

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, Friday 4th April 2014, 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. Makoto Kimura (Civil and Earth Resources Eng., Room C1-4-582)
 - Prof. Katsuaki Koike (Urban Management, Room C1-2-215)
- Educational Affairs
 - Assoc. Prof. Kakuya Matsushima (Urban Management, Room C1-2-331)
- Assistants to Educational Affairs
 - Assoc. Prof. Tadanori Goto (Civil and Earth Resources Eng., Room C1-1-113)

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

- See Japanese version. Refer also English translation.

(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)
 - 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.
- 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	10 th April (Thu)	10:30-	Roon C1-173 (Katsura Campus)
Exercise on Project Planning	10 th April (Thu)	13:00-	Roon C1-173 (Katsura Campus)
Internship on Infrastructure Engineering (for Civil and Earth Resources Eng.) & Long-Term Internship (for Urban Management)	10 th April (Thu)	14:00-	Roon C1-173 (Katsura Campus)
Information Technology for Urban Society	10 th April (Thu)	8:45-	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 On 30th May, 3PM)
- 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 9th April and 14th April 2014
- **Portfolio**
 - To fill in the research plan (i.e. portfolio), MS word should be used. The signatures by your supervisors must be original handwriting.
 - Submit the Portfolio by e-mail.
 - Students pursuing Master's Course in Civil and Earth Resources Eng. (Two-Year only) do not need to select sub-supervisors.
 - The form of the portfolio is on the web page at the Department of Urban Management.
<http://www.um.t.kyoto-u.ac.jp/ja/oncampus/kyomu2014>
- Honorable Urban Management Engineer Prize (HUME prize)
- **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	24 th April (Thu) 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	22 nd April (Tue) 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.