GRIPS Library

General Information

Operating hours
Monday - Friday: 9:00 - 21:00
Saturday: 10:30 - 17:00

Closed
Sundays, National Holidays, Year-End & New Year Holidays from December 28 to January 4
Exceptions to the above will be posted.

Admission
Touch the gate sensor with your Student/Faculty ID Card (your ID Card is also your Library Card). ID Card is not necessary to exit the Library. Simply push the bar and proceed through the gate.

GRIPS Library Website
The Library website provides access to OPAC, and other web links for searching electronic resources, such as online journals and online databases available in the Library. The website also provides announcements from the Library:
http://www.grips.ac.jp/main/lib/

Searching for Materials

Online Public Access Catalog (OPAC)
All books and periodicals in the GRIPS Library can be searched using OPAC (Online Public Access Catalog). OPAC includes online journals available at GRIPS as well.
→ Refer to “How to use Online Catalog (OPAC)”

Online database
Online databases are useful tools for searching scholarly information in journals, books, periodicals, and articles. You can also search news, business sources, law reports and patents online.
You can find links: Library website > Online Resources
http://www.grips.ac.jp/main/lib/onlyinside/database.html

How to Use the Library

Borrowing books
To borrow books at the Library, take them to the counter with your ID card.
A self-checkout machine is also available.
Borrowing limit: up to 30 books
Loan period: 1 month

Returning books
Return borrowed books to the counter. Your ID card is not necessary.
To return materials after opening hours, put the materials into the drop box located outside the Library entrance.
Be sure to return the books by the due dates.

Reservations
If a needed book is checked-out, you can make a reservation.
→ Refer to “My Library”
The Library will notify you by e-mail when a book becomes available.

Materials not for loan
The following materials are not for circulation, and are to be used in the Library only.
- Textbooks
- Reference books
- Periodicals
- Newspapers
- Audio-visual materials
- CD-ROMs
- Microforms
- Materials that are either damaged, broken, or susceptible to damage or breakage
- Other materials specified by the Library director

Photocopies
Photocopiers are activated by your ID card.
- Materials that can be copied: materials owned by the GRIPS Library.
- Limits on photocopying: the Library users must act in accordance with copyright laws.
Reference Service
Please inquire at the counter on how to use the Library; how to find books, journals, and other items; how to check the holdings of other institutions; and how to search online databases.

Book Purchase Request
You can request the purchase of books related to policy studies to add to the GRIPS Library’s collections. The GRIPS Library Committee reviews the requests and decides which items to include in the Library collection.

Restrictions
- Please be quiet.
- No smoking, drinking, eating, and talking on mobile phones
- Materials in the Library are common assets. Everyone is expected to use utmost care to avoid staining or soiling them, not to mention refraining from writing on them.

Use of Other Libraries

ILL (Inter Library Loan) service
If materials that you need are unavailable in the GRIPS Library, we can help you obtain them from other libraries. Please inquire at the GRIPS Library counter. Book loan policies depend on respective library’s regulations.

Letter of introduction to other university libraries
Please consult with the Library staff about a letter of introduction if you plan to visit other university libraries.

Orientation / Guidance

The Library occasionally organizes orientations and guidance to familiarize students with the library system, its databases, and inter-library loans. Please check the GRIPS Library Web for “News & Events” – “Latest News”.

We welcome your questions and requests. Please feel free to contact us at: lib@grips.ac.jp
How to Use the Online Catalog (OPAC)

OPAC is a system for searching the online catalog database of books and journals held in the GRIPS library.

Keyword Search
You can search our collections (books, journals, electronic books and electronic journals) from any PC that has internet access.

*If you do not find a needed material in the library, you can continue searching in "Other university (NII catalog)." Refer to "GRIPS Library" – "Use of Other Libraries"
* Please choose unique and specific keywords without articles (a, the) or symbols (; / ,), etc.
* OPAC does not distinguish between capital and small letters
* OPAC does not distinguish the phonetic sign (often seen in French or German)

Search Result List
You can view more details by clicking the book title.

* If you do not find a needed material in the library, you can continue searching in "Other university (NII catalog)."
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Search Result List
You can view more details by clicking the book title.

Complete the fields below and click to commence search.

Search Result Details (Book)
The bibliographical and holding information (location, call no., circulation status) of books will be displayed. Please search for books with the call number (spine label number) at each location.

Search Result Details (Journals)
You can find the holding information for various journal publications. You can do a search for journals, but not articles. You should use other databases when you wish to search for articles.

If other user is borrowing this book, you can make a reservation via library portal site "My Library".

"Call no." equals Spine Label Number

Please check "Holding volume" in GRIPS library.
You can search the online journal available at GRIPS from OPAC, and it links to each site of the online journal.

**Reservations**
You can make a reservation for books by clicking the “Reserve” button.
*You can only reserve a book that has been borrowed by someone else.*
My Library: What you can do with “My Library”

Check your loans
You can check your loan status and their due dates.

Renew/extend the loan period
You can extend your loan period for one month from the day you renew.
You cannot renew if the borrowed book has been reserved by other users.
You can renew your loans twice through My Library. If you wish to renew it more than twice, you must renew at the Library counter.

Make reservations
You can reserve materials, check or cancel reservations. When a reserved material is ready, it will be announced through My Library and e-mail.

Keep book lists
You can make your own folder and save your bookmarks in the online catalog.
You can also add your own comments to these bookmarks.

My Library: LOGIN

Access GRIPS Gateway and click “My Library” from the menu “Link.”

You can also log in to “My Library” from the OPAC screen. If you did not proceed through the GRIPS Gateway screen, you have to input your GRIPS ID and Password.

Click “Logout” when you end session.
**My Library Main Menu**

**Announcement**
Announcements about overdue books or your reservation status

**Materials under request**
You can check or cancel your reservation. Click “View details” on My Library main menu.

This is the “Reserved Materials” list.
To cancel your reservation, put a check in the check-box and click “Cancel”.

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*[Image of My Library Main Menu]*

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*7. Campus, Support, and Services - GRIPS Library*
Click the “Reserve” button on the OPAC screen if you wish to make a new reservation. 
*You can only reserve a book that has been borrowed by someone else.

“Reservation: Confirm” will appear. 
Click “OK” to confirm your reservation.

Materials on loan
You can check and renew your loans. Click “View details” on My Library main menu.

This is the “Materials on Loan” list. 
To renew, put a check in the check-box and click “Renew”. 
The loan period will be extended for one month from the day you renew.

My folder
You can make your own folder and save your online catalog bookmarks. 
You can also add your own comments to these bookmarks. 
Please refer to the online help for more information (some services are unavailable at the GRIPS Library).
IT Services

GRIPS Network Manual is on the desktop of your PC.
Refer to it for more information and service.

Who we are
- We are the GRIPS IT Support Center. Our mission is to provide a better network environment, with advanced technology, to all GRIPS professors, students and staff members on campus.

What we provide
- Diagnosis of GRIPS PC problems and action to resolve them.
- Information related to the on-campus network.
- Advice about the use, maintenance, and antivirus protection of on-campus PCs.
- Response to questions about PCs, information technology (IT), and related matters.

What we do not provide
- Resupply or ordering of materials (printer paper, toner cartridges, etc.). Purchasing of software.
- Purchasing of PC accessories.
- Support to individually owned PCs (for example: advice, software installation, virus countermeasures, etc.).
- Requests to exchange aging PCs now on-campus for newer models.
- Trouble, repair or maintenance calls off campus.

Information and Rules for Care and Use of PCs Lent by GRIPS
- Take personal responsibility for the care of PCs prepared for your use.
- Do not put any stickers on a PC. (for example: your native language’s letter stickers on the keyboards)
  You may have to pay for the replacement for the keyboard.
- Do not peel off the stickers already put on the PC.
- Shut down your PC when you go home unless you have a special reason for leaving it on.
- Lock the PC when you leave your room.
- Use Internet Explorer to surf the Internet on campus, and use Firefox to outside of campus.
- A PC infected by a virus can contaminate other PCs. If you find that your PC is infected with a virus, pull out the LAN cable, shut down the PC, and contact the IT Support Center.
- Do not use a GRIPS PC for purposes other than your research and education.
- Do not use your PC as a server.
- Do not exchange your PC for another PC or switch with your fellow students.
- Deleting preinstalled OS and software in your PC is strictly prohibited.
- You may not install additional software of your own on your GRIPS PC.
- We only install additional software used for research purpose on your PC.
- On graduating, delete all of your data before returning your PC.
- The administration has the right to perform maintenance on your PC during your absence.

Bringing your own personal computer
- We cannot support privately owned PCs.
- GRIPS does not supply GRIPS owned software.

Managing your data
- You are individually responsible for managing the data you create. GRIPS will not be held responsible for any loss or damage to personal data.
- Ensure the safety of your important data by backing up the data.

GRIPS Network Service
- You cannot connect to the Internet except via proxy server.
- You cannot connect to POP3, SMTP, FTP etc.
- Installing the software that uploads data automatically is prohibited.
- You cannot connect to Internet sites that are pornographic, defamatory, or otherwise likely to carry viruses and undesirable software.
Wireless LAN Service
- Wireless LAN Service is available in all facilities.
- There is a difficulty to connect to the Wireless LAN in some areas.
- Please use the LAN cable in your desk.

G-way
- G-way is our online system which you can utilize for multiple purposes such as academic and administrative matters, emailing, and accessing the stu-file server etc.
- Important announcement will be posted on the notice board in G-way. Please check the notice board frequently or forward the message to your private email address.

Change GRIPS password
- GRIPS password is used for all GRIPS network system and logging in to your PC. When you change your GRIPS password, the password for all GRIPS network system will be changed.
- Please set the secret question in case you have forgotten your password.

GRIPS Mail account
- Your e-mail account is your GRIPS ID (in lowercase letters) followed by @grips.ac.jp.
- You can use the email address after graduating from GRIPS.

stu-file
- You will be provided your personal online folder. You can store your data up to 100MB.
- Only you can access to your folder.
- With G-way, you can access to this file server from anywhere.
- At your graduation, your data in the folder is deleted.

Shared PC and supplies for student use
- There are shared PCs in the Lecture Room B and the Student Lounge on the 5th floor. PCs in the Lecture Room B are installed the statistic software.
- The data saved in the PC is deleted automatically by shutting down or restarting the PC.

Printed by
- There are 1 on the 4th floor, 4 on the 5th floor, and 1 printers on the 6th floor.
- Select the closest printer when you print
- Contact the Academic and Student Affairs Division for resupply of papers and toner.

Scanner
- You can save the data in the USB memory stick in all Xerox printers except for library.

IT Support Center (3F)
- Extension: 6092/2501
- Tel: 03-6439-6092
- E-mail: support@grips.ac.jp
- Website: http://www10.local.grips.ac.jp/support-center/e/index.html

Office hours
- 9:00-20:00 Monday through Friday
- Closed Saturday, Sunday, public holiday

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G-way

G-way is an entrance of the GRIPS campus network system. Students can access to Course Registration, Academic Record, News, Administrative Matters and other services online both on and off campus. When you access to Stu-File Server through G-way, you will be asked to log in to SSL-VPN system.

1. Log in to G-way
Access to G-way (https://gportal.grips.ac.jp/fw/dfw/ASTSV004/).
※You can also access to G-way through the [Intranet] on GRIPS official website.

On the log in page, enter your GRIPS ID and GRIPS password. Then, click [Login].
2. Top page of G-way
On the top page, this information shows up.

- **Class Information**: Announcement about the classes you have registered a week from today
- **Schedule**: Today’s schedule
- **News**: Announcement from GRIPS. Click on the title to read the message.

3. Menu
On the Menu bar, there are links you can access to other services.

Click on [+] to show the links.

If Pop-up block appears
If the message below shows up when you move to a new window, click [Options for this site] and select [Always allow]. If the different message appears, refer to the Help of the browser.
4. Link
As for the following services or websites, click [Link] and select the one(s) you wish to access.

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<th>Name</th>
<th>Contents</th>
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</thead>
<tbody>
<tr>
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<td>Web mail</td>
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<tr>
<td>GRIPS Homepage</td>
<td>Homepage</td>
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<tr>
<td>Library Web</td>
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<td>File Server</td>
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<td>Change Password</td>
<td>Change password</td>
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<tr>
<td>IT Support Center</td>
<td>IT Support Center Homepage</td>
</tr>
</tbody>
</table>

※ The contents for the [Link] may be different from above.
GRIPS Mail

1. Log in to the GRIPS Mail
Access to GRIPS Mail (http://gwmail.grips.ac.jp)
Enter your GRIPS ID and GRIPS Password you received on the first day. Then click [Log in].

2. Language setting
On the top page, click ⌘ and [Mail settings].

Click [General] and set the language you wish to use. Then click [Save Changes].
3. Read a message
   Click [Inbox]
   ※ You are not able to receive an e-mail over 20MB.

4. Send a message
   Click [Compose Mail]
   After composed an email, click [send].
   • To add Cc or Bcc, click [Add Cc] or [Add Bcc].
   • To attach a file, click [attach a file].
   ※ You can attach files up to 20MB for each e-mail.

5. Delete a message
   Tick the check box on the left side of the email you wish to delete. Then click [Delete].
   ※ Please note that the email will not completely be deleted. The emails are transferred to [Trash].
6. Transfer a message
On the top page, click [Options] → [Mail settings] → [Forwarding and POP/IMAP] → [Add a forwarding address].

Add a forwarding address and click [Next].

Click [Proceed].

Select the email address you wish to forward to.

Click [Save Changes]. Emails will be forwarded from the next email you receive.
7. Register an address book
Click [Mail] → [Contacts]

Fill out the registration items and click [Save now].
How to Log on to Your PC

Please Log on to your PC the following way:
Password: GRIPS Password
Stu-File Server

Introduction

- The capacity of each folder is 100 MB. Delete any unnecessary files to keep it below 100 MB.
- Be careful when you delete your files/folders by putting them into the Trash Can or pressing the Delete key. The files/folders will be deleted from the server completely.
- Your personal data is at your own responsibility. Back up the data on your storage devices if necessary. GRIPS is not responsible for any troubles such as lost or damaged data.
- Delete all of your data in your personal folder completely before the graduation.
- There is a shared folder for each program in Stu-File server. You can use the folder to share files among students in the same program. All data will be deleted at the end of the academic year. Any necessary data for new coming students can be stored in the “files for coming students” folder.
- There is a public folder in Stu-File server. You can use the folder to share files among all students. All data will be deleted on the 1st of every month.

1. How to access stu-file server inside the campus
   Double-click the stu-file short cut on the Desktop.
   ※ Only accessible inside the campus.

   Choose your program from the International Program, and choose the folder the same as your student ID number.

2. How to access stu-file server from outside of the campus
   After logging in to G-Way, click [Link]→[File Server] in [Menu].
   In the window below, put your GRIPS ID in [Username] and password in [Password].
   Then, click [Sign in].

   Click [Stu-file].

   ![Image of the login window]

   ![Image of the stu-file window]
Introduction

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After logging in to G-Way, click [Link] [File Server] in [Menu].

In the window below, put your GRIPS ID in [Username] and password in [Password]. Then, click [Sign in].

Click [Stu-file].

Select your program.

Select your course.

If the window below shows up, log in again with your GRIPS ID and the password. Then, click [Continue].

You can both upload and download files.
Shared PC

Please follow the instruction when using the PC in the Lecture Room B, the Student Lounge (5th floor) and the library.

1. Choose the language
The window below shows up when the PC is starting up.
To use the PC in English, select 1 and click [Enter].
To use the PC in Japanese, select 2 and click [Enter].
※ Do not pull out the LAN cable.

2. How to print
When you print, select the printer, and click [OK].

[Caution!]
All data will be deleted when you shut down or restart the PC.
Save the data into USB or some other memory device after using the PC.
Please follow the instruction when using the PC in the Lecture Room B, the Student Lounge (5th floor) and the library.

1. Choose the language

   The window below shows up when the PC is starting up.

   To use the PC in English, select 1 and click [Enter].

   To use the PC in Japanese, select 2 and click [Enter].

   Do not pull out the LAN cable.

2. How to print

   When you print, select the printer, and click [OK].

In the [Enter User Details] window, enter the [Billing ID], and click [OK].

※ You can type the ID of your choice for the [Billing ID].

Insert the card in the card reader next to the printer.
※ The charge for the printing is the same.

For GRIPS ID card

For SUICA · PASMO

※ You cannot transfer the points between the cards.

Press [Service Home] in the printer

※ Press [Language] to change the language.
Press [Charge Print].

Select your user ID and press [Job List].

Select the document you wish to print and press [Print].
Scanner

1. XeroxPrinter

Insert the USB memory stick to the printer and select [Store to USB].

In the window below, select the format.

Set the document to scan in either way and press [Start].

1. Set the document face up on the tray
2. Set the document face down and close the lid.

After the scanning is completed, select [Close]. Then, take out the USB memory stick.
2. The scanner in the Student Lounge on the 5th floor.

Double-click [EPSON Scan].

※ You see this sign when somebody else is using the scanner.

Set up ①～④, and click [Scan].

① [Office Mode]

② Choose either black/white or color.

③ Choose Resolution
※ Usually, it’s set for 200dpi
As the number is higher, the quality is better, but it takes more time.

④ The quality might be better when all is ticked.

⑤ Click [Scan].
Set up ①～②, and click [OK].

① Choose where you would like to save.

② Choose Image Format JPG or PDF

Click [Save File].

You can find the image on the Desktop.
Change GRIPS password

1. Log in to GRIPS Password change window
   GRIPS password is used for all GRIPS network system and logging in to your PC. When you change your GRIPS password, the password for all GRIPS network system will be changed.

   Click [Change Password] in G-way (https://gportal.grips.ac.jp/fw/dfw/ASTSV004/).
   Enter your GRIPS ID and GRIPS password and click [GO].

   ![Login Form]

   Enter the new password that is in between 6 to 16 letters in [New Password] and [Confirm New Password], and click [EDIT].

   ![Password Change]

   Click [OK] to complete.
   ※It take about a minute to complete.

   ![Internet Explorer Message]

7. Campus, Support, and Services
   - IT Services -
2. Set a secret question

Set a secret question in case you forget the password.
Click [Identity Confirmation]. Select one from [Secret Question] and put the answer in [Secret Answer]. Then, click [EDIT].

Click [OK] to complete.

Here is the default setting

<table>
<thead>
<tr>
<th>Secret Question</th>
<th>What is your mother’s maiden name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secret Answer</td>
<td>GRIPS Password you received on the first day</td>
</tr>
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</table>
Important

1. Where to go

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<tr>
<td>G-way (online system)</td>
<td><a href="https://gportal.grips.ac.jp/fw/dfw/ASTSV004/">https://gportal.grips.ac.jp/fw/dfw/ASTSV004/</a></td>
<td>Portal website of the online system</td>
</tr>
<tr>
<td>GRIPS Mail</td>
<td><a href="http://gwmail.grips.ac.jp/">http://gwmail.grips.ac.jp/</a></td>
<td>Web mail</td>
</tr>
<tr>
<td>stu-file Server</td>
<td>stu-file</td>
<td>File server for students</td>
</tr>
<tr>
<td>SSL-VPN System</td>
<td><a href="https://gremote.grips.ac.jp/">https://gremote.grips.ac.jp/</a></td>
<td>Access to the file server from outside the campus</td>
</tr>
<tr>
<td>IT Support Center</td>
<td><a href="http://www10.local.grips.ac.jp/support-center/">http://www10.local.grips.ac.jp/support-center/</a></td>
<td>IT Support Center website</td>
</tr>
<tr>
<td>Change password</td>
<td><a href="https://gpw.grips.ac.jp/webmtm/">https://gpw.grips.ac.jp/webmtm/</a></td>
<td>Change password for PC login, GRIPS Mail, GRIPS Library, G-way</td>
</tr>
</tbody>
</table>

2. URL


The detailed PC manual [PC Manual.pdf] is saved in your Desktop on the PC lent by GRIPS.
# Academic and Student Affairs Division

The Academic and Student Affairs Division offers various services and support for international students. It is located on the 3rd floor and is open from 9:00 to 12:00 and 13:00 to 17:00 from Monday to Friday except for national holidays.

<table>
<thead>
<tr>
<th>Office</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Affairs Team (GAT)</td>
<td>teaching assistants / research assistants financial support for Doctoral students (tuition exemption / conference presentation, etc.) JASSO scholarship</td>
</tr>
<tr>
<td>Extension: 2105</td>
<td></td>
</tr>
<tr>
<td>Tel: +81-(0)3-6439-6061</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:kyouiku@grips.ac.jp">kyouiku@grips.ac.jp</a></td>
<td></td>
</tr>
<tr>
<td>Academic Support Team (AST)</td>
<td>curriculum</td>
</tr>
<tr>
<td>Extension: 6042</td>
<td>course registration</td>
</tr>
<tr>
<td>Tel: +81-(0)3-6439-6042</td>
<td>class schedules</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ast@grips.ac.jp">ast@grips.ac.jp</a></td>
<td>lecture rooms</td>
</tr>
<tr>
<td></td>
<td>certificates</td>
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<td></td>
<td>leave of absence / re-enrollment</td>
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<td></td>
<td>notification of address change</td>
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<tr>
<td>International Programs Team (IPT)</td>
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<tr>
<td>Extension: 6043</td>
<td>scholarships</td>
</tr>
<tr>
<td>Tel: +81-(0)3-6439-6043</td>
<td>textbooks</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ipt-ml@grips.ac.jp">ipt-ml@grips.ac.jp</a></td>
<td>request for temporary leave</td>
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<td>internship, etc.</td>
</tr>
<tr>
<td>Student Office</td>
<td>daily life support</td>
</tr>
<tr>
<td>Extension: 6048</td>
<td>social events</td>
</tr>
<tr>
<td>Tel: +81-(0)3-6439-6048</td>
<td>field trips</td>
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<tr>
<td>E-mail: <a href="mailto:studentoffice@grips.ac.jp">studentoffice@grips.ac.jp</a></td>
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<td>health insurance</td>
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<td></td>
<td>consultation</td>
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<td>support for international / Japanese student council</td>
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<td>JR discount vouchers</td>
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<td>accommodation</td>
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<td>study rooms</td>
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<tr>
<td>Alumni Office</td>
<td>support for international / Japanese student council</td>
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<tr>
<td>Extension: 6047</td>
<td></td>
</tr>
<tr>
<td>Tel: +81-(0)3-6439-6047</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:alumni@grips.ac.jp">alumni@grips.ac.jp</a></td>
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</tbody>
</table>

**Certificate**

- The AST issues various kinds of certificates as follows:
  - transcripts
  - certificates of enrollment
  - certificates of prospective degree completion*
  - certificates of scholarship award
  - *Certificate of Prospective Degree Completion

* The certificate is available:
  - after grade release of the first term for students in one-year master’s programs
  - in the second year for students in two-year master’s programs
  - after the thesis defense for doctoral students.

- Applications for a transcript or certificates of enrollment, prospective degree completion and
scholarship award should be submitted through the online system.

- If you request a certificate, it will be issued within three working days after you request it.
- The issued certificate will be put into your mailbox in the Academic and Student Affairs Division.
- If you have any inquiries regarding certificates, please contact ast@grips.ac.jp.

**Notification**

- If you break or lose your ID card, report it to the AST immediately. The re-issuance charge is 2,000 yen.
  * Your student ID card contains an IC chip for entering the GRIPS building at night time and on weekends and for borrowing books from the library. Please handle it with care.
- If you lose your student commuter pass issuance card, report it to the AST.
- In case of a change of address, you must notify the AST immediately and fill out the prescribed form at the office.
- If you wish to take a leave of absence (minimum three months), withdraw from school, re-enroll, or extend the period of a leave of absence, apply online it to the AST at least three weeks before the preferred date of the status change.

**Copy Points**

- The copy points for the standard duration of study will be loaded onto your student ID card upon enrollment. The respective numbers of points available are as follows:
  - one-year master’s program: 10,000 points
  - two-year master’s program: 20,000 points
  - doctoral program: 30,000 points
- The card contains an IC chip. Please be sure to keep it separately from other magnetic materials (e.g., TV, speakers, and bank / credit cards.)
- After you use all points on your student ID card, please charge your IC card (e.g., Suica / PASMO) to use the copy machines.
  - black and white copies: 5 points (5 yen) per page
  - color copies: 25 points (25 yen) per page

**Shared Copy Card**

- When you are asked by an instructor to make photocopies of class materials, please come to the AST with the class materials and a letter of request from the instructor to borrow a shared copy card.
- Please return the card immediately after copying.
- You cannot borrow a shared copy card without a letter of request from your instructor.

**Student Office**

- The Student Office will help you with various issues concerning your daily life in Japan. If you need information or have any questions or problems, please contact the Student Office.
- The Student Office can issue JR student discount vouchers. To apply, you need to visit the Student Office. If you apply before 17:00, the voucher will be put in your mailbox on the next working day.
- Table tennis rackets and balls can be borrowed at the Student Office.
- If you have any questions concerning accommodation, please consult with the Student Office.
- For students who are allocated a Couple or Family Room and are planning to invite your family members to Japan, the Student Office can help you prepare visa applications for your family members.

**Remarks**

- Important messages such as cancellation/make-up classes will be posted on your notice board at the GRIPS Gateway. Make sure to access the system frequently.
- GRIPS does not receive incoming telephone calls, faxes, mail, or parcels for students (except in case of emergency). Please use your home telephone number and address.
- Should you have any inquiries regarding academic affairs, please contact the AST.
How to register for courses

Course Registration

1. Access to the page

You can register or withdraw from G-way menu “Academic Matters”

Any one of three screens (Course Registration, Withdrawal, or Timetable) will be shown based on duration set on each term.

- Course Registration

- Withdrawal

- Timetable
How to Register

(1) During the course registration period (initial registration and add/drop periods), the course registration screen as shown below will be displayed.

(2) Click the pull-down menu to select a course from the list of courses you can register.

(3) For a course that is offered on different days and periods in the week, you can add/drop the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).

(4) A message to indicate the update will be shown on the screen. Click [OK] to confirm the change.

(5) Once you have selected the courses you want to register, click [Registration] button. Please note that your course registration is not completed until you click [Registration] button.
(6) **Timetable**

Once the system validates your selection, your course registration information will be registered on the system. When the registration process is completed, Student Personal Timetable will automatically be displayed.

Timetable will be open automatically if it is not the registration periods. Course Registration Screen will not be shown when it’s not Initial Registration Period or Add/Drop period. Time table will be shown directly. If you need, you can create as PDF files or download.

(7) Be sure to check your registration on this screen.

(8) If it finds an error during the system validation, it will show you the courses that have not been validated. Click [Back] button to return to the previous page to fix the error and then click [Registration] button again.

(9) Registration can be modified any number of times during the course registration period. If you have registered for any courses, they will be shown on your screen. Courses that are registered before the current term or the ones registered by the AST are highlighted in the yellow. You cannot make any changes to those courses.
Timetable

Once the system validates your selection, your course registration information will be registered on the system. When the registration process is completed, Student Personal Timetable will automatically be displayed. Timetable will be open automatically if it is not the registration periods. Course Registration Screen will not be shown when it’s not Initial Registration Period or Add/Drop period. Table will be shown directly. If you need, you can create as PDF files or download.

Be sure to check your registration on this screen. If it finds an error during the system validation, it will show you the courses that have not been validated. Click [Back] button to return to the previous page to fix the error and then click [Registration] button again.

Registration can be modified any number of times during the course registration period. If you have registered for any courses, they will be shown on your screen. Courses that are registered before the current term or the ones registered by the AST are highlighted in the yellow. You cannot make any changes to those courses.

Syllabus

(1) When you click number of each period, you will see the list of classes you are able to register.

(2) When you click on [View] button, you will see the syllabus.
Course Registration Form and Time Table

(1) Course Registration Form
If you would like to register classes which don’t appear on Course Registration Screen, please click Registration Form button and download it. Fill out the form and submit it to AST by email.

ast@grips.ac.jp

(2) Time table
When you click Time Table button, you will see the time table, you can check your time table.

CSV Output
When you click [CSV], you can download a csv file which is a list of classes you have registered at that time.
Withdrawal

(1) Withdrawal screen as shown below will be displayed during withdrawal period.

(2) If you would like to withdraw any of classes you have registered, please check it into the blank box.
If you would like to cancel it, please click again and the check will be canceled.
(* You cannot make any changes to course registered by AST.)

(3) In the case of courses that are offered in more than one day/period of the week, if you change the choice of either content, the other contents will also be updated in conjunction. When you see the message, please click “OK”.

(4) Finally, please click “Withdrawal” button.

(5) During withdrawal periods, it is possible to modify the contents many times. The course you withdrew will be shown on the right side of the course displayed with checked in the box of withdrawal.
7. Campus, Support, and Services

Academic Record

(1) “Academic Record” on the GRIPS Gateway menu “Academic Matters” allows you to check your overall academic record as well as the ones by timetable. Click [Academic Record] button on the GRIPS Gateway menu “Academic Matters.”

(2) The menu screen has the following three buttons.

Academic Record by Timetable

(1) Click the pull-down menu and select a term.

(2) Then, click [Academic Record by Timetable] button.

(3) Course grades will appear on top of each course. “*” indicates that the course is still ongoing.

Overall Academic Record

Click [Overall Academic Record] button. On this page, you can check your academic record by two types of tables.

- The upper table shows all the courses you have taken to date and their grades. “*” indicates that the course is still ongoing.
- The lower table shows the credits required for each category as well as the credits earned at the moment.

Personal Timetable CSV Output

(1) Click the pull-down menu and select a term. Then click [Personal Timetable CSV Output] button.

(2) [Personal Timetable CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.
Overall Academic Record

Click [Overall Academic Record] button. On this page, you can check your academic record by two types of tables.

- The upper table shows all the courses you have taken to date and their grades. "*" indicates that the course is still ongoing.
- The lower table shows the credits required for each category as well as the credits earned at the moment.

Personal Timetable CSV Output

1. Click the pull-down menu and select a term. Then click [Personal Timetable CSV Output] button.

2. The [Personal Timetable CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.
7. Campus, Support, and Services

Class Announcements

“Class Announcement” on the GRIPS Gateway menu “Class Information” allows you to check announcements on a course(s) you are taking, to download course materials, and to submit your report.

How to check class announcements

1. Click [Class Announcement] to display the announcements.

2. Click the title of the announcement to see the details.

3. You can download attached files by clicking the file name.

4. Please be noted that different instructors use different ways such as G-way and Moodle.
Class Announcements

How to check class announcements

1. Click [Class Announcement] to display the announcements.
2. Click the title of the announcement to see the details.
3. You can download attached files by clicking the file name.
4. Please be noted that different instructors use different ways such as G-way and Moodle.

How to reply

1. An announcement with [Reply] button displayed in “Detail of Class Announcement” indicates that you can send a reply even with a comment and file attachment.
2. To attach a file, click [Browse] button to select the file you created on your computer.
3. Choose the file(s) and click [Open].
4. You can see the name(s) of the file(s) of your choice.
5. If the file(s) are correct, click [Reply].
7. Campus, Support, and Services

Administrative Matters

Various Application

“Administrative Matters” on the GRIPS Gateway allows you to apply for:

- Change of Student Status at GRIPS
- Request for Certificates

Change of Student Status at GRIPS
(1) Click [Change of Student Status at GRIPS].

(2) Click [New Application] to display the new application screen.

(3) Select category to change the student status, fill in the necessary fields, and click [Submit] button.

(4) Upon completion of application, it will be shown on the screen.

(5) To modify your application, click [Modify]. To delete your application, click [Delete].

* Note that these operations are allowed only when “Status” indicates “Applied,” which means that the application is pending.

(6) Upon completion of application, it will be shown on the screen.

Request for Certificates

(1) Click [Request for Certificates].

(2) Click [New Request] to display the new application screen.

(3) “Type and Number of Certificates” displays a list of certificates that are available. Select type of certificate and the number of copies. In “Reason(s),” provide a reason(s) for the application.

(4) To submit your application, click [Submit] button. Upon completion of request, your request will be shown on the screen.

(5) To modify your request, click [Modify]. To delete your application, click [Delete].

* Note that these operations are allowed only when “Status” indicates “Requested,” which means that the request is pending.

(6) Upon completion of application, it will be shown on the screen.
Request for Certificates

(1) Click [Request for Certificates].

(2) Click [New Request] to display the new application screen.

(3) “Type and Number of Certificates” displays a list of certificates that are available. Select type of certificate and the number of copies. In “Reason(s),” provide a reason(s) for the application.

(4) To submit your application, click [Submit] button. Upon completion of request, your request will be shown on the screen.

(5) To modify your request, click [Modify]. To delete your application, click [Delete]

* Note that these operations are allowed only when “Status” indicates “Requested,” which means that the request is pending.
Various Settings

My Setting

System Setting
Click [System Setting] from “My Setting” menu to set up a forwarding address to receive announcements from “Notice Boards.”

Privacy Setting
Click [Privacy Setting] from “My Setting” menu to set what information you share through “Directory Search.”
Moodle

Moodle is useful to download lecture materials. To do that, first you need to make your own account on Moodle and register courses as a user by using “Enrollment Key” told by your professor. In the case if you were registered by your professor, you don’t need any Key to access the course link.

Please be noted that some instructors use Moodle and some do G-way only.

To start to use Moodle, Please click “Moodle” at the upper right corner of the G-way screen.

Making Your Account

(1) Profile screen shown as below will be displayed when you access to Moodle at first time. Please leave “Email display” category as [Allow only other course members to see my email address]. Fill out required area in red and select “Preferred Language”.

(2) Click “Update profile” at the end of the screen.

(3) When you see the message screen shown as below, please click “Continue”.

You have requested a change of email address, from [ ]. For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.
7. Campus, Support, and Services

(4) An email shown as below will be sent to the address you registered. Please do not reply to this email. While your log-in is active, please Click URL on the email.

```
件名： Confirmation of email update at GRIPS Moodle
差出人： Moodle Management GRIPS
本文：
Dear

You have requested a change of your email address for your user account at GRIPS Moodle. Please open the following URL in your browser in order to confirm this change.

https://gportal.grips.ac.jp/fw/dfw/ASTSV003/moodle/user/emailupdate.php?key=wVoh66YwGyGRiyEJJGst&id=161
```

(5) After you clicked the URL, following screen will be displayed.

![Confirmation of email update at GRIPS Moodle](image)

(6) Your registration has been over now. If you need to edit your profile more, please click “continue”.

(7) If you would like to change your information including email address, please access to Settings → My Profile → Edit Profile.
User Registration

(1) If you are already registered into a course, it will be displayed on “My Course” block.
Please click it and start to use it.

(2) If you are not registered into a course, please click Course Category from Course Category Block.

(3) Please click one of courses you would like to access.
7. Campus, Support, and Services

(4) Type Enrollment Key told from your professor, and click “Enroll Me”.

(5) If you register at first time with Enrollment Key, you don’t need to do it from next time. Sometimes it takes about three minutes to complete the process.

(6) When you mistype Enrollment Key, you’ll see the screen as below. Please retype the right key.

(7) When you view a file uploaded, please click it. Please be noted if you may not view the file correctly by the environment such as browsers, Office, Acrobat, and so on.
Design for a Moodle Screen

1. Click a button at right upper corner in each blocks, it is stored into a left side screen (dock).

2. Regarding undock, you can undock items individually or simultaneously.
Harassment

Definition of Harassment

“Harassment” means inappropriate verbal and other behavior pertaining to race, nationality, gender, hometown, religion, political beliefs, age, occupation, physical characteristics, and a broad range of other matters related to a person’s individuality that undermines the dignity of the person and makes them feel uncomfortable.

Harassment takes various forms, but typical examples of harassment that becomes problematic in a university setting are sexual harassment and academic harassment. Furthermore, these various forms of harassment do not occur independently of one other but can overlap in some cases.

Responsibility of Constituent Members

All constituent members of the Institute are responsible for ensuring that they do not cause harassment that damages the human dignity of another person as well as for making efforts to prevent harassment, and must pay careful attention to the following items in order to prevent damage to the study or work environment due to harassment.

(i) Students, employees, or other relevant parties who raise harassment-related issues shall not be regarded as so-called “trouble-makers”, and the harassment-related issues shall not be dismissed out-of-hand as personal issues between the concerned parties.

(ii) In order not to produce “victimizers” and “victims” in issues related to harassment, constituent members need to be sensitive to those around them and take the necessary action.

Specifically, constituent members need to pay careful attention to the following points and take the necessary actions.

• In the case that a constituent member witnesses harassment, he/she must take the opportunity to draw attention to the harassment or other measures taken before serious damage is caused to the study or work environment.

• Victims of harassment may avoid consulting other people regarding harassment due to thoughts and feelings such as “embarrassment,” “not wanting to be labeled a troublemaker,” or “fear of retribution.” To prevent the damage from harassment from becoming deeply serious, it is important that constituent members seek counseling if they notice any harassment.

What to Do If You are being Harassed

We have developed a comprehensive policy that reaffirms our commitment to maintaining a campus environment free from harassment. We have also created the Committee for the Preservation of the Intellectual Environment to enhance the effectiveness of this policy in order to create a comfortable working and educational environment at GRIPS.

To combat other forms of harassment, the Committee for the Preservation of the Intellectual Environment has been working to establish new rules and guidelines and to create a counseling system for victims. And finally, our efforts have been approved at the board meetings.

Counseling with Confidentiality

The Committee for the Preservation of the Intellectual Environment has established an e-mail address, sodan-cukeiti@grips.ac.jp as a hotline. The committee guarantees that privacy will be strictly protected. Please don’t hesitate to contact the committee if you have any problems with harassment.
Signing the Register
(except DMP)

Since the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Immigration Bureau require us to confirm that you are fully committed to studying and attending lectures at GRIPS—whether you receive scholarship or not—you are required to visit the Academic and Student Affairs Division on the third floor of the GRIPS building to sign the register during the first three working days of every month during our office hours (Monday through Friday, 9:00–12:00 and 13:00–17:00). You must sign the register in person. You cannot ask another student to sign on your behalf, nor can you sign on behalf of others. It is also required that you use the same signature throughout the year to avoid confusion. If you fail to sign the register every month during the period designated in the calendar shown below, make sure to sign before the last day of that month.

*JLC students are asked to sign the register before the last day of each month.

Schedule for Signing the Register
(October 2014–March 2015)

<table>
<thead>
<tr>
<th>Term</th>
<th>Month</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tr>
<td>Fall</td>
<td>October</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td></td>
<td>November</td>
<td>2</td>
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<td>4</td>
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<td>7</td>
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<td>December</td>
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|          | Dates for signing the register |
|          | No class (Sundays, National Holidays, and New Year Holidays) |

*Interterm Period
1. In case of any changes in the dates, you will be notified by email.
2. The schedule after March will be announced later.

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7. Campus, Support, and Services
Temporary Leave

If you need to leave Japan temporarily during your authorized period of stay, you are required to fill out a “Request for Temporary Leave” form and submit it to the International Programs Team (IPT) at least two weeks prior to your planned date of departure. Before making any plans, you have to make sure that they will not conflict with your study and other academic events at GRIPS. The form is available at the IPT counter. Prior to the submission of the form, fill in the class names you will miss during your trip, obtain permission from the professors of each class (including your advisor for Independent Study / Policy Paper / Policy Proposal Paper and intensive courses), and receive an approval by the Program Director (Master’s Program) / Advisor (Doctoral Program).

A new residency management system has been effective since July 9, 2012 in Japan. Under this new system, a special re-entry permit system has also been introduced. You are not required to apply for a re-entry permit if you possess a valid passport, residency card, and will return to Japan within one year of your departure. Make sure to bring your Residency Card, which must be shown when you leave and re-enter Japan. For details, please visit the website of the Immigration Bureau of Japan.

As soon as you come back to Japan, you are requested to notify the IPT of your return and sign the “Confirmation of Return” section of the “Request for Temporary Leave” form.

Internship

Students who participate in internships (except for those regarded as part of classes at GRIPS), whether in Japan or abroad, are required to follow these three steps.

Please obtain permission of your program director (for doctoral student, of your advisor as well) before applying internship or other programs outside GRIPS.

1. Submit a “Notification of Internship Participation”
   Please submit the completed form to the International Programs Team (IPT) of the Academic and Student Affairs Division at least two weeks prior to the planned start date of the internship.
   Please note that when international students participate in internships outside Japan, they are required to submit a “Request for Temporary Leave” form as well.

2. Insurance
   Please apply for the following insurance at the Student Office.
   - Personal Accident Insurance For Students Pursuing Education And Research

3. Confirmation of Return
   Please sign a “Confirmation of Return” form at the IPT counter when you come back from your internship.
Work Permission

International students have the resident status of College Student which is prescribed for those who are in Japan to receive education at a college. It thereby follows that while in Japan, the activities of international students are limited to those which correspond to the purpose assigned to their resident status.

If international students wish to work, you must obtain a permit for extra-activities issued by the Immigration Bureau before you start working. However, if you intend to engage in the activities to assist in education or research at GRIPS, such as a TA, RA, or other part-time jobs, a permit for extra-activities is not required.

In this way, the Japanese government allows international students to engage in work activities conditionally, but considering GRIPS’s intensive curriculum, GRIPS has taken a different policy as follows:

i. In principle, international students are not allowed to engage in work activities (excluding the provisions of item ii). However, only if your Program Director deems an activity productive for your studies and/or research, and free of any negative effects to your studies, student could be allowed to engage in work activities. In this case, you must obtain a permit for extra-activities issued by the Immigration Bureau.

ii. International students could be allowed to engage in work activities to assist in education or research at GRIPS, such as a TA, RA, or other part-time jobs*. However, those who belong to 1-year Master’s Programs could not be allowed to engage in the above activities in principle.

iii. Any international students who wish to engage in any work activities must obtain the approval of their Program Director and submit a request for permission to work to the Student Office at least three weeks before the activity, with your Program Director’s signature affixed.

* For those whose resident status is not College Student

International students whose resident status is not College Student must obtain a permit for extra-activities issued by the Immigration Bureau even if you are going to engage in work activities to assist in education or research at GRIPS.
Change of Student Status at GRIPS

Leave of Absence

Conditions
In the event that you cannot attend school for more than three months for a compelling reason such as an illness, you may take a leave of absence with the permission of the President of GRIPS.

Duration
A leave of absence can be taken for a period of up to two years for master’s students and three years for doctoral students. The period of the leave of absence will not count toward the maximum period of enrollment (i.e., four years for the master’s programs and six years for the doctoral programs).

Procedures for applying for a leave of absence
1. Consult your main advisor and program director about your plan of study (coursework and dissertation).
2. Complete the following steps before applying for a leave of absence.
   • Return all books to the GRIPS Library.
   • Return your GRIPS computer.
   • Clean out your desktop and drawers.
   • Check your scholarship matters (if applicable).
   • Pay delinquent tuition (if applicable).
3. Apply for a leave of absence through our online system three weeks before the date on which (first day of the month) you expect to begin your leave. If you are applying for a leave of absence because of an illness, please submit a medical doctor’s report.
4. After your leave of absence has been approved, the Academic Support Team (AST) will issue a Permission for a Leave of Absence and will hand it to you or mail it to your home address.

Tuition fees
You are generally exempted from paying tuition while you are on a leave of absence. However, if you take a leave of absence in the middle of a term, your tuition for that term will not be refunded. Please notify us in writing by March 1 if you know you will be taking a leave of absence in the Spring or Summer term (April-September) and by September 1 if you know you will be taking a leave of absence in the Fall or Winter term (October-March). Without advance notice, you will be required to pay six months’ tuition.

Services
The following services will be available to you during your leave of absence.
• Issuance of certificates (i.e., transcript)
• Use of GRIPS email address
• Use of GRIPS library (You must return all books you have borrowed before applying for a leave of absence; after that you will be able to use the library during your leave.)

Extension
If you would like to extend the duration of your leave of absence, please consult your main advisor and program director and apply for an extension through our online system three weeks before your leave is due to expire.

Address change
If your address changes during your leave of absence, please obtain a Notification of Address Change form from the AST, fill it out, and return it to the AST.

Reenrollment

Procedures for reenrollment
Please consult your main advisor and program director and apply for reenrollment through our online system three weeks before the expected reenrollment date.

Reenrollment before expiration
You can reenroll in GRIPS with the President’s permission even before your leave of absence expires. Please consult your main advisor and program director and apply for reenrollment through our online system three weeks before the expected reenrollment date (first day of the month).
Withdrawal

Procedures for applying for withdrawal from GRIPS
1. If you intend to withdraw from GRIPS, please obtain an approval from your main advisor and program director and apply for withdrawal through our online system three weeks before the expected date (last day of the month) of withdrawal. In the event that your withdrawal is due to an illness, please submit a medical doctor’s report.

2. Complete the following steps before applying for withdrawal.
   - Return all books to the GRIPS Library.
   - Return your GRIPS computer.
   - Clean out your desktop and drawers.
   - Check your scholarship matters (if applicable).
   - Pay delinquent tuition (if applicable).

3. You must return your student ID card.

4. After your application has been approved, the AST will issue a Permission to Withdraw from GRIPS upon receiving your student ID card. If you return your ID card by mail, the AST will mail the Permission to your home address.

Inquiries
Academic Support Team (AST)
Academic and Student Affairs Division
Extension: 6042
Tel: +81-(0)3-6439-6042
Fax: +81-(0)3-6439-6040
Email: ast@grips.ac.jp

Current GRIPS Master’s Students Who Intend to Pursue a Ph.D. at GRIPS
1. GRIPS master’s students who expect to earn a master’s degree between April 1, 2015, and September 30, 2015, may apply for the following Ph.D. programs:
   - Policy Analysis Program
   - Public Policy Program
   - Security and International Studies Program
   - State Building and Economic Development Program
   - Science, Technology and Innovation Policy Program

2. Tentative Schedule
   - April 2015: Application guidelines are released.
   - May 2015: Applicants must obtain approval from the director of the Ph.D. program to which they wish to apply.
   - June 2015: Application process ends.
   - July 2015: Applications are screened and applicants are notified of the screening results.

3. To be eligible for admission to the Ph.D. program, applicants should have completed a GRIPS master’s program with good grades and be in good health. Significant relevant work experience is an advantage.

4. Those who are currently employed should obtain approval from their employer prior to application.

5. Those who need financial assistance are strongly encouraged to explore financial aid opportunities offered by various public and private organizations. GRIPS has a scholarship program for exceptionally qualified international Ph.D. students (i.e., GRIPS Fellowship) but the number of scholarships is limited. For more details about the GRIPS Fellowship, please refer to the page “Financial Aid for Doctoral Students.”

6. The GRIPS Admissions Office will release further details in April 2015 and send them to current master’s students by e-mail.

Inquiries
Admissions Office
Extension: 6046
Email: admissions@grips.ac.jp
Expenses and Financial Aid

Tuition fee

Tuition fee payments may be made in two installments. The first installment is due in the end of October, the second installment in the end of April. The amount is 267,900 yen for six months (535,800 yen per year). Please note that any handling fees or surcharges are to be paid by the student. Please note that the amount is subject to change in another fiscal year. We will inform you in advance if any change is to occur. Further details regarding the method of the payment of tuition fees will be sent to students. Should you have any queries please contact the Academic Support Team (AST).

Scholarship Students

Some scholarships are automatically awarded to the qualified students when they are offered admission to GRIPS. If so, the scholarship covers the tuition fee and living expenses for a designated period. The application, admission and tuition fee will be paid directly to GRIPS and scholars will receive a monthly stipend and, in some cases, allowances for arrival, books/equipment, and study trips. For further information about scholarships, please refer to the scholarship payment regulations.

Scholarships administrated by organizations other than GRIPS

Some scholarships administrated by organizations other than GRIPS are available for international students in Japan. For further information, please access to the following URL:
http://www.jasso.go.jp/study_j/scholarships_sfisij_e.html

Other information concerning scholarships will be posted on the notice board of 4th, 5th and 6th floor.
Scholarship Payment Regulations

Program and Scholarship

- **Young Leaders Program (YLP)**
  - Japanese Government (Monbukagakusho)
- **One-year Master’s Program of Public Policy (MP1)**
  - Japanese Government (Monbukagakusho)
  - Asian Development Bank (ADB)
  - Japanese Government (CAMPUS Asia)
- **Two-year Master’s Program of Public Policy (MP2)**
  - Japanese Government (Monbukagakusho)
  - Asian Development Bank (ADB)
- **Macroeconomic Policy Program**
  - International Monetary Fund (IMF)
- **Public Finance Program**
  - Customs Program: World Customs Organization (WCO)
- **GRIPS Global Governance Program (G-cube)**
  - G-cube Fellowship
  - Japanese Government (Monbukagakusho)
- **Policy Analysis Program**
  - Japanese Government (Monbukagakusho)
  - GRIPS Fellowship
- **Doctoral Programs**
  - Japanese Government (Monbukagakusho)
  - GRIPS Fellowship
  - Japanese Government (CAMPUS Asia)

Scholarship not associated with any Program

- Monbukagakusho Honors Scholarship for Privately Financed International Students

Monthly Stipend

As a part of your scholarship awards, you will be provided with a fixed stipend every month to cover living expenses including food, clothing, and other daily necessities, plus accommodation, transportation, medical treatment, insurance, and other miscellaneous expenses related to your study at GRIPS. This stipend will not be increased to meet any extra cost you may incur, for example, by supporting your family members or by taking private trips.

The payment of your stipend will be made upon confirmation that you have signed the register.

The stipend will be transferred into your postal saving account or bank account. If you fail to sign the register during the first three working days of the month and if you sign before the last day of that month, your stipend for that month will be transferred in the following month.

If you do not sign from the first day to the last day of the same month, we consider you not to be studying full-time at GRIPS; thus, the stipend will not be paid for that month. For example, the November stipend will not be paid if you do not sign between November 1 and November 30.

The amount of your stipend may change slightly due to the economic situation in Japan, especially after April 2015 when the new fiscal year starts. The amount may be adjusted so as to be sufficient for international students to pursue their graduate studies in Japan. We will inform you if any change will occur.

Return Flight Ticket

Those who receiving a scholarship will be provided a return flight ticket with the most direct and reasonable route from Japan to your home country after the completion of the program.
Personal Accident Insurance for Foreign Students

Basic Policy

This insurance shall pay insured money for you or your beneficiary for accidental death and permanent disability, and shall also cover expenses for rescuers, compensation for damages, and medical treatment. GRIPS students are required to carry this personal accident insurance for the above reasons. The type of insurance you should carry depends on the type of scholarship you have. If you would like to know more about your personal accident insurance, please contact the Student Office and your program coordinator.

*Note that students sponsored by the Indonesian government except the Japan Foundation, or the JICA are not required to carry this insurance.
7. Campus, Support, and Services

Facilities

Entry to GRIPS Building

- You can enter the GRIPS building 24 hours a day.
- The entrances are locked between 20:30 and 8:00 on weekdays and between 18:00 and 8:00 on Saturdays, as well as all day on Sundays and national holidays. However, you can enter using your student ID card. Use the card reader at the entrance.

Study Rooms (4th/5th/6th floors)

- The study rooms are left unlocked so that students can use them at any time. Please make sure not to leave your valuables unattended.
- It is each student’s responsibility to keep the study rooms neat and tidy. For that purpose, vacuum cleaners are stored in each study room on the 5th and 6th floors.
- No stickers are permitted on the walls of the study rooms. Stickers on the partitions around your desk are permitted.
- To request whiteboard markers in the lecture rooms, please ask the Academic and Student Affairs Division.
- To request light bulbs for the study/lecture/seminar rooms, please ask the Facilities Management Center on the 1st floor (ext. 6099).
- Eating and drinking are prohibited in the study and lecture rooms.
- Turn off the lights and air conditioner when you are the last person to leave a study/lecture/seminar room.
- If you wish to use a lecture/seminar room for study, make a reservation at the Academic Support Team (AST) counter.
- All lecture rooms are equipped with a laptop computer, a projector, a video player, and a DVD player.
- Microphones, document cameras, and projectors are available from the AST. If you wish to borrow any of these devices, contact the AST well in advance.

Lecture/Seminar Rooms (5th floor)

- Printers are located in the copier rooms on the 5th and 6th floors, study room 4A on the 4th floor, and in the library on the 2nd floor.
- The printer on the 5th floor has a network connection with master’s students’ GRIPS laptops and that on the 4th and 6th floor has a network connection with Ph.D. students’ GRIPS laptops. If you would like to print out documents, please use an available printer.
- To use a printer, you will need your ID card, an IC card (e.g., Suica or PASMO), or a shared copy card. Your card will be credited with 10,000 points to be used for photocopying or printing. When you have used all the points, you will need to pay for the copies using your IC card. Photocopying/printing fees are:
  - black and white copies: 5 points (5 yen) per page
  - color copies: 25 points (25 yen) per page
- To save paper, make double-sided photocopies and printouts whenever possible.
- If the printer runs out of paper, please come to the Academic and Student Affairs Division to get more paper.

Printers (2nd/4th/5th/6th floors)

Mailboxes (3rd floor)

- Each student will be given an individual mailbox in the Academic and Student Affairs Division. Announcements, some class materials, and handouts may be left in your mailbox, so be sure to check it regularly when coming into GRIPS.

Bulletin Boards (4th/5th/6th floors)

- Be sure to check bulletin boards either on the 4th, 5th, or 6th floor.
- To share information with other students, please use the ones on the 5th floor.
Common Room (3rd floor)

- Hours: 9:00 - 18:00, Monday – Friday (except national holidays).
- Each GRIPS faculty member has a mailbox in the Common Room where you can leave messages.
- The staff of the Common Room deals with GRIPS faculty members’ schedules.

Student Lounges (5th/6th floors)

- The lounges are provided for students to take breaks and to communicate with each other.
- There are lockers in the Student Lounges on the 5th and 6th floors. Locker keys can be picked up at the Student Office with a refundable 2,000 yen security deposit.
- No food is allowed but beverages are permitted in the Student Lounges.
- There are computers and a scanner which can be used freely by students in the Student Lounge on the 5th floor.
- The Lounges can be used for events organized by the International and Japanese Student Councils with permission from the Student Office.
- It is each student’s responsibility to keep the Student Lounges neat and tidy.

Student Council Meeting Room (5th floor)

- The Student Council Meeting Room is to be used for activities of the International and Japanese Student Councils. If you would like to use it for other purposes, please contact the Student Office.

Pantries (5th/6th floors)

- A refrigerator, a microwave oven, and a hot water tap are available in the pantries.
- It is each student’s responsibility to keep the appliances and pantry area neat and clean.

Terraces (4th/5th floors)

- Eating and drinking are permitted on the terraces.

Smokeing Areas (3rd/5th floors)

- Smoking is prohibited except in the designated areas on the 3rd and 5th floors.

Parking Space

- If you come to GRIPS by bicycle or motorbike, please park in one of the designated parking areas at the Front Gate or South gate.
- You may not come to GRIPS by car.

Fitness Center (1st floor)

- Hours: 9:00 - 21:00, Monday – Friday
  9:00 - 17:00, Saturday (except national holidays and year-end and New Year holidays)
- Before using the Fitness Center, you must participate in a training session during which a professional instructor will explain how to use the Fitness Center equipment. After finishing the training session, you are required to fill out a membership application form.
- Dates and times of training sessions will be announced by the Student Office. You may not use the Fitness Center until you have completed the training session, submitted a membership application form, and signed up and paid for the insurance.
- Please do not leave your personal sports gear in the Fitness Center.

Facilities Management Center (1st floor)

- All lost-and-found items should be taken to or retrieved from the Facilities Management Center.
- For light bulbs in the study/lecture/seminar rooms, please ask the Facilities Management Center (ext. 6099).

Others

- A phone-card payphone (no coins accepted) and vending machines for beverages and food are located on the 1st floor.
- GRIPS does not provide any office supplies; please purchase them at your own expense.
- Please cooperate in separating garbage into the various categories: burnable garbage, non-burnable garbage, cans, glass bottles, plastic bottles, and paper.
Evacuation Route Map

Please DO check your evacuation route in case of a disaster.

[Notes]

- NEVER use an elevator! (It will stop the operation automatically, so you could be locked up.)
- NEVER use the stairs located above the atrium for evacuation! (Please use stairs leading to a door which connects to the outside directly.)
Please check your evacuation route in case of a disaster.

NEVER use an elevator! (It will stop the operation automatically, so you could be locked up.)

NEVER use the stairs located above the atrium for evacuation! (Please use stairs leading to a door which connects to the outside directly.)
GRIPS has adopted the SECOM safety confirmation service in order to confirm the safety of our faculty/staff members and students in the case of emergency. Once you register your e-mail address (your non-GRIPS e-mail address), the SECOM safety confirmation system automatically sends out an e-mail in case of emergency so that you can report your safety to GRIPS through the system. Your GRIPS e-mail address (XXXXX@grips.ac.jp) has already been registered as one of the e-mail addresses to which the system will send you messages. Please see the manual and the notes below to register your personal e-mail address (Web e-mail address, cell phone e-mail address etc.).

Please note that only the user can confirm and modify their e-mail address, and the administrator of this system cannot see your e-mail address for security reasons.

The following is the information for registration:
- URL for registration page: https://www.e-kakushin.com/login/
- Organization code: 0364396000 (same as GRIPS phone number)
- User ID: your student ID number in capital letters (Example: MEY13XXX)
- Initial password: 0364396000 (Same as an Organization code)

*Please remember to change the initial password once you register your e-mail address.

Inquiries
Academic Support Team (AST)
Extension: 6042
E-mail: ast@grips.ac.jp
Registration of SECOM safety confirmation service
at GRIPS

GRIPS has adopted the SECOM safety confirmation service in order to confirm the safety of our faculty/staff members and students in the case of emergency.

Once you register your e-mail address (your non-GRIPS e-mail address), the SECOM safety confirmation system automatically sends out an e-mail in case of emergency so that you can report your safety to GRIPS through the system.

Your GRIPS e-mail address (XXXXX@grips.ac.jp) has already been registered as one of the e-mail addresses to which the system will send you messages. Please see the manual and the notes below to register your personal e-mail address (Web e-mail address, cell phone e-mail address etc.).

Please note that only the user can confirm and modify their e-mail address, and the administrator of this system cannot see your e-mail address for security reasons.

The following is the information for registration:

- URL for registration page: https://www.e-kakushin.com/login/
- Organization code: 0364396000 (same as GRIPS phone number)
- User ID: your student ID number in capital letters (example: MEY13XXX)
- Initial password: 0364396000 (same as an Organization code)

*Please remember to change the initial password once you register your e-mail address.

Inquiries
Academic Support Team (AST)
Extension: 6042
E-mail: ast@grips.ac.jp
User’s Manual for Initial Registration
- ver.1.3.0

   Select [English] to switch to the English screen.
   Enter organization code, user ID and password and click [LOGIN] button.

2. Select [Registerant Info] from the menu.

3. Click [Modify] button.

4. Enter information in each column.

5. Enter an arbitrary password.

1. Change the initial password to an arbitrary password.
2. Registering Password question and the answer.
3. Select the language, Registering residence and workplace information (prefecture).
4. Registering contact information (e-mail address and telephone number).

Even if it is an administrator, the registered mail address/telephone number etc. cannot be inspected.

TIP: If you have forgotten your password, you can receive your password by e-mail sent to your registered e-mail address by answering a specific question which you have registered.

5. Select [Mail address confirmation test] to conduct e-mail sending test.

The message, "Test mail was sent. Do you register as it is?", will be displayed.
Click [OK] button to complete registration.
Please check that you receive a confirmation e-mail by "Mail address confirmation test."

TIP: If you cannot receive confirmation e-mail, check the following and conduct e-mail sending test again.

- There is a possibility that you registered wrong e-mail address. E-mail address is case-sensitive.
- There is a possibility that the confirmation e-mail has been blocked because of the junk e-mail block setting on your mobile phone.
Check and change your setting to receive e-mail from admin@pa.e-kakushin.com.
(If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com can be received.)
Initial registration using a mobile phone

Notes

SSL-enabled mobile phone is needed for initial registration.
For further information, please contact each mobile phone supplier.

*The Secure Sockets Layer (SSL) is a commonly-used protocol for managing the security of a message transmission on the Internet.

Change password

   If you can use the Quick Response Code (QR Code) on your mobile phone, try to use it.

2. Select [Registrant Info] and then select [Password]. Enter initial password into [present password] box.
   Enter new password and new password confirmation and click [change] button.

   ![QR code]

   [John Smith]
   Password: [present password]
   Password: [new password]
   Password confirmation: [new password]

   The message “password was changed” will be displayed.

Registering e-mail address by sending a blank e-mail

1. After changing password, Select [Back] to go back to the menu screen. Select [Registrant Info] and then select [Contacts].

   Family info menu will not be displayed depending on service or setting. Instead, the next screen will be displayed.

2. Select [Add Mail address].
   The E-mail sending function will be activated automatically. Send a blank E-mail without change.
   Registration result e-mail will be received after a period of time.

   To: address@e-kakushin.com
   Subject: [new contact]
   Name: [John Smith]
   E-mail: [new mail address]

   Depending on the mobile phone model, you may not be able to go back to the operation screen after reading registration result e-mail in the inbox.
   In such case, access login URL and by registration result e-mail.
   If a registration error e-mail is received, try registering again or use the method of directly entering information to register user contact information.

   How to register contact information by directly entering the information

1. Select [Registrant Info], Select [Contact] and click [Modify] button.

2. Enter contact e-mail address and telephone number directly and click [Update] button.
7. Campus, Support, and Services

3. Registered contact information.
   * If you register e-mail address, select [Mail address confirmation] tab.
   The message, "The mail was sent," will be displayed.
   Please confirm that e-mail address confirmation e-mail has been received.

Registering residence and workplace information

1. Select the [Back] to back to the homepage.
   Select [Residence/Workplace].

2. Select state/province for residence and workplace from the list box and click [Update] button.

Select the language

1. Select [language] from the menu.
   Check the language (Japanese or English) used in service.
   Click [Register] button.

2. This is the end of initial registration.
   Select the [Back] and click the [Logout] to exit.

Registering the password question and the answer

1. After you select the language, click [Back] and back to the menu.
   Select [The password question and the answer],
   Enter the password question and the answer and click [Update].

TIP
If you cannot receive registration result e-mail or confirmation e-mail, check the following and conduct sending e-mail again.

- There is a possibility that you registered wrong e-mail address. E-mail address is case-sensitive.
- There is a possibility that the confirmation e-mail has been blocked because of the junk e-mail block setting on your mobile phone.
Check and change your setting to receive e-mail from admin@pa.e-kakushin.com.
(If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com can be received.)

Note

* Secom have received many inquiries from user's family members that they received strange e-mail.
   If you register home PC (ex. shared PC with family members) e-mail address, please inform to your family members in advance
   that e-mail from Secom safety confirmation service may be sent to them.

* Note that you will not be able to log in if you enter an incorrect password consecutively as your password will be invalidated.
   Please contact your administration department to password reset. Then, your password will be reset to the initial password
   and reactivate your account.
【Spam mail prevention of mobile phone】

There is a possibility that "Spam mail prevention" is set in mobile phone when you can't get mail from Secom safety confirmation service. Please confirm "Spam mail prevention" setting with your mobile phone.

What is the Spam mail prevention?

The Spam mail is from someone who doesn't know, dummy or spoofed addresses and often change each item mail. The setting not to receive these spam mails is the "Spam mail prevention".
There is a two ways for "Spam mail prevention."
① Reject mail except from the specified domain or addresses in advance.
② Reject spam mail containing certain types of URL's.

What should the setting contents confirm?

① The e-mail will be sent from the e-Innovation service by below addresses (domains)
Please confirm the setting so that mail from those addresses (domains) can be received.

▼Secom safety confirmation service, (Secom safety confirmation service SCM)
admin@pa.e-kakushin.com
message@pa.e-kakushin.com

▼Secom disaster information service
info@pa.e-kakushin.com

▼Secom safety confirmation service GS
risk@pa.e-kakushin.com

▼Domain of specific receive setting
pa.e-kakushin.com

② Please confirm the setting that rejects mail with URLs.
Secom confirmation service sends the mail with URL.
Even if the user also specifies domains and addresses when configuring the receiving settings, it might not be able to receive mail when set to reject mail with URL by each mobile phone provider.

How to confirm "Spam mail prevention" setting.

The operation is different depending on each mobile phone provider or type of mobile phone. For detailed information about spam mail prevention (or settings), please contact your mobile phone provider.

【Reference URL】
※The following each mobile phone provider's URL or contact address might be a change without notice.
▼docomo http://www.nttdocomo.co.jp/
▼au http://www.au.kddi.com/
▼Softbank http://mb.softbank.jp/mb/
▼WILLCOM http://www.willcom-inc.com/
Laptop Loan Program

Laptop computers for classwork and research purposes can be borrowed for the duration of students’ studies at GRIPS.

Care of borrowed laptop computers

Once a student receives a laptop computer from GRIPS, that student is responsible for the care of that laptop computer. If the laptop computer is damaged while in the student’s care, the student will pay for any repairs that are not covered by the warranty.

After the laptop computer is returned at the end of the student’s studies, it will be used by another student. For this reason, no stickers should be put on the laptop computers, and the student must make every effort to keep the laptop computer clean and in good condition.

Software

Software needed for classwork and research has been installed on all GRIPS laptop computers. GRIPS can provide additional software, such as statistical software, if it is required for a student’s classwork or research. This additional software can be installed at the IT Support Center. For security reasons, students must not install any other software on their laptop computers.

Laptop computer malfunctions

If a laptop computer borrowed from GRIPS experiences any problems or malfunctions, the student must immediately report the problem or malfunction to the IT Support Center. Failure to report even minor problems or malfunctions may lead to more serious damage to the laptop computer, which may not be covered by the warranty.

Examples of problems not covered by the warranty

The warranty for the laptop computers does not cover damage to the screen that was caused by an external force (replacement cost for the screen: up to 70,000 yen), damage to the laptop computer that was caused by liquid (replacement cost for the entire laptop: up to 130,000 yen), damage to the laptop computer that was caused by dropping the computer, or loss of the laptop computer (e.g., a laptop computer left on a train or stolen).

In order to avoid these problems, a student must always be careful when closing the laptop that there are no pens, USB flash drives, handouts with clips, or other objects on the keyboard. The student should not place any heavy objects on top of the laptop computer or carry it in a bag with items that may put pressure on it. The student should be careful if eating or drinking while using the laptop computer. The student should also take care when transporting the laptop computer.

Use of non-GRIPS PCs

A student may use his or her own PC for the classwork and research at GRIPS provided that the PC has antivirus software installed. The IT Support Center will not provide any support for non-GRIPS PCs and will not install any software on non-GRIPS PCs.

Please also refer to the IT Support page in this Bulletin for other regulations regarding GRIPS laptop computers.
Health Services Center

- E-mail: grips-Clinic@grips.ac.jp
- Tel: 03-6439-6091
- GRIPS has an in-house Health Services Center located on the third floor. A nurse is on duty from 10:00 to 16:45 from Monday to Friday (lunch break 12:30 – 13:30). A doctor is available weekdays except for Tuesday and Thursday. Please check the notice board outside the Center for further details.

- The Center can provide physical examinations such as measuring blood pressure, body fat percentage, and eye tests and can refer you to an appropriate hospital or medical clinic when needed. For further details, please visit the website http://www.grips.ac.jp/HScenter/index.htm.
- A medical check-up will be held in late October. Further details will be announced.
7. Campus, Support, and Services

Alumni Network

One of the greatest benefits and joys of studying at GRIPS is the diversity of the international community. The connections you make at GRIPS are a valuable part of your degree. The GRIPS Alumni network will ensure lifetime bonds by keeping you in touch with fellow alumni and the school.

As a GRIPS graduate you will join an impressive network of more than 3,700 alumni who are actively shaping and administering public policies in more than one hundred countries around the world. We offer a variety of ways to remain engaged with GRIPS and strengthen your ties with fellow alumni around the globe. These include alumni reunions, seminars, a searchable alumni directory, and online opportunities utilizing social media such as Facebook and LinkedIn.

Upon your graduation you will automatically become a member of the GRIPS Alumni Association. Membership is free of charge.

Alumni Reunions
Each time a GRIPS professor or staff visits a country where we have graduates we schedule an alumni reunion. On average, alumni gatherings are held on some 25 occasions around the world every year.

Local alumni groups
Local alumni groups have been established in around 80 countries. Alumni Groups help organizing local alumni events, advises and recruit prospective students, and promote the School around the world.

Alumni directory
From the day of enrollment at GRIPS you have access to an online password-protected alumni directory. You can search the database and manage your own contact details any time.

Permanent GRIPS email address
The web-based GRIPS email address you will receive upon enrollment will be yours for the rest of your life!

It can be used as a normal email account or to forward mail to an existing work or home email address.

GRIPS Alumni on Facebook
Established in September 2007, the GRIPS alumni Facebook group has grown to become one of the major alumni networking tools.

It is also a great place to share information about alumni career moves, new developments in GRIPS, news about professors, alumni events, opportunities for further study or research in Japan and more. The group currently has around 2,000 members and all newly enrolled students are encouraged to sign up and join the alumni group.

LinkedIn
LinkedIn is another great way to enhance your professional network. Members of the GRIPS community are invited to join the GRIPS Alumni Group on LinkedIn.

Alumnus of the Month (ALMO)
The “Alumnus of the Month” is a special feature on our website designed to recognize alumni who have made exceptional contributions to their field of profession or who are otherwise doing interesting and exciting things. Every month, one of our outstanding alumni is invited and interviewed for this feature.

For further information about the activities of the alumni network, please check us out on the web:
http://www.grips.ac.jp/alumni/index/
https://www.facebook.com/groups/GRIPSAlumni/
http://www.linkedin.com/groups?qid=2628687
http://www.grips.ac.jp/en/alumni/almo/