2026 Academic Year

Graduate School of System Design and Management, Keio University

Master's Program and Doctoral Program

Course Registration Guide

Keio University

Content

Our current correspondence may be different from several descriptions in this Course Registration Guide. (ex. Submission of documents)

Please check SDM website (For students), Keio University Student Website and K-Support

What makes an SDM education unique?

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

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

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

Diploma policy

Both the master's and doctoral programs have degrees in "System Engineering" and "System Design and Management."
Under the Master of System Engineering program, students first take core subject and project subject, followed by survey subjects to broaden their perspective. They are then expected to demonstrate their understanding of foundational modes of thought, knowledge, and skills in the field by compiling their research related to the design of technological systems into a master's thesis. Under the Master of System Design and Management Studies, students first take core subject and project subject, followed by survey subjects to broaden their perspective. They are then expected to demonstrate their understanding of foundational modes of thought, knowledge, and skills in the field of System Design and Management by compiling their research into a master's thesis.

The Doctor of System Engineering aims for students to acquire professional modes of thought, knowledge, and skills in system engineering by either authoring academic papers in fields primarily related to the design of technological systems and having these papers evaluated by specialists, or designing their own system that is then evaluated by specialists, compiling their findings into a doctoral dissertation. The Doctor of System Design and Management aims for students to obtain specialized modes of thought, knowledge, and skills in system engineering by either authoring academic papers in fields primarily related to design of social systems and having these papers evaluated by specialists, or designing their own system that is then evaluated by specialists, compiling their findings into a doctoral dissertation.

Curriculum policy

The master's program systematically develops its educational curriculum, which consists of core subject, project subject, special research subjects, recommended basic subjects, and recommended advanced subjects.

For the master's program in System Engineering, students primarily engage in research over a two-year period (standard) in fields related to the design of technological systems, compiling their findings as a

master's thesis. For the master's program in System Design and Management, students primarily engage in research over a two-year period (standard) in fields related to design in social systems, which they then compile as a master's thesis.

For the doctoral programs, it is possible for students to take subjects taught as part of the master's programs in order to study required subjects (especially core subject, etc.). For the doctoral program in Systems Engineering, students primarily engage in research over a three-year period (standard) in fields related to the design of technological systems, on which they write a doctoral dissertation while being evaluated by external specialists through presenting their findings in Japan and abroad. For the doctoral program in System Design and Management, students primarily engage in research over a three-year period (standard) in fields related to design in social systems, on which they write a doctoral dissertation while being evaluated by external specialists through presenting their findings in Japan and internationally.

\<Class periods\>

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

Period	SDM	Mita, Hiyoshi (undergrad/KBS/KMD), Yagami, Shinanomachi, Shiba-Kyoritsu	SFC
1	09:00－10:30	09:00－10:30	09:25－10:55
2	10:45－12:15	10:45－12:15	11:10－12:40
3	13:00－14:30	13:00－14:30	13:00－14:30
4	14:45－16:15	14:45－16:15	14:45－16:15
5	17:15－18:45 16:30－18:00 (※ for classes held continuously for the 4th to 5th period)	16:30－18:00	16:30－18:00
6	19:00－20:30	18:10－19:40	18:10－19:40
7	—	19:50－21:20	19:50－21:20

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

\<Handling of Classes in Emergencies\>

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

Handling of Classes in Emergencies   https://www.students.keio.ac.jp/en/com/class/schedule/emergency.html

[Important notes]

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

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

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

\<Class Attendance when Chosen as a Lay Judge\>

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

\<School Holidays\>

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

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

1. Overview

"For SDM Students" website	
URL	https://www.sdm.keio.ac.jp/en/student/index.html
ID/Password	Common ID and password * If you lose your password, you can check it from "Information" on the TOP page of SDM e-learning system.
Overview	This portal website provides a variety of information to SDM students.

SDM e-learning System	
URL	https://archiver.sdm.keio.ac.jp/cgi/e-student/login.cgi
ID/Password	Student Number, Date of Birth, and password * If you lose your password, you can check it from the login screen of the e-learning system.
Overview	This system allows students to view SDM e-learning courses. E-learning courses are recommended to students who have a strong desire to register a course, but have difficulty attending classes on campus. Class videos and syllabi are available on the website.
Main services	■e-learning In addition to viewing class videos, the system allows students to submit assignments, ask questions to the lecturers, and exchange opinions with others through a BBS (bulletin board). ■Access to syllabi SDM course syllabi are available for viewing.

Keio University Student website	
URL	https://www.students.keio.ac.jp/en/
Overview	This portal website provides a variety of information to Keio students
Main services	Classes, Procedures, Student Life, Scholarship/Tuition, International Exchange, Jobs/Careers, Other

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

	easy access.

■Homepage

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

■Information Registration and Other Applications (Personal Information)

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

Change of Guarantor	You can register changes to the information indicated on the left.
Name Change (Student)	
Name Change (Guarantor)	
Register Overseas Address (Student)	
Register Overseas Address (Guarantor)	
Emergency Contact in Japan	
Temporary Leave of Absence	Apply for a leave of absence here. For more information, please check the SDM Web site.
Study Abroad	Apply for a study abroad here. For more information, please check the SDM Web site.
Notice of Returning to Study	When your faculty board-approved leave of absence or study abroad has finished its duration, register your Notification of Returning to Study from here as soon as possible. For more information, please check the SDM Web site.
Request for Extension of Enrollment (for Student in Doctoral Programs)	Apply for a request for extension of enrollment here.
Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements	Apply for a notification of withdrawal from the doctoral program with the completion of course requirements here.
Request for Reasonable Accommodation	Students who continuously experience considerable impediments in their daily or social lives due to disabilities or social barriers may apply for reasonable accommodation for their academic studies.

■Class Surveys

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

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

■FAQ and Inquiries

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

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

■Apps (Excerpt)

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

○Google Workspace

Your email (Keio University Mail), online storage (Drive), calendar, groups, contacts, Gemini and NotebookLM are provided through Google Workspace.

Please follow the relevant guidelines and the instructor's directions regarding the use of generative AI.

○Classes

System	Department	Explanation
K-LMS: Learning Support System (Canvas LMS)	KIC	*This function is not used for courses offered by SDM. Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.
Syllabus and Timetable Search	Office of Student Services	*This function is not used for courses offered by SDM. This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.
Course Registration	Office of Student Services	This system is used to register for courses, register for additional courses, and cancel course registrations. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, please confirm with the section for your graduate school if you have any questions.
Confirmation of Registered Courses	Office of Student Services	You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.
Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes	Office of Student Services	*This function is not used for courses offered by SDM. A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes are makeup lessons are subject to change, so please check before the relevant class is in session.
Grade Reports	Office of Student Services	View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.
Keio University Web Entry	Office of Student Services	*This function is not used for courses offered by SDM. This is used for courses that require advance registration through a lottery system. However, there are cases where you may need to preregister for courses you wish to take or submit an entry sheet without using the web system, depending on the course. Note that the application period is different for each course.

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

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

○Service

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

○Placement and Careers

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

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

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

○Adjusting keio.jp Settings

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

2. keio.jp

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

Please refer to the following manual for more.

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

3. Password reissuing

　The following are the contact points for reissuing Web system passwords.

	Login ID	Login password	Reissued by	Required documents
Web "For SDM Students"	Common ID	Common password	TOP page of SDM e-learning system	--
SDM e-learning system	Student Number and Date of Birth	password	The login screen of the e-learning system	--
Web "To Keio Students"	N/A	N/A	--	--
"K-Support"	Keio ID	keio.jp password	Hiyoshi KIC (B1F of 7th Building)	Student ID card

1. General Information (Master's/ Doctoral)

1-1. Graduate School of System Design and Management, Hiyoshi Office of Student Services (hereafter referred to as the "SDM Office")

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

> **Office hours: Monday to Friday from 8:45 a.m. to 4:45 p.m.   *Closed from 11:30 a.m. to 12:30 p.m.**
>
> *The office is closed on weekends, public and Keio University holidays, and during periods when the university administration is on break.
>
> **Operating Hours of Certificate Issuing Machine: Monday to Saturday* from 8:45 a.m. to 8:15 p.m.**
>
> *Only in operation on Saturdays during periods when classes are held at KBS, SDM, and KMD.
>
> *Not in operation on Sundays, public holidays, designated university holidays, or during break periods of the Office of Student Services (Graduate Schools), Hiyoshi Campus, and periods when the machines are being serviced.

1-2. Notifications for Students

Students should check the notifications posted on the SDM website in the "For Students" section (https://www.sdm.keio.ac.jp/en/student/index.html and K-Support on a daily basis. Students who fail to check the website regularly will be at a disadvantage if they miss important notifications.

Additionally, students should check the website (K-Support, etc.) of other graduate schools and faculties if registered for their courses. Check the website (K-Support, etc.) for information regarding the lectures and courses offered at the various Research Centers and Institutes.

1-3. Student ID Number

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

1-4. Student ID Card

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

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

- As and when requested by faculty and staff members
- To collect Certificates
- To take exams
- To enter classrooms

- When purchasing student commuter passes* or discounted tickets and when requested by transport staff
    * A student ID card alone will not suffice when purchasing the pass. Student Commuter Certificate is necessary. For further information regarding Certificate Issuance Service, see the following website: https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html

A. Registration stickers

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

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

If you lose the sticker, please make an application at the SDM Office.

B. Reissuing Student ID cards

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

・Necessary items:

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

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

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

1-5. Classrooms

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

1-6. Security

Students may enter the office area (location of certificate issuing machine) by holding their student ID cards over the security sensor to the left of the automatic door.

Monday - Saturday, 7:15 a.m. - 9:45 p.m.

Entry is not permitted outside of the above hours (9:45 p.m. - 7:15 a.m.), on Sundays, or during public holidays.

* Students may enter the third floor of Collaboration Complex for 24 hours by holding their student ID cards.

1-7. Class Schedules and Syllabi

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

"Registration Guides, Lecture Outlines, Timeslots" https://www.sdm.keio.ac.jp/en/student/guides/index.html

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

1-8. Cancellations and Make-up Classes

In principle, a make-up class will be held whenever the cancellation of a class is unavoidable.

The SDM Office will announce all class cancellations and make-up classes on the SDM website.

"Class Cancellations/Make-up Classes Information" https://www.sdm.keio.ac.jp/en/student/class-info/index.html

1-9. Examinations and Grades

A. Examinations

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

Semester-end examinations for courses offered by other graduate schools and undergraduate faculties may be held at specified times at the end of the semester. Please note that the examination dates of other Keio graduate schools and faculties are different to those of SDM. For more information, please check the website (K-Support, etc.) of the schools and faculties.

B. GPA (Grade Point Average)

If the student entered the university on or after April 1, 2017, his/her grade point average (GPA) will be shown on the Transcript of Academic Record. The GPA is a number expressing the average value of the grades earned in courses. The five grade levels for all registered courses are converted into a grade point（GP）from 4.0 to 0（S: 4.0, A: 3.0, B:2.0, C: 1.0, D:0.0）and multiplied by the number of credits for the course. The sum of this calculation is then divided by the total number of credits for registered courses.

GPA＝Sum of（Number of Course Credits x Grade Point of Course）÷Total Number of Credits for Registered Courses

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

C. Academic Transcripts

Please check the Online Grade Report. Click on [学業成績表　(Grade Report)] on the K-Support main menu.

For details regarding the period and other information, please check the Students Website (https://www.students.keio.ac.jp/en/com/class/grade/) .

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

D. Grade Inquiry System

Results are considered final, however, students who believe that they have a good ground for questioning a grade can make a query in the prescribed period

1-10. Lockers

The lockers for SDM master's students are located by the security door on the third floor of the Collaboration Complex. Students must ensure they use the locker with their name tag attached and are personally responsible for preparing the lock.The area where the lockers are located is for shared use and students are strictly prohibited from leaving any personal belongings in front of the lockers. The lockers for doctoral students are located in front of the SDM Laboratory (C3N17). Since availability is limited, interested students should apply at the SDM Office.

2. Applications and Notifications (Master's/ Doctoral)

> Due to countermeasures against infectious diseases, our current correspondence may be different from several descriptions in this Course Registration Guide.
>
> Please check SDM website (For students→Notification from the Administrative Office) for the latest information.

2-1. Temporary Leave of Absence

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

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

Students who wish to take a leave of absence from the university must apply through K-Support. For details, please check SDM Website (For students)＞(Temporary Leave of Absence / Study Abroad / Withdrawal). Approval from the Research Advisor is required to apply for a temporary leave of absence.

If you wish to take a leave of absence due to illness, a medical certificate from a doctor is required. If you go abroad to attend a language school, you must also submit an acceptance letter from the school in question.

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

1. Submission Deadline:

Spring Semester：By the last business day of May

Fall Semester：By the last business day of November

2. Period of Temporary Leave of Absence:

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

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

From April 1 to September 21

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

From September 22 to March 31

3. The maximum duration for temporary leaves of absence（From the 2024 academic year onward, the Keio University Graduate Schools, under the University Rules and Regulations, has placed a limit on how long students can take temporary leaves of absence. This applies to all graduate students enrolled in the 2024 academic year and beyond）

・The maximum duration for temporary leaves of absence for students in master's programs is a combined total of 4 years (8 semesters).

・The maximum duration for temporary leaves of absence for students in doctoral programs is a combined total of 6 years (12 semesters).

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

・If a temporary leave of absence is approved to complete obligatory military service in a student's home country, then the period will not be counted toward the total.

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

B. Notes about Temporary Leave of Absence

・You cannot take or register for courses during temporary leave of absence. In the case that you take a temporary leave of absence in the middle of the semester, all of the courses you have registered for will be canceled and any earned credits will be invalidated.

・Students who are extending their enrollment in the doctoral program can not apply for temporary leave of absence.

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

A "Notification of Returning to Study" must be submitted immediately after returning to university through K-Support. If the student takes a temporary leave of absence due to illness, a medical certificate from a doctor must also be submitted with the Notification of Returning to Study.

D. Academic Fees and Expenses during Temporary Leave of Absence

Tuition and facilities fee will be waived.

E. Health Check

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

2-2. Withdrawal

A. Voluntary Withdrawal

Fill in the "Notification for Withdrawal" (退学届). The student and his or her guarantor must sign and affix their seals individually on the form, have an interview with the student's research advisor, and then submit the form to the SDM Office. The student ID card of the student must also be returned when the form is submitted. For details, please check SDM Website (For students) ＞(Temporary Leave of Absence / Study Abroad / Withdrawal).

1. Submitting the "Notification for Withdrawal"

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

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

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

3. Date of Withdrawal

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

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

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

2-3. Studying Abroad (Article 124 of the Graduate School Rules)

A. Before Going Abroad

Students who wish to study abroad must apply through K-Support two months prior to the desired departure date. The application shall be deliberated and approved by the Graduate School of System Design and Management Faculty

Committee. Please note that going abroad to attend a language school is treated as a temporary leave of absence.

B. Documents to Submit after Returning

Students must submit the "Notification of Returning to Study (就学届)" through K-Support. A period of up to one year studying at overseas universities and institutions can be counted toward the enrollment period at the Graduate School of System Design and Management.

If you wish to transfer credits (maximum of 15 credits) acquired abroad to the degree program at SDM, submit the "Application form for Study Abroad Credit Transfer and/or Inclusion of Study Abroad Period in Keio University Enrollment Period". Students must have the necessary documents issued while studying at the university/institution abroad. (Academic transcript, Course syllabus, etc.)

2-4. 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 have earned credits for all of the required courses by the end of your third year, you can either choose to stay in the program to complete your dissertation or withdraw from the program as a student who has completed the required course work but has not submitted a dissertation (Withdrawal from the Doctoral Program [After the Completion of Required Course Work without Submission of a Dissertation]). Submit the appropriate application (Application for Extension of Enrollment Period or the Notification of Withdrawal from the Doctoral Program with the Completion of Course Requirements; see below) to the SDM Office. Students who are extending their enrollment in the doctoral program can not apply for temporary leave of absence. The student may apply for a tuition waiver for the extended enrollment period.

2-5. Changes to Personal Information of the Student/Guarantor

2-5-1 Change of Address (Student/ Guarantors)

(1) For students

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

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

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

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

(2) For guarantors

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

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

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

2-5-2 Change Guarantors

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

2-5-3 Changing Surname or Given Name（Student/Guarantor）

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

・Required documents

A Certificate of Family Register or Extract of Family Register containing the new name (must be issued within the last three months, or a Certificate of Residence which the old surname is printed alongside the new surname (must be original documents issued within the last three months)/a copy of valid driver's license on which the old surname is printed alongside the new surname.

2-6. Payment of Academic Fees and Expenses and Deferred Payments

Fees for students who admitted in AY 2026 (unit: Japanese yen)

	Registration Fee	Tuition Fee	Student Health Care Mutual Aid Fee	Total
Master's Program	70,000 (35,000)	1,920,000 (960,000)	2,600 (1,350/ 1,250)	1,992,600 (996,350/ 996,250)
Doctoral Program	70,000 (35,000)	1,140,000 (570,000)	2,600 (1,350/ 1,250)	1,212,600 (606,350/ 606,250)

Fees for students who admitted between AY 2016 to AY 2025 (unit: Japanese yen)

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

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

(Installment payment amounts are shown in the parentheses.)

Students will receive an email notification at their email address when it is time to pay academic fees. After receiving the email, they should log in to "Keio Academic Fees Navigator" and proceed with the payment process.

Payment Deadline

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

Payment for the Fall Semester: Saturday, October 31

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

If tuition and other fees cannot be paid by the deadline due to unavoidable reasons, students may apply for deferred

payment of tuition and other fess. For details on application procedures, please check the Student Website.

Student Website : https://www.students.keio.ac.jp/en/com/scholarships/tuition/extension.html

2-7. Use of Classrooms

In order to use rooms, please use reservation forms on SDM website "For Students" → "Discussion Room Reservation".

■Discussion Room for SDM　C3N04-C3N09　……Make a reservation through Reservation Spreadsheet.

■Discussion Room for SDM/KMD　C3S03-C3S09　……Make a reservation through KMD/SDM Discussion Room Reservation system

■SDM Classroom　C3N14・C3S10（CDF）　……In order to use classrooms for academic meetings or class-related use, a reservation must be made in advance with DM professor's permission.

Discussion rooms C3S03 to C3S09 can be used continuously for up to two class periods. Please note that discussion rooms are shared with KMD students. After using the rooms, clean the room and return the desks and chairs to their original position.

2-8. Off-campus Student Activities

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

Online System for Student Club Activities https://studentlife.gakuji.keio.ac.jp/en

When traveling abroad, apply for the "Academic Activity Report Form"（海外活動申請書）through Online System for Students Club Activities.

2-9. Parking Permit

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

2-10. Cafeteria

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

2-11. Filming and Taking Photographs on Campus

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

2-12. Posters and Pamphlets

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

3. Certificates (Master's/ Doctoral)

Current students can obtain certificates at:

・Certificate issuing machines on each campus

・Convenience stores nationwide (Family Mart, Lawson, Seven-Eleven [listed in alphabetical order]) *except for Gakuwari

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

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

Please check the schedule for the operating hours of the Certificate Issuing Machines. The machines may be unavailable due to maintenance or for other reasons.

3-1. Certificate of Expected Completion

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

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

3-2. Certificate of Annual Health Examination

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

3-3. Student Travel Fare Discount Certificate (Gakuwari)   *Not available at convenience stores

When traveling over 100 kilometers, a Student Travel Fare Discount Certificate may be used. Certificates are valid for three months from the day of issuance. Be sure to give yourself plenty of time when applying for certificates just before holidays.

4. Scholarships (Master's/ Doctoral)

Applying for Scholarships

International students who wish to apply for scholarships through Keio University must hold a residence status of "Student." Additionally, international students must undergo the "Scholarship Registration" (奨学金受給希望登録) by the deadline each semester. Please refer to the following website for application procedures.

Procedures of Scholarship Registration
https://www.ic.keio.ac.jp/en/life/scholarship/application.html (English)
https://www.ic.keio.ac.jp/intl_student/scholarship/keio_student.html (Japanese)

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

For Japanese students and international students whose status of residence is "Permanent resident," "Statutory Special Permanent resident," "Long-term resident," "Dependent," or "Child or spouse of Japanese national (permanent resident)," please refer to the following website for application procedures.
Keio University Student Website (How to apply): https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html

5. Annual Health Check, Student Health Insurance, Counseling, and Career Support, Support Services for Students with Disabilities (Reasonable Accommodation) (Master's/ Doctoral)

5-1. Annual Health Check

In accordance with the School Health and Safety Act and the Graduate School Rules, an annual health check is provided to students every spring to promote their health and to prevent, detect, and treat disease in the early stages. If you take a checkup at a hospital or clinic outside Keio University, the report of the health check must be submitted to the Health Center on Hiyoshi Campus. If any disease or other medical condition is found, the student will be notified directly along with information on the appropriate measures to be taken.

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

Regarding treatments at the University Health Center, half of the fee is paid for by students and the other half is covered by the Keio Student Health Care Mutual Aid Association (Gakuseikenpo).

Students must immediately notify the SDM Office (045-564-2518) or the security office (045-564-2452 extension: 37100) after office hours and holidays if they are involved in an accident on campus. Appropriate measures will be taken immediately to call an ambulance or contact medical institutions.

5-2. Notification of Infectious Disease

Under the School Health and Safety Act, if students are found to be infected or are potentially infected with communicable diseases (including COVID-19, in addition to influenza, measles, rubella, etc.) they are prohibited from attending classes (coming to the university). For more details, please visit the Health Center website (https://www.hcc.keio.ac.jp/en/index.html). Please advise the student to consult with a physician and be vaccinated if necessary, to avoid mass-spreading of infectious diseases within the university.

5-3. Keio Student Health Care Mutual Aid Association (Gakuseikenpo)

When you receive medical treatment covered by insurance at a health care center, the Keio Student Health Care Mutual Aid Association will provide aid for a portion of the out-of-pocket expenses paid. For more detailed information, please refer to the handbook. URL: https://www.students.keio.ac.jp/en/com/life/health/

5-4. Personal Accident Insurance for Students Pursuing Education and Research with the Additional Coverage for Commuting Accidents

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

Activities covered by this insurance:

・ Academic and extracurricular activities or events on and off campus.

・ For off-campus activities, please submit a Notification of Off-campus Student Activities through Online System for Student Club Activities four days prior to the activities. Regarding the procedure, please refer to 2-.8 Off-campus Student Activities.

5-5. Optional Compensation

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

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

Student Comprehensive Insurance: Keio Academic Enterprises (Tel: 03-3453-3846)

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

5-6. Student Counseling Room   https://www.students.keio.ac.jp/en/com/life/consult/counseling-room.html

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

5-7. Keio University Harassment Prevention Committee   https://www.harass-pco.keio.ac.jp/en/index.html

If you believe that you are being harassed, don't feel that you should blame yourself or tolerate it. Contact the Harassment Prevention Committee Consultation Office. For further information, please visit the website.

5-8. Lost and Found

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

5-9. Placement and Career Services

Career support is provided to promote opportunities for employment.

A. Guidance and seminars

Guidance and seminars at other campuses (available to students)

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

Information on employment offers, seminars, and student job search notifications are available on K-Support. For more information, please visit the website. In addition, information sent from companies is available to browse at the SDM Office. Students can search the "Senior Alumni Visit System (Keio alumni search)" for alumni who are available for visits from the dedicated PCs on campus available at the SDM office (*Japanese ONLY).

C. Employment report

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

Your place of employment (if any) after graduating SDM may be listed on the SDM website and brochures (your name

will not be disclosed).

Information on how to report will be provided by email.

5-10. Access to the Networks

A SDM wireless network (sdm-mobile2) is available inside the Collaboration Complex. A printer is available in room C3N15. Connection information can be found on the SDM e-learning system under information: 『2016.09.07 - 無線基地局の更新について / SDM Wi-Fi renewal (PDF)』.

5-11. Support Services for Students with Disabilities (Reasonable Accommodation)

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

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

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

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

6. Curriculum and Process for Degree Completion （Master's Program）

6-1. Courses

Courses offered by SDM

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

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

Core Subject	Project Subject
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 *1
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)	

SDM RESEARCH METHODOLOGY (J) *2
SDM RESEARCH METHODOLOGY (E) *2

Major Subjects

Recommended Basic Subjects	
COMMUNICATIONS (E) (2)	STATISTICS AND DATA PROCESSING FOR SYSTEM DESIGN (J) (2)
PROJECT MANAGEMENT FUNDAMENTALS (J) (2)	
Recommended Advanced Subjects	
SYSTEMS APPROACH FOR SOCIAL SYSTEMS (J) (2)	COMPETENCY AND SKILL-BUILDING (J) (2)
MODELING AND SIMULATION OF SYSTEMS (J) (2)	WORKSHOP DESIGN METHODOLOGY FOR INNOVATION1 (J) (1)
SPECIAL LECTURES 1 (J) (2) (Offered in odd-numbered years)	WORKSHOP DESIGN METHODOLOGY FOR INNOVATION2 (J) (1)
SPECIAL LECTURES 2 (J) (2) (Offered in even-numbered years)	
Major Subjects in Systems and Socio-Tech Engineering	
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT (J) (2)	BASIC THEORY AND PRACTICE OF ARTIFICIAL INTELLIGENCE (J) (2)
PRACTICE OF SYSTEM DESIGN AND MANAGEMENT(E)(2) (Offered in even-numbered years)	DESIGN SCIENCE AND PROJECT (J) (2) *3
FRONTIER PROJECT MANAGEMENT (JE) (2)	NETWORK AND DATABASE SYSTEMS (J) (2) (Offered in odd-numbered years)
FOUNDATION OF MODEL-BASED SYSTEMS ENGINEERING (E) (2)	FOUNDATION OF ABSTRACTION FOR SYSTEM THINKING (J) (2)
FOUNDATION OF MODEL-BASED SYSTEMS ENGINEERING (J) (2)	TRUSTWORTHY INTELLIGENT SYSTEMS (EJ) (2)
ARCHITECTURE FOR DIGITAL TRANSFORMATION(EJ) (2)	MODEL-BASED CONCEPTUAL DESIGN AND INNOVATION (E) (2)
Major Subjects in Safe,Reliable, Human, Symbiotic & Innovation Systems	
HUMAN RELATIONS (J) (2)	SUSTAINABLE URBAN SYSTEMS 1 (J) (2)
HUMAN INTERFACE (J) (2)	SUSTAINABLE URBAN SYSTEMS 2 (J) (2)
VIRTUAL DESIGN (EJ) (2)	STUDIOS FOR URBAN SYSTEMS DESIGN (E) (2)
SYSTEM ASSURANCE (J) (2)	DEEPENING UNDERSTANDING OF SELF AND OTHERS BASED ON EASTERN PHILOSOPHY (EJ) (2)
INNOVATIVE DESIGN METHODOLOGY (J) (2) (Offered in even-numbered years)	INTRODUCTION TO THE URBAN SYSTEMS DESIGN (J) (2)
DEEPENING EMBODIED KNOWLEDGE — BASED ON INSIGHTS FROM JAPANESE TRADITIONAL THERAPY (E) (2)	Body as Metaphor (EJ) (2)
UNIQUENESS OF JAPANESE TRADITIONAL CULTURE (EJ) (2)	
Major Subjects in Political, Economic and Business Systems	
BUSINESS PROCESS MODELING AND MANAGEMENT (J) (2)	ENTREPRENEURSHIP DESIGN THEORY (J) (2) (Offered in odd-numbered years)
PROGRAM MANAGEMENT (J) (2)	TECHNICAL ENTREPRENEURSHIP (EJ) (2)
PROGRAM MANAGEMENT (E) (2)	SERVICE ENGINEERING (J) (2)
INTERNSHIP1 (J) (1) *5	THE MECHANISM OF ACCOUNTING SYSTEM IN THE CONTEXT OF ECONOMIC SYSTEM (EJ) (2)
INTERNSHIP2 (J) (2) *5	DECISION MAKING AND RISK MANAGEMENT UNDER UNCERTAINTY (JE) (2)
SOCIAL ENTREPRENEURSHIP DESIGN (J) (2)	BUSINESS ANALYSIS AND SYNTHESIS (J) (2)
THEORY AND PRACTICE OF AUDIT AND ASSURANCE SERVICES (E) (2) *4	SIMULATION AND GAMING FOR PROJECT DESIGN (EJ) (2)

A. Graduate-level Common Courses

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

Courses which are counted as Major Courses for Master's Program are below.
Other courses are counted as Optional Courses (credits earned for these courses do not count towards the completion of the degree program)

Numbers shown in parentheses are credits for each class subject.

Subjects	AY2026 semester	Subject Group and/or Subgroup (as shown in academic transcript)
PROJECT FOR MULTIDISCIPLINARY AND INTERDISCIPLINARY KNOWLEDGE (SUSTAINABLE ENVIRONMENT) (J) (2)	Spring courses	Master's Program: Major Courses
DATA SCIENCE PROJECT（J）(2)	Fall courses	Optional Courses: Courses offered at other graduate schools and undergraduate faculties / Master's Program: Major Courses

DATA SCIENCE PROJECT will be counted as Major Courses for Master's Program if the student meets the requirement below by SDM.

Requirement by SDM:

If the student earns BASIC THEORY AND PRACTICE OF ARTIFICIAL INTELLIGENCE (SDM course) by the end of the semester which the student register DATA SCIENCE PROJECT, DATA SCIENCE PROJECT will be counted as Major Courses for Master's Program.

B. Table of corresponding courses

The following courses are essentially the same. Students can only re-register for courses they have previously taken as Optional Courses, which do not count toward the credit requirements for completing the degree. (Further details below.)

Subjects provided this academic year	Subjects provided last AY 2020
BUSINESS PROCESS MODELING AND MANAGEMENT (J) (2)	3SYSTEMS AND PROCESS MODELING AND MANAGEMENT (J) (2)
Subjects provided this academic year	**Subjects provided last AY 2023**
MODEL-BASED CONCEPTUAL DESIGN AND INNOVATION (E) (2)	MODEL-BASED CONCEPTUAL DESIGN AND MANAGEMENT (E) (2)

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

(J): Course is offered in Japanese

(E): Course is offered in English

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

(EJ): Lectures are in English with Japanese commentary

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

*2. "SDM RESEARCH METHODOLOGY" is a course related to "RESEARCH ON SYSTEM DESIGN AND MANAGEMENT" that is for RI and LI students in the third semester.

*3. "Design Science and Project" is course jointly held with the Graduate School of Science and Technology. This course is mainly held at the Yagami Campus. The syllabi for this course is not available on the SDM e-learning System and must be accessed from the Graduate School of Science and Technology website (https://gslbs.adst.keio.ac.jp/index.html).

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

The grading for this course is based on the criteria set by the Graduate School of Science and Technology.

*4. "Theory and Practice of Audit and Assurance Services" is course jointly held with the Faculty of Business and Commerce and Graduate School of Business and Commerce. This course is held at the Mita Campus. The syllabi for this course is not available on the SDM e-learning System and must be accessed from the Faculty of Business and Commerce and Graduate School of Business and Commerce website (https://gslbs.adst.keio.ac.jp/index.html).

The SDM course "Theory and Practice of Audit and Assurance Services" is registered only as "IFRS Basic" at the Faculty of Business and Commerce and registered only as "Accounting" at the Graduate School of Business and Commerce. Students will need to search for "IFRS Basic" or "Accounting "to find the course syllabus.

The grading for this course is based on the criteria set by the Faculty of Business and Commerce and Graduate School of Business and Commerce.

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

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

[Choosing an internship program]

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

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

[Pre-internship]

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

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

・ Insurance for Internships (all students wanting to do an internship)

  -Students should join the "Liability Insurance for Internships, Professional Qualification Activities, etc. (INTERN-

L)" to protect themselves against all eventualities, including accidental damage to equipment or injury to persons at the host organization. Students can join for a premium of 210 yen at the SDM Office.

・ "Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted" (資格外活動許可申請書; for international students only)

-International students intending to engage in activities yielding remuneration not permitted under their current status of residence must apply for the appropriate permit. Application forms are available at the SDM Office. It takes approximately two weeks to obtain a permit. Students should prepare well in advance and ensure they obtain permission before starting the internship.

[Mid-internship]

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

[Post-internship]

・ Submit a report and an "Application for Credits for Internship 1 & 2 (Form 2)" (インターンシップ 1・2 認定願（様式 2）)

-Submit the following documents to the SDM Office:

a. Application for Credits for Internship 1 & 2 (Form 2)

    Download from http://www.sdm.keio.ac.jp/student/career/internship.html (Japanese language only)

b. Report

    Students should write a report of about three-pages on A4 detailing their achievements during the internship (no prescribed format). Do not include any confidential information.

c. Outline of the internship (application guidelines, etc.)

d. Completed "Certificate of Internship Participation (Form 1)" (インターンシップ参加証明書（様式 1）)

・ Interview with the faculty member in charge of the internship course

- Students should request to attend an interview with the faculty member overseeing the internship. After the interview, students must collect a completed Application for Credits for Internship 1 & 2 (Form 2), which the SDM Office will provide the faculty member in charge in advance.

[Course registration]

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

[Grades for internship and notification]

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

6-2. Requirements for Completion of Degree

A. Degrees Awarded by SDM

<Research-Intensive Course>

Master's Degree (System Engineering)

Master's Degree (System Design and Management)

\<Learning-Intensive Course\>

Master's Degree (System Design and Management)

B. Requirements for Degree Completion

\<Research-Intensive Course\>

1. Be enrolled at SDM for four or more semesters, excluding temporary leaves of absence. Cases of early completion of the degree upon fulfillment of the program requirements will be determined separately.

2. Earn credits in accordance with the requirements set forth in Article 108 Section 33-2 of the Graduate School Rules.

3. Pass the master's thesis and final examinations.

(Excerpt from the Graduate School Rules)

Article 108 Section 33-2

1. To fulfill the requirements for a master's degree in the Research-Intensive Course, a student must earn at least 36 credits through courses and satisfy the requirements specified in the following section and Article 109.

2. A student must satisfy the credit requirements in each of the following items in order to be awarded a master's degree.

    1. Required Courses

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

     2. Major Courses: At least 16 credits

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

* Credits for master's thesis research will be awarded as credits for the Special Research Subject, "RESEARCH ON SYSTEM DESIGN AND MANAGEMENT.

"

\<Learning-Intensive Course\>

1. Be enrolled at SDM for four or more semesters, excluding temporary leaves of absence. Cases of early completion of the degree upon fulfillment of the program requirements will be determined separately.

2. Earn credits in accordance with the requirements set forth in Article 108 Section 33-3 of the Graduate School Rules.

3. Pass the master's thesis and final examinations.

(Excerpt from the Graduate School Rules)

Article 108 Section 33-3

1. To fulfill the requirements for a master's degree in the Learning-Intensive Course, a student must earn at least 46 credits through courses and satisfy the requirements specified in the following section and Article 109.

2. A student must satisfy the credit requirements in each of the following items in order to be awarded a master's degree.

    1. Required Courses
    - Core Subjects: 8 credits

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

  2. Major Courses: At least 32 credits

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

* Credits for master's thesis research will be awarded as credits for the Special Research Subject, "RESEARCH ON PROJECT DESIGN AND MANAGEMENT".

< Maximum Number of Credits that can be Earned through E-learning Courses>

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

You can view lectures and earn credits by submitting assignments through the e-learning system. The class lecture videos are uploaded roughly once a week after the class is given.

The maximum number of credits that can be earned through e-learning is:

  Research-Intensive Course: 10 credits

  Learning-Intensive Course: 30 credits (20 credits for students who enrolled in or before 2018)

Refer to "6-3-4. F. Notes for Registering e-learning Courses" for details.

<Changing Course>

For master's students within two semesters of enrollment (except for the period of temporary leaving of absence), application for change of course may be approved after being screened by the research advisors and the Graduate School of System Design and Management Committee. Contact the SDM Office for more information.

1. Credits after Changing Course

 a. Change Research-Intensive Course to Learning-Intensive Course:

 The 2 or 4 credits that are earned for Special Research Subjects in semesters 1 and 2 will be awarded as credits for Optional Subjects.

 b. Change Learning-Intensive Course to Research-Intensive Course:

 When changing the course of study, the credits which needed to be obtained by this time for Special Research Subjects will be awarded. *The maximum number of e-learning courses that can be taken is different for the Learning Intensive Course and Research Intensive Course. If changing the course of study, the maximum number of credits permitted by the Research Intensive Course, which has a lower credit limit than the Learning Intensive Course, can be carried over. All other credits earned though e-learning will be awarded as credits for Optional Subjects.

 * Refer to "Maximum Number of Credits that can be earned through E-learning Courses" above.

2. Points to Note

It is not approved to change Research-Intensive Course to Learning-Intensive Course if you get a D grade for any of Special Research Subjects in the first two semesters.

C. Process for Completing Degree

1. Schedule

<Students enrolled in the Research–Intensive Course>

＜First year＞	Sep. 2024	Apr. 2025	Sep. 2025	Apr. 2026
Orientation	Online orientation	Apr. 1, 2025	Online orientation	Apr. 1, 2026
Course registration	①Sep.25-27, 2024 ②Sep.28-Oct.8, 2024	①Apr.3-5, 2025 ②Apr.7-15, 2025	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026
Submission of form on preferred research supervisor	Oct.10, 2024	Apr.14, 2025	Sep.29, 2025	Apr.13, 2026
Decision of research supervisor	Oct.17, 2024	Apr.28, 2025	Oct.2, 2025	Apr.24, 2026
Theme Presentations (deadline for prior submission of presentation manuscript: 23:59 on the day before presentations)	Feb.1, 2025	Sep.6, 2025	Jan.31, 2026	Sep.5, 2026
Course registration	①Apr.3-5, 2025 ②Apr.7-15, 2025	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026
First interim presentation (deadline for prior submission of presentation abstract (résumé) and manuscript: 23:59 on the day before presentations)	Sep.13, 2025	Feb.21, 2026	Sep.12, 2026	Feb.20, 2027
Approval to commence master's thesis *	Mid-Sep, 2025	Mid-Mar, 2026	Mid-Sep, 2026	Mid-Mar, 2027
＜Second year＞	Sep. 2024	Apr. 2025	Sep. 2025	Apr. 2026
Course registration	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026	Early Apr.2027
Second interim presentation (deadline for prior submission of presentation abstract (résumé) and manuscript: 23:59 on the day before presentations)	①Apr.3-6, 2026 ②Apr.7-15, 2026	Sep.12, 2026	Feb.20, 2027	Mid-Sep, 2027
Course registration	Early Apr, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026	Early Apr, 2027	Late Sep. 2027
Secondary advisor assigned	May.22, 2026	Nov.6, 2026	Late May, 2027	Mid-Nov, 2027
Submission of applications for tentative title of master's thesis and degree, and materials formatted for publication (4:45 p.m.)	Jun.1, 2026	Nov.24, 2026	Early Jun, 2027	Late Nov, 2027
Submission of master's thesis (4:45 p.m.)	Jul.17, 2026	Jan.22, 2027	Mid-Jul, 2027	Late Jan, 2028
Examination of master's thesis (deadline for prior submission of presentation manuscript: 23:59 on the day before presentations) *If the presentations are held over a two-day period, submit the day before the first round of presentations.	Jul.25, 2026	Jan.29.30, 2027	Late Jul, 2027	Late Jan, 2028
Re-examination of master's thesis (applicable students only)	Aug.3, 2026	Feb.5, 2027	Early Aug, 2027	Early Feb, 2028
Submission of the final draft of the master's thesis, materials formatted for publication, Master's thesis Consent Form and registration of thesis title (final ver.) (4:45 p.m.)	Aug.5, 2026	Feb.8, 2027	Early Aug, 2027	Early Feb, 2028
Announcement of students who have completed the master's program	Sep.4, 2026	Mar.10, 2027	Early Sep, 2027	Early Mar, 2028
Commencement ceremony	Sep.18, 2026	Mar.23, 2027	Mid-Sep, 2027	Late Mar, 2028

*The above schedules are subject to change.

<Students enrolled in the Learning–Intensive Course>

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

＜First year＞	Sep. 2024	Apr. 2025	Sep. 2025	Apr. 2026
Orientation	Online orientation	Apr. 1, 2025	Online orientation	Apr. 1, 2026
Course registration	①Sep.25-27, 2024 ②Sep.28-Oct.8, 2024	①Apr.3-5, 2025 ②Apr.7-15, 2025	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026
Submission of form on preferred research supervisor	Oct.10, 2024	Apr.14, 2025	Sep.29, 2025	Apr.13, 2026
Decision of research supervisor	Oct.17, 2024	Apr.28, 2025	Oct.2, 2025	Apr.24, 2026
Course registration	①Apr.3-5, 2025 ②Apr.7-15, 2025	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026
Approval to commence master's thesis *	Mid-Sep, 2025	Mid-Mar, 2026	Mid-Sep, 2026	Mid-Mar, 2027

＜Second year＞	Sep. 2024	Apr. 2025	Sep. 2025	Apr. 2026
Course registration	①Sep.24-26, 2025 ②Sep.29-Oct.8, 2025	①Apr.3-6, 2026 ②Apr.7-15, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026	Early Apr.2027
Theme Presentations (deadline for prior submission of presentation manuscript: 23:59 on the day before presentations)	Jan.31, 2026	Sep.5, 2026	Jan.30, 2027	Early Sep, 2027
Course registration	①Apr.3-6, 2026 ②Apr.7-15, 2026	①Sep.25-28, 2026 ②Sep.29-Oct.8, 2026	Early Apr, 2027	Late Sep. 2027
Secondary advisor assigned	May.22, 2026	Nov.6, 2026	Late May, 2027	Mid-Nov, 2027
Submission of applications for tentative title of master's thesis and degree (4:45 p.m.)	Jun.1, 2026	Nov.24, 2026	Early Jun, 2027	Late Nov, 2027
Submission of master's thesis (4:45 p.m.)	Jul.17, 2026	Jan.22, 2027	Mid-Jul, 2027	Late Jan, 2028
Examination of master's thesis (deadline for prior submission of presentation manuscript: 23:59 on the day before presentations) *If the presentations are held over a two-day period, submit the day before the first round of presentations.	Jul.25, 2026	Jan.29.30, 2027	Late Jul, 2027	Late Jan, 2028
Re-examination of master's thesis (applicable students only)	Aug.3, 2026	Feb.5, 2027	Early Aug, 2027	Early Feb, 2028
Submission of the final draft of the master's thesis and Master's thesis Consent Form, Registration of thesis title (final ver.) (4:45 p.m.)	Aug.5, 2026	Feb.8, 2027	Early Aug, 2027	Early Feb, 2028
Announcement of students who have completed the master's program	Sep.4, 2026	Mar.10, 2027	Early Sep, 2027	Early Mar, 2028
Commencement ceremony	Sep.18, 2026	Mar.23, 2027	Mid-Sep, 2027	Late Mar, 2028

*The above schedules are subject to change.

＊（Approval commence master's thesis） Check the Articles 108 (34) for details.

2. Presentation, etc.,

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

[Presentation time]

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

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

[Advance submissions] Presentation slides (PPT file).

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

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

[Grading criteria]

<Research-Intensive Course>

a. Is the student tackling a topic that is suitable for a research project at SDM?

b. Grasp of background and existing research: Does the student have a grasp of the existing research and theories surrounding the topic or issue?

c. Presentation skills: Has the student successfully conveyed the content of the research to the listeners within the allotted time?

<Learning-Intensive Course>

a. Problem awareness: Willingness to tackle difficult problems and issues previously overlooked.

Has the issue under consideration been clearly identified? Has the student clarified why and how he or she wishes to tackle this particular issue? Does the student have a clear idea of what he or she wishes to contribute to his or her field through this research?

b. Research scope: Has the student been able to narrow down the problem, specify a suitable question, and set the scope of research within practical and reasonable bounds?

c. Grasp of basic knowledge and existing research: Does the student have a grasp of the existing research and theories (both academically and more generally) on the research topic?

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Does the student have a grasp of the overall background and the arguments presented in the existing research in his or her chosen topic?

d. Approach of research and progress: Does the student have a feasible plan for completing his or her research objectives? Has the methodology, means of implementation, and plan of action been adequately deliberated?

e. Presentation skills: Has the student been able to successfully convey to listeners the above four points within the allotted time?

[Important notes] (Theme presentations)

* The theme presentations may be conducted in either Japanese or English.

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

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

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

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

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

[Presentation time]

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

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

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

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

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

[Grading criteria]

a. Overview of research:

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

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

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

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

b. Originality and creativity:

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

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

Has the student collected and analyzed new facts and data?

c. Research question and hypothesis:

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

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

d. Quality of research proposal and development:

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

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

e. Quality of presentation:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

 [Important notes] (Interim presentations)

*The interim presentations may be conducted in either Japanese or English.

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

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

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

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

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

[Submission deadline] Approximately one week before the examination of the master's thesis. The <u>submission deadlines are strictly enforced and late submissions will not be accepted. Furthermore, updates and revisions to submitted files are not permitted after the deadline.</u>

[How to submit] Upload the thesis to the e-learning system as a PDF file. The e-leaning system does not accept any formats other than PDF, including Word files.

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

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

[Presentation time]

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

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

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

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

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

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

[Grading criteria]

<Research-Intensive Course>

a. Overview of research:

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

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

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

Does the student have an overall command of related issues and an understanding of the position and significance of

his or her own research within the broader research agenda?

b. Originality/creativity:

Originality and creativity:

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

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

Has the student collected and analyzed new facts and data?

c. Research question and hypothesis:

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

d. Clarity of conclusion and quality of investigation:

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

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

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

e. Quality of presentation:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

Has the thesis been completed?

<Learning-Intensive Course>

a. Overview of research:

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

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

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

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

b. Effectiveness and applicability of results:

Is the research question relevant for real-world solutions?

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

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

c. Research question and hypothesis:

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

d. Clarity of conclusion and quality of investigation:

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

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

research effective and practically applicable?

e. Quality of presentation and perfection of thesis:

Would the presentation be persuasive and comprehensible to the layperson?

Is the structure of the presentation easily understandable?

Does the proposed solution follow the basic framework of SDM?

Has the thesis been completed?

・ **Submission of the "Master's Thesis Consent Form" (論文利用許諾書) *Details to be announced by the SDM Office.**

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

[How to submit] Submit the scanned data (PDF) through e-learning system.

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

Submissions after the examination of the master's thesis:

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

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

These must be submitted regardless of whether revisions are required. Follow the instructions of the examiners regarding revisions of the thesis, reexaminations, etc. Students should consult with their primary research advisor regarding the format of the materials formatted for publication.

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

[How to submit] Upload the thesis to the e-learning system as a PDF file. The e-leaning System does not accept any formats other than PDF, including Word files.

* Visit the "Master's degree information" page under "For Students" on the SDM website for details.

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

【Academic Standards】

A master's thesis must demonstrate the student's ability to conduct research in a specialized field, drawing on pertinent theories and research methodologies to produce conclusions that present either an original and innovative perspective, or offer utility and practical application, in service of a clearly articulated objective. Moreover, a successful thesis will demonstrate its relevance to prior research, adhere to research ethics, and comply with all applicable laws and regulations.

【Review Committee Members】

Theses shall be evaluated by a review committee convened with at least one principal examiner (the committee chair) selected from among the tenured faculty members of the student's graduate program, and one secondary examiner (vice-chair).

【Review Process】

After conducting a preliminary review of the thesis in advance, the committee will hold an oral examination (the

thesis defense). Based on the outcomes of these evaluations, the committee will deliberate and ultimately render a pass/fail verdict in a manner that shall be fair, neutral, impartial, and subject to formal approval.

【Competencies Assessed】

(Research-Intensive Course)

A degree candidate must satisfactorily demonstrate competency in the following three areas:

(1) The ability to apply specialized knowledge and effectively conduct research building on that knowledge.

(2) The ability to formulate original research questions and hypotheses, draw lucid conclusions, and meticulously verify those conclusions, in holistic engagement with an innovative research topic.

(3) The ability to compose a well-structured thesis, command appropriately academic language, and steadfastly abide by research ethics (for the prevention of academic misconduct).

(Learning-Intensive Course)

A degree candidate must satisfactorily demonstrate competency in the following three areas:

(1) The ability to apply specialized knowledge and effectively conduct research building on that knowledge.

(2) The ability to formulate practicable research questions and hypotheses, draw lucid conclusions, and meticulously verify those conclusions, in holistic engagement with a research topic.

(3) The ability to compose a well-structured thesis, command appropriately academic language, and steadfastly abide by research ethics (for the prevention of academic misconduct).

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

There are requirements for early completion. Please check the requirements with your research advisor in advance and apply after consultation.

【How to apply】

Please apply by e-mail [To: SDM office / CC: academic counselor and your supervisor].

Required information:
・Student ID number, Name, Year(1st or 2nd), Course(RI or LI)
・Date of admission
・intention for early completion
・Preferred date for completion

【Application deadline】

During the semester preceding the intended semester of degree completion

6-3. Course Registration （Master's Program）

6-3-1. Course Registration

Students are expected to register all courses they wish to take through "Course Registration" on K-Support during the designated registration period every semester.

Please refer to the instructions below and complete registration. There is no limit on the number of courses which students can register each semester. Before registering the courses you wish to take, check the online syllabi, and be sure to attend the classes held for them during the first week of the semester.

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

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

6-3-2. Course Registration Procedures

Register all courses you wish to take through K-Support; you will need your keio.jp ID and password to log in K-Support (https://keiouniversity.my.site.com/students/) during the designated period. Print out your completed course registration and keep it as a record until you receive your academic transcript, which is issued at the end of each semester.

6-3-3. Course Registration Schedule (Spring Semester)

Period for Online Class Registration:

(1) From 12:30 p.m. on Friday, April 3, 2026 until 4:00 p.m. on Monday, April 6, 2026.

(2) From 4:00 p.m. on Tuesday, April 7, 2026 until 10:00 a.m. on Wednesday, April 15, 2026.

※ Regarding courses offered by other undergraduate faculties and graduate schools at Keio University: If the capacity is reached during period (1), there is a possibility that additional registration is not be accepted during period (2). It is highly recommended that students register the courses during period (1).

- Students must consult their research advisor (preferred research advisor for new students) before registering courses to make an effective study plan.

- Print and save a copy of the list of courses you have registered and submit a copy to your research advisor (preferred research advisor for new students).

Course confirmation:

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

Course amendment period: From 10:00 a.m. on Wednesday, April 29, 2026 until 4:00 p.m. on Thursday April 30, 2026.

- Any amendments to the courses for which you have registered must be carried out during this period.

- Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during this period if the graduate school or faculty concerned permits the cancellation of the course online. Courses offered by other Keio graduate schools and faculties cannot be added during this period. For more details, please refer to "F.

Notes for Registering Courses Offered by Other Keio Graduate Schools" in the **6-3-4. Notes "F. Notes for Registering Courses Offered by Other Keio Graduate Schools"** section below.

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

Course amendment confirmation period:

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

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

Course cancellation period (for courses in the second half of the spring semester) : From 10:00 a.m. on Wednesday, June 24, 2026 until 4:00 p.m. on Thursday, June 25, 2026.

-Courses can be canceled only for the courses in the second half of the spring semester during this period. (Except for courses that are not allowed to be canceled.)

6-3-4. Notes

A. Course Registration

・ Check the course title, lecturers, and the five-digit registration number for each course.

・ Please note that e-learning courses have different registration numbers to those offered in classrooms.

・ Courses that hold classes over multiple class periods or days during the week only have one registration number. Once you have registered for a course, you cannot take other courses offered on the same day and class period.

B. "Column A"(A 欄申告) and "Column B"(B 欄申告) Registration

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

Column A: Courses whose credits count towards the completion of the program must be registered in Column A. Please register all courses offered by SDM in Column A. However, if a student decides to retake a course after having already earned credits, it can no longer be registered in Column A.

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

C. General Notes

・ Register courses through "Course Registration" on K-Support during the designated period every semester.

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

・ Check your academic transcript for the previous semester for the courses you have completed. In particular, check for wrongly registered or unregistered courses, as these may prevent you from completing the degree program.

・ Register all courses for the semester during the designated period. If registration is not completed, credits will not be awarded to students even if they take the examination.

・ Check the subject group and/or subgroup (refer to **6-3-5. "Subject Number" Column**) of each course before you register courses.

・ Please be aware that class schedules may change. Check the SDM website carefully before registering courses.

D. Notes for Registering Master's Program Courses

・ To take courses offered by SDM, register them in Column A.

・ Students enrolled in the Research-Intensive Course are required to take the "Research on System Design and

Management" course given by their research advisor every semester. New students enrolled in the Research-Intensive Course should register for the "Research on System Design and Management" course during the course amendment period as they will not yet have been assigned a research advisor during the course registration period.

- Students enrolled in the Learning-Intensive Course are required to take the "Research on Project Design and Management" course given by their research advisor in the final semester of the degree program.

- Students who enroll in April must take the "Design Project" course in their first semester after enrollment. Students who enroll in September must take this course in their second semester (first spring semester after enrollment).

- Course registration is not required for "SDM RESEARCH METHODOLOGY" (for RI and LI students in the third semester)

- Students wishing to take courses offered by SDM as Optional Courses should register these in "Column B:11".

E. Notes for Registering E-learning Courses

E-learning registration is a registration type in which viewing the recorded lecture for a session on demand is recognized as equivalent to attendance for lectures that are difficult to attend in person or online. Lectures are designed with in-person attendance in mind, and depending on progress, all registrars may be required to complete and submit assignments. To respond to these requirements without delay, e-learning registrants must watch the recorded lecture for each session within a few days.

- **Prior permission from the lecturer is required to take core subjects by e-learning**. Please note that **students who have newly graduated from an undergraduate faculty are not allowed to take core subjects via e-learning**.

- When registering, select the registration number for the e-learning courses. Please note that e-learning courses may require attendance in class for seminars when the class cannot be recorded on video. Additionally, makeup classes and discussion classes which are not part of e-learning may be held. For further information, please contact the lecturer.

- The maximum number of credits that can be earned through e-learning is:

  Research-Intensive Course: 10 credits

  Learning-Intensive Course: 30 credits (20 credits for students who enrolled in or before 2018)

If taking courses in excess of the maximum number of credits, the surplus will be treated as Optional Subjects (credit awarded will not count toward degree completion). Please register these courses in Column B.

- You cannot register to take a course both in class and by e-learning.

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

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

1. Registration Period

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

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

＊As long as one of them is held online, students can register for courses across the other campuses, even if they are in consecutive periods.

2. Registration Procedures

Consult the lecturer prior to or during the first class for permission to take the course. The registration procedures for courses offered by the KBS will be announced separately.

3. Important Note When Registering Courses Online

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

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

In principle, required courses, experiment and practical courses at other graduate schools and undergraduate faculties, and courses that are only offered to full-time students of a particular graduate school or faculty cannot be registered by SDM students.

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

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

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

Check the websites below for courses that cannot be cancelled. Courses offered by other Keio graduate schools cannot be added during the course amendment period. Courses in the second half of the semester can be canceled during the course cancelation period. （Except for courses that are not allowed to be canceled.）

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

G. Approval of transferable credits earned before entering the master's program

Those who have earned credits from courses offered by the Graduate School of System Design and Management (SDM) as a non-degree student or short-term international student prior to admission to the graduate school are eligible to transfer a maximum of 10 credits and apply them toward the number of credits required for program completion after admission upon submitting an application.

*Applies to those who took courses offered by the Graduate School of Science and Technology and the Graduate School of System Design and Management as optional subjects while enrolled in the Faculty of Science and Technology.

*Applies to those who took courses jointly offered by the Faculty of Business and Commerce and the Graduate School of System Design and Management as optional subjects while enrolled in the Faculty of Business and Commerce.

Successfully transferred courses will be awarded a grade of "G（accredited)." Note that courses taken to earn credits that were applied toward graduation from an undergraduate program cannot be transferred. Details on how to apply to transfer credits are provided separately on the SDM website.

H. Notes for Registering Graduate-level Common Courses

- Courses are currently available for the following areas. For details on courses offered, please check K-Support and the syllabi. Please note that courses for which there are a large number of applicants may be subject to student screening. In the event that there is student screening, priority will, in principle, be given to students who have not yet taken the course in question.
- Major Courses: Register them in Column A.
- Optional Courses: Register them in Column B:99.

(1) Research Skills

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

(2) Data Science and AI

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

(3) Environmental Sustainability

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

I. Academic Misconduct

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

It should also be noted that plagiarism and the use of sources without acknowledging them in reports and theses are forms of academic misconduct. Here are the most important points that students should be aware of when writing their reports and theses:

a. Keep your own writing and your sources separate.

b. When you cite or refer to someone else's texts or opinions, make sure to include a full reference of the source.

c. Quote sources exactly as they appear in the original text, including misspellings.

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

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

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

6-3-5. "Subject Number" Column

Each subject group and subgroup is assigned a subject number. Refer to the "Subject Number" column below when registering. Note that the "Subject Number" column can only be assigned during the registration period or registration adjustment period.

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

| 90-10-20 | Optional Courses: Courses offered at other graduate schools and undergraduate faculties | 99 |

6-3-6. Course Numbering（K-Number）

Beginning in the 2022 academic year, Keio University introduced a course numbering system (K-Number) which shall take effect with regard to all courses to indicate the course's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and learn based on a systematically organized academic plan. For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number will be assigned for each faculty/graduate school respectively. For further information, please check Keio University Student website.

Keio University Student website: Course Numbering（K-Number）

https://www.students.keio.ac.jp/en/com/class/registration/k-number.html

6-3-7. Inquiries on the Curriculum

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

7. Curriculum and Process for Degree Completion （Doctoral Program）

7-1. Required Course

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

Advanced Research on System Design and Management (2)

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

7-2. Requirements for Completion of Degree

A. Degrees Awarded by SDM

Doctoral Degree (System Engineering)

Doctoral Degree (System Design and Management)

B. Requirements for Degree Completion

1. Be enrolled at SDM for six or more semesters, excluding temporary leaves of absence.

2. Earn credits in accordance with the requirements set forth in Article 108 Section 41 of the Graduate School Rules.

3. Pass the doctoral dissertation and final examination.

(Excerpt from the Graduate School of Rules)

Article 108 Section 41

1. To fulfill the requirements for a doctoral degree, a student must earn at least 12 credits from courses as specified in Article 108 Section 36-1 and satisfy the requirements specified in Article 109.

2. The final examination shall center on the defense of the doctoral dissertation.

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

Article 108, Section 42

1. Three copies of the dissertation are to be prepared and submitted to the Graduate School of System Design and Management Committee via the research advisor of the student.

2. The reviews and defense of the dissertation shall be completed within one year of receipt.

C. Process for Completing Degree

1. Schedule (The schedules are subject to change.)

	Sept. 2026	Mar. 2027
Preparation for screening for degree candidacy including preliminary review by the primary examiner and faculty members nominated as the secondary examiners	by the day before the application for degree examination is submitted.	
Application for degree examination (submission of documents for doctoral degree application)【Submission deadline 15:00】	3p.m. on June 26, 2026	3p.m. on Dec. 11, 2026
Acceptance of application for degree examination and establishment of the examination committee	Jul. 1, 2026	Dec. 16, 2026
Preliminary examination	Early July, 2026	Early Jan, 2027
Final examination (public hearing, confirmation of level of scholarship, and language skills)	Early Aug, 2026	Early Feb. 2027
Submission of doctoral dissertation (book binding)【Submission deadline 15:00】	3p.m. on Aug. 20, 2026	3p.m. on Feb. 18, 2027
Approval by the SDM Faculty Committee		
Announcement of students who have completed the doctoral program	Sept. 4, 2026	Mar. 10, 2027

*For more information about prescribed forms, Completion Guide, and how to make up the documents, check out the SDM website "For Students"→"Doctoral degree application procedures".

2. Application for degree examination

[Documents required for application]

(1) Degree application Form (Prescribed form)〔PDF〕

(2) Thesis abstract (Prescribed form)〔PDF〕

(3) Thesis index (Prescribed form) 〔PDF〕　*refer to the "Completion Guide" (SDM website)

(4) Curriculum Vitae (Personal history) (Prescribed form)〔PDF〕

(5) Full set of relevant publications 〔PDF〕

　*Please number the beginning of a file name for each file in the same order as in 'Thesis index'.

(6) Electronic file of Doctoral Dissertation〔PDF〕

　*Please share it with related faculty members and secondary advisors by yourself.

[How to submit] Submit electronic data

For more information, check out the SDM website "For Students"→"Doctoral degree information"

[Notes on application documents]

These documents have been created based on the formats specified in the Rules and Regulations for Degree Conferral.

Do not for any reason delete sections of the prescribed forms and complete in accordance with the following:

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

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

・Use your full name in the application documents.

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

(1) Degree application Form (Prescribed form) (学位申請書)

・ In the parentheses ( ) in the 1st line of the application, enter the type of degree being sought (System Engineering or System Design and Management). Students must obtain the approval of their research advisor in advance.

・ When applying for degree examination, the seal column can be left blank. At the time of submission of bound copy of doctoral dissertation, submit the signed documents.

・ Students must affix their official seal once the form has been completed. Signatures are acceptable for non-Japanese nationals who do not have an official seal.

(2) Thesis abstract (Prescribed form) (主論文要旨)

・ Roughly 750 words.

(3) Thesis index (Prescribed form) (論文目録)

・ "Remark 1" and "Remark 2" contain notes on the dissertation. "Remark 1" does not apply to SDM.

・ The "dissertation index (Completion Guide)" contains the standard orthography for relevant publications. This orthography may be changed if unsuitable for the research for which the degree is being sought. Students should consult with their primary examiner in such cases.

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

・ Secondary papers are not subject to examination at SDM. Indicate "0" as the number of copies and leave the column for secondary paper titles blank.

・ In the "relevant publications" column, leave the number of copies blank and fill out the rest of the information that is required as shown in the sample.

・ If the "dissertation index" requires two pages, indicate "(1/2)" in the margin on the first page and "(2/2)" in the margin on the second page. Do not use double-sided printing.

(4) Curriculum Vitae (Personal history)

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

・When applying for degree examination, the seal column can be left blank. At the time of submission of bound copy of doctoral dissertation, submit the signed documents.

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

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

When completion of the degree is scheduled for March, write "Completion expected on March 10." If scheduled to leave after earning all of the required credits in March, write "Scheduled to leave after earning all required credits on March 31."

When completion of the degree is scheduled for September, write "Completion expected on September 5." If scheduled to leave after earning all of the required credits in September, write "Scheduled to leave after earning all of the required credits on September 21."

(5) Full set of relevant publications

Submit prints of all of your published papers relating to the dissertation, abstracts for conference presentations, and any other related documents in the order listed in the "dissertation index".

3. Submission of Doctoral Dissertation

[Documents to be submitted]

(1) Electronic file of Doctoral Dissertation (PDF/A file)

(2) Summary of Doctoral Dissertation (主論文要旨; PDF/A file)

(3) Request for Approval Regarding Release of Doctoral Dissertation (Prescribed form 1 copy)

(4) Degree application Form (Prescribed form 1 copy) *the signed documents (printed documents)

(5) Curriculum Vitae (Prescribed form 1 copy) *the signed documents (printed documents)

(6) Thesis index (Prescribed form 1 copy) *(printed documents)

[Submission to]

(1)(2)：Submit electronic data

(3)(4)(5)(6)：SDM Office Counter

For more information, check out the SDM website "For Students"→"Doctoral degree information"

[Academic Standards]

A doctoral dissertation must incorporate advanced theoretical or empirical research to make an original contribution that significantly enhances the current state of knowledge in the field. The argument must be presented in a cogent manner consistent with the publication standards of international peer-reviewed academic journals, and exhibit innovative thought of a world-class caliber.

[Review Committee Members]

Theses shall be evaluated by a review committee convened with one principal examiner (the committee chair) selected from among the tenured faculty members of the student's graduate program, and at least two secondary examiners (vice-chairs). In the interest of ensuring objectivity and rigorous specialization, at least one of the vice-chairs shall include either a faculty member from outside the student's specific graduate program, or an external specialist from outside the university in the relevant field.

[Review Process]

After a dissertation has been submitted, the committee shall conduct a preliminary review, to be completed within one year from the time the dissertation was received. Candidates who pass the preliminary review shall proceed to the oral examination (final assessment), conducted in a Q&A format to discuss the dissertation and germane fields of knowledge. Based on the outcomes of these evaluations, the committee will deliberate and ultimately render a pass/fail verdict in a manner that shall be fair, neutral, impartial, and subject to formal approval.

[Competencies Assessed]

A degree candidate must satisfactorily demonstrate competency in the following four areas:

(1) A thorough understanding of a specialized field and the ability to conduct research building on that knowledge.

(2) The ability to independently identify research questions and carry out original and empirical research, equipped with a high level of intellectual sophistication, critical thinking skills, and the power of expression.

(3) The ability to compose a well-structured thesis, command appropriately academic language, and steadfastly abide by research ethics (for the prevention of academic misconduct).

(4) The ability to contribute meaningfully within the international academic community.

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

[Date] Students enroll in April: February 20, 2027 / Students enroll in September: September 12, 2026

[Presentation time]

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

[Advance submissions]

a. Materials formatted for publication.

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

b. Presentation slides (PPT file).

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

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

[Notes]

* Presentations are held each academic year.

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

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

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

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

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

7-3. Course Registration (Doctoral Program)

7-3-1. Course Registration

Students are expected to register all courses they wish to take through "Course Registration" on K-Support during the designated registration period every semester.

Please refer to the instructions below and complete registration. There is no limit on the number of courses which students can register each semester. Before registering the courses you wish to take, check the online syllabi, and be sure to attend the classes held for them during the first week of the semester.

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

If you would like to leave the university temporarily without registering any courses, consult with your research advisor and submit an Application for Temporary Leave of Absence (休学願) to the SDM Office (for details, see "2-1. Temporary Leave of Absence" in the "Reports and Applications" section). The Application for Temporary Leave of Absence may be submitted even after registering courses. The deadline for submission is the last business day of May for the Spring Semester and the last business day of November for the Fall Semester.

7-3-2. Course Registration Procedures

Register all courses you wish to take through "Course Registration" on K-Support; you will need your keio.jp ID and password to log in K-Support (https://keiouniversity.my.site.com/students/) during the designated period.

Print out your completed course registration and keep it as a record until you receive your academic transcript, which is issued at the end of each semester.

7-3-3. Course Registration Schedule (Spring Semester)

Period for Online Class Registration:

   (1) From 12:30 p.m. on Friday, April 3, 2026 until 4:00 p.m. on Monday, April 6, 2026.

   (2) From 4:00 p.m. on Tuesday, April 7, 2026 until 10:00 a.m. on Wednesday, April 15, 2026.

※ Regarding courses offered by other undergraduate faculties and graduate schools at Keio University: If the capacity is reached during period (1), there is a possibility that additional registration is not be accepted during period (2). It is highly recommended that students register the courses during period (1).

- Students must consult their research advisor (preferred research advisor for new students) before registering courses to make an effective study plan.

- Print and save a copy of the list of courses you have registered and submit a copy to your research advisor (preferred research advisor for new students).

Course confirmation period:

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

Course amendment period: From 10:00 a.m. on Wednesday, April 29, 2026 until 4:00 p.m. on Thursday April 30, 2026.

   - Any amendments to the courses for which you have registered must be carried out during this period.

   - **Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during this period if the graduate school or faculty concerned permits the cancellation of the course online.**
   Courses offered by other Keio graduate schools and faculties cannot be added during this period. For more details,

please refer to "F. Notes for Registering Courses Offered by Other Keio Graduate Schools" in the 7-3-4. Notes "F. Notes for Registering Courses Offered by Other Keio Graduate Schools" section below.

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

Course amendment confirmation period:

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

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

Course cancellation period (for courses in the second half of the spring semester) : From 10:00 a.m. on Wednesday, June 24, 2026 until 4:00 p.m. on Thursday, June 25, 2026.

-Courses can be canceled only for the courses in the second half of the spring semester during this period. (Except for courses that are not allowed to be canceled.)

7-3-4. Notes

A. Course Registration

・ Check the course title, lecturers, and the five-digit registration number for each course.

・ Please note that e-learning courses have different registration numbers to those offered in classrooms.

・ Courses that hold classes over multiple class periods or days during the week only have one registration number. Once you have registered for a course, you cannot take other courses offered on the same day and class period.

B. "Column A"(A 欄申告) and "Column B"(B 欄申告) Registration

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

Column A: Courses whose credits count towards the completion of the program must be registered in Column A. Please register all courses offered by SDM in Column A. However, if a student decides to retake a course after having already earned credits, it can no longer be registered in Column A.

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

C. General Notes

・ Register courses through "Course Registration" on K-Support during the designated period every semester.

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

・ Check your academic transcript for the previous semester for the courses you have completed. In particular, check for wrongly registered or unregistered courses, as these may prevent you from completing the degree program.

・ Register all courses for the semester during the designated period. If registration is not completed, credits will not be awarded to students even if they take the examination.

・ Check the subject group and/or subgroup (refer to 7-3-5. "Subject Number" Column) of each course before you register courses.

・ Please be aware that class schedules may change. Check the SDM website carefully before registering courses.

D. Notes for Registering Doctoral Program Courses

・ Register the "Advanced Research on System Design and Management" course offered by your research advisor

each semester.

- Students wishing to take courses offered in the SDM Master's Program should register these in Column B:11 (B 欄:11).
- Students wishing to take courses offered by other Keio graduate schools and undergraduate faculties should register these in Column B:99 (B 欄:99).

E. Notes for Registering E-learning Courses

E-learning registration is a registration type in which viewing the recorded lecture for a session on demand is recognized as equivalent to attendance for lectures that are difficult to attend in person or online. Lectures are designed with in-person attendance in mind, and depending on progress, all registrars may be required to complete and submit assignments. To respond to these requirements without delay, e-learning registrants must watch the recorded lecture for each session within a few days.

- **Prior permission from the lecturer is required to take core subjects by e-learning**.
- When registering, select the registration number for the e-learning courses. Please note that e-learning courses may require attendance in class for seminars when the class cannot be recorded on video. Additionally, makeup classes and discussion classes which are not part of e-learning may be held. For further information, please contact the lecturer.
- You cannot register to take a course both in class and by e-learning.

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

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

1.Registration Period

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

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

＊As long as one of them is held online, students can register for courses across the other campuses, even if they are in consecutive periods.

2.Registration Procedures

Consult the lecturer prior to or during the first class for permission to take the course. The registration procedures for courses offered by the KBS will be announced separately.

3.Important Note When Registering Courses Online

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

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

In principle, required courses, experiment and practical courses at other graduate schools and undergraduate faculties, and courses that are only offered to full-time students of a particular graduate school or faculty cannot be registered by SDM students.

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

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

Registered courses offered by other Keio graduate schools and undergraduate faculties can only be cancelled during the course amendment period if the school or faculty concerned permits the cancellation of the course online. Check the websites below for courses that cannot be cancelled. Courses offered by other Keio graduate schools cannot be added during the course amendment period. Courses in the second half of the semester can be canceled during the course cancelation period. （Except for courses that are not allowed to be canceled.)

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

G. Notes for Registering Graduate-level Common Courses

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

Courses are currently available for the following areas. For details on the courses offered, please check K-Support and the syllabi. Please note that courses for which there are a large number of applicants may be subject to students screening. In the event that there is student screening, priority will, in principle, be given to students who have not yet taken the course in question.

These courses are counted as Optional Courses (credits earned for these courses do not count towards the completion of the degree program)

Optional Courses: Register them in Column B:99.

(1) Research Skills

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

(2) Data Science and AI

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

(3) Environmental Sustainability

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

(4) Cooperative Education through Research Internships (COOP-J Internships) *for Doctoral Students*

Keio University participates in the COOP-J Internships initiative promoted by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). COOP-J Internships is an initiative that promotes long-term research internships for doctoral students at companies with the aim of expanding their career options and equipping them with the practical research skills to withstand international competition.

H. Academic Misconduct

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

lecturer.

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

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

a. Keep your own writing and your sources separate.

b. When you cite or refer to someone else's texts or opinions, make sure to include a full reference of the source.

c. Quote sources exactly as they appear in the original text, including misspellings.

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

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

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

7-3-5. "Subject Number" Column

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

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

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

7-3-6. Course Numbering（K-Number）

Beginning in the 2022 academic year, Keio University introduced a course numbering system (K-Number) which shall take effect with regard to all courses to indicate the course's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and learn based on a systematically organized academic plan. For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number will be assigned for each faculty/graduate school respectively. For further information, please check Keio University Student website.

Keio University Student website: Course Numbering（K-Number）

https://www.students.keio.ac.jp/en/com/class/registration/k-number.html

7-3-7. Inquiries on the Curriculum

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

# Layout of the Third Floor of the Collaboration Complex
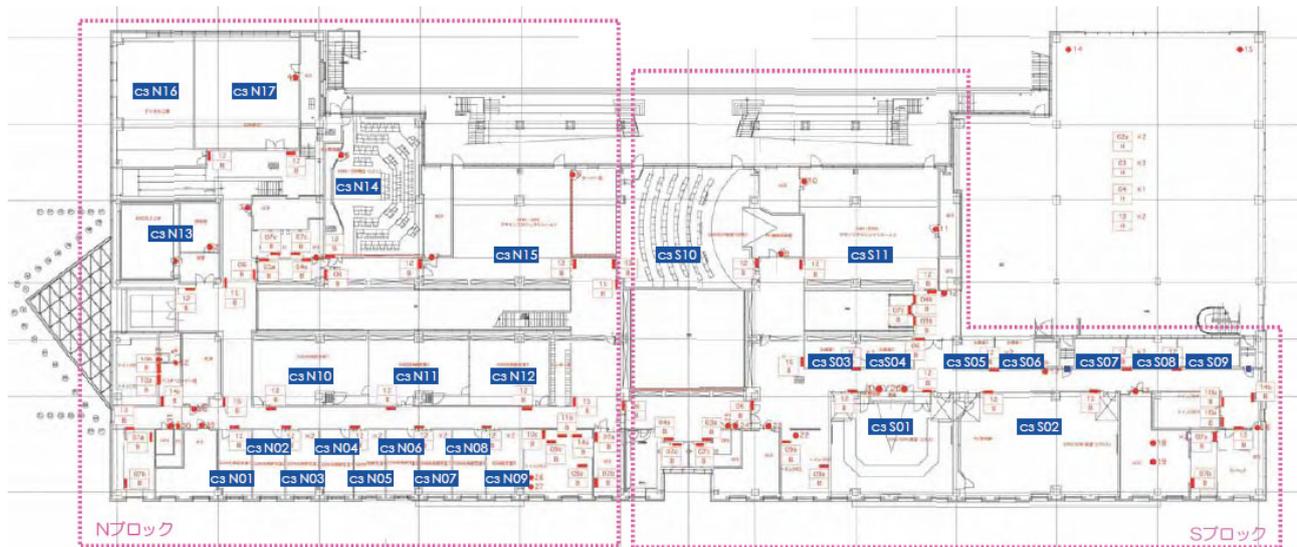
C3N01-N03 [SDM]Individual Research Space	C3S01 [KMD] Classroom
C3N04-N09 [SDM] Discussion Room for Master's Students	C3S02 [KMD] Classroom
C3N10-N12 [KMD] Joint Research Laboratory	C3S03-S08 [SDM/KMD] Discussion Room
C3N13 [KMD] Studio	C3S09 [SDM/KMD] Pray Room
C3N14 [SDM] Classroom	C3S10 [SDM] Classroom
C3N15 [SDM] Discussion Room for Master's Students	C3S11 [KMD] Discussion Room for Master's Students
C3N16 [KMD] Joint Research Laboratory	
C3N17 [SDM] Laboratory	

Layout of the Sixth Floor of the Collaboration Complex
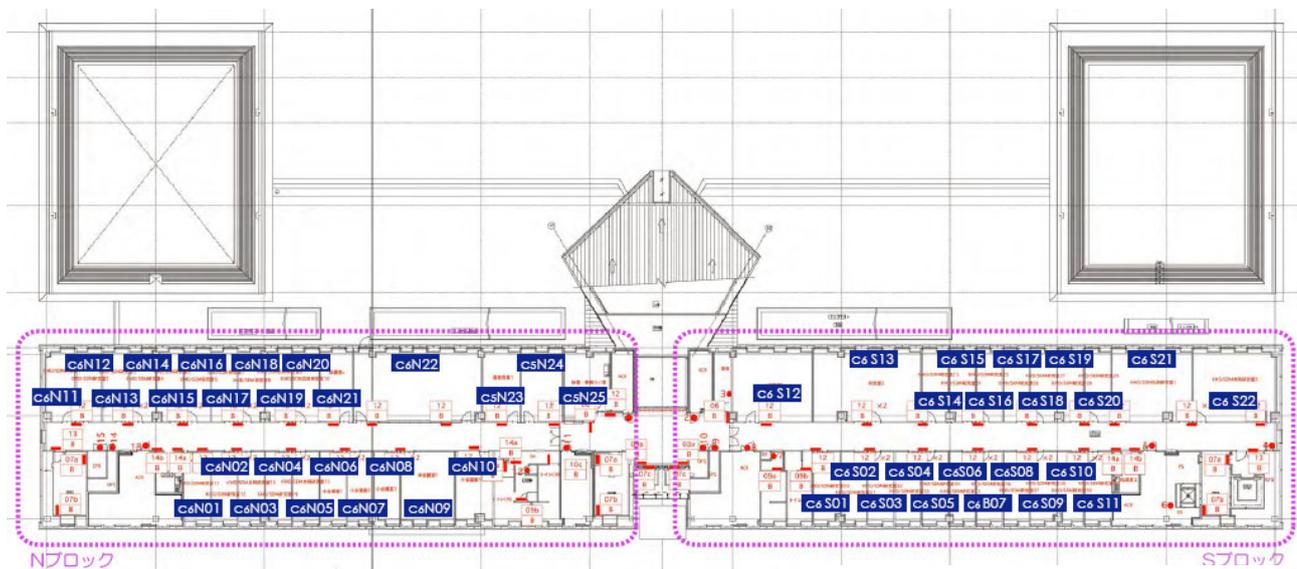
C6N01 YAMAGATA	C6N08	C6N17 KOHTAKE
C6N02 OGI	C6N11	C6N18 SUIMON
C6N03	C6N12 YAKOH	C6N19 TOMA
C6N04	C6N13 SHIRASAKA	C6N20 IOKI
C6N05	C6N14 INOKUMA	C6N21 Secretarial Room
C6N06 NISHIMURA	C6N15	C6N24 Dean's Room
C6N07 NIITSUMA	C6N16	C6S01 Executive Advisor of SDM Research Institute's Room
		C6S20 Part-time Lecturer's Room
		C6S12 SDM Laboratory

Campus Map
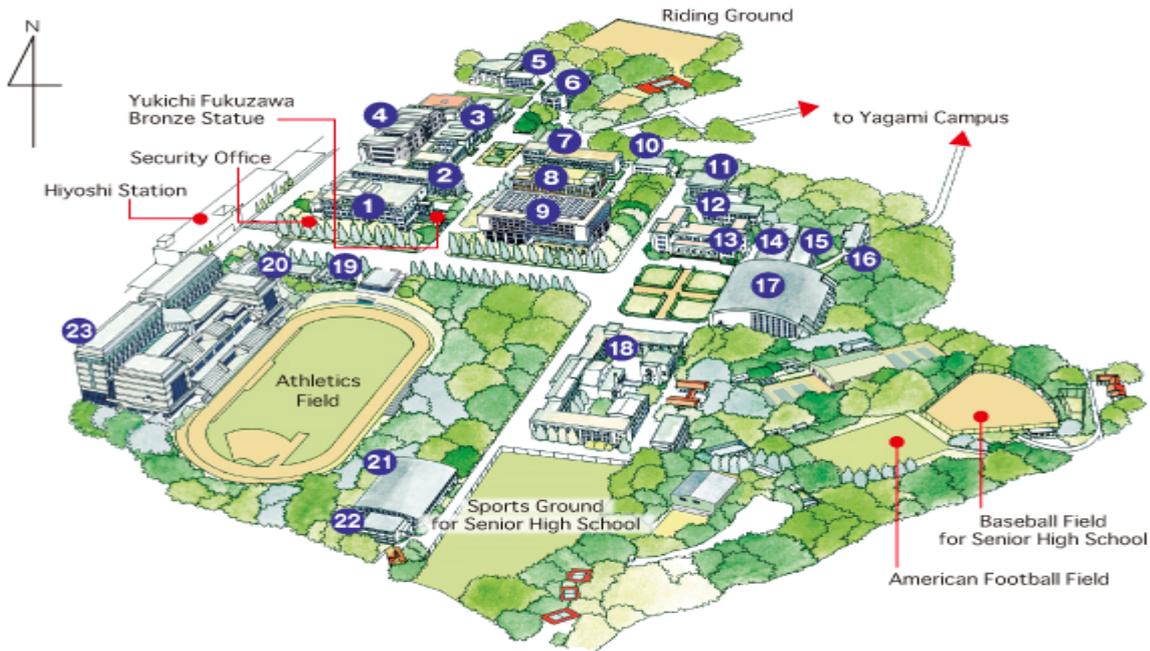
1. Hiyoshi Library

2. Fourth Building Section A (J411-J447)

3. Fourth Building Section B (J11-39, Seminar Rooms 3 and 4)

4. Fourth Building Independence Wing (DB105-DB203, D101-D413, Hiyoshi Communication Lounge)

5. Sixth Building (J611-642, Seminar Rooms 1and 2, Green's Terrace)

6. Third Building (301-336)

7. Jukusei Kaikan Student Union Building (Training Room, Club Rooms   )

8. Cafeteria Building (Student Cafeteria, Club Rooms)

9. Raiosha (Faculty Office, Meeting Rooms, Symposium Space)

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, Faculty Lounge, Fujiwara Hiroshi Hall, Child Care Center, Fitness Club, Cafe, Restaurant,

Convenience Store