

Academic Year 2024

Course Registration Guide

Master's Program in Taxation Policy and Management
(TPM)

Graduate School of Business and Commerce
Keio University

I . Dean's Message to the Students of the Master's Program in Taxation Policy and Management

Professor Eri YOKOTA
Dean of the Graduate School of Business and Commerce

Welcome to the Master's Program in Taxation Policy and Management. This is a successor of the program managed jointly with the World Bank for more than a quarter of century since the mid-1990s which provided master's degrees to more than 100 students from over 35 countries. Then the Graduate School of Business and Commerce decided to run the program independently as the Master's Program in Taxation Policy and Management from fall 2022, and now we are very pleased to receive you for the renewed program.

The Program provides a two-year course which is designed particularly for promising personnel having been and expected to be engaged in tax policy-making and tax administration in developing countries. To make sure that the Program meets the highest possible standards, our faculty members contribute a great deal of their time and expertise. The National Tax College also extends close cooperation to the Program by providing the practicum course where you can study together with students from other universities.

Studying in a foreign country is not so easy at all. You will have to keep studying while trying to adjust yourselves to the social environments and the climate unfamiliar to you. If you work hard through the two-year program, however, you will surely be able to have obtained not only a master's degree but also valuable experience that will be your life-long assets.

Of course, your life in Keio may not be just studying. Finding good friends and developing your personal network should be one of the privileges of participating in the Program. I hope that you will be able to enjoy a two-year campus life to the maximum extent. Our Graduate School will do its best to help you make your life in Keio as fruitful as possible.

II . *Program Guide for TPM Students*

A. Program requirements

The Master's Program in Taxation Policy and Management is a two-year program which offers a degree of Master of Arts in Business and Commerce. For completing the program, students are obliged to fulfill the coursework requirements as well as to write a master's thesis and pass the following thesis defense as explained below. Students who successfully complete the program will be awarded the master's degree.

(Coursework)

Students are required to take all Mandatory Courses with 32 credits in total. Mandatory Courses include Seminar: Advanced Study of Tax Administration (the Practicum) which is provided by the National Tax College. In addition, students are strongly advised to acquire at least 8 credits from Recommendable Courses in order to make full use of the study opportunities offered in the Program. The list of Mandatory Courses and Recommendable Courses are given on next page.

(Thesis)

The program also requires students to write and submit a thesis and pass the following thesis defense. The deadline for registering a thesis title is normally early May in the second year and the deadline for submitting a thesis is normally late June in the second year.

B. Curriculum

In principle each course provides a 90-minute class per week. 2 credits are awarded for successful completion of each course for one term (14 weeks). A student's coursework is evaluated with a grade of S, A, B, C (PASS) and D (FAIL).

Classes of the Specialized subjects and the Seminars are basically designed to provide students with opportunities of making presentations and conducting class discussions based on students' research work. Some Seminars help students develop their thesis work with tutorials provided by teaching staff.

In general courses are provided based on the semester system which allows students to complete each course in one semester. There may be courses, however, which are practically completed in two semesters such as Seminar: Advanced Study of Tax Administration, the details of which are provided directly by the National Tax College.

The main feature of the Program is to offer a wide variety of courses to match various interest of students. Besides the Mandatory and Recommendable Courses mentioned above, with approval of their supervisors, students can take other courses provided by the Graduate School of Business and Commerce as well as those offered by other graduate schools of Mita campus, i.e., Graduate Schools of Economics, Laws, Letters and Human Relations as far as they are provided in English.

C. AY2024 Course Descriptions

Each course has a practical and applied orientation, and relies mainly on Japanese examples and case studies. All courses are conducted in English and taught in the Graduate School of Business and Commerce. The summaries of the courses are given in the syllabus (<https://gslbs.keio.jp/syllabus/search>). When searching the syllabus, you may find multiple courses with the same course title. In that case, please check the course instructor's name on page 4-5.

Mandatory Courses for 1st year (28 Credits)

Category	Course Title (Credit)	Instructor	Semester	Day Period
Introductory Subject	Business Economics II (2)	Prof. Kotaro Tsuru	Spring	Thu 3
	Business Economics I (2)	Prof. Kotaro Tsuru	Fall	Thu 3
Basic Subject	Japanese Economy (2)	Prof. Toshitake Kurosawa	Spring	Wed 1
	Domestic Tax Law (2)	Prof. Toshitake Kurosawa	Spring	Thu 1
	International Economy (2)	Prof. Toshitake Kurosawa	Fall	Wed 1
	International Tax Law (2)	Prof. Toshitake Kurosawa	Fall	Thu 1
Specialized Subject	Advanced Study of Public Finance (2)	Prof. Yukinobu Kitamura	Spring	Tue4
	Advanced Study of Public Finance (2)	Prof. Yukinobu Kitamura	Fall	Tue 4
Seminars	Seminar: Advanced Study of Tax Administration(II) (2)	Prof. Toshitake Kurosawa	Spring	Mon (*3)
	Seminar: Public Finance (2)	Prof. Yukinobu Kitamura	Spring	Tue 5
	Seminar: Advanced Study of Taxation and Economic Policies (2)	Prof. Toshitake Kurosawa	Spring	Thu 4
	Seminar: Advanced Study of Tax Administration(I) (2)	Prof. Toshitake Kurosawa	Fall	Mon (*3)
	Seminar: Public Finance (2)	Prof. Yukinobu Kitamura	Fall	Tue 5
	Seminar: Advanced Study of Taxation and Economic Policies (2)	Prof. Toshitake Kurosawa	Fall	Thu 4

Mandatory Courses for 2nd year (4 Credits)

Category	Course Title (Credit)	Instructor	Semester	Day Period
Seminars	Seminar: Advanced Study of Taxation and Economic Policies (2)	Prof. Toshitake Kurosawa	Spring	Thu 4
	Seminar: Advanced Study of Taxation and Economic Policies (2)	Prof. Toshitake Kurosawa	Fall	Thu 4

Recommendable Courses

Category	Course Title (Semester)	Instructor	Semester	Day Period
Basic Subject	Consumer Psychology in Global Markets (2) *2	Prof. Naoko Moriyoshi	Spring	Tue 2
	Economic Growth (2)	Prof. Keisuke Otsu	Spring	Wed 3
	Business Communication (2)	Prof. David Shea	Spring	Mon 3
	Consumer Psychology in Global Markets (2) *2	Prof. Naoko Moriyoshi	Fall	Tue 2
	Economic Analysis (2)	Prof. Keisuke Otsu	Fall	Wed 3
	Accounting (2) *2	Prof. Hiroko Inokuma	Fall	Wed 4
	Academic Writing (2) *2	Prof. Matthew Hanley	Fall	Thu 5
	Introduction to Econometrics (2)	Prof. Potiron, Yoann	Fall	Wed 3
	Macroeconomics (2) *1	-	-	-
Specialized Subject	Advanced Study of International Economy (2)*1	-	-	-
	Advanced Study of International Relations (2)*1	-	-	-
	Advanced Study of Econometrics(2) *2	Prof. Yukako Ono	Spring	Thu 2
	Advanced Study of Comparative Management (2)	Prof. Chie Iguchi	Fall	Thu 3
	Advanced Study of International Finance (2)	Prof. Koichiro Kamada	Fall	Wed 2
	Advanced Study of Micro Marketing (2) *1	-	-	-
	Advanced Study of Modern Business Administration (2)*1	-	-	-

▶ **The students in the TPM program are required to more than 32 credits and will have to take all Mandatory Courses until graduation.**

▶ If there are Mandatory Courses for 1st year that you could not take in your first year, you can take them in your second year as well.

▶ The instructors are for AY 2024.

▶ Courses marked with “*1” are not available in 2024.

▶ Courses marked with “*2” are available for registration by students selected by Instructors.

Please check "Lecturer's Comments to Students" on the syllabus for details of the selection process in advance.

▶ Courses marked with “*3” are conducted at the National Tax College.

Details on Dates and Time will be notified to you by the coordinator.

Grades and credits for this course shall be awarded in the final semester of the first year.

D. Schedule for AY2024

Apr. 1	Transcripts Available (including the grades of Fall Semester) (*1)
Apr. 3 – 5	First Course Registration Period (*2)
Apr. 6 – 15	Second Course Registration Period (*3)
Apr. 8	Spring Semester Classes Start
Apr. 23	Keio Foundation Day (Classes will be held on this day)
Apr. 29	Showa Day, Public Holiday (Classes will be held on this day)
Apr. 30	Course Registration Cancellation Period for Courses of Spring Semester and First-half of Spring Semester (*4)
May 3	Constitution Memorial Day, Public Holiday (No classes)
May 4	Greenery Day, Public Holiday (No classes)
May 6	Substitute Holiday of Children's Day, Public Holiday (No classes)
End of May – Beginning of Jun.	Keio-Waseda Baseball Game (*5)
Jun. 4,	Makeup Classes and Exams for Courses of First-half of Spring Semester
Jun. 20	Grade Report for First-half of Spring Semester courses available on keio.jp
Jul. 15	Marine Day, Public Holiday (Classes will be held on this day)
Jul. 18	Makeup Classes for Courses of Second-half of Spring Semester
Jul. 22 – 30	Exams for Courses of Spring Semester and Second-half of Spring Semester
Jul. 31 – Sep. 21	Summer Break
Sep. 5	Grade Report for Spring Semester and Second-half of Spring Semester courses available on keio.jp
Sept. 20	AY2024 September Commencement Ceremony
Sept. 24	AY2024 September Entrance Ceremony
	Transcripts Available (including the grades of Spring Semester) (*1)
Sept. 25 – Sep. 27	First Course Registration Period (*2)
Sept. 28 – Oct. 8	Second Course Registration Period (*3)
Oct. 1	Fall Semester Classes Start
Oct. 22	First Course Registration Cancellation Due (for Courses of Fall Semester and first half of Fall Semester) (*4)
End of Oct - Beginning of Nov.	Keio-Waseda Baseball Game (*5)
Nov. 4	Substitute Holiday of Culture Day, Public Holiday (Classes will be held on this day)
Nov. 19 am, 26	Makeup Classes and Exams for Courses of Fall Semester
Nov. 20 pm – 25	University Festival week (No classes)
Dec. 11	Grade Report for Fall Semester and first half of Fall Semester courses available on keio.jp
Dec. 30 – Jan. 4	Winter Break
Jan. 6	Classes Start
Jan. 10	The University Founder's Birthday (No classes)
Jan. 13	Coming of Age Day, Public Holiday (No classes)
Jan. 15	Substitute Day of Monday's Classes
Jan. 23	Makeup Classes for Courses of Fall Semester
Jan. 25 - Feb. 1	Exams for Courses of Fall Semester and Second-half of Fall Semester
Mar. 10	Grade Report for Fall Semester and Second-half Fall Semester courses available on keio.jp

*1 Academic transcripts and other certificates can be issued by certificate issuing machines and

convenience stores. See here for details:

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

*2 Please register the courses you wish to take yourself via keio.jp. Please note that you do not need to register as the mandatory courses are already registered. Please refer to "E. Course Registration" for details.

*3 If you wish to add or delete courses as a result of the adjustment, please do so via keio.jp.

*4 If you wish to cancel your courses, please inform the Office of Student Services by email with the name of the course, the day and period and the registration number.

*5 In case the game is tied, classes may be canceled except the 1st period without any notification.

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

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

E. Course Registration

If you wish to take any courses, please be sure to register for them via keio.jp during the First Course Registration Period. Please note that you do not need to register any mandatory courses as they are already registered. If you wish to take courses other than mandatory or recommendable courses, please be sure to obtain permission you're your Academic advisor

Please refer to the manual below for details:

<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>

Please note that some courses may have a lottery if there are too many students who wish to take the course or if the lecturer is selective.

If you wish to take a course where the lecturer selects the students, please check "Lecturer's Comments to Students" on syllabus in advance and apply by the designated deadline and selection method in advance.

Selection and lottery results will be announced on the "Course registration" screen.

<Important points for course registration>

(1) There may be restrictions on courses offered by other faculties and Graduate schools that you can register for. Please see the URL below for further information.

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

(2) Before registering for courses, check the syllabus (<https://gslbs.keio.jp/syllabus/search>) carefully, since the course timetable may change, some courses may impose new restrictions on the eligibility of students, or new courses may become available.

(3) To search for courses offered in English, select 'English' under 'Language of Instruction' in the '▼Specify detailed conditions' section of the syllabus search.

(4) Attend all classes you have registered and classes you are likely to add until the results of the course registration have been announced.

(5) No credits will be given for courses that have not been registered.

AY2024 Course Registration Schedule

Spring Semester (JST)	Fall Semester (JST)	Events
Apr. 3 (Wed.) 12:30 p.m. - Apr. 5 (Fri.) 4:00 p.m.	Sep. 25 (Wed.) 12:30 - Sep. 27 (Fri.) 16:00	First Course Registration Period
Apr. 6 (Sat.) 6:00 p.m.	Sep. 28 (Sat.) 6:00 p.m.	Announcement of the Results of Adjustments for First Course Registration
Apr. 6 (Sat.) 6:00 p.m. - Apr. 15 (Mon.) 10:00 a.m.	Sep. 28 (Sat.) 6:00 p.m. - Oct. 8 (Tue.) 10:00 a.m.	Second Course Registration Period
Apr. 8 (Mon.)	Oct. 1 (Tue.)	First day of the Spring /Fall Semester Courses
Apr.29 (Mon.) 10:00 a.m. - Apr. 30 (Tue.) 4:00 p.m.	Oct. 21 (Mon.) 10:00 a.m. - Oct. 22 (Tue.) 4:00 p.m.	Course Registration Cancellation Period for Courses of Spring Semester and First-half of Spring / Fall Semester

F. About Grades for Transcripts of Academic Record

1. Grading System

Courses use the grading system shown below.

Grade	Meaning	Grade Point
S	Pass	4.0
A		3.0
B		2.0
C		1.0
D	Fail	-
P	Pass	-
F	Fail	-
G	Pass (credit transfer)	-

2. Grade Point Average (GPA)

The grade point average (GPA) will be shown on the Transcript of Academic Record.

How the GPA is calculated is shown in the box on the below.

How GPA is Calculated

Sum of (Grade Points × Number of Course Credits) / Total Number of Credits for Courses Registered

- GPA is rounded off to two decimal places.
- Optional courses (courses that are not part of student's graduation requirements) are not included in GPA calculations.
- Courses for which the student has received a G, P, F, or Q grade are not included in GPA calculations.

G. Web Systems

1. Keio University Student Website

URL <https://www.students.keio.ac.jp/en/>

This portal site provides information for Current Keio University students. Login ID and password are not required.

2. keio.jp portal website

URL <http://keio.jp/>

“keio.jp” is the general term for the Keio Single Sign-On System. The latest information concerning academic affairs, student calls, events, etc. are posted on top page of “keio.jp” portal so please check it daily.

ID/Password: Keio ID and keio.jp password

Activation information is provided with your student ID card.

Main services provided (departments in charge)

-K-LMS (CanvasLMS)(ITC)

This is system mainly designated to support student's study. Announcements from lecturers, study materials downloads, reports submission, discussion and return of reports (assignments) are available.

-Course Registration (Office of Student Services)

The system allows students to make course registration, additional course registration, course cancellation and application for “No New Registered Courses”. Students can modify the courses during the course registration period.

-Confirmation of Registered Courses (Office of Student Services)

The list of registered courses available. Students must confirm that their course registration is done correctly. Students can also find the classrooms for registered courses.

- Information on Class Cancellations/Make-up Classes (Office of Student Services)
The list of courses with scheduled cancellation and/or make-up classes is available.
The information is subject to change so please check it regularly for updates.
- Confirmation/Change of Address (Office of Student Services)
Students can confirm their/guarantor's address. Select "Various Changes" at the top menu then click on "Confirmation/Change of Ad-dress". Please notify any changes immediately from this menu
- Certificate issuance service (Office of Student Services)
This service enables students to have their certificates issued from the on-campus certificate issuing machines or multi-printing ma-chines in the convenience stores nationwide.
- Grade Reports (Office of Student Services)
Students can access their grade report. The period for which the grade report is made available online differs according to the faculty, graduate school, and year level. Details will be announced on the Keio Student Website.
- Results of the Annual Health Examination (Health Center)
Students who have taken an annual health examination during the current academic year can view their results. When students take the examination, they will be informed when the results will be made available. If students have any questions regarding the results of their medical examination, contact the Health Center.
- Google Workspace (ITC)
This is a web application provided by Google Inc., which provides services including e-mail (Keio Mail), Google Drive, Google Calendar, Google Groups, Google Contacts, etc.
- Box (ITC)
This is a cloud type online storage service. It can be used to backup and archive files and also to share files with professors, students, or people from other organizations.
- Software license acquisition system (ITC)
This is a license distribution system for software with which the university has a contract.
- Keiomobile2 / eduroam (ITC)
Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet.

H. Reissuance of Passwords

Contact Mita ITC counter to have your password reissued.

Login ID	Office	Necessary documents
Keio ID	Keio ID ITC counter at Mita campus	Student ID card
ITC Account		

I. Graduate School of Business and Commerce Administrators

Dean: Professor Eri Yokota

Chief Academic advisor for TPM Students: Professor Toshitake Kurosawa (mail: kurosawa.toshitake@keio.jp)

J. Main Offices and Opening Hours

- Office of Student Services General Affairs and Inquiries Group: Registrar, lost and found
Open on Weekdays 8:45am-4:45pm* at B1F 1Window, South School Building
- Office of Student Services Academic Affairs Group: Classroom usage
Open on Weekdays 8:45am-4:45pm* at B1F 6Window, South School Building
- Office of Student Services Academic Affairs Group: Course Registration,
Open on Weekdays 8:45am-4:45pm* at B1F 9Window, South School Building
- Student Counseling Room
Open on Weekdays 9:30am-4:30pm* at B1F, South School Building

-Health Center: Health checkups and healthcare

Open on Weekdays 8:30am-5:00pm* or as indicated on Health Center Website
(<http://www.hcc.keio.ac.jp/en/>) at 1F, North Building

-Mita ITC: keio.jp

Open on Weekdays 8:45am-4:45pm* at 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 available on the Keio Student Website
(<https://www.students.keio.ac.jp/en/>) as necessary.