



# **I-AUD Master's Program AY2024 Orientation**

**School of Science and Technology Office**



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

## 2024 Academic Year Schedule

| Spring Semester                  |   | April 1<br>(Mon.)      | ~ | September 19<br>(Thu.) |
|----------------------------------|---|------------------------|---|------------------------|
| Entrance Ceremony                |   | April 7<br>(Sun.)      |   |                        |
| Orientation                      |   | April 1<br>(Mon.)      | ~ | April 9<br>(Tue.)      |
| Course Terms                     |   | April 10<br>(Wed.)     | ~ | July 22<br>(Mon.)      |
|                                  | First Half Intensive Course (S1) *      | April 10<br>(Wed.)     | ~ | June 3<br>(Mon.)       |
|                                  | Second Half Intensive Course (S2) *     | June 4<br>(Tue.)       | ~ | July 22<br>(Mon.)      |
| Temporary Closure (No Classes)   |   | May 1<br>(Wed.)        | . | May 2<br>(Thu.)        |
| Classes held on this holiday (1) |   | April 29<br>(Mon.)     |   | [Showa Day]            |
| Classes held on this holiday (2) |   | July 15<br>(Mon.)      |   | [Marine Day]           |
| Make-up Classes (1)              | *Held on periods available on Saturdays | May 25<br>(Sat.)       | . | June 1<br>(Sat.)       |
| Make-up Classes (2)              | *Held on periods available on Saturdays | July 13<br>(Sat.)      | . | July 20<br>(Sat.)      |
| Final Examinations               | *Including days in reserve              | July 23<br>(Tue.)      | ~ | July 31<br>(Wed.)      |
| Summer Break                     |   | August 1<br>(Thu.)     | ~ | September 19<br>(Thu.) |
| Fall Graduation Ceremony         |   | September 19<br>(Thu.) |   |                        |

Academic Year 2024 Calendar: <https://www.meiji.ac.jp/cip/english/about/academiccalendar.html>



- 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

| <b>Status \ Semester</b> | <b>Spring Semester</b> | <b>Fall Semester</b> |
|--------------------------|------------------------|----------------------|
| 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.

**Check Handbook 2024 Page172**



## Oh-o!Meiji

The screenshot shows the Oh-o!Meiji portal interface. A red box highlights the 'Class Info' link in the top navigation bar. Another red box highlights the 'ClassWeb' link in the secondary navigation bar. A blue box highlights the 'Notifications for you/Notifications from your department' section, which includes a calendar and a list of notifications. A yellow box highlights the 'Meiji Mail' section, which includes a QR code and a link to 'About Meiji Mail'. A blue box highlights the 'Notifications concerning your classes' section, which includes a list of notifications. A blue box highlights the 'Other notifications from the University' section, which includes a list of notifications.

## University Accounts

|                             | (1) Meiji Single Sign-On Account ("Kyotsu-Ninsho" Account)  | (2) Meiji Mail Account  | (3) Basic Services Account   |
|-----------------------------|---|---|--|
| <b>Services</b>             | <ul style="list-style-type: none"> <li>Oh-o! Meiji System</li> <li>Use of PCs, printers on Surugadai, Izumi and Nakano Campuses</li> <li>MIND Mobile Connection Services (VPN Connection, Wireless LAN Connection, or Mobile Information Outlet Connection)               <ul style="list-style-type: none"> <li>* Use of Mobile Connection Services requires completion of a MIND Introductory Course.</li> </ul> </li> <li>Online library services (Databases, E-journals, or Portal service)</li> <li>Identification certificate dispensers</li> </ul> | <ul style="list-style-type: none"> <li>E-mail               <ul style="list-style-type: none"> <li>* For off-campus use, "Multi-factor authentication" is required.</li> <li>For more information on multi-factor authentication, please visit the website.</li> <li><a href="https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/E_MINDleaflet2024.pdf">https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/E_MINDleaflet2024.pdf</a></li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Web page publishing</li> <li>Use of PCs, printers on Ikuta Campus</li> <li>Use of Virtual Desktop Infrastructure</li> <li>Use of Cloud Computing</li> </ul>                 |
| <b>Requirements for use</b> | <ul style="list-style-type: none"> <li>ID               <ul style="list-style-type: none"> <li>10-digit student identification number</li> <li>* Student ID card is needed to use the identification certificate dispenser.</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>ID               <ul style="list-style-type: none"> <li>e.g., ea171234@meiji.ac.jp</li> <li>(2 letters of the alphabet) + (lower 6 digits of the student number) + (domain name)</li> <li>* You can check your own mail address on the Portal Page after Oh-o! Meiji Login.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>ID               <ul style="list-style-type: none"> <li>e.g., ea171234</li> <li>(2 letters of the alphabet) + (lower 6 digits of the student number)</li> </ul> </li> </ul> |
|                             | <ul style="list-style-type: none"> <li>Password               <ul style="list-style-type: none"> <li>* Initial password is the one you filled in Admission Registration form. It consists of alphanumeric characters in 8 to 16 digits. Please be sure to change the initial password.</li> <li>* When you change the password of Meiji Single Sign-On Account, the passwords of Meiji Mail and Basic Services Account are simultaneously changed.</li> </ul> </li> </ul>   |   |  |

Necessary for Course Registration

If you forgot your password, be sure to have it reissued before the course registration!

Meiji University Information Services:

[https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/E\\_MINDleaflet2024.pdf](https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/E_MINDleaflet2024.pdf)



- 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

| Year \ Courses | Main Courses | Courses other than Main Courses   | Total Credits      |
|----------------|--------------|---|--------------------|
| 1st year       | 4 credits    | 18 credits or more<br>(Including <u>ADS A~D</u> 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.

Check Handbook 2024 Page 186-187



| Date   | Event   |
|--|---|
| April 3 <sup>rd</sup> – 18 <sup>th</sup>                 | Submission of "Employment Status Survey"  |
| Before the first day of each class                       | Complete "Self Enrollment" via Oh-o!Meiji ClassWeb  |
| April 10 <sup>th</sup>                                   | Classes Begin   |
| April 16 <sup>th</sup> 1:00 pm –18 <sup>th</sup> 9:30 am | Course Registration<br>Submission of "Course Plan" (M1 only) via Oh-o!Meiji Group   |
| April 23 <sup>rd</sup> from 10:00 am                     | Personal Course Timetable available on "Oh-o! Meiji" system<br>*If any registration errors are found, please submit the Oh-o!Meiji Questionnaire <u>immediately</u> for correction. |
| May 7 <sup>th</sup> – 8 <sup>th</sup>                    | Course Withdrawal Period (Up to 8 credits per academic year)  |
| July 22 <sup>th</sup>                                    | Classes End   |
| August 1 <sup>st</sup> – September 19 <sup>th</sup>      | Summer Break  |



【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 18 (Thu) 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. For how to do “Self Enrollment”, please click here of [Details on Self Enrollment](#).

【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 16 (Tue) 1 pm to 18 (Thu) 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 2024 Page 196-197**





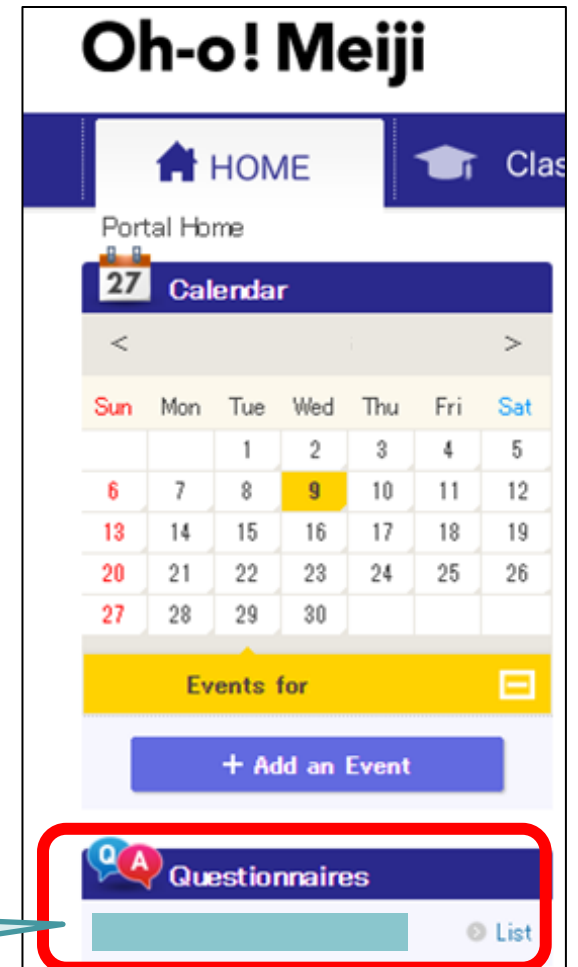
## ■ Courses to Register via Oh-o!Meiji Questionnaire

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)

### 【Registration Period】

**April 16 (Tue) 1 pm to 18 (Thu) 9:30 am**

Link for the relevant questionnaire shows up here





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

The screenshot shows a website page with a dark blue header containing the title "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". Below the header is a breadcrumb trail: "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". A left sidebar lists navigation options: "明治大学大学院", "概要", "理工学研究科", "研究科概要", and "志願者案内". The main content area features a list of links: "共通注意事項 / Important Notes", "学年暦 / Academic Calendar", "シラバス / Syllabus", "時間割 / Course Timetable", and "先取履修科目 (理工学部4年生対象) / Master's Classes for Undergraduate 4th Year Students". A light blue box at the bottom of the screenshot contains the text "Course Timetable/Syllabi" and the URL "https://www.meiji.ac.jp/sst/grad/syllabus/index.html".



Read “Course Registration Guideline” carefully.

\*Available from the SST website.

\*Designated application forms can also be downloaded.

Course Registration / Change / Withdrawal

ホーム > 教育/学部・大学院 > 理工学研究科 > Course Registration / Change / Withdrawal

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 +

在学生案内 +

研究支援・助

**Course Registration**

**For the New Academic Year**

Information about course registration, course syllabus and relevant necessary administrative procedures will be available on this website. For the coming academic year, information will be updated around the beginning of April.

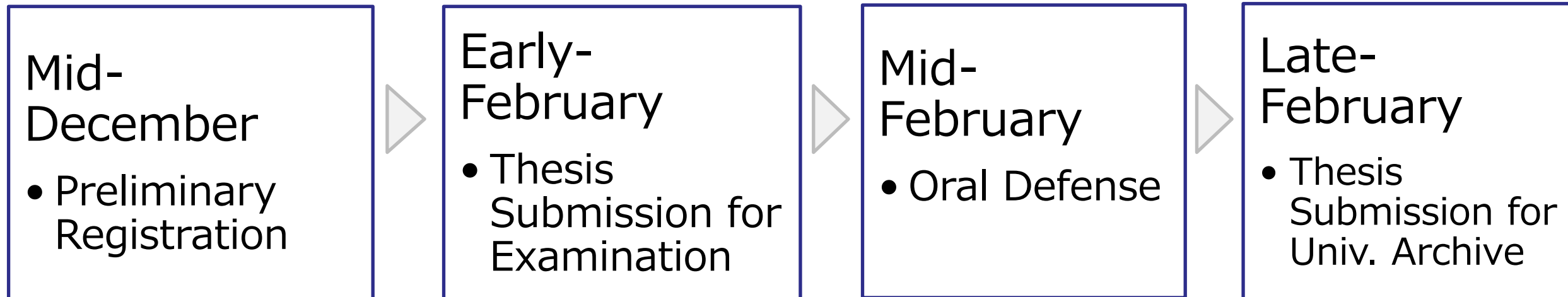
(1) Read carefully "Course Regsitration Guideline" before starting registration procedure.

## Course Registration Guideline

[https://www.meiji.ac.jp/sst/grad/course\\_registration.html](https://www.meiji.ac.jp/sst/grad/course_registration.html)



- 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>



| Type  | Amount (AY2023)                               |
|---|---|
| Academic Conference Presentations   | Maximum 140,000 JPY<br>(per each application) |
| Foreign Language Examination Fee  | Full examination fee<br>(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<br>*Only for students enrolled in the Master's Program of the Graduate School of Science and Technology | Maximum 780,000 JPY                           |

**Graduate School Website**  
**SST Website**

[https://www.meiji.ac.jp/dai\\_in/jyosei.html](https://www.meiji.ac.jp/dai_in/jyosei.html)

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



- 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**



| Content  | Subject | Period  | Method  |
|--|---------|---|---|
| Self Enrollment  | M1・M2   | Apr. 3 (Wed) – Before classes begin           | ClassWeb in Oh-o!Meiji  |
| Employment Status Survey<br>*Details notified via Oh-o!Meiji | M1・M2   | Apr. 3 (Wed) - 18 (Thu)                       | Oh-o!Meiji Questionnaire  |
| Course Registration  | M1・M2   | Apr. 16 (Tue) 13:00<br>– 18 (Thu) 9:30        | Online Course Registration System<br>and/or<br>Oh-o!Meiji Questionnaire |
| Course Plan Submission                                       | M1      | Apr. 16 (Tue) 13:00<br>– 18 (Thu) 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!**



- Campus building is open from 7:00 am to 10:30 pm during Monday to Saturday.

\*Subject to change according to the Meiji University Activity Restriction Level.

- Operating hours differs between facilities.

→Refer to the university website for details.

- **Be careful about the sorting of garbage disposal!**





## ■ Administrative Office

School of Science and Technology Office (Ikuta Campus)

→ Main Office for SST Students

→ Located on the 1<sup>st</sup> Floor of the Main Building

Nakano Academic Affairs Office

→ Temporary Office

→ Located on the 3<sup>rd</sup> Floor of Low-Rise Wing

## ■ Contact Info

School of Science and Technology Office

Email: [sst@mics.meiji.ac.jp](mailto:sst@mics.meiji.ac.jp)