# Chapter 3 Course Registration and Curricula

≪1. Information on both the Master's and Doctoral Program≫

## 1-1. Course Registration Schedule

| Schedule | Method | Spring Semester | Fall Semester. |
|---|---|---|---|
| Syllabi/Class Timetables Confirmation | Online | March 10– | September 4– |
| Course Registration Period | Online | 12:30 p.m. April 8 – 11:00 a.m. April 14 | 12:30 p.m. October 2 – 11:00 a.m. October 8 |
| Course Registration Confirmation | Online | 1:00 p.m. April 14 – | 1:00 p.m. October 8 – |
| Registration Amendment Period | Counter | May 6 – May 7 | October 19 – October 20 |
| Registration Cancellation Period (Excludes second-half of the semester courses) | Online | 10:00 a.m. May 12 – 4:45 p.m. May 13 | 10:00 a.m. November 4 – 4:45 p.m. November 5 |
| Registration Cancellation Period (Only second-half of the semester courses) | Online | 10:00 a.m. June 18 – 4:45 p.m. June 19 | 10:00 a.m. December 17 – 4:45 p.m. December 18 |

## 1-2. Checking the Course Summaries/Syllabi/Class Timetables

The latest information on Course Registration Guide/Syllabi/Class Timetables is posted on the Keio University Student Website, including the registration numbers necessary for registration. For courses with no registration number listed, see "Registration Numbers Unlisted on the Timetable," "Registration Numbers of Project Courses(Academic Project)" on the same website.
https://www.students.keio.ac.jp/en/sfc/class/registration/

## 1-3. Course Registration (for both the Master's and Doctoral Program)  Gakuji Web System

Make sure to register for courses each semester within the designated registration period by logging into the Gakuji Web System through SFC-SFS. After logging into SFC-SFS, click Gakuji Web System, and then "Registration" to be brought to the registration page.
**Registering for courses on My Timetable in SFC-SFS does not complete course registration.** You must register for courses through the Gakuji Web System.

The latest information on course registration is posted on the Keio University Student Website.
Keio University Student Website **[SFC] Course Registration**: https://www.students.keio.ac.jp/en/sfc/class/registration/

*For details on how to register through the Gakuji Web System, visit the following website.
 **Course Registration Manual:** https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html
*Refer to the 1-7. Points to Note for Course Registration on this chapter.
- Changes may be made as needed during the course registration period. It is recommended that you start registering for courses during the early part of the registration period instead of waiting to the last minute. Please note that SFC Servers close approximately for an hour for maintenance every morning at 4:00 a.m. Students who do not complete Course Registration through the specified process, nor submit applications for Temporary Leave of Absence/Study Abroad will be deemed as having no intentions to continue studying and be subjected to compulsory withdrawal (Graduate School Regulations, Article 161).

- When you have finished course registration, confirm that the Status field for all of your courses reads 【登録済 (Registration Completed)】 and then print out the system page for your own records.

## 1-4. Course Registration Confirmation        Gakuji Web System

Students must compare the registration complete page saved during online registration with the "Confirmation of Registered Courses" page on the Gakuji Web System in order to identify any discrepancies. In the case that details do not completely match or if you have any other related queries, or if there are any mistakes in your registration, please bring a printout of the "Confirmation of Registered Courses" page with your Student ID Card to the Academic Affairs Office during the Course Registration Amendment Period (amendments must be made in person). If there are mistakes in your registration and you do not carry out amendments, the details will be amended or deleted at the discretion of the Academic Advisor.

## 1-5. Course Registration Amendment Academic Affairs Office

Only changes to the following courses may be made in the Course Registration Amendment Period.

> · Change the Course Category
> · Remove undergraduate Optional Subjects that you are not permitted to take
> · Add or remove the MASTER SEMINAR
> · Add or remove the ACADEMIC PROJECT Courses, or change their course category to Optional Subjects
> · Add or remove the MASTER THESIS 1 or 2 (for those who enrolled in or after Academic Year 2018)
> · Add or remove the MASTER PROJECT 1 or 2 (for those who enrolled in or after Academic Year 2018)
> · Add or remove the MASTER THESIS (for those who enrolled in or before Academic Year 2017)
> · Add or remove the INDEPENDENT RESEARCH Course

Student must bring a printout of the "Confirmation of Registered Courses" page and their Student ID Card to the Academic Affairs Office and complete the appropriate process. A proxy may make the registration amendments by presenting a printout of either the student's "Confirmation of Registered Courses" page or the "Course Registration Confirmation Sheet" (if sent to the student due to an error), and a letter authorizing the amendment. If the proxy makes an errors, it will be equivalent to the student making the error, so the student must thoroughly explain the changes they wish to make to the proxy, and take full responsibility if the proxy makes any errors. Course Registration Amendment may not be done online.

After the Course Amendment Registration Period, students must confirm the courses they registered for on the "Confirmation of Registered Courses" page on the Gakuji Web System. The University will accept no responsibility whatsoever for any disadvantage resulting from carelessness in confirming registration details during this period. All details are deemed to have been confirmed as being correct after the Course Registration Amendment Period has ended.

## 1-6. Course Cancellation Gakuji Web System

All courses may be cancelled in the course cancelation period of the current semester except those shown below and those offered at other faculties or graduate schools where the main faculty or graduate school does not allow you to cancel them.

> [Courses at the Graduate School of Media and Governance that cannot be canceled]
> · FIELD WORK COURSE A/B/C/D
> · INTERNSHIP A/B
> · GLOBAL PARTNERS NWTWORKING
> · PRACTICAL RESEARCH WORK FOR GLOBAL ISSUES
> · ENVIRONMENTAL DESIGN FIELD WORKSHOP
> · SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN 1, 2 and 3
> · ADVANCED FIELDWORK A/B/C/D
> · CYBER LEADERSHIP

No grades will be given for cancelled courses. Also, it should be noted that new courses may not be added.
Cancellation of Year-long courses and set courses need to be completed during the Course Cancellation Period for Spring Semester/First Half of Spring Semester Courses.
After logging into SFC-SFS, cancel a course on the course cancellation page in the Gakuji Web System.

## 1-7. Points to Note for Course Registration

**General Points to Note**

- Even if the credits necessary to complete the program have already been earned, students must register for at least one course each semester to show their intentions to continue studying (excludes those who have submitted applications for Temporary Leave of Absence/Study Abroad/etc).
- Students will not earn credits for unregistered courses even if they attend classes.
- Please keep in mind that class timetables, etc. are subject to change, so make sure to check for updates posted on the Keio University Student Website, [SFC] Course Registration Guide/Course Summaries/Class Timetables.
- Students wishing to take courses offered at Keio University SFC, Toshin Satellite and other campuses on the same day must allow a gap of at least one class period to travel between campuses.
- Students must acquire permission from the instructor to register for Program Courses (Heisetsu) that have restrictions on registration.
- New students wishing to take courses with restrictions on registration must attend the first day of the course class and receive permission from the instructor. For second-half of the semester courses, students should receive permission to take the course from the appropriate instructor within the registration period.
- Only students who receive prior permission can take courses offered at TTCK.

- Courses that students receive permission to take during a break period must be registered for in the following semester. These courses cannot be canceled.

**(1) Column B**
- Students must select the appropriate category for courses they register for, and if necessary, correctly register Column B as shown in 2-5. and 3-2. Graduate School Course Categories on this chapter.
- Students may only register for undergraduate courses as "Optional Subjects." Select Column B: 99.
- Japanese Basic, Japanese Intensive, Applied Japanese Basic, and Academic Writing for Graduate Studies, are Optional Subjects, and must be registered for as Column B: 99.

**(2) Registering for Courses Offered by Other Graduate Schools of Keio University**
- A maximum of 10 credits earned from courses offered by other graduate schools of Keio University may be transferred to the credits of the Graduate School of Media and Governance if the Graduate School of Media and Governance Committee judges that these courses are indeed relevant to the research work of the student. However, some courses restrict the number of students who belong to other graduate schools of Keio University, so check carefully when registering.
  More information about registering for courses offered by other graduate schools is available at
  https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/
- Courses offered by campuses other than SFC, and courses related to the Teacher-Training Course, must be registered for in the spring semester including those offered only in the fall semester (excluding KBS, SDM, and KMD, and courses offered by the Graduate School of Science and Technology other than Teacher-Training Courses).
- Please note that students enrolled in their final semester are not allowed to register for courses offered by Graduate School of Business Administration held in the third term.

**(3) Duplicate Courses**
Students are not able to register for the same course more than once as credits to acquire a master's degree, except for Project Courses, Master Research Courses, and Independent Research Courses. Courses with the same name are treated as the same course even if they are taught by different instructors. There are some courses from the previous academic year which are renamed and revised.

**(4) Course Registration for e-Courses**
Videos of some classes are broadcast via the Internet, and some online courses are eligible for credit. Students wishing to register for e-Courses should be sure to check the Keio University Student Website and apply from the Web Courses Application Website below by the deadline. (**To take these courses, students are required to make an online application for Web Courses, and obtain permission.) Please note that applying online does not complete registration.** After permission is obtained for a course, the student must log in to the Gakuji Web System and register.

Check "Registration Number List for Courses Not on the Class Timetables," which will be posted on the Keio University Student Website under "[SFC] Course Registration Guide/Course Summaries/Class Timetables."
Web Courses Application Website: http://gc.sfc.keio.ac.jp/e-student/e-course-apply/login.cgi

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Japan Standard Time (JST) is used for all times and dates.

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|---|---|---|
| Orientation | Spring Semester: | TBD |
| | Fall Semester: | TBD |
| Deadline for Online Application for Web Courses: | | |
| | Spring Semester: | April 2 – 10:00 p.m., April 3, 2020 |
| | Fall Semester: | September 17 – 10:00 p.m., September 18, 2020 |
| Course Registration: | | |
| | Spring Semester: | 12:30 p.m., April 8 – 11:00 a.m., April 14, 2020 |
| | Fall Semester: | 12:30 p.m., October 2 – 11:00 a.m., October 8, 2020 |

## ≪2. Information on the Master's Program≫

### 2-1. Outline of the Curriculum of the Master's Program

The Master's program consists of course categories such as Research Concept and Methodology Courses, Program Courses, Project Courses, Special Courses, Master Research Courses (beginning in 2018), and Master's Theses. Students write their master's theses based on what they have learned in these courses. The curriculum codes for each course is shown below. Courses are listed in numerical order based on the curriculum codes in their Course Descriptions, which can be found on the Keio University Student Website.

| Research Concept and Methodology Courses | 50000s | Master Thesis | I0001-　(80001s)* |
|---|---|---|---|
| Program Courses | 60000s | Special Courses | 95000s |
| Project Courses | 70000s | Optional Subjects (Jiyu Kamoku) | 97000s |
| Master Research Courses | H0001 | *brackets refers to the curriculum code in or before Academic Year 2017 | |

### 2-2. Lists of Courses (Master's Program)

In principle, two-credit courses are held once a week (one period: 90 minutes) and four-credit courses are held twice a week (two periods: 180 minutes). For information on each course, underline the course timetables and syllabi on the Keio University Student Website. Also, make sure that you confirm the course registration number in the course timetables and syllabi when registering for courses.

Keio University student website : https://www.students.keio.ac.jp/en/sfc/class/registration/

**(1) Research Concept and Methodology Courses (研究支援科目)**

The courses in the Research Concept and Methodology Courses are divided into the Conceptual Framework group and Advanced Research Method group.

**(2) Program Courses (プログラム科目)**

Program Courses in this group introduce specialized courses comprising each Program and support courses clarifying the topic related to each Program and demonstrating the approach towards the topic.

**(3) Program Courses – Heisetsu (プログラム科目－併設)**

All courses in this group are offered to students of the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance.

**(4) Special Courses (特設科目)**

Special Courses help students develop a better understanding of each course category. These courses include related courses, practical training courses, frontier courses for emerging research, and sponsored courses offered by companies and organizations. The Master Seminar can be registered once per semester (two credits).

**(5) Project Courses (プロジェクト科目)**

At the core of the research at the Graduate School of Media and Governance are the Academic Project courses. In Academic Projects, faculty members guide students to conduct cutting edge research on their chosen topic. Refer to the Graduate School Project Course Registration Number List on the Keio University Student Website for the registration numbers.

- The name of the Faculty Member in charge of the Project Course, the registration number list, and the date, time and place of the first class meeting will be posted on the Keio University Student Website under "[SFC] Course Registration Guide/Course Summaries/Class Timetables." Check with the Project Leader for the time and place of the next meetings.
- These courses allow students to engage in advanced research guided by multiple professors who share the same research themes and interests. Information on the Academic Project can be found on the Keio University Student Website. https://www.students.keio.ac.jp/en/sfc/class/registration/

**(6) Master Thesis Courses**

Confirm the registration number when registering for these courses on the Keio University Student Website, "Registration Numbers Unlisted on the Timetable." https://www.students.keio.ac.jp/en/sfc/class/registration/

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・ Students who enrolled in or after Academic Year 2018
　MASTER THESIS 1 (1 credit) / MASTER THESIS 2 (1 credit)
　MASTER PROJECT 1 (1 credit) / MASTER PROJECT 2 (1 credit)
・ Students who enrolled in or before Academic Year 2017
　MASTER THESIS (2 credits)

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**(7) Master Research Courses**

MASTER SEMINAR (2 credits)

In these courses, the student's main research advisor (Academic Advisor) works together with the student individually or with others. Academic Advisors must be the committee members of the Graduate School of Media and Governance, and each offers a course, so make sure to register for the course that your Academic Advisor is in charge of. Check the registration number at the time of registration on the Keio University Student Website, "Registration Numbers Unlisted on the Timetable." You can register for one Research Advisory Course (2 credits) per semester.

**(8) Fieldwork Research and Internship during Break Periods**

In order to further specialize and improve the research at SFC, it is necessary to go out into the field and do things such as collect data, conduct surveys, and inspect and experiment using technology. Furthermore, by expanding your research at the university into the world, you can attain an even more global perspective and deepen its quality. We recommend that you accomplish both of these things through fieldwork and internships. The following course categories are available to apply to. We encourage you to actively participate not only as part of their research but also to expand their career options.

> Lists of Fieldwork Courses (Program Courses : 2 Credits)
> · FIELDWORK A/B/C/D
> · INTERNSHIP A/B
> · GLOBAL PARTNERS NETWORKING
> · PRACTICAL RESEARCH WORK FOR GLOBAL ISSUES

- In order to take internships or conduct fieldwork for credit, students are required to register for them as "Fieldwork Courses" in the registration period following the semester the activity is undertaken. For the guidelines, please refer to the following link. https://www.students.keio.ac.jp/en/sfc/gsmg/class/fieldwork/
- You are required to submit a written plan prior to the break period. Refer to the Keio University Student Website regarding the application period.
- Fieldwork courses, ENVIRONMENT FIELDWORK, ENVIRONMENT DESIGN FIELD WORKSHOP, SPECIAL SEMINAR ON ENOVIRONMENTAL DESIGN 1, 2 and 3, must be registered for within the semester following the one in which they are taken. These courses cannot be canceled.
- It is mandatory for all students participating in courses held overseas (Fieldwork Research, Study Abroad Courses in Language Communication Courses, Special Research Projects, etc.) to enroll in Emergency Assistance Japan Co., Ltd.'s Overseas Students Safety Management Assistance service and a comprehensive overseas travel insurance policy that meets the requirements set by Keio University.
  https://www.students.keio.ac.jp/en/sfc/pmei/procedure/overseas-assistance/

### 2-3. Points to Note for Course Registration for the Master Students who enrolled in or after Academic Year 2018

**(1) Registering for the Master Thesis**
- Register for the MASTER THESIS 1 (1 credit) in the semester of your midterm presentation (one semester prior to the semester you complete the program). For the non-thesis track option, register for MASTER PROJECT 1 (1 credit).
- You must register for MASTER THESIS 2 (1 credit) in your final semester. For the non-thesis track option, register for MASTER PROJECT 2 (1 credit).
- MASTER THESIS 2 and MASTER PROJECT 2 can only be registered for if MASTER THESIS 1 and MASTER PROJECT 1 have been passed before the current semester.
- If students wish to extend their enrollment period, they must submit the Application for Extension of Enrollment Period (designated form) to the Academic Affairs Office stating the semester they are planning to complete their Master's Program. The application must be made each semester.
- Students in the Bachelor's-Master's Four-Year Integrated Education Program, or those planning to complete their Master's Program in one year, should register for MASTER THESIS 1 in their first semester, and MASTER THESIS 2 in their second semester. Students who wish Early Degree Completion need prior application. Refer to the Chapter 5 for detail.

**(2) Registering for the Master Seminar**
- When registering for the MASTER SEMINAR (2 credits), use the registration number shown as [18].
- Students can register for the MASTER SEMINAR once per seminar. Register for the MASTER SEMINAR that corresponds to your Research Advisor.
- Make sure that you register for the MASTER SEMINAR of your Research Advisor in the same semester that you register for MASTER THESIS 1, MASTER THESIS 2, MASTER PROJECT1 or MASTER PROJECT 2.

**(3) Points to Note for Course Registration for Project Courses**
- Project Courses (PROJECT (until Academic Year 2018) and ACADEMIC PROJECT) and Master Research Courses (MASTER SEMINAR) can be taken to count to a limit of 16 credits toward the 30 required for completion of the program.

**(1) Registering for the Master Thesis**
- Students must register for the MASTER THESIS (2 credits) program in the last semester of enrollment. Registration of MASTER THESIS is not needed for students who have chosen the Non-thesis Track.
- If students wish to extend their enrollment period, they must submit the Application for Extension of Enrollment Period (designated form) to the Academic Affairs Office stating the semester they are planning to complete their Master's Program. The application must be made each semester.

**(2) Registering for the Master Seminar**
- Use registration number [01] when registering for the MASTER SEMINAR (2 credits).
- Students can register for the MASTER SEMINAR once per seminar. Register for the MASTER SEMINAR that corresponds to your Research Advisor.

**(3) Points to Note for Course Registration for Project Courses**
- Project Courses can be taken to count to a limit of four credits per semester toward the required for completion of the program. If registering for more than five Project Courses, register for the remaining courses as Optional Subjects.

## 2-5. Graduate School Course Categories

### (1) Master's Program (students who enrolled in or after Academic Year 2018)

The Course Registration column consists of Column A and Column B. Normally, registration is carried out using Column A, however, for Optional Subjects, courses offered by other graduate schools at Keio University, or courses offered by graduate programs outside of Keio University, Column A must first be changed to Column B, and then the Column B category must be selected.

| Category Code | | Description | Column B |
|---|---|---|---|
| Research Concept and Methodology Courses (01-01-01) | Conceptual Framework | CONCEPTUAL FRAMEWORK(GR),CONCEPTUAL FRAMEWORK(THEORIES AND PRACTICE OF FIELDWORK),CONCEPTUAL FRAMEWORK(HUMAN SECURITY),CONCEPTUAL FRAMEWORK(STRATEGY AND INSTITUTIONAL DESIGN),CONCEPTUAL FRAMEWORK(CB),CONCEPTUAL FRAMEWORK(EG1),CONCEPTUAL FRAMEWORK(CD),CONCEPTUAL FRAMEWORK(SYSTEMS BIOLOGY),CONCEPTUAL FRAMEWORK(COMMUNICATION) | – |
| | Advanced Research Methods | ADVANCED RESEARCH(GR),ADVANCED RESEARCH(PUBLIC POLICY),ADVANCED RESEARCH(CASEBOOK METHODS IN RESEARCH AND EDUCATION),ADVANCED RESEARCH(CB),ADVANCED RESEARCH(EG1),ADVANCED RESEARCH(EG2),ADVANCED RESEARCH(CD),ADVANCED RESEARCH(SYSTEMS BIOLOGY),ADVANCED RESEARCH WORKSHOP(XD1),ADVANCED RESEARCH WORKSHOP(XD2),ADVANCED RESEARCH WORKSHOP(XD3),ADVANCED RESEARCH WORKSHOP(XD4),ADVANCED RESEARCH(LANGUAGE AND CULTURE),ADVANCED RESEARCH(DEVELOPING REGIONS OF ASIA) | |
| Program Course (01-02-01) | | GLOBAL GOVERNANCE STUDIES(INTRODUCTION),GLOBAL GOVERNANCE STUDIES(VIEW POINTS),GLOBAL GOVERNANCE STUDIES(GLOBALIZATION AND REGIONAL TRANSFORMATION),PRACTICAL RESEARCH WORK FOR GLOBAL ISSUES,GLOBAL PARTNERS NETWORKING,REGIONAL STRATEGY STUDIES(EAST ASIA),REGIONAL STRATEGY STUDIES(NORTH EAST ASIA),REGIONAL STRATEGY STUDIES(GREATER CHINA),REGIONAL STRATEGY STUDIES(ISLAMIC WORLD),REGIONAL STRATEGY STUDIES(NORTH CENTRAL AND SOUTH AMERICA),REGIONAL STRATEGY STUDIES(EUROPE),POLICY MANAGEMENT(HUMAN SECURITY AND INTERNATIONAL DEVELOPMENT),LANGUAGE EDUCATION DESIGN,TECHNOLOGY PROJECT (LED IT PROJECT),TRANSCULTURE,FINANCE THEORY,STATISTICAL ANALYSIS OF RISK,PERFORMANCE MEASUREMENT AND EVALUATION OF ORGANIZATIONS,BUSINESS IN JAPAN,NETWORKS AND THE INFORMATION ECONOMY,STRATEGIC MANAGEMENT,POLICY MANAGEMENT(POLICY MAKING AND SOCIAL INNOVATION),GOVERNANCE THEORY,SOCIAL BUSINESS AND ITS EVALUATION,GOVERNANCE OF LOCAL GOVERNMENT,GLOBAL MANAGEMENT OF IT BUSINESS,MANAGEMENT INNOVATION IN IT BUSINESS,MANAGEMENT AND GOVERNANCE OF finance and Regional Strategy (Regional)ORMATICS,SOCIAL FINANCE,TECHNIQUES OF DESIGNING CAREER DEVELOPMENT PROGRAMS,TECHNOLOGY MANAGEMENT,HUMAN COMPUTER INTERACTION DESIGN,COGNITIVE SEMANTICS,SPORTS AND SKILL SCIENCE ADVANCED LECTURE,ADVANCED STATISTICAL ANALYSIS FOR PSYCHOLOGY,CONSTRUCTION MANAGEMENT,URBAN POLICY,DIGITAL EARTH SCIENCE,APPLIED ENVIRONMENTAL DESIGN (ARCHITECTURE AND LANDSCAPE DESIGN),APPLIED ENVIRONMENTAL DESIGN (URBAN ENVIRONMENT DESIGN),HISTORY OF CITY AND LIVING ENVIRONMENT,ENVIRONMENTAL DESIGN FIELD WORKSHOP,ENVIRONMENTAL TECHNOLOGY AND SPACE DESIGN,ARCHITECTURAL ENVIRONMENT MANAGEMENT,BUILDING TECHNOLOGY,BUILDING MATERIALS AND CONSTRUCTION TECHNOLOGY,STRUCTURAL DESIGN,URBAN DESIGN STUDIES,ENERGY POLICY ANALYSIS,LANDSCAPE DESIGN,ENVIRONMENTAL DYNAMICS,DESIGN OF URBAN SPACE,ADVANCED SPATIAL DATA MODELING,DESIGN THEORY,DESIGN AND IMPLEMENTATION OF SYSTEM SOFTWARE,MULTIMEDIA KNOWLEDGE BASE DESIGN AND IMPLEMENTATION,INFORMATION SECURITY –THEORY AND PRACTICE–,UBIQUITOUS COMPUTING SYSTEMS,AUTONOMOUS DECENTRALIZED COOPERATIVE SYSTEMS,ADVANCED MOLECULAR AND CELLULAR BIOLOGY,GENOME ENGINEERING LABORATORY,GENOME DESIGN,MATHEMATICAL BIOLOGY,ECOLOGICAL AND ENVIRONMENTAL FIELDWORK,PRODUCT DEVELOPMENT AND PROMOTION OF SOCIAL BUSINESS,SOCIAL INNOVATION THROUGH SOCIAL ENTREPRENEURSHIP,DESIGN FOR SOCIAL INNOVATION,FAMILY BUSINESS MANAGEMENT,DESIGNING A LOW–CARBON SOCIETY,DESIGNING ENVIRONMENTAL BUSINESS,EXERCISE ON DESIGNING LOW–CARBON SOCIETY 2,RESEARCH FOUNDATIONS,MODERN WEB PLATFORM TECHNOLOGIES,PRACTICE IN ENVIRONMENTAL MONITORING,APPLIED ENVIRONMENTAL DESIGN (GREEN ARCHITECTURAL DESIGN),TOTAL DESIGN OF PRIVATE AND PUBLIC PROFITS 1,TOTAL DESIGN OF PRIVATE AND PUBLIC PROFITS 2,BIODIVERSITY SCIENCE,SPECULATIVE DESIGN,REDEFINING HEALTHCARE SYSTEM | – |
| Program Course (Heisetsu) (01-02-02) | | INTERNATIONAL RELATIONS,DEVELOPMENT AND THE LOCAL COMMUNITY,RISK AND INSURANCE,PUBLIC CHOICE THEORY,MANAGEMENT OF EMERGING BUSINESSES,SOCIAL SECURITY POLICY (MEDICAL AND CUSTODIAL CARE),SOCIAL SECURITY POLICY (PENSION LABOR AND WELFARE),THEORY OF GAMES,NETWORK INDUSTRIES,LANDSCAPE ECOLOGY,GEOGRAPHY OF PLANNING PRACTICE,THEORY OF GLOBAL ENVIRONMENT TECHNOLOGY,EARTH SYSTEMS,ENERGY AND GLOBAL ENVIRONMENT,GLOBAL ENVIRONMENTAL POLITICS,METABOLOME ANALYSIS LABORATORY PRACTICE,PROTEOME ANALYSIS LABORATORY PRACTICE,SOCIAL ENTREPRENEURSHIP,SOCIAL MARKETING,PUBLIC MANAGEMENT,EVOLUTION OF MUSIC | – |
| Transferable Credits Earned before Entering the Master's Program (01-02-03) | | Applies to transferable credits earned in the Faculty of Policy Managemet or Faculty of Environment and Information Studies before entering the Master's Program (in and after Academic Year 2007.) | – |
| Project Courses (01-03-02) | | PROJECT(by AY2018) 、ACADEMIC PROJECT<br><The themes of each ACADEMIC PROJECT><br>The Architecture of Language and Thought, Mathematicis for AI, Science and Technology Comunnication, The frontiers of Management Studies, Music, Legal Practice, Legal Policy on Media and Communications, Wooden Structure Design, Creating Shared Value in Practice, Lifeworld and Publicness, Creation of Smart City, The Science of Second Language Learning and Teching, Software System, Asian–African corridor initiatives, Area Studies for Global Governance, HCI Remixed, Humanitiys approrch to modern society and culture, Mental health and clinical psychology project, Korean Studies, China Perspective, Interdisciplinary Japanese Studies, Mobile Methods:Practice, Mobile Methods:Theory, Smart Mobility (Society), Smart Mobility (Technology), Advanced Biosciences A, Advanced Biosciences B, Network Communities 1, Network Communities 2, Security Studies 1, Security Studies 2, Internet Technology, Internet Civilization, Global Governance and Regional Strategy (Global), Global Governance and Regional Strategy (Regional), Multifaceted considerations of the meaning of"Life", Perception in Psychology | – |
| Special Course (01-04-01) | | GLOBAL GOVERNANCE STUDIES (PRACTICE), INTERNET SECURITY ARCHITECTURE, SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN1, SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN2, THE BODY PLAN OF VERTEBRATE, GLOBAL ENVIRONMENTAL POLICY MANAGEMENT, LARGE–SCALE ENVIRONMENTAL SYSTEMS, ENVIRONMENTAL INFORMATION SYSTEM ARCHITECTURE, ENVIRONMENTAL TECHNOSCIENCE AND POLICY, HEALTH COMMUNICATION, CYBER SECURITY CASESTUDY, NETWORK SECURITY, CRYPTOGRAPHY AND DATASECURITY, INTERNATIONAL CYBERSECURITY, SOFTWARE SECURITY, PRIVACY AND PERSONAL INFORMATION MANAGEMENT, MANAGEMENT OF CYBERRISK, MASTER SEMINAR, CYBER LEADERSHIP, UNDERSTANDING E–SPORTS, LAW AND POLICY ASPECTS OF CYBERSECURITY, CRITICAL MAKING, MULTIFACETED, REAL ESTATE DESIGN (MINI–STUDIO) | – |
| Master Research (01-05-01) | | MASTER SEMINAR | |
| Master Thesis 1 (01-06-01) | | MASTER THESIS 1 | – |
| Master Thesis 2 (01-06-02) | | MASTER THESIS 2 | |
| Master Project 1 (01-06-03) | | MASTER PROJECT 1 | |
| Master Project 2 (01-06-04) | | MASTER PROJECT 2 | |
| Course offered in Other Keio Graduate School/s (01-07-01) | | | 11 |
| Courses offered in Other Graduate Shool/s (01-08-01) | | | 22 |
| Optional Subjects (09-01-01) | | ACADEMIC WRITING FOR GRADUATE STUDIES<br>※Not counted in the number of credits required for completing the graduate school. | 99 |

## (2) Master's Program (students who enrolled in or before Academic Year 2017)

Courses must be registered as either Column A or Column B. Normally, Column A is used, but for Optional Subjects, courses offered by other graduate schools at Keio University, or courses offered by graduate programs outside of Keio University, Column A must first be changed to Column B, then Column B must be selected.

| Category Code | | | Column B |
|---|---|---|---|
| — (01-01-01) | | – | |
| Program Courses (01-02-01) | | GLOBAL GOVERNANCE STUDIES (INTRODUCTION),GLOBAL GOVERNANCE STUDIES (VIEW POINTS),GLOBAL GOVERNANCE STUDIES (GLOBALIZATION AND REGIONAL TRANSFORMATION),PRACTICAL RESEARCH WORK FOR GLOBAL ISSUES,GLOBAL PARTNERS NETWORKING,REGIONAL STRATEGY STUDIES (EAST ASIA),REGIONAL STRATEGY STUDIES (NORTH EAST ASIA),REGIONAL STRATEGY STUDIES (GREATER CHINA),REGIONAL STRATEGY STUDIES (ISLAMIC WORLD),REGIONAL STRATEGY STUDIES (NORTH CENTRAL AND SOUTH AMERICA),REGIONAL STRATEGY STUDIES (EUROPE),POLICY MANAGEMENT (HUMAN SECURITY AND INTERNATIONAL DEVELOPMENT),LANGUAGE EDUCATION DESIGN,TECHNOLOGY PROJECT (LED IT PROJECT),TRANSCULTURE,FINANCE THEORY,STATISTICAL ANALYSIS OF RISK,PERFORMANCE MEASUREMENT AND EVALUATION OF ORGANIZATIONS,BUSINESS IN JAPAN,NETWORKS AND THE INFORMATION ECONOMY,STRATEGIC MANAGEMENT,POLICY MANAGEMENT (POLICY MAKING AND SOCIAL INNOVATION),GOVERNANCE THEORY,SOCIAL BUSINESS AND ITS EVALUATION,GOVERNANCE OF LOCAL GOVERNMENT,GLOBAL MANAGEMENT OF IT BUSINESS,MANAGEMENT INNOVATION IN IT BUSINESS,MANAGEMENT AND GOVERNANCE OF Finance and Regional Strategy (Regional)ORMATICS,SOCIAL FINANCE,TECHNIQUES OF DESIGNING CAREER DEVELOPMENT PROGRAMS,TECHNOLOGY MANAGEMENT,HUMAN COMPUTER INTERACTION DESIGN,COGNITIVE SEMANTICS,SPORTS AND SKILL SCIENCE ADVANCED LECTURE,ADVANCED STATISTICAL ANALYSIS FOR PSYCHOLOGY,CONSTRUCTION MANAGEMENT,URBAN POLICY,DIGITAL EARTH SCIENCE,APPLIED ENVIRONMENTAL DESIGN (ARCHITECTURE AND LANDSCAPE DESIGN),APPLIED ENVIRONMENTAL DESIGN (URBAN ENVIRONMENT DESIGN),HISTORY OF CITY AND LIVING ENVIRONMENT,ENVIRONMENTAL DESIGN FIELD WORKSHOP,ENVIRONMENTAL TECHNOLOGY AND SPACE DESIGN,ARCHITECTURAL ENVIRONMENT MANAGEMENT,BUILDING TECHNOLOGY,BUILDING MATERIALS AND CONSTRUCTION TECHNOLOGY,STRUCTURAL DESIGN,URBAN DESIGN STUDIES,ENERGY POLICY ANALYSIS,LANDSCAPE DESIGN,ENVIRONMENTAL DYNAMICS,DESIGN OF URBAN SPACE,ADVANCED SPATIAL DATA MODELING,DESIGN THEORY,DESIGN AND IMPLEMENTATION OF SYSTEM SOFTWARE,MULTIMEDIA KNOWLEDGE BASE DESIGN AND IMPLEMENTATION,INFORMATION SECURITY –THEORY AND PRACTICE–,UBIQUITOUS COMPUTING SYSTEMS,AUTONOMOUS DECENTRALIZED COOPERATIVE SYSTEMS,ADVANCED MOLECULAR AND CELLULAR BIOLOGY,GENOME ENGINEERING LABORATORY,GENOME DESIGN,MATHEMATICAL BIOLOGY,ECOLOGICAL AND ENVIRONMENTAL FIELDWORK,PRODUCT DEVELOPMENT AND PROMOTION OF SOCIAL BUSINESS,SOCIAL INNOVATION THROUGH SOCIAL ENTREPRENEURSHIP,DESIGN FOR SOCIAL INNOVATION,FAMILY BUSINESS MANAGEMENT,DESIGNING A LOW-CARBON SOCIETY,DESIGNING ENVIRONMENTAL BUSINESS,EXERCISE ON DESIGNING LOW-CARBON SOCIETY 2,RESEARCH FOUNDATION,MODERN WEB PLATFORM TECHNOLOGIES,PRACTICE IN ENVIRONMENTAL MONITORING,APPLIED ENVIRONMENTAL DESIGN (GREEN ARCHITECTURAL DESIGN),TOTAL DESIGN OF PRIVATE AND PUBLIC PROFITS 1,TOTAL DESIGN OF PRIVATE AND PUBLIC PROFITS 2,BIODIVERSITY SCIENCE,SPECULATIVE DESIGN,REDEFINING HEALTHCARE SYSTEM | – |
| Program Courses (Heisetsu) (01-02-02) | | INTERNATIONAL RELATIONS,DEVELOPMENT AND THE LOCAL COMMUNITY,RISK AND INSURANCE,PUBLIC CHOICE THEORY,MANAGEMENT OF EMERGING BUSINESSES,SOCIAL SECURITY POLICY (MEDICAL AND CUSTODIAL CARE),SOCIAL SECURITY POLICY (PENSION LABOR AND WELFARE),THEORY OF GAMES,NETWORK INDUSTRIES,LANDSCAPE ECOLOGY,GEOGRAPHY OF PLANNING PRACTICE,THEORY OF GLOBAL ENVIRONMENT TECHNOLOGY,EARTH SYSTEMS,ENERGY AND GLOBAL ENVIRONMENT,GLOBAL ENVIRONMENTAL POLITICS,METABOLOME ANALYSIS LABORATORY PRACTICE,PROTEOME ANALYSIS LABORATORY PRACTICE,SOCIAL ENTREPRENEURSHIP,SOCIAL MARKETING,PUBLIC MANAGEMENT,EVOLUTION OF MUSIC | – |
| Transferable Credits Earned before Entering the Master's Program (01-02-03) | | Applies to transferable credits earned in the Faculty of Policy Management or Faculty of Environment and Information Studies before entering the Master's Program (in and after Academic Year 2007.) | – |
| Research Concept and Methodology Courses (01-03-01) | Conceptual Framework | CONCEPTUAL FRAMEWORK (GR),CONCEPTUAL FRAMEWORK (THEORIES AND PRACTICE OF FIELDWORK),CONCEPTUAL FRAMEWORK (HUMAN SECURITY),CONCEPTUAL FRAMEWORK (STRATEGY AND INSTITUTIONAL DESIGN),CONCEPTUAL FRAMEWORK (CB),CONCEPTUAL FRAMEWORK (EG1),CONCEPTUAL FRAMEWORK (CI),CONCEPTUAL FRAMEWORK (SYSTEMS BIOLOGY),CONCEPTUAL FRAMEWORK (COMMUNICATION) | – |
| | Advanced Research Methods | ADVANCED RESEARCH (GR),ADVANCED RESEARCH (PUBLIC POLICY),ADVANCED RESEARCH (CASEBOOK METHODS IN RESEARCH AND EDUCATION),ADVANCED RESEARCH (CB),ADVANCED RESEARCH (EG1),ADVANCED RESEARCH (EG2),ADVANCED RESEARCH (CI),ADVANCED RESEARCH (SYSTEMS BIOLOGY),ADVANCED RESEARCH WORKSHOP (XD1),ADVANCED RESEARCH WORKSHOP (XD2),ADVANCED RESEARCH WORKSHOP (XD3),ADVANCED RESEARCH WORKSHOP (XD4),ADVANCED RESEARCH (LANGUAGE AND CULTURE),ADVANCED RESEARCH (DEVELOPING REGIONS OF ASIA) | |
| Research Courses (01-04-01) | | – | – |
| Transferable Credits Earned before Entering the Master's Program (01-04-02) | | Applies to transferable credits earned in the Faculty of Policy Management or Faculty of Environment and Information Studies before entering the Master's Program (in and before Academic Year 2006.) | – |
| Special Courses (01-05-01) | | GLOBAL GOVERNANCE STUDIES (PRACTICE), INTERNET SECURITY ARCHITECTURE, SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN1, SPECIAL SEMINAR ON ENVIRONMENTAL DESIGN2, THE BODY PLAN OF VERTEBRATE, GLOBAL ENVIRONMENTAL POLICY MANAGEMENT, LARGE-SCALE ENVIRONMENTAL SYSTEMS, ENVIRONMENTAL INFORMATION SYSTEM ARCHITECTURE, ENVIRONMENTAL TECHNOSCIENCE AND POLICY, HEALTH COMMUNICATION, CYBER SECURITY CASESTUDY, NETWORK SECURITY, CRYPTOGRAPHY AND DATASECURITY, INTERNATIONAL CYBERSECURITY, SOFTWARE SECURITY, PRIVACY AND PERSONAL INFORMATION MANAGEMENT, MANAGEMENT OF CYBERRISK, MASTER SEMINAR, CYBER LEADERSHIP, UNDERSTANDING E-SPORTS, LAW AND POLICY ASPECTS OF CYBERSECURITY, CRITICAL MAKING, MULTIFACETED, REAL ESTATE DESIGN (MINI-STUDIO) | – |
| Project Courses (01-06-01) | | PROJECT (by AY2018) 、ACADEMIC PROJECT<br><The themes of each ACADEMIC PROJECT><br>The Architecture of Language and Thought, Mathematics for AI, Science and Technology Communication, The frontiers of Management Studies, Music, Legal Practice, Legal Policy on Media and Communications, Wooden Structure Design, Creating Shared Value in Practice, Lifeworld and Publicness, Creation of Smart City, The Science of Second Language Learning and Teching, Software System, Asian-African corridor initiatives, Area Studies for Global Governance, HCI Remixed, Humanities approrch to modern society and culture, Mental health and clinical psychology project, Korean Studies, China Perspective, Interdisciplinary Japanese Studies, Mobile Methods:Practice, Mobile Methods:Theory, Smart Mobility (Society), Smart Mobility (Technology), Advanced Biosciences A, Advanced Biosciences B, Network Communities 1, Network Communities 2, Security Studies 1, Security Studies 2, Internet Technology, Internet Civilization, Global Governance and Regional Strategy (Global), Global Governance and Regional Strategy (Regional), Multifaceted considerations of the meaning of"Life", Perception in Psychology | – |
| Course offered in Other Keio Graduate School/s (01-07-01) | | | 11 |
| Courses offered in Other Graduate Shool/s (01-08-01) | | | 22 |
| Master Thesis (01-09-01) | | MASTER THESIS | – |
| Optional Subjects (09-01-01) | | ACADEMIC WRITING FOR GRADUATE STUDIES<br>※Not counted in the number of credits required for completing the graduate school | 99 |

## ≪3. Doctoral Program≫

### 3-1. Points to Note for Course Registration for the Doctoral Program

**(1)  Independent Research**
- Each semester students are required to register for the "INDEPENDENT RESEARCH(2 credits) conducted by their Main Research Advisor. If the Main Research Advisor of the student is studying abroad or is on sabbatical leave, students must register for the Independent Research Course conducted by their Co-Research Advisor. Even if all necessary credits for program completion have already been earned, students must register for the Independent Research Course.
- Please confirm on "Registration Numbers Unlisted on the Timetable" for the registration number of Independent Research Course. https://www.students.keio.ac.jp/en/sfc/class/registration/

**(2) Special Courses**
- The number of credits offered by each course is indicated in parentheses. Submission of the Plan Sheet is required for course registration. For details, please consult with the Academic Affairs Office.

  > · ADVANCED FIELDWORK A (8 Credits)
  > · ADVANCED FIELDWORK B (4 Credits)
  > · ADVANCED FIELDWORK C (4 Credits)
  > · ADVANCED FIELDWORK D (6 Credits)

- Courses other than the Independent Research Course and Advanced Fieldwork A/B/C/D may all be registered as "Optional Subjects." Select Column B: 99.

### 3-2. Graduate School Course Categories

Courses must be registered as either Column A or Column B. Normally, Column A is used, but for Optional Subjects, Column A must first be changed to Column B, then Column B must be selected.

| Course Category (Category Code) | | Column B |
|---|---|---|
| Independent Research (02-01-01) | INDEPENDENT RESEARCH ※Register for your Main Research Advisor's "INDEPENDENT RESEARCH" every semester. | — |
| Special Courses (02-05-01) | ADVANCED FIELDWORK A,B,C, and D | — |
| Optional Subjects (09-01-01) | Not counted in the number of credits required for completing the doctoral program. | 99 |

## ≪4.Class Cancellation and Makeup Classes≫

### 4. Class Cancellation and Makeup Classes

In principle, makeup classes are held whenever classes are canceled due to unavoidable reasons (including classes on substitute class days). Makeup classes are held on Saturdays or designated days for makeup classes. Notices of class cancellations and makeup classes can be found on the Gakuji Web System or "Timetable" of the Keio University Education Support System by logging into SFC-SFS. Many classes are cancelled during the Waseda-Keio baseball games and the Mita Festival (including preparation and clean-up periods). For details, please refer to "Handling of Class Cancellations due to Emergencies or Keio University Events" in the Guidebook for Students of the Graduate School of Media and Governance and the Keio University Student Website.

### 5. Examinations, Papers and Grades

**(1) Final Examinations**
Final examinations are held at the end of each half-semester or semester. The timetable and precautions/notes on the examinations will be posted on the Keio University Student website. Be aware that examinations may be scheduled for a day, time or location that differs from the regular class arrangement. Students must bring their valid Student ID Card when they take examinations. If students forget to bring their card on the day of the examination, they must visit the SFC

Academic Affairs Office in order to get a temporary card (500 yen for issuance fee is required, valid on all campuses including Media Centers, and only on the day of issue). Entry into an examination room without a Student ID Card is strictly prohibited. Late arrivals to the classroom due to arrangements for the temporary card will not extend the ending time of an examination. After the examination papers are distributed, under no circumstances will the student be allowed to leave the classroom. There is no time limit on late arrival to examinations, however, whatever the reason may be, late arrival will not extend the ending time of the examination. Leaving the classroom without permission during an examination is deemed an act of fraud, and will result in a grade of D for all registered classes during the semester in question.

### (2) Makeup Examinations

Students unable to take final examinations due to illness or other unavoidable reasons may be eligible to take makeup examinations. Notification will be made on the Keio University Student website regarding the application period and process for makeup examinations. The fee for makeup examinations is 2,000 yen per course. There are no makeup examinations for courses with examinations held outside regular examination periods, nor for courses where grades are based on reports and class participation.

Makeup examinations for courses taken at other campuses must be applied for at the Academic Affairs Office of the appropriate campus after confirming the application requirements with the Academic Affairs Office at SFC. Please be aware that the period to apply for makeup examinations at other campuses differs from SFC.

**Reasons for which applications will be accepted**

- Illness or injury (Required documentation: Medical certificate indicating the date of the original examination)
- Delay in public transport services (Required documentation: Delay certificate 遅延証明書 chien shoumei sho)
*An examination fee is not required in this case. It should be noted that examination start times may be moved back in the event of a large-scale public-transport system delay, therefore, you should always make every effort to reach the examination room.
- Funeral of a blood relative within three degrees of kinship (Required documentation: Letter of appreciation of chief mourner, etc.) *Attendance at weddings or Buddhist memorial services is not included.
- A final examination for a course being taken at another campus is scheduled to take place at the same time. In such cases, you should give priority to the examination at the other campus as scheduled, then apply to take a makeup examination for the SFC course. *An examination fee is not required in this case.
- Job hunting activities (accepted only when part of an employment screening) by students in their final year. In such cases, make sure to consult with the SFC Academic Affairs Office in advance.
- Other circumstances which the Academic Advisor deems unavoidable.

Activities such as part-time work, volunteer activities, and participation in tournaments are not considered valid grounds for taking makeup examinations.

### (3) Fraud

Any fraud related to examinations or papers will be dealt with severely in the manner set forth by the Faculty Board, and in some cases, the student's name will be posted. If fraud is found on the final examinations or term papers, credits may not be awarded for any courses taken in the semester in question. All fraudulent behavior may be treated in an equally severe manner, regardless of the level of importance of the examination (including in-class examinations and quizzes), and the same degree of punishment may apply to papers. Students are expected to adopt a very serious attitude, and must also strictly refrain from acts which may be mistakenly conceived as fraud.

### (4) Papers

The same strict policy adopted toward fraud on examinations also applies to the preparation of papers, and any infringement will be severely punished. In the case of term papers, fraud may result in a grade of D being assigned to all courses taken in the semester in question, and the same degree of punishment may apply to other papers. Additionally, quoting another person's work without his or her consent is a fraudulent behavior. To avoid any type of fraud, reference materials and documents must be cited clearly.

Students should follow the instructions from the faculty member in charge regarding the preparation and submission of papers.

### (5) Grades

A Grade Report is sent to the student at the end of the spring and fall semesters by postal mail. (September 5 and March 10). Under no circumstances will grade reports be re-issued, so care must be taken in handling them. Your Grade Report can be viewed online by logging into SFC-SFS using your keio.jp ID and password.

Grades for the first half of each semester will be posted online only (for the Spring Semester on June 20, and for the Fall Semester on December 6).

### Grade Inquiry System

If you have a solid basis for questioning a grade, you can use this system to submit an inquiry to the SFC Academic Affairs Office in person during the specified period. You cannot question a grade directly to a faculty member without using this system. Details will be sent to you together with the Grade Report.

**Grading Criteria**

Keio University adopts a grading system in which "S," "A," "B," and "C" are passing grades and a "D" is a failing grade. Some courses will be graded with a "P" for pass and "F" for fail, such as the "Independent Research Subjects" in the Doctoral Program. Study abroad credits may be graded as "G" for "recognized."

> <Grading System in or before Academic Year 2016>
> The grading system in or before Academic Year 2016 used a system in which an "A," "B," and "C" are passing grades and a "D" is a failing grade. As with the current system, "P," "F," and "G" grades may be applied to particular courses as described above.

**(6) GPA (Grade Point Average)**※ Applies to those entering the university in or after Academic Year 2017

A GPA will be shown on your transcript. Each course will be given a grade point and the GPA will be the resulting average as calculated below. There are two GPAs, one for the current semester, and a cumulative GPA for your entire period of enrollment. Both GPAs will be displayed on your grade report, and your cumulative GPA will be displayed on your academic transcript.

【★Calculation method】 GP (Grade Point) S: 4.0, A: 3.0, B: 2.0, C: 1.0, D: 0.0

$$\frac{\text{(S credits) x 4 + (A credits) x 3 + (B credits) x 2 + (C credits) x 1 + (D credits) x 0}}{\text{Total number of credits for SABCD}}$$

※Not including P, F, or G grades, or grade from Optional Subjects. Decimals less than three are rounded off.

**(7) Failed Courses (courses earning a D or F grade)**

Students enrolling in or after Academic Year 2017 will have the grades of all courses, pass or failed, included on their academic transcripts.

Students enrolling in or before Academic Year 2016 will not have failed grades included in their academic transcripts.

## ≪6.Licenses≫

### 6-1. Teacher Training Course

For students with Japanese proficiency only. Please refer to the Japanese Guidebook for details.

### 6-2. Architecture and Urban Design (AUD) Courses of Environmental Design Program and Qualification for First-Class Architect Examination

For students with Japanese proficiency only. Please refer to the Japanese Guidebook for details.

### 7. Faculty Office Hours

Full-time faculty members have time slots once a week at their offices to answer questions from students and provide them with individual consultations. The office hours of each faculty member are available at the SFC website, "Faculty Search": http://vu.sfc.keio.ac.jp/faculty_profile/index_e.html
(It is advised that you make an appointment beforehand by email.)

### 8. Names of Buildings

Each building at SFC is given a Greek letter for its name. Most classes for graduate students are held in Tau (Graduate School) Building, but other buildings may also be used. Refer to the campus map at the end of this guide for details.

### 9. When Selected as a Citizen Judge Candidate (in principle, for Japanese nationals)

There is no so-called authorized absence system at Keio University. If you are selected as a citizen judge candidate and wonder whether you may be absent from classes, please consult with the SFC Academic Affairs Office. Please note that your absence may not be accepted.