



I-AUD Master's Program AY2025 Orientation

School of Science and Technology Office

This is the orientation material for AY2025 I-AUD Master's Program.



- Academic Calendar (Spring Semester)
- Enrollment Status
- Information Services
- Program Completion Requirements
- Procedures and Due dates
- Course Registration
- Thesis for Master's Degree
- Financial Grants
- Research Ethics Education
- Surugadai Campus Guide
- School of Science and Technology Office



2025 Academic Year Schedule

Spring Semester		April 1 (Tue.)	~	September 19 (Fri.)
Entrance Ceremony		April 7 (Mon.)		
Orientation		April 1 (Tue.)	~	April 9 (Wed.)
Course Terms		April 10 (Thu.)	~	July 22 (Tue.)
	First Half Intensive Course (S1) *	April 10 (Thu.)	~	June 3 (Tue.)
	Second Half Intensive Course (S2) *	June 4 (Wed.)	~	July 22 (Tue.)
Temporary Closure (No Classes)		May 1 (Thu.)	.	May 2 (Fri.)
Classes held on this holiday (1)		April 29 (Tue.)		[Showa Day]
Classes held on this holiday (2)		July 21 (Mon.)		[Marine Day]
Make-up Classes (1)	*Held on periods available on Saturdays	May 24 (Sat.)	.	May 31 (Sat.)
Make-up Classes (2)	*Held on periods available on Saturdays	July 12 (Sat.)	.	July 19 (Sat.)
Final Examinations	*Including days in reserve	July 23 (Wed.)	~	July 31 (Thu.)
Summer Break		August 1 (Fri.)	~	September 19 (Fri.)
Fall Graduation Ceremony		September 19 (Fri.)		

Academic Year 2025 Calendar: <https://www.meiji.ac.jp/cip/english/about/academiccalendar.html>

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- The academic calendar for year 2025 can be found from the link below on the slide.
- Entrance Ceremony for freshmen will be conducted on April 7th.
Please refer to the website for details.
- Classes will start from April 10th. Make sure to attend the classes you are planning to register even if it is before the class registration period.
- Please be noted that there is a national holiday when classes will be held as usual.
- Classes for Spring Semester will end on July 22nd, and summer break will start from August 1st.
- Please check the link for schedule for Fall Semester.



- Required Term of Residence: 2 academic years or more
- Maximum Term of Residence: 4 years (excluding periods of "Leave of Absence")

Application Deadlines for Changing Enrollment Status

Semester Status	Spring Semester	Fall Semester
Leave of Absence	May 31st	November 20th
Withdrawal	September 19th	March 31st
Study Abroad	Contact the SST Office	

For International Students:

Changing the enrollment status can affect your visa.
Ask the SST Office for advice if needed.

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- Students must be enrolled for 2 years (= 4 semesters) or more to complete the program, and can be enrolled for up to 4 years excluding the period of "leave of absence." Leave of absence can be taken for up to 2 years.
- To change the enrollment status, students will be required to take certain procedures until the designated deadline. No late application can be accepted.
- The amount of tuition fee is subject to change if you take the "leave of absence" and "withdrawal", so please contact the School of Science and Technology Office immediately if you are considering to change your status.

- Meiji University introduces an online educational supporting system called “Oh-o! Meiji”. It is a portal website where students can check class information, submit assignments, and receive important notifications from the university.
- It is strongly advised to check the Oh-o!Meiji system frequently so that you do not miss any important information. Notifications can be forwarded to your personal email address, so please refer to the user’s manual on how to set up.
- The log-in ID for Oh-o!Meiji is student ID number@meiji.ac.jp, and the password is the one you’ve submitted at the time of the enrollment process.
- Oh-o!Meiji system will be available from April 3rd. Please try logging in before the Course Registration period starts as the same ID and password will be required when using the Online Registration System.
- The email address is already made, it starts with letter “ce” followed by last 6 digits of your student number and “ @meiji.ac.jp”.
- Those who graduated from universities other than Meiji will need to complete the “MIND Introductory Course” which is **mandatory**. Please access https://www.meiji.ac.jp/mind/seminar/6t5h7p00000glp8k-att/mindtext01-e_merged.pdf to take the online course.
- Please check the link on the bottom part of the slide for details about the Information Services of Meiji University.



- Resided in the program for at least two years
- Earn 30 credits or more with a grade average of B or above (see below chart for details)
- Pass the oral defense for Master's thesis

Necessary Credits for Completion

<div>Courses</div> <div>Year</div>	Main Courses	Courses other than Main Courses	Total Credits
1st year	4 credits	18 credits or more (Including ADS A~D for 15 credits or more)	30 credits or more
2nd year	8 credits		

*Make sure to take all compulsory courses required for completion!
Thesis cannot be accepted if you did not fulfill the requirements.

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- To complete the I-AUD program, students will have to meet the following 3 requirements;

- ① Resided to the program for at least 2 years excluding the period of leave of absence
- ② Earn 30 credits* or more with a grade the average of "B" or above
- ③ Pass the oral defense for master's thesis

- For enrolling students in **2025**, will be required to get 15 credits or more for the special courses of 「Advanced Design Studio A~D」。

*There are compulsory courses that needs to be earned for completion. You will not be able to submit your thesis if you did not earn credits for these courses even if you earned 30 credits in total.

- Second year students who earned more than 18 credits during the previous academic year will be able to issue a "Prospective Completion Certificate" (修了見込証明書) which may be needed when job-hunting. If you are planning to look for a job in Japan, make sure to register courses for more than 18 credits during the first year to issue this certificate.

- Those who met the requirements will be able to issue the certificate from April 6.



Date	Event
April 3 rd – 15 th 9:30am	Submission of “Employment Status Survey”
Before the first day of each class	Complete “Self Enrollment” via Oh-o!Meiji ClassWeb
April 10 th	Classes Begin
April 12 th 9:30 am–14 th 9:30 am	Course Registration Submission of “Course Plan” (M1 only) via Oh-o!Meiji Group
April 15 th from 10:00 am	Personal Course Timetable available on Academic Affairs System *If any registration errors are found, please submit the Oh-o!Meiji Questionnaire <u>immediately</u> for correction.
May 7 th – 8 th	Course Withdrawal Period (Up to 8 credits per academic year)
July 22 th	Classes End
August 1 st – September 19 th	Summer Break

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- Classes for Spring Semester will start from **April 10th**.

*Be sure to consult with your supervisor in advance about your course plan.

- Complete the “Self Enrollment” through the Oh-o!Meiji ClassWeb function before the first day of the courses you are planning to attend.

- Course registration period will be **from April 12, 9:30 am to April 14, 9:30 am**.

*Be sure to register classes for **both spring and fall semesters**.

(Details on registration process will be explained in the later slides)

- After the registration period, you can check your personal timetable from April 15, 10:00 am. If you find any errors, please send an email to SST office immediately. (Email address: sstgrad@meiji.ac.jp)

- If you want to withdraw any of the classes you registered, please submit the Oh-o!Meiji Questionnaire during **May 7 and 8**.

*You can withdraw courses only up to 8 credits per academic year.

- Also, all students are also required to submit the “Employment Status Survey” via the Oh-o!Meiji Questionnaire, so please complete it by April 15.

**【New Students Only】**

Check Graduate School Handbook and Course Syllabi.

Consult with supervisor and complete “Course Plan” (format available from SST website)

【New Students Only】

Submit “Course Plan” through Oh-o!Meiji. ***Deadline : April 14th 9:30 am**

【All Students】

Complete “Self Enrollment” (仮参加登録) via the Oh-o!Meiji Class Web for all classes you are planning to register.

【All Students】

Register for courses via Online Course Registration System.

***Register for BOTH SPRING and FALL semesters.**

***Register for BOTH “Main” and “Special” Courses.**

***Registration Period : April 12th 9:30 am to 14th 9:30 am**

<Preparation BEFORE Registration>

Check whether you can log-in to Oh-o! Meiji.

***No credits can be earned for non-registered courses even if you attend!**

Check Handbook 2025 Page 194

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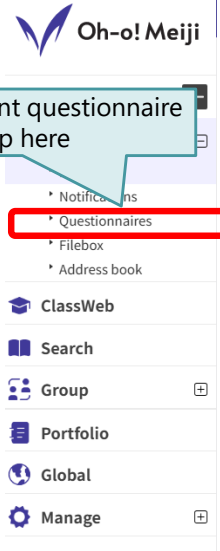
- For all freshmen, please take some time to look through the “Meiji University Graduate School Handbook” and the Course Syllabi via Oh-o!Meiji.
- Consult with your academic supervisor on your 2-year course plan. After you choose the classes, please complete the “Course Plan Form” and submit the digital file through the Oh-o!Meiji Submission Group during April 12 to 14.
- All students are required to complete the “Self-Enrollment” through the Oh-o!Meiji ClassWeb for all the classes you are planning to take. You will not be able to see the class materials unless you take this procedure.
- Based on the course plan you created, register the courses for both of SPRING and FALL semesters through the “Online Registration System”. The link for the website will be open on Oh-o!Meiji from April 12th, 9:30 am to 14th, 9:30 am.
- If you fail the course registration by the due date, you will not be able to earn any credits even if you attend all classes. Please be sure to complete your registration during the designated period and check carefully if there are any mistakes.
***Do not forget to register the main course “Architecture & Urban Design Studies 1-4”.**



■ Courses to Register via Oh-o!Meiji Questionnaire

1. Course of Other Graduate Schools
2. Common Core Courses (Undergraduate courses)
3. Courses of Other University's Graduate Schools
(Consortium of universities with credit transfer agreements)

Link for the relevant questionnaire shows up here



【Registration Period】

April 12 (Sat) 9:30 am to 14 (Mon) 9:30 am

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- There are courses which can not be registered through the Online Registration System but only through the Oh-o!Meiji Questionnaire.
- Those who are planning to take (1) Courses of Other Graduate Schools, (2) Common Core Courses, (3) Courses of Other University's Graduate Schools, please apply via Oh-o!Meiji Questionnaire during the course registration period.
 - *Registration for Questionnaire-based courses cannot be changed or canceled once registered.



Course timetable and syllabi are available from Oh-o!Meiji / SST Website.

理工学研究科シラバス・時間割・先取履修科目／Syllabus and Course Timetable for Graduate School of Science and Technology

ホーム > 教育／学部・大学院 > 理工学研究科 > 理工学研究科シラバス・時間割・先取履修科目／Syllabus and Course Timetable for Graduate School of Science and Technology

明治大学大学院

概要 +

> 理工学研究科

研究科概要 +

志願者案内 +

▼ 共通注意事項／Important Notes | ▼ 学年暦／Academic Calendar |

▼ シラバス／Syllabus | ▼ 時間割／Course Timetable |

▼ 先取履修科目(理工学部4年生対象)／Master's Classes for Undergraduate 4th Year Students

Course Timetable/Syllabi

<https://www.meiji.ac.jp/sst/grad/syllabus/index.html>

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- Course timetable and syllabi for the I-AUD courses can be found from the website.



Read “Course Registration Guideline” carefully.

*Available from the SST website.

*Designated application forms can also be downloaded.

Course Registration Guideline

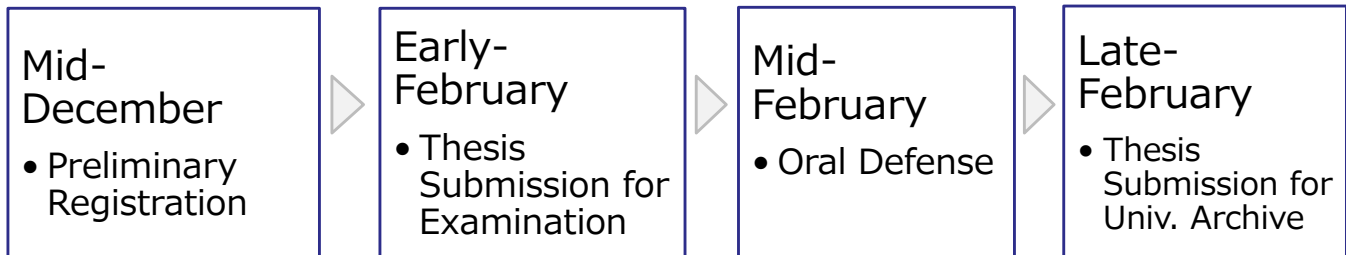
https://www.meiji.ac.jp/sst/grad/course_registration.html

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- The “Course Registration Guideline” is available from the SST website. Make sure to read them carefully before registering the courses.



- Submission schedule will be announced through Oh-o!Meiji in...
the **middle of April** for September Graduation
the **beginning of September** for March Graduation
- Schedule Outline *subject to change



*** Submission of master's thesis will be done through Oh-o!Meiji.**

Information for Master's Thesis <https://www.meiji.ac.jp/sst/grad/master/index.html>

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- Specific schedules and procedures about the submission for master's thesis will be notified through Oh-o!Meiji to Master 2nd year students. For students who plan to graduate on September, details will be announced around late April. For those who are planning to graduate on March, it will be notified around early September.
- There are four steps for thesis submission
 - ① Complete pre-registration of your thesis title and degree
 - ② Submit thesis until the designated deadline for oral defense
 - ③ Attend oral defense with thesis examiners (faculties)
 - ④ Submit thesis for university archive
- For March graduation, the pre-registration will be accepted around on mid-December, the submission of thesis on early-February, and the oral defense on mid-February.
- Make sure to check the schedules and consult with you supervisor for any necessary preparation.



Type	Amount (AY2025)
Academic Conference Presentations	Maximum 110,000 JPY (per each application)
Foreign Language Examination Fee	Full examination fee (once per year)
Academic Paper Publishing	Maximum 50,000 JPY
Language Lesson Fee for Students Intending to Study Abroad	Maximum 50,000 JPY
SST Overseas Research Grant Program *Only for students enrolled in the Master's Program of the Graduate School of Science and Technology	Maximum 780,000 JPY

Graduate School Website https://www.meiji.ac.jp/dai_in/jyosei.html
SST Website <https://www.meiji.ac.jp/sst/grad/sstgradorp.html>

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- Meiji University Graduate School offers various types of financial aid to support student's research activities.
- There are certain requirements to receive the subsidy, so please inquire the SST office in ADVANCE if you are planning to apply for any of them.



- All graduates students are required to complete the online research education program called “e-APRIN” .
- Details of the program will be announced around late April via Oh-o! Meiji.
- Completion is **MANDATORY**.

You will not be eligible to apply for the financial grants unless you complete the e-APRIN program

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- All graduate students are required to pass the online research ethics education “e-APRIN” to ensure normative consciousness related researcher ethics and prevent improper academic research.
- Completion of this program is **MANDATORY**.
- Details will be announced through Oh-o!Meiji so make sure to check the notification and take the program until the deadline.
- For second year students who still haven’ t completed the program, please finish it **AS SOON AS POSSIBLE**.
- The administrative office will be tracking each student’ s completion status throughout the academic year and will ask both the student and their supervisor for urgent participation for those who have not taken the program.
- Those who have not completed the program will not be able to apply for financial aids and subsidies such as the ones introduced in the previous slide.



[Recap] Submissions and Procedures

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Content	Subject	Period	Method
Self Enrollment	M1・M2	Apr. 3 (Thu) – Before classes begin	ClassWeb in Oh-o!Meiji
Employment Status Survey *Details notified via Oh-o!Meiji	M1・M2	Apr. 3 (Thu) - 15 (Tue) 9:30AM	Oh-o!Meiji Questionnaire
Course Registration	M1・M2	Apr. 12 (Sat) 9:30 – 14 (Mon) 9:30	Online Course Registration System and/or Oh-o!Meiji Questionnaire
Course Plan Submission	M1	Apr. 12 (Sat) 9:30 – 14 (Mon) 9:30	Oh-o!Meiji I-AUD Group
Research Ethics Education (eAPRIN)	M1	Schedule will be announced through Oh-o!Meiji	eAPRIN website

Please make sure not to forget any submissions and applications!

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- Please mark the deadlines on your calendar so that you do not miss any important procedures.



- Operating hours differs between facilities.

→Refer to the university website for details.

- Be careful about the sorting of garbage disposal!



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- The open hours differs between each office, so please check the website if you need information.

- Please make sure to follow the rules of the trash disposal and sort your garbage properly before putting it in the trash can.

* The university is required to follow the rules of garbage disposal, and would be penalized if not being followed properly.

Be sure to separate the garbage and throw them away in the relevant container.

* If you want to dispose something large or is not sure how to sort, please ask the staff at the Graduate School Office at the 5th floor to get advice.

■ **Administrative Office**

School of Science and Technology Office (Ikuta Campus)

→ Main Office for SST Students

→ Located on the 1st Floor of the Main Building of Ikuta Campus

Graduate School Office (Surugadai Campus)

→ Temporary Office

→ Located on the 5th Floor of Global front building

■ **Contact Info**

School of Science and Technology Office

Email: sstgrad@meiji.ac.jp