# Doctoral Program
# AY2024 Orientation

**School of Science and Technology Office**

This is the orientation material for AY2023 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**
- **Nakano Campus**
- **School of Science and Technology Office**

## 2024 Academic Year Schedule

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

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

■ The academic calendar for the year 2024 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

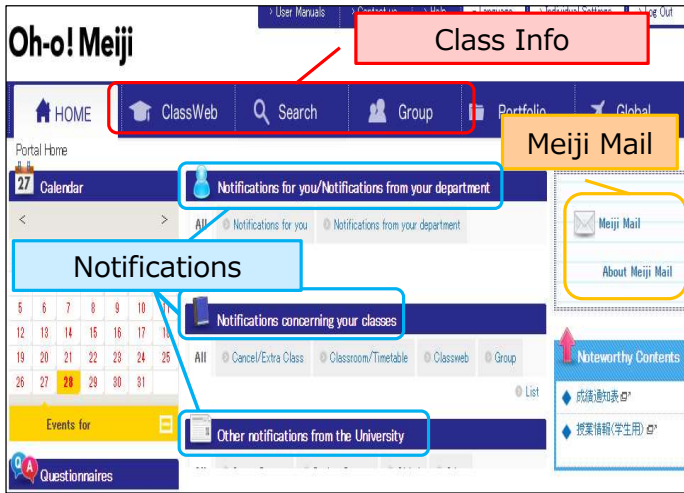| Status / Semester | Spring Semester | Fall Semester |
|---|---|---|
| Leave of Absence | May 31st | November 20th |
| Withdrawal | September 19th | March 31st |
| Study Abroad | Contact the SST Office | |

**For International Students**:
Changing the enrollment status can affect your visa.
Ask the SST Office for advice if needed.

**Check Handbook 2024 Page172**

- 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.

## Oh-o!Meiji

Oh-o! Meiji

> User Manuals  > Contact us  > Help  Language  Personal Settings  Log Out

HOME | ClassWeb | Search | Group | Portfolio | Global

Class Info

Portal Home

27 Calendar

Notifications for you/Notifications from your department

All  Notifications for you  Notifications from your department

Meiji Mail

Notifications

Meiji Mail

About Meiji Mail

5 6 7 8 9 10
12 13 14 15 16 17
19 20 21 22 23 24 25
26 27 28 29 30 31

Notifications concerning your classes

All  Cancel/Extra Class  Classroom/Timetable  Classweb  Group

Noteworthy Contents

Events for

Other notifications from the University

List

成績通知表

授業情報(学生用)

Questionnaires

## University Accounts

| (1) Meiji Single Sign-On Account ("Kyotsu-Ninsho" Account) | (2) Meiji Mail Account | (3) Basic Services Account |
|---|---|---|
| **Services** • Oh-o! Meiji System • Use of PCs, printers on Surugadai, Izumi and Nakano Campuses • MIND Mobile Connection Services (VPN Connection, Wireless LAN Connection, or Mobile Information Outlet Connection) * Use of Mobile Connection Services requires completion of a MIND Introductory Course. • Online library services (Databases, E-journals, or Portal service) • Identification certificate dispensers | • E-mail * For off-campus, Multi-factor authentication is required. For more information Multi-factor authentication website. https://www.meiji... | • Web page publishing • Use of PCs, printers on Ikuta Campus • Use of Virtual Desktop Infrastructure ...ce Computing Necessary for Course Registration |
| **Requirements for use** • ID 10-digit student identification number * Student ID card is needed to use the identification certificate dispenser. | Application for Meiji Mail https://www.meiji.ac.jp/isc/registration/ | • ID e.g.,ea171234 (2 letters of the alphabet) + (lower 6 digits of the student number) |
| • Password * 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. * When you change the password of Meiji Single Sign-On Account, the passwords of Meiji Mail and Basic Services Account are simultaneously changed . | | |

Meiji University Information Services:
https://www.meiji.ac.jp/mind/en/6t5h7p00003f70fj-att/Eng_MINDleaflet2023.pdf

- 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 your student ID number, and the password is the one you wrote on the Admission Registration Form.

- 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.

- If you would like to have your university email address issued to use the Meiji Mail, please ask the Nakano Media Support Office or apply through the university website.

- Those who graduated from universities other than Meiji will need to complete the "MIND Introductory Course" which is **mandatory**.
  Please access https://e-edu.muc.meiji.jp/ 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.

| Date | Event |
|---|---|
| April 1st – 18th 9:30 am | Submission of "Employment Status Survey" |
| April 10th | Classes Begin |
| April 16th 1:00 pm –18th 9:30 am | Course Registration<br>Submission of "Course Plan" (D1 only) via Oh-o!Meiji Group |
| April 23rd from 10:00 am | Personal Course Timetable available on "Oh-o! Meiji" system<br> *If any registration errors are found, please come to the administrative office <u>immediately</u> for correction. |
| July 22nd | Classes End |
| August 1st – September 19th | Summer Break |

■ Classes for the Spring Semester will start from **Apr 10.**

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

■ Course registration period will be **from Apr 16, 1:00 pm to Apr 18, 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 Apr 23, 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 Apr 17.

## 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.

- 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-oi!Meiji Group
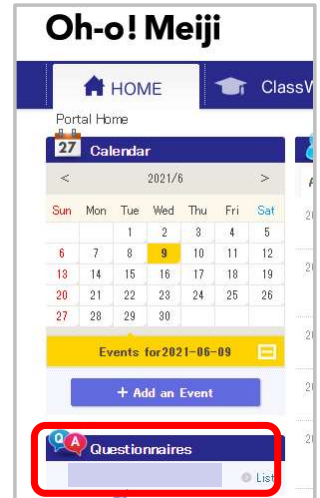    Name of group: "理工学研究科　提出物/SST Submissions"

Submission deadline: April 18th 9:30 am

**[STEP 2] Course Registration**
 **\*Only for those who are planning to classes this academic year**
 1. Complete the Oh-o!Meiji Questionnaire during the registration period

Registration period: April 16th 1:00 pm – 18th 9:30 am

**Oh-o! Meiji**

HOME    ClassV
Portal Home
27 Calendar
< 2021/6 >
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

Events for2021-06-09

+ Add an Event

Q A Questionnaires
List

Link for the relevant questionnaire shows up here

■ 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.



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／Impotant 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**
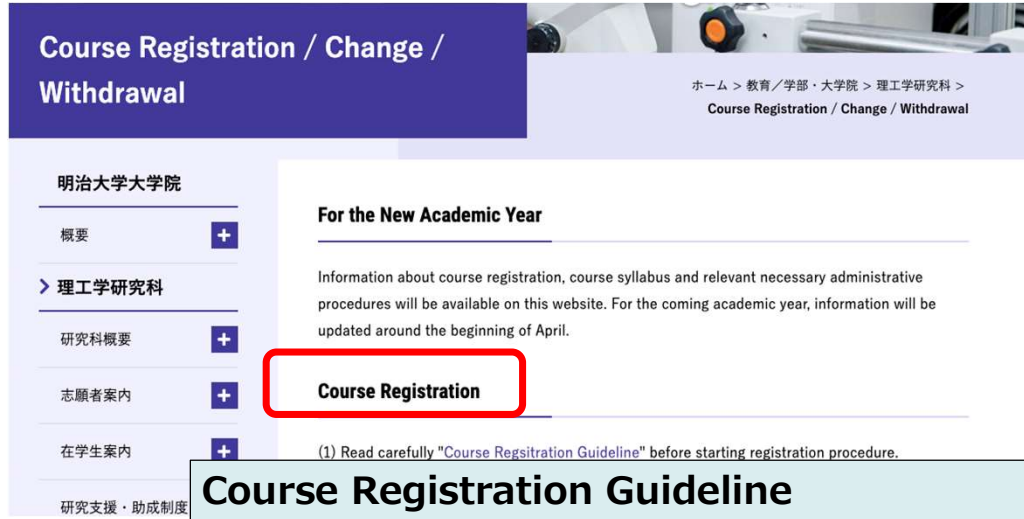https://www.meiji.ac.jp/sst/grad/syllabus/index.html

■ Course timetable and syllabi for can be found from the website.

Read "<u>Course Registration Guideline</u>" carefully.
  *Available from the SST website.
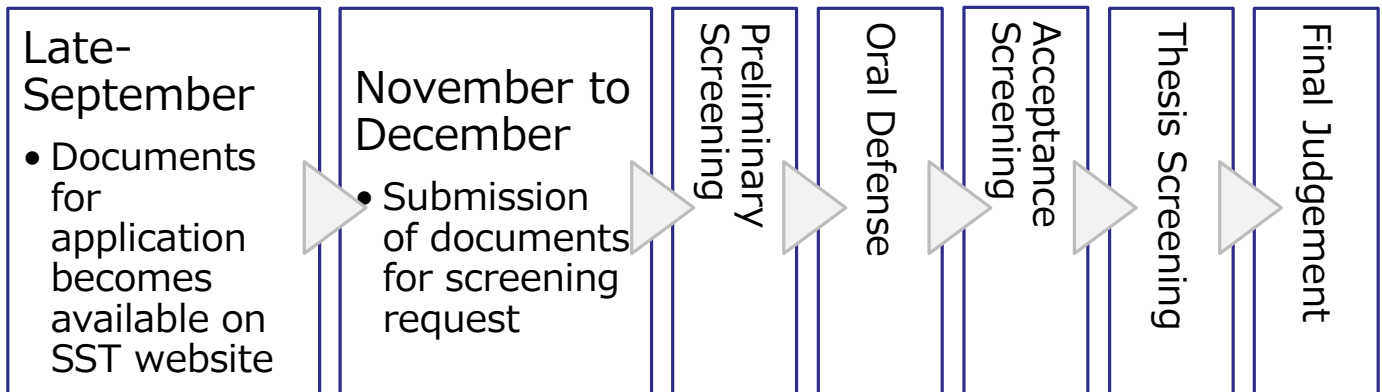  *Designated application forms can also be downloaded.



**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 Regsitration Guideline" before starting registration procedure.

**Course Registration Guideline**
https://www.meiji.ac.jp/sst/grad/course_registration.html

■ 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

| Late-September | November to December | Preliminary Screening | Oral Defense | Acceptance Screening | Thesis Screening | Final Judgement |
|---|---|---|---|---|---|---|
| • Documents for application becomes available on SST website | • Submission of documents for screening request | | | | | |

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

- 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 you supervisor in advance for any necessary preparation.

| Type | Amount (AY2022) |
|---|---|
| Academic Conference Presentations | Maximum 150,000 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

- 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**.

> **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.

- 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. 16 (Tue) 13:00 - 18 (Thu) 9:30 | Oh-o!Meiji Questionnaire |
| Research Plan Submission | D1 | Apr. 16 (Tue) 13:00 - 18 (Thu) 9:30 | Oh-o!Meiji Group "SST Submissions" |
| Employment Status Survey<br>*Details notified via Oh-o!Meiji | D1-D3 | By Apr. 18 (Thu) 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.

- 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!

---

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

- 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 regulated by the Nakano Ward,

    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

    Nakano Campus Office at the 3rd 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

Nakano Academic Affairs Office
→ Temporary Office
→ Located on the 3rd Floor of Low-Rise Wing

■ **Contact Info**

School of Science and Technology Office
Email: sst@mics.meiji.ac.jp