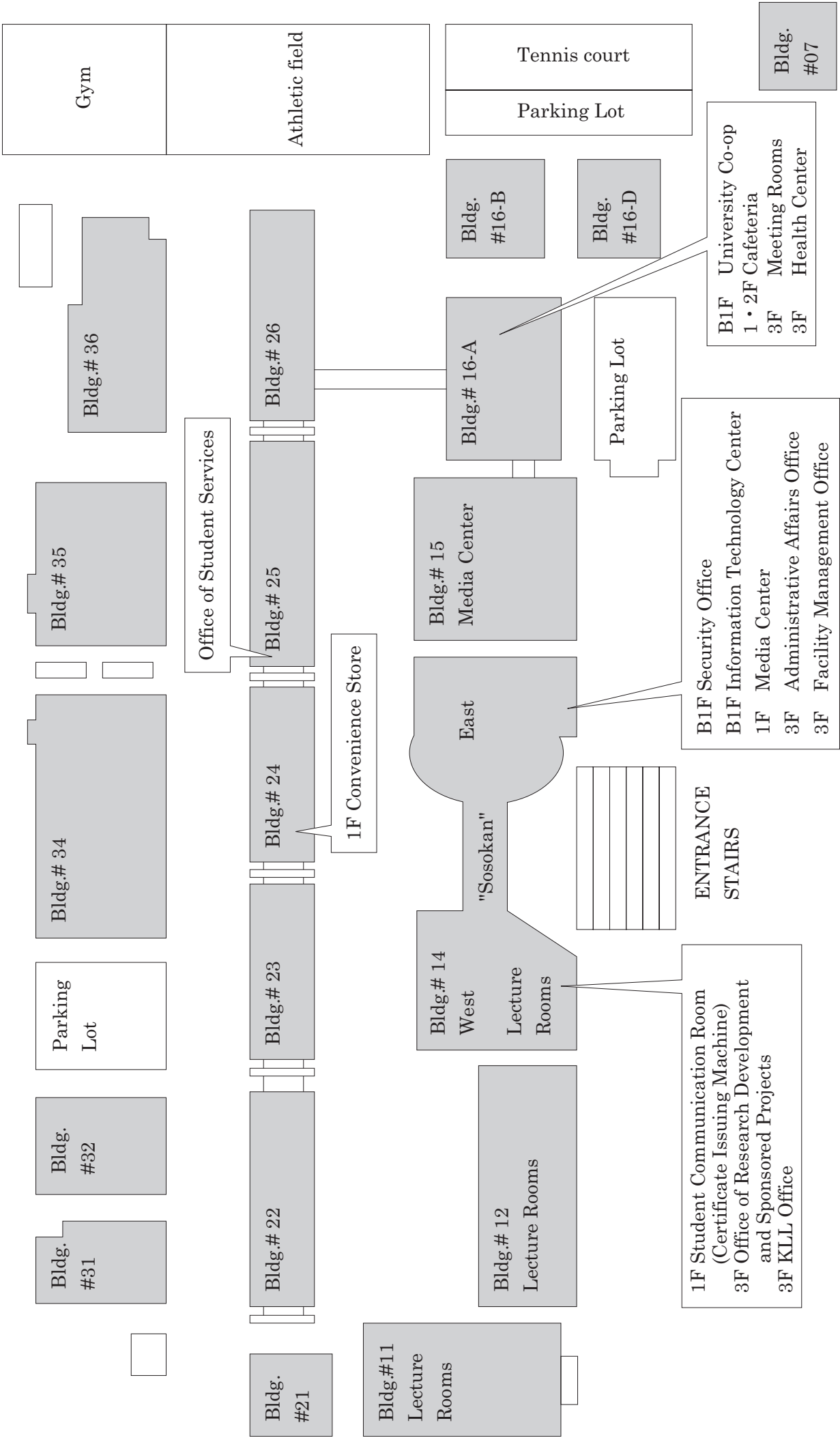


Course Guidebook

Graduate School of Science and Technology

Keio University, 2022

Yagami Campus Map



Course Guidebook

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Graduate School of Science and Technology 2022 Staff List

Dean	Professor	SAIKI, Toshiharu
Chief Academic Coordinator	Professor	YASUOKA, Kenji
Director		
School of Fundamental Science and Technology	Professor	MATOBA, Masanori
School of Integrated Design Engineering	Professor	NAMERIKAWA, Toru
School of Science for Open and Environmental Systems	Professor	ASAKURA, Kouichi
Chief of Center		
School of Fundamental Science and Technology		
Center for Mathematics	Professor	KURIHARA, Masato
Center for Physics	Professor	OHASHI, Yoji
Center for Molecular Chemistry	Professor	HASOBE, Taku
Center for Applied Physics and Physico-Informatics	Professor	MATSUMOTO, Yoshinori
Center for Chemical Biology	Professor	SUENAGA, Kiyotake
Center for Biosciences and Informatics	Professor	DOI, Nobuhide
School of Integrated Design Engineering		
Center for Multidisciplinary and Design Science	Professor	ONOE, Hiroaki
Center for System Integration Engineering	Professor	KATSURA, Seiichiro
Center for Electronics and Electrical Engineering	Professor	AOKI, Yoshimitsu
Center for Material Design Science	Professor	CITTERIO, Daniel
School of Science for Open and Environmental Systems		
Center for Space and Environment Design Engineering	Professor	IKAGA, Toshiharu
Center for Science of Environment and Energy	Professor	OMURA, Ryo
Center for Applied and Computational Mechanics	Professor	FUKAGATA, Koji
Center for Information and Computer Science	Professor	IMAI, Michita
Center for Open Systems Management	Professor	YAMADA, Shu

Vice Academic Coordinator**School of Fundamental Science and Technology**

Center for Mathematics	Associate Professor	KAKIMURA, Naonori
Center for Physics	Associate Professor	YAMAUCHI, Jun
Center for Molecular Chemistry	Associate Professor	SATO, Takaaki
Center for Applied Physics and Physico-Informatics	Associate Professor	WATANABE, Hiroshi
Center for Chemical Biology	Professor	SHIMIZU, Shiro
Center for Biosciences and Informatics	Professor	FUNAHASHI, Akira

School of Integrated Design Engineering

Center for Multidisciplinary and Design Science	Associate Professor	TAKAHASHI, Hidetoshi
Center for System Integration Engineering	Associate Professor	KAZOE, Yutaka
Center for Electronics and Electrical Engineering	Professor	TAKEOKA, Masahiro
Center for Material Design Science	Associate Professor	KAIJU, Hideo

School of Science for Open and Environmental Systems

Center for Space and Environment Design Engineering	Associate Professor	NAKAZAWA, Kazuo
Center for Science of Environment and Energy	Associate Professor	FUJIOKA, Satoko
Center for Applied and Computational Mechanics	Associate Professor	ANDO, Keita
Center for Information and Computer Science	Associate Professor	KANEKO, Kunitake
Center for Open Systems Management	Associate Professor	MATSUURA, Shun

Vice Academic Coordinator for General Courses **Associate Professor** **KINOSHITA, Takeshi**

Vice Academic Coordinator for International Students **Professor** **FURUKAWA, Yoshiaki**

2022 Academic Calendar

Spring Semester (from April 1 to September 21)				
Spring Semester	Entrance Ceremony		for April Enrollment	April 4 (Mon)
	Guidance and Material Distribution		for Current Students	Undesided
			for New Students	Undesided
	Annual Health Checkup			April 7 (Thu) - April 20 (Wed)
	Tuition payment deadline		Full payment/The first installment	April 28 (Thu)
	Deadline for submitting application for Temporary Lleave of Absence		for Spring Semester	May 31 (Tue) 16:45
	Class Period		for Spring Semester Courses	April 7 (Thu) - July 18 (Mon)
			for 1st Quarter Courses	April 7 (Thu) - May 27 (Fri)
			for 2nd Quarter Courses	May 31 (Tue) - July 18 (Mon)
	Course Registration (Web)	Registration Period	for Spring/1Q/ 2Q Courses	April 3 (Sun) 12:30 - 5 (Tue) 16:45, April 6 (Wed) 18:00 - 14 (Thu) 10:00
		Confirmation Period	for Spring/1Q/ 2Q Courses	April 6 (Wed) 18:00 - / April 19 (Tue) 16:00 -
		Cancellation Period	for Spring/1Q Courses	April 27 (Wed) 10:00 - 28 (Thu) 16:45
	for 2Q Courses		June 14 (Tue) 10:00 - 15 (Wed) 16:45	
	Makeup Classes		for Spring/2Q Courses	July 19 (Tue)
	Final Examination Period		for 1Q Courses	May 28 (Sat) and 30 (Mon)
			for Spring/2Q Courses	July 20 (Wed) - 29 (Fri)
	Makeup Examination		for 1Q Courses	Early June
			for Speing/2Q Courses	August 12 (Fri), 15 (Mon)
	Intensive course			Mid August to Early September
	Grade Report (Web)		for 1Q Courses	June 14 (Tue)
for Spring/2Q Courses			September 5 (Mon)	
Commencement Ceremony		for September Graduates	September 20 (Tue)	

※ If the schedule is changed, it will be posted on the Student Website or keio.jp. Please be sure to check them.

Fall Semester (from September 22 to March 31)				
Fall Semester	Entrance Ceremony		for September Enrollment	September 22 (Thu)
	Guidance and Material Distribution		for New students	Undecided
	Annual Health Checkup			Undecided
	Tuition payment deadline		The second installment	October 31 (Mon)
	Deadline for submitting application for Temporary Lleave of Absence		for Fall Semester / for all-year-round	November 30 (Wed) 16:45
	Class Period		for Autumn Semester Courses	October 1 (Sat) - January 25 (Wed)
			for 3rd Quarter Courses	October 1 (Sat) - November 25 (Fri)
			for 4th Quarter Courses	November 19 (Sat) - January 25 (Wed)
	Course Registration (Web)	Registration Period	for Autumn/3Q/ 4Q Courses	September 27 (Tue) 12:30 - 29 (Thu) 16:45, September 30 (Fri) 18:00 - October 8 (Sat) 10:00
		Confirmation Period	for Autumn/3Q/ 4Q Courses	September 30 (Fri) 18:00- / October 13 (Fri) 16:00-
		Cancellation Period	for Autumn/3Q Courses	October 24 (Mon) 10:00 - 25 (Tue) 16:45
	for 4Q Courses		December 12 (Mon) 10:00- 13 (Tue) 16:45	
	Makeup Class			November 13 (Sun)
	Final Examination Period		for 3Q Courses	November 18 (Fri) and 27 (Sun)
			for Fall/4Q Courses	January 26 (Thu) - February 3 (Fri)
	Makeup Examination		for 3Q Courses	Early December
			for Fall/4Q Courses	Early February
	Intensive course			Early October to Mid December
	Grade Report (Web)		for 3Q Courses	December 12 (Mon)
			for Fall/4Q Courses	March 10 (Fri)
Commencement Ceremony		for March Graduates	March 28 (Tue)	

※ If the schedule is changed, it will be posted on the Student Website or keio.jp. Please be sure to check them.

2022 Class Schedule

Spring Semester [from April 1 to September 21]

*Circled numbers are the class days (class number)

①-⑭: The number of class days for a spring semester courses

①-⑭: The number of class days for quarter courses (1Q) in spring semester

(1)-(14): The number of class days for quarter courses (2Q) in spring semester

	SUN	MON	TUE	WED	THU	FRI	SAT	
April						1 ← Guidance →	2	
	3 ← Course Registration Period I →	4	5	6	7	8	9 Course Registration Period II	
	10	11	12	13	14	15	16	
		① ① ②	① ① ②	① ① ②	② ③ ④	② ③ ④	② ③ ④	② ③ ④
	17	18	19	20	21	22 Keio Foundation Day	23	
		② ③ ④	② ③ ④	② ③ ④	③ ⑤ ⑥	③ ⑤ ⑥	③ ⑤ ⑥	③ ⑤ ⑥
	24	25	26	27	28	29 Day of Showa Holiday	30	
	③ ⑤ ⑥	③ ⑤ ⑥	③ ⑤ ⑥	④ ⑦ ⑧		④ ⑦ ⑧		
May	1	2	3 Constitution Memorial Day Holiday	4 Greenery Day Holiday	5 Children's Day Holiday	6	7	
		④ ⑦ ⑧	④ ⑦ ⑧	④ ⑦ ⑧	④ ⑦ ⑧	④ ⑦ ⑧	⑤ ⑨ ⑩	
	8	9	10	11	12	13	14	
		⑤ ⑨ ⑩	⑤ ⑨ ⑩	⑤ ⑨ ⑩	⑤ ⑨ ⑩	⑤ ⑨ ⑩	⑥ ⑪ ⑫	
	15	16	17	18	19	20	21	
		⑥ ⑪ ⑫	⑥ ⑪ ⑫	⑥ ⑪ ⑫	⑥ ⑪ ⑫	⑥ ⑪ ⑫	⑦ ⑬ ⑭	
22	23	24	25	26	27	28		
	⑦ ⑬ ⑭	⑦ ⑬ ⑭	⑦ ⑬ ⑭	⑦ ⑬ ⑭	⑦ ⑬ ⑭	⑦ ⑬ ⑭	1Q Final Exam	
29	30	31						
	1Q Final Exam	⑧ (1)(2)						
June				1	2	3	4	
				⑧ (1)(2)	⑧ (1)(2)	⑧ (1)(2)	⑧ (1)(2)	
	5	6	7	8	9	10	11	
		⑧ (1)(2)	⑨ (3)(4)	⑨ (3)(4)	⑨ (3)(4)	⑨ (3)(4)	⑨ (3)(4)	
	12	13	14	15	16	17	18	
		⑨ (3)(4)	⑩ (5)(6)	⑩ (5)(6)	⑩ (5)(6)	⑩ (5)(6)	⑩ (5)(6)	
19	20	21	22	23	24	25		
	⑩ (5)(6)	⑪ (7)(8)	⑪ (7)(8)	⑪ (7)(8)	⑪ (7)(8)	⑪ (7)(8)	⑪ (7)(8)	
26	27	28	29	30				
	⑪ (7)(8)	⑫ (9)(10)	⑫ (9)(10)	⑫ (9)(10)				

	SUN	MON	TUE	WED	THU	FRI	SAT
July						1	2
						⑫ (9)(10)	⑫ (9)(10)
	3	4	5	6	7	8	9
		⑫ (9)(10)	⑬ (11)(12)	⑬ (11)(12)	⑬ (11)(12)	⑬ (11)(12)	⑬ (11)(12)
	10	11	12	13	14	15	16
		⑬ (11)(12)	⑭ (13)(14)	⑭ (13)(14)	⑭ (13)(14)	⑭ (13)(14)	⑭ (13)(14)
	17	18 Ocean Day Holiday	19 Makeup Classes	20	21	22	23
	⑭ (13)(14)		← Spring Semester Final Examination Period →				
24	25	26	27	28	29	30	
31							
August		1	2	3	4	5	6
	7	8	9	10	11 Mountain Day Holiday	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
September					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19 Respect for the Aged Day Holiday	20 Commencement Ceremony	21	22 Entrance Ceremony	23 Autumn Equinox Day Holiday	24
	25	26	27	28	29	30	
			← Course Registration Period I →		← Course Registration Period II →		

[Spring Semester] April 1 (Fri) - September 21 (Wed)

Entrance Ceremony	for April Enrollment	April 4 (Mon)
Guidance and Material Distribution	for Current Students	Undesided
	for New Students	Undesided
Annual Health Checkup		April 7 (Thu) - April 20 (Wed)
Tuition payment deadline	Full payment/The first installment	April 28 (Thu)
Deadline for submitting application for Temporary Leave of Absence	for Spring Semester	May 31 (Tue) 16:45
Class Period	for Spring Semester Courses	April 7 (Thu) - July 18 (Mon)
	for 1st Quarter Courses	April 7 (Thu) - May 27 (Fri)
	for 2nd Quarter Courses	May 31 (Tue) - July 18 (Mon)

Course Registration (Web)	Registration Period	for Spring/1Q/ 2Q Courses	April 3 (Sun) 12:30 - 5 (Tue) 16:45, April 6 (Wed) 18:00 - 14 (Thu) 10:00
	Confirmation Period	for Spring/1Q/ 2Q Courses	April 6 (Wed) 18:00 - / April 19 (Tue) 16:00 -
	Cancellation Period	for Spring/1Q Courses	April 27 (Wed) 10:00 - 28 (Thu) 16:45
for 2Q Courses		June 14 (Tue) 10:00 - 15 (Wed) 16:45	
Makeup Classes	for Spring/2Q Courses	July 19 (Tue)	
Final Examination Period	for 1Q Courses	May 28 (Sat) and 30 (Mon)	
	for Spring/2Q Courses	July 20 (Wed) - 29 (Fri)	
Makeup Examination	for 1Q Courses	Early June	
	for Speing/2Q Courses	August 12 (Fri), 15 (Mon)	
Intensive course		Mid August to Early September	
Grade Report (Web)	for 1Q Courses	June 14 (Tue)	
	for Spring/2Q Courses	September 5 (Mon)	
Commencement Ceremony	for September Graduates	September 20 (Tue)	

※ If the schedule is changed, it will be posted on the Student Website or keio.jp. Please be sure to check them.

Fall Semester 【from September 22 to March 31】

*Circled numbers are the class days (class number)

①-⑭/⑮ : The number of class days for Fall semester courses

①-⑭ : The number of class days for quarter courses (3Q) in Fall semester

(1)-(14)/(16) : The number of class days for quarter courses (4Q) in Fall semester

	SUN	MON	TUE	WED	THU	FRI	SAT	
October							1 ① ① ②	
	Course Registration Period II	2 ① ① ②	3 ① ① ②	4 ① ① ②	5 ① ① ②	6 ① ① ②	7 ① ① ②	8 ② ③ ④
	Sports Day Holiday	9 ② ③ ④	10 ② ③ ④	11 ② ③ ④	12 ② ③ ④	13 ② ③ ④	14 ② ③ ④	15 ③ ⑤ ⑥
		16 ③ ⑤ ⑥	17 ③ ⑤ ⑥	18 ③ ⑤ ⑥	19 ③ ⑤ ⑥	20 ③ ⑤ ⑥	21 ③ ⑤ ⑥	22 ④ ⑦ ⑧
		23 ④ ⑦ ⑧	24 ④ ⑦ ⑧	25 ④ ⑦ ⑧	26 ④ ⑦ ⑧	27 ④ ⑦ ⑧	28 ④ ⑦ ⑧	29 ⑤ ⑨ ⑩
		30 ⑤ ⑨ ⑩						
				1 ⑤ ⑨ ⑩	2 ⑤ ⑨ ⑩	3 ⑤ ⑨ ⑩	4 ⑥ ⑪ ⑫	5 ⑥ ⑪ ⑫
November		6 ⑥ ⑪ ⑫	7 ⑥ ⑪ ⑫	8 ⑥ ⑪ ⑫	9 ⑥ ⑪ ⑫	10 ⑥ ⑪ ⑫	11 ⑥ ⑪ ⑫	12 ⑦ ⑬ ⑭
		13 ⑦ ⑬ ⑭	14 ⑦ ⑬ ⑭	15 ⑦ ⑬ ⑭	16 ⑦ ⑬ ⑭	17 ⑦ ⑬ ⑭	18 ⑦ ⑬ ⑭	19 ⑧ (1)(2)
	Makeup classes	20 ⑧ (1)(2)	21 ⑧ (1)(2)	22 ⑧ (1)(2)	23 ⑧ (1)(2)	24 ⑧ (1)(2)	25 ⑧ (1)(2)	26 ⑧ (1)(2)
		27 ⑧ (1)(2)	28 ⑧ (1)(2)	29 ⑧ (1)(2)	30 ⑧ (1)(2)			
					1 ⑨ (3)(4)	2 ⑧ (1)(2)	3 ⑩ (5)(6)	
		4 ⑨ (3)(4)	5 ⑨ (3)(4)	6 ⑨ (3)(4)	7 ⑨ (3)(4)	8 ⑩ (5)(6)	9 ⑨ (3)(4)	10 ⑪ (7)(8)
December		11 ⑩ (5)(6)	12 ⑩ (5)(6)	13 ⑩ (5)(6)	14 ⑪ (7)(8)	15 ⑩ (5)(6)	16 ⑫ (9)(10)	
		18 ⑪ (7)(8)	19 ⑪ (7)(8)	20 ⑪ (7)(8)	21 ⑫ (9)(10)	22 ⑪ (7)(8)	23 ⑬ (11)(12)	
		25 ⑫ (9)(10)	26 ⑫ (9)(10)	27 ⑫ (9)(10)	28 ⑫ (9)(10)	29 ⑫ (9)(10)	30 ⑫ (9)(10)	31 ⑫ (9)(10)

	SUN	MON	TUE	WED	THU	FRI	SAT	
January								
	New Year's Day Holiday	1 Substitute Holiday	2 Substitute Holiday	3	4	5	6 ⑫ (9)(10)	7 ⑬ (11)(12)
		8 Coming-of-Age Day Holiday	9 Founder's Birthday	10 ⑫ (9)(10)	11 ⑫ (9)(10)	12 ⑭ (13)(14)	13 ⑬ (11)(12)	14 ⑭ (13)(14)
		15 ⑬ (11)(12)	16 ⑬ (11)(12)	17 ⑬ (11)(12)	18 ⑬ (11)(12)	19 ⑮ (15)(16)	20 ⑭ (13)(14)	21 ⑮ (15)(16)
		22 Makeup classes	23 ⑭ (13)(14)	24 ⑭ (13)(14)	25 ⑭ (13)(14)	26 ←	27 Spring Semester Final Examination Period	28
		29	30	31				
February					1	2	3	4
		5	6	7	8	9	10	11 National Foundation Day Holiday
		12	13	14	15	16	17	18
		19	20	21	22	23 Emperor's Birthday Holiday	24	25
		26	27	28				
March					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21 Vernal Equinox Day Holiday	22	23	24	25
		26	27	28 Commencement Ceremony	29	30	31	

【Fall Semester】 September 22 (Tue) - March 31 (Fri)

Entrance Ceremony	for September Enrollment	September 22 (Thu)
Guidance and Material Distribution	for New students	Undecided
Annual Health Checkup		Undecided
Tuition payment deadline	The second installment	October 31 (Mon)
Deadline for submitting application for Temporary Leave of Absence	for Fall Semester / for all-year-round	November 30 (Wed) 16:45
Class Period	for Autumn Semester Courses	October 1 (Sat) - January 25 (Wed)
	for 3rd Quarter Courses	October 1 (Sat) - November 25 (Fri)
	for 4th Quarter Courses	November 19 (Sat) - January 25 (Wed)

Course Registration (Web)	Registration Period	for Autumn/3Q/ 4Q Courses	September 27 (Tue) 12:30 - 29 (Thu) 16:45, September 30 (Fri) 18:00 - October 8 (Sat) 10:00
	Confirmation Period	for Autumn/3Q/ 4Q Courses	September 30 (Fri) 18:00- / October 13 (Thu) 16:00-
	Cancellation Period	for Autumn/3Q Courses for 4Q Courses	October 24 (Mon) 10:00 - 25 (Tue) 16:45 December 12 (Mon) 10:00- 13 (Tue) 16:45
Makeup Class			November 13 (Sun)
Final Examination Period	for 3Q Courses		November 18 (Fri) and 27 (Sun)
	for Fall/4Q Courses		January 26 (Thu) - February 3 (Fri)
Makeup Examination	for 3Q Courses		Early December
	for Fall/4Q Courses		Early February
Intensive course			Early October to Mid December
Grade Report (Web)	for 3Q Courses		December 12 (Mon)
	for Fall/4Q Courses		March 10 (Fri)
Commencement Ceremony	for March Graduates		March 28 (Tue)

※ If the schedule is changed, it will be posted on the Student Website or keio.jp. Please be sure to check them.

Temporary Leave of Absence, Withdrawal from University

1. Temporary Leave of Absence

Students who anticipate a long absence due to illness or other unavoidable reasons can take a temporary leave of absence. To request permission for a temporary leave of absence, students must confer with your academic advisor and a vice academic coordinator and submit the completed designated application form to the Office of Student Services (Academic Services). For illness or injury, a medical certificate issued by the physician is required. For other personal reasons, you must submit a letter in which your academic advisor explains the reason for taking a leave of absence precisely. The semester in which you take a leave of absence is not counted towards the duration of enrollment required for advancement to the next year and graduation.

Application for a leave of absence is on a semester or full academic year basis, and if the leave of absence continues to the next semester, you must apply again.

When you are returning to your studies after a temporary leave of absence, you are required to submit the Notification of Returning to Study form immediately. If your temporary leave of absence was due to illness or injury, you must also submit a letter from your physician certifying that you are fit to resume your studies.

For academic fees during a temporary leave of absence, please contact the Academic Services.

	Spring Semester	Full Year	Fall Semester
Period of temporary leave of absence	April 1 to September 21	April 1 to March 31	September 22 to March 31
Deadline for submitting temporary leave of absence	Tuesday, May 31 4:45 p.m.	Wednesday, November 30 4:45 p.m.	

2. Withdrawal from University

Students who wish to withdraw from the University due to illness or other reasons must confer with a vice academic coordinator and complete the designated Notification of Withdrawal form by obtaining the seal and signature of the vice academic coordinator and his/her academic advisor. Submit the completed form and your student ID card at the Academic Services.

Please download the documents from the Jukusei (keio students) Website.

<https://www.students.keio.ac.jp/en/yg/procedure/status/apply.html>

※ If the application method is changed, it will be posted on the Student Website or keio.jp. Please be sure to check them.

Student ID Card, Notifications and Certificates

※ If the application method is changed, it will be posted on the student Website or keio.jp. Please be sure to check them.

1. Student ID Card

Your Student ID Card certifies that you are a graduate student of Keio University. It may not be loaned or transferred to others. Please be sure to carry it with you at all times as it is required in various of situations.

If your Student ID Card and/or registration sticker becomes lost, soiled, or damaged, apply for re-issuance at the Office of Student Services. It costs 2,000 yen per issuance in case of lost or damaged. There is no charge for reissuing a student ID card due to a name change, and lost of back side sticker.

If you find your old student ID card after a new one has been reissued, you must return it to the Office of Student Services.

2. Notifications and Certificates

(1) 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.

For a change of address/phone number of the student:

Go to the "Update and Confirm Your Address" section on the keio.jp to complete notification procedures.

For a change of address/phone number of the guarantor:

Bring your Student ID Card to the Office of Student Services and complete necessary procedures. Submission of the guarantor's Certificate of Residence is also required.

(2) Notification of Off-campus Research Activities

Any student wishing to engage in off-campus research activities or conferences must submit the "Off-campus Research Activity Report Form" to the Office of Student Services. The report form is available at the following website: <http://www.st.keio.ac.jp/english/students/academic.html>

(3) Certificates

Students can purchase most certificates from any of the certificate issuing machines in Keio University.

If you require a certificate in a sealed envelope, make a request at the Information Counter at Office of Student Services. Please note that certificates issued from a certificate issuing machine cannot be later officially sealed in an envelope.

① Certificate Issuing Machine at Yagami campus

Building 14 "Sousoukan" First floor Student communication room	8:45 – 20:00 Please check the Jukusei site.
--	--

② List of Certificates

Certificate	Language	Fee (per copy)	Place of issue	Issued	Remarks
Certificate of Enrollment	Japanese	300 yen	Certificate Issuing Machine/ Convenience stores	Same day	
	English				
Transcript of Academic Record	Japanese	300 yen	Certificate Issuing Machine/ Convenience stores	Same day	
	English				
Certificate of Expected Graduation (Master's program)	Japanese	300 yen	Certificate Issuing Machine/ Convenience stores	Same day	Issued for second year master's students only.
	English		Information Counter		
Certificate of Course Registration	Japanese	300 yen	Certificate Issuing Machine/ Convenience stores	Same day	
	English		Information Counter		
Certificate of Annual Health Checkup	Japanese	300 yen	Certificate Issuing Machine/ Convenience stores	Same day	
	English		Contact the Health Center (Tel 045-566-1456)		
Student Travel Fare Discount Certificate (Gakuwari)	Japanese	Free	Certificate Issuing Machine	Same day	

* Student Travel Fare Discount Certificate are valid for three months from the day of issue (they become invalid if the student is no longer enrolled in the University). Students should only apply for the number of certificates they need.

* Certificates will not be issued if your tuition fee for the previous semester has not yet been paid.

③ Certificate issuance service at convenience stores

Through this service, various types of certificates can be obtained using the multi-functional photocopying machines installed in convenience stores nationwide (FamilyMart, Lawson, Seven-Eleven [listed in alphabetical order]). Apply online to issue the required certificates, and pay the issuance fees by credit card, in cash at convenience stores, or using other forms of electronic money, etc.

Please check the Website for details.

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

* Student Travel Fare Discount Certificates (Gakuwari) cannot be issued at convenience stores. Please use the certificate issuing machines.

* If certificates are issued at a convenience store, printing fees of 60 yen per sheet will be incurred in addition to the certificate issuance fee.

1. Jukusei (Keio students) Website

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

Outline: This portal site provides various types of information for keio University students. The latest notice and links to various websites can be found here.

Logging In: No login ID or password is required.

Main Services Provided:

- Classes
Academic Calender, Syllabus, Course Registration, Examination and Grade Report
- Procedures
Certificate, Study Abroad/ Absense / Withdrawal, Master's Thesis Assignment, Ph. D. Dgree Application
- Student Life
Extracurricular, Consultation Services
- Scholarships / Tuition
Scholarship Guide, Tuition Deferment
- International Exchange
International Center
- Job / Careers
Job Hunting Tools, Register Plans After Graduation

2. keio.jp

URL: <http://keio.jp/>

Outline: Keio Single Sign-On System (keio.jp) authenticates users for safe and convenient use of online services operated by Keio University.

Logging In: keio.jp ID and passwod are required.

It is also possible to log in with an ITC account (registration for keio.jp required).

Main Services Provided:

- Message / Information
If there are any announcements or calls from the student office, a message will be displayed in the Message column immediately after you log in to keio.jp.
The latest announcements, such as event information, will be displayed in the Information column.
- K-LMS: Learning Support System (Canvas, former Class Support)
This system is mainly designed to support academic learning.It provides functions such as distribution of course materials, submission of reports, announcement and discussions.
- Course Registration
Course registration, Additional Course Registration, Course Cancellation, Application for “No New Registered Courses”
- Confirmation of registered courses
- Information on cancelled / Makeup classes
- Web Entry System
This is a system to complete applications (entry) for courses that are subject to a preliminary lottery (e. g. language classes).
- Confirmation / Change of Address
You can access this function from the top of the menu, select “Various changes” (or the top right menu button on a smartphone).
- Certificate Issuing Services
- Grade Report
- Notification of Health Check-up Results
- Google Workspace
- Box
- Webex
- Software Licence System
- Wireless LAN (keiomonile2 / eduroam)

Offices and Facilities

Office of Student Services (First Floor, Building 25)

Office Hours

Regular Hours: Monday to Friday 8:45 – 16:45
During Semester Break (no classes or exams): Monday to Friday 8:45 – 11:30, 12:30 – 16:45

Academic Services

Curriculum, Course registration, Grades, Classes, Examinations, Reports, Internship, Certificates, Advancement, Graduation

Email: kym-yagami@adst.keio.ac.jp

International

Scholarships, Student exchange programs, Double degree programs, Assistance for international students in both their academic and daily lives

Email: ic-yagami@adst.keio.ac.jp

Student Life, Career Services

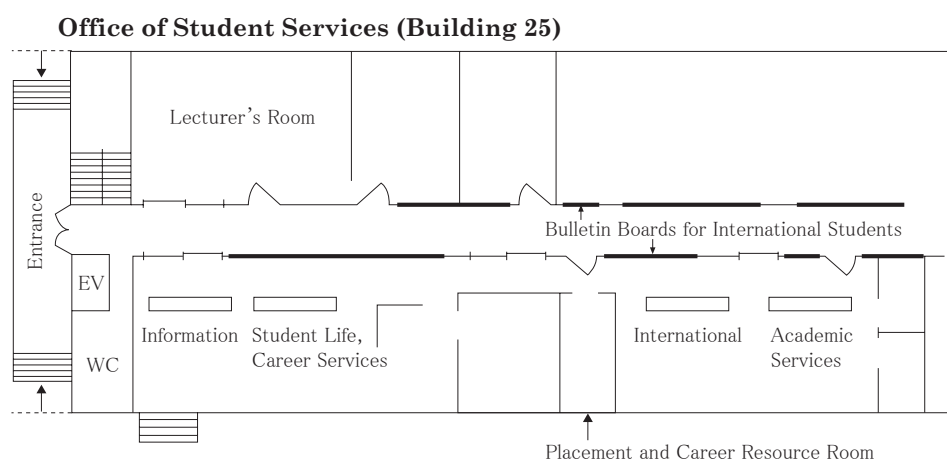
Scholarships, Student health insurance, Personal accident insurance, Extra-curricular activities, Career services

Email: gakusei-c.yagami@adst.keio.ac.jp (student life)
placement-yagami@adst.keio.ac.jp (career services)

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

Bulletin Boards and Websites

Important communications to international students will be posted on the bulletin boards in front of the Office of Students Services and on the internet at the Jukusei (Keio students) Website, or keio.jp. It is your responsibility to check these bulletin boards and websites regularly.



Media Center (Matsushita Memorial Library) (First Floor, East Wing, Building 14)

Office Hours

Regular Hours: Monday to Friday 8:45 – 21:30
 Saturdays 8:45 – 20:00

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

Email: rmc-info-group@keio.jp

*Hours/Services may change depending on the COVID-19 situation and campus policy.

For the latest information, please refer to the website.

Information Technology Center (ITC) (the First Basement Floor, West Wing, Building 14, 14-B104)

Opening Hours

During Semester: Monday to Friday 9:00 – 11:30, 12:30 – 17:00

URL: https://www.st.itc.keio.ac.jp/en/top_st.html

Email: st-itc@itc.keio.ac.jp

Student Lounge (Room 201, Second Floor, Building 12)

There is a student lounge which can be used freely by international students.

Hours: Monday to Saturday: 8:30 – 20:00

Keio University Health Center/Clinic (Yagami Campus)

Office Hours

Health Center: Monday to Friday 8:30 – 11:30, 12:30 – 17:00

Clinic: For the schedule, please check the website. <http://www.hcc.keio.ac.jp/en/clinic/yagami-schedule.html>

Classes and Grades

1. Class Timetable

Period	Standard	Examination period	
	Yagami and Hiyoshi	Yagami	Hiyoshi
1	9:00 - 10:30	9:00 - 10:30	9:00 - 10:00
2	10:45 - 12:15	10:45 - 12:15	10:20 - 11:20
3	13:00 - 14:30	13:00 - 14:30	12:20 - 13:20
4	14:45 - 16:15	14:45 - 16:15	13:40 - 14:40
5	16:30 - 18:00	16:30 - 18:00	15:00 - 16:00
6	18:10 - 19:40	18:10 - 19:40	16:20 - 17:20
7	—	—	17:40 - 18:40

2. Classes in Emergency Situations

If classes have to be canceled when transportation services are unavailable due to a major accident or natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, or in other times of emergency, instructions from the university will be given via the Keio University website and/or by other means.

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

<Other precautions>

If an emergency occurs during school hours, class may be shortened or the University may be closed early. Please follow instructions notified on the bulletin boards, school announcements, and website above.

3. Classes on Waseda-Keio Baseball Game Days

Each year, Waseda-Keio baseball games are held over the weekend in late May to early June and late October to early November. In the event that a game takes place on weekdays, classes for the Faculty of Science and Technology will be cancelled from the second period so that students can support the Keio University team. However, classes offered by the Graduate School of Science and Technology will be conducted as usual. For classes offered by other faculties/graduate schools held at other campuses, please follow the direction of the corresponding campus.

Information regarding classes will be posted on the Jukusei (Keio students) website after 9 am on the day of baseball game.

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

4. Grades

(1) Grading System

Academic grades are shown as S, A, B, C or D. S, A, B and C are passing grade; D is a failing grade. For certain courses grades are given as P and F representing “pass” and “failure”, respectively. Furthermore, a G (approval) grade may be given for courses for which credits are transferred from other university.

From the Academic Year 2017, “D (fail)” will be given to courses which will be dropped without taking the final exam. “★ (exam not taken)” will be disused.

(2) GPA (Grade Point Average) *applicable for those admitted in or after Academic Year 2017

GPA is a numeral value used to show a student’s academic grades. The grade record of each course studied is converted to a GP (Grade Point), and the average is calculated. Please refer to the GPA calculation method below.

GP (Grade Point) S:4.0 A:3.0 B:2.0 C:1.0 D:0.0

$$\frac{\text{Sum of (Grade Points} \times \text{Number of course credits)}}{\text{Total number of credits for courses registered}}$$

Courses with grades of P and G, and free elective courses are not to be included.

There are two types of GPA, “semester GPA” for the current semester, and “cumulative GPA” for the entire

period of enrollment. For students enrolling in Academic Year 2017 or after, semester GPA and cumulative GPA will be shown on the Grade Reports, and cumulative GPA will be shown on the Transcript of Academic Record.

(3) Notification of Grades

You can view your own Grade Report in September for the spring semester and in March for the fall semester. For more details, please refer to the Jukusei (Keio Students) Website.

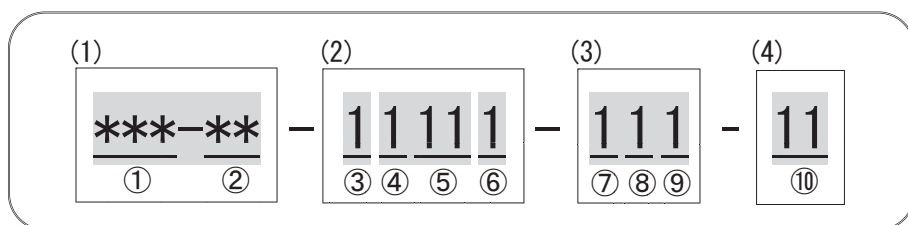
<https://www.students.keio.ac.jp/en/com/class/grade/>

Course Numbering (K-Number)

Beginning in the 2022 academic year, Keio University will be introducing a course numbering system (K-Number) which shall take effect regarding all courses to indicate the course's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and learn based on a systematically organized academic plan. For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number will be assigned for each faculty/graduate school respectively.

●Structure of K-Number



<For courses offered by Graduate School of Science and Technology>

GST-FS-11111-111-11: School of Fundamental Science and Technology

GST-ID-11111-111-11: School of Integrated Design Engineering

GST-OE-11111-111-11: School of Open and Environmental Systems

GST-ST-11111-111-11: General Course and other courses, offered by Graduate School of Science and Technology

●Details of K-Number

		Type	Details
(1)	Course Administrator	①	Faculty / Graduate school
		②	Department / Major
(2)	Main Course Number	③	Level (Recommended year of enrollment)
		④	Major Classification
		⑤	Minor Classification
		⑥	Subject Type
(3)	Supplemental Course Information	⑦	Class Classification (Keio-wide)
		⑧	Class Format (Keio-wide)
		⑨	Language of instruction (Keio-wide)
(4)	Academic Discipline	⑩	Academic discipline (Keio-wide)

Examinations and Papers

※ If the application method is changed, it will be posted on the student Website or keio.jp. Please be sure to check them.

1. Final Examinations

Final examinations are held at the end of each semester or each half-semester depending on the course.

Please refer to the 2022 academic calendar for the examination period. During the examination period, final examinations are held in accordance with the Examination Timetable.

Students must confirm the Examination Timetable because it may differ from the normal class schedule.

URL for final examinations: <https://www.students.keio.ac.jp/en/yg/gsst/class/exam/final-exam.html>

<Precautions for the Final Examination>

- (1) Students must carry their Student ID Card.
- (2) Students who are not carrying their Student ID Card on the day of the Examination must apply for the temporary ID Card, which costs 500yen, at the Office of Student Services of Yagami Campus. Students are not permitted to enter the examination room without their Student ID Card or temporary ID Card. Temporary ID Card will be valid only for one day. It can be used for exam and one-day entry pass to the media center.
- (3) Regarding the seat arrangement, Students must follow the instruction by the exam supervisor.
- (4) Students are NOT allowed to use clock built into electronic equipment and communication equipment, such as mobile phones, tablet terminals, wrist watch type terminals, etc., during the exam in any conditions. Please switch off all these electrical devices.
- (5) Students must place the Student ID Card without a plastic case on the aisle side of the desk for verification during the examination.
- (6) Only the specified materials, such as textbook, references, notebooks, and calculators permitted by the person in charge, are allowed to bring in the examination. Items not required for the examination must be put in your bag under the desk.
- (7) Students with their IDs can enter the examination room within the first 20 minutes after the examination starts. The time-extension will not be given for the time lost.
- (8) If students complete your answer sheet and would like to leave the classroom before the end time, raise your hand and ask the early exit to the exam supervisor. Students are allowed to exit the room during the time except for the first 30 minutes and the last 10 minutes of the examination. Leaving the room during an examination without permission will be deemed an act of dishonesty.
- (9) All the exam answer sheet must be submitted. If the answer sheet is removed from the exam room for any reasons, it will be deemed an act of dishonesty.
- (10) Any fraud related to examinations will be dealt with severely in the manner set forth by the University.
- (11) If the issues other than the listed above would happen, students must follow instructions given by the examination supervisor in the room.
- (12) If the health condition is not enough to complete the examination due to illness, please do not attend the examination, and contact the Academic Services at Yagami Campus before the time examination starts. (E-mail: kym-yagami@adst.keio.ac.jp)

2. In-class exam

In-class exam will be held during class hours as instructed by the lecturer.

3. Makeup Examinations

Makeup examinations will be held for those courses which had examinations during the Final Examination Period. Students who missed the final examination due to illness or other unavoidable reasons, may be eligible to take the makeup examination. Necessary documentations and fee to apply the makeup examination vary depending upon the reasons to miss the final examination.

<Acceptable reasons to apply>

Please see below. Job Hunting activities and internships are not acceptable as reasons to apply. Makeup Exam Request Form is available at the Academic Services.

	Reasons to miss the final examination	Necessary documentation to apply	Application Fee
1	Examination Conflict *1	Makeup Exam Request Form	Not required
2	Illness and Injury *2	Makeup Exam Request Form Medical Certificate from hospital Receipt of the medical certificate from hospital	2,000 yen per course
3	Delay in public transport services	Makeup Exam Request Form Certificate of Delay in Train	Not required
4	Accidents and others	Makeup Exam Request Form Statement of Reason	2,000 yen per course
5	Funeral of a relative with in the second degree of kinship	Makeup Exam Request Form Letter of application of chief mourner, etc. Statement of Reason	2,000 yen per course
6	Academic Conferences *3	Makeup Exam Request Form Academic Conferences Report	2,000 yen per course

*1 If there is an exam conflict between Hiyoshi and Yagami courses, basically you should take a makeup exam for Yagami course. If there is an exam conflict between Yagami and other campuses except for Hiyoshi, please contact the Academic Services in advance.

*2 If you have an infectious disease such as INFLUENZA, you will have to submit a “Permission to attend class after having an infectious disease” or a medical certificate specifying the date you can attend the school. For details, please see the Health Center website.

*3 Please contact the course instructor in advance. If you get an approval from the instructor, you can apply the makeup exam.

<Makeup Examination Timetable>

Announcement will be made on keio.jp. Be aware that the day, time and classroom because the examinations will differ from the regular class schedule.

If the makeup examination takes the form of a makeup report, a report assignment and the deadline will be announced on the web site.

4. Re-examinations

Re-examinations will not be given to students of the Graduate School of Science and Engineering, no matter which faculty, graduate school, or research institute the course is in.

5. Term Papers

A term paper may be assigned at your class instead of a final exam. Please submit your term paper strictly according to instructions below.

- (1) Your term paper must be submitted to the designated place on the designated date. Please check the information on the Class Support system. Since there are no makeup options for papers, make sure you submit your paper by the stated deadline.
- (2) If you submit your paper to the Office of Student Services, attach a yellow term paper submission form to your paper. The submission form is available at the information counter at the Office of Student Services.
- (3) Once you submit your paper, no alterations or corrections are permitted even during the submission period.
- (4) Any fraud related to papers will be dealt with severely in the manner set forth by the University.

Curriculum for International Students

The Graduate School of Science and Technology consists of two years of Master's program followed by three years of Ph.D. program. The school is divided into the following three sub-schools:

School of Fundamental Science and Technology

- Center for Mathematics
- Center for Physics
- Center for Molecular Chemistry
- Center for Applied Physics and Physico-Informatics
- Center for Chemical Biology
- Center for Biosciences and Informatics

School of Integrated Design Engineering

- Center for Multidisciplinary and Design Science
- Center for System Integration Engineering
- Center for Electronics and Electrical Engineering
- Center for Material Design Science

School of Science for Open and Environmental Systems

- Center for Space and Environment Design Engineering
- Center for Science of Environment and Energy
- Center for Applied and Computational Mechanics
- Center for Information and Computer Science
- Center for Open Systems Management

Every student in the graduate school officially belongs to one of the three sub-schools listed above, and performs research under the guidance of the academic advisor who belongs to one of the centers. Each center consists of faculty members and graduate students whose research interests match the field specified by the name of the center.

1. Master's Program

The curriculum for the Master's Program is divided into four categories: General courses, Specialized courses, Independent Study course, and Graduate Research course. Regardless of their majors, students are free to take any of the General and Specialized courses to fulfill part of the 30 credits required for the Master's degree.

Many of the courses are offered based on a semester system consisting of the spring (April-July) and fall (September-January) terms. However, some courses are offered twice a week based on a quarter system or are offered in a short-term intensive format.

General Courses (総合科目)

General courses aim to train not only professionals in various fields of science and technology, but also future leaders who will continue to propose and bring about better relationships between science and technology and human society. The courses that are being offered can be roughly divided into the following three groups: 1) subjects such as Life Ethics and Environmental Law through which one re-affirms his/her knowledge of science and technology acquired through social relationships; 2) courses in business administration that will be useful in future business practices: such as Intellectual Properties, Technical Contracts, and Management of Venture Capital; and 3) subjects such as Technical

Communication that improve research and communication skills, both necessary to work in the global arena. Short-term International Students cannot register for General Courses except for Cross-Cultural Understanding 1 and 2.

Specialized Courses (専門科目)

Specialized courses are designed to teach advanced fundamentals of science and engineering. They help students to establish a solid foundation as scientists and engineers, and gain an overview of the research topics, or master the knowledge or methodology related to their specializations. Study programs will be set up according to instructions given by advisors.

Independent Study (課題研究)

Independent Study course is designed to impart a deep understanding of a specific specialized field, with a view to preparing the content and methodology of Master's thesis research, on themes set by the academic advisor. Credits will be given based on the evaluation by each center. The advisor, together with other members of the teaching staff, rigorously check whether suitable targets have been set, methodology established, and related knowledge obtained for starting Master's thesis research. Obtaining credits in this course is a prerequisite for studying in Graduate Research course.

Graduate Research 1 (特別研究第1)

Graduate Research course is designed to provide students with opportunities to perform individual research projects leading to the completion of their Master's theses. Students are expected to select a research topic of their own, based not on the faculty member's interests but on their individual interests and future goals. The level of these Master's theses is expected to be very high; and the contents should be presentable at internationally recognized scientific journals and meetings.

(1) Requirements for Completion of the Master's program

The following are the requirements for completing a Master's degree: at least two academic years of study in the graduate program, acquisition of at least 30 academic credits, including 4 credits for Independent Study, 6 for Graduate Research 1, and approval of the Master's thesis. Each course is usually worth 2 credits, i.e., one will typically take at least 10 courses in order to fulfill the requirement of 20 credits needed, aside from the 10 credits required for the Independent Study and Graduate Research 1.

Compulsory			
10-10-10	Independent Study (課題研究)		4 credits
10-10-20	Graduate Research 1 (特別研究第1)		6 credits
Elective			
40-10-10	Specialized Courses offered by Graduate School of Science and Technology (理工学研究科設置科目)	No upper limit for the number of credits. Maximum number of credits you can count towards your degree requirement is 6 credits.	20 credits and more
40-20-10	General Courses (総合科目)		
40-20-20	Specialized Courses offered by Faculty of Science and Technology (理工学部設置学科専門科目)		
40-20-30	Specialized Courses offered by Other Graduate School of Keio University (他研究科設置科目)		
TOTAL REQUIREMENT AT LEAST			30 credits
90-10-10	Free Elective Courses (自由科目)	Credits for these courses cannot be counted towards your degree requirement (e. g., Japanese).	

- As an exception, students may complete the Master's program in one to one and a half year if they acquire the required credits, produce outstanding research results and pass the final evaluation.
- Every student should enroll in *Independent Study* during the first year of the Master's program, and *Graduate Research I* during the second year of the program.
- Students are required to complete at least 16 credits (including *Independent Study*) during the first year of the program in order to register for *Graduate Research I*.
- Credits for Japanese classes DO NOT count toward the degree requirement. For more details, please contact the Office of Student Services (International).

(2) Selecting an Academic Advisor

An academic advisor must be selected for the Master's Program. Advisors are selected from staffs responsible for the Independent Study course taken by each student in the respective center. It is compulsory for applicants to specify their preferred advisors on the application form when taking the entrance exam. Advisors give guidance in Independent Study and advice on the courses to be taken. If necessary, based on the advisor's judgment, guidance may be received from more than one advisor.

After matriculation, students are permitted to officially change their advisor upon advancing to the second year, at the time of registering for the Graduate Research 1, due to changes in the direction of research, etc. If a change of advisors is necessary at times other than this, please consult the Vice Academic Coordinator.

(3) Master's Thesis

The Master's thesis based on the *Independent Study* and *Graduate Research I* should be submitted to and approved by all members of the sub-school based on the following criteria:

- 1) Academic knowledge in the field
- 2) Scholastic ability to understand the latest and important progress in the field
- 3) Capability to make contributions to society as a Master's degree holder.

For those completing the Master's program in March, final evaluation of the Master's thesis will be given between late January and early February based on written thesis and oral or other forms of presentations.

For those completing the program in September, the evaluation will be given in mid August.

(4) Criteria for Evaluating Master's Thesis

School of Fundamental Science and Technology

- 1) The Master's thesis should be based on the student's own work.
- 2) It should provide a logical and detailed description of student's research. It should consist of the student's original result of work, or discovery of new approach, knowledge and interpretation.
- 3) It should appropriately cite previous research in the field.

School of Integrated Design Engineering

The Master's thesis will be examined in accordance with the following criteria and comprehensive evaluation will be made based on the written thesis and oral presentation.

- 1) The Master's thesis should be based on the student's own work.
- 2) It should consist of the student's original result of work, or discovery of new approach, knowledge and interpretation.
- 3) It should cite previous research in the field appropriately.
- 4) It should provide a logical and detailed description of student's research and show objectivity.

School of Science for Open and Environmental Systems

The Master's thesis will be examined in accordance with the following criteria and comprehensive evaluation will be made.

- 1) The Master's thesis should be based on the student's own work.
- 2) It should consist of the student's original result of work, and discovery of new approach, knowledge and interpretation.
- 3) It should cite previous research in the field appropriately.
- 4) It should provide a logical and detailed description of student's research and show objectivity.

(5) Types of Master's Degrees

Students may pursue studies leading to any of the following degrees.

The School of Fundamental Science and Technology: **Master of Science in Engineering** or **Master of Science**

The School of Integrated Design Engineering: **Master of Science in Engineering** or **Master of Science**

The School of Science for Open and Environmental Systems: **Master of Science in Engineering**

2. Ph.D. Program

(1) Requirements for Completion of the Ph.D. program

The requirements to complete the Ph.D. program are: 1) at least three academic year in the Ph.D. Program; 2) completion of the Ph.D. Graduate Research 2 (six credits); 3) approval of the Ph.D. thesis; and 4) passing of the final evaluation.

A student may complete the Ph.D. Program in one to two and a half years (a total of three or more years combined with the time spent in the Master's Program) if outstanding research results are produced.

(2) Selecting an Academic Advisor

Upon admission to the Ph.D. Program, an advisor must be selected from among those in charge of Graduate Research 2 to be taken in association with the major field. This advisor will offer guidance for the Ph.D. thesis. If necessary, guidance may be given jointly by multiple advisors.

(3) Course Requirements for the Ph.D. program

Graduate Research 2 is the only required course for completion. In this course, a student will be given guidelines and engage in discussions with the academic advisor on how to prepare for the Ph.D. thesis. Upon acceptance, a student is required to submit a proposal on the subjects wishing to pursue in the Ph.D. program. This proposal needs to be approved by their advisor before being submitted. If it is deemed necessary after a discussion with the advisor, a student may choose courses that are offered in the master's program or in other research departments.

(4) Publication of the Research Results

Students in the Ph.D. program are strongly urged to publish their research results. It is recommended that students submit their work to a professional publication or introduce the results at international conferences or major academic conferences. The publication will be presented as academic achievements at the completion of the Ph.D. program.

(5) Withdrawal from the Ph.D. Program with the Completion of Course Requirements and Extension of Enrollment Period

The standard duration of the Ph.D. program is three years (except leave of absence period). Students may not attend the program for a period exceeding six years. Within the six-year period after admission, students are eligible to submit a

Ph.D. thesis and apply for a Ph.D. degree.

Students must submit one of the following documents before the standard three-year period expires depending on the progress of their Ph.D. thesis to the office of Academic Services. The approval seal or signature of the academic advisor must be put on each form. You are strongly advised to discuss your thesis progress with your academic advisor fully before submission.

- (1) Notification of Withdrawal from the Ph.D. Program with the Completion of Course Requirements
Applies to the students who have enrolled in the Ph.D. program for three years or more and wish to withdraw from the Ph.D. program with completing course requirements, obtaining the required number of credits (six credits for Graduate Research 2), but not submit the Ph.D. thesis nor pass the final evaluation.
- (2) Application for Extension of Enrollment Period
Applies to the third-year Ph.D. students who wish to extend their enrollment for another year.

Period for submission: <September enrollment students> July 13 (Wed), 2022

<April enrollment students> January 18 (Wed), 2023

You can download the forms from the URL below.

[Keio University Student Website]-[Yagami]-[Graduate School of Science and Technology]-[Procedures]-[Study Abroad/Absence/withdrawal]-[Ph. D. Program]-[Forms to Submit for the Next Semester Enrollment]

<https://www.students.keio.ac.jp/en/yg/gsst/procedure/status/doctor-next-semester.html>

(6) Ph.D. Thesis Assignment

For details, please refer to the “Application Guide for the Ph.D. Degree” available from the following website.

[Keio University Student website]-[Yagami]-[Graduate School of Science and Technology]-[Procedures]-[Papers]-[Ph. D. Degree Application]

<https://www.students.keio.ac.jp/en/yg/gsst/procedure/thesis/doctor.html>

(7) Evaluation for a Ph.D. Degree

A successful completion of the Ph.D. program is based on the following procedures.

- (1) Establishment of an evaluation committee among the faculty members belonging to one of the three sub-schools to which the candidate belongs. External members from outside the school or university may be added to the committee if appropriate.
- (2) Evaluation of the Ph.D. thesis by the committee and open-to-public research presentation by the candidate.
- (3) A closed-door examination by the committee on the basic knowledge related to the candidate’s field of research, and language skills.
- (4) A total and final evaluation of the candidate by all the members of the sub-school.

Further evaluation and standards vary depending on the sub-schools. Please refer to the conditions for each schools.

School of Fundamental Science and Technology

- (1) Nomination as a Ph.D. candidate
Each research advisor is responsible for the nomination of students to the school as Ph.D. candidates when they are fully prepared to receive the degree. The advisor requests the school for the official permission to start the evaluation procedure.
- (2) Submission of lists of research achievements
The main outcome of the thesis is required to have been published or accepted for publication in major research journals by the end of final evaluation. Candidates are expected to submit:
 - a) List of research presentations at international and domestic scientific meetings.

- b) List of publications including those that have been submitted but not accepted.
- c) CV describing the candidate's previous experience in research and teaching.

The candidates should follow instructions from their advisors when preparing above documents.

(3) Preliminary evaluation

Those students who plan to finish the Ph.D. program must undergo a preliminary review before filing an application for the degree. The Ph.D. thesis does not have to be completed for the preliminary evaluation to begin. The candidate's qualification as a Ph.D. is evaluated by all members of the sub-school and by external committee members of the candidate's thesis, based on the list of research achievements submitted. After passing the preliminary evaluation, the evaluation for a Ph.D. degree is officially initiated.

School of Integrated Design Engineering

(1) The outcome of the candidate's Ph.D. research should contribute to the advancement of science, technology, and industrial development. The candidate must possess sufficient knowledge and understanding in the field of study, and be qualified to lead innovative research and development activities internationally.

(2) A multiple number of publications in appropriate academic journals (including those that have been accepted for publication but not printed) based on the candidate's Ph.D. research is considered standard for the Ph.D. degree application.

(3) Submission of research achievements

As a reference to determine whether the Ph.D. degree should be conferred, the following should be submitted with the application:

- 1) Published articles (including those that have been accepted for publication but yet to be printed);
- 2) Records of presentations at academic meetings and international conferences;
- 3) Description of other research activities.

School of Science for Open and Environmental Systems

(1) The criteria for determining if a Ph.D. degree should be awarded are as follows; (a) the candidate possesses sufficient knowledge and understanding of the field of study, (b) the candidate is capable of conducting highly sophisticated and intellectually productive engineering activities, and (c) the candidate is familiar with basic methodologies to carry out engineering tasks.

Since this school aims to expand scientific and technological methodologies to many fields, we accept flexibility in the forms of research and presentation.

(2) The Ph.D. thesis will be examined by an examination committee, chaired by the student's (major) advisor.

(3) When deciding on the student's research plan, the student's advisor will specify the criterion that will be used to judge the completion of the Ph.D. Program.

(4) A Ph.D. candidate shall report to the committee on the research accomplishments, including papers published in research journals as well as publications in other formats in related fields. In certain cases, the candidate will be required to submit the following information, related to the Ph.D. research activities:

- 1) Records of presentations given at international conferences and academic meetings
- 2) Research experience

The student must ask the academic advisor whether to include above two information or not.

(8) Criteria for Evaluating Ph.D Thesis

School of Fundamental Science and Technology

1) The Ph.D. research should be the candidate's own work and be based on an appropriate methodology, discussion, and sufficient actual proof.

2) It should show originality and creativity. The outcome of the candidate's research should contribute to the

advancement of science, technology or development of related academic fields and society.

- 3) It should consist of precise description and citation of previous research based on the candidate's own investigation and demonstrate the scope of candidate's work.

School of Integrated Design Engineering

The Ph.D. thesis will be examined in accordance with the following criteria and comprehensive evaluation will be made based on an oral presentation and final examination.

- 1) The Ph.D. thesis should be based on the candidate's own work.
- 2) It should show originality and creativity. The outcome of the candidate's research should contribute to the advancement of science, technology and industry.
- 3) It should consist of precise description and citation of previous research and demonstrate the scope of candidate's work.
- 4) It should provide a logical and detailed description of student's research and show objectivity.
- 5) The main outcome of the Ph.D. thesis should be published multiple times in major research journals and not considered as original articles related to the other Ph.D. thesis. The candidate should be the lead author of the publication.

School of Science for Open and Environmental Systems

The Ph.D. thesis will be examined in accordance with the following criteria and comprehensive evaluation will be made.

- 1) The Ph.D. thesis should be based on the candidate's own work.
- 2) It should show originality and creativity. The outcome of the candidate's research should contribute to the advancement of science, technology and industry.
- 3) It should consist of precise description and citation of previous research and demonstrate the scope of candidate's work.
- 4) It should provide a logical and detailed description of student's research and show objectivity.
- 5) The main outcome of the Ph.D. thesis should meet the standards set by each Center.
- 6) The candidate should present their research in an oral presentation and answer questions accurately.

(9) Types of Ph.D. Degrees

Students may pursue studies leading to any of the following degrees.

The School of Fundamental Science and Technology: **Ph.D. in Engineering** or **Ph.D. in Science**

The School of Integrated Design Engineering: **Ph.D. in Engineering** or **Ph.D. in Science**

The School of Science for Open and Environmental Systems: **Ph.D. in Engineering**

In addition to above, the degree of **Doctor of Philosophy** may be conferred.

Master's Thesis Assignment

All students enrolling in the master's program must submit a thesis for master's degree at the end of the program. This is the final assignment of *Graduate Research I* and with the approval and presentation of the thesis, the successful candidate will be awarded a master's degree.

Related documents and sample format are available at the Keio University Science and Technology website:

<https://www.students.keio.ac.jp/en/yg/gsst/procedure/thesis/master.html>

1. Submission Procedures

Please follow your supervisor's instruction and submit materials below during the submission period specified.

1) Thesis Title

Please submit your thesis title by logging into "K-LMS (Canvas)" - "XX Master's thesis (XXXX)" - Click "Master's Thesis Title"

Period for submission

September 2022 completion: Mid-June to, Thursday, June 23, 2022 4:00 p.m.

March 2023 completion: early November to, Tuesday, November 22, 2022 4:00 p.m.

2) Paper version thesis

The thesis must be arranged in the following order in an A4-size paper folder and submit with the *Thesis Copyright Agreement Approval Form* (your advisor's signature is required).

1. A Spine	: stick on the folder's spine (see sample format)
2. B Front cover	: stick on the folder (see sample format*)
3. C Title page	: file in the folder (see sample format*)
4. D Abstract	: about 400 words (see sample format)
5. Table of contents	
6. Text	* B Front cover and C Title page should be the same format

It is unnecessary to submit a "Paper version" of your master's thesis to the Student Affairs Office. Some centers or laboratories may require it, So please follow the instructions of the supervisor.

3) PDF version thesis

Create a PDF file of your thesis and upload the file by logging into "K-LMS (Canvas)" - "Master's thesis (The Center for XXXX)" - Click "PDF version Master's Thesis"

Submission Deadline

September 2022 completion: From Early August to Friday, August 26, 2022, at 4:00 p.m.

March 2023 completion: From Early February to Friday, February 24, 2023, at 4:00 p.m.

2. Revision of the Thesis Title

If there are some typographical errors or omissions in your thesis title which need correction, please correct the thesis title through "K-LMS (Canvas)" by:

September 2022 completion: August 19, 2022

March 2023 completion: February 12, 2023

NOTE

1. The thesis title must be EXACTLY identical with the one declared via "keio.jp".
2. Students must present their thesis in person.

Sample format for master's thesis in academic year 2022

A Spine

Fill out the items No. 1 to 8.

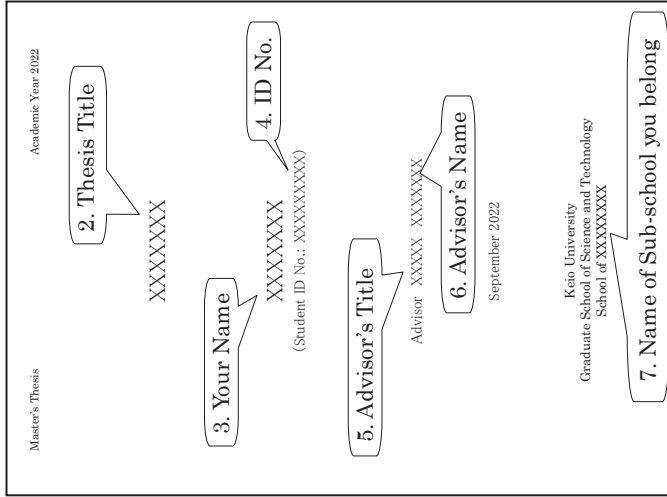
1. Course No. Please refer to the course numbers listed below.

2. Thesis Title

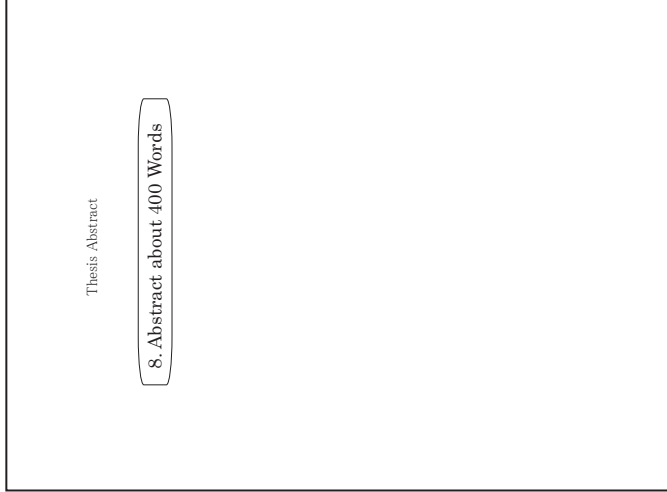
3. Your Name



- B Front cover (stick on the folder)
- C Title page (same as the format of front cover)



D Thesis Abstract (free-form)



Graduate Research 1 Course Numbers

Sub school: Fundamental Science and Technology	Sub school: Integrated Design Engineering	Sub school: Science for Open and Environmental Systems
1-1 Mathematics	2-1 Multidisciplinary and Design Science	3-1 Space and Environment Design Engineering
1-2 Physics	2-2 System Integration Engineering	3-2 Science of Environment and Energy
1-3 Molecular Chemistry	2-3 Electronics and Electrical Engineering	3-3 Applied and Computational Mechanics
1-4 Applied Physics and Physico-Informatics	2-4 Material Design Science	3-4 Information and Computer Science
1-5 Chemical Biology		3-5 Open Systems Management
1-6 Biosciences and Informatics		

*File the items in A4-size paper folder in order of C, D, Table of contents and Body of text.
 *Any items such as names of program and laboratory, date of submission and Keio logo should not be mentioned in A, B, C and D.

Courses for International Graduate Programs on Advanced Science and Technology

If international students of Graduate School of Science and Technology take these courses, the lectures will be conducted in English.

Courses	Subject	Semester	Credit	Professor
GENERAL COURSES	TECHNICAL COMMUNICATION 1	Spring	2	ISHIDA, MAKO
	TECHNICAL COMMUNICATION 1	Spring	2	SUGIYAMA, YUKIKO
	TECHNICAL COMMUNICATION 2	Fall	2	SUGIYAMA, YUKIKO
	TECHNICAL COMMUNICATION 2	Fall	2	ISHIDA, MAKO
	SCIENCE, TECHNOLOGY AND CULTURE	Fall	2	INOUE, KYOKO
	MACROECONOMIC DEVELOPMENTS AND ECONOMIC POLICY IN JAPAN	Fall	2	KAWAGOE, MASAACKI
Specialized Courses offered by Graduate School of Science and Technology, FUNDAMENTAL SCIENCE AND TECHNOLOGY	INTERNSHIP	Spring	2	SIMIZU, SIRO
		Fall		
	TOPICS IN MATHEMATICAL SCIENCES	Spring	2	JAERISCH, JOHANNES KLAUS BERNHARD
	QUANTUM ELECTRONICS	Spring	2	HAYASE, JUNKO
	ADVANCED COURSE ON SPIN AND NANO-SCALED SOLID STATE PHYSICS	Spring	2	KAIJU, HIDEO KAMIHARA, YOICHI
	INTELLIGENT MACHINE SYSTEM	Fall	2	MURAKAMI, TOSHIYUKI
	NON-LINEAR DYNAMICS IN CHEMICAL SYSTEM	Spring	2	ASAKURA, KOICHI
	SUPERCONDUCTIVITY AND SOLID STATE ENGINEERING	Spring	2	Not offered in 2022
	MATHEMATICAL ENGINEERING FOR QUANTUM MECHANICS	Fall	2	Not offered in 2022
TOPICS IN APPLIED PHYSICS A	Spring	2	Not offered in 2022	
Specialized Courses offered by Graduate School of Science and Technology, INTEGRATED DESIGN ENGINEERING	INTERNSHIP	Spring	2	YAN, JIWANG
		Fall		
	ULTRAPRECISION MACHINING AND METROLOGY	Fall	2	YAN, JIWANG
	MEMS: DESIGN AND FABRICATION	Spring	2	MIKI, NORIHISA TAKAHASHI, HIDETOSHI
	MECHANICAL INTERFACE DESIGN	Fall	2	MORITA, TOSHIO
	SPACE EXPLORATION ENGINEERING	Fall	2	ISHIGAMI, GENYA
	BIOMIMETIC MICRO/NANO ENGINEERING	Spring	2	ONOE, HIROAKI TAKAHASHI, HIDETOSHI
	ADVANCED CONTROL SYSTEMS DESIGN	Spring	2	OHMORI, HIROMITSU NAMERIKAWA, TORU
	INTELLIGENT MACHINE SYSTEM	Fall	2	MURAKAMI, TOSHIYUKI
	DIGITAL WIRELESS COMMUNICATIONS	Spring	2	SANADA, YUKITOSHI
	OPTICAL CONTROL OF QUANTUM SYSTEMS	Spring	2	SAIKI, TOSHIHARU FONS, PAUL
	OPTICAL NETWORK SYSTEM	Fall	2	TSUDA, HIROYUKI
	OPTO-ELECTRONICS	Spring	2	KANNARI, FUMIHIKO
	PHOTONIC NANOSTRUCTURE	Spring	2	TANABE, TAKASUMI
	ADVANCED SIGNAL PROCESSING	Spring	2	YUKAWA, MASAHIRO
	ADVANCED SYSTEM ELECTRONICS	Fall	2	KUBO, RYOGO
	LASER PROCESSING	Fall	2	TERAKAWA, MITSUHIRO
	ORGANIC ELECTRONIC MATERIALS AND DEVICES	Spring	2	NODA, KEI
	COGNITIVE ROBOTICS	Spring	2	MURATA, SHINGO
	CHEMICAL SENSORS / BIOSENSORS AND SENSING MATERIALS	Spring	2	CITTERIO, DANIEL
	ADVANCED COURSE ON SPIN AND NANO-SCALED SOLID STATE PHYSICS	Spring	2	KAIJU, HIDEO KAMIHARA, YOICHI
	NON-LINEAR DYNAMICS IN CHEMICAL SYSTEM	Spring	2	ASAKURA, KOICHI
	COMPUTER VISION	Spring	2	SAITO, HIDEO
	COMPUTER ARCHITECTURE	Spring	2	AMANO, HIDEHARU KONDO, MASAACKI
INTRODUCTION TO COMPUTATIONAL SOLID MECHANICS	Spring	2	Not offered in 2022	
MATHEMATICAL AND PHYSICAL METHODS IN FLUID DYNAMICS	Spring	2	Not offered in 2022	
Specialized Courses offered by Graduate School of Science and Technology, SCIENCE FOR OPEN AND ENVIRONMENTAL SYSTEMS	INTERNSHIP	Spring	2	MATSUBAYASHI, NOBUO
	INTERNSHIP	Fall	2	MATSUBAYASHI, NOBUO
	DYNAMICS IN ARCHITECTURAL ENGINEERING	Spring	2	MITA, AKIRA
	PUBLIC SPACE AND COMMUNICATION	Fall	2	INOUE, KYOKO
	ADVANCED COURSE ON SUSTAINABLE ARCHITECTURE AND CITIES	Fall	2	SANO, SATOSHI
	NON-LINEAR DYNAMICS IN CHEMICAL SYSTEM	Spring	2	ASAKURA, KOICHI
	COMPRESSIBLE FLUID DYNAMICS	Spring	2	MATSUO, AKIKO
	ADVANCED COURSE IN APPLIED AND COMPUTATIONAL MECHANICS 2	Fall	2	FUKAGATA, KOJI MURAMATSU, MAYU OBI, SHINNOSUKE TAKEMURA, KENJIRO OGIHARA, NAOMICHI ANDO, KEITA PENG, LINYU

Courses	Subject	Semester	Credit	Professor
Specialized Courses offered by Graduate School of Science and Technology, SCIENCE FOR OPEN AND ENVIRONMENTAL SYSTEMS	ADVANCED ACTUATOR ENGINEERING	Fall	2	TAKEMURA, KENJIRO
	ADVANCED COURSE OF MOLECULAR DYNAMICS	Fall	2	YASUOKA, KENJI
	FUNDAMENTALS OF TURBULENCE AND ITS THEORY	Spring	2	FUKAGATA, KOJI
	INTRODUCTION TO TURBULENCE MODEL AND ITS APPLICATION	Fall	2	OBI, SHINNOSUKE
	FUNDAMENTALS OF MULTIPHASE FLOW	Spring	2	ANDO, KEITA
	FINITE ELEMENT MODELING AND SIMULATION	Fall	2	MURAMATSU, MAYU
	MECHANICS AND NUMERICAL SIMULATION OF ADVANCED MATERIALS	Spring	2	TAKANO, NAOKI
	NONLINEAR DYNAMICS	Fall	2	PENG, LINYU
	TOPICS IN COMPUTER OPERATING SYSTEMS	Spring	2	KONO, KENJI
	ADVANCED COURSE IN DATABASE SYSTEMS	Spring	2	TOYAMA, MOTOMICHI YAMADA, HIROYUKI NEMOTO, JUN
	MICROPROCESSOR ARCHITECTURE	Fall	2	YAMASAKI, NOBUYUKI
	FORMAL PROGRAMMING LANGUAGE THEORY	Fall	2	TAKIMOTO, MUNEHIRO
	COMPUTER SCIENCE: EXERCISES	Fall	2	TAKADA, SHINGO AMANO, HIDEHARU
	ADVANCED COURSE ON NATURAL LANGUAGE PROCESSING	Fall	2	OHARA, KYOKO SAITO, HIROAKI
	DESIGN OF PHYSICALLY GROUNDED COMMUNICATION SYSTEM	Spring	2	IMAI, MICHITA
	DISTRIBUTED SYSTEMS	Fall	2	MATSUTANI, HIROKI
	ADVANCED COURSE ON NETWORK ENGINEERING	Fall	2	TERAOKA, FUMIO
	SOFTWARE ENGINEERING: DEVELOPMENT AND TESTING	Spring	2	TAKADA, SHINGO
	ADVANCED COURSE ON COMPUTER VISUALIZATION	Spring	2	FUJISHIRO, ISSEI
	ADVANCED COURSE ON NETWORK SERVICES	Fall	2	KANEKO, KUNITAKE
	REAL WORLD INTERACTIVE SYSTEM	Fall	2	SUGIURA, YUTA
	COMPUTER VISION	Spring	2	SAITO, HIDEO
	ADVANCED COURSE ON DIGITAL COMMUNICATION THEORY	Spring	2	SASASE, IWAO
	ADVANCED COURSE OF INTERNET BACKBONE ARCHITECTURE	Spring	2	YAMANAKA, NAOAKI
	AD HOC AND SENSOR NETWORK	Fall	2	OTSUKI, TOMOAKI
	COMPUTER ARCHITECTURE	Spring	2	AMANO, HIDEHARU KONDO, MASAOKI
	MIXED REALITY	Spring	2	SUGIMOTO, MAKI
	MODELS FOR CONCURRENCY	Spring	2	YOSHIDA, NOBUKO
	MACHINE INTELLIGENCE	Spring	2	SUGIURA, KOMEI
	WEB INTELLIGENCE	Spring	2	OSAWA, HIROTAKA
	APPLIED STATISTICAL ANALYSIS	Fall	2	SUZUKI, HIDEO
	OPERATIONS MANAGEMENT	Fall	2	MATSUKAWA, HIROAKI
	OPEN SYSTEMS MANAGEMENT: LECTURE AND EXERCISES	Fall	2	TANAKA, KENICHI NARUSHIMA, YASUSHI MATSUKAWA, HIROAKI HIBIKI, NORIO SUZUKI, HIDEO YAMADA, SHU IMAI, JUNICHI KURIHARA, SATOSHI MATSUURA, SHUN
	ADVANCED COURSE ON TOTAL QUALITY MANAGEMENT	Fall	2	YAMADA, SHU
	INTRODUCTION TO COMPUTATIONAL SOLID MECHANICS	Spring	2	Not offered in 2022
	ANALYSIS OF ARCHITECTURAL FORM	Fall	2	Not offered in 2022
ADVANCED FINANCIAL ENGINEERING 1	Spring	2	Not offered in 2022	
ADVANCED COURSE ON APPLICATION OF EXPERIMENTAL DESIGN	Fall	2	Not offered in 2022	
THERMAL AND REACTIVE FLUID DYNAMICS	Spring	2	Not offered in 2022	
MODELING AND ANALYSIS OF STOCHASTIC SYSTEMS	Fall	2	Not offered in 2022	
Specialized Courses offered by Faculty of Science and Technology, DEPARTMENT OF MECHANICAL ENGINEERING	STABILITY THEORY IN DYNAMICS SYSTEMS/SPECIAL LECTURE IN MATHEMATICAL SCIENCE 1	Spring	2	PENG, LINYU
	SPECIAL LECTURE IN MECHANICAL ENGINEERING	Spring	2	PENG, LINYU
	INTRODUCTION TO FLUID MECHANICS	Fall	2	ANDO, KEITA

Course Registration

※ From Spring Semester of 2021, every semester has the course registration period.

1. Online course registration period

	Spring semester	Fall semester
Course registration period	[The first] April 3 (Sun) 12:30- April 5 (Tue) 16:45 [The second] April 6 (Wed) 18:00- April 14 (Thu) 10:00 ※1	[The first] September 27 (Tue) 12:30 - September 29 (Thu) 16:45 [The second] September 30 (Fri) 18:00 - October 8 (Sat) 10:00 ※1
Announcement of lottery results for general course offered at Yagami campus	Lottery results for general courses and foreign language courses at Yagami campus will be announced on the next day of the first class.	
Course registration confirmation period	April 19 (Tue) 16:00- * You can confirm your course registration details on the Course Registration system. * Be sure to check whether you have completed your registration correctly on the “Confirmation of Registered Courses” page on Course Registration System via keio.jp.	October 13 (Thu)16:00- * You can confirm your course registration details on the Course Registration system. * Be sure to check whether you have completed your registration correctly on the “Confirmation of Registered Courses”page on Course Registration System via keio.jp.
Course registration amendment period	April 20 (Wed) 8:45- April 22 (Fri) 16:45 * Only when you were not admitted to take the lottery course, you can register for additional courses during this period at the Academic Services. * Only those who apply to this case will receive the “Course Registration Confirmation Sheet” sent by postal mail.	October 14 (Fri) - October 17 (Mon) * Only when you were not admitted to take the lottery course, you can register for additional courses during this period at the Academic Services. * Only those who apply to this case will receive the “Course Registration Confirmation Sheet” sent by postal mail.
Course cancellation period	April 27 (Wed) 10:00 - April 28 (Thu) 16:45 * For courses on a semester system held in the second half of semester: June 14 (Tue) 10:00 - June 15 (Wed) 16:45	October 24 (Mon) 10:00 - October 25 (Tue) 16:45 * For courses on a semester system held in the second half of semester: December 12 (Mon) 10:00 - December 13 (Tue) 16:45

※1

- * In order to take online classes, you must have registered for the course, so it is recommended that students register for all courses they wish to take during this period.
- * Some courses may be subject to course restrictions if the maximum limit is reached.
- * Registration information will be reflected in the nightly update.
Please be careful not to register just before the lecture date, as it will not be reflected immediately. (Registration is recommended at least two days prior to the lecture date.)
- * Once your registration is completed, print (Convert to PDF) “A Printing Page of Course Registration”, get your advisor’s signature (e-signature) on it and submit it to the BOX (on-line strage) by 【Spring:April 14 (Thu). Fall:October 8 (Sat).】
- * But the confirmation method may differ depending on the specialization. Please ask your academic advisor whether uploading is required or not.

2. How to Access the Course Registration System and Web Entry System

- After logging in keio.jp , select “Course Registration” or “Web Entry System” in the “Class” category.
- Please note that the system will not be available about one hour from 4:00 am every day for system maintenance.
- You can also access Course Registration System and Web Entry System via the links below.

*Log in using your ID and Password of keio.jp.

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

Web Entry System : <https://www.students.keio.ac.jp/en/com/class/system/entry-manual.html>

3. Important Notes on Course Registration

- Please make sure that you save and print the Registration Complete page. If there is an error after registering a course, “Pending” will be indicated in the Status column. In such case, cancel the course and register for it again until “Registration Complete” is indicated in the Status column.
- It is mandatory for graduate students to submit the Registration Complete page with advisor’s signature after completing course registration.
- Please check “Course List for International Graduate Program” for courses conducted in English.

Registration for “Independent Study”

- Independent Study course runs year-round. First year master’s program students must register for it in their first semester.

Registration for “Graduate Research 1”

- Students are required to have earned 16 credits or more and started working on their master’s thesis to register for Graduate Research 1.
- Second year master’s program students who have earned 16 credits or more including Independent Study (4 credits) should register for it.

Registration for “Graduate Research 2”

Ph.D. students must register for Graduate Research 2 in their first semester. Once it is registered, it will automatically be carried forward until completion.

Course Registration Cancellation Period

Except for courses indicated below, registered courses for a particular semester may be cancelled online in the designated cancellation period. You can make use of this system if, for example, you find that the course content is not what you expected, realize that you don’t have enough knowledge to follow the classes, or just want to decrease the number of courses you have registered. Furthermore, additional courses may not be registered.

Courses which may not be cancelled

- Mandatory courses (Independent Study, Graduate Research 1, Graduate Research 2)
- Limited-enrollment courses decided by lottery
- Limited-enrollment courses decided by course instructor
- Cancellation of courses which may affect course requirements will not be accepted.
- Intensive courses held during the summer recess may be cancelled from the next day of the course registration is confirmed to the next day of the course begins.
- Please note that all courses at the following graduate schools cannot be cancelled. Please confirm each school.
Graduate School of Business Administration
Graduate School of System Design and Management
Graduate School of Media Design

Keio University
Graduate School of Science and Technology

3-14-1 Hiyoshi, Kohoku-ku Yokohama-shi, Kanagawa 223-8522, Japan

<https://www.st.keio.ac.jp/en/>