

Academic Year 2020

**Keio University Graduate School of Media Design,
Master's Program and Doctoral Program**

KMD Student Guide



(As of September 2020)

Content

Graduate School of Media Design features	3
KMD Academic Calendar	5
Class Periods	11
Emergency Management Notice	11
Management for Classes during College Baseball and the Mita Festival	11
Class Attendance if you are Chosen as Lay Judge	11
School Holidays	12
General Information	13
1. Graduate School of Media Design, Hiyoshi Office of Student Services (KMD Office)	
2. Notifications for Graduate Students	
3. Student Identification (ID) Number	
4. Student Identification (ID) Card (Security Card)	
5. Classrooms	
6. Class Schedules and Course Syllabi	
7. Cancellations and Make-up Classes	
8. Examinations and Grades	
9. Academic Misconduct	
10. Lockers	
11. Smoking	
Curriculum and Process for Degree Conferral	16
1. Course Outlines	
2. Subject Lists	
3. Curriculum and Completion Model	
4. Evaluation Details	
5. GPA	
6. Process for Completing Degree	
Course Registration	30
1. Course Registration	
2. Course Registration Procedure	
3. Course Registration Schedule	
4. Important Information	
5. Category Column	
6. Course Registration Advising	
Reports and Applications	37
1. Request for Leave of Absence	
2. Studying Abroad	
3. Withdrawal	
4. Period of Enrollment in the Doctoral Program	
5. Changes of Personal Information	
6. Payment of Tuition and Deferred Payments	
7. Reservation of Classrooms	
8. Application for External Activities	
9. Parking Permit	
10. Cafeteria	
11. Distribution of Posters and Pamphlets	
12. Application for Permission to Film/Photograph on Campus	
13. Use of KMD Logo	

Graduate School of Media Design features

KMD trains students to become “media innovators,” our term for the globally-oriented creative leaders who drive activities in the creative society. Accordingly, we use English and Japanese as our official languages and work in an environment designed to maximize our state-of-the-art network infrastructure. The curriculum and its integrated projects focus on the three pillars defined below to give students the experience they need to “MAKE, DEPLOY, and IMPACT” in an international context.

1. Innovation Pipeline

KMD views innovation as an integrated process that we describe as “MAKE, DEPLOY and IMPACT,” and uses an educational model called the “innovation pipeline.” “MAKE” refers to an iterative “Build to Think” process of developing and proposing ideas, and then verifying them through ethnographies and prototyping. This process encourages students to think about and evolve their ideas as they build. The equipment and environment at KMD allow students to gain practical experience in the “MAKE” phase. In “DEPLOY,” students work to deliver prototypes to society. In this phase, students learn how to accelerate new ventures, and how to promote and present their ideas more effectively. In the “IMPACT” phase, we learn about strategies for developing new fields and disrupting existing fields for the purpose of bringing value to the creative society.

2. Diversity

In the global community, it is crucial that we understand the nature of local economies and cultures and are able to respect each other’s expertise and values. KMD’s diverse community provides the basis for acquiring this expertise. Nearly 50% of KMD students come from outside Japan, and they bring their own cultural and social values. There is a broad range of academic backgrounds, with many bringing experience in business, as well as diversity of age groups, which is a distinct advantage. KMD highly values diversity in its many forms and the synergy that it creates. Our students encounter diversity in a variety of ways on a daily basis, and they understand, respect, and value each other.

3. Radical Collaboration

Innovation occurs when a team is able to combine the different areas of expertise, experience, and perspectives of its members. The environment at KMD facilitates the serendipity of chance encounters with people from different backgrounds. Serendipity breeds new ideas that serve as the starting points for innovation. What starts out as serendipity turns into synergy; this is how breakthroughs occur. At KMD, our students of different academic and cultural backgrounds collaborate with other students, faculty members, and external organizations, including those at our satellite locations in Osaka and Singapore, via our high-definition video conferencing system. Beyond KMD, the CEMS Program, GID Program, and EBA Program offer students shared curricula with other globally-ranked graduate schools.

4. Aims for Training Human Resources and Other Educational and Research Goals

The mission of KMD is to develop creative leaders and innovators who have the ability to globally collaborate beyond disciplines and cultures to innovate and create social value. English and Japanese are both official languages of KMD. The curriculum is structured to have practical projects with external partners at its core, to acquire practical skills and theories including research and development of advanced digital technology, project management in multiple locations and cultural environments, product and service design, and business models and policy recommendations.

5. Principles of Education

- **Diploma Policy**

In the master's program, students apply the comprehensive perspectives they have acquired in the Real Projects to write the master's thesis. In the doctoral program, students choose their main supervisor and submit a doctoral dissertation proposal. If accepted, a Dissertation Advisory Committee is established. Students begin writing the draft of the doctoral dissertation once permitted by the committee. Upon submission of the draft, the external examiners appointed by the committee review the dissertation anonymously and indicate any necessary amendments. After the final version of the doctoral dissertation is submitted, a public doctoral dissertation defense is held and the Dissertation Advisory Committee members and external examiners make a final decision.

- **Curriculum Policy**

At the heart of the curriculum is the Real Project; students are expected to acquire the necessary practical skills to execute the project and raise their expertise in their chosen field after learning about all four areas of Design, Technology, Management, and Policy in the introductory courses.

- **Admissions Policy**

KMD seeks students with passionate and visionary global perspectives who are brimming with creativity and compositional abilities. Applicants are evaluated based on their potential regardless of academic background. An interview will be held after the document screening.

2020年度メディアデザイン専攻修士課程
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションバイブライズ1A、1B、1C、2」のスケジュールはKMO e-learningシステムを参照
See MOE-learning system for details for 1A, 1B, 1C, and 2

授業回数 レッド(1-8) 理論・実践科目は8回開講(1単位科目)または16回開講(2単位科目)、KMO実務科目は8回開講
Number of classes: red (1-8) Theory/Practical subjects: 8 (1 credit) or 16 (2 credit) classes, KMO design subjects: 8 classes

日	月	火	水	木	金	土
4月						
April						
5	6	7	8	9	10	11
					中間発表(修士・留学・休学者等)(2020.9修了) Interim presentation for master's thesis (for students studied abroad etc. & completing in Sep 2020)	
12	13	14	15	16	17	18
	Communication Week(4/13-5/6)			Web履修申告(4/16 12:30am-4/27 11am) Online class registration (4/16 12:30am-4/27 11am)		
19	20	21	22	23	24	25
26	27	28	29	30		
			前科の日 National Holiday	学費納入期限 Tuition payment due date		
5月						
May						
					修了見込証明書発行開始(2021.3修了) Certificate for Expected Completion (for students completing in March 2021) issued	
3	4	5	6	7	8	9
憲法記念日 National Holiday	みどりの日 National Holiday	こどもの日 National Holiday	振替休日 Substitute Holiday		基礎2科目以外申請(5/8-5/13 3pm) Submission period for introductory projects (5/8-5/13 3pm)	
10	11	12	13	14	15	16
	春学期授業開始 Spring semester classes start		修士論文・副指導教員申請(2021.3修了) Application for a theme of MA thesis and sub research supervisor (for students completing in March 2021)		副査2決定(2020.9修了) Assign of a Co-reviewer 2 (for students completing in Sep 2020)	
17	18	19	20	21	22	23
		Web履修修正申告(5/19 10am-5/20 4:45pm) Modification period for online class registration (5/19 10am-5/20 4:45pm)				
24	25	26	27	28	29	30
					指導教員決定(2021.9修了) Assign of a main research supervisor (for students completing in Sep 2021)	
31						
【休日の授業】本学課 G.L. 他学課 文系の日 11/3(水)、地方祭開の日 11/23(月)						
【代休日/編入日】本学課 7/20(月)、7/21(水)、7/22(水) 他学課 G.L.						

2020年度メディアデザイン研究科 学事日程
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションパイプライン1A、1B、1C、2」のスケジュールはKMD e-learningシステムを参照
See KMD e-learning system for details for Innovation Pipeline 1A, 1B, 1C, and 2.

授業回数：レッド(①-⑧)：理論・戦略科目は8回開講（1単位科目）または15回開講（2単位科目）、KMD英語科目は8回開講
Number of classes in red (indicated as ①-⑧) Theory/Strategy subjects: 8 (1 credit) or 15 (2 credits) classes, KMD English subjects: 8 classes

	日 Sun	月 Mon	火 Tue	水 Wed	木 Thur	金 Fri	土 Sat
6月 June		1	2	3	4	5	6
		④	④	④	④	④	
7		8 基礎プロジェクト変更(6/8-6/12 3pm) Submission period for change of Introductory project (6/8-6/12 3pm)		10	11	12	13
		⑤	⑤	⑤	⑤	⑤	
14		15	16	17	18	19	20
		⑥	⑥	⑥	⑥	⑥	
21		22	23	24	25	26	27
		⑦	⑦	⑦	⑦	⑦	
28		29	30				
		⑧	⑧				
7月 July				1	2	3 プレザンテーション(オンライン) Plenary Meeting (Online) 修論題目申請書・修論提出 (2020.9修了) Submitting of master's thesis and the title (for students completing in Sep 2020)	4
				⑧	⑧	⑧	
5		6	7	8	9	10	11
		⑨	⑨	⑨	⑨	⑨	
12		13 リアルプロジェクト申請(7/14-7/20) Submission period for Real Project(7/14-7/20)	14	15	16	17 修士論文最終発表会(2020.9修了)(午後) Final presentation for master's thesis (for students completing in Sep 2020)(PM)	18 修士論文最終発表会(2020.9修了) Final presentation for master's thesis (for students completing in Sep 2020)
		⑩	⑩	⑩	⑩	⑩	
19		20 補講日	21 最終発表会結果発表(2020.9修了) Announcement of the result of the Final Presentation (for students completing in Sep 2020)	22 春学期授業最終日 Last day of Spring semester 中間発表(修士)(2021.3修了) Interim presentation for master's thesis (for students studied abroad etc.& completing in March 2021) 中間発表(博士) Interim presentation of doctoral students	23 海の日 National Holiday	24 体育の日 National Holiday	25
		補講日	補講日	補講日			
26		27 修論訂正締切(2020.9修了) Dead line for modification of master's thesis (for students completing in Sep 2020) 修論中間発表講評結果通知(2021.3修了) Announcement for research supervisor's comments for MA thesis interim presentation (for students completing in March 2021)	28	29	30	31	
【休日の取替】 春学期：なし 秋学期：文化の日：11/3(火)、勤労感謝の日：11/23(月)							
【代替日/補講日】 春学期：7/20(月)、7/21(火)、7/22(水) 秋学期：なし							

2020年度メディアデザイン研究科 学修日程
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションパイプライン1A、1B、1C、2」のスケジュールはKMO e-learningシステムを参照
See KMO e-learning system for details for Innovation Pipeline 1A, 1B, 1C, and 2.

授業回数：レッド(1)～(3)：理論・戦略科目は8回開講(1単位科目)または15回開講(2単位科目)、KMO英語科目は8回開講
Number of classes in red (indicated as ①-③) Theory/Strategy subjects: 8 (1 credit) or 15 (2 credits) classes, KMO English subjects: 8 classes

	日 Sun	月 Mon	火 Tue	水 Wed	木 Thur	金 Fri	土 Sat
8月 August							1
	2	3 一斉休暇	4 一斉休暇	5 一斉休暇	6 一斉休暇	7 一斉休暇	8 一斉休暇
	9	10 山の日 National Holiday	11	12	13	14 修論最終判定結果発表 (2020.9修了) Announcement of the result of master's thesis (for students completing in Sep2020)	15
	16	17	18 博士所定単位取得退学申請締切 Deadline for withdrawal from the doctoral program with the completion of course requirements	19	20	21	22
	23	24 修論製本版作成申請(2020.9 修了) Payment deadline for book bindings (for students completing in Sep 2020)	25	26	27	28	29
	30	31					
9月 September			1	2	3	4 修了者発表(2020.9修了) Announcement of graduates (for students completing in Sep 2020) 論文着手資格認定(2021.9修 了) Approval for qualification of master's thesis (for students completing in Sep 2021) 成績質問紙受付(9/4-9/9) Claim for Grades (9/4-9/9)	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18 学位授与式 Commencement	19
	20	21 敬老の日 National Holiday 院修了の日 Day of graduate program completion	22 秋分の日 National Holiday	23	24 入学式 Entrance Ceremony	25 Web履修申告(9/25 12:30pm-9/28 4pm) Online class registration (1) (9/25 12:30pm-9/28 4pm) 中間発表(修士・留学・休学者 等)(2021.3修了) Interim presentation for master's thesis (for students studied abroad etc.& completing in March 2021) 中間発表(博士) Interim presentation of doctoral students	26
	27	28 Communication Week(9/28- 10/9)	29	30			

【休日の数値】 春学期：なし
秋学期：文化の日：11/3(火)、勤労感謝の日：11/23(月)
【代替日/補講日】 春学期：7/20(月)、7/21(火)、7/22(水)
秋学期：なし

2020年度メディアデザイン研究科 学事日程
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションパイプライン1A、1B、1C、2」のスケジュールはKMD e-learningシステムを参照
See KMD e-learning system for details for Innovation Pipeline 1A, 1B, 1C, and 2

授業回数：レッド(①-⑧)：理論・戦略科目は8回開講(1単位科目)または15回開講(2単位科目)、KMD英語科目は8回開講
Number of classes in red (indicated as ①-⑧) Theory/Strategy subjects: 8 (1 credit) or 15 (2 credits) classes, KMD English subjects: 8 classes

	日 Sun	月 Mon	火 Tue	水 Wed	木 Thur	金 Fri	土 Sat
10月 October					1 修論7-7・副指導教員申請 (2021.9修了) Application for a theme of MA thesis and sub research supervisor (for students completing in Sep 2021)	2 Web履修申告2 (10/2 12:30pm-10/6 11am) Online class registration (2) (10/2 12:30pm-10/6 11am)	3
	4	5	6	7 基礎プロジェクト申請 (10/7- 10/13 3pm) Submission period for Introductory Project (10/7- 10/13 3pm)	8	9	10
	11	12 秋学期授業開始 Fall semester classes start	13	14	15	16	17
	18	19	20	21 Web履修修正申告(10/21 10am-10/22 4:45pm) Modification period for online class registration (10/21 10am-10/22 4:45pm)	22	23	24
	25	26	27	28	29	30 学費納入期限 Tuition payment due date 副査の決定(2021.3修了) Assign of a Co-reviewer 2 confirmed (for students completing in March 2021)	31
11月 November	1	2 修了見込証明書発行開始 (2021.9月修了) Certificate for Expected Completion (for students completing in Sep 2021) issued	3 文化の日 National Holiday	4 基礎プロジェクト変更(11/4- 11/10 3pm) Submission period for change of Introductory project(11/4- 11/10 3pm)	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21 三田祭 Mita Festival
	22 三田祭 Mita Festival	23 勤労感謝の日 National Holiday 三田祭 Mita Festival	24	25	26	27	28
	29	30					
【休日の授業】 春学期： なし 秋学期： 文化の日：11/3(火)、勤労感謝の日：11/23(月)							
【代替日/補講日】 春学期： 7/20(月)、7/21(火)、7/22(水) 秋学期： なし							

2020年度メディアデザイン研究科 学業日課
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションパイプライン1A、1B、1C、2」のスケジュールはKMD e-learningシステムを参照
See KMD e-learning system for details for Innovation Pipeline 1A, 1B, 1C, and 2.

授業回数：レッド(1~9)：理論・戦略科目は8回開講(1単位科目)または15回開講(2単位科目)、KMD英語科目は8回開講
Number of classes in red (indicated as 1-9) Theory/Strategy subject: 8 (1 credit) or 15 (2 credits) classes, KMD English subject: 8 classes

	日 Sun	月 Mon	火 Tue	水 Wed	木 Thur	金 Fri	土 Sat
12月 December			1	2	3	4	5
			8	8	8	8	
6		7	8	9	10	11	12
		9	9	9	9	9	
13		14	15	16	17	18	19
				修論題目申請書・修論提出 (2021.3修了) Submission of master's thesis and its title (for students completing in March 2021)		指導教員決定(2022.3修了) Assign of a main research supervisor for master's (for students completing in March 2022)	
20	停電 Blackout	21	22	23	24	25	26
27		一斉休暇	一斉休暇	一斉休暇	一斉休暇		
1月 January						1 元旦 New Year Holiday	2
						一斉休暇	一斉休暇
3	一斉休暇	4	5	6	7	8	9
		一斉休暇	一斉休暇	授業再開 Class starts			
10	福澤先生誕生日 University holiday Anniversary of Yukichi Fukuzawa's Birthday	11 成人の日 National Holiday	12	13	14	15	16
					修士論文最終発表会(2021.3 修了) Final presentation for master's thesis (for students completing in March 2021)	修士論文最終発表会(2021.3 修了) Final presentation for master's thesis (for students completing in March 2021)	
17		18	19	20	21	22	23
			最終発表会結果発表 (2021.3 修了) Announcement of result of Final presentation (for students completing in March 2021)	ブレザーミーティング(オンライン) Plenary Meeting (Online) リアルプロジェクト外申請(1/20-1/26) Submission period for Real Project(1/20-1/26)			
24		25	26	27	28	29	30
				中間発表(修士)(2021.9修了) Interim presentation for master's thesis(for students completing in Sep 2021) 中間発表(博士) Interim presentation of doctoral students		修論訂正締切(2021.3修了) Deadline for modification of master's thesis (for students completing in March 2021)	
31							

【休日の授業】 春学期：なし
秋学期：文化の日：11/3(火)、勤労感謝の日：11/23(月)
【代替日/補講日】 春学期：7/20(月)、7/21(火)、7/22(水)
秋学期：なし

2020年度メディアデザイン研究科 学事日程
Academic Calendar AY2020, Keio University Graduate School of Media Design

「イノベーションパイプライン1A、1B、1C、2」のスケジュールはKMD e-learningシステムを参照
See KMD e-learning system for details for Innovation Pipeline 1A, 1B, 1C, and 2.

授業回数：レッド(1~9)：理論・戦略科目は8回開講（1単位科目）または15回開講（2単位科目）、KMD英語科目は8回開講
Number of classes in red (indicated as 1-9) Theory/Strategy subjects: 8 (1 credit) or 15 (2 credits) classes, KMD English subjects: 8 classes

日 Sun	月 Mon	火 Tue	水 Wed	木 Thur	金 Fri	土 Sat
2月 February	1	2	3 修論中間発表講評結果通知 (2021.9修了) Announcement for research supervisor's comments for MA thesis interim presentation (for students completing in Sep 2021)	4	5 修論最終判定結果発表 (2021.3修了) Announcement of result of master's thesis (for students completing in March 2021)	6
7	8	9	10	11 建国記念の日 National Holiday	12	13
14	15	16 博士所定単位取得退学申請締切 Deadline for withdrawal from the doctoral program with the completion of course requirements 修論製本版作成申請(2021.3修了) Payment period for book bindings(for students graduating in March 2021)	17	18	19	20
21	22	23 天皇誕生日 National Holiday	24	25	26	27
28						
3月 March	1	2	3	4	5	6
7	8	9	10 修了者発表(2021.3修了) Announcement of graduates (for students completing in March 2021) 論文着手資格認定(2022.3修了) Approval for qualification of master's thesis(for students completing in March 2022) 成績賞問用紙交付 (3/10-3/15) Claim for Grades (3/10-3/15)	11	12	13
14	15	16	17	18	19	20 春分の日 National Holiday
21	22	23 院修了の日 Day of graduate program completion	24	25	26 学位授与式 Commencement	27
28	29	30	31			
【休日の授業】春学期：なし 秋学期：文化の日：11/3(火)、勤労感謝の日：11/23(月)						
【代替日/補講日】春学期：7/20(月)、7/21(火)、7/22(水) 秋学期：なし						

Class Periods

Class periods vary among campuses, faculties, and schools.

Class Periods	KMD	KBS	SDM	Mita, Hiyoshi, Yagami and Shinanomachi Campus	SFC
1 st period	09:00—10:30	09:00—10:30	09:00—10:30	09:00—10:30	09:25—10:55
2 nd period	10:45—12:15	10:45—12:15	10:45—12:15	10:45—12:15	11:10—12:40
3 rd period	13:00—14:30	13:00—14:30	13:00—14:30	13:00—14:30	13:00—14:30
4 th period	14:45—16:15	14:45—16:15	14:45—16:15	14:45—16:15	14:45—16:15
5 th period	16:30—18:00	16:30—18:00	17:15—18:45	16:30—18:00	16:30—18:00
6 th period	18:10—19:40	18:10—19:40	19:00—20:30	18:10—19:40	18:10—19:40
7 th period	—	—	—	19:50—21:20 (*1)	19:50—21:20 (*1)

The times for the final (semester-end) examinations for undergraduate faculties are subject to change.

(*1) Classes in the seventh period are only offered at the SFC and Mita Campuses, and by the undergraduate faculties at Hiyoshi Campus.

Emergency Management Notice

If classes have to be canceled as a result of transportation services being unavailable due to major accidents or natural disasters such as typhoons, torrential rain, heavy snow, or earthquakes, or in the event of any other emergency situation, instructions will be issued by the university via the “For Keio Students” website, etc.

<http://www.gakuji.keio.ac.jp/>

<Other Precautions>

If an emergency occurs after the start of classes, separate measures, such as sending students home early or shortening the duration of lectures, will be taken as circumstances dictate. Follow the instructions that are given via the campus broadcasts and posted on bulletin boards and the above website.

Management for Classes during College Baseball and the Mita Festival

Classes offered at KMD will take place as usual during Keio-Waseda baseball games and the Mita festival.

Class Attendance if you are Chosen as Lay Judge

Keio University does not officially recognize absences from classes to attend a trial as a lay judge. Students who are selected as lay judges and are unsure about class attendance should consult with a staff member at the KMD Office. Please note that the nature of certain classes may mean that attendance is compulsory.

School Holidays

Classes will not take place on the following days (hereafter referred to as “school holidays”). However, school holidays may be changed or classes temporarily suspended when necessary.

Sundays	
National holidays	
Anniversary of Yukichi Fukuzawa’s Birthday	(January 10)
Keio Foundation Day	(April 23)
Summer Break	(From early August to late September)
Winter Break	(From late December to early January)
Spring Break	(From early February to late March)

General Information

1. Graduate School of Media Design, Hiyoshi Office of Student Services (hereafter referred to as the “KMD Office”)

The KMD Office is located on the second floor of the Collaboration Complex at Hiyoshi Campus. This office handles requests for applications, notices, and certificates not available at the Certificate Issuing Machines; procedures for course registration and academic transcripts; scholarship applications; and career services. Students must ensure that they strictly observe the dates and times for submission deadlines. Under no circumstances will submissions be accepted after the prescribed deadlines.

Office hours: Monday to Friday from 8:45 a.m. to 4:45 p.m.

***Closed on weekends, public holidays, designated university holidays, and during break periods of the Office of Student Services (Graduate Schools), Hiyoshi Campus.**

*** Closed from 11:30 a.m. to 12:30 p.m. during periods when classes are not held at KBS, SDM, and KMD**

Operating Hours of Certificates Issuing Machine: Monday to Saturday from 8:45 a.m. to 8:15 p.m.

***Not in operation on Sundays, public holidays, designated university holidays, and during break periods of the Office of Student Services (Graduate Schools), Hiyoshi Campus or periods when the machines are being serviced**

***Only in operation on Saturdays during periods when classes are held at KBS, SDM, and KMD.**

2. Notifications for Graduate Students

Students should regularly check notifications from the KMD Office posted on the “For KMD Students” page of the KMD website (<https://students.kmd.keio.ac.jp/studenttop>). Students who fail to check the website regularly will be at a disadvantage if they miss important notifications. Additionally, students should check the bulletin boards of other graduate schools and faculties if registered for their courses. Check the common bulletin boards for information regarding the lectures and courses offered at the various Research Centers and Institutes.

3. Student Identification (ID) Number

The eight-digit number shown on the front of the student ID card and the registration sticker on the back is your student ID number. Each student is assigned a unique number, which is used for all procedures at the university including course registration and the submission of any documentation. Student numbers are also used to announce scholarship selections and program completion.

4. Student Identification (ID) Card (Security Card)

The student ID card is your proof of enrollment at KMD. It also serves as a security card for accessing certain areas of the Collaboration Complex, as a library card to check out books and materials, and as proof of membership of the Keio Student Health Care Mutual Aid Association (Gakuseikenpo). Student ID cards cannot be lent or transferred to other people. Students should carry their student ID cards with them at all times as it will be required in the following cases:

- As and when requested by faculty and staff members
- To collect Student Travel Fare Discount Certificates (Gakuwari) and other certification
- To take exams
- To enter specially designated facilities such as classrooms and the university libraries
- When purchasing student commuter passes or discounted tickets and when requested by transport staff

(1) Student ID Card

Student ID cards consist of an ID card, a registration sticker, and a card case. Student ID cards are only valid once the registration sticker has been attached to the back of the card.

Student ID cards must be carried in the card case. Do not carry together with bank cards, etc., as this may damage the magnetic stripe. Do not remove the registration sticker from the back of the card without good reason.

- Confirm the details shown on the ID card when it is issued.
- The academic year and expiration date appear on the registration sticker. Attach the sticker to the back of the ID card after verifying that the information shown is correct.
- Important information regarding use of the student ID card is shown on the card case

(2) Procedures to Issue (Renew) Registration Stickers

Registration stickers are renewed every April or September (only when the expiry date is September 21). Be sure to remove the old registration sticker before attaching the new one. **The new sticker will be enclosed with the academic transcripts that are sent out to students in mid-March or early September.** However, students who have yet to pay their academic fees and expenses for the previous semester will not be issued with a new registration sticker. This will only be issued when they bring the receipt of the money transfer for tuition fees to the KMD Office. (A student ID card without a valid registration sticker attached is void.)

*Students who have lost the receipt for the money transfer should get confirmation of payment from the Accounting Section at the Hiyoshi Management Service Center.

(3) Reissuing Student ID Cards

In cases of loss or damage to your student ID card or registration sticker, apply to have the card or sticker reissued by submitting the “Application for Re-issuance of Student ID Card” (学生証再交付願) to the KMD Office.

- Necessary documentation, photograph taken within the last 3 months (a 4×3 cm photo printed on glossy paper without borders; the photo should be of the upper body taken from the front against a plain background; do not wear a hat)
- Cost to re-issue: 2,000 yen (purchase certificate stamps [*shoshi*] at the KMD Office)

(4) Return of Student ID Card

If the old student ID card is found after a new card has been issued, it should be handed into the KMD Office immediately. Students must also return their student ID cards to the KMD Office if leaving the school due to withdrawal from the university, completion of the degree, or withdrawal from the doctoral program upon completion of the course requirements (without submission of a dissertation).

5. Classrooms

Please refer to “Layout of Third Floor of Collaboration Complex” at the end of this guide. For information on reserving classrooms, see “8. Use of Classrooms” in the “Application and Notifications” section below.

6. Class Schedules and Course Syllabi

Class schedules and course syllabi are available at the KMD website.

Class schedules for Spring and Fall Semesters: <https://students.kmd.keio.ac.jp/studenttop>

Course syllabi (KMD e-Learning system): <http://archiver.kmd.keio.ac.jp/>

*The password to access the website will be announced at the orientation for new students.

7. Cancellations and Make-up Classes

In principle, make-up classes will be held whenever the cancellation of a class is unavoidable. Make-up classes are primarily held on Saturdays or from the fifth period onward on weekdays. The KMD Office will announce

all cancellations and make-up of classes via the KMD website:

<https://students.kmd.keio.ac.jp/studenttop>

8. Examinations and Grades

(1) Examinations

Examinations may be held during classes. Students must check the KMD website for important notifications on examinations to ensure they do not miss any announcements made outside of class.

Semester-end examinations for courses offered by other graduate schools and undergraduate faculties may be held at specified times at the end of the semester. Please note that the examination dates of other Keio graduate schools and faculties are different to those of KMD. For more information, please check the relevant bulletin boards of the schools and faculties.

(2) Notification of Grades

Academic transcripts are sent by the KMD Office to the current address of students in early September for the Spring Semester and in mid-March for the Fall Semester. Academic transcripts will not be reissued under any circumstances. The academic transcripts may be viewed online for a designated period. A “keio.jp” ID and password are required. Details on the academic transcripts and designated period for online perusal will be announced via the “For Keio Students” website:

The grades of completed courses will be shown on your Transcript of Academic Record from the next semester.

(3) Announcement of Completion

A list of students who have successfully completed a degree program at KMD will be announced on the KMD website:

<https://students.kmd.keio.ac.jp/studenttop>

Spring Semester: early September

Fall Semester: mid-March

9. Academic Misconduct

In the event that a student engages in academic misconduct on an examination or assignment, the student in question will be subject to strict disciplinary action as stipulated by the Graduate School of Media Design Committee. Moreover, details concerning the disciplinary action to be taken will be publicly announced on the website and the KMD Office bulletin board after officially notifying the student in question. If cheating is found on an examination or assignment for credit, the student in question will not receive any credits for courses taken that semester. As a general rule, academic misconduct on any other examinations or assignments shall be handled in the same manner. Disciplinary action for academic misconduct on master’s theses may result in expulsion from the Graduate School, pursuant to the Article 161 of Keio University’s Graduate School Regulations. All students are expected to act responsibly and with integrity.

10. Lockers

The lockers through the security doors on the third floor (north and south wings) of the Collaboration Complex are available for use by KMD students. Students must ensure they use the locker with their name tag attached and are personally responsible for preparing the lock.

11. Smoking

Smoking is prohibited at Hiyoshi Campus both inside and outside of all buildings, except in the designated smoking areas.

Curriculum and Process for Degree Conferral

1. Course Outlines

Lecture courses offered by KMD are shown in “2. Subject List.” For the course outlines, see the following website:

<https://www.kmd.keio.ac.jp/academics>

2. Subject List

Master’s Program

<For students admitted in AY 2018 or later (18 *Gakusoku*, Graduate School Regulations)>

Introductory subjects (Requisite)

*Number of credits given in parentheses

INNOVATION PIPELINE 1A (2)	INNOVATION PIPELINE 1C (2)
INNOVATION PIPELINE 1B (2)	INNOVATION PIPELINE 2 (4)

Theory/Strategy subjects (Elective)

Design Track	Management Track
DREAM-DRIVEN DESIGN AND INNOVATION (1)	INNOVATION & TURN-AROUND (1)
EMBODIED INTERACTIONS (1)	GLOBAL SOCIETY (1)
CREATIVE CONCEPTION FOR TRANSMEDIA (1)	THEORY OF BUSINESS MEDIA (1)
DESIGN FOR EMPOWERMENT AND SOCIAL CHANGE (1)	SOCIAL CREATION (1)
BRAND-DRIVEN DESIGN PROCESS (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
ADVANCED SERVICE DESIGN 1 (1)	
METHODOLOGIES FOR SERVICE DESIGN (1)	VENTURE FUNDAMENTALS (1)
MARKET DESIGN FOR WELL BEING CITY (1)	VENTURE LAUNCH (1)
MATERIAL INTERACTION (1)	
Technology Track	Global Track
COMPUTING SYSTEM ARCHITECTURE (1)	OTAKU CULTURE (1)
NETWORK OPERATION (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
DIGITAL MEDIA INNOVATION (1)	
COMPUTATIONAL SERVICE ARCHITECTURE (1)	INTERNSHIP (2)
INFORMATION SECURITY TECHNOLOGY 1 (1)	INTENSIVE PROJECT (2)
INFORMATION SECURITY TECHNOLOGY 2 (1)	GID THEORY/STRATEGY 1 (2)
PERCEPTION AWARE COMPUTING (1)	GID THEORY/STRATEGY 2 (2)
Policy Track	CEMS THEORY/STRATEGY 1 (2)
POLICY FOR GLOBAL FUTURE (1)	CEMS THEORY/STRATEGY 2 (2)
INTELLECTUAL PROPERTY TACTICS (1)	

Project subjects

Requisite	Elective
INTRODUCTORY PROJECT (2)	GID INTERNATIONAL PROJECT 1 (2)
REAL PROJECT (2)	GID INTERNATIONAL PROJECT 2 (2)
	CEMS BUSINESS PROJECT (4)
	CEMS RESEARCH PROJECT (1)

Media Design Research (Requisite)

MEDIA DESIGN RESEARCH 1 (2)	MEDIA DESIGN RESEARCH 3 (2)
MEDIA DESIGN RESEARCH 2 (2)	

Optional subjects

KMD ENGLISH 1 (1)	PRESENTATION SKILLS 1 (1)
KMD ENGLISH 2 (1)	PRESENTATION SKILLS 2 (1)
INTRODUCTION TO INTERCULTURAL COMMUNICATION (1)	PRESENTATION SKILLS 3 (1)
GLOBAL MEETINGS & DISCUSSIONS (1)	PRESENTATION SKILLS 4 (1)
CONCEPT DESIGN AND MANAGEMENT CONTROL (1)	SERVICE DESIGN PROJECT A (1)
MARKETING STRATEGY FOR INNOVATION (1)	SERVICE DESIGN PROJECT B (1)
	SERVICE DESIGN PROJECT C (1)

Notes:

*1: The Optional Subjects “KMD ENGLISH 1–2” and “PRESENTATION SKILLS 1–4” are classes aimed at improving English language proficiency. Students admitted in April must register for “KMD English” if instructed to do so.

<Students admitted in AY 2017 (17 *Gakusoku*, Graduate School Regulations) or AY 2014–AY 2016 (14 *Gakusoku*, Graduate School Regulations)>

Introductory subjects (Requisite)

*Number of credits given in parentheses

INNOVATION PIPELINE 1 (4)
INNOVATION PIPELINE 2 (4)
INNOVATION PIPELINE 3 (2)

Theory/Strategy subjects (Elective)

Design Track	Management Track
DREAM-DRIVEN DESIGN AND INNOVATION (1)	INNOVATION & TURN-AROUND (1)
EMBODIED INTERACTIONS (1)	GLOBAL SOCIETY (1)
CREATIVE CONCEPTION FOR TRANSMEDIA (1)	THEORY OF BUSINESS MEDIA (1)

DESIGN FOR EMPOWERMENT AND SOCIAL CHANGE (1)	SOCIAL CREATION (1)
BRAND-DRIVEN DESIGN PROCESS (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
ADVANCED SERVICE DESIGN 1 (1)	
METHODOLOGIES FOR SERVICE DESIGN (1)	VENTURE FUNDAMENTALS (1)
MARKET DESIGN FOR WELL BEING CITY (1)	VENTURE LAUNCH (1)
MATERIAL INTERACTION (1)	
Technology Track	Global Track
COMPUTING SYSTEM ARCHITECTURE (1)	OTAKU CULTURE (1)
NETWORK OPERATION (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
DIGITAL MEDIA INNOVATION (1)	
COMPUTATIONAL SERVICE ARCHITECTURE (1)	INTERNSHIP (2)
INFORMATION SECURITY TECHNOLOGY 1 (1)	INTENSIVE PROJECT (2)
INFORMATION SECURITY TECHNOLOGY 2 (1)	GID THEORY/STRATEGY 1 (2)
PERCEPTION AWARE COMPUTING (1)	GID THEORY/STRATEGY 2 (2)
Policy Track	CEMS THEORY/STRATEGY 1 (2)
POLICY FOR GLOBAL FUTURE (1)	CEMS THEORY/STRATEGY 2 (2)
INTELLECTUAL PROPERTY TACTICS (1)	

Project subjects

Requisite	Elective
INTRODUCTORY PROJECT (2)	REAL PROJECT (2)
	BUSINESS PROJECT (4)
	INTERNATIONAL PROJECT 1 (2)
	INTERNATIONAL PROJECT 2 (2)
	CEMS RESEARCH PROJECT (1)

Independent Research for Master in Media Design
(Requisite)

INDEPENDENT RESEARCH FOR MASTER IN MEDIA DESIGN (2)

Optional subjects

KMD ENGLISH 1 (1)	PRESENTATION SKILLS 1 (1)
KMD ENGLISH 2 (1)	PRESENTATION SKILLS 2 (1)
INTRODUCTION TO INTERCULTURAL COMMUNICATION (1)	PRESENTATION SKILLS 3 (1)
GLOBAL MEETINGS & DISCUSSIONS (1)	PRESENTATION SKILLS 4 (1)
CONCEPT DESIGN AND MANAGEMENT CONTROL (1)	SERVICE DESIGN PROJECT A (1)

MARKETING STRATEGY FOR INNOVATION (1)	SERVICE DESIGN PROJECT B (1)
	SERVICE DESIGN PROJECT C (1)

Notes:

*1: Students admitted in April (non-native speakers of English) should take “KMD ENGLISH 1–4” and “PRESENTATION SKILLS 1–4” for the full two years of their enrollment at KMD.

Doctoral Program

ADVANCED RESEARCH (2)

3. Curriculum and Completion Model

Master’s Program

Practical, wide-ranging lectures in the four creative domains of Design, Technology, Management, and Policy (DTMP) provide students with the basic skills they need as media innovators. This training utilizes the KMD Method, KMD’s original educational approach.

The key emphasis at KMD is on “Real Projects” integrating the four domains of creativity. They involve participants from industry, government, and academia who collaborate to achieve results beyond the capacity of any one individual. Through their deep commitment to these Real Projects, students improve their skills and capabilities as media innovators.

Students will register the “Introductory Project” in the first semester and “Real Project” after the second semester. An information session for all Projects called the “Real Project Showcase” will be held shortly after admission. Students will select their Introductory Project based on the Showcase.

Students present their progress and results for their project in the “Plenary Meetings” of each semester. Participation in the Plenary Meetings is mandatory for the Introductory and Real Projects.

<Students admitted in AY 2018 or later (18 *Gakusoku*, Graduate School Regulations)>

		First Semester		Second Semester		
First year	Crash Course	Innovation Pipeline 1A (2)/1B (2)/1C (2)	Innovation Pipeline 2 (4)	Media Design Research 1 (2)		
		Introductory Project (2)		Real Project (2)		
				Theory/Strategy subjects (1-2)	Theory/Strategy subjects (1-2)	
		KMD English 1 (1)	KMD English 2 (1)	KMD English 3 (1)	KMD English 4 (1)	
		Students enrolling in September; KMD English 3 (1)	Students enrolling in September; KMD English 4 (1)	Students enrolling in September; Presentation Skills 1 (1)	Students enrolling in September; Presentation Skills 2 (1)	
Second year	Media Design Research 2 (2) (Interim Presentation)		Media Design Research 3 (2) (Final Presentation)			
	Real Project (2)		Real Project (2)			
	Theory/Strategy subjects (1-2)	Theory/Strategy subjects (1-2)				
	Presentation Skills 1 (1)	Presentation Skills 2 (1)				
	Students enrolling in September; Presentation Skills 3 (1)	Students enrolling in September; Presentation Skills 4 (1)	Presentation Skills 3 (1)	Presentation Skills 4 (1)		

*Typical number of credits obtained per semester given in parentheses.

◆Requirements to Commence Master's Thesis [Graduate School Regulations, Article 108, Item 50 (extract)
*revised from AY 2017]

Students must satisfy the following credit requirements and receive approval from the The Graduate School of Media Design Committee:

- Introductory subjects (Requisite): 10 credits
- Introductory Project: 2 credits

<Students admitted in AY 2017 or later (17 *Gakusoku*, Graduate School Regulations) >

	First Semester		Second Semester			
First year	Crash Course	Innovation Pipeline 1 (4)	Innovation Pipeline 2 (4)	Innovation Pipeline 3 (2)		
		Introductory Project (2)		Real Project (2)		
			Theory/Strategy subjects (2)	Theory/Strategy subjects (2-4)	Theory/Strategy subjects (2-4)	
		KMD English 1 (1)	KMD English 2 (1)	KMD English 3 (1)	KMD English 4 (1)	
		Students enrolling in September; KMD English 3 (1)	Students enrolling in September; KMD English 4 (1)	Students enrolling in September; Presentation Skills 1 (1)	Students enrolling in September; Presentation Skills 2 (1)	
Second year	Real Project (2)		Real Project (2)			
	(Approval of qualification of Master's Thesis)		(Interim Presentation)	(Final Presentation)		
	Theory/Strategy subjects (2)		Independent Research for master in Media Design (2)			
	Presentation Skills 1 (1)	Presentation Skills 2 (1)	Presentation Skills 3 (1)	Presentation Skills 4 (1)		
	Students enrolling in September; Presentation Skills 3 (1)	Students enrolling in September; Presentation Skills 4 (1)				

*Typical number of credits obtained per semester given in parentheses.

◆Requirements to Commence Master's Thesis [Graduate School Regulations, Article 108, Item 50 (extract)
*revised from AY 2017]

Students must satisfy the following credit requirements and receive approval from the The Graduate School of Media Design Committee:

- Introductory subjects (Requisite): 10 credits
- Introductory Project: 2 credits

<Students admitted in AY 2014–AY 2016 (14 *Gakusoku*, Graduate School Regulations) >

	First Semester		Second Semester			
First year	Crash Course	Innovation Pipeline 1 (4)	Innovation Pipeline 2 (4)	Innovation Pipeline 3 (2)		
		Introductory Project (2)		Real Project (2)		
		Theory/Strategy subjects (2)	Theory/Strategy subjects (2)	Theory/Strategy subjects (2-4)	Theory/Strategy subjects (2-4)	
		KMD English 1 (1)	KMD English 2 (1)	KMD English 3 (1)	KMD English 4 (1)	
		Students enrolling in September; KMD English 3 (1)	Students enrolling in September; KMD English 4 (1)	Students enrolling in September; Presentation Skills 1 (1)	Students enrolling in September; Presentation Skills 2 (1)	

Second year	Real Project (2)		Real Project (2)	
	(Approval of qualification of Master's Thesis)		(Interim Presentation)	(Final Presentation)
			Independent Research for master in Media Design (2)	
	Presentation Skills 1 (1) Students enrolling in September; Presentation Skills 3 (1)	Presentation Skills 2 (1) Students enrolling in September; Presentation Skills 4 (1)	Presentation Skills 3 (1)	Presentation Skills 4 (1)

*Typical number of credits obtained per semester given in parentheses

◆ Requirements to Commence Master's Thesis [Graduate School Regulations, Article 108, Item 50 (extract)]

Students must satisfy the following credit requirements and receive approval from the Graduate School of Media Design Committee:

- Introductory subjects (Requisite): 10 credits
- Theory/Strategy subjects: 10 credits or more (3 or more tracks)
- Introductory Project: 2 credits

4. Evaluation Details

There are ten grade levels from "A+" to "D." Grades from "A+" to "C-" are passing grades, whereas "D" is a fail. Courses taken at other universities that have been approved for credit transfer without using the grade levels A, B, C or P are assigned a G. Conversion tables for the grades levels as of AY 2017 are shown below.

< For students enrolled in/after
Academic Year 2017 >

Grades	Points	Grades shown on Academic Transcript
A+	100	S
A		S
A-		A
B+	79	A
B		B
B-		B
C+	69	C
C		C
C-		C
D	59 or less	D

< For students enrolled in
Academic Year 2014-2016 >

Grades	Points	Grades shown on Academic Transcript
A+	100	S
A		S
A-		A
B+	79	A
B		B
B-		B
C+	69	C
C		C
C-		C
D	59 or less	Not displayed

5. GPA

The GPA (Grade Point Average) for the current semester and the cumulative GPA for all periods of enrollment are shown on Grade Reports (not on Academic Transcripts). GPAs are rounded off to two decimal places.

The grade point for each grade level is as follows:

$$A+ = 4.33 / A = 4.0 / A- = 3.67 / B+ = 3.33 / B = 3.0 / B- = 2.67 / C+ = 2.33 / C = 2.0 / C- = 1.67 / D = 0$$

(Courses assigned a grade level of G, P, or F, and optional courses offered by other undergraduate faculties and graduate schools at Keio University will not be included in the calculation for the GPA.)

The calculation for GPA is as follows:

$$\text{GPA} = \text{Total (Grade Point} \times \text{Number of Credits)} \div \text{Total of Credits earned}$$

6. Process for Completing Degree

Master's Program

(1) Requirements for Degree Completion

<Students admitted in AY 2018 or later (18 *Gakusoku*, Graduate School Regulations)>

- 1) Complete the full duration of four or more semesters at KMD, excluding any temporary leaves of absence.
- 2) Students must earn a minimum of 30 credits and satisfy the credit requirements for each of the following subjects. (Credits for Optional subjects do not count toward the 30 credits necessary for completing the master's program.)
 - Introductory subjects (requisite): 10 credits
 - Theory/Strategy subjects: 6 credits or more (from 3 or more tracks)
 - Project subject :
 - a) Introductory Project: 2 credits
 - b) Real Project: 6 credits
 - Independent research subjects for Master in Media Design (MEDIA DESIGN RESEARCH): 6 credits
- 3) Pass the Final Presentation for Master's thesis

<Students admitted in AY 2017 (17 *Gakusoku*, Graduate School Regulations) and in AY 2014–AY 2016 (14 *Gakusoku*, Graduate School Regulations)>

- 1) Complete the full duration of four or more semesters at the Graduate School of Media Design, excluding any temporary leaves of absence.
- 2) Students must earn a minimum of 30 credits and satisfy the credit requirements for each of the following subjects. (Credits for Optional subjects do not count toward the 30 credits necessary for completing the master's program.)
 - Introductory subjects (Requisite): Total of 10 credits
 - Theory/Strategy subjects: 10 credits or more (from 3 or more tracks)
 - Project subject: 2 credits for the Introductory Project and 6 credits from any of the Real Project, Business Project, International Project 1, or International Project 2
 - Independent research subjects for Master in Media Design: 2 credits
- 3) Pass Final Presentation for Master's thesis

(2) Examination Criteria for Master's Thesis

- 1) Research questions and problems are decided from the activities of the project subjects (Real Project; Business Project; International Project) in agreement with the main research supervisor. In the case of Real Projects, students are required to select before the end of the first semester the Real Project to which they will, in principle, belong while conducting their research activities for a total of three semesters from the start of the second semester after admission until the end of the fourth semester. The other projects are determined separately.
- 2) Research is clearly conducted in one of the following categories:
 - a) Science and Engineering
 - b) Social Sciences and Humanities
 - c) Action Research
 - d) Design

- 3) Demonstration of a certain degree of novelty.
- 4) Research methodology is both clear and appropriate, as well as suitable for the research category.
- 5) Comprehensive study and examination of previous research in the field.
- 6) Research results are clearly described and evaluated, and the contribution it can make clarified.
- 7) Citations appropriately referenced and an appropriate style adopted for the research category.
- 8) Thesis written in either English or Japanese. Inclusion of an English abstract if written in Japanese.

The master's thesis is comprehensively assessed based on the above criteria.

(3) Evaluation Procedures for Master's Degree

AY 2020 Procedures for Master's Thesis

*Schedule for AY 2021 is to be determined.

		Students expected to complete in September 2020	Students expected to complete in March 2021	Students expected to complete in September 2021	Students expected to complete in March 2022
A. Assignment of Main Research Supervisor for Master's Thesis	Main research supervisor will be announced on KMD website.	Friday, June 7, 2019	Friday, December 20, 2019	Friday, May 29, 2020	Friday, December 18, 2020
B. Approval of Qualification of Master's Thesis	Qualification of master's thesis will be approved (students will confirm it themselves with their grade report).	Thursday, September 5, 2019	Tuesday, March 10, 2020	Friday, September 4, 2020	Wednesday, March 10, 2021
C. Submission of Application Form For Master's Thesis Theme and Sub Research Supervisor	Students will submit application form for master's thesis theme and sub research supervisor. Sub research supervisor will be announced on KMD website in one week.	Monday, September 30, 2019	Wednesday, May 13, 2020	Thursday, October 1, 2020	To be announced
D. Interim Presentation (Media Design Research 2)	Interim Presentation is to review the progress of master's thesis. *Language: Students need to make presentation in English regardless of their native language.	Wednesday, January 29, 2020 *for students studied abroad etc. in the fall semester: Friday, April 10, 2020	Wednesday, July 22, 2020 *for students studied abroad etc. in the spring semester: Friday, September 25, 2020	Wednesday, January 27, 2021 *for students studied abroad etc. in the fall semester: TBA	To be announced
E. Notification of Evaluation on the Interim Presentation	Evaluation sheet will be sent to students from supervisors.	Wednesday, February 5, 2020	Monday, July 27, 2020	Wednesday, February 3, 2021	To be announced
F. Assign Co-Reviewer 2	Co-Reviewer 2 will be announced on KMD website.	Friday, May 15, 2020	Friday, October 30, 2020	To be announced	To be announced
G. Submission of Master's Thesis and its Title	Students will submit their master's thesis in PDF format with its title on e-Learning System.	Friday, July 3, 2020	Wednesday, December 16, 2020	To be announced	To be announced
H. Final Presentation (Final Examination)	The Final Presentation is to evaluate student's achievement based on their master's thesis. *Language: Students may choose Japanese or English regardless of	Friday Afternoon, July 17, and Saturday, July 18,	Thursday, January 14, and Friday, January 15,	To be announced	To be announced

	their native language.	2020	2021		
I. Announcement of the Result of the Final Presentation	The result of the final presentation will be announced on KMD website.	1 p.m. Tuesday, July 21, 2020	1 p.m. Tuesday, January 19, 2021	To be announced	To be announced
J. Modification of Master's Thesis	Students will submit their modified master's thesis in PDF format with its title on e-Learning System. Thesis can be modified only if it is determined to be necessary by main research supervisor.	Tuesday, August 4, 2020	Friday, January 29, 2021	To be announced	To be announced
K. Announcement of the Final Result of Master's Thesis	The final result of the master's thesis will be announced on KMD website.	Friday, August 14, 2020	Friday, February 5, 2021	To be announced	To be announced
L. Bookbinding of Master's Thesis	Students request at least 2 sets of bound master's thesis. They will submit the payment form and the consent form relating to the use of the master's thesis in library to KMD Office. Students will submit their modified thesis for bookbinding on e-Learning System only if it is determined to be necessary by main research supervisor and approved by reviewers.	Monday, August 24, 2020	Tuesday, February 16, 2021	To be announced	To be announced
M. Announcement on Completion of the Master's Program	Students will be comprehensively screened based on the total number of acquired credits, their master's thesis and the Final Presentation. Completion will be announced on KMD website.	Friday, September 4, 2020	Wednesday, March 10, 2021	To be announced	To be announced

* Those who enrolled KMD from Fall semester and join GID/CEMS programme are required to consult with your supervisor regarding the timing of your Interim Presentation in advance. If you wish to hold your Interim Presentation just after GID/CEMS programme in spring semester, please consult to KMD Office once you get back to Japan.

(4) Details for Evaluation

A. Assignment of Main Research Supervisor for Master's Thesis

In principle, the KMD faculty member for your Real Project will be assigned as the main research supervisor. This will be announced on the KMD website.

B. Approval of Qualification for Master's Thesis

A decision will be taken on whether students have fulfilled the requirements to commence the master's thesis. Students will be notified of the decision on their Grade Reports. Students who fail to meet the requirements to commence the master's thesis will not be permitted to participate in the Interim Presentations.

<Students admitted in AY 2017 or later (17 *Gakusoku*, Graduate School Regulations) >

Requirements to Commence Master's Thesis [Graduate School Regulations, Article 108, Item 50 (extract)]
Students must satisfy the following credit requirements and receive approval from the The Graduate School of Media Design Committee:

- Introductory subjects (Requisite): 10 credits
- Introductory Project: 2 credits

<Students admitted in AY 2014–AY 2016 (14 *Gakusoku*, Graduate School Regulations) >

Requirements to Commence Master's Thesis [Graduate School Regulations, Article 108, Item 50 (extract)]
Students must satisfy the following credit requirements and receive approval from the The Graduate School of Media Design Committee:

- Introductory subjects (Requisite): 10 credits
- Theory/Strategy subjects: 10 credits or more (3 or more tracks)
- Introductory Project: 2 credits

C. Submission of Application for Theme of Master's Thesis and Sub Research Supervisor

Please submit the following form after getting approval from your main research supervisor.

Your main research supervisor will decide your sub research supervisor based on your research area and other considerations. Note that the sub research supervisor must be a full-time faculty member at KMD.

[Document to be submitted]: "Application for Theme of Master's Thesis" including the theme, research plan and research category.

[Submission method] Please follow the instruction provided by KMD student site and KMD e-learning site "Media Design Research 2".

D. Interim Presentations

The Interim Presentations are an opportunity for students to confirm their progress toward the Final Presentation (Final Examination) as part of "Media Design Research 2 (18 *Gakusoku*).” Students cannot attend the Interim Presentations if away on temporary leave of absence.

[Allotted Time]: 15 minutes per student (presentation: 10 minutes, Q&A: 5 minutes)

[Language]: English (regardless of students' native language).

[Handouts]: Please submit the material for your presentation in one of the following types:

- a) A handout that summarizes the presentation in 1 or 2 pages.
- b) Presentation Slides

Language: English

Format: pdf

*** YOU DO NOT NEED TO PRINT AND DISTRIBUTE ***

[Equipment]: Projector

Note 1: Save copies of your presentation materials on a USB flash drive to bring to the presentation in case of any connection problems or other technical difficulties.

Note 2: If you wish to use other devices or software, please prepare these in advance and take responsibility to move them out of the way once finished.

[Attendance] Students who are listed as presenters must participate the assigned session from the beginning of the session to the end. Make sure to finish checking the video & audio connection using your own laptop before the session starts. If you are not present at the starting time of your session, you might be considered to be absent. Students unable to attend for the reasons listed below will be notified separately of the rescheduled date for their presentation once determined. Students who fail to attend for reasons other than those listed below will fail the assessment for the Interim Presentation.

<Exceptions>

- a: Illness (including illnesses of infants and care for cohabiting family members): Inform KMD Office in advance.
- b. Bereavement of a first- or second-degree relative or in-law: Inform KMD Office at a later date.
- c. Absence due to research-related activities (limited to cases where the student must attend in person such as paper presentations): Inform KMD Office in advance.
- d. Inflexible work schedule: Inform KMD Office in advance. As far as possible, changes will be made to the order of presentations to accommodate the work schedule of students.
- e. Other unavoidable special circumstances: Promptly inform KMD Office and secure the approval of the KMD committee.

E. Notification of Interim Presentation Results

Students will receive evaluation sheets from their supervisors. Students are expected to refer to the evaluation sheet for writing the master's thesis and preparing for the Final Presentation (Final Examination). Students will be informed of the method for announcing the Interim Presentation results on the day of the presentations.

F. Assignment of Co-Reviewer 2

The Co-Reviewer 2 for each student will be announced on the KMD website.

G. Submission of Master's Thesis and Master's Thesis Title

[Deadline]: Refer to "(2) Evaluation Procedure for Screening of the Master's Degree." The deadlines is to be strictly observed. Submissions made after the deadline will not be accepted.

[Submission]: KMD e-learning system (<http://archiver.kmd.keio.ac.jp/>)

*Make sure to obtain the account and password information well in advance.

[Required Documents]:

- 1) Master's thesis as a PDF/A file
- 2) Title of master's thesis (text input)

[Submission Procedure]: Submit the master's thesis (PDF/A File) and title (text input) at the designated place for submission after logging in to the e-learning system. The master's thesis should be set to A4 for printing and written either vertically or horizontally. Charts and graphs are to be inserted into the file. Refer to the format indicated below.

Format of Cover Page, Spines, and Title Page	
<div style="text-align: center;"> <p>Master's Thesis Academic Year 20XX</p> <p>Practice of Design Thinking Workshop to Develop "Media Innovator" Leading Creative Society</p> <p>Graduate School of Media Design, Keio University</p> <p>Masa Inakage</p> </div>	<div style="text-align: center;"> <p>2012</p> <p>Master's Thesis</p> <p>Practice of Design Thinking Workshop to Develop "Media Innovator" Leading Creative Society</p> <p>Media Inakage</p> <p>5.0cm 5 6.0cm</p> </div>

Format for Abstract of Master's Thesis
<div style="text-align: center;"> <p>Abstract of Master's Thesis of Academic Year 20XX</p> <p>Practice of Design Thinking Workshop to Develop "Media Innovator" Leading Creative Society</p> <p>Summary</p> <p>The Graduate School of Media Design (GMD) was established to train talented individuals to work on the global stage by cultivating and training new industries for the coming "creative society," a world in which the driving force of the economy will be creativity rather than productivity or efficiency. "Creativity" is the ability to produce new ideas, expressions, and processes. These new creations and the activities they give rise to are economic force with the power and energy to bring forth innovative technologies and enrich human societies. The work of the individual is paramount in the creative society; researchers lead creative activities. Collaboration is also important. Individuals cooperate, mutually recognizing a diversity of values and making personal, imaginative contributions that collectively result in extraordinary achievements and capacities.</p> <p>Keywords: Design Thinking, Creative Society, Workshop, Innovation, Education</p> <p>Graduate School of Media Design, Keio University</p> <p>Masa Inakage</p> </div>

H. Final Presentation (Final Examination)

The Final Presentation (Final Examination) evaluates the academic achievement of students. You will make a presentation, which will be assessed. It is a requirement to pass the Final Examination and a part of “Media Design Research 3 (18 *Gakusoku*)” or “Independent Research for Master in Media Design (17/14 *Gakusoku*).”

[Allotted Time]: 30 minutes per person (20 minutes: presentation; 10 minutes: oral examination)

[Handouts]: Please submit the material for your presentation in one of the following types:

- a) A handout that summarizes the presentation in 1 or 2 pages.
- b) Presentation Slides

Language: English or Japanese

Format: pdf

*** YOU DO NOT NEED TO PRINT AND DISTRIBUTE ***

[Devices]: Projector, DVD player

Note 1: Part of the oral examination time is used for the next student to prepare for his/her presentation. Prepare hard copies of presentation materials in case the projector or DVD player does not work.

Note 2: Students are expected to use the projector and DVD player; however, if you wish to use other devices or software, please prepare these in advance and move them out of the way yourself within the allotted time.

[Attendance] Students who are listed as presenters must participate the assigned session from the beginning of the session to the end. Make sure to finish checking the video & audio connection using your own laptop before the session starts. If you are not present at the starting time of your session, you might be considered to be absent. Students unable to attend for the reasons listed below will be notified separately of the rescheduled date for their presentation once determined. Students who fail to attend for reasons other than those listed below will fail the assessment for the Final Presentation.

<Exceptions>

- a. Illness (including illnesses of infants and care for cohabiting family members): Inform KMD Office in advance.
- b. Bereavement of a first- or second-degree relative or in-law: Inform KMD Office at a later date.
- c. Absence due to research-related activities (limited to cases where the student must attend in person such as paper presentations): Inform KMD Office in advance.
- d. Inflexible work schedule: Inform KMD Office in advance. As far as possible, changes will be made to the order of presentations to accommodate the work schedule of students.
- e. Other unavoidable special circumstances: Promptly inform KMD Office and secure the approval of the KMD committee.

I. Announcement of the Final Presentation Results

The result of the Final Presentation will be announced on the KMD website.

J. Revision of Master’s Thesis

Corrections only permissible if deemed necessary by the main research supervisor.

[Deadline]: Refer to “(2) Evaluation Procedure for Screening of the Master’s Degree.” The deadline is to be strictly observed. Submissions made after the deadline will not be accepted.

[Submission]: KMD e-learning system (<http://archiver.kmd.keio.ac.jp/>)

*Make sure to obtain the account and password information well in advance.

[Submitted Document]: Final version of master’s thesis as a PDF/A file

[Submission Procedure]: Submit the final version of the master’s thesis (PDF/A File) at the designated

place for submission after logging on to the e-learning system. The final version of the master's thesis should be set to A4 for printing and can be written vertically or horizontally. Charts and graphs are to be inserted in to the file. Refer to the format indicated above.

K. Announcement of Final Evaluation of Master's Thesis

The final evaluation will be announced on the KMD website.

L. Bookbinding of Master's Thesis

An order for 1 bound copies of the master's thesis (for the Keio University Library) will be placed with a bookbinder by the KMD Office. For this, students are to submit the following documents.

[Required Documents]:

- 1) Certificate Stamp affixed to designated form (mount)

Note: The fee will be announced on the KMD website. Certificate Stamps can be purchased at the machine in the KMD Office. The designated form (mount) is downloadable from the KMD website.

- 2) Consent agreement form for disclosure of your thesis at the Keio University Library

Note: Download the from the KMD website. As a rule, KMD students must disclose the entire text, and allow access, lending, and photocopying of the master's thesis. In case you do not consent because of patents or concerning NDA, you need to submit a detailed explanation.

- You need to receive the approval from your main research supervisor before submission.
- For the submission procedure, please follow the instruction provided by KMD student site and KMD e-learning site "Media Design Research 3".

*Submission of the following items is required if minor revisions to the title and/or content of the master's thesis are made upon the advice of your main research supervisor after the procedures outlined in "J. Modification of Master's Thesis" have been completed.

[Submission]: KMD e-learning system (<http://archiver.kmd.keio.ac.jp/>)

*Make sure to obtain the account and password information well in advance.

[Required Documents]: Final version of master's thesis as a PDF/A file

[Submission Procedure]: Submit the final version of master's thesis (PDF/A File) at designated submission place after logging in to the e-learning system. The final version of the master's thesis should be set to A4 for printing and written either vertically or horizontally. Charts and graphs are to be inserted in to the file. Refer to the format indicated above. Only if a change to the title is required by your main supervisor, is it to be entered on to the system.

M. Announcement of Completion of Master's Program

Students are comprehensively assessed based on the total number of credits obtained, the evaluation of master's thesis, and the result for the Final Presentation (Final Examination).

Completion of the Master's Program will be announced on the KMD website.

Doctoral Program

(1) Requirements for Completion

- 1) Complete the full duration of six or more semesters at KMD, excluding any temporary leave of absence. This does not apply to students who complete the doctoral dissertation earlier.
- 2) Obtain 12 credits or more for "ADVANCED RESEARCH."
- 3) Pass both the Final Presentation for the doctoral dissertation and the Final Examination.

(2) Examination Criteria for Doctoral Dissertations

- 1) Research is clearly conducted in one of the following categories:
 - a) Science and Engineering
 - b) Social Sciences and Humanities
 - c) Action Research
 - d) Design
- 2) Demonstration of novelty.
- 3) Research questions and problems have been thoroughly considered in depth and clearly described.
- 4) Research methodology is both clear and appropriate, as well as suitable for the research category.
- 5) Comprehensive study and examination of previous research in the field and an appropriate grasp of facts.
- 6) Research results are clearly demonstrated, and their social implications and contribution to the academic field discussed.
- 7) Citations are appropriately referenced and formatting is suitable for publication. Appropriate style adopted for the research category.
- 8) Dissertation written in either English or Japanese. Inclusion of an English abstract if written in Japanese.
- 9) Dissertations are comprehensively assessed based on the above criteria. In addition, the requirements indicated at the time of passing the doctoral dissertation proposal defense must have been fulfilled when the dissertation review begins.

(3) Evaluation Procedures for the Doctoral Degree

Refer to the appendix.

Course Registration

1. Course Registration

Students must register all courses they wish to take through the Online Course Registration System (Academic Affairs Web System) during the designated period every semester. Please refer to the instructions below and complete the registration procedures. There is no limit on the number of courses which students can register each semester.

Check the syllabi for classes before registration and attend the first class for the first half and second half of each semester.

If you fail to register classes during the designated period, your registration status may be cancelled under ***Graduate School Regulations Article No. 161***.

If you would like to temporarily stop registering courses, consult with your academic advisor and submit the “Request for Leave of Absence” (休学願) to the KMD Office (for details, see Reports and Applications, 1. Request for Leave of Absence). A “Request for Leave of Absence” may be submitted after registering for courses by the following deadlines: May 31 for the Spring Semester and November 30 for the Fall Semester.

2. Course Registration Procedure

Register all courses you wish to take by accessing the Academic Affairs Web System through keio.jp during the designated period. Print out your completed course registration and keep it as a record until you receive your academic transcript, which is issued at the end of each semester. Please refer to the “Web System” section of this guide or the website below for further information.

- General Description for Setup: http://www.gakuji.keio.ac.jp/gakuji_web_manual_e.html
- Operating Instructions: http://www.gakuji.keio.ac.jp/course_reg_manual_e.html
- Course Registration Instructions and FAQ: http://www.gakuji.keio.ac.jp/faq_about_aaws_e.html

3. Course Registration Schedule

Spring Semester

Online Course Registration Period: 12:30 a.m. on April 16 (Thur.) – 11:00 a.m. on April 27 (Mon.)

- Registration must be completed during this period, including classes offered by other undergraduate faculties and graduate schools at Keio University.
- Please refer to “Course Registration 4. Notes (6) Notes for Registration of Classes offered by other Keio Graduate Schools.”
- Print out or save the list of your registered subjects.

Confirmation Period for Online Course Registration:

9:00 a.m. on May 11 (Mon) – 4:45 p.m. on May 13 (Wed.), 2020

- Students are required to confirm during the above period whether or not all courses have been properly registered. If you discover any courses that not been registered properly, please add them during the course amendment period below.

Amendment Period for Online Course Registration *: 10:00 a.m. on May 19 (Tues.) – 4:45 p.m. on May 20 (Wed.), 2020

***In the case dates of Amendment Period change, the new schedules will be announced on KMD website.**

- Students should re-enter their Course Registrations if necessary. Please confirm the changes you have made on the web system.

- Print out or save the list of your registered courses.

Confirmation Period for Amendment of Online Course Registration *:

9:00 a.m. on May 21 (Thur.) – 4:45 p.m. on May 25 (Mon.), 2020

***In the case dates of Confirmation Period change, the new schedules will be announced on KMD website.**

- Students are required to confirm during the above period whether or not all courses have been properly amended. If you discover any courses that have not been registered properly, you **must** inform the KMD Office before **4:45 p.m. on May 25 (Mon.)**.
- Under no circumstance can changes to your Course Registrations be made after 4:45 p.m. on May 25 (Mon.).

***There is no Amendment Period for Online Course Registration (Second Half of Semester only) in Spring semester 2020.**

Fall Semester

Online Course Registration Period:

(1) 12:30 p.m. on September 25 (Fri.) – 4:00 p.m. on September 28 (Mon.), 2020 *

(2) 12:30 p.m. on October 2 (Fri.) – 11:00 a.m. on October 6 (Tues.), 2020

- ***Fall Semester courses offered by other undergraduate faculties and graduate schools at Keio University must be registered during the period (1) above.**
- Please refer to “Course Registration 4. Notes (6) Notes for Registration of Classes offered by other Keio Graduate Schools.”
- Print out or save the list of your registered subjects.

Confirmation Period for Online Course Registration:

9:00 a.m. on October 7 (Wed.) – 4:45 p.m. on October 8 (Thur.), 2020

- Students are required to confirm during the above period whether or not all courses have been registered properly. If you discover any courses that have not been registered properly, please add them during the course amendment period below.

Amendment Period for Online Course Registration:

10:00 a.m. on October 21 (Wed.) – 4:45 p.m. on October 22 (Thur.), 2020

- Students should re-enter their Course Registrations if necessary. Please confirm the changes you have made on the web system.
- Print out or save the list of your registered courses.

Confirmation Period for Amendment of Online Course Registration:

9:00 a.m. on October 23 (Fri.) – 4:45 p.m. on October 27 (Tues.), 2020

- Students are required to confirm during the above period whether or not all courses have been properly amended. If you discover any courses that have not been registered properly, you **must** inform the KMD Office before **4:45 p.m. on October 27 (Tues.)**.
- Under no circumstances can changes to your Course Registrations be made after **4:45 p.m. on October 27 (Tues.)**.

4. Important Information

(1) Course Registration

- Check the names of courses, instructors, and the five-digit registration number when registering.
- Each course has a single registration number, even if classes are held several times a week. Once you have registered for a course, you will not be able to register for any other classes offered on the same day and class period.

(2) Column A (A 欄) and Column B (B 欄)

- Courses can be registered in either “Column A” or “Column B.” All registered courses will receive a grade, regardless of the column in which it has been registered. The difference between Column A and Column B is as follows:

Column A: Courses whose credits count towards the completion of the program must be registered in Column A. Please register all courses offered by KMD in Column A. However, if a student decides to retake a course after having already earned the credits, it can no longer be registered in Column A.

Column B: Courses whose credits do not count towards the completion of the program (Optional subjects) must be registered in Column B.

(3) General Notes

- Register subjects by accessing Academic Affairs Web System through keio.jp during the designated period each semester.
- Students who fail to register courses during the designated period may be expelled in accordance with *Graduate School Regulations Articles No. 161*.
- Check your academic transcript for the previous semester for the courses you have completed. In particular, check for wrongly registered or unregistered courses, as these may prevent you from completing the degree program.
- Register all courses for the semester during the designated period. If registration is not completed, credits will not be awarded to students even if they take the examination.
- Check the category columns (“Column A” and “Column B”) when you register.
- After completing your registration, print out or save the list of registered subjects and keep it for your records together with your class schedule.
- Please be aware that class schedule may be changed. Please check the latest class schedule on the KMD website carefully before registering online.

(4) Notes for Master’s Program Course Registration

【Project Subjects】

- The INTRODUCTORY PROJECT must be taken in the first semester. The REAL PROJECT is a requisite subject that all students must attend for 3 consecutive semesters after earning credit for the INTRODUCTORY PROJECT. Students prepare for selecting the REAL PROJECT from the next semester in the INTRODUCTORY PROJECT.
- Students who decide to change their REAL PROJECT part way through are still required to attend the new REAL PROJECT for three (3) consecutive semesters from the semester in which they made the change. As a result, students will need to extend their enrollment at KMD for an additional semester or more to complete the degree.
- Plenary Meetings are mandatory for the Introductory and Real Projects.

【Independent Research Subject】

<Students admitted in AY 2018 or later (18 *Gakusoku*, Graduate School Regulations) >

- Students must register for MEDIA DESIGN RESEARCH 1 (second semester), MEDIA DESIGN

RESEARCH 2 (third semester), and MEDIA DESIGN RESEARCH 3 (fourth semester), which is overseen by their main supervisor. (These courses must be registered to successfully complete the master's program). The Interim Presentation is a part of MEDIA DESIGN RESEARCH 2. The master's thesis and Final Presentation are a part of MEDIA DESIGN RESEARCH 3.

- Registration for MEDIA DESIGN RESEARCH 2 and MEDIA DESIGN RESEARCH 3 is restricted to those who have obtained the approval of qualification for master's thesis. Participation in the Interim Presentations for master's theses is also restricted to those who have obtained approval. Please refer to "Approval of Qualification for Master's Thesis" for more details.

<Students admitted in AY 2017 (17 *Gakusoku*, Graduate School Regulations) and in AY 2014–AY 2016 (14 *Gakusoku*, Graduate School Regulations)>

- INDEPENDENT RESEARCH FOR MASTER IN MEDIA DESIGN must be registered under your main supervisor in the last semester at KMD (This subject must be registered to successfully complete the master's program).
- Registration for INDEPENDENT RESEARCH FOR MASTER IN MEDIA DESIGN is restricted to those who have obtained approval of qualification for master's thesis. Participation in the interim presentations for master's theses is also restricted to those who have obtained approval. Please refer to "Approval of Qualification for Master's Thesis" for more details.

【English (Optional) Subjects】

- KMD offers "KMD English 1 and 2" to facilitate the acquisition of fundamental skills in practical English by KMD students by the time of degree completion. In particular, students who enroll in April should take the "EF Standard English Test (EFSET)" during the post-enrollment Communication Week to evaluate their English proficiency. Students who score less than 75 points are strongly recommended to register for the "KMD English 1" in the Communication Week and "KMD English 2" courses held in the first semester.
- Furthermore, students are to present in English for the Interim Presentation on their master's thesis which constitutes the final examination for Media Design Research 2 at the end of the third semester, irrespective of their native language. Please make effective use of the classes for "KMD English" and "Presentations Skills" when preparing for this presentation.
- For details about the Interim Presentations, please refer to "(4) Details for Evaluation, D. Interim Presentations" in the preceding "Curriculum and Process for Degree Conferral, 6. Process for Degree Conferral."

【Subjects offered by KMD】

- Register all subjects offered by KMD in "Column A (A 欄)."
- To register Project subjects (INTRODUCTORY PROJECT and REAL PROJECT), INDEPENDENT RESEARCH FOR MASTER IN MEDIA DESIGN, MEDIA DESIGN RESEARCH 2 and MEDIA DESIGN RESEARCH 3, select from the timetable (時間割から選択) or enter the registration number (登録番号で選択) on the Online Course Registration System.
- If you wish to take KMD courses as "optional subjects," register these courses as "B column:11(B 欄:11)."

【Subjects offered by other undergraduate faculties or graduate schools at Keio】

- If you wish to take courses offered by other undergraduate faculties or graduate schools at Keio University, register these courses as "B column: 99 (B 欄:99)."

(5) Notes for Doctoral Program Course Registration

- All students in the Doctoral Program must register for ADVANCED RESEARCH, which is overseen by their principal advisor and held every semester. The principal advisor must be the same person who

was selected at the time of the student's admission to KMD. When registering, an error will occur if another professor is selected as the principal advisor.

- To register ADVANCED RESEARCH, select it from the timetable (時間割から選択) or enter the registration number (登録番号で選択) on the Online Course Registration System.
- If you wish to take master's courses offered by KMD, register these courses as "B column: 11 (B欄:11)."
- If you wish to take courses offered by other undergraduate faculties or graduate schools at Keio University, register these courses as "B column: 99 (B欄:99)."

(6) Notes for Registration of Classes Offered by Other Keio Graduate Schools

- If your main supervisor thinks it will be beneficial for you to take courses offered by other Keio graduate schools or undergraduate faculties and gives his or her approval, you may take these courses as Optional Subjects. Please note that credits earned for these courses do not count towards the completion of the degree program.

1) Registration Periods

Some courses offered by other undergraduate faculties and graduate schools at Keio University can only be registered in the Spring Semester. Please confirm the registration period for each faculty and school.

If you wish to take courses offered at other campuses on the same day, you must allow a gap of at least one class period to travel between campuses. However, students may register for both second and third period courses offered on different campuses unless one of these is held at SFC.

2) How to Register

Consult the lecturer prior to or during the first class for permission to take the course. For courses offered during the Fall Semester given by a part-time lecturer, register the course during the Spring Semester course registration period and get permission during the first class in the Fall Semester. If you do not receive permission, you must inform the KMD Office during the Fall Semester online registration period.

3) Important Note When Registering Courses Online

Register courses offered by other undergraduate faculties and graduate school at Keio University as "Column B: 99 (B欄:99)."

4) Restrictions on the Registrations of Students from other Graduate Schools

In principle, required (requisite) courses, experiment and practical courses at other graduate schools and undergraduate faculties, and courses that are only offered to full-time students of a particular graduate school or faculty cannot be registered by KMD students. For more information, please refer to the following website:

Information on registering for courses at other graduate schools/faculties (Japanese only):

<http://www.gakuji.keio.ac.jp/academic/rishu/index.html>

List of classes that are not offered to other graduate school/faculty students:

<http://www.gakuji.keio.ac.jp/academic/rishu/takenkyuka.html> (graduate schools)

<http://www.gakuji.keio.ac.jp/academic/rishu/tagakubu.html> (undergraduate)

5) How to Cancel the Registration of Subjects Offered by Other Keio Graduate Schools

Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during the course amendment period if the school or faculty concerned permits the cancellation of the course online. Check the websites below for courses that cannot be cancelled. Courses offered by other Keio graduate schools cannot be added during the course amendment period.

<http://www.gakuji.keio.ac.jp/academic/rishu/takenkyukatorikeshi.html> (Graduate Schools)

<http://www.gakuji.keio.ac.jp/academic/rishu/tagakubutorikeshi.html> (Undergraduate Schools)

(Japanese only)

5. Category Column

Each subject is assigned to a category. Refer to the Category Column below when you register classes.

Please note that the category can only be assigned during the registration period or registration amendment period.

Master's Program

Category	Subject Type (as shown in the Grade Report)
10-10-10	Introductory subjects
20-10-10	Theory/Strategy subjects- Design Track
20-20-10	Theory/Strategy subjects - Technology Track
20-30-10	Theory/Strategy subjects - Management Track
20-40-10	Theory/Strategy subjects - Policy Track
20-50-10	Theory/Strategy subjects - Global Track
50-10-10	Project subject - Requisite
50-20-10	Project subject - Elective
50-30-10	Project subject - Elective 2
60-10-10	Independent research subjects for Master in Media Design
90-10-10	Optional subject offered by the Graduate School of Media Design
90-10-20	Optional subject offered by other graduate schools or undergraduate faculties of Keio University
90-20-10	Optional subject - CEMS subjects - Project subject (for CEMS students only)
90-20-20	Optional subject - CEMS subjects - Introductory subject (for CEMS students only)
90-30-10	Optional subject - CEMS subjects - Project subject (for GID students only)
90-40-10	Optional subject - SecCap subjects - Requisite subject (for students in SecCap course only)
90-40-20	Optional subject - SecCap subjects - Elective(lecture) subject (for students in SecCap course only)
90-40-30	Optional subject - SecCap subjects - Elective(practical) subject (for students in SecCap course only)
90-50-10	Optional subject – Service design subject - Project Subject
90-50-20	Optional subject – Service design subject - Lecture

Doctoral Program

<Students admitted in Academic Year 2011 and after>

Category	Type of Subjects (as shown in the Grade Report)	B column
80-10-10	Independent research for Doctor in Media Design	—
90-10-10	Optional subject offered by the Graduate School of Media Design	11
90-10-20	Optional subject offered by other graduate schools or undergraduate faculties of Keio University	99

<Students admitted in Academic Year 2010 and before>

Category	Type of Subjects (as shown in the Grade Report)	B column
02-01-01	Independent research for Doctor in Media Design	—
09-01-01	Optional subject offered by the Graduate School of Media Design	11
09-01-02	Optional subject offered by other graduate schools or undergraduate faculties of Keio University	99

6. Course Registration Advising

Please consult your academic advisor or main supervisor if you have any questions regarding Course Registration.

For inquiries regarding the Online Course Registration System, please ask at the KMD Office.

Reports and Applications

1. Request for Leave of Absence

In the event of prolonged absence due to illness or other unavoidable reasons, an application for leave of absence countersigned by your guarantor may be submitted. (*Graduate School Regulations Articles No. 125*)

(1) Submission of “Request for Leave of Absence”

Students who wish to take a leave of absence from the school must fill in the “Request for Leave of Absence” Form (休学願), receive a signature from their guarantor, have an interview with their main supervisor, and then submit the request to the KMD Office. The request will not be accepted if the signatures of the student and the guarantor are the same. In the case of illness or injury, please submit the **Request for Leave of Absence** together with a medical certificate from a medical professional. The period for the Leave of Absence does not count toward the necessary period of enrollment at the Graduate School for completion of the degree program. The request is valid for one semester. Those who wish to extend the period of the Leave of Absence must submit another request to the KMD office and obtain permission for an extension. Students must follow the instructions below before submitting.

A) Submission Deadline:

The Request for Leave of Absence must be submitted to KMD Office by May 31 for the Spring Semester and by November 30 for the Fall Semester.

B) Period of Leave of Absence:

Application for leave of absence must be submitted every semester.

Maximum period of Leave of Absence permitted in spring semester: From April 1 until September 21

Maximum period of Leave of Absence permitted in fall semester: From September 22 until March 31

(2) Interview with Main Research Supervisor

After completing the “Request for Leave of Absence,” students must make an appointment with their main supervisor and must receive a signature or seal of approval.

(3) Note for Students with a Status of Residence of “Student”

Students who have a status of residence of “Student” may be subject to restrictions in their daily life if they take a temporary leave of absence (scholarships, dormitories, part-time employment, etc.). Students should inquire at the KMD office for a detailed explanation relating to their status of residence before submitting their “Request for Leave of Absence.”

(4) Submission of “Notification of Returning to Study”

The “Notification of Returning to Study” (就学届) must be submitted immediately after returning to school. The form will be sent to the student at the end of each semester. In the case of illness or injury, please submit a medical certificate from a medical professional together with the “Notification of Returning to Study.”

(5) Tuition Fees During Temporary Leave of Absence

< For students admitted in Academic Year 2016 and after >

Tuition Fee will be waived.

<For students admitted in Academic Year 2013-2015 >

Tuition Fee and Experiment and Practical Training Fees will be waived.

(6) Health Checkup

If a student is on temporary leave of absence and is not able to take the annual health checkup in April, he or she is required to take the annual health check in September during the orientation period for incoming students.

2. Studying Abroad

A student may, where deemed educationally beneficial by the The Graduate School of Media Design Committee, study abroad at graduate schools of other universities without taking a leave of absence. (**excerpt from *Graduate School Regulations* Articles No. 124**)

(1) Before Going Abroad

Before going abroad to study, an “Application for Study Abroad” (国外留学申請書) must be submitted to the KMD Office two months prior to the desired departure date. After being screened and approved by the student’s main research supervisor, the application will be forwarded to the The Graduate School of Media Design Committee. Please note that going abroad to attend a language program is considered a “Temporary Leave of Absence.” Please refer to the “Guidebook for Overseas Study” (留学のてびき) issued by the International Center of Keio University (available in Japanese only). The guidebook is available at the KMD Office.

(2) Required Documents

Students must submit the following documents to the KMD Office after returning from abroad. A period of up to one year studying at overseas universities and institutions can be counted toward the enrollment period at KMD.

- “Notification of Returning to Study” (就学届)
- “Application Regarding Period of Study Abroad” (在学期間算入願)

If you wish to transfer credits (maximum of ten credits) acquired abroad to the degree program at KMD, submit the following documents after receiving approval from your main research supervisor. Students are recommended to have the necessary documents issued while still studying at the overseas university/institution.

- “Application Form for Credit Transfer” (単位認定申請書)
- Academic Transcript
- Syllabus/Lecture outlines

3. Withdrawal

(1) “Notification of Withdrawal” (退学届) :

Fill in the “Notification of Withdrawal” (退学届) available at the KMD Office. The student and his or her guarantor must sign and affix their seals individually on the form, and the student must then attend an interview with his or her main research supervisor before submitting to the KMD Office. The student ID card of the student must also be returned when the form is submitted. The application form will not be accepted if the signatures or seals of the student and the guarantor are the same.

<Date of Withdrawal>

If the payment of tuition and other fees has been made, you may set the withdrawal date. (Usually September 21 for the Spring Semester and March 31 for the Fall Semester.) Please note that if you choose to withdraw before end of the semester, you will not receive credits for registered courses in that semester.

(2) Expulsion (excerpt from *Graduate School Regulations* Articles No. 128, No. 161):

The maximum period of enrollment in the same graduate school is four years in the Master’s Program and six years in the Doctoral Program excluding any Temporary Leaves of Absence. If a student is unmotivated and/or unfit to pursue programs, disciplinary action will be taken to expel the student from the Graduate School.

4. Period of Enrollment in the Doctoral Program

(1) Withdrawal from the Doctoral Program with the Completion of Course Requirements

Doctoral students will be approved for “Withdrawal from the Doctoral Program with the Completion of Course Requirements” upon satisfaction of all the following conditions:

1. Enrolled in the Doctoral Program for three or more years and earned 12 or more credits for Independent Research for Doctor in Media Design.
2. Passed the doctoral dissertation proposal defense overseen by the dissertation advisory committee and approved by the Graduate School of Media Design Committee.

Students who wish to withdraw from the Doctoral Program with the Completion of Course Requirements must submit a “Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements” form to the KMD Office. For more information, please refer to the “KMD Student” page on the KMD website.

[Notes for Students who have received approval for “Withdrawal from the Doctoral Program with the Completion of Course Requirements”]

1. Persons who have withdrawn from the doctoral program cannot use facilities at Keio University or the Graduate School such as e-journals, networks, etc.
2. It is strongly recommended for those who wish to withdraw from the doctoral program to first consult their main supervisor.

(2) Application for Extension of Enrollment Period

If students have obtained the necessary credits within the three years of enrollment, but need more time to write the doctoral dissertation, they will be allowed to extend their enrollment period up to a maximum of six years from the time of admission, excluding periods of temporary leaves of absence. Eligible students who do not submit a “Withdrawal from the Doctoral Program with the Completion of Course Requirements” will automatically have their enrollment extended. There is a reduction to tuition fees for students who extend their enrollment. Please consult the KMD Office for details.

[Notes on Extension of Enrollment Period]

There was an amendment (reduction) to the academic fees and expenses for “Extensions of Enrollment Period” from academic year 2016. This amendment applies to all students regardless of their year of admission. The total amount consists of 100,000 yen (50,000 yen per semester) for tuition fees, 60,000 yen (30,000 yen for one semester) for basic affiliation fees, and 2,500 yen (1,250 yen for one semester) for the registration fee for the Student Health Care Mutual Aid Association.

5. Changes of Personal Information

Students must submit the following forms to the KMD Office immediately after any changes to their personal information:

- Notification of Change of Address
- Notification of Change of Guarantor
- Notification of Change of Name
- Notification of Change of Telephone Number

If there is a change to your home address, write the new address on the back of your Student ID card and receive a stamp of certification from the KMD Office. If there has been a change to your address (student’s, not the guarantor’s), please register the new address on keio.jp. If everything is in order, the registration of your new address will be completed within a few days.

Please note that submission of the above forms is extremely important to prevent delays in receiving any vital documentation that the KMD Office sends out by post.

6. Payment of Tuition and Deferred Payments

Tuition fees for the academic year 2019 are indicated as follows.

<For students admitted in Academic Year 2016 and after>

(Unit: Japanese yen)

	Registration Fee	Tuition Fee	Student Health Care Mutual Aid Fee	Total
Master's Program	60,000 (30,000)	1,920,000 (960,000)	2,500 (1,250)	1,982,500 (991,250)
Doctoral Program	60,000 (30,000)	1,140,000 (570,000)	2,500 (1,250)	1,202,500 (601,250)

<For students admitted in Academic Year 2013-2015>

(Unit: Japanese yen)

	Registration Fee	Tuition Fee	Facilities Fee	Student Health Care Mutual Aid Fee	Total
Master's Program	60,000 (30,000)	1,500,000 (750,000)	320,000 (160,000)	2,500 (1,250)	1,882,500 (941,250)
Doctoral Program	60,000 (30,000)	750,000 (375,000)	320,000 (160,000)	2,500 (1,250)	1,132,500 (566,250)

➤ The tuition and fees can be paid in two installments in the Spring and Fall Semesters (payment amounts given in parentheses).

Fees must be paid to Keio University by bank transfer. A payment slip will be sent to the student's address in mid-April for the Spring Semester and in early October for the Fall Semester. Please keep the receipt as proof of payment.

Payment Deadline:

Payment for Spring Semester and payment in full: April 30

Payment for Fall Semester: October 30

“Delay of Payment Form”

If tuition and other fees cannot be paid by the deadline due to unavoidable reasons, students must submit the “Application for Tuition Deferment” (延納申請書) to the KMD Office by the following dates (**excerpt from Graduate School Regulations Articles No. 133**)

Spring Semester: May 15

Fall Semester: November 13

The reason for payment delay must be approved by Keio University, which will issue a certificate upon approval. The deadlines for deferred payments are as follows :

Spring Semester: July 31

Fall Semester: December 24

7. Reservation of Classrooms

In order to use classrooms C3S01 and C3S02 for academic meetings, reservations must be made at the KMD Office from two weeks to three days prior to the day of use.

To use the shared discussion rooms of KMD and SDM (rooms C3S03-C3S04, C3S06, C3S09), fill in the

“Reservation Sheet for KMD/SDM Discussion Room” placed on the door of each room. The discussion rooms can be used for two consecutive class periods. Draw a line indicating the periods you wish to use the room, and write your name beside it.

After using the room, clean the room and put desks and chairs back into their original position.

When leaving the classroom, please switch off all electric equipment (e.g. projectors) and lights.

8. Application for External Activities

To hold extracurricular activities off campus, a “Notification of Off-campus Student Activities” (学外行事届) must be submitted to the KMD Office four days prior to the activities. Students may be required to submit an event plan and relevant documents depending on an event. To hold extra-curricular activities overseas, the “Request Form for Business Trip” must be submitted to the KMD Office. Please be aware that without the prior application being made, medical expenses will not be covered by the insurance policy.

9. Parking Permit

Students are not allowed to commute to the university by car. In cases of injury or sickness, or for deliveries, a temporary parking permit can be issued by submitting a form to the KMD Office four days prior to the day of use.

10. Cafeteria

Students may use the school cafeteria on weekdays to hold receptions and parties for school clubs, with faculty members, alumni, etc. First, make a reservation at the school cafeteria and then submit the “Request to Hold Meeting/Gathering on Campus” (学内集会届) to the Hiyoshi Office of Student Services located on the first floor of the Independence Wing (Fourth Building) within two weeks of making the reservation. The reservation cannot be made without submitting this form.

11. Distribution of Posters and Pamphlets

Apply for permission at the KMD Office before distributing posters and pamphlets. For further information, please contact the KMD Office.

12. Application for Permission to Film/Photograph on Campus

To film or to take photographs on Hiyoshi Campus, please submit an "Application for Permission to Film/Photograph on Campus" (prescribed form) to the Hiyoshi Office of Student Services along with your shooting plan in Japanese (free format), at least 4 business days prior to your shooting date.

Individuals may take photographs or shoot videos of the faculty rooms, classrooms, and other spaces used exclusively by KMD without permission from the university.

If the shoot is decided at the last-minute, please shoot at the locations where no permission is needed.

Even when permission is not required, if the resulting work is to be exhibited, published, or broadcast, it is a requirement to report the work and the date of exhibition, publication, or broadcast to the Hiyoshi Office of Student Services.

The university will attend to any related inquiries based on the application. Because the information will be shared among concerned parties at Hiyoshi Campus, the application must be prepared in Japanese.

Once approved, the Hiyoshi Office of Student Services will send a written approval.

13. Use of KMD Logo

Apply for permission at the KMD Office and submit the designated form before using the KMD logo. For further information, please contact the KMD Office.

Certificates

Certificates can be purchased at a Certificate Issuing Machine located in the Office of Student Services on each campus. You cannot issue any certificates if your tuition is unpaid. A 4-digit “Student ID Card PIN” is required along with your Student ID card in order to issue certificates from certificate issuing machines on any of the campuses. Please check the Keio University Academic Affairs Web System (Gakuji Web System) and find your “Student ID Card PIN” before issuing certificates. For further information regarding the service, see the website below:

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

Please check the schedule for the operating hours of the Certificate Issuing Machines. The machines may be out of service due to maintenance or for other reasons. The following certificates are available for issuance by the machines:

- Certificate of Enrollment
- Academic Transcript
- Certificate of Expected Completion
- Certificate of Annual Health Examination
- Student Travel Fare Discount Certificate

Sealed certificates are issued at the KMD Office.

(1) Certificate of Expected Completion (200 yen per certificate)

The Certificate of Expected Completion is issued approximately two weeks after completion of Course Registration in the third semester of the master’s program (excluding temporary leaves of absence).

If certificates in English or sealed certificates are necessary, apply at the KMD Office. Certificates that have been issued by the Certificate Issuing Machines cannot be sealed.

(2) Certificate of Annual Health Checkup (200 yen per certificate)

The Certificate of Annual Health Checkup is issued from early June to March 31 for students who took the health checkup in April and is issued from the end of October (tentative) to March 31 for students who took health checkup in September. Please be aware that this certificate is only issued to students who have completed the annual health examination.

(3) Student Travel Fare Discount Certificate (Free of charge)

When traveling over 101 kilometers one way, students are able to use the Student Travel Fare Discount Certificate to receive a discount on commuting fees. A student may issue up to 10 certificates per day. Certificates are valid for three months from the day of issuance. Please note that this certificate cannot be issued if a student has not taken the annual health examination.

(4) Other Certificates

See below for details;

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

Please consult with the KMD Office for further information.

Scholarships

Applying for Scholarships

International students who wish to apply for scholarships through Keio University must hold a residence status of “Student.” Additionally, international students must submit the “Scholarship Applicant Registration Form” (奨学金受給希望調査書) with their academic transcript and any other necessary documentation by the designated deadline each semester. Please refer to the following website for the application procedures.

How to Apply:

<http://www.ic.keio.ac.jp/en/life/scholarship/application.html> (English)

http://www.ic.keio.ac.jp/intl_student/scholarship/keio_student.html (Japanese)

For an overview of scholarships for international students, refer to the following website:

http://www.ic.keio.ac.jp/en/life/scholarship/intl_student.html (English)

http://www.ic.keio.ac.jp/intl_student/scholarship/intl_student.html (Japanese)

Annual Health Checkup, Student Health Insurance, Counseling and Career Support

1. Annual Health Checkup

In accordance with the School Health and Safety Act and the Graduate School Regulations, an annual health check is provided to students every Spring to promote their health and to prevent, detect, and treat disease in the early stages. If you take a checkup at a hospital or clinic outside Keio University, the results of this health check must be submitted to the Health Center on Hiyoshi Campus.

If any disease or other medical condition is found, the student will be notified directly, along with information on the appropriate measures to be taken.

In order to promote student health, complete examinations are provided at the University Health Center, which includes issuance of introduction letters to Keio University Hospital for reexaminations, and treatments and regular consultations at the Health Center.

Please note that the Certificate of Annual Health Examination and the Student Travel Fare Discount Certificate will not be issued to students who do not take the annual health check.

Regarding treatments at the University Health Center, half of the fee is paid for by students and the other half is covered by the Keio Student Health Care Mutual Aid Association (Gakuseikenpo). Students must immediately notify the KMD Office (045-564-2517) or the security office (045-564-2452 extension: 37100) after office hours and holidays if they are involved in an accident on campus. Appropriate measures will be taken immediately to call an ambulance or contact medical institutions.

2. Vaccination Against Measles

Recently, many high schools and universities cancelled classes due to a measles outbreak. A possible factor for the epidemic was that a large number of people were not vaccinated because they had not been affected by measles in the past. Another factor was that ten years had passed since many people were last vaccinated and their immunity had since declined. In order to prevent an outbreak of measles or rubella on campus, please be sure to check your Maternal and Child Health Handbook. If you have not been vaccinated twice, please consult a doctor for a vaccination. Please also consult a doctor regarding vaccinations against chickenpox, mumps, and other infectious disease.

3. Notification of Infectious Disease

In accordance with the School Health and Safety Act and the Graduate School Regulations, students who are infected by influenza, rubella, measles, or any other infectious disease are prohibited from coming to the university. Such students must report to the Health Center via [keio.jp](http://www.keio.jp).

A “Permission of Return to Campus After Illness” (感染症登校許可証明書) form must be submitted when coming back to university. The form may be obtained from the website below. You must ask your doctor to fill it out. Submit the form to the Hiyoshi Health Center and have an interview with a doctor residing at the Health Center. This interview is mandatory.

If you had influenza, on the first day of returning to university, please fill out the part inside the bold lines and then submit this form and a document showing that you had influenza (e.g., explanation of your prescription, the envelope that contained the medicine) to the Health Center.

Health Center website: <http://www.hcc.keio.ac.jp/en/index.html>

- Measles: three days after your temperature begins to recede
- Rubella: until the rash disappears
- Chicken pox: until the rash over the body disappears
- Mumps: until the parotid swelling subsides
- Influenza: two days after your temperature begins to recedes

4. Keio Student Health Care Mutual Aid Association (Gakuseikenpo)

Full-time students at Keio University are members of the Keio Student Health Care Mutual Aid Association (Gakuseikenpo; 学生健康保険互助組合).

(1) Medical Reimbursement Plan

If you receive medical treatment using your National Health Insurance card, the Keio Student Health Care Mutual Aid Association will reimburse the cost of treatment by bank transfer. For more information, please refer to the handbook (Kenpo no tebiki: 健保の手引き) which is available at the KMD Office.

(2) Other services to students

In addition to medical reimbursement, the Keio Student Health Care Mutual Aid Association provides other services to students, including subsidies at selected hotels and the use of seaside and ski clubhouses. A training room run by the Association in the Student Union Building (Jukusei Kaikan) on Hiyoshi Campus is available to students. For more information, refer to the handbook distributed during the entrance ceremony. The handbook is also available at the KMD Office.

5. Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

Keio University is a member of the Japan Educational Exchange and Service, which offers the “Personal Accident Insurance for Students Pursuing Education and Research.” This insurance plan covers against unexpected accidents in the course of your educational and research activities. In the case of an accident, please contact the KMD Office and follow the procedures. For activities outside of the university, please submit an application form to the KMD Office four days before the activity.

Activities covered by this insurance: Academic and extra-curricular activities or events on and off campus, and accidents on the commute to KMD

There is also liability insurance called Liability Insurance coupled with PAS (“Gakkenbai”). Students will be covered for any damages for which they may be held liable through causing injury to or damaging the property of third parties. Although membership of “Gakkenbai” is voluntary, KMD pays the insurance premium for KMD students due to the use of expensive equipment at the school.

6. Optional Compensation

There are two types of optional compensation: “insurance” and “mutual aid.” Students should apply for these directly if they wish to be covered:

Student Comprehensive Insurance: Keio Academic Enterprises (TEL: 03-3453-6098)

Student Comprehensive Mutual Benefits and Student Public Liability Policy: Keio University Coop (TEL: 045-563-8489)

7. Student Counseling Room

The student counseling room is open to all students on an advance reservation basis. University regulations ensure a strict privacy policy. Students are always welcome by themselves, or with their family and friends. Introduction to other departments and organizations will be made if necessary. Students are encouraged to attend various group meetings that are held to enrich the students’ campus experience. For further information, please call the student counseling room.

Student Counseling Room (First floor of Independence Wing, Fourth Building)

Office hours: 9:30 am to 5:30 pm (excluding 11:30-12:30) Monday to Friday (closed on weekends)
TEL: 045-566-1027, URL: <https://www.students.keio.ac.jp/en/com/life/consult/counseling-room.html>

8. Keio Gijuku Harassment Prevention Committee

If you have experienced harassment or have something that's bothering you, please do not suffer alone. Talk with someone who you can trust as soon as possible and feel free to consult with Keio Gijuku Harassment Prevention Committee on campus. Please refer to the Committee leaflet and "Harassment Prevention Committee Contacts for Consultation" Card.

Keio Gijuku Harassment Prevention Committee Office (Jukukankyoku 3F, Mita Campus)

Office Hours: Monday - Friday (8:30-17:00)

If there is no one there, please leave a message on the answering machine.

Tel: 03-5427-1629, Fax: 03-5427-1630, E-mail: harass-pco@adst.keio.ac.jp

9. Lost & Found

The Hiyoshi Office of Student Services, Student Life Services Section (1st floor, Independence Wing) holds onto lost and found items for three months. For items lost or found in the Collaboration Complex, inquire at the Security Center (Bosai Center) located on the first floor of the Collaboration Complex.

10. Placement and Career Services

Career support is provided to promote opportunities for employment.

(1) Guidance and seminars

- Job seminars by external instructors
- Guidance and seminars at other campuses (available to students)

(2) Information on employment offers, company information, list of Keio alumni, and internship information

Information on employment offers, seminars, and student job search notifications are available on keio.jp. For more information, please visit the website. In addition, information sent from companies is available for browsing at the KMD Office.

(3) Employment Report

All students are required to complete a survey titled "Plans After Graduation" (進路届; for example, work full-time or go on to a doctoral program). The information will be used by Keio University to help future students with their job searches, as well as for statistics and surveys by external institutions.

Your place of employment (if applicable) after graduating KMD may be listed on the KMD website and in brochures (your name will not be disclosed).

To make your submission of the survey and for more details, please see <https://login.keio.jp/koid/> (available in Japanese only).

11. Use of Networks

In order to use the computers and printers located at the Information Technology Center (ITC) on Hiyoshi, Mita, Yagami, and Shinanomachi Campuses, an ITC account is required. Students need to follow ITC regulations when using the network system. A KMD wireless network is available in the Collaboration Complex building.

Web System

1. Overview

“for KMD Students” Web	
URL	https://students.kmd.keio.ac.jp/studenttop
Password	Common password
Overview	This portal website provides a variety of information to KMD students.

KMD e-learning system	
URL	http://archiver.kmd.keio.ac.jp/cgi/e-student/login.cgi
ID/ Password	Student Number, Date of Birth, and Common password
Overview	This portal website provides a variety of information on KMD subjects.

"To Keio Students" Web	
URL	https://www.students.keio.ac.jp/en/
Overview	This portal website provides a variety of information to Keio students (Information is provided partly in English).
Main services	<ul style="list-style-type: none"> ■ Classes, registration, examination ■ Course Registration Guide, Syllabi, Timetable (PDF/A), announcement of students who have completed programs (only student numbers will show on the website) etc. ■ Student life, career support ■ Information from Office of Student Services, Information on events, scholarships etc.

Common Authentication System (“keio.jp”)	
URL	http://keio.jp/
ID/Password	Keio ID/password
Manual	http://www.itc.keio.ac.jp/en/keiojp_manual.html
Overview	This website provides access to a variety of services with your Keio ID. Student must activate their Keio ID before using this website. Access the Academic Affairs Web System via keio.jp.
Main services	<ul style="list-style-type: none"> ■ Online Course Registration (Academic Affairs Web System) This system allows students to register, modify, and confirm registered classes during designated period of Online Course Registration. ■ Confirmation of Registration (Academic Affairs Web System) This page provides a list of subjects you have registered. Lists are available only for the designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version. ■ A 4-digit PIN for the issuance machine (Academic Affairs Web System) A 4-digit PIN necessary to issue certificates from the issuance machine may be checked from this website. ■ Academic Transcript This website allows students to view the Grade Report. The period which the Grade Report is available on the website is designated by each department. Detailed information will be announced at the “For Keio Students” website. ■ Result of Health checkup (*Requires Academic Affairs Web password as a second password) The results of health checkup are available for students who have taken health checkup in

	<p>April of the academic year. Contact the Health Center for any questions you may have regarding the results.</p> <ul style="list-style-type: none"> ■ Career Support system Career consultation, employment report, student job search notices, job offers. ■ Others <p>“Keio mail,” Educational Assistance System, E-journal, access to database, etc.</p>
Keio ID acquisition	<p>Students must activate their Keio ID. Students will need their Student ID number and Academic Affairs Web password for authentication. See below for details.</p> <p>http://www.itc.keio.ac.jp/en/keiojp_manual_act_key.html</p> <p><u>If you lose your password, bring your Student ID card and have it reissued at the Hiyoshi ITC.</u></p>

2. Notes on using the Web system

- Do not log in simultaneously on multiple browsers.
- Do not use the browser “back” or “forward” buttons after logging into the web system. If you mistakenly click a button and the screen does not display properly, click the “refresh” button to reload the website.
- If the same screen is displayed for a prolonged period of time, the system will not allow you to move on to the next screen for security reasons. If this happens, close your browser or click the “refresh” button to reload the website.
- If your name contains difficult characters, it may not be displayed properly on the screen. Please note that this is not a problem with the system itself.
- You may not be able to log into the Web system without the recommended environment and settings (Cookies, SSL, Proxy, etc.). See the Web system manual for recommended environments, settings, and operations.

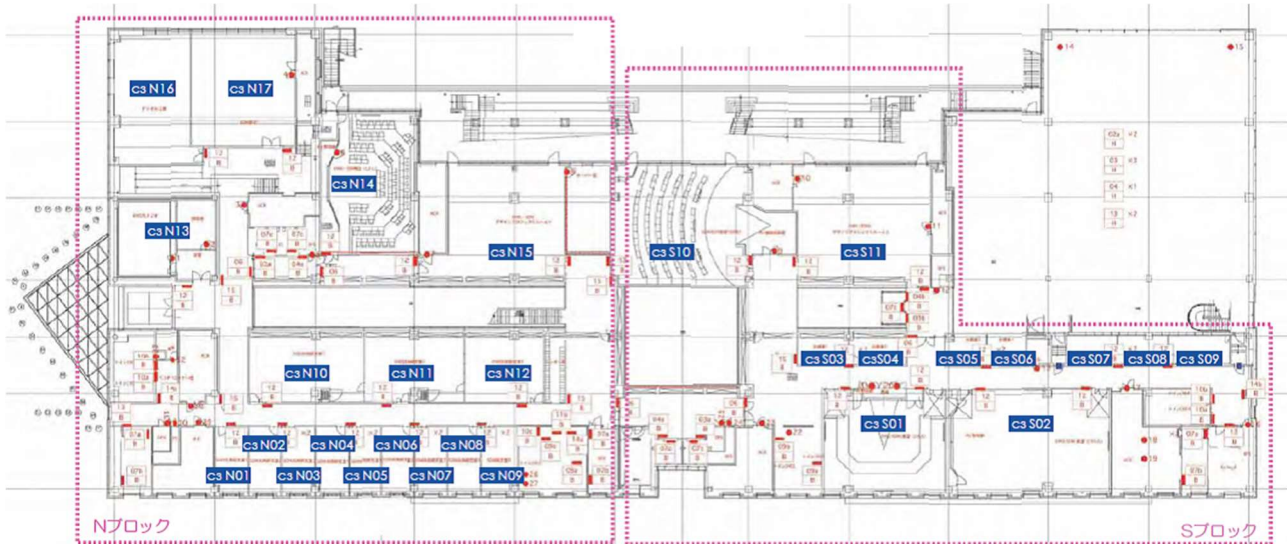
3. Password reissuing

Below are the contact points for reissuing Web system passwords.

	Login ID	Login password	Reissued by	Required documents
Web “To KMD Student”	N/A	Common password	--	--
KMD e-learning system	Student Number and Date of Birth	Common password	--	--
Web "To Keio Students"	N/A	N/A	--	--
“keio.jp”	Keio ID	keio.jp password	Hiyoshi ITC	Student ID card

Layout of Collaboration Complex

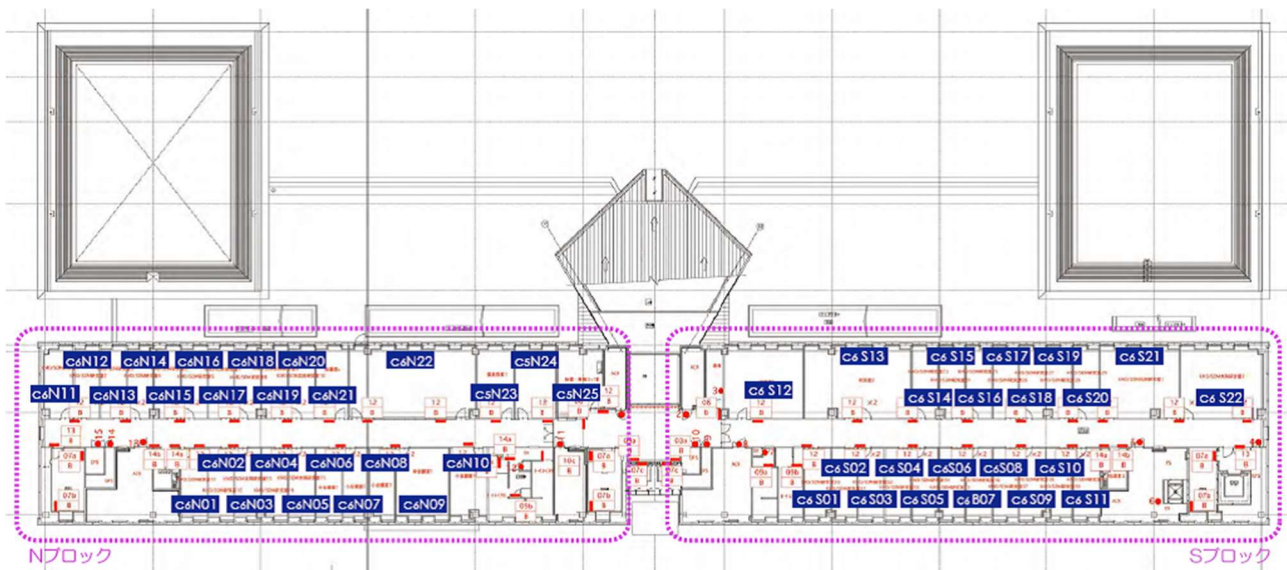
3rd Floor



C3N01-N03	[SDM]Individual Research Space
C3N04-N09	[SDM]Discussion Room for Master's Program Students
C3N10-N12	[KMD]Joint Research Laboratory (Project Room)
C3N13	[KMD]Media Studio
C3N14	[SDM]Classroom
C3N15	[SDM]Discussion Room for Master's Program Students
C3N16	[KMD]Joint Research Laboratory (Network Studio)
C3N17	[KMD]Joint Research Laboratory (Network Studio)

C3S01	[KMD]Classroom
C3S02	[KMD]Classroom
C2S03-S09	[Common for SDM/KMD]Discussion Room
C3S10	[SDM]Classroom (CDF Room)
C3S11	[KMD]Joint Research Laboratory (Hacking Studio)

6th Floor

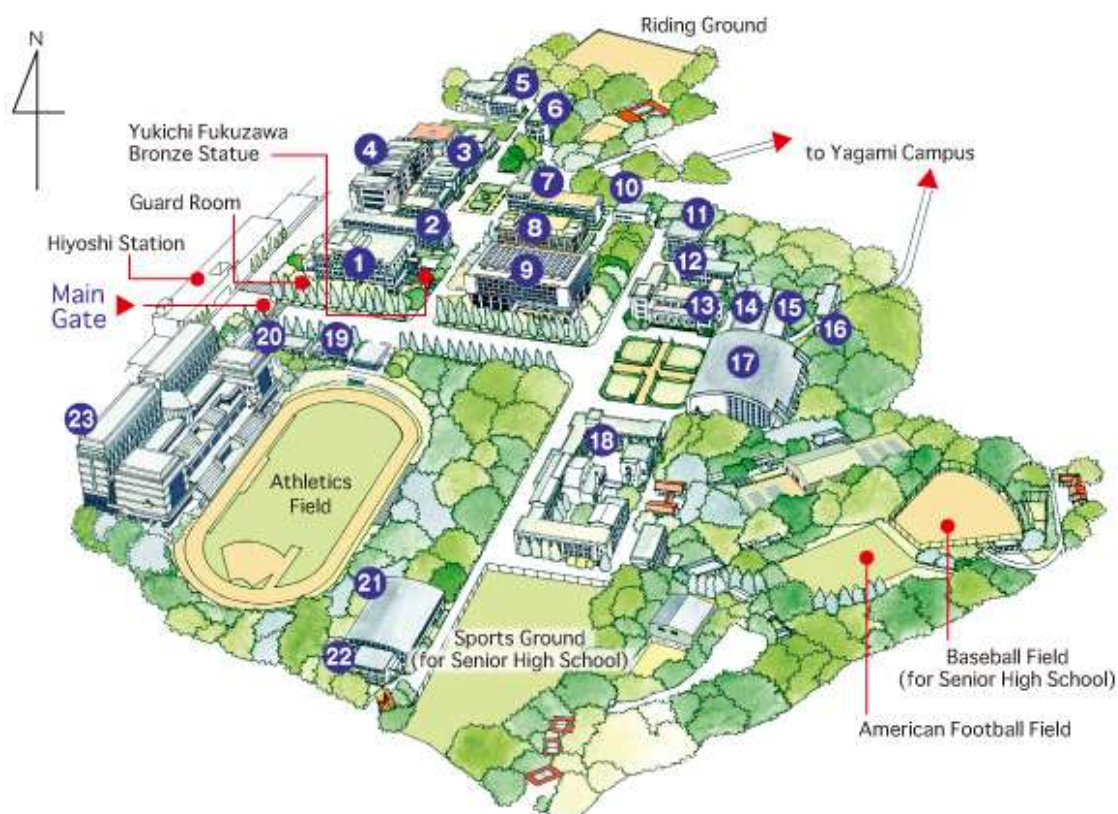


C6S03	OKAWA, Keiko
C6S04	INAKAGE, Masa
C6S05	KISHI, Hiroyuki
C6S06	ISHIDO, Nanako
C6S07	
C6S08	SATO, Chihiro
C6S09	
C6S10	MIZUGUCHI, Tetsuya

C6S11	MAEKAWA, Marcos YAMAOKA, Junichi
C6S13	SUGIURA, Kazunori
C6S13	SUNAHARA, Hideki
C6S13	KATO, Akira
C6S14	
C6S15	
C6S16	WALDMAN, Matthew
C6S17	KUNZE, Kai

C6S18	MINANIZAWA, Kouta
C6S19	
C6S20	Faculty Room
C6S21	[KMD] CEMS Room
C6S22	[KMD] Global Design Studio

Campus Map



1. Hiyoshi Library
 2. Fourth Building, Section A: Classrooms (J411-J447)
 3. Fourth Building, Section B: Classrooms (J11-39)
 4. Fourth Building Independence Wing: Classrooms (DB105-DB203, D101-D413), Hiyoshi Communication Lounge
 5. Sixth Building: Classrooms (J611-643, Seminar 1, Seminar 2), Greens Terrace
 6. Third Building: Classrooms (301-336), Research for Foreign Language Education
 7. Student Union Building "Jukusei Kaikan": Training Room, Club Rooms
 8. Cafeteria Building: Club Rooms
 9. "Raiosha": Faculty Office, Meeting Room, Symposium Space, Faculty Lounge
 10. University Co-op
 11. Fujiyama Memorial Hall: Classrooms (F01-F11), Meeting Room
 12. Seventh Building: Classrooms (701, 703, 704)
 13. Second Building: Classrooms (214, 221, 224, 231, 234)
 14. Gymnasium: Judo and Kendo Hall
 15. Sports Building: Institute of Physical Education, Table Tennis Court
 16. Eighth Building: Classrooms (811, 812, 831)
 17. Hiyoshi Commemorative Hall
 18. Building One: Senior High School
 19. Sports Medicine Research Center
 20. Health Center
 21. Senior High School: Gymnasium
 22. Senior High School: Judo Gymnasium
 23. Collaboration Complex: Graduate Schools, Library, Office of Community and Regional Affairs, Hall, Child Care Center, Fitness Club, Cafe, Restaurant, Convenience Store
- *Numbers in parentheses denote the Classroom No.

PhD Rules and Procedures

Established in May 2009

Revised in June 2010

Revised in December 2010

Revised in January 2013

Revised in June 2013

Revised in September 2013

Revised in December 2013

Revised in April 2014

Revised in October 2015

Revised in April 2016

Revised in April 2018

Revised in July 2018

Revised in March 2020

Keio Media Design

Step 1: Selecting advisors

The principal advisor will choose the co-advisor 1 within a month after starting the program, by consulting with the doctoral student (*1). Both advisors will supervise the student's research as a team.

Step 2: Writing a doctoral dissertation proposal and giving an interim presentation

The students will write a proposal that describes their research and provides an outline of the doctoral dissertation (see the attachment Doctoral Dissertation Proposal Instructions). Students are required to periodically consult their principal advisor and co-advisor 1 determined in Step 1 and discuss their proposal before submitting it to the principal advisor. To obtain wider feedback from other KMD faculty members, students must present their research progress at the KMD doctoral interim presentation session. The principal advisor will decide on the timing of the application, but it is recommended that the interim presentation is planned for the semester before your doctoral dissertation proposal defense in consultation with the principal advisor.

Allotted Time: 20 minutes per person (presentation: 12 minutes, Q&A: 8 minutes)

Language & Documents: Choose either Japanese or English.

34 **Step 3: Dissertation Advisory Committee and doctoral dissertation proposal defense**

35 After the principal advisor accepts the doctoral dissertation proposal, a Dissertation Advisory
36 Committee will be formed (*2) and a doctoral dissertation proposal defense will be held to review the
37 proposal (*3) [Form #KMD-DF-1]. The principal advisor will propose, and the Dean will appoint the
38 Dissertation Advisory Committee with the approval of the Graduate School of Media Design
39 committee (hereafter “graduate school committee”). The principal advisor must promptly
40 communicate the result (*4) to the student and the graduate school committee (Form #KMD-DF-2).
41 The student must revise the doctoral dissertation proposal based on the feedback, get approval by
42 his/her principal advisor for the revised version and submit it to Dean of the Graduate School of Media
43 Design [Form #KMD-DS-1]. The Dissertation Advisory Committee judges the defense based on both
44 the oral presentation and the submitted proposal, and final approval is given by the graduate school
45 committee. Approved doctoral dissertation proposals will be available to KMD students and faculty.
46 Students who pass the defense become doctoral candidates (*10).

47

48 Allotted Time: 60 minutes per person (presentation: 15 minutes, oral examination: 45 minutes)

49

50 **Step 4: Research review by the Dissertation Advisory Committee and writing the dissertation**

51 At least once every 6 months, the Dissertation Advisory Committee reviews the candidate's research
52 and recommends a grade (*5). When the candidate wishes to write a draft of the doctoral dissertation,
53 the Dissertation Advisory Committee will check whether the candidate’s research is of an appropriate
54 level. If deemed appropriate, the candidate will write a draft of the doctoral dissertation under the
55 guidance of the Dissertation Advisory Committee.

56

57 **Step 5: Forming a Doctoral Dissertation Review Committee**

58 After the Dissertation Advisory Committee approves the dissertation draft and the candidate has
59 completed all the requirements agreed upon at the doctoral dissertation proposal defense, he/she will
60 submit the approved dissertation draft to the Dean [Form #KMD-DS-2]. The Dean appoints the
61 Doctoral Dissertation Review Committee (*6) upon the application made by the principal advisor and
62 with the approval of the graduate school committee [Form #KMD-DF-3]. The Doctoral Dissertation
63 Review Committee will review the dissertation draft and inform the candidate and the Dissertation
64 Advisory Committee of the results (*7).

65

66 **Step 6: Submitting the doctoral dissertation (for final assessment)**

67 The candidate will revise the doctoral dissertation until the Doctoral Dissertation Review Committee
68 members are satisfied with it, and then he/she will submit the dissertation (for final assessment) [Form
69 #KMD-DS-3] along with the degree application documents [Form #KMD-DS-5] to the Dean.

70

71 **Step 7: Public doctoral dissertation defense and final assessment**

72 The Doctoral Dissertation Review Committee chair will hold a public doctoral dissertation defense
73 (*8) [Form #KMD-DF-4] after receiving the doctoral dissertation (for final assessment), with the
74 approval of the graduate school committee. The Doctoral Dissertation Review Committee and the
75 Dissertation Advisory Committee will make the final decision immediately after the public doctoral
76 dissertation defense upon mutual agreement, and the candidate will be promptly informed of the result.

77

78 Allotted time: 80 minutes (presentation: 40 minutes, oral examination: 40 minutes)

79

80 **Step 8: Submitting the doctoral dissertation (final and approved version)**

81 If the candidate passes the defense, he/she will submit to the graduate school committee the final
82 version of the doctoral dissertation approved by the Doctoral Dissertation Review Committee (*9)
83 [Form #KMD-DS-4]. The degree application documents must be resubmitted if any changes need to
84 be made to them [Form #KMD-DS-5].

85

86 **Step 9: Award of the doctoral degree**

87 The Doctoral Dissertation Review Committee chair will submit a report of the results of the public
88 defense and the final assessment to the graduate school committee [Form #KMD-DF-5, #KMD-DF-
89 6]. Upon receiving the documents, the graduate school committee will deliberate on the documents
90 and the doctoral dissertation. Conferral of the doctoral degree will be approved and decided by the
91 graduate school committee (*10).

92

93 Notes:

94 *1. The faculty member the student contacted when entering the program will be appointed as the
95 principal advisor. If students wish to change their principal advisor, they will need to obtain
96 approval from the graduate school committee and may need to start from Step 1. To be a principal
97 advisor or co-advisor 1 they must be graduate school committee members.

98 *2. The Dissertation Advisory Committee is composed of the principal advisor, co-advisor 1

99 determined in Step 1, and co-advisor 2. Co-advisor 2 must also be a graduate school committee
100 member. However, KMD full-time faculty members (irrespective of qualifications and including
101 project faculty members) can be considered for co-advisor 2 with the approval of the graduate
102 school committee. Additional external co-advisor(s) can be invited with the approval of the
103 graduate school committee.

104 *3. The principal advisor, in consultation with the student and the Dissertation Advisory Committee,
105 can set the date for the doctoral dissertation proposal defense at their discretion, but the date
106 decided on should be approved at a graduate school committee that is scheduled more than 1
107 week prior to the date. The doctoral dissertation proposal defense begins with the student's oral
108 presentation, lasting no more than 15 minutes. This is followed by the oral examination, which
109 generally lasts about 45 minutes. KMD faculty and students can attend the doctoral dissertation
110 proposal defense.

111 *4. If the student passes the doctoral dissertation proposal defense, the Dissertation Advisory
112 Committee will discuss and agree on the changes to be made to the doctoral dissertation proposal
113 and the dissertation requirements. If the student fails the doctoral dissertation proposal defense,
114 the Dissertation Advisory Committee discusses and agrees on the changes needed for the
115 doctoral dissertation proposal and other feedback.

116 *5. After the doctoral dissertation proposal defense, the Dissertation Advisory Committee must have
117 at least 2 review meetings to give thesis-writing advice to the student, before he/she completes
118 the draft of the doctoral dissertation. If major revisions (changes to categories, etc.) to the
119 research content described in the doctoral dissertation proposal is unavoidable following the
120 doctoral dissertation proposal defense, the student must obtain approval from the Dissertation
121 Advisory Committee and submit a revised doctoral dissertation proposal to the graduate school
122 committee (Students to resubmit Form #KMD-DS-1/Faculty members to resubmit Form #KMD-
123 DF-2). Only if the revised doctoral dissertation proposal is approved by the graduate school
124 committee will the student be permitted to continue writing the dissertation.

125 *6. A Doctoral Dissertation Review Committee is comprised of at least 4 members, including one
126 chair; at least half of them, including the chair, should be graduate school committee members.
127 The principal advisor appoints the chair of the committee and appoints other members by
128 consulting with the chair. The committee cannot include the principal advisor and it must include
129 one or more outside professionals. The outside professionals must hold a doctoral degree or
130 equivalent. If the principal advisor is no longer a "Graduate School of Media Design committee
131 member" due to resignation, etc., after the formation of the Doctoral Dissertation Review

132 Committee, the chair of the Doctoral Dissertation Review Committee may be permitted to
133 concurrently serve as the principal advisor upon the approval of the graduate school committee.

134 *7. The Doctoral Dissertation Review Committee must submit the final report within 1 year. The
135 Doctoral Dissertation Review Committee may suggest revisions of the doctoral dissertation to
136 the Dissertation Advisory Committee and the candidate as necessary. Generally, students should
137 expect a minimum of 2 months for feedback on the submitted thesis.

138 *8. The chair of the Doctoral Dissertation Review Committee, in consultation with the student and
139 the Doctoral Dissertation Review Committee, can set the date for the public doctoral dissertation
140 defense at their discretion but the date decided on should be approved at a graduate school
141 committee that is scheduled more than 1 week prior to the date. The public doctoral dissertation
142 defense begins with the candidate's oral presentation, lasting no more than 40 minutes. This is
143 followed by the oral examination, which generally lasts about 40 minutes. As a general rule,
144 doctoral dissertation defenses are open to the public.

145 *9. The candidate must submit one temporary binding copy and PDF/A file of the final and approved
146 version of the doctoral dissertation to the KMD Office. The bound hard copy and the PDF/A file
147 of the approved by the graduate school committee must be submitted to the KMD Office by the
148 commencement day. If your dissertation contains a section that cannot be made public, you will
149 need to submit two bound hard copies. Please consult with your principal supervisor and the
150 chair of the Doctoral Dissertation Review Committee for more details about submission.

151 *10. The normal candidature period is between 2 and 3 years for a doctoral degree. For students who
152 plan to obtain their doctoral degree in March, the Doctoral Dissertation Review Committee must
153 be formed by the 2nd week of November, and the public doctoral dissertation defense must be
154 held by the end of December. For students who plan to obtain their doctoral degree in September,
155 the Doctoral Dissertation Review Committee must be formed by the 2nd week of May, and the
156 public doctoral dissertation defense must be held by the week of July.

157 For students who plan to withdraw from the doctoral program after completion of course
158 requirements in March, the doctoral dissertation proposal defense must be held by the 2nd week
159 of January. For students who plan to withdraw from the doctoral program after completion of
160 course requirements in September, the doctoral dissertation proposal defense must be held by
161 the 2nd week of July.

162 However, these dates are a rough guide for the minimum amount of time required and in reality
163 the schedule differs from case to case. Consultation with your principal advisor for the time
164 needed for guidance and evaluation is strongly recommended.

165	
166	Appendix: Forms
167	
168	(For Students)
169	KMD-DS-1: Doctoral Dissertation Proposal Submission Form
170	KMD-DS-2: Draft of the Doctoral Dissertation Submission Form
171	KMD-DS-3: Doctoral Dissertation (for Final Assessment) Submission Form
172	KMD-DS-4: Doctoral Dissertation (Final and Approved) Submission Form
173	KMD-DS-5: Degree Application Documents
174	1) Degree Application Form
175	2) Thesis Index
176	3) Thesis Abstract
177	3-2) Thesis Abstract in English (If the doctoral dissertation is written in Japanese)
178	4) Curriculum Vitae
179	5) Request for Approval Regarding Release of Doctoral Dissertation
180	6) Consent Form relating to the Doctoral Dissertations at the Hiyoshi Media Center
181	
182	(For Faculty)
183	KMD-DF-1: Forming a Dissertation Advisory Committee
184	and Conducting the Doctoral Dissertation Proposal Defense
185	KMD-DF-2: Doctoral Dissertation Proposal Defense Results
186	KMD-DF-3: Forming a Doctoral Dissertation Review Committee
187	KMD-DF-4: Conducting the Public Doctoral Dissertation Defense
188	KMD-DF-5: Public Doctoral Dissertation Defense Results
189	KMD-DF-6: Result Report of the Final Assessment

Doctoral Dissertation Proposal Instructions

May 2009

Revised in June 2010

Revised in June 2013

Revised in September 2013

Revised in October 2015

Keio Media Design

1. Purpose

A doctoral dissertation proposal is to review the research topic, and survey and outline your research before you start writing your doctoral dissertation. You will be officially allowed to begin research for the doctoral dissertation after having your doctoral dissertation proposal accepted and passing the doctoral dissertation proposal defense.

2. Format

- Paper size: A4
- Number of pages:
 - Summary: approximately 300 characters in Japanese or approximately 150 words in English (If the body text is written in Japanese, a summary in both English and Japanese must be submitted)
 - Body text: between 5 and 25 pages (not counting the bibliography pages)
- Font size: 12 point
- Language: Japanese or English

3. Content

The doctoral dissertation proposal must include the following points:

- 1) How the research is innovative and research questions and problems
- 2) Detailed description of the research agenda
- 3) Clear explanation of the research approach and method
- 4) A literature review of the research topic including bibliography and related work

Also indicate which of the following categories the dissertation research falls under:

- a) Science / Engineering

34 b) Social Science / Humanities

35 c) Action Research

36 d) Design

37 The doctoral dissertation proposal will become the framework of your doctoral dissertation. You
38 need to choose an appropriate style guide by consulting with your principal advisor.

39

40 **Examples of style guides:**

41 a) The Chicago Manual of Style

42 b) APA (American Psychological Association) Style

43 c) MLA (Modern Language Association) Style

44 d) CSE (Council of Science Editors) Style

45 e) Other (any other style guide used by the academic societies related to your research

46 field)

Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement
and/or Award of the Degree in September 2020, Graduate School of Media Design

Faculty requirement
Student requirement

Step		Things to submit	Withdrawal from the Doctoral Program with the Completion of Course Requirements in September 2020	Award of the Degree in September 2020
Step 1 Selecting advisors		Principal advisor (the faculty member you contacted when you enter the program) will discuss with the student and decide sub advisor within a month after starting the program. Principal advisor will inform KMD Office.		
Step 2 Writing a "doctoral dissertation proposal" and midterm presentation		Interim presentation should be held one semester prior to the doctoral dissertation proposal defense. Principal advisor will inform KMD Office when holding the interim presentation.	Interim presentation should be held by the end of fall semester 2019. *Interim presentation in fall semester 2019: September 27 (Fri), 2019 and January 29 (Wed), 2020.	Interim presentation should be held by the end of fall semester 2019. *Interim presentation in fall semester 2019: September 27 (Fri), 2019 and January 29 (Wed), 2020.
Step 3 Doctoral dissertation proposal defense	Step 3-1: Forming dissertation advisory committee and applying doctoral dissertation proposal defense	① Doctoral Dissertation Proposal (in print) ② Form #KMD-DF-1 "Formation of Dissertation Advisory Committee and Conducting of Doctoral Dissertation Proposal Defense"	Students are required to submit Doctoral Dissertation Proposal to the principle advisor and co-advisor at least a month prior to Step 3-1 and receive approval from them. ① and ② must be submitted by the principal advisor by June 23 (Tue), 2020. →Approve at KMD Faculty Meeting on June 25 (Thu), 2020. ③ may be submitted to KMD Office by the student him/herself upon principal advisor's request.	Students are required to submit Doctoral Dissertation Proposal to the principle advisor and co-advisor at least a month prior to Step 3-1 and receive approval from them. ① and ② must be submitted by the principal advisor by May 12 (Tue), 2020. →Approve at KMD Faculty Meeting on May 14 (Thu), 2020. ③ may be submitted to KMD Office by the student him/herself upon principal advisor's request.
	Step 3-2: Holding doctoral dissertation proposal defense	*Should be held more than one week after the approval at KMD Faculty Meeting.	Must finish by July 20 (Mon), 2020.	Must finish by May 26 (Tue), 2020.
	Step 3-3: Approval of result for Doctoral Dissertation Proposal Defense (KMD Faculty Meeting)	Proposal Defense Results" ② If student pass the doctoral dissertation proposal defense, student must revise and submit the final version of the proposal with approval from the Dissertation Advisory Committee two days prior to the KMD Faculty Meeting (both in print and data). Form #KMD-DS-1 "Doctoral Dissertation Proposal Submission Form (For KMD Internal Release)".	① must be submitted by the principal advisor by August 18 (Tue), 2020. ② and ③ must be submitted to KMD Office by the student by August 18 (Tue), 2020. →Approve at KMD Faculty Meeting on August 20 (Thu), 2020.	① must be submitted by the principal advisor by May 26 (Tue), 2020. ② and ③ must be submitted to KMD Office by student by May 26 (Tue), 2020. →Approve at KMD Faculty Meeting on May 28 (Thu), 2020.
Submit "Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements" Form		① "Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements"	① must be submitted by the student by August 18 (Tue), 2020. →Approve at KMD Faculty Meeting on August 20 (Thu), 2020.	
Step 4 Research review and writing dissertation				
Step 5 Forming a doctoral dissertation review committee		① Doctoral Dissertation (Draft) with approval from Dissertation Advisory Committee (one copy in print). Form #KMD-DS-2 "Form for Submission of Doctoral Dissertation (Draft)" ② Form #KMD-DF-3 "Forming a Doctoral Dissertation Review Committee"		① must be submitted by the student by May 26 (Tue), 2020 at the latest . ② must be submitted by the principal advisor by May 26 (Tue), 2020. →Approve at KMD Faculty Meeting on May 28 (Thu), 2020. ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 6 Submitting the doctoral dissertation (for Final Assessment)		① Doctoral Dissertation (for Final Assessment) with approval from Doctoral Dissertation Review Committee (one copy in print). Form #KMD-DS-3 "Doctoral Dissertation (for Final Assessment) Submission Form". ② Degree Application Documents. Form #KMD-DS-5 (1)~(4).		① and ② must be submitted by the student by June 23 (Tue), 2020. (Please note that the deadline might get early depending on the date of the dissertation defense.) ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 7 Public doctoral dissertation defense and Final assessment	Step 7-1: 公聴会と最終審査の申請/Public doctoral dissertation defense and Final assessment	① Form #KMD-DF-4 "Conducting the Public Doctoral Dissertation Defense"		① must be submitted by the principal advisor by June 23 (Tue), 2020. →Approve at KMD Faculty Meeting on June 25 (Thu), 2020. ★If Public Doctoral Dissertation Defense is scheduled on July 2 (Thu) or earlier, it must be approved at KMD Faculty Meeting on June 13 (Sat) or May 28 (Thu). Please also note the deadline of Step 6. ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
	Step 7-2: 公聴会と最終審査の実施/Holding Public Doctoral Dissertation Defense	① Student must bring enough copies for Doctoral Dissertation Review Committee members (in print) to the venue of public doctoral dissertation defense (could be shared online if faculty members desire).		Public Doctoral Dissertation Defense and final assessment must be held by July 20 (Tue), 2020 otherwise students can not get doctoral degree in this semester. <i>It is possible to have public doctoral dissertation defense and review again as deemed necessary by the committee.</i>
Step 8 Submitting the doctoral dissertation (final and approved)		① Doctoral Dissertation (Final and Approved) Temporary binding copy and PDF file. Form #KMD-DS-4 "Doctoral Dissertation (Final and Approved) Submission Form". ② Degree Application Form if there are any changes. Form #KMD-DS-5. ③ Form #KMD-DS-5(5) "Request for Approval Regarding Release of Doctoral Dissertation" and Form #KMD-DS-5(6) "Consent Form relating to the Doctoral Dissertations at the Hiyoishi Media Center".		①, ② and ③ must be submitted by the student by August 14 (Fri), 2020. ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 9 Award of the doctoral degree		① Form #KMD-DF-5 "Public Doctoral Dissertation Defense Results" ② Form #KMD-DF-6 "Result Report of the Final Assessment"		① and ② must be submitted by review committee chair by August 18 (Tue), 2020. →Approve at KMD Faculty Meeting on August 20 (Thu), 2020.
Announcement of Award of the Degree		Submitting Doctoral Dissertation (Final and Approved) 1bound copy and PDF file.		September 4 (Fri), 2020.

Schedule for student who wish to finish Doctoral Dissertation Proposal Defense thru Award of Degree during Spring semester

Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement
and/or Award of the Degree in March 2021, Graduate School of Media Design

Faculty requirement
Student requirement

Step		Things to submit	Withdrawal from the Doctoral Program with the Completion of Course Requirements in March 2021	Award of the Degree in March 2021
Step 1 Selecting advisors		Principal advisor (the faculty member you contacted when you enter the program) will discuss with the student and decide sub advisor within a month after starting the program. Principal advisor will inform KMD Office.		
Step 2 Writing a "doctoral dissertation proposal" and midterm presentation		Interim presentation should be held one semester prior to the doctoral dissertation proposal defense. Principal advisor will inform KMD Office when holding the interim presentation.	Interim presentation should be held by the end of spring semester 2020. *Interim presentation in spring semester 2020: April 10 (Fri) and July 16 (Thu), 2020.	Interim presentation should be held by the end of spring semester 2020. *Interim presentation in spring semester 2020: April 10 (Fri) and July 16 (Thu), 2020.
Step 3 Doctoral dissertation proposal defense	Step 3-1: Forming dissertation advisory committee and applying doctoral dissertation proposal defense	① Doctoral Dissertation Proposal (in print) ② Form #KMD-DF-1 "Formation of Dissertation Advisory Committee and Conducting of Doctoral Dissertation Proposal Defense"	Students are required to submit Doctoral Dissertation Proposal to the principle advisor and co-advisor at least a month prior to Step 3-1 and receive approval from them. ① and ② must be submitted by the principal advisor by the morning of January 6 (Wed), 2021. →Approve at KMD Faculty Meeting on January 7 (Thu), 2021. ③ may be submitted to KMD Office by the student him/herself upon principal advisor's request.	Students are required to submit Doctoral Dissertation Proposal to the principle advisor and co-advisor at least a month prior to Step 3-1 and receive approval from them. ① and ② must be submitted by the principal advisor by October 27 (Tue), 2020. →Approve at KMD Faculty Meeting on October 29 (Thu), 2020. ③ may be submitted to KMD Office by the student him/herself upon principal advisor's request.
	Step 3-2: Holding doctoral dissertation proposal defense	*Should be held more than one week after the approval at KMD Faculty Meeting.	Must finish by January 26 (Tue), 2021.	Must finish by November 10 (Tue), 2020.
	Step 3-3: Approval of result for Doctoral Dissertation Proposal Defense (KMD Faculty Meeting)	Proposal Defense Results* ② If student pass the doctoral dissertation proposal defense, student must revise and submit the final version of the proposal with approval from the Dissertation Advisory Committee two days prior to the KMD Faculty Meeting (both in print and data). Form #KMD-DS-1 "Doctoral Dissertation Proposal Submission Form (For KMD Internal Release)".	① must be submitted by the principal advisor by February 16 (Tue), 2021. ② and ③ must be submitted to KMD Office by the student by February 16 (Tue), 2021. →Approve at KMD Faculty Meeting on February 18 (Thu), 2021.	① must be submitted by the principal advisor by November 10 (Tue), 2020. ② and ③ must be submitted to KMD Office by student by November 10 (Tue), 2020. →Approve at KMD Faculty Meeting on November 12 (Thu), 2020.
Submit "Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements" Form		① "Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements"	① must be submitted by the student by February 16 (Tue), 2021. →Approve at KMD Faculty Meeting on February 18 (Thu), 2021.	
Step 4 Research review and writing dissertation				
Step 5 Forming a doctoral dissertation review committee		① Doctoral Dissertation (Draft) with approval from Dissertation Advisory Committee (one copy in print). Form #KMD-DS-2 "Form for Submission of Doctoral Dissertation (Draft)" ② Form #KMD-DF-3 "Forming a Doctoral Dissertation Review Committee"		① must be submitted by the student by November 10 (Tue), 2020 at the latest . ② must be submitted by the principal advisor by November 10 (Tue), 2020. →Approve at KMD Faculty Meeting on November 12 (Thu), 2020. ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 6 Submitting the doctoral dissertation (for Final Assessment)		① Doctoral Dissertation (for Final Assessment) with approval from Doctoral Dissertation Review Committee (one copy in print). Form #KMD-DS-3 "Doctoral Dissertation (for Final Assessment) Submission Form". ② Degree Application Documents. Form #KMD-DS-5 (1)~(4).		① and ② must be submitted by the student by December 8 (Tue), 2020. (Please note that the deadline might get early depending on the date of the dissertation defense.) ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 7 Public doctoral dissertation defense and Final assessment	Step 7-1: 公聴会と最終審査の申請/Public doctoral dissertation defense and Final assessment	① Form #KMD-DF-4 "Conducting the Public Doctoral Dissertation Defense"		① must be submitted by the principal advisor by December 8 (Tue), 2020. →Approve at KMD Faculty Meeting on December 10 (Thu), 2020. ★If Public Doctoral Dissertation Defense is scheduled on December 17 (Thu) or earlier, it must be approved at KMD Faculty Meeting on November 26 (Thu). Please also note the deadline of Step 6. ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
	Step 7-2: 公聴会と最終審査の実施/Holding Public Doctoral Dissertation Defense	① Student must bring enough copies for Doctoral Dissertation Review Committee members (in print) to the venue of public doctoral dissertation defense (could be shared online if faculty members desire).		Public Doctoral Dissertation Defense and final assessment must be held by January 14 (Thu), 2021 otherwise students can not get doctoral degree in this semester. It is possible to have public doctoral dissertation defense and review again as deemed necessary by the committee.
Step 8 Submitting the doctoral dissertation (final and approved)		① Doctoral Dissertation (Final and Approved) Itemporary binding copy and PDF file. Form #KMD-DS-4 "Doctoral Dissertation (Final and Approved) Submission Form". ② Degree Application Form if there are any changes. Form #KMD-DS-5. ③ Form #KMD-DS-5(5) "Request for Approval Regarding Release of Doctoral Dissertation" and Form #KMD-DS-5(6) "Consent Form relating to the Doctoral Dissertations at the Hyoshi Media Center".		① and ② must be submitted by the student by February 2 (Tue), 2021 at the latest . ★Deadline must be strictly followed. (If students miss the deadline, they do not get the doctoral degree in this semester.)
Step 9 Award of the doctoral degree		① Form #KMD-DF-5 "Public Doctoral Dissertation Defense Results" ② Form #KMD-DF-6 "Result Report of the Final Assessment"		① and ② must be submitted by review committee chair by February 2 (Tue), 2021. →Approve at KMD Faculty Meeting on February 4 (Thu), 2021.
Announcement of Award of the Degree		Submitting Doctoral Dissertation (Final and Approved) 1bound copy and PDF file by the commencement day.		March 10 (Wed), 2021.

Schedule for student who wish to finish Doctoral Dissertation Proposal Defense thru Award of Degree during Fall semester