

2018 Academic Year

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

Course Registration Guide

Keio University



(As of September 2018)

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What makes an SDM education unique?

At the Graduate School of System Design and Management (SDM), we nurture students who can lead the world with ambitious new ideas. Specifically, as systems designers who aptly design advanced large-scale technological systems that are complex, innovative, and versatile; as project leaders who manage large-scale projects with multiple participants; and as social designers who set forth novel social systems for highly uncertain and volatile environmental and social problems. We train students to create new systems in various fields using leading-edge systems design research from across disciplines and education delivered via detailed courses grounded in systems engineering and innovative design.

Students in the master's program acquire general design and management expertise in the Core Subjects that include strategic systems engineering methods and communications skills. In the "Design Project" course, they work on the concept design of innovative systems. Students can also take a variety of courses that deepen their expertise, polish their skills, and cultivate a global perspective. In the "Research on System Design and Management" Special Research Subject (master's thesis), they write a thesis on their research over the two-year enrollment period (standard) and the findings they have published both in Japan and internationally. Students are also encouraged to participate in group research projects, which gives them an opportunity to work together with other students and the numerous faculty members at our various laboratories (research units).

Although the doctoral program is centered on research, students are strongly encouraged to take the Core and Project Subjects to ensure their mastery of basic systems engineering, systems design, and management.

Diploma policy

Degrees in "System Engineering" and "System Design and Management" are awarded for both the master's and doctoral programs. The former primarily focuses on the design of technological systems and the latter on problem solving in social systems.

Curriculum policy

In the Core Subjects, students acquire general management abilities that include strategic systems engineering and communications skills. These are then applied in a "practical learning (jitsugaku)" course called "Design Project." SDM also offers a wide range of courses designed to expand the international horizons of students. Through partnerships with overseas institutions such as MIT, Stanford, Stevens Institute of Technology, TU Delft, ETH, and INSA Toulouse, students are able to take the lectures of internationally-renowned professors while in Japan. There are also active exchange programs with these partner universities. Under the guidance

of their principle research advisors, students compile a master's thesis or doctoral dissertation on their research and the findings they have published in Japan and internationally over the two-year enrollment period (standard) for the master's program and the three-year period (standard) for the doctoral program. Due to the breadth of topics taught at SDM, both research and the composition of the theses and dissertations are usually conducted under the supervision of various researchers at the school in related fields.

Admissions policy

In order to nurture students who can design innovative technological systems, solve social systems problems, or take leadership roles and manage projects, SDM admits people from a broad range of fields that transcend generational divisions, including new graduates and individuals of varying practical experience from public agencies and private corporations.

AY 2018 SDM Academic Calendar

Numbers “① to ⑭” show the order of class sessions and the corresponding days. An extra session may be held depending on the progress of classes. Please follow the instructions of the lecturer in charge of each course.

“DP” indicates the days when “Design Project” classes are held.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Apr	1	2	3	4	5	6	7		
		Entrance Ceremony/ Guidance/ TOEFL				Boot Camp (18S)	Boot Camp (18S)		
	8	9	10	DP (E)	11	12	13	DP (J)	14
	Boot Camp (18S)	① Classes begin	①	①	Course Registration	①	①	①	
	15	16	17	18	19	20	21		
		→							
	②	②	②	②	②	②	②		
	22	23	24	DP (E)	25	26	27	DP (J)	28
	③ Keio Foundation Day	③	③	③	③	③	③		
	29	30							
	Showa Day	Substitute Holiday							
May			1	2	DP	3	DP	4	5
			④	④	Constitution Day	Greenery Day	Childrens Day		
	6	7	8	9	10	11	12		
		Modification for Course Registration	→						
	④	⑤	⑤	④	④	④	④		
	13	14	15	16	17	18	DP	19	
⑤	⑥	⑥	⑤	⑤	⑤	⑤			
20	21	22	23	24	25	26			
⑥	⑦	⑦	⑥	⑥	Secondary Advisor assigned (16F RI/LI)	⑥	⑥		
27	28	29	30	31					
⑦	⑧	⑧	⑦						
Jun							1	DP	2
						⑦	⑦		
	3	4	5	6	7	8	9		
	⑧	⑨	⑨	⑧	⑧	⑧	⑧		
	10	11	12	13	14	15	DP	16	
	⑨	⑩	⑩	⑨	⑨	Application for Master's Thesis Title (16F RI/LI)	⑨	⑨	
17	18	19	20	21	22	23			
⑩	⑪	⑪	⑩	⑩					
24	25	26	27	28	29	DP	30		
⑪	⑫	⑫	⑪	⑪	⑪	⑪			
Jul	1	2	3	4	5	6	7		
	⑫	⑬	⑬	⑫	⑫	⑫	⑫		
	8	9	10	11	12	13	DP	14	
	⑬	⑭	⑭	⑬	⑬	⑬	⑬		
	15	16	17	18	19	20	21		
	Marine Day				Submission of Master's Thesis (16F RI/LI)	⑭	⑭		
22	23	24	25	26	27	DP	28		
⑭							Exam of Master's Thesis (16F RI/LI)		
29	30	31							

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug				1	2	3	4
	5	6	7	8	9	10	DP 11
							Mountain Day
	DP 12	13	14	15	16	17	18
						Submission of Master's Thesis(Final version) (16F RI/LI)	Reexam of Master's Thesis (objective students only)
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
Sep							1
	2	3	4	5	6	7	8
				Sending Grade Report of Spring Semester/ Announcemet of Completion in September			
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
		Theme Presentation (18S RI/17S LI) Interim Presentation (17S RI/17F RI) Research Presentation (Fall D) Respect for the Aged Day	Commencement Ceremony	Entrance Ceremony/ Guidance			① Classes begin
23	24	25	26	27	28	29	
Boot Camp (18F) Autumn Equinox Holiday	Boot Camp (18F) Substitute Holiday	①	Course Registration ①	①	①	②	
30							
Oct		1	2	3	4	5	6
	①	②	②	②	②	③	
	7	8	9	10	11	12	13
		Health and Sports Day	③	Modification for Course Registration	③	③	④
	14	15	16	17	18	19	20
	②	④	④	④	④	⑤	
21	22	23	24	25	26	27	
③	⑤	⑤	⑤	⑤	⑥		
28	29	30	31				
④	⑥	⑥					
Nov					1	2	3
					⑥	⑥	Culture Day
	4	5	6	7	8	9	10
	⑤	⑦	⑦	⑦	⑦	⑦	
	11	12	13	14	15	16	17
⑥	⑧	⑧	⑧	⑧	Secondary Advisor assigned (17S RI/LI)	⑧	
18	19	20	21	22	23	24	
⑦	⑨	⑨	⑨	⑨	Labour Thanksgiving Day	⑨	
25	26	27	28	29	30		
⑧	⑩	⑩	⑩	⑩	⑩		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec							1
	2	3	4 Application for Master's Thesis Title (17S RI/LI)	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	Emperor's Birthday	Substitute Holiday					
30	31						
Jan			1 New Year's Day	2	3	4	5
	6	7	8	9	10 Yukichi Fukuzawa's Birthday	11	12
	13	14 Coming-of-age Day	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
Feb						1 Exam of Master's Thesis (17S RI/LI)	2 Theme Presentation (18F RI) Exam of Master's Thesis (17S RI/LI)
	3	4	5	6	7	8	9
	10	11 National Foundation Day	12	13	14	15 Submission of Master's Thesis(Final version)(17S RI/LI) Interim Presentation (18S RI·17F RI) Research Presentation (Spring D)	16 Reexam of Master's Thesis (objective students only) Theme Presentation (17F LI) Research Presentation (Spring D)
	17	18	19	20	21	22	23
	24	25	26	27	28		
Mar						1	2
	3	4	5	6	7	8 Sending Grade Report of Fall Semester/ Announcemet of Completion	9
	10	11	12	13	14	15	16
	17	18	19	20	21 Vernal Equinox Day	22	23
	24	25	26	27	28 Commencement Ceremony	29	30
31							

The following table explains abbreviations used in Academic Calendar.

Admission period	Master's Program Research Intensive	Master's Program Learning Intensive	Doctoral Program	Admission period	Master's Program Research Intensive	Master's Program Learning Intensive	Doctoral Program
April 2016	16S, RI	16S, LI	16S, D	September 2016	16F, RI	16F, LI	16F, D
April 2017	17S, RI	17S, LI	17S, D	September 2017	17F, RI	17F, LI	17F, D
April 2018	18S, RI	18S, LI	18S, D	September 2018	18F, RI	18F, LI	18F, D

<Class periods>

Class periods vary among the campuses, faculties, and graduate schools.

Class Periods	SDM	KMD•KBS	SFC	Mita, Hiyoshi, Yagami, and Shinanomachi Campuses
Period 1	09:00-10:30	09:00-10:30	09:25-10:55	09:00-10:30
Period 2	10:45-12:15	10:45-12:15	11:10-12:40	10:45-12:15
Period 3	13:00-14:30	13:00-14:30	13:00-14:30	13:00-14:30
Period 4	14:45-16:15	14:45-16:15	14:45-16:15	14:45-16:15
Period 5	17:15-18:45	16:30-18:00	16:30-18:00	16:30-18:00
Period 6	19:00-20:30	18:10-19:40	18:10-19:40	18:10-19:40
Period 7	—	KBS 19:50-21:20	19:50-21:20	19:50-21:20

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

<Handling of Classes in Emergencies>

In cases where either the government or the Japan Meteorological Agency issues a Tokai Earthquake Warning, transport services such as rail are discontinued due to a large-scale accident or because of natural disasters, or in the event of any other emergency situation leading to the cancellation of classes, an announcement will be made via the “For Keio Students” website stated below and the SDM home page:

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

[Important notes]

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

<Handling of Classes during Waseda-Keio Baseball Games and the Mita Festival>

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

<Class Attendance when Chosen as a Lay Judge>

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

<School Holidays>

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

Sundays	
Public Holidays	
Anniversary of Yukichi Fukuzawa's Birthday	(January 10)
Keio Foundation Day	(April 23)
Summer Break	(from late July to late September)
Winter Break	(from late December to early January)
Spring Break	(from mid-March to late March)

General Information

I. Graduate School of System Design and Management, Hiyoshi Office of Student Services (hereafter referred to as the "SDM Office")

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

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

***The office is closed from 11:30 a.m. to 12:30 p.m. outside of the regular class periods**

***The office is closed on weekends, public and Keio University holidays, and during periods when the university administration is on break.**

II. Notifications for Students

Students should check the notifications posted on the SDM website in the "For Students" section on a daily basis (<http://www.sdm.keio.ac.jp/en/student/>). Students who fail to check the website regularly will be at a disadvantage if they miss important notifications. Additionally, students should check the bulletin boards of other graduate schools and faculties if registered for their courses. Check the common bulletin boards for information regarding the lectures and courses offered at the various Research Centers and Institutes.

III. Student ID Number

The eight-digit number shown on the front of the student ID card and the registration sticker on the back is your student ID number. Each student is assigned a unique number, which is used for all procedures at the university including course registration and the submission of any documentation.

IV. Student ID Card

The student ID card is your proof of enrollment at SDM. It also serves as a security card for accessing certain areas of the Collaboration Complex, as a library card, and as proof of membership of the Keio Student Health Care Mutual Aid Association (Gakuseikenpo). The student ID card shall neither be leased nor be transferred. The student ID card is only valid once the registration sticker is attached to the back of the card.

Students should carry their student ID cards at all times as it will be required in the following cases:

- As and when requested by faculty and staff members
- To collect Student Travel Fare Discount Certificates (Gakuwari) and other certification
- To take exams
- To enter classrooms

- When purchasing student commuter passes or discounted tickets and when requested by transport staff

A. Procedures to issue (renew) registration stickers

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

B. Reissuing Student ID cards

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

Necessary items:

- Photograph taken within the last 3 months (A 4×3 cm photo printed on glossy paper without a border. The photo should be of the upper body taken from the front, without a hat and against a plain background.)

Cost to re-issue: 2,000 yen (purchase certificate stamps [shoshi] at the SDM Office)

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

V. Classrooms

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

VI. Class Schedules and Syllabi

The timetable for each semester is available on the SDM website.

<http://www.sdm.keio.ac.jp/en/student/guides/>

The syllabi are available on the SDM e-learning system.

VII. Cancellations and Make-up Classes

In principle, a make-up class will be held whenever the cancellation of a class is unavoidable. The SDM Office will announce all class cancellations and make-up classes on the SDM website. Refer to the following website for further information: <http://www.sdm.keio.ac.jp/en/student/class-info/>

VIII. Examinations and Grades

A. Examinations

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

Semester-end examinations for courses offered by other graduate schools and undergraduate faculties may be held at

specified times at the end of the semester. Please note that the examination dates of other Keio graduate schools and faculties are different to those of SDM. For more information, please check the relevant bulletin boards of the schools and faculties.

B. GPA (Grade Point Average)

If the student entered the university on or after April 1, 2017, his/her grade point average (GPA) will be shown on the Transcript of Academic Record. The GPA is a number expressing the average value of the grades earned in courses. The five grade levels for all registered courses are converted into a grade point (GP) from 4.0 to 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.

$$\text{GPA} = \frac{\text{Sum of (Number of Course Credits} \times \text{Grade Point of Course)}}{\text{Total Number of Credits for Registered Courses}}$$

Courses graded as P, F or G and optional courses not required for graduation are excluded when calculating the GPA.

C. Academic Transcripts

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

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

D. Announcement of Completion

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

<http://www.sdm.keio.ac.jp/en/student/>

Spring Semester: early September

Fall Semester: early March

IX. Lockers

The lockers for SDM master’s students are located by the security door on the third floor of the Collaboration Complex. Students must ensure they use the locker with their name tag attached and are personally responsible for preparing the lock.

The area where the lockers are located is for shared use and students are strictly prohibited from leaving any personal belongings in front of the lockers.

The lockers for doctoral students are located in front of the SDM Laboratory (C3N17). Since availability is limited, interested students should apply at the SDM Office.

Curriculum and Process for Degree Completion

I. Courses

Master's Program

The courses for the master's program are listed below. Depending on the course, extra hours may be required for seminars, assignments, and class preparation. There is no limit on the number of courses for which a student may register. However, students should consult with the lecturer and their research advisors to ensure that they register for an appropriate number of courses.

The numbers in the brackets specify the credits awarded for the course.

Required Courses

Core Subject	Project Subject※1
INTRODUCTION TO SYSTEM DESIGN AND MANAGEMENT(J)(2)	DESIGN PROJECT(JE)(4)
INTRODUCTION TO SYSTEM DESIGN AND MANAGEMENT(E)(2)	
SYSTEM ARCHITECTING AND INTEGRATION(J)(2)	Special Research Subjects※2
SYSTEM ARCHITECTING AND INTEGRATION(E)(2)	RESEARCH ON SYSTEM DESIGN AND MANAGEMENT(2)
SYSTEM VERIFICATION AND VALIDATION(J)(2)	RESEARCH ON PROJECT DESIGN AND MANAGEMENT(2)
SYSTEM VERIFICATION AND VALIDATION(E)(2)	
PROJECT MANAGEMENT(J)(2)	
PROJECT MANAGEMENT(E)(2)	

Major Courses

Recommended Basic Subjects	
COMMUNICATIONS (E) (2)	STATISTICS AND DATA PROCESSING FOR SYSTEM DESIGN (J) (2)
Recommended Advanced Subjects	
SYSTEMS APPROACH FOR SOCIAL SYSTEMS (J) (2)	COMPETENCY AND SKILL-BUILDING (J) (2)
SYSTEMS APPROACH FOR BUSINESS SYSTEMS (J) (2)	WORKSHOP DESIGN METHODOLOGY FOR INNOVATION1 (J) (1)
MODELING AND SIMULATION OF SYSTEMS (J) (2)	WORKSHOP DESIGN METHODOLOGY FOR INNOVATION2 (J) (1)
SPECIAL LECTURES 2 (J) (2)	
Major Subjects in Systems and Socio-Tech Engineering	
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT (J) (2)	SOFTWARE DESIGN PROCESS (J) (2)
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT (E) (2)	SPECIAL LECTURE SERIES ON DESIGN SCIENCE (J) (2)
FRONTIER PROJECT MANAGEMENT (JE) (2)	DESIGN SCIENCE AND PROJECT (J) (2)
FOUNDATION OF MODEL-BASED SYSTEMS ENGINEERING(EJ) (2)	SPACE SYSTEMS ENGINEERING (J) (2)
MODEL-BASED MANAGEMENT OF PROCESS AND SYSTEMS (J) (2)	SPATIAL USER INTERFACE (J) (2)
MODEL-BASED CONCEPTUAL DESIGN AND MANAGEMENT (E) (2)	
Major Subjects in Safe, Reliable, Human, Symbiotic & Innovation Systems	
SUSTAINABLE SOCIAL SYSTEM DESIGN (J) (2)	VIRTUAL DESIGN (J) (2)
RISK MANAGEMENT OF TECHNOLOGICAL SYSTEMS (J) (2)	METHODOLOGY OF CREATIVE DECISION MAKINGS (J) (2)
HUMAN FACTORS (J) (2)	SYSTEM ASSURANCE (J) (2)
HUMAN FACTORS (E) (2)	INNOVATIVE DESIGN METHODOLOGY (J) (2)
HUMAN RELATIONS (J) (2)	
HUMAN INTERFACE (J) (2)	
Major Subjects in Political, Economic and Business Systems	
INTERNATIONAL POLITICAL ECONOMY: DISCUSSIONS ON ITS SYSTEMS (J) (2)	SOCIAL AND MANAGEMENT SCIENCE RESEARCH DESIGN (E) (2)
INTERNATIONAL POLITICAL ECONOMY: DISCUSSIONS ON ITS SYSTEMS (E) (2)	MARKETING MANAGEMENT (E) (2)
DEVELOPMENT OF JAPAN'S POLITICO-ECONOMIC SYSTEMS (E) (2)	PROGRAM MANAGEMENT (J) (2)
JAPANESE MANAGEMENT CULTURE (E) (2)	PROGRAM MANAGEMENT (E) (2)
POLITICAL SYSTEM (E) (2)	SOCIAL SURVEY METHODS (J) (2)
SUPPLY CHAIN MANAGEMENT AND BUSINESS GAME (E) (2)	INTERNSHIP1 (J) (1)
METHODOLOGY FOR MARKETING AND INNOVATION (J) (2)	INTERNSHIP2 (J) (2)
ENTREPRENEURSHIP (E) (2)	TECHNICAL ENTREPRENEURSHIP (E) (2)

Notes:

a. The “Special Research Subjects” do not have timetabled classes. Credits are awarded for the research of the master’s students. “Research on System Design and Management” is for students enrolled in the Research-Intensive Course. “Research on Project Design and Management” is for students enrolled in the Learning-Intensive Course.

b. The meanings of (J), (E), (JE), (EJ) are as follows:

(J): Course is offered in Japanese

(E): Course is offered in English

(JE): Lectures are in Japanese with English materials and brief commentary

(EJ): Lectures are in English with Japanese commentary

c. “Special Lecture Series on Design Science,” “Spatial User Interface,” “Space Systems Engineering,” and “Design Science and Project” are courses jointly held with the Graduate School of Science and Technology. These courses are mainly held at the Yagami Campus. The syllabi for these courses are not available on the SDM e-learning System and must be accessed from the Graduate School of Science and Technology website (<https://gslbs.adst.keio.ac.jp/index.html>).

*The SDM course “Design Science and Project” is registered only as “Design Project” at the Graduate School of Science and Technology. Students will need to search for “Design Project” to find the course syllabus.

*The grading for these courses is based on the criteria set by the Graduate School of Science and Technology. Inquire at the SDM office for further details.

d. The “Internship 1” and “Internship 2” courses were set up so that students could learn of the relationship between their studies and business practices, improve their professional awareness, and to accurately grasp their respective aptitudes through practical experience only possible outside of the university curriculum. Students participate in internship programs at companies and external research institutions during vacations periods such as the summer break, and credits are later awarded to students who satisfactorily complete a report of their activities in accordance with the number of hours undertaken.

Course name	Field in Major Courses	Number of credits	Hours of participation
INTERNSHIP 1	Political, Economic and Business Systems	1	120 hours
INTERNSHIP 2	Political, Economic and Business Systems	2	240 hours

[Choosing an internship program]

Students wishing to do an internship should search for opportunities using the internship listings on job websites and the SDM website respectively.

In principle, students are not permitted to miss classes in order to participate in internships. However, as certain classes may employ alternative teaching methods such as e-learning, students should consult with the faculty members in charge of the courses concerned. Students should also consult in advance with the faculty member overseeing the internship, as it may not be possible to earn credits depending on the program content.

[Pre-internship]

- Documents for submission to company (excluding the IBM internship program)

-Notify the SDM office of the names of the host organization and contact person. The SDM office will issue you with a “Certificate of Internship Participation (Form 1)” (インターンシップ参加証明書(様式1)) and a Letter of Request.

- Insurance for Internships (all students wanting to do an internship)
 - Students should join the “Liability Insurance for Internships, Professional Qualification Activities, etc. (INTERN-L)” to protect themselves against all eventualities, including accidental damage to equipment or injury to persons at the host organization. Students can join for a premium of 210 yen at the SDM Office.
- “Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” (資格外活動許可申請書; for international students only)
 - International students intending to engage in activities yielding remuneration not permitted under their current status of residence must apply for the appropriate permit. Application forms are available at the SDM Office. It takes approximately two weeks to obtain a permit. Students should prepare well in advance and ensure they obtain permission before starting the internship.

[Mid-internship]

- Submit the Letter of Request and the Certificate of Internship Participation (Form1) to the person in charge at the host organization and ask for the latter to be filled out and returned upon conclusion of the program. The host organization may use its own format for the certificate of participation.

[Post-internship]

- Submit a report and an “Application for Credits for Internship 1 & 2 (Form 2)” (インターンシップ 1・2 認定願(様式 2))
 - Submit the following documents to the SDM Office:
 - a. Application for Credits for Internship 1 & 2 (Form 2)
 - Download from <http://www.sdm.keio.ac.jp/student/career/internship.html> (Japanese language only)
 - b. Report
 - Students should write a report of about three-pages on A4 detailing their achievements during the internship (no prescribed format). Do not include any confidential information.
 - c. Outline of the internship (application guidelines, etc.)
 - d. Completed “Certificate of Internship Participation (Form 1)” (インターンシップ参加証明書(様式 1))
- Interview with the faculty member in charge of the internship course
 - Students should request to attend an interview with the faculty member overseeing the internship. After the interview, students must collect a completed Application for Credits for Internship 1 & 2 (Form 2), which the SDM Office will provide the faculty member in charge in advance.

[Course registration]

-Students must bring the completed Application for Credits for Internship 1 & 2 (Form 2) to the SDM Office to register the course

[Grades for internship and notification]

The faculty member in charge of the internship course will determine whether to award credits based on the interview and report. If approved, a grade of [PASS] will be awarded for this course together with the grades of the other courses the student has taken at the end of the semester.

<Table of corresponding courses >

The contents of the following courses previously taught in last academic year at SDM are in essence the same as the corresponding courses in the table taught in the current academic year. Students can only re-register for courses they have previously taken as Optional Courses, which do not count toward the credit requirements for completing the degree. (Further details below.)

Subjects provided in this academic year	Subjects provided last academic year
SUSTAINABLE SOCIAL SYSTEM DESIGN (J) (2)	ENVIRONMENTAL SYSTEM DESIGN (J) (2)
WORKSHOP DESIGN METHODOLOGY FOR INNOVATION1 (J) (1)	DESIGN METHODOLOGY FOR INNOVATIVE WORKSHOP1 (J) (1)
WORKSHOP DESIGN METHODOLOGY FOR INNOVATION2 (J) (1)	DESIGN METHODOLOGY FOR INNOVATIVE WORKSHOP2 (J) (1)
METHODOLOGY FOR MARKETING AND INNOVATION (J) (2)	BUSINESS SYSTEM ENGINEERING (J) (2)
FOUNDATION OF MODEL-BASED SYSTEMS ENGINEERING (EJ) (2)	FOUNDATION OF MODEL-DRIVEN SYSTEMS DEVELOPMENT (EJ) (2)

Doctoral Program

The numbers in the brackets specify the credits awarded for the course.

Required Course

Advanced Research on System Design and Management (2)

The credits for this course are awarded based on the supervision of the doctoral dissertation, and there are no timetabled classes. Students may register for the Core Subjects of the master's program and the "Design Project" course when necessary. Students should consult with their research advisor for further details.

II. Requirements for Completion of Degree

A. Degrees Awarded by SDM

Master's Program

<Research-Intensive Course>

Master's Degree (System Engineering)

Master's Degree (System Design and Management)

<Learning-Intensive Course>

Master's Degree (System Design and Management)

Doctoral Program

Doctoral Degree (System Engineering)

Doctoral Degree (System Design and Management)

B. Requirements for Degree Completion

Master's Program

<Research-Intensive Course>

1. Be enrolled at SDM for four or more semesters, excluding temporary leaves of absence. Cases of early completion of the degree upon fulfillment of the program requirements will be determined separately.
2. Earn credits in accordance with the requirements set forth in Article 108 Section 33-2 of the Graduate School Rules.
3. Pass the master's thesis and final examinations.

(Excerpt from the Graduate School Rules)

Article 108 Section 33-2

1. To fulfill the requirements for a master's degree in the Research-Intensive Course, a student must earn at least 36 credits through courses and satisfy the requirements specified in the following section and Article 109.
2. A student must satisfy the credit requirements in each of the following items in order to be awarded a master's degree.

1. Required Courses

- Core Subjects: 8 credits
- Special Research Subjects: 8 credits
- Project Subjects: 4 credits

2. Major Courses: At least 16 credits

3. Notwithstanding the provisions of the preceding paragraph, separate provisions shall be made for cases of early degree completion.

*Credits for the Special Research Subjects are awarded for the research carried out for the master's thesis.

<Learning-Intensive Course>

1. Be enrolled at SDM for four or more semesters, excluding temporary leaves of absence. Cases of early completion of the degree upon fulfillment of the program requirements will be determined separately.
2. Earn credits in accordance with the requirements set forth in Article 108 Section 33-3 of the Graduate School Rules.
3. Pass the master's thesis and final examinations.

(Excerpt from the Graduate School Rules)

Article 108 Section 33-3

1. To fulfill the requirements for a master's degree in the Learning-Intensive Course, a student must earn at least 46 credits through courses and satisfy the requirements specified in the following section and Article 109.
2. A student must satisfy the credit requirements in each of the following items in order to be awarded a master's degree.

1. Required Courses

- Core Subjects: 8 credits
- Special Research Subjects: 2 credits
(Research on Project Design and Management)
- Project Subjects: 4 credits

2. Major Courses: At least 32 credits

3. Notwithstanding the provisions of the preceding paragraph, separate provisions shall be made for cases of early degree completion.

*Credits for Special Research Subjects are awarded for the research carried out for the master's thesis.

Doctoral Program

1. Be enrolled at SDM for six or more semesters, excluding temporary leaves of absence.
2. Earn credits in accordance with the requirements set forth in Article 108 Section 41 of the Graduate School Rules.
3. Pass the doctoral dissertation and final examination.

(Excerpt from the Graduate School of Rules)

Article 108 Section 41

1. To fulfill the requirements for a doctoral degree, a student must earn at least 12 credits from courses as specified in Article 108 Section 36-1 and satisfy the requirements specified in Article 109.
2. The final examination shall center on the defense of the doctoral dissertation.
3. Notwithstanding the provisions of the preceding two sections, separate provisions shall be made for cases of early degree completion.

Article 108, Section 42

1. Three copies of the dissertation are to be prepared and submitted to the Graduate School of System Design and Management Committee via the research advisor of the student.
2. The reviews and defense of the dissertation shall be completed within one year of receipt.

C. Process for Completing Degree

Master's Program

1. Schedule

<Students enrolled in the Research-Intensive Course>

<First year>

Enrollment	Apr. 2017	Sept. 2017	Apr. 2018	Sept. 2018
Orientation	Apr. 4, 2017	Sept. 15, 2017	Apr. 2, 2018	Sept. 19, 2018
Course registration	Apr. 11-14, 2017	Sept. 26-29, 2017	Apr. 11-16, 2018	Sept. 26-Oct. 1, 2018
Submission of form on preferred research supervisor	Apr. 17, 2017	Oct. 2, 2017	Apr. 16, 2018	Oct. 1, 2018
Decision of research supervisor	Mid-May, 2017	Mid-Oct., 2017	May 2, 2018	Oct. 9, 2018
Theme Presentations (prior submission of presentation materials)	July 28-29, 2017	Feb. 3, 2018	Sept. 17, 2018	Feb. 2, 2019
Course registration	Late Sept., 2017	Apr. 11-16, 2018	Sept. 26-Oct. 1, 2018	Mid-Apr., 2019
First interim presentation (prior submission of presentation abstract (résumé) and materials)	Feb. 17, 2018	Sept. 17, 2018	Feb. 16, 2019	Mid-Sept., 2019
Approval to commence master's thesis	Late Mar., 2018	Mid-Sept., 2018	Mid-Mar., 2019	Mid-Sept., 2019

<Second year>

Course registration	Apr. 11-16, 2018	Sept. 26-Oct. 1, 2018	Mid-Apr., 2019	Late Sept., 2019
Second interim presentation (prior submission of presentation abstract (résumé) and materials)	Sept. 17, 2018	Feb. 16, 2019	Mid-Sept., 2019	Mid-Feb., 2020
Course registration	Sept. 26-Oct. 1, 2018	Mid-Apr., 2019	Late Sept., 2019	Mid-Apr., 2020
Secondary advisor assigned	Nov. 16, 2018	Early June, 2019	Mid-Nov., 2019	Early June, 2020
Submission of applications for tentative title of master's thesis and degree, and materials formatted for publication	Dec. 4, 2018	Mid-June, 2019	Early Dec., 2019	Mid-June, 2020

Registration of thesis title and submission of master's thesis, "Primary and Secondary Advisors Check Sheet", and "Master's Thesis Consent Form"	Jan. 25, 2019	Mid-July, 2019	Late Jan., 2020	Mid-July, 2020
Examination of master's thesis (prior submission of presentation manuscript)	Feb. 1-2, 2019	Mid-July, 2019	Early Feb., 2020	Mid-July, 2020
Submission of the final draft of the master's thesis, materials formatted for publication, and application form	Feb. 15, 2019	Mid-Aug., 2019	Mid-Feb., 2020	Mid-Aug., 2020
Re-examination of master's thesis (applicable students only)	Feb. 16, 2019	Mid-Aug., 2019	Mid-Feb., 2020	Mid-Aug., 2020
Announcement of students who have completed the master's program	Early Mar., 2019	Early Sept., 2019	Early Mar., 2020	Early Sept., 2020
Commencement ceremony	Late Mar., 2019	Late Sept., 2019	Late Mar., 2020	Late Sept., 2020

<Students enrolled in the Learning-Intensive Course>

Learning-Intensive Course students can register for the Special Research Subjects **in the last semester of second year only.**

<First year>

Enrollment	Apr. 2017	Sept. 2017	Apr. 2018	Sept. 2018
Orientation	Apr., 4, 2017	Sept. 15, 2017	Apr. 2, 2018	Sept. 19, 2018
Course registration	Apr. 11-14, 2017	Sept. 26-29, 2017	Apr. 11-16, 2018	Sept. 26-Oct. 1, 2018
Submission of form on preferred research supervisor	Apr. 17, 2017	Oct. 2, 2017	Apr. 16, 2018	Oct. 1, 2018
Decision of research supervisors	Mid-May, 2017	Oct. 10, 2017	May 11, 2018	Oct. 9, 2018
Course registration	Apr. 11-14, 2017	Apr. 11-16, 2018	Late Sept., 2018	Mid-Apr., 2019
Approval to commence master's thesis	Late Mar., 2018	Mid-Sept., 2018	Mid-Mar., 2019	Mid-Sept., 2019

<Second year>

Course registration	Apr. 11-16, 2018	Sept. 26-Oct. 1, 2018	Early Apr., 2019	Late Sept., 2019
Theme Presentations (prior submission of presentation materials)	Sept. 17, 2018	Feb. 16, 2019	Mid-Sept., 2019	Mid-Feb., 2020
Course registration	Sept. 26-Oct. 1, 2018	Mid-Apr., 2019	Late Sept., 2019	Mid-Apr., 2020
Secondary advisor assigned	Nov. 16, 2018	Early June, 2019	Mid-Nov., 2019	Early June, 2020
Submission of applications for tentative title of master's thesis and degree	Dec. 4, 2018	Mid-June, 2019	Early Dec., 2019	Mid-June, 2020
Registration of thesis title and submission of master's thesis, "Primary and Secondary Advisors Check Sheet," and "Master's Thesis Consent Form"	Jan. 25, 2019	Mid-July, 2019	Late Jan., 2020	Mid-July, 2020

Examination of master's thesis (prior submission of presentation manuscript)	Feb. 1-2, 2019	Mid-July, 2019	Early Feb., 2020	Mid-July, 2020
Submission of final draft of master's thesis and application form	Feb. 15, 2019	Mid-Aug., 2019	Mid-Feb., 2020	Mid-Aug., 2020
Re-examination of master's thesis (applicable students only)	Feb. 16, 2019	Mid-Aug., 2019	Mid-Feb., 2020	Mid-Aug., 2020
Announcement of students who have completed the master's program	Early Mar., 2019	Early Sept., 2019	Early Mar., 2020	Early Sept., 2020
Commencement ceremony	Late Mar., 2019	Mid-Sept., 2019	Late Mar., 2020	Mid-Sept., 2020

*The above schedules are subject to change.

2. Theme presentation, etc.,

- **Theme presentations** *Details to be announced by the SDM Office.

[Presentation time]

<**Research-Intensive Course**> Total of 6 minutes per student (3 minutes to present and 3 minutes for Q&A).

<**Learning-Intensive Course**> Total of 12 minutes per student (7 minutes to present and 5 minutes for Q&A).

[Advance submissions] Presentation slides (PPT file).

[How to submit] Upload to the e-learning system. *The URL and additional information will be provided by the SDM Office.

[Submission deadline] In principle, by 23:59 on the day prior to the presentation. *The precise dates and times will be provided by the SDM Office.

[Grading criteria]

<**Research-Intensive Course**>

- Is the student tackling a topic that is suitable for a research project at SDM?
- Grasp of background and existing research: Does the student have a grasp of the existing research and theories surrounding the topic or issue?
- Presentation skills: Has the student successfully conveyed the content of the research to the listeners within the allotted time?

<**Learning-Intensive Course**>

- Problem awareness: Willingness to tackle difficult problems and issues previously overlooked.
Has the issue under consideration been clearly identified? Has the student clarified why and how he or she wishes to tackle this particular issue? Does the student have a clear idea of what he or she wishes to contribute to his or her field through this research?
- Research scope: Has the student been able to narrow down the problem, specify a suitable question, and set the scope of research within practical and reasonable bounds?
- Grasp of basic knowledge and existing research: Does the student have a grasp of the existing research and theories (both academically and more generally) on the research topic?
Does the student have a grasp of the overall background and the arguments presented in the existing research in his or her chosen topic?

- d. Approach of research and progress: Does the student have a feasible plan for completing his or her research objectives? Has the methodology, means of implementation, and plan of action been adequately deliberated?
- e. Presentation skills: Has the student been able to successfully convey to listeners the above four points within the allotted time?

• **Interim presentations** *Details to be announced by the SDM Office.

[Presentation time]

First interim presentation: Total of 10 minutes per student (7 minutes to present and 3 minutes for Q&A).

Second interim presentation: Total of 15 minutes per student (7 minutes to present and 8 minutes for Q&A).

[Advance submissions] Presentation abstract (résumé) and slides (PPT file).

[How to submit] Upload to the e-learning system. *The URL and additional information will be provided by the SDM Office.

[Submission deadlines] In principle, by 23:59 on the day prior to the presentation. *The precise dates and times will be provided by the SDM Office.

[Grading criteria]

a. Overview of research:

Is the research on an important and challenging real-world problem?

Does the student know the key research literature on the issue under consideration?

Is the student aware of the current circumstances and effectiveness of any solutions previously proposed regarding this issue?

Does the student have an overall command of related issues and an understanding of the position and significance of his or her own research within the broader research agenda?

b. Originality and creativity:

Does the research question, methodology, and hypothesis demonstrate originality and creativity?

Does the student's approach to and engagement with the research question demonstrate originality or creativity?

Has the student collected and analyzed new facts and data?

c. Research question and hypothesis:

Has the research question been framed appropriately? Has the student been consistent in the formulation and development of his or her hypothesis?

Is the research question realistic and suitable for the research topic, and is the hypothesis logically coherent? Is the field of investigation appropriate for the research question?

d. Quality of research proposal and development:

Is the proposed policy solution realistic and within the bounds of real-world constraints?

Are the research conclusions realistic in terms of effectiveness and adoptability?

e. Quality of presentation:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

[Important notes] (Topic presentations and interim presentations)

* The topic presentations are to be held in English. The interim presentations may be conducted in either Japanese or

English.

*The presentation material and abstract must be checked by the research advisor prior to the presentation.

*All students must attend the presentations of other students in one of the two rooms hosting the event.

*On the day of the presentations, a PC with the presentation files of all students in each room must be prepared to ensure that the event proceeds smoothly.

*The SDM Office will announce the order of the presentations.

- **Submission of the master's thesis *Details to be announced by the SDM Office.**

[Submission deadline] Approximately one week before the examination of the master's thesis. The submission deadlines are strictly enforced and late submissions will not be accepted. Furthermore, updates and revisions to submitted files are not permitted after the deadline. *The SDM Office will contact students making a submission on an individual basis regarding the schedule.

[How to submit] Upload the thesis to the e-learning system as a PDF file. The e-learning system does not accept any formats other than PDF, including Word files. *The URL and additional information will be provided by the SDM Office.

[Structure of thesis] The thesis is to be comprised of a cover page, an abstract in English and Japanese (one page each), and the main text (no prescribed format). All parts of the thesis must be submitted as a single PDF file.

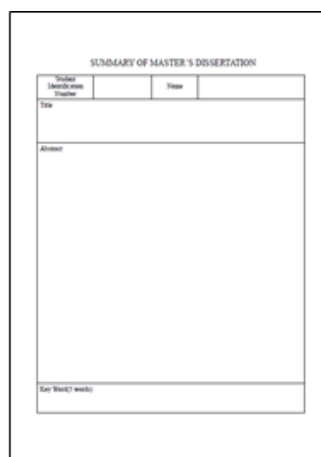
- **Submission of the “Master’s Thesis Consent Form” (論文利用許諾書)**

[Submission deadline] Same as that for the final draft of the master's thesis.

*The SDM Office will contact students regarding the details.

[How to submit] To be submitted to the student's research advisor.

*Visit the “Master’s degree information” page under “For Students” on the SDM home page for the forms, etc.
<http://www.sdm.keio.ac.jp/en/student/master/thesis.html>



Theses written in English are to be comprised of a cover page, an English abstract (one page), and the main text.

Students should consult with their research advisor regarding the format of the main text.

Submissions in color are permitted, but students must ensure that the thesis is legible when printed in monochrome.

- **Examination of master's thesis *Details to be announced by the SDM Office.**

[Presentation time]

<**Research-Intensive Course**> Total of 30 minutes per student (15 minutes to present and 15 minutes for Q&A).

<**Learning-Intensive Course**> Total of 20 minutes per student (10 minutes to present and 10 minutes for Q&A).

[Advance submissions] Presentation slides (PPT file). *Students must consult with their research advisor for further details.

[How to submit] Upload to the e-learning system.

[Submission deadline] In principle, by 23:59 on the day prior to the presentation.

[Materials required on day of presentation] Bring two copies of the master thesis in A4 flat file binders to the examination venue for perusal by the examiners.

[Important notes] To shorten the time between presentations, students are required to save their presentation materials on the PC in the examination venue and should confirm that PowerPoint files, videos, and any other software required function correctly beforehand. The scheduling for the presentations is strictly enforced and any time used to resolve computer-related issues or for the changeover of presenters will count toward the time allocated for the presentation.

[Grading criteria]

<**Research-Intensive Course**>

a. Overview of research:

Is the research on a substantially important and challenging real-world problem?

Does the student know the key research literature on the issue under consideration?

Is the student aware of the current circumstances and effectiveness of any solutions previously proposed regarding this issue?

Does the student have an overall command of related issues and an understanding of the position and significance of his or her own research within the broader research agenda?

b. Originality/creativity:

Originality and creativity:

Does the research question, methodology, and hypothesis demonstrate originality and creativity?

Does the student's approach to and engagement with the research question demonstrate originality or creativity?

Has the student collected and analyzed new facts and data?

c. Research question and hypothesis:

Has the research question been framed appropriately? Has the student been consistent in the formulation and development of his or her hypothesis? Is the research question suitable for the research topic, and is the hypothesis logically coherent? Is the field of investigation appropriate for the research question?

d. Clarity of conclusion and quality of investigation:

Are the research results valid, reproducible, and clear in terms of scope and applicability?

Has the student adequately identified the achievements of this research and areas requiring further investigation?

Has an adequate investigation been conducted and does it support the conclusions reached? Are the results of the research effective and practically applicable?

e. Quality of presentation:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

Has the thesis been completed?

<Learning-Intensive Course>

a. Overview of research:

Does the student know the key research literature on the issue under consideration?

Has the student clearly set forth the structure of the thesis irrespective of the complexities of the issue under consideration?

Is the student aware of the current circumstances and effectiveness of any solutions previously proposed regarding this issue?

Does the student have an overall command of related issues and an understanding of the position and significance of his or her own research within the broader research agenda?

b. Effectiveness and applicability of results:

Is the research question relevant for real-world solutions?

Is the student's approach to and engagement with the research question logically consistent and clearly explained?

Has the student collected and analyzed data that is realistic and practical?

c. Research question and hypothesis:

Has the research question been framed appropriately? Has the formation and development of the hypothesis been consistent or does the student demonstrate a willingness to tackle difficult issues? Is the research question suitable for the research topic, and is the hypothesis logically coherent? Is the field of investigation appropriate for the research question?

d. Clarity of conclusion and quality of investigation:

Are the research results valid, reproducible, and clear in terms of scope and applicability?

Has an adequate investigation been conducted and does it support the conclusions reached? Are the results of the research effective and practically applicable?

e. Quality of presentation and perfection of thesis:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

Has the thesis been completed?

- **Submission of final draft of master's thesis and materials formatted for publication *Details to be announced by the SDM Office.**

Submissions after the examination of the master's thesis:

<Research-Intensive Course> Final draft of master's thesis and materials formatted for publication

<Learning-Intensive Course> Final draft of master's thesis

These must be submitted regardless of whether revisions are required.

Follow the instructions of the examiners regarding revisions of the thesis, reexaminations, etc.

Students should consult with their primary research advisor regarding the format of the materials formatted for publication.

[Submission deadline] All submissions are to be made via the e-learning system approximately two weeks after the examination of the master's thesis. The submission deadlines are strictly enforced and late submissions will not be accepted. Furthermore, updates and revisions to submitted files are not permitted after the deadline. Any and all

updates and revisions will be treated as an extension, even if carried out in error. *The SDM Office will provide details.

[How to submit] Upload the thesis to the e-learning system as a PDF file. The e-learning System does not accept any formats other than PDF, including Word files. *The URL and additional information will be provided by the SDM Office.

* Visit the “Master’s degree information” page under “For Students” on the SDM home page for the forms, etc.
<http://www.sdm.keio.ac.jp/en/student/master/thesis.html>

3. Early Completion of the Master’s Degree upon Fulfillment of the Program Requirements

Students should inform the SDM Office of their intention for early completion upon consultation with their research advisor no later than the applicable deadline stated below:

<Research-Intensive Course> During the semester preceding the intended semester of degree completion.

<Learning-Intensive Course> At the topic presentation held in the semester preceding the intended semester of degree completion.

*Students in the Learning-Intensive Course must carry out the topic presentation in the semester preceding the intended semester of degree completion.

Doctoral Program

1. Schedule

Degree completion	Sept. 2018	Mar. 2019
Research presentations	Early Aug., 2017	Mid-Feb., 2018
Preparation of exam by the primary examiner and candidates for the secondary examiners	Sept., 2017-May., 2018	Mar.,2018-Nov.,2018
Application for degree examination (completed set of application materials and soft bound copy of dissertation)	Late June, 2018	Late Dec., 2018
Acceptance of application for degree examination and establishment of the examination committee	Late June, 2018	Late Dec., 2018
Preliminary examination	Early July, 2018	Early Jan., 2019
Final examination (public hearing, confirmation of level of scholarship, and language skills)	Early Aug., 2018	Early Feb. 2019
Submission of doctoral dissertation (two hard bound copies)	Late August., 2018	Late Feb., 2019
Announcement of students who have completed the doctoral program	Early Sept., 2018	Early Mar., 2019

The above schedules are subject to change.

2. Research presentations etc.

- **Research presentations** * Details to be announced by the SDM Office.

[Presentation time]

Total of 20 minutes per student (12 minutes to present and 8 minutes for Q&A)

[Advance submissions]

a. Materials formatted for publication.

*Submission of incomplete materials are acceptable at the time of the presentation if the progress of research and related issues are clearly stated.

b. Presentation slides (PPT file).

[How to submit] Upload to the e-learning system.

[Submission deadline] In principle, by 23:59 on the day prior to the presentation.

The presentations should be on the results of the research so far and future plans.

The presentations will take place in three rooms and all students should be in attendance at one of these venues in order to listen to and discuss the presentations of other students.

* The URL and additional information will be provided by the SDM Office.

[Notes]

*The presentation is to be conducted in either Japanese or English.

*The presentation manuscript and abstract must be checked by the research advisor prior to the presentation.

*All students must attend the presentations of other students in one of the three rooms hosting the event.

*On the day of the presentations, a PC with the presentation files of all students in each room must be prepared to ensure that the event proceeds smoothly.

*The SDM Office will announce the order of the presentations.

*Although it is preferable for the presentations and related materials to follow the style that is recommended by SDM, this is not an absolute requirement. Students are free to create presentations and to use materials that are appropriate for their respective fields.

• **Application for degree examination**

A completed set of application materials is to be submitted to the SDM Office.

[Documents required for application]

a. “Degree Application Form” (学位申請書; prescribed Word-based form) 1 copy

b. “Summary of Doctoral Dissertation” (主論文要旨; prescribed Word-based form) 1 copy

c. “Dissertation index” (論文目録; prescribed Word-based form) 1 copy *refer to the “Completion Guide”

d. Personal history (prescribed Word-based form) 1 copy

e. Relevant publications 1 set (bound in an A4 file with the paper titles and your name indicated on the front cover and spine)

f. Soft bound copies of dissertation (A4) multiple copies (1 copy for the proposed primary examiner and 1 copy for each of the proposed secondary examiners)

[Notes on application documents]

*These documents have been created based on the formats specified in the Rules and Regulations for Degree Conferral. Do not for any reason delete sections of the prescribed forms and complete in accordance with the following:

*Indicate all years in the Western calendar for documents a. through d.

*Ensure that the title of the dissertation is consistent for all of the application documents and the proposal submitted by the primary examiner.

*Use your full name in the application documents.

(Use official kanji and not abbreviated forms. This application will be the basis of your diploma that will be presented at the commencement ceremony.)

a. Degree Application Form (学位申請書)

- In the parentheses () in the 1st line of the application, enter the type of degree being sought (System Engineering or System Design and Management). Students must obtain the approval of their research advisor in advance.
- In the date column at the top of the application, enter the date that the application will be submitted to the SDM Office.
- Students must affix their official seal once the form has been completed. Signatures are acceptable for non-Japanese nationals who do not have an official seal.

b. Summary of Doctoral Dissertation (主論文要旨)

- Roughly 300 words.

c. Dissertation index (論文目録)

- “Remark 1” and “Remark 2” contain notes on the dissertation. “Remark 1” does not apply to SDM.
- The “dissertation index (Completion Guide)” contains the standard orthography for relevant publications. This orthography may be changed if unsuitable for the research for which the degree is being sought. Students should consult with their primary examiner in such cases.
- In the “Report No.” column at the top of the form, circle the appropriate designation (A or B) and leave the space for the number blank.
- Secondary papers are not subject to examination at SDM. Indicate “0” as the number of copies and leave the column for secondary paper titles blank.
- In the “relevant publications” column, leave the number of copies blank and fill out the rest of the information that is required as shown in the sample.
- If the “dissertation index” requires two pages, indicate “(1/2)” in the margin on the first page and “(2/2)” in the margin on the second page. Do not use double-sided printing.

d. Personal history

- In the “Report No.” column at the top of the form, circle the appropriate designation (A or B) and leave the space for the number blank.
- Students should use the same official seal that was used for the “Degree Application Form.” Signatures are acceptable for non-Japanese nationals who do not have an official seal.
- Fill in the entrance and completion dates as indicated below.

< Students currently enrolled in a doctoral program at Keio University should write their expected date of completion as follows on their personal history >

When completion of the degree is scheduled for March, write “Completion expected on March 23.” If scheduled to leave after earning all of the required credits in March, write “Scheduled to leave after earning all required credits on March 31.”

When completion of the degree is scheduled for September, write “Completion expected on September 21.” If scheduled to leave after earning all of the required credits in September, write “Scheduled to leave after earning all of the required credits on September 21.”

e. List of relevant publications, etc. (A4)

Submit prints of all of your published papers relating to the dissertation (copies accepted), copies of abstracts for conference presentations, and any other related documents in an A4 file (ordinary paper file, etc.) in the order listed in the “dissertation index”, and indicate the paper titles and your name on the front cover and spine.

*Refer to the “Doctoral degree information” on the SDM website.

[How to submit] SDM Office

Course Registration

I. Course Registration

Students are expected to register all courses they wish to take through the Academic Affairs Web System (can be accessed through keio.jp) during the designated registration period every semester. Please refer to the instructions below and complete registration. There is no limit on the number of courses which students can register each semester.

Before registering the courses you wish to take, check the online syllabi, and be sure to attend the classes held for them during the first week of the semester.

Students who fail to register courses during the designated period may be expelled in accordance with Article 161 of the Graduate School Rules.

If you would like to leave the university temporarily without registering any courses, consult with your research advisor and submit an Application for Temporary Leave of Absence (休学願) to the SDM Office (for details, see “1. Temporary Leave of Absence” in the “Reports and Applications” section). The Application for Temporary Leave of Absence may be submitted even after registering courses. The deadline for submission is May 31 for the Spring Semester and November 30 for the Fall Semester.

II. Course Registration Procedures

Register all courses you wish to take through the Academic Affairs Web System; you will need your keio.jp ID and password to log in (http://www.gakuji.keio.ac.jp/web_system.html) during the designated period. Print out your completed course registration and keep it as a record until you receive your academic transcript, which is issued at the end of each semester.

III. Course Registration Schedule

Fall Semester:

Course registration period: from 1:00 p.m. on September 26 (Wed.) to 11:00 a.m. on October 1 (Mon.)

- Students must consult their research advisor (preferred research advisor for new students) before registering courses to make an effective study plan.
- Registration must be completed during this period for courses offered by other Keio graduate schools and undergraduate faculties, including those which are offered in the Fall Semester. Please refer to “F. Notes for Registering Courses Offered by Other Keio Graduate Schools” in the “IV. Notes” section below for more details.
- Print and save a copy of the list of courses you have registered and submit a copy to your research advisor (preferred research advisor for new students).

Course confirmation period: from 1:00 p.m. on October 1 (Mon.)

- Confirmation must be completed during this period. If you discover that there are courses missing, please add them during the course amendment period below.

Course amendment period: from 10:00 a.m. on October 10 (Wed.) to 3:00 p.m. on October 12 (Fri.)

- Any amendments to the courses for which you have registered must be carried out during this period.
- Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during this period if the graduate school or faculty concerned permits the cancellation of the course online. Courses offered by other Keio graduate schools and faculties cannot be added during this period. For more details, please refer to “F.

Notes for Registering Courses Offered by Other Keio Graduate Schools” in the “IV. Notes” section below.

- Print and save a copy of the list of courses you registered.

Course amendment confirmation period: from 9:00 a.m. on October 15 (Mon.)

- Confirmation must be completed during this period. If you find any courses missing, please report this to the SDM Office by the above deadline.

- Changes to registered courses for the Spring Semester cannot be made after the designated period above.

IV. Notes

A. Course Registration

- Check the course title, lecturers, and the five-digit registration number for each course. Please note that e-learning courses have different registration numbers to those offered in classrooms. Courses that hold classes over multiple class periods or days during the week only have one registration number.
- Once you have registered for a course, you cannot take other courses offered on the same day and class period.

B. “Column A”(A 欄申告) and “Column B”(B 欄申告) Registration

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

Column A: Courses whose credits count towards the completion of the program must be registered in Column A.

Please register all courses offered by SDM in Column A. However, if a student decides to retake a course after having already earned credits, it can no longer be registered in Column A.

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

C. General Notes

- Register courses through the Academic Affairs Web System during the designated period every semester.
- Students who fail to register courses during the designated period may be expelled in accordance with Article 161 of the Graduate School Rules.
- Check your academic transcript for the previous semester for the courses you have completed. In particular, check for wrongly registered or unregistered courses, as these may prevent you from completing the degree program.
- Register all courses for the semester during the designated period. If registration is not completed, credits will not be awarded to students even if they take the examination.
- Check the subject group and/or subgroup (refer to page 21) of each course before you register courses.
- After completing your registration, print out the list of registered courses, fill in the information of your research advisor (tentative research advisor or research supervisor for students who enrolled in September) on the upper right side, and submit it to the SDM Office by the due date. Please also keep a copy for your record with your class schedule.
- Please be aware that class schedules may change. Check the SDM website carefully before registering courses.

D. Notes for Registering Master’s Program Courses

- To take courses offered by SDM, register them in Column A (A 欄).
- Students enrolled in the Research-Intensive Course are required to take the “Research on System Design and Management” course given by their research advisor every semester. New students enrolled in the Research-Intensive Course should register for the “Research on System Design and Management” course during the course

amendment period as they will not yet have been assigned a research advisor during the course registration period.

- Students enrolled in the Learning-Intensive Course are required to take the “Research on Project Design and Management” course given by their research advisor in the final semester of the degree program.
- Students who enroll in April must take the “Design Project” course in their first semester after enrollment. Students who enroll in September must take this course in their second semester (first spring semester after enrollment).
- Students wishing to take courses offered by SDM as Optional Courses should register these in “Column B:11” (B 欄:11).
- Students wishing to take courses offered by other Keio graduate schools and undergraduate faculties should register these in “Column B:99” (B 欄:99).

E. Notes for Registering Doctoral Program Courses

- Register the “Advanced Research on System Design and Management” course offered by your research advisor each semester.
- Students wishing to take courses offered in the SDM Master’s Program should register these in Column B:11 (B 欄:11).
- Students wishing to take courses offered by other Keio graduate schools and undergraduate faculties should register these in Column B:99 (B 欄:99).

F. Notes for Registering Courses Offered by Other Keio Graduate Schools

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

1.Registration Period

Please note that some Spring and Fall Semester courses offered by other Keio graduate schools and undergraduate faculties can only be registered during the Spring Semester course registration period. The registration procedures for courses offered by the Keio Business School (KBS) will be announced separately.

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

2.Registration Procedures

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

3.Important Note When Registering Courses Online

Register courses offered by other Keio graduate schools and undergraduate faculties in Column B:99 (B 欄:99).

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

In principle, required courses, experiment and practical courses at other graduate schools and undergraduate faculties, and courses that are only offered to full-time students of a particular graduate school or faculty cannot be registered by SDM students. For more information, please refer to the following website: <http://www.gakuji.keio.ac.jp/academic/rishu/> (Japanese language only)

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

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

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

5. Cancelling Registered Courses Offered by Other Keio Graduate Schools and Undergraduate Faculties

Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during the course amendment period if the school or faculty concerned permits the cancellation of the course online.

Check the websites below for courses that cannot be cancelled. Courses offered by other Keio graduate schools cannot be added during the course amendment period.

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

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

G. Notes for Registering E-learning Courses

- If you are unable to attend every class but have a strong desire to take the course, you may register for the e-learning course.

You can view lectures and earn credits by submitting assignments through the e-learning system. However, **prior permission from the lecturer is required to take core subjects by e-learning**. Please note that **students who have newly graduated from an undergraduate faculty are not allowed to take core subjects via e-learning**.

- The e-learning system makes it possible to take courses by viewing the class lectures online.
- The class lecture videos are uploaded roughly once a week after the class is given. The SDM Office will provide the URL of the e-learning system to students who have registered for e-learning courses.
- When registering, select the registration number for the e-learning courses. Please note that e-learning courses may require attendance in class for seminars when the class cannot be recorded on video. Additionally, makeup classes and discussion classes which are not part of e-learning may be held. For further information, please contact the lecturer.
- The maximum number of credits that can be earned through e-learning is:
 - Research-Intensive Course: 10 credits
 - Learning-Intensive Course: 20 credits
- You cannot register to take a course both in class and by e-learning.

H. Academic Misconduct

Academic misconduct in regular or in-class examinations, reports, quizzes, or any other form of assessment will be severely penalized in accordance with Article 161 of the Graduate School Rules. Violation of this rule will not only result in students failing the course, but it may also result with a reprimand, demerit, suspension, or expulsion. Academic misconduct in written examinations includes cheating, taking an exam for another person or having someone take an exam for you, taking the exam paper out from the exam room, and failing to comply with the instructions of the course lecturer.

It should also be noted that plagiarism and the use of sources without acknowledging them in reports and theses are forms of academic misconduct.

Here are the most important points that students should be aware of when writing their reports and theses:

- a. Keep your own writing and your sources separate.
- b. When you cite or refer to someone else's texts or opinions, make sure to include a full reference of the source.
- c. Quote sources exactly as they appear in the original text, including misspellings.

d. Citations must be done according to the established format.

e. When you cite information found on the Internet, make sure to include the full URL, page title, and the date you copied the page in the citation information.

* If you use figures (including pictures, images, illustrations, etc.) and tables from another person’s work or documents (including publications on the Internet) in your work, you must have permission to use it from the person who owns the copyright.

V. “Subject Number” Column

Each subject group and subgroup is assigned a subject number. Refer to the “Subject Number” column below when registering.

Note that the “Subject Number” column can only be assigned during the registration period or registration adjustment period.

Master’s Program (Research-Intensive Course and Learning-Intensive Course)

Subject Number	Subject Group and/or Subgroup (as shown in academic transcript)	Subject Number for Column B
10-10-10	Master’s Program: Core Subjects	-
10-10-20	Master’s Program: Core Subjects (e-learning)	-
10-20-10	Master’s Program: Special Research Subjects	-
10-30-10	Master’s Program: Project Subjects	-
20-10-10	Master’s Program: Major Courses	-
20-10-20	Master’s Program: Major Courses (e-learning)	-
90-10-10	Optional Courses: Master's program courses offered at the Graduate School of System Design and Management	11
90-10-20	Optional Courses: Courses offered at other graduate schools and undergraduate faculties	99

Doctoral Program

Subject Number	Subject Group and/or Subgroup (as shown in academic transcript)	Subject Number for Column B
50-10-10	Doctoral Program: Special Research Subjects	-
90-10-10	Optional Courses: Master's program courses offered at the Graduate School of System Design and Management	11
90-10-20	Optional Courses: Courses offered at other graduate schools and undergraduate faculties	99

VI. Inquiries on the Curriculum

Please consult your research advisor or academic counselor if you have any questions. For technical matters regarding online course registration and related problems, consult with the SDM Office.

Applications and Notifications

I. Temporary Leave of Absence

In the event of a prolonged absence due to illness or other unavoidable reasons, an application for leave of absence countersigned by your guarantor may be submitted. (In accordance with Article 125 of the Graduate School Rules.)

A. Submission of the “Application for Temporary Leave of Absence” (休学願)

Students who wish to take a leave of absence from the university must fill in the “Application for Temporary Leave of Absence,” receive a signature from their guarantor, have an interview with their research advisor, and then submit the application to the SDM Office. The application will not be accepted if the signatures of the student and the guarantor are the same. If you go abroad to attend a language school, you must also submit an acceptance letter from the school in question.

The period for the temporary leave of absence does not count toward the necessary period of enrollment at the graduate school for completion of the degree program. Students must follow the instructions below when submitting an application.

1. Submission Deadline:

The application must be submitted to the SDM Office by May 31 for the Spring Semester and by November 30 for the Fall Semester.

2. Period of Temporary Leave of Absence:

An application to take a temporary leave of absence must be submitted every semester.

Maximum period of temporary leave of absence permitted in the Spring Semester:

From April 1 to September 21

Maximum period of temporary leave of absence permitted in the Fall Semester:

From September 22 to March 31

B. Interview with Research Advisor

After completing the Application for Temporary Leave of Absence, the student must make an appointment with his or her research advisor and receive a signature or seal of approval.

C. Submission of the “Notification of Returning to Study” (就学届)

A “Notification of Returning to Study” must be submitted immediately after returning to university. The form will be sent to the student by post at the end of each semester along with his or her academic transcript.

If the student takes a temporary leave of absence due to illness, a medical certificate from a doctor must also be submitted with the Notification of Returning to Study.

D. Academic Fees and Expenses during Temporary Leave of Absence

<For students who enrolled in or after AY 2013>

Tuition, and experiment and practical training fees will be waived.

<For students who enrolled in or before AY 2012>

Academic fees and expenses for the period of the temporary leave of absence must be paid in full. However, depending on the reason for absence, tuition fees may be reduced. For details, please contact the SDM Office.

(Article 2 of the Keio Rules on Reduction and Exemption of Tuition Fees)

E. Health Check

If a student takes a temporary leave of absence and is not able to take the annual health check in April, he or she is

required to take the health check in September during the orientation period for incoming students.

II. Withdrawal

A. Voluntary Withdrawal

Fill in the “Notification for Withdrawal” (退学届) available at the SDM Office. The student and his or her guarantor must sign and affix their seals individually on the form, have an interview with the student’s research advisor, and then submit the form to the SDM Office. The student ID card of the student must also be returned when the form is submitted.

1. Submitting the “Notification for Withdrawal”

The student and his or her guarantor must sign and affix their seals on the form.

2. The student must return his or her student ID card upon submitting the form.

*The application form will not be accepted if the signatures or seals of the student and the guarantor are the same.

3. Date of Withdrawal

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

B. Expulsion (excerpt from Articles 128 and 161 of the Graduate School Rules)

The maximum period of enrollment in the same graduate school is four years for the master’s program and six years for the doctoral program, excluding any temporary leaves of absence. Disciplinary action will be taken to expel students who are seen to be unmotivated and unfit to pursue a degree from the graduate school.

III. Studying Abroad (Article 124 of the Graduate School Rules)

A. Before Going Abroad

The “Application for Study Abroad” (国外留学申請書) must be submitted to the SDM Office two months prior to the desired departure date. After being screened and approved by the student’s research advisor, the application will be forwarded to Graduate School of System Design and Management Faculty Committee. Please note that going abroad to attend a language school is treated as a temporary leave of absence.

B. Documents to Submit after Returning

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

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

If you wish to transfer credits (maximum of ten credits) acquired abroad to the degree program at SDM, submit the following documents after receiving approval from your research advisor. Students must have the necessary documents issued while studying at the university/institution abroad.

- Application for Accreditation of Earned Credits (単位認定申請書)
- Academic transcript
- Course syllabus

IV. Period of Enrollment in the Doctoral Program

The maximum period of enrollment in the doctoral program is 12 semesters, excluding any temporary leaves of absence.

If you have earned credits for all of the required courses by the end of your third year, you can either choose to stay in the program to complete your dissertation or withdraw from the program as a student who has completed the required course work but has not submitted a dissertation (Withdrawal from the Doctoral Program [After the Completion of Required Course Work without Submission of a Dissertation]). Submit the appropriate application (Application for Extension of Enrollment Period or the Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements; see below) to the SDM Office.

A. Application for Extension of Enrollment Period

If a student wants to remain enrolled in the doctoral program, an “Application for Extension of Enrollment Period” (在学期間延長許可願) must be submitted to the SDM Office by the end of August for those whose period of enrollment ends in the Spring Semester and by the end of February for those whose period of enrollment ends in the Fall Semester. If the application is approved, the student will be allowed to remain enrolled for up to six additional semesters from the end of the third year, excluding temporary leaves of absence. The student may apply for a tuition waiver for the extended enrollment period.

B. Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements (所定単位取得退学届)

If students in the doctoral program earn all the necessary credits within three years of enrollment but do not submit a doctoral dissertation, they can submit a “Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements” to the SDM Office.

V. Changes to Personal Information of the Student/Guarantor

Students must update their address/contact details immediately if they change via the Academic Affairs Web System on keio.jp. Normally, changes will be approved in a few days. When your home address changes, you need to revise the details on the sticker on the back of your student ID card and receive a stamp from the SDM Office.

When the details of your guarantor change, fill in a designated form at the SDM Office. Please note that submission of the above document is extremely important to prevent delays in receiving any vital documentation that is sent out by the SDM Office in the post.

VI. Payment of Academic Fees and Expenses and Deferred Payments

Fees for students who enrolled in AY 2018 (for enrolled in 2018 academic year) (unit: Japanese yen)

	Registration Fee	Tuition Fee	Student Health Care Mutual Aid Fee	Total
Master's Program	60,000 (30,000)	1,920,000 (960,000)	2,600 (1,350/ 1,250)	1,982,600 (991,350/ 991,250)
Doctoral Program	60,000 (30,000)	1,140,000 (570,000)	2,600 (1,350/ 1,250)	1,202,500 (601,350/ 601,250)

Fees for students who enrolled in or after AY 2016

(unit: Japanese yen)

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

Fees for students who enrolled in or after AY 2013

(unit: Japanese yen)

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

Fees for students who enrolled in or before AY 2012

(unit: Japanese yen)

	Tuition and Registration Fee	Facilities Fee	Information Network Registration and Usage Fee	Student Health Care Mutual Aid Fee	Total
Master's Program	1,500,000 (750,000)	320,000 (160,000)	5,000 (2,500)	2,500 (1,250)	1,827,500 (913,750)
Doctoral Program	750,000 (375,000)	320,000 (160,000)	5,000 (2,500)	2,500 (1,250)	1,077,500 (538,750)

*Tuition and other fees can be paid in two installments, in the Spring and Fall Semesters.

(Installment payment amounts are shown in the parentheses.)

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

<Refer to> **Article 131 of the Graduate School Regulations (Daigakuin Gakusoku)**

Payment Deadline

Payment for the Spring Semester and payment in full: End of April

Payment for the Fall Semester: End of October

If tuition and other fees cannot be paid by the deadline due to unavoidable reasons, students must submit the "Application for Tuition Deferment" (延納申請書) to the SDM Office by the following dates:

Spring Semester: Tuesday, May 15 Fall Semester: Thursday, November 15

The reason for payment delay must be approved by Keio University, which will issue a certificate upon approval.

You may download the form from

<http://www.gakuji.keio.ac.jp/life/shogaku/ennou.html>

The deadlines for deferred payments are as follows:

Spring Semester: Tuesday, July 31

Fall Semester: Friday, December 21

VII. Reduction and Exemption of Academic Fees

Students who wish to request a reduction or exemption of academic fees due to a temporary leave of absence must submit the “Application for Reduction and Exemption of Academic Fees” (学費減免申請書) to the SDM Office. Please note that reductions or exemptions of academic fees are not approved in all cases. For further information, please contact the SDM Office.

VIII. Use of Classrooms

In order to use classrooms for academic meetings, a reservation must be made in advance. For classrooms C3N14 and C3S10 (CDF), reservations must be made at the SDM Office from three days to two weeks prior to the day of use. To use discussion rooms C3S03 to C3S09 and C3N04 to C3N09, fill in the booking sheet placed on the door of each room. Draw a line indicating the period you wish to use the room, and write your name beside it. Discussion rooms C3S03 to C3S09 can be used continuously for up to two class periods. Please note that discussion rooms are shared with KMD students. After using the rooms, clean the room and return the desks and chairs to their original position.

IX. Off-campus Student Activities

To hold extracurricular activities off campus, a “Notification of Off-campus Student Activities” (学外行事届) must be submitted to the SDM Office four days prior to the activities. Please be aware that without a prior application being made, medical expenses for accidents and injuries will not be covered by the insurance policy.

X. Parking Permit

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

XI. Cafeteria

Students may use the school cafeteria on weekdays to hold receptions and parties for school clubs, with faculty members, with alumni, etc. First, make a reservation at the school cafeteria and then submit the “Request to Hold Meeting/Gathering on Campus” (学内集会届) to the Hiyoshi Office of Student Services located on the first floor of the Independence Wing (Fourth Building) within two weeks of making the reservation. Please note that the reservation may be cancelled if a student fails to submit this form.

XII. Filming and Taking Photographs on Campus

To film or take photographs on Hiyoshi Campus, please submit an “Application for Permission to Film/Photograph on Campus” (構内撮影許可申請) to the Hiyoshi Office of Student Services. For details, ask at the SDM Office.

XIII. Posters and Pamphlets

Apply for permission at the SDM Office to put up posters and distribute pamphlets on campus.

Certificates

Certificates can be issued by the Certificate Issuing Machines located in the Office of Student Services on each campus. A four-digit “student ID card PIN” is required along with your student ID card in order to issue certificates from the machines.

Please check the Academic Affairs Web System (on keio.jp) and find your “student ID card PIN” before going to the machines. For further information regarding the service, see the website below:

<http://www.gakuji.keio.ac.jp/academic/shoumei/index.html> (Japanese language only)

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

- Certificate of Enrollment
- Certificate of Expected Completion
- Student Travel Fare Discount Certificate (Gakuwari)
- Transcript of Academic Record
- Certificate of Annual Health Examination

Sealed certificates are issued at the SDM Office.

I. Certificate of Expected Completion

The Certificate of Expected Completion can be issued approximately two weeks after the completion of course registration in the third semester of the master’s program (excluding temporary leaves of absence).

If certificates in English or sealed certificates are necessary, apply at the SDM Office. Any certificates already issued by the Certificate Issuing Machines cannot be sealed.

II. Certificate of Annual Health Examination

The Certificate of Annual Health Examination is issued for students who took the health check. Please be aware that this certificate is only issued to students who have taken the annual health check. For more information, please see the Health Center website (<http://www.hcc.keio.ac.jp/index-en.htm>).

III. Student Travel Fare Discount Certificate (Gakuwari)

When traveling over 100 kilometers, a Student Travel Fare Discount Certificate may be used. A student may issue up to ten certificates per day. Certificates are valid for three months from the day of issuance. Be sure to give yourself plenty of time when applying for certificates just before holidays. Please note that this certificate cannot be issued if a student has not taken the annual health check.

Scholarships

Applying for Scholarships

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

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

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

The “Scholarship Information Guidebook for International Students” (外国人留学生対象奨学金案内) is available in Japanese and is given to students during the orientation. Students may inquire at the SDM Office during office hours or by e-mail (sdm@info.keio.ac.jp) for more information.

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

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

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

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

I. Annual Health Check

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

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

In order to promote the students' health, a complete examination is provided at the University Health Center, which includes issuance of introduction letters to Keio University Hospital for reexaminations, and treatments and regular consultations at the Health Center.

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

Regarding treatments at the University Health Center, half of the fee is paid for by students and the other half is covered by the Keio Student Health Care Mutual Aid Association (Gakuseikenpo). Students must immediately notify the SDM Office (045-564-2518) or the security office (045-564-2452 extension: 37100) after office hours and holidays if they are involved in an accident on campus. Appropriate measures will be taken immediately to call an ambulance or contact medical institutions.

II. Vaccination against Measles

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

III. Notification of Infectious Disease

In accordance with the School Health and Safety Act and the Graduate School Rules, students who are infected by influenza, rubella, measles, or any other infectious disease are prohibited from coming to the university. Such students must report to the Health Center via keio.jp.

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

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

that contained the medicine) to the Health Center.

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

Reference: period for suspension of university attendance

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

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

Full-time students at Keio University are members of the Keio Student Health Care Mutual Aid Association (Gakuseikenpo; 学生健康保険互助組合). When you receive medical treatment by indicating your insurance card, the Keio Student Health Care Mutual Aid Association will transfer the reimbursement amount for your treatment to your bank account. For more detailed information, please refer to the handbook. The handbook is also available at the SDM Office.

V. Personal Accident Insurance for Students Pursuing Education and Research with the Additional Coverage for Commuting Accidents

Keio University is a member of Japan Educational Exchange and Service, which offers the “Personal Accident Insurance for Students Pursuing Education and Research” (学生教育研究災害傷害保険) **with the "Additional Coverage for Commuting Accidents”** (通学中等傷害危険担保特約). This insurance plan covers against unexpected accidents during the course of your educational and research activities and commuting to school.

Activities covered by this insurance:

- Academic and extracurricular activities or events on and off campus.
- For off-campus activities, please submit a Notification of Off-campus Student Activities to the SDM Office four days before the activity.

VI. Optional Compensation

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

Insurance for accidents involving third parties or their property: Japan Educational Exchange and Service (You can apply at the Office of Student Services.)

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

Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students: Keio Co-op (Tel: 045-563-8489)

VII. Student Counseling Room <http://www.gakuji.keio.ac.jp/en/gakuseisoudan.html>

The Student Counseling Room is open to all students on an advance reservation basis. University regulations ensure a strict privacy policy. Students are always welcome with their family and friends. Introduction to other departments and organizations will be made if necessary. Students are encouraged to attend various group meetings that are held to enrich

their campus experience. For further information, please visit their webpage.

VIII. Keio University Harassment Prevention Committee

If you believe that you are being harassed, don't feel that you should blame yourself or tolerate it. Contact the Harassment Prevention Committee Consultation Office. For further information, please visit the following website: <http://www.harass-pco.keio.ac.jp/index-e.htm>.

IX. Lost and Found

The Office of Student Services holds onto lost and found items for three months. For items lost or found in the Collaboration Complex, inquire at the Security Center located on the first floor of the Collaboration Complex.

X. Placement and Career Services

Career support is provided to promote opportunities for employment.

A. Guidance and seminars

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

B. Information on employment offers, company information, list of Keio alumni, and internship information

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

C. Interview training and job application form corrections

Together with Arcterus, a human resource development and recruiting company, SDM offers career support services such as individual interview training, job application form corrections, and seminars for job seekers. Details are announced in the "For Students" section of the SDM home page (<http://www.sdm.keio.ac.jp/en/student/>).

D. Employment report

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

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

Details are announced in the "For Students" section of the SDM home page (<http://www.sdm.keio.ac.jp/en/student/>).

XI. Access to the Networks

In order to use the computers and printers located at the Information Technology Center (ITC) on Hiyoshi, Mita, Yagami, and Shinanomachi Campuses, an ITC account is necessary. Students are required to follow ITC regulations when using the network system.

A SDM wireless network (sdm-mobile2) is available inside the Collaboration Complex. A printer is available in room C3N15.

Web Systems

I. Overview

“For SDM Students” website	
URL	http://www.sdm.keio.ac.jp/en/student/
ID/Password	Common ID and password
Overview	This portal website provides a variety of information to SDM students.

SDM e-learning System	
URL	https://archiver.sdm.keio.ac.jp/cgi/e-student/login.cgi
ID/Password	Student Number, Date of Birth, and password * If you lose your password, you can check it from the login screen of the e-learning system.
Overview	This system allows students to view SDM e-learning courses. E-learning courses are recommended to students who have a strong desire to register a course, but have difficulty attending classes on campus. Class videos and syllabi are available on the website.
Main services	<ul style="list-style-type: none"> ■ e-learning In addition to viewing class videos, the system allows students to submit assignments, ask questions to the lecturers, and exchange opinions with others through a BBS (bulletin board). <ul style="list-style-type: none"> ■ Access to syllabi SDM course syllabi are available for viewing.

“For Keio Students” website	
URL	http://www.gakuji.keio.ac.jp/en/
Overview	This portal website provides a variety of information to Keio students (information is provided partly in English).
Main services	<ul style="list-style-type: none"> ■ Classes, course registration, examination Course Registration Guide, Syllabi, Timetable (PDF), etc. <ul style="list-style-type: none"> ■ Student life, career support Information on the SDM Office, events, and scholarships

Common Authentication System (keio.jp)	
URL	http://keio.jp/
ID/Password	Keio ID and password *If you have lost your ID or password, please visit the Hiyoshi ITC with your student ID card.
Overview	This website allows you to access a variety of services with your Keio ID. Students must activate their Keio ID before using this website.
Manual	http://www.hc.itc.keio.ac.jp/en/keiojp_manual.html
Main services	<ul style="list-style-type: none"> ■ Online course registration(Academic Affairs Web System) This system allows students to register, amend, and confirm registered courses during the

designated online course registration periods. You can make changes at any time during the designated period. Please refer to the online course registration schedule. Please also check the timetable frequently as it is subject to change and you may need to amend your registered courses accordingly.

■ **Course confirmation(Academic Affairs Web System)**

This page provides a list of courses you have registered. The list is only available during a designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version.

■ **Four-digit PIN for the Certificate Issuing Machines(Academic Affairs Web System)**

Your four-digit PIN necessary to issue certificates from the Certificate Issuing Machines can be found on this website.

■ **Changing personal information(Academic Affairs Web System)**

You can check your and your guarantor's contact details. If they change, update the information via this system. (See p. 33.)

■ **Academic transcript**

This website allows students to view their academic transcript (excluding personal information). The period transcripts are available on the website is designated by each department or graduate school. Detailed information will be announced on the "For Keio Students" website.

■ **Result of health check**

Results of the health check is available for students who took the health check. We will notify you of the period you can view your result when you take the health check. Contact the Health Center for any questions you may have regarding the results.

■ **Placement and Career Services System**

Information on career consultation, submission of the Plans after Graduation, student job search reports, job offers, etc., can be found.

II. Notes on Using the Online Systems

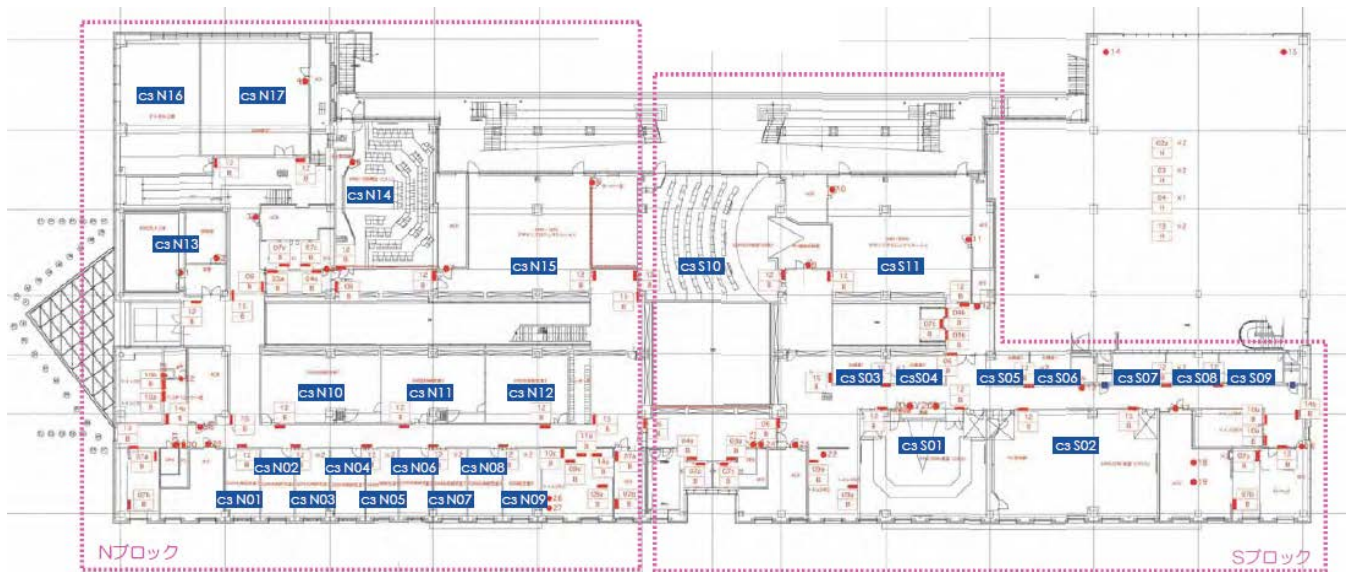
- Do not log in simultaneously on multiple browsers.
- Do not use the browser's "back" or "forward" buttons after logging into the online system. If you mistakenly click the "back" or "forward" button and the screen does not display properly, close the browser, wait ten seconds, and launch the browser again.
- If the same screen is displayed for a prolonged period of time, the system will not allow you to move on to the next screen for security reasons. If this happens, close the browser, wait ten seconds, and launch the browser again.
- If your name contains complex characters, they may not be displayed properly on the screen. Please note that this is not a problem with the system itself.
- You may not be able to log into the online system without the recommended environment and settings (cookies, SSL, proxy, etc.). See the online system manual for recommended environments, settings, and operations.

III. Password reissuing

Below are the contact points for reissuing Web system passwords.

	Login ID	Login password	Reissued by	Required documents
Web "For SDM Students"	Common ID	Common password	SDM office	Student ID card
SDM e-learning system	Student Number and Date of Birth	password	The login screen of the e-learning system	--
Web "To Keio Students"	N/A	N/A	--	--
"keio.jp"	Keio ID	keio.jp password	Hiyoshi ITC	Student ID card

Layout of the Third Floor of the Collaboration Complex



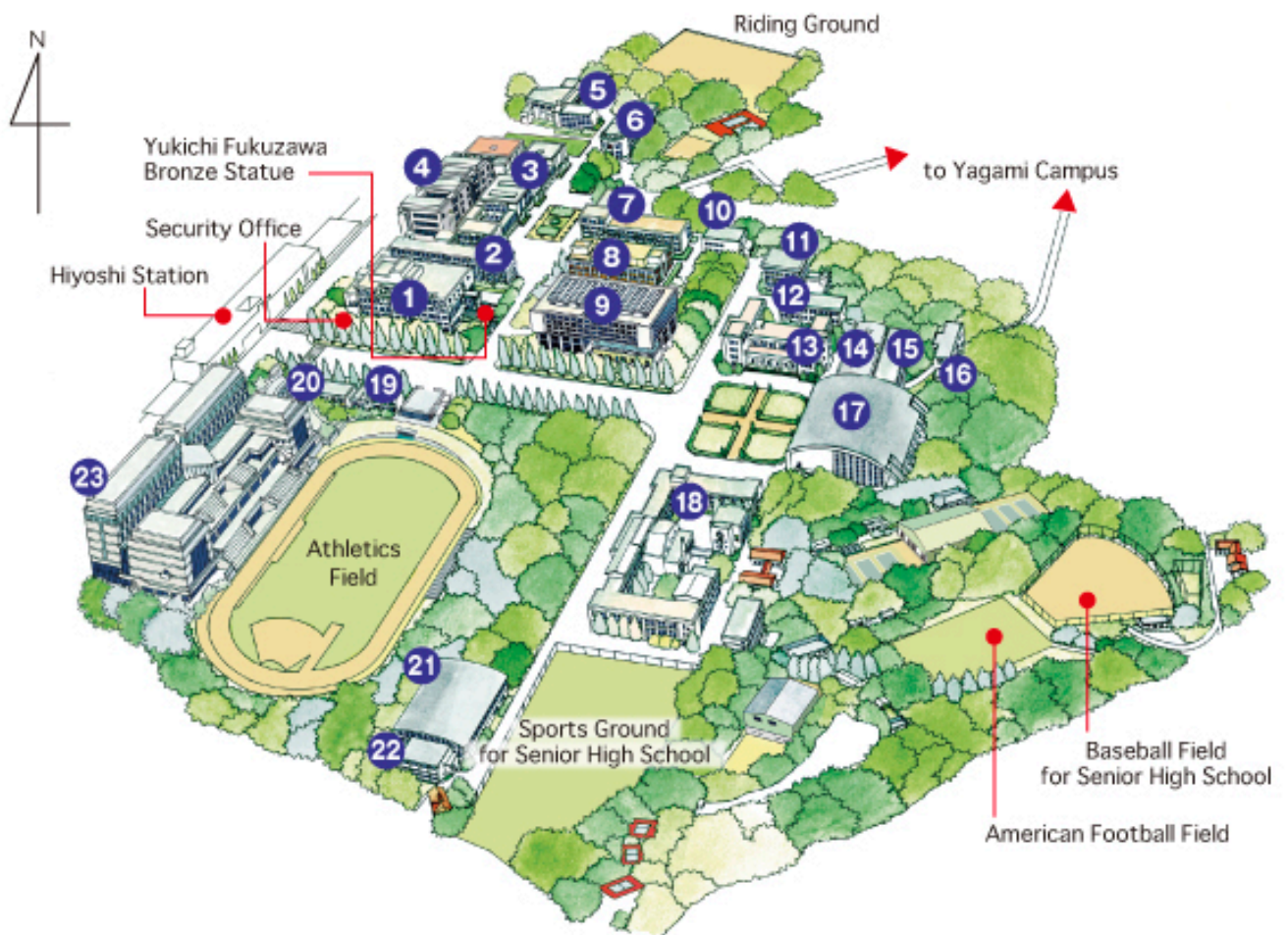
C3N01-N03	[SDM] Individual Research Space	C3S01	[KMD] Classroom
C3N04-N09	[SDM] Discussion Room for Master's Students	C3S02	[KMD] Classroom
C3N10-N12	[KMD] Joint Research Laboratory	C3S03-S09	[SDM/KMD] Discussion Room
C3N13	[KMD] Studio	C3S10	[SDM] Classroom
C3N14	[SDM] Classroom	C3S11	[KMD] Discussion Room for Master's Students
C3N15	[SDM] Discussion Room for Master's Students		
C3N16	[KMD] Joint Research Laboratory		
C3N17	[SDM] Laboratory		

Layout of the Sixth Floor of the Collaboration Complex



C6N01	Kenichi TAKANO	C6N08		C6N17	Naohiko KOHTAKE
C6N02	Tetsuro OGI	C6N11	Takashi MAENO	C6N18	Naoko TANIGUCHI
C6N03		C6N12	Shinichiro HARUYAMA	C6N19	Testuya TOMA
C6N04	T.YASUI / A.YOSHIDA	C6N13	Seiko SHIRASAKA	C6N20	Makoto IOKI
C6N05		C6N14	Tomohiko TANIGUCHI	C6N21	Secretarial Room
C6N06	Hidekazu NISHIMURA	C6N15	M.HAYASHI / K. HIRAKO	C6N24	Dean's Room
C6N07	Masaru NAKANO	C6N16	K.ISHIBASHI / Y.TOMITA / K.WATANABE	C6S01	Executive Advisor of SDM Research Institute's Room
				C6S20	Part-time Lecturer's Room

Campus Map



- | | |
|---|--|
| 1. Hiyoshi Library | 13. Second Building (214, 221, 224, 231, 234) |
| 2. Fourth Building Section A (J411-J447) | 14. Gymnasium (Judo and Kendo Hall) |
| 3. Fourth Building Section B (J11-39, Seminar Rooms 3 and 4) | 15. Sports Building (Institute of Physical Education, Table Tennis Courts) |
| 4. Fourth Building Independence Wing (DB105-DB203, D101-D413, Hiyoshi Communication Lounge) | 16. Eighth Building (811, 812, 831) |
| 5. Sixth Building (J611-642, Seminar Rooms 1 and 2, Green's Terrace) | 17. Hiyoshi Commemorative Hall |
| 6. Third Building (301-336) | 18. First Building (Senior High School) |
| 7. Jukusei Kaikan Student Union Building (Training Room, Club Rooms) | 19. Sports Medicine Research Center |
| 8. Cafeteria Building (Student Cafeteria, Club Rooms) | 20. Health Center |
| 9. Raiosha (Faculty Office, Meeting Rooms, Symposium Space, Faculty Lounge) | 21. Senior High School Gymnasium |
| 10. University Co-op | 22. Senior High School Judo Gymnasium |
| 11. Fujiyama Memorial Hall (F01-F11, Meeting Rooms) | 23. Collaboration Complex (Library, Office of Community and Regional Affairs, Fujiwara Hiroshi Hall, Child Care Center, Fitness Club, Cafe, Restaurant, Convenience Store) |
| 12. Seventh Building (701, 703, 704) | |