



**Academic Year 2024**

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

**KMD Student Guide**



(As of April 2024)

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# Graduate School of Media Design features

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

## 1. Innovation Pipeline

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

## 2. Diversity

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

## 3. Radical Collaboration

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

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

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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

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### ● Diploma Policy

Training for leaders who can put new perspectives into practice is urgently required in order to realize a more sustainable society. To design future post-pandemic societies, three literacies are essential: futures literacy to envisage what is to come, innovation literacy for thinking outside the box unfettered by prevailing values and perspectives, and media literacy to accelerate activities that blend cyber-physical spaces. KMD prepares students for becoming the leaders of tomorrow by acquiring these three literacies and an appropriate mindset through praxis.

In the master's program, students apply a comprehensive perspective grounded in the three literacies they have learned to the real projects in order to write a master's thesis. In the doctoral program, students prepare a doctoral dissertation proposal on research that has implications for future society under the supervision of their academic advisor. When ready, a Dissertation Advisory Committee is formed, and students who pass the committee's review become doctoral candidates. Students begin writing a draft of the doctoral dissertation after receiving permission from the Advisory Committee. Once they have submitted their draft, a Doctoral Dissertation Review Committee including external examiners is convened. Students need to reflect the amendments that are suggested by this committee into the final draft of their dissertation. After the final version is submitted, a public doctoral defense is held and the result reported by the Review Committee to the KMD Faculty Meeting, which is responsible for making the final decision on whether or not to award the degree.

### ● Curriculum Policy

The curriculum is designed for students to acquire three literacies: futures literacy to envisage what is to come, innovation literacy for thinking outside the box unfettered by prevailing values and perspectives, and media literacy to accelerate activities that blend cyber-physical spaces. In the introductory courses, students learn the fundamental hard and soft skills of the four areas of design, technology, management, and policy, while in the theory/strategy elective courses, students acquire an advanced conceptual understanding and perspective for designing a desirable future. At the heart of the curriculum is the real project. Students are expected to act on the three literacies to carry out the project and raise their level of expertise in their chosen field.

### ● Admissions Policy

Futures literacy requires curiosity, imagination, and future-orientated thinking. Innovation literacy demands flexible thinking and the fostering of a global perspective. Media literacy necessitates skills to facilitate the blending of and collaboration between cyber-physical spaces. KMD therefore seeks passionate, visionary students who are brimming with the creativity and compositional ability needed to take on the challenge of exploring uncharted territories. Applicants are evaluated based on their potential regardless of academic background. An interview will be held after the document screening.

# KMD Academic Calendar

KMD Academic calendar can be viewed on KMD website (<https://students.kmd.keio.ac.jp/schedule>).

[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 <sup>st</sup> period	09:00–10:30	09:00–10:30	09:00–10:30	09:00–10:30	09:25–10:55
2 <sup>nd</sup> period	10:45–12:15	10:45–12:15	10:45–12:15	10:45–12:15	11:10–12:40
3 <sup>rd</sup> period	13:00–14:30	13:00–14:30	13:00–14:30	13:00–14:30	13:00–14:30
4 <sup>th</sup> period	14:45–16:15	14:45–16:15	14:45–16:15	14:45–16:15	14:45–16:15
5 <sup>th</sup> period	16:30–18:00	16:30–18:00	17:15–18:45 16:30–18:00※ ※When 4 <sup>th</sup> and 5 <sup>th</sup> courses are offered in consecutive hours	16:30–18:00	16:30–18:00
6 <sup>th</sup> period	18:10–19:40	18:10–19:40	19:00–20:30	18:10–19:40	18:10–19:40
7 <sup>th</sup> period	—	—	—	19:50–21:20 (*1)	19:50–21:20 (*1)

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

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

## Emergency Management Notice

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

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

<Other Precautions>

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

# Management for Classes during College Baseball and the Mita Festival

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

## Class Attendance if you are Chosen as Lay Judge

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

## School Holidays

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

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

## General Information

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

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

**Office hours: Monday to Friday from 8:45 a.m.-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 “For KMD Students” page of the KMD website (<https://students.kmd.keio.ac.jp/studenttop>). Students who fail to check the website regularly will be at a disadvantage if they miss important notifications. Additionally, students should check the bulletin boards of other graduate schools and faculties if registered for their courses. Check the common bulletin boards for information regarding the lectures and courses offered at the various Research Centers and Institutes.

## 3. Student Identification (ID) Number

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

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

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

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

### (1) Student ID Card

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

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

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

### (2) Procedures to Issue (Renew) Registration Stickers

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.

### (3) Reissuing Student ID Cards

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

- Cost to re-issue: 2,000 yen (purchase certificate stamps [*shoshi*] at the KMD Office)  
(If you wish to change your ID photo) A photograph taken within 3 months (4×3 cm size printed on glossy paper with a plain background and no headwear, looking straight to the camera.) The image



should not be edited or modified using photo software, apps, or other means.

#### **(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://students.kmd.keio.ac.jp/studenttop>

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

#### **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 relevant bulletin boards 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.

#### **11. Smoking**

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

# Curriculum and Process for Degree Conferral

## 1. Course Outlines

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

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

## 2. Subject Lists

### Master’s Program

<For students admitted in AY 2022 or later >

Introductory subjects (Requisite)

\*Number of credits given in parentheses

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

Theory/Strategy subjects (Elective)

Design Track	Management Track
DREAM-DRIVEN DESIGN AND INNOVATION (1)	GLOBAL SOCIETY (1)
EMBODIED INTERACTIONS (1)	SOCIAL CREATION (1)
CREATIVE CONCEPTION FOR TRANSMEDIA (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
CIRCULAR DESIGN INSPIRED BY NATURE (1)	
ADVANCED SERVICE DESIGN 1 (1)	BUSINESS AND SUSTAINABILITY (1)
METHODOLOGIES FOR SERVICE DESIGN (1)	VENTURE FUNDAMENTALS (1) *Daiwa Securities Chairship Course
MARKET DESIGN FOR WELL BEING CITY (1)	VENTURE LAUNCH (1) *Daiwa Securities Chairship Course
MATERIAL INTERACTION (1)	REIMAGINING BRAND COMMUNICATION (1)
OTAKU CULTURE (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
VISUAL SYNTHESIS (1)	
GID THEORY/STRATEGY 1 (2)	CEMS THEORY/STRATEGY 1 (2)
GID THEORY/STRATEGY 2 (2)	CEMS THEORY/STRATEGY 2 (2)
INTENSIVE PROJECT (2)	CEMS THEORY/STRATEGY 3 (1)
INCLUSIVE DESIGN (1)	CEMS THEORY/STRATEGY 4 (1)
Technology Track	
COMPUTING SYSTEM ARCHITECTURE (1)	
NETWORK OPERATION (1)	
DIGITAL MEDIA INNOVATION (1)	
COMPUTATIONAL SERVICE ARCHITECTURE (1)	
INFORMATION SECURITY TECHNOLOGY 1 (1)	
INFORMATION SECURITY TECHNOLOGY 2 (1)	
PERCEPTION AWARE COMPUTING (1)	
EMPATHETIC COMPUTING IN VIRTUAL SPACES(1)	
Policy Track	

POLICY FOR GLOBAL FUTURE (1)
INTELLECTUAL PROPERTY TACTICS (1)
MODERN ISSUES OF PUBLIC POLICY (1)

Project subjects

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

Media Design Research (Requisite)

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

Optional subjects (\*1)

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

Notes:

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

\*2: 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
DREAM-DRIVEN DESIGN AND INNOVATION (1)	GLOBAL SOCIETY (1)
EMBODIED INTERACTIONS (1)	SOCIAL CREATION (1)
CREATIVE CONCEPTION FOR TRANSMEDIA (1)	GLOBAL BUSINESS STRATEGY AND RESPONSIBLE LEADERSHIP (2)
CIRCULAR DESIGN INSPIRED BY NATURE (1)	
ADVANCED SERVICE DESIGN 1 (1)	BUSINESS AND SUSTAINABILITY (1)
METHODOLOGIES FOR SERVICE DESIGN (1)	VENTURE FUNDAMENTALS (1) *Daiwa Securities Chairship Course
MARKET DESIGN FOR WELL BEING CITY (1)	VENTURE LAUNCH (1) *Daiwa Securities Chairship Course
MATERIAL INTERACTION (1)	REIMAGINING BRAND COMMUNICATION (1)
VISUAL SYNTHESIS (1)	
INCLUSIVE DESIGN (1)	
Technology Track	Global Track
COMPUTING SYSTEM ARCHITECTURE (1)	OTAKU CULTURE (1)
NETWORK OPERATION (1)	CONTENTS CREATIVITY AND ECONOMICAL IMPACT OF OTAKU CULTURE (1)
DIGITAL MEDIA INNOVATION (1)	
COMPUTATIONAL SERVICE ARCHITECTURE (1)	INTENSIVE PROJECT (2)
INFORMATION SECURITY TECHNOLOGY 1 (1)	GID THEORY/STRATEGY 1 (2)
INFORMATION SECURITY TECHNOLOGY 2 (1)	GID THEORY/STRATEGY 2 (2)
PERCEPTION AWARE COMPUTING (1)	CEMS THEORY/STRATEGY 1 (2)
EMPATHETIC COMPUTING IN VIRTUAL SPACES(1)	CEMS THEORY/STRATEGY 2 (2)
Policy Track	CEMS THEORY/STRATEGY 3 (1)
POLICY FOR GLOBAL FUTURE (1)	CEMS THEORY/STRATEGY 4 (1)
INTELLECTUAL PROPERTY TACTICS (1)	
MODERN ISSUES OF PUBLIC POLICY (1)	

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

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

Media Design Research (Requisite)

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

Optional subjects (\*1)

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

Notes:

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

\*2: 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.

<Students admitted in AY 2014–AY 2017 >

\*Please refer to the supporting document “[Appendix] Excerpts for Students Enrolled in AY 2014–AY 2017” for the detailed information.

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

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

Students will register the “Introductory Project” in the first semester and “Real Project” after the second semester. An information session for all Projects called the “Real Project Showcase” will be held shortly after admission. Students will select their Introductory Project based on the Showcase. Students present their progress and results for their project in the “Plenary Meetings” of each semester. Participation in the Plenary Meetings is mandatory for the Introductory and Real Projects.

**<Students admitted in AY 2018 or later>**

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

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

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

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

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

**<Students admitted in AY 2014–AY 2017 >**

\*Please refer to the supporting document “[Appendix] Excerpts for Students Enrolled in AY 2014–AY 2017” for the detailed information.

**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 “KMD ENGLISH”, “PRESENTATION SKILLS”, “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-	-70	B
C+	69	C
C		C
C-	-60	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-	-80	A
B+	79	A
B		B
B-	-70	B
C+	69	C
C		C
C-	-60	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:

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

## 6. Process for Completing Degree

### Master's Program

#### (1) Requirements for Degree Completion

##### <Students admitted in AY 2021 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 or more tracks)
  - Project subject: 2 credits for the Introductory Project and 6 credits from any of the Real Project, CEMS Business Project, GID International Project 1, or GID International Project 2
  - 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

**<Students admitted in AY 2014–AY 2017>**

\*Please refer to the supporting document “[Appendix] Excerpts for Students Enrolled in AY 2014–AY 2017” for the detailed information.

**(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 2024 Procedures for Master's Thesis

	*Schedule for AY 2025 is to be determined.	Students expected to complete in <b>September 2024</b>	Students expected to complete in <b>March 2025</b>	Students expected to complete in <b>September 2025</b>	Students expected to complete in <b>March 2026</b>
A. Assignment of Main Research Supervisor for Master's Thesis	Main research supervisor will be announced on KMD website.	Friday, May 26, 2023	Friday, November 10,	Friday, May 24, 2024	Friday, November 15,

			2023		2024
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).	Tuesday, September 5, 2023	Friday, March 8, 2024	Thursday, September 5, 2024	Monday, March 10, 2025
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 4, 2023 *for students studied abroad etc. in the fall semester: Wednesday, December 13, 2023	Wednesday, April 17, 2024 *for students studied abroad etc. in the spring semester: Tuesday, June 25, 2024	Wednesday, October 2, 2024 *for students studied abroad etc. in the fall semester: Wednesday, December 11, 2024	To be announced
C2. Assignment of Sub Research Supervisor for Master's Thesis	Sub research supervisor will be announced on KMD website.	Friday, November 10, 2023 *for students studied abroad etc. in the fall semester: Friday, January 12, 2024	Friday, May 24, 2024 *for students studied abroad etc. in the spring semester: Friday, August 2, 2024	Friday, November 15, 2024 *for students studied abroad etc. in the fall semester: Friday, January 17, 2025	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.	Friday, December 8, 2023 *for students studied abroad etc. in the fall semester: Friday, April 5, 2024	Thursday, July 4, 2024 *for students studied abroad etc. in the spring semester: Monday, September 30, 2024	Thursday, December 19, 2024 *for students studied abroad etc. in the fall semester: Friday, April 4, 2025?	To be announced
E. Notification of Evaluation on the Interim Presentation	Evaluation result will be sent to students from supervisors.	Tuesday, December 19, 2023	Monday, July 8, 2024	Monday, December 23, 2024	To be announced
F. Assign Co-Reviewer 2	Co-Reviewer 2 will be announced on KMD website.	Friday, June 7, 2024	Friday, November 15, 2024	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 20, 2024	Wednesday, December 18, 2024	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 11, and Friday, July 12, 2024	Monday, January 20, and Tuesday, January 21, 2025	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 16, 2024	1 p.m. Wednesday, January 22, 2025	To be announced	To be announced
J. Modification of Master's Thesis	Students will submit their modified master's thesis in PDF format with	Monday, July 29,	Monday, February 3,	To be announced	To be announced

	its title on e-Learning System. Thesis can be modified only if it is determined to be necessary by main research supervisor.	2024	2025		
K. Announcement of the Final Result of Master's Thesis	The final result of the master's thesis will be announced on KMD website.	Friday, August 2, 2024	Friday, February 7, 2025	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 thesis for bookbinding on e-Learning System only if it is determined to be necessary by main research supervisor and approved by reviewers.	Thursday, August 29, 2024	Wednesday, February 12, 2025	To be announced	To be announced
M. Announcement on Completion of the Master's Program	Students will be comprehensively screened based on the total number of acquired credits, their master's thesis and the Final Presentation. Completion will be announced on KMD website.	Thursday, September 5, 2024	Monday, March 10, 2025	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 DESIN 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

#### <Students admitted in AY 2014–AY 2017>

\*Please refer to the supporting document “[Appendix] Excerpts for Students Enrolled in AY 2014–AY 2017” for the detailed information.

##### 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/A file
- 2) Title of master's thesis (text input)

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

Format of Cover Page, Spines, and Title Page	
<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 A 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 (KMD) was established to train talented individuals to work on the global stage (utilizing and creating 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 creatives and the activities they give rise to an economic base with the power and energy to bring forth innovative technologies and earth-human societies. The work of the individual is paramount in the creative society: consumers lead creative activities. Collaboration is omnipresent. Individuals innovate, naturally 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 Graduate School of Media Design, Keio University 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” or “Independent Research for Master in Media Design (Students admitted in AY 2014–AY 2017).”

[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/A file

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

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

#### **K. Announcement of Final Evaluation of Master's Thesis**

The final evaluation will be announced on the KMD website.

#### **L. Bookbinding of Master's Thesis**

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/A file

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

#### **M. Announcement of Completion of Master's Program**

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

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://students.kmd.keio.ac.jp/doctoral-program>).



# 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 (Wed.) – 4:00 p.m. on April 5 (Fri.), 2024

(2) 6:00 p.m. on April 6 (Sat.) – 10:00 a.m. on April 15 (Mon.), 2024

- \*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 18 (Thurs.) – 4:00 p.m. on April 22 (Mon.), 2024

- 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 (Mon./National Holiday) – 4:00 p.m. on April 30 (Tues.), 2024**

**\*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 (Mon./National Holiday) – 4:00 p.m. on April 30 (Tues.), 2024] 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 (Wed.) – 4:00 p.m. on May 2 (Thurs.), 2024**

**\*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 2 (Thurs.), 2024.**
- Under no circumstance can changes to your Course Registrations be made after 4:00 p.m. on May 2 (Thurs.), 2024.

**\*There is no Amendment Period for Online Course Registration (Second Half of Semester only) in Spring semester 2024.**

**Fall Semester**

**Online Course Registration Period:**

**(1) 12:30 p.m. on September 25 (Wed.) – 4:00 p.m. on September 27 (Fri.), 2024\***

**(2) 6:00 p.m. on September 28 (Sat.) – 10:00 a.m. on October 8 (Tues.), 2024**

- **\*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 11 (Fri.) – 4:00 p.m. on October 16 (Wed.), 2024**

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

**Amendment Period for Online Course Registration\*:**

**10:00 a.m. on October 21 (Mon.) – 4:00 p.m. on October 22 (Tues.), 2024**

**\*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 23 (Wed.) – 4:00 p.m. on October 24 (Thurs.), 2024**

**\*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 24 (Thurs.), 2024.**

- Under no circumstances can changes to your Course Registrations be made after **4:00 p.m. on October 24 (Thurs.), 2024.**

#### **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.

- 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.

#### **<Students admitted in AY 2014–AY 2017>**

\*Please refer to the supporting document "[Appendix] Excerpts for Students Enrolled in AY 2014–AY 2017" for the detailed information.

### **【English (Optional) Subjects】**

- KMD offers "KMD ENGLISH 1 and 2" to facilitate the acquisition of fundamental skills in practical English by KMD students by the time of degree completion. In particular, students who enroll in April should take the test during the crash course week to evaluate their English proficiency. Take a screenshot of your test results, as you may be recommended to register for the "KMD ENGLISH 1" and "KMD ENGLISH 2" based on the results.
- Furthermore, students are to present in English for the Interim Presentation on their master's thesis which constitutes the final examination for MEDIA DESIGN RESEARCH 2 at the end of the third semester, irrespective of their native language. Please make effective use of the classes for "KMD ENGLISH" and "PRESENTATION SKILLS" when preparing for this presentation.
- For details about the Interim Presentations, please refer to "(4) Details for Evaluation, D. Interim Presentations" in the preceding "Curriculum and Process for Degree Conferral, 6. Process for Completing Degree."

### **【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
20-40-10	Theory/Strategy subjects - Policy Track
20-50-10	Theory/Strategy subjects - Global Track *This track does not applied to students admitted in AY 2022 or later
50-10-10	Project subject - Requisite
50-20-10	Project subject - Elective
50-30-10	Project subject - Elective 2
60-10-10	Independent research subjects for Master in Media Design
90-10-10	Optional subject offered by the Graduate School of Media Design
90-10-20	Optional subject offered by other graduate schools or undergraduate faculties of Keio University
90-20-10	Optional subject - CEMS subjects - Project subject (for CEMS students only)
90-20-20	Optional subject - CEMS subjects - Introductory subject (for CEMS students only)
90-30-10	Optional subject - CEMS subjects - Project subject (for GID students only)
90-40-10	Optional subject - SecCap subjects - Requisite subject (for students in SecCap course only)
90-40-20	Optional subject - SecCap subjects - Elective(lecture) subject (for students in SecCap course only)
90-40-30	Optional subject - SecCap subjects - Elective(practical) subject (for students in SecCap course only)
90-50-10	Optional subject – Service design subject - Project Subject
90-50-20	Optional subject – Service design subject - Lecture

## Doctoral Program

<Students admitted in Academic Year 2011 and after>

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

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

### (1) 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

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](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 apply for 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**

< For students admitted in Academic Year 2016 and after >

Tuition Fee will be waived.

<For students admitted in Academic Year 2013-2015 >

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

#### **(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**

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

### **(2) Required Documents**

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

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



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

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

### 3. Withdrawal

#### (1) 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 excluding any Temporary Leaves of Absence (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. Enrolled in the Doctoral Program for three or more years and earned 12 or more credits for ADVANCED RESEARCH.
2. Passed the doctoral dissertation proposal defense overseen by the dissertation advisory committee and approved by the Graduate School of Media Design Committee.

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

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

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

#### (2) Application for Extension of Enrollment Period

If students 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, 60,000 yen (30,000 yen for one semester) for basic affiliation fees, and 2,500 yen (1,250 yen for one semester) for the registration fee for the Student Health Care Mutual Aid Association.

## 5. Changes of Personal Information

Students must go through the change procedure immediately after any changes to their personal information:

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

Please refer to the following Keio University Student Website for the application procedure.

<https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>

If everything is in order, the application will be completed within a few days.

Please note that this procedure is extremely important to prevent delays in receiving any vital documentation that the KMD Office sends out by post.

## 6. Payment of Tuition and Deferred Payments

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>

### Payment Deadline:

Payment for Spring Semester and payment in full: April 30, 2024

Payment for Fall Semester: The end of October (Expected), 2024

### Application for Tuition Deferment

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

Spring Semester: May 15, 2024

Fall Semester: November 15 (Expected), 2024

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

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

Spring Semester: July 31, 2024

Fall Semester: December 24 (Expected), 2024

## 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://students.kmd.keio.ac.jp/en/facilities-equipment>). 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**

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

# Certificates

Certificates can be purchased at a Certificate Issuing Machine located in the Office of Student Services on each campus or convenience stores nationwide (Family Mart, Lawson, Seven-Eleven). \*Student Travel Fare Discount Certificates (Gakuwari) is not available to get issued at convenience stores.

For further information regarding the service, see the website below:

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

Certificates may not be issued immediately due to system maintenance or other reasons. Please check the posted notices and the website for the date of suspension of issuance.

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

## **(2) Certificate of Annual Health Checkup (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” (奨学金受給希望調査書) with their academic transcript and any other necessary documentation by the designated deadline each semester. Please refer to the following website for the application procedures.

How to Apply:

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

[https://www.ic.keio.ac.jp/intl\\_student/scholarship/keio\\_student.html](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](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](https://www.ic.keio.ac.jp/intl_student/scholarship/intl_student.html) (Japanese)

# 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). Students must immediately notify the KMD Office (045-564-2517) or the security office (045-564-2452 extension: 37100) after office hours and holidays if they are involved in an accident on campus. Appropriate measures will be taken immediately to call an ambulance or contact medical institutions.

## 2. 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)

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

Tel: 03-5427-1629, Fax: 03-5427-1630, E-mail: [harass-pco@adst.keio.ac.jp](mailto:harass-pco@adst.keio.ac.jp)

## **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://login.keio.jp/koid/> (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

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

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

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

Common Authentication System ("keio.jp") *Portal site for current students (K-Support)	
URL	<a href="http://keio.jp/">http://keio.jp/</a>
ID/Password	Keio ID/password
Manual	<a href="http://www.itc.keio.ac.jp/en/keiojp_manual.html">http://www.itc.keio.ac.jp/en/keiojp_manual.html</a>
Overview	This website (K-Support) provides access to a variety of services with your Keio ID. Student must activate their Keio ID before using this website.
Main services	<ul style="list-style-type: none"> <li>■ <b>Online Course Registration</b> This system allows students to register, modify, and confirm registered classes during designated period of Online Course Registration.</li> <li>■ <b>Confirmation of Registration</b> This page provides a list of subjects you have registered. Lists are available only for the designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version.</li> <li>■ <b>A 4-digit PIN for the issuance machine</b> A 4-digit PIN necessary to issue certificates from the issuance machine may be checked from this website.</li> <li>■ <b>Academic Transcript</b> This website allows students to view the Grade Report. The period which the Grade Report is available on the website is designated by each department. Detailed information will be announced at the "For Keio Students" website.</li> <li>■ <b>Applications</b> Various procedures and applications (change of address, change of guarantor, leave of absence, etc.) can be made. If there are any changes in your registered information, please complete the change procedure. (For details, see "Changes of Personal Information").</li> </ul>

	<p>■ <b>Result of Health checkup</b> The results of health checkup are available for students who have taken health checkup in April of the academic year. Contact the Health Center for any questions you may have regarding the results.</p> <p>■ <b>Career Support system</b> Career consultation, employment report, student job search notices, job offers.</p> <p>■ <b>Others</b> “Keio mail,” Learning Management System K-LMS (Canvas LMS), E-journal, access to database, etc.</p>
Keio ID acquisition	<p>Students must activate their Keio ID. Students will need their Student ID number and Academic Affairs Web password for authentication. See below for details.</p> <p><a href="http://www.itc.keio.ac.jp/en/keiojp_manual_act_key.html">http://www.itc.keio.ac.jp/en/keiojp_manual_act_key.html</a></p> <p><u>If you lose your password, bring your Student ID card and have it reissued at the Hiyoshi Information Technology Center (KIC).</u></p>

## 2. Notes on using the Web system

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

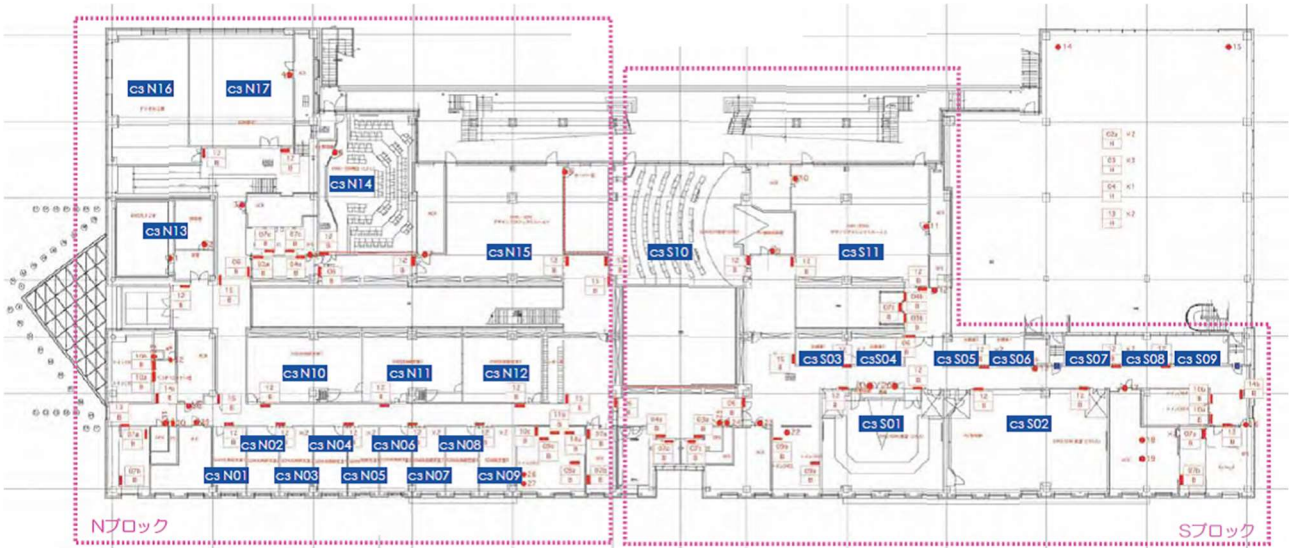
## 3. Password reissuing

Below are the contact points for reissuing Web system passwords.

	Login ID	Login password	Reissued by	Required documents
Web “To KMD Student”	N/A	Common password	--	--
KMD e-learning system	Keio ID	keio.jp password	--	--
Keio University Student Website	N/A	N/A	--	--
“keio.jp”	Keio ID	keio.jp password	Hiyoshi KIC (Seventh Bldg B1F)	Student ID card

# Layout of Collaboration Complex

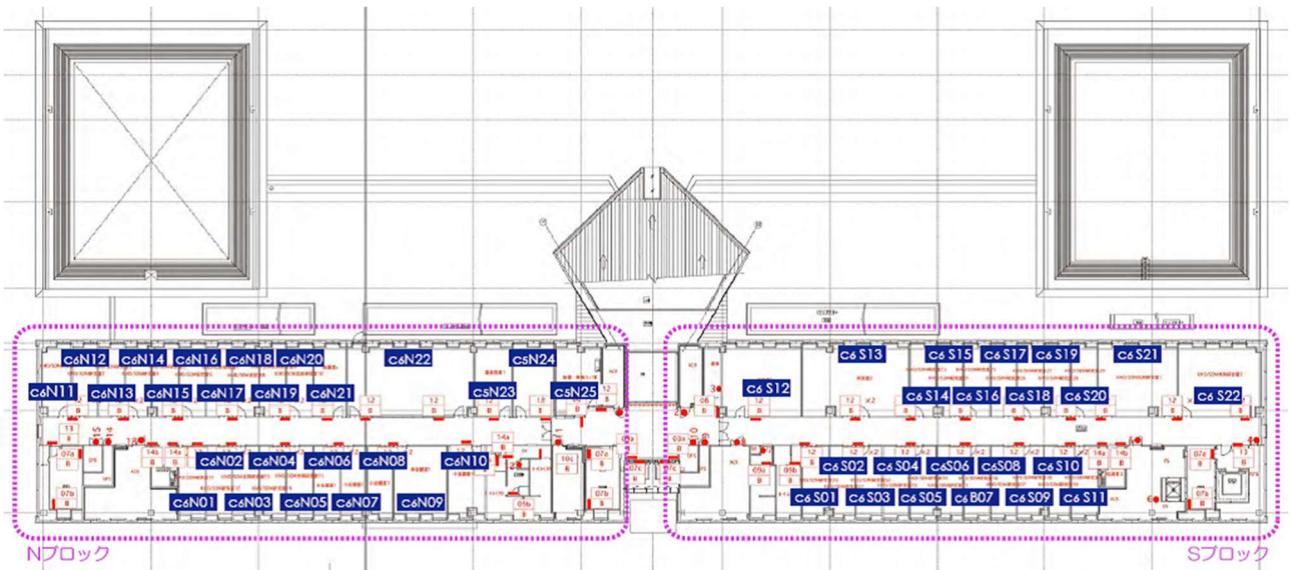
## 3<sup>rd</sup> Floor



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)

## 6<sup>th</sup> Floor



C6S03	OKAWA, Keiko
C6S04	INAKAGE, Masa
C6S05	KISHI, Hiroyuki
C6S06	ISHIDO, Nanako
C6S07	BARBARESCHI, Giulia
C6S08	SATO, Chihiro
C6S09	YAMAOKA, Junichi
C6S10	

C6S11	CHEN, Dunya Donna
C6S13	SUGIURA, Kazunori
C6S13	SUNAHARA, Hideki
C6S13	KATO, Akira
C6S14	
C6S15	
C6S16	WALDMAN, Matthew
C6S17	KUNZE, Kai

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

# 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://students.kmd.keio.ac.jp/doctoral-program>).