

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 announcements from the Library, access to OPAC, and other web links for searching electronic resources, such as online journals and online databases available in the Library:

<http://www.grips.ac.jp/main/lib/en/>

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.

<http://glib.grips.ac.jp/mylimedio/search/search-input.do?lang=en>

→ Refer to “How to use Online Catalog (OPAC)”

Online database

Online databases are useful tools for searching articles, news, statistics, and legal information, and access to full texts.

Library website > Online Resources

<http://www.grips.ac.jp/main/lib/en/search/database/>

Off-Campus Access

Online journals and databases are accessible from outside the campus by logging in to SSL-VPN:

Library website > Off-Campus Access

http://www.grips.ac.jp/main/lib/en/search/ssl_vpn/

How to Use the Library

Borrowing books

Take books 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.

When the Library is closed, put the books into **the drop box located outside the Library entrance.**

Be sure to return the books by the due dates.

Reservations

If a book you need is checked-out, you can make a reservation through “MyLibrary”.

→ Refer to “MyLibrary”

You will receive an 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/DVD-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 materials; how to obtain materials not owned at the Library; 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.

Apply from "MyLibrary".

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 you need are not available at the GRIPS Library, we can help you obtain them from other libraries.

Apply from "MyLibrary".

Inquire at the GRIPS Library counter or see the Library's website for details about ILL.

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 website for latest information.

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 the Library's online catalog which you can search for books and journals held in the GRIPS Library. OPAC is available from any PC connected to the internet.

The screenshot shows the 'Input Search Conditions' page of the GRIPS Library. It features a search bar with 'Brief search' and 'Detail search' options. Below the search bar, there are several search criteria fields: Keyword (filled with 'game theory dynamics'), ISBN, ISSN, NCID, Material type (with checkboxes for Book, Journal, and Journal volume), and Target database (with radio buttons for Local collection and Other university). There are also fields for Title, Author, Subject, Publisher, Publication year, Japanese/Foreign group, Language, Classification, Call no., Location, New arrivals, and Material ID. Arrows and numbers 1-4 point to specific elements: 1 points to the search bar, 2 points to the Material type checkboxes, 3 points to the Search button, and 4 points to the Target database radio buttons.

Keyword Search

1. Enter keywords, or
2. Choose the **Material type** or enter information you have to the corresponding field to narrow your search.

3. Press **Search** to see your search results.
4. If the Library doesn't hold the material you need, you can search other university library's holdings by selecting **Other university (NII catalog)**.

→Refer to "GRIPS Library" > "Inter-Library Loans (ILL)," "Reference Service"

[Basic rules]

- * Not case sensitive.
- * Ignores articles (a, the)
- * Ignores accent marks (à ç ë in French, German, etc.)
- * Does not recognize punctuation. Search without punctuation (: / . _).

Search Result List

The screenshot shows the 'Search Result List' page. It displays the search criteria used: 'game theory dynamics' in the keyword field, 'Book, Journal, Journal volume' for material type, and 'Local collection' for target database. Below this, there are three search results listed in alphabetical order by title. Each result includes a checkbox, the title, authors/editors, publisher, year, and call number. The first result is 'Advances in dynamic games: applications to economics, finance, optimization and stochastic control' by Andrzej S. Nowak and Krzysztof Szajowski, published by Birkhäuser in 2005.

Result will be shown in title's alphabetical order. Click each title for detailed bibliographical / holding information.

If you get too many / little number of results, click "Review conditions" and try searching by adding / taking away, or changing keywords.

Search Result in Detail: Book

You will find the bibliographical and holding information (location, call no., circulation status) of books.

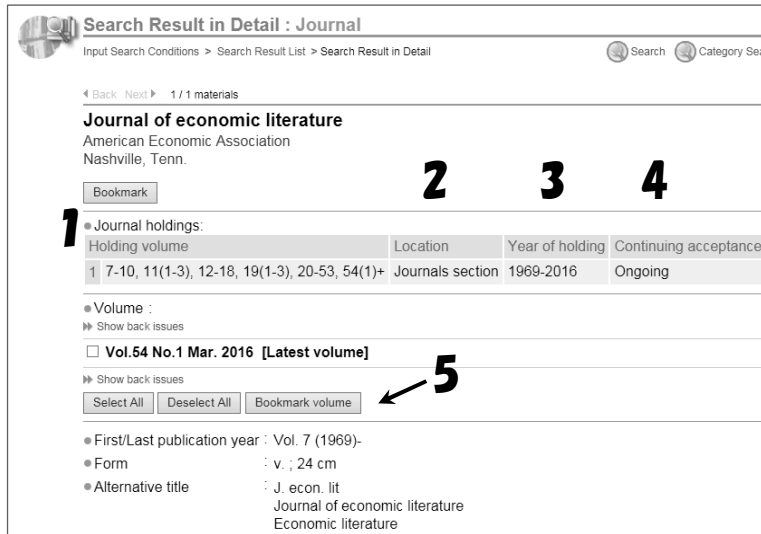
The screenshot shows the 'Search Result in Detail' page for the book 'Behavioral game theory: experiments in strategic interaction' by Colin F. Camerer. The page displays bibliographical information such as the publisher (Russell Sage Foundation) and year (2003). Below this, there is a table of holdings. The table has columns for Volume, Location, Call no., Material ID, Circulation class, Status, and Waiting. There are two holdings listed. The first holding is in the 'Textbooks section' with call number '331.19 C14' and status 'Not to be taken out'. The second holding is in the 'General books section' with call number '331.19 C14' and status 'In circulation (Jul 16, 2016)'. A 'Reserve' button is visible next to the second holding. Arrows and numbers 1-4 point to the Location, Call no., Status, and Reserve button respectively.

1. **Location:** shows where the book is
2. **Call no.:** books are arranged in the order of call number which is shown on the spine of the book.
3. **Status:** "In circulation" appears with the due date when the book is borrowed.
4. **Reserve:** You can make reservations to books borrowed by other users (see "MyLibrary").

Search Result in Detail: Journal

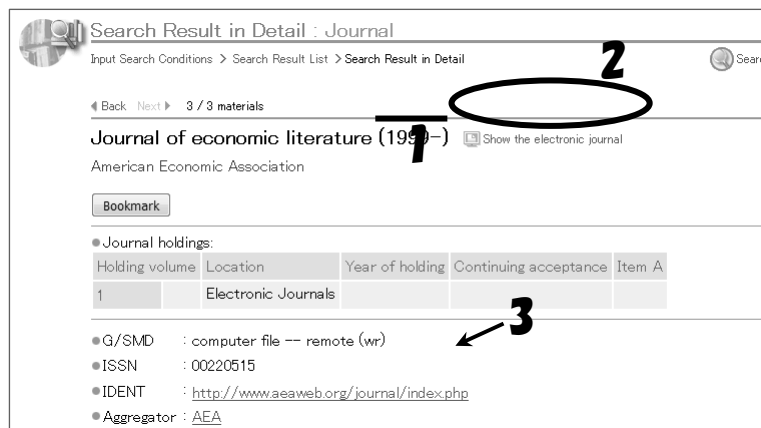
You will find the bibliographical and holding information of journals.

*What you can search with OPAC is journals, not articles. You should use other databases to search articles.



1. **Holding volume:** volumes held at the Library. There may be missing volumes.
2. **Location:** Journals are arranged in title's alphabetical order in the journals section.
3. **Year of holding:** range of years of volumes held at the Library.
4. **Continuing acceptance:** "Ongoing" appears when the journal is subscribed continuously. Blank when subscription is stopped.
5. **First/Last publication year:** the Library does not always hold from the first issue.

You can search and get links to the online journal available at GRIPS from OPAC.



1. The publication year online journal is available from.
 2. **Show the electronic journal**
 3. **IDENT**
- Both 2 & 3 links to the online journal.



<< Off-Campus Access >>

You can use online journals and databases from outside the GRIPS by logging in to SSL-VPN service.

Library's website > Off-Campus Access


→Log in with your GRIPS ID & Password.

*SSL-VPN is separate from MyLibrary or G-way.

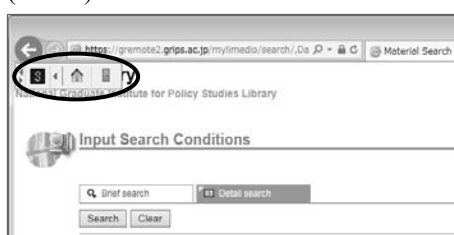
Access online journals and databases from OPAC or links on "Online

Resources" page.



This icon should appear after logging in at the top, and at the online journals or databases page when using SSL-VPN service. Press  to sign out.

(OPAC)



(E-journal & database)



MyLibrary: What you can do with “MyLibrary”

Check your loans

Review your borrowing (books on loan) due dates, and check the number of times of renewals.

Renewals

Renew your borrowed books for one month from the day you renew.

Renewal is available for 2 times. Bring the books to the Library for further renewal.

You cannot renew if the book is reserved by another user.

Reservations

Make reservations to books borrowed by other user, check the status of, or cancel your reservation.

You will be notified via e-mail from the Library when reserved book gets ready for you.

Inter-Library Loan (ILL)

Request to borrow books or obtain copies of articles that are not available at the GRIPS Library from other university libraries.

Book Purchase Request

Request a book for purchase by the GRIPS Library which supports your studying and researching.

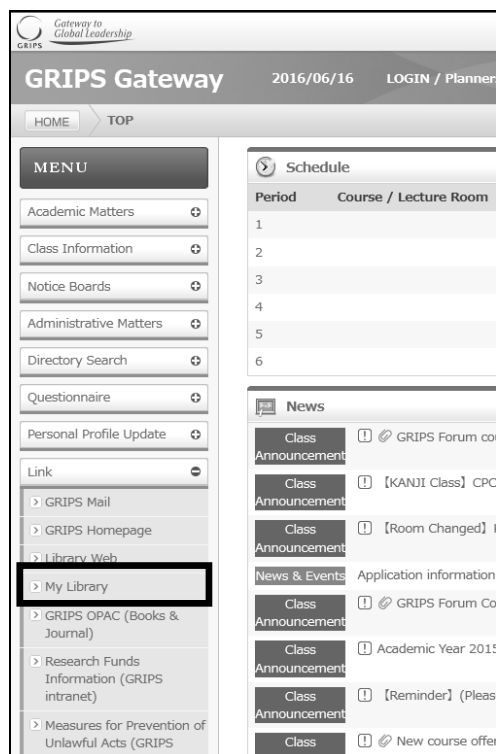
The request will be examined and the book will be purchased as the Library’s collection.

My Folder

Save your preferred searches and keep a record of materials.

How to access MyLibrary

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



You can also log in to **MyLibrary** from the **OPAC**. If you did not proceed through the GRIPS Gateway, you have to input your GRIPS ID and Password.



Click **Logout** when you end session.

MyLibrary Main Menu

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

GRIPS HomePage Library HomePage

My Library

Announcement
The following material(s) is ready.
1. Defeating authoritarian leaders in postcommunist countries : hbk.(Cambridge studies in contentious politics)
Valerie Bunce and Sharon Wolchik Reservation number: 10006234
This material is ready. You may borrow it.
Some materials are due shortly and/or some are overdue. You may not borrow other materials until you return the overdue materials.
1. Dynamic programming and optimal control vol. 2
Dimitri P. Bertsekas, Material ID: 00890282, Renewed: 0 time(s)
The material is due shortly. Please return the material by Jun 17, 2016.

Materials under request: You can also cancel your request
You are requesting 2 material(s); 1 material(s) are reserved. View details

Materials on loan: You can extend your loan
You are borrowing 1 material(s). View details

Operation menu
Request
Interlibrary Loan (Photocopy)
Interlibrary Loan (Book)
Book Purchase

My folder
経済 (1 material(s))
Managing My folder

Announcement

Announcements about your borrowed books, reservations, or materials obtained from other libraries will be shown.

Materials under request

Check or cancel your reservation.

Materials on loan

Check your loan status and renew your borrowed books.

Operation menu - Request Interlibrary Loan (Photocopy) Interlibrary Loan (Book)

Place requests for obtaining materials from other libraries (ILL: Inter-library loans)

Book Purchase

Place requests for the GRIPS Library to purchase books for your study and research.

My folder

Save your search result and add comments.

Place a reservation

Click **Reserve** button at the "Search Result in detail" page on OPAC and follow the instruction on the screen.
*Reservations can be made only to books borrowed by other users.

#Holdings	Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	pbk	General books section	311.7 R11	00317572	For 1 month	In circulation (Jul 16, 2016)	0	Reserve

Cancel a reservation

Click **View details** at "Materials under request", place a check on the one you wish to cancel on the list and click **Cancel**.

1 material(s): 1 material(s) still reserved

Cancel

1. Advances in public economics : utility, choice and welfare : a...
Seidl - hb(Theory and decision library.ser. C. Game theory, math...
operations research.v. 33)
edited by Ulrich Schmidt and Stefan Traub Reservation numb...
Please wait until this material is returned.

Renewals

Click **View details** at "Materials on loan", place a check on the one you wish to renew on the list, and click **Renew**. The due date will be extended for 1 month from the day of renewal.

Materials on Loan
My Library > Materials on Loan

1 material(s)

Renew

1. Defeating authoritarian leaders in postcommunist countries : hbk.(Cambridge studies in contentious politics)
Valerie Bunce and Sharon Wolchik, Material ID: 01260873, Renewed: 0 time(s)
The material is due shortly. Please return the material by Jun 17, 2016.

*You cannot renew if the book is reserved by other user.

*Borrowing and renewal will be suspended if you have overdue books.

*Renewal is available for up to 2 times. Bring the materials to the Library counter for further renewals.

Photocopy / Book loan requests (Inter-library loans)

If material you need is not available at the Library, request it to borrow or obtain photocopies from other libraries. Fill out the form and click **Go to Confirmation window**. Please supply as much bibliographic information as you can to help us process your request.

Photocopy

Book loan

Bibliographic information from OPAC

Search the book / journal title with a check in **Other university(NII catalog)** and click **Request ILL** button at search result page. Bibliographic information (title, author, publisher, etc.) will be entered automatically. This search enables you to save your time to input bibliographic information.

1. Check **Other university(NII catalog)** and search.
2. Click **Request ILL (Photocopy)** for journal article or **Request ILL (Book Loan)** for book.
3. Bibliographic information will be entered automatically.

Photocopy: fill out author and title of article, volume, year and Go to Confirmation window.
Book-Loan: make sure the information is correct and Go to Confirmation window.

You will receive an e-mail when materials get ready.

Book purchase request

You may request a book for purchase by the GRIPS Library which supports studying and researching. Requests will be reviewed and determined to add to the Library's collection by the Library committee.

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

Book Purchase Request : Input
Input ... Confirm ... Complete

Search Category Search My LI

Title / Author (Required) : Strategic partnerships in Asia : balancing without alliances Nadkarni, Vidya
 Publisher (Required) : Routledge
 ● Publication date : 2010
 ● ISBN : 9780415777742
You may specify only one ISBN.
 ● Unit price :
 ● Number of books to purchase : 1
 ● User : GRIPS Library
 ● User class : Master's Student
 ● Mail address : XXX@grips.ac.jp
 Reason for request (Required) : I believe this book will help students for studying relationships of Asian countries and it will also help me to write better policy paper.

Go to Confirmation window Cancel

Fill out the bibliographic data of the book, do not forget to enter **Reason for request**, and click **Go to Confirmation window**.

Please supply as much bibliographic information as you can to help us process your request.

*Before submitting a request, search OPAC to check whether the book you want is owned by the Library.

*We do not accept:

- >books for test-preparation or language studying
- >Journals and electronic resources.

Bibliographic information from OPAC

Like requesting ILL, by searching OPAC with a check in **Other university(NII catalog)** and clicking **Request Book Purchase**, you will get a bibliographic information automatically.

GRIPS Library
National Graduate Institute for Policy Studies Library

Input Search Conditions

Brief search Detail search

Search Clear

● Keyword(Title, Author, etc.) :
 ● ISBN :
 ● ISSN :
 ● NCID :
 ● Material type : Book Journal
 ● Target database : Local collection Other university(NII catalog)

● Title : Implementing models in quantitative finance
 ● Author :
 ● Subject :
 ● Publisher :
 ● Language :

1. Check **Other university(NII catalog)** and search.

2. Click **Request Book Purchase**.

3. Bibliographic information will be entered automatically.

Make sure the information is correct, enter the **Reason for request**, and click Go to Confirmation window.

You will receive an e-mail when the book gets ready. The book will be kept at the Library counter for 1 week.

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

Search Result in Detail : Book (NII catalog)
Input Search Conditions > Search Result List > Search Result in Detail

Back Next 1 / 1 materials

Fundamentals of corporate finance / Robert Parrino, David S.
3rd ed
Hoboken, N.J. : Wiley, c2015

Request ILL (Photocopy) Request ILL (Book-Loan) Request Book Purchase

● Publication year : 2015
 ● Form : xxxii, 748 p. : ill. (some col.), col. ports. ; 29 cm
 ● Note : Includes index
 ● ISBN : 9781118845899
 ● Country of publication : United States
 ● Title language : English (eng)
 ● Language of texts : English (eng)
 ● Classification : DC22:658.15
 ● Author information : Kidwell, David S. Bates, Thomas W Parrino, Robert
 ● Subject : Corporations -- Finance
 ● NCID : BB18166423
 ● Holdings : 2 holdings
 See CINI Books

Request ILL (Photocopy) Request ILL (Book-Loan) Request Book Purchase

Back Next 1 / 1 materials

Input Search Conditions > Search Result List > Search Result in Detail

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

Book Purchase Request : Input
Input ... Confirm ... Complete

The following materials will not be accepted.
 * Materials which the GRIPS Library holds in its collection
 * Test-preparation or language study books
 * Journals and electronic resources

Title / Author (Required) : Fundamentals of corporate finance / Robert Parrino, David S. Kidwell, Thomas W. Bates, 3rd ed
 Publisher (Required) : Hoboken, N.J. : Wiley, c2015
 ● Publication date :
 ● ISBN : 9781118845899
You may specify only one ISBN.
 ● Unit price :
 ● Number of books to purchase : 1
 ● User : GRIPS Library
 ● User class : Master's Student
 ● Mail address : xxx@grips.ac.jp
 Reason for request (Required) : I believe this book will help students for studying financial policy, and it will also help me to write better policy paper.

Go to Confirmation window Cancel

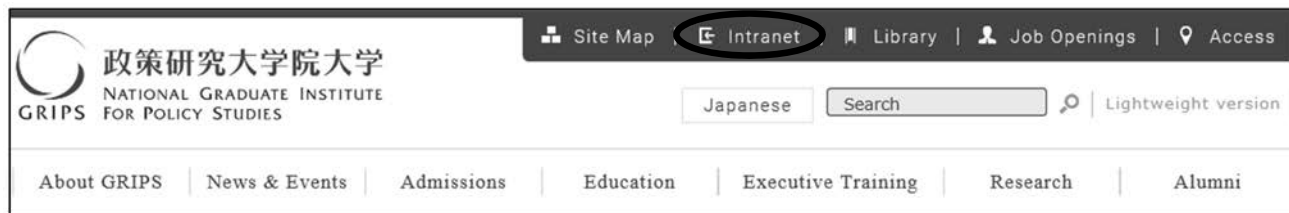
G-way

G-way is an entrance of the GRIPS campus network system. Students can access to Course Registration, Academic Record, News, Administrative Matters and other online services from both on and off campus.

1. Log in to G-way

Access to G-way (<https://gportal.grips.ac.jp/fw/dfw/GSSOF/redirect.php>).

※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.

The screenshot shows the GRIPS Gateway interface. At the top, there is a navigation bar with 'HOME' and 'TOP' buttons. Below this is a 'MENU' section with various links like 'Academic Matters', 'Class Information', etc. The main content area is divided into two sections: 'Class Information' and 'Schedule'.

Date	Period	Course / Lecture Room
06/14 (Thu)	2	都市政策の空間分析 Lecture Room D 講義室D

Period	Course / Lecture Room	Faculty
1	まちづくりと公共経済 Lecture Room A 講義室A	NAKAGAWA Masayuki
2	まちづくりと公共経済 Lecture Room A 講義室A	NAKAGAWA Masayuki
3		
4	政策分析のためのミクロ経済学 II Lecture Room L 講義室L	ANDO Munetomo and TOYOFUKU Kenta
5	政策分析のためのミクロ経済学 II Lecture Room L 講義室L	ANDO Munetomo and TOYOFUKU Kenta
6		

Below the schedule, there is a 'News' section with a link to 'RE: Change of copy card and its procedures'.

3. Menu

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

The diagram shows a 'MENU' bar with several items. The 'Academic Matters' item is circled in red, and an arrow points to its expanded view. The expanded view shows three sub-links: 'Course Registration', 'Syllabus Search', and 'Academic Record'.

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.

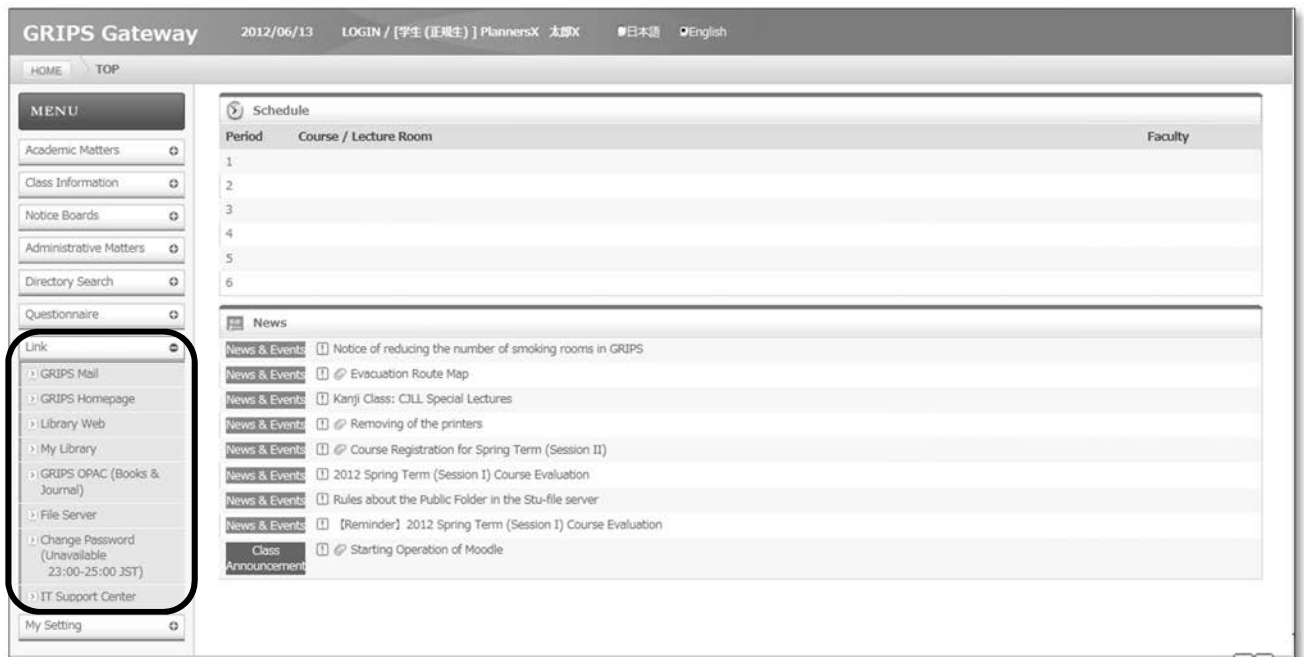
The screenshot shows a message from Internet Explorer: 'Internet Explorer blocked a pop-up from *.grips.ac.jp.'. Below the message are three buttons: 'Allow once', 'Options for this site', and 'More settings'. The 'Options for this site' button is circled in red, and an arrow points to the 'Always allow' option in the dropdown menu that appears.

7. Campus, Support, and Services

- G-way -

4. Link

As for the following services or websites, click [Link] and select the one(s) you wish to access.



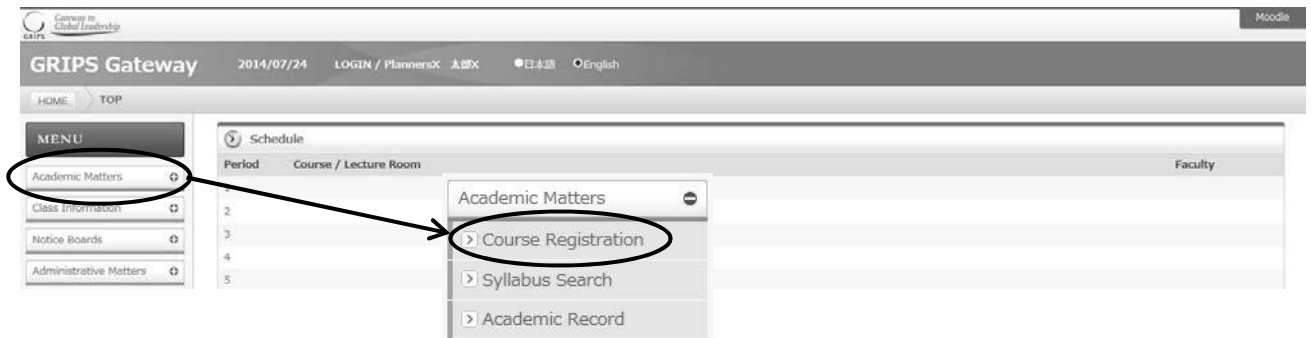
Name	Contents
GRIPS Mail	Web mail
GRIPS Homepage	Homepage
Library Web	GRIPS Library Homepage
My Library	Borrow/reserve books
GRIPS OPAC	Online Public Access Catalog
File Server	File server for students
Change Password	Change password
IT Support Center	IT Support Center Homepage

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

How to register for courses

Course Registration

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

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X
mon	1	
	2	
	3	
	4	
	5	
	6	

• Withdrawal

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
mon	1					
	2					
	3					
	4					
	5					
	6					

• Timetable

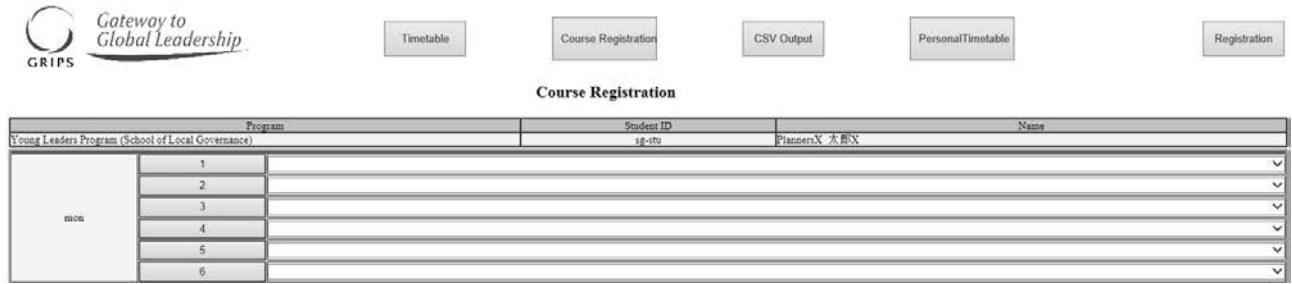
Program	Student ID	Name	Prospective number of credits (including ongoing courses)	Number of credits earned
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X		

	1	2	3	4	5	6
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Solars						

I Required Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 18 credits.
 II Core Elective Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 4 credits.
 Total: I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course: You have earned/are expected to earn 0 credits (including ongoing courses) out of 30 credits.

How to Register

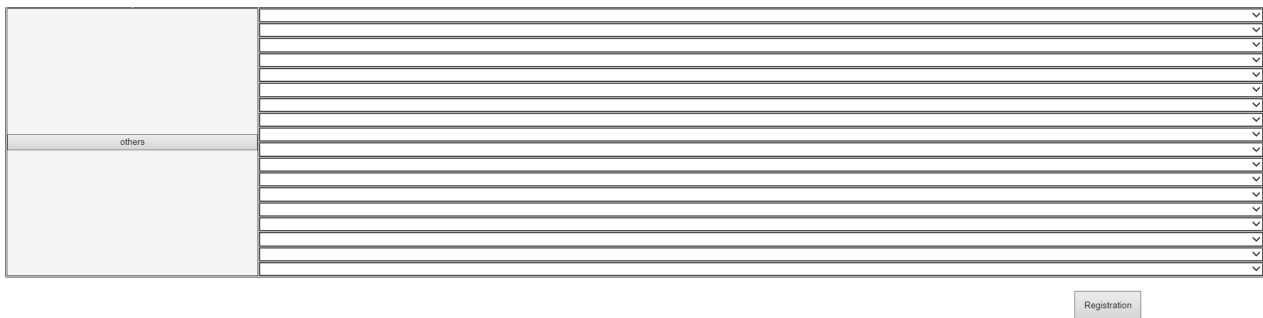
(1) During the course registration period, the course registration screen as shown below will be displayed.



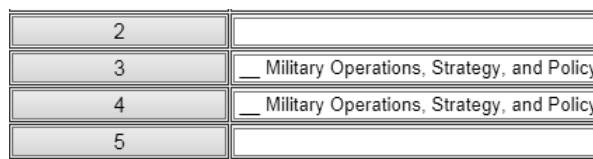
(2) Click the pull-down menu to select a course from the list of courses you can register.



To find intensive courses, press 'others' button.



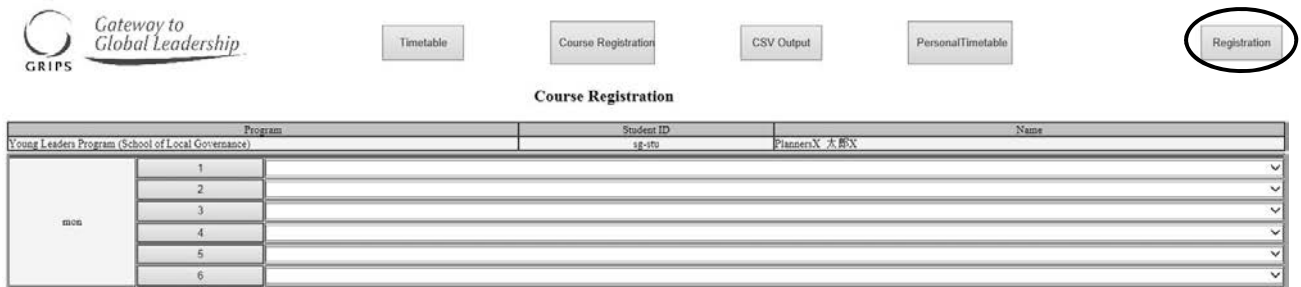
(3) For a course that is offered on different days and periods in the week, you can add/drop the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).



(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.

National Graduate Institute For Policy Studies 2014 Timetable

Program	Student ID	Name	Prospective number of credits (including ongoing courses)	Number of credits earned
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 大野X		

	1	2	3	4	5	6
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Others						

Remarks
I Required Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 18 credits.
II Core Elective Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 4 credits.
Total (I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course: You have earned/are expected to earn 0 credits (including ongoing courses) out of 30 credits.

Timetable will be open automatically if it is not the registration periods. Course Registration Screen will not be shown when it's not course registration 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.

Syllabus

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

Course Registration

Program	Student ID	Name
Young Leaders Program (School Local Governance)	ig-stu	PlannersX 太郎X
mon	1	
mon	2	
mon	3	
mon	4	
mon	5	
mon	6	
tue	1	
tue	2	
tue	3	
tue	4	
tue	5	
tue	6	
wed	1	
wed	2	
wed	3	
wed	4	
wed	5	
wed	6	
thu	1	
thu	2	
thu	3	
thu	4	

(2) When you click on [View] button, you will see the syllabus.

Gateway to Global Leadership 政策研究大学院大学

Academic Matters 科目一覧

曜日 : tuesday 時限 : 2

学期	科目番号	科目名	担当者	シラバス
Winter	ECO2890E	Project Cycle Management and International Development Evaluation		閲覧
Winter	ECO3470E	Empirics of Macroeconomic Policies and International Finance		閲覧

Course Registration Form and Time table

(1) Course Registration Form

If you would like to register courses 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

The screenshot shows the 'Course Registration' page. At the top left is the GRIPS logo with the text 'Gateway to Global Leadership'. Below the logo are five buttons: 'Timetable', 'Course Registration' (circled in red), 'CSV Output', 'PersonalTimetable', and 'Registration'. Below the buttons is a table with the following structure:

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 大郡X
mon	1	
	2	
	3	
	4	

(2) Time table

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

The screenshot shows the 'Course Registration' page. At the top left is the GRIPS logo with the text 'Gateway to Global Leadership'. Below the logo are five buttons: 'Timetable' (circled in red), 'Course Registration', 'CSV Output', 'PersonalTimetable', and 'Registration'. Below the buttons is a table with the following structure:

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 大郡X
mon	1	
	2	
	3	
	4	

CSV Output

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

The screenshot shows the 'Course Registration' page. At the top left is the GRIPS logo with the text 'Gateway to Global Leadership'. Below the logo are five buttons: 'Timetable', 'Course Registration', 'CSV Output' (circled in red), 'PersonalTimetable', and 'Registration'. Below the buttons is a table with the following structure:

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 大郡X
mon	1	
	2	
	3	
	4	

The screenshot shows a file download dialog box. The text reads: 'portal.grips.ac.jp から CourseRegi_sg-stu_20140724143200.csv (1.07 KB) を開くか、または保存しますか?'. Below the text are three buttons: 'ファイルを開く(O)' (circled in red), '保存(S)' (circled in red), and 'キャンセル(C)'. There is a close button (X) in the top right corner.

Withdrawal

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

Gateway to Global Leadership
GRIPS

2014
Withdrawal

Personal Timetable Withdrawal

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X

Update Time : ////////////////

取り消したい科目にチェックをつけ履修登録取消ボタンを押してください。 Please check the box for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
mon	1					
	2					
	3					
	4					
	5					
	6					

(2) If you would like to withdraw any of courses 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.)

Gateway to Global Leadership
GRIPS

2014
Withdrawal

Personal Timetable Withdrawal

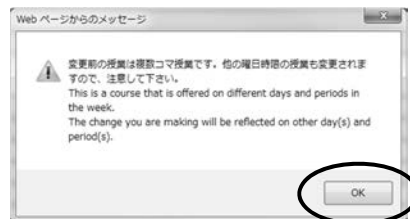
Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X

Update Time : ////////////////

取り消したい科目にチェックをつけ履修登録取消ボタンを押してください。 Please check the box for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
mon	1					<input type="checkbox"/>
	2					<input type="checkbox"/>
	3					<input type="checkbox"/>
	4					<input type="checkbox"/>
	5					<input type="checkbox"/>
	6					<input type="checkbox"/>

(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.

Gateway to Global Leadership
GRIPS

2014
Withdrawal

Personal Timetable Withdrawal

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X

Update Time : ////////////////

取り消したい科目にチェックをつけ履修登録取消ボタンを押してください。 Please check the box for the course to withdraw and click the Withdrawal button.

Day	Time	Term	Course Number	Course Name	Instructor	Withdrawal
mon	1					<input type="checkbox"/>
	2					<input type="checkbox"/>
	3					<input type="checkbox"/>
	4					<input type="checkbox"/>
	5					<input type="checkbox"/>
	6					<input type="checkbox"/>

(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.

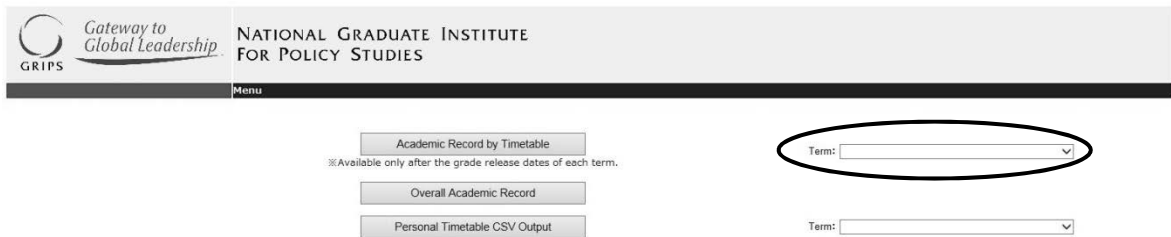
Academic Record

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.”

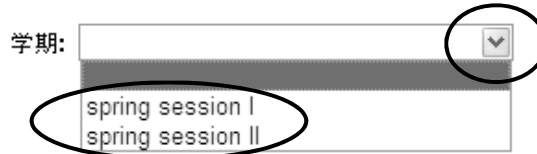


(2) The menu screen has the following three buttons.

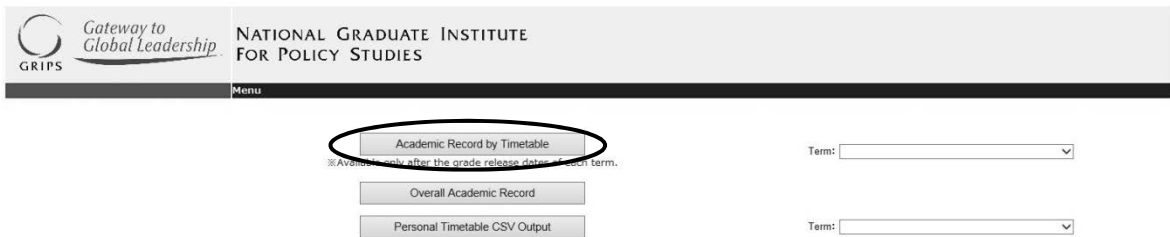


Academic Record by Timetable

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



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



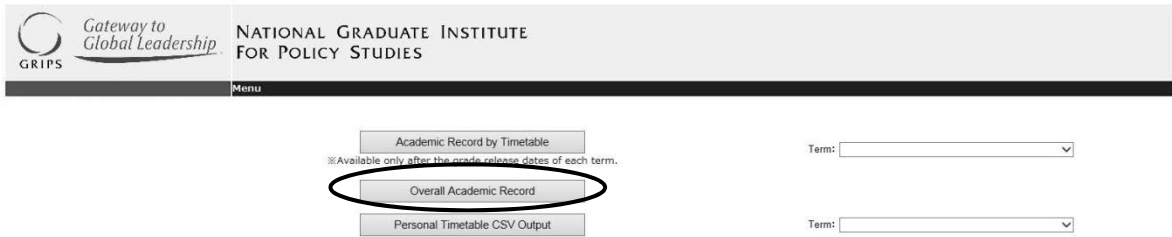
(3) Course grades will appear on top of each course. “*” indicates that the course is still ongoing.

政策研究大学院大学 2011 Winter 冬学期 成績照会(学期)

	学部/専攻 (Faculty/Department)		学期番号 (Term No.)		学年 (Year)	
	Youse Leaders Program (School of Local Governance)		1st term		Planners' 1st year	
	1	2	3	4	5	6
Mon	Grade 4 Strategies for Editing and Reviewing KUMATS	Grade A Global Governance, Leadership and Negotiation Credit 2 KUMATS		Grade A Basic Japanese 2A Credit 1 Kandoh		Grade D Urban Development and Real Estate Policy Credit 2 KANEMO
Tue	Experiences of Macroeconomic Policies and International Finance Credit 2 KOEIDA	Grade B Experiences of Macroeconomic Policies and International Finance Credit 2 KOEIDA		Grade Pass State Building and Development Credit 2 SONOBE		
Wed				Grade Pass State Building and Development Credit 2 SONOBE		Grade D Urban Development and Real Estate Policy Credit 2 KANEMO
Thu		Grade A Global Governance, Leadership and Negotiation Credit 2 KUMATS	Grade B Education Policy Credit 2 OKAMOTO	Grade B Education Policy Credit 2 OKAMOTO		
Fri						
Sat						
Others						

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.

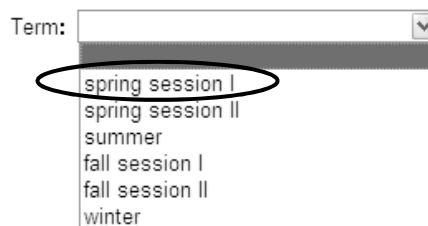
成績照会 (全体)

学部/専攻 Young Leaders Program (School of Local Governance)	学籍番号 No. 11111	氏名 Flowers 花子	終了年度 2012/02
科目名	担当	単位数	取得時期
Core Elective Co			
Global Governance: Leadership and negotiation	KIMATSU Masayuki	3	A
Elective Courses			
Manage Cultural Diversity	AKAWA-FAURE Noriko	2	C
Introduction to Quantitative Methods	OYAMA Tatsuo and MOROHOSI Hezumi	2	B
Macroeconomics II	DEGUCHI Ryoko	2	B
Macroeconomics III	YOSHIDA Yuchiro	2	A
Education Policy	OKAMOTO Kazuo	2	B
Labor Economics	KUROSAWA Masako	2	B
OTHER			
Empics of Macroeconomic Policies and International Finance	KOEDA Junko	2	B
Urban Development and Real Estate Policy	KANEMOTO Yoshitsugu	2	D
State Building and Development	SONOBE Tetsushi and SHIRASHI Takashi	2	Pass
Basic Japanese 2	Konoh et al.	1	A
OTHER 2			
Strategies for Editing and Revision	NAKATSUGAWA Miyuki	1	*
(Prospective number of credits (including * ongoing courses))		1	
(Number of credits earned)		21	
●終了要件			
区分	必要単位数	取得単位数	
I Required Courses	16	0	
II Core Elective Courses	4	2	
Total (I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course)	20	2	

戻る

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.

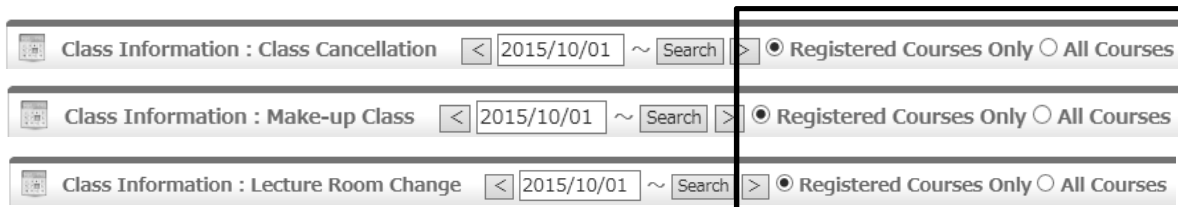
Class Information

Class Information

“Class Cancellation, Make-up Class, and Lecture Room Change” on the GRIPS Gateway menu “Class Information” allow you to check announcements on all courses. “Class Announcement” on the 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 Cancellation, Make-up Class, and Lecture Room Change

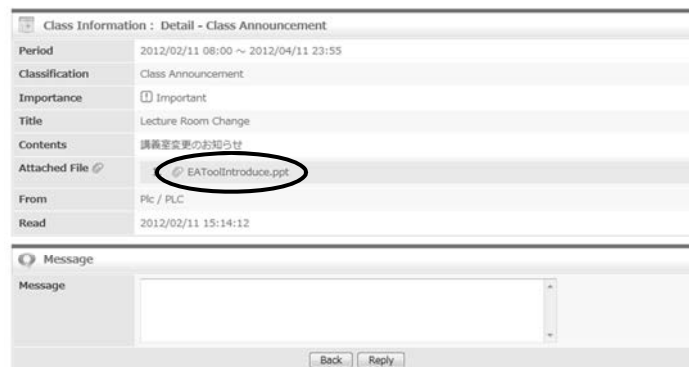


How to check class announcements

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.



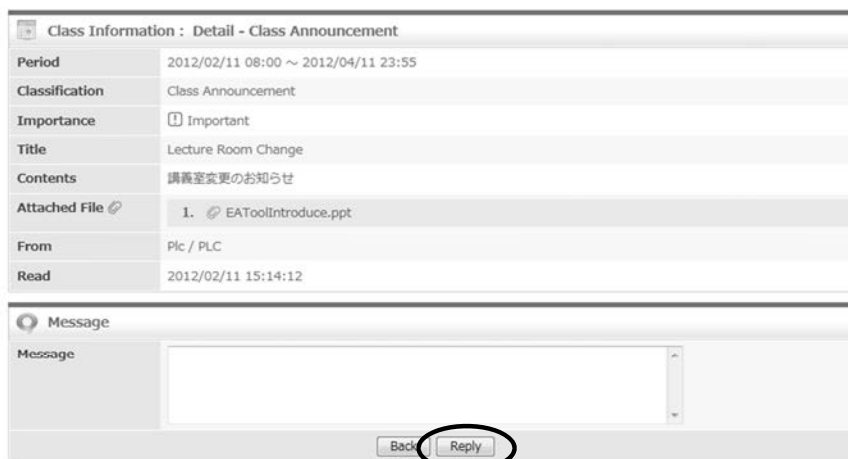
3. Choose the file(s) and click [Open].



4. You can see the name(s) of the file(s) of your choice.



5. If the file(s) are correct, click [Reply].

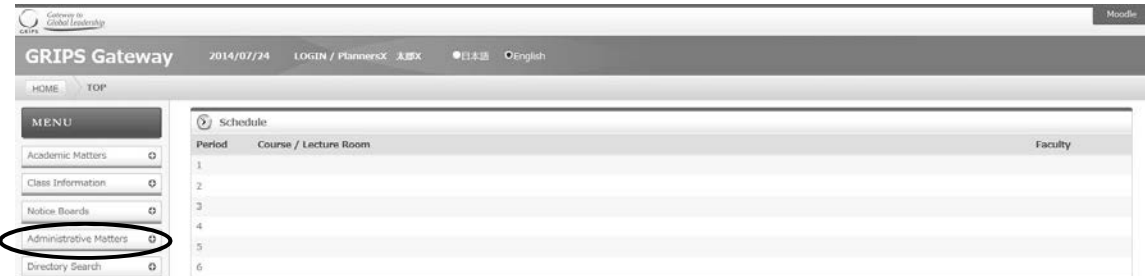


Administrative Matters

Various Application

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

- Change of Student Status at GRIPS
- Request for Certificates

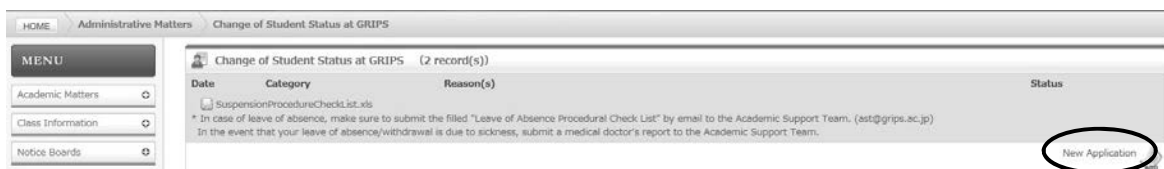


Change of Student Status at GRIPS

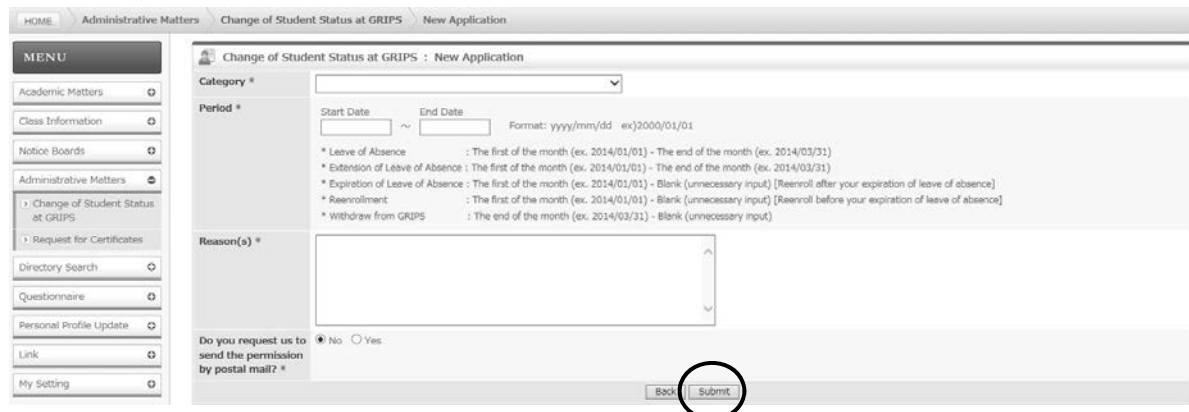
(1) Click [Change of Student Status at GRIPS].



(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.

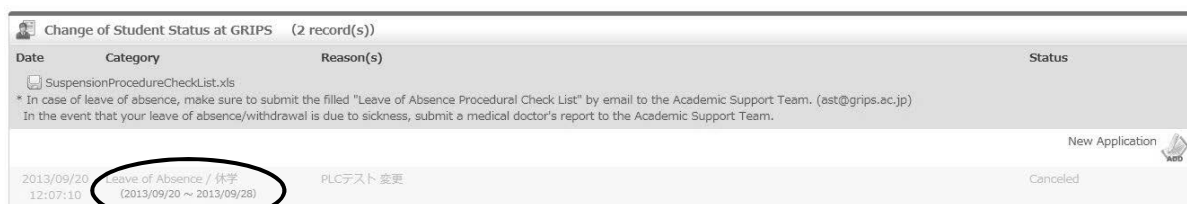


(4) Upon completion of application, it will be shown on the screen.

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

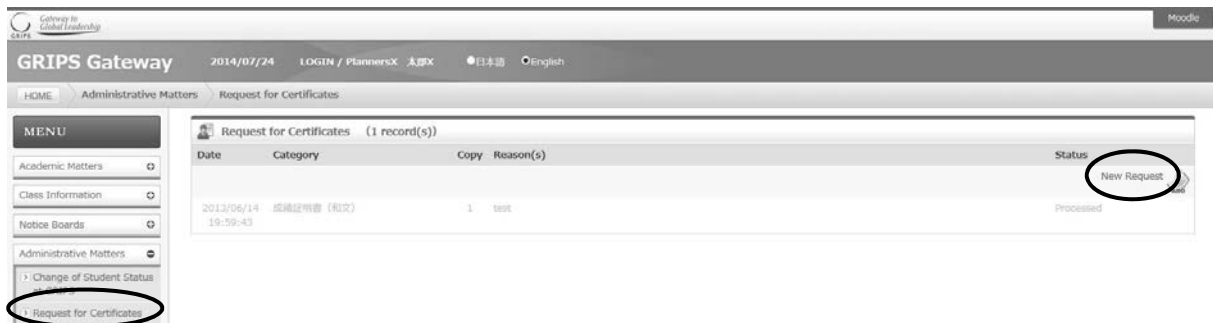
* Note that these operations are allowed only when “Status” indicates “Applied,” which means that the application is pending.

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

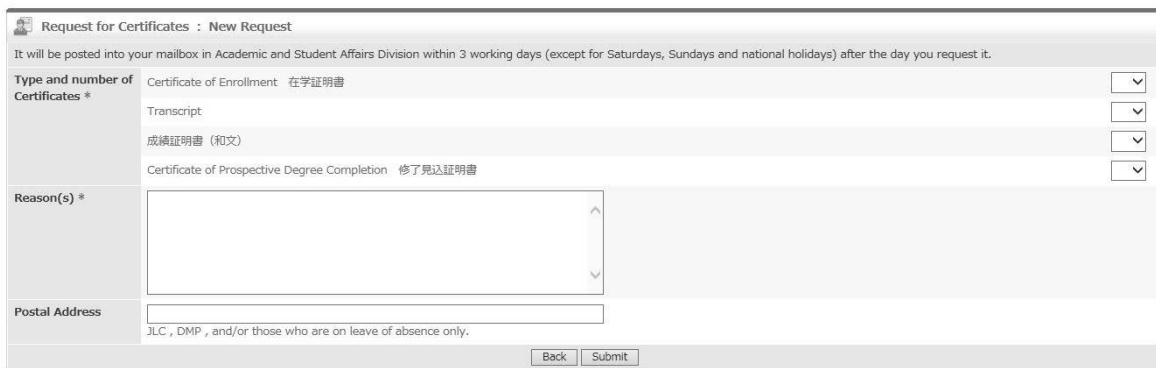


Request for Certificates

(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.

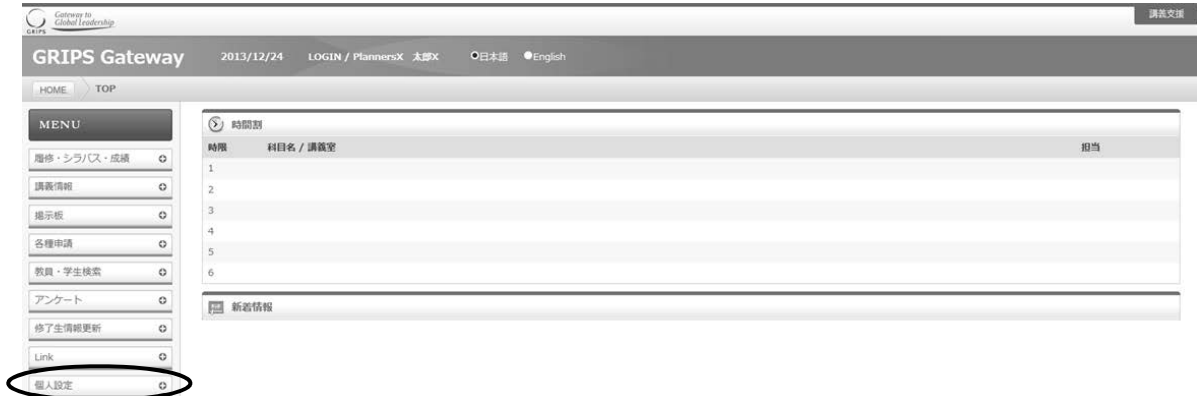
(5) To modify your request, click [Modify]. To delete your application, click [Delete]

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



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.”



Email Address1:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Email Address2:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Email Address3:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Photograph of the face:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Address:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Postal code:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Tel:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Mobile:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit

Moodle

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.

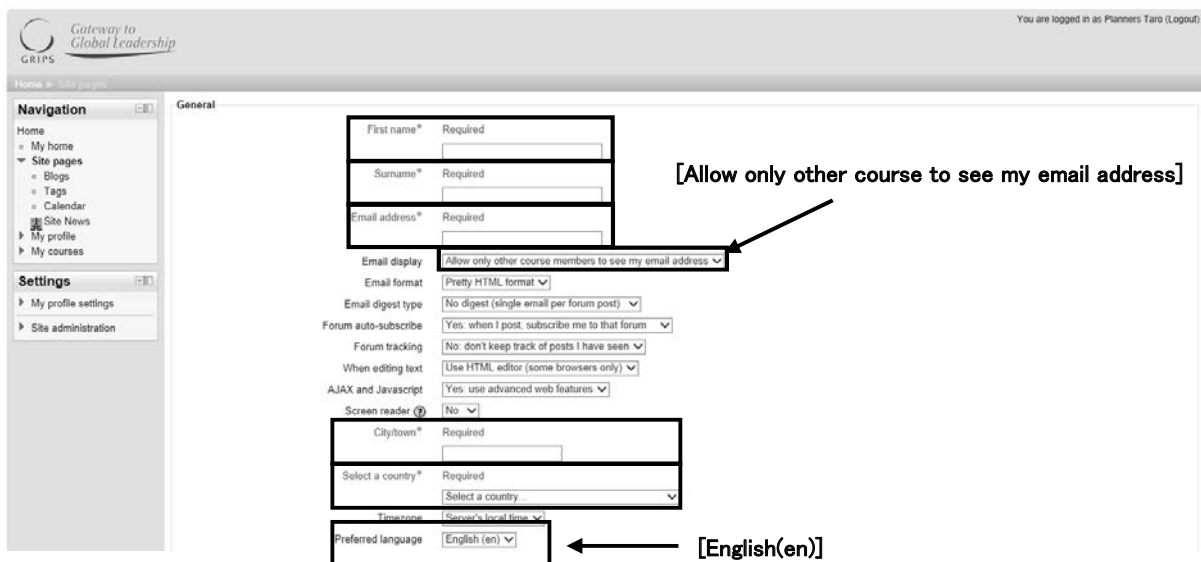
To start to use Moodle, Please click “Moodle” at the upper right corner of the G-way screen.



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].

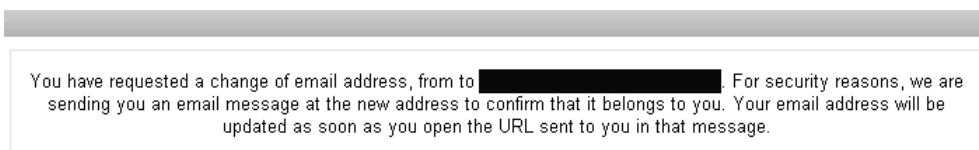
Fill out required area in red and select “Preferred Language”.



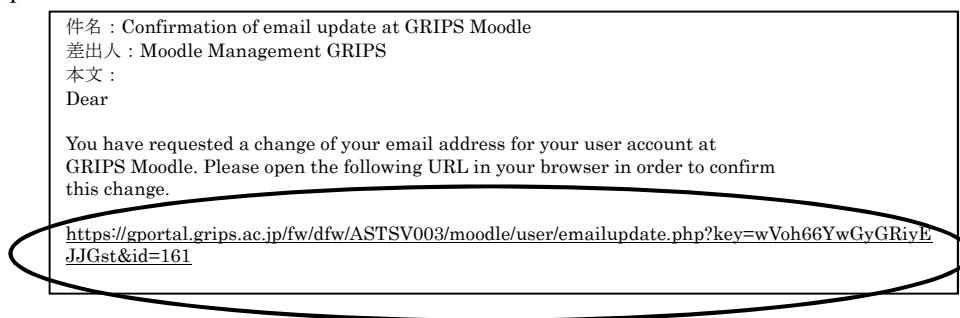
(2) Click “Update profile” at the end of the screen.



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



- (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.



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

Email address of user *campus acad* was successfully updated to [REDACTED]

Continue

- (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 Settings→Edit Profile.

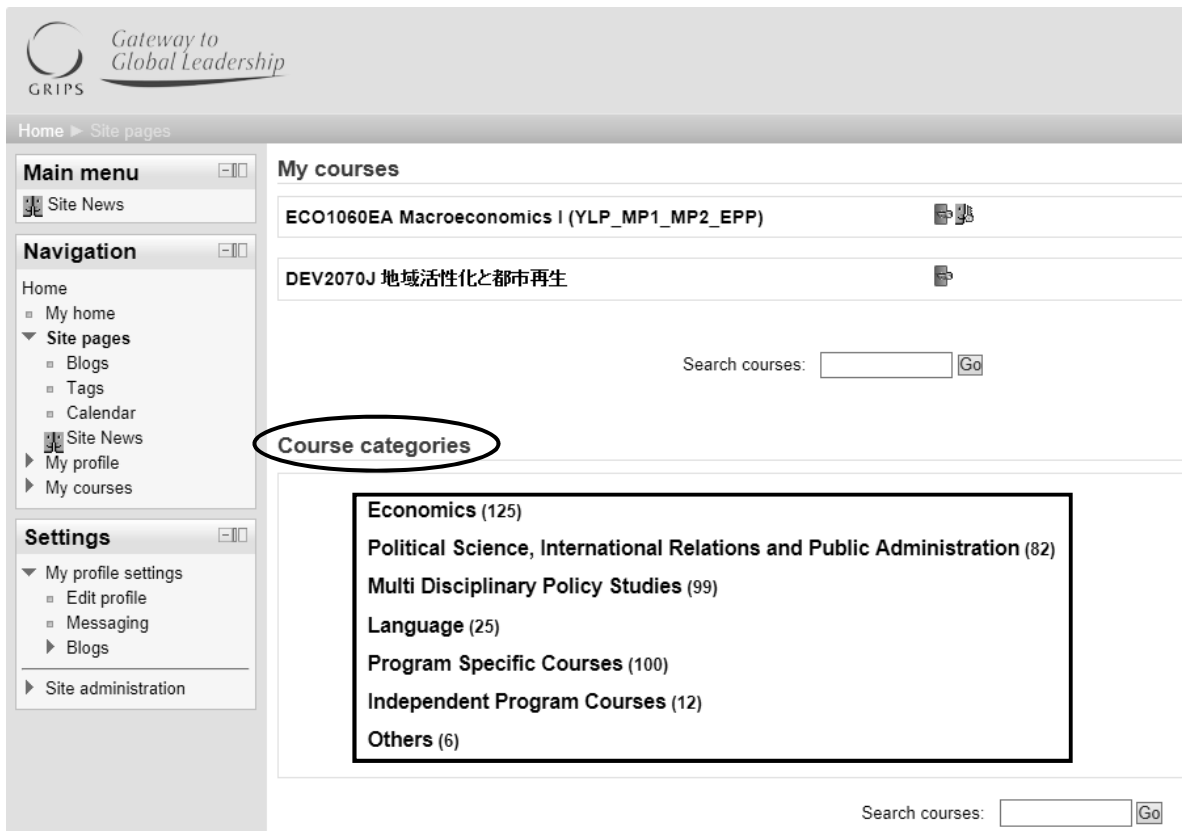
User Registration

(1) If you are already registered into a course, it will be displayed on “My Course” block.

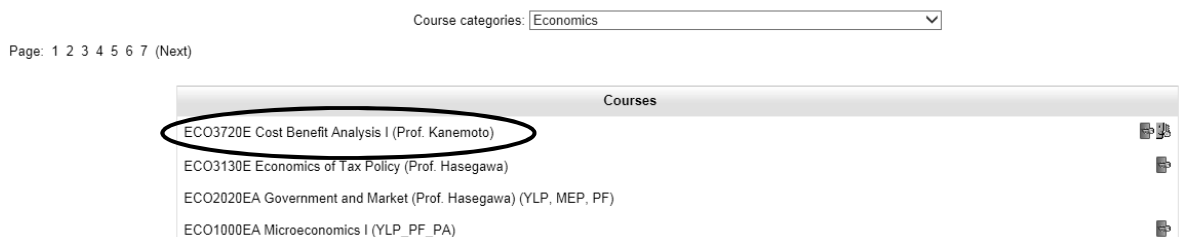
Please click it and start to use it.



(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.



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

Self enrolment (student)

Enrolment key Unmask

Enrol 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.

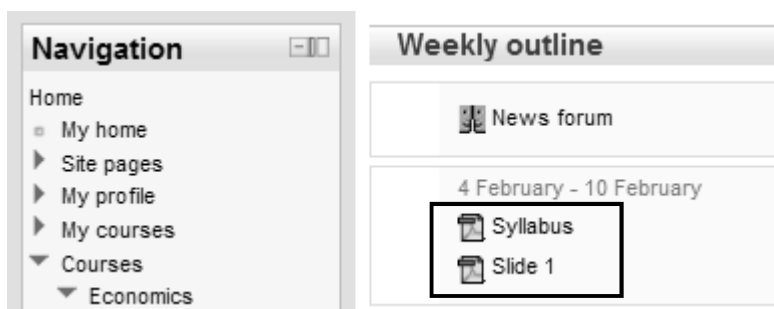
Self enrolment (student)

Enrolment key Incorrect enrolment key, please try again

Unmask

Enrol me

(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.

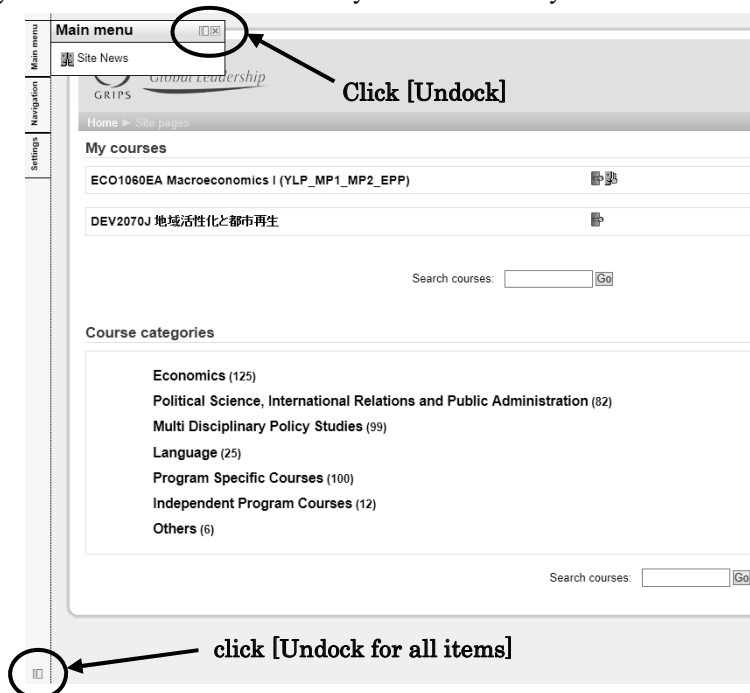


Design for a Moodle Screen

(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.



7

IT Services

**GRIPS Network Manual is on the desktop of your PC.
Refer to it for the further 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 PC accessories and software.
- Support to personally owned PCs.
- Off campus support.

Information and Rules for Care and Use of PCs Lent by GRIPS

- Take personal responsibility for the care of PC lent by GRIPS.
- 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.
- Lock the PC when you leave your PC alone.
- A virus infected PC can contaminate other PCs. If you find that your PC is infected with a virus, disconnect your pc from any network, 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.
- 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.
- Please contact the Academic Support Team for the request to install additional software to the PC lent by GRIPS.

Bringing your own personal computer

- We cannot support personally 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 through external proxy server.
- You cannot connect to POP3, SMTP, FTP etc, from off campus.
- Installing the software that uploads data automatically is prohibited.
- You cannot connect to websites 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.

7. Campus, Support, and Services

- IT Services -

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 media-file server etc.
- Important announcement will be posted on the notice board in G-way. Please check it 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.

GRIPS Mail account

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

Media-file server

- You can access to the files saved in the media file server through logging in to G-way.

Shared PC and supplies for student use

- There are shared PCs in the Lecture Room B and the Student Lounge on the 5th floor. Statistic software are installed in the Lecture Room B.
- The data saved in the shared PC is deleted automatically by shutting down or restarting the PC.
- Please do not use the shared PC for purposes other than your research and education.

Printer

- There are 1 on the 4th floor, 3 on the 5th floor, and 2 printers on the 6th floor.
- Select the closest printer when you print.
- Contact the Academic and Student Affairs Division for resupply of papers, toner and copy card.

Scanner

- You can save the data in the USB devices using all Xerox printers except the one in 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

GRIPS Mail

1. Log in to the GRIPS Mail

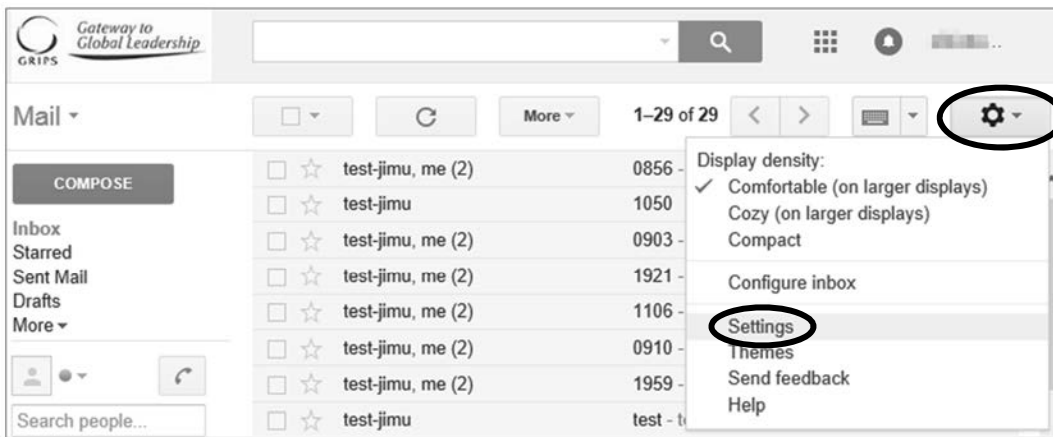
Access to GRIPS Mail (<http://gwmail.grips.ac.jp>)

Enter your GRIPS ID and GRIPS Password you received on the first day. Then click [Log in].

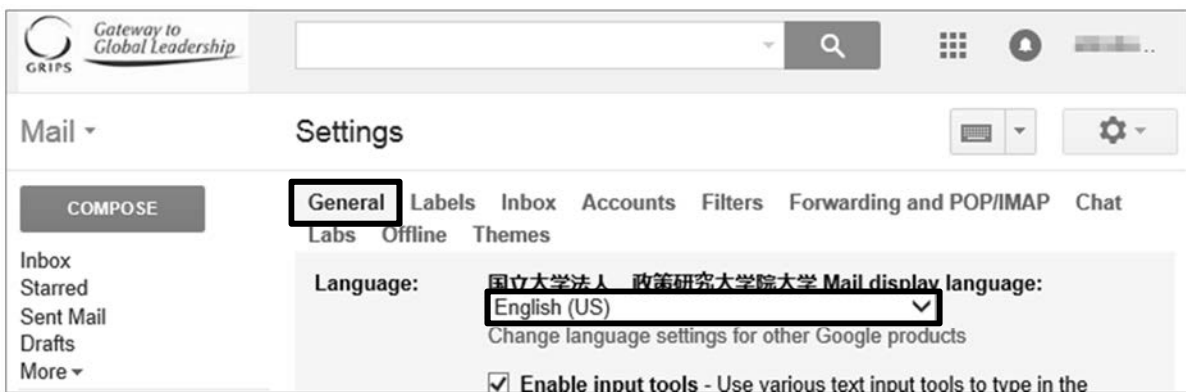


2. Language setting

On the top page, click  and [Settings].



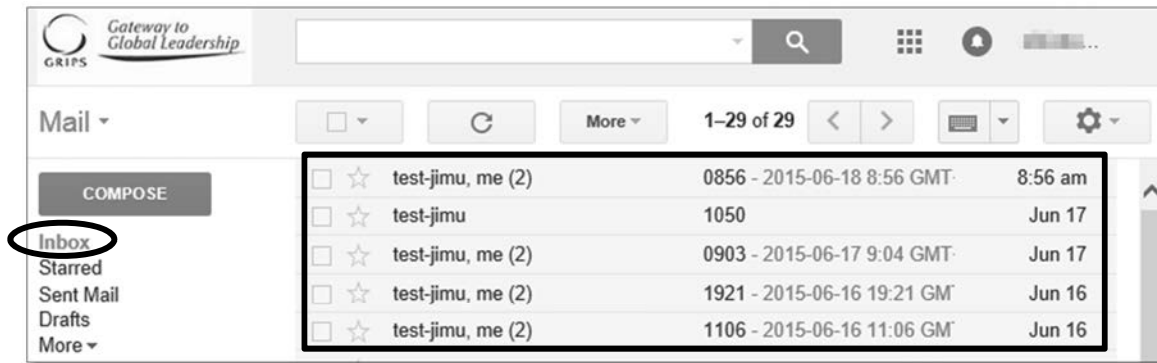
Click [General] and set the language you wish to use. Then click [Save Changes].



3. Read a message

Click [Inbox]

※Receiving limit for each email is 20MB.

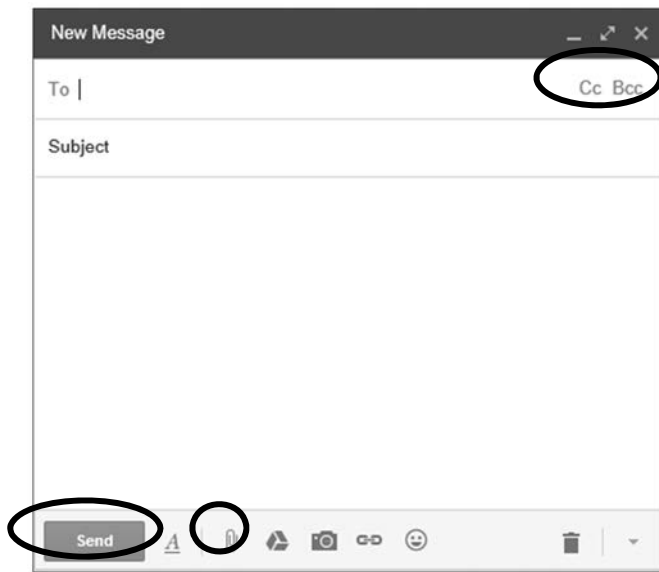


4. Send a message

Click [COMPOSE] → After composing an email, click [Send].

•To add Cc or Bcc, click [Cc] or [Bcc].

•To attach a file, click . ※You can attach files up to 20MB for each e-mail.




5. Delete a message

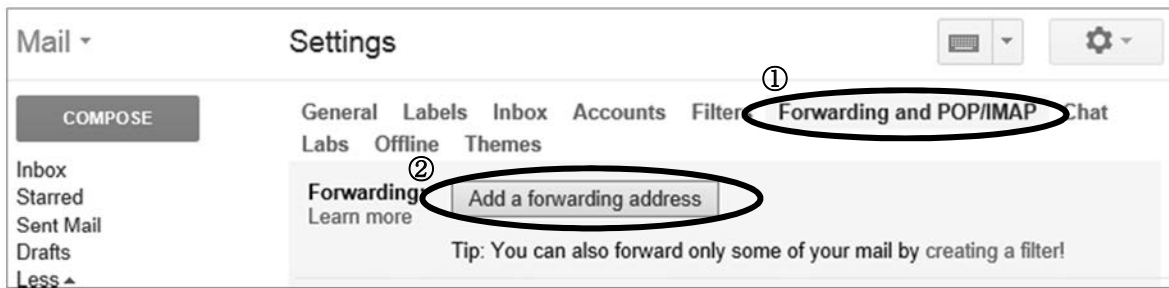
Tick the check box on the left side of the email you wish to delete. Then click [Delete].

※Please note that the email will not completely be deleted. The emails are transferred to [Trash].

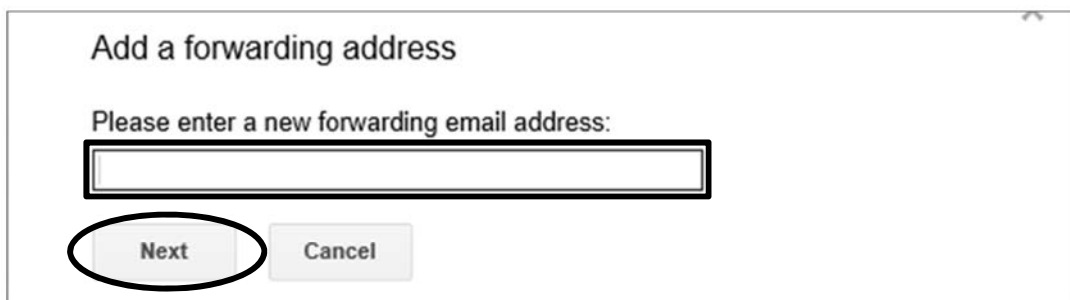


6. Transfer a message

On the top page, click  → [Settings] → [Forwarding and POP/IMAP] → [Add a forwarding address].



Add a forwarding address and click [Next] → [Proceed] → [OK].

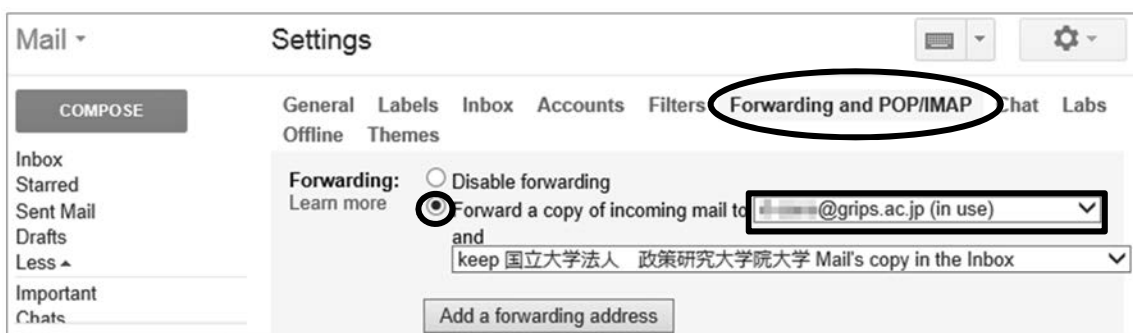


The confirmation mail is send to the forwarding email address. Please click the confirmation link.



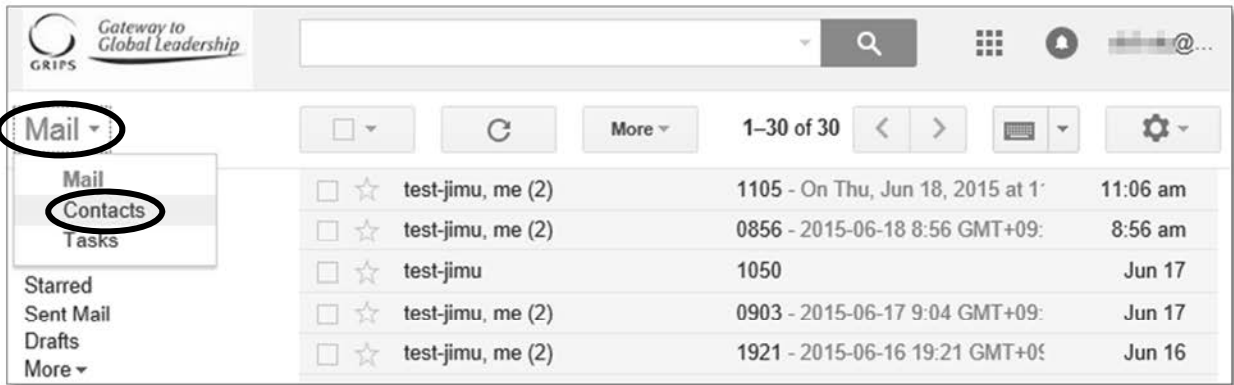
Check [Forward a copy....] and select the email address you wish to forward to.

Click [Save Changes]. ※Emails will be forwarded from the next email you receive.

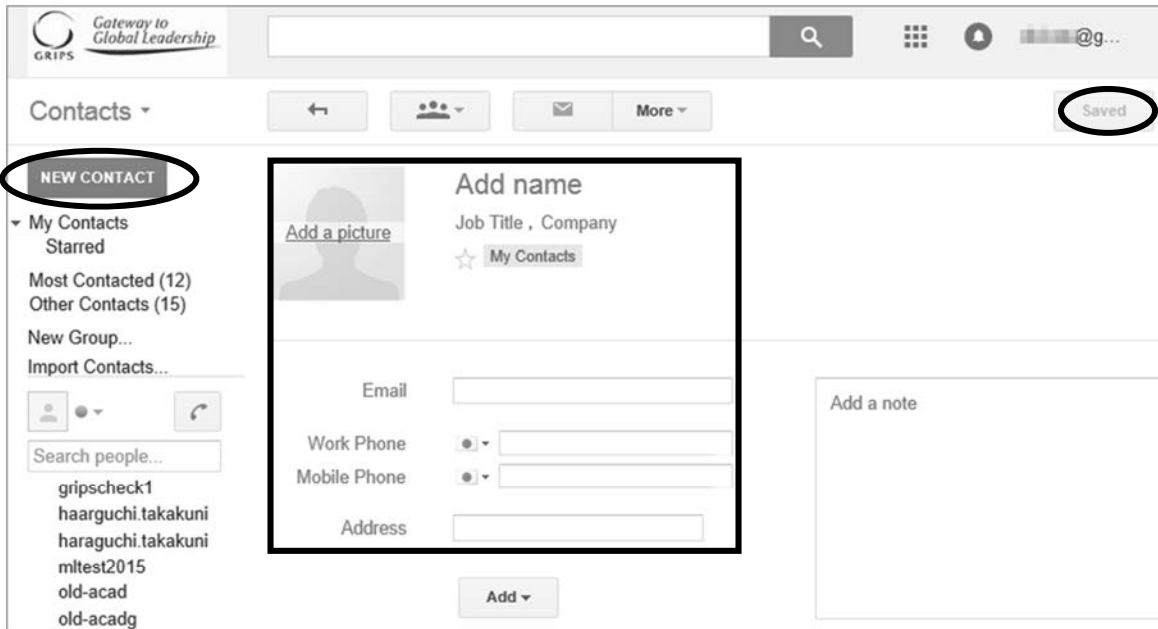


7. Register an address book

Click [Mail] → [Contacts]



Click [New CONTACT] → fill out the registration items → click [Saved]



Media-File Server

Introduction

- 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.
- There is a “Public_Folder” in Media-File server. You can use the folder to share files among all students. All data will be deleted on the 1st of every month.
- There are folders for each programs and courses in Media-File server. You can use the folder to share files among the students who are in the same program or course.

1. How to access Media-file server from on campus.

Double-click the Media-file short cut on the Desktop.

※Only accessible inside the campus.



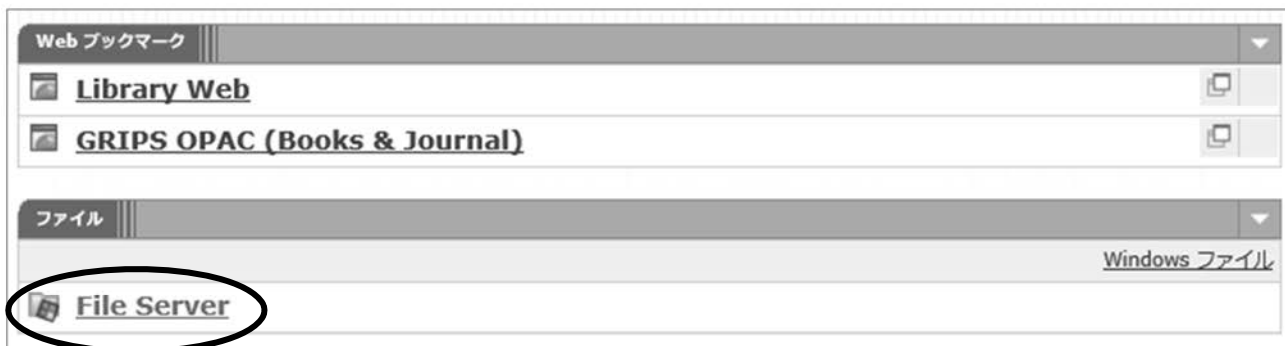
2. How to access Media-file server from off campus

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

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

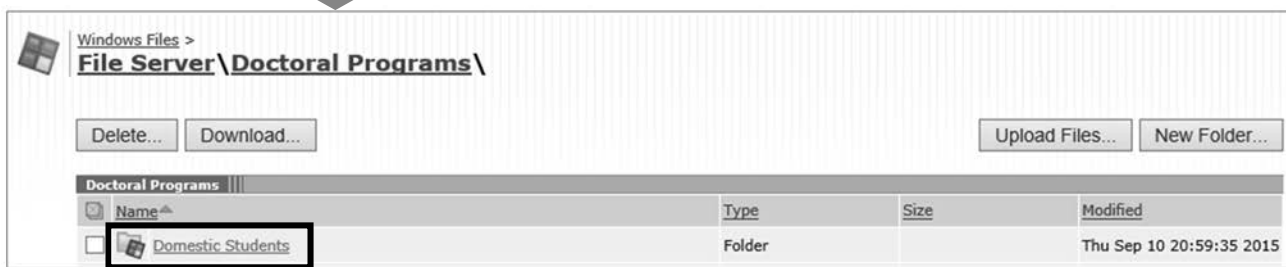


Click [File Server].



7. Campus, Support, and Services
- IT Services -

Select your program. You can both upload and download files.



Google Drive

Google Drive

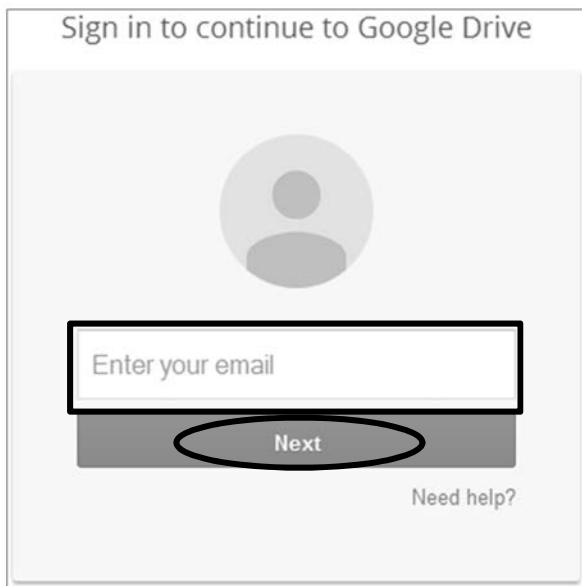
Google Drive is a cloud storage service. Data saved on the Google Drive folder is automatically uploaded and synchronized. You can access to the data through web browsers from everywhere. Your personal data is at your own responsibility. GRIPS is not responsible for any troubles such as lost or damaged data.

Double click on the [Google Drive] icon on the desktop.

※If login was necessary, please follow the steps below.



Enter GRIPS email address and click [Next]. ※@grips.ac.jp after your student ID is necessary.

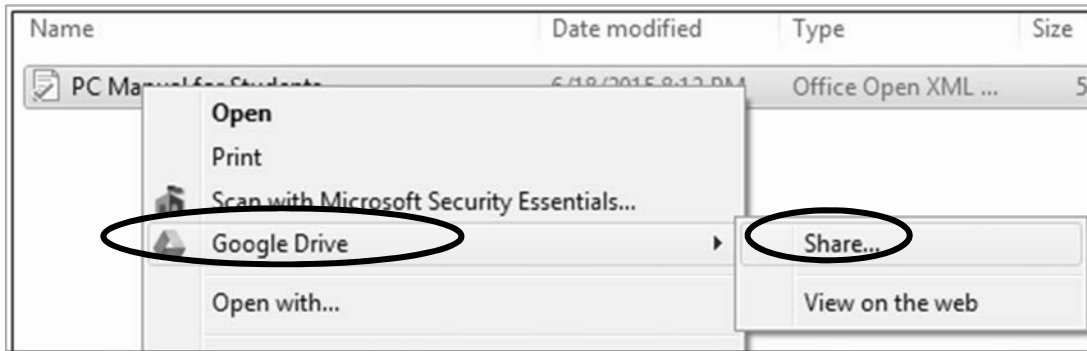
A screenshot of the Google Drive sign-in page. The title is "Sign in to continue to Google Drive". Below the title is a large grey circle representing a user profile. Underneath is a text input field with the placeholder "Enter your email". Below the input field is a "Next" button, which is circled in black. At the bottom right, there is a link that says "Need help?".

Enter GRIPS ID and GRIPS password, and click [Login]. ※@grips.ac.jp after your GRIPS ID is NOT necessary.

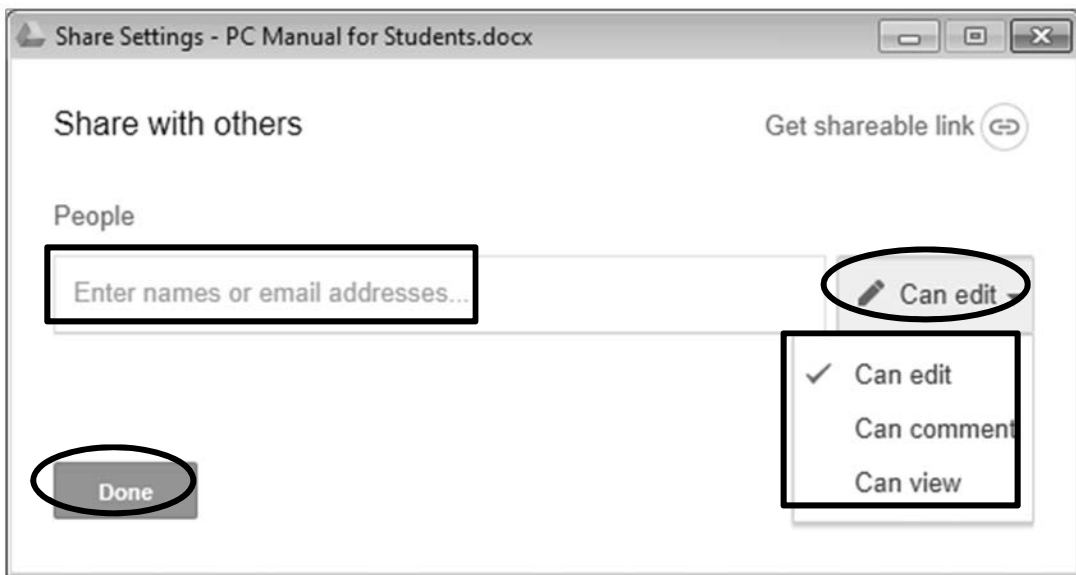
A screenshot of the GRIPS login page. At the top left is the GRIPS logo, which consists of a stylized circle and the text "GRIPS". To the right of the logo is the text "政策研究大学院大学" and "NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES". Below this is a "Login" section with two input fields: "User Name:" and "Password:". The "Login" button is circled in black.

Share files through Google Drive

Right click on the files to share and click [Google Drive] → [Share].



Enter the names or email addresses you wish to share the files with in [People].
Select the type of access and click [Done].



※Refer to the share setting below.

Can edit: Users can edit, print, and download the files. In default setting, users can share files with others.

Can comment: Users have the same access type as “Can view”. Users can only add/edit comments to the files.

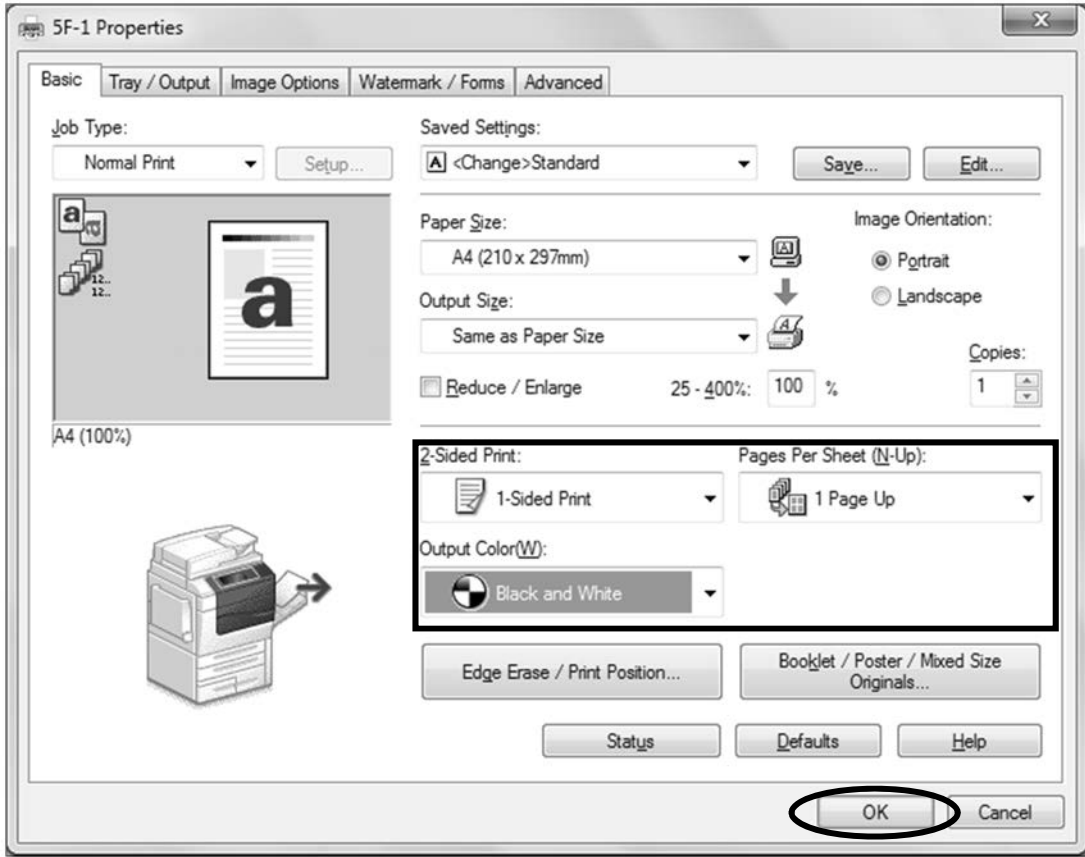
Can view: Users can view the files. In default setting, users can print or download files.

Printer

1. Send print from PC

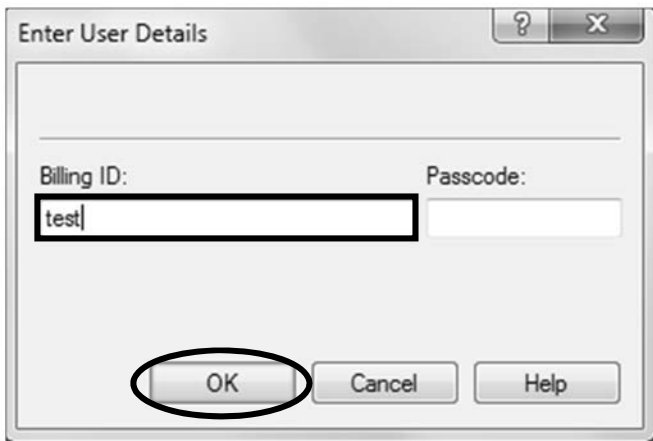
Select the closest printer to send print.

Select [2-sided print] or [Multiple-up] or [Output Color] in the [Property] if necessary. Then 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].



7. Campus, Support, and Services - IT Services -

Insert the card in the card reader next to the printer.

※ The charge for the printing is the same.

※ You cannot transfer the points between the cards.



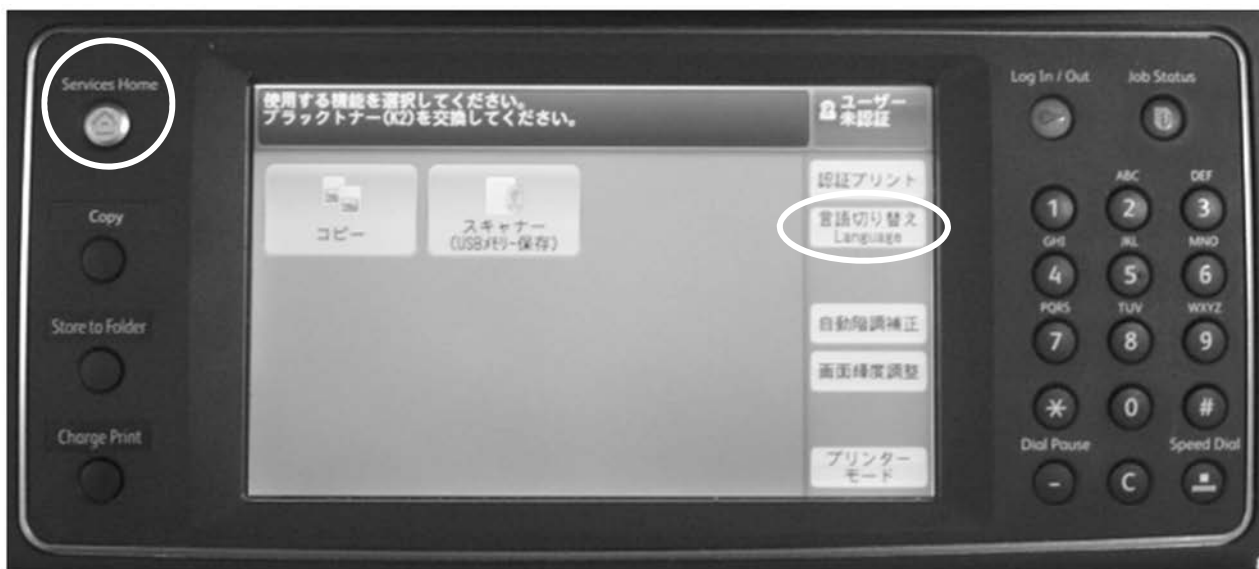
For GRIPS ID card



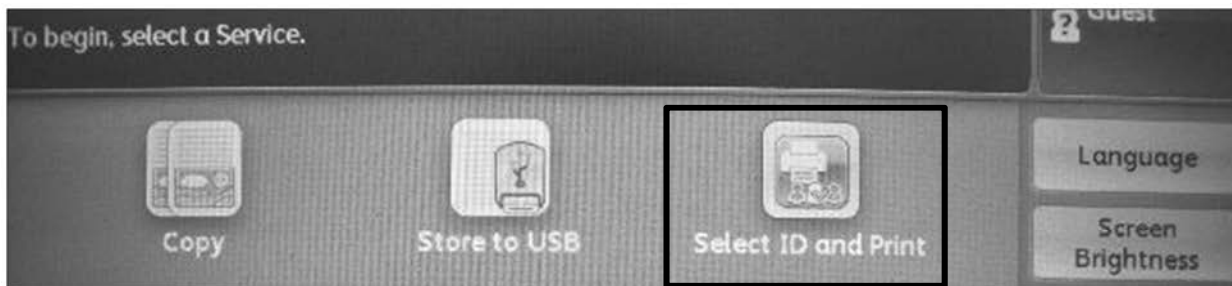
For SUICA・PASMO

Press [Service Home] on the printer.

Press [Language] to change the language.



Press [Select ID and Print].

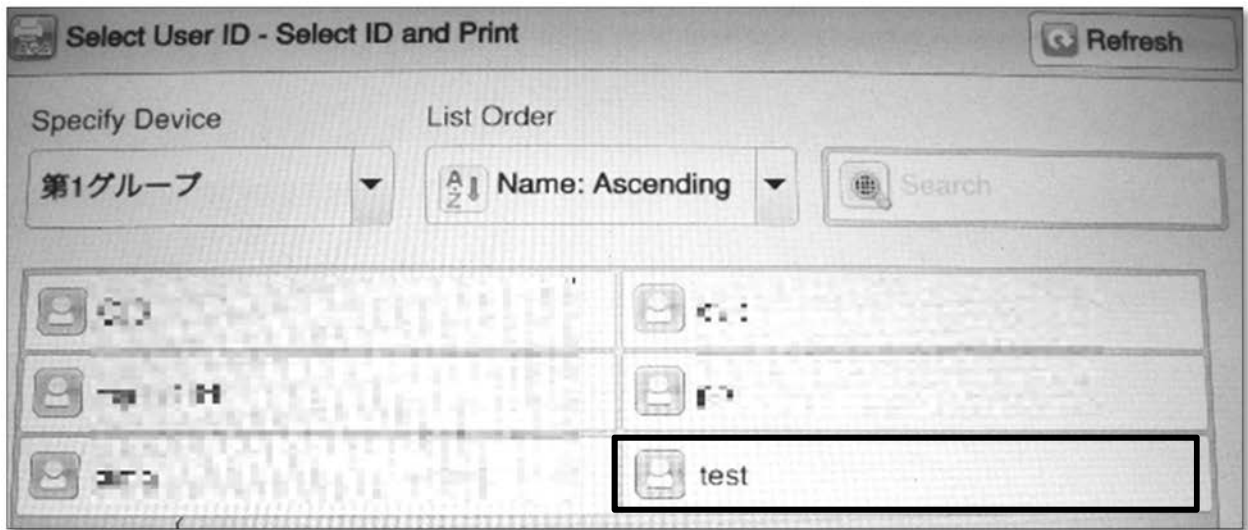


※If the printer you selected is being used or under repair, the data is transferable between the following printers.

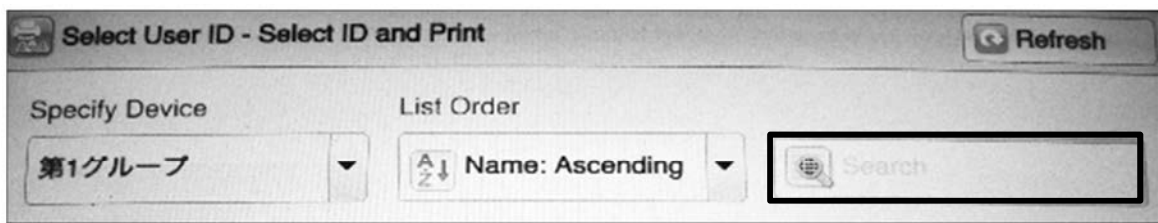
- 5F-1 and 5F-2
- 6F-1 and 6F-2

Ex : When you send a document to 5F-1 printer and if it is being used, you can print it out from 5F-2 printer without resending it from your PC. ※Resending the document from your PC is required if you wish to print out from unlinked printers such as 6F-1 or 5F-4.

Select your use ID.



※You can use the [Search box] to find your user ID from the list.



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



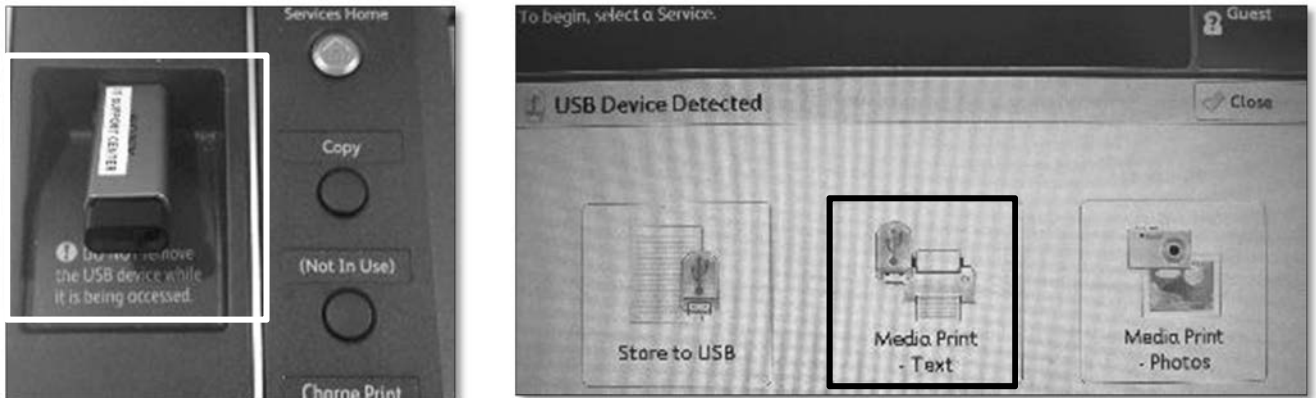
7. Campus, Support, and Services

- IT Services -

2. Print from USB device

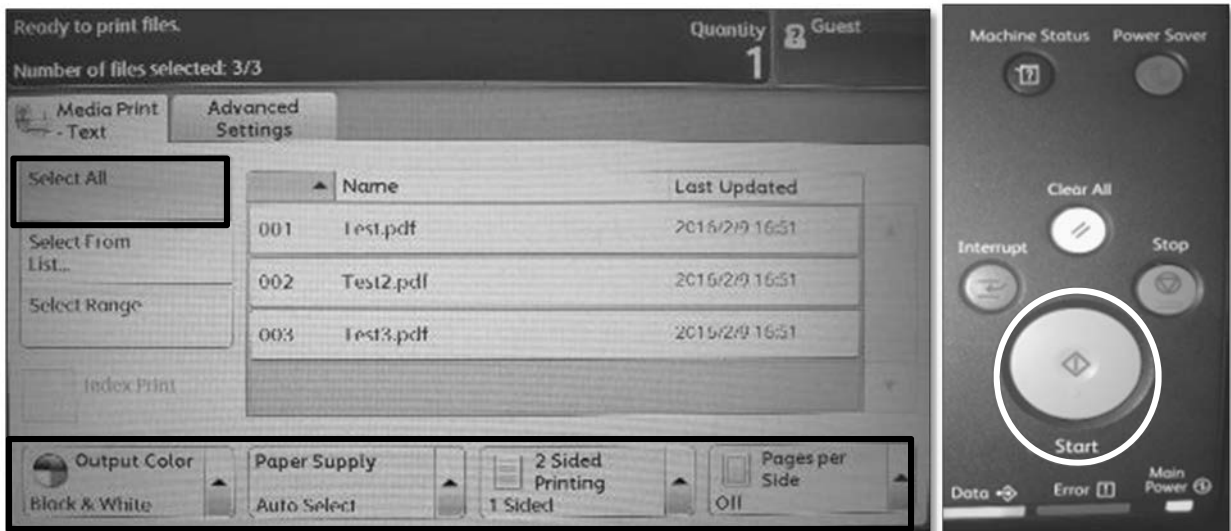
Connect USB device to the printer and press [Media Print].

※NTFS and exFAT formats are not supported.



Press [Select All] and change print setting if necessary. Then press [Start].

※When you wish to print a specific file, press [Select From List] and select the file and then press [Start].



Scanner

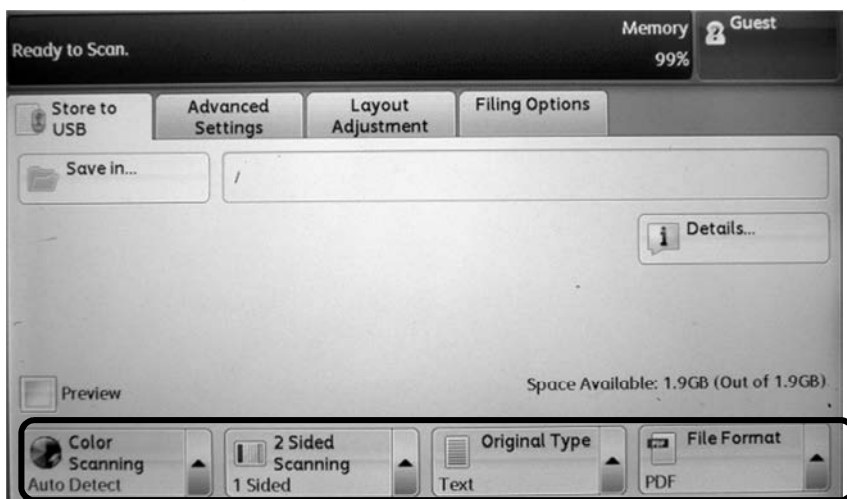
1. Xerox Printer

Insert the USB device to the printer and select [Store to USB].

※NTFS and exFAT formats are not supported.

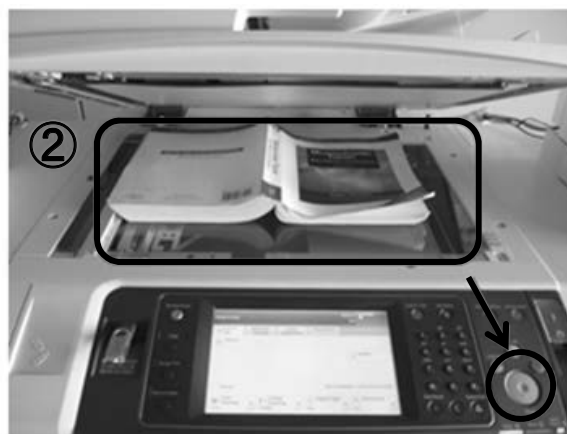
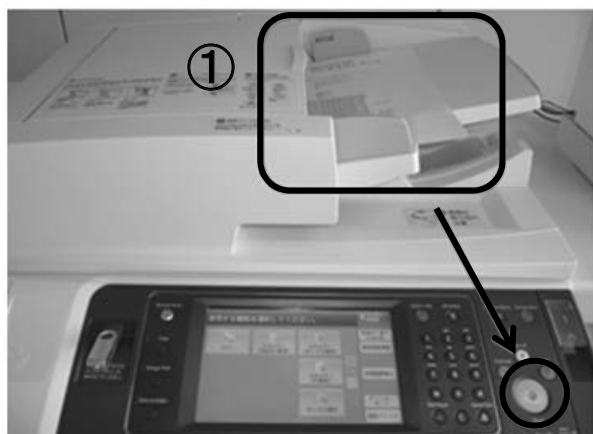


In the window below, select the format.



Set the document to scan in either way → 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.

Shared PC

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

Choose the language

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

To use the PC in English, select [Windows7_English] → press [Enter] key.

To use the PC in Japanese, select [Windows7_日本語] → press [Enter] key.

※ Do not pull out the LAN cable.



【Caution!】

All data will be deleted when you shut down or restart the PC.

Save the data into USB or some other memory device before shutting down.

Change GRIPS Password

1. GRIPS Password

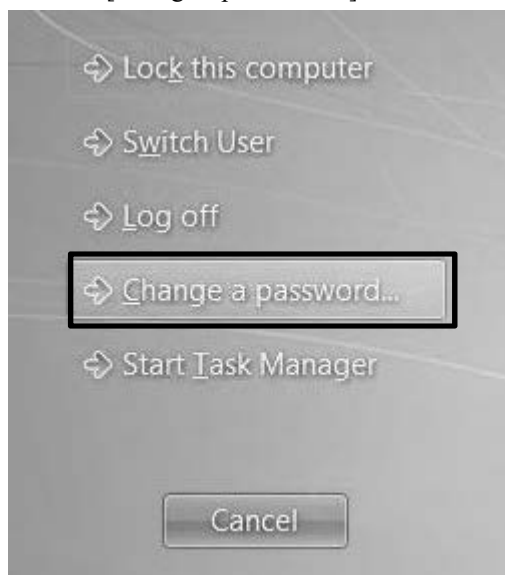
GRIPS password is used for all GRIPS network system and logging in to your PC.

When you change your GRIPS password, the password for all GRIPS network system is changed.

2. Change password from on campus

Press [Ctrl] + [Alt] + [Delete] keys at the same time

Click on [Change a password...]



Enter [Old password], [New password] and [Confirm password] → Click [⇒]



3. Change password from off campus

Click [Change Password] in G-way (<https://gportal.grips.ac.jp/fw/dfw/GSSOF/redirect.php>).

Enter your GRIPS ID and GRIPS password and click [ログイン].



The image shows a login page for the National Graduate Institute for Policy Studies. At the top, the university's name is written in Japanese (政策研究大学院大学) and English (NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES). Below this is a 'Login' section with two input fields: 'User ID' and 'Password'. A black rectangular box highlights both input fields. At the bottom center of the form is a button labeled 'ログイン' (Login), which is circled in black.

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



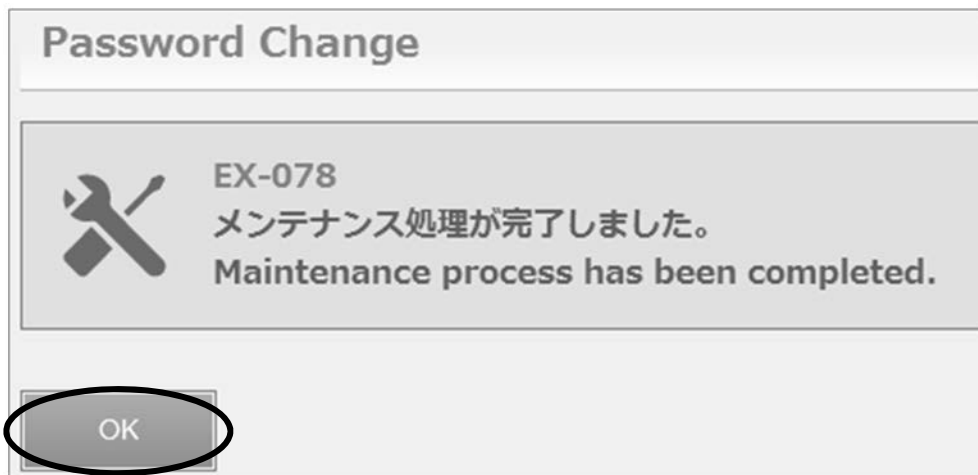
The image shows a 'Password Change' form. It has two input fields: 'New Password' and 'Confirm New Password'. A black rectangular box highlights both input fields. At the bottom left of the form is a button labeled '保存' (Save), which is circled in black.

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

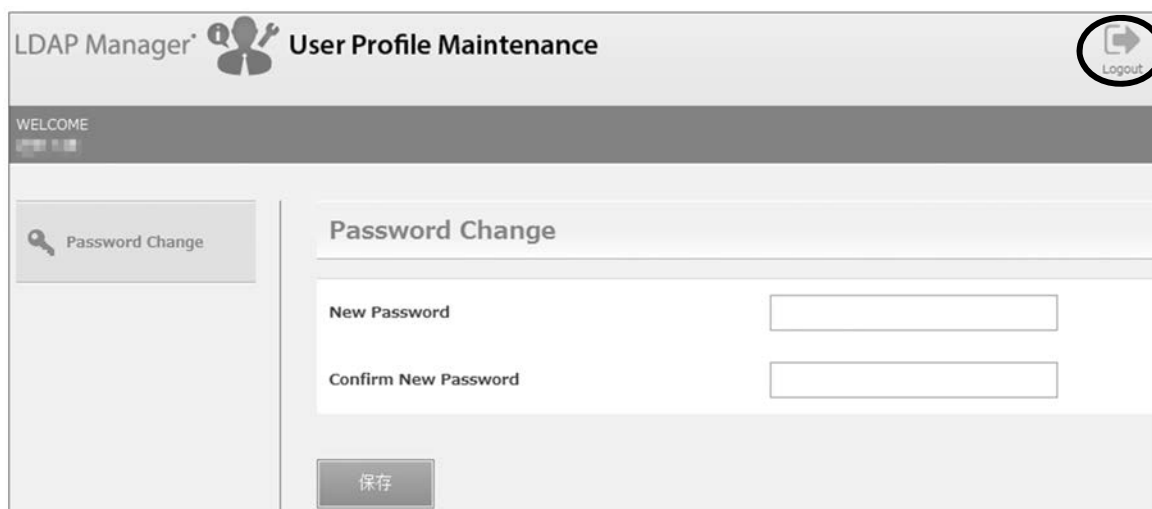


The image shows a 'Message from webpage' dialog box. It contains a question mark icon, the text 'EX-074 実行しますか? Do you execute?', and two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in black.

Click [OK]



Click [Logout]



Important

1. Where to go

G-way (online system)
Study tools (desk, locker, light bulb etc.)
Computer problems Password problems (PC, GRIPS Mail) Printer problem Internet problems on campus

 **Academic Support Team**

 **Student Office**

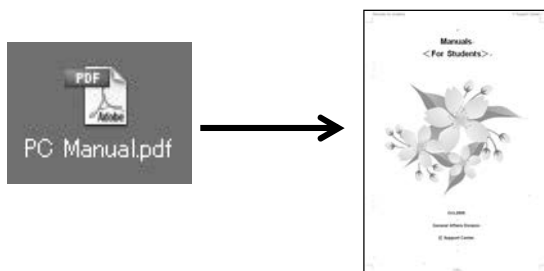
 **IT Support Center**

2. URL

Name	URL	Contents
G-way	https://gportal.grips.ac.jp/fw/dfw/GSSOF/redirect.php	Portal website of the online system
GRIPS Mail	http://gwmail.grips.ac.jp/	Web mail
SSL-VPN System	https://gremote2.grips.ac.jp/	Access to the file server from outside the campus
Media-File Server	¥¥ media-file	File server
IT Support Center	http://www10.local.grips.ac.jp/support-center/e/index.html	IT Support Center website
Change password	https://gpw.grips.ac.jp/webmtn/LoginServlet	Change password for all GRIPS online services.

3. Manual

The detailed PC manual [PC Manual.pdf] is saved in your Desktop on the PC lent by GRIPS.



If you have any questions or concerns, please contact the IT Support Center.

Ext: 6092

Email: support@grips.ac.jp

Laptop Loan Program

Laptop computers for classwork and research purposes can be borrowed 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.

Academic and Student Affairs Division

The Academic and Student Affairs Division offers various services and support for international students.

12:00 and 13:00 to 17:00 from Monday to Friday except for national holidays.

It is located on the 3rd floor and is open from **9:00 to**

Office	Services	
General Affairs Team (GAT) Extension: 6061 Tel: +81-(0)3-6439-6061 E-mail: kyouiku@grips.ac.jp	teaching assistants / research assistants financial support for doctoral students (tuition exemption / conference presentation, etc.) / JASSO scholarship / work permission	copy points lecture / copy / study room supplies - whiteboard markers - paper for printing / photocopy - printer cartridges
Academic Support Team (AST) Extension: 6042 Tel: +81-(0)3-6439-6042 E-mail: ast@grips.ac.jp	curriculum course registration class schedules lecture rooms certificates leave of absence / re-enrollment / withdrawal notification of address change	
International Programs Team (IPT) Extension: 6043 Tel: +81-(0)3-6439-6043 E-mail: ipt-ml@grips.ac.jp	scholarships textbooks request for temporary leave internship, etc.	
Student Office Extension: 6048 Tel: +81-(0)3-6439-6048 E-mail: studentoffice@grips.ac.jp	campus life support cultural exchange events field trips liability insurance JR / Tobu Railway discount vouchers accommodation study rooms visa extension	
Extension: 6047 Tel: +81-(0)3-6439-6047 E-mail: alumni@grips.ac.jp	student council support alumni matters brown bag lunch sessions summer program	

Certificate

- The AST issues various kinds of certificates as follows:
 - Transcripts (after the release of fall semester grades)
 - certificates of enrollment
 - certificates of prospective degree completion*
 - certificates of scholarship award

- *Certificate of Prospective Degree Completion 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 (G-way).

- 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.
 - * Please note that if you lose or break your student ID card, any copy points stored in the card will not be restored in your new card.
 - * 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: 25points (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.

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.

Harassment

Definition of Harassment

Harassment means inappropriate verbal or 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 common types of harassment that become problematic in a university setting are sexual harassment and academic harassment. The various forms of harassment do not always occur independently but can overlap.

Responsibility of the Institute

The President of the Institute is responsible for implementing all measures and policies to prevent harassment and for creating a plan of countermeasures against harassment. Each Institute member holding a supervisory position is responsible for providing guidance about the prevention of harassment in daily activities in order to secure a comfortable environment free of harassment, increase awareness of harassment, and create appropriate countermeasures to prevent problems resulting from harassment.

Responsibility of Members

All members of the Institute (faculty, staff, and students) are responsible for ensuring that they do not engage in harassment that damages the human dignity of another person, as well as for making efforts to prevent harassment. Members must pay careful attention to the following in order to prevent harassment-related damage to the study or work environment.

(i) Students, faculty, staff, or other relevant parties who raise harassment-related issues shall not be regarded as so-called trouble-makers, and harassment-related issues

shall not be dismissed out-of-hand as personal issues between the concerned parties.

(ii) In order not to create an atmosphere of victimizers and victims in issues related to harassment, all members need to be sensitive to those around them and behave appropriately.

Specifically, members need to pay careful attention to the following points and take appropriate action.

- If a member witnesses harassment, he/she must proactively draw attention to the harassment or take proactive measures before serious damage is caused to the study or work environment.
- Victims of harassment tend to avoid consulting other people regarding harassment because of feelings of embarrassment, not wanting to be labeled a troublemaker, or for fear of retribution. To prevent harassment damage from becoming serious, it is important that members seek counseling if they notice any harassment.

What to Do if You are Being Harassed

To counter harassment, it is necessary to make a clear and unambiguous report of the incident. If it is difficult to make such a report, you should discuss the incident with someone you trust. It is best to note down when the harassment occurred and how it occurred, and to obtain the testimony of a third person.

Counseling with Confidentiality

The Institute has established an e-mail address, sodan-cukeii@grips.ac.jp, as a hotline for harassment. We guarantee that your privacy will be strictly protected. Please do not hesitate to contact the hotline if you are experiencing or witnessing harassment. We will deal with hotline reports appropriately to prevent further problems.

Signing the Register

(all programs except DMP and MSP after March 2018**)

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. For this reason, 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.

**MSP students are required to sign the register during their study at GRIPS between October and March.

Schedule for Signing the Register (October 2017– March 2018)

Term	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Fall	October	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
	November	29	30	31	1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
	December	26	27	28	29	30	1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
	January	24	25	26	27	28	29	30
		31	1	2	3	4	5	6
7		8	9	10	11	12	13	
14		15	16	17	18	19	20	
Winter	February	21	22	23	24	25	26	27
		28	29	30	31	1	2	3*
		4	5*	6	7	8	9	10
		11	12	13	14	15	16	17
	March	18	19	20	21	22	23	24
		25	26	27	28	1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31

 : 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.

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, Residence Card, and will return to Japan within one year of your departure. Make sure to bring your Residence Card, which must be shown when you leave and re-enter Japan. For details, please visit the website of the Immigration Bureau of Japan.

(http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html)

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 Student, which is prescribed to those who are in Japan to receive education at a college. While in Japan, international students' activities are limited to those that correspond to the purpose assigned to their resident status.

If you wish to work, you must first obtain a permit for extra-status activities from the Immigration Bureau. However, a permit for extra-status activities is not required if you intend to assist in educational or research activities at GRIPS.

Thus, the Japanese government allows international students to conditionally engage in work activities. Nonetheless, in light of the intensive curriculum at GRIPS, the following policy has been established:

1. In principle, international students are not permitted to engage in work activities (excluding the provisions of item 2). However, if your Program Director deems an activity productive for your studies and/or research and free of any negative effects to your studies, you may be allowed to engage in work activities. In this case, you must obtain a permit for extra-status activities from the Immigration Bureau.

2. International students are permitted to assist in educational or research activities at GRIPS (e.g., as a TA or RA). In principle, though, those students who are studying in one-year master's programs are not permitted to engage in the above activities.

3. If you wish to engage in any kind of work activity, you must first obtain approval from your Program Director. At least one month before commencing work, you must submit a request for permission to work (with the Program Director's signature affixed) to the General Affairs Team, Academic and Student Affairs Division. The form of a request for permission to work is available at the General Affairs Team.

The form of a request is available on GRIPS website:

(http://www.grips.ac.jp/en/education/students/general/#permission_ptj)

- * For those whose resident status is not Student

If your resident status is not Student, you must obtain a permission to engage in activity other than that permitted by the status of residence previously granted from the Immigration Bureau even if you plan to assist in educational or research activities 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 (at the beginning of a month) on which 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 (**at the beginning of a 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 (**at the end of a 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
E-mail: 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 in September 2018 may apply for the following Ph.D. programs:

- GRIPS Global Governance Program (G-cube)
- 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 2018: Application guidelines are released.
- May 2018: Applicants must obtain approval from the director of the Ph.D. program to which they wish to apply.
- June 2018: Application process ends.
- July 2018: 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. 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 2018 and send them to current master's students by e-mail.

Inquiries

Admissions Office
Extension: 6046
E-mail: 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)
- 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
- Policy Analysis Program
Japanese Government (Monbukagakusho)
GRIPS Fellowship
- Doctoral Programs
Japanese Government (Monbukagakusho)
GRIPS Fellowship

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 2017 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.

Upon Completion of Your Program of Study

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.

If you fail to complete your program of study within the standard course duration, you will not be provided with an air ticket from Japan to your home country. Depending on your scholarship, you must return to your home country upon completion of your program of study.

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 join this personal accident insurance. The type of insurance you should join depends on which scholarship you receive, if any. If you would like to know more about your personal accident insurance,

please contact the Student Office or your program coordinator.

*Note that students sponsored by the Indonesian government, the Japan Foundation, or JICA are not required to join this insurance.

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)

Lecture Rooms (5th floor)

Seminar Rooms (6th floor)

- 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.
- Keep quiet in the study rooms. Cell phones must be turned off or on silent mode.
- To request whiteboard markers in the lecture rooms, please ask the Academic and Student Affairs Division.
- To request light bulbs for the lecture/seminar rooms, please ask the Facilities Management Center on the 1st floor (ext. 6099). Replacement bulbs for desk lamps are available at the Student Office.
- 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, and a DVD player.
- Microphones and projectors are available from the AST. If you wish to borrow any of these devices,

contact the AST well in advance.

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

- Printers for photocopying and printing 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 printers on the 4th, 5th and 6th floors have network connections with students' GRIPS laptops.
- To use a printer, you will need your ID card, an IC card (e.g., Suica or PASMO), or a shared copy card. Photocopying/printing fees are
 - black & white copies: 5 points (5 yen) per page
 - color copies: 25points (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.

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 "Students' Notice Board" 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.

7. Campus, Support, and Services

- 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.
- The Student Council Room in the lounge on the 5th floor is to be used for activities of the International and Japanese Student Council.
- There are computers and a scanner which can be used freely by students in the Student Lounge on the 5th floor.
- No food is allowed, but beverages are permitted in the Student Lounges.
- It is each student's responsibility to keep the Student Lounges clean.

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.

Lounge (1st floor)

- Hours: 9:00 – 23:00 (every day)
- Eating and drinking are permitted in the Lounge.
- There is a TV set that students are free to watch.
- Vending machines for food and beverages, a water dispenser, and microwaves are available.

Smoking 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 an 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 and belongings 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 lecture/seminar rooms, please ask the Facilities Management Center (ext. 6099).

Health Services Center (3rd floor)

- 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/en/education/health/center/>
- A medical check-up will be held in October. Further details will be announced.

Others

- A phone-card payphone (no coins accepted) is located on the 1st floor, and vending machines for beverages and food are located on the 1st and 5th floors.
- 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.

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: MEY17XXX)

-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

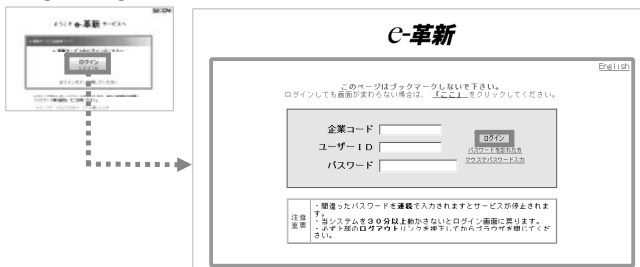
- ver.1.3.0

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).

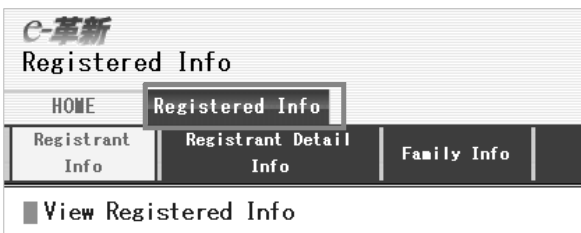
The registered e-mail addresses will be used to receive safety confirmation e-mail sent by the administrator in the event of a disaster.
 ※Even if it is an administrator, the registered mail address/telephone number etc. cannot be inspected.

Initial registration using a PC

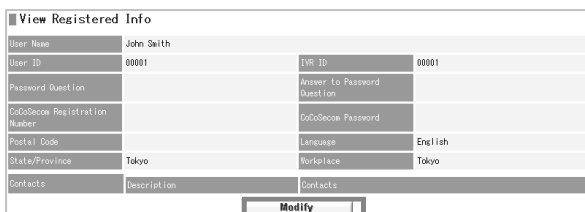
1. Access <http://www.e-kakushin.com/login> and click [LOGIN] button.
 Select [English] to switch to the English screen.
 Enter organization code, user ID and password and click [LOGIN] button.



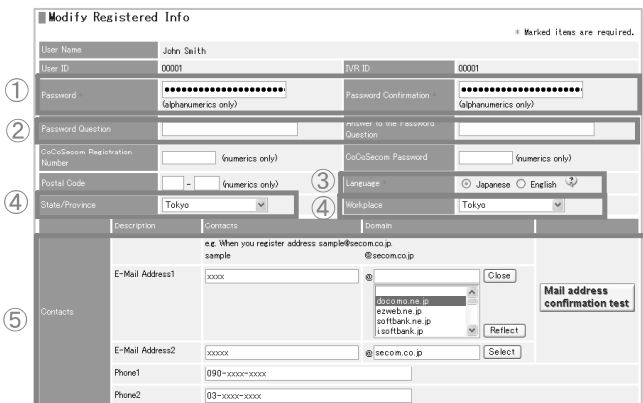
2. Select [Registerant Info] from the menu.
 * [Registrant Detail Info] or [Family Info] will not be displayed depending on setting.



3. Click [Modify] button.



4. Enter information in each column.



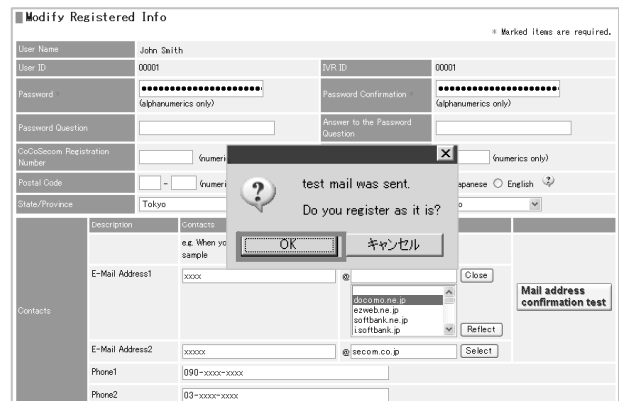
- ① Enter an arbitrary password.

- ② Enter Password question and the answer.
- ③ Select the language (Japanese or English) used in service. *It is set in Japanese by default.
- ④ Select state/province from the list box.
- ⑤ Enter contact information (e-mail address and telephone number).

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

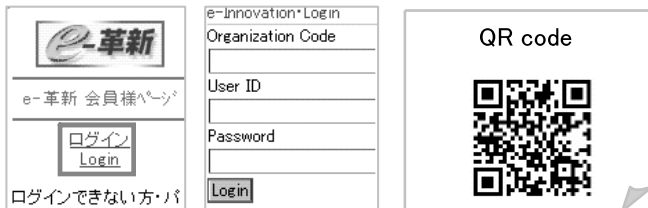
Notes

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

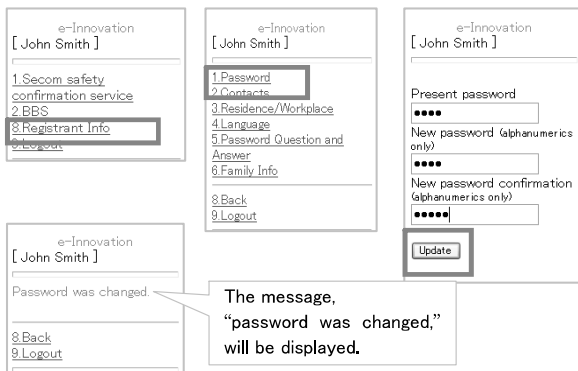
*The Secure Sockets Layer (SSL) is a commonly-used protocol for managing the security of a message transmission on the Internet.

Change password

1. Access <http://www.e-kakushin.com/login> and select [Login]. Enter organization code, user ID and initial password and click [Login] button. If you can use the Quick Response Code(QR Code) on your mobile phone, try to use it.

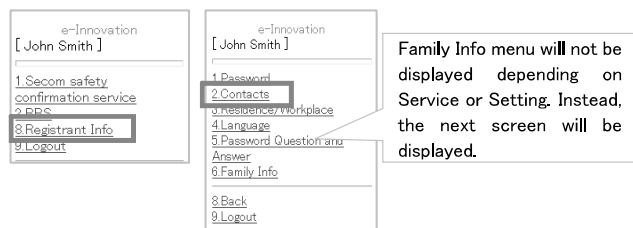


2. Select [Registrant Info] and then select [Password]. Enter initial password into [present password] box. Enter new password and new password confirmation and click [change] button.

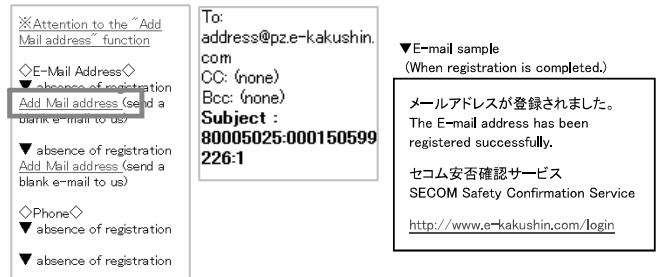


Registering e-mail address by sending a blank e-mail

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



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 time.



3. After receiving registration result e-mail, once go back to the menu screen (select the [Back]). Select the [Contacts]. The registered e-mail address will be displayed and the registration will be completed.

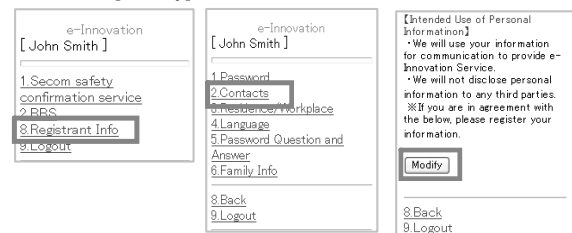


*Depending on the mobile phone model, you may not be able to go back to the operation screen after reading registration result e-mail in the inbox.

In such case, access login URL sent 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.



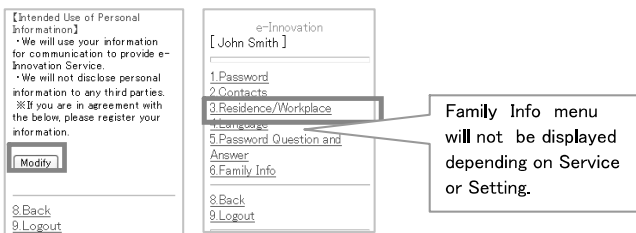
3. Registered contact information.

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

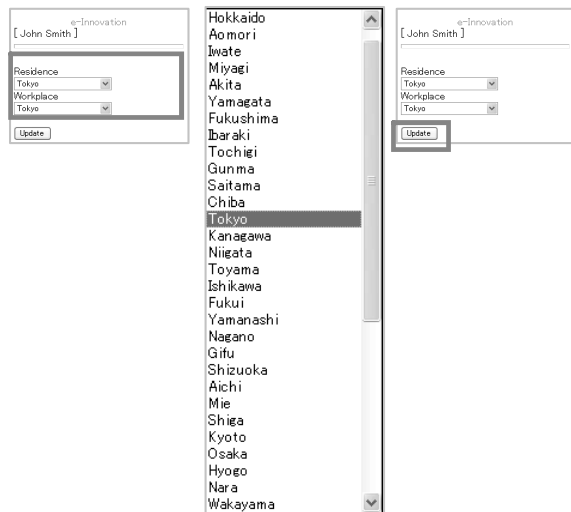


Registering residence and workplace information

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

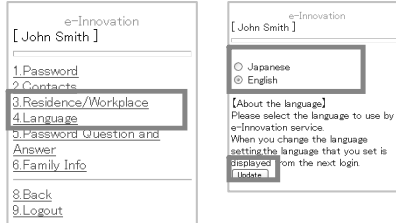


2. Select state/province for residence and workplace from the list box and click [Update] button.



Select the language

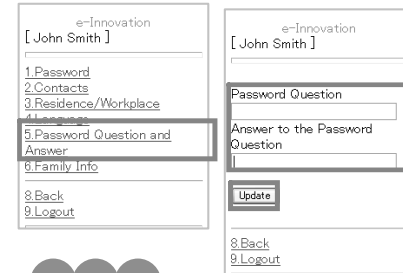
1. Select [language] from the menu.
Check the language (Japanese or English) used in service.
Click [Register] button.



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's 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 these 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/>

Alumni Network

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

As a GRIPS graduate, you join an impressive network of close to 5,000 alumni who are actively shaping future policies in more than 100 countries around the world. Connectivity and communication sit at the heart of the alumni community. 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 networking 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

Whenever a GRIPS professor or staff visits a country where we have graduates we schedule an alumni reunion.

Local alumni groups

Local alumni groups have been established around the world. Alumni Groups help organizing local alumni events, advise 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 2,650 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/en/alumni/index/>

<https://www.facebook.com/groups/GRIPSAumni/>

<http://www.linkedin.com/groups?gid=2628687>

<http://www.grips.ac.jp/en/alumni/almo/>