

Dept. of Civil and Earth Resources Eng. and Dept. of Urban Management

Guidance for The First Year Students in Master's Program

(Date: 13:00 - 14:00, Wednesday 4th April 2012, Location: Room C1-191 on Katsura Campus)

(1) Message from The Heads of Departments [13:00 - 13:10 (approx.): Opening Remarks and Introduction of Staff]

- The Heads of Departments
 - Prof. Hitoshi Gotoh (Civil and Earth Resources Eng., Room C1-1-102)
 - Prof. Hiroataka Kawano (Urban Management, Room C1-2-219)
- Educational Affairs
 - Assoc. Prof. Eiji Harada (Civil and Earth Resources Eng., Room C1-1-101)
 - Assoc. Prof. Yoshitada Mito (Urban Management, Room C1-2-216)
- Assistants to Educational Affairs
 - Assoc. Prof. Michio Sanjou (Civil and Earth Resources Eng., Room C1-3-256)
 - Assoc. Prof. Ryoji Matsunaka (Urban Management, Room C1-3-261)

(2) Overview of Handouts [13:10 - 13:15 (approx.)]

| School / Department | Contents |
|---|---|
| From Graduate School of Engineering | <ul style="list-style-type: none"> • Guidelines for Graduate School for The Academic Year 2012 <ul style="list-style-type: none"> ① Academic Calendar, ② Guide of registration (pp. 1-5), ③ Rules of Kyoto University on Degrees (pp. 119-127), ④ Rules of Graduate School of Engineering (p. 130), ⑤ Rules on Examinations (p. 131), ⑥ Policy on Class/Examination Schedule in Case of Weather Warning and Suspension of Public Transportation (p. 132), ⑦ Various Procedures (e.g., Leave of Absence/Withdrawal, Certificates, etc. pp. 133-134) • Class Schedule, Handbook for Students, Guidelines on Studying Abroad, Guidelines on Safety • User's Guide on Libraries • Questionnaire Sheet for Periodical Medical Checkup and Urinalysis Container • Campus Life at Kyoto University • On "Human Rights" • Information Security |
| From Civil and Earth Resources Eng. & Urban Management Depts. | <ul style="list-style-type: none"> • Registration Form (First Semester) • Class Schedule (Both First and Second Semesters) • User's Guide on Undergraduate/Graduate Libraries of Global Engineering • Guidance on Subjects • Guidance for Master Course Students • How to submit the Portfolio • Classes offered by "Unit for Liveable Cities" |

(3) Instructions on Registration [Educational Affairs, 13:15 - 13:40 (approx.)]

- **Requirements for Completion** and Credits (Educational Guidelines: Master's Degree in Civil and Earth Resources Eng. (pp.8-12), Master's Degree in Urban Management (pp.13-17), Advanced Engineering Course (Five-Year) in Civil and Earth Resources Eng. (pp.80-84), and Advanced Engineering Course (Five-Year) in Urban Management (pp.85-89))
 - ① Credits for Each Category, ② Required Subjects (for Both Departments), ③ Required Electives (for Urban Management), ④ More Than 30 Credits (Total) and Master Thesis, ⑤ Required Subjects for Each Division, ⑥ More Than 20 Credits from the List of Subjects, etc.
 - Students pursuing the Interdisciplinary Engineering Course (Five-Year) (Developmental and Sustainable Infrastructure Engineering) should refer to pp. 55-57 and the guidelines for the Course.

- Notes on Subjects Offered by Other Departments, Graduate Schools, and Faculties
 - Students can register, with an approval of the supervisor, to subjects offered by ① other Departments and ② other Graduate Schools (needs to submit application for audit).
 - Students can also register to those offered by other Faculties by submitting an application for audit (as a general rule, credits from these subjects will not be counted towards the 30 credits required for completion of Degree).
- Seminar on Urban Management A & B and Seminar on Infrastructure Engineering A & B
 - Required Points: Three a year and more than 10 points in two years.
- Information on First Lectures of Some Subjects

| Subject | Date | Time | Location |
|---|------------------------------|---------------|---------------------------------|
| Capstone Projects | 12 th April (Thu) | Second Period | Roon C1-173 (Katsura Campus) |
| Exercise on Project Planning | 12 th April (Thu) | 13:00- | Roon C1-192 (Katsura Campus) |
| Internship on Infrastructure Engineering (for Civil and Earth Resources Eng.) & Long-Term Internship (for Urban Management) | 12 th April (Thu) | 14:00- | Roon C1-192 (Katsura Campus) |
| Information Technology for Urban Society | 12 th April (Thu) | First Period | Roon C1-192 (Katsura Campus) |

- Practice in Urban Management and Practice in Infrastructure Engineering
- Notes on Subjects Offered Every Two Years and Those Offered in English (Semester/Year Offered)
- Courses and Certificates
- Application to Doctoral Program (Information Session Scheduled in June)
- Code of Ethics/Conduct: How violation of codes of (research) ethics and misconducts are handled and cautionary notes on report examinations.
- **Registration Card**
 - Make sure to register: Students are not permitted to take an examination without registration.
 - Register only for the first semester of the first year. Note that students need to obtain an approval from their supervisors to register (including his/her seal). Register for the remaining semesters during the designated registration period of the respective semester. Use the blank section on the form to register for subjects offered by other Departments. Students need to obtain an application for audit from the Admin Office to register for subjects offered by other Graduate Schools. Make sure to consult your supervisor when taking subjects offered by other Departments and Graduate Schools.
 - Registration for This Semester: Submit the Registration Form to Educational Affairs of C Cluster Office between Wednesday 11th April and Monday 16th April 2012
- **Portfolio**
 - Submit the Portfolio with the Registration Card.
 - Students pursuing Master's Course in Civil and Earth Resources Eng. (Two-Year only) do not need to select sub-supervisors.
 - To fill in the research plan (i.e. portfolio), MS word should be used. The signatures by your supervisors must be original handwriting.
 - The form of the portfolio is on the web page at the Department of Civil and Earth Resources Eng.
- Honorable Urban Management Engineer Prize (HUME prize) (Prize for Civil and Earth Resources Eng. to be considered this academic year)
- **Student ID Card**: Each student is to pick up his/her student ID card from C Cluster Office.
- **Medical Checkup** (To Be Announced)
 - Items Required: Questionnaire Sheet (to be enclosed in a packet), Urinalysis Container (urinalysis taken on the early morning of the checkup), and Student ID

- Dates and Locations: Students are to have the checkup on the campus they mainly study. However, it is also offered on Yoshida Campus (please check the details by yourself).

| Campus | Date | Location | Notes |
|---------|---|--------------------------------------|-----------------------------------|
| Katsura | 26 th April (Mon) Female: 9:30-10:00 13:30-14:00 Male: 10:15-11:30 14:15-15:30 | Funai Center (Second Floor) | For Students on Katsura Campus |
| Uji | 24 th April (Thu) Female: 9:30-10:00 Male: 10:15-11:30 | Wood Composite Hall (Third Floor) | For Students on Uji Campus |

- Japan Student Services Organization Scholarship: Visit C Cluster Office for details.

(4) **Others** [13:40 - 13:50]

(5) **Seminar on Safety Education** [14:00 - 15:30]

- Attendance is required.

(6) **Group Photograph** [15:30 - 16:00]