April, 2020

Course Guidance

Graduate School of Information, Production and Systems

1. Method of completing course subjects
2. Evaluation of exam results
3. Rules for dealing with a dishonest act
4. Explanation of laboratory assignment
5. The intermediate presentation for the master's thesis
6. The screening procedures of the master's thesis

Course Subjects

The master's degree program consists of Fundamental Subjects, Advanced Subjects, Laboratory Work and Specialized Subjects.

Fundamental Subjects	Fundamental subjects are designed to help the student acquire the basic knowledge and skills necessary for the study of specialized subjects and research activities.
Advanced Subjects	These subjects form the nucleus of the Graduate School master's program and impart the most advanced technical knowledge required for acquisition of a master's degree.
Laboratory Works	Lab work is provided in information Architecture and Production Systems. Students conduct experiments focused on computer networks and CAD design, which represent the foundation of Information Architecture. Through this process, they become familiar with equipment and machines commonly used in actual production systems.
Specialized Subjects	These subjects are mainly comprised of lectures on advanced research provided by individual faculty members with the objective of imparting specialized knowledge linked to the student's chosen area of study and research.
Exercises	Faculty members managing the laboratories conduct exercises for students belonging to their field of study as part of the student's research towards their master's dissertations.

Less 12 credits from fundamental, advanced subjects or laboratory works, Warning of missing interim presentation qualifications is given.

18 credits or more from fundamental, advanced subjects or laboratory works, 4 credits or more from Exercises and Specialized subjects for Mid-presentation of Master's thesis.

	April 6	April-Aug.	August 27th	Sep. 25th	February 24th
1st Year	Start of spring semester	Provisional laboratory assignment	Announcement of academic records	Start of fall semester	Announcement of academic records
			Laboratory assignment		

	April	August	October	February	March
2nd Year	Start of spring semester	Announcement of academic records	Mid-presentation of Master's thesis	Presentation of Master's thesis	Graduation Ceremony
				Announcement of academic records	

<April admission>

20 credits or more from fundamental, advanced subjects or laboratory works(up to 4 credits for fundamental), 2 credits from Specialized subjects, and 8 credits or more from Exercises for completing of a master degree program.

Method of completing course subjects

The requirements for completing of the master's degree program are:

Lectures and Laboratory Works	Specialized Subjects	Exercises	Thesis
20 or more credits (up to 4 credits for fundamental)	2 credits	8 or more credits	1.5 years

*After being assigned to a laboratory, students must acquire the designated number of credits in Specialized Subject and Exercises given by their supervising faculty member.
*Depending on your desired lab's faculty, you should take designated subjects, so please confirm with him which ones you need register.
* It is up to 4 credits for fundamental to be counted as the requirements for completing of the master's degree program.

Examples of how to complete the exercises

(April admission)

	Course a			
	1st year		2nd year	
	Spring	Fall	Spring	Fall
1		A(2)	B(4)	D(2)
2		A(2) D(2)	B(4) C(2)	
3		A(2)	B(4) C(2)	D(2)

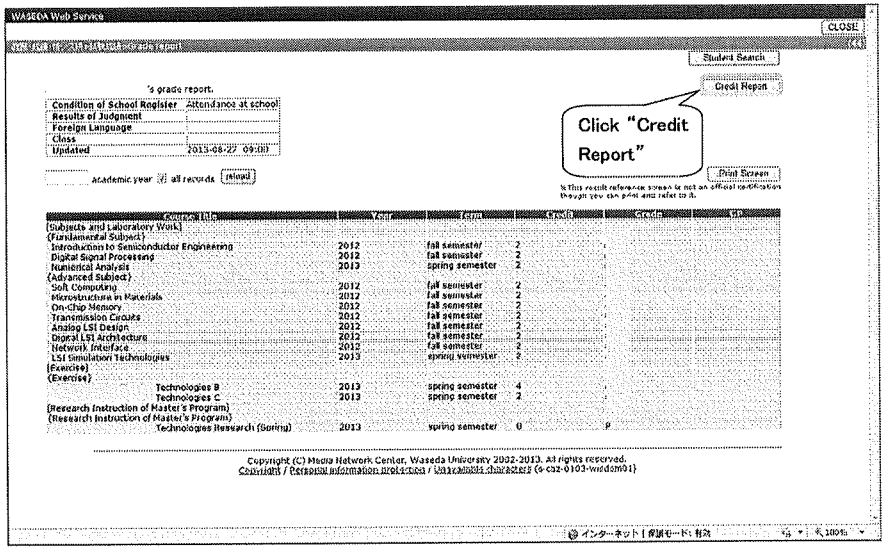
Example

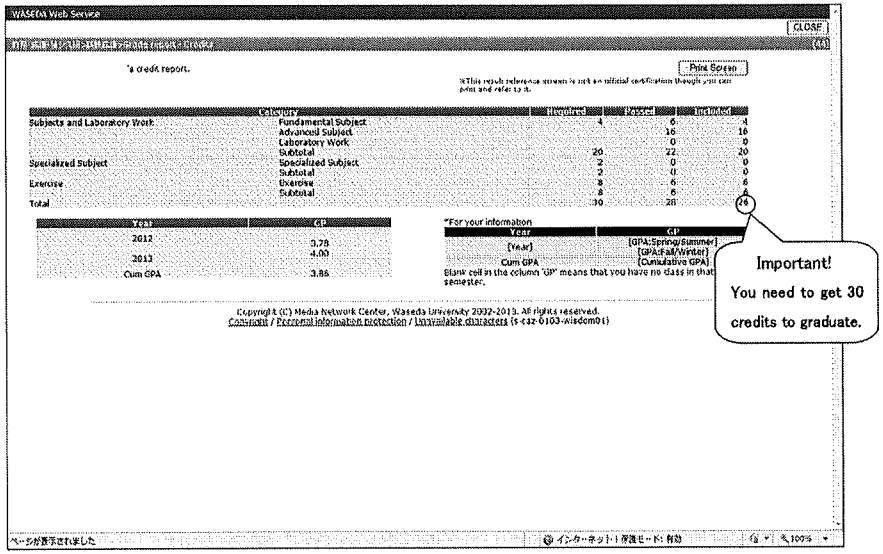
(April admission)

		1st year		2nd year		Total required credits for graduation
		Spring	Fall	Spring	Fall	30 or more
Lectures and Laboratory works	Fundamental Subjects	20				(within 4)
	Advanced Subjects					20
	Laboratory Works					
Specialized Subjects (only in Fall)			2			2
Exercises			4	4		8
Master Thesis			Thesis			Pass

How to check the number of credits you have got

*Page of Grade Report on MyWaseda





Please check the correct required credits at the end of each semester after you have been assigned the laboratory !

Kitakyushu Science and Research Park Information

- **Joint Graduate School in Car Robotics and AI**

  Three graduate schools cooperate and manage for the development of human resources in Car electronics and Robotics field.

- **Credit transfer in Kitakyushu Science and Research Park**

  Some lectures in Kitakyushu University and Kyushu Institute of Technology are available and are transferred as IPS credits.

授業成績の評価
Evaluation of exam results

目的

奨学生決定、就職推薦、修了時総代決定の際、参考にされることがある。

Purpose

It might be used for deciding:
Screening of Scholarship recipient,
Job recommendation, Representative of commencement ceremony, etc.

評価方法

1. 計算式

科目の成績評価に対してGrade Pointと呼ばれる換算値（A+は4点、Aは3点、Bは2点、Cは1点、不合格は0点）が決められています。それぞれの「科目の単位数」と「成績評価のGrade Point」の積の総和を「総登録単位数」で割って、スコア化したものがGPA（Grade Point Average）です。総登録単位数には、不合格科目の単位も含まれます。これを式で表すと、次のようになります。

$$\frac{(\text{A+修得単位数}\times 4)+(\text{A修得単位数}\times 3)+(\text{B修得単位数}\times 2)+(\text{C修得単位数}\times 1)+(\text{不合格科目単位数}\times 0)}{\text{総登録単位数（不合格科目を含む）}}$$

※GPAは、小数第2位まで表示します。（小数第３位は、四捨五入とします。）

1. Calculation Formula

Waseda University uses an evaluation system with a set of conversion rates called Grade Points (4 points for A+, 3 points for A, 2 points for B, 1 point for C, and zero point for Falling Grades).

A Grade Point Average (GPA) is a score calculated by multiplying "total number of credits by grade point(A+, A, B etc.)" and "corresponding grade point (4 for A+, 3 for A etc.)", then totaling the obtained figures for the all grades and dividing the result by "total number of registered credits".

The total number of registered credits includes credits earned for falling grades. This will be calculated in the following formula:

Calculation Formula

$$\frac{[(\text{No. of A+ credits}\times 4)+(\text{No. of A credits}\times 3)+(\text{No. of B credits}\times 2)+(\text{No. of C credits}\times 1)+(\text{No. of Failing Grades}\times 0)]}{\text{Total number of registered credits}}$$

= GPA (* The GPA will be rounded to the second decimal place.)

2. 対象科目

卒業算入対象科目として登録した科目でA+、A、B、C、F評価された科目

2. Subjects used in the GPA calculation

The GPA calculation considers only the subjects registered as the subjects to count toward graduate credits.
The subjects which are evaluated A+, A, B, C, or F.

3. GPAの通知・証明

GPAは、MyWaseda 成績照会画面にて参照可能です。また、GPA対象科目の成績およびGPAが記載された「GPA証明書」も発行可能です。「GPA証明書」発行希望の場合は、事務室にてお申し込みください。なお「成績証明書」には、GPAは記載されません。

3. GPA on Grade Report and Transcript of Academic Record

Please note that the GPA will appear on the Grade Report in MyWaseda, but not on the Transcript of Academic Record.
"Transcript of Academic Record / GPA" indicating the GPA is available at IPS office.

試験およびレポートに関する不正行為への対処

Rules for Dealing with a Dishonest Act on an examination / a report

1．不正行為の種類

1）試験に関する不正行為
　①カンニング(携帯、スマートフォン、タブレット等の使用)
　②不正受験
　③試験問題事前取得及び漏洩
2）論文考査(レポート)及び論文考査以外のレポートなどに関する不正行為
　①レポート剽窃
　②レポート代筆
　③剽窃幇助

1. Kind of dishonest act

1) **Dishonest act on an examination**
   (1) Cheating on an examination(Illegal Use of Mobile phone, Smartphone & Tablet etc.)
   (2) Taking an examination unjustly
   (3) Obtaining/distributing the examination questions prior to the examination
2) **Dishonest act on a report**
   (1) Plagiarizing or imitating other people's reports/thesis
   (2) Writing a report for other student
   (3) Helping others plagiarize or imitate other people's reports/thesis

2．不正行為に対する処分

・原則として停学３ヶ月
　(停学起点日は不正行為実施日)
　当該セメスター登録のすべての科目無効
・処分適用の場合、研究科長より適用者へ処分内容を連絡するとともに、原則として内容及び氏名を公示する。

2. Penalty for the dishonest act

- In principle, the penalty is three-month suspension from school (the starting date of the suspension from school is the date on which the dishonest act was done)
- The student will fail all the subjects in which he/she enrolled for the semester automatically .
- When the penalty is imposed on the student, Dean of the graduate school will inform the student of the school's decision. In principle, the name of the student and the content of his/her dishonest act will be announced publicly.

過去の処分事例

・学生Aさん
　　・・停学２ヵ月、当該学期の全科目無効
・学生Bさん
　　・・停学２ヵ月、当該科目無効
・学生Cさん
　　・・停学２ヵ月、当該学期の全科目無効
いずれも不正内容、氏名を公示。

Prior Penalty for the dishonest act

- Student A・・2 months suspension from school, all subjects were failed in the semester
- Student B・・ 2 months suspension from school, concerned subject was failed
- Student C ・・2 months suspension from school, all subjects were failed in the semester

All the names of students and the contents of their dishonest act were announced publicly.

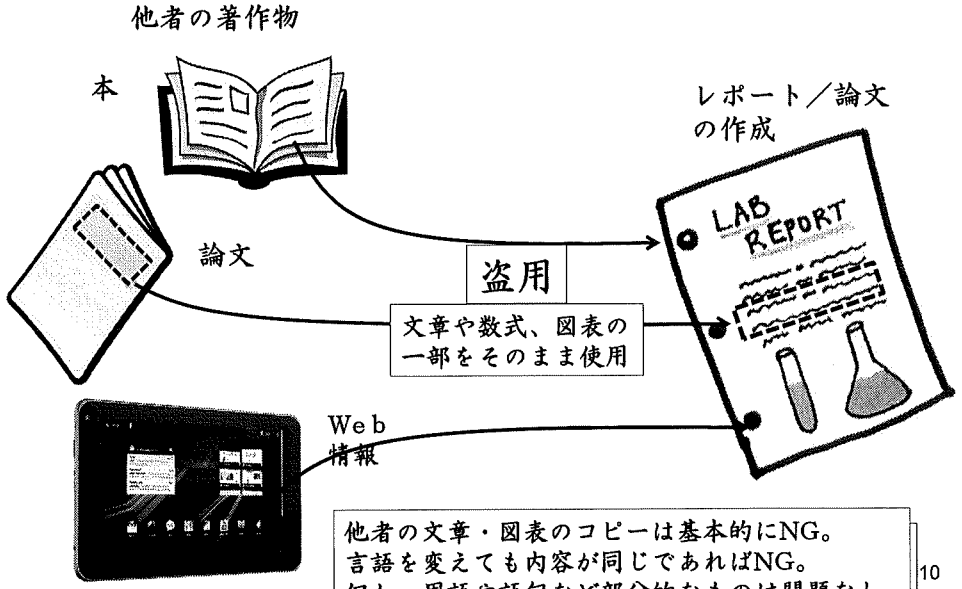
レポートでの盗用と引用・参照

- 盗用の定義（[1]より引用）
  - [1] では 「他の研究者のアイディア、分析・解析方法、データ、研究結果、論文又は用語を、当該研究者の了解もしくは適切な表示なく流用すること。」としている
    - [1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 31, 2019.
- 引用・参照
  - 他の研究者のアイディア、分析・解析方法、データ、研究結果、論文又は用語を、出典を明記して用いる
- 人のアイデア・情報は人のものと明示する

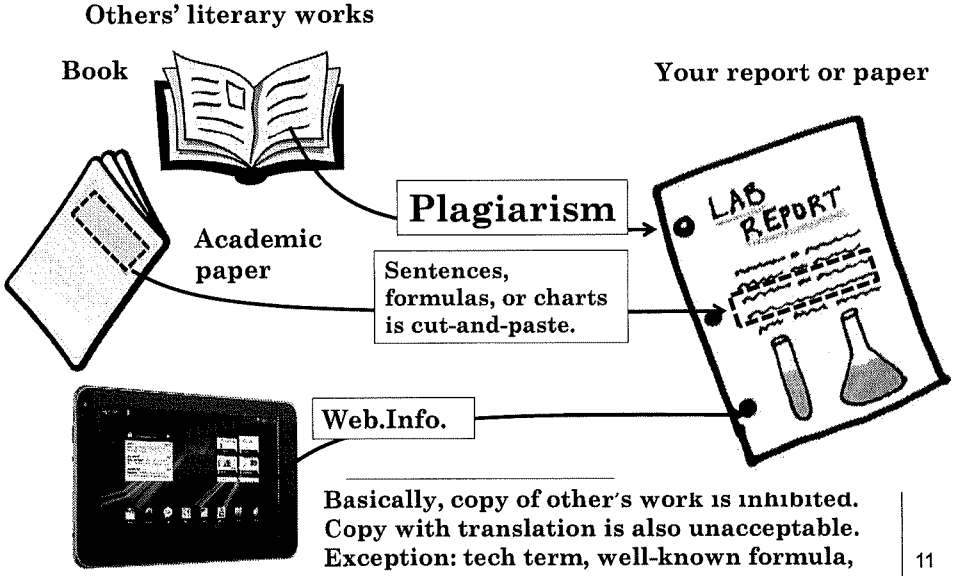
Plagiarism versus Quotation/Citation/Reference

- Definition of Plagiarism (Quoted from [1])
  - In [1], plagiarism is defined as "Usage of other researchers' idea, methods, data, results, or sentences without the agreement of the researches or without the proper notification."
    - [1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 31, 2019.
- Quotation/Citation/Reference
  - Use other researchers' idea, methods, data, results, or sentences with the clear notification of the source
- Other person's idea and information should be shown as other persons

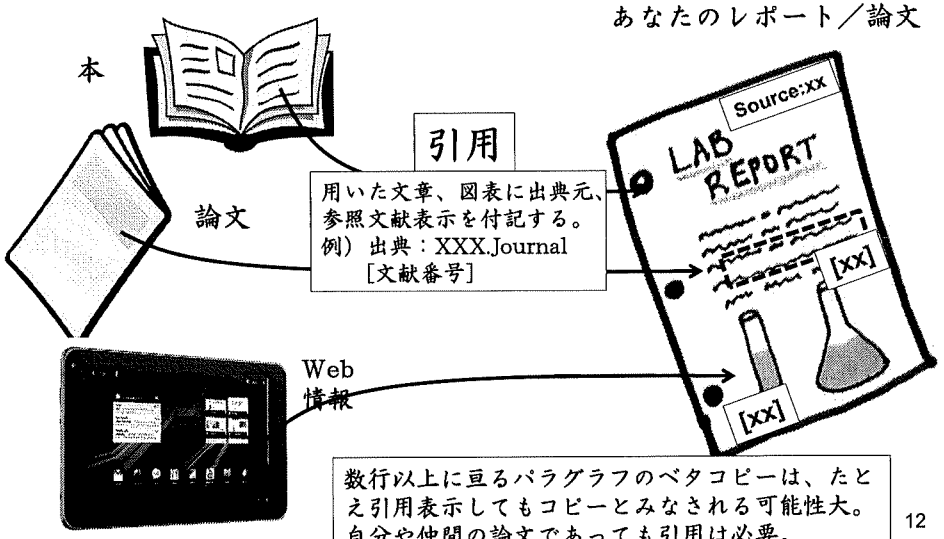
盗用 or 引用



Typical Plagiarism

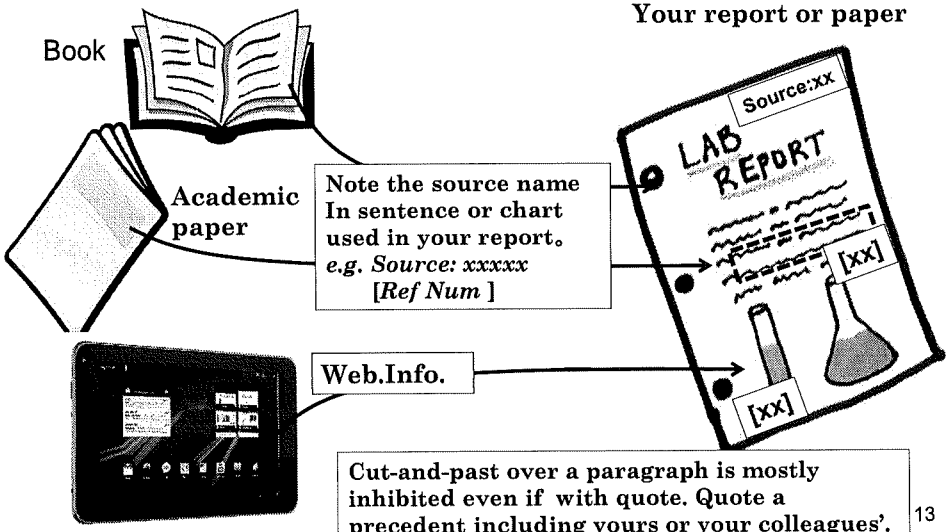


盗用 or 引用



Quotation/Citation/Reference

Others' or your literary works



引用・参照（[2]より引用）

- 直接引用
  - 他の人の文章をそのまま用いる場合
  - 「… である」[???] としている
    - 「」で囲んで引用箇所を明示。変更は不可
    - [???] は文献番号など出典との対応関係を表す
      - 出典情報はページの脚注あるいは文章の最後に一覧で明示
- 間接引用
  - 内容を要約して他者の情報を伝える場合
  - ??? は [???] で新たな手法を提案している。
    - 最初の ??? は人の名前、[???] は文献番号情報など
  - クロックゲーティングの新たな手法が提案された [3], [4]。

[2] http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at Jan. 21, 2016.

Quotation/Reference (Cited from [2])

- Direct Quotation
  - Use other person's sentences as it is
  - The author said that "..." [???].
    - Show the part of quotation using "", and the sentence cannot be changed
    - [???] show the ID of the source of the sentence
      - The sources are at a footnote or at the last part of the manuscript
- Indirect Quotation
  - Contents are summarized and used
  - The author ??? proposed a new method in [???].
    - First ??? is author's name, [???] is the ID of the source
  - New clock gating methods have been proposed ([3], [4]).

[2] http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at Jan. 21, 2016.

参考文献 Reference / Bibliography

[1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 21, 2016.

[2]http://www.juen.ac.jp/psych/nakayama/making/02.html, Access at Jan. 21, 2016.

[3] A. Hurst, "Automatic Synthesis of Clock Gating Logic with Controlled Netlist Perturbation," Proc. DAC 2008, pp.654-657, June 2008.

[4] Pietro Babighian, Luca Benini, Enrico Macii, "A Scalable Algorithm for RTL Insertion of Gated Clocks Based on ODCs Computation," IEEE Trans. on CAD, Vol. 24, No. 1, pp.29-42, Jan. 2005.

盗用と引用・参照の判断

- 人のアイデア・情報は人のものと明示する
  - 正しく引用・参照する
  - 最低限
- 判断は教員による
  - 引用が許される場合と許されない場合がある
  - 各教員の指示に従うこと
- レポート課題に対して、他の意見を正しく参照しながら、何かしら自分で考え、自分の言葉で書くことが重要
  - 先輩のレポートと同じものは許されない

Judgement of Plagiarism and Quotation/Citation/Reference

- Other person's idea/sentences should be shown as other person's
  - Correctly quote or refer
  - This is the minimum manner
- Judgement depends on each professor
  - Quotation is allowed in some case and is not allowed in another case
  - Please follow each professor's direction
- On the report theme, you should think by yourself and write with your own words based on other ideas with correct quotation (reference)
  - The report same as a senior student's is not allowed anyway

修士論文中間発表会

The Intermediate Presentation for Master's Thesis

早稲田大学大学院
情報生産システム研究科

1. 目的および提出書類
Purpose and Submission Document

- 目的/Purpose
  - ・修士論文の進捗状況
    To examine the progress of the master's thesis
  - ・履修科目の理解度
    To examine comprehension of subjects

研究および科目履修がおもわしいかどうかの判定を行なう

- 提出書類/Submission Document
  中間発表概要書
  The outline of Intermediate Presentation

2. 実施時期および対象学生
Schedule For Presentation

- 実施時期/Schedule
  修了希望半年前（4月初旬または10月初旬）
  6 months before your target graduation (Either beginning of April or October).

- 対象学生/Qualification
  修士課程在籍（休学期間除く）１年半以降かつ修了希望半年前の学生で、入学1年後（休学、留学期間を除く）の時点で、講義科目18単位以上、演習または特論4単位以上、合計22単位以上を取得している学生

  Students enrolled in a master's course (excluding leave of absence) for one and a half years or more, and six months before wishing to complete, and one year after enrollment (except for leave of absence and study abroad period), who have obtained a total of 22 credits or more, including 18 credits or more for lecture subjects, 4 credits for exercises or special lectures.

3. 審査委員と判定方法
Examiners and Screening Procedures

- 審査員/Examiners
  研究指導を担当する教員を含む３名の本研究科教員が審査する。
  The examiners consist of three faculty members including the student's supervisor as a chief-examiner.
- 修士論文中間発表の判定は合否により行う。
  The result of screening will be pronounced as success or failure.
- 審査員のうち２名以上の審査員が否の判定をした場合、警告を発する。
  In the case two or more examiners reject the presentation, the warning will be announced on bulletin board.

修士修了審査

The screening procedures of the master's thesis

早稲田大学大学院
情報生産システム研究科

1. 目的および提出書類
Purpose and Submission Documents

☐ 目的 / Purpose

修士修了の判定を行う

Evaluation of master course completion.

☐ 提出書類 / Submission documents

1．修士論文概要書

The outline of master's thesis

2．修士論文 / **The master's thesis**

2. 対象学生 / Qualifications

☐ 原則として修士課程在籍(休学期間を除く)
２年目(以降)の学生

The students who are in one's 2nd years of the master's course in principle (the period of leave of absence will not be counted).

☐ 修士論文、修士論文概要書を期限までに提出した学生

The students who submit the master's thesis and the outline of master's thesis by the deadline.

3. 実施時期および審査員
Schedule and Examiners

☐ 実施時期 / Schedule

各学期末(7月，2月)

At the end of each semester.(in July or February)

☐ 審査員 / Examiners

主審査員1名/ 1 chief-examiner

副審査員2名/ 2 examiners

4. 審査方法 / Screening Procedures

□ **審査方法 / Screening procedures**

1.審査は修士論文と論文発表会の結果を考慮し合否判定を行なう。
Success or failure is determinate in consideration of the evaluation of the master's thesis and the oral presentation.

2.審査員のうち２名以上の審査員が合の判定を行った場合，合格と判定する。
Two or more examiners' judgment as success is required to pass.

注意 ： 修士修了判定は論文合格に加えて所定の取得単位要件を満たすことが必要である。
For completing the master's course, prescribed credit earning is also required.

5. 論文の外部発表 Publishing a paper

□ 修士論文の内容で外部発表をする場合は、 IPS の指導教員に相談すること。

You should obtain the approval of your advisor in IPS when you will publish a paper on the results of your master thesis of IPS at some conference/workshop/journal/transaction.