

**2024school year**  
**Guidance for Master Course**  
**of MurooranIT**

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- ① About our university and each division of Master's Course in MurooranIT

# About MurooranIT

- Educational Objectives in Master Course(MC)
- Educational Objectives in each division
- Diploma Policy
- Curriculum Policy
- Overview of each division

※ For more information, see Section 1 to 5 in the Postgraduate Course handbook.

# Divisions and Courses in MC

Division	Course
Division of Sustainable and Environmental Engineering	Course of Chemical and Biological Engineering
	Course of Architecture and Building Engineering
	Course of Civil Engineering
Division of Production Systems Engineering	Course of Robotics and Mechanical Engineering
	Course of Aerospace System Engineering
	Course of Physics and Materials Science
Division of Information and Electronic Engineering	Course of System Informatics
	Course of Electrical and Electronic Engineering
	Course of Cross-Disciplinary Informatics

# Curriculum of Master Course

32 or more credits, including both compulsory and elective subjects, should be obtained. Because the way of obtaining credits is different at each course, you need to take subjects in a well-designed way after you fully confirmed your own curriculum.

For subjects studied in other courses, students must acquire a minimum of 2 credits from the following options:

- Course subjects offered in other courses in your Major.
- Common subjects offered in other Majors (excluding IT subjects).
- Course subjects offered in other Majors.
- Fundamental subjects offered in Rare Earth Materials Education Program.
- Subjects studied at affiliated universities that are included in the credit transfer system

There is a special curriculum for international students who wish to study in English, so please be sure to check the curriculum list for your course of study.

For more information, see Section 24 to 66 in the Postgraduate Course handbook.

# To Complete Master Course

You need to enroll for a period of at least 2 years, earn more than 32 credits, receive the necessary research guidance, and have the master's thesis accepted and pass the final examinations.

## 【Thesis 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.

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

You can see the rules and regulations on the following web-link.

[http://en3-jg.d1-law.com/muroran-it/d1w\\_reiki/reiki.html](http://en3-jg.d1-law.com/muroran-it/d1w_reiki/reiki.html)

# **MOT (Management of Technology) Education Program**

## **Rare Earth Materials Education Program**

MuroranIT serves the following two special programs in MC; MOT Education Program and Rare Earth Materials Education Program. After you succeed in finishing each program, you will be able to receive the certificate.

For more information, please see Section 10, 11 ,43,65 for MOT Education Program and Section 12, 44, 66 for Rare Earth Materials Education Program.

Moreover, about Rare Earth 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.



# Teaching Certificate

In the master course of MuroranIT, you can receive Teaching Certificate based on Education Personnel Certification Act if you take additional credits from teacher-training curriculum. After you finish taking credits required for teaching certificate and apply for the certificate to Board of Education in each prefecture, you will be able to receive Teaching Certificate.

List of Teaching Certificate that you can receive

(SHS means “Senior High School”. “Science” in this case includes Physics, Chemistry, Biology, and Geoscience.)

Sustainable Environmental Eng.	Teaching Cert. for SHS (Science)
	Teaching Cert. for SHS (Industry)
Production Systems Eng.	Teaching Cert. for SHS (Science)
	Teaching Cert. for SHS (Industry)
Information and Electronic Eng.	Teaching Cert. for SHS (Mathematics)
	Teaching Cert. for SHS (Industry)

If you would like to receive Specialized (Advanced Class) Teaching Certificate, you need to take credits required for First Class Teaching Certificate first, and then you need to take more credits (24 or more credits) required for Specialized Teaching Certificate from the list of subjects in master course (see Section 19 & 20 in MC handbook).

✂For more information, see Section 18to 20 in the Postgraduate Course handbook.

# Student Award

MuroranIT has Student Award system. If a student is with extremely high grades or good conduct, he/she will get an award.

## ①Rangaku Award

A student or a group that achieved excellent results in studying, extracurricular activities, and/or community services will get a prize because such actions redound to the honor of MuroranIT.

## ②High Achievers Scholarship

A student of high achievement as well as excellent caliber will get a prize and scholarship for the purpose of academic development of MuroranIT.

# 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学則(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.

For course registration, go to CAMPUS SQUARE after reading additional document of “Course Registration”

F.S. students should communicate with his/her supervisor, check class-timetable for F.S. students, and submit course registration card.

※ F.S. : foreign students who chose to complete the requirements through English-based coursework

**Course Registration Period in 1<sup>st</sup> semester 2024:**

**from April 9<sup>th</sup> (Wed) to April 22<sup>th</sup> 5:00 p.m. (Tue)**

# 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. Please note that university announcements, such as those related to classes, will be posted on this "CAMPUS SQUARE" bulletin board. (See the next page.) Please be sure to log in at least once a day to check the notifications posted on the bulletin board.

ID and PW for you to log-in are given to you on April 7<sup>th</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

国立大学法人 室蘭工業大学 MURORAN INSTITUTE OF TECHNOLOGY

テストカード | スマホ版 | 残り約 30 分 | ポータル設定 | ログアウト

HOME | 学生情報 | 履修 | 成績 | 休補・スケジュール | シラバス | アンケート | **掲示** | その他

新着掲示 | 掲示板

**新着情報**  
あなた宛の新着情報はありません。

**MYスケジュール**  
2020年4月  
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  
2020/04/09(Thu)  
登録されている予定はありません

**リンク**  
Myリンク編集

**よく使うメニュー**  
学生情報参照  
履修登録・登録状況照会  
単位修得状況照会  
休講補講参照

**新着掲示**  
授業掲示板 ...もっと読む  
呼び出し ...もっと読む  
個人向けのお知らせ ...もっと読む  
行事予定 ...もっと読む  
全学掲示板  
【重要】新型コロナウイルス感染拡大を防ぐ...  
...もっと読む

Click here, and you can check important information related to lectures and seminars.

**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.



## ③ How to setup webmail

# Check your univ account emails on webmail system

- 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.

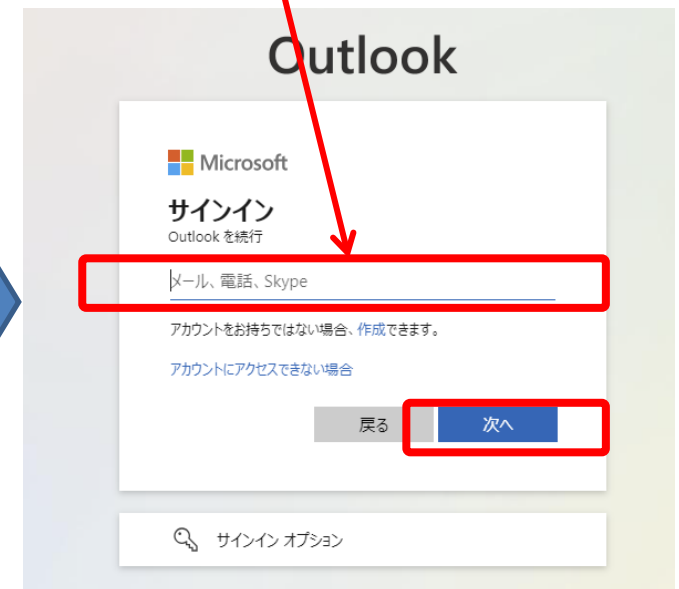


# How to log-in to webmail system

1. Activate web-browser
2. Get access to the following link;  
[icte.muroran-it.ac.jp](http://icte.muroran-it.ac.jp)
3. Click “Outlook on the web”



Input your email address and PW by the announcement sheet of your account.



# 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 (@muroran-it.ac.jp) at your private account.

# Set up email forwarding

The screenshot shows the Outlook web interface. At the top, the Outlook logo and a search bar are visible. On the right side of the top bar, the settings gear icon is highlighted with a red rectangle. Below the top bar, the navigation pane on the left shows the 'Settings' (設定) section expanded, with 'Mail' (メール) selected. Under 'Mail', the 'Forwarding' (転送) option is highlighted with a red rectangle. The main content area displays the 'Layout' (レイアウト) settings, which include options for 'Priority inbox' (優先受信トレイ), 'Text size and spacing' (テキストのサイズと間隔), 'Show messages as grouped' (メッセージをまとめて表示), and 'View window configuration' (閲覧ウィンドウの配置).

Outlook

検索

Teams で通話

設定

ホーム 表示 ヘルプ

設定

設定を検索

全般

メール

予定表

連絡先

レイアウト

作成と返信

添付ファイル

ルール

一括処理

迷惑メール

クイック操作

アクションのカスタマイズ

メールを同期

メッセージの取り扱い

転送

自動応答

アイテム保持ポリシー

S/MIME

グループ

レイアウト

優先受信トレイ

重要なメールに注目できるように、メールを自動的に分類しますか？

☐ メッセージを優先とその他に分類する

☒ メッセージを分類しない

テキストのサイズと間隔

これにより、フォント サイズとメッセージ数が増減されます。

☐ 小

☐ 中

☒ 大

メッセージをまとめて表示

メッセージの表示方法を選んでください。

☒ メールをスレッドごとにグループ化

☐ メールを個別のメッセージとして表示

閲覧ウィンドウの配置

# Set up email forwarding

The screenshot shows the '転送' (Forwarding) settings page. The left sidebar contains a search bar and a list of settings categories: 全般 (General), メール (Email), 予定表 (Calendar), and 連絡先 (Contacts). The 'メール' category is selected. The main content area is titled '転送' and contains the following options:

- 自分へのメールを別のアカウントに転送できます。 (You can forward mail to another account.)
- ☒ 転送を有効にする (Enable forwarding)
- メールの転送先: (Forwarding destination:)
- (Enter email address)
- ☒ 転送されたメッセージのコピーを保持する (Keep a copy of forwarded messages)

Red annotations highlight the checkboxes and the input field. A red box at the bottom right contains the buttons '保存' (Save) and '破棄' (Delete).

Check the box like ☒

Input your private email address