Revised on December 6, 2022

【Undergraduate】

Guidelines for research plans, course registrations, and assignments
Field Research 1 / Field Research 2

Students who wish to register for Field Research 1 / Field Research 2 must read these guidelines carefully and follow the prescribed procedures.

- **Course outline**
  - ○ Course Title: Field Research 1 / Field Research 2
  - ○ Number of units: 2 units each
  - ○ Field: Research Seminars
  - ○ Other：
    - ➢ Students can register for “Field Research 1” or “Field Research 2” to conduct either domestic or international field research, research activities (fieldwork), or work experience (internship) related to their research theme during the spring or summer break from the day after the end of regular examinations to the day before the start of the next semester determined by the university.
    - ➢ If your research activity is approved, you can register for “Field Research 1” (if this is your first registration) or “Field Research 2” (if this is your second time) in the semester immediately following your activity. It is not required for “Field Research 1” and “Field Research 2” to have the same theme.
    - ➢ Students may take only one course, either Field Research 1 or Field Research 2, per semester.

- **Definition and conditions**
  1. Both fieldwork and internship activities should be based on the individual's research theme. It does not matter whether they are conducted in Japan or overseas.
  2. When the research activity involves several people, the task of each member should be clearly defined and be carried out individually.
  3. Each student should select a faculty member as an Advisor for his/her fieldwork research. (The Advisor must be a faculty member of either the Faculty of Policy Management or Faculty of Environment and Information Studies. If you are unable to find an appropriate academic advisor, consult your Academic Advisory Board.) Students are expected to undergo a pre-orientation with their advisors for durations of three hours or more before each research activity.
  4. Activities must be carried out during the school vacation period from the day after the end of the regular examinations to the day before the start of the next semester. The last day of regular examinations and the first day of classes are posted on the student website.

5. The duration of each fieldwork should be at least 45 hours and a duration of at least 70 hours for internships. Please note that the standard time for internships should be seven hours per day.
6. In principle, internship locations should be organizations (companies) that have already established a relationship of trust with SFC faculty members and are recommended by the faculty. Students are free to find internship locations on their own, assuming that the advisor has reviewed and is familiar with his/her activities at that location. Otherwise, these fall outside the current scope for
7. Students who have submitted the required documents and passed the screening are eligible to register for Field Research courses and Internship courses during the subsequent semester. This course cannot be canceled.

● Course and registration process

The following is an outline of the process. Please be sure to refer to the next section, " At the time of procedure".

1. Prepare a research plan (1) under the guidance of a faculty advisor.
2. Submit the research plan (1) by the designated date using the designated form. If there are any confirmation issues, you will be contacted through your academic advisor to address them.
3. Once the research plan has been approved, the student will be contacted by the Academic Affairs Office to address insurance coverage and submission of the written oath (2).
4. Students work according to their research plan and register for courses in the semester immediately following.
5. Submit assignments and other materials designated by the instructor by the designated due date.

● At the time of procedure

○ How to apply

Details will be announced in the keio.jp “news”. News will be posted in early June for the summer vacation period and in early December for the spring vacation period.

★ Submission deadline: Late June or late December (details to be announced in keio.jp “news”, deadline to be strictly observed)

○ Form (designated form)

Please obtain these forms from the student website (Registering for Specific Courses>

Fieldwork-related Subjects Registration "Field Research 1/2" (for Undergraduate Students)) where this guideline is posted. Be sure to keep a copy of your submission with you.

1 Plan sheet（designated form）

- Please be as specific as possible in describing the date and time and the activities to be performed during that time period.
- Select your own faculty member as your research advisor who is appropriate to your research theme. The Advisor must be a faculty member of either the Faculty of Policy Management or Faculty of Environment and Information Studies. Please search for faculty members' information from faculty profiles and syllabi.
- After the application form is submitted, it will be reviewed by the student's academic advisor and other faculty members. Depending on the content of the application, some credits may not be accepted as credits required for advancement to the next grade or graduation.

2 Written Oath（designated form）

- Once your research proposal has passed the review process, the Academic Affairs Office will inform you about the submission of an oath.
- Undergraduate students must have a guarantor's signature in the "Guarantor's Name" section.

3 Evaluation Sheet（designated form）

- Only required for internships.
- After the internship activity, please ask the person in charge of your host institution to fill out the form (sealed envelope required) and submit it to your faculty advisor along with your assignment.

○ Insurance

- It is mandatory for all students participating in activities overseas to enroll in the Overseas Students Safety Management Assistance Service designated by the Faculty of Policy Management, Faculty of Environment and Information Studies, and the Graduate school of Media and Governance (hereafter, the undergraduate and graduate schools), as well as a comprehensive overseas travel insurance policy that meets the requirements of the undergraduate and graduate schools.
  If we are unable to confirm that you have enrolled in the aforementioned service and insurance, you will not be allowed to register for classes in the following semester. In addition, the university will not involve itself with any problems caused by failure to complete the procedures required to enroll in these services.
  For details on the above service and insurance, refer to the post on the website titled "Overseas Students Safety Management Assistance service" and "Overseas Travel Insurance."
- Insurance is not mandatory for activities in Japan, but we recommend that you purchase

liability insurance or other insurance depending on the nature of your activities.

○ Written Oath

- After your research proposal has been reviewed, the Academic Affairs Office will inform you about the submission of a letter of commitment. You will need to agree to the contents of the letter of commitment and sign it, so please carefully read and follow the instructions from the Academic Affairs Office.
- Undergraduate students must have a guarantor's signature in the "Guarantor's Name" section.

○ Course Registration

- Students who have passed the screening of the application documents and have completed the prescribed activities must register for in the semester immediately following the completion of the activities. Please note that it is not possible to submit application documents or cancel a course after you have already completed the activity.
- When registering for courses, please check the course titles carefully on the "Guide for Course Registration/ Course Summary /Timetable" on the student website and make sure to register for the correct courses. If you find it difficult to participate in an activity due to unforeseen circumstances, please consult with your academic advisor and notify the Academic Affairs Office by the day following the last day of the activity period.

○ Submission of assignment

- Within a certain date of the semester in which you declare your course of study (the date designated by your academic advisor), submit to your academic advisor a "Report of Research Results (free form)" based on approximately 10,000 words (4,000 words for English) and an updated schedule of activities.
- For internships, please also submit (3) "Evaluation Sheet" (designated form).

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