



Graduate School of Media and Governance

Master's Program

Please refer to the Graduate School Guidebook for detail.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/guide.html>

1



Contents

- I Major, Degree, Program
- II Course Registration
- III Curriculum of the Master's Program
- IV Master's Degree Acquisition Process
- V Certificate
- VI Professional Courses etc.
- VII Systems frequently used by master students
- VIII Things to do BEFORE Course Registration

2



I Major, Degree, Programs

- Major

Media and Governance (Name of your program is not your major)

- Name of Degree

Master of Media and Governance

- Program

You belong to

- one of the 8 programs (GR, HC, PS, CB, EG, XD, CI, BI)
- the program chosen when you apply for the Graduate School
- the same program as your main academic supervisor

Changing your program is possible any time, except during your final semester

Refer to the website below for a list of chairpersons and academic advisors in each program.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/chairpersons-academicadvisors.html>

3



II Course Registration

STEP1: Online Course Registration

April 16 12:30pm - April 21 11:00am

- * Register courses through the Gakuji Web System after logging in SFC-SFS.
- * For Course Timetable and Course Summary, please refer to the following website.
<https://www.students.keio.ac.jp/en/sfc/class/registration/>

STEP2: Confirmation of your Course Registration (April 21 1:00pm -)

Check the Course Registration Confirmation screen on the Gakuji Web System.
If you find any errors, please make amendments during the Course Registration Amendment period.

STEP3: Course Registration Amendment (at the Academic Affairs Office in person) , Cancellation (Online)

- * Please read the Chapter 3 of the Guidebook carefully.

Those who do not complete online registration by the deadline will be subject to compulsory withdrawal.
(excluding those on a leave of absence and those on study abroad program)

4



III Curriculum of the Master's Program

- **Research Concept and Methodology Courses**

Courses that introduce each program's major concept and advanced research

- **Program Courses**

Specialized subjects that compose the Programs

- **Project Courses**

Courses that focus on students' research area

- **Special Seminars**

Courses that are held occasionally(endowed lectures, etc)

- **Master Research**

Courses that are held individually or with others.

5



III- i Project Courses

- Through joining Faculty member's leading edge research project, students can learn how to plan implement and evaluate research project.
- Please ask the faculty member in charge of the course about the time and place of the first meeting of each project course. Refer to the List of Faculty Members and Syllabus for contact information.

the List of Faculty Members <https://www.sfc.keio.ac.jp/en/pmei/faculty.html>

the Course Summary and Syllabus

http://vu.sfc.keio.ac.jp/course_u/data/2020/title14_en.html

6



III- ii Master Research(Master seminar)

- In these courses, the student's main research advisor (Academic Advisor) works together with the student individually or with others.
- Make sure that you register for the Master Seminar (2 credits) of your Research Advisor in the same semester that you register for Master Thesis 1 (1 credit), or Master Thesis 2 (1 credit).
- Project Courses and Master Research Courses (Master Seminar) can be taken to count to a limit of 16 credits toward the 30 required for completion of the program.

7



III- iii Transferable Credits earned before entering the Master's Program

- Students who graduated from the Faculty of Environment and Information Studies or the Faculty of Policy Management
- Students who were non-degree students (with credits) or short-term international students
are allowed to transfer up to 8 credits as required credits to receive a Master's Degree, if they have completed the Program Course offered by the Graduate School of Media and Governance with grading criteria of S, A or B.

Required Documents: The Application Form, Grade Report

Submission Deadline: May 15, 2020

Place of Submission: Academic Affairs Office

8



IV- i Requirements to Complete the Master's Degree (1)

< Those who write a Master's Thesis>

- Complete 4 or more semesters
 - *Except for those who fulfill requirements for early completion
- Earn 30 credits or more (including 2 credits for Master Thesis1 and Master Thesis 2)
- Pass the Master's Thesis 1 (make a mid-term presentation and pass it)
- Pass the Master's Thesis 2 (pass the evaluation of the master's thesis and the final exam)

9



IV- ii Requirements to Complete the Master's Degree (2)

<Those who do not Write a Master's Thesis (Non-Thesis Track)>

- Not accepted as certificate requirements in EG, XD, CI, BI Programs
- Students who decide to take this option should discuss it carefully with your research supervisor and submit the application form by deadline.

- Complete 4 or more semesters
 - *Except for those who fulfill requirements for early completion
- Earn 30 credits or more (including 2 credits for Master Project1 and Master Project 2)
- Meet the GPA requirement on courses approved by the Academic Advisor
- Pass the Master Project 1 (make a mid-term presentation and pass it)
- Pass the Master Project 2 (pass the evaluation of the master's thesis and the final exam)

10

IV- iii Procedure for Acquiring the Master's Degree

To be completed by the 2nd semester *immediately : the Bachelor's-Master's 4 Year Integrated Program

Submission of Master's Thesis Title Application Form



To be completed by the 3rd semester *1st semester : the Bachelor's-Master's 4 Year Integrated Program

Mid-term Presentation



Final semester *2nd semester : the Bachelor's-Master's 4 Year Integrated Program

Submission of Master's Thesis*



Final Examination

*For non-thesis track replace "master's thesis" with "report on project activity".

11

STOP!! Misconduct in Research

- Fabrication
- Falsification
- Plagiarism
- False Authorship
- Duplicate Publication
(or self-plagiarism)

12



Thesis Writing and Preventing Plagiarism

You may accidentally commit plagiarism due to not understanding the rules for writing a thesis. The following measures can be taken to help you with your thesis as well as to prevent this from happening.

- Consult with faculty members who give you guidance such as your Main Research Advisor or Co-Research Advisors!
- Consult with a WRITING & RESEARCH CONSULTANT in the Media Center!
- Get information from the Media Center's websites!
- Borrow a book on citations!
- Take "Academic Writing for Graduate Studies" course! (Optional Subject / taught in English)

13



V Certificate

- In addition to the master's degree diploma, master's students may be awarded a certificate by the Program/Course they belong to.
- The acquisition of the Certificate is **optional**
 - It is possible to complete the Master's program without acquiring a Program/Course certificate.
- Certificate requirements differ for each Program/Course.
 - Please refer to chapter 6 of the Guidebook for details on the Certificate requirements.

14



VI Professional Courses etc.

○ Professional Courses and IADC

- Registration to EI, SI, IFRS, CS, GESL and International Advanced Degree Course(IADC) is **optional**.
- You are not registered to the course chosen at the time of application.
- Those who wish to register must attend the orientation of the preferred course. The SI course is in Japanese only.

○ Orientation on AUD (candidacy for the examination of first-class architect and building engineers in Japan)

<https://www.sfc.keio.ac.jp/gsmg/en/admissions/202004.html>

*in Japanese only

Contact: Associate Prof. Shohei Matsukawa (sho000@sfc.keio.ac.jp)

15



VII- i Systems frequently used by Master's Students

○ SFC-SFS <https://vu.sfc.keio.ac.jp/sfc-sfs/en>

To view class materials, submit reports, evaluate courses which you take, etc.

Log-in Name : CNS account

Contact ITC if you cannot login.

○ Keio.jp <http://keio.jp/>

To check your grade report and browse online journals, etc.

Log-in Name : Keio ID

Contact ITC if you cannot login.

○ Gakuji Web System

Used to register courses you wish to take, check the four digit pin number for issuing certificates, etc.

Gakuji Web System can be accessed directly after logging into SFC-SFS or keio.jp.

○ Keio University Student Website <https://www.students.keio.ac.jp/en/>

This portal site provides various information for Keio students.

Important news and documents are available from this site.

2nd and 3rd floors of Tau Building are available for Graduate Students. Contact Loft Committee (loft-committee@googlegroups.com) for further information.

16

VI-ii SFC-SFS

The screenshot shows the SFC-SFS website interface. At the top, there is a navigation bar with links: TOP, MY-Timetable, Pre.Reg-Entry, Sel.Result, TASA, Survey, Cal, and Gakuji Web. The 'Gakuji Web' link is circled in red, with a red arrow pointing to it from a red box containing the text 'Click here to access this page'. Below the navigation bar, there is a section titled 'keio.jp, Gakuji Web (Academic Affairs Web) System and Various Applications'. This section contains a list of links: Education Support System, Gakuji Web, Grade Reports, and GIC Courses. Below this list, there is a section titled 'Keio.jp' with a red box containing the text 'Complete Activation in order to use Keio.jp'. This section contains a list of instructions and a button labeled 'Activation (Only once)', which is circled in red. Below the 'Activation (Only once)' button, there is a section titled 'Gakuji Web (Academic Affairs Web) System and Various Applications' with a red box containing the text 'Click here for Course Registration'. This section contains a list of links: Start Gakuji Web System, Grade Reports, The next examination result, Education Support System, and GIC Courses. The 'Start Gakuji Web System' link is circled in red.

VIII Things to do BEFORE Course Registration

STEP 1: Obtain your CNS Account

<https://www.sfc.keio.ac.jp/gsmg/en/admissions/202004.html>

STEP 2: Activate your Keio.jp Account

Login to SFC-SFS and activate your keio.jp account.

<https://vu.sfc.keio.ac.jp/sfc-sfs/en/>

STEP 3: Receive your Student ID Card

Date: April 27 9:15am-2:30pm

Place: Academic Affairs Office (Alpha Building 1st Floor)

What to Bring: Student Information Card

Messages from the Graduate School will be sent to your keio.jp account and CNS email address. Please check them regularly. Your address will be registered to the master-students@sfc.keio.ac.jp mailing list.