# 2020 school year Guidance for Doctoral Course of MuroranIT

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1 About our university and each division of Doctoral Course in MuroranIT

### **About MuroraniT**

- OEducational Objectives in Doctoral Course(DC)
- OEducational Objectives in each division
- ODiploma Policy
- OCurriculum Policy
- OOverview of each division

X For more information, see Section 6 & 7 in the Postgraduate Course Handbook

### **Division and Courses in DC**

Division	Course
	Course of Advanced Sustainable and Environmental Engineering
Division of	Course of Advanced Production
Engineering	Systems Engineering
	Course of Advanced Information and
	Electronic Engineering

<sup>\*</sup>For more information, see Section 8 in the Postgraduate Course handbook

### **Curriculum of Doctoral Course**

12 or more credits, including compulsory subjects (10 credits) and subjects unobtained in the systematic subjects for master course (2 or more credits), should be obtained. [Compulsory Subjects]

Classification	Name of Subjects	Credits
	Seminar I	2
Research subjects	Seminar II	2
	Research Activity	1
	Innovation Challenge	2
Innovation subjects	English Presentation	2
	Advanced Innovation Challenge	1

[Subjects unobtained in the systematic subjects for MC]

- See Section 48,49,50,82,83,84 in Postgraduate Course Handbook
- The subjects for international students (English-based instruction) are excluded.

**X** For more information, see Section 94 in Postgraduate Course Handbook

### **To Complete Doctoral Course**

You need to enroll for a period of at least 3 years, earn more than 12 credits, receive the necessary research guidance, and have the doctoral dessertation accepted and pass the final examinations.

#### (Dissertation Examination)

See both the Rules of Degrees in MuroranIT and the Rules of Handling Academic Degrees Examination first, and then obey your supervisor of research guidance.

Dissertation is strictly examined, based on the internal regulation of criterion in Dissertation Examination.

You can see the rules and regulations on the following web-link. http://www3.e-reikinet.jp/muroran-it/d1w reiki/reiki.html

#### MOT (Management of Technology) Education Program Environmentally Friendly Materials Education Program

MuroranIT serves the following two special programs in MC; MOT Education Program and Environmentally Friendly Materials Education Program. After you succeed in finishing each program, you will be able to receive the certificate. DC students can also get enrolled in these programs.

For more information, please see Section 11, 52 & 86 for MOT Education Program and Section 11, 12, 53, 87 for Environmentally Friendly Materials Education Program.

Moreover, about Environmentally Friendly Materials Education Program, there are additional documents. Please take another guidance if interested.

In both programs, you will be able to receive Certificate if you meet the requirements of each program.

# Practical Education Program through Development of a Novel Functional Index of Food to Prevent Brain Aging (Brain-Food PGP)

This is a program adopted by the Ministry of Education, Culture, Sports, Science and Technology "Special Program for Prioritizing Government-Sponsored Foreign Students", and can only be taken by those who have passed the Brain-Food PGP Entrance Examination.

Those who complete the program will be awarded a certificate of completion of the "Practical Education Program through Development of a Novel Functional Index of Food to Prevent Brain Aging" from the Graduate School of Engineering, Muroran Institute of Technology.

Please see Section 12, 13 & 94 in Postgraduate Course Handbook.

#### [Compulsory]

Subject Name	No. of credits
Advanced Topics in Analytical Technology	2

#### 【 Completion requirements 】

Two credits in compulsory subjects and 2 or more credits in minor subjects of the Master's Program in which credets have not been obtained. The latter minor subjects must be selected from "Instrumentation & System" and "Informatics & Mathematical Science" of systematic subjects studied in other courses. By obtained credits in the minor subjects, the requirement credits for completion set for the student's major will be appropriated at the same time.

### Term Limits, Leave of Absence

Max 4 years for MC, and Max 6 years for DC.

You need to inform university of your leave of absence, drop out of school, or return to school in advance, by the previous month when it will happen.

For more information, please ask Center for Academic Support.

#### 室蘭工業大学大学院規則(抜粋)

(在学年限)

第7条 博士前期課程には4年を、博士後期課程には6年を超えて在学することはできない。

(休学)

- 第18条 疾病その他の理由により、3か月以上修学できないときは、学長の許可を得て休学することができる。
  - 2 疾病のため修学が不適当と認められた者に対しては、学長は休学を命ずることがある。
  - 3 休学期間は、通算して博士前期課程にあっては2年を、博士後期課程にあっては3年を超えることはできない。
  - 4 休学期間は、これを在学期間に算入しない。

(復学)

第19条 休学期間中にその理由が消滅した場合は、学長の許可を得て復学することができる。

(退学)

第20条 疾病その他の理由により退学したい者は、理由書を添え学長に願い出てその許可を受けなければならない。

(除籍)

- 第22条 次の各号のいずれかに該当する者は、研究科委員会の議を経て、学長が除籍する。
  - (1) 入学料の免除若しくは徴収猶予の不許可又は半額免除若しくは徴収猶予の許可を受けた者で、所定の期日までに入学料を納付しない者
  - (2) 所定の期日までに授業料を納付せず、督促してもなお納付しない者
  - (3) 第7条に定める在学年限を超えた者
  - (4) 第18条第3項に定める休学期間を超えてなお修学できない者
  - (5) 疾病その他の理由により成業の見込みがないと認められる者
  - (6) 長期間にわたり行方不明の者

# 2 How to take classes/get enrolled (Registration)

#### How to take classes/get enrolled (Registration)

Students have to get enrolled in the period of course registration. They need to choose lectures properly after reading syllabus and setting their learning goal.

Basically, DC students do not have to register any courses on CAMPUS SQUARE because their supervisors directly submit the evaluation sheet. However, DC students have to register a course when they take subjects for master course, especially a subject in the systematic subjects in MC.

Course Registration Period in 2<sup>nd</sup> semester 2020:

from October 1<sup>th</sup> (Thu) to October 14<sup>th</sup> (Wed)

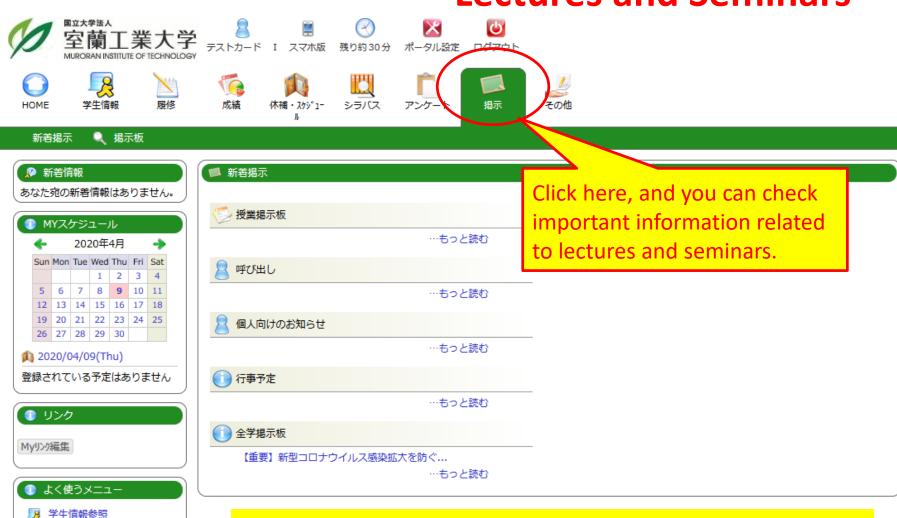
### **CAMPUS SQUARE**

CAMPUS SQUARE is a web-based system in which students can register courses, check class-timetable, watch their evaluation of each lecture, etc. In the 2<sup>nd</sup> semester 2020, all the information related to lectures are announced through CAMPUS SQUARE in order to avoid COVID-19 at campus. (See next page.) Please log in and check new information at least once a day.

ID and PW for you to log-in are given to you on October 2<sup>nd</sup> with other documents for new enrollment.

Please check users manual of CAMPUS SQUARE. It shows you how to use it in detail.

## [Important] How to check BBS related to Lectures and Seminars



履修登録・登録状況照会 単位修得状況照会 休講補講参照 Check the BBS at least once a day!!

### **Syllabus**

A syllabus is your guide to a course and what will be expected of you in the course. It will include course policies, rules and regulations, required texts, evaluation, faculty info, and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how a course will be run and what will be expected of you. You need to read it before you start registering and taking each lecture in order to know how you will learn in each lecture.

You can get access to the syllabus after logging-in to CAMPUS SQUARE.

★ You can read syllabus for 2<sup>nd</sup> semester 2020 after September 24<sup>st</sup>,
Tuesday.

### 3 How to setup webmail

# Check your univ account emails on webmail system webmallwoon-itacjp(sj-bin/index.cgi

- Check your univ account emails often, at least once a day.
- •This is your "official" email account while you are a MuroranIT student.
- University faculty and staff send you emails by means of university account.

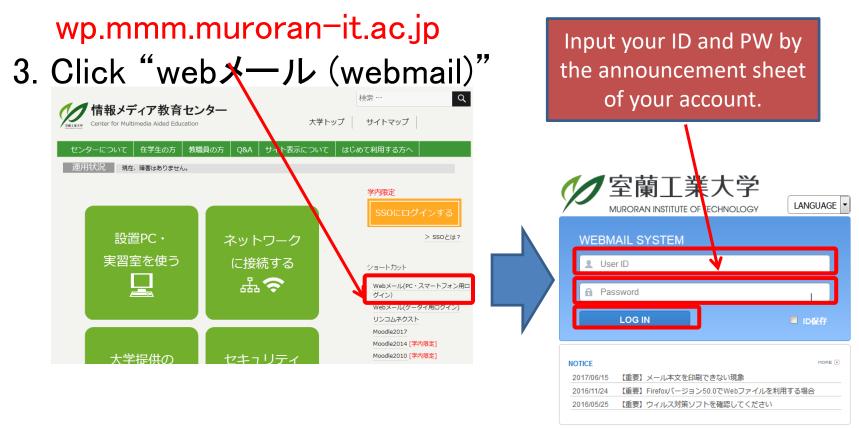


- △ ○ 検索...

Today, MuroranIT has already sent you an email, so please check email rapidly after this guidance.

### How to log-in to webmail system

- 1. Activate web-brouser
- 2. Get access to the following link;



### Set up email forwarding

Please forward your univ account email to your private email account, if necessary.

MuroranIT recommends you to setup email forwarding because university faculty and staff send all email messages to your university account.

Please setup "accept" of receiving univ account emails (@mmm.muroran-it.ac.jp) at your private account.

### Set up email forwarding



#### オプション



#### 個人環境の設定

メール使用のための基本環境設定及び署名設定、 挨拶文の設定、自動応答メッセージの設定などを 行います。



#### 受信拒否

受信を拒否するメールアドレスを登録して管理する ことができます。



#### POP3設定

POP3をサポートしているPOP3サーバを登録して、 指定したフォルダで確認できるように設定を行います。



#### 個人情報の変更

メール送信時の送信者のアドレス変更、パスワード 変更などの設定を行います。



#### 自動振り分けの設定

新規メールに対して送信者、件名を指定し、自動的 に指定したフォルダム移動するように設定します。



#### メール転送

受信した新規メールを他のアカウントへ期間を設定 して転送するように登録します。

### Set up email forwarding

