早稲田大学

大学院情報生産システム研究科要項

2025年度

STUDY GUIDE
2025

Graduate School of Information, Production and Systems,
Waseda University

早稲田大学大学院情報生産システム研究科要項　2025年度　STUDY GUIDE 2025 IPS Waseda University

この要項は、早稲田大学大学院情報生産システム研究科（ＩＰＳ）において学業を進めていくうえで必要不可欠な基本的事項を収録したものであり、修了時まで使用するので紛失しないように十分に注意すること。履修や学生生活に必要な情報はほぼ網羅されているので、日常的に確認し、わからないことがある場合にはこの要項をよく読むこと。

また、本要項に記載されている情報に加え、大学は以下に挙げるウェブサイトに重要なお知らせを掲載する。学生はこれらのウェブサイトを定期的に確認すること。

This handbook contains information on academic policies, curriculum, graduation requirements, and school life that applies to graduate students in the Graduate School of Information, Production and Systems (IPS). Please 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 below. Students should check these websites regularly.

MyWaseda／Wasedaメール

早稲田大学の学生・教職員・校友が共通して利用する基盤システムで、この MyWaseda にログインすることにより、利用者の資格、属性に応じたサービスや情報が得られる（授業の科目登録、試験、レポート、履修などに関することや、講演会やセミナー、シンポジウム、公開行事の案内など）。

Waseda メールは Web ブラウザがあれば、どこでも利用できる Web メールサービスである。在学中に利用していたメールアドレスは卒業後も使用できる。

https://my.waseda.jp/

大学院情報生産システム研究科ホームページ／IPSスクエア

https://www.waseda.jp/fsci/gips/

MyWaseda／Waseda 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 mail is a web mail service that you can use over a web browser from anywhere. You can continue to use this email address after you graduate from the university.

https://my.waseda.jp/

Graduate School of Information, Production and Systems website／IPS square

This website provides various types of information from the Graduate School of Information, Production and Systems. Course registration, scholarship information, and other important information are updates as needed.

https://www.waseda.jp/fsci/gips/en/

STUDY GUIDE
2025

Graduate School of Information, Production and Systems,
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The Three Policies of IPS

■Policy on the Acceptance of New Students (Admission Policy)

We seek students from inside and outside the country who understand the guiding principles of Waseda University; “Independence of Learning,” “Practical Utilization of Knowledge,” and “To Create Good Citizenship”. Students must also have the determination and ability to learn and conduct research aiming to solve issues and create value.

- Students with sufficient basic knowledge, sharp intellectual curiosity, and an interest in study and research with a sense of purpose
- Students who understand the research ethics and the social impact of engineering and information technology, and aim to become researchers and engineers who can resolve social problems and create added value
- Students who aim to become researchers and engineers who rely not only on basic and elemental technologies, but also integrate them in complex ways and resolve difficult issues through systems thinking
- Students who resolve problems from a global perspective, and aim to become researchers and engineers who can contribute to developing local regions

In order to admit a diverse student body with the determination and ability to achieve these goals, the entrance exams for our master’s program include a general examination aimed at Japanese students, foreign students, and professionals as well as a work force entrance exam targeting professionals who have already made existing accomplishments when they apply. We also practice recommendation exams, based on recommendations from partner institutions of learning, to actively admit excellent students from both within and outside the country. The recommendation exams, operating in cooperation with specialized high school programs from around the country and top-class universities mainly in Asia, admit talented students with skills as researchers and engineers from both within and outside the country. Our doctorate program adhere to the entrance examination methods above, admitting talented students with research and engineering skills that are internationally applicable.

■Policy on the Design and Operation of the Curriculum (Curriculum Policy)

Centered around the three research fields of Information Architecture, Production Systems, and Integrated Systems, we provide education from both concrete and abstract perspectives, including research fields requiring interdisciplinary cooperation. Students in the master’s program enter one of the three research fields, earn credits in the established curriculum according to the diploma policies, and acquire the essential basic knowledge and abilities for research. Namely, in order to acquire various kinds of specialized knowledge required for their master’s thesis, students can take basic research courses that extend the foundational knowledge acquired in undergraduate studies, specialized research courses that instill and apply specialized knowledge necessary for research, and experimental classes that allow students to master practical knowledge through using devices and equipment. Additionally, under the guidance of instructors, they carry out research for their master’s thesis for each research problem, and assemble and present their results as research papers. In the doctoral program, students supplement the abilities developed in the master’s program and acquire advanced abilities to conduct independent research. Students in the doctoral program do not have a required number of credits, but can take courses in the master’s curriculum when needed. Furthermore, under the guidance of instructors, they investigate specialized theories relating to higher level research problems, conduct research based on new proposals and their applications, actively publicize their research findings at meetings such as conferences, and compile them into a doctoral dissertation which is then presented. Also, in order to cultivate talented graduates capable of operating internationally, courses and research guidance are provided in both Japanese and English, contributing to an environment where students from abroad and Japanese students study together.

■Policy on Graduation Certification and the Conferring of Degrees (Diploma Policy)

In the three research areas: Information Architecture, Production Systems, and Integrated Systems or research areas which cooperate with the three research areas interdisciplinarily, we train prospective researchers and engineers who can contribute to developing technologies related to those research areas, solve complicated contemporary technical problems, assume an approach of new systems and create new values in the real world and in scientific fields by utilizing high insight and advanced knowledge. You will acquire the ability to apply basic knowledge to real world problems as well as professional knowledge. Also, it is expected to acquire information literacy and problem finding ability, logical thinking ability, problem solving skills, system conception ability and practical leadership. Students in the master’s program carry out research under the guidance of instructors, compile their research results into a master’s thesis, and acquire fundamental research skills and specialized knowledge to allow them to work as researchers and engineers. When this is accomplished, a master’s degree in engineering is awarded. Students in the doctoral program, under the guidance of instructors, master the ability to carry out independent research by making full use of specialized knowledge and sophisticated research skills by conducting independent research that contributes significantly to the development of their field, presenting their results inside and outside of Japan, and compiling them into a doctoral dissertation. When these accomplishments are recognized, a doctorate in engineering is awarded.

Ⅰ About the Graduate School of Information, Production and Systems (IPS)

1. Philosophy and Objectives of IPS

The Graduate School of Information, Production and Systems, Waseda University (IPS) was opened in April 2003 in the Kitakyushu Science and Research Park (KSRP), a location far from the main campus of the university in Tokyo. IPS is an extremely distinctive graduate school which is aiming to achieve internationalization.

Partly because Kyushu is near to other countries in Asia, Waseda University is aiming to build a base for research and education in the KSRP with the major objective of creating a higher quality internationalized graduate school in Asia with a focus on Information Architecture・Production Systems・Integrated Systems. To achieve this goal, Waseda is cooperating with the University of Kitakyushu and the Kyushu Institute of Technology with the aim of making IPS a base for the transmission of knowledge throughout all of Asia. Educating the technicians that will support this program and promoting research development are the missions of Waseda University in the KSRP.

The KSRP has created one large campus centered on Waseda University, the University of Kitakyushu and the Kyushu Institute of Technology. This distinctive feature of having three different types of universities on the same campus is worthy of attention because it takes into account large sections of society and avoids elitism.

Meanwhile, Waseda University is currently undergoing expansion, a second establishment of the university, in order to build a university organization that can better meet the needs of 21st century society. Our aim is to further develop Waseda University so that it becomes recognized as one of the world’s leading private university universities. This approach includes internationalization and enhancement of our advanced educational institutions. Furthermore, in recent years Japanese society has stopped concentrating excessively in Tokyo as it used to do. Both scholarship and industry are spreading widely throughout Japan and distinctive structures utilizing local characteristics are being created. Considering this fact, it is necessary to think that Waseda University should not exist only in Tokyo but should expand into local areas as well. Our expansion into Kitakyushu is an example of this.

Kitakyushu is located near to South Korea and China, and Hakata and Busan in particular have a long history of exchanges. This highly engrained international quality obtained by a process of accumulation over many years is effective for developing Waseda University into an educational institution of Asia. For Waseda University, which is aiming to be an educational institution for not only Asia but the entire world,building a strong base for an internationalized graduate school in this location plays an important role in the expansion of Waseda University in the 21st century.

Kitakyushu has been one of the leading industrial zones in Japan through the ages, and it has invited technologies with a long-standing tradition. We anticipate that a Waseda University graduate school engaged in education and research of Information・Production・Systems at this location will in the future be able to utilize the traditional technologies of Kitakyushu to make a large contribution to the industries of Japan, Asia and the entire world in the 21st century.

IPS was opened based on the above background and mission. It is comprised of the Information Architecture field, which carries out education and research of the latest information technologies from hardware and software perspectives, the Production Systems field, which attempts to develop high quality, high productivity production systems utilizing information technology, and the Integrated Systems field, which is the key to the various systems and components of the future.

These three fields are mutually interlinked to form a comprehensive graduate school engaged in research and education. Moreover, they go beyond research and education in the area of industrial technologies to include research and education for the construction and operation of various systems from the perspective of corporate management.

The Information Architecture field is a wide-ranging and core engineering field that is applied to all kinds of engineering, including the field that constructs theories about information itself, that is, about the acquisition and expression of information, the field of information transmission, the field of information processing, application to a variety of targets, etc. Furthermore, the rapid evolution of information technology is being achieved through the mutually linked evolution of hardware and software. Taking into account this situation, this graduate school is aiming to carry out wide-ranging education and research into information technology that straddles both hardware and software aspects.

In the Production Systems field, IPS is introducing production information systems that attempt to use a computer network to manage and use the information necessary for production, and is carrying out research and education in pursuit of higher levels of productivity. At the same time, it is necessary for engineers on the front line of production to master information technology so that they can cope with the wave of globalization that is sweeping through the production field. For this reason, we are training engineers that understand the production front line and also have knowledge of the information field.

Meanwhile,in the Integrated Systems field we are conducting education and research regarding semiconductor technology, which is said to be the “rice of industry.” Large-scale integration (LSI) of systems is essential for making a wide range of systems more compact and better performing, and it is thought this will determine the future success or failure of the information appliances and automobile industries. In the Integrated Systems field, 10 world class technicians and researchers brought

together from throughout Japan are carrying out advanced education and research in these areas centered on LSI design technologies.

Moreover this graduate school is aiming to be an international graduate school that accepts a large number of international students from around the world, primarily students from other Asian countries. It has already concluded an agreement of cooperation and a memorandum of understanding with over 40 highly-respected overseas universities, including Zhejiang University, Shanghai Jiao Tong University, Fudan University, Nanjing University and the Beijing Institute of Technology in China, National Cheng Kung University and National Taipei University of Technology in Taiwan, and Thammasat University and Chulalongkorn University in Thailand, is accepting international students, and is actively promoting exchanges among faculty, joint research, etc., and its reputation as an international graduate school is growing year by year both in Japan and overseas.

Waseda University has also established the IPS Research Center adjacent to IPS. In the IPS Research Center, Japanese and overseas researchers engage in joint research and sponsored research. Furthermore, we have set up research laboratories for Japanese and overseas universities within the research center in order to actively promote joint research with overseas researchers.

2. Composition of IPS

In IPS, the five-year Doctoral Program is divided into a two-year program for a Master's Degree and a three year program to complete the Doctorate.

IPS has three fields of Information Architecture, Production Systems, and Integrated Systems. The characteristics of each of these fields are as follows.

Information Architecture	We will conduct education and research on the information and communication fields, which will become increasingly important in the future, with a particular emphasis on their applications. In other words, the targets include the "media information", "data engineering", and "information network" areas that handle the expression and transmission of information, the "natural language processing" and "computational intelligence" areas that are closely related to human information processing. There are also areas of "community engineering," "robot mechatronics," and "smart factories," which are indispensable for the future smart society.
Production Systems	In addition to the "process engineering" and "manufacturing information/mechanical system engineering" areas that deal with the hardware aspects of production technology, and the "measurement/control engineering" area that supports advanced automation systems, the graduate school established the "bio/medical engineering" and "advanced materials/devices" areas for bio-electronics, biomedical engineering, and materials engineering. This field conducts education and research to pursue production systems in the 21st century from both hardware and software perspectives.
Integrated Systems	In order to realize a more sophisticated and prosperous IT society in the future, it is indispensable to develop an application system that integrates various elemental technologies in a complex manner. In this field, aiming to create innovative integrated systems, practical research and education will be conducted by faculty members who have close ties with companies on cutting-edge technologies in a wide range of fields from the basic "electronic device/circuits technologies", "optical device/circuits technologies, "LSI design/verification technologies", and "information processing technologies" to application systems such as "image information systems", "voice information systems", and "information communication systems".

These three fields are structured so as to be related to each other, and the three fields are integrated so that students can carry out learning and research activities across fields.

3. Characteristics of IPS

Another characteristic of this graduate school is that it is possible to engage in education and research in collaboration with the IPS Research Center established inside the KSRP. The IPS Research Center is mainly engaged in joint research with companies and project research. The full-time faculty members belonging to this graduate school concurrently serve as researchers at the center, which actively promotes joint research involving industry and academia and develops advanced and practical technologies.

IPS collaborates with the related organizations of Waseda University in Tokyo such as the existing schools, graduate schools, etc., and IPS increases the quality of its research and education through collaborations with the existing institutions, including the holding of distance lectures, etc. It is also actively engaged in exchanges with affiliated schools and graduate schools located overseas, including credit transfers, exchanges of faculty members and students, etc.

Meanwhile, IPS will take advantage of the characteristic that it was opened together with the other universities and graduate schools inside the KSRP to actively implement credit transfers with these institutions, mutual exchanges among faculty members, joint research, etc.

4. Major and Academic Degree

Major of IPS is “Information, Production and Systems Engineering”.
When the student completes the IPS master program, he/she will receive a “Master of Engineering”.
When the student completes the IPS doctoral program, he/she will receive a “Doctor of Engineering”.

Ⅱ Educational Content of the Master's Degree Program

1. Features of the Curriculum

This master's program consists of one major in one graduate course and is comprised of three fields of specialty: Information Architecture, Production Systems, and Integrated Systems. Students join one laboratory of these three fields basically one half year or more after entering the program (after being provisionally assigned to one of them) but are free to select lecture courses from any of the three fields, thus allowing them to acquire a diverse range of knowledge. Research is conducted across these fields of specialty, providing students with an integrated environment in which to pursue their studies. They undertake training and research for their master's thesis under the guidance of highly experienced teachers active on the international scene, and the practical yet specialized learning and research opportunities offered in the program prepare them as engineers capable of applying their skills at home and abroad.

Close ties are also maintained with the adjacent Information, Production and Systems Research Center, Waseda University. And a portion of the industry-academia joint research projects, comprising faculty members from this department, are reserved for student participation to provide them with useful opportunities to strengthen their practical problem solving skills and specialized research capabilities through training sessions and research for their master's thesis.

The following unique instructional system has been implemented so that students of this graduate school complete the program with sufficient knowledge and research skills.

a. Students of the master's program have the flexibility to choose subjects and can work on research early.

Regular Course	Provisional Research Laboratory assignments will be made in the spring semester*1, and Research Laboratory assignments will be approved according to the official assignment procedure at the end of the semester. Assigned students can belong to the laboratory and receive research guidance from faculty members.

*1 The fall semester for students entering in September

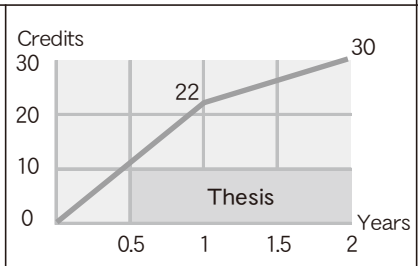
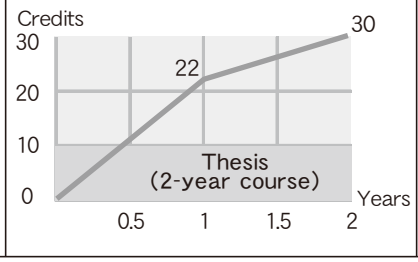
The following special course is also available.

Course F (Course arranged with affiliate graduate schools)	A special program for international exchange students, this course is for students exhibiting outstanding performance who are in the first or second year of a master's program at an overseas graduate school that is in partnership with IPS and who have been recommended by the graduate school following their request to enter the IPS master's program. Research Laboratory assignments will be approved at the time of entrance.

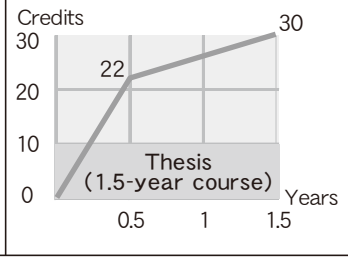
b. Many classes are conducted in English or in combination with English and Japanese so that many international students can learn.
c. Experimentation classes (in Information Architecture and in Production Systems) provide concrete understanding of various devices and equipment. Students can also receive training or conduct self-study in the language laboratory or in the computer laboratory and study rooms.
d. In addition, education and research are conducted in close collaboration with the other universities, graduate schools and research facilities located at KSRP.

2. Term and Requirements for Completion (Master Program)

To fulfill the degree requirements, students must complete a minimum of two years of study basically and have acquired at least 30 credits which meet the requirements of their respective course of study in addition to receiving the necessary research guidance and passing the screening and examination for their master's thesis.

Course		Content
Regular		・At least 18 credits in Fundamental Subjects, Advanced Subjects, and Laboratory Works, 4 credits in Exercises or Specialized Subjects, and a total of at least 22 credits acquired within one year of entering the program ・At least 1.5 years of research for producing a master's thesis completed after laboratory assignment ・At least 30 credits(up to 4 of which can be Fundamental Subjects), including 2 credits of required Specialized Subject class and 8 credits of Exercises, acquired by the end of the program
F		・At least 18 credits in Fundamental Subjects, Advanced Subjects, and Laboratory Works, 4 credits in Exercises or Specialized Subjects, and a total of at least 22 credits acquired within one year of entering the program ・Planned subjects of study may not overlap with classes for which credits have already been received at an overseas university ・At least 30 credits (up to 6 of which can be Fundamental Subjects), including 2 credits of required Specialized Subject class and 8 credits of Exercises, acquired by the end of the program

If you are particularly excellent in F Course, there is also an early completion course.

F		・At least 18 credits in Fundamental Subjects, Advanced Subjects, and Laboratory Works, 4 credits in Exercises or Specialized Subjects, and a total of at least 22 credits acquired within 6 months of entering the program ・Planned subjects of study may not overlap with classes for which credits have already been received at an overseas university ・At least 30 credits(up to 6 of which can be Fundamental Subjects), including 2 credits of required Specialized Subject class and 8 credits of Exercises, acquired by the end of the program

Important: 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.

3. Conducting Classes

Classes are designed to generate student-teacher interaction such as by assigning practical exercises and utilizing experiment apparatuses instead of just having students listen to lectures.

Students can also take advantage of the relationship maintained with the Faculty of Science and Engineering, Waseda University to take classes in other departments as well as acquire credits and receive guidance for producing their master's thesis. There is also a credit transfer system existing with the other graduate schools located in the KSRP.

4. Research Guidance Method and Schedule

Faculty members are available for detailed consultations regarding students' selection of field and laboratory. Once placed, supervising faculty members provide comprehensive guidance regarding research project proposals and thesis production, as well as specialized training in conducting research, until the completion of the thesis. We aim to provide consistent guidance, engage in advanced research, and train researchers with advanced expertise.

- Guidance, Laboratory visits
- Provisional laboratory assignment(1st semester): Classes, Preparation
- Interview for official laboratory assignment
- Official laboratory assignment(2nd semester): Research guidance
- Check the earned credit numbers
- Officially assigned laboratory(3rd semester): Research guidance
- Submission of a master thesis midterm presentation abstract
- Midterm presentation of a master thesis
- Officially assigned laboratory(4th semester): Write a master thesis
- Submission of an abstract and a master thesis
- Final presentation of a master thesis

New students will be temporarily assigned to a laboratory within two weeks of enrollment, which will be decided through course guidance, laboratory visits, interviews with faculty members, and so on. In the first semester, students will be provisionally assigned to a laboratory, where they will take classes to earn the required credits, understand the research environment of the laboratory to which they are assigned, learn how to use the research equipment, and so on. At the end of the first semester, they will be assigned to their official laboratory, and for the next 1.5 years (3 academic terms), they will participate in seminars, specialized subjects, and exercises as an official member of the laboratory while receiring research guidance from their supervisor. Subsequently, they will make a midterm presentation on the research they are conducting for preparing their master's thesis. The midterm presentation will be reviewed by the supervisor at the assigned laboratory as the chief examiner and two faculty members as sub-examiners. In the last semester of the program, students receive guidance on the preparation of their master's thesis from their supervisor at the assigned laboratory and prepare their master's thesis, which is then reviewed by their supervisor as the chief examiner and two faculty members as sub-examiners.

5. Research Guidance System

In the master's course, students receive research guidance from the chief examiner at their officially assigned laboratory. From the time of their midterm presentation, in addition to their chief examiner, two faculty members as sub-examiners review their report and provide guidance on their master's thesis.

The list of faculty members for each field is shown on the right.

IPS Supervisors and Research Guidances

Field	Supervisor		Research Guidance name
Information Architecture	Professor	FUJIMURA, Shigeru	Smart Industry
	Professor	FURUZUKI, Takayuki	Neurocomputing Systems
	Professor	IWAIHARA, Mizuho	Data Engineering
	Professor	KAMATA, Sei-ichiro	Image Media
	Professor	KAMEOKA, Jun	Bio Information Sensing
	Professor	LEPAGE, Yves	Example-based machine translation/NLP
	Professor	MATSUMARU, Takafumi	Bio-Robotics & Human-Mechatronics
	Professor	TSUBOKAWA, Makoto	Fiber-optic systems
	Professor	YOSHIE, Osamu	Community Computing
	Professor	WU, Jun	Network Intelligence and Security
Production Systems	Professor	ARAKAWA, Masao	Design Engineering and System
	Professor	HASHIMOTO, Kenji	Mobile Robotics Platform
	Professor	MAWATARI, Kazuma	Micro and Nano Fluidic Device
	Professor	MIYAKE, Takeo	Current Bioelectronics
	Professor	TANAKA, Eiichiro	Mechanical System Design
	Professor	TATENO, Shigeyuki	Production Process
	Professor	UEDA, Kenji	Functional Thin Films
	Professor	SHIMURA, Takayoshi	Semiconductor Materials and Device Engineering Research
	Professor	TAKAHASHI, Junko	Biomedical Engineering
Integrated Systems	Professor	IKEHASHI, Tamio	Micro Electro-Mechanical Systems
	Professor	IKENAGA, Takeshi	Image Information Systems
	Professor	KIMURA, Shinji	High-Level Verification Technologies
	Professor	MAKINO, Shoji	Intelligent Acoustic Systems
	Professor	TANZAWA, Toru	Green Integrated Systems Research
	Professor	YAMASAKI, Shintaro	Integrated System Optimization
	Professor	YOSHIMASU, Toshihiko	Wireless Communication Circuits Technologies
	Associate Professor	KAKITSUKA, Takaaki	Light Emitting Systems
	Associate Professor	TAKAHATA, Kiyoto	Opto-electronic Integrated Systems
	Associate Professor	SERITA, Kazunori	Terahertz Integrated Systems Research

6. Evaluations for Conferral of a Degree

A fair system of thesis evaluation has been established for the conferral of a master's degree for all students, whether they be businesspeople, international exchange students or graduates of an undergraduate department, and who will have all received comprehensive guidance throughout the program. Thesis evaluation is conducted by a reading committee of three or more faculty members and is chaired by the student's academic advisor.

The evaluation result is reported to the IPS Steering Committee and, after careful consideration, is considered an impartial final result pertaining to the conferral of an advanced degree.

7. Criteria for Master's Degree Thesis Screening

1) At the Graduate School of Information, Production and Systems, each applicant must write a thesis on his/her own that has either content containing a certain degree of useful new knowledge or content containing effective problem-solving that is original to the author.
2) The thesis must state the research's significance and purpose, and the value of research issues based on examination of previous studies. The thesis argument, including the establishment of issues, analysis, research method, results, and discussion must be clear, appropriate, and coherent.
3) The written expressions and utilization of formulas, notations, diagrams, and terminology must be appropriate for an academic paper.
4) The thesis must be the product of research that observes and executes guidelines pertaining to academic research ethics.
5) At the thesis presentation and screening, the degree applicant must be able to precisely present the significance and results of the thesis content.
6) The Master's Degree Thesis Screening will be conducted by several faculty members, including a chief examiner/deputy examiner, and determination of acceptance will be made by the graduate school.

8. Academic Achievements

1) To acquire the basic academic skills and specialized knowledge necessary to plan and conduct one's own studies and research, and to be able to apply these skills and knowledge.
2) To have a correct understanding of information ethics and information security and be able to put them into practice.
3) To be able to investigate and understand the technological trends in one's own area of expertise and to be able to appropriately set issues to be addressed by oneself.
4) Propose methods and means to solve the issues they have identified, and demonstrate their soundness, novelty, and effectiveness by objectively verifying them.
5) Be able to correctly convey one's ideas and thoughts to others, and acquire the process of assertion and cooperation in communication with others based on a high sense of ethics.
6) Be able to plan and execute the means to properly realize the solution methods envisioned.

Ⅲ Undertaking Program Coursework (Master Program)

1. Subjects

The master's degree program consists of Fundamental Subjects, Advanced Subjects, Laboratory Work and Specialized Subjects. The language of instruction is either Japanese or English.

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. Although these subjects are primarily designed to impart knowledge of subjects other than those studied in undergraduate courses, they are also very useful to students who lacked previous opportunities to study them. We encourage students to acquire the knowledge they will need to complete their graduate programs.
Fundamental Subjects (Non-credit Subjects)	The credits of Fundamental Subjects (Non-credit Subjects) are not included in the required credits for graduation.
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. Training in master thesis preparation and experience in the practical applications of theory are also provided.
Advanced Subjects (Non-credit Subjects)	The credits of Advanced Subjects (Non-credit Subjects) are not included in the required credits for graduation.
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. The experience gained through these activities will be invaluable when they begin contributing to society as highly skilled engineers upon completion of the program.
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. Students will master the most advanced content in their major, acquire skill sets in the areas of expertise required for completion of their master's degree and understand the importance of the research topics defined as their thesis material. Those students intending to proceed into the doctoral program will identify fundamental research for their dissertation and study subjects that form the foundation of their field.
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. In addition to acquiring the latest knowledge on themes related to their dissertation topic, students will also study research papers presented in journals and international conferences in order to grasp the most recent trends in their research field. The exercises will be conducted as part of a variety of educational activities the content of which will depend upon the character of each particular laboratory, including seminars under the guidance of professors, practical training in the use of equipment, and presentations of student research results.

※The Subjects of Global Education Center (GEC) are Fundamental Subjects (Non-credit Subject)

2. Course Requirements

Students may take subjects in any field. Be sure to select subjects in consideration of the required subjects for each major listed in the syllabus. If the number of applicants exceeds the limit, students will be selected by lot.

Registration Model

	regular course					course F				
	1st year		2nd year		Total required credits for graduation 30 or more	1st year		2nd year		Total required credits for graduation 30 or more
	S.**	F.**	S.	F.		S.**	F.**	S.	F.	
Fundamental *Subjects					(within 4)					(within 6)
Advanced Subjects	20				20	18 ※				18 or more
Laboratory Works										
Specialized Subjects		2			2		2			2
Exercise(required)		4	4		8	6	4			8 or more
Master Thesis(required)		Thesis			Pass	Thesis				Pass

* The number of required credits in fundamental subjects, Advanced subjects and laboratory works are combined and counted as the total required credits. Extra credits in the fundamental subjects beyond then minimum required number (as indicated in parentheses in the above table) will not be included in the number of the required credits.

** Spring Semester, the spring semester for students entering in April and the fall semester for students entering in September.
Fall Semester, the fall semester for students entering in April and the spring semester for students entering in September.

※ F course: Transferred credits, up-most 10, are to be recognized within this 20 credits.

In the final semester, students will receive guidance from their assigned supervisor regarding the preparation of their master's thesis and proceed to create their thesis. The thesis will then be reviewed by the supervisor serving as the chief examiner and two faculty members as sub-examiners.

Prior to this, students are required to give a midterm presentation at the beginning of the same semester. However, the midterm presentation can only be conducted upon completion of the Research Ethics course. (As a general rule, this refers to the GEC-offered course, "Introduction to Academic and Research Integrity.")

For further details, please refer to the IPS Square section titled " Taking "Introduction to Academic and Research Integrity" in the Master's Program."
IPS Square: https://www.waseda.jp/fsci/gips/other-en/2024/03/29/26674/

3. Provisionary Graduate Enrollment Program

From the viewpoint of coherent education between undergraduate and graduate programs, each school in the Faculty of Science and Engineering adopts a system under which fourth year students can take specified lecture courses offered by the graduate school in which they plan to study. Earned credits under this system are counted toward the credits required for completion of master's programs (30credits) up to a maximum of 4 credits.

4. Grade Evaluations

Grade Evaluations will be indicated as below.

Subjects	Mark	Indicated on Grade Report	Indicated on Transcript	Judgment
Fundamental, Advanced, Laboratory Works, Exercise, Specialized	90 and above	A^+	A^+	Pass
	80-89	A	A	
	70-79	B	B	
	60-69	C	C	
	Under 59	F	N/A	Failed
Research Instruction of Master's/Doctoral Program, transferred subjects	N/A	P	P	Approved
	N/A	Q	N/A	Not Approved

5. GPA

1. Calculation Formula

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"

<Calculation Formula>

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

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

*The total number of registered credits includes credits earned for falling grades.

*Subjects used in the GPA calculation

The GPA calculation considers only the subjects registered as the subjects to count toward graduate credits. However, the following case(s) will not be subject to the GPA calculation even if the subject is counted toward graduate credits.

*GPA on Grade Report and Transcript of Academic Record

Please note that the GPA will appear on the Grade Report, but not on the Transcript of Academic Record.We can issue a "Transcript of Academic Record / GPA" indicating the GPA and the grades used in the GPA calculation.

6. Registering for Courses On Waseda-net portal

Regarding the instruction for Registration for Courses on My Waseda, please check the bulletin board of the IPS office and IPS square.

Ⅳ Educational Content of the Doctoral Degree Program

1. Characteristics of the Curriculum

The first basic characteristic of the Doctoral Program at this graduate school is that it has inherited the structure of the Master's Program which has the objective of systematically developing specialized proficiency and research proficiency. Therefore the Doctoral Program also aims to train human resources possessing the advanced specialized proficiency, richly creative research planning proficiency and research promotion proficiency that will enable them to be successful not only in education and as researchers but also in all other walks of life. In particular, this graduate school is aiming to develop Doctorate degree holders who have the ability to take strong actions to establish venture companies.

The second characteristic is that the students in the Doctoral Program of this graduate school can participate in not only the research projects of this graduate school but also joint research projects between industry, academia and government that are developed at the IPS Research Center, meaning that they can engage in research on actual challenges. Research based on a correct understanding of the problems in actual production front lines and fields of application must be carried out in the academic field of Information・Production・System included in this graduate school. This graduate school was opened together with the IPS Research Center in the KSRP so a characteristic of the graduate school is that the students can perform research by getting involved in the project research being performed in the research center.

The third characteristic is that students receive the evaluations of internal and external specialists. They can do this by participating in project research to have exchanges with highly skilled technicians and researchers both inside and outside this graduate school, or by actively reporting their research results to academic societies. In this way the graduate school can maintain its degrees at a global standard.

Taking these characteristics into account, in the Doctoral Program the students join one of the field the Information Architecture field, the Production Systems field, or the Integrated Systems field, and carry out advanced and global research while receiving advice from the supervising faculty member in their research area and from faculty members in the same field and department.

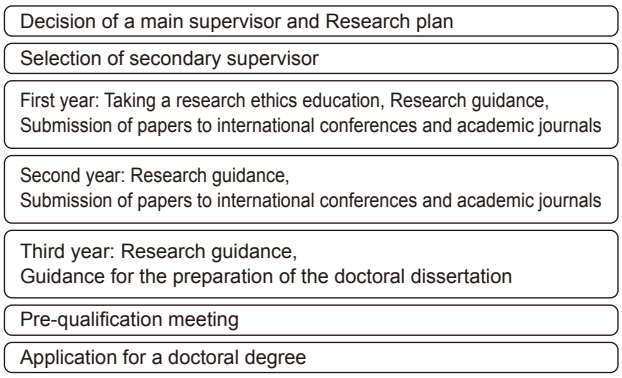
The approach to the research, just as with the Master's Program, is for the students to carry out advanced and distinctive research under the guidance of the supervising faculty member in the Faculty Office to which they belong, and also sometimes playing a part in the research being carried out by the team by participating in the project research the supervising faculty member is working on in the IPS Research Center. In all cases the research results obtained through the research process will be published in the form of submissions, etc. to domestic academic lecture meetings, international conferences, and academic journals, thereby maintaining a global standard of research by obtaining internal and external evaluations.

In the Doctoral Program the number of credits the students have to obtain is not set, but with the consent of the supervising faculty member the students can take the established subjects of this graduate school and expand their scholarly field. Furthermore, they can obtain opportunities for training to be researchers with an international quality by studying at allied overseas graduate schools, etc., and engaging in cooperative research with or taking subjects taught by overseas professors and researchers.

2. Term and Requirements for Completion (Doctoral Program)

The standard requirement for completion of the Doctoral Program is that the student must be enrolled for three years or more in the Doctoral Program, receive the research guidance stipulated by this graduate school, and subsequently pass the screening of the Doctorate thesis and the final examinations. (Early completing program is possible when meeting the requirement)

3. Research Guidance Method and Schedule



The students conduct their research under the research guidance of the supervising faculty member. The approach to the research is for the students to formulate their own individual research plans and proceed with their research based on their plans.

The supervising faculty member provides guidance for the formulation of the research plan, specialized training such as guidance from previous studies and the search, collection and analysis of the data necessary for the research as appropriate and consistent guidance to the student until the completion of their thesis.

New students will start their research based on the research plan prepared prior to enrollment, based on their research in the master's program and so on. At the time of enrollment, a main supervisor will be assigned, and students will receive research guidance through seminars in the laboratory to which they are assigned. In addition, one or more secondary supervisors will be selected after admission. Regarding lectures, students are required to take a research ethics education, which is usually taken in the first semester. In the first year, students will conduct research under the guidance of their main and secondary supervisors, and when they have achieved results, they will submit their research results as papers to international conferences and academic journals. In the second year, they will continue to conduct research under the guidance of their main and secondary supervisors and submit papers to international conferences and academic journals. In the third year, the main and secondary supervisors will provide guidance for the preparation of the doctoral dissertation based on the results of the research to date. When the draft of the doctoral dissertation is ready, a pre-qualification meeting will be held in the field within the Graduate School to review it before the final review. Students may apply for a degree to the Dean of the Graduate School upon successful completion of the pre-qualification meeting, and if this is accepted, the degree examination will be conducted within the Graduate School.

4. Reseach Guidance System

For the doctoral course, a primary supervisor and one or more secondary supervisors are selected from the time of admission, and students receive continuous research guidance for a period of three years.

The list of faculty members for each field is shown below.

IPS Supervisors and Research Guidances

Field	Supervisor		Research Guidance name
Information Architecture	Professor	FUJIMURA, Shigeru	Smart Industry
	Professor	FURUZUKI, Takayuki	Neurocomputing Systems
	Professor	IWAIHARA, Mizuho	Data Engineering
	Professor	KAMATA, Sei-ichiro	Image Media
	Professor	KAMEOKA, Jun	Bio Information Sensing
	Professor	LEPAGE, Yves	Example-based machine translation/NLP
	Professor	MATSUMARU, Takafumi	Bio-Robotics & Human-Mechatronics
	Professor	TSUBOKAWA, Makoto	Fiber-optic systems
	Professor	YOSHIE, Osamu	Community Computing
	Professor	WU, Jun	Network Intelligence and Security
Production Systems	Professor	ARAKAWA, Masao	Design Engineering and System
	Professor	HASHIMOTO, Kenji	Mobile Robotics Platform
	Professor	MAWATARI, Kazuma	Micro and Nano Fluidic Device
	Professor	MIYAKE, Takeo	Current Bioelectronics
	Professor	TANAKA, Eiichiro	Mechanical System Design
	Professor	TATENO, Shigeyuki	Production Process
	Professor	UEDA, Kenji	Functional Thin Films
	Professor	SHIMURA, Takayoshi	Semiconductor Materials and Device Engineering Research
	Professor	TAKAHASHI, Junko	Biomedical Engineering
Integrated Systems	Professor	IKEHASHI, Tamio	Micro Electro-Mechanical Systems
	Professor	IKENAGA, Takeshi	Image Information Systems
	Professor	KIMURA, Shinji	High-Level Verification Technologies
	Professor	MAKINO, Shoji	Intelligent Acoustic Systems
	Professor	TANZAWA, Toru	Green Integrated Systems Research
	Professor	YAMASAKI, Shintaro	Integrated System Optimization
	Professor	YOSHIMASU, Toshihiko	Wireless Communication Circuits Technologies
	Associate Professor	KAKITSUKA, Takaaki	Light Emitting Systems
	Associate Professor	TAKAHATA, Kiyoto	Opto-electronic Integrated Systems
	Associate Professor	SERITA, Kazunori	Terahertz Integrated Systems Research

5. Course Registration

Although doctoral students are not required to obtain a specific number of credits, they can broaden their academic knowledge by taking various subjects in the Graduate School or in other graduate schools with the agreement of their supervisor.

6. Evaluations for Conferral of a Degree

The Doctoral Program does not distinguish between students sent from companies, mature students who have already graduated before, or international students. Research guidance is offered based on a consistent guidance system and a fair degree thesis screening system has been established. Specifically, as a general rule the thesis screening is carried out by three or more thesis adjudicators with the supervising faculty member as the chief thesis adjudicator. The results of the screening are reported to the Graduate School Steering Committee, whose members are faculty members of this graduate school, and the committee carries out a strict assessment of the results. The research results will be widely disclosed in the Waseda University Repository, scholarly journals, symposiums, international conferences, etc.

7. Criteria for Doctoral Dissertation Screening

1) At the Graduate School of Information, Production and Systems, each applicant must write a dissertation on his/her own that has content containing useful and new knowledge, which possesses sufficient academic merit.
2) The dissertation must state the research's significance and purpose, and the value of research issues based on examination of previous studies. The dissertation argument, including the establishment of issues, analysis, research method, results, and discussion must be clear, appropriate, and coherent.
3) The written expressions and utilization of formulas, notations, diagrams, and terminology must be appropriate for an academic paper.
4) The dissertation must be the product of research that observes and executes guidelines pertaining to academic research ethics.
5) At the dissertation presentation and screening the degree applicant must be able to precisely present the significance and results of the dissertation content.
6) The Doctoral Dissertation Screening will be conducted by several faculty members, including a chief examiner/deputy examiner, and determination of acceptance will be made by the graduate school.

8. Grade Evaluations

Grade Evaluations will be indicated as below.

Subjects	Mark	Indicated on Grade Report	Indicated on Transcript	Judgment
Research Instruction of Master's/Doctoral Program	N/A	P	P	Approved
	N/A	Q	N/A	Not Approved

*There is no credit earning for Doctor course.

9. Academic Achievements

1) To plan one's own study and research, acquire the specialized knowledge necessary to carry it out, and be able to apply it.
2) To have a correct understanding of information ethics and information security and be able to put them into practice.
3) To be able to investigate and understand the technological trends in one's own area of expertise and to be able to appropriately set issues to be addressed by oneself.
4) Propose methods and means to solve the issues they have identified, and demonstrate their soundness, novelty, and effectiveness by objectively verifying them.
5) Be able to correctly convey one's ideas and thoughts to others, and acquire the process of assertion and cooperation in communication with others based on a high sense of ethics.
6) Be able to plan and execute the means to properly realize the solution methods envisioned.
7) Have original research that makes a significant contribution to technological development.

Ⅴ Ph.D. Evaluation Procedures

1. Handling of Ph.D. Applications

The IPS faculty member receiving an application for the doctoral program makes a preliminary assessment of the application after verifying conferral requirements with academic affairs personnel in IPS Office. The faculty member then submits documentation (such as career summary, performance record and dissertation copies) to his field meeting and proposes an evaluation for the conferral of a doctoral degree.

2. Proposal at a Field Meeting

Conferral requirements for an applicant are deliberated at a field meeting based on a report from the faculty member who received the applicant's request. The meeting participants then propose (a) a doctoral reading committee of three or more persons for applicants within the doctoral program, or (b) qualifying examinations and examination evaluators, in addition to a reading committee, for applicants coming from outside the program, and submit the proposal at an executive faculty meeting. The doctoral reading committee must include a member who has been endorsed to chair doctoral committees (applying to both doctoral reading committees and examination evaluations in the case of outside applicants). (Once this condition is met, a doctoral reading committee shall thereafter be assumed to include a person acting in a chairing capacity.) The member chairing the committee must be a full-time faculty member, professor or visiting professor who intends to serve as the applicant's academic advisor.

Applicants for a doctoral degree may carry out application procedures in accordance with the rules and regulations of the university on their own and without the mediation of a faculty member. However, the Dean of IPS (hereafter, the Dean) may request that procedures be carried out for the applicant at this stage in a field that is considered appropriate for the applicant.

To decide the start of the evaluation procedure for an application, it is necessary to hold the preliminary hearig for qualification.

3. Proposal at an Executive Faculty Meeting

Following the above procedures, the Dean presents an applicant's name, dissertation subject, planned evaluators, qualifying examinations, and other relevant particulars at an executive faculty meeting. Deliberations at the executive faculty meeting focus on the selection of evaluators, and a proposal is then drawn up for presentation to the IPS Steering Committee.

4. Acceptance of Application by the IPS Steering Committee

The IPS Steering Committee finalizes acceptance of the application and the selection of evaluators. Qualifying examinations and examination evaluators are also decided on for applicants coming from outside the program. The IPS Steering Committee comes into formation when at least

one third of its members are present, and decisions are passed when a majority of those members in attendance is reached.

5. Doctoral Reading and Qualifying Examinations

Doctoral readings and qualifying examinations are conducted in accordance with university rules and regulations. Actual methods are decided on by the reading committee, however all candidates shall give a presentation and conduct a dissertation defense. The person chairing the committee supervises the doctoral reading and qualifying examinations, prepares a report of the doctoral reading, and test results in the case of qualifying examinations, and presents them to the Dean.

6. Decision by the IPS Steering Committee

The IPS Steering committee established to judge a dissertation comes into formation when at least two thirds of its members are present. Judgment on the success of a candidate's dissertation is conducted by anonymous vote, and the agreement of at least two thirds of those members present is needed to pass.

7. Reports to the University and the Ministry of Education, Culture, Sports, Science and Technology

Prescribed procedures are followed in preparing and delivering reports. A summary of the dissertation appears in the IPS research journal.

Application Procedures

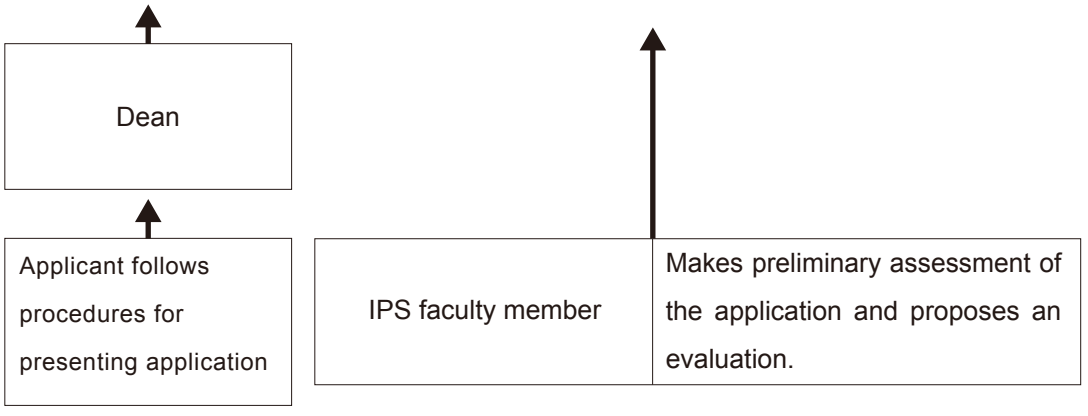
IPS Steering Committee	Judgment regarding the success of the dissertation.

Led by the chairperson, the reading committee arranges a dissertation reading, qualifying examinations, an explanatory presentation and dissertation defense.

IPS Steering Committee	Application is approved, and determination of the reading committee, qualifying examinations and examination evaluators is finalized.

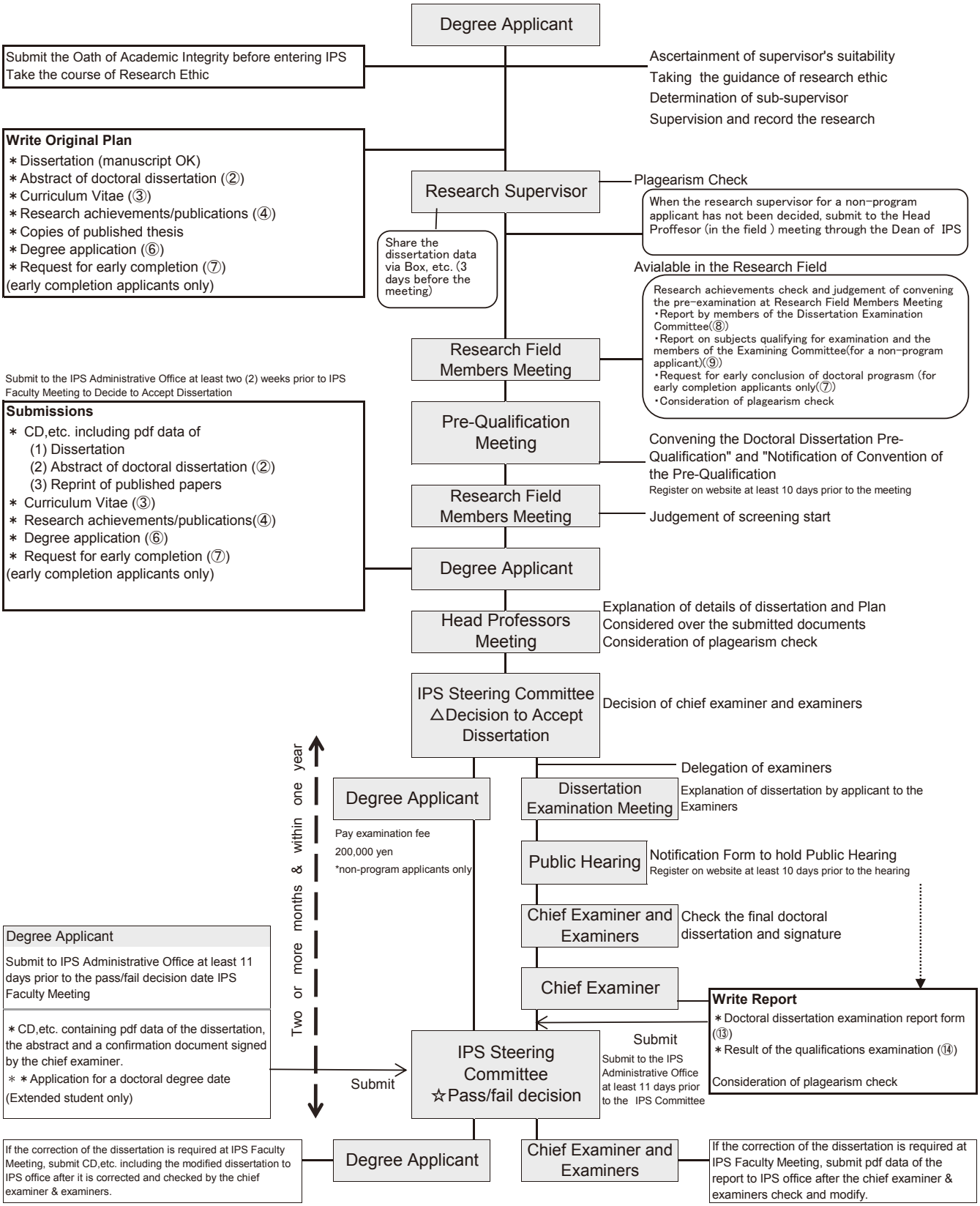
Executive Faculty Meeting	Deliberations focus on selection of evaluators, and a proposal is drawn up for presentation to the IPS Steering Committee.

Field Meeting	Conferral requirements are deliberated based on a report from the faculty member of the pre-qualification meeting, and a proposal regarding doctoral reading committee, qualifying examinations and evaluators is presented at an executive faculty meeting.



【Applicants from outside the program】 【Applicants from within the program】

The Process from Receipt of the Doctoral Dissertation through Notification of Results



Note:
△ A quorum for the Graduate School Steering Committee is one third of the members. A majority of the members in attendance is needed in order for the dissertation to be accepted.
☆ A quorum for the Doctoral Dissertation Examination Committee is two thirds of the members. Voting on the dissertation is done by secret ballot and a majority vote of two thirds of the members in attendance is needed for the dissertation to pass.

＊Check with the IPS Administrative Office about the application schedule and documents to be submitted.
＊Use the designated form for items indicated by circled numbers ② – ⑭ which can be downloaded from IPS square.

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Ⅵ Miscellaneous Information of Student Life

1. Daily Research Environment

The University of Kitakyushu, Kyushu Institute of Technology, Fukuoka University, and the Industry-Academia Cooperation Center are some of the universities, businesses and laboratories that exist at KSRP in addition to the Graduate School of Information, Production and Systems (IPS). The use of some facilities is shared, calling for amicable cooperation by everyone. Students should remain aware that as graduate students, you are representatives of Waseda University. Please use only the designated facilities and be sure to dispose of your trash responsibly.

Graduate building, library, student lobby, classrooms and other facility hours: 8:00 – 22:30
Computer training rooms 1 and 2, self-study room, language lab: 9:00 – 22:00
*Watch for announcements as times may change during special periods when facilities close. The building is closed on Sunday and national holidays.(Except when the classes are on)

a. The student lobby is a focal point of student life for graduate students. The free-locker will be available to use. Please apply at IPS office.
b. The university shall not be held responsible for theft of personal items. Students must look after their own valuables and other possessions. In addition to the student lobby, there is a rest area in the lobby near the lecture rooms that students may use for taking breaks, holding discussions, conversing and other activities. Drink machines are located in the student lobby. Smoking is prohibited in the shared-use areas of the graduate school building except where ashtrays have been provided.
c. Registration is required for use of the parking facility (¥3,000 per year; spaces are limited). Please inquire at IPS office for details.
d. Details regarding use of the library, please use the nearby KSRP Media Center. Campus card will be required. Student ID card is required for use of the Waseda University Central Library (Waseda Campus, Bldg. 18) and the Waseda University Science & Engineering Library (Nishi-Waseda Campus, Bldg. 51).
   ・Requesting documents (ILL)
   Requests to the KSRP Media Center can be made for materials from Waseda University libraries and other facilities.
   ・Kitakyushu Science and Research Park (KSRP) Media Center (https://media-lib.hibikino.ne.jp)
   ・Waseda University Central Library: Tel. 03-3203-5581 (https://www.waseda.jp/library/en/)
   ・Waseda University Science & Engineering Library: Tel. 03-5286-3889 (https://www.waseda.jp/library/en/libraries/sci-eng/)
e. Using databases and electronic journals
   IEL (IEEE electronic journal and IET electronic journal) and many other databases and electronic journals can be accessed from off campus via the University Library website.
f. Requests must be received and approved for use of classrooms other than for conducting official classes. Use of classrooms is prohibited without permission. Follow the request procedures at IPS office.
g. Please feel free to visit IPS office regarding any other inquiries you may have pertaining to campus life, problems or anything you are unsure of.

2. Announcements

Announcements and information for graduate students appear on the IPS office bulletin board and on the IPS web site IPS Square (URL: https://www.waseda.jp/fsci/gips/en/campuslife/ipssquare/). Be sure to check them on a regular basis.

3. IPS Office Hours

The office hours of the Graduate School Office are as follows:
Monday – Friday: 10:00 – 16:00
The office is closed on Saturdays, Sundays, national holidays, and other holidays designated by the university. The opening days during the summer and winter class recess periods will be announced separately.

4. Student ID Number

A student matriculating in 2025 will have the following type of ID number.

4	4	2	5					–	
a		b		c	d			e	

a. Graduate Department Code (The code for IPS is “44”)
b. Last two digits of the matriculation year
c. Program/Course code
   Master’s program code is “1”
   Doctoral program code is “2”
d. Personal number
e. CD, Check-Digit

5. Student ID Card

Students of this university are issued student ID cards. Student ID cards give proof of your identity, so please carry it at all times, and do not damage or lose it. Please note the following:

a. A student ID card is issued at the time of admission.
b. A student ID card consists of the card itself and a "seal on the back," which indicates the expiration date of the card. The ID card is valid only when the seal is affixed to the backside of the card. A student ID card without the "seal on the back" or with an expired seal is invalid.
c. Upon receiving your student ID card, immediately affix the seal to the backside and clearly write your full name (in Chinese characters) in the space provided on the card using a ballpoint pen with black oil-based ink. International exchange students whose name does not use Chinese characters should print their name in the space as it already appears on the seal in alphabet letters or katakana script.
d. The student ID card is used during the time one is a student.
e. The "seal on the back" does not need to be replaced during the period of enrollment. However, if the period of enrollment exceeds the expiration date indicated on the seal, a new "seal on the back" with the extended validity period (up to one year) will be issued by the Graduate School Office at the end of each academic year. Students must replace the seal themselves.
f. Notify IPS office of changes of address right away. Or please update your information on Waseda net portal.
g. Guard your student ID card carefully. In the event of loss or theft, notify IPS office immediately to prevent fraudulent use of the card.
h. When a new ID card is needed because of loss or theft, present a reissue request form (along with one color photo and the processing fee) to IPS office. A guardian must cosign when a reissue request is made two or more times in the same year.
i. Students must present their student ID card when taking examinations, for the issuance of certificates, student discounts and commuting vouchers, to receive various distributed items, and whenever asked by a faculty member of the university.
j. The validity period is indicated in the "Valid Until" field on the "seal on the back."
k. A student ID card expires when someone ceases to be a student by either completing the program or when leaving part way through, and the card must be returned to IPS office without delay. Students who have completed their program will exchange their student ID card for a diploma and must keep their card until then.

6. KSRP Campus Card

A campus card attests to who you are. Please keep it with you at all times as you will need it to enter and leave research laboratories and shared facilities in the graduate school building, as well as to enter and use the graduate school building at night, the KSRP Media Center library and other joint-use facilities in KSRP. You will need the initial password and ID given to you when you receive your card in order to use the computer in the KSRP library. Please store the card in a safe place.

If you lose your campus card, visit IPS office immediately with your Student ID Card or any identification in order to cancel the card for security purpose. Inquire at the IPS Office about how to have the card reissued. (There is a processing fee for the reissue of cards.)

7. Request and Notification Forms

Any change to the student's or guarantor's circumstances while the student is enrolled needs to be reported. Please enquire with the office to request the necessary form and to obtain further details. The list of notifications and applications is as follows:

a. Request for leave of absence
b. Request for reinstatement
c. Request for withdrawal
d. Request for re-admission
e. Notification of name change
   *Please include an abstract of your family register (koseki shohon) when making name change notifications.
f. Notification of change of address
   *Process address changes using the Waseda-net portal site.
g. Notification of change of guardian
   *Please notify the office immediately when your guardian changes addresses or when you change your guardian. Failure to do so may affect you adversely if the graduate school is unable to contact your guardian, so be sure to follow the correct procedures when necessary.
h. Notification of absences
   ・Berearement Leave
   ・Jury Duty
   ・Infectious Disease
   Please confirm further details with the notice board, IPS Square, or the office.

● **Leave of Absence from School**

If you cannot attend classes for a period of two months or longer due to the justifiable reasons, you may apply for leave of absence by obtaining the approval of the Dean, following to the procedures of application.

You cannot submit the application for leave of absence after June 1st for the Spring semester, and December 1st for the Fall semester.

Leaves of absence are only granted for a semester period within the relevant academic year. In special circumstances, however, permission may be granted to leave for a total period as specified below.

Master's Degree / Professional Degree (Two-year Program): a maximum of two (2) years, or four (4) semesters

Doctoral Degree / Waseda Law School: a maximum of three (3) years, or six (6) semesters

*A leave of absence period for students in certain graduate schools, majors, or master's programs or professional degree courses for which other than two (2) years is designated as the standard term of study may not exceed their stipulated periods of study.

The period of leave of absence will not count towards the period of enrollment required for graduation.

Please enquire with the office to request the necessary form and to obtain further details.

[School fees during Leave of Absence]

(Spring Semester)

Submission Date	Granting Leave of Absence	Tuition and other Fees
~April 30th	○	・Registration Fee 50,000 yen ・Student Health Promotion Mutual Aid Association Fee 1,500 yen.
May 1st ~ May 31st	○	・School expenses for Spring Semester ・Student Health Promotion Mutual Aid Association Fee 1,500 yen
June 1st ~ Sept 20th	× (Leaves of absence NOT granted for Spring Semester)	・School expenses for Spring Semester ・Student Health Promotion Mutual Aid Association Fee 1,500 yen

※Students taking leaves immediately upon enrollment in April are responsible for the designated school expenses regardless of the date of application.

(Fall Semester)

Submission Date	Granting Leave of Absence	Tuition and other Fees
~ October 31st	○	・Registration Fee 50,000 yen ・Student Health Promotion Mutual Aid Association Fee 1,500 yen.
Nov. 1st ~ Nov. 30th	○	・School expenses for Fall Semester ・Student Health Promotion Mutual Aid Association Fee 1,500 yen
Dec. 1st ~ March 31st of the following year	× (Leaves of absence NOT granted for Fall Semester)	・School expenses for Fall Semester ・Student Health Promotion Mutual Aid Association Fee 1,500 yen

※Students taking leaves immediately upon enrollment in September are responsible for the designated school expenses regardless of the date of application.

- **Withdrawal**

Students should submit an “Application for Withdrawal” and return their student ID card.
In case of withdrawing in the middle of a semester, school tuition and other fees must be fully paid for that semester. (See below.)

Date of application	Spring Semester		Fall Semester	
	Apr. 1st ~14th	Apr. 15th ~ Sep. 20th	Sep. 21st ~ 30th	Oct. 1st ~ Mar. 31st
Date of withdrawal	March 31st (previous AY)	Date of application or September 20th	September 20th	Date of application or March 31st
Tuition payment	Not required	Payment required	Not required	Payment required

※The student who withdraws in the first semester cannot receive the refund for tuition and fees they paid for the entrance procedure.

Please enquire with the office to request the necessary form and to obtain further details.

8. Payments of School Fees and Dismissal

（1） School fees for each semester must be paid by the following deadlines:

[For bank account transfer from the specified financial institution]:
・Spring Semester:May 5　・Fall Semester:October 5
Note: For students enrolled beyond the standard period of study (hereinafter referred to as “ENCHOSEI”), the payments must be made by July 5 for the Spring Semester and by December 5 for the Fall Semester.
If the above deadlines fall on a weekend or a national holiday, the next business day will be the deadline.

[For payment using the school fees payment slip]:
・Spring Semester: April 15　・Fall Semester:October 1
Note: For students enrolled beyond the standard period of study (“ENCHOSEI”), payments must be made by June 30 for the Spring Semester and by November 30 for the Fall Semester.
If the above deadlines fall on a weekend or a national holiday, the next business day will be the deadline.

（2） School fees for students entering the University in the 2025 academic year
*Students who have enrolled in a regular program and have paid the corresponding admission fees to Waseda University are exempt from admission fees.

■ Master's Program (Unit: Yen)

Academic Year	Payment Period	Admission Fee	School Fees and Other Fees			Total
			Tuition	Seminar Fee	Membership Fee of Student Health Promotion Mutual Aid Association	
1st Year	At Admission	300,000	581,000	25,000	1,500	907,500
	Second Term	-	581,000	25,000	1,500	607,500
	Total	300,000	1,162,000	50,000	3,000	1,515,000
2nd Year	First Term	-	731,000	25,000	1,500	757,500
	Second Term	-	731,000	25,000	1,500	757,500
	Total	-	1,462,000	50,000	3,000	1,515,000

※Students who have newly enrolled master's program will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance.
※Seminar fees and membership fees may be subject to revision.

■ Doctoral Program (Unit: Yen)

Academic Year	Payment Period	Admission Fee	School Fees and Other Fees			Total
			Tuition	Seminar Fee	Membership Fee of Student Health Promotion Mutual Aid Association	
1st Year	At Admission	200,000	353,500	25,000	1,500	580,000
	Second Term	-	353,500	25,000	1,500	380,000
	Total	200,000	707,000	50,000	3,000	960,000
2nd Year	First Term	-	453,500	25,000	1,500	480,000
	Second Term	-	453,500	25,000	1,500	480,000
	Total	-	907,000	50,000	3,000	960,000
3rd Year	First Term	-	453,500	25,000	1,500	480,000
	Second Term	-	453,500	25,000	1,500	480,000
	Total	-	907,000	50,000	3,000	960,000

※Seminar fees and membership fees may be subject to revision.

（3） Refer to the following table for details on the handling of school fees for each term regarding students who are enrolled beyond a specified number of years (ENCHOSEI).

School Fees	Amount to be Collected		
Tuition	Students who have passed the master's thesis examination or doctoral dissertation examination (collectively referred to as "master's thesis examination, etc." hereinafter)	Students who have not obtained the required credits for completion of master's or doctoral program	Amount equivalent to 50% of the amount paid by *standard students for calculating ENCHOSEI school fees, etc. *standard students for calculating ENCHOSEI school fees refer to the students who are in the final year of the standard academic year, Master 2nd year and Doctor 3rd year.
	Students who have not passed the master's thesis examination, etc.	Students who will have obtained the required credits for completion of master's or doctoral program by the end of last term	Amount equivalent to 50% of the amount paid by standard students for calculating ENCHOSEI school fees, etc.
		Students who will not have obtained the required credits for completion of master's or doctoral program by the end of last term	Amount paid by standard students for calculating ENCHOSEI school fees, etc.
Seminar Fees	Amount paid by standard students for calculating ENCHOSEI school fees, etc.		

（4） Payment Methods
School fees may be paid either by using the school fees payment slip or through direct deposit from the specified financial institution, including the Japan Post Bank. As a general rule, payment by bank transfer is the preferred method.

（5） Dismissal
Failure to pay the required school fees will result in dismissal (loss of student status at the University) and the student in question shall be considered to have withdrawn from the University at the end of the last semester for which tuition fees were paid. It should be noted that dismissal will also result in partial invalidation of the student's duration of enrollment as well as grades. If special circumstances exist and a student wishes to withdraw from the University prior to the date of automatic dismissal (refer to table below), please consult IPS office of the graduate school in question.

Semester	Deadline for Payment	Date of Automatic Dismissal	Effective Date of Withdrawal
Spring semester	April 15th	September 20th	March 31st
Fall semester	October 1st	March 31st of the following year	September 20th

9. Certificates

We can issue the following certificates:

<Master's program>	<Doctoral program>
•Certificate of Enrolment (J/E) •Transcript of Academic Record (J/E) •Transcript of Academic Record /GPA(J/E) •Certificate of Expected graduation (J/E) •Certificate of Graduation (J/E) •Certificate of Academic Transcript and Expected Graduation (J) •Certificate of Academic Transcript and Graduation (J) •Health Certificate (J) •Student Discount Certificates (J)	•Certificate of Enrolment (J/E) •Transcript of Academic Record (J/E) •Certificate of Graduation (J/E) •Certificate of Academic Transcript and Graduation (J) •Degree Certificate (J/E) •Health Certificate (J) •Student Discount Certificates (J)

※J…Japanese、E…English

Please refer to the website below for details.Please note that certificates other than the Health Certificate and Student Discount Certificates cannot be issued at the office window. These must be obtained through the Certificate Issuance Service (online application).

Support Anywhere https://wnpspt.waseda.jp/student_en/supportanywhere/2023/05/01/certificate_request/
IPS Square https://www.waseda.jp/fsci/gips/en/campuslife/certificate/

10. Special Consideration for Leave of Absence

The University has systems in place to prevent students who are on a leave of absence due to the circumstances listed below from being unfairly disadvantaged in terms of assessment. Students who fail to meet coursework requirements such as class attendance (including that for online courses), submission of assignments, and exam-taking should consult the office of their affiliated department (school or graduate school) in order to request special academic consideration from their course instructors. Please note that the final decision on a student's absences is left to the discretion of the instructor.

■Bereavement Leave

a. Scope: This policy applies to all full-time students currently in the Waseda University system.
b. Number of days: Students are eligible for up to seven consecutive class-meeting days for thedeath of a first-degree family member (parent, child), second-degree family member (sibling,grandparent, grandchild), or spouse (if international travel is involved, extra days may be granted).
c. Procedure:
   1) Obtain a "Notification of Absence due to Bereavement" from the office of your affiliated department within ten days of the end of the period for which consideration is sought.
   2) Promptly fill out and submit the completed "Notification of Absence due to Bereavement," along with appropriate documentation, such as a funeral acknowledgment card, to the office of your affiliated department.
      *In the event the deceased is your guardian, it will also be necessary to follow the procedure to change guardians.
   3) Obtain a "Special Consideration Request for Absence due to Bereavement" from the office of your affiliated department.
   4) Submit the "Special Consideration Request for Absence due to Bereavement" to your course instructor and seek special consideration for academic work missed during your bereavement leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc.).

■Jury Duty

a. Scope: This policy applies to students who have been appointed as candidates for lay judges, and are required to appear in court for the appointment, proceedings, and trials.
   *This policy also applies to students who are currently at Waseda University through participation in domestic student exchange programs. Students of e-learning courses in the School of Human Sciences and non-degree students are not included.
   **N.B. College students may use their right to refuse such duty (under the right of civil law).
b. Procedure:
   1) Notify the office of your affiliated department and submit the "Notice of Term of Service (Summons)" you received, receive the "Request for Consideration" at your affiliated department.
   2) Submit a "Request for Consideration" to your course instructor and seek special consideration for academic work missed during your jury duty leave (if you are taking an online course, submit this request to the office offering the course or your instructor via email, the LMS, etc).

■Infectious Disease

In order to prevent the spread of highly infectious diseases, students who have contracted any of the specified diseases will not be allowed to attend class, based on the authority of the *School Health and Safety Act* (the length of the suspension period is based on Mandatory Suspension Guidelines).

a. Scope: See the information available on the Health Support Center homepage for details regarding preventing the spread of infectious diseases on campus.
*For information pertaining to COVID-19, follow the link below.
https://www.waseda.jp/inst/hsc/en/information/healthcare/infection

b. Procedure:

1) If you contract an infectious disease, notify the office of your affiliated department (undergraduate/graduate).
2) Once you have received permission to attend school or the "suspension period of coming to school" has ended, ask your physician to fill out the designated *Certificate of Recovery from Infectious Disease Form* (学校における感染症治癒証明書) and submit it to the office of your affiliated department (undergraduate/graduate).
3) Obtain, fill out, and submit a "Notification of Absence due to Quarantine for Infectious Diseases" to the office of your affiliated department (undergraduate/graduate) and follow all instructions given by the office. Contact your course instructor and seek special consideration for academic work missed during your illness.

11. Class Cancellation Policy during Term

In general, during severe and dangerous weather conditions, the University will issue a directive to cancel classes (except classes on public holidays or during vacation time) and postpone examinations, etc. Directives involving such contingency measures on any campus will apply to all courses and examinations taking place in person on the designated campus.

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 classes are taking place) are under any severe-weather warning issued by the Meteorological Agency or a "J-Alert" warning concerning a potential ballistic missile attack, and they feel that commuting will endanger their safety. In such cases, students should submit a completed "Notification of Absence" to the office of their affiliated department for approval and show the approved form to their course instructors when requesting consideration for that absence.

■Special Exemptions to Cancellation of Classes and Postponement of Examinations

*Regarding online classes, there may be cases in which it is difficult due to adverse weather conditions, etc. for students to participate online. Students should determine for themselves if they are unable to participate in that day's classes, and in such cases, they can request consideration for the absence the following day through the office of their affiliated department (school or graduate school).

■Class Cancellation due to Severe Weather

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

However, 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, faculty, and staff, the University will enact contingency measures such as the cancellation of classes and postponement of examinations, etc. Please be aware, if there is no special directive issued by the University, classes and examinations will typically not be cancelled or postponed.

1) If the University decides to enact contingency measures such as the cancellation of classes, postponement of examinations, etc., the University will inform all students of the decision at least 60 minutes prior to the start of each affected class period or examination via the emergency communication channels shown below. Whenever possible, the University will make efforts to inform students, faculty, and staff of cancellations and postponements, etc. at least two hours prior to their scheduled time.
2) Based on the prevailing weather conditions during a typhoon, heavy snow, etc., where forecasts with reasonable accuracy can be made, the University may issue an emergency bulletin a day in advance to cancel classes, postpone examinations, etc. In such cases, a decision will be made by 7 p.m. and a notification posted for students via the emergency communication channels shown below.

■Class Cancellation due to the Occurrence of a Severe Earthquake

In the event that a severe earthquake occurs with such intensity that course instructors are not able to conduct classes safely, the following measures will be taken as soon as a decision is made by the University to cancel or postpone classes or examinations.

1) If a decision is made to cancel or postpone classes or examinations, students, faculty, and staff will be immediately notified via the communication channels listed below.
2) If a decision is made during instructional hours, an immediate announcement will be made over the campus public address system.

■Class Cancellation in the Event of a Large-Scale Power Outage

In the event of a large-scale power outage occurring unpredictably in the wake of overwhelming demand for electricity, the University will cancel classes as follows. Classes will be resumed in the first period of the day following the restoration of electric power.

1) If a large-scale power outage occurs during a class period (Periods 1 – 7):
   Remain calm and stay inside the classroom until the situation is under control. All classes scheduled for the rest of the day will be cancelled.
2) If a large-scale power outage occurs outside a class period:
   All classes scheduled for the day will be cancelled.

■Class Cancellation due to Transport Strikes

1) If JR in Kitakyushu and Fukuoka area goes on strike (a general strike or a JR strike), the following arrangements will apply:
   A. If the strike ends by 12 midnight of the previous day, classes will proceed as normal.
   B. If the strike ends by 8 a.m. on the day in question, classes will start from Period 3 (1:10 p.m.).
   C. If the strike does not end by 8 a.m., all classes will be cancelled.
   It should be noted that the above does not apply to work-to-rule action at JR or to strikes affecting private railway companies.

<Method of Contact in Case of an Emergency>

Waseda University will make emergency announcements through the Emergency Communication System, as outlined below.

1) Waseda University Emergency Bulletin Website: https://emergency-notice.waseda.jp/
2) “Announcements” in MyWaseda
3) Waseda Mail

The same information can be accessed via the following channels.

1) MyWaseda : https://my.waseda.jp/
2) Waseda University Website : http://www.waseda.jp/
3) Waseda University official X(former Twitter) : https://x.com/waseda_univ
4) Waseda University official Facebook : https://www.facebook.com/WasedaU

12. Scholarships

Details of scholarships for Japanese students are found in the Japanese-language handbook entitled “*Shogakukin Joho* Challenge” and for international students in the “International Student Handbook.” Information about any scholarship scheme currently accepting applications is communicated through the office’s notice board or IPS Square as it becomes available.

13. Medical Bill Assistance

Waseda University Student Health Promotion Mutual Aid Association reimburses members up to 60,000 yen a year towards hospital medical bills for treatment carried out under medical insurance. An application must be made before the relevant deadline; membership is open to regular students. For further details, please refer to IPS Square “Introduction to Waseda University Student Health Promotion Mutual Aid Association”.

14. Accident Compensation Programs

The Compensation Program for Waseda Students takes two forms: injury and accident compensation and liability compensation. Injury and accident compensation applies if you are injured while engaging in educational and research activities approved by the University.

Educational and research activities refer to “curricular activities,” “University-related events,” “being present in the University’s facilities,” “commuting to and from the University,” “moving from one University facility to another” and “extra-curricular activities.” When participating in “extra-curricular activities,” you need to inform the University no later than seven days prior to the date when the activity takes place. Liability compensation applies when you become legally liable to pay compensation because you have injured someone else or damaged someone else’s property during internship, teaching practice, or voluntary activities approved by the University. You need to inform the University prior to taking part in such activities. For further details of the injury and accident compensation program and liability compensation program, please enquire at the office, or please visit: https://www.waseda.jp/inst/student/en/support/injury

https://www.waseda.jp/inst/student/en/support/liabilitycoverage

15. If you have any problems with studying or student life in general…

If you feel you cannot keep up with coursework, your research is not progressing well, or you cannot get on with friends, senior students, or academics, you can consult with teaching staff appointed as specialist advisors on student life.
Please refer to the IPS Square "Office Hour : student affairs committee" page for details.

You can also talk to the psychological specialist counselor if you feel you don’t have any friends and you don’t belong, or you are constantly agitated, unable to sleep, or homesick.
Please refer to the IPS Square “IPS Counseling Room” page for details on how to apply for counseling.

16. Annual Health Checks

Annual health checks take place every April at your Faculty. Please attend the health check session without fail. Health checks for students enrolling in September of a given year take place in October (this does not apply to continuing students). It is also possible to have a health check at our Waseda Campus in Tokyo. Please enquire with the office for further details.

Please note that if you do not attend the health check session, the University cannot issue a health check certificate.

17. AED Location

An AED is placed in front of the central management office at the main entrance on the first floor.

18. Job Hunting

a. The typical timetable for job hunting

・For those students who enrolled in April 2025

August 2025:	Internship
From March 2026:	Start job hunting (Career seminars, company information sessions)
From June 2026	Employment exams
From October 2026:	Receive Job offer
April 2027:	Start of your employment

・For those students who enrolled in September 2025

August 2026:	Internship
From March 2027:	Start job hunting (Career seminars, company information sessions)
From June 2027:	Employment exams
From October 2027:	Receive Job offer
October 2027 or April 2028:	Start of your employment

*The above schedule may be changed. Please check the recent schedule on IPS Square.

b. Internship

・Internship schemes often operate during the summer vacation period, but they also operate in other period recently. Because it offers a valuable opportunity to directly learn about a company through work experience, we strongly recommend that you try for an internship if you are thinking of finding a job after your studies.

c. Japanese Language Proficiency

・To find employment with a Japanese company, you will need a level of proficiency in Japanese that enables you to communicate at work. The selection process (including written exams and/or interviews) is almost always conducted in Japanese.

19. Training and Education Benefits System

This is a benefit system that supports measures for proactively developing workers' skills and distributes employment insurance benefits for promoting employment security and reemployment. Persons having completed the IPS program and who meet certain conditions shall receive from the national job agency, Hello Work, up to 20% (for persons who have met benefit requirements for three or more years, or one or more years for first-time recipients; totaling no more than ￥100,000) of the educational training fees they paid as part of their entrance and class fees.

a. Eligibility

1) Persons who have completed the master's program

2) Persons with employment insurance

Persons who have employment insurance as of the day of commencing educational training classes (hereafter, "class commencement day") designated by the Health Minister and who have met benefit requirements for three or more years (or one or more years for first-time recipients).

3) Persons who previously held employment insurance

Persons who do not have employment insurance but who commenced classes within one year of the day they were no longer eligible to hold employment insurance (i.e., the day after the day they became unemployed) and met benefit requirements for three or more years.

b. Application Procedures

Within one month from the day after the final educational training class, application to receive payments must be made at the public employment agency in the jurisdiction of the applicant's address. Please ask IPS office for further more information.

20. International Students

a. Notifications

Those without Japanese nationality need to submit the following notifications:

a). Visa Status Notification

If your details recorded for visa purposes change—due to visa renewal, change of residence status or change of address, for example—please submit the residence card copy (both sides) to the office via Forms immediately. How to renew your visa/change residence status can be confirmed on IPS Square.

Forms(log-in by Waseda ID)

b). Notification of Travelling Abroad

Please submit this with the office before you leave Japan to attend a conference or for a long holiday. Please download the form from IPS Square.

https://www.waseda.jp/fsci/gips/other-en/2020/02/05/17630/

b. International Student Handbook

Please see the CIE website (https://www.waseda.jp/cie/handbook/index.html). It explains, in both Japanese and English, various procedures at the Immigration Bureau and the medical care system as well as scholarships available to international students.

c. Seminars for international students

Various institutions organize seminars for international students. When we receive a seminar announcement, we will make an announcement through IPS Square and the notice board. Please make the most of these opportunities.

d. Managing your visa/residence status

If you need to change your residence status or renew your visa while you are enrolled in the University, you have to do it at the Immigration Bureau. Please be aware that if you fail to renew your visa before it expires, you may be expelled from the country and will be unable to continue your research at the IPS. For information on how to renew your visa, please see the Immigration Bureau's web site or IPS Square.

If your address changes due to a house move, you need to report it to the Ward Office that is in charge of the place you live within 14 days (you cannot do this at a branch office). If you fail to report change of address within 14 days, your visa may be cancelled. You must carry your residence card at all times so that you can immediately produce it when requested. Please prioritize visa/residence status management in order for you to continue your stay in Japan.

21. Harassment Prevention

Waseda University has instituted a variety of measures as part of its commitment to harassment prevention. This includes not only the establishment of the *Waseda University Guidelines for Harassment Prevention*, as well as consultation and grievance procedures, but also through educational activities in print, online, and in seminars, etc. aimed at raising awareness and proactively deterring harassment.

Q: What constitutes harassment?

A: Harassment as defined by the University's guidelines includes all forms of expression and behavior, which reflects unfavorably, causes discomfort, or otherwise insults the dignity of the victim on matters including one's sex, social status, ethnicity, national origin, beliefs, age, occupation, physical characteristics or features, and one's identity. In general, harassment in universities takes one of the following forms: sexual harassment, any expression or behavior of an offensive, sexual nature; academic harassment, any offensive expression or behavior relating to one's studies, education, or research; and power harassment, any expression or behavior of an offensive nature made by a person of superior social standing or someone who has authority over the victim.

Q: Why is harassment considered a problem?

A: From the victim's perspective, harassment hinders the ability to establish and maintain a comfortable environment for learning, research, and employment; the overall impact of such negative behavior constitutes an infringement on the victim's human rights. Sometimes, actions and behavior taken by someone without the slightest thought can be the cause of almost unbearable distress to others. Harassment cases often have an adverse impact on the daily lives of those who have come forward as victims.

Q: Can students ever be accused of perpetrating harassment?

A: Yes, of course. For example, one could easily imagine the following scenario taking place at a social mixer involving students belonging to one of the University's many interest groups ("circles"). When a student makes repeated comments of a sexual nature in front of others; pressures others into drinking alcohol; or persistently asks a member to go out on a date, and such behavior results in other students feeling uncomfortable, these actions become examples of sexual harassment and power harassment.

Q: If you feel that you or someone you know may be experiencing "harassment in some form," what should you do?

A: If you feel that you are a victim of harassment, or know of a friend who may be a victim, or have a question or opinion regarding the University's policy and procedures, please do not hesitate to contact our Consultation Desk manned by our staff of trained professionals. For more information on the consultation process and other matters, check our website.

■ **CONSULTATION DESK**

Anonymous consultations are accepted via phone, email, fax, letter, and any other means in the initial stages. Your privacy and wishes are of outmost concern to us. Persons requesting an in-person consultation are asked to make an appointment via email.

【E-mail】compliance@list.waseda.jp
【ＵＲＬ】https://www.waseda.jp/inst/harassment/en
Consultation Hours：Mon - Fri, 9:30-17:00
Location (Consultation Desk)：1st floor, Bldg. No.19
1-21-1 Nishi-waseda, Shinjuku-ku, Tokyo 169-0051
■Waseda University external consultation desk【NEC VALWAY,Ltd.(Subcontractor)】
【ＴＥＬ】0120-123-393
Reception hours：8:30-19:00 on weekdays/8:30-17:00 on Saturday
【ＵＲＬ】https://koueki-tsuhou.com/WFcxVtaEFdCd/en
※English,Chinese and Japanese are available.

22. Student Diversity Center (SDC)

Within the Student Diversity Center the following three offices work together to support students and to ensure a rich campus environment that welcomes the diverse values and experiences of all our students, inclusive of race, ethnicity, nationality, gender, sexuality, ability, religion or age. Please feel free to contact, consult and visit us.
★More Information

■Intercultural Communication Center (ICC)
At the ICC we create and host events and programs for students of all nationalities and backgrounds to interact. If you are interested in other cultures or sharing your own, please come and see us! The ICC Lounge is on the 1st floor of Building 3, so feel free to drop by.

Place: 1st Floor, Bldg. 3
Hours: Please check our website.
TEL：03-5286-3990　E-mail：icc@list.waseda.jp
URL：https://www.waseda.jp/inst/icc/en/

■Accessibility Resource Center (ARC)
The ARC coordinates reasonable accommodation for students with visual impairment, hearing impairment mobility impairment, mental disorder, developmental disorder, and other disabilities (such as aphasia and internal impediments) to ensure that they have the same study environment as other students. Please contact us if you would like to discuss reasonable accommodation.

Department of Physical Disabilities
Place：#110 Building No.3
TEL：03-5286-3747　E-mail：arc@list.waseda.jp

Department of Mental/Developmental Disorders
Place：Nishi-Waseda Bldg(Building No.19).102-10
TEL：03-3208-0587　E-mail：shien02@list.waseda.jp

OSD Office Hours: Please check our website.
URL：https://www.waseda.jp/inst/dsso/en/

■Gender and Sexuality Center (GS Center)
The GS Center is a safer space/resource center for LGBTQ+ and allied students, as well as all students who are interested in issues related to gender and sexuality.

At the GS Center, you can access various resources, such as chatting with the student staff members, reading books and magazines, and attending and participating in events and workshops. You can also utilize our counseling services provided by our Gender and Sexuality Specialty Staff to address issues related to and stemming from gender and sexuality. Your privacy will be protected. As needed, we can also make referrals to and collaborate with programs and agencies on-and-off-campus.

Place: Building 10, Room 213, Floor 2
E-mail: gscenter@list.waseda.jp
Office Hours: Please check our website.
URL：https://www.waseda.jp/inst/gscenter/en/

早稲田大学校歌

坪内逍遥／校閲　相馬御風／作詞　東儀鉄笛／作曲

1．
都の西北　早稲田の森に　聳ゆる甍は　われらが母校
miyako no seihoku waseda no mori ni sobiyuru iraka ha warera ga bokou

われらが日ごろの　抱負を知るや　進取の精神　学の独立
warera ga higoro no houfu wo shiruya shinsyu no seishin gaku no dokuritsu

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
gennse wo wasurenu kuon no risou kagayaku warera ga yukute wo miyoya

わせだ　わせだ　わせだ　わせだ　わせだ　わせだ　わせだ
waseda waseda waseda waseda waseda waseda waseda

2．
東西古今の　文化のうしほ　一つに渦巻く　大島国の
touzaikokon no bunka no ushio hitotsu ni uzumaku daitoukoku no

大なる使命を　担ひて立てる　われらが行手は　窮り知らず
dainaru shimei wo ninaite tateru warera ga yukute ha kiwamari shirazu

やがても久遠の　理想の影は　あまねく天下に　輝き布かん
yagate mo kuon no risou no kage ha amaneku tenka ni kagayaki shikan

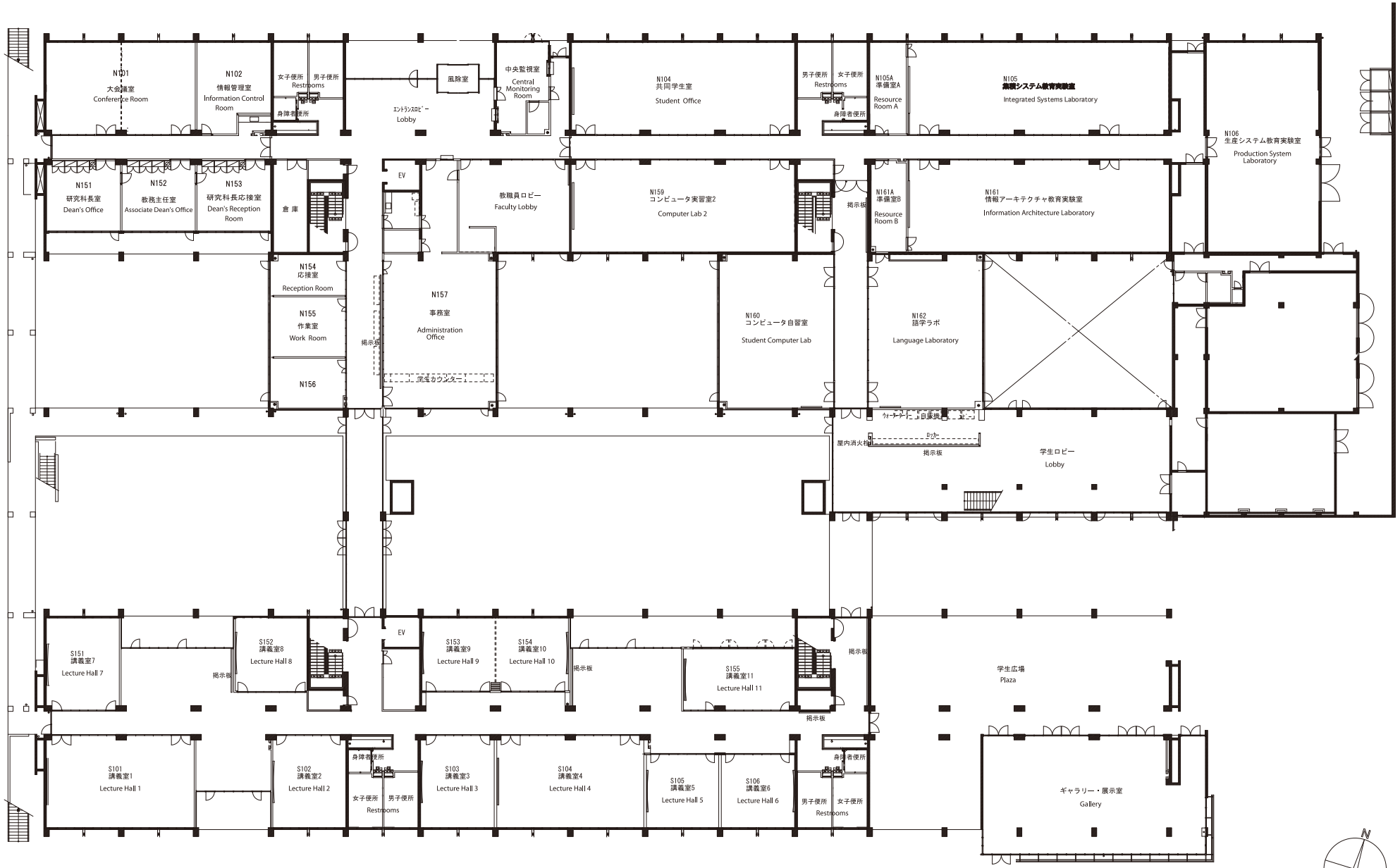
わせだ　わせだ　わせだ　わせだ　わせだ　わせだ　わせだ
waseda waseda waseda waseda waseda waseda waseda

3．
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
are miyo kashiko no tokiwa no mori ha kokoro no furusato warera ga bokou

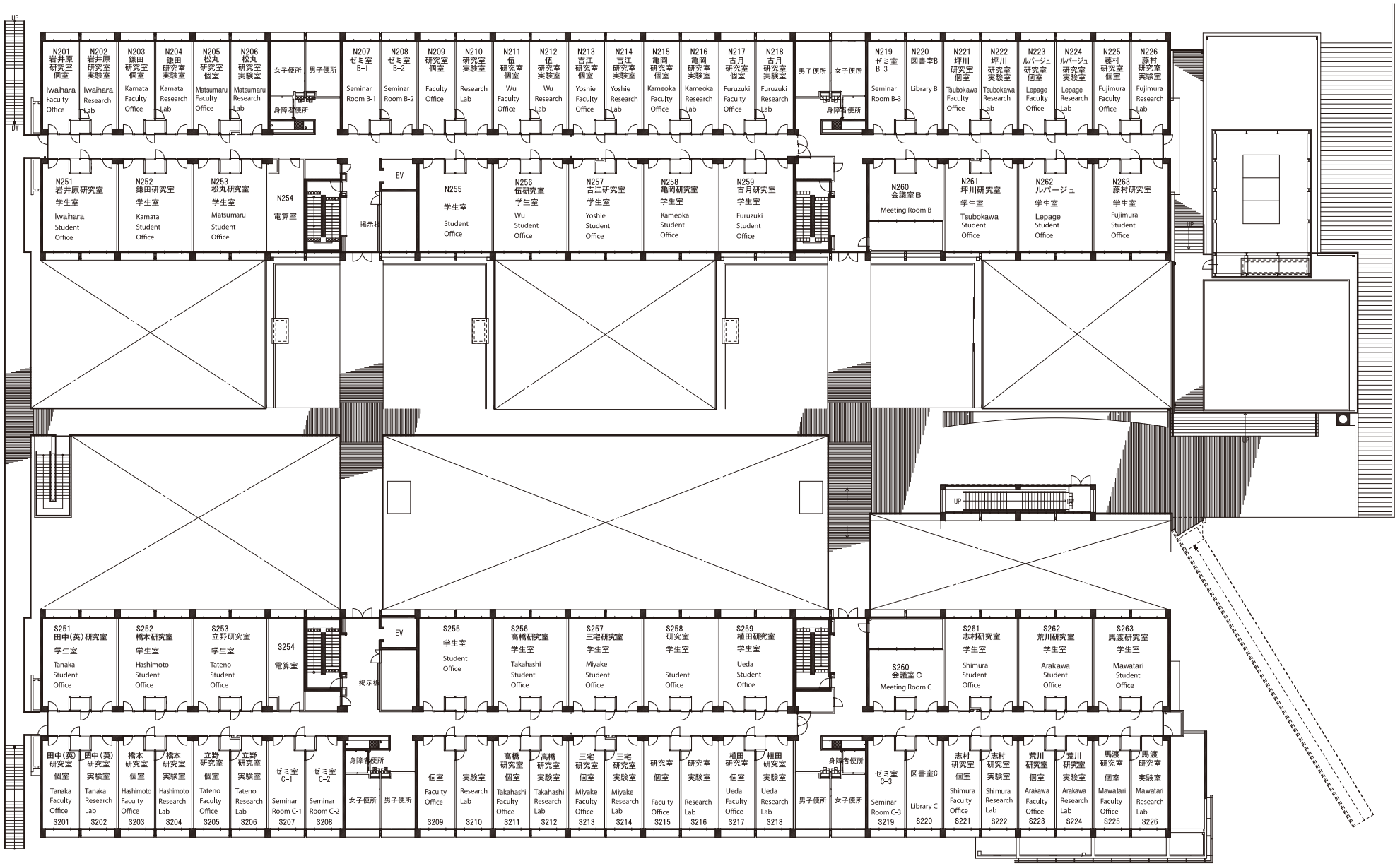
集り散じて　人は変れど　仰ぐは同じき　理想の光
atsumari sanjite hito ha kawaredo aogu ha onajiki risouno hikari

いざ声そろへて　空もとどろに　われらが母校の　名をばたたへん
iza koe soroete sora mo todoroni warera ga bokou no naoba tataen

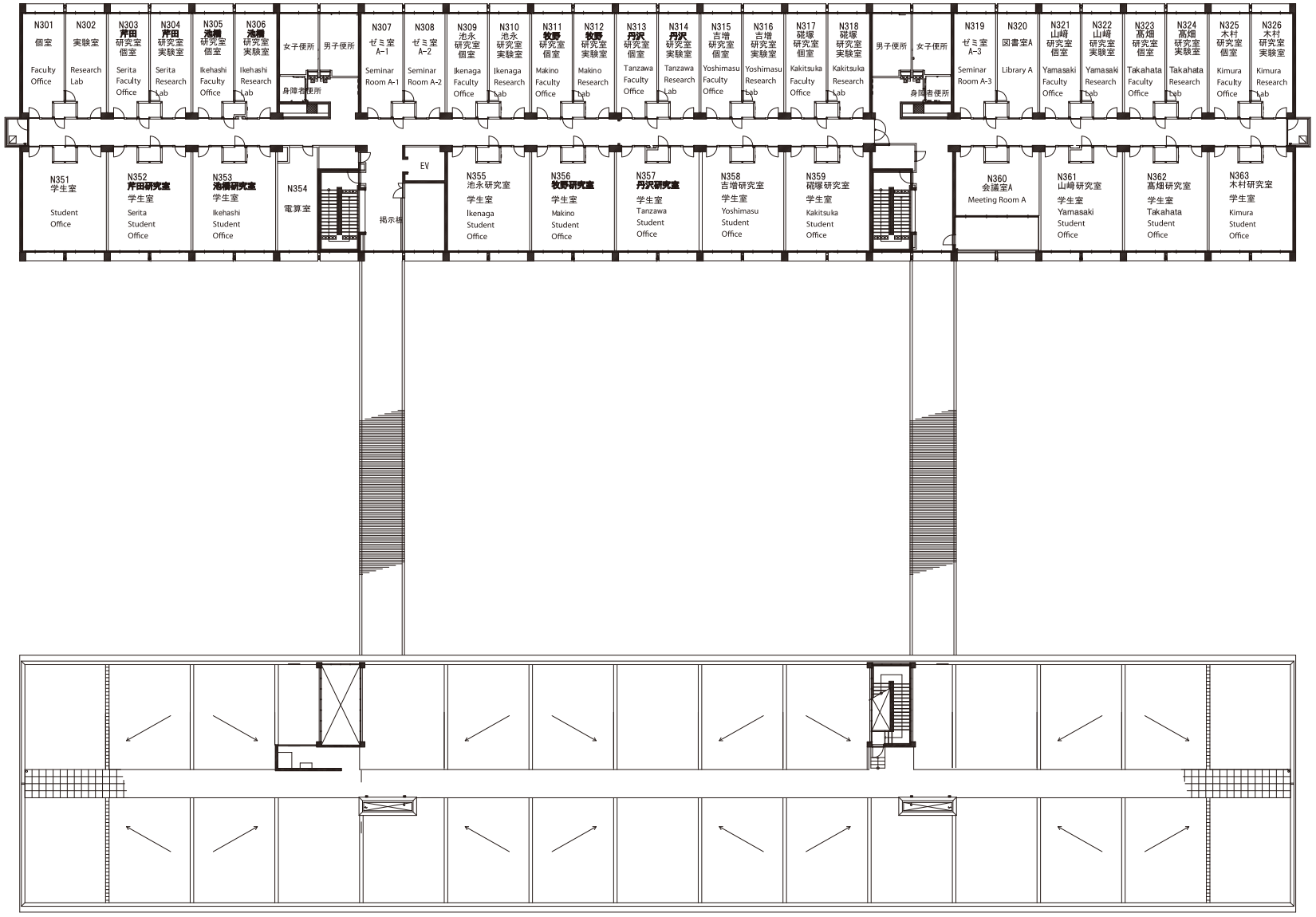
わせだ　わせだ　わせだ　わせだ　わせだ　わせだ　わせだ
waseda waseda waseda waseda waseda waseda waseda



教室配置図（1階）/ Building map of IPS (1st floor)



教室配置図（2階）/ Building map of IPS (2nd floor)



教室配置図（3階）/ Building map of IPS (3rd floor)

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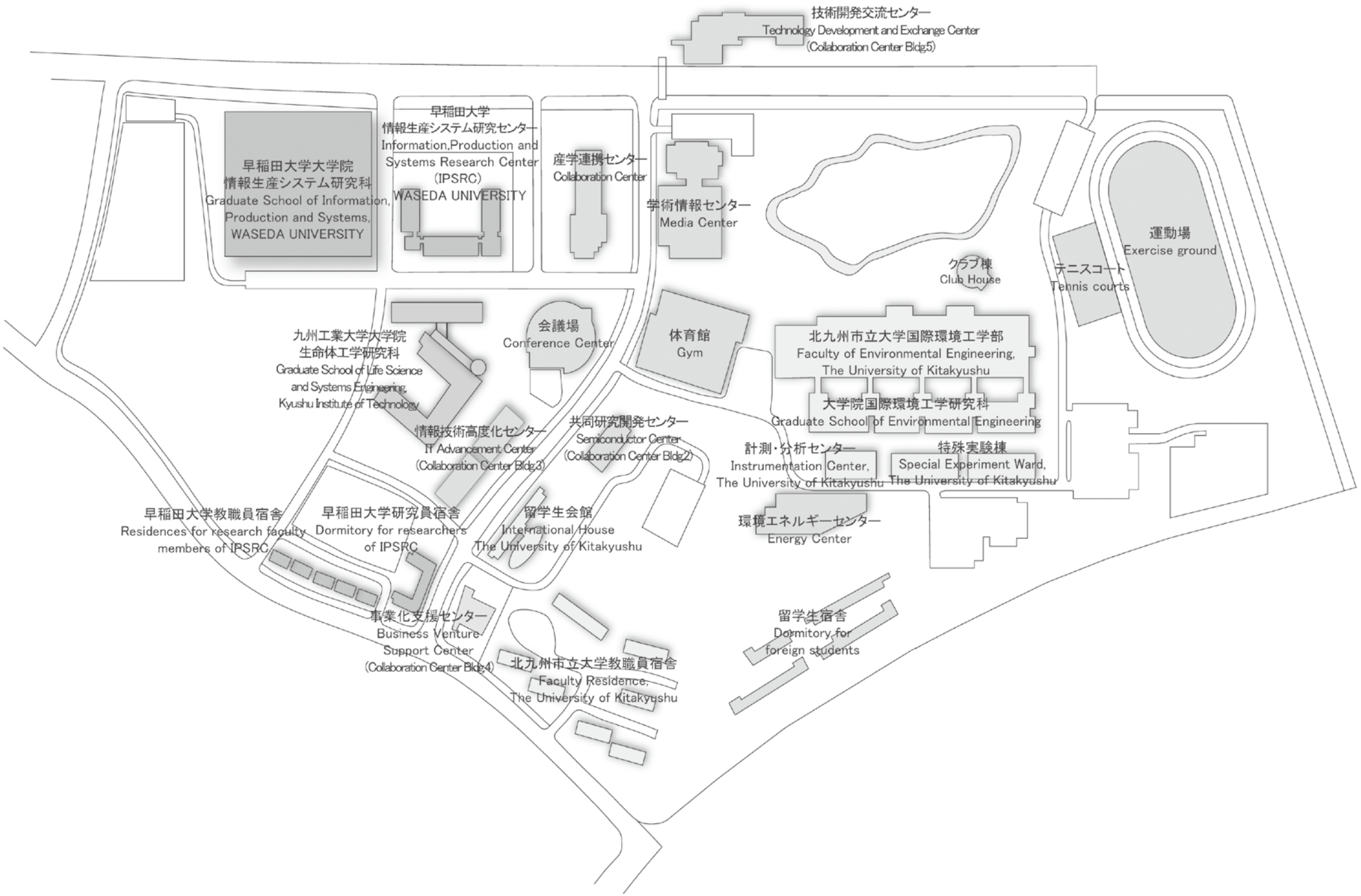

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