

HANDBOOK FOR UNDERGRADUATE STUDENTS OF THE FACULTY OF SCIENCE AND ENGINEERING WASEDA UNIVERSITY

2011



HANDBOOK FOR
UNDERGRADUATE STUDENTS
OF THE FACULTY OF SCIENCE
AND ENGINEERING

2011

Faculty of Science and Engineering
Waseda University

This handbook contains information on academic policies, curriculum, graduation requirements, and school life that applies to undergraduate students in the Faculty of Science and Engineering. Be careful not to lose this handbook. Even though new handbooks are issued each year, the academic policies, curriculum, and graduation requirements stated in the handbook issued in the year that you entered applies to you until you graduate.

Please read through this handbook at least once and consult it whenever you have questions related to your studies at Waseda University. In addition to the information in this handbook, the University posts important announcements on the websites listed on the next page. Students should check these websites periodically.

Andrew Domondon

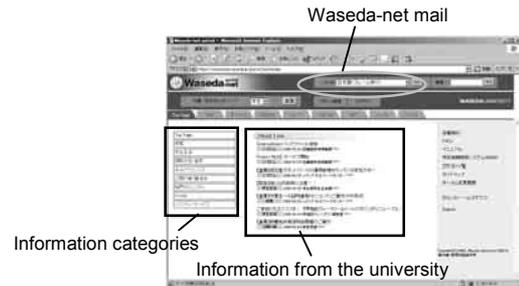
Director of the International Program in Science and Engineering,
International Center for Science and Engineering Programs

Waseda-net portal / Waseda-net mail

This is an online system used by students, faculty and staff, and alumni of Waseda University. By logging into the system from this portal, you can get information or services tailored to your qualifications or attributes (information on courses such as registration, examinations, and reports, or information on public events such as lecture meetings, seminars, and symposiums).

Waseda-net mail is a web mail service that you can use over a web browser from anywhere. You can also use this address after you graduate from the university.

<https://www.wnp.waseda.jp>



To log into the website, you must enter your Waseda-net ID and password issued to you when you enter the university.

Class support portal Course N@vi

Course N@vi is a tool that has class support functions such as a lecture material download function and a quiz function. To use Course N@vi, log into Waseda-net portal and select “Course N@vi” from “Classes” in the left menu.

Students of Science and Engineering Schools website

This website for students of Science and Engineering Schools was created by the Faculty of Science and Engineering for purposes such as class support. To access the page, log into Waseda-net portal and select “Students of Science and Engineering Schools website” from the left menu. You can access information tailored to individual students, such as the result of course registration and class cancellation.

You should check these pages at least once a week.



Students of Science and Engineering Schools website

Faculty of Science and Engineering website

This website provides various types of information from the Faculty of Science and Engineering. Course registration, scholarship information and other important information are updated as needed.

<http://www.sci.waseda.ac.jp/>

Mobile Phone website

WW Mobile, a website accessible from mobile phones, has been set up. Messages from the Faculty of Science and Engineering, information on class cancellation or on lecture meetings, the availability of computer rooms and other information are accessible from mobile phones anytime, anywhere. An access code must be entered to check information on class cancellation. Check the access code in the Students of Science and Engineering Schools website.



QR code for WW Mobile, a website accessible from mobile phones

* Check these web pages on a regular basis since the content of this guidebook is subject to change.

CONTENTS

Features of the Faculty of Science and Engineering	1
History and Profile of the Faculty of Science and Engineering	4
Handbook for Undergraduate Students of Science and Engineering	6
1 Credit System	7
2 School and Department Affiliation	7
3 Degree and Graduation	7
4 Tuition and Fees	8
5 Course Groups	9
6 Group A Courses (Multidisciplinary Studies and Foreign Language Courses)	12
7 Group B Courses (Mathematics, Natural Sciences, Laboratory / Recitation, Information Science Courses)	15
8 Group C Courses (Specialized Courses)	18
9 List of Group C Courses and Requirements for each Department	19
Department of Mathematics	19
Department of Applied Mathematics	21
Department of Computer Science and Engineering	23
Department of Modern Mechanical Engineering	26
Department of Civil and Environmental Engineering	29
Department of Physics	32
Department of Applied Physics	34
Department of Chemistry and Biochemistry	36
Department of Applied Chemistry	38
Department of Life Science and Medical Bioscience	40
Department of Electrical Engineering and Bioscience	42
10 Group D Courses (Independent Studies)	44
11 Courses Provided by Other Programs, Departments, Schools, or Faculties	46
12 How to Obtain a Teacher's License	48
13 Registration of Courses to Take	49
14 Class Time Slots	49
15 Examinations	50
16 Notes on Preparing Reports or Theses	51
17 Posting of Grades	51
18 Examination for Department Transfer	52
Student Life	53
1 Compass (Online Student Life Manual & International Students' Handbook)	54
2 Faculty of Science and Engineering Website	54
3 Student Number	54
4 Student Consultation	56
5 Advancement to Graduate School	60
6 Employment	60
7 Student Identification Card	62
8 Issuance of Various Certificates	63
9 Changes in the School Register	64
10 Scholarships and Tuition Support Scheme	67
11 Rules on Use of Bulletin Boards	68

12	Use of Classrooms and Common Seminar Rooms	70
13	Extracurricular Activities	72
14	Safety Management	73
15	Study Abroad	75
16	Nonsmoking Campus	78
17	Ban on Commuting by Bicycle, Motorcycle or Car	78
18	Science and Engineering Library and Students' Reading Room	78
19	Computer Rooms	81
20	Experimental Facilities	83
21	Health Support Center	86
22	Transportation Strikes and Classes	88
23	Contingency Measures Due to Severe Weather	89
24	Granting of Special Consideration to Students on Bereavement Leave	90
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	Appendix	92
1	Alma Mater	93
2	URLs and Telephone Numbers at a Glance	94
3	Campus Map	95

Features of the Faculty of Science and Engineering

Welcome to Waseda University! We are very happy that you have decided to study at Waseda University's Faculty of Science and Engineering. We look forward to working with you and hope that your undergraduate education here will be an exciting and rewarding experience. This handbook contains information to help you make most of your time here at Waseda. It explains the academic policies, the curriculum, and the graduation requirements for students in the International Program in Science and Engineering (IPSE) at Waseda University. In this handbook, we will refer to students in this program as "IPSE students". The International Program in Science and Engineering has academic policies, curricula, and graduation requirements distinct from other programs.

The Faculty of Science and Engineering is composed of three undergraduate schools and three graduate schools. The names of the undergraduate schools and the departments belonging to each of them are shown below.

School of Fundamental Science and Engineering

Department of Mathematics

Department of Applied Mathematics

Department of Computer Science and Engineering

Department of Applied Mechanics and Aerospace Engineering

Department of Electronic and Photonic Systems

Department of Intermedia Art and Science

School of Creative Science and Engineering

Department of Architecture

Department of Modern Mechanical Engineering

Department of Industrial Management and Systems Engineering

Department of Civil and Environmental Engineering

Department of Resources and Environmental Engineering

School of Advanced Science and Engineering

Department of Physics

Department of Applied Physics

Department of Chemistry and Biochemistry

Department of Applied Chemistry

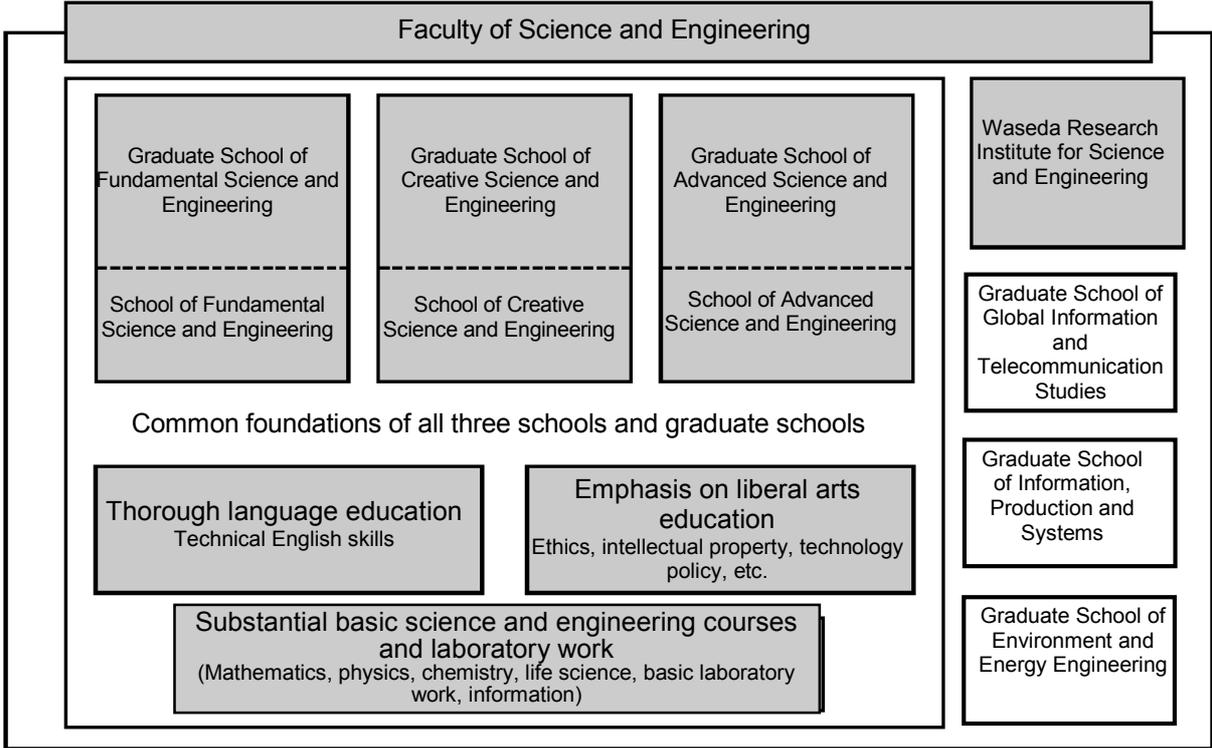
Department of Life Science and Medical Bioscience

Department of Electrical Engineering and Bioscience

All IPSE students belong to the Faculty of Science and Engineering, but your School and Department affiliation will depend on which School and Department you entered. It is important to note that not all Departments accept IPSE students. The School of Fundamental Science and Engineering runs two sub-programs for IPSE students, a sub-program in Pure and Applied Mathematics and a sub-program in Information and Communication Technology. The former sub-program enables IPSE students to belong to the Department of Mathematics or the Department of Applied Mathematics. The latter sub-program enables IPSE students to belong to the Department of Computer Science and Engineering. The School of Creative Science and Engineering also runs two sub-programs for IPSE students, a sub-program in International

Sustainable Development and another in International Environmental Disaster Prevention. The former sub-program enables IPSE students to belong to the Department of Modern Mechanical Engineering. The latter sub-program enables IPSE students to belong to the Department of Civil and Environmental Engineering. The School of Advanced Science and Engineering accepts IPSE students into all Departments.

<Organization of the Faculty of Science and Engineering>



History and Profile of the Faculty of Science and Engineering

In February 1908, Shigenobu Okuma, the founder of Waseda University, keenly realizing the importance of educating scientists and engineers, established a school of science and engineering, an achievement that had been thought to be impossible for a private university. Among private universities in Japan, it remains the science and engineering educational institution with the longest history. Since the first class of 37 graduates set out into the world in 1912, many graduates have followed in their footsteps and continue to contribute actively to various areas of society.

Profile

The School of Fundamental Science and Engineering focuses on areas related to information, machines, electronics, materials, and energy, and on the foundation on which these areas rest upon: mathematics. The School consists of the Department of Mathematics, the Department of Applied Mathematics, the Department of Computer Science and Engineering, the Department of Applied Mechanics and Aerospace Engineering, the Department of Electronic and Photonic Systems, and the Department of Intermedia Art and Science. The School aims to educate individuals who have ability to think deeply and imaginatively about modern science and technology, as well as the fundamental principles on which they are based upon.

The School of Creative Science and Engineering focuses on a wide range of urgent problems that the world faces today, especially problems concerning population growth, the environment, natural resources, energy, and food. The School consists of the Department of Architecture, the Department of Modern Mechanical Engineering, the Department of Industrial Management and Systems Engineering, the Department of Civil and Environmental Engineering, and the Department of Resources and Environmental Engineering. The School aims to educate scientists and engineers who can develop technologies that address the most pressing scientific and technological problems of today's world.

The School of Advanced Science and Engineering focuses on the traditional areas of science, but actively explores the implications and applications of fundamental research. The School consists of the Department of Physics, the Department of Applied Physics, the Department of Chemistry and Biochemistry, the Department of Applied Chemistry; the Department of Life Science and Medical Bioscience, and the Department of Electrical Engineering and Bioscience. The School aims to educate researchers who will work and lead at the frontiers of science and engineering.

Handbook for Undergraduate Students of Science and Engineering

1	Credit System
2	School and Department affiliation
3	Degree and Graduation
4	Tuition and Fees
5	Course Groups
6	Group A Courses (Multidisciplinary Studies and Foreign Language Courses)
7	Group B Courses (Mathematics, Natural Sciences, Laboratory / Recitation, Information Science Courses)
8	Group C Courses (Specialized Courses)
9	Lists of Group C Courses and Requirements for each Department
	Department of Mathematics
	Department of Applied Mathematics
	Department of Computer Science and Engineering
	Department of Modern Mechanical Engineering
	Department of Civil and Environmental Engineering
	Department of Physics
	Department of Applied Physics
	Department of Chemistry and Biochemistry
	Department of Applied Chemistry
	Department of Life Science and Medical Bioscience
	Department of Electrical Engineering and Bioscience
10	Group D Courses (Physical Education / Independent Studies)
11	Courses Provided by Other Programs, Departments, Schools, or Faculties
12	How to Obtain a Teacher's License
13	Registration of Courses to Take
14	Class Time Slots
15	Examinations
16	Notes on Preparing Reports or Theses
17	Posting of Grades

1 Credit System

Waseda University adopts a credit system, a system under which students take courses according to certain standards, earn credits when given examinations are passed, and are granted a bachelor's degree when the total number of credits reaches a certain number.

The number of credits for a course is calculated on the assumption that a 1-credit course is comprised of contents that require 45 hours of learning, and in light of how classes are provided, the educational effect of the classes, learning required outside of school hours, and other factors. It should be noted that any class listed to meet for 2 hours per week in this handbook consists of a single 90-minute class period per week.

Up to 54 credits can be registered for one year.

2 School and Department Affiliation

If you entered the School of Fundamental Science and Engineering, you are automatically affiliated with that School, but your Departmental affiliation will be determined at the end of your first year. At the end of your first year, you will be asked to submit your preferences.

If you entered the School of Creative Science and Engineering or the School of Advanced Science and Engineering, you are automatically affiliated with the School and the specific Department to which you were accepted.

3 Degree and Graduation

Each school grants a bachelor's degree to those who have attended the school for 4 years or longer and have earned the required number of credits for graduation. Students cannot attend the school for over 8 years (4 years for those who entered with a bachelor's degree).

Students graduate from their respective school on September 15 in the relevant year.

Those who could not graduate in September can graduate at the end of the fall semester of the next year (on March 15), upon recommendation of a supervisor and course to the following conditions noted below.

- (1) If the student was not able to graduate because he/she failed one or more courses, then the student must re-take and pass each course that he/she failed.
- (2) If the student was not able to graduate because he/she did not submit a bachelor's thesis or a graduation project, then the student must submit the required bachelor's thesis or graduation project.

4 Tuition and Fees

(1) Payment dates

Tuition and fees must be paid by the following due dates:

Tuition and Fees	Due date for payment
Tuition and Fees for the fall semester	October 1
Tuition and Fees for the spring semester	April 15

(2) Tuition and fees for students enrolled longer than the given terms

Tuition and fees for students enrolled for over the given terms are as follows:

Number of credits to be earned additionally for graduation	Tuition	Facility fee	Seminar fee
Up to 4 credits	50% of the fee for the fourth year	Fee for the fourth year	Fee for the fourth year
5 to 20 credits	70% of the fee for the fourth year		
21 or more credits	Fee for the fourth year		

* The "number of credits to be earned additionally for graduation" refers to the number calculated at the end of the first semester.

* For details about tuition and fees when you are on a leave of absence or study abroad, contact the Office of the Faculty of Science and Engineering. (Building No. 51, 1st floor)

(3) Payment method

Please pay tuition and fees by account transfer through a post office or another financial institution specified in advance. Pay from the account you specified in the admission procedure.

Be sure to check the Notice of Account Transfer that will be sent to your tuition and fees payer in advance. In case of any changes in the financial institution or account, inform the Office of the Faculty of Science and Engineering of the changes.

Tuition and fees must be paid by the specified due dates. If some special reason makes it impossible to do that, consult the Office of the Faculty of Science and Engineering.

(4) Removal from the School Register

Those who fail to pay tuition and fees are removed from the school register or lose the student status of this university. They are expelled with retroactive effect to the end of the last semester for which they paid Tuition and fees. In this case, part of the years at school and grades are cancelled. If you want to withdraw from the university for some special reason

before the date when you would be automatically removed from the school register (refer to the table below), consult the Office of the Faculty of Science and Engineering.

Tuition and fees	Due date for payment	Date of automatic removal from the school register	Date of withdrawal
Tuition and fees for the fall semester	October 1	March 31 of the following year	September 20
Tuition and fees for the spring semester	April 15	September 20	March 31

5 Course Groups

Courses of this school are roughly divided into Group A, Group B, Group C, and Group D, which are described below.

They are described in further detail later.

Group A	A1 (Multidisciplinary Studies), A2 (Foreign Language Courses)
Group B	B1 (<Mathematics), B2 (Natural Sciences), B3 (Laboratory / Recitation), B4 (Information Science Courses)
Group C	Specialized Courses
Group D	Independent Studies

Courses of Groups A to D are divided into the following types:

(1) Courses that count toward the credits required for graduation

These courses are divided into the following types. The grades of the courses are recorded on the grade report.

Required courses	These are courses that you must take and pass to graduate
Elective required courses	These are courses that you must select from a limited range of courses and pass to graduate
Elective courses	These are courses that you can select freely, but you must pass a specific minimum number of these courses to graduate.

(2) Courses that do not count toward the credits required for graduation

Non-degree course	Course that allows you to earn credits when you achieve a passing score, which are recorded on the grade report but do not count as credits for graduation
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The academic year consists of two 15-week semesters. Courses are divided into year-round courses (full-year courses), courses provided only in the fall semester (fall semester courses), and courses provided only in the spring semester (spring semester courses).

(3) Number of credits required for graduation

The table on the next page lists the specified minimum numbers of credits required for each department. Since the total number of credits required for Groups A to C is less than the number of credits required for graduation, you must earn credits from the course groups described on the next page to cover the shortfall:

- Earn credits from courses of Groups A to C in addition to the specified number of credits.
- Earn credits from Group D courses (independent studies).
- Attend lectures provided by another department, another school, or another faculty to obtain credits. (An upper limit set by the department, if any, may not be exceeded. Refer to ' Courses Provided by Other Programs, Departments, Schools, or Faculties '.)

* Non-degree courses do not count toward the credits needed for graduation.

6 Group A Courses (Multidisciplinary Studies and Foreign Language Courses)

Group A courses are divided into Group A1 (Multidisciplinary Studies) and Group A2 (Foreign Language Courses). You must earn the specified number of credits from this group according to the course requirements and restrictions specified by your department.

(1) Specified minimum number of credits of different departments

All Departments

	Group A1	Group A2 (Foreign Language Courses)	
	(Multidisciplinary studies)	English (required course)	Second Foreign Language: Japanese
Specified minimum number of credits	6 credits	2 credits	0 credits

(2) Group A1 courses (Multidisciplinary Studies)

This course group consists of courses in the humanities and social sciences. This group also includes courses that discuss connections of the humanities and social sciences with science and engineering.

Students are required to earn a total of 6 credits from Group A1 courses to graduate. Unless specified otherwise by their department or school, students are free to select which courses they will take to fulfill this requirement. If a student chooses to take more than 6 credits of Group A1 courses, then any credits above the require number will be counted among the number of credits you can earn freely from Groups A to D.

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
History of Philosophy	2	2							
Philosophy of Science	2		2						
Introduction to Logic(from 2012)	2	2							
Introduction to Ethics(from 2013)	2		2						

(3) Group A2 courses (foreign language courses)

English

Students are required to earn a total of 2 credits from Group A2 courses to graduate. These 2 credits must be earned by taking Writing for Scientists and Engineers (1 credit) and Research Presentation Skills (1 credit). Students must take both of these courses in their second year.

English (required course)

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Writing for Scientists and Engineers	1			2	0				
Research Presentation Skills	1			0	2				
English (required course) total	2			2	2				

(II) Second Foreign Language: Japanese

In addition to English, Japanese is offered as a foreign language. The Center for Japanese Language offers many language courses. Credits that students earn in these courses are counted as credits in the category “credits you can earn freely from Group A to D or other course”. The “Japanese Language Proficiency Examination” is commonly used to measure Japanese language proficiency. To understand university-level classes given in Japanese, it is generally said that a level of proficiency at least sufficient to pass the First Class examination is needed. The table below indicates the approximate hours of language study, the number of kanji characters, and number of vocabulary words corresponding to each examination class. Students in the International Program in Science and Engineering are not required to study Japanese to earn a degree, but they are encouraged to study it. Learning Japanese will enable one to communicate more easily with Japanese students and faculty. In addition, if one develops proficiency equivalent to passing the First Class Examination, one may take many classes at the university that are currently only offered in Japanese. For these reasons, students are strongly recommended to begin taking Japanese language classes from their first year.

Proficiency Exam Class	Hours of Study	Number of Kanji	Number of words
1 st Class	900 hours	2,000 characters	10,000 words
2 nd Class	600 hours	1,000 character	6,000 words
3 rd Class	300 hours	300 characters	1,500 words
4 th Class	150 hours	100 characters	800 words

Most of the Japanese language classes are held at the main Waseda campus, but some are held at the Nishi-Waseda campus. For details on Japanese language classes, please consult the homepage of the Center for Japanese Language noted below.

Center for Japanese Language: http://www.waseda.jp/cjl/html/e_study.index.html

7 Group B Courses (Mathematics, Natural Sciences, Laboratory / Recitation, Information Science Courses)

The aim of Group B courses is to provide the foundational knowledge in the sciences and mathematics necessary to understand more specialized fields. The courses include mathematics, physics, chemistry, science and engineering laboratory, and information science. Students are required to take courses specified by their department as required courses, and earn the specified minimum number of credits for this group.

(1) Required courses and the specified minimum number of credits

All Departments

	Required courses						
Group	Group B1 (Mathematics)			Group B2 (Natural Sciences)			
Course name	Foundations of Mathematics	Mathematics A (Linear Algebra)	Mathematics B (Calculus)	Physics		Chemistry	Life Science
				Fundamentals of Mechanics	Fundamentals of Electromagnetism	General Chemistry	Introduction to Bioscience
Number of credits	First year Fall Semester (2 credits)	First year Fall Semester (4 credits)	First year Spring Semester (4 credits)	First year Fall Semester (2 credits)	First year Spring Semester (2 credits)	First year Fall Semester (2 credits)	First year Fall Semester (2 credits)
Specified minimum number of credits	10 credits			8 credits			

	Required courses			
Group	Group B3 (Laboratory / Recitation)			Group B4 (Information Science Courses)
Course name	Science and Engineering Laboratory			Information Science Courses
	1A	1B	2A	Computer Literacy
Number of credits	First year Spring Semester (3 credits)	Second year Fall Semester (3 credits)	Second year Spring Semester (2 credits)	First year Fall Semester (2 credits)
Specified minimum number of credits	8 credits			2 credits

(I) List of mathematics courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Foundations of Mathematics	2	2							
Mathematics A (Linear Algebra)	4	4							
Mathematics B (Calculus)	4		4						

(II) List of physics courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Fundamentals of Mechanics	2	2							
Fundamentals of Electromagnetism	2		2						

(III) List of chemistry courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
General Chemistry	2	2							

(IV) List of life science courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Bioscience	2	2							

(V) List of laboratory / recitation

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Basic Science and Engineering Laboratory 1A	3		8						
Basic Science and Engineering Laboratory 1B	3			8					
Basic Science and Engineering Laboratory 2A	2				4				

(VI) List of information science courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Computer Literacy	2	2							

8 Group C Courses (Specialized Courses)

Specialized courses are divided into specialized required courses, specialized elective courses, and non-degree courses.

(1) Specialized required courses

These are specialized courses that students belonging to a department in the School of Fundamental Science and Engineering or the School of Creative Science and Engineering must take in order to graduate. Each department specifies which courses students must earn credits from in order to graduate from that department. There are no specialized required courses for students in the School of Advanced Science and Engineering.

(2) Specialized elective required courses

These are specialized courses from which students belonging to a department in the School of Fundamental Science and Engineering or the School of Creative Science and Engineering must choose a certain number of in order to graduate. Each department specifies the possible courses students may select and the total number of credits they must from such courses in order to graduate from that department. There are no specialized elective required courses for students in the School of Advanced Science and Engineering.

(3) Specialized elective courses

Students can take specialized elective courses to earn credits according to their interests. A certain number of specialized elective courses must be taken to graduate. Several departments in the School of Advanced Science and Engineering have courses that they strongly recommend for their undergraduate students. In addition, some departments in the Faculty of Science and Engineering require or strongly recommend certain courses for students hoping to attend a graduate program in the Faculty of Science and Engineering. If you have any questions regarding what specialized electives to register for, please consult your class academic advisor.

Notes on taking Group C courses

- **Courses names including Roman numerals (I, II, or III) and courses that must be taken in a specified order cannot be taken until credits for prerequisite courses are earned.**
- **Courses names including “A,” “B,” and “C” can be taken at the same time.**

9 List of Group C Courses and Requirements for each Department

Department of Mathematics

The Department of Mathematics provides instruction in a wide range of areas in mathematics, such as algebra, geometry, analysis, statistics, and computer science. Our faculty members have research interests in number theory, algebraic geometry, algebraic analysis, differential geometry, topology, partial differential equations, real analysis, variational theory, foundations of mathematics, numerical analysis, and mathematical physics. We also work in close coordination with the Department of Applied Mathematics to enhance our course offerings in areas related to applied mathematics.

Required Group C Courses

To graduate from the Department of Mathematics, students must earn credit for Introduction to Computer Science, Modeling, Research Project B, Research Project C, 22 credits of Group C courses offered by the Department of Mathematics or Department of Applied Mathematics, and a further 35 credits of Group C courses offered by any department participating in the International Program in Science and Engineering. To register for Research Project A, B, C, or D, students must have completed Introduction to Computer Science, Modeling, and all required Group A and B courses.

List of specialized courses for the Department of Mathematics

(I) Specialized required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Computer Science Modeling	2	2							
Research Project B	2		2						
Research Project C	4						2		
Specialized required course total	12	2	2	0	0	0	2	2	0

(II) Specialized elective required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Set and Measure Theory	2			2					
Foundations of Algebra	2			2					
Foundations of Geometry	2				2				
Numerical Analysis	2				2				
Advanced Algebra	2					2		2	
Advanced Geometry	2					2		2	
Advanced Analysis	2					2		2	
Mathematics of Simulation	2					2		2	
Probability and Statistics	2					2		2	
Applied Algebra	2						2		2
Applied Geometry	2						2		2
Applied Analysis	2						2		2
Number Theory	2						2		2
Functional Analysis	2						2		2
Stochastic Processes	2						2		2
Research Project A	2					2			
Research Project D	2								2
Specialized elective required course total	34	0	0	4	4	12	12	10	14

Department of Applied Mathematics

The Department of Applied Mathematics aims to give its students a solid understanding of the fundamentals of mathematics and the ability to apply mathematics to problems in the natural sciences, social sciences, and engineering. For second and third year students we offer courses emphasizing the fundamentals of mathematics. For third and fourth year students, we offer courses that deal with the application of mathematics to areas such as physics and computer science, and economics. In the area of physics, we offer courses such as Thermodynamics and Statistical Mechanics, Electromagnetic Theory, and Mathematical Quantum Mechanics. In the area of computer science, we offer courses entitled Symbolic and Algebraic Computation, Circuit Theory, and Information Theory. We also offer courses that focus on analyzing and modeling social phenomena, such as Introduction to Probability and Statistics, Mathematical Statistics, and Actuarial Science.

Required Group C Courses

To graduate from the Department of Applied Mathematics, students must earn credit for Introduction to Computer Science, Modeling, Research Project B, Research Project C, 22 credits of Group C courses offered by the Department of Mathematics or Department of Applied Mathematics, and a further 35 credits of Group C courses offered by any department participating in the International Program in Science and Engineering. To register for Research Project A, B, C, or D, students must have completed Introduction to Computer Science, Modeling, and all required Group A and B courses.

List of specialized courses for the Department of Applied Mathematics

(I) Specialized required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Computer Science Modeling	2	2							
Research Project B	4		2				2		
Research Project C	4							2	
Specialized required course total	12	2	2	0	0	0	2	2	0

(II) Specialized elective required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Set and Measure Theory	2			2					
Foundations of Algebra	2			2					
Foundations of Geometry	2				2				
Numerical Analysis	2				2				
Advanced Algebra	2					2		2	
Advanced Geometry	2					2		2	
Advanced Analysis	2					2		2	
Mathematics of Simulation	2					2		2	
Probability and Statistics	2					2		2	
Applied Algebra	2						2		2
Applied Geometry	2						2		2
Applied Analysis	2						2		2
Number Theory	2						2		2
Functional Analysis	2						2		2
Stochastic Processes	2						2		2
Research Project A	2					2			
Research Project D	2								2
Specialized elective required course total	34	0	0	4	4	12	12	10	14

Department of Computer Science and Engineering

Our Department provides students with a solid understanding of the fundamental areas of computer science and electrical engineering and opportunities to pursue projects in a number of different areas. We conduct research on hardware (e.g. system LSI design and ultrahigh-performance computer architecture), software (e.g. programming languages, compilers, software engineering, algorithms, artificial intelligence), networks (e.g. Internet, digital broadcasting, satellite broadcasting, multimedia, mobile devices, security, GRID, and ubiquitous networks), and data mining (e.g. information search methods, bioinformatics). We provide lectures to introduce students to the technical knowledge involved in these areas, but knowledge is only one part of what we hope to develop in our students. In addition to technical knowledge, we aim to develop their critical, communication, and leadership skills. Our lectures are structured in a way that helps students acquire these abilities and we encourage students to take courses in other fields to broaden their intellectual horizons.

Required Group C Courses

To graduate from the Department of Computer Science and Engineering, students must earn credit for Introduction to Computer Science, Modeling, Research Project B, Research Project C, 22 credits of Group C courses offered by the Department of Computer Science and Engineering, and a further 35 credits of Group C courses offered by any department participating in the International Program in Science and Engineering. To register for Research Project B, students must have completed Introduction to Computer Science, Modeling, completed all required Group A and B courses, and earned at least 90 credits. To register for Research Project C, students must have completed Research Project B.

List of specialized courses for the Department of Computer Science and Engineering

(I) Specialized required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Computer Science	2	2							
Modeling	2		2						
Research Project B	4						2		
Research Project C	4							2	
Specialized required course total	12	2	2	0	0	0	2	2	0

(II) Specialized elective required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Circuit Theory A	2			2					
Logic Circuits	2			2					
Fundamentals of Programming	2			2					
Mathematical Foundations of Computer Science	2			2					
Algorithms and Data Structures	2				2				
Computer Systems	2				2				
Computer Science and Engineering Laboratory	2					2			
Signal Processing	2					2			
Information Network Systems	2					2			
Research Project A	2					2			
Operating Systems	2						2		
Information Security	2						2		
Research Project D	2								2
Specialized elective required course total	26	0	0	8	4	8	4	0	2

(III) Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Electrodynamics	2				2				
Electronic Circuits	2					2			
Communication Systems	2					2			
Software Engineering	2					2			
Teletraffic Theory	2					2			
Information Theory	2						2		
Transmission Theory	2						2		
Wireless Communication	2						2		
Multimedia Systems	2						2		
Mobile Communications	2						2		
Network Engineering	2							2	
Image Processing	2								2
Specialized elective course total	24	0	0	0	2	8	10	2	2

Department of Modern Mechanical Engineering

The Department of Modern Mechanical Engineering aims to educate engineers who can design technologies that resolve many pressing issues of our time. To educate such engineers, we not only provide students with courses but also the opportunity to engage in a research project. These projects typically involve the design, development, and evaluation of technologies that aim to solve environmental problems, assist with the needs of elderly people and their caretakers, or help alleviate the suffering of those with medical conditions. These projects are not merely an opportunity to learn “technology development”, but an opportunity for “human development” because these projects typically require students to work as a team, which means that they must develop their communication skills. Given the practical nature of technology, we believe that development of these skills can be acquired by actually working together on a project, and that these skills constitute a practical knowledge distinct from scientific knowledge. We provide students with an opportunity to acquire both kinds of knowledge by offering lecture classes and a chance to be involved in a research project. We believe that such education is necessary to develop engineers who can respond quickly, effectively, and imaginatively to the problems of today and the future.

Required Group C Courses

To graduate from the Department of Modern Mechanical Engineering, students must take Introduction to Computer Science, Modeling, Graduation Thesis A, Graduation Thesis B, and earn 20 more credits of Group C courses offered by the Department of Modern Mechanical Engineering, and complete a further 34 credits of Group C courses offered by any department participating in the International Program in Science and Engineering. To register for Graduation Thesis A, students must complete all required Group A and B courses and have earned 20 credits from the Department of Modern Mechanical Engineering before entering their fourth year. To register for Graduation Thesis B, students must have completed Graduation Thesis A.

List of specialized courses for the Department of Modern Mechanical Engineering

(I) Specialized required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Computer Science Modeling	2	2							
Graduation Thesis A	2		2						
Graduation Thesis B	3							⊙	
Specialized required course total	3							⊙	⊙
Specialized required course total	10	2	2					⊙	⊙

(II) Specialized elective required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Visual Thinking	2		2						
Environmental Impact Assessment and Technology for Environment A	2			2					
Mechanical Design A	2			2					
Fundamentals of Robotics A	2			2					
Environmental Management A	2			2					
Environmental Science A	2			2					
Environmental Impact Assessment and Technology for Environment B	2				2				
Mechanical Design B	2				2				
Fundamentals of Robotics B	2				2				
Environmental Management B	2				2				
Environmental Science B	2				2				
Fluid Dynamics A	2				2				
Fluid Dynamics B	2					2			
Seminar A	2				2				
Seminar B	2					2			
Seminar C	2						2		
Mechatronics Laboratory A	2				4				
Mechatronics Laboratory B	2					4			
Engineering Practice A	2				4				
Engineering Practice B	2					4			
Engineering Practice C	2						4		
Mechanical Engineering Laboratory A	2						4		
Mechanical Engineering Laboratory B	2							4	
Specialized elective required course total	46	0	2	10	22	12	10	4	0

(III) Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Resources Processing and Recycling	2					2			
Earth and Environmental Science	2					2			
Project Management	2						2		
E-business, Technology, and Legal Affairs	2			2					
Building Environment	2					2			
Introduction to Water Engineering	2	2							
Civil and Environmental Engineering A	2		2						
Fundamentals of Urban Studies and Planning A	2					2			
Applied Mathematics for Engineers	2				2				
Soil Mechanics	2			2					
Hydraulics A	2			2					
Materials and Structures A	2			2					
Specialized elective course total	24	2	2	8	2	8	2	0	0

Department of Civil and Environmental Engineering

Through its education and research, the Department of Civil and Environmental Engineering aims to provide the basis to transform current human society into a sustainable society. Our faculty has research interests in three main areas: infrastructure, environment and disaster prevention, and urban planning and management. In the area of infrastructure, three research groups focus on structural mechanics and structural design and one research group focuses on concrete engineering. In the area of environment and disaster prevention, there is one research group in each of the following five sub-areas: coastal engineering, water environmental engineering, river engineering, soil mechanics, and soil and foundation engineering. In the area of urban planning and management, there is one research group in each of the following three sub-areas: city planning, transportation planning, and landscape and design.

Required Group C Courses

To graduate from the Department of Civil and Environmental Engineering, students must take Graduation Thesis A, Graduation Thesis B, earn 22 other credits of Group C courses offered by the Department of Civil and Environmental Engineering, and complete a further 32 credits of Group C courses offered by any department participating in the International Program in Science and Engineering. To register for Graduation Thesis A, students must earn 8 or more credits from courses in Group A and 24 or more credits from courses in Group B and 18 or more credits from elective required courses in Group C, and all credits of required courses in Group C from the Department of Civil and Environmental Engineering before entering their fourth year. Also students must earn at least 110 credits in total, and in addition, have completed all the lab work and exercise courses allocated for first to third year students to register for Graduation Thesis A. To register for Graduation Thesis B, students must have completed Graduation Thesis A.

List of specialized courses for the Department of Civil and Environmental Engineering

(I) Specialized required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Computer Science Modeling	2	2							
Graduation Thesis A	2		2						
Graduation Thesis B	3							⊙	
Specialized required course total	3							⊙	⊙
Specialized required course total	10	2	2	0	0	0	0	⊙	⊙

(II) Specialized elective required courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Introduction to Water Engineering	2	2							
Civil and Environmental Engineering A	2		2						
Civil and Environmental Engineering B	2			2					
Soil Mechanics	2			2					
Hydraulics A	2			2					
Hydraulics B	2				2				
Materials and Structures A	2			2					
Materials and Structures B	2				2				
Applied Mathematics for Engineers	2				2				
Geotechnical Engineering	2				2				
Fundamentals of Urban Studies and Planning A	2					2			
Fundamentals of Urban Studies and Planning B	2						2		
Laboratory Work on Structures	1					1			
Laboratory Work on Concrete	1						1		
Laboratory Work on Hydraulics and Water Quality Laboratory	1						1		
Specialized elective required course total	27	2	2	8	8	3	4	0	0

(III) Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
E-business, Technology, and Legal Affairs	2			2					
Environmental Impact Assessment and Technology for Environment A	2			2					
Mechanical Design A	2			2					
Fundamentals of Robotics A	2			2					
Environmental Management A	2			2					
Environmental Science A	2			2					
Resources Processing and Recycling	2					2			
Earth and Environmental Science	2					2			
Building Environment	2					2			
Project Management	2						2		
Specialized elective course total	20	0	0	12	0	6	2	0	0

Department of Physics

The Department of Physics focuses its education and research activities in the fields of particle physics / astrophysics, solid-state (condensed-matter) physics, and biophysics. We aim to provide students with a solid understanding of fundamental physics as well as introduce them to areas at the forefront of research. Our department works in close cooperation with the Department of Applied Physics. In addition to the course offerings in our department, we encourage students to take courses in the Department of Applied Physics, especially if they are interested in applying their knowledge of physics towards the development of new technologies.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Physics, but they are strongly recommended to complete courses according to the following guidelines. First, they should complete all of the following Group C courses offered by Department of Physics or Department of Applied Physics: Modern Physics A; Classical Physics A, B; Thermal Physics A, B; and Mathematical Methods for Physics A, B. Second, they should complete four out of seven of the following Group C courses offered by the Department of Physics or Department of Applied Physics: Modern Physics B; Materials Physics A, B; Physics-based Engineering A, B; and Biophysics A, B. A student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Physics

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

Department of Applied Physics

The Department of Applied Physics aims to develop individuals who possess a thorough knowledge of physics and are able to apply that knowledge towards the development of new technologies. To this end, the department's curriculum is intended to give students a solid training in the fundamentals of physics and applied mathematics. Equipped with this training, students are able to pursue further studies in fields such as solid-state physics, optics, electrical engineering, and computer science. For their graduation theses, students carry research projects that draw upon their knowledge of physics and laboratory skills. In addition to projects in the Department of Applied Physics, students who are interested in fundamental physics may carry out research projects in the Department of Physics.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Applied Physics, but they are strongly recommended to complete courses according to the following guidelines. First, they should complete all of the following Group C courses offered by the Department of Physics or Department of Applied Physics: Modern Physics A; Classical Physics A, B; Thermal Physics A, B; and Mathematical Methods for Physics A, B. Second, they should complete four out of seven of the following Group C courses offered by the Department of Physics or Department of Applied Physics: Modern Physics B; Materials Physics A, B; Physics-based Engineering A, B; and Biophysics A, B. A student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Applied Physics

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

Department of Chemistry and Biochemistry

Chemistry is a field that studies syntheses, reactions, and functions of substances at the molecular level. Although it has produced many useful substances such as medicines, synthetic fabrics, plastics, and other functional materials, some of these substances have been found to cause diseases and environmental pollution. The major challenge for chemistry in the twenty-first century is to provide the theoretical and experimental foundations for the development of substances and technologies that are useful and environmentally safe. The Department of Chemistry and Biochemistry educates individuals to become scientists who are capable of bringing deep insights to deal constructively with this challenge.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Chemistry and Biochemistry, but they are strongly recommended to complete courses according to the following guidelines. First, they should complete two out of four Group C courses offered by the Department of Chemistry and Biochemistry (Inorganic Chemistry, Organic Chemistry, Physical Chemistry, and Biochemistry). Second, they should complete three laboratory Group C courses offered by the Department of Chemistry and Biochemistry (Physical Chemistry Laboratory, Inorganic and Analytical Chemistry Laboratory, and Organic Chemistry Laboratory). Although Graduation Thesis A and Graduation Thesis B are not required for graduation, students wishing to write a thesis must complete courses according to the guidelines noted above. A student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Chemistry and Biochemistry

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

Department of Applied Chemistry

The Department of Applied Chemistry has a history dating back nearly a century and thus has a rich store of admirable traditions. The education and research in our department aims at developing highly functional materials and innovative chemical processes. We are also engaged in interdisciplinary research involving areas such as materials science, biology, medicine, and environmental science. The undergraduate curriculum provides students with a solid foundation in the major areas of applied chemistry (organic chemistry, inorganic chemistry, physical chemistry, analytical chemistry, and chemical engineering). In addition, our curriculum requires students to learn about risk management and ethical issues involved in science. Through such a curriculum, we aim to educate students who can become active members of the chemistry community. Thus, graduating from our department opens a gateway to graduate study as well as to many professions related to chemical engineering, environmental science, biotechnology, and nanotechnology.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Applied Chemistry. Students may choose to write a thesis, but in that case they must complete two sets of requirements before taking Graduation Thesis A and Graduation Thesis B. First, they must complete seven out of eleven of the following Group C courses offered by the Department of Applied Chemistry or the Department of Chemistry and Biochemistry: Inorganic Chemistry, Organic Chemistry, Physical Chemistry, Biochemistry, Introduction to Chemistry and Biochemistry, Introduction to Applied Chemistry, Introduction to Industrial Chemistry, Fundamentals of Chemical Engineering, Fundamentals of Materials Chemistry, Green and Sustainable Chemistry, and Analytical Chemistry. Second, they must complete three out of four of the following Group C laboratory courses offered by the Department of Chemistry and Biochemistry or the Department of Life Science and Medical Bioscience: Physical Chemistry Laboratory, Inorganic Analytical Chemistry Laboratory, Organic Chemistry Laboratory, and Biomedical Science Laboratory. Including the above, a student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Applied Chemistry

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

Department of Life Science and Medical Bioscience

The Department of Life Science and Medical Bioscience draws upon molecular biology and bioengineering to elucidate our understanding of biological phenomena and develop new biomedical technologies. Since our research involves many fields, including physics, chemistry, biology, medical science, and engineering, it possesses a highly interdisciplinary character. Our undergraduate curriculum also reflects this character by requiring students to gain a solid foundation in both science and engineering. Such a background, we believe, will enable students to become scientists and engineers who can meet the biomedical demands of the future.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Life Science and Medical Bioscience, but they are recommended to take the following Group C courses offered by the Department of Life Science and Medical Bioscience: 「Life Science and Medical Bioscience Seminar」, 「Molecular Cell Biology A」, 「Life Science and Medical Bioscience Laboratory」, 「Bioscience and Nanotechnology」, and 「Molecular Cell Biology B」. A student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Life Science and Medical Bioscience

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

Department of Electrical Engineering and Bioscience

With the growth in importance of areas such as environmental energy, nanotechnology, optical electronics, and biomedical engineering, there has arisen a need for individuals with a dual background in electrical engineering and bioscience. Our department aims to answer that need by educating individuals who possess such a dual background and by conducting research that bridges those two areas. We encourage students to develop a program of study that suits their specific interests while maintaining familiarity with both electrical engineering and bioscience. Through such a curriculum, we hope to inculcate students with a multidisciplinary perspective.

Required Group C Courses

There are no specific Group C courses that students must complete to graduate from the Department of Electrical Engineering and Bioscience. A student must earn a total of 69 credits of Group C courses offered by any department participating in the International Program in Science and Engineering.

List of specialized courses for the Department of Electrical Engineering and Bioscience

Specialized elective courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Graduation Thesis A	4							⊙	
Graduation Thesis B	4								⊙
Modern Physics A	2			2					
Modern Physics B	2					2			
Materials Physics A	2				2				
Materials Physics B	2						2		
Physics-based Engineering A	2						2		
Physics-based Engineering B	2							2	
Classical Physics A	2			2					
Classical Physics B	2				2				
Biophysics A	2						2		
Biophysics B	2							2	
Thermal Physics A	2				2				
Thermal Physics B	2					2			
Mathematical Methods for Physics A	2			2					
Mathematical Methods for Physics B	2				2				
Green Materials Science	2	2							
Inorganic Chemistry	2			2					
Organic Chemistry	2			2					
Physical Chemistry	2				2				
Biochemistry	2				2				
Introduction to Chemistry and Biochemistry	2					2			
Physical Chemistry Laboratory	3					2			
Inorganic Analytical Chemistry Laboratory	3						2		
Organic Chemistry Laboratory	3						2		
Bioscience and Nanotechnology	2				2				
Introduction to Applied Chemistry	2			2					
Introduction to Industrial Chemistry	2				2				
Fundamentals of Chemical Engineering	2			2					
Fundamentals of Materials Chemistry	2					2			
Green and Sustainable Chemistry	2						2		
Field work in Research Institutions and Industry	2				2				
Analytical Chemistry	2					2			
Life Science and Medical Bioscience Seminar	2					2			
Molecular Cell Biology A	2			2					
Molecular Cell Biology B	2				2				
Life Science and Medical Bioscience Laboratory	6				4				
Intermediate Electromagnetism	2			2					
Vector Analysis	2			2					
Introduction to Solid State Physics	2				2				
Power Systems Engineering	2					2			
Mathematical Programming	2						2		
Electric Power Circuits	2						2		
Frontiers of Device Engineering	2						2		
Specialized elective course total	99	2	0	20	26	16	18	⊙	⊙

10 Group D Courses (Independent Studies)

In addition to credits for courses provided by this school, you can take independent studies courses to earn up to 4 credits, which count toward the credits needed for graduation.

Volunteer

This course requires students to submit an activity report and a report describing achievements for welfare activities, disaster relief activities, or other social activities related to human rights, peace, the environment, or other deep problems of human society in which they were involved for their own motives in the previous year. These two reports are graded and students are given credit for the course depending on the report grades.

For volunteer activities in which you were involved in 2011, for example, you are to register this course in April 2012, and to earn the 2 credits for that Group D course if your reports receive a passing grade.

Internship

This course provides an opportunity for students to experience, in a related company or research institution during summer or spring holidays, what they have studied in specialized courses of their department is used in actual production sites.

Students are graded comprehensively according to reports from companies or institutions to which they were sent, their reports or presentations, and other results. This course includes overseas training too.

(Note) To take this course, you must submit an Application for Internship Participation to the Office of the Faculty of Science and Engineering in advance. By submitting this application, accidents during your internship period are covered by the Student Disaster / Injury Insurance, in which all regular students of Waseda University are enrolled (death benefit or permanent disability indemnity). If you have a “Student Visa”, please make sure that the work demands of the internship does not violate the terms of your visa.

As a rule, those who participate in this internship program are required to buy the Student Education Research Responsibility for Compensation Insurance, an insurance that compensates those insured for damages in case they have injured others or caused property damage during the internship activities approved by the university.

List of independent studies courses

Course name	Number of credits	Number of hours per week							
		First year		Second year		Third year		Fourth year	
		Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester
Volunteer	2			⊙	⊙				
Internship	2					⊙	⊙		

11 Courses Provided by Other Programs, Departments, Schools, or Faculties

For courses that are categorized as courses of other programs, departments, schools, and faculties, the credits earned for these courses can be applied toward credits required for graduation up to the upper limit shown in "Table 1".

Please note that you are not allowed to take any course that either has the same name or provides the same content as a course in your home department.

In principle, you are not allowed to take laboratory work, field work, seminars or drafting work, Bachelor's thesis, or graduation research at other programs, departments, schools, or faculties

Table 1: Credit categories for courses taken outside of your own course and department

Course Type	Counted as
(1) IPSE courses offered by sub-programs other than one's home sub-program	Group C elective courses. Counted towards graduation without an upper credit number limit.
(2) Non-IPSE "Group C" courses offered by any department in FSE (<i>note: Non-IPSE means existing regular programs taught mostly in Japanese</i>)	Group C elective courses. Counted towards graduation without an upper credit number limit.
(3) Non-IPSE "Group A or B" courses offered by any department in FSE	"Number of credits you can earn freely from Groups A to D or other courses" (see Section 5 "Course Groups" of Chapter III of the "Handbook"). Counted towards graduation with an <u>upper credit number limit of 16.</u> <i>*English language courses in non-IPSE cannot be taken by IPSE students.</i>
(4) Courses offered by Schools belonging to Faculties other than FSE	"Number of credits you can earn freely from Groups A to D or other courses" Counted towards graduation without an upper credit number limit.
(5) Japanese language courses offered by the Center for Japanese Language (CJL)	"Number of credits you can earn freely from Groups A to D or other courses." Counted towards graduation without an upper credit number limit.
(6) Courses offered by Open Education Center (Non-FSE body) [1]	Non-degree courses (not counted as credits towards graduation)
(7) Courses offered by Media Network Center (MNC: Non-FSE body) [2]	Non-degree courses (not counted as credits towards graduation)
(8) Courses offered by Center for International Education (Non-FSE body) [3]	Non-degree courses (not counted as credits towards graduation)

[1] Open Education Center (URL: <http://www.waseda.jp/open/>)

The Open Education Center provides courses in a variety of fields completely different from fields or majors you learn in your school and these courses can be taken by students of all schools. Please note, however, that most courses are conducted in Japanese.

[2] Media Network Center (URL: <http://www.waseda.jp/mnc/index-j.html>)

The Media Network Center is an organization independent of schools intended to develop research, education, and computing environments responding to an information society, and provides open courses related to information for all students of the university. Please note, however, that most courses are conducted in Japanese.

[3] Center for International Education (URL: <http://www.waseda.jp/cie/index-j.html>)

The Center for International Education provides courses in Beijing for students studying abroad through the Double Degree Program with Peking University or the TSA Program, and courses provided jointly with Harvard University for Japanese students who returned to Japan after studying abroad through the TSA/ISA Program.

12 How to Obtain a Teacher's License

To become a junior high school or high school teacher (hereinafter referred to as a “teacher”), you must obtain a teacher’s license. To obtain a teacher’s license, you must take “curricular courses,” “pedagogical courses” (provided by the School of Education), and “curricular or pedagogical courses” in addition to the credits needed for graduation.

Students who want to obtain a teacher’s license **should read the Guide to Teacher Training Program issued by the Teacher Training Program of the School of Education of Waseda University thoroughly, and take required courses conducted in Japanese in a well-planned manner from the first year.** As a rule, take curricular courses according to the list of curricular courses for your department. Classes of pedagogical courses are provided in the School of Education (Waseda Campus). So always check the course registration schedule or other notices posted by the School of Education.

Shown below are the types of teacher’s licenses that you can obtain in this school:

Types of teacher's licenses that can be obtained in different departments

Department	Type of teacher's license	
	Junior high school teacher of class 1	High school teacher of class 1
Department of Mathematics	Mathematics	Mathematics Information
Department of Applied Mathematics	Mathematics	Mathematics Information
Department of Computer Science and Engineering	Mathematics	Mathematics Information
Department of Modern Mechanical Engineering	Science	Science
Department of Civil and Environmental Engineering	Science	Science
Department of Physics	Science Mathematics	Science Mathematics
Department of Applied Physics	Science Mathematics	Science Mathematics Information
Department of Chemistry and Biochemistry	Science	Science
Department of Applied Chemistry	Science	Science
Department of Life Science and Medical Bioscience	Science	Science
Department of Electrical Engineering and Bioscience	Science Mathematics	Science Mathematics Information

13 Registration of Courses to Take

(1) Selection and registration

Students must register (apply for and confirm the registration of) courses to take for that year during the specified course registration period.

In selecting courses, read this Handbook, the syllabus on the web, the Course Registration Guide, etc. thoroughly, set your own learning targets, and be sure that your schedule is not too tight. Consult your class academic advisor or receive his/her guidance, as needed, so that you can select appropriate courses. For details about how to register courses, read the documents handed out in the beginning of the year. Be careful not to register the wrong courses or fail to register courses to take.

To attend courses provided by other schools or departments, refer to “III-12 Courses Provided by Other Departments, Schools, or Faculties.”

Syllabus on the web <https://www.wnz.waseda.jp/syllabus/epj3011.htm?pLng=en>

(2) Prohibition of attending courses not registered

You are not allowed to attend courses that you have not registered. You cannot earn credits if you attend courses that you have not registered or take examinations of such courses.

(3) Prohibition of changing courses once registered

Once registered, you are not allowed to change or cancel courses outside of the designated period. Register courses carefully in person. Confirm the results of registration without fail.

14 Class Time Slots

The class time slots of Waseda University are as follows:

Period	1	2	3	4	5	6	7
Time	9:00	10:40	13:00	14:45	16:30	18:15	19:55
	—	—	—	—	—	—	—
	10:30	12:10	14:30	16:15	18:00	19:45	21:25

15 Examinations

Examinations include regular (Fall and Spring semester) examinations, report examinations, and in-class examinations.

Regular examinations are conducted during the Fall semester and Spring semester examination period. The time slots for these examinations may be different from the usual class period.

When taking examinations, keep the following in mind:

- (i) Keep an eye on the time slots of regular examinations and other information on examinations, which may be provided after time slots are announced, posted in the main gate bulletin board and the websites of the Office of the Faculty of Science and Engineering.
- (ii) The date and time or the place when or where an examination of a course is conducted may differ depending on the student number, class, or department.
- (iii) If examinations of courses you are to take are conducted in the same time slot, ask the Office of the Faculty of Science and Engineering for instructions.
- (iv) Carry your student identification card with your signature on the signature space of the surface, and put it at the edge of your desk when taking an examination. If you fail to carry your student identification card with you, you may not be able to take examinations. If you lose your student identification card, you have to get a card reissued.
- (v) In examination rooms, follow the directions of test administrators. To check the seating of students, a seating list may be used. Put your student number and name in your seat in a seating list and pass the list to the next student if a direction is given.
- (vi) Write your name and student number clearly on the answer sheet.
- (vii) You are allowed to enter an examination room up to 20 minutes after an examination has begun. You are allowed to leave an examination room after 30 minutes has elapsed since the beginning of the examination.
- (viii) If you cannot take an examination because of an unavoidable reason, such as a bereavement, a hospital admission due to an illness or an accident, or a doctor's recommendation to stay at home, an alternative measure for the examination may be taken. Immediately submit a certificate of a public organization or a medical certificate to the instructor in charge, and ask about an alternative measure.

- (ix) Under School Regulations, those caught cheating in an examination are suspended and stripped of credits from all taken during that semester. Submit the answer sheet rather than leave with it even if you cannot give answers. Leaving with an answer sheet is treated as cheating.

16 Notes on Preparing Reports or Theses

Using all or part of text written by others or materials from a book, a website, or other publications in a report, thesis, etc. without mentioning the source constitutes fraudulent use or plagiarism, and is punished.

The general rule in quoting or referring to others' sentences or materials when offering your opinions is to specify the quoted part with quotation marks or in other ways and to give the source (specify the author's name, title, page, publisher, and year of publication, or the website address and the date of access) correctly. However, quotations should be minimized because quoting a large part of a book or website requires approval of the author for quotation or reprint.

17 Posting of Grades

Grades are announced on the Waseda-net portal on a date specified for each semester. Check the date of grade announcement in the websites or bulletin board of the Office of the Faculty of Science and Engineering.

Grades are indicated by A+, A, B, C, and F. A+ to C are passing grades, and F is a failing grade. In addition to these grades, symbols H, S, and * are used in a grade report.

H... Means that the grade for the course is on hold. You may be instructed to submit an assignment, etc. by the instructor in charge. So check the bulletin board or instructions of the instructor. If you do not follow instructions of the instructor, the grade F is given automatically when the year ends.

S.... Given to a failed specialized required course, which you can take in the next year along with another course given in the same time slot of the same day of a week.

*.... Means that you have registered that course, but the instructor in charge has not given grades for the course.

Grade	A+	A	B	C	F	H	S
Score	100 - 90	89 - 80	79 - 70	69 - 60	59 -		
Transcript	A+	A	B	C	No indication		
Judgment	Pass				Fail		

18 Examination for Department Transfer

All the undergraduate programs in the Faculty of Science and Engineering are designed as four-year programs. Most students choose to study in the department that they entered, but it is possible to transfer to another department. If you desire to transfer to another department, you may apply to take a department transfer examination.

Students in the School of Fundamental Science and Engineering have two opportunities to apply to take the department transfer examination. The first opportunity is at the end of the first year. You may apply to transfer to any department participating in IPSE. If you pass this examination, you will enter your chosen department as a second-year student. The second opportunity is at the end of the second year. Please note, however, that this time you may only apply to departments participating in IPSE that belong to the School of Fundamental Science and Engineering. If you pass this examination, you will enter your chosen department as a third-year student.

Students in the School of Creative Science and Engineering or the School of Advanced Science and Engineering have one opportunity to apply to take the department transfer examination. This opportunity is at the end of the first year. At this time you may apply to transfer to any department participating in IPSE. If you pass this examination, you will enter your chosen department as a second-year student.

For details regarding the application, procedures, and eligibility for department transfer, please see the site below:

http://www.sci.waseda.ac.jp/admission/english/visitor/applicants/G30_tenka.html

Student Life

- 1 Compass (Online student Life Manual) & International Students' Handbook
- 2 Faculty of Science and Engineering Website
- 3 Student Number
- 4 Student Consultation
- 5 Advancement to Graduate School
- 6 Employment
- 7 Student Identification Card
- 8 Issuance of Various Certificates
- 9 Changes in the School Register
- 10 Scholarships and Tuition Support Scheme
- 11 Rules on use of Bulletin Boards
- 12 Use of Classrooms and Common Seminar Rooms
- 13 Extracurricular Activities
- 14 Safety Management
- 15 Study Abroad
- 16 Nonsmoking Campus
- 17 Ban on Commuting by Bicycle, Motorcycle or Car
- 18 Science and Engineering Library and Students' Reading Room
- 19 Computer Rooms
- 20 Experiment Facilities
- 21 Health Support Center
- 22 Transportation Strikes and Classes
- 23 Contingency Measures Due to Severe Weather
- 24 Granting of Special Consideration to Students on Bereavement Leave

1 Compass (Online Student Life Manual & International Students' Handbook)

Compass (Online Student Life Manual)

While this Handbook provides a guide to learning at the Faculty of Science and Engineering, the Compass (online student life manual) provides a guide to school life at Waseda University. The address of the website is: <http://www.waseda.jp/student/compass/index-e.html>

International Students' Handbook

The International Students' Handbook lists the services and programs available at Waseda University for international students. It also contains important information on daily life in Japan such as immigration procedures. The handbook is distributed for free at the International Students' Orientation held by the Center for International Education. It is also available at: <http://www.cie-waseda.jp/lifeatwaseda/img/pdf/handbook.pdf>

2 Faculty of Science and Engineering Website

The website of the Faculty of Science and Engineering provides various information regarding admission procedures, academic matters, and student affairs. The address of the website is: <http://www.sci.waseda.ac.jp/english/index.html>

3 Student Number

A student number is assigned to every student when he/she is enrolled. It is an 8-digit number. The first 2 digits represent the school code and the next 2 digits represent the year of enrollment (the last 2 digits of the year). The letter “G” in the next position indicates that the student is an IPSE student.

For the School of Fundamental Science and Engineering, the last 3 digits represent the student number in the school. For the School of Creative Science and Engineering and the School of Advanced Science and Engineering, the 6th digit represents the department code (refer to “Department codes”) and the last 3 digits represent the student number.

A check digit (CD) is added after each student number, which is used when it is entered into a computer. A CD is added to prevent errors during number entry into a computer.

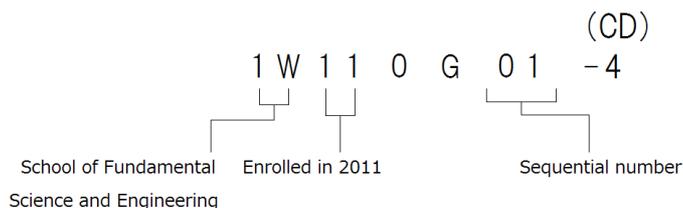
<School Codes>

1W	School of Fundamental Science and Engineering
1X	School of Creative Science and Engineering
1Y	School of Advanced Science and Engineering

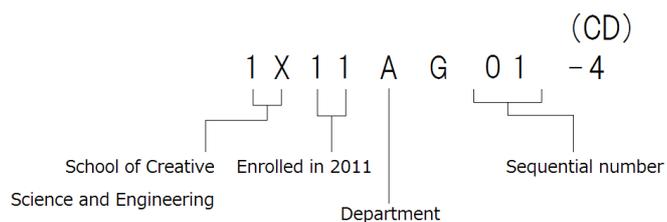
<Department Codes>

School of Creative Science and Engineering	
A	Department of Architecture
B	Department of Modern Mechanical Engineering
C	Department of Industrial and Management Systems Engineering
D	Department of Civil and Environmental Engineering
E	Department of Resources and Environmental Engineering
School of Advanced Science and Engineering	
A	Department of Physics
B	Department of Applied Physics
C	Department of Chemistry and Biochemistry
D	Department of Applied Chemistry
E	Department of Life Science and Medical Bioscience
F	Department of Electrical Engineering and Bioscience

(School of Fundamental Science and Engineering)



(School of Creative Science and Engineering and School of Advanced Science and Engineering)



4 Student Consultation

(1) Office of the Faculty of Science and Engineering

The office provides consultation on all academic matters including course registration, classes, examinations, grades, enrollment (leave of absence, studying abroad, withdrawal, etc.), classroom reservations, and scholarships. The office also manages LOST and FOUND articles. If you have questions about any of these matters, contact the office as needed.

Contact Information:

[Address] 3-4-1 Okubo, Shinjuku-ku, Tokyo 169-8555
(1st floor, Bldg.No. 51, Nishi-Waseda Campus)
[Tel / Fax] 03-5286-3002 / 03-5286-3500
[E-mail] soumu@sci.waseda.ac.jp (General Affairs Section)
gakumu@sci.waseda.ac.jp (Academic and Student Affairs Section)
[URL] <http://www.sci.waseda.ac.jp/english/index.html>

Office hours and holidays:

Monday through Saturday: 9:00 to 17:00

* The office is closed between 12:30 and 13:30 on Saturdays and during no class periods.

Holidays: Saturdays during the summer and winter holiday periods, Sundays, national holidays, anniversary of the university founding (October 21), summer school closure (August 9 to 13) and winter school closure (December 29 to January 5)

(Note) Office processing may take longer during the summer and winter holiday periods than during the normal business hours.

(2) Class Academic Advisor

A class academic advisor system has been established to allow a class academic advisor to provide advice or guidance to you on school life. Those who wish to communicate with faculty member or want to receive advice from them about your study or private life should use this system to have a more meaningful school life. For more details, refer to the Course Registration Guide and the websites of the Faculty of Science and Engineering (<http://www.sci.waseda.ac.jp/office/career/classtannin.html>). If you want to have a meeting with an advisor, make a reservation with the *kenkyushitsu* (faculty lab).

How to contact part-time lecturers

Contact information (addresses, telephone numbers, etc.) of part-time lecturers are not made public. To contact a part-time lecturer, put necessary documents in an envelope with the lecturer's name and your address and name, put a stamp, seal the envelope, and bring it to the *Kyoinshitsu* (faculty room, Building No. 51, 2nd floor).

* You can check the room numbers of *kenkyushitsu* (faculty labs) or e-mail addresses of full-time faculty in the syllabus or websites.

(3) Center for International Education (CIE)

The Center for International Education (CIE) provides various supports for international students. Contact the CIE office whenever you have questions or concerns about living in Japan.

Contact Information:

[Address] 1-7-14 Nishi-Waseda, Shinju-ku, Tokyo 169-0051 (4th floor, Bldg.No. 22, Waseda campus)
[Tel / Fax] 03-3207-1454 / 03-3202-8638
[E-mail] cie@list.waseda.jp
[URL] <http://www.waseda.jp/cie/index-e.html>
[Office hours] Monday through Saturday 9:00 – 17:00

(4) Harassment Prevention Office

A consultation service is provided, with which students or teaching staff victimized by sexual harassment (sexual words or actions), academic harassment (words or actions related to study, education or research) or power harassment (words or actions from a position of power or an official position) can lodge a complaint or receive counseling about the harassment without anxiety. When a complaint about harassment is filed, effective measures including strict punishments are taken based on appropriate investigations and careful procedures. Special heed is paid to respecting the privacy and confidentiality of those involved in the harassment, including the persons concerned, those who are responsible for supervision or guidance, and other relevant persons.

Harassment Q&A

Q. What is harassment?

A. Harassment is remarks or actions that make others feel disadvantaged or discomforted, and/or violations of dignity based on sex, social status, race, nationality, beliefs, age, occupation, physical disabilities and other such attributes, or about overall personal character. There are various forms of harassment in the university context: sexual harassment; academic harassment related to study, education, and/or research; and power harassment on the basis of superior status or job-related position.

Q. Why is harassment an issue?

A. Harassment is a violation of human rights. A casual act or remark may cause unbearable pain and suffering for the other person. It is not unusual for this to disrupt daily life. It is important to put yourself in the other person's shoes and have high awareness. In order to do so, knowledge and understanding of the issues is necessary. To this end, the Harassment Prevention Committee has established Harassment Prevention Guidelines, developed countermeasures, and made information readily available through pamphlets and a website. Please utilize these resources.

URL for the Harassment Prevention Committee
<http://www.waseda.jp/stop/>

Q. In what kinds of situations do students encounter harassment?

A. Sadly, academic/sexual harassment may occur in courses, lectures or seminars; sexual harassment and power harassment may occur in student clubs and activities.

Q. Can students be the aggressor?

A. Yes. Repeated sexual comments at student club parties, forcing others to drink, aggressively pursuing someone to the point that they feel uncomfortable and other such situations can be considered sexual or power harassment.

Q. If I am harassed, where can I go for advice?

A. Please consult the Harassment Prevention Office. See below for details regarding hours, methods, contact info, etc.

Q. What can the Harassment Prevention Office do for me?

A. A specialist consultant will listen to details regarding the case. In many cases, resolution can be brought about at this stage. If specific action against the aggressor is desired, the Grievance Committee will determine whether or not to file a complaint. If a complaint is filed, the persons concerned will be interviewed and appropriate resolution of issues will be sought. Strict confidentiality and the prevention of revenge are guaranteed. Please feel secure in requesting a consultation. External advisory offices are also introduced on the website.

Q. I'm not sure if it is harassment but is it OK to ask for advice? Maybe I should just put up with it.

A. Feelings differ quite a bit from person to person, so even if another person may not feel that it is harassment, the actual individual's subjective feelings are important. Please come to the Harassment Prevention Office for advice.

Q. A friend has come to me for advice. What should I do?

A. If a friend consults you, please listen to them seriously and sympathetically. Advise them to consult a specialist such as the Harassment Prevention Office in order to deal with the issue appropriately.

Consultation Desk: Harassment Prevention Office

Consultations can be made by phone, email, fax, or letter. Anonymous consultation is possible before coming to the office. Please book an appointment by phone when coming to the office.

【TEL】 03-5286-9824 A telephone answering available

【Fax】 03-5286-9825

【E-mail】 stop@list.waseda.jp

【URL】 <http://www.waseda.jp/stop/>

【Hours】 Mon~Fri 9:30-17:00

【Office Location】 2F Bldg 24-8, Waseda University, 1-104, Totsuka-machi Shinjuku-ku, Tokyo

5 Advancement to Graduate School

The 5-year doctoral course of the graduate school is divided into a 2-year master's program, and a 3-year doctoral program.

To complete the master's program, you have to attend the graduate school for 2 years or longer, earn a specified number of credits, receive required research instruction, and pass a master's thesis screening and a final examination. When you complete the master's program, you are granted a master's degree in engineering or in science. However, students who show outstanding research achievements only have to attend the program for 1 year or longer with the approval of the Graduate School Steering Committee.

For details on applying to the master's program, please contact the Office of the Faculty of Science and Engineering.

6 Employment

(1) Job hunting

Science and engineering students can apply to companies for a job under two different systems: the open application system and the recommendation system. The open application system allows students to apply directly to companies for a job according to job postings by companies. The recommendation system, a unique job application style for science and engineering students, is based on requests from companies to recommend applicants and, in response, the university (undergraduate schools, departments, etc.) recommends students. Companies may specify a department or a quota, so the university (undergraduate schools, departments, etc.) will ask for interested students and decide which individuals to recommend. A selection process is conducted if the number of applications exceeds the quota. For more details, refer to the career advisors of your department.

(2) Career advisors' guidance

Each department has career advisors who provide career guidance for graduating students. They provide appropriate and necessary guidance or advice on job hunting or going on to graduate school.

Students must report their job hunting activities to career advisors, including any informal job offers ("*Naiter*").

(3) Career Center

The Career Center in the Toyama Campus provides a wide variety of services ranging from how to go about job-hunting in Japan to supporting applications for a "job-hunting visa". The Career Center also periodically sends out emails of job listings for foreign students. To be placed on the mailing lists for this information, please send an email to career@list.waseda.jp with stating your full name and student ID number.

<Major activities>

- **Career workshop** (career experts give lectures on such topics as relationship between society and career planning.)
- **Other events to support career building** (events to communicate with working people including alumni.)
- **Career support events** (career guidance, workshops to learn about industries, seminars to learn manners, and mini-seminars on job hunting.)
- **Company and recruitment information** (through "Career Compass" in Waseda-net portal)
- **Introduction of internships and related seminars**
- **Visa application support ("job-hunting" visa)**

Contact Information:

[Address] 3rd floor of the Student Union Building, Building No. 30 in the Toyama Campus

[Tel] 03- 3203- 4332

[E-mail] career@list.waseda.jp

[URL] <http://www.waseda.jp/career/>

[Office hours] Weekdays: 9:00 – 18:00 Saturday: 9:00 – 17:00

(4) Career Information room

- (i) Job-postings (cards) for science and engineering students, company profiles and other materials are available in the career information room located in the Building 61, International Student Lounge and Career Information Room.
- (ii) In the Career Information Room in Building 61, you can get information on recruiting (mainly for humanities students), various companies, and government and municipal offices, and find reference books to study industries or companies, information magazines, job hunting experience notes from your senior schoolmates and other materials.

7 Student Identification Card

Your student identification card can be used as an ID, and you may be required to present it in various academic situations. So always carry your student identification card with you and be careful not to damage or lose it.

The student identification card consists of a card and a back side sticker in which the validity year is printed. The card is not valid until the back side sticker is put on to the back side of the card. A student identification card is valid for 1 year, specifically between April 1st and March 31st of the year printed on the sticker on the back of the card. Put your name in the signature space of the front surface.

(1) Issuance

For new students, a student identification card is issued in exchange for his/her examination admission card.

For second year students or above, a back side sticker is issued at the end of the fall semester. The student identification card can be renewed by replacing the sticker for the previous year with a new sticker. For students of the School of Fundamental Science and Engineering, the department name is printed in the back side sticker when they go on to a department.

If you want to change the picture on your student identification card, which is to be used while you are in school, it can be changed for free only once while in school. In that case, go to the Office of the Faculty of Science and Engineering and ask for a change of picture.

(2) Lost card

If you lose your student identification card, report the loss of your card to the police immediately because it may be used fraudulently. Then, go through the reissuance procedure at the Office of the Faculty of Science and Engineering.

(3) Reissuance

To apply for reissuance of a lost card, submit the Application for Reissuance with a color photograph of your face to the Office of the Faculty of Science and Engineering. A fee of 2,000 yen is charged for reissuance.

(4) Presentation

Students must present their student identification card when they take examinations, use the Waseda University Library or students' reading rooms, apply for issuance of various certificates or a student discount card ("*Gakuwari*"), receive handouts or are requested to present it by the faculty or staff member of the university.

(5) Invalidation

When your status as a student ends following graduation or withdrawal, your student identification card is invalidated. Immediately return the card to the Office of the Faculty of Science and Engineering. When you graduate from the university, you are granted a diploma in exchange for your student identification card.

8 Issuance of Various Certificates

The Office of the Faculty of Science and Engineering issues certificates listed in the following table. As a rule, certificates are issued on the same day as the request, but you should request for issuance of a certificate well in advance because it may take several days to issue one due to system maintenance or depending on the certificate type.

(1) Fee

Issuance of certificates requires a fee.

Certificate issued to students: 200 yen per copy (including certificates requested by students by the end of the month of his/her graduation date)

Certificate issued to graduates or those who withdrew: 300 yen per copy

(2) Method of issuance

(1) Use of automated certificate issuing machines

To use the machine, it is necessary to have your student identification card and PIN number (personal identification number). The PIN number is the 4 digit number you specified in the entrance documents you submitted to the University.

(2) Application at a counter

Fill in the specified Application for Certificate Issuance, affix a proof of fee payment on the application, and submit it with your student identification card.

Certificate types
★Certificate of Enrollment
★Academic Transcript
★Certificate of Expected Graduation
Certificate of Graduation
★Certificate of Academic Transcript and Expected Graduation (Japanese only)
Certificate of Academic Transcript and Graduation (Japanese only)
Certificate of Withdrawal (Japanese only)

*Certificates with a star (★) can be issued by an automatic certificate-issuing machine.

(3) Student discount card ("*Gakuwari*")

You can get up to 10 student discount cards ("*Gakuwari*") issued per year from an automatic certificate-issuing machine located in the Office of the Faculty of Science and Engineering.

9 Changes in the School Register

When there is a change in your school registration status or in your guarantor's information, you must submit an appropriate application or notice for that matter. Applications and notices are available in the Office of the Faculty of Science and Engineering.

(1) Application for a leave of absence

(i) Requirements for a leave of absence

If you cannot attend classes (including examinations) for 2 consecutive months or longer because of an illness or another legitimate reason, you can take a leave of absence by obtaining a permission from the dean of your school through the application procedure specified by the Faculty of Science and Engineering. Consult your class academic advisor or supervisor regarding taking a leave of absence before filing the Application for Leave of Absence to get his/her opinion and submit it to the Office of the Faculty of Science and Engineering by the deadline for that semester. Please note that a leave of absence for taking an entrance examination to another university is not permitted.

Semester	Deadline to submit an application for leave of absence	End of leave of absence	Date of returning to school	Number of years of leave of absence
Fall semester	November 30	March 31 of the following year	April 1 of the following year	0.5 years
Spring semester	May 31	September 20	September 21	0.5 years

(ii) Period of leave of absence

A leave of absence is either a leave of absence for the fall semester or a leave of absence for the spring semester. You cannot take a leave of absence exceeding one academic year. However, you may be allowed to continue a leave of absence if you have a special reason. In that case, the leave of absence cannot extend beyond 2 consecutive years. If you want to take a leave of absence continuously for the fall and spring semesters or for the spring semester and the first semester of the next year, apply for a continuation of leave of absence during the procedure for returning to school. While you are enrolled in school, you are not allowed to take leaves of absence for over 4 years in total. The period of leave of absence is not included in the number of years of enrollment (8 years).

(iii) Tuition and fees for the period of leave of absence

The tuition and fees to be paid during leave of absence will depend on the date of application. The payment details are as follows:

Fall semester	School expense		Spring semester	School expense	
June 30 through October 31	Enrollment fee	50,000 yen	Until April 30	Enrollment fee	50,000 yen
	Student Health Promotion Mutual Aid Association fee	1,500 yen		Student Health Promotion Mutual Aid Association fee	1,500 yen
November 1 through November 30	Tuition	Full amount for that semester		Basic Education Enhancement fee	50,000 yen
	Seminar fee		May 1 through May 31	Tuition	Full amount for that semester
	School expense			Seminar fee	
			Facility fee		

* If you take a leave of absence upon entering the university, tuition and fees are not reduced.

(2) Application for studying abroad

- (i) If you are to be engaged in education or research at a university or another higher education institution in a foreign country for 4 months or longer, your registration status will be changed to studying abroad with permission from the dean of your school through the application procedure specified by the Faculty of Science and Engineering. If you do not know whether your case is treated as studying abroad or not, check with the Office of the Faculty of Science and Engineering in advance.
- (ii) While you are enrolled in school, you can study abroad for up to 1 year. You can study abroad for longer if you have a special reason.
- (iii) The period of study abroad is not included in the number of years of enrollment, except for TSA and ISA programs (see "15 Study Abroad" for details). However, one semester or one year of the period can be included in the number of years of enrollment if it is determined, in view of the number of credits you earned at the overseas educational institution, the period required for earning them and other conditions, that what you studied there is equivalent to having completed part of the curriculum of Waseda University. For more details, contact the Office of the Faculty of Science and Engineering.
- (iv) For details about tuition and fees for the period for which you are studying abroad, contact the Office of the Faculty of Science and Engineering. If you join an overseas study program of the Center for International Education, contact them.

(3) Application for returning to school

- (i) To returning to school after a leave of absence or studying abroad, documents necessary for the procedure are sent to their guarantors by the Office of the Faculty of Science and Engineering. These documents outline the procedure for returning to school.

- (ii) You are only allowed to return to school at the beginning of a semester.
- (iii) Those enrolled in the university for 5 years or longer (including a period of leave of absence or study abroad) but at school for less than 4 years (excluding a period of leave of absence or study abroad) must pay tuition and fees for fourth year students for that year until the number of years of enrollment reaches 4 years.

(4) Application for withdrawal

- (i) If you want to withdraw from the university, apply at the Office of the Faculty of Science and Engineering for withdrawal with your student identification card.
- (ii) If you withdraw from the university during a semester, you have to pay tuition and fees for that semester. For more details, contact the Office of the Faculty of Science and Engineering.

(5) Application for readmission

If you withdraw from the university for a legitimate reason and apply for re-admission within 7 years of the year following the withdrawal, you may be re-admitted at the beginning of a school year. The information becomes available around November. For more details, contact the Office of the Faculty of Science and Engineering.

(6) Notice of change of name, address, guarantor, etc.

- (i) In case of any changes in your address, phone number or other personal information, immediately register the new information from the Profile screen of the Waseda-net portal. If your address is changed, obtain a new back side sticker for the student identification card in the Office of the Faculty of Science and Engineering after an e-mail message for approval arrives at your e-mail address registered with the university.
- (ii) In case of any changes in your guarantor's or school expense payer's address or phone number, immediately go through a specified procedure in the Office of the Faculty of Science and Engineering.
- (iii) In case of any change in your visa status, immediately submit a copy of your foreign registration card (both sides) to the Office of the Faculty of Science and Engineering.
- (iv) A change of your last (first) name must be reported with a copy of passport.
- (v) In case of a change of your guarantor for death or other reasons, a new guarantor must be reported immediately.

10 Scholarships and Tuition Support Scheme

Scholarships

Regular students enrolled in the undergraduate and graduate schools can apply for scholarships at Waseda University. However, the following students are **NOT** eligible: Japanese Government Scholarship (Monbukagakusho) students, students supported by overseas governments, students receiving scholarships from scholarship organizations for their tuition, and non-degree research students. Depending on your resident (VISA) status, there are two ways to apply for scholarships (You can only register one of the following):

- (i) For students with resident (VISA) statuses of "Permanent Resident", "Long-Term Resident/Teijusha", "Spouse/Child of Japanese Resident", or "Spouse/Child of Permanent Resident" and Japanese students**

Foreign nationals with the above statuses can only apply for scholarships for Japanese students in the same way as Japanese students. Those who wish to apply for the scholarships need to fill out an application document attached to the Scholarship Information Guidebook, "CHALLENGE", which is sent together with other enrollment information, and submit it by the deadline. Waseda University, "CHALLENGE" is available at the Office of the Faculty of Science and Engineering from January through March, and should be submitted by the specified day in April. Please note that the above students cannot apply for the scholarships (2) below (described in the "International Students' Handbook").

Scholarship information is available on the website of the Faculty of Science and Engineering and also posted on the Main gate bulletin board.

- (ii) For students with resident (VISA) statuses other than the statuses in i) above**

Privately financed regular international students can apply for scholarships for international students. For more details, please refer to the "International Students' Handbook." Scholarship information is also posted on the bulletin board in the Lounge for International Student Community (1st floor of Building No. 61) and below the URL.

<http://www.sci.waseda.ac.jp/english/office/scholarships.html>

11 Rules on Use of Bulletin Boards

(1) Strictly observe the following rules in using standing signboards, notices and fliers:

(i) Required information

Clubs or student groups registered with the university: Specify the group name.

Clubs or student groups not registered with the university: Specify the group name and the department, academic year and name of the representative of the group.

(ii) False advertisements, invasions of privacy of other people and defamation are prohibited.

(iii) Notices against these rules may be removed without prior notification. Groups that violate these rules may no longer be permitted to use any standing signboards or give out notices or fliers.

(2) Standing signboards

As a rule, clubs or other student groups are not permitted to use standing signboards on the Nishi-Waseda Campus. However, they may be permitted to use standing signboards if it is judged that there is a justifiable reason.

(3) Notices

For details about bulletin boards, refer to the table on the next page. Observe the following rules in using bulletin boards. Notices against these rules will be removed.

(i) Apply to the Office of the Faculty of Science and Engineering (Academic and Student Affairs Section) for approval for use of the bulletin board.

(ii) Notices can be put on the bulletin boards for up to 3 weeks after approval is obtained.

(iii) Follow the notice size and number rules described below:

Bulletin board near the main gate: 55 cm long and 45 cm wide (size of a newspaper page) or smaller, 1 sheet

Bulletin board in buildings: 40 cm long and 27 cm wide (size of half a newspaper page) or smaller, Up to 2 sheets

(iv) Please use thumbtack when putting notices on bulletin boards. For bulletin boards on which thumbtacks cannot be used, use masking tape.

(v) Remove expired notices on your own.

(4) Distribution of fliers

Observe the following rules strictly in distributing fliers on campus:

- (i) Distributing fliers for advertisement or for other commercial purposes (as a part-timer, etc.) is prohibited.
- (ii) You are only allowed to distribute fliers by hand. Do not force people to accept fliers. Putting fliers on classroom desks, which gets in the way of conducting classes, is prohibited.

List of bulletin boards

Location	Bulletin board	Purpose
Main gate bulletin board	General information bulletin board	Information about notices posted on other bulletin boards Information about lecture meetings Event information Information about student societies' events
	Admission bulletin board	Entrance examination information
	Student Support bulletin board	Scholarship (mainly for Japanese students) Event information
	Class information bulletin board for	Undergraduate and graduate school calendars Information on Open Education Center, Teacher Training Program, MNC, etc. Course registration / grade announcement information Class cancellation information Reports Examination information
1 st floor of Building No. 52	Bulletin board for the School of Fundamental Science and Engineering	Information of different departments / majors
	Class schedule	Latest information about class schedules
	Classroom change	Classroom changes made after courses have started
	International Course	Information of different departments / majors
1 st floor of Building No. 53	Bulletin board for the School of Creative Science and Engineering	Information of different departments / majors
1 st floor of Building No. 54	Bulletin board for the School of Advanced Science and Engineering	Information of different departments / majors
1 st floor of Building No. 61 (within the Lounge for International Student Community)	International student support bulletin board & Career Info. bulletin board	Scholarship for international students and Information from ICC Career Information for Japanese and international students, Internship information Japanese and international students
1 st floor of Building No. 56	Laboratory work bulletin board	Information about Science and Engineering Laboratory, Applied Physics Laboratory, etc.
2 nd floor of Building No. 57	Bulletin board for clubs recognized by the Faculty of Science and Engineering	Space for announcement from clubs recognized by the Faculty of Science and Engineering
Student lounge of Building No. 51	Bulletin board for student societies only	Space for announcement from student societies
3rd floor of Building No. 50	Bulletin board for the office of Building No. 50	Twins information, seminar room timetable, lecture information

12 Use of Classrooms and Common Seminar Rooms

To use a classroom for extracurricular activities, you have to submit an Application for Use of Classrooms / Seminar Rooms available in the Office of the Faculty of Science and Engineering (Academic and Student Affairs Section). When submitting an application for use of a classroom, keep the following in mind:

(1) Qualification to use classrooms

Only clubs recognized by the Faculty of Science and Engineering and equivalents and other groups headed, chaired or consulted by a full-time faculty member of the Faculty of Science and Engineering can use classrooms.

(2) Responsible person

The responsible person (full-time faculty member) must put his/her stamp on the application for use.

(3) Submission of an application for use

An application for use must be submitted at least 3 business days before use.

(4) Available period

As a rule, use of classrooms is allowed except for the following periods:

Sundays, national holidays, Saturdays during holiday periods, period between the entrance ceremony and the start of classes, 2-week periods after the start of fall and spring semester classes, end of fall and spring semester examination periods, summer construction period, Rikoh-ten (exhibition for Science and Engineering Schools) periods, entrance examination periods during which the school grounds are closed, preparation periods for entrance examinations and periods during which classes are cancelled for other events

(5) Available times

As a rule, classrooms can be used between 18:00 and 20:00 on Monday through Friday, and between 14:40 and 20:00 on Saturday. During holiday periods, classrooms can be used between 9:00 and 17:30.

(6) Classrooms available

All classrooms of Buildings No. 52, 53 and 54, classrooms 101, 102 and 103 of Building No. 56 and common seminar rooms of Buildings No. 51 and 60.

(7) Available period

As a rule, a classroom can be used for up to 1 month. If you want to use a classroom for a longer period, submit an application for use again.

(8) Notes on using classrooms

- (i) Using classrooms in a way that interferes with classes, education, research or business of the university or undergraduate/graduate schools is not allowed.
- (ii) Pay attention to the surrounding classrooms and do not interfere with classes taking place in other classrooms.
- (iii) Do not move desks chairs, and other furniture in classrooms.
- (iv) When using a classroom, please strictly observe the allotted time.
- (v) In case of an emergency that makes it necessary for the university to use the classrooms, the classroom to be used may be changed.

13 Extracurricular Activities

(1) International Community Center

The International Community Center (ICC) provides a meeting point for international students and Japanese students studying at Waseda University. It promotes mutual exchange between students beyond nationality and cultural barriers. Throughout the year, the ICC organizes various sightseeing trips and events on campus. Please refer to the ICC website or visit the reception to confirm event information.

Contacts Information:

[Address] 1st floor, Bldg.#7, Waseda campus

[Tel] 03- 5286 - 3990

[E-mail] icc@list.waseda.jp

[URL] <http://www.waseda-icc.jp/>

[Office hours]

During Term: Weekdays: 11:00 - 19:00 Saturday: 10:00 - 18:00

During Term Breaks: Weekdays: 9:00 – 17:00 Saturday: Closed

(2) Student Club Activities

Waseda students organize a wide variety of clubs, covering every interest and activity imaginable. Joining in club activities will be useful for you to establish bonds with Japanese students and to understand Japanese culture and social systems. You can visit the website (<http://www.sci.waseda.ac.jp/info/wse-circle.html>) for a list of clubs.

Also, reference books of student clubs are available at the Center for International Education. There are also clubs and groups especially for international students. Please refer to the International Students' Handbook for details.

(3) The International Association for the Exchange of Students for Technical Experience (IAESTE)

The International Association for the Exchange of Students for Technical Experience (IAESTE) is an association established to support students' practical training in foreign companies or international exchange and to deepen mutual understanding and friendship between students around the world. This association was established in 1948, and Japan became a member of this association in 1964. Currently, the association has more than 100 member countries, and about 1000 universities of science and engineering and agriculture have participated in overseas student exchange programs of IAESTE International. It is sponsored by about 4,000 companies and has had more than 300,000 students in student exchange programs.

14 Safety Management

In the Nishi-Waseda Campus of Waseda University, more than 10,000 people including students, faculty and staff gather for education and research activities. As is often the case with a university of science and engineering, more than 4,000 fourth year students of undergraduate schools and graduate students are engaged in a variety of research activities. To prevent possible accidents during education and research activities and work on and improve other safety issues, the Nishi-Waseda Campus Safety and Health Committee of faculty and staff has been established. The committee has developed various safety management systems and supervises school-wide safety and health inspections and other safety management functions.

Students should observe the following rules:

- In laboratory classes, observe safety precautions explained during the Laboratory Work Guidance and work on experiments with safety in mind.
- As for the safety of experiments carried out as part of your graduation thesis, you have to listen to special precautions for your field of research. Follow the directions of supervisors and work on experiments safely.
- Participate actively in safety workshops held by laboratories and observe school rules, etc.

Use the Safety Guide and "Safety e-learning program" and issued by the Nishi-Waseda Campus Safety and Health Committee, which describes the safety of experiments carried out as part of graduation and master's theses, and contact technical staff of relevant laboratories, etc. if you have questions (2010anzenrenraku@list.waseda.jp). The Safety Guide is available at the laboratories and the Technology Planning Section or can be checked from the following URL.

Nishi-Waseda Campus Safety Guide: http://www.tps.sci.waseda.ac.jp/02_safety/

As a science and engineering school student, you must observe school rules as well as relevant laws and regulations, and always be aware of the safety of yourself and your surroundings and the safety and conservation of the global environment.

Response to emergencies

(1) Injury / serious illness

If you are injured seriously or become seriously ill, call the school emergency number (main gate security office: extension 3000). If you call 119 directly in an emergency (including in the event that the injured or ill person should not be or cannot be moved), call the school emergency number too because an ambulance must be guided. If the injured or ill person can be moved, have him/her receive treatment in the Health support center (Nishi-Waseda branch in the 1st floor of Building No. 51, extension: 2640 / 2641) and have him/her get external medical help if needed. If the center is closed, call the school emergency number (extension 3000, external number: 03-5286-3022). On the Nishi-Waseda campus, there are four AEDs (for their locations, see <http://www.waseda.jp/ecocampus/saf/activity/aednishiwaseda.html>) available for use in emergency situations. If you are interested in learning how to perform CPR or use AED you can take "普通救命講習"(First Aid Seminar)(offered 4 times a year). Details will be posted on the Technology Planning Section website or Waseda-net Portal.

(2) Fire

Use a nearby fire extinguisher to initially extinguish the fire, and immediately call the school emergency number (main gate security office: extension 3000) to report the place and condition of the fire and receive instructions. If the fire cannot be extinguished with a fire extinguisher, escape to a safe place with those around you. Corridors of classroom buildings are equipped with emergency telephones (red boxes). You can use them to call extension 3000.

(3) Earthquakes

Secure your safety under a desk or other shelter until the earthquake dies down. There are a number of chemicals and other potentially dangerous substances in the Nishi-Waseda Campus, so escape to the courtyard or another safe place. In case of a major earthquake, the university is supposed to set up disaster countermeasures offices in the headquarters and campuses to collect information and secure the safety of students, faculty and staff. Follow the instructions of the offices. Refer to the International Students' Handbook for more information.

15 Study Abroad

Students who are considering to study abroad should participate in the Study Abroad Fair held by the Center for International Education in April and October. This fair provides useful information for those who are considering study abroad, such as an overview and notes on studying abroad, how to obtain program information and how to use the Information Room of the university (3rd floor of Building No. 22 of the Waseda Campus). In particular, long-term overseas study requires more than 1 year of preparation. You should check the 1-year application procedure for overseas study and other detailed schedules, and other information in the Waseda-net portal and the website of the Center for International Education as needed.

When you study abroad through a university program, the expenses will depend on the program and may vary from year to year depending on the circumstances of the university to which you are sent. Scholarships for study abroad include scholarships granted under the short-term overseas study promotion system of the Japan Student Services Organization, the Waseda University Student Exchange Scholarship, and the Scholarship for Exchange Program Scheme. The scholarship application bulletin and other documents are provided after the university to which you will be sent is decided.

For details about when you should study abroad, tuition and fees, whether credits earned in a foreign university are approved or not, and overseas study programs provided by the school, consult the Office of the Faculty of Science and Engineering (Academic and Student Affairs Section). For details about overseas study programs for all students provided by the university or the application procedure, refer first to STUDY ABROAD --The Study Abroad Bulletin-- or other information prepared by the Center for International Education (<http://www.waseda.jp/cie/index-j.html>). Short-term programs in which people other than students of the university can also participate are provided by the Extension Center (<http://www.ex-waseda.jp>).

Study abroad programs for all students provided by the university are divided roughly into the types described below.

Program overview: long-term study abroad and short-term study abroad

(1) Long-term study abroad

(i) University-Wide Exchange Program (for undergraduate and graduate students)

This is a system that accepts foreign students from overseas partner universities and sends students of Waseda University to those universities. Students are given some freedom in selecting and taking courses.

Tuition and fees for this program are covered by the tuition and fees you pay for your undergraduate or graduate school in Waseda University with the exception of some universities. However, you may be required to pay a facility fee or other fees in that country. Generally, a university receives 1 to 3 students. Waseda University is allied with universities in various countries. To apply for participation in an English-based program, you must have taken TOEFL and obtained the score required by the university you are applying to. For a non-English language-based program, you must have a good enough command of that language to follow classes in that language.

(ii) Thematic Studies Abroad (TSA) Program (for undergraduate students)

This program focuses on theme-based learning in building a curriculum. You can receive various kinds of support to improve your language ability and help your learning in that university. You are required to pay a set program fee and are exempted from tuition and fees for Waseda University. Generally, a relatively large number of students are accepted though the number of students accepted varies depending on the program. Countries and regions covered by this program are North America, England, Ireland, Oceania, China, and Europe.

(iii) Individualized Studies Abroad (ISA) Program (for undergraduate students and some graduate students)

As with the exchange program, students are given some freedom in selecting and taking courses from a regular curriculum in a local university in consultation with local coordinators. If your foreign language ability is low, you may be required to study the language. You are required to pay a set program fee and are exempted from tuition and fees for Waseda University. Countries and regions covered by this program include North America, England, Ireland and Oceania.

(iv) Double Degree Program

If you study in a prestigious foreign university through this program and satisfy certain requirements, you can earn a degree from that university too when you graduate from Waseda University. You must have a high level of reading comprehension, listening and speaking ability of the language used in that country. Check partner universities of this program with the Center for International Education.

(2) Short-term study abroad (several weeks)

The Faculty of Science and Engineering, the Center for International Education and the Extension Center provide short-term study abroad programs during long school breaks. In the programs, you will learn the local language, culture and customs for a short period of time. Please contact each office for more information.

(3) Other study abroad programs

Studying abroad without receiving a scholarship, or at your own expense, including living expenses, by gaining entry to a university or a language learning institution of your choice is called privately financed overseas study. For privately financed overseas study, you have to go through required procedures on your own or through an overseas study agency. Check how your registration status at Waseda University and tuition and fees are treated, which depends on your particular case, with the Office of the Faculty of Science and Engineering.

16 Nonsmoking Campus

The following rules on separation of smoking areas in the Nishi-Waseda Campus have been established in accordance with the enforcement of the Health Promotion Law, which advocates the prevention of passive smoking (second-hand smoke), the notice regarding smoking issued by the Ministry of Education, Culture, Sports, Science and Technology, the ordinance regarding smoking on the street enacted by Shinjuku Ward, and the decision of the Executive Board on thorough separation of smoking areas. Observe these rules strictly. Also observe manners and rules on smoking on the street on the way to and from school. You should act with an awareness of being a student of Waseda University.

1. Smoking in public places is prohibited including classrooms, seminar rooms, laboratories, meeting rooms, lounges, foyers, atriums, libraries, students' reading rooms, CO-OP facilities, yards, corridors, stairs, passages, elevators, rest rooms and in open-air spaces, except for designated smoking areas.
2. Smoking is prohibited in laboratories and other places where seminars or student guidance is given, which are considered as classrooms.
3. Smoking while walking is prohibited.

17 Ban on Commuting by Bicycle, Motorcycle or Car

As a rule, students are prohibited from riding and parking a bicycle or driving a motorcycle or car into the Nishi-Waseda Campus. Since parking on streets around the campus is prohibited around the clock, commuting by bicycle, motorcycle, or car is prohibited.

We have received many complaints from nearby residents about bicycles, motorcycles, and cars parked on the street in front of the main gate or in the walkways on the side of Meiji Dori and have been warned strictly by the police station under the jurisdiction repeatedly. This nuisance parking has caused traffic accidents. Be sure to observe these rules strictly. Do not think that you are an exception, but act with an awareness of being a student of Waseda University.

18 Science and Engineering Library and Students' Reading Room

The Nishi-Waseda Campus has the Science and Engineering Library and the Science and Engineering Students' Reading Room. These are collectively called the Waseda University Library of Science and Engineering, which is considered as an important facility that provides academic information about science and engineering and supports education and research at the university.

The Science and Engineering Library was established as a research library intended for the faculty and staff, graduate students and undergraduate upperclassmen. In this library, about 300,000 books, including Japanese and foreign scientific journals in the field of science and engineering (about 7,600 titles) are available.

The Science and Engineering Students' Reading Room was established as a learning library intended for students of the Faculty of Science and Engineering. In this library, general books in the field of science and engineering as well as textbooks and reference books corresponding to school curricula are available (about 100,000 books are available).

In addition to these libraries in the Nishi-Waseda Campus, the Central Library, the Toyama Library, the Tokorozawa Library, and other libraries are available (when using these libraries, follow the respective rules on use). Information on these libraries is available over the Waseda University Information Network System (WINE), which allows you to search for books you want on the Internet (<http://wine.wul.waseda.ac.jp/>). Our libraries have a relatively extensive collection of books and electronic journals than other universities across the nation. You should make effective use of these libraries.

For detailed notes on using these libraries, refer to the library guide and the website (<http://www.wul.waseda.ac.jp/RIKOU/index-j.html>).

(1) Science and Engineering Library: Basement of Building No. 51, Seating capacity:
206 seats

Hours	Mon. through Fri.:	9:30 – 21:00 (20:00 for no-class periods)
	Sat.:	9:30 – 19:00
	Closed:	Sunday, national holidays and holidays specified by the university. The library may be closed on an as-needed basis.

- (i) Reading room [Room for reading new magazines] (Seating capacity: 102 seats)
Japanese and foreign magazines that arrived in the last 12 months are available. Foreign and Japanese magazines are arranged in alphabetic order and in the order of the Japanese syllables, respectively.
- (ii) Reference book section
Dictionaries, encyclopedias, manuals, handbooks, maps and other reference books are available.
- (iii) Newspaper section
You can read the Asahi, Mainichi, Yomiuri, Nikkei, Nikkan Kogyo and other newspapers published in the last month.
- (iv) Reference service
The library responds to your questions or provides consultation so that you can use

the library to obtain necessary literature or information for your research. If necessary literature is not available at the library, you can ask them to obtain a copy of the literature from other institutions in Japan or abroad through inter-library cooperation (in this case, you are required to pay the expenses).

- (v) Online databases and electronic journals (Science and Engineering Library Foreign Journals / E-Journals / Databases:

<http://www.wul.waseda.ac.jp/RIKOU/gaikokusi/HP-journalindex.htm>)

Science and engineering online databases (JDreamII, ISI Web of Science, MathSciNet, etc.) and electronic journals (ScienceDirect, Wiley InterScience, SpringerLINK, IEL, etc.) are provided over the school network. These are very useful tools for examining related studies when preparing your bachelor's thesis.

- (vi) Book stacks room

The book stacks room is divided into an upper stacks room and a lower stacks room. In the upper stacks room (B1), bundled Japanese magazines and Japanese and foreign books are stored. In the lower stacks room (B2 and extension stacks room), bundled foreign magazines are stored.

(2) Students' Reading Room: Basement of Building No. 52 and No. 53, Seating capacity: 416 seats

Stacks room hours: Monday through Friday: 9:30 – 21:00 Saturday: 9:30 – 19:00

Reading room hours: Monday through Friday: 9:00 – 21:00 Saturday: 9:00 – 19:00

However, the library hours are changed during no-class and examination periods. Check on the website of the Science and Engineering Library and bulletin boards.

Closed: Sundays, national holidays and holidays specified by the university. The room may be closed on an as-needed basis.

- (i) Reading room (Basement of Building No. 53)

The reading room provides a quiet space for studying. Refrain from talking, chatting, using a cellular phone or bothering others in other ways. Be well-mannered when using the reading room.

- (ii) Book stacks room / desk (Basement of Building No. 52)

You can check out or return books at the desk. The desk also responds to your inquiry or request about books you want to use.

19 Computer Rooms

On the Nishi-Waseda Campus, about 700 computers are used in classes. These computers can also be used for preparing reports or for browsing Internet sites unless they are being used for a class.

3rd floor of Building No. 63

Name	Capacity	Use
Room A	80 people	Standard computer room (island type)
Room B	80 people	
Room C	100 people	
Room D	48 people	Standard computer room (classroom type)
Room E	48 people	
Room F	48 people	Computer room designed for foreign language class (classroom type)
Room G	48 people	

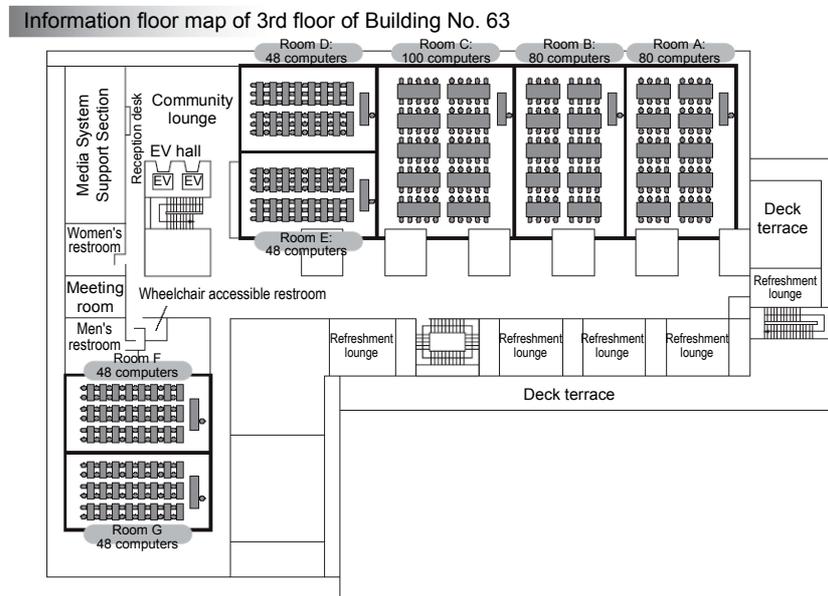
Others

Name	Capacity	Location
Drafting/CAD room	208 people	1st floor of Building No. 57
Information room	10 people	1st basement level of Building No. 53
Room 309 Building No.61	16 people	Room 309, 3 rd floor of Building No. 61

The availability of computer rooms can be checked in the information panel and the website of the Media System Support Section. (⇒ <http://www.mse.waseda.ac.jp/>)

<Consultation service>

A help desk is located on the south side of the 3rd floor of Building No. 63, which provides a consultation service concerning school information accessibility and services.



○ Using Windows

Windows can be used in all the computer rooms. Word, Excel, PowerPoint, science and engineering software, and software development environments are available. To use Windows, you must enter your Waseda-net ID and password issued to you when you enter the university.

○ Using UNIX

A UNIX environment can be accessed from all the computer rooms. UNIX environments are mainly used in classes in programming languages, algorithms, and numerical analysis. To use a UNIX environment, you must apply for use through the Science and Engineering School Students website of the Waseda-net portal.

○ Using computers with foreign language learning equipment

Computers in Rooms F and G are equipped with a headset, with which you can use a foreign language learning support system (call system). These are mainly used in foreign language classes and in self-directed learning.

20 Experimental Facilities

(1) Common laboratories

The Nishi-Waseda Campus has educational experiment facilities used for basic laboratory courses to be taken by first and second year students and for specialized laboratory courses provided by different department. These are shared among different departments and are called “common laboratories.” Educational experiments are mainly conducted in these laboratories, but facilities in these laboratories are also widely used for research activities.

○ Laboratories for Science and Engineering Laboratory

Laboratories for basic experiments in science and engineering are used for Science and Engineering Laboratory 1 and Science and Engineering Laboratory 2. Laboratories for basic experiments in science and engineering consist of 4 laboratories for different fields of academic study: laboratory for basic physical experiments, laboratory for basic chemical experiments, laboratory for basic bioscience experiments and laboratory for basic engineering experiments.

(Laboratory for basic physics experiments)

This laboratory is used for basic physics experiments of Science and Engineering Laboratory 1. You can learn the basics of physics through creative and unique experiments based on production.

(Laboratory for basic chemistry experiments)

This laboratory is used for basic chemistry experiments of Science and Engineering Laboratory 1 and Science and Engineering Laboratory 2. You can learn the basics of chemistry by shaking test tubes with your hands, and seeing and smelling them repeatedly.

(Laboratory for basic bioscience experiments)

This laboratory is used for basic bioscience experiments of Science and Engineering Laboratory 1. You can learn the basics of bioscience through observation of cells and extraction of DNA.

(Laboratory for basic engineering experiments)

This laboratory is used for basic engineering experiments of Science and Engineering Laboratory 2. You can learn advanced and practical basic engineering technologies through operation of scanning electron microscopes and automatic computer measurement.

○ Materials laboratory

Strength tests or physical property tests of structural materials (metals, wood, concrete, etc.) and specialized experiments for evaluating the strength of structures are conducted.

○ Machining laboratory

This laboratory is used for machine shop practice using machines. You can receive guidance on machining and machine or experimentally produce laboratory equipment or parts.

○ Thermal engineering laboratory, fluid engineering laboratory and control engineering laboratory

Specialized experiments on thermal engineering, fluid engineering, or control engineering are conducted in these laboratories. In the fluid engineering laboratory, specialized experiments on hydraulics or water quality are also conducted.

○ Drafting/CAD room

In this room, which is equipped with about 400 drafters (drafting tables), laboratory training on the basics of drafting or computer-aided design and drafting exercises are conducted.

○ Survey practice room

Laboratory training on surveys using various types of surveying equipment is provided. This room is also used for photo survey-based reading of changes in the natural environment or measurement, archaeological research or other research.

○ Electrical engineering laboratory

Specialized experiments in the fields of electricity/electronics and information communications are conducted. Technical support on making measurements of voltage, current, or magnetic fields, or on building of circuits is also provided.

○ Chemical analysis laboratory

Specialized experiments in the fields of gravimetric analysis, volumetric analysis, instrumental analysis and other inorganic analytical chemistry are conducted. You can learn an extensive knowledge of analysis ranging from the basics of classic chemical analysis to instrumental analysis using large equipment.

○ Physical chemistry laboratory

Specialized experiments are conducted on chemical substances compounds or molecules that constitute them, based on physical methods.

○ Organic chemistry laboratory

Students learn the basics of conducting organic chemistry experiments from how to use reagents, equipments, and instruments to synthesis, separation and purification of organic compounds. Students deepen their understanding of organic chemistry by confirming what they have learned in lectures about reaction systems through experiments. They also

acquire skills on experimental methods of organic chemistry by practicing and performing experiments repeatedly.

(2) Shared research facilities

In the shared research facilities, large equipment and precise measuring equipment that can be shared for research are intensively managed and used in a wide variety of research activities. Seminars and technical support on the use of equipment are also provided.

○ Materials Characterization Central Laboratory

The Materials Characterization Central Laboratory is a shared research facility used for analyzing the structure of materials. This laboratory is used by fourth year students assigned to a laboratory, master's degree students, doctoral degree students and researchers for research in a wide range of fields. The laboratory, which is equipped with state-of-the-art measurement instruments for research, is also used by other universities and research institutions.

○ Microtechnology Laboratory

Semiconductor processing equipment and clean rooms are available as shared research facilities. This laboratory is used by researchers in a wide range of fields including mechanical engineering, solid-state physics, chemistry and material engineering.

○ Media Design Laboratory

Image information equipment for multimedia research or preparing teaching materials is available as shared research equipment. You can use a large color printer to prepare posters for conference presentations.

○ Media Design Library

The library has 20 AV booths where you can view and listen to foreign language teaching materials, etc. Each booth is equipped with a VHS deck, a DVD player, and an LD player. About 600 specialized teaching materials, about 300 foreign language teaching materials, and about 950 movies and documentaries are freely available. English Language Education materials are also available for freshman and sophomore students.

21 Health Support Center

Health Support Center

The Health Support Center was established to help students lay the groundwork for their health and acquire the ability to self-administer their mental and physical health so that they can lead a school life in good condition.

For more details, refer to the website below:

<http://www.waseda.jp/kenkou/center/HSC/>

Health Support Center on Nishi-Waseda Campus (1st floor of Building No. 51)

Clinic hours: Monday through Saturday 9:00 – 17:00

Tel: 03-5286-3021 < 03-5286-3082 (direct line) >

<Services>

- (i) Annual health check-ups
- (ii) Special health examinations
- (iii) Issuance of various health certificates
*Only for those who have taken an annual health check-ups
- (iv) Health consultation
Monday through Friday 9:00 – 17:00
- (v) Clinical examination
Monday through Friday 13:30 – 15:40
- (vi) First-aid treatment and care of sick persons
Monday through Saturday 9:00 – 17:00
- (vii) Mental health consultation by psychiatrist (Room 19A, 1st floor of Building No.51)
3 times a week (*By appointment only) 13:00 – 17:00

Preventions of infectious diseases at school

If you contract any of the following infectious diseases, you are prohibited from attending school under Article 12 of the School Health Law to prevent infection of others. The period of absence depends on the type of the infectious disease. For classes or examinations from which you were absent during your illness, perform the following procedure:

(1) Contact the Nishi-Waseda branch of the Health support center (Tel. 03-5286-3021) and the Office of the Faculty of Science and Engineering (Academic and Student Affairs Section) (Tel. 03-5286-3002 / E-mail gakumu@sci.waseda.ac.jp) to report your disease.

(2) After you recover from the disease, request the Certificate of Recovery from Infectious Disease (CRID)* from your doctor.

* Certificate of Recovery from Infectious Disease (「学校伝染病治癒証明書」) :

<http://www.waseda.jp/kenkou/center/HSC/contents/disease/disease.pdf#view=Fit&toolbar=0&statusbar=0&messages=0>

(4) Submit the CRID and a notice of absence (available at the Office of the Faculty of Science and Engineering (Academic and Student Affairs Section)) to the instructors in charge of classes (examinations) from which you were absent and receive instructions from them.

(Types of infectious diseases to be prevented at school)

Class 1: Diseases that prevent infected students from attending school until recovery

Ebola virus hemorrhagic fever, Crimean-Congo hemorrhagic fever, severe acute respiratory syndrome (SARS corona virus), smallpox, South American hemorrhagic fever, plague, Marburg disease, Lassa fever, acute anterior poliomyelitis, and diphtheria, bird flu, swine flu, and others.

Class 2: Diseases that are transmitted ver. airborne droplets and are likely to spread in school

Influenza (until 2 days after subsidence of fever), whooping cough (until specific coughing ceases), measles (until 3 days after subsidence of fever), epidemic parotiditis (until parotid swelling disappears), rubella (until the eruptions disappear), chicken pox (until all the eruptions get crusted), pharyngoconjunctival fever (until 2 days after main symptoms cease), and tuberculosis (until it is recognized that there is no threat of infection)

Class 3: Diseases that may spread in school if infected students attend school educational activities

Cholera, bacillary dysentery, enterohemorrhagic Escherichia coli infection, typhoid, paratyphoid, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other infectious diseases

* Source: Enforcement Ordinance of the School Health Safety Law

22 Transportation Strikes and Classes

- (1) When employees of JR and other public transportation systems go on strike (general strike), whether classes will be held is determined as noted below.
- (i) If the strike is called off by 12:00 am (midnight), classes will be given as usual.
 - (ii) If the strike is called off by 8:00 am, the third and subsequent period classes (classes after 1:00 pm) will be held.
 - (iii) If a decision to call off the strike is not made by 8:00 am, classes will be cancelled for the day.

Please note that these rules do not apply to work-to-rule strikes of JR and strikes of private railways.

- (2) When employees of JR in the Tokyo metropolitan area go on partial strike (spot strike), classes are given as usual.
- (3) When employees of JR in the Tokyo metropolitan area go on full strike for a limited number of hours, whether classes will be held is determined as noted below.
- (i) If the strike ends by 8:00 am, the third and subsequent period classes (classes after 1:00 pm) will be held.
 - (ii) If the strike ends by noon, the sixth and subsequent period classes (classes after 6:00 pm) will be held.
 - (iii) If the strike does not end by noon, all classes for that day will be cancelled.
- (4) If only private railway and urban transportation goes on strike, classes will be held as usual.
- (5) Whether classes provided by the School of Human Sciences and the School of Sport Sciences are held is determined by rules (1), (2), and (3) given above, but instead of rule (4) above the following rule applies.
- (i) When either or both of the Shinjuku line and the Ikebukuro line of Seibu Railway go on strike or
 - (ii) When these lines do not go on strike, but Seibu Bus goes on strike whether classes will be held is determined as noted below.
 - A. If the strike ends by 8:00 am, the third and subsequent period classes (classes after 1:00 pm) will be held.
 - B. If the strike does not end 8:00 am, all classes for that day will be cancelled.

23 Contingency Measures Due to Severe Weather

Any decision to cancel classes, postpone examinations, and enact other contingency measures due to severe weather shall be the responsibility of the University and shall not be based solely on warnings and advisories issued by the Japan Meteorological Agency.

When weather conditions are severe (heavy rainfall, flooding, high winds, blizzard conditions, heavy snow, etc.) or when a warning has been issued by the Japan Meteorological Agency and a determination has been made by the University that current conditions pose a danger to the safety of students and employees, the University will enact contingency measures such as the cancellation of classes, postponement of examinations, etc. Directives enacting such contingency measures on any campus (or campuses) shall apply to all courses and examinations taking place on the designated campus (or campuses).

1. Based on prevalent weather conditions such as during a typhoon, heavy snow, etc. where forecasts with reasonable accuracy can be made, and the University deems that conditions pose a danger to the safety of students and employees, the University will issue an emergency bulletin a day in advance to cancel classes, postpone examinations, etc. In such cases, a decision will be made by no later than 7 pm and a notification posted for students through the University's website and other communication channels by 9 pm on the day prior to the day in question.

2. In all other circumstances which do not fall under Item 1 above, any directive to cancel classes, postpone examinations, etc. will be issued no less than 60 minutes before the start of each affected class period and examination. Notifications will be posted on the University's website, as well as being disseminated via other communication channels.

Emergency Communication Channels

1. Waseda University Website:

<http://www.waseda.jp/>

2. Waseda University Emergency Bulletin Website for Mobile Phones (also PC-compatible):

<http://m.waseda.jp/>

3. Waseda University Emergency Bulletin Website (Yahoo! Japan Blog) (Mobile phone-compatible):

http://blogs.yahoo.co.jp/waseda_public

4. Waseda-net portal Login Page (PC only):

<https://www.wnp.waseda.jp/>

Special Exemptions to the Cancellation of Classes and Examination Postponement

1. On-Demand courses:

Directives to cancel classes do not apply.

2. Distance Learning System classes which take place simultaneously on multiple campuses:

Any Distance Learning System classes taking place on multiple campuses (Waseda,

Nishi-Waseda, Honjo) and which are directly impacted by the cancellation of classes at any of the campuses will be cancelled on a university wide-basis.

In general, during severe and dangerous weather conditions, the University will issue a directive to cancel classes, postpone examinations, etc. All affected students are expected to keep themselves informed and heed such directives. Students are advised to delay their commute or to refrain from coming to the University when their commuting routes (to the campus where their respective classes are taking place) are under any severe weather warnings issued by the Meteorological Agency, and they feel that commuting will endanger their safety. In such cases, the student should process a completed Report of Absence Form (*Kesseki-todoke*) with his/her affiliated graduate school, and ask the course instructor in question for due consideration regarding his/her absence.

24 Granting of Special Consideration to Students on Bereavement Leave

Special consideration allows the University to take account of extenuating circumstances; specifically, family bereavement. If you become unable to attend classes, submit papers, or sit exams due to the death of your family member, please present appropriate documentation to back your claim (e.g. a funeral acknowledgement card) and take necessary procedures at the Office of the Faculty of Science and Engineering in order to request special academic consideration during your leave.

Overview:

The University has systems in place to prevent students who are on a leave of absence due to a death in their family from being unfairly disadvantaged in terms of academic performance assessment. Students who fail to meet their following coursework requirements due to bereavement in the family: class attendance (including for on-demand courses), paper submission, exam-taking, may request the “Application for Special Consideration for Leave of Absence (bereavement)” form to be issued by the

Office of the Faculty of Science and Engineering and seek special academic consideration from your course instructors. Please note that the final decision on a student's absences is left to the discretion of each instructor.

Applicable Relationship to the Deceased:

First-degree family members (parents, children), Second-degree family members (siblings, grandparents, grandchildren), and spouse

Number of days granted for bereavement leave:

Up to seven (7) consecutive class-meeting days

*If international travel is involved, extra number of days may be granted.

Procedures

- ① Notify the Office of the Faculty of Science and Engineering within ten (10) days from the end of the period for which consideration is sought, and obtain the "Report of Absence (bereavement)" form.
- ② Promptly submit the completed "Report of Absence (bereavement)" form, along with appropriate documentation, such as a funeral acknowledgement card, to the Office of the Faculty of Science and Engineering.

*In the event the deceased is your guarantor, follow the procedure for a change of guarantor. Submit the form after having it signed and sealed by the new guarantor.

- ③ Request to have the "Application for Special Consideration for Leave of Absence (bereavement)" form issued by the Office of the Faculty of Science and Engineering.
- ④ Submit the "Application for Special Consideration for Leave of Absence (bereavement)" form to your course instructor and seek special consideration for academic work missed during your bereavement leave.

If you are taking an on-demand course, direct your request to the affiliation offering the course.

Appendix

- 1 Alma Mater
 - 2 URLs and Telephone Numbers at Glance
 - 3 Campus Map
-
-

1 Alma Mater

早稲田大学校歌

相馬 静風 作詞
東儀 鉄笛 作曲

Moderato



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え そ ろ え て そ ら も と ど ろ に わ れ



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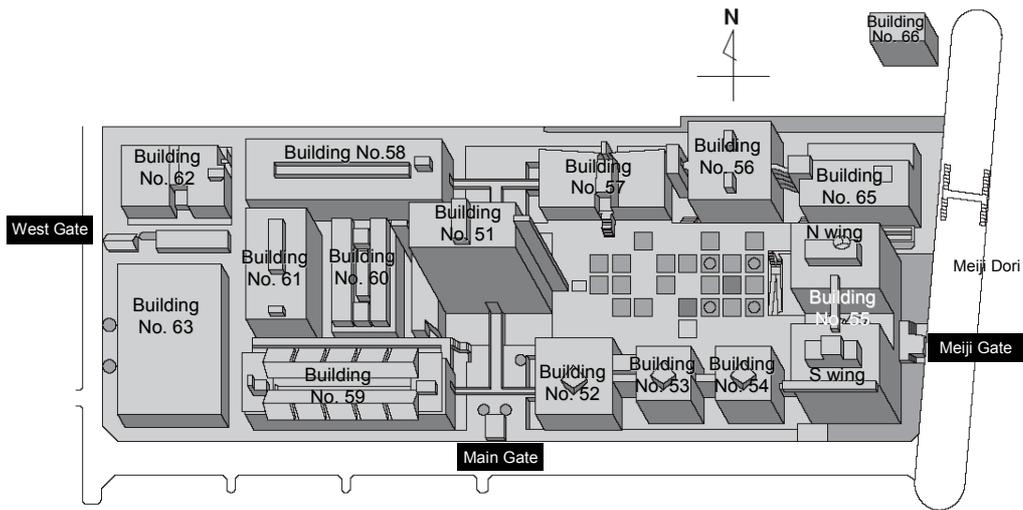
- 一、 都の西北早稲田の森に
聳ゆる麓はわれらが母校
われらが日ごろの抱負を知るや
進取の精神学の独立
現世を忘れぬ久遠の理想
かがやくわれらが行手を見よや
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わせたわせたわせた
- 二、 東西古今の文化のうしほ
一つに渦巻く大島国の
大なる使命を担ひて立てる
われらが行手は窮り知らず
やがても久遠の理想の影は
あまねく天下に輝き布かん
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- 三、 あれ見よかしこの常盤の森は
心のふるさとわれらが母校
集まり散じて人は変れど
仰ぐは同じき理想の光
いざ声そろへて空もどろに
われらが母校の名をばたたへん
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2 URLs and Telephone Numbers at a Glance

If cannot find an answer to your question in the bulletin or website, contact the following:

Course	Contact	Telephone number	URL and E-mail address
Course registration Examinations & Grades Certificates Tuition and fees Scholarships School register (study abroad, leave of absence, withdrawal and re-admission) VISA Student clubs and activities	Office of the Faculty of Science and Engineering (Academic and Student Affairs Section)	03-5286-3002	gakumu@sci.waseda.ac.jp
Entrance examinations Transferring to another department Details about research of faculty members	Office of the Faculty of Science and Engineering (Admissions Office)	03-5286-3003	gyoumu@sci.waseda.ac.jp
Notices on campus Bicycle parking Management and reservation of meeting rooms TA Various research subsidy programs	Office of the Faculty of Science and Engineering (General Affairs Section)	03-5286-3000	
Waseda-net Personal computers	Media System Support Section	03-5286-3049	helpdesk@mse.waseda.ac.jp
Disposal of electronic equipment	Technology Planning Section	03-5286-3500	http://www.tps.sci.waseda.ac.jp/
Injury and sickness	Nishi-Waseda branch of the Health support center	03-5286-3021	http://www.waseda.jp/kenkou/center/HSC/
Libraries	Science and Engineering Library	03-5286-3084	riko-tosho@list.waseda.jp
CO-OP	CO-OP of Waseda University	03-3200-4206	info@wcoop.ne.jp
Advice on immigration formalities	Center for International Education	03-3207-1454	cie@list.waseda.jp http://www.waseda.jp/cie/index-e.html
Extracurricular activities and event for international students	International Community Center	03-5286-3990	icc@list.waseda.jp http://www.waseda-icc.jp/
Career consultation	Career Center	03- 3203- 4332	career@list.waseda.jp http://www.waseda.jp/career/

3 Campus Map

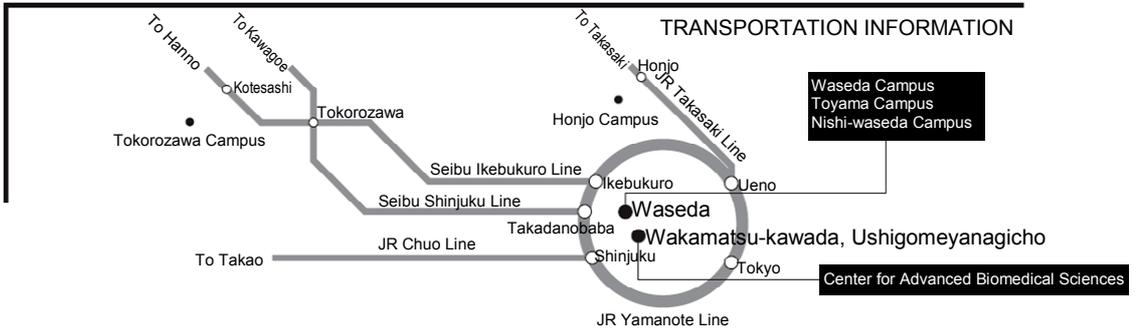


Media System Support Section Help Desk 3rd floor of Building No. 63	Media Design Library 3rd floor of Building No. 61	Laboratory for basic experiments in science and engineering (Chemistry, Bioscience) Building No. 56	Office of the Faculty of Science and Engineering 1st floor of Building No. 51
Computer Rooms A to G 452 personal computers 3rd floor of Building No. 63	Lounge for International Student Community & Career Info. 1st floor of Building No. 61	Laboratory for basic experiments in science and engineering (Physics) 2nd floor of Building No. 56	Health support center Nishi-Waseda branch 1st floor of Building No. 51
Rikoh Restaurant 1st floor of Building No. 63		Rikoh Cafeteria basement 1st floor of Building No. 56	Student Counseling Room 1st floor of Building No. 51
Laboratory for basic experiments in science and engineering (Engineering) 1st basement of Building No. 63	Drafting/CAD Room 208 personal computers 1st floor of Building No. 57	Students' Reading Room basement 1st floor of Building No. 52 and 53	Student Lounge 2nd floor of Building No. 51
	CO-OP school store and book store 1st basement of Building No. 57		Science and Engineering Library basement 1st floor of Building No. 51

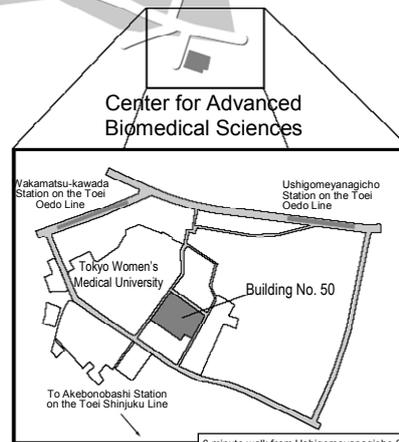
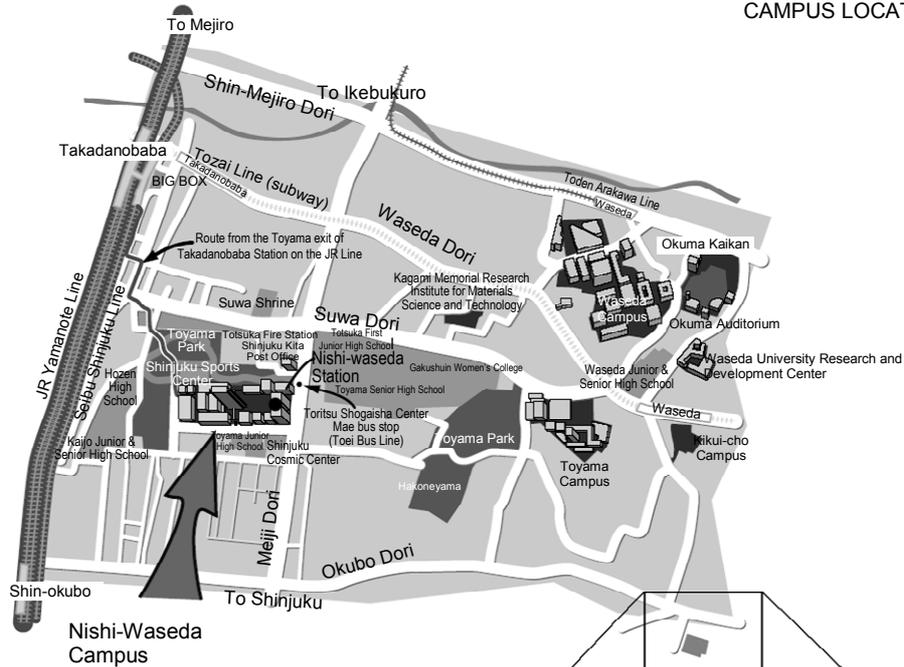
List of the offices of departments

Fundamental Science and Engineering	Creative Science and Engineering	Advanced Science and Engineering
Department of Mathematics Room 01, 1st floor of Building No. 63	Department of Architecture Room 03, 2nd floor of N wing of Building No. 55	Department of Physics Room 03, 2nd floor of N wing of Building No. 55
Department of Applied Mathematics Room 01, 1st floor of Building No. 63	Department of Modern Mechanical Engineering Room 08, 2nd floor of Building No. 60	Department of Applied Physics Room 03, 2nd floor of N wing of Building No. 55
Department of Computer Science and Engineering Room 01, 1st floor of Building No. 63	Department of Industrial and Management Systems Engineering Room 00, 13th floor of Building No. 51	Department of Chemistry and Biochemistry Room 03, 2nd floor of N wing of Building No. 55
Department of Applied Mechanics and Aerospace Engineering Room 08, 2nd floor of Building No. 60	Department of Civil and Environmental Engineering Room 07B, 17th floor of Building No. 51	Department of Applied Chemistry Room 03, 2nd floor of N wing of Building No. 55
Department of Electronic and Photonic Systems Room 01, 1st floor of Building No. 63	Department of Resources and Environmental Engineering 13th floor of Building No. 51	Department of Life Science and Medical Bioscience 3rd floor of Building No. 50 Office of the Center for Advanced Biomedical Sciences 2-2, Wakamatsu-cho, Shinjuku-ku, 163
Department of Intermedia Art and Science Room 01, 1st floor of Building No. 63	Division of Intellectual Assets and Socio-Industrial Policies Room 00, 4th floor of Building No. 51	Department of Electrical Engineering and Bioscience Room 03, 2nd floor of N wing of Building No. 55
	Division of Intercultural Studies Room 00, 4th floor of Building No. 51	

NISHI-WASEDA CAMPUS



CAMPUS LOCATION



6 minute walk from Ushigomeyanagicho Station on the Toei Oedo Line
8 minute walk from Wakamatsu-kawada Station on the Toei Oedo Line
10 minute walk from Akebonobashi Station on the Toei Shinjuku Line



Faculty of Science and Engineering, Waseda University

3-4-1, Okubo, Shinjuku-ku, Tokyo, 169-8555

<http://www.sci.waseda.ac.jp/>

info@sci.waseda.ac.jp