

Graduate School Course Registration Guide

AY2026

【For April Intake】

Keio University Graduate School of Medicine

This guide includes general remarks and important points regarding program requirements, subjects, degree completion, and more at the Keio University Graduate School of Medicine. Please read this guide carefully and use it to help plan your studies. Please keep this guide in a safe place as you may need to refer to it even after completing your program.

Please refer to the Japanese version of the regulations, course guides for each course, and lecture outlines.

Contents

Graduate School of Medicine Leadership 3

Professional Development at the Graduate School of Medicine..... 4

Office Information and Hours

School Bell Schedule (Shinanomachi Campus)

Message from Academic Affairs

Miscellaneous (Use of PC, Network, Software, Certificate Issuing Machine, Lost & Found)

1: Academic Affairs Schedule (Graduate School of Medicine) 7

2: Web System 8

1 Keio University Student Website 8

2 K-Support.... 8

3 keio.jp 13

3: Enrollment (Temporary Leave of Absence, Study Abroad, Withdrawal) 14

1 Temporary Leave of Absence 14

2 Study Abroad 15

3 Withdrawal 15

4 Expulsion 15

5 Important Notes 16

Temporary Leave of Absence Procedures

4: Administrative Services 17

1 Student ID Card 17

2 Notification of Change of Address (Student/Guarantor).... 17

3 Change of Guarantor 18

4 Changing Surname or Given Name (Student/Guarantor) 18

5 Change of Nationality 19

6 Student Commuter Certificate (For Student Commuter Pass) 19

7 Notifying the University of Off-Campus Research 19

8 Certificates (Transcripts of Academic Record, Student Travel Fare Discount Certificate [Gakuwar]) 20

5: Classes and Grading 24

1 Borrowing Keys 24

- 2 Classes in Emergency Situations 24
- 3 Procedures in Case of Jury Duty Selection 24
- 4 Reports 24
- 5 Grades 24
- 6 Subject Numbering (K-Number) 26

6: Student Life Services 27

- 1 Student Life Services Counter 27
- 2 Scholarships & Financial Aid 27
- 3 Office of Mental Health (Shinanomachi) 27
- 4 Keio Student Health Care Mutual Aid Association (*Gakuseikenpo*) 27
- 5 Personal Accident Insurance for Students Pursuing Education and Research 27
- 6 Voluntary Insurance Programs 29
- 7 Health Management 29
- 8 Support for Students with Disabilities (Reasonable Accommodation) ...31

7: Course Registration Requirements 32

- 1 Course Registration 32
- 2 Registering for Subjects Offered by Other Graduate Schools, Research Centers, and Campuses ... 36

Master's Programs

- 1 Subjects & Credits 38
- 2 Program Completion Requirements 44
- 3 Thesis Submission 45
- 4 Examination Criteria for Degree Theses and Dissertations 46

Doctoral Programs

- 1 Subjects & Credits 47
- 2 Program Completion Requirements 60
- 3 Dissertation Submission 64
- 4 Examination Criteria for Degree Theses and Dissertations 66
- 5 Extension of Enrollment & Withdrawal ... 66

Graduate School of Medicine Leadership

Graduate School of Medicine Leadership

Dean:

Toshiro Sato

Vice Dean:

(Master's Programs)

Ho Namkoong

(Doctoral Programs)

Kazuyoshi Ishigaki

Research supervisory Board Director:

(Master's Programs)

Hideki Fujii

(Doctoral Programs)

Hiroyuki Uchida

Term of Office:

October 1, 2025 – September 30, 2027

Professional Development at the Graduate School of Medicine

Master's Program

The Master's Program is designed for individuals who have studied the natural sciences or the humanities and social sciences. The program aims to help students develop the following knowledge, skills, and abilities through coursework, engaging in research under the guidance of an academic supervisor, and writing a master's thesis.

Students will gain:

- 1.the ability to set research topics and demonstrate appropriate research methodologies and methods of argumentation.
- 2.the ability to correctly derive conclusions based on research findings.
- 3.the ability to accurately present research findings and related issues.
- 4.the ability to demonstrate a wide range of medical knowledge and high ethical standards in medicine and health care.

We strive to train students who, upon completing the Master's Program, not only develop into highly skilled professionals with comprehensive expertise in medicine and health care but also aspire to continue their education in a doctoral program.

Doctoral Programs

Our doctoral programs are designed for graduates of 6-year medical, dental, veterinary, and pharmaceutical schools as well as those who have completed the master's program. These programs aim to help students develop the following knowledge, skills, and abilities through coursework, engaging in research under the guidance of an academic supervisor, and writing a doctoral dissertation.

Students will gain:

- 1.the ability to set research topics and demonstrate appropriate research methodologies and methods of argumentation.
- 2.the ability to correctly derive conclusions based on research findings.
- 3.the ability to demonstrate a wide range of medical knowledge and high ethical standards in medicine and health care.
- 4.the skills needed to present research findings clearly and accurately
- 5.a clear vision for the development of future research topics.

The Applied Medicine Program is designed to train researchers who, upon completing the program, can carry out highly original basic research in fields related to basic and clinical medicine, uncover disease mechanisms, and develop treatments for intractable diseases. The Medical Science Program is designed to develop professionals who can conduct outstanding clinical research on cutting-edge medical care, design research protocols, and become experts in interdisciplinary cancer care.

Shinanomachi Campus Guide

Office Information and Hours

Office	Main Activities	Open Hours	Location
Office of Student Services; Academic Affairs / Student Life Services	Administrative services and applications, lost and found, certificate issuance, registration, transcripts and academic records, classroom usage, graduate admissions, scholarships, student health insurance, employment/career services	Weekdays 8:45 – 16:45 *1	1F, Koyosha
Keio University Health Center	Health Checkups, Health Care	Weekdays 8:30 – 17:00	2F, Building 2
Shinanomachi KIC	KEIO ID(keio.jp accounts), computer services	Weekdays 9:00 – 16:30 *2	1F, Building 3 (North Wing)

*1 Campus closed on weekends, national holidays, summer and winter holidays, January 10 (Anniversary of Yukichi Fukuzawa's Birthday), and April 23 (Keio Foundation Day)

*2 For more details, please refer to the following webpage.

https://www.sc.itc.keio.ac.jp/en/schedule_sc.html

School Bell Schedule (Shinanomachi Campus)

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

Message from Academic Affairs

Please be sure to regularly check the website etc. for the latest updates and announcements. These will include timetables for graduate courses taught at Shinanomachi Campus, classroom changes, class cancellations/makeup classes, emergency notices, reporting guidelines, the academic calendar, and notifications for students. Updates from the Office of Student Services will also be posted on the website, etc. For information regarding courses taught on other campuses, please also check the website, bulletin boards on those other campuses, etc.

Other Campus Information

(1) Use of Personal Computers, Network, and Software

The Shinanomachi Information Technology Center (Shinanomachi KIC) provides the following IT services related to education and research at Shinanomachi Campus:

- Support services for Keio IDs (keio.jp accounts)
- Computer rooms and printing services
- Network services (including Wi-Fi)
- Software licenses for use on campus
- Help desk and user support

For more details, please refer to the web pages listed below:

Shinanomachi KIC Website

https://www.sc.itc.keio.ac.jp/en/top_sc.html

Shinanomachi KIC Website > User Guide

https://www.sc.itc.keio.ac.jp/en/service_sc.html

(2) Certificate Issuing Machine (see Section 4.8 on certificates [e.g., Transcripts, Student Travel Fare Discount Certificate (*Gakuwari*)])

One certificate issuing machine is located on the first floor of the Koyosha building. Please confirm machine operating hours on campus bulletin boards or on the Keio University Student Website by navigating to “Procedures” and then “Information about Certificates.”

(3) Lost & Found

Lost and found items are held at the Office of Student Services or the Disaster Prevention Center (1F, Building 2).

1: Academic Affairs Schedule (Graduate School of Medicine)

AY2026 Graduate School of Medicine Academic Calendar

April Entrance Ceremony (Hiyoshi Commemorative Hall)	April 1 (Wed)
New Student Guidance	April 1 (Wed)
Classes Begin	April 1 (Wed)
Spring Semester Registration Period (Primary)	April 3 (Fri)12:30 – April 6 (Mon)16:00
Spring Semester Registration Period (Secondary)	April 7 (Tue)16:00 – April 15 (Wed)10:00
Regular Health Examination	April 20 (Mon) – April 21 (Tue)
Keio Foundation Day (School holiday)	April 23 (Thu)
Course Registration Cancellation Period (First half of Spring)	April 29 (Wed)10:00 – April 30 (Thu)16:00
Course Registration Cancellation Period (Second half of Spring)	June 24 (Wed)10:00 – June 25 (Thu)16:00
Summer Break	August 1 (Sat) – September 21 (Mon)
Doctoral Degree Commencement Ceremony for Spring Semester	September 18 (Fri)
Doctoral Degree Entrance Ceremony	September 24 (Thu)
Classes Begin	September 24 (Thu)
Fall Semester Registration Period (Primary)*	September 25 (Fri)12:30 – September 28(Mon)16:00
Fall Semester Registration Period (Secondary)*	September 29 (Tue)16:00 – October 8(Thu)10:00
*Only designated subjects offered by other graduate schools, research institutes, and other districts can be registered for the fall semester.	
Course Registration Cancellation Period (First half of Fall)	October 22 (Thu) 10:00– October 23 (Fri)16:00
Course Registration Cancellation Period (Second half of Fall)	December 14 (Mon) 10:00– December 15(Tue)16:00
Master's Thesis Presentations	October 19 (Mon) – October 20 (Tue)
Winter Break	December 30 (Wed) – January 4 (Mon)
Classes Begin	January 5 (Tue)
Deadline for Submission of Master's Theses	January 5 (Tue) 16:00
Anniversary of Yukichi Fukuzawa's Birthday (School holiday)	January 10 (Sun)
Master's Thesis Review Committee	January 18 (Mon) – January 20 (Wed)
Fall Semester Degree Commencement Ceremony	March 23 (Tue)

2: Web System

1 Keio University Student Website

https://www.students.keio.ac.jp/ 	This portal site provides information for current Keio University students.
Login ID and password are not required.	
Class/Course registration/Examination • View and download registration guidelines, syllabi, and timetables Student life/Placement and career services • Guide to offices and counters • Information about events and scholarships	

2 K-Support



K-Support is a portal site intended for current students at Keio University. The purpose of this site is to support students in their school life by providing a platform to view announcements and messages from the university, prepare and submit applications, and contact various departments and offices. Students will also be able to find a collection of links to the apps used at Keio. As it will be an indispensable tool for students, be sure to bookmark K-Support for easy access.



■ Homepage

Messages	This is where you will find direct messages from the university to you. <u>Check your messages regularly</u> , as they may contain important notices such as those related to course registration or student life.
-----------------	--

News	You will find announcements and event information from the university posted here. Important news related to course registration and graduation will be posted, so please look through the page's news items from time to time.
K-LMS	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more. K-LMS is essential for participating in classes at Keio, so be sure to familiarize yourself with it.
Cancelled and Makeup Classes	A list of classes that have been cancelled or have makeup lessons will be displayed here. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is held.
Course Registration	This system is used to register for courses, register for additional courses, cancel course registrations, or to declare no new registrations for courses. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, confirm with your faculty's relevant section if you have any questions.
Registered Courses	You will find displayed a list of registered courses. Be sure to check that you have correctly registered for subjects. You can also view classroom information.
Grade Report	You can view available academic transcripts. The period you can view transcripts varies depending on undergraduate faculty, graduate school, academic year, etc. Details are published on the Keio University Student Website.

■ Information Registration and Other Applications

Personal Information	
Confirm or Update Address (Student/Guarantor)	You can confirm your contact information and that of your guarantor. Please carry out the necessary procedures as soon as possible if you need to make any changes.
Reissue Student ID Card or Registration Sticker	If you lose or damage your student ID card or the registration sticker (on the reverse side of the ID card), please make an application for another one here. For more information, please visit the Keio University Student Website or p. 18
Issue Certificates (Sealed and Special Certificates)	If you wish to request a certificate that cannot be issued from the Certificate Issuance Machines (such as certificates that are sealed, certificates for various qualifications, certificates involving direct overseas delivery, and for applications to fill out certificates involving third party-specified forms ["request forms"]), please submit your request here. For more information, please visit the Keio University Student Website or p. 21
Change of Guarantor	You can register changes to the information indicated on the left. For more information, please visit the Keio University Student Website or p. 19.
Name Change (Student)	
Name Change (Guarantor)	
Register Overseas Address (Student)	

Register Overseas Address (Guarantor)	
Emergency Contact in Japan	
Residency (Visa) Information Registration	If your residence card is updated, or your status of residence or personal information change, please register the applicable details here.
Temporary Leave of Absence	Use this to apply for a leave of absence. Check the Keio University student website or p. 15 for more information on taking a leave of absence.
Study Abroad	Make a study abroad application from here. Check the Keio University student website or p. 16 for more information on studying abroad.
Notice of Returning to Study	When your faculty board-approved leave of absence or study abroad has finished its duration, register your Notification of Returning to Study from here as soon as possible. For more information, please visit the Keio University Student Website or p. 15.
Notification of Returning to Study	When a period of temporary leave of absence or study abroad approved by Faculty meeting has finished, register your Notification of Returning to Study from here as soon as possible.
Request for Extension of Enrollment	Use this to apply for an extension of your enrollment period.

Class	
Request for Reasonable Accommodation	Students who continuously experience considerable impediments in their daily or social lives due to disabilities or social barriers may apply for reasonable accommodation for their academic studies.

■ Class Surveys

You can enter class evaluations and check results of surveys.

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

■ FAQ and Inquiries

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

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

■ Apps (Excerpt)

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

○ Google Workspace

Your email (Keio Mail), online storage (Drive), calendar, groups, contacts, Gemini, and NotebookLM are provided through Google Workspace. Please follow the relevant guidelines and the instructor's directions regarding the use of generative AI.

○ Classes

System	Department	Explanation
K-LMS: Learning Support System (Canvas LMS)	KIC	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.
Syllabus and Timetable Search	Office of Student Services	This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.
Course Registration	Office of Student Services	This system is used to register for courses, register for additional courses, cancel course registrations, or to declare no new registrations for courses. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, please confirm with the section for your faculty if you have any questions.
Confirmation of Registered Courses	Office of Student Services	You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.
Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes	Office of Student Services	A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is in session.
Grade Reports	Office of Student Services	View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.
Pre-register Desired Courses	Office of Student Services	This is used for courses that require advance registration through a lottery system. However, there are cases where you may need to preregister for courses you wish to take or submit an entry sheet without using the web system, depending on the course.
Keio University Web Entry System	Office of Student Services	Note that the application period is different for each course.
Teacher Training Course	Office of Student Services	This system is used to register for teacher training courses, apply for nursing care experience required for teachers, and apply for a teaching license through the university. Please check the application period carefully, as it differs for each course.

○ Student Life Services, Scholarships/Financial Aid, and Academic Fees and Expenses

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

○ Services

System	Department	Explanation
Software License Acquisition System	KIC	This is a software license distribution system with which Keio University holds a contract.
Report Infectious Disease	Keio University Health Center	If you contract an infectious disease, you are required to report it to the Keio University Health Center. If you have a confirmed case of an infectious disease, make sure to report it.
Certificate Issuance Machine	Office of Student Services	This service allows you to issue certificates at on-campus certificate issuing machines, convenience stores nationwide, and electronic certificates (in PDF format). See p. 21 for details on certificate issuance.

○ Placement and Careers

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

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

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

○ Adjusting keio.jp Settings

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

3 Keio.jp

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

Please refer to the following manual for more.

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

Resetting Your Password

See below for information about service desks that can assist in reissuing various passwords.

Login ID	Service Desk	Required Documents
Keio ID	Campus KIC Counters	Student ID Card

3: Enrollment (Temporary Leave of Absence, Study Abroad, Withdrawal)

1 Temporary Leave of Absence (University Regulations, Article 125)

Students who anticipate a long absence due to illness or other unavoidable reasons can take a Temporary Leave of Absence with the permission of their respective Graduate School Committee.

Those wishing to take a leave of absence should consult with their research supervisor and confirm the application procedure on K-support. Please apply by the course registration deadline, attaching documents that verify the reason for the leave (e.g., a medical certificate written by a doctor in the case of illness). Please note that the Research supervisory Board may follow up directly as necessary.

The semester in which a student takes a leave of absence does not count towards the total period of enrollment required for program completion.

If a previously approved Temporary Leave of Absence would extend into the next school term, students must gain approval for this leave again at the beginning of that term and every subsequent term.

	Spring Semester	Full Year	Fall Semester
Period of Temporary Leave of Absence	April 1 – September 21, 2026	April 1, 2026 – March 31, 2027	September 22, 2026 – March 31, 2027
Application Deadline for Temporary Leave of Absence	16:45 on May 29	16:45 on November 30	

Returning to Study

After your leave of absence has ended, please consult with your research supervisor and promptly apply on K-support to return to your studies. If you were absent due to illness, you must also submit a medical certificate written from a doctor certifying that you are able to return.

Please refer to “Temporary Leave of Absence Procedures” on p. 17 for more information on how academic fees, coursework, credits, etc., are handled in these instances.

Please also refer to Articles 125 and 135 of the University Regulations before applying.

Temporary Leave of Absence Limits

Starting from AY 2024, Article 125 of the university regulations has been amended as follows:

- (1) The total period of temporary leaves of absence for students in master’s programs may not exceed four years (8 semesters).
- (2) The total period of temporary leaves of absence for students in doctoral programs may not exceed eight years (16 semesters).

(3) The prescribed total period above will only count temporary leaves of absence taken from April 1, 2024, onward (leaves of absence taken in AY 2023 and earlier will not be counted).

(4) If a temporary leave of absence is approved for a student to fulfill obligatory military service in their home country, then the period will not be counted toward the total.

(5) Applications to take a temporary leave of absence will be denied (excluding leaves for military service obligations in a student's home country) if the period a student applies for, when combined with previously taken periods, exceeds the limit placed on temporary leaves of absence

2 Study Abroad (University Regulations Article 124)

If recognized by the Graduate School Committee as valuable for student education, studying abroad at a graduate school or other institute of higher learning outside of Japan may be permitted without taking a temporary leave of absence.

After consulting with their research supervisors, students who wish to study abroad must apply on K-Support at least three months before departure.

Students can study abroad for a maximum of one year per application. However, it may be possible to extend this period with a total study abroad duration of up to one year for master's program and up to two years for doctoral programs. If the study abroad period exceeds the stipulated maximum number of years (one for the master's program and two for doctoral programs), students will be considered to be on a temporary leave of absence. In this case, students must submit an Application for Temporary Leave of Absence for the remaining permitted study abroad period. Please also confirm any additional procedures required to address these cases with the Shinanomachi Office of Student Services as soon as possible.

Once their study abroad period has finished, students must promptly submit a Notice of Returning to Study.

3 Withdrawal (University Regulations, Article 126)

Students who wish to withdraw from the university due to illness or other reasons must meet with their research supervisor and promptly submit a Notification of Withdrawal, along with their student ID card, to the Office of Student Services.

The Notification of Withdrawal must include the reason for withdrawal, be jointly signed by the guarantor, and be signed and stamped by the student, guarantor, and research supervisor. (The student and guarantor must sign and stamp separately.)

Please refer to p. 68 ("Enrollment Extension & Withdrawal") for more information about withdrawal from a doctoral program (after the completion of required coursework without submission of a dissertation).

Please also refer to Articles 126 and 135 of the University Regulations before submitting a Notification of Withdrawal.

4 Expulsion (University Regulations, Articles 128 and 161)

(1) In accordance with Article 128 of the University Regulations, students will be expelled if they exceed the maximum period of enrollment of four years for the master's program or

eight years for the doctoral program. However, approved periods of absence will not be counted toward the total number of years of enrollment.

(2) In accordance with Article 161 of the University Regulations, students will be expelled if they are found to have violated the University Regulations or other rules and regulations, if their intention to continue study cannot be confirmed (e.g., students who do not register for classes by the deadline and have not applied for a temporary leave of absence or withdrawal), or if they similarly disregard university expectations.

5 Important Notes

The Graduate School of Medicine does not have set requirements for year-over-year advancement, but students who take a leave of absence during a certain year will be required to repeat that year of study.

Temporary Leave of Absence Procedures

Categories		<ul style="list-style-type: none"> - Leave of absence due to illness or injury (Please provide a doctor's note.) - Leave of absence for personal reasons
Period	Application Period	<p>Spring Semester / Fall Semester / Full Year</p> <p>*Regardless of where the date of application falls in the academic year or semester, students will be considered to have taken a leave of absence for the entire period.</p> <p>*Students who plan to take a leave of absence for more than one academic year must apply for Temporary Leave of Absence at the beginning of each subsequent academic year.</p> <p>*Please see p. 15 for the deadline to apply for Temporary Leave of Absence.</p>
	Extensions	New applications as well as extensions must be submitted at the beginning of each applicable semester or academic year.
Academic Fees and Expenses	Measures for Exemption from Academic Fees and Expenses	<p>For students taking a temporary leave of absence, the full cost for each semester during the period will be exempted.</p> <p>*Students must apply in order to receive an exemption.</p>
Credits	Course Registration	<p>Students cannot take classes during semesters in which they are on a leave of absence.</p> <p>(If a student begins a leave of absence in the spring semester, all spring semester courses registered for in April will be deemed invalid. If a student plans to take a leave of absence in the fall semester, fall semester courses will similarly be deemed invalid, but spring semester courses taken and earned when not on a leave of absence will remain valid.)</p>
Advancement and Completion	Years of Enrollment	<p>The period during which students are on a leave of absence does not count toward total years of enrollment.</p> <p>*Temporary leave of absence will not be granted to students who have extended their period of enrollment.</p>
Application Procedures		<ol style="list-style-type: none"> 1. Consult with your research supervisor. 2. Apply with K-support. 3. If approved at a Faculty Meeting, an approval letter will be sent to the guarantor.

4: Administrative Services

1 Student ID Card

The student ID card certifies that the holder is a student of Keio University. Be sure to carry it at all times as it will be required in various situations. Student ID cards cannot be lent or transferred to others.

(1) Reissuance of student ID cards

If your student ID card is lost or damaged, please apply for a replacement as soon as possible by going to K-Support's Applications → Reissue Student ID (see pg. 8 for URL and login details). If there are no discrepancies, your application will typically be approved within a few days, and you will receive an approval notice sent to your Keio University Mail (@keio.jp) email address. Please collect your reissued student ID at the Office of Student Services on Shinanomachi Campus.

– Required documents:

Application Form (prescribed), a photograph for the new student ID card (Clear color image, in JPEG format, of at least 284px by 237px (24mm height by 20mm width); no cap/ hat; full-frontal view of head and shoulders against a plain white, blue, or gray background (no landscapes, curtains, etc.); taken within the last 3 months), and 2,000 yen in the form of a certificate stamp (shoshi) available from the ticket machine at the Office of Student Services on Shinanomachi Campus.

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

(2) Registration sticker

Stickers valid for four years from the time of enrollment are distributed to each student. If you will be enrolled for more than four years due to a leave of absence, study abroad, repeating a year, etc., stickers with renewed validity will be distributed before they expire. If you lose the sticker, please make an application at the Office of Student Services on Shinanomachi Campus.

(3) Return of student ID card

If you have a new student ID reissued and have the original student ID card at any point, or if you are no longer enrolled due to withdrawing from the university, graduating, or any other reason, you must immediately return the original card to the Office of Student Services on Shinanomachi Campus.

2 Notification of Change of Address (Student/Guarantor)

(1) For students

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/Change of Address. Follow this same process to report a change in telephone number as well. Please refer to p. 16 for the URL and how to log in. Applications will normally be completed within a few days as long

as there are no errors. When approved, you will receive a notice of approval through Keio University Mail (@keio.jp). Note that there will be no notification email if the change is only phone number or email address.

If your travel route to and from the university changes, print an application for a Student Commuter Certificate from Certificate Issuance Machine after 7:00 am on the day after receiving a notification of approval on keio.jp.

When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

(2)For guarantors

Immediately report a change of address by going to K-Support and following the links for Applications → Confirmation/Change of Address. Follow this same process to report a change in telephone number as well.

When registering or changing an address that is outside Japan, go to K-Support and follow the links for Application → Overseas Address Registration (Student) and make an application from there.

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



3 Change of Guarantor

If you are planning to change guarantor, go to K-Support and follow the links for Applications → Change of Guarantor (refer to p. 8 for the URL and login information). A guarantor should be an adult who resides in Japan, is responsible for supporting their family financially, and they must be able to bear responsibility for the student's academic fees and expenses and personal affairs. If possible, students should designate one of their parents.

If it is not possible for the student's parent to act as the guarantor, please designate a guardian, such as an older sibling, uncle, aunt, or equivalent. However, if a student is unable to choose a person residing in Japan as a guarantor, the student may assign a person who lives in a foreign country. In this case, please also provide an emergency contact in Japan in case of emergencies by going to K-Support and following the links for Application → Emergency Contact in Japan. The emergency contact must be reachable promptly in the event of emergency.

Also, if a student's guarantor resides overseas, the tuition invoice will be sent to the student's current address.



4 Changing Surname or Given Name (Student/Guarantor)

If you have changed your surname or given name, please go to K-Support and follow the links for Application → Name change (Student) or Name change (Guarantor) and make an application as soon as possible. Refer to p. 8 for the URL and login information.

Required documents

Student ID card, Notification of Change of Name (prescribed form), a Certificate of Family Register or Extract of Family Register containing the new name (must be issued within the last three months, without a My Number), or a Certificate of Residence which the old surname is printed alongside the new surname (must be original documents issued within Japan must be dated within the last three months)/a copy of valid driver's license on which the old surname is printed alongside the new surname/ My Number Card displaying maiden name (valid within expiration date, front side only; notification cards are not acceptable).

5 Change of Nationality

If you have changed nationality, please refer to the Keio Student Website and make an application as soon as possible.

Required documents

Student ID card, an official certificate that can be used to verify the change to the new nationality, such as a copy of the extract of the student's family register (photocopies accepted) or Certificate of Residence (please check with the issuing body in advance to confirm if the necessary information will be stated on the document).

6 Student Commuter Certificate (Student Commuter Pass)

Please follow the procedure below to purchase a student commuter pass after obtaining a paper Commuter Pass Certificate in advance.

(1) Log in to the certificate issuing service (access from Student Website → Procedures → Certificates → Information about Certificates) and apply for a Student Commuter Certificate.

(2) Print out a Student Commuter Certificate at a convenience store or on-campus certificate issuing machine.

(3) Fill in the commuting route and other information on the Student Commuter Certificate and submit it to the station counter to purchase a Student Commuter Pass.

* There is no fee for issuing a Student Commuter Certificate, but there is a 60 yen printing fee for printing the pass at a convenience store.

* The commuting route must be the most economical way between "the closest station to the student's residence" and "the school's closest station to the campus" (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi). If the student is found to be cheating the system, their commuter certificate may be suspended or the student may be punished in accordance with the school regulations.

* If you are to change your home address, please apply for a change of address on K-Support (Address Confirmation/ Change). The new address will be reflected on your commuting certificate after 7:00 a.m. on the morning the following day you receive the email notifying you of the change of address.

Please also use the Certificate Issuance Service for procedures to commute to other campuses in order to take courses. For details, please refer to the Keio Student Website (<https://www.students.keio.ac.jp/en/com/procedure/pass/>)

7 Notifying the University of Off-Campus Research

Students are permitted to temporarily conduct research activities at research institutes (research facilities) outside of the university. Please submit a Notice of Off-Campus Research form (signed and sealed by your research supervisor) to the Academic Affairs Office at the Shinanomachi Office of Student Services. You will need to submit separate forms for each academic year you plan to pursue this activity, even if it spans multiple years.

The Notice of Extramural Research form can be downloaded from the following site:
<https://www.students.keio.ac.jp/sn/gsmcd/procedure/master/off-campus-research.html>
(Japanese only)

8 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.)

How to issue a certificate

(1) Students can use either the certificate issuing machines on campus or the multi-functional photocopying machines installed in convenience stores nationwide. Also, there is a function that sends a download link of an electronic certificate (PDF data of certificate) directly to an employer, overseas educational institution, etc. For more information, please check the Keio Student Website.

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



① Issuance at convenience stores

Certificates can be obtained using the multi-functional photocopying machines at convenience stores nationwide

(FamilyMart, Lawson, Seven-Eleven) Apply online to issue the required certificates, and pay the issuance fees by credit card, in cash at convenience stores, or using other forms of electronic money, etc.

Note: Student Travel Fare Discount Certificates cannot be issued at convenience stores. Please use certificate issuing machines on campus.

② Certificate Issuing Machine

Location	Operation hours
1F, South School Building	Monday-Saturday, 8:45am-8:00pm No service on Saturdays when no classes or semester-end examinations are held, public holidays, during campus-wide breaks and system maintenance periods.

• Certificate Issuing Machines are also available on other campuses (Hiyoshi, Yagami, and SFC).

• Information will be posted on keio.jp when the Certificate Issuing Machines are temporarily out of order due to maintenance or malfunction.

③ Online Delivery of Electronic Certificates (PDFs)

This function is used to send a download link of an electronic certificate (PDF data of certificate) directly to an employer, overseas educational institution, etc. For details, please refer to the Keio Student Website.

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



(2) Certificates in a sealed envelope

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

(3) Application for a certificate by a proxy

A designated person can apply for a certificate on a student's behalf only in cases where a student is not able to visit the university for reasons such as study abroad or being hospitalized. Applications are accepted at the Faculty of Economics Section in the Office of Student Services.

- Required documents

A copy of the applicant's student ID card, a letter of attorney, and the representative's ID (a valid proof of identity)

The letter of attorney may be written in any format as long as it states the intentions of the student. Example: Letter of Attorney

I hereby nominate and authorize [the name of the representative] to apply for and to collect my certificate.

[Date, signature, and seal of the student] To identify the proxy, the following forms of identification are accepted: Keio student ID card, driver's license, passport, My Number Card (valid within expiration date, front side only; notification cards are not acceptable), or Residence Card.

Other forms of identification such as a staff identity card for a company or a student ID card of another university are not accepted.

(4)List of Certificates

Certificate	Language (p)	Price per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	April 1	Courses passed in the Spring Semester will be reflected on September 22.
	English					
Certificate of Expected Graduation	Japanese	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	April 1	Issued to 4th year students only. If you are taking a leave of absence or studying abroad, Please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates) to apply. It will be issued from the undergraduate faculty office.
	English					
Certificate of Course Registration	Japanese	300 yen	Office	Same day	May 2 October 25	If you are taking a leave of absence or studying abroad, please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates) to apply. It will be issued from the undergraduate faculty office..
	English	300 yen		Several days later		
Certificate of Annual Health Examination	Japanese	300 yen	On-campus certificate issuing machines/online/convenience store	Same day	June 12	Can be issued until the end of the academic year during which the checkup was conducted
	English					
Student Travel Fare Discount Certificates (Gakuwari)	Japanese	Free	On-campus certificate issuing machines	Same day	April 1	Certificate with enrollment status up to the 2026 Spring Semester available from April 1 onwards.
Students Commuter Certificate for Shinanomachi	Japanese	Free	On-campus Certificate issuing machines	Same day	March 23	Available April 1 for those matriculating in April 2026 (including transfers into second year, new bachelor's students, and those reentering the university)
Students Commuter Certificate for other campuses	Japanese	Free	On-campus Certificate issuing machines	Same day	April 8 October 1	Necessary when a student purchases a student commuter pass in order to take courses offered in other campuses. For details, please refer to the Keio Student Website https://www.students.keio.ac.jp/com/procedure/pass/)
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	300 yen	Office	Several days later	—	
Other prescribed forms (request forms) from external bodies requiring certification and/or com-	Japanese	300 yen	Office	Several days	—	Please go to K-Support and follow the links for Application → Issue Certificates (Sealed Envelope / Special Certificates)
	English					

pletion	h			late r		to apply.
---------	---	--	--	-----------	--	-----------

Be aware that it may take several days for some certificates to be issued.

A student ID card is required for certificates to be issued and received.

Student Travel Fare Discount Certificates (Gakuwari) are valid for 3 months from the date of issue but will become void when the student is no longer enrolled at the university, even if it is within the 3 month period. Please refrain from applying for more tickets than actually required.

Application forms for group discount tours are available at the Student Life Services Group in the Office of Student Services.

Certificates cannot be issued for students whose tuition has still not been paid for the previous semester or earlier. The certificates can be issued at the Faculty of Economics counter in the Office of Student Services after the tuition payment has been made, but it will take several days for confirmation by the Office of Finance and issuance.

5: Classes and Grades

1 Borrowing Keys

Service Counter: Weekdays 8:45 – 16:45 Shinanomachi Office of Student Services (1F, Koyosha)

*Outside of regular hours, students can borrow keys from the Disaster Prevention Center on the first floor of Building 1.

Procedures: You will need to show your student ID card when borrowing keys.

2 Classes in Emergency Situations

In cases where classes must be canceled in the event of an emergency, such as the suspension of public transportation due to a large-scale accident or because of natural disasters including typhoons, torrential rain, snow, and earthquakes, announcements will be posted on the university website.

Keio University Student Website > Classes > Handling of Classes in Emergencies

3 Procedures in Case of Jury Duty Selection

Keio University does not recognize so-called “official absences.” If you have been selected as a candidate for jury duty and are not sure whether you can attend classes, please contact the graduate section of the Shinanomachi Office of Student Services. Please note that due to the nature of our classes, absences may not be excused.

4 Reports

When submitting reports to the Shinanomachi Office of Student Services report box, please follow these guidelines:

- (1) Reports must be submitted at the designated location during the designated time frame.
- (2) Once a report is submitted, it cannot be amended, even if the submission period is still open.
- (3) Reports must be submitted on time and during the Office of Student Services report box hours.

Report Box Location: Koyosha 1F

Submission Hours: Be sure to confirm the submission periods and deadlines set by each course.

Koyosha is open from 6:00 to 22:00.

5 Grades

(1) Grading

There are five grade levels: S, A, B, C, and D. Passing grades are S, A, B, and C, whereas D is a failing grade. However, some courses use only the two grade levels of P and F, where 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 S, A, B, C or P are assigned a G.

* Courses offered in the Graduate School of Medicine are marked as "D / F (Fail)" in case students do not participate in the courses or not fulfill the course requirements after registering the courses. The grade of "(Carried over to the next fiscal year)" is used only the particular courses** which are assessed over 2 years.

** Master's Programme: "Special Research in Medical Science"

Doctoral Programme: "XX Practice, Seminar, and Advanced Theory" and "Affiliated Institute Educational Program"

* Please note that if you wish to retake a course in the next academic year or later, for which you previously received a grade of "D / F (Fail)", you must follow another application procedure during the designated course registration period. However, attendance and assignments from previous years will not be taken into account in your grade assessment. You will need to start over to fulfill course requirements for gaining the credits.

*Regarding the grading of courses taken in or before AY2016:

The four-point scale is (from highest to lowest): A, B, and C (each considered passing), and D (failing). The grading system for Certain courses and courses taken at other universities, etc. is the same as above.

(2) Grade Point Average (GPA) *For students admitted after AY2017

The GPA is a numeric value expressing the student's average grade score. Grades are converted into a grade point (GP) on a scale from 4.0 to 0.0 (S: 4.0, A: 3.0, B: 2.0, C: 1.0, D:0.0) and multiplied by the number of credits for the course. The sum of this calculation is then divided by the total number of credits for registered courses, giving an average score, i.e., the GPA.

$$\text{GPA} = \frac{\text{Total grade points earned (number of credits} \times \text{GP)}}{\text{Total number of credits}}$$

Courses marked as a Pass (P), Certified (G), or Fail (F), as well as optional courses, are excluded from the GPA calculation.

There are two types of GPA scores: the "semester GPA" for relevant semesters and the "cumulative GPA" for all periods of enrollment. Both the semester GPA and cumulative GPA are stated on grade reports. Only the cumulative GPA is shown on the Transcript of Academic Record.

(3) Grade Reports

The Grade Report is available on the keio.jp during the designated period. The university will not send hard copies by post. In order to view the Grade Report, keio.jp ID and password are required. The period in which the Grade Report is available is announced on the websites. For details on reissuing passwords and using the online system, please refer to "4: Web System."

(4) Transcript of Academic Record

Grades of completed courses will be reflected on a student's transcript of academic record starting in April of the following year. However, students who have met completion requirements will be able to request a transcript that includes grades for all credits earned during their course of study starting on the first weekday following their date of completion (March 10).

6 Subject Numbering (K-Number)

In AY2022, Keio University introduced a course numbering system (K-Number) in which all courses will be numbered to indicate the subject's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and create a systematic study plan that suits their learning needs.

For courses offered jointly between multiple faculties or undergraduate and graduate levels, a separate number is assigned for each faculty/graduate school, respectively.

For details, please refer to the Japanese version of the course guide and lecture outline.

6: Student Life Services

1 Student Life Services Counter

Student Life Services Section, Office of Student Services (1F, Koyosha)

This office deals with scholarships and financial aid, the Keio Student Health Care Mutual Aid Association (*Gakuseikenpo*), placement and career services, and other matters.

2 Scholarships & Financial Aid

The Keio University Graduate School of Medicine offers scholarships and financial aid specific to the graduate school and available to all Keio students.

Scholarship and financial aid information will be posted at the following link:

<https://keiouniversity.my.site.com/students/s/scholarships/sn>

Please check the International Center website (<http://www.ic.keio.ac.jp/>) to confirm application processes for options available to individuals studying abroad.

3 Office of Mental Health (Shinanomachi)

Students can speak with counselors at the Student/Faculty Counseling Room to discuss a variety of concerns. For details, please navigate to the following on the Keio University Student Website:

Shinanomachi > Graduate School of Medicine > Student Life > Consultation Services > Consultations.

<https://www.students.keio.ac.jp/en/com/life/consult/info.html>(Japanese)

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

The Keio Student Health Care Mutual Aid Association (*Gakuseikenpo*) administers medical care benefits, subsidies for accommodation fees at affiliated *ryokan* (Japanese inns with which the *Gakuseikenpo* has an agreement), etc. Please also refer to the Guidebook for the Keio University Student Health Insurance Plan, which was distributed at the time of admission and contains other useful information.

*The medical care benefit system is a plan by which the *Gakuseikenpo* will reimburse a portion of the co-payment of the student's medical expenses when they receive treatment at a medical facility upon presentation of their health insurance card. Please refer to the Guidebook for the Keio University Student Health Insurance Plan for more details.

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

5 Personal Accident Insurance for Students Pursuing Education and Research)(*Gakkensa*)

In consideration of cases where a student suffers a physical injury in Japan or overseas as a result of a sudden or fortuitous accident of an external origin in the course of educational and research activities, Keio University has joined the "Personal Accident Insurance for Student Pursuing Education and Research" (abbreviated as *Gakkensa*) of the Japan Educational Exchanges and Services Association (JEES) and will pay all insurance premiums.

Personal Accident Insurance for Students Pursuing Education and Research

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

“In the course of educational and research activities” as covered by this insurance refers to:

(1) During Regular Curricular Activities

“Activities” covers lectures, experiments, training, seminars, and practical training (hereafter collectively called “classes”) and includes the following:

- ① When engaged in thesis or dissertation research under the direction of a research supervisor (excluding periods where the student is engaged in these activities for personal reasons).
- ② When participating in class preparation or cleanup, or conducting research activities, at school facilities such as in the university library or reference room, or in a language learning facility, as directed by a research supervisor.
- ③ When taking regular courses at other universities or junior colleges in accordance with the provisions of Article 28 of the Standards for the Establishment of Universities and Article 15 of the Standards for the Establishment of Graduate Schools. The term “other universities or junior colleges” herein includes foreign universities or junior colleges.

(2) During School Events

This covers participation in educational activities which include the entrance ceremony, orientation, and graduation ceremony, and other events hosted by the school.

(3) While in the Premises of a School Facility Outside of Points (1) And (2)

This covers periods when the insured is in school facilities owned, used, or managed by the school for education (excludes periods where the student is in the dormitory, activities held in times or places prohibited by the school, and conduct prohibited by the school).

(4) While Commuting to and from School or While in Transit Between School Facilities

This covers accidents during transit between university facilities or traveling to/from a university facility and the insured person’s address at time of enrollment.

(5) While Engaging in Extracurricular (Club) Activities Outside of School Facilities That Keio University Has Been Notified Of

This covers cultural or athletic activities in accordance with the school rules and regulations and under the supervision of a student group approved by the school (excludes dangerous sports such as mountain climbing and hang gliding).

Insurance benefits shall be paid based on the claim of the applicant (insured person). In the event of an accident during the above activities, the applicant should consult with the Student Life Services Section of the Office of Student Services and follow the prescribed procedures. In addition, to ensure smooth processing, please submit a Notice of Off-Campus Research form (Japanese) when conducting research at an institution or facility other than Keio University.

For other details regarding this insurance, please refer to Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research “*Gakkensa*” distributed at time of admission or ask directly at the Student Life Services Section of the Office of Student Services.

6 Voluntary Insurance Programs

The following two compensatory plans can be joined voluntarily: Please contact the provider directly to request information or to join.

For students in the Master's Program for Cancer Professional Development, it is mandatory to have *Gakkensai* liability insurance in order to participate in clinical training. Please apply during April at the Shinanomachi Office of Student Services. Applications must be resubmitted each academic year.

(1) Comprehensive Student Compensation Plan

Keio Academic Enterprise Co., Ltd. (Keio University affiliate)

TEL: 03-3453-3846

(2) Cooperative Benefits Program

Keio Co-op

TEL: 045-563-8489

(3) *Gakkensai* Liability Insurance Coupled with Personal Accident Insurance for Students Pursuing Education and Research & Contact Infection Coverage

Student Life Services Section, Office of Student Services

TEL: 03-5363-3665

7 Health Management

(1) Health Checkups

① Annual Health Checkup

A health checkup is conducted once a year (around April) for all year levels at the university in accordance with the School Health and Safety Act. Students must participate every year.

If you do not undergo your health checkup, you will not be able to obtain a Certificate of Annual Health Checkup.

However, if you are unable to receive the student health checkup due to working at another medical institution, and the health checkup items at your workplace meet the requirements here, you may substitute those results for the student health checkup.

For details, please refer to the health checkup information on the Health Management Center website.

<https://www.hcc.keio.ac.jp/en/health-checkup/index.html>

② For Those with Both Student and Faculty/Staff IDs

The Health Center mainly uses keio.jp to provide information on health checkups and reservations and to notify students of results. If you have both student and faculty/staff IDs, you will need to obtain and activate separate Keio IDs and have a health checkup according to your status.

keio.jp Activation

Please refer to the KIC websites listed below. Please follow the procedures for both (a) and (b).

(a) Registration for Students

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

(b) Registration for Faculty/Staff Members

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

Shinanomachi Spring Health Checkups

At Shinanomachi, students may receive multiple notifications regarding health checkups in the spring, but please note that you do not have to have more than one checkup. For those who qualify for examinations, please prioritize them as follows:

Priority 1: Pre-Employment Health Checkup → Please take the examination for “faculty/staff.”

Priority 2: Student Annual Health Checkup → Please take the examination for “students.”

The Annual Health Checkup for faculty and staff will be conducted in the fall (around September), so please be sure to undergo the checkup when you are notified.

Due to differences in the health checkups, the spring student health checkup cannot be taken in place of the fall health checkup for faculty and staff members. Please be sure to also undergo the fall health checkup for faculty and staff. (Chest x-rays, however, can be excluded from the fall checkup if they were taken during the spring student health checkup. Please be sure to notify a staff member during your fall checkup.)

Special Health Checkups

Those who interact with hazardous materials (e.g., organic solvents, ionizing radiation) in the course of work or study will receive special health checkup notifications from relevant administrative sections. If you have both student and faculty/staff status, you should participate as a faculty/staff member.

(2) On-Campus Infection Prevention

To prevent the outbreak of infectious diseases such as influenza, COVID-19, and infectious enteritis, we ask that you see a doctor immediately if you are experiencing symptoms such as a fever above 37.5° C, nasal discharge, nasal congestion, sore throat, cough, diarrhea, or vomiting.

If you have contracted or are suspected of having contracted an infectious disease specified in the School Health and Safety Act (such as whooping cough, measles, influenza, epidemic keratoconjunctivitis, or COVID-19), you must immediately refrain from coming to campus and report your condition via the form on the Health Center website. After submitting the form, you will receive a call from the Health Center with further instructions.

<https://forms.gle/zHf5WN7NnGXP6Gnq5>

(Japanese only)

After recovering, you must receive “permission to return to campus interview” administered by the Health Center before returning to campus. After the interview, please ask for an Infectious Disease Report Form and submit it to the Office of Student Services.

If you have not submitted an Infectious Disease Report Form, the Health Center may not be able to conduct an interview.

Shinanomachi Campus Health Center

Website: <http://www.hcc.keio.ac.jp/en/admissions/shinanomachi.html>

Direct dial: 03-5363-3634

8 Support 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 the time when the details of reasonable accommodation are determined. If you wish to continue to receive reasonable accommodation, you will need to apply 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."

7: Course Registration Requirements

1 Course Registration

Please read this document carefully and consult with your research supervisor before making any subject decisions. Please contact the Graduate School Section at the Shinanomachi Office of Student Services if you have any questions.

Important: If you do not complete your registration by the deadline, do not request a temporary leave of absence or withdrawal from the university, and your intention to study cannot be confirmed, you will be expelled.

(Article 161 of the University Regulations)

keio.jp Registration Periods:

(1st period) April 3 (Fri) 12:30 – April 6 (Mon) 16:00

(2nd period) April 7 (Tue) 16:00 – April 15 (Wed) 10:00

If you have difficulty submitting your application in the first period, you may submit it during the second period. However, you may not be able to register for some courses (courses offered at other campuses, etc.).

Please be sure to receive instructions from your research supervisor before registering for courses.

(1) Before the Course Registration Period

① Please refer to the lecture outline in the Japanese version of the “Registration Guide and Outline of Lectures” and plan your course of study for this academic year.

② When selecting classes, be sure to receive instructions from your academic advisor.

③ **When taking elective courses in the master’s program and Minor subjects in the doctoral program, be sure to contact the person in charge of the course and receive his/her instructions.**

④ If you have any questions about your course of study, please contact your academic advisor or the Graduate School Section of the Student Affairs Division.

(2) During the Course Registration Period

Please register for subjects via K-Support. For details on how to register, please check the “Course Registration System User Manual” on website.

You can modify your registration as many times as you like during the period, so please submit your registration as early as possible during the period. Please note that the system will be down for about one hour from 4:00 a.m. every day for scheduled maintenance.

※ If you take a course for which you have not registered, it will be invalid and you will not receive any credits.

※ Please check the web for the latest information as the timetable is subject to change.

※ **If a student fails to register for a course by the due date, he/she will be dismissed from the university as having no intention to study (Article 161 of the University Regulations). (Article 161 of the School Regulations)**

※For those who have been admitted to study abroad or are scheduled to study abroad, please contact the Graduate School Section of the Student Affairs Division for information on course registration (see p. 16).

Course Registration Procedures

① Refer to the list of class registration numbers, and confirm the names of the courses, the name of the person in charge, and the registration number (5 digits) carefully.

(a) In principle, all courses to be taken in the current academic year are registered in the spring semester. (Additional registration in the fall semester is not allowed except for courses designated by other graduate schools, research centers, or other campuses.)

(b) Doctoral students who enroll in September should consult with the Graduate School Section, Student Affairs Office.

Students should plan to obtain as many credits as possible by the first year of the Master's course and by the second year of the Doctoral course.

※Courses offered jointly with other graduate schools or research centers must be taken under the Graduate School of Medicine's registration number.

※Only courses to be taken in the current academic year are registered in the spring semester. However, courses to be taken during the first two years of the Graduate School of Medicine are required to be registered at the time of admission. (Master's course: "Special Study on Medical Science" and; Doctoral course: "XX Practice, Seminar, and Advanced Theory" and "Affiliated Institute Educational Program").

② Select the subject field.

Each subject has a "field" number that denotes which type of subject it is. There are two types of subjects: "Column A" subjects are tied to a specific field and automatically registered as such, whereas you need to select the field for "Column B" subjects. Please use the 2-digit number corresponding to the field when registering for "Column B" subjects.

(Subjects for which only the subject registration number is needed [Column A])

– Master's students

 Optional required subjects at the Graduate School of Medicine

– Doctoral students

 Core subjects at the Graduate School of Medicine

(Subjects for which students select the field [Column B])

– Master's students

 Elective courses at the Graduate School of Medicine and subjects offered by other graduate schools, research centers, institutes, etc.

– Doctoral students

 Minor subjects at the Graduate School of Medicine and subjects offered by other graduate schools, research centers, institutes, etc.

(3) After the Course Registration Period

- ①As a rule, changes in courses will not be accepted. Please make sure to print your course registration as it will be an important copy to show you what you have registered.
- ②After 16:00 on April 20, be sure to check if the courses you have registered for are correctly registered on K-Support.

If necessary, please contact the Student Affairs Division to make corrections during the correction period (April 21–April 22 until 16:00.)

After this period, the course registration for this academic year is considered completed and the course details will be finalized. The University will not be responsible for any problems that may occur due to failure to complete the above (e.g., insufficient credits for completion due to failure to report, wrong courses, etc.; failure to receive mail from the University due to failure to submit a change of address form, etc.).

- ③Students may cancel their course registration after classes have started. If you wish to do so, please follow the specified procedure during the specified period. Cancelled courses will be removed from the list of courses and will not be reflected in the GPA (for students enrolling in 2017 or later only). Course cancellations that will not fulfill the requirements for completion of the course will not be accepted. Since the deletion of a course will result in a change in the course status, please be sure to consult with your academic advisor.

(4) Course Registration Cancellation System

Classification	Application Period	Courses Subject to Cancellation	Method
Course Registration Cancellation Period (First Half of Spring)	10:00 on Wednesday, April 29 – 16:00 on Thursday, April 30	All courses offered by the Graduate School of Medicine and Spring Semester courses offered by other graduate schools, research institutes, centers, etc. (except for courses offered in the second half of the Spring Semester)	K-Support
Course Registration Cancellation Period (Second Half of Spring)	10:00 on Wednesday, June 24, – 16:00 on Thursday, June 25	All courses offered by the Graduate School of Medicine, and courses offered by other graduate schools, research institutes, centers, etc. in the second half of the Spring Semester	To fill in and submit the prescribed form at the Office of Student Services counter
Course Registration Cancellation Period (First Half of Fall)	10:00 on Thursday October 22 – 16:00 on Friday, October 23	All courses offered by the Graduate School of Medicine and Fall	To fill in and submit the prescribed form at

		Semester courses offered by other graduate schools, research institutes, centers, etc. (except for courses offered in the second half of the Fall Semester)	the Office of Student Services counter
Course Registration Cancellation Period (Second Half of Fall)	10:00 on Monday, December 14 – 16:00 on Tuesday December 15	All courses offered by the Graduate School of Medicine, and courses offered by other graduate schools, research institutes, centers, etc. for the second half of the Fall Semester	To fill in and submit the prescribed form at the Office of Student Services counter

For courses offered by other graduate schools, research institutes, centers, etc. for which registration cancellation is not allowed, please refer to the following web page:

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

If you wish to cancel courses offered by the Graduate School of Medicine, please do so during the course registration cancellation period (first half of spring) as much as possible.

[Important] Notes on Course Completion

Courses offered in the Graduate School of Medicine are marked as "D / F (Fail)" in case students do not participate in the courses or not fulfill the course requirements after registering the courses. The grade of "(Carried over to the next fiscal year)" is used only the particular courses** which are assessed over 2 years.

**** Master's Programme: "Special Research in Medical Science"**

Doctoral Programme: "XX Practice, Seminar, and Advanced Theory" and "Affiliated Institute Educational Program"

If you have registered courses for which you have no prospect of completing, please delete them during the designated period of Course Cancellation. Failure to do so will result in a grade of "D / F" (Fail) posted to the student's academic transcript. The failing grades of courses other than optional courses count toward your GPA of those enrolled after 2016.

Please note that if you wish to retake a course in the next academic year or later, for which you previously received a grade of "D / F (Fail)", you must follow another application procedure during the designated course registration period.

However, attendance and assignments from previous years will not be taken into account in your grade assessment. You will need to start over to fulfill course requirements for gaining the credits.

2 Registering for Subjects Offered by Other Graduate Schools, Research Centers, and Campuses

If deemed necessary by the research supervisor, and following deliberation by the Graduate School of Medicine Committee, students may take courses at other graduate schools, faculties, or research institutes within Keio University, or courses at external graduate schools or research institutes approved by the Graduate School of Medicine Committee, and, upon evaluation, receive appropriate credit for these subjects. (Article 86-5-① of the University Regulations)

Students may take courses from other Keio University graduate school master's programs or faculties as electives under the direction of their research supervisors. Students who wish to take courses outside of the Graduate School of Medicine are asked to consult with the Graduate School Section of the Office of Student Services about how to enroll.

However, courses at the "Global Research Institute (KGRI)," "Museum Commons (KeMCo)," "Fukuzawa Research Center," "Art Center," and "Shidobunko" are regarded Optional Courses (counted as credits outside the requirements for promotion and completion of courses). The "Center for Quality Assurance in Higher Learning" will also be open to students. Courses offered by the Center can be taken as electives up to a total of 2 credits. Any more than that will be taken as Optional Courses.

*Courses common to all graduate schools (courses established by the "Center for Quality Assurance in Higher Learning"):

Graduate-level Common Courses are courses shared among all graduate schools that are designed to cultivate the knowledge that is necessary for students' research. At the same time, the courses aim to enable students to utilize their own expertise while combining knowledge from all disciplines to create and apply a new kind of "multidisciplinary and interdisciplinary knowledge." It is hoped that students will conduct their studies transcending beyond the academic boundaries of humanities, sciences, and other disciplines. By doing so, students can have a more fruitful time doing their research, advancing their careers, and other pursuits.

Courses are currently available in the following areas. For details on courses offered, please check the portal and other websites, as well as the syllabi. Please note that courses with a large number of applicants may be subject to student screening. In the event of student screening, priority will, in principle, be given to students who have not yet taken the course in question.

(1) Research Skills

Students will acquire the knowledge and skills needed for conducting their research.

(2) Data Science and AI

Students will take classes and seminars to learn how data science and AI technology are used in society, and how to make practical use of them. Courses that conduct seminars will deal with beginner-level programming geared for students with no background in data science.

(3) Environmental Sustainability

Students will combine their knowledge from diverse fields and develop solutions to environmental problems.

<Entrepreneurship Education>

Keio University promotes entrepreneurship education to strengthen its mission of “contributing to society,” one of the university’s three core missions.

In the 2026 academic year, the “Entrepreneurship Fundamentals Course” (Thursdays, 3rd period) will be offered at the Hiyoshi Campus.

This course is expected to foster an entrepreneurial mindset among participating students, enhance the quality of their ventures, and promote community building among them.

Within the Graduate School of Medicine, this course is available as an elective for both Master’s and Doctoral students.

Please refer to the syllabus for course details.

<https://gslbs.keio.jp/pub-syllabus/search>

Master's Programs

1 Subjects & Credits

Below is a list of courses and the number of credits offered for the AY 2026 master's program at the Graduate School of Medicine.

In principle, students enrolled in the master's program may not take courses from doctoral program. Special Studies on Medical Science is two-year courses.

1. Master's Program Prescribed Subjects

(1) Elective Required Subjects

Subject Name	Credits	Instructor	Subject Type	Notes
INTRODUCTION TO MEDICINE	3 ¹	Naoko Irie/Tetsuya Tsuji	A01 01-01-01 Elective required subject	
MEDICAL ETHICS	2	Masatoshi Nara		
COORDINATED CURRICULUM ON BEING A PROFESSIONAL STUDENT IN MEDICAL SCIENCES	2	Kenji Konomi		
CLINICAL EXPERIENCE PROGRAM	1	Junichi Sasaki		—
SPECIAL STUDY ON MEDICAL SCIENCE	18 ²	(Student's thesis advisor)		—

¹ 5 credits for students enrolled in or before 2023.

² 16 credits for students enrolled in or before 2023.

(2) Elective Subjects

Subject Name	Credits	Instructor	Subject Type	Notes
ANATOMY	2	Kazunori Nakajima	B02 02-01-01 Elective subject	
CHIRAL BIOLOGY	2	Junpei Sasabe		
VASCULAR BIOLOGY	2	Yoshiaki Kubota		

Subject Name	Credits	Instructor	Subject Type	Notes
ADVANCED AI MEDICAL SCIENCE	2	Kazuhiro Sakurada		
PHYSIOLOGY	2	Hiroshi Makino		
PHYSIOLOGY	2	Not offered		
PHARMACOLOGY	2	Masato Yasui		
MEDICAL CHEMISTRY	2	Toshiro Sato		
MOLECULAR BIOLOGY AND GENETIC MEDICINE	2	Naoko Irie		
PREVENTIVE MEDICINE AND PUBLIC HEALTH	2	Toru Takebayashi		
PREVENTIVE MEDICINE AND PUBLIC HEALTH	2	Tomonori Okamura		
BIOSTATISTICS	2	Yasunori Sato		
PATHOLOGY	2	Shigeki Sekine		
PATHOLOGY	2	Yae Kanai		
MICROBIOLOGY AND IMMUNOLOGY	2	Kazuyoshi Ishigaki		
MICROBIOLOGY AND IMMUNOLOGY	2	Kenya Honda		
LEGAL MEDICINE	2	Masaki Q. Fujita		
HEALTH POLICY AND MANAGEMENT	2	Hiroaki Miyata		
ADVANCED MEDICAL RESEARCH	2	Kenji Tanaka		
ADVANCED MEDICAL RESEARCH	2	Yuki Kagoya		
INTERNAL MEDICINE	2	Jin Nakahara		
INTERNAL MEDICINE	2	Keisuke Kataoka		
INTERNAL MEDICINE	2	Masaki Ieda		
INTERNAL MEDICINE	2	Yuko Kaneko		

Subject Name	Credits	Instructor	Subject Type	Notes
INTERNAL MEDICINE	2	Kaori Hayashi		
INTERNAL MEDICINE	2	Takanori Kanai		
INTERNAL MEDICINE	2	Motohiko Kato		
INTERNAL MEDICINE	2	Koichi Fukunaga		
SURGERY	2	Satoru Matsuda		
SURGERY	2	Akihiro Fujino		
SURGERY	2	Hideyuki Shimizu		
SURGERY	2	Keisuke Asakura		
NEUROSURGERY	2	Masahiro Toda		
CLINICAL ANESTHESIOLOGY	2	Takashige Yamada		
ORTHOPAEDICS	2	Masaya Nakamura		
REHABILITATION MEDICINE	2	Tetsuya Tsuji		
REHABILITATION FOR CANCER PATIENTS	2	Tetsuya Tsuji		
PLASTIC SURGERY	2	Kazuo Kishi		
DEVELOPMENTAL MEDICINE	2	Satoshi Narumi		
OBSTETRICS AND GYNECOLOGY	2	Wataru Yamagami		
OBSTETRICS AND GYNECOLOGY	2	Masanori Ono		
OPHTHALMOLOGY	2	Kazuno Negishi		
DERMATOLOGY	2	Keisuke Nagao		
UROLOGY	2	Undecided		

Subject Name	Credits	Instructor	Subject Type	Notes
OTORHINOLARYNGOLOGY, HEAD AND NECK SURGERY	2	Hiroyuki Ozawa		
PSYCHIATRY	2	Hiroyuki Uchida		
KAMPO MEDICINE	2	Yuko Kaneko		
RADIOLOGY	2	Masahiro Jinzaki		
RADIOLOGY	2	Atsuya Takeda		
DENTISTRY AND ORAL SURGERY	2	Satoru Morikawa		
PHARMACOKINETICS	2	Hisakazu Ohtani		
LABORATORY MEDICINE	2	Hiromichi Matsushita		
EMERGENCY AND CRITICAL CARE MEDICINE	2	Junichi Sasaki		
INFECTIOUS DISEASES	2	Ho Namkoon g		
CLINICAL GENOMICS	2	Kenjiro Kosaki		
SPORTS MEDICINE	2	Kazuki Sato		
CANCER GENOMICS	2	Hiroshi Nishihara		
BEHAVIORAL SCIENCE	2	Taishiro Kishimoto		
SYNAPTOLOGY	2	Michisuke Yuzaki		
COMPUTATIONAL MICROBIOMICS	2	Daniel Mande		
PROTEOSTASIS	2	Nadinath Nilegoda		
BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY	2	Dai Kusumoto		

Subject Name	Credits	Instructor	Subject Type	Notes
SIGNAL EXPLORATION	2	Wataru Shihoya		
ION SIGNALING AND RESPONSE	2	Airi Jo		
MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY	2	Tomohisa Sujino		
EPIGENETICS AND STEM CELL BIOLOGY	2	Tsunetoshi Nakatani		
QUANTUM BIOLOGY	2	Mari Kubota		
DESIGN AND ANALYSIS OF CLINICAL TRIALS	2	Yasunori Sato		
FUNDAMENTALS OF EPIDEMIOLOGY	2	Daisuke Sugiyama		Jointly held with doctoral program
CLINICAL EPIDEMIOLOGY	2	Tomonori Okamura		Jointly held with doctoral program
BIostatISTICS	2	Yasunori Sato		Jointly held with doctoral program
INTRODUCTORY BIostatISTICS1	2	Daisuke Sugiyama		Jointly held with doctoral program
INTRODUCTORY BIostatISTICS 2	2	Daisuke Sugiyama		
CHEMISTRY	2	Hiroyoshi Inoue		

*Please use the "Course Registration Number List" to confirm courses offered this academic year and instructors.

*If multiple instructors offer the same course, each one can be taken as a different course.

2. Course Enrollment Notes

(1) Course Selection

When selecting courses, please follow the instructions of your research supervisor. Students are encouraged to obtain as many credits as possible in the first year of study, except for "Special Study on Medical Science," which is required for completion. This allows them to focus on writing their master's thesis and engaging in research activities in the second year. Additionally, "Special Study on Medical Science" is assessed over two years, so students must register these courses in the first year of study.

(2) Taking Elective Courses

When taking elective courses, please be sure to contact the person in charge of the course in April and receive instructions (Excluding "Clinical Epidemiology", "Biostatistics". Please note that if you

do not contact the course director and receive instructions, you will not receive credits for the course, which will be to your disadvantage.)

(3) Taking elective required courses

Students must complete all of the following elective required courses: "Introduction to Medicine," "Medical Ethics," "Coordinated Curriculum on Being a Professional Student in Medical Sciences," "Clinical Experience Program" and "Special Study on Medical Science".

*Please count and keep track of the number of times you attend lectures by yourself. The Office of Student Services will not inform you of the number of times you attend lectures.

3. Submission of Research Plan

The "Research Plan" should outline your plans for the title, purpose, and research/experimental plan of your research while you are in graduate school. After careful consultation with your research supervisor, obtain his/her signature and seal.

After careful consultation with your research supervisor, submit the signed and sealed plan to the Graduate School Section, the Office of Student Services by the end of July of your first year of study.

4. Cancer Professional Development Program

(1) Registering for Subjects

Students enrolled in the university as part of the Cancer Professional Development Program must acquire at least 26 credits from elective required subjects and satisfy the following three criteria:

i. Students must take and receive credits from each of the following elective subjects:

- REHABILITATION MEDICINE
- REHABILITATION FOR CANCER PATIENTS

ii. Students must take and receive credits from each of the following jointly held master's and doctoral program subjects:

- BIOSTATISTICS
- BASIC ONCOLOGY
- CLINICAL ONCOLOGY
- CUTTING-EDGE GENOMIC MEDICINE

(iii) Students must attend lectures for PALLIATIVE MEDICINE. (Students are not required to register for the subject, but must attend the lectures.)

(2) Off-Campus Research

Students who wish to conduct second-year practical training at the Shizuoka Cancer Center are asked to consult with the Cancer Professional Development Program administrator at the Office of Student Services by the summer of their first year. Please refer to p. 15 of this guide for more information on notifying the university of off-campus research. For students in the Master's Program for Cancer Professional Development, it is mandatory to have *Gakkensai* liability insurance in order to participate in clinical training. Please refer to p.28 of this guide.

5. Entrepreneurship Development Program (No new admissions accepted)

(1) Course Completion Requirements

Those who have enrolled in the Entrepreneurship Development Course and fulfill the following conditions ① and ② will be certified as having completed the course.

The student must also fulfill the requirements for completion of the master's course as described in [2 Requirements for Completion of Course].

① Students must take 4 out of the following 6 courses and earn credits.

ACQUIRING ENTREPRENEURSHIP SKILLS

REGULATORY SCIENCE

INNOVATION IN HEALTH AND MEDICINE

EMERGENCE OF DATA DRIVEN SOCIETY AND STRATEGY

HEALTH ECONOMICS

INDUSTRY ANALYSIS: HEALTHCARE INDUSTRY

② Incorporate elements related to entrepreneurship in the master's thesis. However, if this is difficult due to the circumstances of the research theme, etc., the student may submit the learning outcomes related to entrepreneurship as a report separate from the master's thesis.

The report should be a one- to two-page A4 paper summary.

(2) Elective Courses

In addition to the elective courses offered by the Entrepreneurship Development Course, students should take at least 4 credits of elective courses not offered by the Entrepreneurship Development Course.

6. Miscellaneous

None

2 Program Completion Requirements

(1) Students must be enrolled in the master's program of the Graduate School of Medicine for at least two years (one year if the dual degree system is applied), conduct research under the guidance of their research supervisor, and earn a total of at least 30 credits meeting the two criteria below under "Required Subjects for Completion."

Required Subjects for Completion

i. Elective required subjects comprising 26 credits or more

ii. Elective subjects comprising 4 credits or more

However, students enrolled through the dual degree program from the Graduate School of Business Administration must earn 26 credits from elective required subjects, including 4 credits in HEALTH ECONOMICS and 4 credits in INDUSTRY ANALYSIS: HEALTHCARE INDUSTRY (offered every other year).

(2) Students must present their master's thesis and attend the screening for completion of program requirements, submit the master's thesis, and pass the final assessment.

3 Thesis Submission

Master's Degree Application and Submission of Master's Thesis

The prescribed form can be downloaded from the Keio University Student Website (available around mid-July).

<https://www.students.keio.ac.jp/sn/gsmmed/procedure/master/thesis.html> (Japanese)
(Degree Regulations)

Students who complete a master's program are awarded a master's degree. (Article 3)

Students seeking a master's degree in accordance with the provisions of Article 3 shall submit a thesis to the relevant graduate school committee through their research supervisor as prescribed by each graduate school. (Article 7-①)

Procedures for applying for a master's degree and submitting a master's thesis are as follows:

① Submission of Master's Thesis Abstract (Deadline: 16:00 on Thursday, October 1)

Submit a thesis abstract by downloading the prescribed form from the Keio University Student Website and delivering it to the Graduate School Section of the Office of Student Services. Students must submit this by the designated date corresponding to the year for which they are applying.

② Presentation of Master's Thesis (Monday, October 19 – Tuesday, October 20)※Attendance on both days is required.

Specifics on presentations and time schedules will be announced on the Web at a later date.

An examination is conducted by one main research supervisor and two co-research advisors. The co-research advisors shall be selected from among faculty members qualified to supervise master dissertations and may include experts from within or outside the university. Students shall refer to their research supervisor for detailed instructions. An announcement will be made in the unlikely event of a change.

*First-year students are also required to attend.

③ Master's Degree Application and Master's Thesis Submission (Deadline: 16:00 on Tuesday January 5)※Deadlines are strictly enforced.

The Format of Master's theses will be published on the Keio University Student Website.

Documents to be submitted:

1. Four copies of the master's thesis (three copies in temporary binding and one copy in unbound format)

(However, the number of required copies for submission may increase depending on the number of review committee members.)

2. Permission Form for the Use of Master's Thesis *Download from the Keio University Student Website

***Request from the Shinanomachi Media Center for permission to cooperatively use student thesis.**

The Shinanomachi Media Center (library) maintains a collection of submitted theses. The following rights must be granted by thesis authors (as copyright holders) prior to use:

- Circulation
- Reproduction

When submitting a thesis, students must fill out the "Library Permission Form (Master's)" and submit it with their thesis.

④ Master's Thesis Review Committee

Specific review processes and time schedules will be announced on the Web at a later date. An examination is conducted by one main research supervisor and two co-research advisors. The co-research advisors shall be selected from among faculty members qualified to supervise master dissertations and may include experts from within or outside the university. Students should refer to their research supervisor for detailed instructions. An announcement will be made in the unlikely event of a change.

Master's thesis review committee session: Monday, January 18 – Wednesday, January 20

4 Examination Criteria for Degree Theses and Dissertations

Students must be enrolled in a master's program for at least two years, complete all coursework, and earn the required number of credits as specified in the program outline. Students must engage in research under their academic advisor, present progress reports on their thesis and receive advice and instruction from experts other than their academic advisor, after which they will submit their thesis. When submitting their thesis to be reviewed for thesis defense, students will present their research to a review committee, who will expect them to answer questions from committee members and will consider how they have incorporated the advice they received into their research. Final approval of their thesis will be made by the Graduate School of Medicine Committee .

1. The thesis is based on **research conducted solely by the applicant.**
2. The thesis research has **a clear objective and methodology.**
3. The thesis draws **the correct conclusions from the research findings.**
4. The thesis research **makes a contribution to the field.**
5. The thesis research was conducted **in accordance with research ethics guidelines.**
6. The applicant possesses **a wide range of medical knowledge and high ethical standards.**
7. The applicant can **accurately present on their research findings and related issues.**

Doctoral Program

1 Subjects & Credits

Below is a list of subjects and the number of credits offered for the AY2026 doctoral program at the Graduate School of Medicine.

(Asterisk (*) denotes subjects are two-year courses.)

※ The "XX:PRACTICE" for students enrolled in or before 2023 is 8 credits.

Medical Science Program

Core Subjects Required by Major

Subject		Credits	Instructor
	MEDICAL ETHICS	1	Masatoshi Nara
	MEDICAL SCIENCE METHODOLOGY	1	Kenji Konomi
	SPECIAL MEDICAL LECTURE	1 ¹	Kazuyoshi Ishigaki

¹ 2 credits for students enrolled in or before 2023.

Core Subjects (by Major)

Subject		Credits	Instructor
Anatomy	*	ADVANCED ANATOMY	Kazunori Nakajima
	*	ANATOMY: SEMINAR	
	*	ANATOMY: PRACTICE	
	*	ADVANCED ANATOMY	Yoshiaki Kubota
	*	ANATOMY: SEMINAR	
	*	ANATOMY: PRACTICE	

Subject		Credits	Instructor
Chiral Biology	*	ADVANCED CHIRAL BIOLOGY	Junpei Sasabe
	*	CHIRAL BIOLOGY: SEMINAR	
	*	CHIRAL BIOLOGY: PRACTICE	

Subject		Credits	Instructor
Physiology	*	ADVANCED PHYSIOLOGY	Not Offerd
	*	PHYSIOLOGY: SEMINAR	
	*	PHYSIOLOGY: PRACTICE	
	*	ADVANCED PHYSIOLOGY	Hiroshi Makino
	*	PHYSIOLOGY: SEMINAR	
	*	PHYSIOLOGY: PRACTICE	
Subject		Credits	Instructor
Pharmacology	*	ADVANCED PHARMACOLOGY	Masato Yasui
	*	PHARMACOLOGY: SEMINAR	

	*	PHARMACOLOGY: PRACTICE	9	
Subject			Credits	Instructor
Biochemistry	*	ADVANCED MEDICAL BIOCHEMISTRY	4	Toshiro Sato
	*	MEDICAL BIOCHEMISTRY: SEMINAR	4	
	*	MEDICAL BIOCHEMISTRY: PRACTICE	9	
Subject			Credits	Instructor
Molecular Biology	*	ADVANCED MOLECULAR BIOLOGY	4	Naoko Irie
	*	MOLECULAR BIOLOGY: SEMINAR	4	
	*	MOLECULAR BIOLOGY: PRACTICE	9	

Subject			Credits	Instructor
Clinical Genomics	*	ADVANCED MEDICAL GENOMICS	4	Kenjiro Kosaki
	*	MEDICAL GENOMICS: SEMINAR	4	
	*	MEDICAL GENOMICS: PRACTICE	9	
Subject			Credits	Instructor
Advanced Medical Research	*	ADVANCED MEDICAL RESEARCH	4	Kenji Tanaka
	*	ADVANCED MEDICAL RESEARCH: SEMINAR	4	
	*	ADVANCED MEDICAL RESEARCH: PRACTICE	9	
	*	ADVANCED MEDICAL RESEARCH	4	Yuki Kagoya
	*	ADVANCED MEDICAL RESEARCH: SEMINAR	4	
	*	ADVANCED MEDICAL RESEARCH: PRACTICE	9	

Subject			Credits	Instructor
EXTENDED INTELLIGENCE FOR MEDICINE	*	ADVANCED EXTENDED INTELLIGENCE FOR MEDICINE	4	Kazuhiro Sakurada
	*	EXTENDED INTELLIGENCE FOR MEDICINE: SEMINAR	4	
	*	EXTENDED INTELLIGENCE FOR MEDICINE: PRACTICE	9	
Structural Biology	*	ADVANCED STRUCTURAL BIOLOGY	4	Masato Yasui
	*	STRUCTURAL BIOLOGY: SEMINAR	4	
	*	STRUCTURAL BIOLOGY: PRACTICE	9	
Pathology	*	ADVANCED PATHOLOGY	4	Shigeki Sekine
	*	PATHOLOGY: SEMINAR	4	
	*	PATHOLOGY: PRACTICE	9	
	*	ADVANCED PATHOLOGY	4	Yae Kanai
	*	PATHOLOGY: SEMINAR	4	
	*	PATHOLOGY: PRACTICE	9	

Subject			Credits	Instructor
Infectious Diseases	*	ADVANCED INFECTIOUS DISEASES	4	Ho Namkoong
	*	INFECTIOUS DISEASES: SEMINAR	4	
	*	INFECTIOUS DISEASES: PRACTICE	9	
Subject			Credits	Instructor
Legal Medicine	*	ADVANCED LEGAL MEDICINE	4	Masaki Q. Fujita
	*	LEGAL MEDICINE: SEMINAR	4	
	*	LEGAL MEDICINE: PRACTICE	9	

Subject			Credits	Instructor
Microbiology and Immunology	*	ADVANCED MICROBIOLOGY AND IMMUNOLOGY	4	Kazuyoshi Ishigaki
	*	MICROBIOLOGY AND IMMUNOLOGY: SEMINAR	4	
	*	MICROBIOLOGY AND IMMUNOLOGY: PRACTICE	9	
	*	ADVANCED MICROBIOLOGY AND IMMUNOLOGY	4	Kenya Honda
	*	MICROBIOLOGY AND IMMUNOLOGY: SEMINAR	4	
	*	MICROBIOLOGY AND IMMUNOLOGY: PRACTICE	9	
Subject			Credits	Instructor
Preventive Medicine and Public Health	*	ADVANCED PREVENTIVE MEDICINE AND PUBLIC HEALTH	4	Toru Takebayashi
	*	PREVENTIVE MEDICINE AND PUBLIC HEALTH: SEMINAR	4	
	*	PREVENTIVE MEDICINE AND PUBLIC HEALTH: PRACTICE	9	
	*	ADVANCED PREVENTIVE MEDICINE AND PUBLIC HEALTH	4	Tomonori Okamura
	*	PREVENTIVE MEDICINE AND PUBLIC HEALTH: SEMINAR	4	
	*	PREVENTIVE MEDICINE AND PUBLIC HEALTH: PRACTICE	9	

Subject			Credits	Instructor
Biostatistics	*	ADVANCED BIostatISTICS	4	Yasunori Sato
	*	BIostatISTICS: SEMINAR	4	
	*	BIostatISTICS: PRACTICE	9	

Subject			Credits	Instructor
---------	--	--	---------	------------

Health Policy and Management	*	ADVANCED HEALTH POLICY AND MANAGEMENT	4	Hiroaki Miyata
	*	HEALTH POLICY AND MANAGEMENT: SEMINAR	4	
	*	HEALTH POLICY AND MANAGEMENT: PRACTICE	9	
Subject			Credits	Instructor
Medical Pedagogy	*	ADVANCED MEDICAL PEDAGOGY	4	Junji Haruta
	*	MEDICAL PEDAGOGY: SEMINAR	4	
	*	MEDICAL PEDAGOGY: PRACTICE	9	
	*	ADVANCED MEDICAL PEDAGOGY	4	Toshiaki Monkawa
	*	MEDICAL PEDAGOGY: SEMINAR	4	
	*	MEDICAL PEDAGOGY: PRACTICE	9	

Subject			Credits	Instructor
Internal Medicine	*	ADVANCED INTERNAL MEDICINE	4	Koichi Fukunaga
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
	*	ADVANCED INTERNAL MEDICINE	4	Masaki Ieda
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
	*	ADVANCED INTERNAL MEDICINE	4	Takanori Kanai
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
	*	ADVANCED INTERNAL MEDICINE	4	Kaori Hayashi
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
	*	ADVANCED INTERNAL MEDICINE	4	Jin Nakahara
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
	*	ADVANCED INTERNAL MEDICINE	4	Keisuke Kataoka
	*	INTERNAL MEDICINE: SEMINAR	4	
	*	INTERNAL MEDICINE: PRACTICE	9	
*	ADVANCED INTERNAL MEDICINE	4	Yuko Kaneko	
*	INTERNAL MEDICINE: SEMINAR	4		
*	INTERNAL MEDICINE: PRACTICE	9		
*	ADVANCED INTERNAL MEDICINE	4	Motohiko Kato	
*	INTERNAL MEDICINE: SEMINAR	4		
*	INTERNAL MEDICINE: PRACTICE	9		
*	ADVANCED INTERNAL MEDICINE	4	Rie Yamazaki	
*	INTERNAL MEDICINE: SEMINAR	4		
*	INTERNAL MEDICINE: PRACTICE	9		
Subject			Credits	Instructor
Oncology	*	ADVANCED ONCOLOGY	4	Toshiro Sato

	*	ONCOLOGY: SEMINAR	4	
	*	ONCOLOGY: PRACTICE	9	

Subject			Credits	Instructor
Pediatrics	*	ADVANCED PEDIATRICS	4	Satoshi Narumi
	*	PEDIATRICS: SEMINAR	4	
	*	PEDIATRICS: PRACTICE	9	
Subject			Credits	Instructor
Psychiatry	*	ADVANCED PSYCHIATRY	4	Hiroyuki Uchida
	*	PSYCHIATRY: SEMINAR	4	
	*	PSYCHIATRY: PRACTICE	9	

Subject			Credits	Instructor
Dermatology	*	ADVANCED DERMATOLOGY	4	Keisuke Nagao
	*	DERMATOLOGY: SEMINAR	4	
	*	DERMATOLOGY: PRACTICE	9	
Subject			Credits	Instructor
Radiology	*	ADVANCED RADIOLOGY	4	Masahiro Jinzaki
	*	RADIOLOGY: SEMINAR	4	
	*	RADIOLOGY: PRACTICE	9	
	*	ADVANCED RADIOLOGY	4	Atsuya Takeda
	*	RADIOLOGY: SEMINAR	4	
	*	RADIOLOGY: PRACTICE	9	

Subject			Credits	Instructor
Rehabilitation Medicine	*	ADVANCED REHABILITATION MEDICINE	4	Tetsuya Tsuji
	*	REHABILITATION MEDICINE: SEMINAR	4	
	*	REHABILITATION MEDICINE: PRACTICE	9	
Subject			Credits	Instructor
Laboratory Medicine	*	ADVANCED LABORATORY MEDICINE	4	Hiromichi Matsushita
	*	LABORATORY MEDICINE: SEMINAR	4	
	*	LABORATORY MEDICINE: PRACTICE	9	

Subject			Credits	Instructor
Kampo Medicine	*	ADVANCED KAMPO MEDICINE	4	Yuko Kaneko
	*	KAMPO MEDICINE: SEMINAR	4	
	*	KAMPO MEDICINE: PRACTICE	9	
Subject			Credits	Instructor
Surgery	*	ADVANCED SURGERY	4	Satoru Matsuda
	*	SURGERY: SEMINAR	4	
	*	SURGERY: PRACTICE	9	
	*	ADVANCED SURGERY	4	Akihiro Fujino
	*	SURGERY: SEMINAR	4	

	*	SURGERY: PRACTICE	9	
	*	ADVANCED SURGERY	4	Hideyuki Shimizu
	*	SURGERY: SEMINAR	4	
	*	SURGERY: PRACTICE	9	
	*	ADVANCED SURGERY	4	Keisuke Asakura
	*	SURGERY: SEMINAR	4	
	*	SURGERY: PRACTICE	9	

Subject		Credits	Instructor
Neurosurgery	*	ADVANCED NEUROSURGERY	4
	*	NEUROSURGERY: SEMINAR	4
	*	NEUROSURGERY: PRACTICE	9
Subject		Credits	Instructor
Orthopaedics	*	ADVANCED ORTHOPAEDIC SURGERY	4
	*	ORTHOPAEDIC SURGERY: SEMINAR	4
	*	ORTHOPAEDIC SURGERY: PRACTICE	9
	*	ADVANCED ORTHOPAEDIC SURGERY	4
	*	ORTHOPAEDIC SURGERY: SEMINAR	4
	*	ORTHOPAEDIC SURGERY: PRACTICE	9

Subject		Credits	Instructor
Ophthalmology	*	ADVANCED OPHTHALMOLOGY	4
	*	OPHTHALMOLOGY: SEMINAR	4
	*	OPHTHALMOLOGY: PRACTICE	9
Subject		Credits	Instructor
Otorhinolaryngology, Head and Neck Surgery	*	ADVANCED OTORHINOLARYNGOLOGY, HEAD AND NECK SURGERY	4
	*	OTORHINOLARYNGOLOGY, HEAD AND NECK SURGERY: SEMINAR	4
	*	OTORHINOLARYNGOLOGY, HEAD AND NECK SURGERY: PRACTICE	9

Subject		Credits	Instructor
Urology	*	ADVANCED UROLOGY	4
	*	UROLOGY: SEMINAR	4
	*	UROLOGY: PRACTICE	9
Subject		Credits	Instructor
Obstetrics and Gynecology	*	ADVANCED OBSTETRICS AND GYNECOLOGY	4
	*	OBSTETRICS AND GYNECOLOGY: SEMINAR	4
	*	OBSTETRICS AND GYNECOLOGY: PRACTICE	9
	*	ADVANCED OBSTETRICS AND GYNECOLOGY	4
	*	OBSTETRICS AND GYNECOLOGY: SEMINAR	4
	*	OBSTETRICS AND GYNECOLOGY: PRACTICE	9

Subject			Credits	Instructor
Anesthesiology	*	ADVANCED ANESTHESIOLOGY	4	Takashige Yamada
	*	ANESTHESIOLOGY: SEMINAR	4	
	*	ANESTHESIOLOGY: PRACTICE	9	
Subject			Credits	Instructor
Plastic and Reconstructive Surgery	*	ADVANCED PLASTIC, RECONSTRUCTIVE AND AESTHETIC SURGERY	4	Kazuo Kishi
	*	PLASTIC, RECONSTRUCTIVE AND AESTHETIC SURGERY: SEMINAR	4	
	*	PLASTIC, RECONSTRUCTIVE AND AESTHETIC SURGERY: PRACTICE	9	

Subject			Credits	Instructor
Emergency and Critical Care Medicine	*	ADVANCED EMERGENCY AND CRITICAL CARE MEDICINE	4	Junichi Sasaki
	*	EMERGENCY AND CRITICAL CARE MEDICINE: SEMINAR	4	
	*	EMERGENCY AND CRITICAL CARE MEDICINE: PRACTICE	9	
Subject			Credits	Instructor
Dentistry and Oral Surgery	*	ADVANCED DENTISTRY AND ORAL SURGERY	4	Satoru Morikawa
	*	DENTISTRY AND ORAL SURGERY: SEMINAR	4	
	*	DENTISTRY AND ORAL SURGERY: PRACTICE	9	

Subject			Credits	Instructor
Sports Medicine	*	ADVANCED SPORTS MEDICINE	4	Kazuki Sato
	*	SPORTS MEDICINE: SEMINAR	4	
	*	SPORTS MEDICINE: PRACTICE	9	
Subject			Credits	Instructor
Pharmacokinetics	*	ADVANCED PHARMACOKINETICS	4	Hisakazu Ohtani
	*	PHARMACOKINETICS: SEMINAR	4	
	*	PHARMACOKINETICS: PRACTICE	9	

Subject			Credits	Instructor
CANCER GENOMICS	*	ADVANCED CANCER GENOMICS	4	Hiroshi Nishihara
	*	CANCER GENOMICS: SEMINAR	4	Hiroshi Nishihara
	*	CANCER GENOMICS: PRACTICE	9	Hiroshi Nishihara

		Subject	Credits	Instructor
BEHAVIORAL SCIENCE	*	ADVANCED BEHAVIORAL SCIENCE	4	Taishiro Kishimoto
	*	BEHAVIORAL SCIENCE: SEMINAR	4	Taishiro Kishimoto
	*	BEHAVIORAL SCIENCE: PRACTICE	9	Taishiro Kishimoto

		Subject	Credits	Instructor
SYNAPTOLOGY	*	ADVANCED SYNAPTOLOGY	4	Michisuke Yuzaki
	*	SYNAPTOLOGY: SEMINAR	4	Michisuke Yuzaki
	*	SYNAPTOLOGY: PRACTICE	9	Michisuke Yuzaki
COMPUTATIONAL MICROBIOMICS	*	ADVANCED COMPUTATIONAL MICROBIOMICS	4	Daniel Mande
	*	COMPUTATIONAL MICROBIOMICS: SEMINAR	4	Daniel Mande
	*	COMPUTATIONAL MICROBIOMICS: PRACTICE	9	Daniel Mande
PROTEOSTASIS	*	ADVANCED PROTEOSTASIS	4	Nadinath Nilegoda
	*	PROTEOSTASIS: SEMINAR	4	Nadinath Nilegoda
	*	PROTEOSTASIS: PRACTICE	9	Nadinath Nilegoda
BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY	*	ADVANCED BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY	4	Dai Kusumoto
	*	BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY: SEMINAR	4	Dai Kusumoto
	*	BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY: PRACTICE	9	Dai Kusumoto
SIGNAL EXPLORATION	*	ADVANCED SIGNAL EXPLORATION	4	Wataru Shihoya
	*	SIGNAL EXPLORATION: SEMINAR	4	Wataru Shihoya
	*	SIGNAL EXPLORATION: PRACTICE	9	Wataru Shihoya

ION SIGNALING AND RESPONSE	*	ADVANCED ION SIGNALING AND RESPONSE	4	Airi Jo
	*	ION SIGNALING AND RESPONSE: SEMINAR	4	Airi Jo
	*	ION SIGNALING AND RESPONSE: PRACTICE	9	Airi Jo
MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY	*	ADVANCED MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY	4	Tomohisa Sujino
	*	MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY: SEMINAR	4	Tomohisa Sujino
	*	MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY: PRACTICE	9	Tomohisa Sujino
EPIGENETICS AND STEM CELL BIOLOGY	*	ADVANCED EPIGENETICS AND STEM CELL BIOLOGY	4	Tsunetoshi Nakatani
	*	EPIGENETICS AND STEM CELL BIOLOGY: SEMINAR	4	Tsunetoshi Nakatani
	*	EPIGENETICS AND STEM CELL BIOLOGY: PRACTICE	9	Tsunetoshi Nakatani

Applied Medicine Program

Core Subjects (Elective Required Subjects by Major)

Subject	Credits	Instructor
MEDICAL ETHICS	1	Masatoshi Nara
FUNDAMENTALS OF EPIDEMIOLOGY	2	Daisuke Sugiyama
CLINICAL EPIDEMIOLOGY	2	Tomonori Okamura
BIostatISTICS	2	Yasunori Sato
INTRODUCTORY BIostatISTICS 1	2	Daisuke Sugiyama
INTRODUCTORY BIostatISTICS 2	2	Daisuke Sugiyama
INTERMEDIATE BIostatISTICS	2	Daisuke Sugiyama

Subject	Credits	Instructor
STATISTICAL METHODS IN EPIDEMIOLOGIC RESEARCH	2	Daisuke Sugiyama

Core Subjects (by Major)

Subject	Credits	Instructor	
Clinical and Social Medicine	* ADVANCED CLINICAL AND SOCIAL MEDICINE	4	Toru Takebayashi
	* CLINICAL AND SOCIAL MEDICINE: SEMINAR	4	
	* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9	
	* ADVANCED CLINICAL AND SOCIAL MEDICINE	4	Masaki Ieda
	* CLINICAL AND SOCIAL MEDICINE: SEMINAR	4	
	* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9	
	* ADVANCED CLINICAL AND SOCIAL MEDICINE	4	Takanori Kanai
	* CLINICAL AND SOCIAL MEDICINE: SEMINAR	4	
	* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9	
	* ADVANCED CLINICAL AND SOCIAL MEDICINE	4	Hiroyuki Uchida
	* CLINICAL AND SOCIAL MEDICINE: SEMINAR	4	
	* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9	
* ADVANCED CLINICAL AND SOCIAL MEDICINE	4	Tetsuya Tsuji	
* CLINICAL AND SOCIAL MEDICINE: SEMINAR	4		
* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9		

Subject	Credits	Instructor
* ADVANCED CLINICAL ONCOLOGY	4	Takanori Kanai
* CLINICAL ONCOLOGY: SEMINAR	4	
* CLINICAL ONCOLOGY: PRACTICE	9	
* ADVANCED CLINICAL ONCOLOGY	4	Keisuke Nagao
* CLINICAL ONCOLOGY: SEMINAR	4	
* CLINICAL ONCOLOGY: PRACTICE	9	

	*	ADVANCED CLINICAL ONCOLOGY	4	
	*	CLINICAL ONCOLOGY: SEMINAR	4	Keisuke Kataoka
	*	CLINICAL ONCOLOGY: PRACTICE	9	
	*	ADVANCED SURGICAL ONCOTHERAPY	4	
	*	SURGICAL ONCOTHERAPY: SEMINAR	4	Satoru Matsuda
	*	SURGICAL ONCOTHERAPY: PRACTICE	9	
	*	ADVANCED SURGICAL ONCOTHERAPY	4	
	*	SURGICAL ONCOTHERAPY: SEMINAR	4	Wataru Yamagami
	*	SURGICAL ONCOTHERAPY: PRACTICE	9	
	*	ADVANCED RADIATION ONCOLOGY	4	
	*	RADIATION ONCOLOGY: SEMINAR	4	Not offered
	*	RADIATION ONCOLOGY: PRACTICE	9	
	*	ADVANCED PSYCHIATRIC PALLIATIVE CARE MEDICINE	4	
	*	PSYCHIATRIC PALLIATIVE CARE MEDICINE: SEMINAR	4	Hiroyuki Uchida
	*	PSYCHIATRIC PALLIATIVE CARE MEDICINE: PRACTICE	9	
Clinical Oncology	*	ADVANCED PAIN CONTROL	4	
	*	PAIN CONTROL: SEMINAR	4	Takashige Yamada
	*	PAIN CONTROL: PRACTICE	9	
	*	ADVANCED CANCER REHABILITATION MEDICINE	4	
	*	CANCER REHABILITATION MEDICINE: SEMINAR	4	Tetsuya Tsuji
	*	CANCER REHABILITATION MEDICINE: PRACTICE	9	
	*	ADVANCED RADIATION THERAPY	4	
	*	RADIATION THERAPY: SEMINAR	4	Atsuya Takeda
	*	RADIATION THERAPY: PRACTICE	9	

Minor Subjects (Cross-Listed Subjects for the Medical Science Program and Applied Medicine Program)

¹ 2 credits for students enrolled in or before 2023.

※The "XX:PRACTICE" for students enrolled in or before 2023 is 8 credits.

Subject	Credits	Instructor
* ANATOMY: PRACTICE	9	Kazunori Nakajima
* CHIRAL BIOLOGY: PRACTICE	9	Junpei Sasabe
* ANATOMY: PRACTICE	9	Yoshiaki Kubota
* PHYSIOLOGY: PRACTICE	9	Hiroshi Makino
* PHYSIOLOGY: PRACTICE	9	Not Offered
* MEDICAL BIOCHEMISTRY: PRACTICE	9	Toshiro Sato
* MOLECULAR BIOLOGY: PRACTICE	9	Naoko Irie

Subject	Credits	Instructor
* MEDICAL GENOMICS: PRACTICE	9	Kenjiro Kosaki
* PHARMACOLOGY: PRACTICE	9	Masato Yasui
* EXTENDED INTELLIGENCE FOR MEDICINE: PRACTICE	9	Kazuhiro Sakurada
* ADVANCED MEDICAL RESEARCH: PRACTICE	9	Yuki Kagoya
* ADVANCED MEDICAL RESEARCH: PRACTICE	9	Kenji Tanaka
* STRUCTURAL BIOLOGY: PRACTICE	9	Masato Yasui
* PHARMACOKINETICS: PRACTICE	9	Hisakazu Ohtani
* PATHOLOGY: PRACTICE	9	Shigeki Sekine
* PATHOLOGY: PRACTICE	9	Yae Kanai
* INFECTIOUS DISEASES: PRACTICE	9	Ho Namkoong
* LEGAL MEDICINE: PRACTICE	9	Masaki Q. Fujita
* MICROBIOLOGY AND IMMUNOLOGY: PRACTICE	9	Kazuyoshi Ishigaki
* MICROBIOLOGY AND IMMUNOLOGY: PRACTICE	9	Kenya Honda
* PREVENTIVE MEDICINE AND PUBLIC HEALTH: PRACTICE	9	Toru Takebayashi
* PREVENTIVE MEDICINE AND PUBLIC HEALTH: PRACTICE	9	Tomonori Okamura
* BIostatistics: PRACTICE	9	Yasunori Sato
* HEALTH POLICY AND MANAGEMENT: PRACTICE	9	Hiroaki Miyata
* MEDICAL PEDAGOGY: PRACTICE	9	Junji Haruta
* MEDICAL PEDAGOGY: PRACTICE	9	Toshiaki Monkawa
* INTERNAL MEDICINE: PRACTICE	9	Masaki Ieda
* INTERNAL MEDICINE: PRACTICE	9	Kaori Hayashi
* INTERNAL MEDICINE: PRACTICE	9	Yuko Kaneko
* INTERNAL MEDICINE: PRACTICE	9	Takanori Kanai
* INTERNAL MEDICINE: PRACTICE	9	Motohiko Kato
* INTERNAL MEDICINE: PRACTICE	9	Rie Yamazaki
* INTERNAL MEDICINE: PRACTICE	9	Jin Nakahara
* INTERNAL MEDICINE: PRACTICE	9	Keisuke Kataoka
* INTERNAL MEDICINE: PRACTICE	9	Koichi Fukunaga
* ONCOLOGY: PRACTICE	9	Toshiro Sato
* PEDIATRICS: PRACTICE	9	Satoshi Narumi
* PSYCHIATRY: PRACTICE	9	Hiroyuki Uchida
* DERMATOLOGY: PRACTICE	9	Keisuke Nagao
* RADIOLOGY: PRACTICE	9	Masahiro Jinzaki
* RADIOLOGY: PRACTICE	9	Atsuya Takeda
* REHABILITATION MEDICINE: PRACTICE	9	Tetsuya Tsuji
* LABORATORY MEDICINE: PRACTICE	9	Hiromichi Matsushita
* SURGERY: PRACTICE	9	Satoru Matsuda
* SURGERY: PRACTICE	9	Akihiro Fujino
* SURGERY: PRACTICE	9	Hideyuki Shimizu

Subject	Credits	Instructor
* SURGERY: PRACTICE	9	Keisuke Asakura
* NEUROSURGERY: PRACTICE	9	Masahiro Toda
* ORTHOPAEDIC SURGERY: PRACTICE	9	Masaya Nakamura
* ORTHOPAEDIC SURGERY: PRACTICE	9	Not Offered
* OPHTHALMOLOGY: PRACTICE	9	Kazuno Negishi
* OTORHINOLARYNGOLOGY, HEAD AND NECK SURGERY: PRACTICE	9	Hiroyuki Ozawa
* UROLOGY: PRACTICE	9	Undecided
* OBSTETRICS AND GYNECOLOGY: PRACTICE	9	Wataru Yamagami
* OBSTETRICS AND GYNECOLOGY: PRACTICE	9	Masanori Ono
* ANESTHESIOLOGY: PRACTICE	9	Takashige Yamada
* PLASTIC, RECONSTRUCTIVE AND AESTHETIC SURGERY: PRACTICE	9	Kazuo Kishi
* EMERGENCY AND CRITICAL CARE MEDICINE: PRACTICE	9	Junichi Sasaki
* DENTISTRY AND ORAL SURGERY: PRACTICE	9	Satoru Morikawa
* SPORTS MEDICINE: PRACTICE	9	Kazuki Sato
* KAMPO MEDICINE: PRACTICE	9	Yuko Kaneko
* CANCER GENOMICS: PRACTICE	9	Hiroshi Nishihara
* BEHAVIORAL SCIENCE	9	Taishiro Kishimoto
* SYNAPTOLOGY: PRACTICE	9	Michisuke Yuzaki
* COMPUTATIONAL MICROBIOMICS: PRACTICE	9	Daniel Mande
* PROTEOSTASIS: PRACTICE	9	Nadinath Nilegoda
* BIOMEDICAL INFORMATICS AND MOLECULAR BIOLOGY: PRACTICE	9	Dai Kusumoto
* SIGNAL EXPLORATION: PRACTICE	9	Wataru Shihoya
* ION SIGNALING AND RESPONSE: PRACTICE	9	Airi Jo
* MULTIDIMENSIONAL ANALYSIS OF GASTROINTESTINAL BIOLOGY: PRACTICE	9	Tomohisa Sujino
* EPIGENETICS AND STEM CELL BIOLOGY: PRACTICE	9	Tsunetoshi Nakatani
* CLINICAL AND SOCIAL MEDICINE: PRACTICE	9	Toru Takebayashi
SPECIAL MEDICAL LECTURE ¹	1 ¹	Kazuyoshi Ishigaki
MEDICAL SCIENCE METHODOLOGY	1	Kenji Konomi
MOLECULAR CELL BIOLOGY	2	Junpei Sasabe
STEM CELL MEDICINE	2	Not offered
METABOLOMIC SYSTEMS BIOLOGY	2	Toshiro Sato
BIostatISTICS	2	Yasunori Sato
METHODS IN CLINICAL STUDIES	1	Toru Takebayashi
VASCULAR MEDICINE	1	Masaki Ieda
INFECTIOUS DISEASES	1	Ho Namkoong
DRUG DEVELOPMENT SCIENCE	1	Hisakazu Ohtani

Subject	Credits	Instructor
CHEMOTHERAPEUTIC MEDICINE	2	Keisuke Kataoka
BASIC ONCOLOGY	2	Yae Kanai
CUTTING-EDGE GENOMIC MEDICINE	1	Yae Kanai
PALLIATIVE MEDICINE	2	Hiroyuki Uchida
CLINICAL ONCOLOGY	2	Keisuke Kataoka
REHABILITATION FOR CANCER PATIENTS	2	Tetsuya Tsuji
CLINICAL EPIDEMIOLOGY	2	Tomonori Okamura
INTERNSHIP	2	Junpei Sasabe
* AFFILIATED INSTITUTE EDUCATIONAL PROGRAM	2	Hiroyuki Ozawa
MD-PHD LABORATORY TRAINING	5	Toshiaki Monkawa
FUNDAMENTALS OF EPIDEMIOLOGY	2	Daisuke Sugiyama
INTRODUCTORY BIostatISTICS 1	2	Daisuke Sugiyama
INTRODUCTORY BIostatISTICS 2	2	Daisuke Sugiyama
INTERMEDIATE BIostatISTICS	2	Daisuke Sugiyama
STATISTICAL METHODS IN EPIDEMIOLOGIC RESEARCH	2	Daisuke Sugiyama
HOSPITAL MANAGEMENT 1 (offered by the Graduate School of Business Administration)	2	Eishu Hai
HOSPITAL MANAGEMENT 2 (offered by the Graduate School of Business Administration)	2	Eishu Hai
HOSPITAL MANAGEMENT BASED ON INTERACTIVE DATA ANALYSIS 1 (offered by the Graduate School of Health Management)	2	Kimio Yoshimura
HOSPITAL MANAGEMENT BASED ON INTERACTIVE DATA ANALYSIS 2 (offered by the Graduate School of Health Management)	2	Kimio Yoshimura
CASE METHOD TEACHING FOR HEALTHCARE PROFESSIONALS (offered by the Graduate School of Health Management)	2	Shin'ichi Takeuchi (Professor, Nagoya University of Commerce & Business)
Other Approved Subjects	5	

2 Program Completion Requirements

To complete the program, students must take courses that fulfill the requirements for each major and meet the stipulation outlined in Article 109 of the school regulations.

Since research activities will be the priority from the third year onward, students are encouraged to complete their primary and secondary subjects by the end of their second year of study.

Additionally, "XX Practical Training, Seminar, and Advanced Theory" and " Affiliated Institute Educational Program " are courses that must be taken over a two-year period. Therefore, students must register for these courses starting in their first academic year.

When selecting courses, be sure to follow the instructions of your research supervisor.

(1) Program Subjects

Medical Science Program

20 or more credits from core subjects + 10 or more credits from minor subjects for a total of 30 or more total credits

Core Subjects (required)

- MEDICAL ETHICS (1 credit)
- MEDICAL SCIENCE METHODOLOGY (1 credit)
- SPECIAL MEDICAL LECTURE (1 credit) ※2credits for students enrolled in or before 2023.
- Subjects in field of specialization (advanced subjects, seminars, clinical electives) (17 total credits) ※16credits for students enrolled in or before 2023.

Minor Subjects

Minor subjects must be in fields outside of core subjects. When seeking to register for a minor subject, please be sure to contact the instructor in April for directions. (Excluding "Clinical Epidemiology", "Biostatistics", "Clinical Oncology", "Hospital Management 1,2".) Please note that students who do not contact the instructor and do not follow directions will not receive credits for the subject.

Applied Medicine Program

20 or more credits from core subjects + 10 or more credits from minor subjects for a total of 30 or more credits *For students enrolled in or after 2024

21 or more credits from core subjects + 10 or more credits from minor subjects for a total of 31 or more credits *For students enrolled in or before 2023

Core subjects (required)

- MEDICAL ETHICS (1 credit)
- CLINICAL EPIDEMIOLOGY (2 credits)
- BIOSTATISTICS (2 credits)
- Subjects in field of specialization (advanced subjects, seminars, clinical electives) (17 total credits) *16 credits for students enrolled in or before 2023.

Students enrolled in or after 2024: Students are required to take either " CLINICAL EPIDEMIOLOGY " or " BIOSTATISTICS ". However, it is recommended to take both.

Students enrolled in or before 2023: Both " CLINICAL EPIDEMIOLOGY " and " BIOSTATISTICS " are required.

*Students from non-medical backgrounds may substitute " BASIC EPIDEMIOLOGY " for " CLINICAL EPIDEMIOLOGY " and " INTRODUCTORY BIOSTATISTICS 1 & 2" for " BIOSTATISTICS ".

*Students who have already taken either BIOSTATISTICS or INTRODUCTORY BIOSTATISTICS 1 and 2 may instead take the intermediate-level biostatistics subjects INTERMEDIATE BIOSTATISTICS and STATISTICAL METHODS IN EPIDEMIOLOGIC RESEARCH.

Minor Subjects

Minor subjects must be in fields outside of core subjects. When seeking to register for a minor subject, please be sure to contact the instructor in **April** for directions. (Excluding "Clinical Epidemiology", "Biostatistics", "Clinical Oncology", "Hospital Management 1,2".) Please note that students who do not contact the instructor and do not follow directions will not receive credits for the subject.

Shared Course Registration Guidelines for Medical Science Program and Applied Medicine Program

– Regarding courses offered by other majors, graduate schools, and faculties (Article 90 of the University Regulations)

If, under the direction of their research supervisor, a student wishes to take courses offered by other majors or graduate schools, up to 5 credits may be counted toward completion requirements, qualifying as minor subjects available as "Other Approved Subjects." Be sure to inquire with the Office of Student Services about how to register for these courses.

*Register for Spring Semester courses and year-round courses in April, and for Fall Semester courses in September. If you wish to take courses outside of the Graduate School of Medicine, please contact the Graduate School Section of the Office of Student Services for information on how to register.

(2) Submission of Research Plan

The "Research Plan" should outline the title, purpose, and research/experimental plan of your research while in graduate school. After careful consultation with your research supervisor, you will be required to submit a signed and sealed research plan.

After careful consultation with your research supervisor, submit the signed and sealed plan to the Graduate School Section, the Office of Student Services, by the end of July during your first year of study. (Students enrolled in September must submit their plans by the end of December.)

(3) Screening for completion of program requirements

During their third year, students undergo an academic degree evaluation conducted by their main research supervisor and at least two other co-research advisors. During this review, they must give a mid-term presentation on their research, which is a requirement for all students enrolled in a graduate program. The schedule and co-research advisors will be determined by the student's main

research supervisor, and the student will be notified by the Graduate School Section of the Office of Student Services.

Please note that without this review, students cannot:

- Submit a thesis to receive a degree while enrolled
- Apply for an enrollment extension
- Withdraw after completing the required course work without submission of a thesis

(4) Cancer Professional Development Program

① Registering for Subjects

Those enrolled in the Cancer Professional Development Program must, in addition to the core and minor subjects of the Applied Medicine Program, take and earn credit from all of the following minor subjects:

- BASIC ONCOLOGY
- CUTTING-EDGE GENOMIC MEDICINE
- PALLIATIVE MEDICINE
- CLINICAL ONCOLOGY
- CHEMOTHERAPEUTIC MEDICINE
- METHODS IN CLINICAL STUDIES

② Second-Year Oncology Rotation

In the summer of the first year of the program, a survey is conducted to determine the rotation schedule. After coordination with the Office of Student Services, rotations are determined between December and February. Students who plan to do training, etc. at an affiliated facility in the second year should consult with the Office of Student Services by the end of June of the first year.

Required Rotation Departments

- Hematology (eight weeks beginning on a Monday)
- Radiation Oncology (two months)
- Palliative Care Center (two months)

*The Radiation Therapy Specialist Training Track replaces Hematology with Chemotherapy (Cancer Center) training and does not require training in the Department of Radiation Oncology.

Elective Rotation Departments

- Training in departments outside the required rotation (one month ~ four months)

Attention: Coordination Regarding Rotation Start/End Dates and Activities Outside of Work

Please contact the faculty member in charge of each department before the start of the rotation to discuss details including the start/end date of the training, required attendance days, and whether or not there will be any pre-start interviews or orientation.

Please discuss in advance if there will be an overlap between required attendance days and days when the student has outside work.

③ Third-Year Basic Research / Training at an Affiliated Facility

- Basic Research: Basic research within Keio University
 - Training at the Shizuoka Cancer Center, National Cancer Center, and other affiliated facilities
- Students who wish to receive training at an affiliated facility must submit the prescribed off-campus research notification form.

<https://www.students.keio.ac.jp/sn/gsmmed/procedure/master/off-campus-research.html> (Japanese only)

④ Process for Obtaining Degree

Please check the Japanese version.

⑤ For Inquiries

Contact the Cancer Professional Development Track administrator in the Office of Student Services.
ganpro-jimushitsu@adst.keio.ac.jp

Degrees and other graduate school-related inquiries: Student Affairs (Graduate School), the Office of Student Services

kshina-gakui@adst.keio.ac.jp

(5) Other

① Credit Recognition for Students Advancing from the Master's Program in the Graduate School of Medicine to a Doctoral Program in the Following Academic Year (For Students Enrolling in a Doctoral Program from the 2025 Academic Year Onward)

The courses "Medical Ethics" (医療倫理学) and "Coordinated Curriculum on Being a Professional Student in Medical Sciences" (医学方法論) completed in the Master's Program will be recognized as credits for the doctoral courses "Bioethics" (生命倫理学) and "Medical Science Methodology" (医科学方法論) upon enrollment in a Doctoral Program. These credits will be marked as "G (Granted)."

For more details, please contact the graduate school section at the Office of Student Services.

3 Dissertation Submission

Application for Doctoral Degree

When submitting a doctoral dissertation, please check with the Shinanomachi Office of Student Services (kshina-gakui@adst.keio.ac.jp) regarding submission documents and procedures.

(Degree Regulations)

Students who complete the doctoral program are awarded a doctoral degree. (Article 4)

Students seeking a doctoral degree in accordance with the provisions of Article 4 shall submit an application form together with their dissertation and any other documents prescribed by each graduate school to that school's committee through their main research supervisor. (Article 7-②)

(Doctoral Dissertation Submission and Conferral of Doctoral Degrees)

1. Students must have earned the required credits for the doctoral program. (Reference: Graduate School Regulations, Article 88)
2. Students must have at least one paper published or accepted by a peer-reviewed publication before submitting their dissertation.
3. Students must have taken and passed the academic degree evaluation while enrolled in the doctoral program.
4. Submissions must be examined and approved by the student's main research supervisor.
5. After admission to the doctoral program, students must apply for the degree, have their application reviewed, and be approved by the Graduate School Committee. The candidate will be awarded a degree as a "Course Doctor (Katei-Hakase)(KOU)" if these tasks are completed within eight years of admission to the doctoral program, or as "Dissertation Doctor (Ronbun-Hakase) (OTSU)" if these tasks are completed after eight years of admission to the doctoral program. The candidate who has withdrawn from the Doctoral Program after completing the required coursework without submitting of a thesis will be awarded a degree as a "Course Doctor (Katei-Hakase)(KOU)" if these tasks are completed within eight years of admission to the doctoral program, including any periods of leave of absence, or as a "Dissertation Doctor (Ronbun-Hakase) (OTSU)" if these tasks are completed after eight years of admission to the doctoral program, including any period of leave of absence.

(Procedures for Degree Application)

Once the screening for completion of program requirements is conducted and approved by the Graduate School Committee, the student may apply to the Graduate School Committee for the degree. Specifically, the Graduate School Committee must accept and approve the student's application and doctoral dissertation by December of their fourth year. Therefore, the application materials and dissertation must be submitted to the Office of Student Services (Academic Affairs Office) by early November. The dissertation must be published (or in press) in a peer-reviewed English language journal, with the candidate as the first author and their affiliation with the Graduate School of Medicine indicated.

Specific deadlines vary from year to year, so please check the Instructions for Degree Application. Once the dissertation application is accepted by the Graduate School Committee, an examination is conducted by one main research supervisor and three co-research advisors. The co-research advisors shall be selected from among faculty members qualified to supervise doctoral dissertations and may include experts from within or outside the university. These dissertation defense proceedings are open to the public. The candidate will be notified of the date, time, and location by the Office of Student Services (Academic Affairs Office). After the dissertation defense is complete, the Graduate School Committee will make a final evaluation. If the student passes, they will be awarded a Doctor of Medicine degree on March 10 (September 5 for students completing their studies in September).

Students wishing to complete their studies in **March** must consult with their main research supervisor in advance. In this case, students must have already earned the subject credits required for the degree.

In addition, students who demonstrate outstanding achievement may be permitted to complete the program early in just three or three and a half years. Students who wish to complete the program early must consult with the Office of Student Services (Academic Affairs Office) as soon as possible.

4 Examination Criteria for Degree Theses and Dissertations

They must be enrolled in a doctoral program for at least four years (those with outstanding research achievements may be eligible in three years), complete all coursework, and earn the required number of credits as specified in the program outline. They must engage in research under their academic advisor, present progress reports on their dissertation and receive advice and instruction from experts other than their academic advisor, after which they will submit a final original dissertation in English or a dissertation that summarizes several examples of their published research. Dissertation defense will be opened internally and they will present their research and lab notes to a review committee, who will expect them to answer questions from committee members and will consider how they have incorporated the advice they received into their research. After the defense, final approval of their dissertation will be made by the Graduate School of Medicine Committee .

1. The dissertation is based on **research conducted solely by the applicant.**
2. The dissertation research has **a clear objective and methodology.**
3. The dissertation draws **the correct conclusions from the research findings.**
4. The research findings **display creativity and originality on par with international standards.**
5. The thesis research was conducted **in accordance with research ethics guidelines.**
6. The applicant possesses **a specialized expertise, depth of knowledge, and high ethical standards.**
7. The applicant is skilled at **accurately presenting on their research findings and related issues.**
8. The applicant has **a clear vision for the development of future research topics.**

5 Extension of Enrollment & Withdrawal

Students who expect to be enrolled in the doctoral program for more than 4 years at the end of the semester must complete the procedures for extending the period of enrollment or withdrawing from the program after earning the required credits by the deadline, unless the degree has been approved for conferral.

(1) Extension of Enrollment

If it is determined that a student who has already earned the credits required to complete the doctoral program during their four years of enrollment and has undergone the screening for completion of program requirements still needs more time to complete their dissertation, they may apply for an extension of enrollment, in six-month increments, for a maximum of up to four years. (See Article 128 of the University Regulations.)

If a student wishes to extend their enrollment beyond April, they must apply an Application for Extension of Enrollment Period to the Graduate School Section of the Office of Student Services by Mid-February. If a student wishes to extend their enrollment beyond September, they must apply for it by the end of July after consulting with their main research supervisor. (Applications will not be accepted after the deadline under any circumstances.)

During the extended period of enrollment, only thesis supervision is allowed, and course enrollment is not permitted.

For more information, please contact the Graduate School Section of the Office of Student Services as soon as possible.

(2) Withdrawal from the Doctoral Program (After the Completion of Required Coursework without Submission of a Thesis)

Students who have earned the credits required for completion of the doctoral program, undergone the evaluation for the completion of program requirements, and obtained approval from the Graduate School Committee, but who do not wish to extend their period of enrollment, must apply for a Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements.

<https://www.students.keio.ac.jp/sn/gsmmed/procedure/status/form2.html>