



Graduate School of Science and Technology Keio University

Academic Guidance for International Students

- 1. Introduction of Vice Academic Coordinators**
- 2. Curriculum for International Students**
- 3. Course Registration and cancellation**
- 4. Examinations and papers**
- 5. Student ID Card, Certificate, Grade Report,
and Payment of Semester Fees**

Followings are in the designated Google Drive

1.Course Guidebook

2.Course List for General Courses, Specialized Courses and Japanese Classes

3.Japanese Class Schedule

4.Internship Guideline

Introduction of Vice Academic Coordinators

Vice Academic Coordinator for International Students

Associate Professor

BEAUCAMP Anthony



Structure of The Graduate School of Science and Technology

Starting in 2026, the Graduate School of Science and Technology is restructured into four new schools and each school has two or three curriculums.



先端数物科学専攻
School of Mathematical and Physical Sciences

- 数理科学カリキュラム
Curriculum of Mathematics and Mathematical Sciences
- 物理学カリキュラム
Curriculum of Physics
- 物理情報工学カリキュラム
Curriculum of Applied Physics and Physico-Informatics



化学・生命情報科学専攻
School of Chemistry, Life Science, and Informatics

- 分子・生物化学カリキュラム
Curriculum of Molecular Chemistry and Chemical Biology
- 創発理化学カリキュラム
Curriculum of Emerging Physico-Chemistry
- 生命システム情報カリキュラム
Curriculum of Biosciences and Informatics



総合デザイン工学専攻
School of Engineering and Design

- 機械工学カリキュラム
Curriculum of Mechanical Engineering
- 電気情報工学カリキュラム
Curriculum of Electronics and Electrical Engineering
- システムデザイン工学カリキュラム
Curriculum of System Design Engineering



人間・社会システム情報科学専攻
School of Informatics, Management, and Human Sciences

- オープンサイエンスカリキュラム
Curriculum of Open Sciences
- 管理工学カリキュラム
Curriculum of Industrial and Systems Engineering

Structure of The Graduate School of Science and Technology

- Every student belongs to one of the **4 sub-schools**.
- Research is conducted under an **Academic Advisor** in charge of a **Curriculum**.
- **Curriculum Community**: A group of faculty and students sharing the same **Research Interests**.

Introduction of Vice Academic Coordinators

School of Mathematical and Physical Sciences

- Curriculum of Mathematics and Mathematical Sciences :
KATSURA, Takeshi
- Curriculum of Physics :
YAMAUCHI, Jun
- Curriculum of Applied Physics and Physico-Informatic :
TANAKA, Shu

Introduction of Vice Academic Coordinators

School of Chemistry, Life Science, and Informatics

- Curriculum of Molecular Chemistry and Chemical Biology :
SATO, Takaaki
- Curriculum of Emerging Physico-Chemistry :
HIRUTA, Yuki
- Curriculum of Biosciences and Informatics :
HOTTA, Kohji

Introduction of Vice Academic Coordinators

School of Engineering and Design

- Curriculum of Mechanical Engineering :
ANDO, Keita
- Curriculum of Electronics and Electrical Engineering :
NODA, Kei
- Curriculum of System Design Engineering :
YAMAMOTO, Eiji

Introduction of Vice Academic Coordinators

School of Informatics, Management, and Human Sciences

▪ Curriculum of Open Sciences :

SUGIURA, Yuta

Curriculum of Industrial and Systems Engineering :

OSAWA Hirotaka

Curriculum for International Students

- The Graduate School of Science and Technology consists of two years of Master's Program followed by three years of Ph.D. program.
- Every student in the graduate school officially belongs to one of the four sub-schools, and conducts research under the guidance of an **academic advisor** who is in charge of one of the Curricula.
- Each Curriculum is staffed by faculty members and graduate students whose research interests correspond to the field designated by the name of the Curriculum.

Master's Program Completion Requirements

- ✓ **Enrollment:** Minimum of **2 academic years**.
- ✓ **Credits:** Total of **30+ credits**, including:
 - **12 credits** for Graduate Research 1 & 2.
 - **18 credits** from coursework (typically **9 courses**).
- ✓ **Thesis:** Submission and approval of the **Master's thesis**.



The requirements for completion vary depending on the Curriculum, please make sure to review the conditions listed on the “【For students enrolling in or after AY 2026】Course Guidebook 2026”.

Curriculum Overview of the Master's Program

- The curriculum of the Master's Program is divided into four categories: ***Graduate Research 1/2***, ***Specialized Courses (Major Field)*** and ***Related Subjects***.
- All first year master's program students must take ***Graduate Research 1***. It is a prerequisite for Graduate Research 2 and is taken from the first semester of the first year within the curriculum supervised by the academic advisor.
- All second year master's program students must take ***Graduate Research 2***. Students who satisfy the commencement requirements stipulated by their curriculum—including the completion of Graduate Research 1—and who have received approval from their program to begin the master's thesis, may enroll in Graduate Research 2.

Curriculum Overview of the Master's Program

- Students are expected to take ***specialized courses(Major Field)*** in a planned manner, receiving guidance from their academic advisor when formulating their study plan. In some curricula, certain specialized courses (Major Field) are designated as compulsory.
- ***Related Subjects*** include General Courses, specialized undergraduate courses offered by the Faculty of Science and Technology, courses established by other graduate schools within Keio University, and courses offered by the Keio University Global Research Institute (KGRI). These courses broaden students' academic perspectives and support the development of a well-rounded scholarly foundation.
Up to 6 credits of the credits earned in ***Related Subjects*** may be included in the credits required for completion of the master's degree (30 credits) .

Doctoral Program Completion Requirements

- ✓ **Enrollment:** Minimum of **3 academic years**.
Note: May be shortened for exceptional research results.
- ✓ **Credits:** Earn 6 credits for ***Doctoral Research***.
- ✓ **Dissertation & Exam:**
 - Submission of Doctoral Dissertation.
 - Passing the Review and Final Examination.
-  **Early Completion (Special Provision)**
 - Shortened Period:** 1 to 2.5 years of study in the Doctoral Program.
 - Total Residency:** Minimum 3 years total (including Master's Program).

Note

- For courses conducted in English, please check “【For students enrolling in or after AY 2026】Course Guidebook 2026”.
- Refer to the “Course Guidebook” for information on course registration.
- **Courses on Course list will be conducted in English only when international students register for it.**
- **International students must attend the first class to confirm whether the medium of instruction is English.**

Note

Graduate Research 1 (修士研究1)	6 credits
Graduate Research 2 (修士研究2)	6 credits
Doctoral Research (博士研究)	6 credits

- Please check with your professor about the evaluation method (such as the timing and availability of the presentation) of the Special Studies.
- Course Registration for above courses has been done by the Office of Academic Services.

Japanese Class

- **Course registration is necessary. You are not allowed to attend Japanese classes without course registration.**
- This is a non-credit course. **Do not count as your degree requirement credit.**

Course Registration

- Course registration is done online through “K-support” during the registration period in the beginning of each semester.

Fall semester course registration period:

1st :12:30, Friday, September 25 to 16:00, Monday, September 28

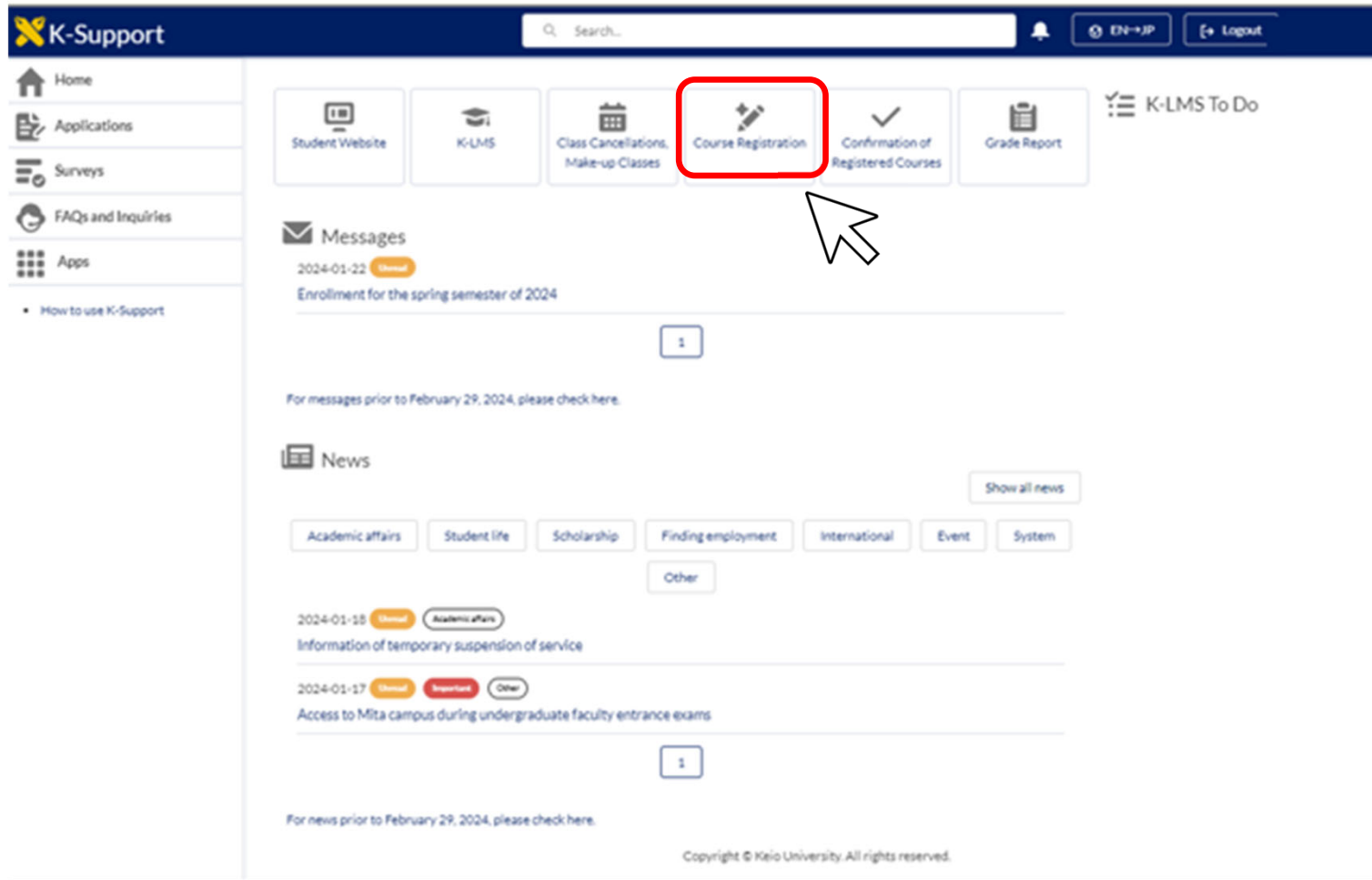
2nd:16:00, Tuesday, September 29 to 10:00, Thursday, October 8

- You must register for all courses you want to take in the semester including Japanese class and courses offered by other graduate schools.
- When you have confirmed that "Registration complete" is indicated in the Status column for all courses, save the page by PDF, then send it by e-mail to your advisor.
- If there is an error in the registration data, Academic Services will contact you in the period of **October 15 (Thu)8:45 – October 16 (Fri)16:00.**

Procedures for Course Registration

- ① After logging in to [K-Support](http://keio.jp/) (<http://keio.jp/>), click "Course Registration" at the top of the screen or "Apps" > "Class" category > "Course Registration".

【PC screen image】



Procedures for Course Registration



Register course which you can take.

Press the "Add Courses" button or the "+" button, a "Course Search" screen will appear.

Spring semester

Fall semester

Course List

by Field

Add Courses

▼ 1st-7th Period ▼ Other



: Add Courses



: Check the Details, Chages of Field, Course Deletions

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	FINE ARTS2 KEIO, TARO 2 Credits [Semester] Fall [Campus/Offerd by] Hiyoshi • LETTERS [Course Registration Number] 05853 [Course Restriction] No plans [Field Name] A 20-10-10 GENERAL EDUCATION 					

Procedures for Course Registration

-  Once you have registered the courses you wish to take, press the [CHECK] button, and confirm whether an error message is not displayed in the "Correction Required" area. Please confirm error messages and be sure to correct errors until the "Correction Required" area is disappeared.

If the course registration period is end without correcting the error, the courses you have registered may not be approved or the student may be disadvantaged in the lottery for a course permit.

Correction Required

Your course registration has not been completed due to the following errors. Please check the error messages and correct the errors.

- The CHECK has not been completed after course addition, deletion, change of fields. Please be sure to press **CHECK**.

Error Messages

- HISTORY 2 KEIO, TARO 2 Credits** **Duplicate Course** [Detail](#)
Fall Mon.2 Course Registration Number:92699
Campus/Offerd by:Hiyoshi • LETTERS Field Name:A 20-10-10 GENERAL EDUCATION
- HISTORY 2 KEIO, TARO 2 Credits** **Duplicate Course** [Detail](#)
Fall Wed.3 Course Registration Number:06439
Campus/Offerd by:Hiyoshi • LETTERS Field Name:A 20-10-10 GENERAL EDUCATION

Procedures for Course Registration



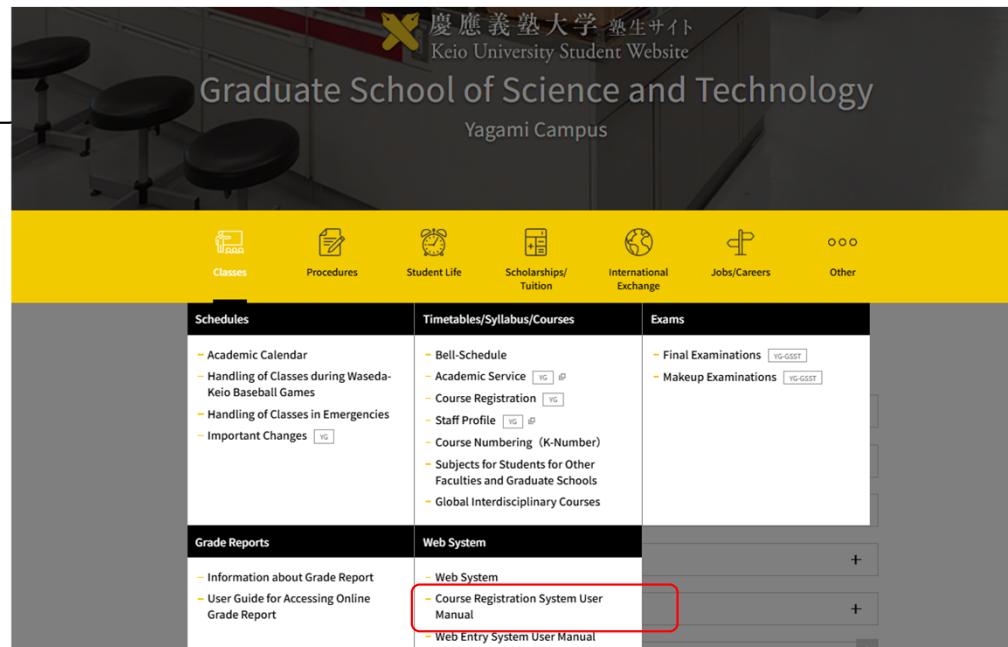
Print the contents of your course registration,
Once you have completed your course registration, please make sure to print (save) your course registration as it will be an important copy to show you what you have registered.
Then you can log out of the system.

For more details, refer to the **Course Registration System User Manual**.

Keio University Student Website

“Classes” > “Web System” > “Course Registration System User Manual”

<https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>



Course Cancellation System

- Registered courses may be cancelled online in the designated cancellation period if you find that the course content is not what you expected, realize that you don't have enough knowledge to follow the classes, or just want to decrease the number of courses you have registered.

Cancellation period for Fall semester courses:

From 10:00, Thursday, October 22 to 16:00, Friday, October 23

Courses indicated below may not be cancelled.

- **Mandatory courses**
(Graduate Research 1,2 , Doctoral Research)
- **Limited-enrollment courses decided by lottery**
- **Limited-enrollment courses decided by course lecturer**

Examinations and Papers

- Final examinations are held at the end of each half-semester or semester depending on the system the course follows. As the timetable of final examination may differ from the normal class schedule, please be sure to confirm on K-Support(keio.jp).
- A term paper may be assigned at your class instead of a final exam. Your term paper must be submitted to the designated place on the designated date. Please check the information on our website.
- Any fraud (e.g. cheating, fabrication and plagiarism) related to exams/papers will be dealt with severely in the manner set forth by the University.

Student ID Card

- You must present your **student ID** card when:
 - ✓ Asked by a faculty or staff member of the university
 - ✓ Receiving certificates
 - ✓ Taking final examinations
 - ✓ Asked by a public transportation official when buying a student commuter pass or tickets with your student discount, or when using public transportation with that pass or ticket

Make sure that you carry your student ID card with you when you are on campus.

Reissuing a Student ID Card

- If you lose or damage your student ID Card, you must apply for re-issuance.
- It costs 2,000 yen per issuance.

Certificate Issuing Machine

- You can obtain certificates (Student enrollment records, Academic transcripts, Graduation certificates, etc.) from the Certificate Issuing Machine located near Bakery at #14 building.
- Printing at convenience stores is also available.
- For more details, refer to the Information about Certificates.

Keio University Student Website

“Procedures” > “Certificates” > “Information about Certificates”

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

Grade reports

- The Grade reports are available on K-Support(keio.jp.)
September 5 (for Spring semester) and
March 10 (for Fall semester)

Payment of Semester Fees (for Privately-funded Students)

- You will receive an email notification at your email address when it is time to pay academic fees (**mid-April** for Spring semester and **mid-October** for Fall semester).
- After receiving the email, you should log in to “Gakuhi Navi”* and proceed with the payment process. * "Apps" menu in K-Support.
- The payment should be made by the **end of April** (for spring semester) or by the **end of October** (for fall semester).

Notice!

- Change of class schedule and other important announcements will be posted on the K-Support(keio.jp) Portal or K-LMS. Please check the latest information such as notices and calls for students from university offices and event information via K-Support(keio.jp) regularly.
- If you have any questions, feel free to contact the Academic Services.