Ｆコースオリエンテーション
Orientation for
F-Course students

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研究室配属
Assignment of Research Laboratory

- Fコースの学生は原則として指導予定教員の研究室に**本配属**されます。
- **F-Course students will be officially assigned to the laboratory of your intended academic advisor.**

研究室配属
Assignment of Research Laboratory

- 研究室配属について相談したいことがあれば、科目登録に関係するため、早急に学生生活専門委員に相談すること。
- In case you have any problem about the laboratory assignment, please consult with Student Life Committee immediately since it is related the course registration.

単位認定
Transferring of Credits

➤ 外国の大学院修士課程において取得した単位10単位までを認定することが出来る。IPS対応科目がない科目については、最大4単位まで認定する。ただし、単位認定科目の成績は授業成績の評価（GPA）には、含めない。

➤ あなたの申請の結果は10月初旬にお伝えします。

➤ Up to 10 credits earned in a master's program at an overseas university may be transferred. For subjects without an IPS equivalent, up to 4 credits can be approved. However, transferred credits will not be included in the GPA calculation.

➤ The result of your application will be notified in early October.

Course Subjects

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

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

* Take the course "Introduction to Academic and Research Integrity (For Life Sciences, Biological Science and Engineering)" offered by the Global Education Center within 6 months of enrollment.

18 credits or more from fundamental, advanced subjects or laboratory work (up to 6 credits for fundamental), 4 credits or more from Exercises and Specialized subjects, Introduction to Academic and Research Integrity are required for Midterm Presentation of Master's thesis.

	Oct. 2	Feb. 27	Apr.11	Late Aug.
1st Year	Start of Classes (Fall Semester)	Grade Announcement (Fall Semester)	Start of Classes (Spring Semester)	Grade Announcement (Fall Semester)

	Early Oct.	Early Feb.	Late Feb.	Late Mar.
2nd Year	Master's Thesis Midterm Presentation / Start of Classes (Fall Semester)	Master's Thesis Presentation	Grade Announcement (Fall Semester)	Graduation Ceremony

20 credits or more from fundamental, advanced subjects or laboratory works(up to 6 credits for fundamental), 2 credits from Specialized subjects, and 8 credits or more from Exercises are required for completing of a master degree program.

<Sep. admission:F>

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IPSの修了条件
The conditions of completion IPS F-Course (a~e)

a. 講義・実験科目
→18単位以上(基礎講義科目 6単位以内)取得
＊ 単位認定された科目を含める。但し同一科目が重複しないこと

a. **Lectures and laboratory works:**
→**Required Credits:18 or more (Fundamental subject is within 6)**
***Transferred subjects are to be included. Same subjects should not be overlapped.**

IPSの修了条件
The conditions of completion IPS F-Course

b.特論　２単位取得
b. Specialized subjects:2 credits

c.演習　　８単位以上10単位まで取得
c. Exercises: 8 or more and up to 10 credits

d.合計　認定単位を含めて３０単位以上取得
d. Total: 30 credits or more (including the credits that has been transferred from your current institute)

e.研究指導を受け修士論文を作成し、審査に合格
e. Completion of the master's thesis and success in its defence

単位取得モデル
The Model of Credit Acquisition

		Course f			Total required credits for graduation 30 or more
		1st Semester	2nd Semester	3rd Semester	
		Spring	Fall	Spring	
Lectures & Laboratory Works	Fundamental Subjects	18*			(up to 6) 18 or more
	Advanced Subjects				
	Laboratory Works				
	Specialized Subjects		2		2
Exercise(required)		6	4		8 or more
Master Thesis(required)					pass

* Transferred credits can be included up to 10.

How to check the number of credits you have got

*Page of Grade Report on MyWaseda

CLOSE

教務・成績・情シス研>試験成績>Grade report－Credits   (44)

's credit report.

Print Screen

※This result reference screen is not an official certification though you can print and refer to it.

Category		Required	Passed	Included
Subjects and Laboratory Work	Fundamental Subject	4	6	4
	Advanced Subject		16	16
	Laboratory Work		0	0
	Subtotal	20	22	20
Specialized Subject	Specialized Subject	2	0	0
	Subtotal	2	0	0
Exercise	Exercise	8	6	6
	Subtotal	8	6	6
Total		30	28	26

Year	GP
2012	3.78
2013	4.00
Cum GPA	3.86

*For your information

Year	GP
[Year]	[GPA:Spring/Summer]
	[GPA:Fall/Winter]
Cum GPA	[Cumulative GPA]

Blank cell in the column 'GP' means that you have no class in that semester.

Important!
You need to get 30 credits to graduate.

➢ **After the grade announcement at the end of each semester, you must check your earned credits on your own responsibility.**

➢ **The number of credits listed under "Included" in the above table indicates the credits that are counted toward completion.**

➢ **Please note that only up to 6 credits from Fundamental Subjects can be counted toward the completion requirements.**

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Kitakyushu Science and Research Park Information

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

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

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

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

Research Ethics Education

- **Global Education Center (Graduate Students)** "Introduction to Academic and Research Integrity (For Life Sciences, Biological Science and Engineering) 01"

  - **Automatically registered, Summer Quarter, The course starts on Jun. 4.**
    *The Summer Quarter runs from Jun. 4 to Jul. 22.

  - **https://www.waseda.jp/inst/ore/en/subject/introduction/**

- **Required for Master Thesis Process**

  - **To give a Midterm Presentation of Master's thesis and to submit a master's thesis, it is necessary to pass this course in the first semester.**

Security Export Control System in Japan

Foreign Exchange and Foreign Trade Act (FEFTA) & "Deemed Export"

➢ Under FEFTA, **providing technology overseas is regulated**. Now, **offering technical information to non-residents in Japan** is also considered an "export" ("deemed export").

   ➢ 2021.11.18 Announced, 2022.5.1 Enforcement

   ➢ https://www.meti.go.jp/policy/anpo/anpo07.html (in Japanese)

➢ If you are engaged in **joint research, co-authoring papers, or providing technical guidance** to non-residents, **consult your academic advisor in advance**.

➢ If necessary, your advisor will **request university approval and apply to METI** (Ministry of Economy, Trade and Industry).

➢ **Violation may result in legal penalties.** Please take care.

▸ Details: Waseda Univ. Export Control Website (in Japanese)
https://dpt-stc.w.waseda.jp/first/index.html

Overview of the Pledge for Security Export Control

- Waseda University strongly recommend for students to write the pledge for security control and keep that in their laboratory.

➢ The following is its explanation.

- Researchers at Waseda University must pledge to comply with the below in order to prevent the use of research findings such as technical data and technology, or research devices and materials (measuring devices, samples etc.) in the development or production of weapons of mass destruction:

Overview of the Pledge for Security Export Control (2)

1. Unauthorized transfer or export of university property as well as technical data and technology is prohibited. It is prohibited to transfer university property and technical data and technology for military use.

2. The provision or export of technical data technology to a foreign country, or to a non-resident of Japan (including individuals who fall under "Specific Categories"), must be carried out in compliance with the Waseda University Regulations for Security Export Control.

3. Export of items and materials abroad shall be carried out in compliance with the Waseda University Regulations for Security Export Control.

4. All GAITAMEHO must be followed in the event that the knowledge, technology, and know-how gained during the researcher's stay at Waseda University is to be exported abroad or to a non-resident of Japan after the researcher leaves Waseda University.

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Webによる科目登録
Course Registration by web

登録期間：

　1次登録　9月17日（水）9:00　〜　9月19日（金）17:00
　2次登録　9月25日（木）9:00　〜　9月26日（金）17:00
　3次登録　10月8日（水）9:00　〜　10月9日（木）17:00

Course Registration:

1st registration period　Sep. 17（Wed.）9:00　−　Sep. 19（Fri.）17:00
2nd registration period　Sep. 25（Thu.）9:00　−　Sep. 26（Fri.）17:00
3rd registration period　Oct. 8　（Wed.）9:00　−　Oct. 9　（Thu.）17:00

Webによる科目登録
Course Registration

- 修士課程の学生は必ず科目登録期間中に今学期の履修登録を行うこと。3次登録期間終了後は登録出来ませんのでご注意下さい。

- **Please register your courses during the course registration period. No registration will be accepted After 3rd registration period. Please be aware.**

Webによる科目登録
Course Registration

- 時間割や講義について、追加や変更もあります。登録期間中も事務所横の掲示板やWebサイト（IPSスクエア）にて随時ご確認下さい。

- **There can be updates on information of classes. When you do registration, check the bulletin board at the IPS office or website (IPS Square).**

<IPSスクエア>

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

<IPS Square>

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

Webによる科目登録
Course Registration

- 毎学期始めの科目登録期間にその学期に履修する科目を登録してください。登録しなければ単位を取得できず、修了ができなくなる可能性がありますので登録もれのないよう注意してください。
- **Please be careful not to miss the course registration period at the beginning of every semester. You might miss the graduation, if you miss the registration.**

講義出席について
Attending the lectures

- 2025年度も、対面授業が実施されます。
- Web科目登録した科目について、各登録最終日の翌日からWaseda Moodle にゲストとして仮登録され、講義情報を入手することができます。（科目登録期間中に取消した科目は、結果発表後にゲスト登録が解除され、Waseda Moodle には表示されなくなります。）
- 出来る限り履修希望の第一回目の講義に出席できるように1次・2次登録期間中に科目登録をしてください。
- **Classes in 2025 will be conducted face-to-face.**
- **For courses registered on the Web, you will be temporarily registered as a guest in Waseda Moodle from the day after the last registration day. You can then get the lecture information.** (For courses canceled during the course registration period, the guest registration will be canceled after the results are announced. It will also be deleted in Waseda Moodle.)
- **Please register during the 1st and 2nd course registration periods so that you can attend the 1st lecture as much as possible.**

授業成績の評価
Evaluation of exam results

目的

　奨学生決定、就職推薦、修了時総代決定の際、
参考にされることがある。

Purpose

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

1. Calculation Formula

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

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

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

Calculation Formula

[(No. of A+ credits x 4) + (No. of A credits x 3) + (No. of B credits x 2) + (No. of C credits x 1) + (No. of Failing Grades x 0)]

Total number of registered credits

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

＊ The results of transferred credits are excluded from the scholastic evaluation of subject results.

2．対象科目

卒業算入対象科目として登録した科目でA+、A、B、C、F
評価された科目

2．**Subjects used in the GPA calculation**

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

3．GPAの通知・証明

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

3．**GPA on Grade Report and Transcript of Academic Record**

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

試験およびレポートに関する
不正行為への対処

Rules for Dealing with a Dishonest Act on

an examination / a report

1. Kind of dishonest act

1) **Dishonest act on an examination**

(1) Cheating on an examination(Illegal Use of Mobile phone, Smartphone & Tablet etc.)

(2) Taking an examination unjustly

(3) Obtaining/distributing the examination questions prior to the examination

2) **Dishonest act on a report**

(1) Plagiarizing or imitating other people's reports/thesis

(2) Writing a report for other student

(3) Helping others plagiarize or imitate other people's reports/thesis

2. Penalty for the dishonest act

- **In principle, the penalty is three-month suspension from school (the starting date of the suspension from school is the date on which the dishonest act was done)**

- **The student will fail all the subjects in which he/she enrolled for the semester automatically .**

- **When the penalty is imposed on the student, Dean of the graduate school will inform the student of the school's decision. In principle, the name of the student and the content of his/her dishonest act will be announced publicly.**

Prior Penalty for the dishonest act

・Student A・・2 months suspension from school, all subjects were failed in the semester

・Student B・・ 2 months suspension from school, concerned subject was failed

・Student C ・・2 months suspension from school, all subjects were failed in the semester

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

Plagiarism versus Quotation/Citation/Reference

- **Definition of Plagiarism (Quoted from [1])**
  - In [1], plagiarism is defined as "Usage of other researchers' idea, methods, data, results, or sentences without the agreement of the researches or without the proper notification."
- **Quotation/Citation/Reference**
  - Use other researchers' idea, methods, data, results, or sentences with the clear notification of the source
- **Other person's idea and information should be shown as other persons**

[1] MEXT (Ministry of Education, etc.), http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu12/houkoku/attach/1334660.htm, Access at Jan. 31, 2019.
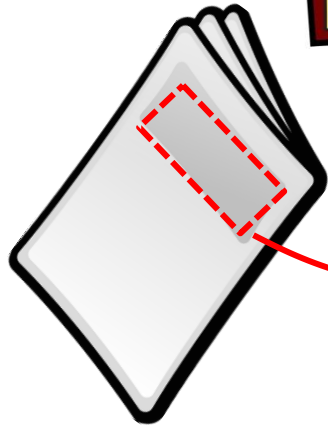
Typical Plagiarism

Others' or your literary works

Book
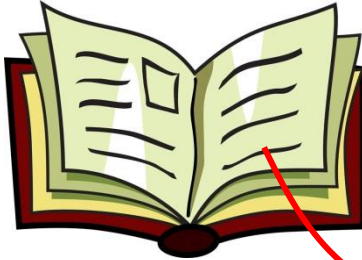
Your report or paper

Plagiarism

Academic paper

Sentences, formulas, or charts is cut-and-paste.

Web.Info.

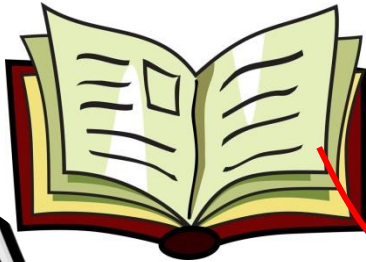**Basically, copy of other's work is inhibited.**
Copy with translation is also unacceptable.
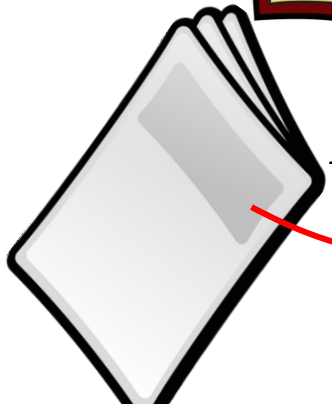**Exception: tech term, well-known formula, etc.**

Quotation/Citation/Reference

Others' or your literary works

Book

Academic paper

Your report or paper

Note the source name In sentence or chart used in your report。
e.g. Source: xxxxx
[*Ref Num*]

Source:xx

LAB REPORT

[xx]

Web.Info.

[xx]
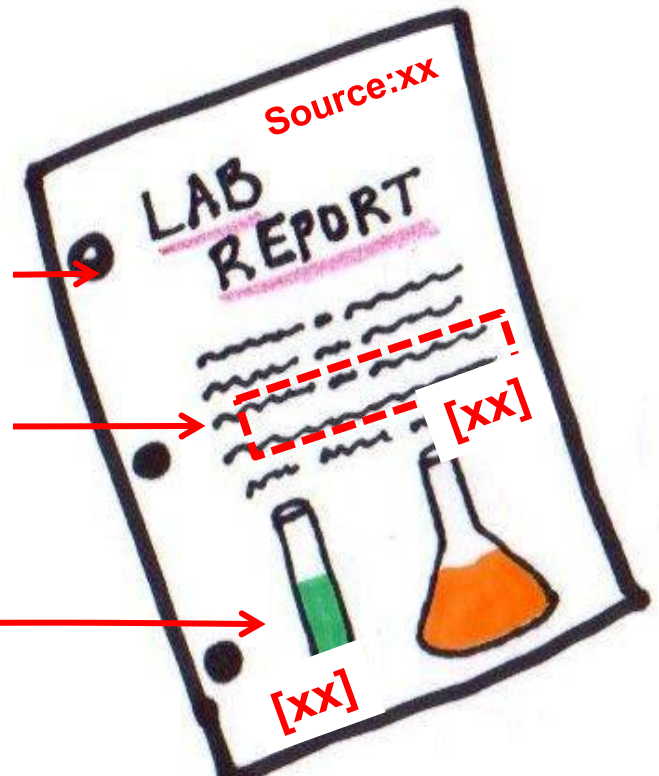
Cut-and-past over a paragraph is mostly inhibited even if with quote. Quote a precedent including yours or your colleagues'.

Quotation/Reference (Cited from [2])

- **Direct Quotation**
  - **Use other person's sentences as it is**
  - **The author said that "..." [???].**
    - **Show the part of quotation using "", and the sentence cannot be changed**
    - **[???] show the ID of the source of the sentence**
      - **The sources are at a footnote or at the last part of the manuscript**

- **Indirect Quotation**
  - **Contents are summarized and used**
  - **The author ??? proposed a new method in [???].**
    - **First ??? is author's name, [???] is the ID of the source**
  - **New clock gating methods have been proposed ([3], [4]).**

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

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

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

参考文献
Reference / Bibliography

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

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

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

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

Judgement of Plagiarism and Quotation/Citation/Reference

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

修士論文中間発表会

The Intermediate Presentation for Master's Thesis

Fコース用

早稲田大学大学院

情報生産システム研究科

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

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

　　研究および科目履修がおもわしいかどうかの判定を行なう

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

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

☐ **実施時期/Schedule**

修了希望半年前（4月初旬または10月初旬）

6 months before your target graduation (Either beginning of April or October).

☐ **対象学生/Qualification**
以下のすべての条件を満たす者/Must meet all of the following conditions:

1. 休学期間を除き、修士課程に1年以上在籍していること
   Has been enrolled in a master's program for at least 1.5 years (excluding periods of leave of absence)
2. 修了希望時期の半年前であること
   Is six months away from the intended completion date
3. 入学から半年後の時点（休学期間を除く）で、以下の単位を取得していること
   At the point 6 months after enrollment (excluding periods of), the following credits have been earned:
   ・講義科目18単位以上（うち基礎講義科目は最大6単位まで）
   18 or more credits from lecture subjects (including up to 6 from fundamental subjects)
   ・演習または特論4単位以上　　4 or more credits from exercises or advanced seminars
   ・合計22単位以上　　A total of 22 or more credits

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

- 審査員/Examiners
 研究指導を担当する教員を含む３名の本研究科教員が審査する。
 The examiners consist of three faculty members including the student's supervisor as a chief-examiner.

- 修士論文中間発表の判定は合否により行う。
 The result of screening will be pronounced as success or failure.

- 審査員のうち２名以上の審査員が否の判定をした場合、警告を発する。
 In the case two or more examiners reject the presentation, the warning will be issued to the student.

修士修了審査

The screening procedures of the master's thesis

早稲田大学大学院
情報生産システム研究科

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

☐ 目的 / Purpose

　　修士修了の判定を行う

　　Evaluation of master course completion.

☐ 提出書類 / Submission documents
　　１．修士論文概要書
　　　　The outline of master's thesis
　　２．修士論文 / **The master's thesis**

2. 対象学生 / Qualifications

□ 原則として修士課程在籍(休学期間を除く)
２年目(以降)の学生
The students who are in one's 2nd years of the master's course in principle (the period of leave of absence will not be counted).

□ 修士論文、修士論文概要書を期限までに提出した学生
The students who submit the master's thesis and the outline of master's thesis by the deadline.

3. 実施時期および審査員
Schedule and Examiners

☐ 実施時期 / Schedule

　各学期末(7月，2月）

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

☐ 審査員 / Examiners

　　主審査員1名/ 1 chief-examiner

　　副審査員2名/ 2 examiners

4. 審査方法 / Screening Procedures

☐ 審査方法 / Screening procedures

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

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

注意 ： 修士修了判定は論文合格に加えて所定の取得単位要件
を満たすことが必要である。

For completing the master's course, prescribed credit earning is also required.

5. 論文の外部発表
Publishing a paper

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

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