



**Graduate School of Science and Technology
Keio University**

**Academic Guidance
for
International Students**

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

Followings are in the designated Google Drive

1.[Course Guidebook](#)

2.[Course List for General Courses, Specialized Courses and Japanese Classes](#)

3.[List of Compulsory Course](#)

4.[Japanese Class Schedule](#)

5.[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

- The Graduate School consists of three Schools.
- Students are affiliated with one of the three Schools, which each consist of a number of Centers sharing a core research interest. Students select an advisor affiliated with one of the Centers to carry out their research work.

School of Fundamental Science and Technology

Center for: Mathematics, Physics, Molecular Chemistry,
Applied Physics and Physico-Informatics, Chemical Biology,
Biosciences and Informatics

School of Integrated Design Engineering

Center for: Multidisciplinary and Design Science, System Integration Engineering,
Electronics and Electrical Engineering, Material Design Science

School of Science for Open and Environmental Systems

Center for: Space and Environment Design Engineering,
Science of Environment and Energy, Applied and Computational Mechanics
Information and Computer Science, Open Systems Management

Introduction of Vice Academic Coordinators

School of Fundamental Science and Technology

Mathematics: **SHIRAISHI, Hiroshi**

Physics: **YAMAUCHI, Jun**

Molecular Chemistry: **SATO, Takaaki**

Applied Physics and Physico-Informatics: **TANAKA, Shu**

Chemical Biology: **SIMIZU, Siro**

Biosciences and Informatics: **MATSUBARA, Teruhiko**



Introduction of Vice Academic Coordinators

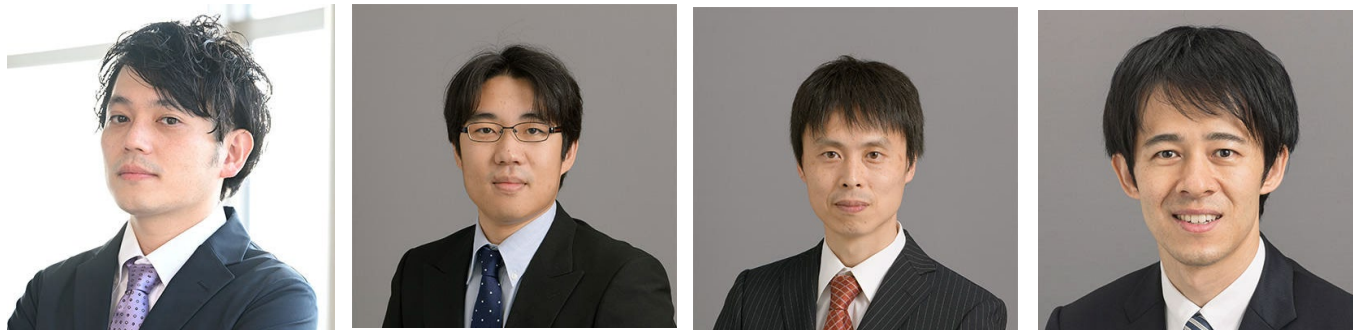
School of Integrated Design Engineering

Multidisciplinary and Design Science: SANO, Tomohiko

System Integration Engineering: YAMAMOTO, Eiji

Electronics and Electrical Engineering: NODA, Kei

Material Design Science: HIRUTA, Yuki



Introduction of Vice Academic Coordinators

School of Science for Open and Environmental Systems

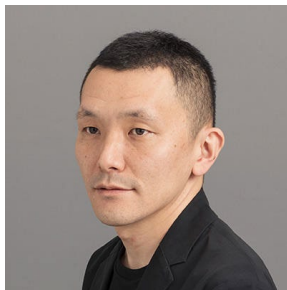
Space and Environment Design Engineering: **SANO, Satoshi**

Science of Environment and Energy: **BANNO, Taisuke**

Applied and Computational Mechanics: **ANDO, Keita**

Information and Computer Science: **SUGIURA, Yuta**

Open Systems Management: **NARUSHIMA, Yasushi**



Academic Advisor

- Please be sure to confirm your Academic Advisor on the post on the K-Support(keio.jp) portal.



K-Support, a portal site for current students, is intended to support student life and facilitate learning by integrating various applications, inquiries, and other services.

【PC screen image】

【Smartphone screen image】

Curriculum

- Courses offered in the Graduate School are divided into three categories: **General Program, Specialized Courses, Special Study**.
- Regardless of their majors, students are free to take any of the General Program and Specialized Courses to fulfill part of the credits required for the master's degree.
- Special Study is designed to provide students with research guidance and instructions preparing their master's or Ph.D. thesis to acquire a degree.
- All first year master's program students must take *Independent Study* from Special Study.
- All second year master's program students must take *Graduate Research 1* from Special Study.
- All Ph.D. students must take *Graduate Research 2* from Special Study.

Curriculum

- For courses conducted in English, please check “2025 Course List for International Graduate Program”.
- 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 day to confirm if the language of instruction is English.**

Requirements for Completion: Master's Program

Required Credits



Compulsory Courses		
Independent Study		4 credits
Graduate Research 1		6 credits
Elective Courses		
Specialized Courses offered by Graduate School of Science and Technology	No upper limit for the number of credits.	20 credits
General Program	Maximum number of credits you can count towards your degree requirement is 6.	
Specialized Courses offered by Faculty of Science and Technology		
Specialized Courses offered by Other Graduate School of Keio University		
TOTAL 30 credits		
Optional Subjects (Free Elective Courses)	Credits for these courses cannot be counted towards your degree requirement (e.g., Japanese).	

Requirements for Completion: Master's Program

Other requirements

- At least one academic year of study at the Master's program (standard duration in 2 years).
- Students are required to complete **at least 16 credits** (including *Independent Study*) during the first year of the master's program in order to register for *Graduate Research 1* in the second year.
- Submission and approval of **the master's thesis**.

Requirements for Completion: Master's Program

First year	Second year
Compulsory	
<i>Independent study</i> 4 credits	<i>Graduate research 1</i> 6 credits Submission and approval of master's thesis
Elective	
 at least 12 credits in order to register for <i>Graduate Research 1</i> in the second year	
 at least 20 credits	

TOTAL at least **30 credits**

Note: Japanese classes cannot be counted toward the degree requirement

Requirements for Completion: Ph.D. Program

Required Credits

Graduate Research 2 (特別研究第2)	6 credits
TOTAL	6 credits

Other requirements

- At least one academic year in the Ph.D. Program (standard duration is three academic years)
- Completion of the *Graduate Research 2* (6 credits)
- Approval of Ph.D. thesis, and passing of the final evaluation.
- You may complete your Ph.D. program in one to two and a half years (a total of three or more years combined with the time spent in the Master's program) if you produce outstanding research results.

The method of evaluation of the Special Studies

The Special Studies

Independent Study (課題研究)	4 credits
Graduate Research 1 (特別研究第1)	6 credits
Graduate Research 2 (特別研究第2)	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 Special Studies 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, Wednesday, September 24 to 16:00, Friday, September 26

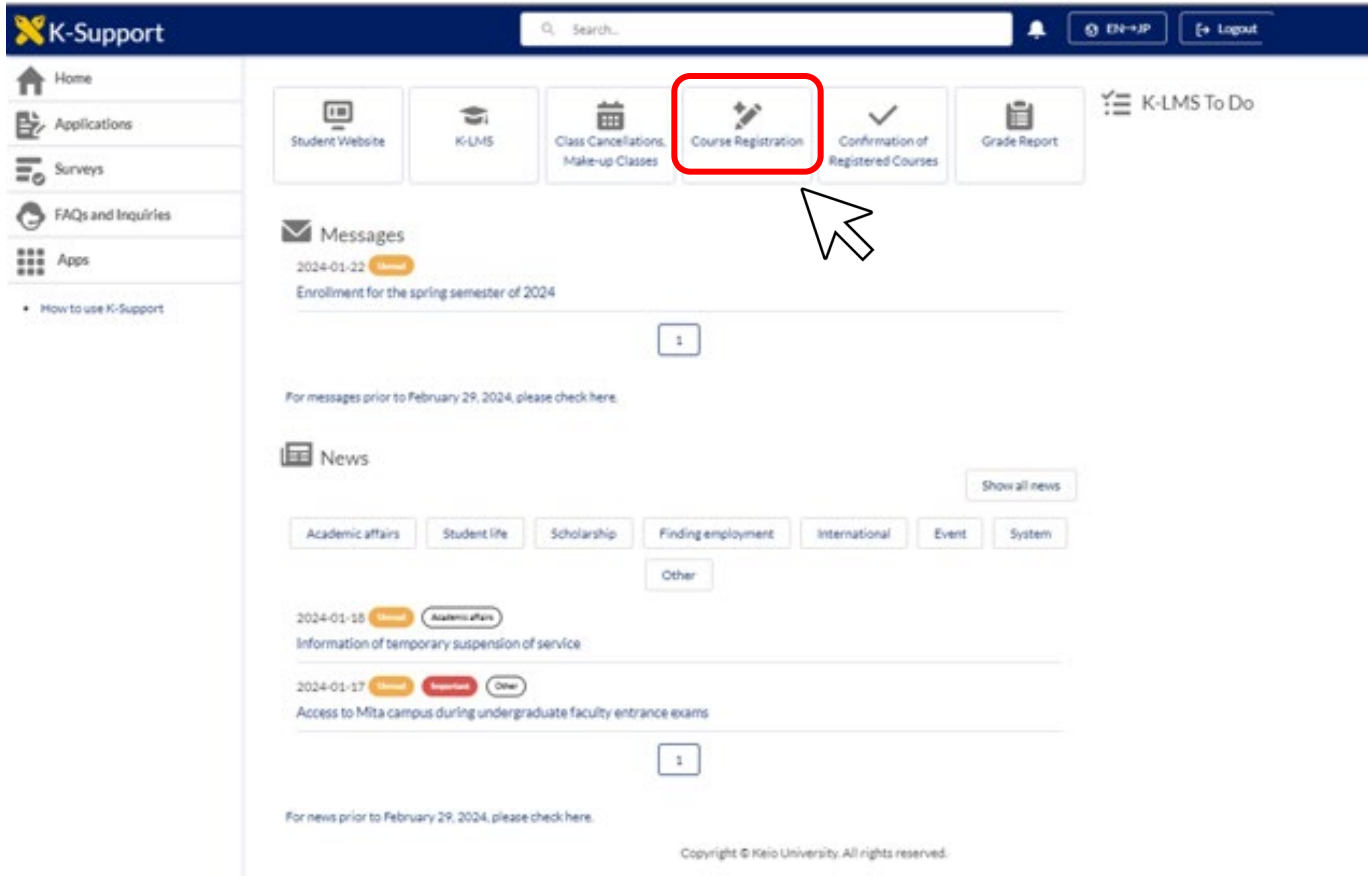
2nd: 16:00, Monday, September 29 to 10:00, Wednesday, October 8

- 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 (Wed) 8:45 – October 16 (Thu) 16:00.**

Procedures for Course Registration

 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】



The screenshot displays the K-Support web interface. At the top, there is a search bar and navigation links for "EN→JP" and "Logout". The main navigation menu on the left includes "Home", "Applications", "Surveys", "FAQs and Inquiries", and "Apps". The "Apps" section is expanded, showing "How to use K-Support". The main content area features a row of service tiles: "Student Website", "K-LMS", "Class Cancellations, Make-up Classes", "Course Registration" (highlighted with a red box and a mouse cursor), "Confirmation of Registered Courses", and "Grade Report". Below this row, there is a "Messages" section with a message dated 2024-01-22 about enrollment for the spring semester of 2024. A "News" section follows, with a "Show all news" button and category filters for "Academic affairs", "Student life", "Scholarship", "Finding employment", "International", "Event", "System", and "Other". Two news items are listed: one from 2024-01-18 about temporary suspension of service, and another from 2024-01-17 about access to Mita campus during exams. The footer contains the copyright notice: "Copyright © Keio University. All rights reserved."

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 i : 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 i	+	+	+	+	+	+

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.

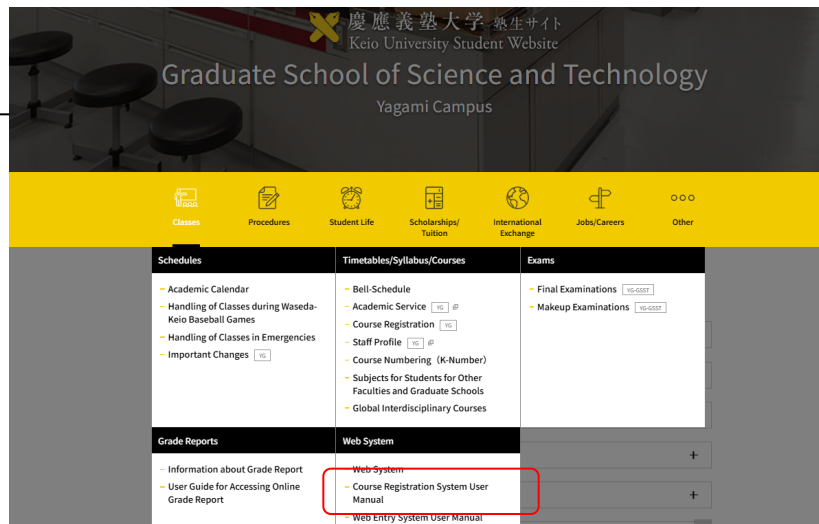
Then you can log out of the system.

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 spring semester courses:

From 10:00, Tuesday, October 21 to 16:00, Wednesday, October 22

Courses indicated below may not be cancelled.

- **Mandatory courses (Independent Study, Graduate Research 1, 2)**
- **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 “Keio Academic Fees Navigator” and proceed with the payment process.
- 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.