

Academic Year 2025

Course Registration Guide
Updated September 2025

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 Masahiro ENDOH
Dean of the Graduate School of Business and Commerce

Welcome to our Master's Program in Taxation Policy and Management. This specialized program in tax administration and policy was implemented in the fall semester of 2022. Although relatively new in its current form, it has an illustrious history as the successor to a program jointly managed with the World Bank for more than a quarter of a century since the mid-1990s. Through this program, more than 100 students from over 35 countries have earned their master's degrees. In the fall semester of 2022, the program became an independent Master's Program in the Taxation Policy and Management course of the Graduate School of Business and Commerce. We are very pleased to welcome you to this updated program.

Our program is a two-year course designed specifically for promising individuals, who have been, or are expected to be, engaged in the policy making and tax administration of developing countries. Our faculty members have devoted their time and expertise to ensure that this program meets the highest standards. In addendum, the National Tax College provides a practicum course to those enrolled in this program, where the experience of studying alongside students from other universities is provided.

Studying in a foreign country is by no means easy. You will need to continue your academic work while also adjusting to a new social environment and live in a climate that may be unfamiliar to you. However, if you fully dedicate yourself to this two-year program, you will not only earn a master's degree but also gain valuable experience that will serve as a lifelong asset.

Your life at Keio University will not be limited to studying. The opportunity to build a personal network of friends and acquaintances is something that comes with this program. I hope that you will be able to enjoy your life to the fullest during these two years. Our Graduate School will make every effort to ensure that your time here is as fruitful and rewarding 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 is given on the 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 the various interests 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. AY2025 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.

D. Schedule for AY2025

Apr. 1	Transcripts Available (including the grades of Fall Semester) (*1)
Apr. 3 – 5	First Course Registration Period (*2)
Apr. 7 – 15	Second Course Registration Period (*3)
Apr. 8	Spring Semester Classes Start
Apr. 23	Keio Foundation Day (No classes)
Apr. 29	Showa Day, Public Holiday (Classes will be held on this day)
Apr. 29 – 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 5	Children's Day, Public Holiday (No classes)
May 6	Substitute Holiday of Greenery Day, Public Holiday (No classes)
End of May	Keio-Waseda Baseball Game (*5)
Jun. 5 – 6,	Makeup Classes, and Exams for Courses of First-half of Spring Semester
Jun. 24	Grade Report for First-half of Spring Semester courses available on K-Support
Jun. 24 – 25	Course Registration Cancellation Period for Courses of Second-half of Spring Semester (*4)
Jul. 21	Marine Day, Public Holiday (Classes will be held on this day)
Jul. 22	Makeup Classes for Courses of Spring Semester
Jul. 23 – 31	Exams for Courses of Spring Semester and Second-half of Spring Semester
Aug. 1 – Sep. 21	Summer Break
Sep. 5	Grade Report for Spring Semester and Second-half of Spring Semester courses available on K-Support
Sep. 19	AY2025 September Commencement Ceremony
Sep. 22	AY2025 September Entrance Ceremony
	Transcripts Available (including the grades of Spring Semester) (*1)
Sept. 24 – Sep. 26	First Course Registration Period (*2)
Sept. 29 – Oct. 8	Second Course Registration Period (*3)
Oct. 1	Fall Semester Classes Start
Oct. 21 – 22	First Course Registration Cancellation Due (for Courses of Fall Semester and First half of Fall Semester) (*4)
Beginning of Nov	Keio-Waseda Baseball Game (*5)
Nov. 3	Culture Day, Public Holiday (Classes will be held on this day)
Nov. 19 am, 26	Makeup Classes, and Exams for Courses of First half of Fall Semester
Nov. 19 pm – 25	University Festival week (No classes)
Dec. 11	Grade Report for Fall Semester and First half of Fall Semester courses available on K-Support
Dec. 11 – 12	Course Registration Cancellation Period for Courses of Second-half of Fall Semester (*4)
Dec. 28 – Jan. 4	Winter Break
Jan. 10	The University Founder's Birthday (No classes)
Jan. 12	Coming of Age Day, Public Holiday (No classes)
Jan. 16	Substitute Day of Monday's Classes
Jan. 22	Makeup Classes for Courses of Fall Semester
Jan. 26 - Feb. 2	Exams for Courses of Fall Semester and Second-half of Fall Semester
Feb. 3 – Mar. 31	Spring Break
Mar. 10	Grade Report for Fall Semester and Second-half Fall Semester courses available on K-Support

- *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 K-Support. 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 K-Support .
- *4 If you wish to cancel your courses, please do so via K-Support. You are allowed to cancel 8 credits at most.
- *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 K-Support 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 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>

You should carefully check "Recommendable Courses" that you have registered for on your own. Grades for Mandatory Courses are included in your GPA, but in the case of grades for Recommendable Courses, you can choose whether or not to include them in your GPA. If you register Recommendable Courses as " Optional Subject ", it will not be included in your GPA. If you do not want your Recommendable Courses' grades to be included in your GPA, you need to register Recommendable Courses as " Optional Subject " by yourself at First course registration period or Second course registration period.

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.

AY2025 Course Registration Schedule

Spring Semester (JST)	Fall Semester (JST)	Events
Apr. 3 (Thu.) 12:30 p.m. - Apr. 5 (Sat.) 4:00 p.m.	Sep. 24 (Wed.) 12:30 p.m. - Sep. 26 (Fri.) 16:00 p.m.	First Course Registration Period
Apr. 7 (Mon.) 4:00 p.m.	Sep. 29 (Mon.) 4:00 p.m.	Announcement of the Results of Adjustments for First Course Registration
Apr. 7 (Mon.) 4:00 p.m. - Apr. 15 (Tue.) 10:00 a.m.	Sep. 29 (Mon.) 4:00 p.m. - Oct. 8 (Wed.) 10:00 a.m.	Second Course Registration Period
Apr. 8 (Tue.)	Oct. 1 (Wed.)	First day of the Spring /Fall Semester Courses
Apr.29 (Tue.) 10:00 a.m. - Apr. 30 (Wed.) 4:00 p.m.	Oct. 21 (Tue.) 10:00 a.m. - Oct. 22 (Wed.) 4:00 p.m.	Course Registration Cancellation Period for Courses of Spring Semester and First- half of Spring / Fall Semester
Jun. 24 (Tue.) 10:00 a.m. - Jun. 25 (Wed.) 4:00 p.m.	Dec. 11 (Thu.) 10:00 a.m. - Dec. 12 (Fri.) 4:00 p.m.	Course Registration Cancellation Period for Courses of Second-half of Spring / Fall Semester

Master's Thesis

1. Submission of your thesis

Submit to the Academic Affairs Group, the Office of Student Services.

Details of the schedule will be notified for second year students by K-Support News in February 2026.

2. Format

(1) Must be in A4 and lengthwise in PDF format.

(2) The title on the cover page shall be written horizontally when you are writing the thesis in English.

(3) Refer to the format below for layout and what to be written.

3. Title of the thesis

The actual title and subtitle of the thesis must be exactly the same as the title submitted to the Master's Thesis Title Submission Form. The thesis having a different title is not acceptable, even if the difference is only a punctuation mark. * Please do not put any quotation marks to the title.

Format of Cover

Master's Thesis	2025
<i>Thesis Title</i>	
Graduate School of Business and Commerce Keio University	
Your Name	

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. K-Support

URL <http://keio.jp/>

“K-Support” is a portal site intended for current students at Keio University. You can check news items and messages addressed to you, and make various applications and inquiries. The latest information concerning academic affairs, student calls, events, etc. are posted on the top page of “K-Support” 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 Address". 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 machines 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 (KIC)
This is a web application provided by Google Inc., which provides services including e-mail (Keio Mail), Google Drive, Google Calendar, Google Groups, Google Contacts, etc.
 - Software license acquisition system (KIC)
This is a license distribution system for software with which the university has a contract.
 - Keiomobile2 / eduroam (KIC)
Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet.

H. Reissuance of Passwords

Contact Mita KIC counter to have your password reissued.

Login ID	Office	Necessary documents
Keio ID	Keio ID KIC counter at Graduate School Building B1F on Mita campus	Student ID card
ITC Account		

I. Graduate School of Business and Commerce Administrators

Dean: Professor Masahiro Endoh

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.