2017 Academic Year

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

Class Registration Guide

(As of September 2017)

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What makes an SDM education unique?

Our students in the Graduate School of System Design and Management (Keio SDM) are of all ages and come from a wide variety of backgrounds, including employees and officials (both young and experienced) from private public sectors. We also have recent graduates. Through core courses in subjects such as strategic system engineering methods and design projects, students master practical system design techniques and comprehensive management ability (including communication skills), and they acquire a global vision that is cultivated by international interaction.

Our aim is to provide a melting pot that brings together industry, government, and academia, and fuses the humanities and sciences. This permits students to form networks of contacts through interaction with people from other fields as they - themselves - develop into:

Creative systems designers - capable of proposing and achieving new technological and social systems to meet global and diverse values and interests in the rapidly changing social and development environment, and leading business in the new markets created.

Innovative project leaders - capable of highly reliable, innovative management and operation throughout an entire system lifecycle: from conception and design to construction, operation, and disposal of more complex, advanced, and large-scale technological systems.

Students in the master's course acquire general design and management expertise in core subjects that include both strategic systems engineering methodologies and communications skills. In the "Design Project" they work on the design of innovative systems concepts. Students can also take a variety of subjects that deepen their expertise, polish their skills, and give them a more global perspective. In the "Research on System Design and Management" special research subject (master's thesis), they write a thesis on their two years (standard) of research and the findings that they have published in Japan or other countries. Students are encouraged to participate in group project research and are given opportunities to work with numerous faculty members and other students in our various laboratories (research units).

The doctoral course focuses on research, but students are strongly recommended to take core subjects and a project subject to ensure their mastery of basic systems engineering as well as system design and management studies.

Diploma policy

Degrees are awarded to master's and doctoral candidates in "system engineering" and "system design and management." The former indicates a primary focus on the design of technology systems; the latter on problem solving in social systems.

Curriculum policy

In core subjects, students acquire general management skills, including strategic systems engineering and communications skills. These are then applied to a practicum called the "Design Project". The school also offers a wide range of subjects designed to expand students' perspectives and give them a global outlook. It partners with institutions such as MIT, Stanford, Stevens Institute of Technology, TU Delft, ETH and INSA Toulouse so that students are able to study under internationally-noted professors while remaining in Japan. There are also active exchange programs with these universities. Under the guidance of their primary faculty advisor, students write master's theses and doctoral dissertations that summarize their research and the findings that they have published in Japan and internationally over the two years (standard) of the master's course or three years (standard) of the doctoral course. However, given the breadth of the topics studied at Keio SDM, research is usually conducted and theses and dissertations are usually written with guidance and instruction from a wide range of individuals.

Admissions policy

Keio SDM seeks to admit individuals who are capable of designing innovative technology systems, solving problems in social systems, and becoming leaders in project management. Our students come from a wide range of ages and backgrounds, including students returning from business and government careers as well as new graduates.

SDM Academic Calendar for 2017

Number ①～⑭ shows ordinal number of classes. Besides scheduled classes ①～⑭, a supplemental class may be added. Please follow instructors' announcement.
DP:Design Project

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Apr							1
	2	3	4 Entrance Ceremony Orientation	5	6	Classes begin 7 ① Introductory Camp (17Spring)	8 Introductory Camp (17Spring)
	9 Introductory Camp (17Spring)	10 ①	11 Class Registration → ①	DP(E) 12 ①	13 ①	14 ②	DP 15 ①
	16 ②	17 ②	18 ②	19 ②	20 ②	21 ③	22 ②
	23 Keio Foundation Day	24 ③	25 ③	DP(E) 26 ③	27 ③	28 ④	DP 29 ③
	30						
May		1 ④	2 ④	DP 3	DP 4	5	6 ④
	7	8 Class Registration → ⑤	9 ⑤	10 ④	11 ④	12 ⑤	DP 13 ⑤
	14	15 ⑥	16 ⑥	17 ⑤	18 ⑤	19 ⑥	20 ⑥
	21	22 ⑦	23 ⑦	24 ⑥	25 ⑥	26 ⑦	DP 27 ⑦
	28	29 ⑧	30 ⑧	31 ⑦			
Jun					1 ⑦	2 ⑧ Secondary Advisor will be assigned(15F, RI/LI)	3 ⑧
	4	5 ⑨	6 ⑨	7 ⑧	8 ⑧	9 ⑨	DP 10 ⑨
	11	12 ⑩	13 ⑩	14 ⑨	15 ⑨ Application for Master's Thesis Title(15F, RI/LI)	16 ⑩	17 ⑩
	18	19 ⑪	20 ⑪	21 ⑩	22 ⑩	23 ⑪	DP 24 ⑪
	25	26 ⑫	27 ⑫	28 ⑪	29 ⑪	30 ⑫	
Jul							1 ⑫
	2	3 ⑬	4 ⑬	5 ⑫	6 ⑫	7 ⑬	DP 8 ⑬
	9	10 ⑭	11 ⑭	12 ⑬	13 ⑬	14 ⑭	15 ⑭
	16	17	18	19 ⑭	20 ⑭	21 Submission of Master's Thesis (15F, RI/LI)	DP 22
	23	24	25	26	27	28 Theme Presentation(17S,RI) Interim Presentation(16S, RI/16F, RI)	29 Research Presentation (FallD) Theme Presentation(17S, RI/16S, LI) Interim Presentation(16S, RI) Exam of Master's Thesis(15F, RI/LI)
	30	31					

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug			1	2	3	4	DP 5
	6	7	8	9	10	11	12
	13	14	15	16	17	18 Submission of Master's Thesis（Final version) (15F, RI/LI)	DP 19 Reexam of Master's Thesis (objective students only)
	DP 20	21	22	23	24	25	26
	27	28	29	30	31		
Sep						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14 Commencement	15 Entrance Ceremony Orientation	16 Introductory Camp (17Fall)
	17 Introductory Camp (17Fall)	18	19	20	21	22 ① Classes begin	23 ①
	24	25 ①	26 ① Class Registration →	27 ①	28 ①	29 ②	30 ②
Oct	1	2 ②	3 ②	4 ②	5 ②	6 ③	7 ③
	8	9	10 ③	11 ③ Class Registration →	12 ③	13 ④	14 ④
	15	16 ③	17 ④	18 ④	19 ④	20 ⑤	21 ⑤
	22	23 ④	24 ⑤	25 ⑤	26 ⑤	27 ⑥	28 ⑥
	29	30 ⑤	31 ⑥				
Nov				1 ⑥	2 ⑥	3	4 ⑦
	5	6 ⑥	7 ⑦	8 ⑦	9 ⑦	10 ⑦	11 ⑧
	12	13 ⑦	14 ⑧	15 ⑧	16 ⑧	17 ⑧	18 ⑨
	19	20 ⑧	21 ⑨	22 ⑨	23	24 ⑨	25 ⑩
	26	27 ⑨	28 ⑩	29 ⑩	30 ⑨		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec						1 ⑩ Secondary Advisor will be assigned(16S, RI/LI)	2 ⑪
	3	4 ⑩	5 ⑪	6 ⑪	7 ⑩	8 ⑪	9 ⑫
	10	11 ⑪	12 ⑫	13 ⑫	14 ⑪	15 ⑫	16 ⑬
	17	18 ⑫	19 ⑬ Application for Master's Thesis Title（16S, RI/LI）	20 ⑬	21 ⑫	22 ⑬	23
	24	25 ⑬	26 ⑭	27 ⑭	28	29	30
	31						
Jan		1	2	3	4	5	6 ⑭
	7	8	9	10 Founder's Birthday	11 ⑬	12 ⑭	13
	14	15 ⑭	16	17	18 ⑭	19	20
	21	22	23	24	25	26 Submission of Master's Thesis（16S, RI/LI）	27
	28	29	30	31			
Feb					1	2 Exam of Master's Thesis (16S,RI/LI)	3 Theme Presentation（17F,RI) Exam of Master's Thesis (16S, RI/LI)
	4	5	6	7	8	9	10
	11	12	13	14	15	16 Submission of Master's Thesis (Final version)（16S,RI/LI）	17 Reexam of Master's Thesis (objective students only) Theme Presentation (16F,LI) Interim Presentation (17S/16F,RI) Research Presentation (Spring,D)
	18	19	20	21	22	23	24
	25	26	27	28			
Mar					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28 Commencement	29	30	31

The follwing table explains abbreviations used in Academic Calender.

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 2015	15S, RI	15S, LI	15S, D	September 2015	15F, RI	15F, LI	15F, D
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

Class Slots

Class slots vary depending on the campus, faculty and school.

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

Please note that time schedule for regular exam (semester final exam) is subject to change.

Emergency Management Notice

In case of shutdown of train or bus service systems due to natural disaster, or "Emergency announcement for earthquake in Tokai region" from the government or the Japan Meteorological Agency, Keio University will manage the emergency situation as follows:

(1) In case of an emergency alert for an earthquake in the Tokai region by the Japanese government or the Japan Meteorological Agency, Keio University will be closed. When the alert is lifted, the school will make announcement regarding classes on SDM website. Please check the SDM website for updated information.

(2) If classes are canceled under following situations, please check the Keio website for announcements to students: http://www.gakuji.keio.ac.jp/en.

(situation such as shutdown of transportation systems or other emergency situation such as typhoons, heavy rain, heavy snow, earthquakes, other natural disasters, large scale accidents or other emergency situations)

(3) In case of emergency situations that occur during/after class, classes will be canceled immediately and students will be required to leave the University campus. Please follow instructions on the bulletin board and pay attention to University announcements.

Treatment of Classes During College Baseball and Mita Festival

Classes offered at SDM will be scheduled as usual during the period of the Keio-Waseda baseball game and Mita festival.

Class Attendance If You Are Chosen as Lay Judge

Students shall consult with SDM Office if they are chosen as lay judges since some classes require full attendance.

No-Class days

Classes are not offered on the days listed below (no-class days). In case of necessity, however, classes may be cancelled and no-class days shall be changed instead.

Sundays	
National Holidays	
Founder's Birthday	(January 10)
Keio Foundation Day	(April 23)
Summer Vacation	(From late July to late September)
Winter Vacation	(From late December to early January)
Spring Vacation	(From middle of March to late March)

General Information

1. Hiyoshi Office of Student Services (SDM Office)

The SDM Office is located on the second floor of the Collaboration Complex on Hiyoshi campus. The office handles various services such as acceptance of application forms, issuance of certificates that cannot be issued by Certificate Issuing Machine, class registration, academic transcripts, scholarships, and career support. Students are required to submit documents and forms by deadline date and time, as deadlines are very strict and will be disadvantage of student if not followed. Please note that submission after deadlines under any circumstances is not accepted.

Office hours: Monday to Friday from 8：45am to 4:45pm

***During students' vacation period, the office is closed from 11:30am-12:30pm**

***SDM Office is closed on Saturdays, Sundays, National holidays and holidays of Keio University.**

2. Notification for Students

Check notifications from the SDM Office announced through the SDM website under the category "For Students" (http://www.sdm.keio.ac.jp/en/student/). Students must avoid missing important notifications by failing to check the website daily. In addition, please check bulletin boards if you take subjects offered by other Keio graduate schools or faculties. Please check common bulletin boards if you take classes in other graduate school or faculties of Keio University.

3. Student Identification (ID) Number

The eight-digit number shown on your Student ID card and on the backside sticker is your student ID number. Each student is assigned different numbers and you will be required to use the number to register classes, submit documents, etc.

4. Student Identification (ID) Card

Student ID card is a proof of your enrollment at Graduate School of System Design and Management, Keio University. It also serves as a security card, a pass for accessing some areas of the Collaboration Complex Building, a library card to check out books and materials, and as a student insurance card. Student ID cards become valid only after attaching information sticker on backside of Student ID card.

Students are required to carry their Student ID cards in following cases so bring it with you every time coming to campus.

- Will be required to show the card when asked to show by the faculty members
- Necessary if you need to require certificates/student discount forms
- To take exams
- To enter classrooms
- When to purchase commuters' pass/tickets using student discount form or actually travelling

(1) Renewal of Information Sticker

The information sticker is renewed every April (it will be renewed in September only if the expiration date is September 21). Please remove the old information sticker when you place the new information sticker on the card. The new information sticker will be enclosed with your Grade Report sent to your mailing address in the middle of March or in the beginning of September. Students who have not paid the tuition and other fees for the previous semester will not receive the sticker in the mail and will not receive it until remittance is completed. Please bring the remittance receipt to the SDM Office to receive the sticker (Please note that student ID card without backside sticker is invalid). If you have lost the remittance receipt, please ask the Accounting Office in Hiyoshi Campus to check that you have remitted.

(2) Reissuing of Student ID card

In case of loss or damage of a Student ID card apply to reissue a Student ID card and information sticker by submitting the application form "Re-issuance of Student ID Card" to the SDM Office.

Item to bring: photograph taken within 3 months (4×3 centimeters, without frame or glazing, from the waist up, with no hat and a neutral background.)

Cost of re-issuance: 2,000 yen (buy certificate stamp at the SDM Office)

If you find your lost Student ID card after re-issuance, please return the old card to the SDM Office immediately. Also, students must return your Student ID card to the SDM Office when leaving the school due to early withdrawal or graduation.

5. Classrooms

Please refer to "Layout of Third Floor of Collaboration Complex". For information on application to reserve a classroom, please read "Reports and Applications 8. Reservation of Classrooms".

6. Class Schedules and Syllabi

The class schedule is available on the SDM website.

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

Syllabi are available at SDM e-learning system.

7. Cancellations and Make-up Classes

In case classes are canceled, make-up classes will be held. The SDM Office will announce the cancellation and make-up of classes on the SDM website. For detail information about cancellations and make-up classes, refer to the website (http://www.sdm.keio.ac.jp/en/student/class-info/)

8. Examinations and Grades

(1) Examinations

Examinations may be held during and/or outside of classes. Students must check the SDM website and the

information on the SDM e-learning system for important notification on examinations and not miss any notification announced outside of classes.

Regular examination may be held at the end of each semester for classes offered by other Keio graduate school and faculties. Please note that the examination dates of other Keio graduate schools and faculties are different from that of SDM. For more information, please check the bulletin boards of the schools and faculties.

(2) Notification on Grade Report

Your Grade Report will be sent to your present address from the SDM Office at the beginning of September for the spring semester, and in the middle of March for the fall semester. Please note that Grade Report will not be re-issued under any circumstances. Grade Report may be viewed online using "keio.jp" verification system during designated period. Passwords for "keio.jp" is necessary in order to view the Grade Report online. Detail information including designated periods to view online will be announced at "For Keio Students" website.

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

(3) Announcement of Completion

List of students who have successfully completed the program at SDM will be announced on the website.

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

Announcement for spring semester: beginning of September

Announcement for fall semester: beginning of March

9. Lockers

Lockers by the security door on the third floor of Collaboration Complex are available for SDM Master's students. Please choose one of the lockers with a name tag. Students are responsible for preparing the lock.

Lockers for doctoral students are in front of C3N17 laboratory. Since there aren't enough for all doctoral students, please apply if you need one. Application form is available at the SDM office.

Curriculum and Process for Acquiring Degrees of SDM

1. Curriculum

Master's Program

Classes provided by the master's program of Graduate School of System Design and Management are listed below. Depending on the subject, extra hours are required for attending seminars, completing assignments, or preparing for classes. SDM does not limit the number of classes for which a student may register. However, each student should consult with his/her research supervisors or lecturers to ensure that they register appropriate number of classes.

Lectures

(Credit)

Required Subjects

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 Subjects

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)	DESIGN METHODOLOGY FOR INNOVATIVE WORKSHOP1(J)(1)
MODELING AND SIMULATION OF SYSTEMS(J)(2)	DESIGN METHODOLOGY FOR INNOVATIVE WORKSHOP2(J)(1)
SPECIAL LECTURES 1(J)(2)	
Major Subjects in Systems and Socio-Tech Engineering	
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT(J)(2)	NETWORK AND DATABASE SYSTEMS(J)(2)
FRONTIER PROJECT MANAGEMENT(JE)(2)	DESIGN SCIENCE(J)(2)
FOUNDATION OF MODEL-DRIVEN SYSTEMS DEVELOPMENT(J)(2)	DESIGN SCIENCE AND PROJECT(J)(2)
MODEL-BASED PROCESS AND SYSTEM MANAGEMENT(J)(2)	SPACE SYSTEMS ENGINEERING(E)(2)
MODEL-BASED CONCEPTUAL DESIGN AND MANAGEMENT (E)(2)	SPATIAL USER INTERFACE(J)(2)
SOFTWARE DESIGN PROCESS(J)(2)	
Major Subjects in Safe,Reliable, Human, Symbiotic & Innovation Systems	
ENVIRONMENTAL 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)	SOCIAL DESIGN AND INNOVATION IN REGION(J)(2)
HUMAN RELATIONS(J)(2)	PSYCHOLOGICAL WELL-BEING AND HAPPINESS(J)(2)
HUMAN INTERFACE(J)(2)	
Major Subjects in Political, Economic and Business Systems	
MANAGEMENT AND FINANCIAL STRATEGY(J)(2)	SOCIAL AND MANAGEMENT SCIENCE RESEARCH METHODOLOGY(E)(2)
INTERNATIONAL POLITICAL ECONOMY: DISCUSSIONS ON ITS SYSTEMS(J)(2)	MARKETING MANAGEMENT(E)(2)
INTERNATIONAL POLITICAL ECONOMY: DISCUSSIONS ON ITS SYSTEMS(E)(2)	ENTREPRENEURSHIP DESIGN THEORY(J)(2)
DEVELOPMENT OF JAPAN'S POLITICO-ECONOMIC SYSTEMS(E)(2)	PROGRAM MANAGEMENT(J)(2)
JAPANESE MANAGEMENT CULTURE(E)(2)	PROGRAM MANAGEMENT(E)(2)
POLYTICAL SYSTEM(E)(2)	SOCIAL SURVEY METHODS(J)(2)
SUPPLY CHAIN MANAGEMENT AND BUSINESS GAME(EJ)(2)	IDEA DESIGNING(J)(2)
BUSINESS SYSTEM ENGINEERING(J)(2)	INTERNSHIP1(J)(1)
ENTREPRENEURSHIP(E)(2)	INTERNSHIP2(J)(2)

Notes:

1) “Special Research Subjects” is not a class, but its credit is given for the research of master’s students. “Research on System Design and Management” is for students who enrolled in the Research-Intensive Course. “Research on Project Design and Management” is for students who enrolled in the Learning-Intensive Course.

2) (J), (E), (JE), (EJ) represent the followings.

(J): Classes offered in Japanese

(E): Classes offered in English

(JE): Lectures offered in Japanese with English materials and brief interpretation

(EJ): Lectures offered in English with Japanese interpretation

3) DESIGN SCIENCE, SPATIAL USER INTERFACE, SPACE SYSTEMS ENGINEERING and DESIGN SCIENCE and PROJECT are joint subjects with Graduate school of Science and Technology. These are mainly held in Yagami Campus. Syllabus is available from the website (https://gslbs.adst.keio.ac.jp/index.html).

*The course title for Design Science and Project is registered as 'Design Project' in Graduate School of Science and Technology. Look for 'Design Project' when you search for a syllabus of Design Science & Project.

*The grading is based on the criteria of Graduate School of Science and Technology as the course is mutually operated by Graduate School of Science and Technology and SDM. Ask for details to the SDM office.

(4) INTERNSHIP 1 & 2 are courses intended to allow students to have practical experience outside university to gain insight into professional life. Students will balance their studies, learn about business practices, and have the opportunity to grasp their own ability/capability in real-life situations. By using primarily the summer vacation, students join internship programs offered by outside companies and/or research institutions. Credits are awarded according to hours participated and students’ own reports.

Course name	Field in Major Subjects	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

[How to look for/choose internships]

If you are interested in an internship, look for internship opportunities posted on job information websites and browse the listings posted on the SDM website.

In principle you are not allowed to be absent from classes due to an internship. Consult your supervisor if you must miss some classes, as you may choose the same subject if it is available in another way, such as through e-learning. Also, consult your supervisor in advance, as you may not be able to acquire credits depending on the contents of the internship.

[Once your internship is decided, but before starting]

- Documents to be submitted to the company (Except IBM internship program)

-Please notify the SDM office of the name of the organization where you will do the internship and the name of the contact person at the organization. The SDM office will issue you a Certificate of Internship Participation (Form 1) and a Letter of Request.

- Insurance for Internships (Required to every student who participates internship)

-Please join “Liability Insurance for Internships, Professional Qualification Activities, etc. (INTERN-L)” to protect yourself when you bear legal liability for damages to property belonging to the third parties or injuries caused to third parties. Apply at the Office of Student Services (Hiyoshi Campus) with the premium of 210 yen.

- ’Activities Not Permitted Under “Student” Status of Residence’ (For the foreign nationals)

-Foreign nationals intending to engage in an activity that will yield remuneration not permitted under their current status of residence, must apply for the appropriate permit. Please bear in mind that it takes about two weeks or more to obtain this. Prepare well in advance to obtain this permit before starting the internship.

[During the internship period]

-Submit the Letter of Request and the Certificate of Internship Participation (Form1) to the person in charge in the company and ask them to fill in the latter. When you finish the internship, receive the filled-in Certificate of Internship Participation (Form 1). This form may be the company’s or institution’s form instead of Keio’s designated form.

[After you have completed the internship]

- Submission of documents

  Application Form for Approval of Credits for Internship 1 & 2 (Form 2) and a report

-Submit the following to the SDM office:

1. Application Form for Approval of Credits for Internship 1 & 2 (Form 2)
   Download it at http://www.sdm.keio.ac.jp/student/career/internship.html (Japanese language only)
2. Report
   -A4 paper (approx. 3 pages). Describe what you achieved during the internship. Do not write anything confidential.
3. Outline of the internship (application guideline, etc.)
4. Filled-in Certificate of Internship Participation (Form 1)

- Interview with the faculty member in charge of your internship course.

  -Request an interview with the faculty member. The SDM office gives the faculty member the Application Form for Approval of Credits for Internship 1 & 2 (Form 2), so after the interview receive this form with the faculty member’s comments and the result of the interview.

[Course Registration]

-Bring the finished Application Form for Approval of Credits for Internship 1 & 2 (Form 2) to the SDM office for registration.

[Internship Grade Acquisition]

The faculty member in charge of the internship course will examine each case whether to give credits for the internship course based on the interview and the report. If it is approved, the result [PASS] will be announced with other subjects at the end of the semester.

<Subjects provided before and their corresponding (identical) subjects >

The subjects offered by SDM in this academic year are shown in the left column and the corresponding subjects offered by SDM before are shown in the middle and right column, respectively. When you wish to retake a subject which you have earned credits, you should choose "B Column." These are optional subjects and will not be counted as the credits necessary to complete the program. Both subjects in "A Column" and "B Column" are evaluated and scored. (The details are to be mentioned later.)

Subjects provided in this academic year	Subjects provided before
INTRODUCTION TO SYSTEM DESIGN AND MANAGEMENT	INTRODUCTION TO SYSTEMS ENGINEERING
SYSTEM ARCHITECTING AND INTEGRATION	SYSTEM ARCHITECTURE AND DESIGN, SYSTEM INTEGRATION
COMMUNICATIONS	COMMUNICATIONS1, COMMUNICATIONS2
STATISTICS AND DATA PROCESSING FOR SYSTEM DESIGN	SYSTEMS MODELING AND STATISTICS, MATHEMATICAL MODELING ENGINEERS
MODELING AND SIMULATION OF SYSTEMS	SYSTEM SIMULATION TECHNIQUES
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT	INTRODUCTION TO SYSTEMS ENGINEERING
FRONTIER PROJECT MANAGEMENT	INTRODUCTION TO FRONTIER PROJECT MANAGEMENT
ENVIRONMENTAL SYSTEM DESIGN	SYSTEM ENVIRONMENT
SYSTEM ASSURANCE	ELECTRONICS SYSTEM SAFETY, SOFTWARE SAFETY ENGINEERING AND RELIABILITY
VIRTUAL DESIGN	DIGITAL MANUFACTURING SYSTEMS
INTERNATIONAL POLITICAL ECONOMY: DISCUSSIONS ON ITS SYSTEMS	SYSTEMS OF INTERNATIONAL POLITICS AND DIPLOMACY
ENTREPRENEURSHIP	ENTREPRENEURSHIP 1
INTERNSHIP 1	INTERNSHIP
POLITICAL SYSTEM	ON PUBLIC ADMINISTRATION AND ECONOMY: ANALYZING THEIR SYSTEMS, SYSTEMS OF INTELLIGENCE

Doctoral Program

Advanced Research on System Design and Management (2)

This subject is for supervision of your doctoral dissertation. The time and period of this subject is not indicated on timetable. Students are required to register core subjects of master's program and/or Design Projects, if necessary. Please consult with your research supervisor for further details.

2. Requirements for Completing Programs

(1) Degree Awarded from SDM

Master's Program

<Research-Intensive Course>

Master's Degree (Systems 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)

(2) Requirements for Completing

Master's Program

Research-Intensive Course

1) Complete the full duration of four or more semesters at Graduate School of System Design and Management without any leaves of absence. There is an exception for those who acquire the degree in a shorter time,

2) Acquire credits by following Section 33-2, Article 108 of *Graduate School Regulations*, and

3) Pass both master's thesis and final examinations

(Excerpts from the *Graduate School Regulations*)

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 for class subjects and satisfy the requirements specified in the following paragraph 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 Subjects

- Core subjects (required) : 8 credits
- Special research subjects: 8 credits
- Project subjects: 4 credits

2 Major Subjects: At least 16 credits

(3) Notwithstanding the provisions of the preceding paragraph, separate provision shall be made for the requirements in the case of early degree completion.

*Credits for Special research subjects are given based on research of master's thesis.

Learning-Intensive Course

1) Complete the full duration of four or more semesters at Graduate School of System Design and Management without any leaves of absence. There is an exception for those who acquire the degree in a shorter time,

2) Acquire credits by following Section 33-3, Article 108 of *Graduate School Regulations*, and

3) Pass both master's thesis and final examinations

(Excerpts from the *Graduate School Regulations*)

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 for class subjects and satisfy the requirements specified in the following paragraph 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 Subjects

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

2 Major Subjects: At least 32 credits

(3) Notwithstanding the provisions of the preceding paragraph, separate provision shall be made for the requirements in the case of early degree completion.

*Credits for Special research subjects are given based on research of master's thesis.

Doctoral Program

1) Complete the full duration of six or more semesters at the Graduate School of System Design and Management, excluding any leaves of absence.

2) Acquire credits in accordance with the requirements designated in section 41 of Article 108 of the Graduate School Regulations.

3) Pass the doctoral dissertation and the final examination.

(Excerpts from *the Graduate School Regulations*)

Article 108, Section 41

(1) To fulfill the requirements for a doctoral degree, a student must earn at least 12 credits for the class subject specified in Paragraph 1 of Article 108-36 and satisfy the requirements specified in Article 109.

(2) Defenses shall be conducted on the subject of a dissertation.

(3) Notwithstanding the provisions of the preceding two paragraphs, separate provision shall be made for the requirements in the case of early degree completion.

Article 108, Section 42

(1) Dissertations must be prepared in triplicate and submitted to the Graduate School of System Design and Management Committee through students' research supervisors.

(2) Reviews and defenses of dissertations shall be completed within 1 year of their receipt.

(3) Degree Acquisition Flow

Master's Program

Students enrolled in the Research–Intensive Course

<First year>

Period of Enrollment	Apr-16	Sep-16	Apr-17	Sep-17
Guidance	Apr.4, 2016	Sep.16, 2016	Apr.4, 2017	Sep. 15, 2017
Class Registration	Apr.15- Apr.18, 2016	Sep.27-Sep.30, 2016	Apr.11-Apr.14, 2017	Sep. 26-29, 2017
Submission Deadline for Form for Research Supervisors	Apr.18, 2016	Oct.3, 2016	Apr.17, 2017	Oct. 2, 2017
Decision of Research Supervisors	Mid May, 2016	Mid Oct, 2016	Mid May, 2017	Mid Oct, 2017
Theme Presentation (Prior Submission: Presentation paper)	Jul.30, 2016	Feb.4, 2017	Jul.28&29, 2017	Feb. 3, 2018
Class Registration	Sep.27-Sep.30, 2016	Apr.11-Apr.14, 2017	Late Sep., 2017	Early Apr., 2018
First Interim Presentation (Prior Submission: Abstract (résumé) of presentation, Presentation paper)	Feb.18, 2017	Jul.28, 2017	Feb.17, 2018	Early Jul., 2018
Approval of Qualification to start writing master's thesis	Late Mar., 2017	Mid Sep., 2017	Late Mar., 2018	Mid Sep., 2018

<Second year>

Class Registration	Apr.11-Apr.14, 2017	Late Sep., 2017	Mid Apr., 2018	Mid Sep., 2018
Second Interim Presentation (Prior Submission: Abstract (résumé) of presentation, Presentation paper)	Jul.28&29, 2017	Feb.17, 2018	Late Jul., 2018	Early Feb., 2019
Class Registration	Late Sep.,2017	Early Apr.,2018	Late Sep., 2018	Mid Apr., 2019
Decision of Secondary Advisor	Dec.1, 2017	Early Jun., 2018	Early Dec., 2018	Early Jun., 2019
Submission of Application for master's thesis title and materials in journal paper Style	Dec.19, 2017	Mid Jun., 2018	Mid Dec., 2018	Mid Jun., 2019
Submission of master's thesis, thesis title (Final ver.) , Advisor and Secondary Advisor's Check sheet and Master's Thesis Consent Form	Late Jan.26, 2018	Mid Jul., 2018	Late Jan., 2019	Mid Jul., 2019
Examination of master's thesis (Prior Submission: Presentation paper)	Feb.2&3, 2018	Late Jul., 2018	Early Feb., 2019	Mid Jul., 2019
Submission of master's thesis (Final ver.) , materials in journal paper Style (Final ver.) and application form	Feb.16, 2018	Mid Aug., 2018	Mid Feb., 2019	Mid Aug., 2019
Re-screening of master's thesis (objective students only)	Feb.17, 2018	Mid Aug., 2018	Mid Feb., 2019	Mid Aug., 2019
Announcement of students who completed the master's program	Early Mar., 2018	Early Sep., 2018	Early Mar., 2019	Early Sep., 2019
Commencement Ceremony	Mar.28, 2018	Mid Sep., 2018	Late Mar., 2019	Late Sep., 2019

●Theme Presentations

[Presentation time]

Research-Intensive course: 6 minutes total per candidate (3 minutes for the presentation, 3 minutes for Q&A)

Learning-Intensive course: 12 minutes total per candidate (7 minutes for the presentation, 5 minutes for Q&A)

[Prior Submission] Presentation (PPT file)

[How to submit] Upload to the e-learning system *The upload addresses and other details will be provided by the SDM Office

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

[Grading criteria]

Research-Intensive course:

1. Recognizing the research issue: How clearly is the problem or issue of interest identified?

2. Awareness of previous studies: Does the student have a grasp of the existing research and theories surrounding the research theme or issue?

3. Presentation skills: Has the student been able to successfully convey to listeners within the given time?

●Interim Presentations

[Presentation time]

First interim presentation: 10 minutes total per candidate (7 minutes for the presentation, 3 minutes for Q&A)

Second interim presentation: 15 minutes total per candidate (7 minutes for the presentation, 8 minutes for Q&A)

[Prior Submission] Abstract (résumé) of presentation, Presentation (PPT file)

[How to submit] Upload to the e-learning system *The upload addresses and other details will be provided by the SDM Office

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

[Grading criteria]

1.Overview of the research program:

Does the research plan involve a substantially important and challenging real-world problem?

Is the student cognizant of the key extant research literature on the particular theme of interest?

Is the student aware of the kind of past solutions proposed and their efficacy for the particular theme or problem of interest?

Does the student have an overview of the theme of interest, comprehending the position and significance of the particular research topic within the broader research agenda?

2.Originality/creativity:

Does the theme, methods, or hypothesis of the student's research interest demonstrate originality or creativity?

Does the approach and engagement with the research question demonstrate originality or creativity?

Did the student generate and analyze new data or new empirical material?

3.Framing the research question/hypothesis:

How appropriately is the research question framed? Is the formation and development of the hypothesis consistent?

How realistic and suitable is the research question (in terms of the research theme), how coherent and logically consistent is the hypothesis, and is the field of investigation appropriate for the research question?

4.Quality of the solution proposal:

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?

5.Presentation quality:

Was the presentation persuasive and comprehensible to a lay listener?

Was the presentation developed in an easily comprehended matter?

Is the proposed solution following the basic framework of SDM research?

[Important Notes] (For both Theme presentations and Interim presentations)

* Theme presentations are held in English. In Interim presentations, either Japanese or English may be used.

*Ensure that your presentations and abstracts are checked by your research supervisor in advance.

*The students must attend presentations given by other students in one of the rooms.

*On the day of the presentations, each laboratory must prepare a PC containing the students' presentation files to ensure that event proceeds smoothly.

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

●Master’s theses submission

[Submission Deadline] Approximately 1 week prior to the Examination of master’s thesis. Submission deadlines are strictly enforced. In principle, no late submissions will be accepted. No changes will be allowed to files after the submission deadline. *The SDM Office will inform you of the schedule separately.

[How to Submit] Upload PDF format to the e-learning system. The e-leaning system will not accept any format other than PDF *The upload addresses and other details will be provided by the SDM Office.

[The structure of the master’s thesis] cover, Japanese abstract, English abstract (1 page each), and body (no specific formatting requirements). Submit all of it as a single PDF file.

●Submission of the paper license agreement

[Submission deadline] Same time when you submit the final version of the master’s thesis

*The SDM Office will indicate the details.

[How to submit] Your research supervisor

*For downloading formats, please refer to SDM homepages as below:

http://www.sdm.keio.ac.jp/en/student/master/thesis.html

If writing in English, the structure is: cover, English abstract (1 page) and body.

Consult with your primary advisor (research supervisor) on the format of the body.

Color submissions are allowed, but ensure that the printing will still be clear and legible in monochrome.

●Examination of master’s thesis

[Presentation time]

Research-Intensive course: 30 minutes total per candidate (15 minutes for the presentation, 15 minutes for Q&A)

Learning-Intensive course: 20 minutes total per candidate (10 minutes for the presentation, 10 minutes for Q&A)

[Prior Submission]Presentation (PPT file) *Please ensure to consult with your research supervisor in advance

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

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

[Materials to bring] Bring two copies of Master thesis bound in A4 paper files to be viewed during the examination by the supervisors on the day.

[Important Notices]To shorten the time between presentations, each laboratory is required to create a folder on the desk top of the PC (Windows) provided at the examination and place the presentation materials for all of its presenters in that folder in advance. Confirm that PowerPoint files and video or other software function prior to the presentations. Presentation times are strictly enforced. Computer problems and time between presenters will be counted towards your allotted time.

[Grading criteria]

1.Overview of the research program:

Does the research plan involve a substantially important and challenging real-world problem?

Is the student cognizant of the key extant research literature on the particular theme of interest?

Is the student aware of the kind of past solutions proposed and their efficacy for the particular theme or problem of interest?

Does the student have an overview of the theme of interest, comprehending the position and significance of the particular research topic within the broader research agenda?

2.Originality/creativity:

Does the theme, methods, or hypothesis of the student's research interest demonstrate originality or creativity?

Does the approach and engagement with the research question demonstrate originality or creativity?

Did the student generate and analyze new data or new empirical material?

3. Framing the research question/hypothesis:

How appropriately is the research question framed? Is the formation and development of the hypothesis consistent?

How realistic and suitable is the research question (in terms of the research theme), how coherent and logically consistent is the hypothesis, and is the field of investigation appropriate for the research question?

4.Clarity of the conclusion/quality of empirical 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?

Is the empirical investigation adequate and valid to support the conclusions of the research? Are the research conclusions effective and adoptable?

5.Presentation quality:

Was the presentation persuasive and comprehensible to a lay listener?

Was the presentation developed in an easily comprehended manner?

Is the proposed solution following the basic framework of SDM research?

●Submissions of the final version and publication-format of master's thesis

Submissions after the Examination of master's thesis:

Research-Intensive course: The final version of master's thesis, Publication-format materials

Learning-Intensive course: The final version of master's thesis

This must be submitted regardless of any revision requirements.

Follow the instructions of the examination regarding theses revisions and second screening, etc.

Consult with your primary advisor (research supervisor) on publication-format.

[Submission deadline] All candidates are required to submit the following to the e-learning system.

About 3 weeks after the Examination of master's thesis. Submission deadlines are strictly enforced. No late submissions will be accepted. No changes will be allowed to files after the submission deadline. Any changes will be

treated as extensions, even if they are made in error. *The SDM Office will indicate the details.
[How to submit] Upload PDF format to the e-learning system The e-leaning system will not accept any format other than PDF *The upload addresses and other details will be provided by the SDM Office.

*For downloading formats, please refer to SDM homepages as below:
http://www.sdm.keio.ac.jp/en/student/master/thesis.html

Doctoral Program

Period of Degree Acquisition	Mar., 2018	Sep., 2018
Research Presentations	Mid February	Early August
Screening Preparation by Primary Advisor and Secondly Advisors (candidates)	Latter half of the second year to late November of the third year	Latter half of the second year to late May of the third year
Application for Degree Examination (Submission of doctoral dissertation in a temporary binding)	By 3:00 p.m., Dec.11, 2017	Late June of the third year
Acceptance of the above application and launch of a screening committee	Dec.13, 2017	Late June of the third year
Preliminary Screening	Early Jan., 2018	Early Jul., 2018
Final Screening (Public Hearing, Confirmation of learning abilities, and language skills)	Early Feb., 2018	Early Aug., 2018
Submission of Doctoral Dissertation (two book bindings)	By 3:00 p.m., Feb.16, 2018	Late August of the third year
Announcement of students who completed the Doctoral Program	Early Mar., 2018	Early Sep., 2018
Commencement Ceremony	Mid Mar., 2018	Mid Sep., 2018

Notes: Above processes are subject to change.

●Research Presentations * More precise dates and times will be provided by the SDM Office.
[Presentation time]
Presentations shall be a total of 20 minutes, 12 minutes for the presentation and 8 minutes for the Q&A session.
[Prior submissions]
(1)Publication-format materials
*These may be unfinished at the time of presentation if the progress and issues are clearly stated.
(2)Presentation (PPT file)
[How to submit] Upload to the e-learning system
[Submission deadlines] In principle, by 23:59 the day prior to the presentation.
Present results so far and future plans.
The presentations will take place in three rooms. The students should be in one of the rooms listening to and discussing the presentations of other students.
On the day of the presentations, each laboratory must prepare a PC containing the students' presentation files to ensure

that the event proceeds smoothly.

* The upload addresses and other details will be provided by the SDM Office.

[Notes]

*Either Japanese or English may be used.

*Ensure that your presentations and abstracts are checked by your research supervisor in advance.

*It is envisioned that half of the questions will come from faculty members and the other half from students.

*The students must attend the presentations given by other students in one of the rooms.

*On the day of the presentations, each laboratory must prepare a PC containing the students' presentation files so that the event proceeds smoothly.

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

*While it is preferable that materials and presentations follow the SDM style, this is not an absolute requirement. Candidates are free to create presentations and to use materials that are suitable for their fields.

●Doctoral degree application procedures

The doctoral degree application must be filed with the SDM Office. The procedures and requirements are outlined below.

[Documents required for degree applications]

(1) Degree application 1 copy

(2) Main paper abstract 1 copy

(3) Paper registration 1 copy

(4) Personal history 1 copy

(5) Full set of relevant publications, 1 copy (bound in an A4 file with the title of the paper and the name of the candidate indicated on both the front cover and the spine)

(6) Main paper in temporary binding (A4) 3 copies (1 copy for the proposed primary examiner; appropriate numbers of copies for proposed secondary examiners)

[Notes on the creation of documents to be submitted with applications]

*The download documents have been created in the formats required in the Keio University Degree Bylaws. Do not delete characters etc. from the documents, and complete them as described below.

*All years indicated in documents (1)-(4) must be in Western calendar years.

*Ensure consistency of paper titles in Documents (1)-(6) and between those documents and the proposal submitted by the primary examiner.

*The name is to be the name of the person applying for the degree. Use the proper name, not a nickname.

(Ex.: Use official kanji rather than abbreviated forms. This application is the basis for the diploma that will be awarded.)

(1) Degree application

・In the parentheses ( ) in the 1st line of the application, fill in the type of degree (System Engineering or System Design and Management). Obtain the approval of your research supervisor in advance regarding the type of degree.

・In the date column at the top of the application, fill in the date the application is submitted to the SDM Office.

・Affix your official stamp when completed. Signatures are acceptable for non-Japanese nationals who do not have official stamps.

(2) Main paper abstract

・The abstract should be roughly 300 words.

(3) Paper registration

・"Remark 1" and "Remark 2" contain notes on the main paper. Note that "Remark 1" does not apply to the Graduate School of System Design and Management.

・The "Paper Registration (Completion Guide)" contains standard orthography for relevant documents etc. This orthography may be changed if it is unsuitable for the research for which the degree is being sought. Consult with your Jury chair when modifying the orthography.

・In the "Report No." column at the top of the form, circle the appropriate designation (A or B) and leave the number portion blank.

・Secondary papers are not subject to degree examination in the Graduate School of System Design and Management. Indicate "0" as the number of copies and leave the column for secondary paper titles blank.

・In the "relevant publications, etc." column, leave the number of copies blank and complete the rest of the information as shown in the sample.

・If the "paper registration" requires two pages, indicate "(1/2)" in the margins on the first page and "(2/2)" in the margins on the second page. Do not use two-sided printing.

(4) Personal history

・In the "Report No." column at the top of the form, circle the appropriate designation (A or B) and leave the number portion blank.

・Use the same official stamp that is used for the "degree application." Signatures are acceptable for non-Japanese nationals who do not have official stamps.

・Fill in the entry and completion dates as indicated below.

<If you have completed an undergraduate or graduate degree at Keio University>

When completion is scheduled for March, "Completion expected on March 23;" if you are scheduled to leave after earning all of the required credits in March, use: "Scheduled to leave after earning all required credits on March 31"

When completion is scheduled for September, "Completion expected on September 21;" if you are scheduled to leave after earning all of the required credits in September, use: "Scheduled to leave after earning all of the required credits on September 21"

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

Submit separate printings of all published papers related to the main paper (copies accepted), copies of academic association presentation abstracts and other documents in an A4 file (ordinary paper file etc.) in the order listed in the paper registry, and include the document title and candidate's name on the front cover and the spine.

*Refer the SDM website, “Doctoral degree information”

[How to submit] SDM office

Class Registration

1. Class Registration

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

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

If you fail to register classes during the designated period, your registration status may be cancelled under Item 161 of the *Graduate School Regulations*.

If you would like to leave the school temporarily without any registration of classes, consult with the academic advisor and submit "Temporary Leave of Absence" form (休学願) to the SDM Office (for details, see "1.Temporary Leave of Absence"). Application form of "Temporary Leave of Absence" may be submitted after registration of classes by following deadlines; May 31 for spring semester and November 30 for fall semester.

2. Class Registration Procedure

Reregister all of subjects you wish to take through the Online Class Registration System (keio.jp, Academic Affairs Web System: http://www.gakuji.keio.ac.jp/web_system.html) during the designated period. Print out registered classes and keep it for your records in order to verify it with your official transcript which will be issued at the end of each semester.

3. Class Registration Schedule

Spring Semester:

Period for Online Class Registration: from 1:00 p.m. on April 11 until 10:00 a.m. on April 14

- Students shall contact research supervisor (preferred research supervisor for new students) to make efficient plans for taking classes.
- Registration MUST be completed during this period, including registration for classes offered by other faculties and graduate schools. Please refer to 4(6) Notes for Registration of Classes offered by other Keio Graduate Schools.
- Print and save a copy of your class registration form and submit a copy to your research supervisor (preferred research supervisor for new students)

Confirmation period for Online Class Registration: from 1:00 p.m. on April 14

- Confirmation MUST be completed during this period. If you find any subjects missing on the web, please add them during the below modification period.

Modification Period for Online Class Registration: from 10:00 a.m. on May 8 until 4:45 p.m. on May 9

- If you wish to modify registered subjects, you must modify during this period.
- Registration of subjects offered by other Keio Graduate Schools can be cancelled during this period only if it is allowed by other Keio Graduate Schools. Any subjects offered by other Keio Graduate Schools CANNOT be added during this period. For more details, please refer to **"Notes for Registration of Classes offered by other Keio Graduate Schools".**

- Print and save a copy of your class registration form.

Confirmation period for Modified Online Class Registration: from 9:00 a.m. on May 10

- Confirmation MUST be completed during this period. If you find any subjects missing on the web, please add them during the below modification period.
- In case they cannot be confirmed, please report it to SDM Office by the deadline. Changes to registered subjects for the spring semester cannot be made after the designated period.

Fall Semester:

Period for Online Class Registration: from 1:00 p.m. on September 26 until 10:00 a.m. on September 29

- Students shall contact research supervisor (preferred research supervisor for new students) to make efficient plans for taking classes.
- If you wish to take the Fall Semester classes offered by KMD, Yagami Campus, and Shonan Fujisawa Campus, you must register during this period.
- Print and save a copy of your class registration form and submit a copy to your research supervisor (preferred research supervisor for new students)

Confirmation period for Online Class Registration:

from 1:00 p.m. on September 29 until 10:00 a.m. October 11

- Confirmation MUST be completed during this period. If you find any subjects missing on the web, please add them during the below modification period.

Modification Period for Online Class Registration:

from 10:00 a.m. on October 11 until 3:00 p.m. on October 13

- Students are required to re-enter class registration details, if necessary. Please confirm your changes on the web.
- Any subjects offered by other Keio Graduate Schools CANNOT be modified during this period.
- Print and save a copy of your class registration form.

Confirmation period for Modified Online Class Registration:

from 9:00 a.m. on October 16 until 4:45 p.m. on October 18

- Confirmation MUST be completed during this period.
- In case they cannot be confirmed, please report it to SDM Office by the deadline. Changes to registered subjects for the fall semester cannot be made if you do not report.

4. Notes

(1) Class Registration

- Check the title, instructors, and the five-digit registration number for each subject. Please note that e-learning subjects have different registration numbers than the ones offered in classes. Same subjects that are given several times a week have only one registration number.
- If you register a subject, you will not be able to take other subject offered at the same day and period.

(2) “A column”(A 欄申告) and “B column”(B 欄申告)

- Online Course-Registration System consists of “A column” and “B column”. All Registered subjects will receive a grade for each subject. The difference between “A column” and “B column” is stated as follows;

“A column”: The credits acquired from the classes registered under “A column” will be counted as the credits

necessary for completion of the program. Please register all classes offered by SDM in "A column". Students are not allowed to register a class after acquiring credits from same subject.

"B column": Classes you have registered for in "B column" will be optional subjects and will not be counted as the credits necessary to complete the program.

(3) General Notes

- Register subjects through the Online Class Registration System (keio.jp, Academic Affairs Web System) during the designated period every semester.
- If you do not register during the designated period, your registration status may be cancelled under Item 161 of the *Graduate School Regulations*.
- Check your Grade Report from the previous semester for subjects which you have completed. In particular, check for any errors due to incorrect registration or registration failure.
- Register all subjects for the semester during the designated period. If registration is not completed, credits will not be given even if you take examination of the class.
- Check the category column ("A column" and "B column") when you register.
- After registration, print out the list of registered subjects and fill in the column of research supervisor (tentative research supervisor or academic advisor for students enrolled in September) on the upper right side, and then submit it to the Office of Student Services by the due date. Please keep it for your record with your class schedule.
- Please be aware that class schedule may be changed. Please check SDM website carefully before registering online.

(4) Notes for Master's Class Registration

- To take classes offered by SDM, register classes under "A column"(A 欄).
- Students enrolled in the Research-Intensive Course are required to register "Research on System Design and Management" under research supervisor's name every semester. New students enrolled in the Research-Intensive Course should register "Research on System Design and Management" not during this Online Class Registration period but Modification Period for Online Class Registration.
- Students enrolled in the Learning-Intensive course are required to register "Research on Project Design and Management" under research supervisor's name in the last semester.
- Students entered in April must register "Design Project" in the first semester after enrollment. Students enrolled in September must register this class in their second semester (first spring semester after enrollment).
- If students wish to take subjects offered by SDM as an "Optional subject", change the column and register as "B column:11"(B 欄:11).
- If students wish to take subjects offered by other Keio graduate schools, register under Category Column "B column:99" (B 欄:99).

(5) Notes for Doctoral Class Registration

- Register "System Design Management Research" offered by your research supervisor each semester.
- If a student wishes to register master's subjects offered by SDM Master's Program, change the Category Column to "B 欄:11"
- If a student wishes to take subjects offered by other graduate schools or faculties, change the Category Column to "B 欄:99".

(6) Notes for Registration of Classes offered by other Keio Graduate Schools

- If research supervisor approves taking subjects offered by other Keio Graduate Schools is beneficial for the student, the student may register the classes as "optional subjects" which credits earned are not counted towards completion of the master's program.

1) Registration Periods

All subjects of spring and fall semester offered by other Keio Graduate Schools and departments of Keio University can only be registered during the registration period for spring semester only.

Only subjects for fall semester offered by KMD, Yagami, and SFC (except subjects offered by a teacher-training program) can be registered during the period of registration in fall semester. Registration for subjects offered by Keio Business School will be announced separately.

If you wish to take subjects offered at other campuses on the same day, you must allow a gap of at least one class period to travel between campuses. Consecutive second and third periods may be registered except for subjects offered at Shonan Fujisawa Campus (SFC).

2) How to Register

Consult the lecturer prior to or at the first class and receive permission from the lecturer to register the class. For subjects offered during the fall semester given by a part-time lecturer, register the subject during the spring semester and ask for permission at the first class in the fall semester. If you do not receive permission, students must report to SDM Office during Online Class Registration period of fall semester. Registration for subjects offered by Keio Business School will be announced separately.

3) Online Class Registration System (keio.jp, Academic Affairs Web System)

To register subjects offered by other Keio Graduate Schools, register under "B column:99 (B 欄:99)".

4) Class Limitation

Requisite subjects, experiment subjects, and subjects are usually offered only for full-time students of that particular school or department, and cannot be registered by SDM students. For more information, please refer to the website (Japanese language only). http://www.gakuji.keio.ac.jp/academic/rishu/

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

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

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

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

Registration of subjects offered by other Keio Graduate Schools can be cancelled during the modification period only if it is allowed by other Keio Graduate Schools.

Check the website below to see the subjects which is forbidden to cancel. Any subjects offered by other Keio Graduate Schools can't be added during the modification period.

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

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

(7) Notes for Registration of e-learning Subjects

- If you are unable to attend every, but have strong desire to take the class, you may register the e-learning class. You are able to view lectures and obtain credits by submitting assignments through e-learning system. However, prior permission from the instructor is required to attend Core Subjects by e-learning. Please note that students, who have no work experience, are not allowed to attend Core subjects by e-learning.
- The e-learning system makes it possible to take a subject by viewing the class lectures online.

- The class lecture video is uploaded one week after the class is given. The SDM Office will provide you with URL of the system to students who registered e-learning classes.
- When registering, select the registration number for the e-learning subjects. Please note that the e-learning subjects may require attendance in class for seminars when the class cannot be recorded on video. Also, sometimes professors conduct make-up classes and facilitate discussions in class. For further information, please contact the lecturer.
- The maximum number of credits that can be earned through the e-learning system is
  Research Intensive Course: 10 credits
  Learning Intensive Course: 20 credits
- You can only register either in-class or e-learning for the same subject

(8) 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 the article No. 161 of the *Graduate School Regulations* (*Daigakuin Gakusoku*). Violation of this rule not only will result in the failure of the course, it may also result in a more severe penalty of 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 out the exam paper from the testing room, or failure to comply with the instructions or directives of the course instructor.

It should be also noted that plagiarism and usage of a source without acknowledging it in reports or theses also are forms of academic misconduct.

Here are the most important points you should be aware of when writing reports or theses:

1) Keep your own writing and your sources separate;
2) When you cite or refer to someone else's texts or opinions, make sure to include the full citation information;
3) When quoting a source, use the quote exactly the way it appears, including misspellings.
4) Citations must be done according to the established document formatting guidelines; and
5) When you cite information found on the Internet, make sure to include the full URL, page title and the date you copied the page(s) in the citation information

***** If you put graphs (including pictures, images, illustrations etc.) and tables from another person's work/documents (including publication on the Internet), you must have permission to use from the person who owns the copyright.

5. Category Column

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

Note that the Category Column can be assigned only during the registration period or registration adjustment period.

Master's Program (Both Research-Intensive Course and Learning-Intensive Course)

Category	Type of Subjects（as shown in the Grade Report）	Type of Courses in "B欄"
10-10-10	Master's Program: Core subjects (required)	—
10-10-20	Master's Program: Core subjects (required) e-learning	—
10-20-10	Master's Program: Special research subjects (required)	—
10-30-10	Master's Program: Project subjects (required)	—
20-10-10	Master's Program: Major subjects	—
20-10-20	Master's Program: Major subjects e-learning	—
90-10-10	Optional subject: offered by the Graduate School of System Design and Management	11
90-10-20	Optional subject offered by other graduate schools or undergraduate faculties of Keio University	99

Doctoral Program

Category	Type of Subjects（as shown in the Grade Report）	Type of Courses in "B欄"
50-10-10	Doctoral Program: Advanced Research on System Design and Management	—
90-10-10	Optional subject: offered by the Graduate School of System Design and Management	11
90-10-20	Optional subject offered by other graduate schools or undergraduate faculties of Keio University	99

6. Inquiry on Curriculum

Please consult your supervisor/academic advisor if you have questions. For technical matter on online class registration or related problems, talk to the SDM office.

Reports and Applications

1. Temporary Leave of Absence

In the event of prolonged absence due to illness or other unavoidable cause, an application for leave of absence countersigned by the guarantor may be made. (with the article No. 125 of *the Graduate School Regulations)*

(1) Submission of "Application for Temporary Leave of Absence" (休学願)

Student who wish to take a leave of absence from the school must fill in "Application for Temporary Leave of Absence" form (休学願), receive signature from the guarantor, have an interview with research supervisor, and then submit the form to the SDM Office. The application form will not be accepted if the signatures of the student and the guarantor are the same. If you go abroad to attend language school, for example, you should submit an acceptance letter from the school.

The period of Temporary Leave of Absence does not count toward the period of enrollment in the graduate school. Student must follow instructions below before submitting.

1) Submission Deadline:

The application form must be submitted to the SDM Office by May 31 for spring semester and by November 30 for fall semester.

2) Period of Temporary Leave of Absence:

Application for temporary leave of absence must be submitted every semester.

Maximum period of Temporary Leave of Absence permitted in spring semester:

From April 1 until September 21

Maximum period of Temporary Leave of Absence permitted in fall semester:

From September 22 until March 31

(2) Interview with Research Supervisor

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

(3) Submission of Notification of Returning to Study

"Notification of Returning to Study" form must be submitted immediately after returning to school. The form will be sent to the student in mail at end of each semester along with Grade Report.

If the student was on temporary leave of absence due to sickness, a medical certificate from a doctor must be submitted with "Notification of Returning to Study" form.

(4) Tuition Fees During Temporary Leave of Absence

<For students enrolled in Academic Year 2013>

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

<For students enrolled in Academic Year 2012 and before>

Tuition fee during temporary leave of absence must be paid in full. However, students with one of the following reasons may request reduction of tuition fees. For details, please contact the SDM Office.

(excerpt from Keio Regulation on Reduction and Exemption of Tuition Fees: Article 2, 慶應義塾大学授業料等減免規程　第二条)

(5) Health Checkup

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

2. Withdrawal

(1) Submission of "Notification for Withdrawal" (退学届) :

Fill in "Notification for Withdrawal" form available at the SDM Office. Student and his/her guarantor must sign and affix seals individually on the form, have an interview with research supervisor, and then submit the form to the SDM Office with his/her Student ID card.

(2) Submission of Notifications for Withdrawal

1. The student and his/her guarantor must sign and affix seals on the form.
2. The student must return his/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 the payment of tuition and other fees have been made, you may set the withdrawal date (Usually withdrawal date is September 21 for spring semester and March 31 for fall semester). Please note that if you choose to withdraw before the end of the semester, you will not receive credits for registered subjects of that semester.

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

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

3. Studying Abroad (from *Graduate School Regulations* Articles No.124)

(1) Before Going Abroad

Before going abroad to study, form of "Application for Overseas Study" (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 supervisor, the application will be forwarded to Graduate School of System Design and Management Faculty Committee. Please note that going abroad to attend a language program is considered as "Temporary Leave of Absence"

(2) Documents to be submitted after finishing studying abroad

Students must submit the following documents to the SDM Office after returning from abroad. The period of study up to one year at schools or institutions can be counted toward the enrollment period at Graduate School of Systems Design and Management, Keio University.

- "Notification of Returning to Study" (就学届)
- "Application regarding period of study at overseas" (在学期間算入願)

After being approved by your research supervisor, submit following documents if you wish to transfer credits (maximum of ten credits) acquired abroad towards credits at Graduate School of System Design and Management, Keio University. Students are requested to have necessary documents issued while studying at university/institution abroad.

- "Application for Transfer of Credits" (単位認定申請書)
- Academic Transcript

・Syllabus/Lecture outlines

4. 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 are recognized as a Doctoral candidate, you must either choose to stay in the program (A) or to be withdrawn from the program (B) from your sixth semester onward and submit the appropriate application to the SDM Office.

(1) Application for Extension of Enrollment Period

If a student wants to continue enrollment in the Doctoral Program, an "Application for Extension of Enrollment Period" form must be submitted to the SDM Office by the end of August for spring semester and by the end of February for fall semester. If the application is approved, the student will be allowed to extend the enrollment up to 6 semesters from the time of admission, excluding temporary leaves of absence. The student may apply for a tuition waiver for the extended enrollment.

(2) Withdrawal from the Doctoral Program After the Completion of Course Requirements

If a student in the Doctoral Program acquires all necessary credits within 3 years after enrollment and becomes a Doctoral candidate but did not submit doctoral dissertation, the student will be considered as "Withdrawal from the Doctoral Program with the Completion of Course Requirements" unless the application for extension is submitted to the SDM Office.

5. Changes of Personal Information of student/guarantor

Student must change one's address/contact details immediately after changes occur via keio.jp, Academic Affairs Web System. Normally the change will be approved in a couple of days. When a home address is changed, you need to revise details on a sticker on the back of student ID and receive a certified stamp from the SDM office.

When details of guarantor are changed, fill in a designated form at the SDM office. Please note that submission of above documents is extremely important since it may cause obstacles when vital documents are sent from the SDM Office by post.

6. Payment of Tuition and Deferred Payments

Tuition fees for the academic year after 2016 are indicated as follows. (unit: Japanese yen)

	Basic Affiliation Fee	Tuition Fee	Student Health Insurance Union 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)	1,202,600 (601,250)

Tuition fees for the academic year after 2013 are indicated as follows. (unit: Japanese yen)

	Basic Affiliation Fee	Tuition Fee	Facilities Fee	Student Health Insurance Union 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)	1,132,600 (566,250)

Tuition fees for the academic year before 2012 are indicated as follows. (unit: Japanese yen)

	Tuition Fee	Facilities Fee	Information Network Fee	Student Health Insurance Union 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)

*The tuition and other fees can be paid in two installments in the spring and fall semesters (payment amounts given in parentheses)

Tuitions must be paid to Keio University by bank transfer. The payment slip will be sent to students' address in mid-April for spring semester and in early-October for fall semester. Please keep the receipt as proof of payment.

Deadline of Payment:

Payment for spring semester and payment in full: End of April

Payment for fall semester: End of October

If the payment of tuition and other fees are delayed due to unavoidable reasons, students must submit "Delay of Payment Form" to the SDM Office by following deadlines.

For spring semester: May 15 For fall semester: November 15

The reason for payment delay must be approved by Keio University and when approved, a certificate will be issued. Deadlines for delayed payment are as follows:

For spring semester: July 31 For fall semester: December 22

7. Reduction and Exemption of Tuition Fees

Student who wishes to request a reduction/exemption of tuition fees due to a temporary leave of absence, the student must submit "Application for Tuition Exemption" to the SDM Office. Please note that reduction/exemption of tuition fee may not be approved in all cases. For further information, please contact the SDM Office.

8. Reservation of Classrooms

In order to use classrooms for academic meetings, a reservation must be made to the SDM Office from three days to two weeks prior to the requested day of use.

In order to use classrooms C3N14 and CDF（C3S10）for academic meetings, reservation must be made at the SDM

Office from three days to two weeks prior to the day of use. To use discussion rooms from C3S03 to C3S09 and rooms from C3N04 to C3N09, fill in the "Booking Sheet for SDM/KMD Discussion Room" placed on the door of each room. Draw a line with your name for the time period you wish to use. Please note that discussion rooms are shared with KMD students and we expect all students to put desks and chairs back to its original position after the use. Please note that you can book discussion rooms from C3S03 to C3S09 up to a two-period stretch (two class periods). After using the room, clean the room and put desks and chairs into original position.

9. Application for External Activities

To hold extra-curricular activities, "Application for External Activities Form" must be submitted to the SDM Office four days prior to the activities. Please be aware that without the prior application, medical expenses will not be covered by the insurance policy.

10. Parking Permit

Students are not allowed to commute by car to the university. In case of injury, sickness, and delivery, temporary parking permit can be issued by submitting a form to the SDM Office five days prior to the use of parking.

11. Cafeteria

Students may use school cafeteria to have receptions, parties with faculties, school clubs, alumni, etc. on weekdays. First, reserve at the school cafeteria and then submit "Application for Meeting" form (集会届) at Office of Student Services located at 1st floor of Independence Wing (Fourth Building) within two weeks from the reservation. Please note that the reservation may be cancelled if a student fails to submit the form.

12. Application for permission to Film/Photograph on Campus

To film or to take photographs on Hiyoshi Campus, please submit an "Application for Permission to Film/Photograph on Campus" (prescribed form) to the Office of Student Services (Hiyoshi Campus). Check details at the SDM office.

13. Distribution of Posters and Pamphlets

Apply for permission at the SDM Office to distribute posters and pamphlets.

Certificates

Certificates can be purchased at a Certificate Issuing Machine located in Office of Student Services on each campus. A 4-digit "Student ID Card PIN" is required along with your Student ID card in order to issue certificates from certificate issuing machines on any of campuses.

Please check Keio University Academic Affairs Web System (keio.jp, Gakuji Web System) and check your "Student ID Card PIN" indicated there before issuing certificates. For further information regarding the service, see the website below:

http://www.gakuji.keio.ac.jp/academic/shoumei/index.html (available in Japanese only)

Please check a schedule for operating hours of Certificate Issuing Machine. The machine may be unavailable due to maintenance and other reasons. The following certificates are available for issuance by the machine:

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

Sealed certificates are issued at the SDM Office.

1. Certificate of Expected Completion

Certificate of Expected Completion is issued approximately two weeks after completion of class registration in the third semester of the master's program (excluding temporary leaves of absence).

If certificate in English or sealed certificates are necessary, apply at the SDM Office. Any certificates already issued from the issuing machine cannot be sealed.

2. Certificate of Annual Health Examination

Certificate of Annual Health Checkup is issued for students who took health checkup. Please be aware that this certificate is issued to students who have completed annual health checkup only. For more details, please see the website of the Health Center. http://www.hcc.keio.ac.jp/index-en.htm

3. Student Travel Fare Discount Certificate

When traveling over 101 kilometers one way, a Student Travel Fare Discount Certificate may be used. A student may issue up to 10 certificates per day. The validation of this certificate is three months after the day of issuance. Please give yourself plenty of time to apply for if it is just before holiday which would be busy. Please note that this certificate cannot be issued if a student has not taken annual health examination.

Scholarships

Applying for Scholarships

The status of residence must be “College Student” for international students who wish to apply for scholarships through Keio University. Also, international students must submit “Scholarship Application Survey Form” with academic transcript and other necessary documents by deadlines each semester. Please refer to the website for the application procedure.

How to Apply:

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

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

The “Scholarship Guide (For Graduate Students)（外国人留学生対象奨学金案内）” is available in Japanese and is given to students at orientation guidance. Students may inquire at the SDM Office (Hiyoshi Campus) during office hours or by e-mail: sdm@info.keio.ac.jp.

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

Scholarships Overview:

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 Checkups, Student Health Insurance, Counseling and Career Support

1. Annual Health Checkup

According to the law and Graduate School Regulations, the annual health checkup is given to students every spring to promote their health, prevent disease, detect disease, and make treatment in the early phases. If you take a checkup in other hospital or clinic outside Keio University, the report of the checkup must be submitted to Health Center on Hiyoshi Campus.

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

In order to promote students' health, a complete examination is provided at the University Health Center such as issuance of introduction letters to Keio Hospital for reexamination, treatment and regular consultations at the Health Center.

Please note that "Health Examination Certificate" and "Student Travel Fare Discount Certificate" will not be issued for students who fail to take the annual health checkup.

Regarding treatment received at the University Health Center, half of the fee is covered by the Union (Student Health Insurance Mutual Association) and the other half is paid by the student. A student must immediately notify SDM Office (045-564-2518) or the security office (045-564-2452 extension: 37100) after office hours and holidays in case of an accident occurred on campus. Appropriate measures such as calling an ambulance and contacting medical organizations will be taken immediately.

2. Vaccination Against Measles

Recently, many high schools and universities went into cancellation of classes caused by measles outbreak. The possible cause of epidemic was because a large number of people did not have any vaccination many of them were never affected by measles in the past. The other reason is that 10 years has passed after vaccination was inoculated by people and immunity became weak. In order to prevent the group infection in the academic campus, please be sure to have maternal and child health handbook. If you have never been vaccinated and never been affected by measles or 10 years has passed after vaccination, please consult a doctor for a vaccination.

3. Notification of Infectious Disease

According to the law and Graduate School Regulations, students who are infected to influenza, measles or any other infectious disease may not commute to the school. Such students must report to the Health Center via telephone, FAX, or e-mail. If a student has influenza, he/she must report via "keio.jp" or by FAX.

"Permission for school attendance" (感染症登校許可申請書) form must be submitted when coming back to school. The form may be obtained from the website below, but it may be replaced by a certificate issued by his/her personal doctor. Submit it at Hiyoshi Health Center and have an interview with a doctor residing at the Health Center which is mandatory.

Health Center Website: http://www.hcc.keio.ac.jp/

<Reference: Suspension period from school >

- Measles: three days after a fever is lowered
- Rubella: until a rash disappears
- Chicken Pox: until a rash over the body disappears
- Mumps: until the parotid swelling subsides
- Influenza: two days after a fever is lowered

4. The Student Health Insurance Union Reimbursement Plan

Full-time students at Keio University are members of the Student Health Insurance Union (*Gakusei Kenko Hoken Kumiai*).

(1) Consultation at Keio University Hospital

Students must present their National Insurance Card and a Student ID card when visiting Keio University Hospital. In addition, please submit a bank account application form and register the account in order to receive medical reimbursement. Please note the JP Bank Account may not be used for reimbursement. Reimbursements of both consultation and hospitalization are paid on the 20th of the following month.

(2) Consultation at other Hospitals

After you have received medical treatment for an injury or disease, submit an "Iryo-hi Ryoshu Shomei-sho (Medical Expense Receipt)" in which the medical institution/facility filled out the medical cost. You may also attach a receipt from the medical institution/facility if the receipt indicates your name, NHI points, amount covered by insurance, and official stamp or seal.

Deadline for submission is at the SDM Office by the last day of the fourth month counting from the month in which you received medical treatment as the first month. For example, you must submit the Medical Expense Receipt by November 30 at the latest, whether you visit a doctor on August 5 or 31.

Later, Gakusei Kenko Hoken Kumiai (the Student Health Insurance Union) will transfer the reimbursement for your health insurance treatment to your bank account (excluding Japan Post Bank). Please note that 1,000 yen will be withheld from each reimbursement as a co-payment. Orthopedic clinics, osteopathic clinics and acupuncture clinics are note covered.

In addition to medical reimbursement, the Union provides other services to students, including subsidies at selected hotels, use of seaside clubhouse and ski clubhouse. Training room run by the Union in Jyukusei Kaikan building in Hiyoshi campus is available for students. For more information, refer to the handbook distributed during the entrance ceremony. The handbook is also available at the SDM Office.

5. Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of the Japan Educational Exchange and Service, offering the "Personal Accident Insurance for Students Pursuing Education and Research", insurance plan which covers against unexpected accidents in the course of your educational and research activities. In the case of an accident, please follow the procedures below:

Activities covered by this insurance:

- Academic and extra-curricular activities or events in and outside of the university
- For activities outside of University, please submit the application form to the SDM Office four days before the activity.

6. Optional Compensation

Students may apply directly to the following organizations for the optional compensation available from Insurance and Mutual benefits:

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

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

7. Student Counseling Room 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 the students' campus experience. For further information, please see the webpage.

8. Counseling Services of the Keio University Harassment Prevention Committee

If you feel that you are being harassed, don't just blame yourself or tolerate the harassment, but contact the Harassment Prevention Committee of the Counseling services of the Keio University for consultation. Read a leaflet for details. http://www.harass-pco.keio.ac.jp/index-e.htm

9. Lost & Found

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

10. Career Support

Career support is provided to promote opportunities for employment.

(1) Guidance and seminars

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

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

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

(3) Interview training and job entry sheet correction

Contracting with Arcterus, a human resource development and recruiting company, SDM offers career support services such as individual interview training, job entry sheet correction and seminars for job seekers. Details are announced in the For Students in the SDM homepage (http://www.sdm.keio.ac.jp/en/student/).

(4) Employment Report

All students are required to submit a survey form on their plans after graduation (for example, work full-time or go to Ph.D program, etc). The survey will be used by Keio University for alumni data and for future students as well as for surveys and statistics for external institution.

Place of employment (if there is any) after graduating SDM may be listed in the SDM website and brochures without disclosure of students' names.

For submission of the survey and details, please see https://login.keio.jp/koid/ (available in Japanese only)

11. Access to the Networks

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

A SDM wireless network is available in the building of Collaboration Complex. Printer is available in C3N15.

Web System

1. Overview

"To Keio Students" Web	
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	■Classes, registration, examination Online Class Registration Guide, Syllabi, Timetable (PDF) etc. ■Student life, career support Information on the SDM Office, events, and scholarships

Keio ID	
Keio ID acquisition	Student must activate their Keio ID. Students will need Student ID number and Academic Affairs Web password for authentication. "Activation Key" is given with Student Card. Keio ID can only be activated once. If you forget the password for your Keio ID, contact the campus Information Technology Center (ITC)..
Manual	http://www.hc.itc.keio.ac.jp/en/keiojp_manual_activation_newstd.html

Common authentication system ("keio.jp")	
URL	http://keio.jp/
ID/Password	Keio ID/password *in case you lost ID or password, please come to Hiyoshi ITC with your student ID.
Overview	This website provides access to a variety of services with your Keio ID. Student must activate their Keio ID before using this website.
Main services	■Online Class registration This system allows students to register, modify, and confirm registered classes during designated period of Online Class Registration. You may modify anytime you like during the designated period. Please refer to "Online Class Registration schedule" Please check the timetable frequently as it can be changed. Modify registration if necessary. ■Confirmation of registration This page provides a list of subjects you have registered. Lists are available only for the designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version. ■A 4-digit PIN for the issuance machine A 4-digit PIN necessary to issue certificates from the issuance machine may be checked from this website. ■Academic Transcript This website allows students to view Grade Report. The period which Grade Report (excluding

	personal information) available on website is designated by each department. Detailed information will be announced under the website of “To Keio Students”. ■Result of Health Checkup. Result of health checkup is available for students who have taken health checkup. We will notify the period you can view the result when you have a health check up. Contact Health Center for any questions you may have regarding the results. ■Career Support system Career consultation, employment report, student job search notices, job offers

Academic Affairs Web System	
URL	http://keio.jp *accessible from keio.jp
ID/Password	Keio ID/Password *If you forget the password for your Keio ID, contact the campus Information Technology Center (ITC) with your Student ID.
Manual	http://www.gakuji.keio.ac.jp/gakuji_web_manual_e.html
Overview	Online Class Registration and Confirmation of Registration
Main services	■Online Class Registration This system allows students to register, modify, and confirm registered classes during designated period on Online Class Registration. You may modify anytime you like during the designated period. Follow a notification from SDM office about Registration period. Please check notification of other schools and modify the registration if necessary. ■Confirmation of Registration This page provides a list of subjects you have registered. Lists are available only for the designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version. ■A 4-digit PIN for the issuance machine A 4-digit PIN necessary to issue certificates from the issuance machine may be checked from this website. ■Change of Personal Information You can check contact details of you and your guarantor. When changes occur, change information via this system. (See p.31)

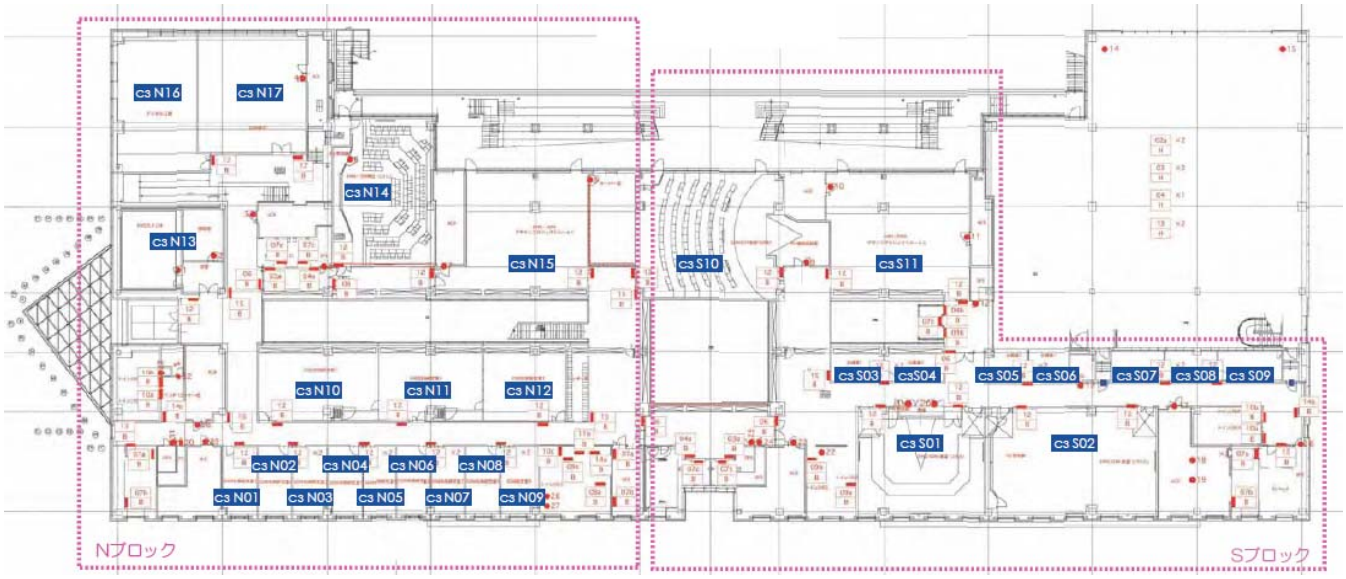
SDM e-learning system	
URL	https://archiver.sdm.keio.ac.jp/cgi/e-student/login.cgi
ID/Password	Keio ID/password (notified separately) * In case you lost your password, you can check it on the log-in on the e-learning system.
Manual	N/A
Overview	This system allows students to view SDM e-learning subjects. E-learning subjects are recommended to students who have a strong desire to register, but have difficulty attending classes on campus. Class videos and syllabi are available on the website.

Main services	■e-learning In addition to viewing class videos, the system allows students to submit assignments, ask questions of lecturers and exchange opinions with others through BBS (bulletin board). ■Access to syllabi SDM subject syllabi are available for viewing.

2. Notes on Using the Web System

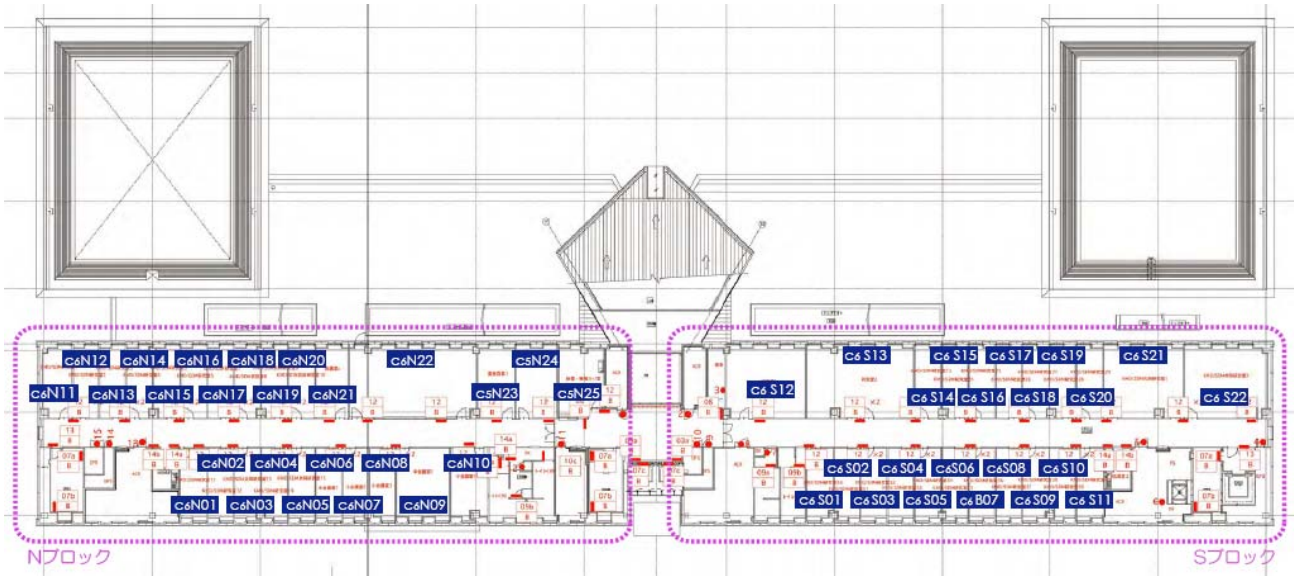
- Do not log in simultaneously on multiple browsers.
- Do not use the browser “back” or “forward” buttons after logging into the Web system. If you mistakenly click a button and the screen does not display properly, close the browser once and reopen the browser in ten seconds.
- If the same screen is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

Layout of Third Floor of Collaboration Complex



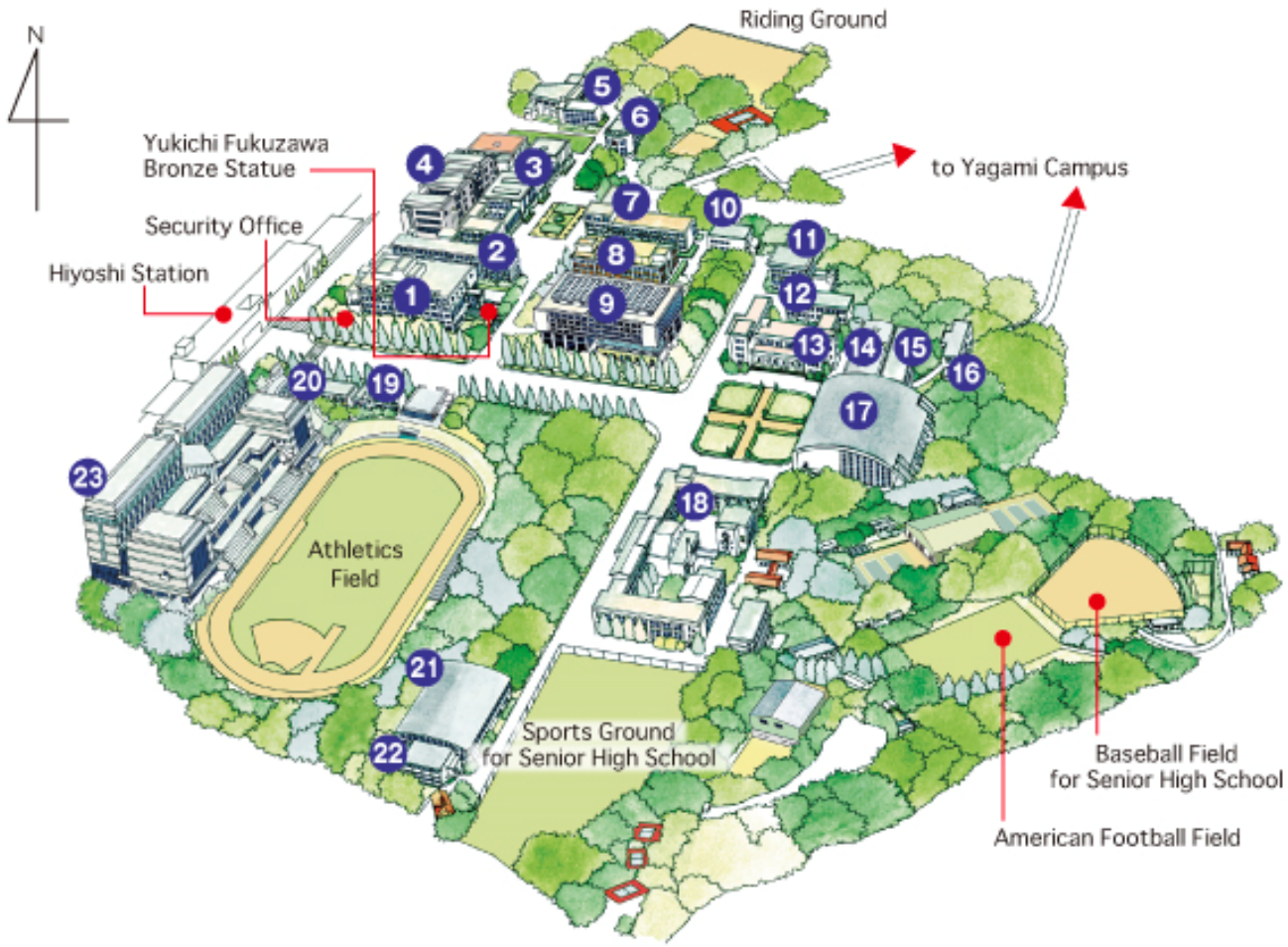
C3N01-N03	[SDM] Indivisual Research Space
C3N04-N09	[SDM] Discussion Room for Master's Students
C3N10-N12	[KMD] Joint Research Laboratory
C3N13	[KMD] Studio
C3N14	[SDM] Classroom
C3N15	[SDM] Discussion Room for Master's Students
C3N16	[KMD] Joint Research Laboratory
C3N17	[SDM] Laboratory
C3S01	[KMD]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

Layout of Sixth Floor of Collaboration Complex



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

Campus Map



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