in academic year 2024-2025's limit, and fall part in academic year 2025-2026's registration limit.

3 Credits Required in the 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 or above in Foundation Courses and 16 credits or above in Introductory Subjects in Major Subject**

i) 8 credits or above in Foundation Courses (no breakdown specified*)

*Even if you do not pass the Mandatory courses, it is acceptable to earn a total of 8 credits from any of the Foundation Courses. E.g. A student fails to pass Statistics 1 and Statistics 2, but passes Introduction to the Japanese Economy, Historical perspectives in Economic Analysis, Introduction to Calculus, and Information Processing 2.

ii) 16 credits in Major Subject Introductory Subjects (no breakdown specified*)

*Even if you do not pass the Mandatory courses, it is acceptable to earn a total of 16 credits from any of Introductory Subjects including Mandatory Elective and Mandatory courses.

E.g. A student fails to pass Introduction to Microeconomics 1, but in addition to passing the other required courses (Elementary Economic History 1, Elementary Economic History 2, Elementary Macroeconomics 1, Elementary Macroeconomics 2 and Introduction to Microeconomics 2), he or she also earns 6 credits from the Mandatory Elective courses (such as Economics and Environment, Introduction to Econometrics, and Marxian Economics 1).

(2) 2016 Rules (~Spring semester 2025)

Earn 28 credits or above in the third year from courses registered within the course registration limit

2025 Rules (Fall semester 2025~)

Earn 24 credits or above in the third year from courses registered within the course registration limit

Note: The following courses are also included in the 28 (2016 Rules)/24 (2025 Rules) credits.

- General Education and Foreign Language Courses
- Optional courses within the course registration limit (Field number [60-30-51])
- Accredited credits from courses taken while studying abroad
- (For students repeating a year) Third-year credits earned in previous academic years

Courses not included in the above 28 (2016 Rules)/24 (2025 Rules) credits

• Courses which are taken outside of the course registration limit (Mandatory Foundation Courses, Mandatory Introductory Subjects in Major Subjects Courses Category, Optional Courses registered outside the course registration limit)

E.g., even if you retake Statistics 1, which you failed before, and earn the credits in the third year, it will not be included in the 28 (2016 Rules)/24 (2025 Rules) credits.

• Corequisite Courses (SF) students are currently taking.

• (For students repeating a year) If you retake a course which you have already taken in the third year and received a grade of A, B, or C at that time, the course will be offset and will not be included in the 28 (2016 Rules)/24 (2025 Rules) credits (refer to p. 40 for the application).

4 Credits Required in the Fourth Year to Graduate

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

(1) **Earn 126 credits or above required for graduation**

(2) **Earn 12 credits or above in the fourth year from courses registered within the course registration limit**

Note: The following courses are also included in 12 credits.

- General Education and Foreign Language Courses
- Optional courses within the course registration limit (Field number [60-30-51])
- Accredited credits from courses taken while studying abroad
- (For students repeating a year) Fourth-year credits earned in previous academic years

Courses not included in the above 12 credits

• Courses which are taken outside of the course registration limit (Mandatory Foundation courses, Mandatory Introductory Subjects in Major Subjects Courses Category, and Optional Courses registered outside the course registration limit)

E.g., even if you retake Statistics 1, which you failed before, and earn credits in the fourth year, it will not be included in the 12 credits.

• (For students repeating a year) If you retake a course which you have already taken in the fourth year and received a grade of A, B, or C at that time, the course will be offset and will not be included in the 12 credits (refer to p. 40 for the application).

2016·2025 Rules

Checklist for Advancing to the Next Year for Third-Year Students (1/2)

Criteria for advancing to the next year: Students must be enrolled in the third year for at least two semesters, be enrolled for the Spring Semester of the academic year in question, and satisfy conditions i), ii), and iii) below.

i) OK if you earn at least 8 credits from below (from Mandatory or Elective)

Fill in the number of credits earned in the column below. You will satisfy the requirements if you have earned at least 8 credits in total. If you do not have enough credits, register for courses from among those you have not registered for and ensure you earn at least 8 credits.

✓	Credits	Course title
Mandatory		
	2	Statistics 1
	2	Statistics 2
	2	Introduction to the Japanese Economy
	2	Historical Perspectives in Economic Analysis
Elective		
	2	Introduction to Calculus
	2	Advanced Linear Algebra
	2	Calculus
	2	Linear Algebra
	2	Information Processing 1
	2	Information Processing 2
	2	Information Processing 3
Total		

***Even if you fail mandatory courses, you can satisfy the 8 credits by combining credits from elective courses.**

ii) OK if you earn at least 16 credits from below (from Mandatory or Mandatory Elective)

Fill in the number of credits earned in the column below. You will satisfy the requirements if you have earned at least 16 credits in total. If you do not have enough credits, register for courses from among those you have not registered for and ensure you earn at least 16 credits.

✓	Credits	Course title
Mandatory		
	2	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
Total a)		

✓	Credits	Course title
Mandatory Elective		
	2	Economics and Environment
	2	Introduction to Econometrics
	2	Introduction to the History of Economic Thought 1
	2	Marxian Economics 1
	2	Marxian Economics 2
	2	Mathematics for Economics 3
	2	Contemporary Social Issues 1
	2	Topics on International Economics
	2	Economies and Societies in Globalization
Total b)		

Total credits from a) and b) = credits

***OK if the total of a) and b) is 16 credits or more.**

***Even if you fail mandatory courses, you can advance to the next year if you have enough credits, including those from mandatory elective courses.**

Checklist for Advancing to the Next Year for Third-Year Students (2/2)

2016 Rules (~Spring semester 2025) iii) OK if you earn at least 28 credits, excluding a, b and c below.

2025 Rules (Fall semester 2025~) iii) OK if you earn at least 24 credits, excluding a, b and c below.

If you are repeating a year: You will satisfy the requirement if you earn at least 28 credits (2016 Rules)/24 credits (2025 Rules) in combination with those earned in the previous academic year. (E.g., if you earned 20 credits in the previous year, you will need to earn at least 8 credits in the current year (see “(3) Offsetting of credits” under “3 Duplicate Course Registration” on p. 40). Those who applied for offsetting of credits must be careful when counting the credits.

a. Mandatory courses at Hiyoshi that have not yet been taken (marked with <input type="checkbox"/> in p. 50 Course List).	b. Courses taken outside of the course registration limit by students of the Teacher Training Courses and research students at the Institute for Journalism, Media & Communication Studies who are taking Teacher Training Courses and Institute for Journalism, Media & Communication Studies courses to satisfy the completion requirements of the center or institute. Requirements may differ depending on the courses you register for. Please refer to "5 Taking Courses Offered by Research Institutes and Centers" on p. 44.	c. Graduate school Courses taken prior to entering a graduate school at Keio (see p. 46).
---	---	---

Checklist

Write down the courses you plan to take (if you are repeating the year, write the courses for which you have already earned credits in the previous academic years (as a third-year student)).

*OK if you earned at least 28 (2016 Rules)/24 (2025 Rules) credits in total.

2016-2025 Rules

Graduation Requirement Checklist for Fourth-Year Students (1/2)

Criteria for graduation: Students must be enrolled in their fourth year for **at least two semesters**, be enrolled for the Spring Semester of the academic year in question, and satisfy both conditions i) and ii) below.

i) OK if you earn at least 126 credits required for graduation

Please check using the checklist on the next page.

ii) OK if you earn at least 12 credits, excluding a, b, and c below.

If you are repeating a year: You will satisfy the requirement if you earn at least 12 credits in combination with those earned in the previous academic year. (E.g., if you earned 8 credits in the previous year, you will need to earn at least 4 credits in the current year.)

<p>a. Mandatory courses at Hiyo- shi that have not yet been taken (marked with  in p. 50 Course List).</p>	<p>b. Courses taken outside of the course registration limit by students of the Teacher Training Courses and research students at the Institute for Journalism, Media & Communication Studies who are taking Teacher Training Courses and Institute for Journalism, Media & Communication Studies courses to satisfy the completion requirements of the center or institute. Requirements may differ depending on the courses you register for. Please refer to “5 Taking Courses Of- fered by Research Institutes and Centers” on p. 44.</p>	<p>c. Graduate school courses taken prior to entering a graduate school at Keio (see. p. 46).</p>
---	--	---

Checklist

Write the courses you plan to take (if you are repeating the year, write the courses for which you have already earned credits in the previous academic years (as a fourth-year student)).

Total (excluding checked courses)

*OK if you earned at least 12 credits in total.

2016·2025 Rules Graduation Requirements Checklist for Fourth-Year Students (2/2)

Check the fields using the latest Grade Report.

Type	Graduation requirement	Field
Type I	At least 6 credits	10-21-51 10-21-52
Type II	At least 10 credits	10-22-51
Type III		10-23-51 10-23-53

General Education courses

Type I	At least 6 credits	10-21-51 10-21-52
Type II	At least 10 credits	10-22-51
Type III		10-23-51 10-23-53

Check if these boxes meet the minimum credit requirements ()

Minimum credits

Graduation credits

Graduation Requirement Credits (p. 39)

Excess credits (enter 0 if there is no excess)

Total credits from General Education courses

At least 20 credits in total

a	/6
b	/10
c	

I /20I-20 i **Foundation courses**

Statistics I	Acquire 2 credits	20-10-51
Statistics II	Acquire 2 credits	20-10-52
Introduction to the Japanese Economy	Acquire 2 credits	20-13-51
Historical Perspectives in Economic Analysis	Acquire 2 credits	20-13-52
Elective courses		20-30-51 — 20-35-51

d	/4
e	/4
f	

Excess credits

Total credits from Foundation courses

At least 8 credits in total

d+e

II /8

(II+f)-8

ii **Foreign Languages courses**

Mandatory foreign languages 1 (English Academic Skills 1)	Acquire 2 credits	30-10-51
Mandatory foreign languages 2 (German, French, Chinese, Spanish, Japanese)	At least 6 credits	30-10-52 — 30-10-83
Mandatory Elective foreign languages 1 (English Academic Skills 2)	At least 2 credits	30-20-51
Mandatory Elective foreign languages 2 (German, French, Chinese, Spanish, Japanese)	At least 4 credits	30-20-52 — 30-20-83
Mandatory Elective Foreign languages 3 *Students who change languages		30-21-52 — 30-21-83
Mandatory Elective 6 credits Foreign Languages 1+Foreign Languages 2+ Foreign Languages 3	At least 6 credits in total	i+j+k
Elective		30-30-81 30-30-87

g	/2
h	/6
i	
j	
k	
l	/6

Note: You cannot take only one course from i, j, and k. If k is included, you must acquire 2 credits for i and 4 credits for k.

Total credits from Foreign Languages courses

At least 14 credits in total

g+h+l

III /14

(III+m)-14

iii **Major Subjects courses**

Elementary Macroeconomics 1/2	Acquire 4 credits	40-11-53 40-11-54
Introduction to Microeconomics 1/2	Acquire 4 credits	40-14-51 40-14-52
Elementary Economic History 1/2	Acquire 4 credits	40-14-53 40-14-54
Mandatory Elective	At least 4 credits	40-20-51 40-21-51
Core Courses	At least 12 credits (at least 4 credits from 3 fields)	40-22-51 A 40-22-52 B 40-22-53 C 40-22-54 D 40-22-55 E 40-22-56 F 40-22-57 G 40-22-58 H 40-22-59 I 40-22-60 J 40-30-51 40-33-52 40-35-91
Advanced courses		40-31-51
Advanced courses (reading course in foreign languages)		40-32-51
Related courses		40-39-51 40-39-96

n	/4
o	/4
p	/4
q	/4
r	/12 (at least 3 fields)
s	
t	Up to 8 credits counted as Major Subjects (only when acquiring more than 8 credits)
u	Up to 4 credits counted as Major Subjects (only when acquiring more than 4 credits)
v	Up to 12 credits counted as Major Subjects (only when acquiring more than 12 credits)

Total credits from major subject courses

At least 68 credits

n+o+p+q+r+s+t(up to 8)+u(up to 4)
+v(up to 12)IV /68IV-68 vii

Electives	Physical Education Courses	50-30-51 50-31-51
	Physical Activity Courses	50-32-51 50-32-52
	Courses offered by research institutes	50-50-51

w	
x	
y	

Excess credits

t-8 iv)

(only when acquiring more than 8 credits)

u-4 v)

(only when acquiring more than 4 credits)

v-12 vi)

(only when acquiring more than 12 credits)

For Optional courses, please see p. 39.

Check if I(max. 20 credits), II(max. 8 credits), III(max. 14 credits), IV(max. 68 credits), and V(min. 16 credits), all satisfy the number of required credits →

 /126

Excess credits

w+x

Up to 6 credits Counted

y ix)

V add i) to ix) /16

Agreement and Memorandum of Understanding on Courses Offered Jointly with Other Universities

Agreement on Student Exchange between Keio University and Tokyo Institute of Technology

Concluded: December 1, 2010

Details

Keio University and Tokyo Institute of Technology (referred to below as "both universities") hereby conclude this contract in recognition of their agreement to recognize credits obtained by students of both universities when sitting courses at the other university/graduate schools under the provisions of both universities' rules and regulations, and also with the aims of promoting exchange and cooperation between both universities by allowing their university and graduate school students to receive instruction as necessary from the other university/graduate schools, and contributing to the development of education and research at both universities.

1. Matters that need to be settled in relation to the implementation of this Agreement shall be handled through discussions between both universities, and detailed matters relating to implementation shall be listed in the "Memorandum of Understanding" attached to this Agreement.
2. No lesson fees or other fees shall be collected in relation to the implementation of this Agreement. However, this provision shall not necessarily apply in the event that special provisions are made in the Memorandum of Understanding.
3. This Agreement shall be valid for a period of two years from April 1, 2010. However, unless either university asks for the Agreement to be cancelled, the Agreement shall be automatically extended each year for a period of one year.

Supplementary Provisions

The "Agreement on Student Exchange between Keio University and Tokyo Institute of Technology" concluded on March 27, 2008 shall be cancelled as of March 31, 2010.

End

Memorandum of Understanding on Student Exchange between Keio University Faculty of Economics and Tokyo Institute of Technology School of Science, School of Engineering, and School of Bioscience and Biotechnology

Details

Keio University Faculty of Economics and Tokyo Institute of Technology School of Science, School of Engineering, and School of Bioscience and Biotechnology (referred to below as "the involved faculties") agree to implement the agreement concluded between

Keio University and Tokyo Institute of Technology on December 1, 2010 in accordance with this Memorandum of Understanding.
(Acceptance of students)

1. When a student enrolled in the second, third or fourth year at Keio University Faculty of Economics wants to take a course offered by Tokyo Institute of Technology School of Science, School of Engineering, or School of Bioscience and Biotechnology and thereby wants to obtain credits, the student in question shall be allowed to audit the course in question. Moreover, when a student enrolled at a department of Tokyo Institute of Technology School of Science, School of Engineering, or School of Bioscience and Biotechnology wants to take a course offered by Keio University Faculty of Economics and thereby obtain credits, the student in question shall be allowed to audit the course in question.

(Identify of accepted students)

2. The identity of students accepted by the involved faculties shall be as follows: at Keio University, accepted students shall be referred to as "exchange students," and at Tokyo Institute of Technology, accepted students shall be referred to as "special auditing students."

(Number of accepted students)

3. Measures shall be taken to ensure that no large bias in the numbers of students accepted between the faculties arise in the long term.

(Scope of courses and handling of credits)

4. The courses that the involved faculties allow students to audit shall be decided through discussions between the involved faculties. However, there shall be a maximum of 30 credits applicable to courses that a single student is permitted to take during his or her enrollment, and the handling of the credits obtained shall follow the rules and regulations of the university to which the student in question is affiliated.

(Recommending students)

5. The involved faculties shall recommend students to the other university as candidates to become accepted students using the prescribed forms, and the involved faculties shall decide upon which students to accept based upon such recommendations and notify the other university.

(Notification of results)

6. The involved faculties shall grade and award credits to accepted students on the courses they take in the same way that they do for students affiliated to their own university. The involved faculties shall inform the other university of the grades and credits awarded to students at the end of the semester.

(Use of facilities)

7. Involved faculties shall permit use of facilities and equipment by accepted students as required for auditing purposes within the scope of the rules and regulations of both universities.

(Other)

8. This Memorandum of Understanding shall be effective as of April 1, 2014.

Supplementary Provisions

The "Memorandum of Understanding on Student Exchange between Keio University Faculty of Economics and Tokyo Institute of Technology School of Engineering" concluded on December 1, 2010 shall be cancelled as of March 31, 2014.

※With respect to this Agreement and Memorandum of Understanding, as of October 1, 2024 "Tokyo Institute of Technology" shall be regarded as "Institute of Science Tokyo".

Handling of Personal Information of Keio Students, Guardians, and Guarantors

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

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

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

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

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

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

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

More Regarding the Handling of Personal Information:

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

