# Keio Double Degree Program

## Graduate School of Science and Technology
## Keio University

## Application Guide

## September 2019 Enrollment

# The Management of Personal Information at Keio University

The personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Enrollment procedures,
3. Administering, communicating and carrying out procedures concerning academic affairs,
4. Administering, communicating and carrying out procedures concerning general student life,
5. Administering, communicating and carrying out procedures concerning the use of university facilities and equipment,
6. Conducting communications for soliciting donations and recruiting members for the Keio Support Group and the Keio Card,
7. Sending various documents to students and guarantors and carrying out other communications with them,
8. Sending documents to individuals related to the Mita-kai (alumni associations) and
9. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University has received from individuals (the minimum necessary), may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties.
In exceptional circumstances, the personal information of an individual may be disclosed to a third party when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

# Keio Double Degree Program

In September 2003, the Graduate School of Science and Technology launched the International Graduate Program in Advanced Science and Technology (the courses are all conducted in English) which made it possible for students from abroad to earn degrees without having competence in Japanese. Currently there are around 160 international students studying at Keio's Graduate School of Science and Technology. In 2005, Keio University started its double degree programs with European institutions. When a student fulfills the degree requirements at both Keio and their home institutions, the student is awarded with the degrees from both Keio University and his/her home institution.

## Types of Master's Degree

Graduate students may pursue studies leading to any of the following degrees:

> Master of Science in Engineering
> Master of Science

## Double Degree Partner Institutions

**Belgium**: Université catholique de Louvain, Université libre de Bruxelles
**France**: Groupe des Écoles Centrales (CentraleSupélec, Lille, Lyon,Marseille, Nantes), IMT Atlantique, MINES ParisTech,
**Germany**: Leibniz Universität Hannover, RWTH Aachen University, Technische Universität München,
**Italy**: Politecnico di Milano
**Spain**: Universidad Politécnica de Madrid
**Sweden**: KTH Royal Institute of Technology, Lund University,

# Curriculum

The Graduate School of Science and Technology consists of three sub-schools and each sub-school consists of several centers of learning and research. (As of April 2018)

**1) School of Fundamental Science and Technology**
- Center for Mathematics
- Center for Physics
- Center for Molecular Chemistry
- Center for Applied Physics and Physico-Informatics
- Center for Chemical Biology
- Center for Biosciences and Informatics

**2) School of Integrated Design Engineering**
- Center for Multidisciplinary and Design Science
- Center for System Integration Engineering
- Center for Electronics and Electrical Engineering
- Center for Material Design Science

**3) School of Science for Open and Environmental Systems**
- Center for Space and Environment Design Engineering
- Center for Science of Environment and Energy
- Center for Applied and Computational Mechanics
- Center for Information and Computer Science
- Center for Open Systems Management

The student will become an official member of one of the sub-schools and conduct research under the supervision of a faculty advisor who is a member of one of the centers that belong to this particular sub-school. The advisor will be a member of one of the centers, but the student while being a member of a sub-school will not belong to any specific center. This is to allow the student to develop a broad perspective that is not restricted by the framework of his/her advisor's center. For more information on how advisors are selected, please see "Notice" on P 3.

## Language Options

English or Japanese

**Length**

In the Graduate School of Science and Technology, the master's program will be 1-2 years of full-time study followed by a 1-3 year Ph.D. program. The primary objective of the master's program is to establish advanced fundamentals in science and technology through course work and independent research projects, under appropriate supervision from faculty members (in order to contact your prospective research advisor, see "**Notice**" on P 5).

**Requirements**

The following are the requirements for completion of a Master's degree: at least one academic year of study in the graduate program (standard duration is two academic years) and acquisition of 30 academic credits including at least 4 credits for the Independent Study and 6 for the Graduate Research 1 that is closely related to the Master's thesis. Each lecture is usually worth 2 credits, i.e., a student will typically take at least 10 courses in order to fulfill the requirement of 20 credits needed, aside from the 10 credits required for the Independent Study and Graduate Research 1.

For more information, please see the syllabus： https://www.st.keio.ac.jp/en/students/2018courseguidebook.pdf

# Application

## 1. Admissions Criteria

Each nominee will be screened based on the contents of the Review of academic records and other relevant documents will be made.

## 2. Admission Schedule

| Double Degree Program | DD-M12 | DD-M4 |
|---|---|---|
| Online Application Period | November 1, 9:00 a.m. – December 3, 5:00 p.m., 2018 | March 1, 9:00 a.m. – March 29, 5:00 p.m., 2019 |
| Period for submitting application documents by postal mail service | November 1 – December 7*, 2018 | March 1 – April 5*, 2019 |
| Announcement of result | Mid-February, 2019 | Early June, 2019 |

**\*Contact your International Office for the deadline within your home institution. The abovementioned dates are the deadline for the documents to reach Keio University.**

## 3. Application Process

Complete the following steps to prepare your application

**(1) Contact the international office at your home institution for nomination procedure.**

**(2) After nominated, read the application guide carefully.**

**(3) Check the Application Documents.**

- Contact your prospective supervisor and get a permission from him/her to become your supervisor.
- Identify and contact your recommender.

**(4) Complete the online application**

Fill out all the prescribed forms on the online application system, and print them out.

**(5) Submit the application documents to the international office of your home institution**

Submit your application documents and the recommendation letter to the international office of your home institution. Your home university will send the nomination letter, official transcripts and the transcript request form together with your submitted documents to the Admissions Office by postal mail service.

**Notes:** Applications are accepted only when applicants submit documents both online and postal mail to be received by the Admissions Office by the deadline.

## 4. Application Documents

**Applicants need to submit the following:**

Documents 1 – 4 must be submitted via online. The hard copies of the documents 1-4 must be submitted via postal mail service together with the documents 5 - 10.

1. **Application form**

2. **Financial statement**

3. **Statement of purpose** (<u>prescribed form, to be completed in English</u>)

4. **Copy of email communications between you and your prospective supervisors**

5. **One letter of recommendation** (prescribed form, in English or Japanese)

6. **Official academic transcript from your institution** (in English - <u>no photocopies</u>)
   (Please include summary and supplementary information of academic transcripts for the listed courses.)

7. **Transcript request form**
   (The registrar's office of the University where the applicant completed his/her undergraduate studies must fill out the Transcript Request Form).

8. **Official Letter from your institution** (prescribed form, in English - <u>no photocopies</u>)

9. **Copy of Passport** (ID page)

10. **2 ID photos** (40mm x 30mm (width x height) /colour/glossy)

<u>**Notice – Finding a Prospective Research Advisor**</u>

**Before submitting your application, you must contact a prospective research advisor to discuss your research plan thoroughly.** Applicants who have failed to do this prior to submitting their applications have a smaller chance of acceptance.

For more information on our faculty members, use "Staff Profile" at: https://www.st.keio.ac.jp/en/tprofile/

Choose your prospective research advisor from among the faculty members who are qualified to be a thesis advisor.

# Scholarships

Scholarship is normally available upon enrollment. Please check the website below for further information.

[Keio University International Center] Scholarship Information

http://www.ic.keio.ac.jp/en/life/scholarship/intl_student.html

# Other information

- University dormitories are available for double degree students for a period up to two academic years.
- International Center will support the visa application for successful applicants.

# Contact Information

Admissions Office (AO)

Graduate School of Science and Technology, Keio University

3-14-1 Hiyoshi, Kohoku-ku, Yokohama

Kanagawa 223-8522, JAPAN

URL: https://www.st.keio.ac.jp/en/

E-mail: ic-yagami@adst.keio.ac.jp