



Doctoral Program AY2025 Orientation

School of Science and Technology Office

This is the orientation material for AY2025 I-AUD Doctoral Program.



- Academic Calendar (Spring Semester)
- Enrollment Status
- Information Services
- Procedures and Due dates
- Course Registration
- Doctoral Dissertation
- Financial Grants
- Research Ethics Education
- Surugadai Campus
- 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 the 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 on April 10th. Make sure to attend the classes you plan to register for, even if it is before the class registration period.
- Please note that there is a national holiday when classes will be held as usual.
- Classes for the Spring Semester will end on July 22nd, and summer break will start on August 1st.
- Please check the link for the schedule for the Fall Semester.



- Required Term of Residence: 3 academic years or more
- Maximum Term of Residence: 6 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.

Check Handbook 2025 P.172

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- Students must be enrolled for 3 years or more to complete the program, and can be enrolled for up to 6 years excluding the period of “leave of absence.” Leave of absence can be taken for up to 3 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.

University Accounts

	① Meiji ID	② Meiji Mail Account	③ Basic Services Account
Username and ID	Student Number Faculty Number Previously known as Meiji Single Sign-On Account* (Kyobun-Kenshu Account)	Student Number (meiji.ac.jp) Faculty Number/meiji.ac.jp C/E: Student Number (2 letters of the school's name) + Student Number (8 digits) * You can check your mail address in the Portal Page after On-Site Mail Login.	Necessary for Course Registration
Password	Integrated across all services Initial password: 8-16 alphanumeric characters set during enrollment. Changing Meiji ID password also changes passwords of Meiji Mail and Basic Service Account.	enrollment. Must be changed.	
Services Available	<ul style="list-style-type: none"> Use of PCs and PCs Surugadai, Itsu-no-oka, Nakano Libraries Online library services Certificate issuing machines MIND Mobile Connection Services 	<ul style="list-style-type: none"> On-Site Meiji System Panopto (Video Distribution) Course Registration Meiji Mail Connection Classroom Connection Insurance 	<ul style="list-style-type: none"> Email (MS365 Outlook) Teams OneDrive Office 365 Pro Plus (Word, Excel, PowerPoint) Use of Virtual Desktop Infrastructure Use of High Performance Computing
Multi-Factor Authentication	Not required.	Required for on-campus use. Setup is common for Meiji Mail and Meiji ID.	Not required.
Single Sign-On	Not available.	Supported (with some exceptions).	
Applying for account	No application needed (assigned to all students at enrollment).	<p>For on-campus use, please contact the Student Support Office on each campus for details.</p> <p>[Use by clubs]</p>	

https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/E_MINDLeaflet2025.pdf



Date	Event
April 3 rd – 15 th 9:30 am	Submission of "Employment Status Survey"
April 10 th	Classes Begin
April 12 th 9:30 am–14 th 9:30 am	Course Registration Submission of "Course Plan" (D1 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 come to the administrative office <u>immediately</u> for correction.
July 22 nd	Classes End
August 1 st – September 19 th	Summer Break

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

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

- Course registration period will be **from April 12, 9:30am to April 14, 9:30 am**. If you are planning to take any classes this academic year, please make sure to complete the procedures by the deadline.
- After the registration period, you can check your personal timetable from April 15, 10:00 am. If you find any errors, please come to the administrative office immediately for correction.
- All students are also required to submit the "Employment Status Survey" via the Oh-o!Meiji Questionnaire, so please complete it by April 15.



Compulsory Course

*Credit for the designated course must be earned for program completion.

*Please consult with your supervisor on which year you will be taking the course.

Registration for Interdepartmental etc. Courses

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

【Registration Period】

Make sure to complete the registration during the designated period of the academic year.

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- Doctoral students must take one compulsory course for program completion.
- Please talk with your supervisor and decide when you will be taking the course. If you will be registering this academic year, please complete the course registration during the designated period via the Oh-o!Meiji Questionnaire.
- If you fail to register this course by the deadline, you will not earn any credits even if you attend the classes. Be sure to complete your registration during the designated period and check if you have any mistakes.
- 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 also apply via Oh-o!Meiji Questionnaire during the course registration period.
 - *Registration for Questionnaire-based courses cannot be changed or canceled once registered.
 - *The credits earned through this courses will not be included in the completion requirement.
 - *Most classes will be conducted in Japanese.
- Course timetable and syllabi for the Graduate School of Science and Technology can be found from the SST website. The syllabus for each courses are also available through Oh-o!Meiji Classweb function.



[STEP 1] Submission of “Research Plan”

*Mandatory for all newly enrolled students

1. Download the format from the SST Website
<https://www.meiji.ac.jp/sst/grad/classregistration.html>
2. Consult with your supervisor about your 3-year research plan
3. Submit the form via the Oh-o!Meiji Group

Name of group: “理工学研究科 提出物/SST Submissions”

Submission deadline: April 14th 9:30 am

[STEP 2] Course Registration

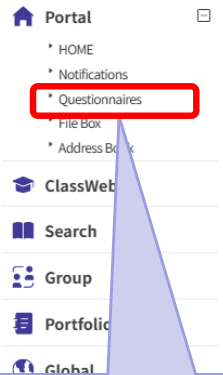
*Only for those who are planning to take classes this AY

1. Complete the Oh-o!Meiji Questionnaire during the registration period

Registration period: April 12th 9:30 am– 14th 9:30 am



Oh-o!Meiji



Link for the relevant questionnaire shows up here

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- For all freshmen, please take some time to look through the “Meiji University Graduate School Handbook”.
- After consulting with your academic supervisor, complete the 3-year research plan and submit the digital file of the research plan through the Oh-o!Meiji Group titled “理工学研究科 提出物/SST Submissions.” The submission is mandatory for all D1 students.
- If you will be registering any courses this academic year, please complete the registration by the deadline. Registration can be done by submitting the Questionnaire through Oh-o!Meiji. Please be noted that doctoral students must take the designated compulsory course for program completion.
- If you fail to register this course by the deadline, you will not earn any credits even if you attend the classes. Please be sure to complete your registration during the designated period and check if you have any mistakes.



Course Timetable and Syllabi is available from SST Website.
Syllabi can also be check via Oh-o!Meiji.

The screenshot shows the website for the Graduate School of Science and Technology at Meiji University. The main header in Japanese reads '理工学研究科シラバス・時間割・先取履修科目' (Syllabus, Course Timetable, and Prerequisite Courses for the Graduate School of Science and Technology). Below this, the English title 'Syllabus and Course Timetable for Graduate School of Science and Technology' is displayed. A navigation menu on the left includes '明治大学大学院' (Meiji University Graduate School), '概要' (Overview), '理工学研究科' (Graduate School of Science and Technology), '研究科概要' (Graduate School Overview), and '志願者案内' (Applicant Guide). 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 yellow 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'.

- Course timetable and syllabi for 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 / 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・助成制度

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.

Course Registration

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

Course Registration Guideline

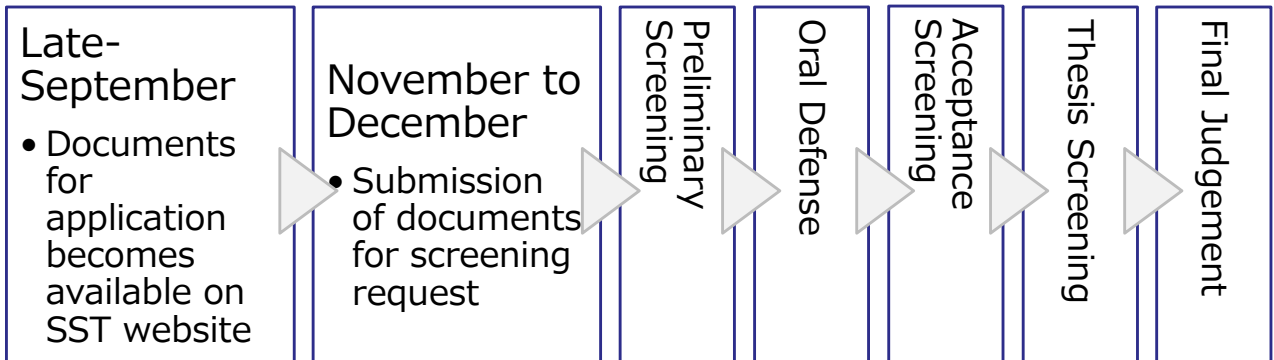
https://www.meiji.ac.jp/sst/grad/course_registration.html

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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 **beginning of April** for September Graduation.
the **beginning of August** for March Graduation.
- Schedule Outline *subject to change



Doctoral Thesis <https://www.meiji.ac.jp/sst/grad/doctor/index.html>

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- Specific schedules and procedures about the submission for doctoral dissertation will be notified through Oh-o!Meiji to doctoral 3rd year students. For those who are planning to graduate on September, details will be announced around mid-April. For those planning on March, it will be notified around early August.
- Make sure to check the schedules and consult with your supervisor in advance for any necessary preparation.



Type	Amount (AY2025)
Academic Conference Presentations	Maximum 130,000 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

Graduate School Website (in Japanese Only) https://www.meiji.ac.jp/dai_in/jyosei.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 graduate 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**.

Those who has not completed the program will not be able to submit the doctoral dissertation and apply for any financial grants.

[NOTE]

If you have completed this program during the Master's Program, please send a digital copy of the “Completion Certificate” to the School of Science and Technology Office (sstgrad@meiji.ac.jp) by e-mail.

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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 and third year students who still haven't completed the program, please finish it **AS SOON AS POSSIBLE**.
- If you have completed the program during the enrollment of the master's program, please send the digital copy of the “Completion Certificate” to the SST Office by email.
- 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.



Content	Subject	Period	Method
Course Registration	D1-D3	Apr. 12 (Sat) 9:30am - 14 (Mon) 9:30am	Oh-o!Meiji Questionnaire
Research Plan Submission	D1	Apr. 12 (Sat) 9:30am - 14 (Mon) 9:30am	Oh-o!Meiji Group "SST Submissions"
Employment Status Survey *Details notified via Oh-o!Meiji	D1-D3	By Apr. 15 (Tue) 9:30	Oh-o!Meiji Questionnaire
Research Ethics Education (eAPRIN)	D1	Schedule will be announced through Oh-o!Meiji	eAPRIN website

Please make sure not to forget the submissions and applications!

- 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

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