

Academic Year 2026

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

KMD Student Guide



(As of April 2026)

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Graduate School of Media Design features

Seemingly small sparks—casual questions, quiet doubts, imagined dreams, or a sense of purpose that begins to take shape within us—can grow into actions that create powerful waves across the world. When that happens, we call it the future.

At KMD: the Graduate School of Media Design, we practice media design as a way to open up such futures and to cultivate innovators who will change the world.

At KMD, we see the human mind and body, living spaces and cities, social systems, the global environment, and information itself as forms of media. By questioning the foundations of society, repeatedly prototyping ideas, and bringing them into the real world through design, students develop the ability to act on the global stage and create new value.

What may seem far-fetched today could become tomorrow’s common sense. Believing in that possibility, and taking responsibility for shaping the future—this is the conviction that defines KMD.

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 ethnography 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 a global society, it is essential not only to understand regional economic and cultural differences, but also to recognize and respect individual expertise and values. KMD is committed to building a KMD Community grounded in diversity. Approximately two-thirds of our students come from regions outside Japan, creating a richly diverse environment where a wide range of cultures and social values are part of everyday life. Students enter KMD with backgrounds in design, aesthetics, information science, engineering, physics, architecture, business, political economy, and the social sciences, among many other fields, bringing a broad spectrum of expertise into the community. In addition, many students have professional experience, giving the KMD community a wide range of ages and life stages. By engaging daily with this diversity of cultures and perspectives, students develop the ability to collaborate with mutual understanding and respect, and to cultivate the sensibility needed to propose new values and envision ways of living together in an ever-changing world.

3. Radical Collaboration

To create innovation, teams that combine diverse knowledge and experience are essential—beyond the capabilities of any single individual. At KMD, we design environments that foster serendipitous encounters among people from different backgrounds. These chance meetings give rise to bold ideas that form the

foundation of innovation.

To engage not only within KMD but also with the wider world—especially on a global scale—KMD operates satellite hubs in Tokyo (Takeshiba), Osaka, and Singapore, in addition to its headquarters at the Hiyoshi Campus. Courses and research activities are conducted in English. KMD also offers collaborative curricula with leading international graduate schools and companies, including the CEMS Program and short-term exchange programs with Stanford University.

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

The goal of the program is to train leaders and innovators capable of creating social value and connectedness through global partnerships that break down traditional cultural and disciplinary barriers. The program encourages students to develop leadership skills as globally-minded individuals who exhibit dignity and wisdom as well as multiple “literacies.” These include the ability to design a more sustainable future (Futures Literacy), the ability to craft new values independent from those based in current systems or social structures (Innovation Literacy), and the ability to take the lead in digital transformation (Media Literacy). Students who demonstrate their expertise in these areas and fulfill the academic credit requirements will be awarded a master’s degree in Media Design.

• Curriculum Policy

Curriculum Design:

The master’s program at the Graduate School of Media Design (KMD) offers introductory subjects, theory/strategy subjects, project subjects, and independent research subjects, to create a comprehensive educational curriculum that helps students achieve the competency objectives listed in its diploma policy.

Program Delivery:

The curriculum integrates lectures, active learning through team workshops, practical training aimed at skill development, applied projects, and research activities.

Evaluation and Grading Criteria:

The learning outcomes for KMD’s master’s program, as defined under the competency objectives, are evaluated using direct indicators based on course-specific grading criteria, in accordance with the university-wide assessment framework. Likewise, for a student’s master’s thesis, in addition to evaluation by the principal advisor, co-advisor, and secondary examiner, faculty members from various disciplines within the graduate school also provide a multidisciplinary review of both the thesis and its presentation.

How Courses Reflect the Competency Objectives:

Objective one: To cultivate students' ability to design a more sustainable future for society (Futures Literacy), the program incorporates the Dream Driven Design method for envisioning possible futures into both its introductory and theory/strategy subjects.

Objective two: To cultivate students' ability to craft new values independent from those based in current systems or social structures (Innovation Literacy), the program curriculum for introductory and project subjects incorporates a pipeline approach that views the entire process from ideation to social implementation as a continuous flow.

Objective three: To cultivate students' ability to take the lead in digital transformation (Media Literacy), the program curriculum for introductory and project subjects incorporates a pipeline approach that views the entire process from ideation to social implementation as a continuous flow. Likewise, courses on advanced digital technology are offered under the program's theory/strategy subjects.

Objective four: To cultivate students' ability to craft new values that benefit society (Social Impact), evaluation rubrics for introductory subjects, theory/strategy subjects, project subjects, and independent research subjects all include research outcomes aimed at social implementation.

Objective five: To cultivate students' ability to create in cooperation with people of diverse cultures and expertise (Radical Collaboration), academic activities, especially those in introductory and project subjects, are carried out by teams composed of students with diverse cultural backgrounds and specialties.

KMD Academic Calendar

KMD Academic calendar can be viewed on the KMD website (<https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=02-01-001.html>).

[Student Guide/Schedules] > [KMD Academic Calendar]

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※ ※When 4 th and 5 th courses are offered in consecutive hours	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.

<https://www.students.keio.ac.jp/en/com/class/schedule/emergency.html>

<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. For details, please refer to the KMD Academic Calendar.

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.-11:30a.m. and 12:30 p.m.- 4:45 p.m. (Closed from 11:30 a.m. to 12:30 p.m.)

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

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 KMD website (https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=00-00-000_index.html) and K-Support. Please note that matters concerning the university as a whole are primarily posted on K-Support. You must check both platforms regularly whenever possible. Students who fail to check the website regularly will be at a disadvantage if they miss important notifications. Additionally, students should check the website (K-Support, etc.) of other graduate schools and faculties if registered for their courses. Check the website (K-Support, etc.) 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.

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
- * A student ID card alone will not suffice when purchasing the pass. Student Commuter Certificate is necessary. For further information regarding Certificate Issuance Service, see the following website:

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

(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

Stickers with updated expiration dates will be issued semiannually for students whose stickers expire due to reasons such as taking a leave of absence, studying abroad, or repeating a year. Please peel off the old sticker and

affix the new sticker to the back of your student ID card. The new sticker will be ready in mid-March or early September.

*Standard term of study.... Master's programs: two years; Doctoral programs: three years

(3) Reissuing Student ID Cards

If your student ID card is lost or damaged, please apply for a replacement as soon as possible by going to K-Support's Applications → Reissue Student ID. If there are no discrepancies, your application will typically be approved within a few days, and you will receive an approval notice sent to your Keio University Mail (@keio.jp) email address. Please collect your reissued student ID at the KMD office.

•Necessary items:

(If you wish to change your photo) Photograph taken within the last 3 months (A 4×3 cm photo printed on glossy paper. The image should be clear and in full color. The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone. The image should not be edited or modified using photo software, apps, or other means.)

Reason for reissuance	Charges
Loss or damages of a card	2,000 yen
Change in name/loss of a sticker/damage to magnetic strip or IC chip (When the card is not noticeably damaged)	Free

(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 “7. Reservation 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://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=02-01-001.html>

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

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://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=00-00-000_index.html

8. Examinations and Grades

(1) Examinations

Examinations may be held during classes. Students must check the KMD website or KMD e-Learning system 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 website (K-Support, etc.) of the schools and faculties.

(2) Notification of Grades

Academic transcripts may be viewed via K-Support for a designated period in early September for the Spring Semester and in mid-March for the Fall Semester. A “keio.jp” ID and password are required. Details on the academic transcripts and designated period for online perusal will be announced via “Keio University Student Website”. The grades of completed courses will be shown on your Transcript of Academic Record from the next semester.

(3) Announcement of Completion

Announcement of Completion is shown on the academic transcripts which may be viewed via K-Support.

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, the KMD Office bulletin board and at third floor of the Collaboration Complex 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 if necessary.

The area where the lockers are located is for shared use and students are strictly prohibited from leaving any personal belongings in front of the lockers. In addition, the use of any locker other than the one assigned to you is strictly prohibited. Any belongings found in unassigned lockers or left outside lockers may be disposed of without prior notice.

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/curriculum/>

2. Subject Lists

Master’s Program

<For students admitted in AY 2026 >

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	Society Track
EMBODIED INTERACTIONS (1)	SOCIAL CREATION (1)
CIRCULAR DESIGN INSPIRED BY NATURE (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
METHODOLOGIES FOR SERVICE DESIGN (1)	BUSINESS AND SUSTAINABILITY (1)
MARKET DESIGN FOR WELL BEING CITY (1)	REIMAGINING BRAND COMMUNICATION (1)
MATERIAL INTERACTION (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
OTAKU CULTURE (1)	CEMS THEORY/STRATEGY 1 (2)
INTENSIVE PROJECT (2)	CEMS THEORY/STRATEGY 2 (2)
Technology Track	CEMS THEORY/STRATEGY 3 (1)
NETWORK OPERATION (1)	CEMS THEORY/STRATEGY 4 (1)
COMPUTATIONAL SERVICE ARCHITECTURE (1)	DATA-DRIVEN SUSTAINABILITY ANALYSIS (1)
QUANTUM TECHNOLOGY AND FUTURE SOCIETY (1)	MENTAL MODELS FOR INNOVATION (1)
PRACTICAL AI DESIGN AND ETHICS (1)	MODERN ISSUES OF PUBLIC POLICY (1)
	RESPONSIBLE RESEARCH AND INNOVATION (1)

Project subjects

Requisite	Elective
INTRODUCTORY PROJECT (2)	REAL PROJECT (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 (*1)

MEDIA DESIGN SKILLS A (1)	MEDIA DESIGN SKILLS (INTENSIVE) A (1) (*1)
MEDIA DESIGN SKILLS B (1)	MEDIA DESIGN SKILLS (INTENSIVE) B (1) (*1)
MEDIA DESIGN SKILLS C (1)	MEDIA DESIGN SKILLS (INTENSIVE) C (1) (*1)
MEDIA DESIGN SKILLS D (1)	MEDIA DESIGN SKILLS (INTENSIVE) D (1) (*1)

Notes:

*1: Offered at the end of each semester which must be registered in the following semester. Only student who have been approved may register. Students in their final semester and students who are not "enrolled" in the following semester due to a leave of absence or study abroad are ineligible to register this course.

<For students admitted in AY 2022 to AY 2025 >

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
EMBODIED INTERACTIONS (1)	SOCIAL CREATION (1)
CIRCULAR DESIGN INSPIRED BY NATURE (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
METHODOLOGIES FOR SERVICE DESIGN (1)	BUSINESS AND SUSTAINABILITY (1)
MARKET DESIGN FOR WELL BEING CITY (1)	REIMAGINING BRAND COMMUNICATION (1)
MATERIAL INTERACTION (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
OTAKU CULTURE (1)	CEMS THEORY/STRATEGY 1 (2)
INTENSIVE PROJECT (2)	CEMS THEORY/STRATEGY 2 (2)
	CEMS THEORY/STRATEGY 3 (1)
	CEMS THEORY/STRATEGY 4 (1)
	DATA-DRIVEN SUSTAINABILITY ANALYSIS (1)
	MENTAL MODELS FOR INNOVATION (1)
Technology Track	Policy Track
NETWORK OPERATION (1)	MODERN ISSUES OF PUBLIC POLICY (1)
COMPUTATIONAL SERVICE ARCHITECTURE (1)	RESPONSIBLE RESEARCH AND INNOVATION (1)
QUANTUM TECHNOLOGY AND FUTURE SOCIETY (1)	
PRACTICAL AI DESIGN AND ETHICS (1)	

Project subjects

Requisite	Elective
INTRODUCTORY PROJECT (2)	REAL PROJECT (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

MEDIA DESIGN SKILLS A (1)	MEDIA DESIGN SKILLS (INTENSIVE) A (1) (*1)
MEDIA DESIGN SKILLS B (1)	MEDIA DESIGN SKILLS (INTENSIVE) B (1) (*1)
MEDIA DESIGN SKILLS C (1)	MEDIA DESIGN SKILLS (INTENSIVE) C (1) (*1)
MEDIA DESIGN SKILLS D (1)	MEDIA DESIGN SKILLS (INTENSIVE) D (1) (*1)

Notes:

*1: Offered at the end of each semester which must be registered in the following semester. Only student who have been approved may register. Students in their final semester and students who are not "enrolled" in the following semester due to a leave of absence or study abroad are ineligible to register this course.

<For students admitted in AY 2018 - AY 2021 >

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
EMBODIED INTERACTIONS (1)	SOCIAL CREATION (1)
CIRCULAR DESIGN INSPIRED BY NATURE (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
METHODOLOGIES FOR SERVICE DESIGN (1)	
MARKET DESIGN FOR WELL BEING CITY (1)	BUSINESS AND SUSTAINABILITY (1)
MATERIAL INTERACTION (1)	REIMAGINING BRAND COMMUNICATION (1)
	DATA-DRIVEN SUSTAINABILITY ANALYSIS (1)
	MENTAL MODELS FOR INNOVATION (1)
Technology Track	Global Track
NETWORK OPERATION (1)	OTAKU CULTURE (1)
COMPUTATIONAL SERVICE ARCHITECTURE (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
QUANTUM TECHNOLOGY AND FUTURE SOCIETY (1)	
PRACTICAL AI DESIGN AND ETHICS (1)	INTENSIVE PROJECT (2)
Policy Track	CEMS THEORY/STRATEGY 1 (2)
MODERN ISSUES OF PUBLIC POLICY (1)	CEMS THEORY/STRATEGY 2 (2)
RESPONSIBLE RESEARCH AND INNOVATION (1)	CEMS THEORY/STRATEGY 3 (1)
	CEMS THEORY/STRATEGY 4 (1)

Project subjects (**For students admitted in AY 2021**)

Requisite	Elective
INTRODUCTORY PROJECT (2)	REAL PROJECT (2)

CEMS BUSINESS PROJECT (4)
CEMS RESEARCH PROJECT (1)

Project subjects (**For students admitted between AY 2018 and AY 2020**)

Requisite	Elective
INTRODUCTORY PROJECT (2)	CEMS BUSINESS PROJECT (4)
REAL PROJECT (2)	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

MEDIA DESIGN SKILLS A (1)	MEDIA DESIGN SKILLS (INTENSIVE) A (1) (*1)
MEDIA DESIGN SKILLS B (1)	MEDIA DESIGN SKILLS (INTENSIVE) B (1) (*1)
MEDIA DESIGN SKILLS C (1)	MEDIA DESIGN SKILLS (INTENSIVE) C (1) (*1)
MEDIA DESIGN SKILLS D (1)	MEDIA DESIGN SKILLS (INTENSIVE) D (1) (*1)

Notes:

*1 Offered at the end of each semester which must be registered in the following semester. Only student who have been approved may register. Students in their final semester and students who are not "enrolled" in the following semester due to a leave of absence or study abroad are ineligible to register this course.

Doctoral Program

<Requisite>

ADVANCED RESEARCH (2)

<Optional>

INTERNSHIP FOR IMPACT(4)

3. Curriculum and Completion Model

Master's Program

Practical, wide-ranging lectures in the three creative domains of Design, Technology, and Society 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 three 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>

		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)
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)			

*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

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. For optional courses “MEDIA DESIGN SKILLS A, B, C, D”, “MEDIA DESIGN SKILLS (INTENSIVE) A, B, C, D” and “INTERNSHIP FOR IMPACT(doctoral students only)”, grades “P” and “F” are used, whereas “P” is a pass and “F” 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-	-80	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:

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

6. Process for Completing Degree

Master's Program

(1) Requirements for Degree Completion

<Students admitted in AY 2026 or later>

- 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 tracks)
 - Project subject: 2 credits for the Introductory Project and 6 credits from any of the Real Project, CEMS Business Project
 - Independent research subjects for Master in Media Design (MEDIA DESIGN RESEARCH): 6 credits
- 3) Pass the Final Presentation for Master's thesis

<Students admitted between AY 2021 and AY 2025>

- 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: 2 credits for the Introductory Project and 6 credits from any of the Real Project, CEMS Business Project
 - Independent research subjects for Master in Media Design (MEDIA DESIGN RESEARCH): 6 credits
- 3) Pass the Final Presentation for Master's thesis

<Students admitted between AY 2018 and AY 2020>

- 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

(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 / Engineering
 - b) Social Science / 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 2026 Procedures for Master's Thesis

*Schedule for AY 2027 is to be determined.

		Students expected to complete in September 2026	Students expected to complete in March 2027	Students expected to complete in September 2027	Students expected to complete in March 2028
A. Assignment of Main Research Supervisor for Master's Thesis	Main research supervisor will be announced on KMD website.	Friday, May 23, 2025	Friday, November 14, 2025	Friday, May 29, 2026	Friday, November 13, 2026
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).	Friday, September 5, 2025	Tuesday, March 10, 2026	Friday, September 4, 2026	Wednesday, March 10, 2027
C. Submission of Application Form for Master's Thesis Theme	Students will submit application form for master's thesis theme. Sub research supervisor will be announced on KMD website.	Wednesday, October 1, 2025 *for students studied abroad etc.	Wednesday, April 15, 2026 *for students studied abroad etc.	Wednesday, October 2, 2026 *for students studied abroad etc.	To be announced

		in the fall semester: Wednesday, December 10, 2025	in the spring semester: Tuesday, June 23, 2026	in the fall semester: Wednesday, December 9, 2026	
C2. Assignment of Sub Research Supervisor for Master's Thesis	Sub research supervisor will be announced on KMD website.	Friday, November 14, 2025 *for students studied abroad etc. in the fall semester: Friday, January 16, 2026	Friday, May 29, 2026 *for students studied abroad etc. in the spring semester: Friday, July 31, 2026	Friday, November 13, 2026 *for students studied abroad etc. in the fall semester: Friday, January 15, 2027	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.	Tuesday, January 27, 2026 *for students studied abroad etc. in the fall semester: Tuesday, April 7, 2026	Thursday, July 16, 2026 *for students studied abroad etc. in the spring semester: Friday, September 25, 2026	Tuesday, January 26, 2027 *for students studied abroad etc. in the fall semester: Friday, April 2, 2027?	To be announced
E. Notification of Evaluation on the Interim Presentation	Evaluation result will be sent to students from supervisors.	Thursday, January 29, 2026	Tuesday, July 21, 2026	Thursday, January 28, 2027	To be announced
F. Assign Co-Reviewer 2	Co-Reviewer 2 will be announced on KMD website.	Thursday, June 5, 2026	Friday, November 13, 2026	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.	Thursday, June 18, 2026	Wednesday, December 16, 2026	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 their native language.	Thursday July 9, and Friday, July 10, 2026	Monday, January 18, and Tuesday, January 19, 2027	To be announced	To be announced
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 14, 2026	1 p.m. Wednesday, January 20, 2027	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.	Monday, July 27, 2026	Monday, February 1, 2027	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, July 31, 2026	Friday, February 5, 2027	To be announced	To be announced
L. Bookbinding of Master's Thesis	Students will submit the Approval Letter to the Media Center and payment for the bookbinding as instructed on KMD website. Students will submit their modified	Monday, August 24, 2026	Friday, February 12, 2027	To be announced	To be announced

	thesis for bookbinding on e-Learning System only if it is determined to be necessary by main research supervisor and approved by reviewers.				
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.	Friday, September 4, 2026	Wednesday, March 10, 2027	To be announced	To be announced

* Those who enrolled KMD from Fall semester and join 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 your return in spring semester, please register MEDIA DESIGN RESEARCH 2 as soon as 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.

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

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 or project appointed professor 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." 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 your presentation material (Presentation Slides) on e-learning system:

Language: English

Format: pdf

Place to Submit: Please upload your presentation material at the designated assignment

uploading page of the “MEDIA DESIGN RESEARCH 2” course on e-learning system.

*** 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 and submit a medical certificate which approves the fact that you were infected with the disease on the day of the exam.

b. Bereavement of a first- or second-degree relative or in-law: Inform KMD Office at a later date and submit a copy of a letter or a document that certifies the fact.

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 and submit a certificate which explains the situation.

d. Inflexible work schedule: Inform KMD Office in advance and submit a certificate which explains the situation. 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 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/>)

*keio.jp account is required. Make sure to obtain the account and password information well in advance.

[Required Documents]:

1) Master’s thesis as a [PDF file](#)

2) Title of master’s thesis (text input)

[Submission Procedure]: Submit the master’s thesis (PDF 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	
<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>	<p>2012</p> <p>Master's Thesis</p> <p>Practice of Design Thinking Workshop to Develop "Media Innovator" Leading Creative Society</p> <p>Masa Inakage</p> <p>5.0cm + 6.0cm</p>

Format for Abstract of Master's Thesis
<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 building and running 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 inspired give rise to an economic base 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; consumers lead creative activities. Collaboration is <i>ab</i>solutely important. Individuals innovate, 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>

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."

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

[Handouts]: Please submit your presentation material (Presentation Slides) on e-learning system:

Language: English or Japanese

Format: pdf

Place to Submit: Please upload your presentation material at the designated assignment uploading page of the "MEDIA DESIGN RESEARCH 3 - Master's Thesis" course on e-learning system.

***** 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 and submit a medical certificate which approves the fact that you were infected with the disease on the day of the exam.
- b. Bereavement of a first- or second-degree relative or in-law: Inform KMD Office at a later date and submit a copy of a letter or a document that certifies the fact.
- 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 and submit a certificate which explains the situation.
- d. Inflexible work schedule: Inform KMD Office in advance and submit a certificate which explains the situation. 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/>)

* keio.jp account is required. Make sure to obtain the account and password information well in advance.

[Submitted Document]: Final version of master's thesis as a [PDF file](#)

[Submission Procedure]: Submit the final version of the master's thesis (PDF 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

You need to order at least one bound thesis (for the Keio University Library). For this, students are to submit the following documents.

[Required Documents]:

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

Note: Download the form 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”

2) Payment of Bookbinding of Master’s Thesis

- For the payment 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 file](#)

[Submission Procedure]: Submit the final version of master’s thesis (PDF 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).

Students can check their completion with the grade report via portal site (K-Support).

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 / Engineering
 - b) Social Science / 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

Check KMD website (<https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=04-01-001.html>).

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 take a leave of absence, consult with your supervisor 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 deadlines.

2. Course Registration Procedure

Register all courses you wish to take by accessing through K-Support (<https://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.

- Course Registration System User Manual:

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

3. Course Registration Schedule

Spring Semester

Online Course Registration Period:

(1) 12:30 p.m. on April 3 (Fri.) – 4:00 p.m. on April 6 (Mon.), 2026

(2) 4:00 p.m. on April 7 (Tues.) – 10:00 a.m. on April 15 (Wed.), 2026

- ***Spring 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:

4:00 p.m. on April 20 (Mon.) – 4:00 p.m. on April 22 (Wed.), 2026

- 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 April 29 (Wed./National Holiday) – 4:00 p.m. on April 30 (Thurs.), 2026

***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.

- Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during a period [10:00 a.m. on April 29 (Wed./National Holiday) – 4:00 p.m. on April 30 (Thurs.), 2026] if the graduate school or faculty concerned permits the cancellation of the course online (Cancellation only) .
- Print out or screen shot and save the list of your registered courses.

Confirmation Period for Amendment of Online Course Registration *:

9:00 a.m. on May 1 (Fri.) – 4:00 p.m. on May 1 (Fri.), 2026

***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 **4:00 p.m. on May 1 (Fri.), 2026.**
- Under no circumstance can changes to your Course Registrations be made after 4:00 p.m. on May 1 (Fri.), 2026.

***There is no Amendment Period for Online Course Registration (Second Half of Semester only) in Spring semester 2026.**

Fall Semester

Online Course Registration Period:

(1) 12:30 p.m. on September 25 (Fri.) – 4:00 p.m. on September 28 (Mon.), 2026*

(2) 4:00 p.m. on September 29 (Tues.) – 10:00 a.m. on October 8 (Thurs.), 2026

- ***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 screen shot and save the list of your registered subjects.

Confirmation Period for Online Course Registration:

4:00 p.m. on October 14 (Wed.) – 4:00 p.m. on October 16 (Fri.), 2026

- 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 22 (Thurs.) – 4:00 p.m. on October 23 (Fri.), 2026

***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*:

10:00 a.m. on October 24 (Sat.) – 4:00 p.m. on October 26 (Mon.), 2026

***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 **4:00 p.m. on October 26 (Mon.), 2026.**

- Under no circumstances can changes to your Course Registrations be made after **4:00 p.m. on October 26 (Mon.), 2026.**

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 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.***
- Under no circumstances you can register for courses outside of the specified registration period.
- 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. If student wish to change project after six months of enrollment (excluding periods of leave of absence), the application should be made during the Real Project application period one semester prior to the semester in which student wish to make the change. For those on leave of absence or studying abroad, the application deadline will be at the end of the semester one semester prior to the semester in which the change is desired.

- Plenary Meetings are mandatory for the Introductory and Real Projects.

【Independent Research Subject】

<Students admitted in AY 2018 or later >

- 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.

【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:

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

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.

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

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 *Not applicable to students enrolling from the 2026 academic year onward.
20-40-10	Theory/Strategy subjects - Policy Track *Not applicable to students enrolling from the 2026 academic year onward.

20-50-10	Theory/Strategy subjects - Global Track *Not applicable to students enrolling from the 2022 academic year onward.
20-60-10	Theory/Strategy subjects - Society Track *This track does not apply to students who enrolled before AY 2026.
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) *Not applicable to students enrolling from the 2026 academic year onward.
90-40-10	Optional subject - SecCap subjects - Requisite subject (for students in SecCap course only) *Not applicable to students enrolling from the 2026 academic year onward.
90-40-20	Optional subject - SecCap subjects - Elective(lecture) subject (for students in SecCap course only) *Not applicable to students enrolling from the 2026 academic year onward.
90-40-30	Optional subject - SecCap subjects - Elective(practical) subject (for students in SecCap course only) *Not applicable to students enrolling from the 2026 academic year onward.
90-50-10	Optional subject – Service design subject - Project Subject *Not applicable to students enrolling from the 2026 academic year onward.
90-50-20	Optional subject – Service design subject – Lecture *Not applicable to students enrolling from the 2026 academic year onward.

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

6. Course Registration Advising

Please consult your main supervisor or academic advisor 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 that a prolonged absence is unavoidable due to illness or other compelling reasons, a student may apply for a leave of absence with the consent of their guarantor. Such leave must be approved by the Graduate School Committee, and may be granted for the necessary period. (*Graduate School Regulations Articles No. 125*)

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

Students who wish to take a leave of absence from the school must have an interview with their main supervisor, and then apply the request via K-Support. In the case of illness or injury, a medical certificate from a medical professional is necessary as well. 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 apply another request via K-Support and obtain permission for an extension. Students must follow the instructions below before applying.

A) Application Deadline

Spring Semester: Last working day of KMD office in May .

Fall Semester: Last working day of KMD office in November.

B) Period of Leave of Absence

Leave of absence must be applied every semester.

Spring semester: From April 1 until September 21

Fall semester: From September 22 until March 31

(2) Interview with Main Supervisor

As mentioned above, students must make an appointment with their main supervisor and receive permission for a leave of absence.

(3) Limit of the period of Leave of Absence

A limit on the period of Leave of Absence has been set from academic year 2024 based on the Graduate School Regulations. This will apply to all graduate students enrolled in academic year 2024 and beyond.

Master’s course: 4 years (8 semesters)

Doctoral course: 6 years (12 semesters)

- The above periods will include leaves of absence after April 1, 2024 (leaves of absence prior to academic year 2023 will not be included in the totaled periods of absence).
- If the reason for the Leave of Absence is due to military service obligations in the student's home country, the relevant period will not be included in the above total period.
- If the total period of Leave of Absence reaches the maximum limit, no further Leave of Absence will be permitted (except for Leave of Absence for reasons of military service obligations in the student's home country).

(4) 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.”

If taking a leave of absence from the university, you will not be able to remain in Japan with the Status of

Residence of “Student”. Furthermore, activities such as part time work will not be permitted during the leave of absence. In this case you are required to leave Japan or have your Status of Residence changed as appropriate without delay. When you do not engage in academic courses at the university despite your Status of Residence of “Student,” or that you continue to stay in Japan after graduation/withdrawal/expulsion/absence from the university, your Status of Residence will be subject to revocation. Once your Status of Residence is revoked, you will be forcibly deported from Japan in cases of malicious cause and will furthermore be barred from entry to and resuming studies in Japan for a period of 5 years. **For details, please refer to the following website.**

https://www.ic.keio.ac.jp/en/life/visa/absence_withdraw.html

(5) Notes on taking a Leave of Absence

- Students cannot register for courses during the semester in which they are on Leave of Absence. If you take a Leave of Absence in the middle of the semester, all courses you have registered for that semester will be invalid.
- Doctoral students cannot apply for a Leave of Absence during the extension of enrollment period.

(6) Notification of Returning to Study

It is necessary to submit the “Notification of Returning to Study” (就学届) via K-Support immediately after returning to school from leave of absence. In the case of return from illness or injury, please attach a medical certificate that you have recovered issued by a medical professional.

(7) Tuition Fees During Temporary Leave of Absence

Tuition Fee will be waived.

Exemption or Reduction of Academic Fees and Expenses for Temporary Leave of Absence

<https://www.students.keio.ac.jp/en/com/procedure/status/tuition-reductions.html>

(8) 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

Students who wish to study abroad must apply through K-Support 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) Documents to Submit after Returning

Students must submit the “Notification of Returning to Study (就学届)” through K-Support 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.

If you wish to transfer credits (maximum of ten credits) acquired abroad to the degree program at KMD, submit the “Application form for Study Abroad Credit Transfer and/or Inclusion of Study Abroad Period in Keio University Enrollment Period” 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.

- Academic Transcript
- Syllabus/Lecture outlines

3. Withdrawal

(1) Withdrawal on own initiative (自主退学):

Fill in the “Notification of Withdrawal” (退学届) available on the KMD website. 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 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 (処分退学) (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 (excerpt from *Graduate School Regulations* Articles No. 128).

If a student is unmotivated and/or unfit to pursue programs, disciplinary action will be taken to expel the student from the Graduate School (excerpt from *Graduate School Regulations* Articles No. 161).

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. Have enrolled in the Doctoral Program for three or more years and have earned 12 or more credits for ADVANCED RESEARCH.
2. Have passed the doctoral dissertation proposal defense overseen by the dissertation advisory committee and approved by the Graduate School of Media Design Committee by the specified date. The specified date can be found in the [“Schedule for Withdrawal from the Doctoral Program with the Completion of Course Requirement/Extension of Enrollment Period or Award of the Degree”](#) (for the relevant semester). The date is written next to “Step 3-3: Approval of result for Doctoral Dissertation Proposal Defense (KMD Faculty Meeting)” under the column for “Withdrawal from the Doctoral Program with the Completion of Course Requirements/Application for Extension of Enrollment Period”.

Students who wish to apply for Withdrawal from the Doctoral Program with the Completion of Course Requirements must submit the designated application form via K-Support. For details, please refer to the information provided on the KMD Student 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 fulfilling all the requirements above 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. Students who are extending their enrollment in the doctoral program cannot apply for temporary leave of absence.

[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 110,000 yen (55,000 yen per semester) for tuition fees, 70,000 yen (35,000 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.

* The registration fee and the thesis supervision fee are subject to change from year to year based on a sliding scale.

5. Changes of Personal Information

① Change of Address (Student/ Guarantors)

(1) For students

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/Change of Address. Follow this same process to report a change in telephone number as well. Applications will normally be completed within a few days as long as there are no errors. When approved, you will receive a notice of approval through Keio University Mail (@keio.jp). Note that there will be no notification email if the change is only phone number or email address.

If your travel route to and from the university changes, print an application for a Student Commuter Certificate from Certificate Issuance Machine after 7:00 am on the day after receiving a notification of approval on keio.jp. When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

(2) For guarantors

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/Change of Address. Follow this same process to report a change in telephone number as well. When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.

② Change Guarantors

If you are planning to change guarantor, go to K-Support and follow the links for Applications → Change of Guarantor.

③ Changing Surname or Given Name (Student/Guarantor)

If you have changed your surname or given name, please go to K-Support and follow the links for Application →

Name change (Student) or Name change (Guarantor) and make an application as soon as possible.

- Required documents

An official family register (koseki tohon or koseki shohon) reflecting your new name, issued within the past three months; **or** a certificate of residence (juminhyo) showing both your current and former names, issued within the past three months and without a My Number indicated; **or** a valid Japanese driver's license displaying both your current and former names; **or** a valid My Number card displaying both your current and former names (front side only; notification cards are not accepted).

6. Payment of Tuition and Deferred Payments

Please refer to Keio University's website for the details of tuition and its amount.

Keio University website ▶ Admissions ▶ Tuition and Academic Fees.

<https://www.keio.ac.jp/en/admissions/fees/graduate-fees.html>

※If the payment of tuition and other fees cannot be confirmed by the prescribed deadline, even after a reminder from the University, you may be subject to dismissal in accordance with the University Regulations.

【Extract from Article 133 of the Graduate School Regulations】 If a student fails to pay tuition or other required fees by the prescribed deadline, they may be subject to dismissal from the university.

Payment Deadline:

Payment for Spring Semester and payment in full: April 30, 2026 (Expected)

Payment for Fall Semester: October 31, 2026 (Expected)

Application for Tuition Deferment

If you are unable to pay your tuition fees by the designated deadline due to unavoidable circumstances, you may apply for a tuition payment extension. Please refer to the student website for details on the application procedures.

Semester | Application Deadline | Final Payment Deadline

Spring Semester | May 15 | Late July

Fall Semester | November 15 | Mid-December

The above dates are tentative. If an application deadline falls on a weekend or public holiday, the deadline will be the preceding business day. Please confirm the exact schedule on the website below when applying.

Website:

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

Please note that students with any outstanding tuition fees from previous semesters are not eligible to apply.

7. Reservation of Classrooms

In order to use classrooms C3S01 and C3S02 for academic meetings, reservations must be made through the project professor three days prior to the day of use.

To use the shared discussion rooms of KMD and SDM (rooms C3S03-C3S04, C3S06-C3S08), follow the application process indicated at the KMD student website (<https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=08-01-001.html>). The discussion rooms can be used for two consecutive class periods. 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. lights and projectors) and make sure to dispose rubbish and other waste.

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 via Online System for Student Club Activities (<https://studentlife.gakuji.keio.ac.jp/en>) until 11:59 pm of four business days prior to the first day of the activity. Students may be required to submit an event plan and relevant documents depending on an event. To hold extra-curricular activities overseas, the “Overseas Activity Application”(海外活動申請書) must be submitted. Please be aware that without the prior application being made, medical expenses will not be covered by the insurance policy.

The form is also accessible from K-Support (Log in ▶ Apps ▶ Student Life/Scholarship ▶ Online system for Student Club Activities)

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 KMD Office 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, you are obliged to report the work and the date of exhibition, publication, or broadcast to KMD Office.

The application must be prepared in Japanese as the university will attend to any related inquiries based on the application and information will be shared among concerned parties at Hiyoshi Campus. Once approved, KMD Office will send a written approval.

13. Use of KMD Logo

. If you wish to use the KMD logo, please submit the designated application form in advance and obtain approval. For details, please refer to the KMD student website under “Reports & Applications.”

Certificates

Current students can obtain certificates at:

- Certificate issuing machines on each campus
- Convenience stores nationwide (Family Mart, Lawson, Seven-Eleven [listed in alphabetical order]) *except for Gakuwari

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 unavailable due to maintenance or for other reasons.

(1) Certificate of Expected Completion (300 yen per certificate)

The Certificate of Expected Completion is issued in the third semester of the master's program (excluding temporary leaves of absence).

If a student requires a certificate in a sealed envelope, make a request by going to K-Support and following the links for Application → Issue Certificates (Sealed Envelope / Special Certificates). Note that certificates issued from a Certificate Issuing Machine/Convenience Store printing machine cannot be sealed in an official envelope afterwards.

(2) Certificate of Annual Health Checkup (300 yen per certificate)

The Certificate of Annual Health Checkup is available for students who took the health checkup. Please refer to the website (<https://www.hcc.keio.ac.jp/en/health-checkup/index.html>) for details.

(3) Student Travel Fare Discount Certificate *cannot be issued at convenience stores

When traveling over 101km 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.

(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" (奨学金受給希望登録) 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:

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

https://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:

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

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

For Japanese students and international students whose status of residence is "Permanent resident," "Statutory Special Permanent resident," "Long-term resident," "Dependent," or "Child or spouse of Japanese national (permanent resident)," please refer to the following website for application procedures.

Keio University Student Website (How to apply):

<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>

Annual Health Checkup, Student Health Insurance, Counseling, Career Support and Support Services for Students with Disabilities (Reasonable Accommodation)

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 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).

In the event of an injury on campus, please seek medical attention at the Health Care Center.

If an accident or injury occurs outside of reception hours or on holidays, please contact the Disaster Prevention Center at 045-564-2452 (ext. 37100). Necessary arrangements, such as referral to a medical institution or dispatch of an ambulance, will be made accordingly.

2. Notification of Infectious Disease

Under the School Health and Safety Act, if students are found to be infected or are potentially infected with communicable diseases (including COVID-19, in addition to influenza, rubella, measles, etc.) they are prohibited from attending classes (coming to the university). For more details, please visit the Health Center website (<http://www.hcc.keio.ac.jp/en/index.html>).

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>

Reference: period for suspension of university attendance

- 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

3. 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).

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

(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, please refer to the handbook (Kenpo no tebiki: 健保の手引き).

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

4. 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.

5. 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)

6. 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>

7. 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)

8. 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.

9. 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 portal site for (K-Support). 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://keio.jp/> (available in Japanese only).

10. Use of Networks

In order to use the computers and printers located at the Information Technology Center (KIC) 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.

11. Support Services for Students with Disabilities (Reasonable Accommodation)

Keio University strives to provide the necessary support and means to ensure that students with disabilities have equal access and equal quality of academic opportunities as other students. All students enrolled in an undergraduate faculty or graduate school at Keio University are eligible for support. The support that Keio offers varies depending on the nature of each student's disability. The specifics of the support (provision of reasonable accommodation) are determined based on what each student requests and will be determined after a constructive discussion that finds overlap between the support a student needs and what specific mechanisms the university is able to provide. It takes about one month from the time of application to when the details of reasonable accommodation are determined. If you wish to continue receiving reasonable accommodation, you will need to reapply each semester.

For details, please refer to the Office for Equity, Diversity, and Inclusion website.

<https://www.diversity.keio.ac.jp/en/index.html>

*Reasonable Accommodations: Article 7 of the “Act for Eliminating Discrimination against Persons with Disabilities” (2013) states: “If a person with a disability expresses the genuine willingness to eliminate the social barrier, an administrative organ, etc., in conducting its administrative affairs or other work, must provide reasonable accommodation to implement the elimination of the social barrier so long as the burden associated with the relevant implementation is not disproportionate, in accordance with the sex, age, and state of the disability of the person with a disability so that the rights and interests of the person with the disability is not violated.” In observation of this rule, we define carrying out the necessary actions as the “provision of reasonable accommodation.”

Web System

1. Overview

KMD Website for Students	
URL	https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=00-00-000_index.html
ID/Password	ID and Password to log into your “keio.jp” account
Overview	This portal website provides a variety of information to KMD students.

KMD e-learning system	
URL	https://archiver.kmd.keio.ac.jp/cgi/e-student/login.cgi
ID/ Password	Keio ID/password (Login by keio.jp authentication)
Overview	This portal website provides a variety of information on KMD subjects.

Keio University Student website	
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	Classes, Procedures, Student Life, Scholarship/Tuition, International Exchange, Jobs/Careers, Other

Common Authentication System (K-Support)	
URL	https://keiouniversity.my.site.com/students/
ID/Password	Keio ID and password *If you have lost your ID or password, please visit the Hiyoshi KIC with your student ID card.
Overview	This website allows you to access a variety of services with your Keio ID. Students must activate their Keio ID before using this website. K-Support is a portal site intended for current students at Keio University. The purpose of this site is to support students in their school life by providing a platform to view announcements and messages from the university, prepare and submit applications, and contact various departments and offices. Students will also be able to find a collection of links to the apps used at Keio. As it will be an indispensable tool for students, be sure to bookmark K-Support for easy access.

■ Homepage

Messages	This is where you will find direct messages from the university to you. Check your messages regularly, as they may contain important notices such as those related to course registration or student life.
News	You will find announcements and event information from the university posted here. Important news related to course registration and graduation will be posted, so please look through the page's news items from time to time.
K-LMS	*This function is not used for courses offered by KMD. Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more. K-LMS is essential for participating in classes at Keio, so be sure to familiarize yourself with it.
Cancelled and Makeup Classes	*This function is not used for courses offered by KMD. A list of classes that have been cancelled or have makeup lessons will be displayed here. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is held.
Course Registration	This system is used to register for courses, register for additional courses, and cancel course registrations. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, confirm with your graduate school's relevant section if you have any questions.
Registered Courses	You will find displayed a list of registered courses. Be sure to check that you have correctly registered for subjects. You can also view classroom information.
Grade Report	You can view available academic transcripts. The period you can view transcripts varies depending on undergraduate faculty, graduate school, academic year, etc. Details are published on the Keio University Student Website.

■ Information Registration and Other Applications (Personal Information)

*The main application procedures are listed.

Confirm or Update Address (Student/Guarantor)	You can confirm your contact information and that of your guarantor. Please carry out the necessary procedures as soon as possible if you need to make any changes.
Reissue Student ID Card or Registration Sticker	If you lose or damage your student ID card or the registration sticker (on the reverse side of the ID card), please make an application for another one here.
Issue Certificates (Sealed and Special Certificates)	If you wish to request a certificate that cannot be issued from the Certificate Issuance Machines (such as certificates that are sealed, certificates for various qualifications, certificates involving direct overseas delivery, and for applications to fill out certificates involving third party-specified forms ["request forms"]), please submit your

	request here.
Change of Guarantor	You can register changes to the information indicated on the left.
Name Change (Student)	
Name Change (Guarantor)	
Register Overseas Address (Student)	
Register Overseas Address (Guarantor)	
Emergency Contact in Japan	
Residence Information Registration	If your Residence Card is renewed, or if there are any changes to your status of residence or personal status, please update your information here.
Temporary Leave of Absence	Use this to apply for a leave of absence. For more information, please check the KMD Web site.
Study Abroad	Make a study abroad application from here. For more information, please check the KMD Web site.
Notice of Returning to Study	When your faculty board-approved leave of absence or study abroad has finished its duration, register your Notification of Returning to Study from here as soon as possible. For more information, please check the KMD Web site.
Grade Inquiry System	Please submit your inquiry regarding grade evaluations through this form.
Request for Reasonable Accommodation	Students who continuously experience considerable impediments in their daily or social lives due to disabilities or social barriers may apply for reasonable accommodation for their academic studies.

■ Class Surveys

You can enter class evaluations and check results of surveys here.

There will be announcements on class evaluations made through the K-Support news page and other relevant platforms.

■ FAQ and Inquiries

From here you can view frequently asked questions and contact the Office of Student Services.

If you have any questions or concerns about student life, please refer to this page.

■ Apps (Excerpt)

This section provides an overview of some of the services and systems needed for student life.

○Google Workspace

This is a web application provided by Google that allows you to use services such as email (Keio Mail), Drive, Calendar, Groups, Contacts, Gemini, and NotebookLM.

Please note that when using generative AI services, you must comply with all applicable guidelines and follow your instructors' directions.

○Classes

System	Department	Explanation
K-LMS: Learning Support System (Canvas LMS)	KIC	*This function is not used for courses offered by KMD. Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.
Syllabus and Timetable Search	Office of Student Services	*This function is not used for courses offered by KMD. This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.
Course Registration	Office of Student Services	This system is used to register for courses, register for additional courses, and cancel course registrations. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, please confirm with the section for your graduate school if you have any questions.
Confirmation of Registered Courses	Office of Student Services	You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.
Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes	Office of Student Services	*This function is not used for courses offered by KMD. A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes are makeup lessons are subject to change, so please check before the relevant class is in session.
Grade Reports	Office of Student Services	View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.

Keio University Web Entry	Office of Student Services	<p>*This function is not used for courses offered by KMD.</p> <p>This is used for courses that require advance registration through a lottery system. However, there are cases where you may need to preregister for courses you wish to take or submit an entry sheet without using the web system, depending on the course. Note that the application period is different for each course.</p>
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○Student Life Services, Scholarships/Financial Aid, and Academic Fees and Expenses

System	Department	Explanation
Medical Care Benefits Application	Office of Student Services	You can prepare an application form to apply for medical benefits from the Keio Student Health Care Mutual Aid Association (“Gakuseikenpo”).
Online System for Student Club Activities	Office of Student Services	You can register your student club's information, submit changes in club managers and presidents, download various notification forms, and submit off-campus event notifications and overseas activity application forms, as well as other applications related to student club management. Students can use this to make an application for club authorization.
Online Scholarship Application System	Office of Student Services	<p>You can make a scholarship application or application sheet required when applying for internal scholarships or scholarships offered by private organizations or the local government. You will also find notices of incomplete documents and be able to check the application or funding status through this system.</p> <p>*Foreign students may only use this service if their status of residence is Special Permanent Resident, Permanent Resident, Permanent Resident, Spouse or Child of Japanese National (Permanent Resident), or Family Dependent.</p>
Student Payment Portal (Gakuhi Navi)	Office of Finance	This portal site allows students to view information related to tuition fees, check payment history, and complete procedures related to payment of academic fees and expenses while in school. It can also be used to issue a certificate of proof of payment and to register an account for refund procedures.

○Service

System	Department	Explanation
Software License Acquisition System	KIC	This is a software license distribution system with which Keio University holds

		a contract.
Report Infectious Disease	Keio University Health Center	If you contract an infectious disease, you are required to report it to the Keio University Health Center. If you have a confirmed case of an infectious disease, make sure to report it.
Certificate Issuance Machine	Office of Student Services	This service allows you to issue certificates at on-campus certificate issuing machines, convenience stores nationwide, and electronic certificates (in PDF format). For more information, please check the Keio University Student Website.

○Placement and Careers

A website is provided where you can find a general overview of the fundamentals of conducting a job search, as well as read the experiences of Keio alumni who have done job-hunting.

You can also use the “Alumni Visit System (send email)*”.

*Available from the second semester of the year preceding the final year of study.

○Adjusting keio.jp Settings

You can configure your settings on the keio.jp site. For more information about keio.jp, please refer to the next section.

2. keio.jp

keio.jp is the common name for the “Keio Single Sign-on System,” an authentication system for the safe and convenient use of the various online services offered by Keio University. In principle, you will need log into keio.jp to use the services provided by Keio University.

Please refer to the following manual for more.

https://www.itc.keio.ac.jp/en/keiojp_manual.html

3. Password reissuing

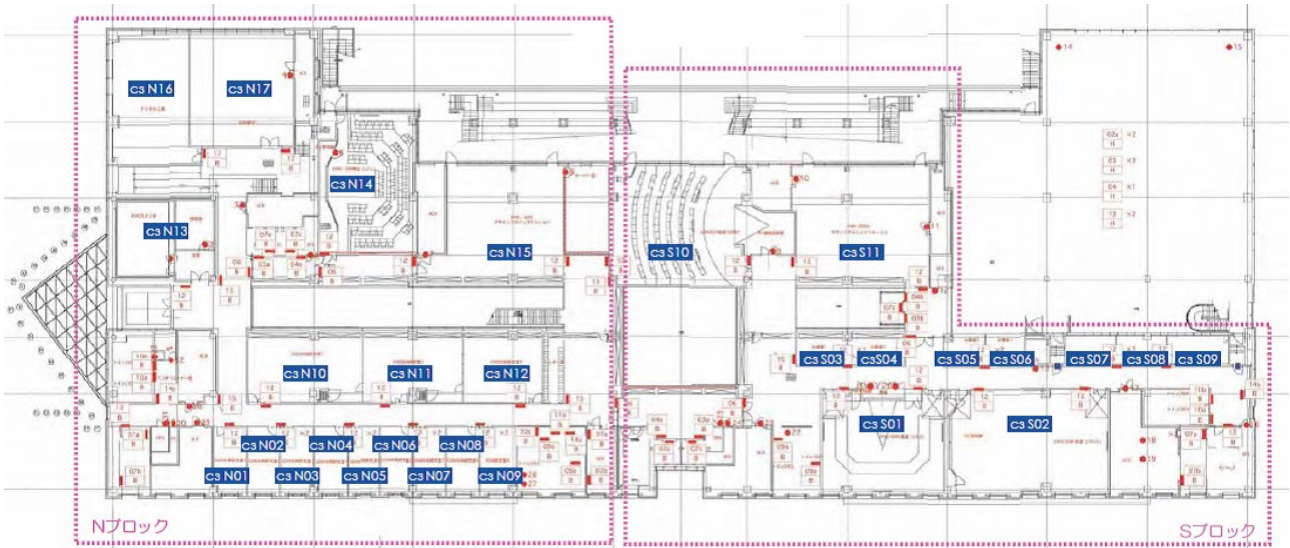
Below are the contact points for reissuing Web system passwords.

	Login ID	Login password	Reissued by	Required documents
KMD Website for Students	Keio ID	keio.jp password	--	--
KMD e-learning system	Keio ID	keio.jp password	--	--
Keio University Student Website	N/A	N/A	--	--
“K-Support”	Keio ID	keio.jp password	Hiyoshi KIC (Seventh Bldg	Student ID card

			B1F)	
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Layout of Collaboration Complex

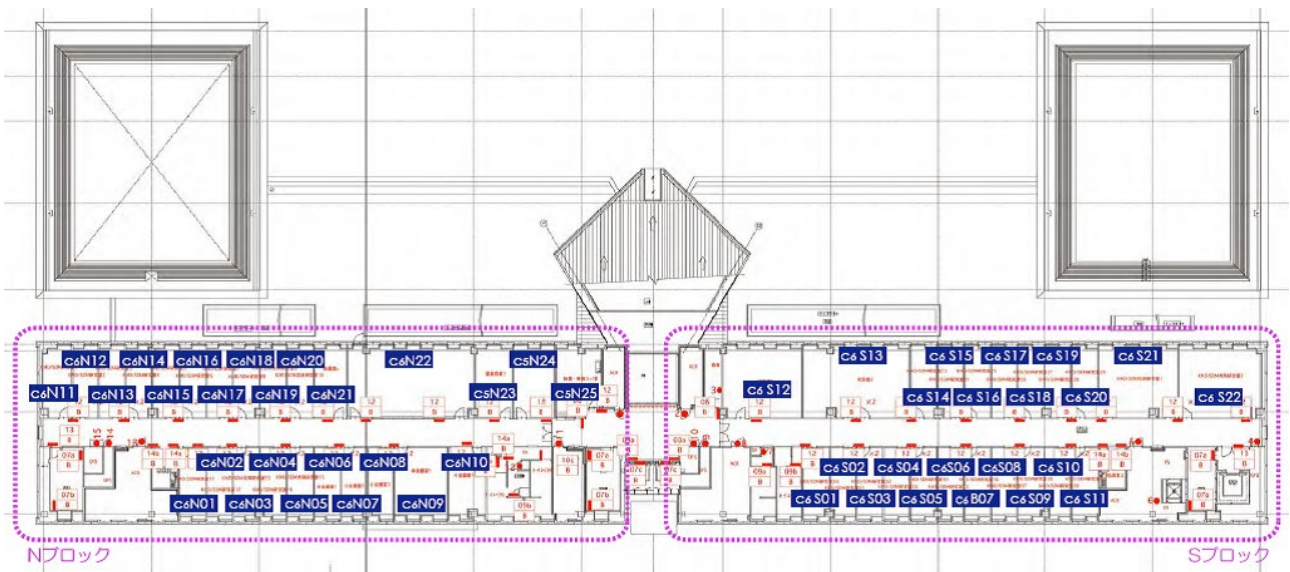
3rd Floor



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	[SDM]Laboratory

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	OKITA, Sandra Yu
C6S04	
C6S05	KISHI, Hiroyuki
C6S06	ISHIDO, Nanako
C6S07	NAGAYAMA, Shota
C6S08	SATO, Chihiro
C6S09	YAMAOKA, Junichi
C6S10	SHINEHA, Ryuma

C6S11	CHEN, Dunya
	SUGIURA, Kazunori
C6S13	KATO, Akira
C6S14	TAKEDA, Shutaro
C6S15	
C6S16	WALDMAN, Matthew
C6S17	SOUSA, Mauricio

C6S18	MINANIZAWA, Kouta
C6S19	KIM, Jungeun
C6S20	Faculty Room
C6S21	[KMD] CEMS Room
C6S22	[KMD] Project based Professors & Researchers

Campus Map



1. Hiyoshi Library (Hiyoshi Media Center)
 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, Doctoral Dissertation Proposal Instructions and Evaluation Procedures for the Doctoral Degree

Please refer to the KMD student site (<https://archiver.kmd.keio.ac.jp/student/kmd-s-p/d/page.cgi?lang=en&file=04-01-001.html>).