

# Student Handbook 2017

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## 1. About the Graduate School of Design

The basic principles, educational goals and admission policy of the Graduate School of Design  
Taking over the basic principles of our predecessor Kyushu Institute of Design's Graduate School of Design, we at Kyushu University Graduate School of Design pursue academic and educational endeavors, aiming at integrating science—constituting the technological basis—and art—embodying the freest expression—of the human soul, planning future courses of technologies, and researching the design of their functions, with a view to ensuring the appropriate use of technologies for human life. We also aim to nurture designers who work on the bases of comprehensive knowledge covering humanities, society and nature, and of the artistic sensibility.

### i. Educational principles (Educational principles and goals; Image of human resources to be nurtured)

#### Human Science Course

The Human Science Course was established on the basis of the 21st Century COE (Center of Excellence) Program conducted at Kyushu University. In order to achieve the “humanization of technology,” the Human Science Course encourages students to comprehend human property from a scientific viewpoint and to acquire the necessary abilities to realize an optimal integration of the environment, material substances and information. The course also aims to formulate scientific guidelines for design, based on the physiological and psychological properties of human beings, and to integrate theory and practice by means of engineering techniques, such as mathematical analysis.

The Human Science Course develops human resources capable of understanding human property from a multifaceted scientific perspective. To facilitate constructive collaboration with researchers and experts from different fields, the course expects students to acquire specialist knowledge in several disciplines.

It is anticipated that students who complete this course will work primarily as researchers in businesses, educators and researchers in universities and research institutions, and specialist workers in public administrative agencies, etc.

#### Human Science International Course

The Human Science International Course is provided in the doctoral course (hakushi koki katei). Established under the “Global 30” project, the Human Science International Course provides lectures and other educational programs, as well as instructions for obtaining an academic degree, in English, particularly for English-proficient students from overseas countries/regions. The course thereby helps multinational students acquire an academic degree, regardless of their Japanese proficiency. Its educational principles are the same as those of the Human Science Course.

### ii . Other

Detailed information regarding research activities conducted by our teaching staff is introduced in the “Academic staff” page on the Kyushu University Faculty of Design official website.

URL: <http://www.design.kyushu-u.ac.jp/kyushu-u/english>

## 2. Requirements for completion

### i. Requirements for course completion

To complete the doctoral course, students must attend the course for a period prescribed in the course, as indicated in the figure below; acquire at least 10 credits of the specified subjects; receive necessary instructions and advice in their research; and pass the doctoral dissertation examination and the final examination. Those who have accomplished a remarkable achievement in their research, etc., may be approved for a shorter period of course attendance required for completion.

| Subject category  | Number of credits | Details   |
|---|-------------------|---|
| Common subjects for the master's course and the doctoral course | 4                 | Elect subjects related to your research theme from among the list of subjects provided in the Human Science International Course, Department of Design, as indicated on Page 3~5. |
| Subjects for the doctoral course                                | 6                 | Elect subjects equivalent to six credits from among the list of subjects for the doctoral course (see Page 5).  |
| Total   | 10                |   |

(Notes regarding registration)

Re-registration will not be approved, in principle, for a subject whose credits were already acquired while in the master's course of the Graduate School of Design. Acquired credits are not recognized as those of the above-mentioned common subjects for the master's and the doctoral courses, if such credits are of subjects substituting for the subjects included in the curriculum in or before AY 2007, whose credits were acquired during the master's course of the Graduate School of Design.

### 3. Subjects in the doctoral course (*hakushi koki katei*)

Common subjects for the master's course and the doctoral course

Acquire at least four credits from among the subjects listed below.

Note that during the doctoral course, if you re-register for a subject whose credits you have already acquired while in the master's course, those credits will not be recognized as credits toward your doctoral course completion.

| Areas of Study                              | Subjects   | credits | Compulsory/<br>Elective | type    | hours/week                  |                             |
|---|--|---------|-------------------------|---------|-----------------------------|-----------------------------|
|   |  |         |                         |         | 1st year<br>1st<br>Semester | 1st year<br>2nd<br>Semester |
| Physiological<br>Anthropology               | Human Sensibility and<br>Emotion                     | 2       | Elective                | Lecture | 2                           |                             |
|   | Advanced Ergonomics<br>for All Ages and<br>Abilities | 2       | Elective                | Lecture |                             | 2                           |
|   | Auditory Physiology                                  | 2       | Elective                | Lecture |                             | 2                           |
|   | Advanced<br>Environmental<br>Ergonomics              | 2       | Elective                | Lecture |                             | 2                           |
| Perceptual Psychology                       | Visual Perception                                    | 2       | Elective                | Lecture | 2                           |                             |
|   | Auditory Perception                                  | 2       | Elective                | Lecture |                             | 2                           |
|   | Time Perception                                      | 2       | Elective                | Lecture |                             | 2                           |
|   | Advanced Color<br>Science                            | 2       | Elective                | Lecture |                             | 2                           |
| Applied Mathematics and<br>Computer Science | Computational<br>Intelligence                        | 2       | Elective                | Lecture | 2                           |                             |
|   | Mathematical<br>Modeling in Biology                  | 2       | Elective                | Lecture | 2                           |                             |
|   | Statistical Data<br>Analysis                         | 2       | Elective                | Lecture | 2                           |                             |
| Common Subjects                             | Advanced Human<br>Science A                          | 2       | Elective                | Lecture | 2                           |                             |

|                             |   |          |                     |   |   |
|-----------------------------|---|----------|---------------------|---|---|
| Advanced Human Science B    | 2 | Elective | Lecture             |   | 2 |
| Advanced Scientific English | 2 | Elective | Seminar             | 2 |   |
| Human Science Practicum 1   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 2   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 3   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 4   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 5   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 6   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 7   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 8   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 9   | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 10  | 1 | Elective | Lecture/<br>Seminar | 1 | 1 |
| Human Science Practicum 11  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science Practicum 12  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science Practicum 13  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science Practicum 14  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science Practicum 15  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science Practicum 16  | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science               | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |

|                                |   |          |                     |   |   |
|--------------------------------|---|----------|---------------------|---|---|
| Practicum 1 7                  |   |          | Seminar             |   |   |
| Human Science<br>Practicum 1 8 | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science<br>Practicum 1 9 | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |
| Human Science<br>Practicum 2 0 | 2 | Elective | Lecture/<br>Seminar | 2 | 2 |

Subjects for the doctoral course

Acquire at least six credits from among the subjects listed below.

| Subjects                       | Compulsory/<br>Elective | type    | hours/week      |                 |
|--------------------------------|-------------------------|---------|-----------------|-----------------|
|                                |                         |         | 1st<br>Semester | 2nd<br>Semester |
| Human Science Training         | Elective                | Seminar | 2               | 2               |
| Human Science Project Study I  | Elective                | Seminar | 2               | 2               |
| Human Science Project Study II | Elective                | Seminar | 2               | 2               |
| Human Science Seminar III      | Elective                | Seminar | 2               | 2               |

#### 4. Registration for subjects provided at the Graduate School of Design

##### i. Class schedule

At the beginning of each semester, the Academic Affairs Section distributes information regarding the class schedule.

Note that if the class schedule (time, classroom, etc.) changes in the middle of the semester, the related information will be posted on the bulletin board of the Student Affairs Division. Be careful not to miss the necessary information.

| Period     |            | 1     | 2     | 3     | 4     | 5     |
|------------|------------|-------|-------|-------|-------|-------|
| Class time | Starts at: | 8:40  | 10:30 | 13:00 | 14:50 | 16:40 |
|            | Ends at:   | 10:10 | 12:00 | 14:30 | 16:20 | 18:10 |

##### ii. Registration

To register for the subjects you wish to study, complete the necessary procedures, using the Web system for students, in accordance with the “guidelines for use of the student affairs information system” (*gakumu joho shisutemu riyo no tebiki*) distributed to new entrants, during the specific registration period as posted on the bulletin board of the Student Affairs Division. Registration for an intensive lecture series must also be completed during such registration period.

A guidance event for class registration is held at the beginning of each academic year, explaining matters to be noted concerning registration. Necessary information regarding registration is also provided via the bulletin board. Remember to check the information posted on it.

##### iii. Assessment of class performance

Performance in each class is assessed on the performance-assessment criteria specified in the syllabus, and graded as shown in the following table:

| Grade | Mark                                     | Pass / Fail |
|-------|--|-------------|
| A     | 80 points or higher                      | Pass        |
| B     | 70 points or higher, less than 80 points |             |
| C     | 60 points or higher, less than 70 points |             |
| D     | Less than 60 points                      | Fail        |

##### iv. Confirmation period regarding assessment results

The Graduate School of Design assigns a specific period after the term examinations to allow students to confirm the assessment results of their class performance. To inquire about the assessment results of your subjects taken during the semester, please contact the class instructor during this confirmation period.

**No inquiries will be accepted after the period.**

Specific dates of the confirmation period are announced at the guidance event held in April each year. Obtain related information on that occasion.



## 5. Application for an academic degree

Academic degrees granted in the doctoral course are **Doctor of Philosophy in Design** or **Doctor of Engineering** for students in the Department of Design.

Refer to the documents distributed by the Academic Affairs Section, Student Affairs Division, for the time to submit a thesis/dissertation and application documents, procedures for preparation of the thesis/dissertation, regulations regarding academic degrees, and forms of application documents.

[Application procedure for a doctorate by coursework (*katei hakushi*)]

<1> Submission of Application for Preliminary Examination, a doctoral dissertation, etc.

→<2> Preliminary examination → <3> Decision of accepting the dissertation → <4> Submission of Application for Examination of Academic Dissertation, dissertation, etc. → <5> Dissertation examination and the final examination (presentation, etc.) → <6> Decision of degree conferment  
→ <7> Degree conferment ceremony

## 6. Research progress report in the doctoral course

<1> Presentation regarding research progress

Students in the second half of the doctoral course are required to present their research progress at least once a year. The presentation regarding research progress refers to the presentation of research results or works produced, such as an oral presentation given at a relevant academic conference, a paper submission to an academic journal, submission of works to a competition, or the preparation of a written proposal for a project. Those who have not given such a presentation outside the University must present the status of their research by conducting a public presentation on campus, with the participation by several teaching staff members, students or external researchers.

<2> Submission of research progress report

Students in the second half of the doctoral course are required to report the status of the above-mentioned presentation regarding their research progress to their academic adviser by the end of February, by submitting the form “research progress report” (*kenkyu keika hokokusho*) together with related documents/materials. Based on this report, receive necessary instructions from the academic adviser concerning your research plan for the subsequent academic year.

## 7. Procedures for course attendance

### (1) Standard timeframe for completion; maximum period of attendance

|                 | Standard timeframe for completion | Maximum period of attendance |
|-----------------|-----------------------------------|------------------------------|
| School          | 4 years                           | 8 years                      |
| Master's course | 2 years                           | 4 years                      |
| Doctoral course | 3 years                           | 6 years                      |

\* A period of temporary absence from university will not be counted in an attendance period.

### (2) Procedure for absence from university

If a student cannot attend university classes for two months or more due to illness or financial reasons, he/she may take a leave of absence from the university, subject to the approval of the Dean of the School/Graduate School. If there is a duly recognized reason other than those provided above, approval for an absence may be given by the President, based on a request from the Dean of the School/Graduate School. To take a leave of absence, please obtain the form "application for absence" (*kyugaku negai*) from the Student Affairs Division, consult with your class instructor or academic adviser, and submit the application to the Student Affairs Division. If the absence is due to illness, submit a medical certificate together with the application.

[Application period]

By the end of February, if you wish to absent yourself from university during the forthcoming first semester (from April 1)

By the end of August, if you wish to absent yourself from university during the second semester (from October 1)

\* If you apply for a leave of absence before the semester commences, you will be exempted from tuition payment for the approved period of absence. Note, however, that if such an application is made after the semester has commenced, the tuition payment for the semester will not be exempted.

### (3) Procedure for return to university

If a student who is absent wishes to return to university, he/she must submit the "application for return" (*fukugaku negai*).

### (4) Procedure for withdrawal from university

If you wish to withdraw from the university, obtain the form "application for withdrawal from university" (*taigaku negai*) from the Student Affairs Division, consult with your class instructor or academic adviser, and submit the application to the Student Affairs Division. Note that such an application will not be accepted if a tuition fee payable by the student has not been paid.

[Application period]

By the end of August, if you wish to leave the university at the end of the first semester (September 30)

By the end of February, if you wish to leave the university at the end of the second semester (March 31)

(5) Change of address, telephone number (mobile phone number), permanent domicile, family name, guarantor, guarantor's address, etc. Notify the Student Affairs Division of any change of your present address, telephone number (mobile phone number), permanent domicile, surname, guarantor, guarantor's address, etc.

(6) Payment of tuition fee

Tuition for each semester must be paid in April and October. Upon request, students may pay the tuition for the second semester in April, together with that for the first semester.

<1> Period of payment

First semester : April 1 - April 30

Second semester: October 1 - October 31

<2> Method of payment

Account transfer

Transfer from the bank account in the name of the student or his/her parent (guarantor) to the University's bank account.

(Notes)

- Make a tuition payment by means of account transfer, in principle. If a special reason makes it difficult for you to make payment by account transfer, visit a bank counter and complete the necessary procedure to transfer the tuition fee (transfer from the bank counter to the University's bank account).
- If a tuition fee has not been paid during the above-mentioned period, the university will remind you and your guarantor to make payment. If you have received a reminder, pay the tuition fee without delay. If payment is still not made even after the reminding process, you will be expelled from the university.
- If you have any questions regarding the payment of the tuition fee, related procedures, etc, please contact the Revenue Section, Accounting Division, Finance Department of Kyushu University