

# KEIO SFC GUIDE 2023 Table of Contents

## SFC Academic Calendar

### Chapter 1. Introduction to SFC

1 Academic Affairs Office	6
2 Student Life Section	8
3 Career Services Section (CDP Office)	10
4 Other Services	11
5 Websites and Email Accounts	12

### Chapter 2. Course Registration

1 What Does It Mean to “Register for a Course?”	14
2 Course Registration Process	14
3 Course Registration Details	16
4 Course Registration for Specific Courses	19
5 Cross-registration Courses	21
6 Other	24

### Chapter 3. Curriculum and Requirements

University Rules and Regulations that Apply to Current Students	25
1 Curriculum	26
2 Advancement and Graduation Requirements	32

### The Management of Personal Information at Keio University

### Shonan Fujisawa Campus Map

### Shonan Fujisawa Campus Facilities Guide

#### **[IMPORTANT]**

The information that has been provided through the booklet is now made available as the SFC GUIDE Web on the Keio University Student Website. The website also includes information that is not contained in this booklet, so please be sure to go through it as well.

URL: <https://www.students.keio.ac.jp/en/sfc/pmei/guide.html>



This guide covers rules and regulations, and various notes for students enrolled in the Faculty of Policy Management and the Faculty of Environment and Information Studies in the 2023 academic year. Read this guide carefully along with the University Undergraduate Rules and Regulations booklet you received when entering the University, and be sure that you understand the contents fully before registering for courses.

Bear in mind that you are responsible for any disadvantages resulting from failure to read this booklet, keio.jp, and the Keio University Student Website or failure to listen to the cautionary advice given during orientation.

If there are any matters unclear to you after reading this booklet, ask your Academic Advisors or the SFC Academic Affairs Office, and do not leave such matters unclarified.

# 2023 SFC Academic Calendar

\*The academic calendar may differ by campus. Please check the Keio University Student Website for the academic calendars of other campuses.

\*Please note that dates and times are subject to change. The latest information will be posted on keio.jp, etc.

Classes in session [ ] Classes not in session [ ] Holiday [ ]

①, ②... : Class session number for semester courses ①, ②... : Class session number for half-semester courses in the first half of the semester

③, ④... : Class session number for half-semester courses in the second half of the semester

## April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Entrance Ceremony (Hyoshi Campus) Issuance of Certificate of Expected Graduation for fourth-year students begins
2 (12:00) Deadline for student screening application	3	4	5	6 (18:00) Announcement of student screening results for Spring Semester courses	7 Spring Semester classes begin	8
Online Course Registration Period (First) (April 3, 12:30 to April 5, 16:45)			Online Course Registration Period (Second) (April 6, 18:00 to April 14, 10:00)			
9	10	11	12	13	14 ①①②	15 Makeup classes
Online Course Registration Period (Second) (April 6, 18:00 to April 14, 10:00)						21 ①①②
16 ①①②	17 ①①②	18 ①①②	19 (16:00) Course Registration Confirmation	20 ②③④	21 ②③④	22 Makeup classes
23 ②③④	24 ②③④	25 ②③④	26 ②③④	27 ③⑤⑥	28 ③⑤⑥	29 Makeup classes
Keio Foundation Day					Deadline for the payment of academic fees (full payment or Spring Semester installment)	Showa Day
30 ③⑤⑥	③⑤⑥	③⑤⑥	③⑤⑥	③⑤⑥	④⑦⑧	
Online Course Cancellation Period for semester and first-half semester courses (April 27, 10:00 to April 28, 16:45)						

## May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Constitution Memorial Day	3 Greenery Day	4 Children's Day	5
						6
7 ④⑦⑧	8 ④⑦⑧	9	10	11	12	13
14 ⑤⑧⑨	15 ⑤⑧⑨	16 ④⑦⑧	17 ④⑦⑧	18 ⑤⑧⑨	19	20 Makeup classes
21 ⑥⑩⑪	22 ⑥⑩⑪	23 ⑤⑧⑨	24 ⑤⑧⑨	25 ⑥⑩⑪	26 ⑥⑩⑪	27 Makeup classes
28 ⑦⑪⑫	29 ⑦⑪⑫	30 ⑥⑩⑪	31 Application deadline for Temp. Leave of Absence for semester GIGA Certificate application deadline			Waseda-Keio Baseball Games (tentative)
Waseda-Keio Baseball Games (tentative)						
8 ⑧⑬⑭	9 ⑧⑬⑭	10 ⑦⑪⑫				

## June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Early June) First-round application for Graduation Project mentor begins (Mid-June) Announcement of Graduation Project mentor first-round application results (Late June) Result work submission for Graduation Project 2 begins					1 Exams for first-half semester courses	2 Exams for first-half semester courses
				7 ⑦⑪⑫	8 Makeup classes	9 Makeup classes
4	5	6	7	8	9	10
11 ⑨⑬⑭	12 ⑨⑬⑭	13 ⑧⑫⑬	14 ⑧⑫⑬	15 ⑧⑫⑬	16	17 Makeup classes
18 ⑩⑭⑮	19 ⑩⑭⑮	20 ⑨⑫⑬	21 ⑨⑫⑬	22 ⑨⑫⑬	23	24 Makeup classes
Grade announcement for first-half semester courses	Online Course Cancellation Period for second-half semester courses (June 19, 10:00 to June 20, 16:45)					
25 ⑪⑯⑰	26 ⑪⑯⑰	27 ⑩⑭⑮	28 ⑩⑭⑮	29 ⑩⑭⑮	30 ⑩⑭⑮	31 Makeup classes
30 ⑫⑱⑲	31 ⑫⑱⑲	32 ⑪⑯⑰	33 ⑪⑯⑰	34 ⑪⑯⑰	35 ⑪⑯⑰	

Classes in session  Classes not in session  Holiday   
 ①, ②... : Class session number for semester courses ①, ②... : Class session number for half-semester courses in the first half of the semester  
 ③, ④... : Class session number for half-semester courses in the second half of the semester

**July**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 SFC Tanabata Festival (tentative)
2 SFC Tanabata Festival (tentative)						8
9	10 Announcement of exam timetable for semester and second-half semester courses					15
16 Marine Day	17					22
23	24	25	26	27	28 Submission deadline for Graduation Project 2 result work	29
Examination period for semester and second-half semester courses (July 24 to 31) * July 31 is reserved for extra exams						
30	31	Examination period				

**August**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program	2	3 Makeup exams for semester and second-half semester courses (tentative)	4 5
6 Makeup exams for semester and second-half semester courses (tentative)	7	8	9	10	11 Mountain Day	12
SFC Campus-wide Summer Break (August 9 to 16)						
13	14	15	16	17	18	19
SFC Campus-wide Summer Break (August 9 to 16)						
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
(Early September) Graduation Project mentor amendment begins (Mid-September) Preliminary application for Graduation Project mentor						
3	4	5 Announcement of grades and graduation	6	7	8	9
10	11	12	13	14	15	16
17 Respect for the Aged Day	18	19	20 Graduation Ceremony (Mita Campus)	21	22 Entrance Ceremony (Mita Campus) Issuance of Certificate of Expected Graduation for fourth-year students begin	23 Autumnal Equinox Day
24	25	26 (12:00) Deadline for student screening application	27	28	29 (18:00) Announcement of student screening results for Fall Semester courses	30
Online Course Registration Period (First) (Sep. 26, 12:30 to Sep. 28, 16:45)						Online Course Registration Period (Second)

Classes in session  

Classes not in session  

Holiday  

①, ②... : Class session number for semester courses ③, ④... : Class session number for half-semester courses in the first half of the semester  
 ⑤, ⑥... : Class session number for half-semester courses in the second half of the semester

**October**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Fall Semester classes begin	2	3	4	5	6	7
Online Course Registration Period (Second) (Sep. 29, 18:00 to Oct. 9, 10:00)						
8 Sports Day (classes held)	9	10	11	12	13 (16:00) Course Registration Confirmation	14 Makeup classes
Online Course Registration Period (Second)						
15	16	17	18	19	20	21 Makeup classes
Course Registration Amendment Period (applicable students only) (Oct. 16 to 17)						
22	23	24	25	26	27	28 Waseda-Keio Baseball Games (tentative)
Online Course Cancellation Period for semester and first-half semester courses (Oct. 23, 10:00 to Oct. 24, 16:45)						
29 Waseda-Keio Baseball Games (tentative)	30	31 Deadline for the payment of academic fees (Fall Semester installment)				

**November**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Culture Day (classes held)	3	4
5	6	7	8	9	10	11 Makeup classes
12	13	14	15	16	17	18 Makeup classes
19	20	21	22	23 Labor Thanksgiving Day	24	25 Makeup classes
26 Mita Festival	27 (Afternoon) Mita Festival Preparation	28 Mita Festival Preparation	29 Mita Festival	30 Mita Festival		
			Application deadline for Temp. Leave of Absence for semester GIGA Certificate application deadline			
	Mita Festival (clean up)					

**December**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
(Early December) First-round application for Graduation Project mentor begins (Mid-December) Announcement of Graduation Project mentor first-round application results						
3	4	5	6	7	8	9 Makeup classes
10	11	12	13	14	15	16 Makeup classes
Grade announcement for first-half semester courses						
Online Course Cancellation Period for second-half semester courses (Dec. 13, 10:00 to Dec. 14, 16:45)						
17	18	19	20	21	22	23 Makeup classes
24	25	26	27	28	29	30 Makeup classes
31						
SFC Campus-wide Winter Break (December 28 to January 5)						
Campus-wide Break						

Classes in session  Classes not in session  Holiday   
 ①, ②... : Class session number for semester courses ①, ②... : Class session number for half-semester courses in the first half of the semester  
 ③, ④... : Class session number for half-semester courses in the second half of the semester

**January**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	New Year's Day 1	2	3	4	5	6
SFC Campus-wide Winter Break (December 28 to January 5)						*January 5 is a class day
7	Coming of Age Day 8	9	Founder's Birthday 10	11	12	13
						Announcement of exam timetable for semester and second-half semester courses
14	15	16	17	18	19	20
						Makeup classes
21	22	23	24	25	26	27
				End of Fall Semester classes	Examination period for semester and second-half semester courses (Jan. 26 to Feb. 2) *Feb. 2 is reserved for extra exams	
28	29	30	31	(Mid-January) Second-round application for Graduation Project mentor begins (Late January) Announcement of Graduation Project mentor second-round application results		
Examination period for semester and second-half semester courses (Jan. 26 to Feb. 2)						

**February**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Submission deadline for Graduation Project 2 result work		Yukichi Fukuzawa Memorial Day
Examination period for semester and second-half semester courses						
4	5	6	7	8	9	10
		Application deadline for: Extension of Enrollment Period, 3.5-year Early Graduation System, and Bachelor's-Master's Four-Year Integrated Education Program		Makeup exams for semester and second-half semester courses (tentative)	Makeup exams for semester and second-half semester courses (tentative)	
11	12	13	14	15	16	17
National Foundation Day	Substitute Holiday					
18	19	20	21	22	23	24
					Emperor's Birthday	
25	26	27	28	29		

**March**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Early March) Graduation Project mentor amendment begins						1
						2
3	4	5	6	7	8	9
					Announcement of grades and graduation	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
			Vernal Equinox Day			
24	25	26	27	28	29	30
Graduation Ceremony (Hiyoshi Campus)						
31						

# 1 Introduction to SFC

## 1 Academic Affairs Office

### (1) Office Business Hours

Academic Affairs Office, 1F A (Alpha) Bldg.

Regular Hours

Weekdays: 9:15–16:50

#### Notes:

- ◆ The Academic Affairs Office is closed on Saturdays, Sundays, and national holidays on which there are no classes (including makeup classes), January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Notification will be provided on the Keio University Student Website (<https://www.students.keio.ac.jp/en/sfc/pmei/>) or [keio.jp](http://keio.jp) in the event that the office will be closed on any other day than indicated above.

### (2) Student ID Card

Your Student ID Card certifies that you are a student of Keio University. **Please be sure to carry it with you at all times as it is required in a variety of situations. You cannot complete any administrative procedures at the office counter without a Student ID Card.**

A Student ID Card is issued as a set of three items: a printed plastic card, a registration sticker, and a card case. Affix the registration sticker to the back of the printed plastic card and keep the card inside the card case when carrying your Student ID Card around. The same card will be used until graduation.

Do not let anyone else use your Student ID Card.

#### (a) Registration Sticker

Registration stickers will no longer be updated annually from the 2022 academic year onwards. For students whose stickers expire, due to reasons such as taking a leave of absence, studying abroad, or repeating a year, stickers with updated expiration dates will be issued before the expiration date.

#### (b) Re-issuance

If the Student ID Card and/or registration sticker becomes lost, soiled, or damaged, apply for re-issuance by following the prescribed procedures.

#### (c) Return of Student ID Card

If you find your previous Student ID Card after reporting it as lost and a new one has been issued, you must immediately return your previous card to the Academic Affairs Office. Student ID Cards must also be returned when you leave Keio University, such as when withdrawing from the university.

### (3) Notifications and Applications

#### (a) Notification of Change of Address of Student/Guarantor

Notification of change of address must be promptly completed if there are any changes to the student or guarantor's address, including government-issued changes to the address name, land plot number, etc.

##### <For a change of address/phone number of the student>

Go to "Confirmation/Change of Address" under "Various changes" on [keio.jp](http://keio.jp) to complete notification procedures. In principle, the change will be approved and officially registered on the following business day.

##### <For a change of address/phone number of the guarantor>

In the case of changes to the guarantor's address, the guarantor's Certificate of Residence will be required. Please note that the submitted Certificate of Residence should NOT include their "My Number (individual number)."

#### (b) Notification of Change of Guarantor

Please promptly notify us in the case of a change of guarantor. The guarantor must be a financially independent adult who resides in Japan and is able to bear the responsibility for the student's academic fees and conduct. Ideally, the guarantor should be a parent, but if this is not possible, the guarantor may be a legal guardian (sibling, aunt, uncle, etc.), or the equivalent. Please note, in the case that the student is unable to have someone residing in Japan act as their guarantor, a person residing overseas will be acceptable. However, in this case, the contact information that the student submits as "emergency contact"—to be used as the point of contact in the event of an emergency involving the said student—must be of someone who resides in Japan. It is a requirement that their emergency contact must be able to be contacted quickly in the event of an emergency.

#### (c) Notification of Change of Name

Please promptly report any change of name. If it involves a change of address, be sure to also make notification of the change of address described in the above (a).

(d) Notification of Off-campus Student Activities/Overseas Activity Application

Any student club, organization, or Seminar (Kenkyukai) group wishing to engage in off-campus activities such as training camps, interscholastic competitions, and other similar events must fill out a Notification of Off-campus Student Activities, while an Overseas Activities Application must be completed when traveling overseas. The form/application needs to be prepared in advance on the Online System for Student Club Activities indicated below and must be approved by a faculty member in charge before it is submitted. It is important to note that if no such notification/application is submitted, accidents or injuries that occur during the course of the off-campus activities may not be covered by the Personal Accident Insurance for Students Pursuing Education and Research.

Online System for Student Club Activities: <https://studentlife.gakuji.keio.ac.jp/en>

#### (4) Certificates

For details regarding the types of certificates, how they are being issued, etc., refer to the following website.

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

Current students can issue certificates at:

- Certificate issuing machines on each campus
- Convenience stores nationwide (FamilyMart, Lawson, Seven-Eleven)
- Online delivery of electronic certificates (PDFs)

To use this service, you need to apply in advance online from the Certificate Issuance Service.

Please note that certificates will not be issued if your academic fees for the previous semester or earlier have not been paid.

There is one certificate-issuing machine in front of the Academic Affairs Office on the first floor of the A (Alpha) Building.

Times of operation: 9:15–20:00 (Monday to Saturday)

\*No service on Saturdays when there are no classes.

\*No service on Sundays, national holidays, University administration holidays, or at the end of the semester.

Some certificates which need to be securely sealed (issued in a sealed envelope) cannot be issued at certificate issuing machines and convenience stores or by online delivery as an electronic certificate (PDF). If you require a certificate in a sealed envelope or need to have a particular certificate, make a request at the Academic Affairs Office counter at SFC. Please note that certificates that have already been issued cannot be securely sealed in an envelope later.

◆ Student commuter certificate (to purchase a student commuter pass)

The procedure for purchasing a student commuter pass will change beginning in the 2022 academic year. Please follow the steps below to obtain a paper “commuter certificate” before purchasing a student commuter pass. The procedures for commuting to other campuses besides a student’s main affiliated campus in order to take classes will be announced separately on the Keio University Student Website.

(a) Log in to the Certificate Issuance Service to apply for a student commuter certificate (access through the “Keio University Student Website” → “Procedures” → “Certificates” → “Information about Certificates” drop-down menus).

(b) Print the “Student Commuter Certificate” through a convenience store or a certificate issuing machine on campus.

(c) Fill out the required information such as the commuting route and present it, along with your student ID card, to the station office or commuter pass purchasing window in order to buy a commuter pass.

\*While there are no transaction fees for issuing a “student commuter certificate,” printing the certificate at convenience stores costs 60 yen.

\*The commuting route is defined as the most economical route option from the “station closest to your residence” to the “station closest to your campus.” (Or nearest bus stops for those commuting by bus.) If a student is found falsifying information, the issuance of the student's commuter certificate may be suspended, and the student may be punished in accordance with the University Rules and Regulations.

\*If you change your home address, please make sure to register this through “Confirmation/Change of Address” on keio.jp. Your newly registered address will be reflected on your student commuter certificate beginning 7:00 the morning after you receive an email confirmation of your change of address.

#### (5) Lost and Found

Please contact the SFC Academic Affairs Office regarding lost and found items within the University. If you find a lost property outside of office business hours, please take it to the Security Office.

<Handling of found items handed into the office>

● If the owner can be determined, the item will be kept at the SFC Academic Affairs Office.

● If the owner cannot be determined, the item will be kept at the Maintenance Office (Shonan Community) on the first floor of the A (Alpha) Building.

Unclaimed items left in the gymnasium, changing room lockers, classrooms, and other similar locations will be disposed of. If you suspect that your property was stolen, contact the Student Life Section, Academic Affairs Office.

## (6) Yakan Zanryu (Overnight Study) at SFC

Students who wish to study overnight for the purpose of curricular activities must first receive permission from the faculty member in charge. Only students who have applied in advance may stay on campus during the overnight study period.

Be aware that permission for the overnight study will not be granted under any circumstances for test preparation, club activities, job hunting, or other non-curricular undertakings.

The details are provided on [keio.jp](http://keio.jp) or the Keio University Student Website.

Overnight Study Period: 23:00–8:00 the following day

Notes: Security guards make rounds during the overnight study periods, and you will be required to show them your Student ID Card. If you do not have your Student ID Card at that time due to the fact that you are borrowing keys, you should notify the security guard of this.

- Always stop by the North Gate Security Office if entering the campus after 22:30.
- Notify and get approval from family members or guardians for participation in the overnight study.
- Refrain from the overnight study if you are feeling unwell.
- In case of an emergency during the overnight study, contact the North Gate Security Office (0466-47-5111 or ext. 52190, 52191).
- The university may suspend or prohibit the overnight study without advance notice.

### <Facilities Permitting Overnight Study>

- ◆ classrooms
- ◆ Joint laboratories and individual laboratories (only students granted permission by faculty members)

## 2 Student Life Section

### (1) Office Business Hours

**Student Life Section, Academic Affairs Office, 1F A (Alpha) Bldg.**

**Regular Hours**

**Weekdays: 9:15–16:50**

**Email Address: [sl@sfc.keio.ac.jp](mailto:sl@sfc.keio.ac.jp)**

#### Notes:

- ◆ The Student Life Section is closed on Saturdays, Sundays, and national holidays on which there are no classes, January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Notification will be provided on the Keio University Student Website (<https://www.students.keio.ac.jp/en/sfc/pmei/>) in the event that the office will be closed on any other day than indicated above.

### (2) Service

#### (a) Student Health Care Mutual Aid Association Medical Care Benefit System

As members of the Keio Student Health Care Mutual Aid Association (Gakusei Kenko Hoken Gojo Kumiai), regular undergraduate and graduate students at Keio University are eligible to apply for partial reimbursement of medical expenses. Please refer to the Guidebook for the Keio University Student Health Insurance Plan (Kenpo-no-tebiki), or the following website for details: <https://www.students.keio.ac.jp/en/com/life/health/>

#### (b) Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai")/ Liability Insurance coupled with "Gakkensai" ("Gakkenbai")

Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it, Keio pays for "Personal Accident Insurance for Students Pursuing Education and Research" and "Liability Insurance coupled with Gakkensai," insurance plans that cover students who suffer physical injury from an unexpected accident or bear legal liability for damages arising from inflicting injuries to third parties in the course of their educational and research activities.

"Educational and research activities" means regular curricular activities on- and off-campus, participation in University events, and extracurricular activities (advance submission of "Notification of Off-campus Student Activities" to the University is required for off-campus activities). Please see the following website for details:

<https://www.students.keio.ac.jp/en/com/life/health/insurance.html>

#### (c) Scholarship Programs

Scholarship programs provide assistance to students who have difficulties in pursuing their studies due to financial reasons, or to those who demonstrate particular excellence in their personality and studies.

For details on available scholarships, refer to the Keio University Scholarship Information Guidebook (in Japanese only), or the Keio University Student Website.

Keio University Scholarship Information Guidebook (in Japanese only):

Available at the Student Life Section, Academic Affairs Office (1F, A (Alpha) Bldg.)

Keio University Student Website SFC scholarships page: <https://www.students.keio.ac.jp/en/sfc/scholarships/unique/>



Information for students whose nationality is other than Japanese, and whose status of residence is [留学] (Student) is available on the website above.

(d) Academic Fees and Expenses

A bank transfer form (*furikomi-yoshi*) to pay academic fees and expenses will be sent to the address of the guarantor. If the guarantor resides outside of Japan, the form will be mailed directly to the student. Payment should be made at a nearby bank or through Pay-easy using the transfer form by the deadline. If you made the payment at a bank, please keep the receipt safe. When using Pay-easy, a printout of the completion of the payment screen should be kept in place of a receipt.

<Payment-related Schedule>

	Spring Semester	Fall Semester
Scheduled Sending of Bank Transfer Forms	Mid-April	Mid-October
Deadline for Payment	Last day of April	Last day of October

<Application for Tuition Deferment>

If payment of tuition cannot be completed by the specified deadline due to unavoidable factors, an “Application for Tuition Deferment” (available at the Student Life Section, Academic Affairs Office, or the website below) must be submitted by the applicable deadline as indicated below. If the University deems the reason for the delay to be valid, you will be provided with a “Notice of Approval of Tuition Deferment.”

	Deadline for Submission	Final Date Delayed Payment Accepted
Spring Semester	May 15	Late July
Fall Semester	November 15	Mid-December

\*Please note that the above dates may change. Be sure to check the actual deadline with the Student Life Section, Academic Affairs Office, or at the website below before applying:

<https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html>

<Application for Tuition Reduction Due to Large-scale Natural Disasters>

Tuition may be reduced or exempted in the case a student has major difficulties in continuing studies due to their financial situation after suffering in a large-scale natural disaster. Such students should consult with the Student Life Section, Academic Affairs Office. If a temporary leave of absence is necessary, please refer to the Keio University Student Website.

(e) Facilities Outside Keio

● Accommodations Contracted by the Student Health Care Mutual Aid Association

In order to ensure that students have access to the accommodation at a reasonable rate, the Student Health Care Mutual Aid Association has made agreements with several ryokans (Japanese-style inns). For more details regarding the usage of these “contracted accommodations” and other related information, refer to the Guidebook for the Keio University Student Health Insurance Plan (*Kenpo-no-tebiki*).

● University Lodge in Tateshina (off-campus educational facility)

Address: 1153 Megamidaira, Ashida-Hakkano-aza, Oaza, Tateshina-machi, Kitasaku-gun, Nagano Prefecture

Telephone: 0267-55-6625

Availability: May 1–October 31

Groups accepted: Student clubs, Seminar (Kenkyukai) groups, and the like of the regular curriculum, alumni, faculty, and staff members

Reservation start date: February 6 of the previous academic year (or the following business day if this is a holiday) \*The date may vary depending on the situation.

A pamphlet with further details is available at the Student Life Section on the first floor of the A (Alpha) Building.

● University Seminar House

Address: 1987-1 Shimoyugi, Hachioji-shi, Tokyo

Telephone: 042-676-8511

Website: <https://iush.jp/> (in Japanese only)

### (3) Extracurricular Activities

#### (a) Student Club Applications

Student clubs that wish to register for officially authorized student clubs must submit a set of application forms each academic year. Please note there is a specified deadline (in late April) for officially authorized student club applications. Following the evaluation procedure, if the club is recognized as being suitable and conforming to the educational aims of the University, it will become an officially authorized student club.

#### (b) Commuting Methods

##### ● Commuting by Bicycle or Motorcycle

Students who commute to SFC by bicycle must use a bicycle that has been registered with the bicycle theft-prevention registration scheme and park in the parking lots located on the right after entering the North Gate.

Students who plan to park their motorcycles on campus must first register their motorcycles with the Student Life Section, Academic Affairs Office on the first floor of the A (Alpha) Building.

Abandoned bicycles and motorcycles will be removed, so please look after your own bicycle/motorcycle.

##### ● Commuting by Car

In principle, driving a car onto campus and parking is prohibited.

Do not park your car or motorbike on the grounds of private properties near the campus. The university will take strict action against nuisance behaviors.

Students commuting by car should park off campus.

Monthly contracts for parking lots in the area around campus can be arranged at the Maintenance Office (Shonan Community 0466-48-8917) on the first floor of the A (Alpha) Building.

#### (c) Locker Rentals

Students who wish to use the lockers located in the κ (Kappa), ι (Iota), Ω (Omega) Buildings, etc., should contact the Maintenance Office (Shonan Community 0466-48-8917) on the first floor of the A (Alpha) Building.

## 3 Career Services Section (CDP Office)

The Career Services Section (CDP Office), located in the Academic Affairs Office on the first floor of the A (Alpha) Building, provides services related to recruitment and career options. A wide range of support is available to all students, so please feel free to stop by.

Keio University Student Website Placement and Career Services page <https://www.students.keio.ac.jp/en/com/career/service/>

Facebook: <https://www.facebook.com/keiosfccdp>

Twitter: [https://twitter.com/SFC\\_CDPOffice](https://twitter.com/SFC_CDPOffice) (Username: SFC\_CDPOffice)

Instagram: [https://instagram.com/sfc\\_cdppoffice](https://instagram.com/sfc_cdppoffice) (Username: SFC\_CDPOffice)

### (1) Office Business Hours

**Weekdays: 9:15–16:50**

**Email Address: [cdp@sfc.keio.ac.jp](mailto:cdp@sfc.keio.ac.jp)**

#### Notes:

- ◆ The Career Services Section is closed on Saturdays, Sundays, and national holidays on which there are no classes, January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.
- ◆ Notification will be provided on the Keio University Student Website (<https://www.students.keio.ac.jp/en/sfc/pmei/>) in the event that the office will be closed on any other day than indicated above.

### (2) Service

#### (a) Individual Consultations

The Career Services Section offers consultations to students regarding employment options, recruiting, and all matters related to future careers. All students can take advantage of these services. Furthermore, if desired, you can have your CV or entry sheet reviewed and undergo mock interviews. Individual consultations are available either face-to-face or online by appointment only.

#### (b) Orientation Events and Seminars

Numerous orientation events and seminars related to placement and career are held on campus. Many of these events and seminars are open to all students, regardless of their year. Information on these events and seminars will be posted on the notice boards on the first floor of the A (Alpha) Building, and on the Keio University Student Website page indicated above.

#### (c) Recruitment Information, Accounts of Recruitment Experiences, Alumni Databases

Through use of the Keio Single Sign-On System (keio.jp), recruitment information provided to the University by corporations and organizations, and accounts of recruitment experiences can be accessed from both on and off campus. Paper-based recruitment information can be viewed on the Keio University Student Website page indicated above or in the Career Services Section. Additionally, alumni databases can only be viewed in the Career Services Section by students from the Fall Semester of the third year.

(d) Information on Internships

Internship information provided by corporations and organizations will be posted on the internship page of the Keio University Student Website indicated above. Many internships are open to students of all years.

(e) Loan of Materials Related to Finding Employment

Employment-related materials can be borrowed from the Career Services Section for one week.

### (3) University Referral System

SFC has its own university referral system primarily for students who plan careers in technology. In this system, referral categories are set up according to job type such as R&D, system engineer, network technology, etc., and students selected through university screening will receive an official referral in the name of the dean of the undergraduate faculty or graduate school. This system offers a variety of merits, such as a shortened job-hunting period and matching with a preferred department at the time of recruitment. On the other hand, those selected to receive referrals cannot defer once they are chosen. The schedule (in Japanese only) for the university referral system is posted on the Career Services Section page of the Keio University Student Website every year around December.

### (4) Support for Students Who Wish to become Civil Servants in Japan

The following support is provided for students who wish to join Japan's civil service:

- Orientation events
  - Procedures for registering with the Keio Institute of Law and Politics at the Keio University Faculty of Law
- Students who plan to take courses at the Institute can apply for registration online.  
Check the website for more details: <http://www.kilp.law.keio.ac.jp/>

## 4 Other Services

### (1) Center for Physical and Mental Wellness

(a) Student Counseling Section <https://counseling.sfc.keio.ac.jp/english.html>

If you are experiencing any problems on campus, please feel free to visit the Student Counseling Section of the Center for Physical and Mental Wellness for advice and consultations. Specialist counselors can provide assistance regarding not only student life but also personal issues and other concerns. Counseling in English is also available.



(b) Health Services Section <http://www.hcc.keio.ac.jp/en/>

The Health Center (located within the Center for Physical and Mental Wellness) provides assistance with health management, health education, and environmental health to students, faculty, and staff members. Health consultation and first aid are provided free of charge. The Shonan Fujisawa Clinic, also located in the Health Center, provides medical consultation.



### (2) Media Center (Library)

<https://www.lib.keio.ac.jp/en/sfc/>

The SFC Media Center offers comprehensive support for study, education, and research, including books, periodicals, e-journals, e-books, and databases, as well as equipment such as 3D printers in the Fab Space or AV equipment, and facilities such as sound recording and video shooting studios. It also provides an information environment for computer equipment and networks in cooperation with the Information Technology Center.



### (3) Information Technology Center (ITC)

[https://www.sfc.itc.keio.ac.jp/en/top\\_sfc.html](https://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

The Shonan Fujisawa Information Technology Center (ITC) handles the installation and management of computers, performs other related tasks requiring administrator privileges, and provides students with related information.



## 5 Websites and Email Accounts

Latest announcements and important notices will be provided through websites and e-mail messages, so please check these on a daily basis. The university will not be liable for any damages or disadvantages caused by having overlooked announcements.

In addition, you will need to use specific websites to register for courses or participate in classes; you may also be required to use some websites when carrying out other procedures or making applications.

For details on functions and usage protocols for respective websites and e-mail services, please refer to the relevant user guide or manual in advance.

### (1) keio.jp

This website provides an integrated menu of various services offered by the Keio Single Sign-On System. The latest information, including notifications, calls to visit offices, and event announcements are posted on the top page. Check this page on a daily basis.

URL: <https://portal.keio.jp/>

ID/Password: Keio ID/Password



### (2) Keio University Student Website

This portal site provides various types of information for current Keio University students.

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



### (3) SFC Online Learning System (SOL)

This web system provides class support and is used by the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance.

URL: <https://sol.sfc.keio.ac.jp/>

ID/Password: CNS Account/Password



### (4) Email Accounts

Important notices from the university may be sent to your CNS email address (@sfc.keio.ac.jp) or keio.jp email address (@keio.jp), so please check your email regularly.

In addition, please use your CNS email address or keio.jp email address when contacting faculty members or university offices via email. The faculty member or university office may not be able to respond if you contact them from another email address.



# 2 Course Registration

## 1 What Does It Mean to “Register for a Course”?

Registering for courses means that students choose courses specified by the undergraduate faculty and learn the subjects in order to earn credits. When registering for courses, students must take into account the number of credits they have earned so far, their requirements for advancement or graduation, and the timetable and syllabus of each course.

- (1) Course registration takes place at the beginning of each semester. Students attend the courses they have registered for.
- (2) Grades are given for the registered courses. Each course has its own method for grade assessment such as final exams, papers, in-class examinations, etc.
- (3) Grades for registered courses are announced in the form of a grade report. If the grade meets the requirement for passing the course, credits will be given.

Taking into consideration the number of credits earned, students will plan what courses to take in the following semester. Students can advance to the next year or graduate by accumulating credits and meeting the designated requirements.

## 2 Course Registration Process

Through course registration, students choose which courses they will be taking and show their intentions to study. If courses are not registered for within the specified period, the student will be regarded as having no intention to study. Under Article 188 of the University Undergraduate Rules and Regulations, the student will then be subject to withdrawal from the University. Carefully read the following description of the course registration process so that you do not make any errors.

### Spring Semester

Around March 10 onward

### Fall Semester

Around September 5  
onward



### Spring Semester

Mid-March to early April

### Fall Semester

Mid- to late September



### (1) Syllabus Viewing and Confirmation of Student Screening Information, etc.

Referring to the syllabus and timetable, select courses to register for in the upcoming semester. The syllabus contains course descriptions, information on the grading system, the limit to the number of students, and more. Some courses require prior knowledge, skills, prerequisite and/or recommended courses. Make sure you read the information on the syllabus carefully before registering for a course.

A CNS account is necessary to view the syllabus.

◆Timetable and syllabus:

<https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>




### (2) Student Screening and Confirmation of Results

Many courses require student screenings before the first class to determine the registrants. Apply for a student screening, and make a course registration plan according to the results.

In general, student screenings are completed via SOL-A (<https://sola.sfc.keio.ac.jp/>).

The details will be announced on keio.jp. Be sure to check keio.jp to confirm the selection method before the student screening period starts each semester.

Starting from AY2023, student screenings for English language courses in the Language Communication Subjects and courses in the Fundamentals of Information Technology will be conducted on SOL-A. In principle, screenings for Seminars begin during the semester prior to the semester you wish to register for them, so students planning to take Seminars should check the details online as soon as the syllabus becomes available and apply for the student screenings.

<p><b>Spring Semester</b> Early April onward</p> <p><b>Fall Semester</b> Late September onward</p> <p style="text-align: center;"></p>	<p><b>(3) Course Registration</b></p> <p>You must register for all courses that you take. Make sure that you refer to “3. Course Registration Details” which starts on p. 16. Allow plenty of time for course registration, and if you have any questions, contact the SFC Academic Affairs Office within the course registration period.</p> <p><b>(a) Accessing the “Course Registration” Screen</b></p> <p>Register after carefully reading the below page on important points and the registration process.</p> <p>◆Registration Manual: <a href="https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/">https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/</a></p> <p><b>(b) Saving the Registration Complete Page</b></p> <p>After registering for a course, a message will appear on the screen if there is an error. Make sure that all courses are registered correctly. You can make changes to registration as many times as you like during the registration period <b>but are not permitted to change courses for any reason after it ends. Make sure that there are no errors in your courses or fields after you finish registering.</b></p>
<p><b>Spring Semester</b> Late April</p> <p><b>Fall Semester</b> Mid-October</p> <p style="text-align: center;"></p>	<p><b>(4) Course Registration Confirmation Period</b></p> <p>Be sure to check if registration was completed correctly by comparing the Registration Complete page you saved during course registration to the course registration details on the “View Registered Courses” page. If there are any discrepancies, please check with the SFC Academic Affairs Office.</p>
<p><b>Spring Semester</b> Mid- to Late April</p> <p><b>Fall Semester</b> Mid-October</p> <p style="text-align: center;"></p>	<p><b>(5) Course Registration Amendment Period (applicable students only)</b></p> <p>Amendments to errors in course registration are accepted in this period only for those who are applicable. Those who are applicable will receive a message such as through keio.jp (in mid- to late April for the Spring Semester, or mid-October for the Fall Semester). Follow the instructions to complete the necessary procedures.</p> <p>In the case that the student does not make amendments during the course registration amendment period, the error will be amended by the Academic Affairs Office. The University will not be held accountable for any disadvantage incurred by a student who did not carry out the necessary process during this period.</p>
<p><b>Spring Semester/First Half of Spring Semester Courses</b> Late April</p> <p><b>Second Half of Spring Semester Courses</b> Mid-June</p> <p><b>Fall Semester/First Half of Fall Semester Courses</b> Late October</p> <p><b>Second Half of Fall Semester Courses</b> Mid-December</p>	<p><b>(6) Course Cancellation Period</b></p> <p>You may cancel courses that you have registered for. However, some courses cannot be cancelled. Grades will not be given for cancelled courses. Additional courses may not be registered for.</p> <p>*To see courses that are not allowed to be cancelled, check the Keio University Student Website.</p> <p>*Year-long courses and set courses need to be cancelled during the course cancellation period for Spring Semester/First Half of Spring Semester Courses.</p> <p>Log in to keio.jp → Class → Course Registration → Course Cancellation</p>

### 3 Course Registration Details

#### (1) Important Notes on Course Registration

Applying for student screenings and registering for courses are different processes. You can take courses that you were selected for through student screenings only when you completed registration for those courses. If you do not correctly register for courses, you cannot take those courses even if you were selected through the student screenings.

- (a) Students planning to register for courses other than those offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies should read “5. Cross-registration Courses” on p. 21 carefully.
- (b) No changes can be made after the course registration period has ended. Credits cannot be earned for courses that have not been registered for.

#### (2) Maximum Number of Credits that may be Earned in a Single Semester

The number of credits that may be earned in a single semester is as follows:

Maximum number of credits required for advancement and graduation	20 credits
Maximum number of credits including those for Optional Subjects	30 credits

However, the courses listed below will not be counted toward the maximum number of credits that may be earned: Physical and Mental Health for Campus Life, Physical Education 1, Physical Education 2, Physical Education 3, Physical Education 4, Physical Education 5, Special Research Project A, Special Research Project B

Also, since courses with transferable credits earned before entering the Master’s Program are Optional Subjects, credits for these courses will not be included in the maximum number of credits (20 credits) required for advancement and graduation.

If you exceed the upper limit of courses you can register for in the semester, please be aware that courses that carry excess credits may be deleted.

#### (3) Fields

Fields are course categories based on the University Undergraduate Rules and Regulations. Refer to the “Courses, Number of Credits, Fields” on p. 30-31. Courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies are all assigned “Fields.” When a course is registered for, a field that corresponds with the course is automatically assigned to it (Column A registration).

Courses that have their field automatically registered (Column A registration)	Fields
• Courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies (exception below)	p. 30-31 Refer to the “Courses, Number of Credits, Fields” chart
• Program Courses offered by the Graduate School of Media and Governance (refer to “Transferable Credits Earned Before Entering the Master’s Program” on p. 21)	Optional Subjects
• Short-term Study Abroad Courses Offered by the International Center (refer to p. 21)	Language Communication courses or Optional Subjects

When registering for courses that do not have assigned fields such as courses offered by other faculties, research institutes or centers, or taking courses as Optional Subjects, fields need to be designated when the courses are registered. Make sure you register correctly by referring to the chart below to check which fields courses can be designated as.

Courses that require a field to be designated	Fields
• Course credits not required for advancement or graduation • Courses offered by research institutes or centers (excluding courses offered by the International Center at Mita Campus) • Other courses for which there are specific instructions (refer to “(c) Optional Subjects” on p. 17)	Optional Subjects
• Courses offered by faculties other than the Faculty of Policy Management and the Faculty of Environment and Information Studies • Courses offered by the International Center at Mita Campus (excluding Short-term Study Abroad Program)	Courses Offered by Other Faculties, etc.

#### (4) Courses

- (a) Prerequisite Courses and Course Registration Requirements

Although it may not be specified in the syllabus, the following courses have requirements such as earning credits for prerequisite courses before the semester they are taken.



Course Names / Fields	Prerequisite Courses / Requirements
Physical Education 2 Physical Education 3	Credits earned for Physical Education 1
Physical Education 4 Physical Education 5	Credits earned for Physical Education 3
Fundamentals of Information Technology courses (excluding Fundamentals of Information Technology 1)	Credits earned for Fundamentals of Information Technology 1 Except for Fundamentals of Information Technology 2, these courses also require passing a typing examination
Graduation Project 2	Credits earned for Graduation Project 1 Excluding those continuing Graduation Project 1 while studying abroad

(b) Class Designated Courses (courses that depend on your “class”)

Class Designated Courses are courses that have their time schedule determined by your “class.” New students should register for the courses or fields listed below with their assigned “class” in their first semester.

Course Names / Fields	Possibility to Change Classes
Physical and Mental Health for Campus Life	New students cannot change classes in their first semester.
Physical Education 1	[New students in their first semester] cannot change classes. [Students retaking the course] can take only a full-time faculty member’s class in the Spring Semester, or the class for students retaking the course held in the Fall Semester. Be sure to attend the first class and obtain permission to take the course.
Fundamentals of Information Technology 1	[New students in their first semester] who are requesting a class change should apply for a student screening. In some cases, a drawing will be held. [Students retaking the course] should apply for a student screening. If the number of students has not reached the limit after the screening is held, an additional application may be accepted for both the class for students retaking the course and the class for new students. Please note that additional applications will be accepted only for the class for new students in the Spring Semester as there will be no class for students retaking the course.
Language Communication courses	New students cannot change classes in their first semester. However, new students who pass a language placement test may register for these classes. The upper limit of credits that new students can take in their first semester is four (one language) excluding Russian and Italian. From the second semester on, follow the instructions in the syllabus and apply for a student screening.

(c) Optional Subjects

Credits earned from Optional Subjects are not counted toward credits required for advancement to the next year or graduation.

The courses below can only be registered as Optional Subjects. Courses must be registered by selecting the “90-01-02 Optional Subjects and Others” field at the time of registration.

Credits earned from Optional Subjects cannot be converted at a later date to credits required for advancement to the next year or graduation, and vice versa.

Course Names, etc.	Designated Fields
Program Courses in the Graduate School of Media and Governance	None
Courses you already have earned credit from	90-01-02 Optional Subjects and Others
Courses offered by research institutes and centers (excluding courses offered by the International Center at the Mita Campus and those offered by the GIC Center at Hiyoshi Campus)	
Duplicate courses (when taking multiple in the same semester) (see “(d) Duplicate Courses”)	
Courses exceeding the maximum number of credits toward advancement or graduation that can be earned in a single semester (p. 16)	
Other courses with specific instructions	

Note that the following courses cannot be taken as Optional Subjects:

Basic and Intensive in the Language Communication courses, Physical and Mental Health for Campus Life, Physical Education 1, Physical Education 2, Physical Education 3, Physical Education 4, Physical Education 5, Graduation Project 1, Graduation Project 2

(d) Duplicate Courses

In principle, each course can only be taken once for credit to count toward advancement to the next year or graduation. If you plan to retake a course you have earned credits from in the past (including those with different instructors), the extra course can only be registered as an “Optional Subject.”

However, the following courses can be taken multiple times for credit to count toward advancement to the next year or graduation:

Project English A/B/C/D, Japanese Intensive Elementary 1/2, Japanese Intensive 1/2/3/4, Skills and Contents in the Language Communication courses, Study Abroad, Seminar A, Seminar B, Special Research Project A/B, and Graduation Project 1 (only when the mentor is changed)

In addition, the below chart indicates courses that will be considered to be the same course even though a change has been made in the course name:

New Course Names	Previous Course Names
Fundamentals of Life Science Laboratory	Fundamental Biology Laboratory
Innovation and Marketing Research	Diffusion of Innovations and Marketing Research of Information Technology Services
Data Business Creation A	Data Business Creation
Data Business Creation B	Data Business Creation
Civil Code (Contracts and Torts)	Civil Law (Property)
Civil Code (Family and Inheritance)	Civil Law (Family Law)
Tonal Harmony 1	Fundamentals of Digital Music
Tonal Composition 1	Music and Cognition
Beyond Blockchain Basics	Beyond Blockchain
Beyond Blockchain Advanced	Beyond Blockchain
Data Science for Bioinformatics	Introduction to Bioinformatics
Data Society and Business Model	Intellectual Property and Business Models
Basic Exercise in Protecting Information Systems against Security Threats	Exercise in Project Based Learning K
Advanced Exercise in Incident Handling	Advanced Exercise in Project Based Learning F
Advanced Security Workshop in Smartphone Security	Advanced Security Workshop C
Basic Sec Cap Exercise in Project Based Learning I	Exercise in Project Based Learning I
Basic Sec Cap Advanced Exercise in Project Based Learning E	Advanced Exercise in Project Based Learning E
Basic Sec Cap Advanced Security Workshop D	Advanced Security Workshop D
Basic Sec Cap Advanced Security Workshop E	Advanced Security Workshop E
Earth System A	Earth Systems

## 4 Course Registration for Specific Courses

### (1) Physical Education <https://wellness.sfc.keio.ac.jp/>

#### (a) Wellness System

This system is used for making reservations for physical education classes and submitting notes and papers for physical education courses.

#### (b) Physical Education 2 / 3

After passing Physical Education 1, be sure to register for both Physical Education 2 and Physical Education 3 at the same time in the following semester. Go to the course registration page, and from “Other” under “Day of the Week,” select and register for Physical Education 2 and Physical Education 3. Course registration will be valid for these two courses until credits have been earned for them, so there is no need to re-register for them later on.

Use the Wellness System to make reservations for the classes you will attend. Each course requires attending class 15 times and submission of a report in order to earn credits.

#### (c) Physical Education 4 / 5

Students must have earned credits for Physical Education 3 by the previous semester in order to take Physical Education 4/5. To register for these courses, go to the course registration page, and from “Other” under “Day of the Week,” select and register for Physical Education 4 and Physical Education 5. Course registration will be valid for these two courses until credits have been earned for them, so there is no need to re-register them later on. However, you cannot cancel registration for Physical Education 4 or 5 outside of the semester in which you registered for them.

Use the Wellness System to make reservations for the classes you will attend. Each course requires attending class 15 times and submission of a report in order to earn credits.

### (2) Language Communication Courses <https://language.sfc.keio.ac.jp/>

#### (a) Language Placement Test (excluding English, Arabic, and Malay-Indonesian)

Language placement tests are held during the orientation period each semester. Except for Basic 1 and Intensive 1, a language placement test may be required before a course can be registered. You can check the examination schedule on keio.jp on the day of the grade announcement for the prior semester, or on the Language Communication courses website.

#### (b) Contents Courses

Courses with “language” included in the course name, and a portion of courses held in English or Japanese, can be taken as a Language Communication (xx language) Contents Course. (Refer to the “Courses, Number of Credits, Fields” chart on p. 30-31)

Courses taken as Contents Courses will appear as Fundamental Subjects (Language Communication courses) regardless of the original course field. Courses that may be taken as Contents Courses have the Contents Courses name listed together with the original course name in the syllabus.

Example: “Theory of Languages (German)” Advanced Subjects (Series of Policy Management)

“German Contents” Fundamental Subjects (Language Communication courses)

Please note that to take a course as “Japanese Contents,” prior permission must be obtained from the Japanese Language Lab (it is different from student screenings).

#### (c) Study Abroad Courses

These courses are held during the spring or summer break at overseas educational institutions. They are Study Abroad A (4 credits) and B (2 credits), and Intensive Course held overseas (4 credits). For details, check the website and language lab for each language. You must register for these courses in the semester immediately following participation, and they may not be cancelled. If a temporary leave of absence or study abroad is planned for the semester immediately following participation, be sure to consult with the Academic Affairs Office when applying for a temporary leave of absence or study abroad.

### (3) Data Science Courses <https://ds.sfc.keio.ac.jp/> (in Japanese only)

While it is recommended that students earn at least 2 credits from Data Science 1 before advancing to Data Science 2, both courses may be taken simultaneously.

### (4) Fundamentals of Information Technology Courses <https://itclass.sfc.keio.ac.jp/guide/en/>

Fundamentals of Information Technology 1 is a required course. After earning credits for Fundamentals of Information Technology 1, Fundamentals of Information Technology 2, or other Fundamentals of Information Technology courses may be taken according to the student’s level.

## (5) Seminar (Kenkyukai)

There are two types of Seminars (Seminar A and Seminar B), and the type differs by the faculty member.

Courses	Class Periods Per Week	No. of Credits	Approx. No. of Students
Seminar A	2 class periods/week	4 credits	35 students
Seminar B	1 class period/week	2 credits	15 students

Up to 6 credits, including those taken as Optional Subjects, can be registered for per semester. In principle, students can register for Seminars from their second year. However, students in their first year can register for one Seminar per semester only if the faculty member in charge grants special approval.

The syllabus for Seminars will become available ahead of the other lecture courses in the semester preceding the semester in which the Seminar is held. Each Seminar has its own student screening, so students should check the syllabus for the screening process and dates.

## (6) Graduation Project

During their fourth year, students create a Graduation Project, such as a written thesis or a work, as a culmination of their learning at SFC centered on the Seminar. One of the requirements for graduation is to register and earn credits for Graduation Project 1 during the first semester of the fourth year, and Graduation Project 2 during the second semester of the fourth year.

The faculty member overseeing the Graduation Project is called the Graduation Project mentor. In order to take a Graduation Project course, the student must apply for and receive approval from a mentor during the designated period. While consulting with the Graduation Project mentor, the student will create a research result such as a thesis or work, and have it assessed and approved.

### (a) Fulfilling Aspect Requirements (by the first semester of the third year)

In order to complete the Graduation Project mentor application, a student must have earned at least 4 credits in one of the “Aspects” designated by the mentor, by the semester prior to the application, that is, in principle, by the first semester of the third year. In addition, there may be other requirements to be fulfilled, so start course planning early to fulfill your “Aspects” and other requirements.

You can check the “Aspects” specified by Graduation Project mentors online such as at [keio.jp](http://keio.jp).

### (b) Graduation Project Mentor Application (in principle, in the second semester of the third year)

In principle, the application process begins at the end of the first semester of your third year (around September or March). You can apply for the preliminary application, first-round application, and second-round application online and view the results. The application details are provided on [keio.jp](http://keio.jp) or the Keio University Student Website.

#### \*Preliminary Application

There is no selection screening for preliminary applications. Register the Graduation Project mentor of your choice before the course registration period and create your course registration plan while communicating with them.

1. At least 4 credits must be earned in one of the “Aspects” designated by the mentor by the semester prior to application (in principle, by the first semester of the third year).
2. Other requirements designated by the mentor must be fulfilled.

Amendment forms must be used to make amendments. Amendment forms can be downloaded from [keio.jp](http://keio.jp).

\* If you do not register for Graduation Project 1 in the semester after your application for a faculty member to act as your mentor was accepted, your acceptance will be cancelled and you will have to apply again.

### (c) Graduation Project 1 (the first semester of the fourth year).

In Graduation Project 1, students make plans and preparations for completing the Graduation Project 2 result work in the following semester. Credits from Graduation Project 1 must first be earned in order to take Graduation Project 2.

If changing a Graduation Project mentor after having earned credits for Graduation Project 1, you must register for Graduation Project 1 again.

For students who plan to study abroad in the first semester of the fourth year, if an Application for Study Abroad is approved by the Faculty Board and the necessary processes before and after study abroad are completed, Graduation Project 2 can be registered for without earning credits for Graduation Project 1. For details, contact the SFC Academic Affairs Office.

### (d) Graduation Project 2 (the second semester of the fourth year)

Students create a result work, such as a thesis or work, and present it for evaluation and assessment. Only students who have earned credits for Graduation Project 1 can take Graduation Project 2. Credits for Graduation Project 2 must be acquired to graduate.

In order to earn credits for Graduation Project 2, a result work must be submitted during the designated period. Details are provided on [keio.jp](http://keio.jp).

As a rule, submitted result works are presented within the University. Pass/fail is reflected in the grade given for Graduation Project 2.

## (7) Special Research Projects

Special research projects are held by faculty members in charge of Seminars during summer or spring breaks to carry out research that cannot be conducted during the semester.

Students must register for the special research project in the semester immediately after attending it, and these courses cannot be cancelled.

One special research project, either Special Research Project A or Special Research Project B, can be registered for in a single semester for credit required for advancement to the next year or graduation. To register for multiple special research projects, all courses except for the first one should be registered as Optional Subjects.

If a temporary leave of absence or study abroad is planned for the semester immediately following participation, be sure to consult with the Academic Affairs Office when applying for a temporary leave of absence or study abroad.

## (8) Field Research <https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>

Credits to be counted toward advancement to the next year or graduation can be earned through fieldwork or internships related to your individual research theme that takes place during spring and summer breaks (in Japan or overseas). Before the activity, you must first submit research plan documents and obtain approval for the activity content. Field Research 1 or Field Research 2 must be registered in the semester immediately after the break during which you did fieldwork or had an internship, and these courses cannot be cancelled.

For details on the application standards, activity period, assignments, etc., please check the Keio University Student Website above and keio.jp.

## 5 Cross-registration Courses

### (1) Transferable Credits Earned Before Entering the Master's Program

You can register for "Program Courses" that are accepted by the Graduate School of Media and Governance (excluding courses held in parallel with the undergraduate faculties) and some courses offered by the Graduate School of Human Relations, the Graduate School of Law, and Law School by going through the required process.

#### (a) Graduate School of Media and Governance

Applicable courses: Program Courses (excluding courses held in parallel with the undergraduate faculties)

Students can register for Program Courses (excluding courses held in parallel with the undergraduate faculties) offered by the Graduate School of Media and Governance while enrolled as an undergraduate, and if they advance to the Graduate School of Media and Governance after graduation, up to 8 credits earned from these courses may be counted as credits required for completing the master's program. The process for course registration is as follows:

- Download the "Application for Undergraduates to Register Master's Program Courses (大学院先取科目履修申請書)" after checking keio.jp.
- On the course registration page, search for the course from the Graduate School of Media and Governance timetable and register in "Column A." Such courses will automatically become "90-09-02 Optional Subjects Courses Offered by the Graduate School of Media and Governance Program Courses." For details regarding the procedure for having credits recognized at the Graduate School of Media and Governance after advancement to the Graduate School, refer to the "Guidebook for Students of the Graduate School of Media and Governance."
- At the first class meeting, obtain an approval seal (or signature) from the faculty member in charge of each course on the "Application for Undergraduates to Register Master's Program Courses (大学院先取科目履修申請書)" and submit it to the Academic Affairs Office by the deadline specified on keio.jp.

#### (b) The Graduate School of Human Relations, Graduate School of Law, Law School, and Others

Visit the website of each graduate school for details.

### (2) Short-term Study Abroad Courses Offered by the International Center

The International Center offers courses during the summer and spring break periods each year.

For details, refer to the International Center website (<https://www.ic.keio.ac.jp/>) and also attend the program orientation session held at the beginning of each semester.

To search for courses offered by the International Center, go to the course registration page. Select "Other" in the "Day" field in the International Center Class timetable. Courses should be registered in "Column A." The "fields" that students can register for differ by course, and the courses listed below are automatically assigned "fields" as follows:

Course Names	Fields
Summer School at Christ Church College, Oxford	Language Communication courses (English)
Summer School at Downing College, Cambridge	
Summer School at College of William And Mary	
Summer School at University of Notre Dame	
Spring School at Sciences Po: European Studies	
Spring School at Singapore Management University	
Spring School at The University of Sydney	
Spring School at Tufts University	
Summer School at Lincoln College, Oxford	Optional Subjects

※ Offered courses differ by academic year. Check the International Center website for details (<https://www.ic.keio.ac.jp/>).

### (3) Courses Offered by the Student Affairs Center

You can register for Safety, Health and Wellness course offered by the Student Affairs Center online in the Spring and Fall Semesters as Optional Subjects. Visit the Keio University Student Website for details.

### (4) Courses Offered by the Teacher Training Center

You can participate in the Contemporary Study on Teacher course, Basic Theory of Education course, and School Curriculum Studies course offered by the Teacher Training Center even in your first year as long as you are in your second semester or above. You should, however, check the notice boards, etc., to confirm which specific classes are accepting participants since these differ depending on the academic year (for example, you are allowed to only participate in classes held during a particular semester and on specified days and class periods and not others even if they are named the Contemporary Study on Teacher course). Please note that if you are a first-year student at the Shonan Fujisawa Campus registering for these courses, in principle, you are required to register for them in the semester in which you participate in them.

#### Teacher Training Courses (in Japanese only)

Please refer to the Japanese version of the SFC Guide.

### (5) Transfer of Credits Earned from Courses Offered by the National Institute of Technology, Tsuruoka College/the Faculty of Agriculture at Yamagata University

Please check [keio.jp](http://keio.jp) for details.

### (6) Transfer of Credits Earned from Courses Offered by International Christian University

Please check [keio.jp](http://keio.jp) for details.

### (7) Courses Offered by Other Faculties, Research Institutes, etc.

#### Important Points

**Registration methods and periods for courses offered by other faculties, research institutes, etc., may differ from those for courses offered by the Faculty of Policy Management and the Faculty of Environment and Information Studies. Be careful when registering for these courses.**

#### (a) Courses that May be Registered for

Be sure to confirm the course information, description, and syllabus for each course before registering. Courses offered by other faculties, etc. may be taken only if the following two requirements are met:

##### 1. The Faculty Offering the Course Allows Students from Other Faculties to Take Courses

Courses listed on the chart “Subjects with Restrictions for Students from Other Faculties and Graduate Schools: Undergraduate” on the Keio University Student Website cannot be taken. Make sure to check this list as well as the course registration information for each faculty posted on the Keio University Student Website and [keio.jp](http://keio.jp).

Some courses have restrictions on your affiliation and/or student year. If you do not meet the student year requirement, you will be unable to take the course even if it is not a “Subject with Restrictions.” Some faculties have courses with restrictions not listed on this chart, and there may also be some courses offered as Optional Subjects to students from other faculties. Students should gather necessary information through the syllabus, Keio University Student Website, [keio.jp](http://keio.jp), and announcements on the notice boards of each faculty, etc.

##### 2. Permission of the Faculty Member in Charge of the Course

Attend the first class meeting and obtain permission from the faculty member in charge of the course. If the meeting is cancelled, or if permission could not be obtained during the Spring Semester for a course held in the Fall Semester, obtain permission when the first class meeting is held.

#### (b) Course Registration

You can only register for courses described in “(a) Courses that May be Registered for” above. Make sure that you select the appropriate field (refer to “Fields” on p. 16) and register within the registration period.

\*Fall Semester courses offered by other faculties, research institutes, etc., that you register for in the Spring Semester must be cancelled in the Fall Semester course cancellation period. Amendments may be permitted only in the case of



unavoidable circumstances, such as if SFC class-designated courses or required courses overlap with these courses. In such cases, contact the Academic Affairs Office by the end of the course registration period.

\*Some courses cannot be registered online. Register with plenty of time beforehand and check with the SFC Academic Affairs Office during the course registration period if you cannot register online. Inquiries will not be entertained after the course registration period ends.

(c) **Fields**

You must choose the appropriate field and register it. Please refer to “Fields” on p. 16.

(d) **Student Year for Course Registration**

Other faculties have student year restrictions for registering for certain courses. These restrictions should be followed. Many courses offered at the Mita and Yagami campuses require that students have at least advanced to their third year. (However, the Faculty of Letters at Mita Campus requires students to have advanced to at least their second year.)

For Common Courses at Hiyoshi Campus, student year designations for course registration may differ according to the faculty to which the student belongs. Find the timetable for your student year (e.g., the timetable for first-year students if you are a first-year student) from among the timetables for the main faculty (faculty overseeing the course) of the course to be taken.

(e) **Class period-related Restrictions**

If you intend to take a course at SFC and a course offered at another campus (including those offered in the Toho Building), they cannot be registered for in consecutive class periods. There must be an interval of at least one class period to allow time for commuting between campuses. Students may not register for courses that are logistically impossible to attend when taking courses on multiple campuses. Students are not permitted to take courses along the lines of the following examples.

Example 1: Taking a course that has 3rd period classes on Mita Campus and a course that has 4th period classes on Hiyoshi Campus.

Example 2: Taking a course that has 2nd period classes on Mita Campus and a course that has 3rd period classes on Shonan Fujisawa Campus.

If commuting between the Hiyoshi and Mita campuses, students are permitted to take courses in which the 2nd and 3rd periods respectively fall before and after lunch. However, students should be aware that they may be late to such classes at times.

(f) **Taking remote (online) classes**

Check the “Guidelines for Taking Online Classes” available on sites such as K-LMS. If classes are offered in consecutive periods on different campuses, it is possible to register for them if one or both of them are conducted online (for example, taking a 1st period class in-person on Hiyoshi Campus followed by a 2nd period class online that is conducted from Mita Campus). However, students are not permitted to take a 1st period class offered by SFC (9:25–10:55) and a 2nd period class offered by other campuses (10:45–12:15) as class hours overlap with one another. On the other hand, it is permitted to take a 1st period class offered by other campuses (9:00–10:30) and a 2nd period class offered by SFC (11:10–12:40).

Even if classes are conducted in an online format, there may be cases that would cause inconveniences in the setup of your class schedule, such as a portion of class sessions or examinations being conducted in-person. When taking classes for courses offered on different campuses in consecutive class periods for which one or both courses are conducted online, the student will be responsible for checking the syllabus for the details of the class format and confirming with the course instructors to make sure there will be no conflicts in registering for these courses.

(g) **Credits and Grades for Year-long Courses/Set Courses**

Credits for year-long courses are divided equally between the Spring Semester and the Fall Semester to fulfill credit requirements. Credits and grades for year-long courses are given at the end of the Fall Semester only and will not be divided by semester.

Set courses are conducted over the Spring and Fall semesters as a set (or pair of courses). Therefore, registration in only one course of a set is not possible. Grades for set courses are given collectively at the end of the Fall Semester. However, when the set of courses are held in the same semester, grades will be given at the end of the said semester.

(h) **Course Cancellation**

Course cancellation for year-long courses, set courses, and Spring Semester courses must be done in the Spring Semester course cancellation period, and for Fall Semester courses in the Fall Semester course cancellation period. However, you cannot cancel courses that are listed in “(Undergraduate faculties) Courses for which cancellation by students of other undergraduate faculties/graduate schools is not permitted.” Make sure to check this list as well as the course registration information for each faculty posted on the Keio University Student Website.

Also, you cannot cancel or make amendments to year-long or Fall Semester courses in the Fall Semester course registration or amendment periods, if the courses were registered for in the Spring Semester.

**< (Undergraduate faculties) Courses for which cancellation by students of other undergraduate faculties/graduate schools is not permitted >**

Visit the Keio University Student Website below for the newest information and updates:

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

Points of caution

1. Some courses may have restrictions on their ability to be cancelled. Make sure to read the course descriptions and syllabus carefully before registering for courses.
2. Please ensure to check the latest information, including postings, as new restrictions may apply to the cancellation of registered courses.
3. Please note that there may also be restrictions depending on the field or your student year.

**(8) Courses Offered by Research Institutes or Centers**

The fields for each course offered by other research institutes or centers are shown below. Make sure that the field is appropriate before registering (p. 16).

\*Register for these courses in the same way as those offered by other faculties.

\*In the case that the below courses are held at the same course period and by the same professor (a course held in parallel with another faculty), you can register for those courses as courses offered by other faculties (the field will then be different. Example: The course “Modern Japan and Yukichi Fukuzawa I” offered at the Fukuzawa Memorial Institute for Modern Japanese Studies is listed as a general education course at the Faculty of Economics on the Hiyoshi timetable).

Courses Offered by Other Research Institutes or Centers

Research institutes or centers that offer courses	Fields
International Center	04-01-01 Courses Offered by Other Faculties, etc. 90-01-02 Optional Subjects and Others
GIC Center	
Research Center for Liberal Arts	90-01-02 Optional Subjects and Others
Fukuzawa Memorial Institute for Modern Japanese Studies	
Research Center for Foreign Language Education	
Institute of Cultural and Linguistic Studies	
Institute of Oriental Classics (Shido Bunko)	
Health Center	
Institute for Journalism, Media & Communication Studies	
Global Research Institute	
Institute of Physical Education	
Teacher Training Center	
Student Affairs Center	
Museum Commons	
Art Center	

**6 Other**

The maximum number of credits for which students in the Bachelor’s-Master’s Four-Year Integrated Education Program can register is 24. Make sure you go through the process that is described in the email sent to you by the SFC Academic Affairs Office before the beginning of the course registration period.



# 3.

## Curriculum and Requirements

### University Rules and Regulations that Apply to Current Students

All current students will fall under the 2014 Rules and Regulations. Students who had been under the 2007 Rules and Regulations until the 2018 academic year now fall under the 2014 Rules and Regulations.

In spring 2014, the curriculum of the Faculty of Policy Management and the Faculty of Environment and Information Studies was renewed. SFC, which was established in 1990, celebrated its 30th anniversary in 2020, and its curriculum has been revised several times throughout its history. This is proof that our campus is an embodiment of the “spirit of experimentation” to “create what has yet to be.” We believe that a dynamic, practical learning-oriented intellectual search becomes possible if we are not afraid of change, face diversified and complex issues, and upgrade the curriculum itself.

Throughout past curriculum changes, what has not changed since SFC’s foundation is that students themselves design their own learning, which is centered on the Seminar (Kenkyukai). Seminars are places where students freely interact with faculty members and fellow students, learn from each other, and actively engage in the field to address problems. A unique part of SFC’s curriculum is that students can join a Seminar from their first year. There are over 100 Seminars at SFC and each engages in activities based on a unique idea or method. Activities in Seminars lead to the Graduation Project, the culmination of study at SFC, and they are an opportunity for students to arrange their sense of values and grow as human beings.

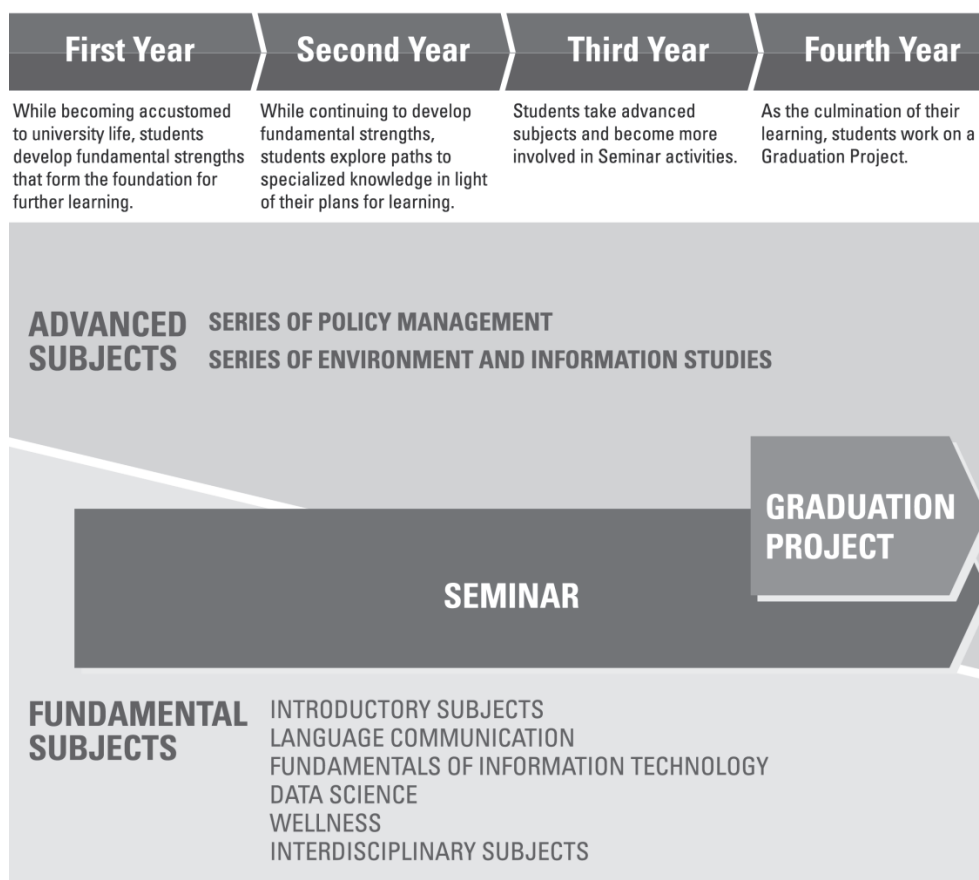
While Seminars are central to the new curriculum, further emphasis has been placed on what is essential to all SFC students—communication ability, information processing techniques, methods of research, and the importance of creating a healthy mind and body. We have also prepared a structure that allows students to learn the spirit of experimentation, discover their own potential at an early stage after entering the University, and encounter a Seminar that is appropriate for them. Also, we are actively diversifying the format of courses. For example, short-term intensive courses offer students an abundance of learning opportunities. Not only that, but students will have more flexibility when planning their four-year student life. Of course, there are also many opportunities to learn outside SFC at other Keio University campuses and throughout the world.

Before making plans to register for courses, make sure you read and understand the structure of the curriculum.

# 1 Curriculum

## (1) Overview of the SFC Curriculum

The curriculum is structured around the Seminar and the Graduation Project, while different categories of courses focus on giving students the skills and knowledge necessary to participate in these two pillars of SFC learning.



## (2) Overview of Course Categories

### (a) Research Seminars

Research seminars are positioned at the center of the curriculum. In order to practice the “Research-seminar-centric” concept, you are encouraged to explore various research seminars from an early stage after entering the University and find a research theme that you can pursue with passion.

- **Seminar (Kenkyukai)**

The Seminar is central to activities at SFC where faculty members and students work together on a diversity of issues as a prelude to the Graduation Project. At SFC, students do not merely learn answers to given problems. Education at SFC aims to nurture and send out leaders of the future who are able to identify problems and create methods of resolving them. Towards this goal, the Seminar at SFC goes beyond the typical seminar or study group, and many Seminars are engaged in advanced activities such as collaborative research with businesses and research commissioned by government agencies. Through participation in such research, students work on real problems in society and gain a high level of expertise, and with this in hand, they embark on their Graduation Project that will be their “fruit of designing the future” as well as a personal proposal as they advance towards the future as individuals. For this reason, the Seminar is at the core of the curriculum. In principle, you can register for up to 6 credits from Seminars each semester (Spring, Fall) from your second year. Some first-year students with excellent abilities may also register for a Seminar.

- **Graduation Project**

As a culmination of studies at SFC centering on the Seminar (Kenkyukai), all students produce a written thesis or create a work. Each student draws on the full resources of the creative, highly advanced skill set acquired at SFC to independently work towards the achievement of research results needed for graduation. These results can take the form of a thesis, other work, or notable research findings. The Graduation Project is the consolidation of a student’s research into a tangible form such as a thesis or work, and should be completed while consulting with the student’s Graduation Project mentor for at least two semesters, after which it must be evaluated and approved.

## (b) Fundamental Subjects

These subjects aim to build a foundation vital to all SFC students regardless of faculty. From an early stage after entering the University, students can make course plans with the aim of acquiring the language skills, methods for thought, and techniques necessary for their Seminar and Graduation Project. Through these basic courses, some of which are required and some compulsory electives, students will continuously build on their foundations through study in fields of their individual interests.

- **Language Communication** <https://language.sfc.keio.ac.jp/>

At SFC, where importance is placed on language communication, language courses are offered not only in English but also in Malay-Indonesian, Arabic, Korean, Spanish, German, French, Chinese, Russian, Italian, and Japanese. Students can acquire true competency through Intensive courses that meet four times a week in small groups, theme-based Skill courses, and overseas language programs where they can directly experience the living language. In other words, students will attain a high level of foreign language skills that can be utilized in document research and thesis writing, debate and negotiation, and fieldwork and presentations.

- **Data Science** <https://ds.sfc.keio.ac.jp/> (in Japanese only)

Students acquire common fundamental techniques that can be widely applied to a number of fields. Studies include data acquisition, editing, and analysis methods, modeling and simulation, as well as areas in mathematical sciences such as logic, probability, and algebra.

- **Fundamentals of Information Technology** <https://itclass.sfc.keio.ac.jp/guide/en/>

Students acquire the programming skills necessary for masterfully using computers in creative endeavors. Knowledge acquired in these courses allows students to understand and utilize the fundamentals of information technology.

- **Wellness Subjects** <https://wellness.sfc.keio.ac.jp/index.php?lang=en>

Wellness subjects aim to connect mind and body, and develop students as human beings through education based on problem identification and problem solving, and they provide a place to practice the basic principles of “notice, seek, deepen, and convey.”

In “Physical Education 1,” students having varied backgrounds get to know each other through doing physical exercise together while at the same time pursuing the discovery of individuality in the class group. In “Physical Education 2–5,” students select individual sports to promote further self-discovery, explore and acquire body intelligence, and achieve growth as human beings. These courses are characterized by the learning of practical knowledge through lectures as well as the practice of skills.

## (c) Advanced Subjects

While taking the Fundamental Subjects mentioned above, students will take Advanced Subjects that will lead them into their Seminar and Graduation Project. Advanced Subjects are composed of specialized and leading-edge courses that prepare students to conduct sound research for their Seminar and Graduation Project. A structure called “Aspects” enables students to create a concrete course plan in line with the specialty and approach to research taken by the faculty member who will oversee their Graduation Project.

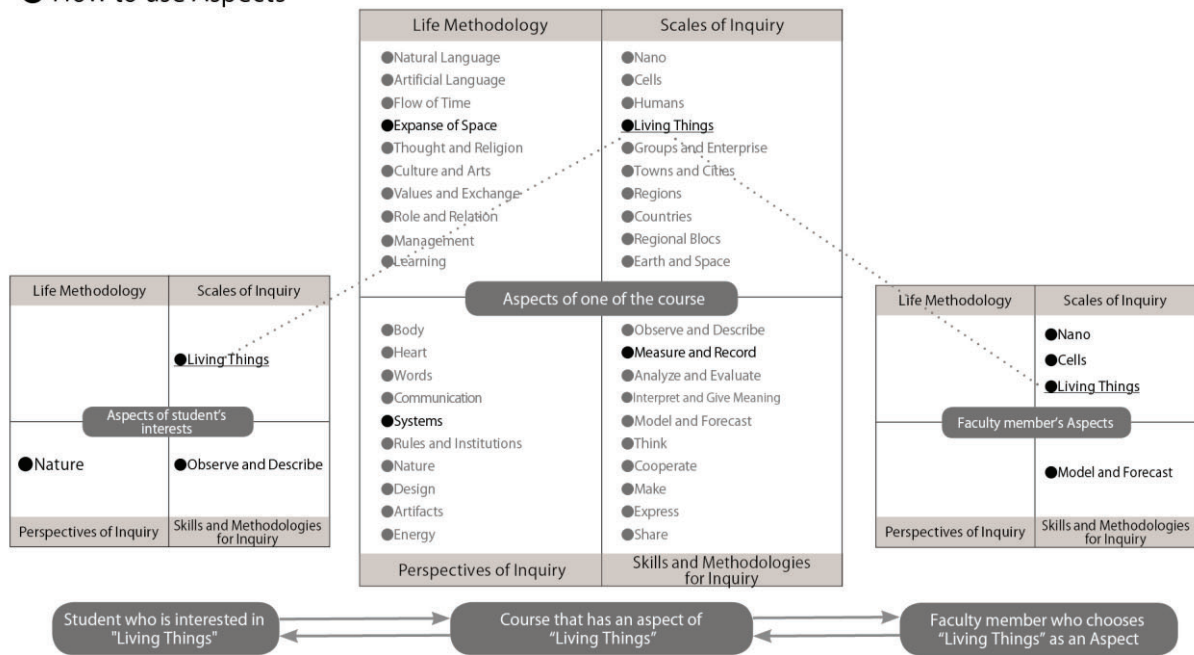
## (3) Aspects

### (a) What are Aspects?

Every semester, SFC offers numerous courses across a wide range of disciplines. Students can choose courses freely without being subject to many restrictions. However, due to the large number of courses, students may be unable to identify courses that truly match their needs.

“Aspects” give students a picture of how courses and Seminars relate to each other by breaking them down into their component parts (aspects). Aspects are designed to guide and help students discover Seminars and courses that may have been outside their field of vision.

## ● How to use Aspects



### (b) Aspect Groups and Method of Use

Life Methodology	Scales of Inquiry	Perspectives of Inquiry	Skills and Methodologies for Inquiry
<ul style="list-style-type: none"> <li>● Natural Language</li> <li>● Artificial Language</li> <li>● Flow of Time</li> <li>● Expense of Space</li> <li>● Thought and Religion</li> <li>● Culture and Arts</li> <li>● Values and Exchange</li> <li>● Role and Relation</li> <li>● Management</li> <li>● Learning</li> </ul>	<ul style="list-style-type: none"> <li>● Nano</li> <li>● Cells</li> <li>● Humans</li> <li>● <b>Living Things</b></li> <li>● Groups and Enterprise</li> <li>● Towns and Cities</li> <li>● Regions</li> <li>● Countries</li> <li>● Regional Blocs</li> <li>● Earth and Space</li> </ul>	<ul style="list-style-type: none"> <li>● Body</li> <li>● Heart</li> <li>● Words</li> <li>● Communication</li> <li>● <b>Systems</b></li> <li>● Rules and Institutions</li> <li>● Nature</li> <li>● Design</li> <li>● Artifacts</li> <li>● Energy</li> </ul>	<ul style="list-style-type: none"> <li>● Observe and Describe</li> <li>● <b>Measure and Record</b></li> <li>● Analyze and Evaluate</li> <li>● Interpret and Give Meaning</li> <li>● Model and Forecast</li> <li>● Think</li> <li>● Cooperate</li> <li>● Make</li> <li>● Express</li> <li>● Share</li> </ul>

Faculty members who are in charge of Seminars designate multiple Aspects, from a total of 40 Aspects in four groups, that relate to their research fields. Also, for Advanced Subjects and certain Fundamental Subjects, multiple Aspects that characterize those subjects have been selected. Aspects of faculty members and courses can be viewed online.

Use Aspects when selecting courses or Seminars to investigate the Faculty member – Aspect – Course connections, courses having common Aspects, or connections between faculty members.

### (c) Significance to the Graduation Project

In order to apply for a Graduation Project mentor in the second semester of the third year, students must satisfy the Aspects designated by the mentor by the previous semester (the first semester of the third year). For details, see "Graduation Project" on p. 20.

### (4) Bachelor's-Master's Four-Year Integrated Education Program

Through this program, students can earn both a bachelor's degree in the Faculty of Policy Management or the Faculty of Environment and Information Studies and a master's degree in the Graduate School of Media and Governance in four years.

The standard length of study is six years in total—four years for a bachelor's degree and two years for a master's degree—but participation in this program gives students the opportunity to earn a bachelor's degree in three years and a master's degree in one year, for a total of four years of study. Details are provided on keio.jp or the Keio University Student Website.

**(5) 3.5-year Early Graduation System**

Students with superior achievements, such as outstanding academic grades, who have satisfied the requirements for graduation, may graduate after 3.5 years (7 semesters) of enrollment. This system aims to support those who, for example, enrolled in September and will begin working in April, or those who enrolled in April and will advance to graduate schools abroad. Details are provided on keio.jp or the Keio University Student Website.

**(6) System for Extension of Enrollment Period**

Fourth-year students who have earned the required number of credits for graduation may extend their enrollment for up to another two semesters if it does not exceed the maximum period of enrollment set forth in Article 156 of the University Undergraduate Rules and Regulations. This can be done by applying for and receiving approval for an extension of the enrollment period (Article 169 of the University Undergraduate Rules and Regulations). However, all academic fees must be paid for the extended period. Details are provided on keio.jp or the Keio University Student Website.

**(7) GIGA (Global Information and Governance Academic) Program**

Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies can register for the GIGA Program courses regardless of their faculty, student year, or admission method. In addition, students can be awarded a GIGA Program Certificate (Certificate of Completion) if they apply to become a GIGA Certificate Course Student in advance and fulfill the requirements described on the Keio University Student Website. Details are provided on keio.jp or the Keio University Student Website.

**(8) Perspectives**

Since the 2017 academic year, a system called “Perspectives” has been in place to guide interdisciplinary study. The intention of “perspectives” is to introduce the academic knowledge and spread of activity which could be overlooked in a seminar activity, where you delve deeply into concrete problems and specialty fields.

Perspectives have been increased to cover an even wider area, including “Health Science (HS),” “Evidence Based Approach (EBA),” and “Student Built Campus (SBC).” For further details, access the Keio University Student Website:

<https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/perspective.html>

### (9) Courses, Number of Credits, Fields

Numbers inside < > under “(Details)” indicate curriculum codes. A code is assigned to all courses. See the syllabus for individual course codes (### part).

Type	(Details)	Field	Course Name The number inside ( ) indicates the number of credits. Courses without a description of the number of credits are worth 2 credits.	Number of Credits (Required Courses)	Number of Credits (Elective Courses)
Fundamental Subjects	Introductory Subjects <B1###>	01-01-01	Policy Management Studies (1), Environment and Information Studies (1), Introduction to Keio Gijuku Its History People and Tradition	1 <sup>1</sup>	30
		01-02-01	SFC Gateway English (4)	8 (at least 4 credits earned from at least one language)	
	01-02-02	English (Intensive 1 (4) / Project English A, B, C, D / Contents / Study Abroad A (4), B) Some of the Short-term Study Abroad Courses Offered by the International Center <sup>*2</sup>			
	01-02-03	Korean (Basic 1, 2 / Intensive 1 (4), 2 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-04	Chinese (Basic 1, 2, 3 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-05	Malay-Indonesian (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-06	Arabic (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-07	German (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-08	French (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-09	Spanish (Basic 1, 2 / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Study Abroad A (4), B)			
	01-02-10	Japanese (Basic 1, 2, 3, 4 / Applied Japanese Basic 1 (1), 2 (1), 3 (1), 4 (1) / Intensive 1 (4), 2 (4), 3 (4), 4 (4) / Skill / Contents / Intensive Elementary 1 (4), 2 (4))			
	01-02-11	Russian (Basic 1, 2 / Intensive 1 (4), 2 (4))			
	01-02-12	Italian (Basic 1, 2)			
Subjects of Language Communication <B2###>	01-03-01	[Data Science 1] Introduction to Statistics, Probability, Calculus, Linear Algebra	2		
	01-03-02	[Data Science 2] Data Science for Economics and Finance, Data Science for Information and Society, Data Science for Business, Data Science for Health Care, Data Science for Environmental Governance, Data Science for Genome Dynamics, Data Science for Sports, Data Science for International Society, Mathematical Literacy for Problem Finding and Solving, Statistical Analysis, Bayesian Statistics, Mathematical Models, Optimization Theory, Mathematical Analysis, Fundamentals of Life Science Laboratory, Data Science of Cognitive Science, Data Science for Bioinformatics, Algorithm Science (AY2022 onwards), Science of Origami, Mathematics in Earth and Planetary Sciences, Math for DAD (Data & AI, Art and Design) (Statistics and Probability Theory), Information Theory	2		
Subjects of Data Science <B3###>	01-04-01	Fundamentals of Information Technology 1, Fundamentals of Information Technology 2, Fundamentals of System Programming, Fundamentals of Object-oriented Programming, Fundamentals of Programming with Script Languages	4		
	01-05-01	Physical and Mental Health for Campus Life (1), Physical Education 1 (1)	2 (1 each)		
Fundamentals of Information Technology <B4###>	01-05-02	Physical Education 2 (1), Physical Education 3 (1)	2 (1 each)		
	01-05-03	Physical Education 4 (1), Physical Education 5 (1)	2 (1 each)		
Wellness Subjects <sup>3</sup> <B5###>	01-06-01	Fundamentals of Geography, Fundamentals of Physics and Chemistry, Workshops on Future Vision, Workshops on New Business Creation, Workshops on Designing Policy, Workshops on Legal Thinking, Workshops on Designing Electronic Toys, Workshops on Genome Analysis, Workshops on Sensing Technologies, Fundamentals of Digital Music, Workshop on Designing Learning Environments, Workshop on Learning Environment with ICT, Design of Learning Environments for Language and Culture, Workshops on Collaboration Skills (4), Writing Skills Workshop, Oral History Workshop, Translation Workshop, Writing Skills Workshop on Science, Practical Academic Writing, Writing Skills Workshop in Business, Multilingual Communication Practice, Interpersonal Communication: Introduction and Practice, Mutual Interaction and Intersubjectivity, Group Communication: Introduction and Practice, Multicultural Communication, Network Communication: Introduction and Practice, Design Language: Introduction and Practice (4), Basic Design Studio (4), Basic Digital Design (4), Public Policy, Legal Mind, Social Innovation, Future of Urban and Regional Systems, Human Security, Sports Business, Global Governance, Communication in A Multilingual Society, Linguistics and Communications, Japanese Language Education, Language and Cognition, Urbanism and Architecture in History, Thinking with Geospatial Information, Earth Systems, Theory of Global Environment Technology, Introduction to Sociosemantics, Introduction to Novel Fabrication, Introduction to the Internet, Embodied Knowledge, Psychology of Supreme Personality Development, Design Language, Management of Non Profit Organizations, Management of Emerging Businesses, Financial and Business Plan Construction Methods, Social Business Planning, Strategic Management, Organizational Strategy (Micro), Organizational Strategy (Macro), Marketing Strategy, Public Relations Strategy, Leadership, Strategic Process of Negotiation, Organizations and Communication, Human Capital Theory, Organizations for Research and Development, Risk Management, Consulting Methodology and Technologies, Presentation Technique, Practical Academic Presentation, Academic Writing, Information Visualization, Publishing Skills, Legal Writing, Contract Workshop, Legislation Workshop, Legislative Method, Formulation of Policy, Financial and Economic Gaming, Theory of Games, Management Accounting, Corporate Accounting, Analyzing of Financial Statement, Career and Society, Career Design Theory, Life Career Theory, Professional Ethics, Development of Decision-making Abilities, Internships in Business (4), Internships in Public Organizations (4), Internships in Social Enterprises (4), Lifelong Learning and Community Participation, Assessment and Development in Education, Thinking Process Design, Pattern Language, Design Studies, Building Construction and Design, Computer Music 1, Computer Music 2, Software Engineering, Programming Methodologies, Foundations of Novel Fabrication (4), DIY Electronics, Basic Product Design, Design Observation, Basic Information Design, Basic Museum Design, Algorithmic Design, Digital Media and Moving Images, Fashion Design, Design Research, Music and Cognition, Digital Sound Composition 1, Qualitative Research Methods, Interview Methods, Fieldwork Methods, Introduction to Data Acquisition, Bibliographic Information Retrieval, Fundamentals of Logic, Exploring Creative Society, Creative Systems Theory, Workshop Design, Art and Science, Philosophy of Body, Methodology Study, Subcultural Studies, Japan Studies 1, Modern History of Japan, Jurisprudence, Historical Development of Scientific Thoughts, Islam and Modern Society, Cognitive Science, Introduction to Brain and Behavior, Introduction to Sensory Physiology and Psychology, Personality Development, General Semantics, Introduction to Programming Languages, Fundamentals of Analog and Digital Circuit (4), Network Architecture, Software Architecture, Ubiquitous System Architecture, Introduction to Database, Web Design and Management, Web Text Processing, Practical Software Development (4), Mathematics for Information Science, Information Economics, Cognitive Learning, Second Language Acquisition (up to AY2020), Artificial Intelligence, Natural Language Understanding, Branding Design, Systems of Life, Comparison of the Life Phenomenon to the Real World, Introduction to Integrated Health Research, Basic Biology on the Metabolism, Structure and Function of the Human Body, Fundamental Human Pathology, Biosimulation 1, Molecular And Cellular Biology 1 (1), Molecular and Cellular Biology 2 (1), Molecular and Cellular Biology 3 (1), Molecular and Cellular Biology 4 (1), Introduction to Information and Communication System, The Government of Modern Japan: The Japanese Bureaucracy, Personal Place Design, Mapping Image Design, Introduction to the Islamic World, Introduction to Bioinformatics, Top Sports Theory, Tonal Harmony 1, Tonal Harmony 2, Tonal Composition 1, Tonal Composition 2, Introduction to Second Language Learning and Teaching (up to AY2020), Music and Culture, Musics of Japan (up to AY2019), Corporate Management, Japan in World History, History of Music, Algorithm Science (up to AY2021), Public Philosophy, Policy-Making and Media, Contemporary Art Practice, Basics of Architectural Computer-Aided Design (CAD), Public Philosophy for Action, Choices and Freedom, Psychiatry and Psychoanalysis	60		
	01-06-01	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1	60		
Interdisciplinary Subjects <B6###>	01-06-01	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1	60		
	01-06-01	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1	60		
Advanced Subjects	Series of Policy Management <C1###>	01-06-01	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1	60	
		01-06-01	Classics Review, Modern History, Modern Thought, Contemporary Thought, Literature, World History and Civilization, Social Entrepreneurship, Public Management, Social Security Policy (Medical and Custodial Care), Social Security Policy (Pension, Labor and Welfare), Security Policy in Society (Public Order), Social Security Policy (Disaster), Modern Social Theory, Macroscopic Social Analysis, Microscopic Social Analysis, Innovation Dynamics, Network Analysis, Network Policy, Network Culture, Mass Communications, Lifestyle and Consumer Behavior, Institutional Design for Risk Society, Urban Systems, Regional Policy, Social Dynamics, Geography of Planning Practice, Community-based Planning and Community Renovation, Urban Planning and Machizukuri, Management of Social Enterprise (Healthcare), Management of Social Enterprise (Museum), Management of Social Enterprise (Sports Business), Social Marketing, Community Investment, Public Governance, Nonprofit and Governmental Accounting, Corporate Governance, Information Technology and Marketing, Network Industries, Network Society, Population Dynamics, Comparative Culture, Cultural Law/Cultural Management, Science and Technology Policy, National Land Policy, Environmental Policy, Corporate Social Responsibility and Activation of the Economy, Management in Knowledge Service Industries, Community Health Care System, Evidence Based Health Policy Management and Communication, Modern Politics, Governance and Institutions (Political Organization), Governance and Institutions (Local Government), Law and Society, Constitution (Human Rights), Constitution (Governance), Civil Law (Property), Civil Law (Family Law), Enterprise Law (Corporate Law), Enterprise Law (Venture-Related Law), Criminal Law, Administrative Law, Information Law, Experimental and Behavioral Economics, Microeconomics 1	60	

<sup>\*1</sup> For students who belong to the Faculty of Policy Management and Faculty of Environment and Information Studies, the required course is “Policy Management Studies” and “Environment and Information Studies”, respectively.

<sup>\*2</sup> See “Short-term Study Abroad Courses Offered by the International Center” on p. 21

<sup>\*3</sup> Possible to take courses outside the upper limit of 20 credits per semester

<sup>\*4</sup> Credits for “Graduation Project 1” must be earned before registering “Graduation Project 2”

<sup>\*5</sup> Up to 60 credits can be included in the credits required for graduation

<sup>\*6</sup> Up to 20 credits can be included in the credits required for graduation

<sup>\*7</sup> See “Fields” on p. 16, “Optional Subjects” on p. 17, “Courses Offered by Other Faculties, Research Institutes, etc.” and “Courses Offered by Research Institutes or Centers” on p. 22-24

Type	(Details)	Field	Course Name/Category
Optional Subjects	<Z1###>	90-01-01	Basics of Data Science
		90-01-02	Others (Register as Optional Subjects) <sup>17</sup>
		90-09-02	Program Courses



Type	(Details)	Field	Course Name	Number of Credits (Required Courses)	Number of Credits (Elective Courses)
Advanced Subjects	Series of Policy Management <C1###>	For Students of the Faculty of Policy Management 02-01-01 For Students of the Faculty of Environment and Information Studies 02-02-01	The number inside ( ) indicates the number of credits. Courses without a description of the number of credits are worth 2 credits.		
	Series of Environment and Information Studies <C2###>	For Students of the Faculty of Policy Management 02-02-01 For Students of the Faculty of Environment and Information Studies 02-01-01	Microeconomics 2, Macroeconomics 1, Macroeconomics 2, Stock Economy, Econometrics, Financial Analysis, Analytical Framework for Policy Design, Policy Making Process, Policy Dynamics in Local Government, Seminar: Administrative Law, Seminar: Civil Law, Civil Law Practice (Corporate Affairs), Intellectual Property System, Public Choice Theory, Economic Policy, Public Finance, Local Public Finance, Seminar on Economic Theory, Quantitative Finance, Project Evaluation, Finance Theory, Risk and Insurance, International Relations, International Political Economy, Diplomacy and National Strategy, International Security and Conflict Studies, International Organizations, International Development, Regional Development, International Environment, International Finance, International Enterprises, International Law, International Communication, Japan Studies 2, Asia Workshop, Region and Society (Asia-Pacific), Region and Society (Europe and CIS Countries), Region and Society (The Americas), Region and Culture (Asia-Pacific), Region and Culture (Europe and CIS Countries), Region and Culture (The Americas), Religion and Modern Society, Language and Humanity, Language and Education, Theory of Languages (German), Theory of Languages (French), Global Economy and Economic Policy, International Cooperation Policy, Global Environmental Politics, National Security Policy, Regional Studies (German), Regional Studies (French), Asia-Oceania Regional Studies, Korean Regional Studies, Indonesian Regional Studies, Social Studies (German), Social Studies (French), Korean Social Studies, Malay Social Studies 1, Malay Social Studies 2, Development and the Local Community, Sustainable System Science, International Environmental Law, Media and Society (German), Art and Culture (French), Modern Culture (Korean), Islam and Islamic World, Indonesian Cultural Studies, Cultural Studies (German), Cultural Studies (French), Cultural Studies (Chinese), Korean Cultural Studies, Multicultural Society, Nation-States and Nationalism, Comparative Political and Economic Systems, Society in Japan and Germany (German), Language Policy (French), Language Education Practice (Chinese), Dynamics of Languages, Applied Clinical Psychology, Introduction to Islamic Law, Modern Political Philosophy, Contemporary Political Philosophy, State and Defense, Global Human Rights and Japan, Multinational Management, Civil Code (General Provisions and Real Rights), Civil Code (Contracts and Torts), Civil Code (Family and Inheritance), Region and Culture (Spanish-Speaking World), Aynu Language and Culture (AY2018 onwards), Region and Society (Middle East), Policy Management (Human Security and International Development), Education and Sports Policy, Evolution of Music, Reinvention and Innovation of the Social System and Organization, A History of The U.S.-Japan Relationship, Policy Practices Related to Diffusion of Information and Communications Technologies, Ethical Science, Sport Management, Second Language Acquisition (AY2021 onwards), Introduction to Second Language Learning and Teaching (AY2021 onwards), Quantitative Analysis for Social Sciences, Region and Culture (Arab World)	30	60
Research Seminars <A1###>	03-01-01	Seminar A(4), Seminar B		2	
	03-01-02	Graduation Project 1, Graduation Project 2 <sup>4</sup>		2 (GP2)	
	03-01-03	Special Research Project A (4) <sup>4</sup> , Special Research Project B <sup>4</sup> , Field Research 1, Field Research 2			
Courses Offered at Other Faculties, etc. <sup>5</sup>	04-01-01	(Register Courses Offered by Other Faculties in Section B Area "21")			
Specialized Subjects in Teacher Training <Y1###>	05-01-01	Survey of Japanese History, World History			
Special Subjects <sup>6</sup> <X1###>	60-01-01	Yamagata Cultural Exploration, Science/Technology and Journalism, Entrepreneurship 1, Entrepreneurship 2, Intellectual Property and Business Models, Creation of Innovative Net Service, Regional Collaboration and Fieldwork, Corporate Challenges in the 21st Century, Go, Innovation in Globalization, Technology in Education, Emergence of a Global Curriculum, Introduction to Traffic Safety, Environment and Health Science, UTA (Song), Electronic Publishing, Battery Society, Coaching in a Leadership Development, Diffusion of Innovations and Marketing Research of Information Technology Services, Introduction to Forest Products, A New Place of Learning for the Future, Data Business Management, Experience & Engagement Design, Rise of The Environmental Revolution, Information Systems and Society, Innovation and Marketing Research, ASEAN Fieldwork A, ASEAN Fieldwork B, Fieldwork in Japan A, Fieldwork in Japan B, Elementary Japanese Conversation (1), Design Thinking and Competitive Strategy, Introduction to Strategies on Tourism-oriented Country, Student Build Campus (SBC) Practice, Introduction to Student Build Campus (SBC), Student Build Campus (SBC) Practice (Architecture A), Student Build Campus (SBC) Practice (Architecture B), Emergence of Data Driven Society and Strategy, Data Business Creation A (1), Emergence of Data Driven Society and Strategy (Advanced), Ergonomic Design and Technology, Mechanical and Materials Engineering, Blockchain, Network Infrastructure of Tourism, Transportation, and Commodity in Asia, Aynu Language and Culture (-up to AY2017), AI and Policy, Information Security D, Exercise in Project Based Learning K, Work and Gender, Working Law, Data Business Creation B (1), Japan and African Global Connection (A Process to Realize Collaboration for The Future), Introduction to Business Creation 1, Introduction to Business Creation 2, Drone Society, Future Publishing, Function of Corporate Accelerator and Corporate Venture Capital, Food Issues and Innovation, Theory of Service Creation Based on Software Technology (Basic), Data-driven ART, Theory of Service Creation Based on Software Technology (Advanced), Manga, Labor Policy, Food, Clothing, and Shelter Issue & Innovation, Practice to Business Creation (Seeds of Technology), Fly Above the Sky, Shogi, An Introduction to African Reality, Beyond Blockchain, Running Design, Understanding e-Sports, Designing SFC Spirits, Forest of Minerva (SFC 30 <sup>th</sup> Anniversary Special Course Collaborating with Alumni), Beyond Blockchain Basics, Beyond Blockchain Advanced, Data Society and Business Model, Occupational Health Psychology, Stress Management in Daily Life, Advanced Exercise in Cyber Security Operations, Basic Exercise in Protecting Information Systems Against Security Threats, Advanced Exercise in Incident Handling, Advanced Security Workshop in Smartphone Security, Antarctic Ecology, Environmental Issues in Polar Regions, Songwriting, Real Estate Design, Culture, Environment and Technology of India, SDGs and Finance, Cyber Resilience 101: Theory and Practice, Sing, Ecology of The Microscopic World, Social Security System in Japan, Real Estate Design (Mini-Studio), Digital Art -Introduction and Practice, Data Security, Artistic Journalism, Student Built Campus (SBC) Practice (Landscape), Theory of Architecture as Media, Context Design, Automation of Scientific Experiments, Urbanism Ideas and Architecture of Fumihiko Maki, Introduction to Probabilistic Computing, The Art of Knowledge Compilation-1, The Art of Knowledge Compilation-2, Environmental and Energy Economics, Cross-Sectoral Policy Making, Real Estate Design 1, Real Estate Design 2, Introduction to Trusted Internet, Emotion and Communication, Cross-Disciplinary Exploration of Life and Living, Cyber Security Attacks and Defense, Regional Development through Sports Activities, System and Business Architecture in Digital Healthcare, Design Principles with "Tensho" of Point-CLOUDs, Practical Customer-Based Digital Transformation, Workshops on Practical Business Model Analysis, Workshops on Practical Marketing Analysis, Maritime Security and Maritime Law Enforcement			
TOTAL				124	

## 2 Advancement and Graduation Requirements

### (1) Students Who Enrolled in or after the 2014 Academic Year

#### (a) Advancing to the Second Year

Students must meet both of the following requirements in order to advance to the second year:

1. The student has been enrolled for at least two semesters since entering the University (excluding periods of temporary leave of absence) and has earned at least 30 credits (excluding credits earned in Optional Subjects).
2. The student has earned all of the following credits:

Faculty of Policy Management		Faculty of Environment and Information Studies	
Policy Management Studies	1 credit	Environment and Information Studies	1 credit
Physical and Mental Health for Campus Life	1 credit	Physical and Mental Health for Campus Life	1 credit
Physical Education 1	1 credit	Physical Education 1	1 credit

#### (b) Advancing to the Third Year

Students must meet both of the following requirements in order to advance to the third year:

1. The student has advanced to the second year and has been enrolled for at least four semesters since entering the University (excluding periods of temporary leave of absence) and has earned at least 60 credits (excluding credits earned in Optional Subjects).
2. The student has earned all of the following credits:

Fundamental Subjects – Language Communication <sup>*1</sup>	At least 8 credits
However, at least 4 credits must be earned from one language. <sup>*2</sup>	
Fundamental Subjects – Data Science	
Data Science 1	At least 2 credits
Data Science 2	At least 2 credits
Fundamental Subjects – Fundamentals of Information Technology	At least 4 credits

\*1 The following courses cannot be included:

SFC Gateway English, Russian Basic 1, Russian Basic 2, Russian Intensive 1, Russian Intensive 2, Italian Basic 1, Italian Basic 2

\*2 Excluding Russian and Italian.

#### (c) Advancing to the Fourth Year

Students must meet both of the following requirements in order to advance to the fourth year:

1. The student has advanced to the third year and has been enrolled for at least six semesters since entering the University (excluding periods of temporary leave of absence).
2. The student has earned all of the following credits:

Fundamental Subjects	At least 30 credits <sup>*3</sup>
Physical Education 2	1 credit
Physical Education 3	1 credit
Seminar A or Seminar B	At least 2 credits

\*3 Includes the number of credits required to advance to the third year.

#### (d) Graduation

Students must meet all three of the following requirements in order to graduate:

1. The student has advanced to the fourth year and has been enrolled for at least eight semesters since entering the University (excluding periods of temporary leave of absence).
2. The student has earned all of the following credits:

Advanced Subjects	At least 30 credits
Graduation Project 2 <sup>*4</sup>	2 credits

3. The student has earned a total of at least 124 credits that include the above 2.

The following credits cannot be counted toward the 124 credits required for graduation:

- Credits exceeding 20 earned from Special Subjects
- Credits exceeding 60 earned from courses offered by other faculties, etc.

\*4 Please note that credits for Graduation Project 1 must be earned before registering for Graduation Project 2. However, this does not apply if the Application for Study Abroad is approved by the Faculty Board and the student will study abroad in the first semester of the fourth year and completes the necessary procedures beforehand. For details, see “Graduation Project” on p. 20.



**Important notes common to (a) to (d)**

The following credits cannot be included in the credits required for advancement to the next year or graduation.

- All credits earned as Optional Subjects

**(2) Transfer Students Entering the Second Year of Undergraduate Programs**

Refer to the Japanese version of the SFC Guide.

**(3) Students with Bachelor's Degrees Entering the Third Year**

Refer to the Japanese version of the SFC Guide.

# The Management of Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when completing admission procedures, and after enrollment, including names, addresses, and other details, will be used at each department of Keio University for 1) admission procedures; 2) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 3) administration, correspondence, and procedures relating to general student life; 4) administration, correspondence, and procedures relating to the use of university facilities and equipment; 5) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 6) sending documents to students and guarantors and other communications; and 7) dispatching documents related to the Mita-kai (Alumni Association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties.

In addition, as part of Keio's support for the activities of the Mita-kai (Alumni Association), Keio University may share personal information to the extent necessary upon request from the Mita-kai after graduation, following the prescribed procedures and review.

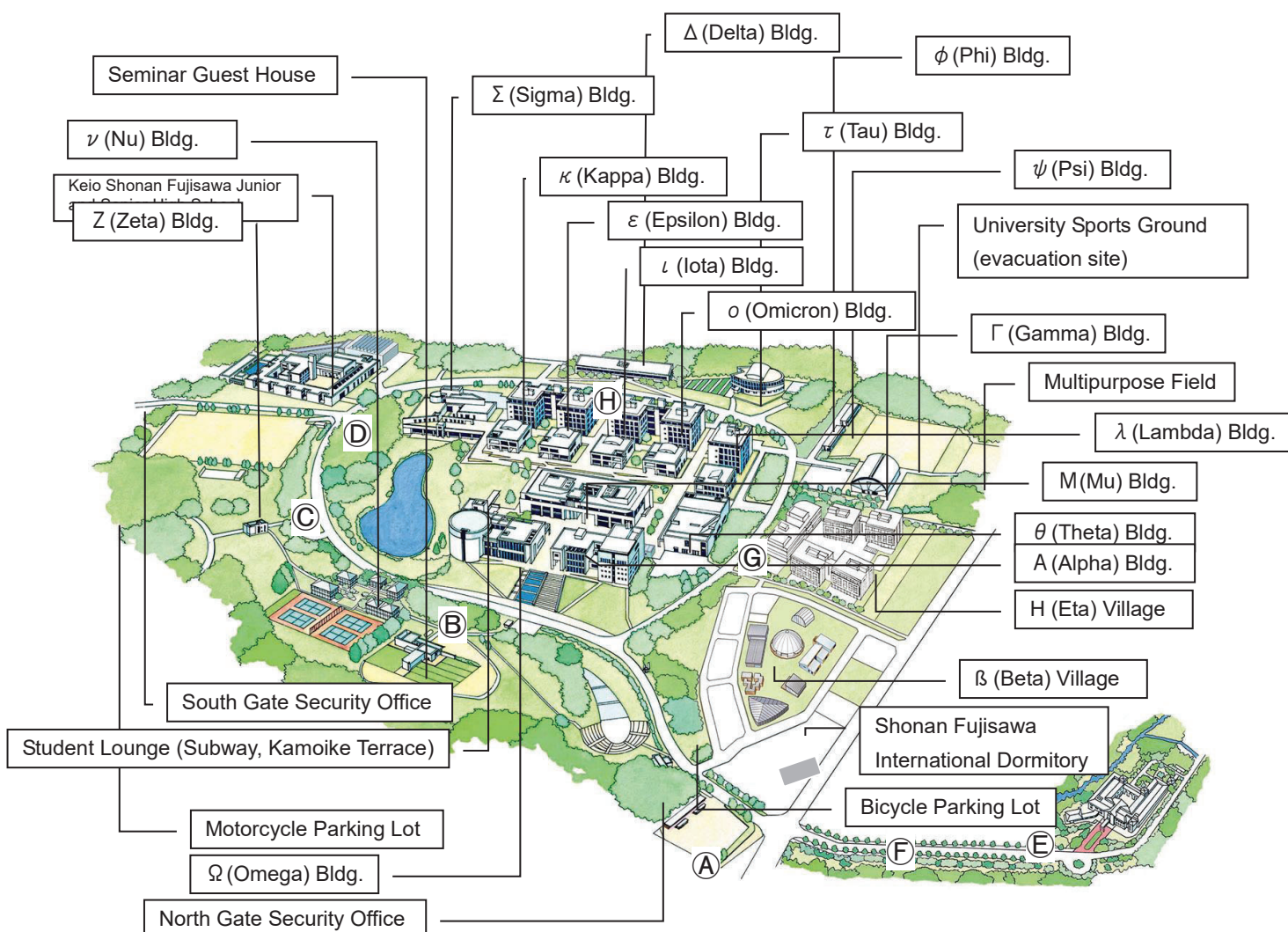
Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question.

Keio University will not provide personal information to a third party in any circumstances other than those described above.

Note that Keio University provides the guarantor with the student's academic transcript, solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student.

Management of Personal Information at Keio University  
<https://www.keio.ac.jp/en/privacy-policy/>

# Shonan Fujisawa Campus Map



## Campus Bus Stops

Kanachu Bus Stops	SoKankan Intracampus Bus Stops
Ⓐ Keio Daigaku (慶応大学)	Ⓔ Faculty of Nursing and Medical Care
Ⓑ Keio Daigaku Honkan-mae (慶応大学本館前)	Ⓕ SFC-IV
Ⓒ Keio Chuko Koshajo (慶応中高降車所) (Buses from Tsujido only)	Ⓖ A (Alpha) Bldg., North Side
Ⓓ Keio Chukotobu-mae (慶応中高等部前)	Ⓗ Δ (Delta) Bldg.

## Getting to SFC

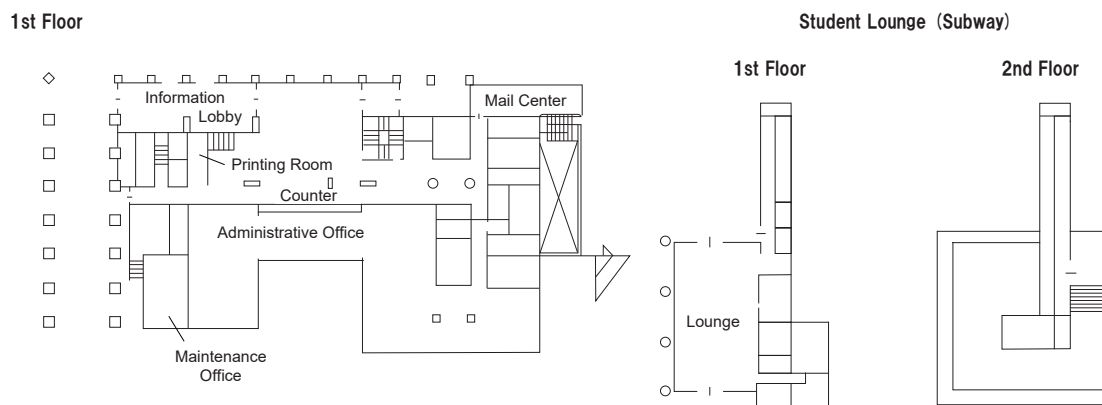
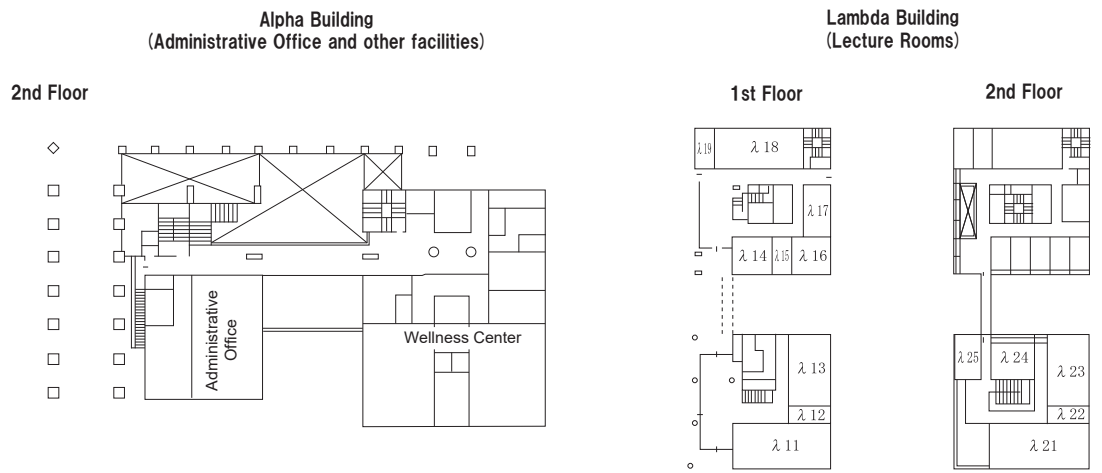
### From Shonandai Station

Go out Shonandai Station West Exit B to Bus Stop No. 1, and take a Kanachu Bus labeled 湘 23, 湘 24, or 湘 25 bound for Keio University (慶応大学).

### From Tsujido Station

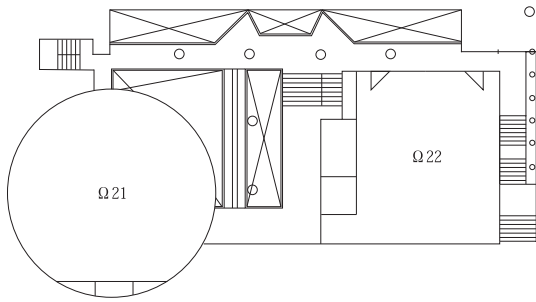
Go out Tsujido Station North Exit to Bus Stop No. 3, and take a Kanachu Bus labeled 辻34 or 辻35 bound for Keio University (慶応大学).

# Shonan Fujisawa Campus Facilities Guide

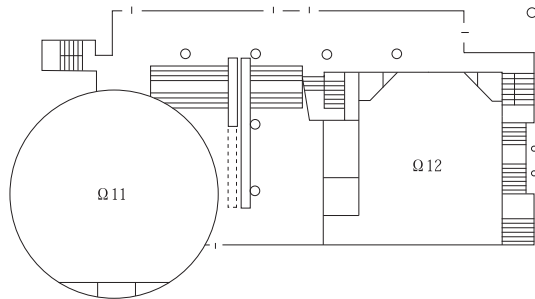


**Omega Building  
(Main Lecture Hall 1)**

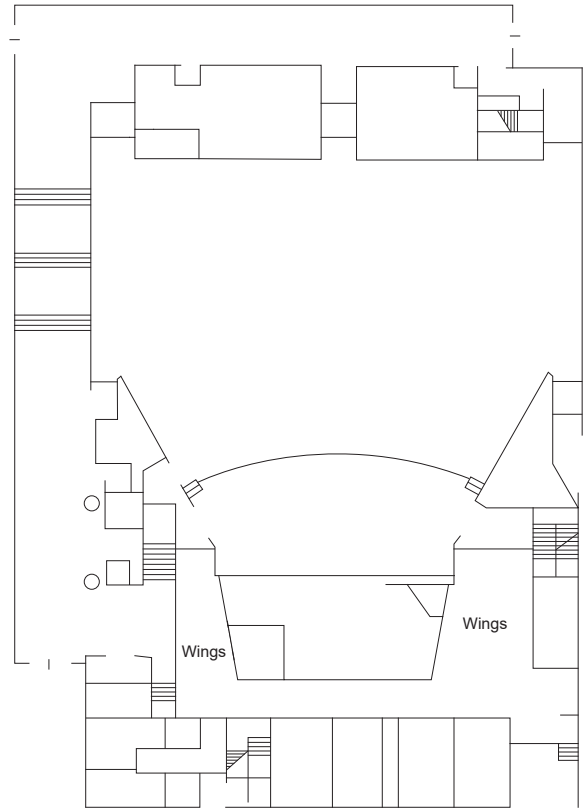
**2nd Floor**



**1st Floor**



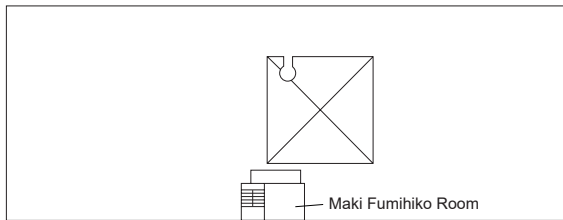
**Theta Building  
(Main Lecture Hall 2)**



**Mu Building (Media Center and ITC)**

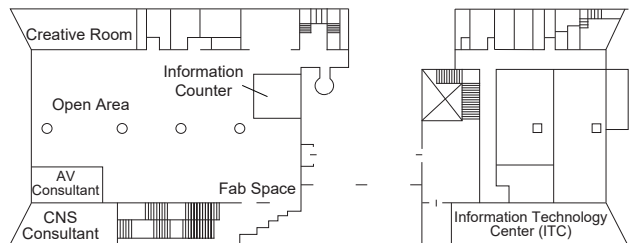
**4th Floor**

**Maki Fumihiko Room**



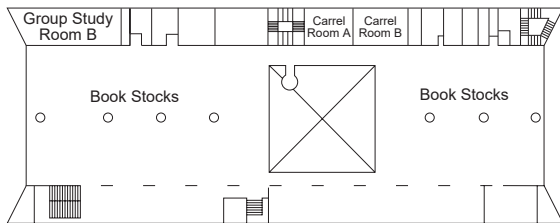
**1st Floor**

**Open Area**



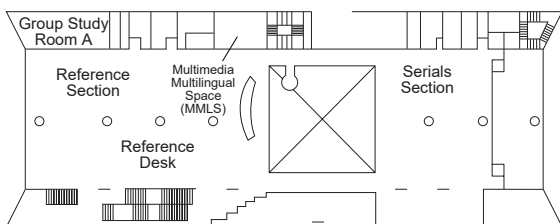
**3rd Floor**

**Library Area and Carrel Rooms**



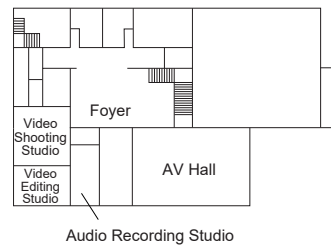
**2nd Floor**

**Library Area**



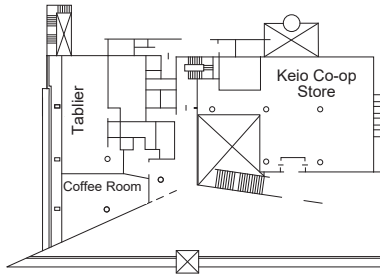
**Basement Floor**

**Studio Area**



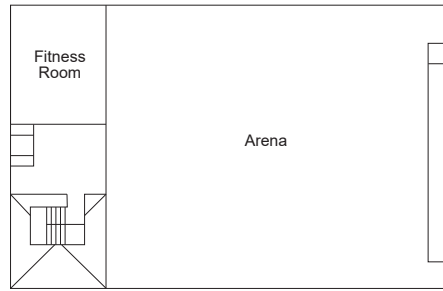
**Sigma Building  
(Co-op and Cafeteria)**

1st Floor

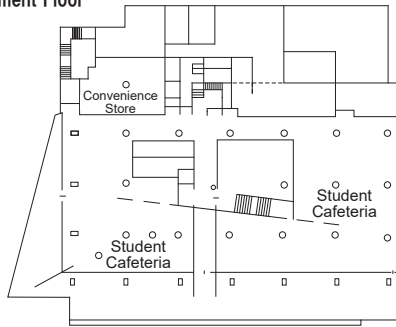


**Gamma Building  
(Gymnasium)**

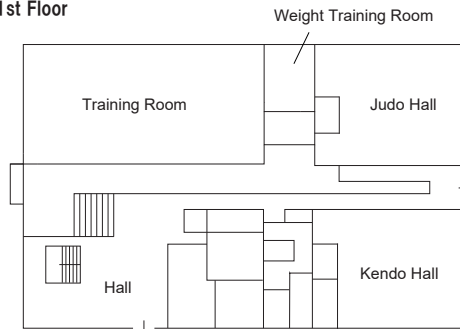
2nd Floor



**Basement Floor**

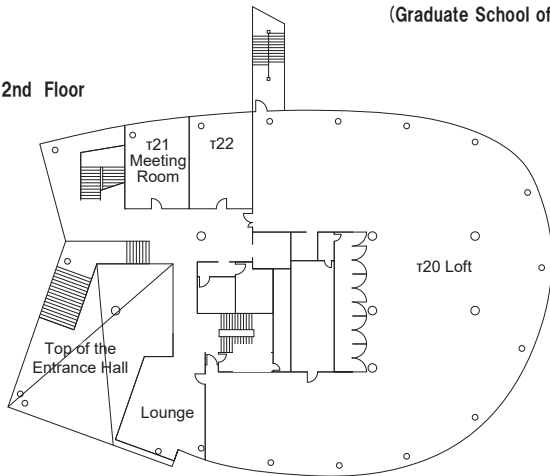


1st Floor

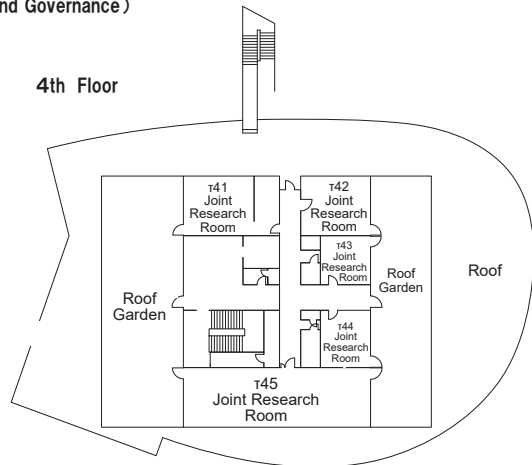


**Tau Building  
(Graduate School of Media and Governance)**

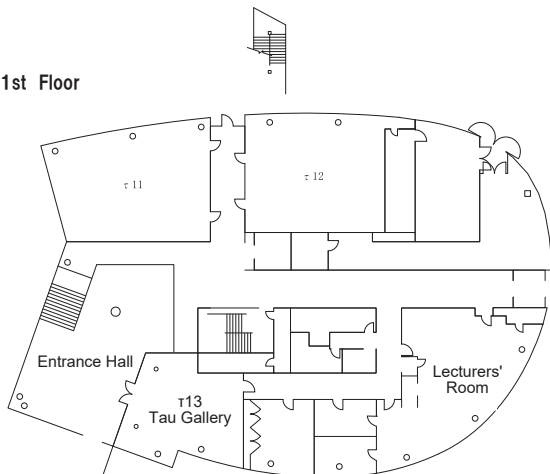
2nd Floor



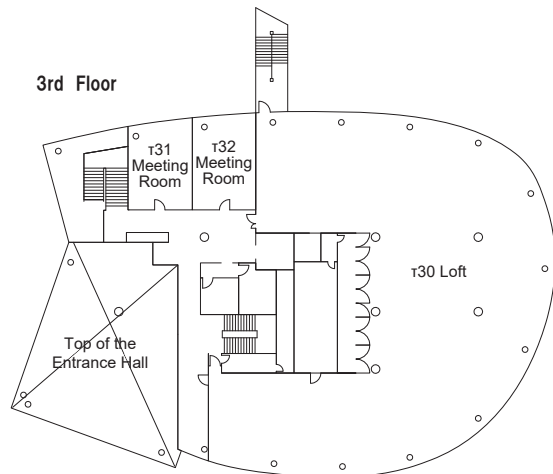
4th Floor



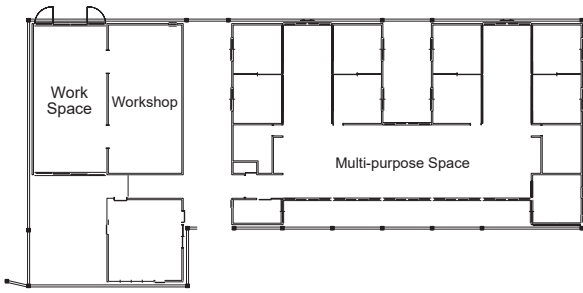
1st Floor



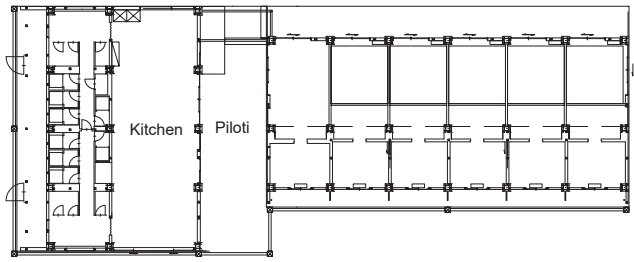
3rd Floor



**β Village ( β 1 House 1)**

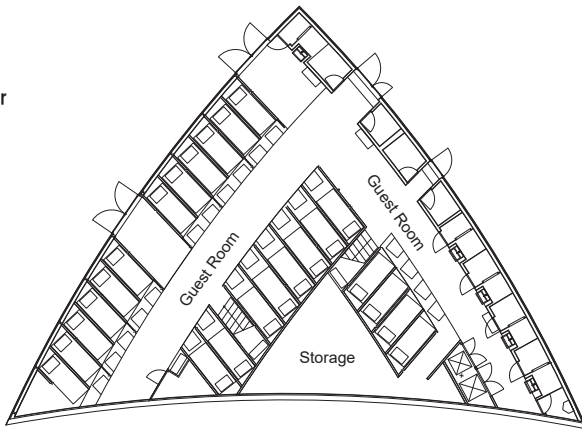


**β Village ( β 2 House 2)**

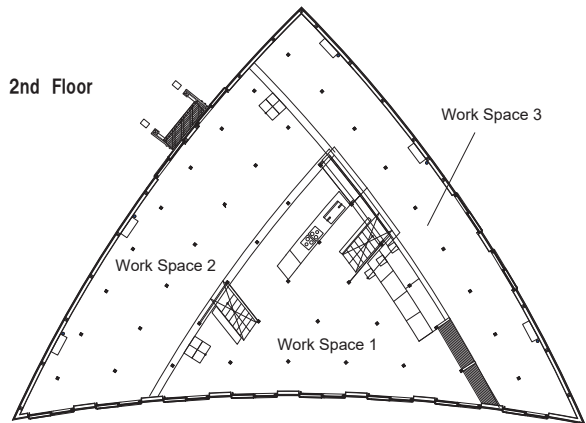


**β Village ( β 3 House 3)**

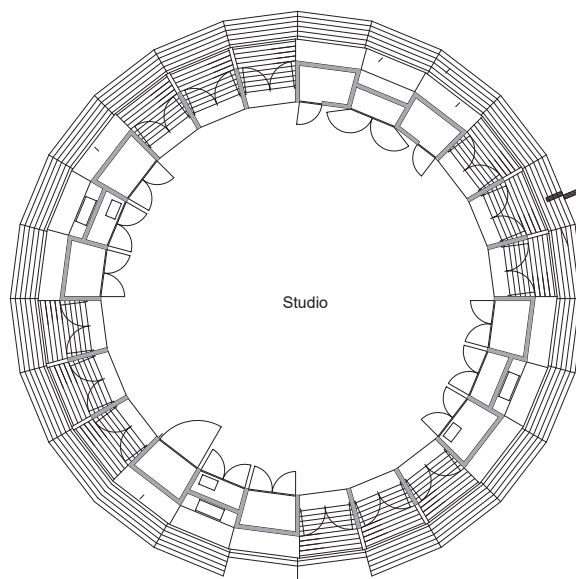
**1st Floor**



**2nd Floor**



**β Village ( β Dome)**



## SFC Class Timetable

Each campus uses a different class timetable.  
The class timetable at SFC is as follows:

Period	Time
1	9:25 – 10:55
2	11:10 – 12:40
3	13:00 – 14:30
4	14:45 – 16:15
5	16:30 – 18:00
6	18:10 – 19:40
7	19:50 – 21:20

\* Times for remote classes may differ.

### Class Timetable for Other Campuses

Period	Mita, Hiyoshi, and Yagami
1	9:00 – 10:30
2	10:45 – 12:15
3	13:00 – 14:30
4	14:45 – 16:15
5	16:30 – 18:00

## KEIO SFC GUIDE 2023

---

Date Published: April 1, 2023

Publisher: Keio University

Edited by: Shonan Fujisawa Office,  
Keio University

---