第1章
教 育

Chapter 1:
Academics

理念
北陸先端科学技術大学院大学は、豊かな学問的環境の中で世界水準の教育と研究を行い、科学技術創造により次代の世界を拓く指導的人材を育成する。

目標
・ 先端的大学院教育を組織的体系的に行い、先端科学技術の確かな専門性とともに、幅広い視野や高い自主性、コミュニケーション能力をもつ、社会や産業界のリーダーを育成する。
・ 世界や社会の課題を解決する研究に挑戦し、卓越した研究観点を形成すると同時に、多様な基礎研究により、新たな領域を開拓し、研究成果の社会還元を積極的に行う。
・ 海外教育研究機関との連携を通して学生や教員の交流を積極的に行うとともに、教育や研究の国際化を推進し、グローバルに活躍する人材の育成を行う。

Mission of JAIST
JAIST endeavors to foster leaders capable of contributing to the making of a future world by creation of science and technology, through its most advanced education and research in an ideal academic environment.

Goals of JAIST
・ JAIST develops leaders in society or industry who hold credible expertise in the frontier science and technology, broad perspectives, high level of autonomy and communication ability, through its systematic advanced graduate education.

・ JAIST, to contribute to societies with research outcomes, creates a center of excellence for advancement of researches for solving problems of our world and society and develops new fields through a variety of basic researches.

・ JAIST fosters active global human resources by promoting faculty and student exchanges with leading institutes overseas and globalizing its education and research.
Chapter 1. Academics

Please read the “Degree Completion Guide” which you receive at the time of enrollment. First check the guide or the relevant website whenever you have questions regarding academic matters. The forms mentioned in this handbook in the parentheses [ ] can be downloaded from the URL indicated in “The URL List” in Appendix 3 (P.78) at the end of the book. JAIST uses the email account as an official channel of communication with the students. It's your responsibility to check your JAIST email box regularly as long as you are a student of JAIST.

I. Courses

1-1-1. Classes
JAIST terms and class schedule are as follows:

<table>
<thead>
<tr>
<th>Academic Terms (8 weeks per Term)</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
</tr>
<tr>
<td>Term 1-1</td>
<td>1st Period 9:00-10:40</td>
</tr>
<tr>
<td>Term 1-2</td>
<td>2nd Period 10:50-12:30</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>3rd Period 13:30-15:10</td>
</tr>
<tr>
<td>Term 2-1</td>
<td>4th Period 15:20-17:00</td>
</tr>
<tr>
<td>Term 2-2</td>
<td>5th Period 17:10-18:50</td>
</tr>
<tr>
<td>Summer Intensive (Aug·Sept)</td>
<td></td>
</tr>
<tr>
<td>Winter Intensive (Feb·Mar)</td>
<td></td>
</tr>
</tbody>
</table>

Check the academic calendar on the bulletin board next to the automatic certificate issuing machine or online at:
<JAIST TOP PAGE → Education → Academic Calendar>

1-1-2. Class Schedule
Check the class schedule at:
<JAIST TOP PAGE → Education → Taking Courses → Class Schedule>

The schedule is also posted on the bulletin board next to the automatic certificate issuing machine. The latest information on changes in class schedule will be notified by email.

1-1-3. Syllabi
Check the course syllabi at:
<JAIST TOP PAGE → Education → Taking Courses → Syllabi>
or at
< Gakumu System (Academic Affairs System) Login → Syllabi>

1-1-4. Textbook
Students may be required to purchase textbooks for courses. Textbook information for each course can be found in the syllabus. You may purchase textbooks at the JAIST convenience store (New Yamazaki Daily Store). If some textbooks are not available at the store, contact the course instructor. Note that some books might take time to obtain.

A few copies of the optional books and reading/learning materials as references indicated in the syllabus are kept in the JAIST library (3rd floor).
1-Ⅰ-5. 学務システム
　学務システム
履修登録・成績閲覧・シラバス閲覧及び学生登録情報(住所等)の確認・変更ができます。ただし、住所変更を行う場合は、学生・留学生支援課学生生活係に【住所変更届】を提出した上で、学務システムの情報を修正してください。
　<本学ホームページ → 教育 → 履修関係 → 学務システム>
※ 学務システムの機能とログイン方法は資料1(P.70)の【学務システムマニュアル】を参照してください。
※ 毎日5:00~6:00は、システムメンテナンスのため使用できません。
1-Ⅰ-6. 学修計画・記録書
　学修計画・記録書
学修計画・記録書とは、入学から修了までの学修の計画と記録、また指導教員からの指導内容を記録し、自身の学修の振り返りを助けるものとして作成するものです。各期及び提出時期の前には本書の内容や今後の計画等について、指導教員と面談を行い、提出期限は必ず守ってください。
詳細は、資料2(P.76)の「学修計画・記録書の手引」を確認し、内容に不明な点があれば、教育支援課教務係までお問い合わせください。
1-Ⅰ-7. 履修登録
　履修登録
履修登録は、学務システムで学事日程に記載の履修登録期間中にのみ行うことができます。履修登録期間前には電子メールでも登録期間を通知します。なお、履修登録期間外に登録内容の変更・削除、科目追加をすること一切認めません。必ず所定の期間内に手続を行ってください。
　学務システムでの履修登録方法は、履修案内及び資料1(P.70)【学務システムマニュアル】の学生向けマニュアルを参照してください。
※授業時間が1時限でも重複する科目の履修登録は認めません。いずれか1科目のみ履修登録が可能です。
※特別な授業科目の履修登録は、事前に別の手続を課すことがあります。
※グローバルコミュニケーションセンターが開講するExxxの科目群及びJxxxの科目群は、語学力に応じた科目を選択してください。明らかに不適当と認められる場合は、履修途中であっても履修登録を取り消すことがあります。
(Q&As)
Q: 以前0点がついた科目を再履修することにより、修正することができますか。
A: 可能です。ただし、同一年度内に再履修を希望する場合は、再履修申請書の提出が必要です。
Q: 単位は不要なので、授業の履修登録を行わず、聴講だけしても構いませんか。
A: 履修登録を行わずに聴講することは認めていません。授業に出席したい時は、必ず履修登録期間中に履修登録を行ってください。
1-Ⅰ-8. 成績確認
　成績確認
成績は、各期終了後約2週間程度で確定します。各自学務システムから確認してください。
　<Gakumu System (Academic Affairs System) Login → Course Registration ・ Grades → Score Information>
1-Ⅰ-9. 講義アーカイブの配信
　講義アーカイブの配信
講義及びセミナーの一部については、収録したものを自己で学修できるよう公開しています。利用方法については、本学ホームページから確認してください。
　<JAIST TOP PAGE → 教育 → Taking Courses → Lecture Archive System>
II. Academic Procedures

1-Ⅱ-1. Credit Transfer

Credits earned at other graduate institutions, during the master’s program at JAIST, or as a non-degree student at JAIST can be recognized as credits earned at JAIST. If you wish to apply for credit transfer, submit the [Request for Transfer Credit Evaluation] to the Educational Service Section (Kyoumu) within two weeks after enrollment. The application result will be available in late May for the students who enroll in April and in late November for the students who enroll in October. Neither additional application nor withdrawal will be accepted after the application period. Check the “Degree Completion Guide” for detailed information regarding credit transfer.

“T” (Transferred) is used for grading the courses approved to be transferred and it will be changed to a score as percentage if you take the same course at JAIST. All credits will be counted toward the degree completion requirement. By taking the course at JAIST, you will be graded by a score as percentage for the course.

(Q&A)
Q: Shall I write a study plan on the assumption that the transferred credits would be recognized?
A: The credits you earned at JAIST will very likely be recognized but the credits earned at other institutions will depend on the content of the courses. You must take all the possibilities into consideration. However, you can change and update your study plan/record as you progress with work. After you receive the credit transfer result, you can re-think your plan and take courses accordingly.

1-Ⅱ-2. Laboratory Assignment for Master's Students

When you enroll in the master’s program at JAIST, you will be provisionally assigned to a laboratory (temporary lab assignment). Then you are encouraged to visit labs of interest and submit Laboratory Visit Report to Educational Service Section. Inquiry on formal lab assignment will be conducted two months after enrollment. Details will be announced by email.

1-Ⅱ-3. Study Programs

JAIST offers several study programs listed below. You can choose one according to your study interests. A certificate of completion will be granted to those who complete the required program work. Check the “Degree Completion Guide” for details.

<table>
<thead>
<tr>
<th>Course</th>
<th>Study Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Program</td>
<td>• Education Program for Leaders in Data Analytics</td>
</tr>
<tr>
<td></td>
<td>• Highly-Dependable IoT Systems Program*</td>
</tr>
<tr>
<td></td>
<td>• Information Security Program*</td>
</tr>
<tr>
<td></td>
<td>• Nano Material technology Program*</td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>• Education Program for Leaders in Data Analytics</td>
</tr>
<tr>
<td></td>
<td>• Nano Material technology Program*</td>
</tr>
</tbody>
</table>

*Japanese language proficiency is required to apply

1-Ⅱ-4. Choosing Educational Programs for Master's Students

JAIST master’s students must belong to one of the following educational programs: 5D Program, Mα Program, or M Program. Check the “Degree Completion Guide” for details. Procedures will be notified by email.

1-Ⅱ-5. Choosing Career Tracks for Doctoral Students

Doctoral students must choose one of two tracks: type S and type E. Type S is for those who plan on becoming a researcher in advanced science and technology. Type E is for those who plan on becoming an engineer in a business enterprise. See the “Degree Completion Guide”. Consult your supervisor to decide an appropriate track and enter the decision in the Study Plan/Record.
1-Ⅱ-6. Research Proposals•Dissertation Outline

JAIST requires students to submit a research proposal for their research for a master’s degree [Research Proposal for Master’s Thesis/Research Project] [Research Proposal for Survey for Doctoral Research Plan] and a research proposal and outline for their research for a doctoral degree [Research Proposal for Doctoral Dissertation] [Dissertation Outline]. You must submit a research proposal or a dissertation outline to the Educational Service Section by designated deadlines indicated in the “Degree Completion Guide”. Read the guide carefully for information on deadlines and requirements. The late submission of a research proposal or a dissertation outline will cause the completion delayed.

1-Ⅱ-7. Minor Research Project

In addition to a major research project, you must work on a minor research project or an internship. These multifaceted research activities enable students to conduct research with a broader viewpoint and develop adaptive and applied skills to prepare for various challenges. Check the “Degree Completion Guide”. You will receive an e-mail announcement regarding the procedure.

You can also check the details at:
<JAIST TOP PAGE → Education → Taking Courses → Minor Research Project / Internship>

1-Ⅱ-8. Internship

JAIST encourages you to participate in an internship for your career development. Contact the Career Service Department for detailed information.

You may earn credits by completing an internship instead of working on a minor research project. You must apply for it beforehand. The period of an internship must be longer than three months for doctoral students (you can have a shorter internship multiple times, which totals longer than three months) and longer than two weeks for master’s students. A report must be submitted afterwards. Check the “Degree Completion Guide” for details. You will receive an email announcement regarding the procedure.

You can also check the details at:
<JAIST TOP PAGE → Education → Taking Courses → Minor Research Project / Internship>

1-Ⅱ-9. Grants for Off-Campus Activity

JAIST encourages you to present your research papers at domestic or international conferences, to participate in off-campus researches and internships. The following grants are available.

<table>
<thead>
<tr>
<th>Category</th>
<th>Program</th>
<th>Period</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-campus Research Activity</td>
<td>SD / 5D / 3D (including master’s students)</td>
<td>Longer than three months up to a year (One time only)</td>
<td>Abroad: Institutions that have agreements on academic exchanges, etc. In Japan: Universities, research institutions, etc.</td>
</tr>
<tr>
<td>Research Grants for JAIST Students</td>
<td>-</td>
<td>Once a year during doctoral program. Once during master’s program.</td>
<td>Domestic/international conferences</td>
</tr>
<tr>
<td>Internship</td>
<td>SD / 5D / 3D (only doctor’s student)</td>
<td>Longer than five days up to three months (One time only)</td>
<td>Companies in Japan or abroad</td>
</tr>
</tbody>
</table>

Check the details at:
<JAIST TOP PAGE → Student Life → Support Systems for Students／Disciplinary Action → Grant for Off-Campus Research／Research Grants for JAIST Students／Internship Grant Program>
10. Absence and Withdrawal

Check “Degree Completion Guide” for details regarding procedures for absence and withdrawal. You must receive permission from your supervisor and submit the appropriate form to the Educational Service Section beforehand.

If the period of leave of absence starts in the middle of the semester, the application for leave of absence will only be accepted when the tuition has been paid in full for the semester. If the application is submitted before April 11 for the first semester (Apr – Sept) and before October 11 for the second semester (Oct – Mar), the tuition will not be charged for the period of leave of absence.

The application for withdrawal will only be accepted when the tuition has been paid in full for the semester.

11. Fast-Track Degree Completion

You can complete a degree program in a shorter time if you meet all the requirements for completion and are recognized as an outstanding student, after spending one year as a master’s student and three years (including the time spent for master’s degree) as a doctoral student. Master’s students who wish to fast-track their studies must apply for it beforehand. The information for the procedure can be found in the handout you receive at the orientation.

Doctoral students who wish to fast-track their studies can do so by submitting their dissertation outline earlier than the standard submission time.

12. Extended Study Period for Completion

The standard periods for completion are two years for a master’s degree and three years for a doctoral degree. However, students may be granted extension of their study period as one of the student support services, when they face difficulty in completing the degree within the standard study period due to fair reasons related to their work or some personal affairs. The study period for completion after extension is up to four years for master’s program and six years for doctoral program, but the tuition fee will be charged only for the standard period for completion.

Students who enrolled in April can apply for this in February and those who enrolled in October, apply in August. You can apply only once. Those who have spent more than one year in the master’s or two years in the doctoral program (excluding the period of leave of absence) cannot apply. You may apply for shortening the once extended completion period only at the time you apply for Conferment for Degree. There will be an e-mail announcement regarding the application in January/July.

Check the details also at:
<JAIST TOP PAGE → Education → Academic Procedures → Extended Study Period for Completion>

13. Courses at Other Graduate Institutions

JAIST has credit transfer agreements with other graduate schools in order to promote academic exchanges and collaboration and to enrich the education. Read the “Degree Completion Guide” for details. If you wish to take courses at other graduate schools, first consult your supervisor and then complete the application procedures. There will be an email announcement regarding the procedures.

14. Continuing on to the Doctoral Program

JAIST master’s students who wish to continue on the study to the doctoral program at JAIST can check the JAIST website for detailed information. The information will be updated in June and December of every year and the students who are eligible to apply will receive an email announcement.

<JAIST TOP PAGE → Education → Application Guide for Internal Entrance Examination for Doctoral Program>
©Research Ethics

Researchers’ missions are to seek the truth having a high ethic standard and to distribute the fruits to the society. They should strictly control themselves, and they need to be role models for researchers of next generations. Misconduct, e. g. fabrication, falsification or plagiarism regarding the research activities will lose public confidence not only in the researcher but also in the institute which he/she belongs to. Furthermore, it may lose the credibility of other universities or all academic researches throughout the nation. Note that our institute uses the verification tool to verify the dissertation. As a matter of security export control, taking research samples or technologies out of Japan may be subject to control of the Foreign Exchange and Foreign Trade Law, and you may undergo the verification on your overseas business trip.

Our institute takes the strict action against dishonest conducts related to research and misuse of research fund.

©The appropriate management of research funds

We have consolidated the rules and management system to manage research funds appropriately.

Please refer to the following information concerning the rules and management system of research funds.

○The prevention of the fraudulent use and management concerning public research funds

http://www.jaist.ac.jp/member/data/research-expenses.pdf

If you have any questions concerning the rules of research funds, please contact the following departments.

○The contact points for advice concerning research funds

<table>
<thead>
<tr>
<th>Matters of inquiry</th>
<th>Contact point</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants in aid for scientific research</td>
<td>Competitive Research Fund Section, Research Fund Strategy Department</td>
<td>0761-51-1893</td>
<td><a href="mailto:josei@jaist.ac.jp">josei@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Commissioned researches concerning competitive research funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint researches</td>
<td>Research Cooperation Section, Research Affairs Department</td>
<td>0761-51-1910</td>
<td><a href="mailto:sinkou@jaist.ac.jp">sinkou@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Commissioned researches other than competitive research funds</td>
<td>Administrative and Planning Section, Educational Affairs Department</td>
<td>0761-51-1083</td>
<td><a href="mailto:e-soukatsu@jaist.ac.jp">e-soukatsu@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Competitive funds related to the education</td>
<td>Procurement Section, Accounting Department</td>
<td>0761-51-1104</td>
<td><a href="mailto:tyoutatsu@jaist.ac.jp">tyoutatsu@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Salary</td>
<td>Emolument Section, Accounting Department</td>
<td>0761-51-1100</td>
<td><a href="mailto:kyuyo@jaist.ac.jp">kyuyo@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Travel Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remuneration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods management</td>
<td>Audit Regulation Section, Accounting Department</td>
<td>0761-51-1092</td>
<td><a href="mailto:soumu@jaist.ac.jp">soumu@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Employment of persons other than students</td>
<td>Academic Personnel Section, Human Resource Department</td>
<td>0761-51-1087</td>
<td><a href="mailto:kyouin@jaist.ac.jp">kyouin@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Employment of students</td>
<td>Graduate School Secretarial Service Department</td>
<td>0761-51-1146</td>
<td><a href="mailto:ks-secr@jaist.ac.jp">ks-secr@jaist.ac.jp</a></td>
</tr>
<tr>
<td>Public research funds other than those above</td>
<td>Audit Regulation Section, Accounting Department</td>
<td>0761-51-1092</td>
<td><a href="mailto:soumu@jaist.ac.jp">soumu@jaist.ac.jp</a></td>
</tr>
</tbody>
</table>

If you find fraudulent use of research funds (including suspicion), please contact the following department or law firm.

○The contact point for a report concerning research funds

<table>
<thead>
<tr>
<th>Contact point on campus</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Section, General Affairs Department</td>
<td>0761-51-1049</td>
<td><a href="mailto:helpline@jaist.ac.jp">helpline@jaist.ac.jp</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact point off campus</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asahi Legal Professional Corporation</td>
<td>0762-232-0004</td>
<td><a href="mailto:mnj@angel.ocn.ne.jp">mnj@angel.ocn.ne.jp</a></td>
</tr>
</tbody>
</table>
III. キャリア・就職支援

1-Ⅲ-1. キャリア形成・就職支援行事

1-Ⅲ-2. キャリア形成・就職支援行事

キャリア支援センター

就職対策セミナーで必ず詳しい情報収集を行ってください。就職活動について質問や相談にも応じています。また、隣に就職資料室もあるので利用してください。キャリア支援センターのホームページにもイベント情報を掲載しています。

なお、キャリア支援センターでは、キャリア形成及び就職支援のために様々な行事を行っています。基本的なキャリアプランの形成と就職に係る支援をしています。キャリアプランニングはエントランスホール2階にあり、学生のキャリアプランの形成と就職に係る支援をしています。キャリアプランニングはエントランスホール2階にあり、学生のキャリアプランの形成と就職に係る支援をしています。

Ⅲ. Career Support

1-Ⅲ-1. Career Service Center

The Career Service Center is located on the 2nd floor of Entrance Hall, supports student’s career plan formation responds to questions and provide counseling related to career plan and job-searching. Please feel free to utilize the center in conjunction with a Reference Room next to.

≪Opening Hour≫

| Career Service Center | weekdays 8:30 - 17:15 |
| Reference Room       | 24 hours (Student ID card is needed at night and weekends) |

1-Ⅲ-2. Career Formation & Job-Searching Support Event

There are various events for supporting career formation and job-searching conducted by the Career Service Center. The basic year-round schedule is shown below, and please do not miss more details sent by e-mail each time.

The beginning period for publicity activities of companies concerning employments and selection activities of recruitment was changed from the recruitment of the FY2016 graduates. Be sure to collect the detailed information at Preparation Seminar for Job-Hunting.

Event information can also be checked on the Career Service Center website.

≪Year-Round Schedule (expected)≫

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Schedule of Job-Hunting</th>
<th>Career Support Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUG</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1-Ⅲ-3. Career & Job Counseling

For the purpose of supporting career formation and job-searching, Career Development Counselors provide career and job counseling. Since one used to be in charge of personnel, and the other is a qualified career consultant, you can consult about various matters such as future career plan, way of job-searching, how to write an entry sheet and even do a mock interview. The counseling is conducted in a private room so that you can talk without worrying about others.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day &amp; Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>April-September / Feb-Mar</td>
<td>Tue. / Thu. 13:00-17:00</td>
<td>Meeting Room (in front of Career Service Center)</td>
</tr>
<tr>
<td>Oct-Jan</td>
<td>Thu. / every other Tue 13:00-17:00</td>
<td></td>
</tr>
</tbody>
</table>

Please make an appointment at the Career Support Section counter or by sending e-mail with “student ID”, “name”, “preferred date and time” and “phone number” to the Career Support Section (syusyoku@jaist.ac.jp). Although you can consult with them without a prior appointment if available, it is advisable to make an appointment in advance.

1-Ⅲ-4. Support System for Career Formation and Job-Searching

There are various support systems such as paying travel expenses related to career formation activities and internship. Please visit the Career Service Center website for details.

You can also join guidance, seminars, SPI mock exams and more, conducted by the Career Service Center, for free. Furthermore, there are bus tours which take you to seminars held in large city areas such as “Industry Research Seminar” and to several companies in Nomi-city (lunch also provided). Please do not miss the detailed information announced by e-mail.

1-Ⅲ-5. Career Handbook

Career Handbook, explains methods and procedures of going on to a doctoral course and job-searching and also contents of the support provided by the Career Service Center. It encompasses specific methods and basic manners of job-searching for graduate students. Please utilize it as a job-searching planner.

1-Ⅲ-6. Career Service Center Website

The Career Service Center website provides news and events offered by the Career Service Center and more information related to career formation and job-searching.

Please check updates (news and events) on the top page of the Career Service Center website frequently.

1-Ⅲ-7. Use of Tokyo Satellite when you visit Tokyo for Job-Hunting

Students in Ishikawa Campus can use a personal computer and a printer at the lounge in the Tokyo Satellite when you visit Tokyo for Job-Hunting. Ishikawa campus students can have the transcripts and certificates (English and Japanese) issued in the Tokyo Satellite as well. Please apply for issuance of the certificates in advance since it takes time to issue them individually.

Japan Advanced Institute of Science and Technology
Tokyo Satellite
19th floor, Shinagawa Intercity Tower A
2-15-1 Konan, Minato-ku, Tokyo 108-6019
It is a 3-minute walk from Konan Exit of JR Shinagawa Station and a 5-minute walk from Takanawa Exit of Keikyu Shinagawa Station via Konan Exit of JR Shinagawa Station.

E-mail : sate@jaist.ac.jp  TEL : 03-5460-0831
Opening hours of the Tokyo Satellite are as follows. Every month, opening hours of the next month will be uploaded on the website of the Tokyo Satellite.

Weekdays: 10:00-19:00 (If a lecture is scheduled until 21:55, the closing time will be 22:00)

Saturdays, Sundays and National Holidays: 8:30-17:30 (If a lecture is scheduled until 19:10, the closing time will be 19:15)

The Tokyo Satellite may be closed on weekends and national holidays. Please check the following website for hours of operation.

<JAIST TOP PAGE → Tokyo Satellite → Japanese → 概要 → 開室時間>

- Carry your JAIST ID card when you visit the Tokyo Satellite.
- Use public transportation to the Tokyo Satellite. Paid underground parking in the Shinagawa Intercity Building is available, but we do not offer subsidized parking.
- Turn off your mobile phone or set it on silent mode. Talking on the phone is only allowed in the elevator hall or outside of the building.
- Eating at the Tokyo Satellite is prohibited.
- Please be quiet at the lounge. Only JAIST students may use the lounge.
- When you wish to use wireless LAN, ask the network key of the Satellite Office Staff.
- To deliver personal items (including academic materials) to JAIST will not be accepted. Do not send them to either Ishikawa campus or the Tokyo Satellite.
- Keep the Tokyo Satellite clean. You may be charged for repairs/cleaning if you damage the facilities of the Tokyo Satellite.