

Academic Year 2026

## 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

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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*

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### **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 in early May in the second year and the deadline for submitting a thesis is normally in 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). Student performance is evaluated on a scale 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 to give presentations and conducting class discussions based on their 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. However, there may be courses 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. In addition to 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 at Mita campus, i.e., Graduate Schools of Economics, Laws, Letters and Human Relations as far as they are provided in English.

### **C. AY2026 Course Descriptions**

Each course has a practical, applied orientation and relies mainly on Japanese examples and case studies. All courses are conducted in English and taught at 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 pages 4-5.

### Mandatory Courses for 1st year (28 Credits)

Category	Course Title (Credit)	Instructor	Semester	Day Period
Enrollment in or before Ay2025: Introductory Subject  Enrollment in or after Ay2026: Basic Subject	Business Economics II (2)	Prof. Yukiko Ito	Spring	Thu 1
	Business Economics I (2)	Prof. Yukiko Ito	Fall	Thu 1
Basic Subject	Japanese Economy (2)	Prof. Toshitake Kurosawa	Spring	Thu 2
	Domestic Tax Law (2)	Prof. Toshitake Kurosawa	Spring	Fri 2
	International Economy (2)	Prof. Toshitake Kurosawa	Fall	Thu 2
	International Tax Law (2)	Prof. Toshitake Kurosawa	Fall	Fri 2
Specialized Subject	Advanced Study of Public Finance (2)	Prof. Yukinobu Kitamura	Spring	Tue 4
	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
	Global Responsibility and Leadership (2) *2	Prof. Naoko Moriyoshi	Spring	Fri 3
	Economic Growth (2)	Prof. Keisuke Otsu	Spring	Thu 2
	Business Communication (2)	Prof. Tomoko Yoshida	Spring	Thu 5
	Consumer Psychology in Global Markets (2) *2	Prof. Naoko Moriyoshi	Fall	Tue 2
	Global Responsibility and Leadership (2) *2	Prof. Naoko Moriyoshi	Fall	Fri 3
	Economic Analysis (2)	Prof. Keisuke Otsu	Spring	Thu 4
	Accounting (2)	Prof. Hiroko Inokuma	Fall	Wed 4
	Academic Writing (2)	Prof. Tomoko Yoshida	Fall	Thu 5
	Introduction to Econometrics (2)	Prof. Potiron, Yoann	Spring	Wed 3
Specialized Subject	Advanced Study of International Economy (2)*1	-	-	-
	Advanced Study of International Relations (2)*1	-	-	-
	Advanced Study of Econometrics(2) *2	-	-	-
	Advanced Study of Comparative Management (2)	Prof. Chie Iguchi	Spring	Wed 3
	Advanced Study of International Finance (2)	Prof. Koichiro Kamada	Fall	Wed 2
	Advanced Study of Modern Business Administration (2)	Prof. Tatsuo Ushijima	Fall	Fri 2

▶ **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 2026.

▶ Courses marked with “\*1” are not available in 2025.

▶ 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 AY2026

Apr. 1	Transcripts Available (including the grades of Fall Semester) (*1)
<b>Apr. 3 – 6</b>	<b>First Course Registration Period (*2)</b>
Apr. 7 – 15	Second Course Registration Period (*3)
Apr. 8	Spring Semester Classes Start
Apr. 23	Keio Foundation Day (Classes will be held )
Apr. 29	Showa Day, Public Holiday (Classes will be held)
Apr. 29 – 30	Course Registration Cancellation Period for Courses of Spring Semester and First-half of Spring Semester (*4)
May 4	Greenery Day, Public Holiday (No classes)
May 5	Children’s Day, Public Holiday (No classes)
May 6	Substitute Holiday of Constitution Memorial Day, Public Holiday (No classes)
End of May	Keio-Waseda Baseball Game (*5)
Jun. 4 – 5	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. 18	Makeup Classes for Courses of Spring Semester
Jul. 20	Marine Day, Public Holiday (Classes will be held)
Jul. 22 – 31	Exams for Courses of Spring Semester and Second-half of Spring Semester
Aug. 1 – Sep. 21	Summer Break
Sep. 4	Grade Report for Spring Semester and Second-half of Spring Semester courses available on K-Support
Sept. 18	AY2026 September Commencement Ceremony
Sept. 24	AY2026 September Entrance Ceremony
	Transcripts Available (including the grades of Spring Semester) (*1)
<b>Sept. 25 – Sep. 28</b>	<b>First Course Registration Period (*2)</b>
Sept. 29 – Oct. 8	Second Course Registration Period (*3)
Oct. 1	Fall Semester Classes Start
Oct. 22 – 23	First Course Registration Cancellation Due (for Courses of Fall Semester and First half of Fall Semester) (*4)
Early Nov	Keio-Waseda Baseball Game (*5)
Nov. 3	Culture Day, Public Holiday (Classes will be held )
Nov. 18 am, 26	Makeup Classes, and Exams for Courses of First half of Fall Semester
Nov. 18 pm – 24	University Festival week (No classes)
Dec. 14	Grade Report for Fall Semester and First half of Fall Semester courses available on K-Support
Dec. 14 – 15	Course Registration Cancellation Period for Courses of Second-half of Fall Semester (*4)
Dec. 28 – Jan. 4	Winter Break
Jan. 8	Substitute Day of Monday’s Classes
Jan. 10	The University Founder’s Birthday (No classes)
Jan. 11	Coming of Age Day, Public Holiday (No classes)
Jan. 23	Makeup Classes for Courses of Fall Semester
Jan. 26 - Feb. 5	Exams for Courses of Fall Semester and Second-half of Fall Semester

Feb. 6 – 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 at convenience stores. For details, please see here.:

<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 for the mandatory courses, as they have already been registered. Please refer to "E. Course Registration" for details.

\*3 If you wish to add or delete courses as a result of the adjustment, the change must be processed via K-Support.

\*4 If you wish to cancel your courses, the change must be processed via K-Support. You are allowed to cancel up to 8 credits.

\*5 In case the game ends in a tie, classes except for the 1<sup>st</sup> period may be canceled 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 for any mandatory courses as they have already been registered. If you wish to take courses other than mandatory or recommendable courses, please be sure to obtain permission from your academic advisor

For details, please refer to the manual below:

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

You should carefully check the "Recommendable Courses" that you have registered for on your own. Grades for Mandatory Courses are included in your GPA, but for Recommendable Courses, you can choose whether or not to include them in your GPA. If you register for Recommendable Courses as "Optional Subject", they 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 Subjects" by yourself during the first course registration period or the 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 selects the participants.

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.

The results of Selection and lotteries 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 are allowed to 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 for and classes you are likely to add until the results of the course registration are announced.

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

### **AY2026 Course Registration Schedule**

<b>Spring Semester (JST)</b>	<b>Fall Semester (JST)</b>	<b>Events</b>
Apr. 3 (Fri.) 12:30 p.m. - Apr. 5 (Mon.) 4:00 p.m.	Sep. 25 (Fri.) 12:30 p.m. - Sep. 28 (Mon.) 16:00 p.m.	First Course Registration Period
Apr. 7 (Tue.) 4:00 p.m.	Sep. 29 (Tue.) 4:00 p.m.	Announcement of the Results of Adjustments for the First Course Registration
Apr. 7 (Tue.) 4:00 p.m. - Apr. 15 (Wed.) 10:00 a.m.	Sep. 29 (Tue.) 4:00 p.m. - Oct. 8 (Thu.) 10:00 a.m.	Second Course Registration Period
Apr. 8 (Wed.)	Oct. 1 (Thu.)	First day of the Spring /Fall Semester Courses
Apr. 29 (Wed.) 10:00 a.m. - Apr. 30 (Thu.) 4:00 p.m.	Oct. 22 (Thu.) 10:00 a.m. - Oct. 23 (Fri.) 4:00 p.m.	Course Registration Cancellation Period for Courses of Spring Semester and First-half of Spring / Fall Semester
Jun. 24 (Wed.) 10:00 a.m. - Jun. 25 (Thu.) 4:00 p.m.	Dec. 14 (Mon.) 10:00 a.m. - Dec. 15 (Tue.) 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 to second-year students by K-Support News in February 2027.

### 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 the layout and required information.

### 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 with a different title is not acceptable, even if the difference is only a punctuation mark. \* Please do not put any quotation marks on the title.

## Format of Cover

<p>Master's Thesis    2026</p> <p><i>Thesis Title</i></p> <p>Graduate School of Business and Commerce Keio University</p> <p>Your Name</p>
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## 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 below.

#### **How GPA is Calculated**

Sum of (Grade Points × Number of Course Credits) / Total Number of Credits for the 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 grade of G, P, F, or Q 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 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 notices, events, etc. are posted on the top page of “K-Support” portal. Therefore, please check it regularly.

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)(KIC)

This system is designed to support student's learning. Students can access announcements from lectures, download study materials, submit assignments, participate in discussions, and receive feedback.

-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 is available. Students must confirm that their course registration has been completed 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 report 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 convenience stores nationwide.

-Grade Reports (Office of Student Services)

Students can access their grade report. The period for which the grade report is 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 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 access the 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 8:45a.m.-4:45p.m.\* at B1F, Counter No.1, South School Building
- Office of Student Services Academic Affairs Group: Classroom usage  
Open on Weekdays 8:45a.m.-4:45p.m.\* at B1F, Counter No.6, South School Building
- Office of Student Services Academic Affairs Group: Course Registration,  
Open on Weekdays 8:45a.m.-4:45p.m.\* at B1F, Counter No.9, South School Building
- Student Counseling Room  
Open on Weekdays 9:30a.m.-4:30p.m.\* at B1F, South School Building
- Health Center: Health checkups and healthcare  
Open on Weekdays 8:30a.m.-5:00p.m.\* 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 8:45a.m.-4:45p.m.\* 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 posted on the Keio Student Website (<https://www.students.keio.ac.jp/en/>) as necessary.