

## 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 books 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)”

#### GRIPS Discovery Service

You can search GRIPS subscription e-journals, e-books, databases and online open access academic resources via GRIPS Discovery Service all at one time. Some of the search results provide full-text links.

There's a search box for “GRIPS Discovery Service” and a link to an advanced search on the Library homepage.

\*You cannot search GRIPS book holdings or journals via Discovery Service. Please search those items via GRIPS 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 / On-campus Access with Your Own PC

Online journals, books, and databases are accessible from outside the campus by logging in to EZproxy service.

\*You should also use EZproxy service when you use your own computer on campus, connecting via GRIPS campus Wi-Fi.

Library website > Off-campus Access / On-campus Access with Your Own PC

[http://www.grips.ac.jp/main/lib/en/search/off\\_campus\\_access/](http://www.grips.ac.jp/main/lib/en/search/off_campus_access/)

### 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.

## 7. Campus, Support, and Services

– GRIPS Library –

- 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”.

### Group Study Room

The GRIPS Library has a group study room where students can work together for academic purposes. Feel free to use this room when seats are available.

You can also reserve a single table or the entire room. Make a reservation in advance at the Library counter or by email.

Operating hours

Monday - Friday: 9:00 - 20:00

Saturday: 10:30 - 16:00

### 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](mailto: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.

\*When searching GRIPS subscription e-journals and e-books by title, please use "E-journals / E-books search."

**GRIPS Library**  
National Graduate Institute for Policy Studies Library

GRIPS HomePage Library

Input Search Conditions

Category Search My Library (Renewing, reservation, cancellation)

Brief search Detail search

Search Clear

1 Keyword (Title, Author, etc.) : game theory dynamics

2 Material type : ☒ Book ☒ Journal ☒ Journal volume

3 Target database : ☒ Local collection ☐ Other university (NII catalog)

4 Title : Author : Subject : Publisher : Publication year : Japanese/Foreign group : All Language : Classification : Call no. : Location : All New arrivals : days or earlier Material ID :

### 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**

Input Search Conditions > Search Result List

Book: 11 materials Journal: 0 materials Journal volume: 0 materials

Keyword (Title, Author, etc.) : game theory dynamics (AND)

Material type : Book, Journal, Journal volume

Target database : Local collection

Review conditions

Book: 1-11 (11 materials)

In order of title By 50 items Show

1. ☐ Advances in dynamic games : applications to economics, finance, optimization, and stochastic control. Andrzej S. Nowak, Krzysztof Szajowski, editors. Birkhäuser, 2005 (Annals of the International Society of Dynamic Games v. 7). General books section 331.19 [JN97]

2. ☐ Control theory and dynamic games in economic policy analysis : pbk. Maria Luisa Petit. Cambridge University Press, 2009. General books section 311.19 [JP46]

3. ☐ Dynamic games : theory and applications. : HB. edited by Alain Haurie, Georges Zaccour. Springer, 2005 (CEPRAD 25th anniversary

### Search Result List

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

**Search Result in Detail: Book**

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

Back Next 1 / 1 materials

**Behavioral game theory : experiments in strategic interaction**  
Colin F. Camerer  
New York : Russell Sage Foundation  
Princeton, N.J. : Princeton University Press, c2003

Bookmark

1 2 3 4

Holdings:

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Textbooks section	331.19 C14	00949064	Not to be taken out		Reserve	0
	General books section	331.19 C14	01088418	For 1 month	In circulation (Jul 16, 2016)		

Select All Deselect All Bookmark volume

Publication year : 2003

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

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").

## 7. Campus, Support, and Services

- GRIPS Library -

### 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.

**Search Result in Detail : Journal**

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

◀ Back Next ▶ 1 / 1 materials

**Journal of economic literature**  
American Economic Association  
Nashville, Tenn.

Bookmark

• Journal holdings:

Holding volume	Location	Year of holding	Continuing acceptance
1 7-10, 11(1-3), 12-18, 19(1-3), 20-53, 54(1)+	Journals section	1969-2016	Ongoing

• Volume :  
▶ Show back issues

☐ Vol.54 No.1 Mar. 2016 [Latest volume]

▶ Show back issues

Select All Deselect All Bookmark volume

• First/Last publication year : Vol. 7 (1969)-  
• Form : v. ; 24 cm  
• Alternative title : J. econ. lit.  
Journal of economic literature  
Economic literature

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 books available at GRIPS from OPAC.

**Search Result in Detail : Book**

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

◀ Back Next ▶ 2 / 99 materials

**The age of sustainable development [electronic resource]** Show the electronic book

Jeffrey D. Sachs  
New York : Columbia University Press, c2015

Bookmark

• Holdings :

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Electronic Books	EB	EB000810	Not to be taken out			Click the URL indicated in "IDENT" field. (Only inside GRIPS) / Concurrent user limit: 10

Select All Deselect All Bookmark volume

• ISBN : 9780231539005/9780231173155  
• IDENT : <http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&lang=ja&AN=944998>

1. Links to the online book  
"Show the electronic book"  
"IDENT"
2. Notes for using online books such as concurrent user limit

### << Off-campus Access / On-campus Access with Your Own PC >>

You can use online journals, books, and databases from outside the GRIPS by logging in to EZproxy service with your GRIPS ID & Password.

\*You should also use EZproxy service when you use your own computer on campus, connecting via GRIPS campus Wi-Fi.

Library's website > Off-campus Access / On-campus Access with Your Own PC

[http://www.grips.ac.jp/main/lib/en/search/off\\_campus\\_access/](http://www.grips.ac.jp/main/lib/en/search/off_campus_access/)

\*EZproxy service is separate from MyLibrary or G-way.

## 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.

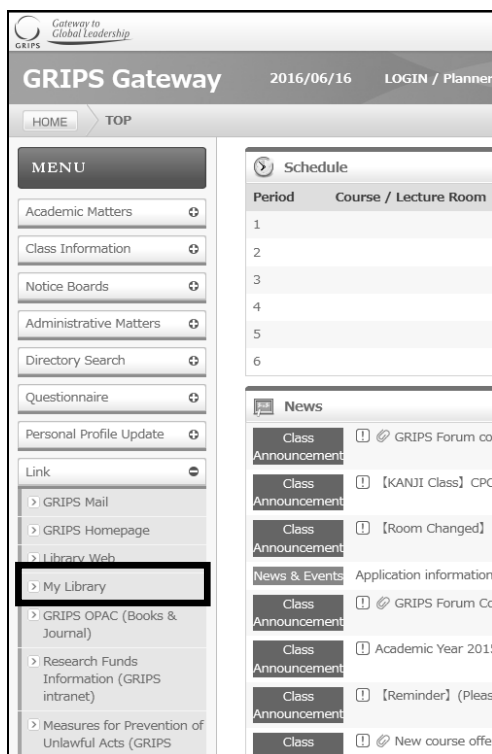
The request will be examined and the book will be purchased as the Library's collection.

### My Folder

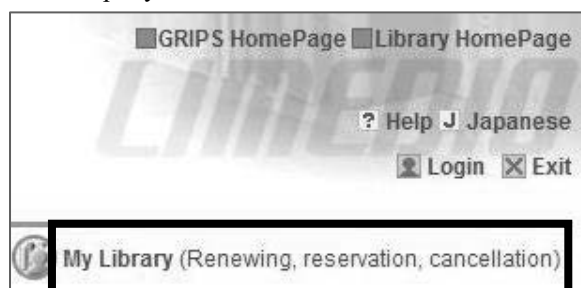
Save your preferred searches and keep a record of materials.

## 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

Help J Japanese Welcome, GRIPS Library san. Logout

My Library

Search Category Search Request Photocopy Request Loan Request Purchase

**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	00917572	For 1 month	In circulation (Jul 16, 2016)	Reserve	0

### 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 f  
Seidl : hb(Theory and decision library ser. C. Game theory, math  
operations research v. 38)  
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.

## 7. Campus, Support, and Services

### - GRIPS Library -

### 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 Lib

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.) : AND

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 : Languages

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 Perrino, David S. Kidwell, Thomas W. Bates, 3rd ed  
Hoboken, N.J. : Wiley, c2015

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

Publication year : 2015

Form : xoodi, 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



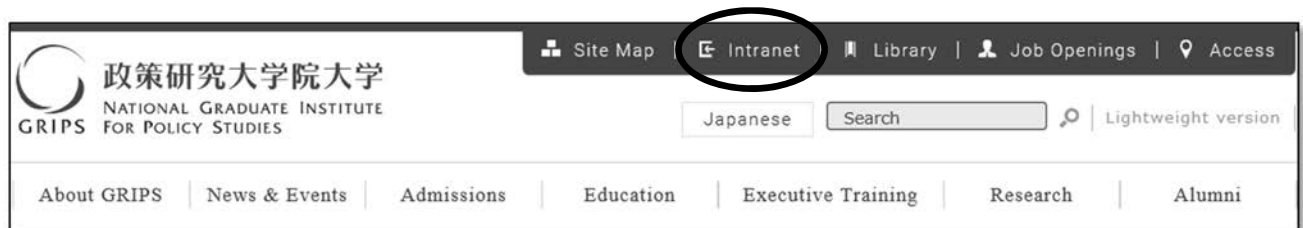
## G-way

In G-way, the GRIPS campus network system, students can do such actions as registering for courses, applying for certificates, and checking class information and grades.

### 1. Log in to G-way

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

\*You can also access G-way via the [Intranet] link on the GRIPS official website.



On the login page, enter your GRIPS ID and GRIPS password. Then, click [Login].



## 7. Campus, Support, and Services

- G-way -

### 2. G-way top page

On the top page, the following information is shown.

- Class Information: weekly information related to the classes for which you are registered
- Schedule: today's class schedule
- News: announcements from GRIPS. Click on each title to read the message.
- Notice board: G-way Manual, Academic Calendar and other information

The screenshot shows the G-way top page with a sidebar menu and a main content area. The sidebar menu includes: HOME, TOP, MENU, Academic Matters, Class Information, Notice Boards, Administrative Matters, Directory Search, Questionnaire, Personal Profile Update, Link, and My Setting. The main content area is divided into four sections: Class Information, Schedule, News, and Notice Board. The Class Information section shows a table with columns: Date, Period, and Course / Lecture Room. The Schedule section shows a table with columns: Period and Course / Lecture Room. The News section shows a list of announcements with icons and titles. The Notice Board section shows a list of notices with icons and titles.

Date	Period	Course / Lecture Room
05/28 (Tue)	2	Local Government Finance Lecture Room C 講義室C
05/28 (Tue)	3	Local Government Finance Lecture Room C 講義室C

Period	Course / Lecture Room
1	
2	
3	
4	
5	GRIPS Forum Sokairou Hall 総務棟ホール
6	

**News**

- Class Announcement: GRIPS Forum/Perspectives of the World Schedule (Spring Term)
- Class Announcement: [Lecture Room Change] ECO6730E Advanced Econometrics IV (Prof. LEON)
- Class Announcement: [Lecture Room Change] ECO3710E Time Series Analysis (Prof. LEON)
- News & Events: [Notice] Office365
- News & Events: [ご案内] MATLABについて
- News & Events: [Stata] How to Change Licence Information
- News & Events: Registration of SECOM safety confirmation service at GRIPS
- News & Events: About the New Version of ArcGIS Pro
- News & Events: Course Registration for "Spring (Session II)"
- News & Events: Course Registration for "Spring (Session II)" 2
- Class Announcement: [Lecture Room Change] ECO3200E Economics of Law (Prof. Hatanaka)
- Class Announcement: [Lecture Room Change] PFP5130E Practicum in Customs Administration III(Prof. Toru Tanaka)
- Class Announcement: Academic Year 2018-2019 Spring(Seeion I ) Term Course Evaluation

**Notice Board**

- News: G-way Manual
- News: Academic Calendar
- News: Course Registration
- News: Change of Student Status at GRIPS

### 3. Menu

Click [+] to see more options.

The diagram illustrates the expansion of the 'Academic Matters' menu. On the left, a vertical list of menu items is shown: MENU, Academic Matters, Class Information, Notice Boards, Administrative Matters, Directory Search, Questionnaire, Personal Profile Update, Link, and My Setting. Each item has a small '+' icon to its right. The 'Academic Matters' item is circled, and an arrow points from it to a detailed view of the expanded menu on the right. The expanded menu is titled 'Academic Matters' and contains three sub-items: Course Registration, Syllabus Search, and Academic Record, each with a right-pointing arrow icon.

\*If a pop-up block message appears

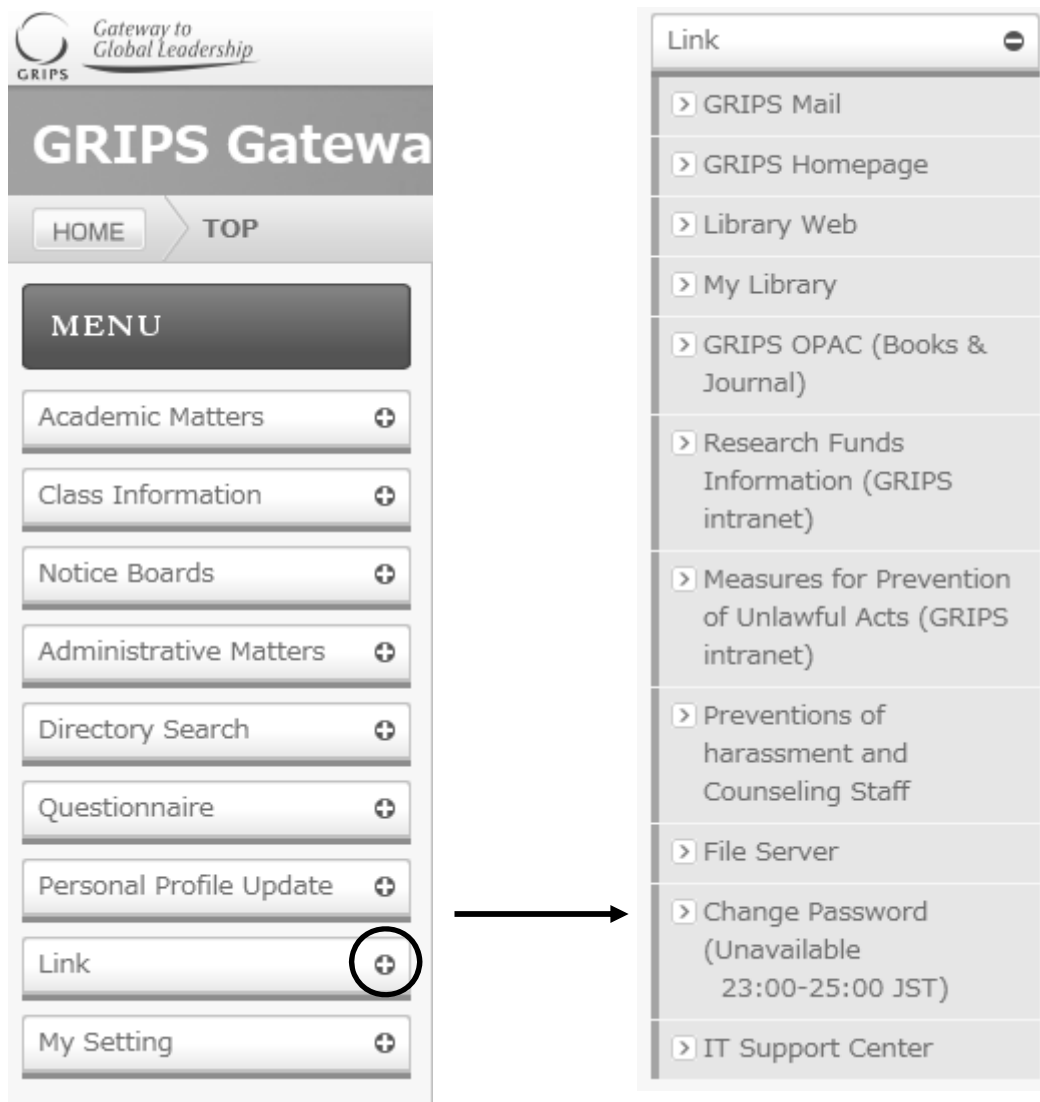
If the message below appears when you move to a new window, click [Options for this site] and select [Always allow]. If a different message appears, refer to the help of your browser



## Link

Click [+] beside [Link] and check the services available.

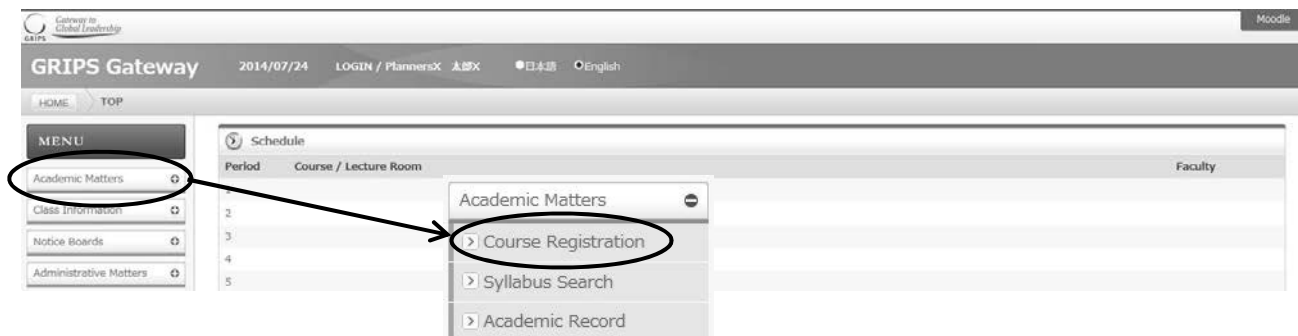
\* Note: the contents of *Link* are subject to change.



## 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

A screenshot of the 'Course Registration' screen. At the top, there are buttons for 'Timetable', 'Course Registration', 'CSV Output', 'Personal Timetable', and 'Registration'. Below these is a header for 'Course Registration' and a table with columns: Program, Student ID, and Name. The table contains one row for 'Young Leaders Program (School of Local Governance)', 'sg-ito', and 'PlannersX 太郎X'. Below this is a table with 6 rows for course selection, each with a dropdown arrow on the right. The first row is selected, showing 'mon' in the first column and '1' in the second column.

#### • Withdrawal

A screenshot of the 'Withdrawal' screen. At the top, there are buttons for 'Personal Timetable' and 'Withdrawal'. Below these is a header for 'Withdrawal' and a table with columns: Program, Student ID, and Name. The table contains one row for 'Young Leaders Program (School of Local Governance)', 'sg-stu', and 'PlannersX 太郎X'. Below this is a table with 6 rows for course withdrawal, each with a dropdown arrow on the right. The first row is selected, showing 'mon' in the first column and '1' in the second column.

#### • Timetable

A screenshot of the 'Timetable' screen. At the top, there are buttons for 'Personal Timetable' and 'Timetable'. Below these is a header for 'Timetable' and a table with columns: Program, Student ID, and Name. The table contains one row for 'Young Leaders Program (School of Local Governance)', 'sg-stu', and 'PlannersX 太郎X'. Below this is a table with 6 rows for course selection, each with a dropdown arrow on the right. The first row is selected, showing 'mon' in the first column and '1' in the second column.

How to Register

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

Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-lfg	PianettiX 太郎X
mos	1	Development Economics
mos	2	Education Policy
mos	3	International Security
mos	4	Resource and Environment
mos	5	Development Economics
mos	6	Education Policy

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

2	Development Economics
3	Education Policy
4	International Security
5	Resource and Environment
6	Development Economics

To find intensive courses, press 'others' button.

others
--------

(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).

2	Development Economics
3	Education Policy
4	International Security
5	Resource and Environment

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

Web ページからのメッセージ

変更前の授業は複数コマ授業です。他の曜日時間の授業も変更されますので、注意して下さい。  
This is a course that is offered on different days and periods in the week.  
The change you are making will be reflected on other day(s) and period(s).

OK

## 7. Campus, Support, and Services

- G-way -

- (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	PlannerX 太郎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 is not course registration period.

- (7) Be sure to check your registration on Course Registration Screen again.


- (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.



Gateway to  
Global Leadership

Timetable

Course Registration

CSV Output

Personal Timetable

Registration

Course Registration

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

	1	2	3	4	5	6
mon						
tue						
wed						
thu						

(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		<div>閲覧</div>
Winter	ECO3470E	Empirics of Macroeconomic Policies and International Finance		<div>閲覧</div>

## 7. Campus, Support, and Services

- G-way -

### 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).

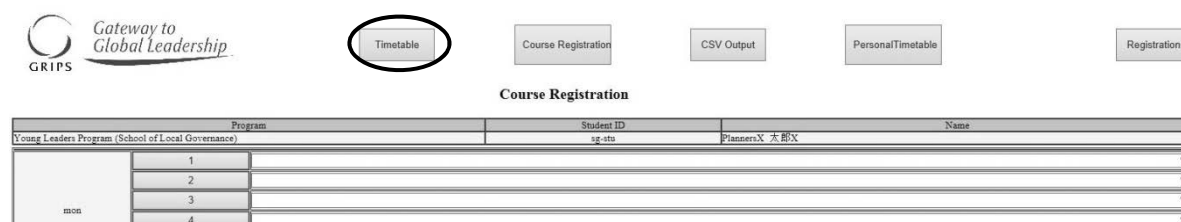
[ast@grips.ac.jp](mailto:ast@grips.ac.jp)



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

#### (2) Time table

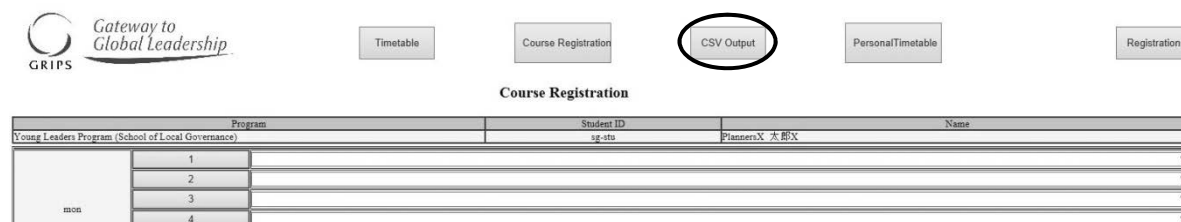
When you click Time Table button, you can check your time table.



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



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

gportal.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?

ファイルを開く(O)

保存(S)

キャンセル(C)

[open] button

[save] button

## Withdrawal

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

2018

Gateway to Global Leadership  
GRIPS

Withdrawal

Personal Timetable Withdrawal

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

Update Time : 2018/06/19 15:47:15

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	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	<input type="checkbox"/>
	2					
	3					
	4					
	5					
	6					
	1	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	<input type="checkbox"/>
	2					

(2) If you would like to withdraw any of courses you have registered, please check the withdrawal 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.)

2018

Gateway to Global Leadership  
GRIPS

Withdrawal

Personal Timetable Withdrawal

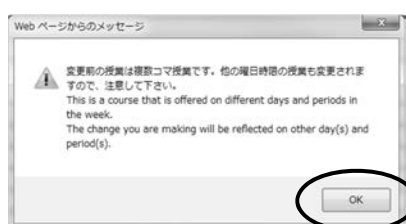
Program	Student ID	Name
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X

Update Time : 2018/06/19 15:47:15

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	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	<input type="checkbox"/>
	2					
	3					
	4					
	5					
	6					
	1	Spring (Session II)	ECO3880E	Asian Financial Markets	ITO Takatoshi	<input type="checkbox"/>
	2					

(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.

2014

Gateway to Global Leadership  
GRIPS

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					

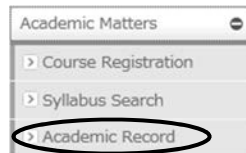
(5) During withdrawal periods, it is possible to modify the contents many times. The course you withdrew will be shown on the right side of the course displayed with checked in the box of withdrawal.

## Academic Record

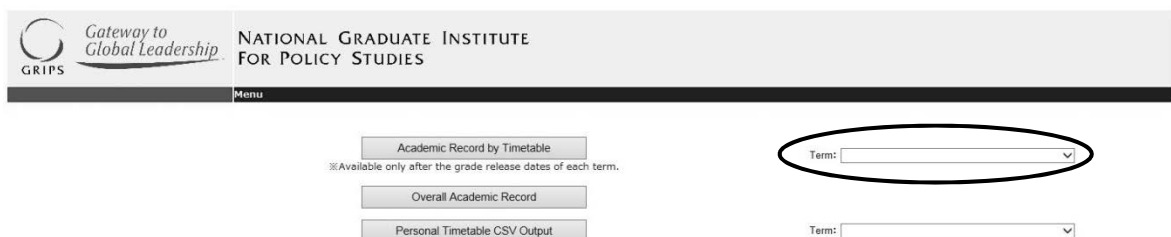
### Academic Record

(1) Click [Academic Record] button on the GRIPS Gateway menu “Academic Matters.”

“Academic Record” allows you to check your overall academic record.

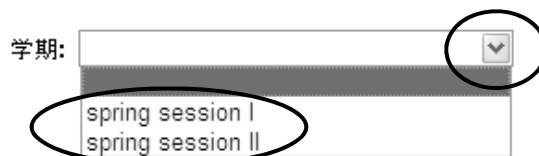


(2) The “Academic Record” menu screen has the following three buttons.

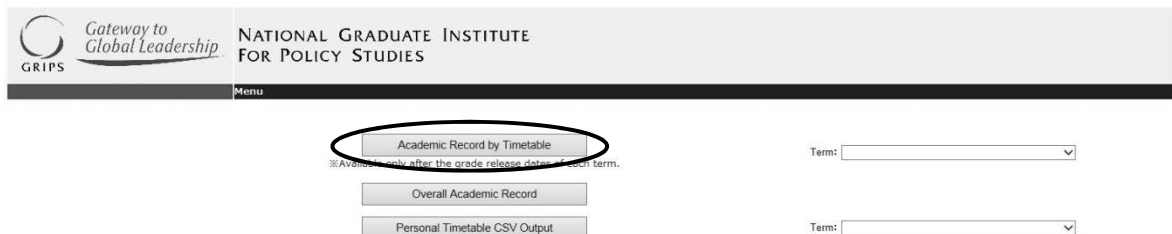


### Academic Record by Timetable

(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.

2022年		2011 Winter 冬学期		成績照会(学期)	
Your Leaders Program (School of Local Governance)		学期番号		科目名	
		1	2	3	4
Mon	Grade A Strategies for Editing and Revision Credit 1 KUMATSU	Grade A Global Governance Leadership and Negotiation Credit 2 KUMATSU		Grade A Basic Japanese 2A Credit 1 KUMATSU	Grade D Urban Development and Real Estate Policy Credit 2 KANEMOTO
Tue	Grade B Experiences of Macroeconomic Policies and International Finance Credit 2 KUMATSU	Grade B Experiences of Macroeconomic Policies and International Finance Credit 2 KUMATSU		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 KANEMOTO
Thu		Grade A Global Governance Leadership and Negotiation Credit 2 KUMATSU	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 screenshot shows the GRIPS website header with the logo and name. Below the header, there are three buttons: 'Academic Record by Timetable', 'Overall Academic Record' (circled in red), and 'Personal Timetable CSV Output'. To the right of these buttons are two dropdown menus labeled 'Term:'. A note below the buttons states: '※Available only after the grade release dates of each term.'

- 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)

プログラム	学籍番号	氏名	終了年度
Young Leaders Program (School of Local Governance)	xxxxxx	Fleming, 太郎	2012/02
科目名	担当	単位数	評価
Core Elective Co			
Global Governance: Leadership and negotiation	KIMATSU Masayuki	3	A
Elective Courses			
Managing Cultural Diversity	AKAWA-FAURE Noriko	2	C
Introduction to Quantitative Methods	OYAMA Tatsuo and MOROHOSI Hozumi	2	B
Macroeconomics II	DEGUCHI Eriko	2	B
Macroeconomics III	YOSHIDA Yuchiro	2	A
Education Policy	OKAMOTO Kazuo	2	B
Labor Economics	KUROSAWA Masako	2	B
OTHER			
Impacts 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	Kanoh et al.	1	A
OTHER IV			
Strategies for Editing and Revision	NAKATSUGAWA Miyuki	1	*
Prospective number of credits (including * ongoing courses)		1	
(Number of credits earned)		23	
●終了要件			
区分		必要単位数	取得単位数
I Required Courses		10	0
II Core Elective Courses		4	0
Total (I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course)		30	10

戻る

## Personal Timetable CSV Output

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

Term: ▼

spring session I

spring session II

summer

fall session I

fall session II

winter

(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.

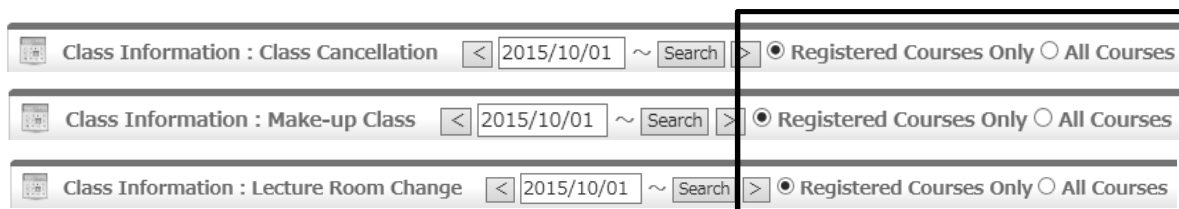
## Class Information

### Class Information

You can check announcements for all courses via the [Class Information] link.



The following sections are initially set to [Registered Courses Only]. If you would like to check the information for other courses as well as registered courses, please select [All Courses].

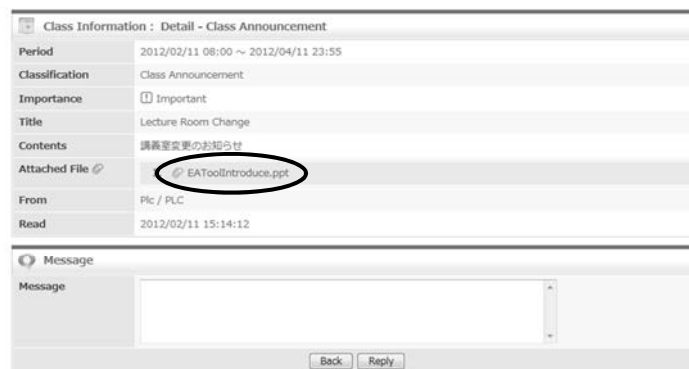


### Checking class announcements

1. Click [Class Announcement].
2. Click the title(s) to view the details



3. You can download any attached file by clicking on its title.





## Replying to messages

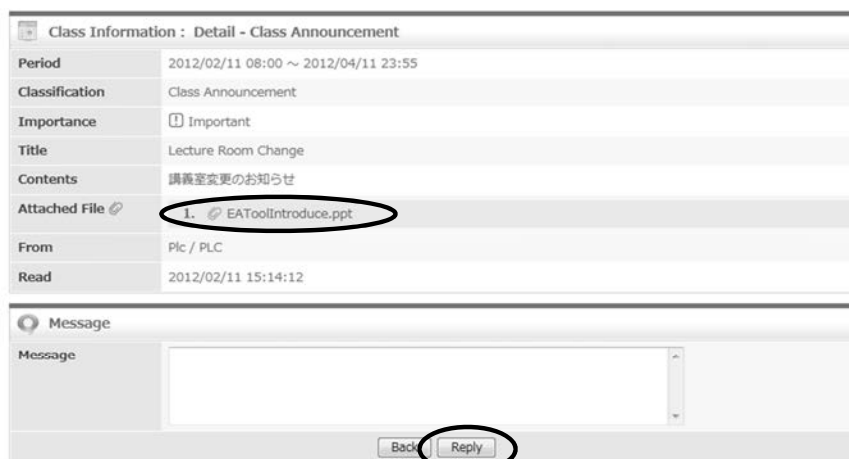
1. If an announcement is displayed in the message box, you can reply to the sender.



2. If the Attached File box appears, you can reply and at the same time send one or more files. Click the [Browse] button and select the file(s) that you want to attach.



3. Confirm the file(s) you have attached and 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

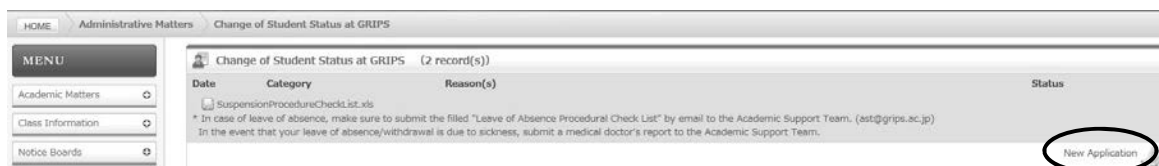


### Change of Student Status at GRIPS

(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) 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.

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

Date	Category	Reason(s)	Status
2013/09/20 12:07:10	Leave of Absence / 休学 (2013/09/20 ~ 2013/09/28)	PLCテスト変更	Canceled

## Request for Certificates

(1) Click [Request for Certificates].



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

(3) “Type and Number of Certificates” shows 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.

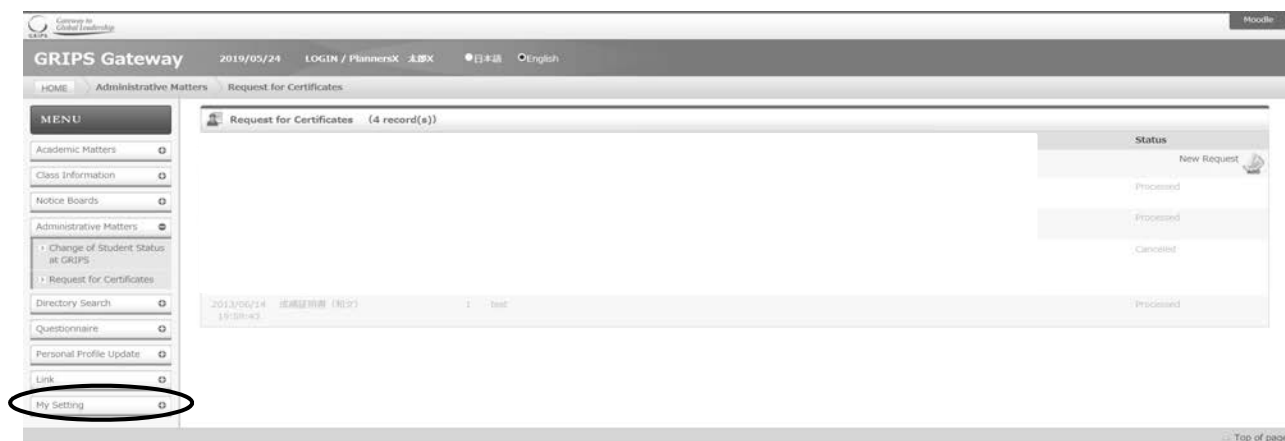
(5) To modify your request, click [Modify]. To delete your application, click [Delete]

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

証明書発行申請 (1件)				
申請日	証明書区分	部数	申請理由	状態
2012/02/11 15:26:29	Certificate of Enrollment 在学証明書	1	手続きのため	申請中

## 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 select what information you want to share through “Directory Search.”

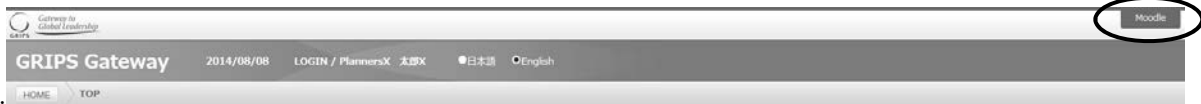


Email Address1:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Email Address2:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Email Address3:	<input checked="" type="radio"/> Do not permit	<input type="radio"/> Permit
Photograph of the face:	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

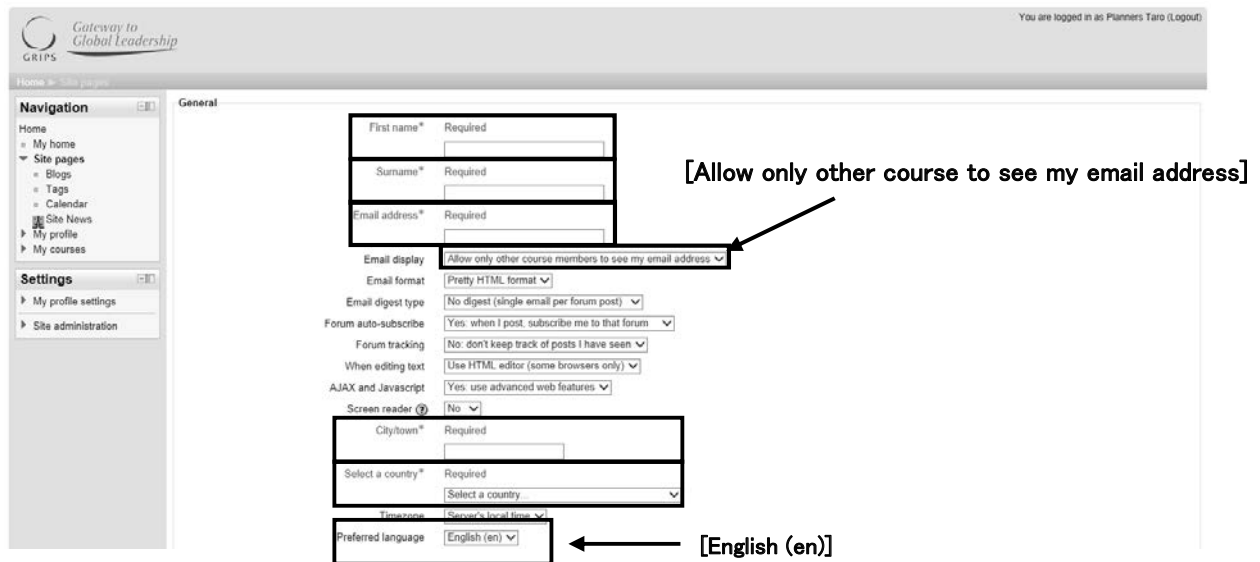
※Course instructors can post course materials via G-way or via Moodle, so be sure to find out which of those your instructor is using.

To start Moodle, please click “Moodle” in the upper right corner of the G-way screen.



### Create Your Account


(1) When you first access Moodle, the following screen will appear. Please leave the “Email display” category set to [Allow only other course members to see my email address]. Enter the required fields (within the black frames) and select “Preferred Language.”



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



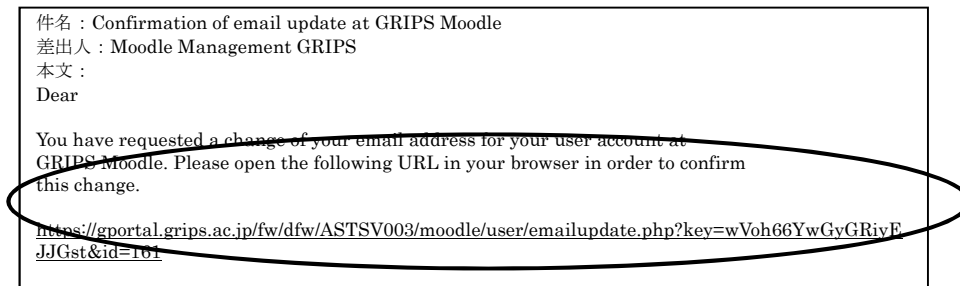
(3) When the following message appears, click “Continue”.



## 7. Campus, Support, and Services

- G-way -

- (4) An email will be sent to the email address you registered. Please do not reply to that email. When you are logged in, click the URL in the email.



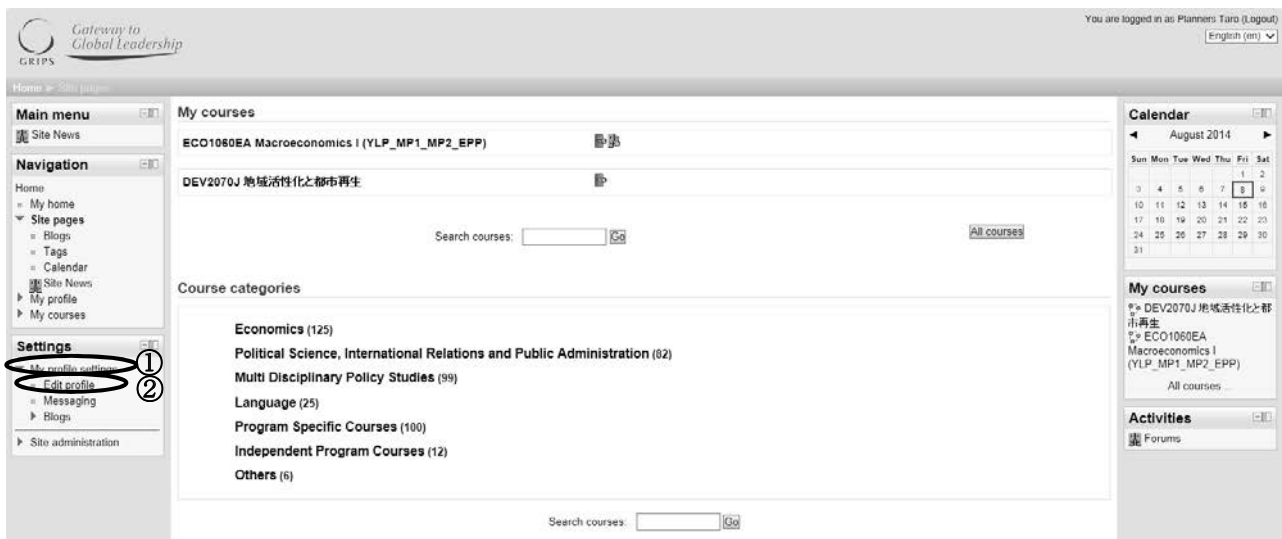
- (5) After you click the URL, following message will appear.

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

[Continue](#)

- (6) Your registration has been completed now. If you need to edit your profile further, click “Continue.”

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





## User Registration

(1) Input a keyword (course number or course title) to find a course

Gateway to Global Leadership  
GRIPS

Home > Site pages

**Settings**

- My profile settings
- Site administration

**My courses**

- Economics (163)
- Political Science, International Relations and Public Administration (90)
- Multi Disciplinary Policy Studies (105)
- Language (26)
- Program Specific Courses (103)
- Independent Program Courses (12)
- Others (8)

**Course categories**

- Economics (163)
- Political Science, International Relations and Public Administration (90)
- Multi Disciplinary Policy Studies (105)
- Language (26)
- Program Specific Courses (103)
- Independent Program Courses (12)
- Others (8)

Search courses:

(2) Click on the name of a course to enter it

Gateway to Global Leadership  
GRIPS

Home > Courses > Search > ECO2870E

**Settings**

- My profile settings
- Site administration
  - Reports

ECO2870E/ ECO7871E Strategy for Economic Development (Prof. Yamauchi, 2019 Spring)

(3) Input the Enrollment Key given to you by your professor, and click on “Enrol Me.” You only need to register your Enrollment Key once.

**Self enrolment (student)**

Enrolment key  ☐ Unmask

(4) If you have mistyped your Enrollment Key, retype it.

**Self enrolment (student)**

Enrolment key

Incorrect enrolment key, please try again

••••

☐ Unmask

Enrol me

(5) Please click on the name of the file you wish to download. If you cannot open the file, try again with a different browser.

**Navigation**

Home

▢ My home

▸ Site pages

▸ My profile

▸ My courses

▼ Courses

▼ Economics

**Weekly outline**

News forum

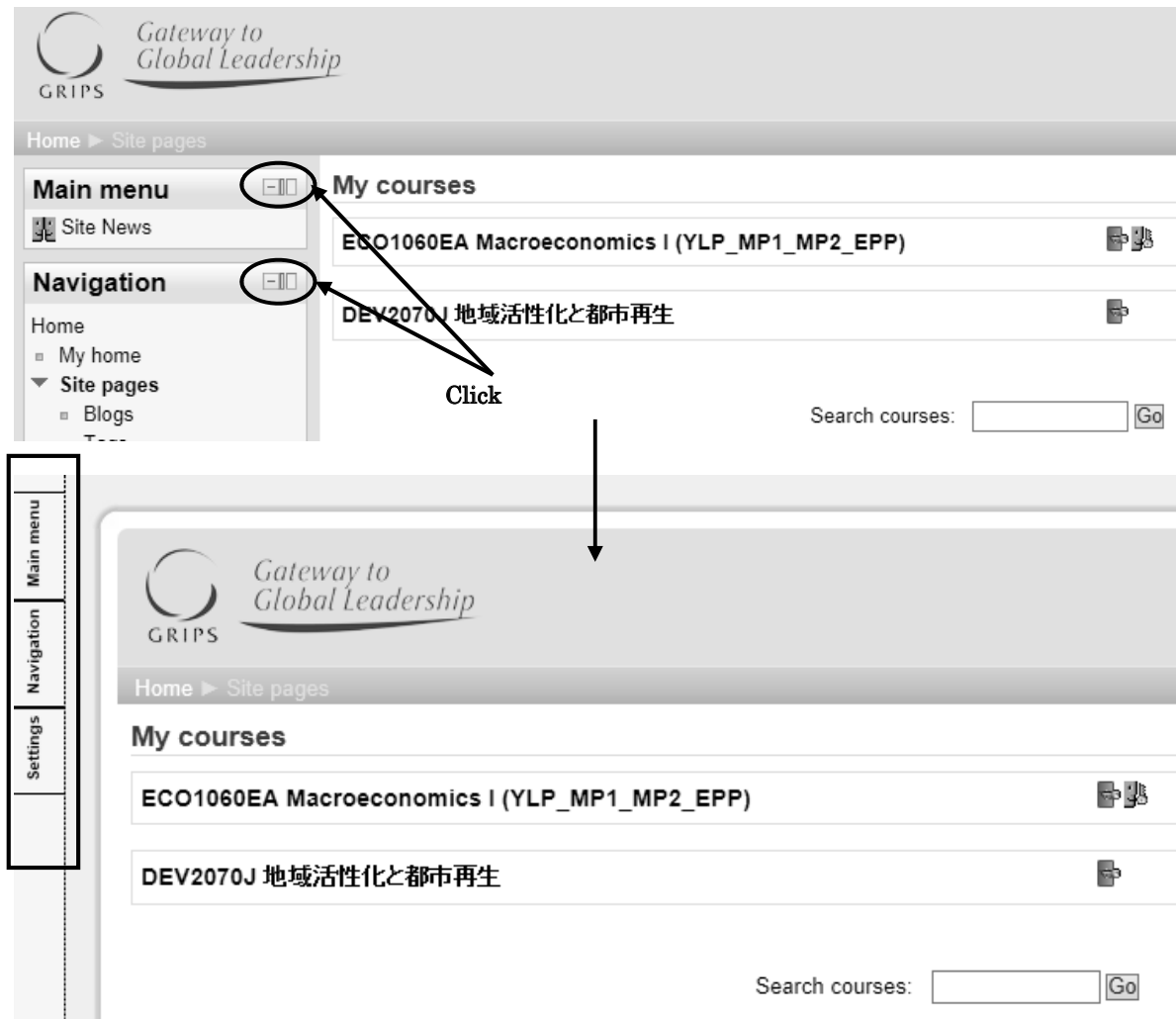
4 February - 10 February

Syllabus

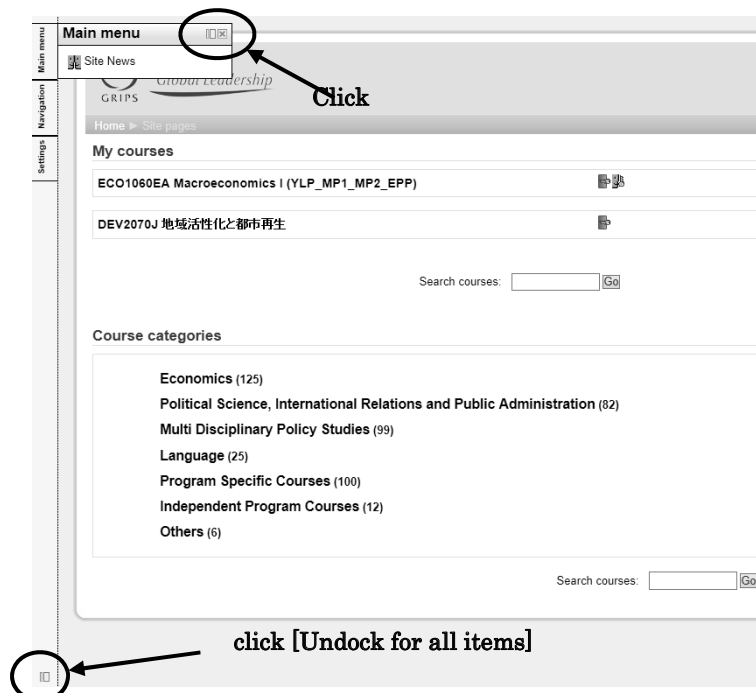
Slide 1

## Moodle Screen Design

(1) Click the buttons in the upper right corner of each block. They are stored in the left hand sidebar (dock).



(2) To restore your settings, click the buttons one by one in the upper right corner of each block. If you click the button at the bottom, you can restore all settings at once.



## 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

- Information related to the on-campus network.
- Response to questions about using PCs, information technology (IT), and related matters.

### What we do not provide

- Resupplying or ordering of materials (printer paper, toner cartridges, etc.).
- Purchasing PC accessories and software.
- Supporting personally owned PCs.
- Off-campus support.

### Information and Rules for using your own PC

- Take personal responsibility for the care of your own PC.
- 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 and remove the virus immediately.
- Do not use GRIPS network for purposes other than your research and education.
- Do not use your PC as a server.
- Please contact the Academic Support Team for the request to install additional 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 taking a back-up.

### GRIPS Network Service

- You cannot connect to POP3, SMTP, FTP etc., from off campus.
- Do not 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.

### 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 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. 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 keep using the email address after graduating from GRIPS.

### File server

- You can access the files saved in the File server through G-way.
- Google Drive is available as a personal cloud storage service.

### **Shared PC**

- There are shared PCs in the Lecture Room A, B, Library, CPC Language Lab, and the Student Lounge. Statistical software is installed in the PCs on the Lecture Room A and B.
- The data saved in the shared PC is deleted automatically by shutting down or restarting the PC.
- Do not use the shared PC for purposes other than your research and education.

### **Printer**

- Printers are installed on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floor.
- Connect the USB devices to a printer to print out.
- Contact the Academic Support Team for resupply of papers, toner, and copy points.

### **Scanner**

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

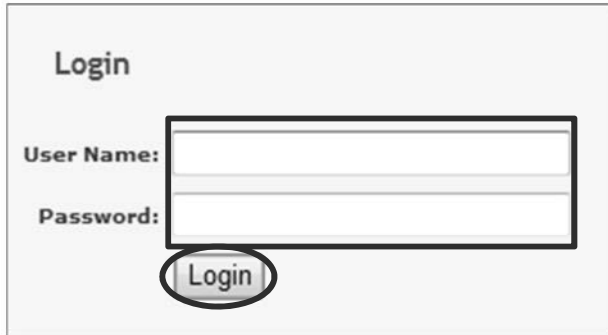
Office hours: 9:00-12:00, 13:00-20:00 Monday to Friday

## GRIPS Mail

### 1. Log in to the GRIPS Mail

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

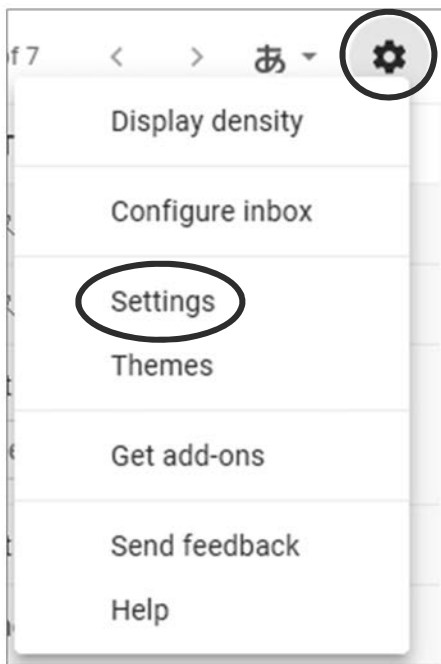
Enter your GRIPS ID and GRIPS password → Click [Login]



The login form is titled "Login". It contains two input fields: "User Name:" and "Password:". Below the "Password:" field is a "Login" button. The "User Name:" and "Password:" labels are to the left of their respective input fields. The "Login" button is a rounded rectangle with the text "Login" inside.

### 2. Language setting

On the top page, click  and [Settings].



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

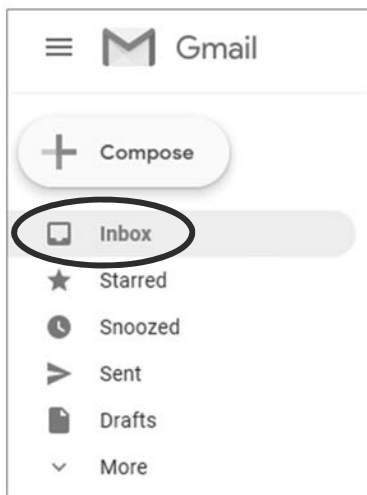


The image shows the "General" settings page. The "General" tab is selected and circled in red. Other tabs include "Labels", "Inbox", "Accounts", "Filters and Blocked Addresses", "Forwarding and POP/IMAP", "Add-ons", and "Chat". Below the tabs, there are sections for "Advanced", "Offline", and "Themes". The "Language:" section shows "国立大学法人 政策研究大学院大学" and "Mail display language:" with a dropdown menu set to "English (US)". A link "Change language settings for other Google products" is also visible.



### 3. Read a message

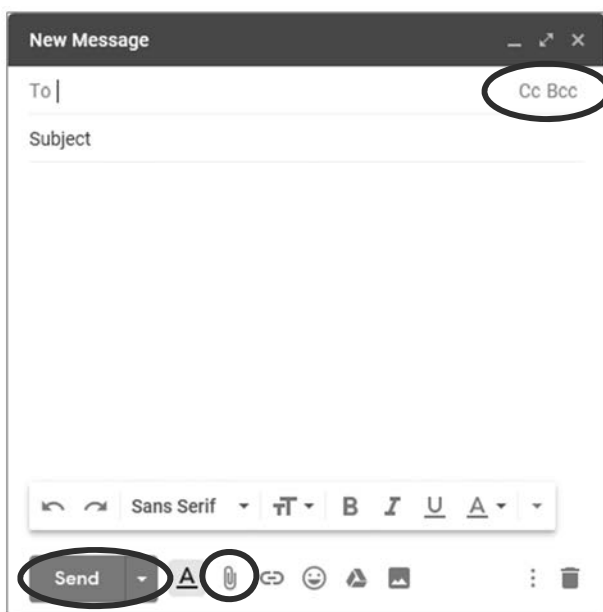
Click [Inbox] ※Receiving limit for each email is 20MB.



### 4. Send a message

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

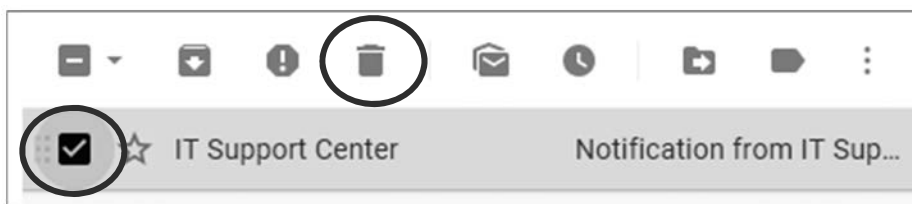
- To add Cc or Bcc, click [Cc] or [Bcc].
- To attach a file, click . ※You can attach files up to 20MB for each e-mail.




### 5. Delete a message

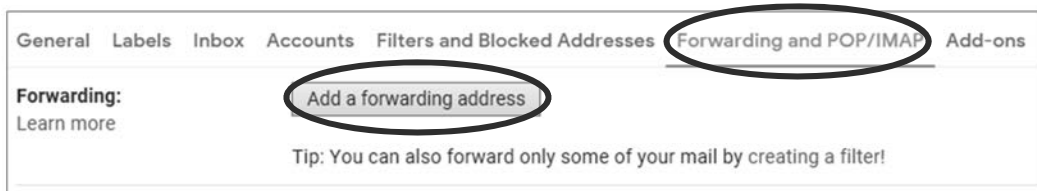
Tick the checkbox on the left side of the email you wish to delete. Then click [Delete].

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

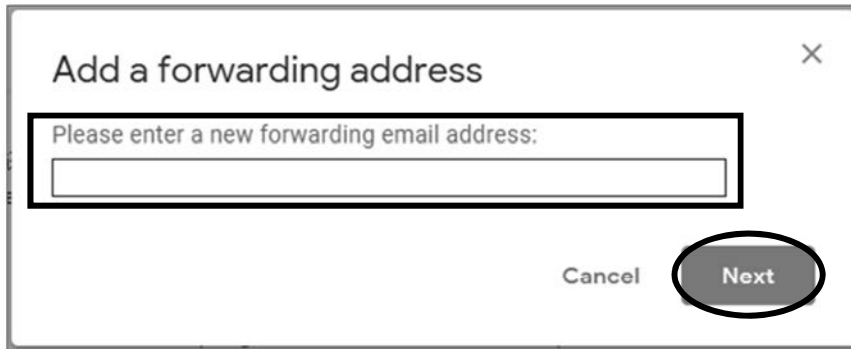


## 6. Transfer a message

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. 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.



## File Server

### Introduction

- Be careful when you delete your files or 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. Take a backup of your data frequently. GRIPS is not responsible for any troubles such as lost or damaged data.
- There is a “Public\_Folder” in the 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 program and courses in the file server. You can use the folder to share files among the students who are in the same program or course.

### How to access

#### 1. From shared PCs on campus

Press [Windows key] + [R].

Enter \\media-file in [Run] and click [ok] → Select your program



#### 2. From off campus or own PC

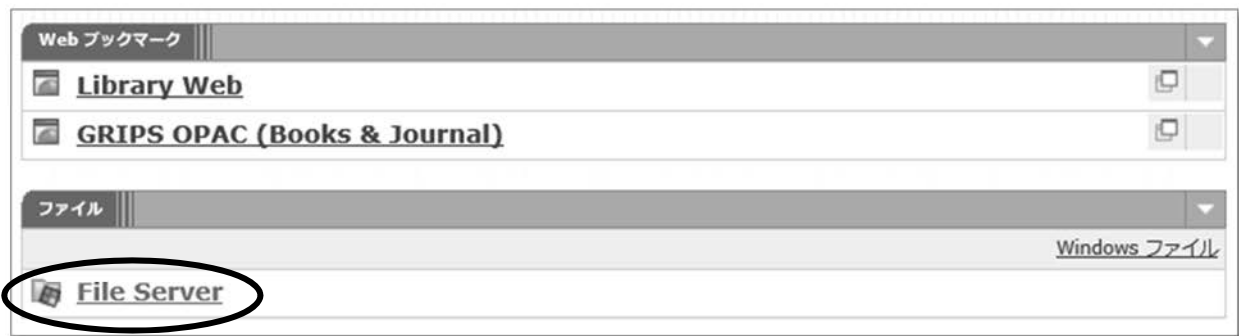
After logging in to G-Way, click [Link] → [File Server] in [Menu].

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

## 7. Campus, Support, and Services

- IT Services -

Click [File Server].



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 synchronized. You can access 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 damage of your data.

## How to Access

Access the URL below to use the Google Drive on the web browser:

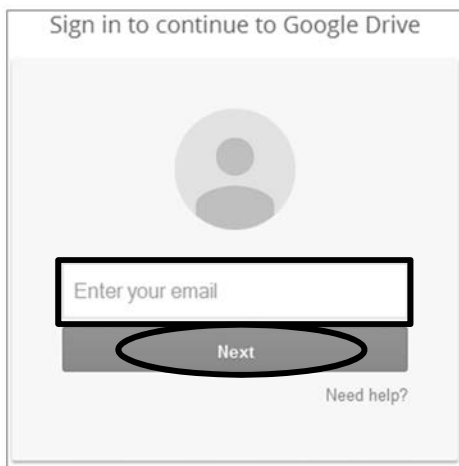
[https://www.google.com/intl/en\\_ALL/drive/](https://www.google.com/intl/en_ALL/drive/)

Access the URL below to download [Backup and Sync] application on your device:

[https://www.google.com/intl/en\\_ALL/drive/download/](https://www.google.com/intl/en_ALL/drive/download/)

## How to login

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

The image shows the Google Drive login interface. At the top, it says "Sign in to continue to Google Drive". Below this is a large, light gray circle representing a user profile. Underneath the circle is a text input field with the placeholder text "Enter your email". Below the input field is a dark gray button with the word "Next" in white. 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.

The image shows the GRIPS login interface. At the top, there is a logo for GRIPS (National Graduate Institute for Policy Studies) with the text "政策研究大学院大学" and "NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES". Below the logo is a "Login" section. It contains two input fields: "User Name:" and "Password:". Below the "Password:" field is a button labeled "Login".

## How to Use

Access the URL below for the Google Drive Help page.

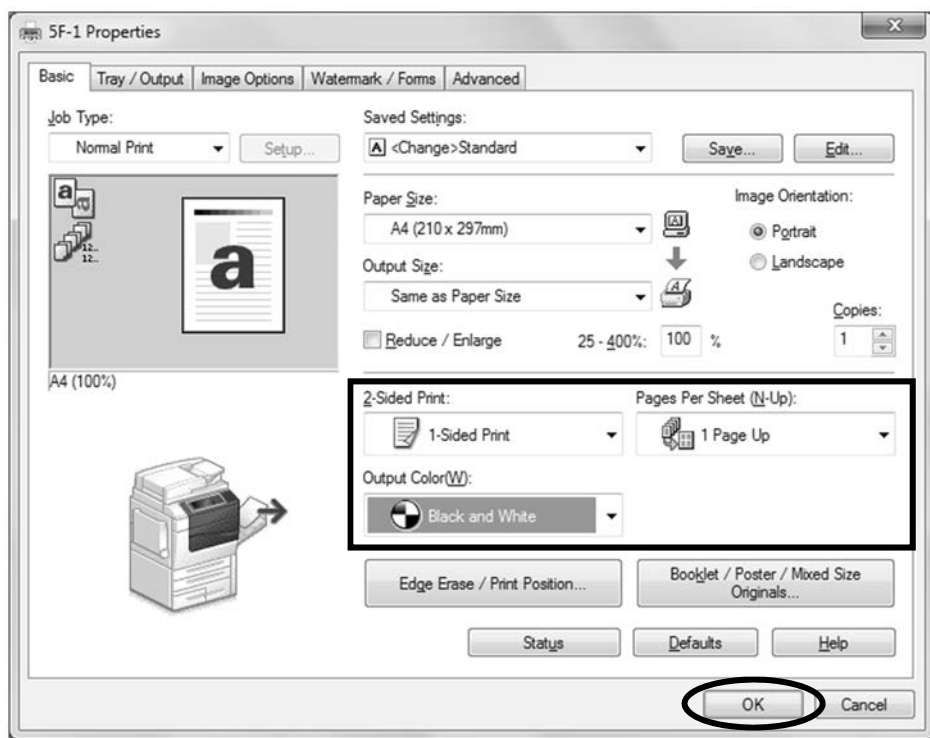
<https://support.google.com/drive/?hl=en#topic=14940>

## Printer

### 1. Send print from shared PCs

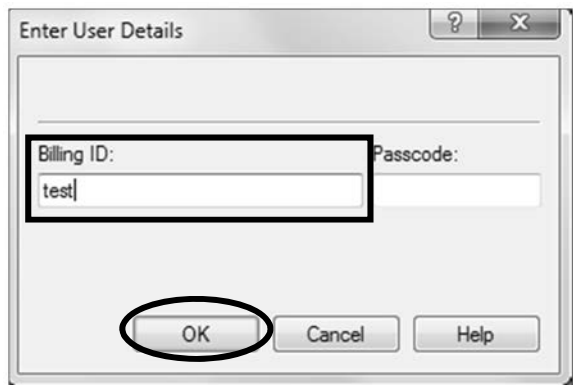
Select the closest printer to send print.

Select [2-sided print] or [Multiple-up] or [Output Color] in the [Property] if necessary → click [OK]



In the [Enter User Details] window → enter the [Billing ID] → click [OK]

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



Insert the card in the card reader next to the printer. ※You can NOT 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].

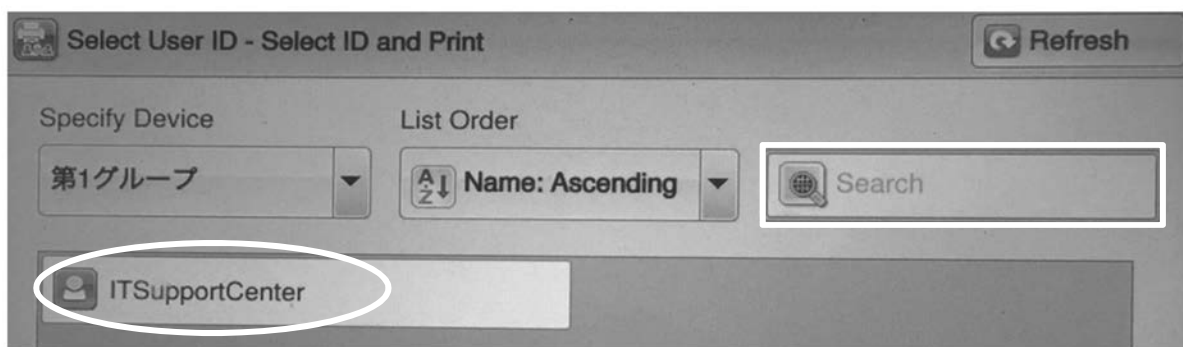


※If the printer you selected is being used or under repair, the data is transferable between the following printers.

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

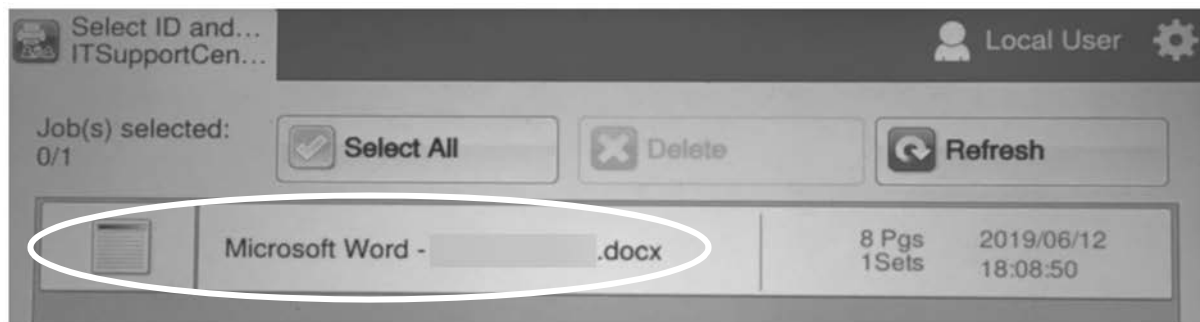




## 7. Campus, Support, and Services

- IT Services -

Select the document you wish to print → press [Start]



### 2. Print from USB device

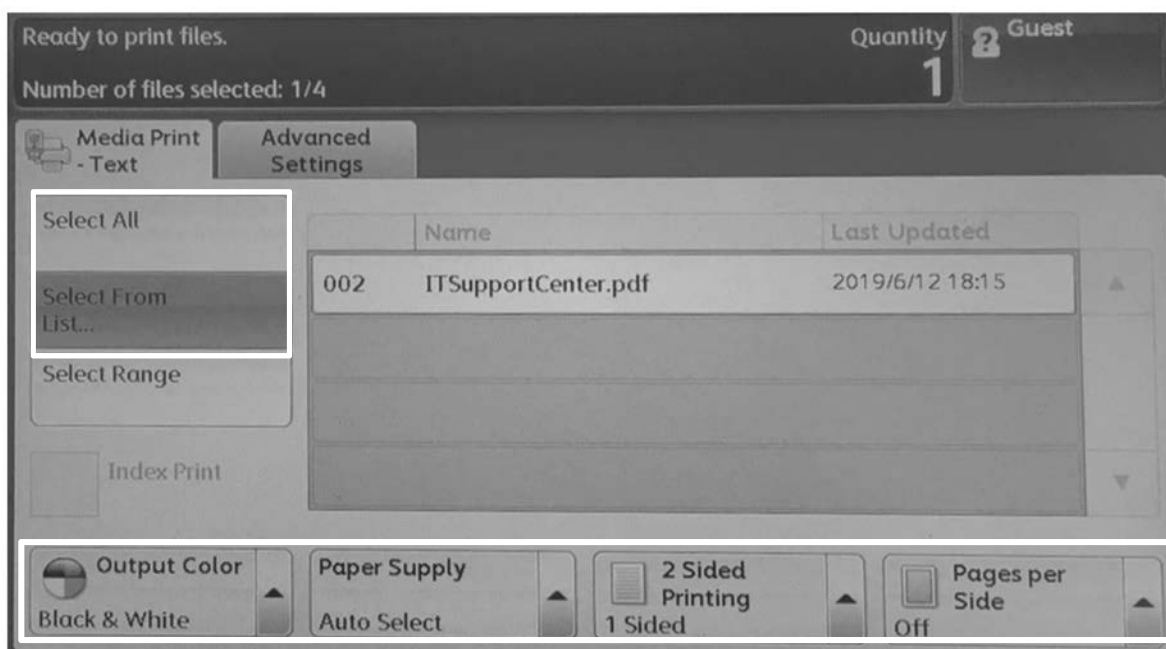
Connect USB device to the printer → press [Media Print]

※Only PDF file is available to print from USB. ※NTFS and exFAT formats are not supported.



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

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





## Scanner

1. Insert the USB device to the printer and select [Store to USB]. ※NTFS and exFAT formats are not supported.



2. Select the file format.

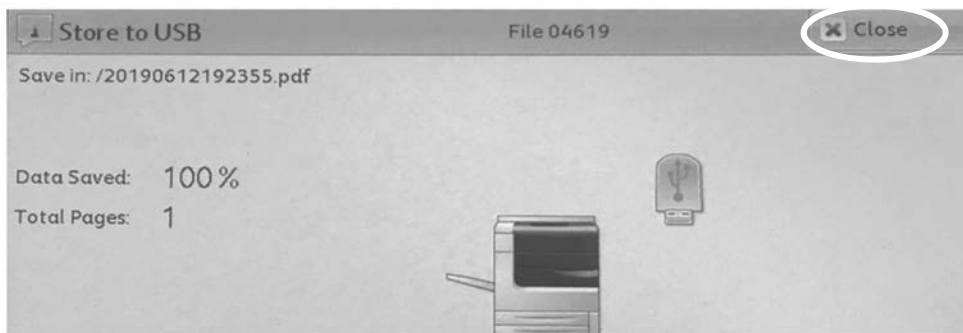


3. Set the document to scan in either way → press [Start].

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



4. After the scanning is completed, select [Close]. Then, take out the USB.



## Shared PC

Please follow the instruction when using the PC in the Lecture Room A, B, the Student Lounge (5<sup>th</sup> floor), CPC Language Lab (5<sup>th</sup> 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].

To use the PC in Japanese, select [Windows7\_日本語] → press [Enter].

※ Do not pull out the LAN cable.



### 【Caution!】

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

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

## Change GRIPS Password

### GRIPS Password

GRIPS password is used for all GRIPS network system.

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

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].



政策研究大学院大学  
NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES


Login

User ID

Password

ログイン

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



Password Change

New Password

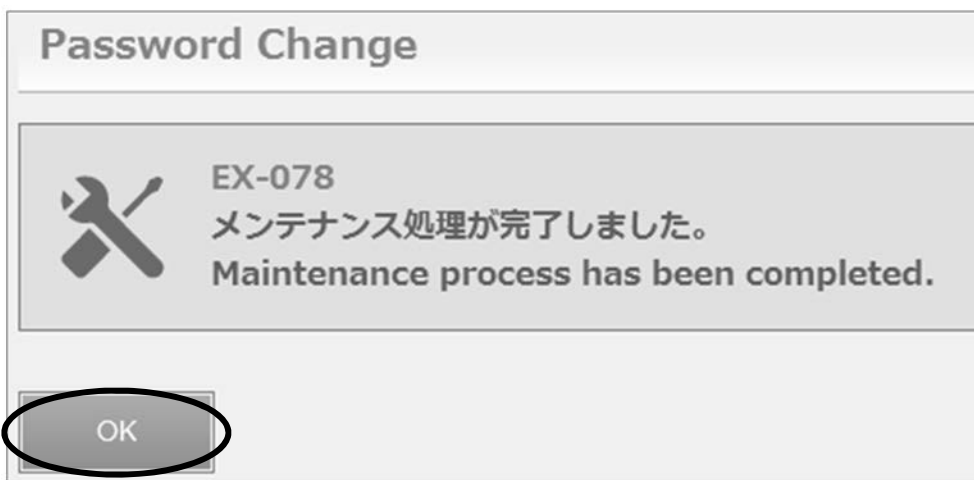
Confirm New Password

保存

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



Click [OK]



Click [Logout]



## Important

### 1. Where to go

G-way (online system)	➡	<b>Academic Support Team</b>
Study tools (desk, locker, light bulb etc.)	➡	<b>Student Office</b>
Password problems (G-way) Printer problem Internet problems on campus	➡	<b>IT Support Center</b>

### 2. URL

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

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

Ext : 6092 / 2501

E-mail : [support@grips.ac.jp](mailto:support@grips.ac.jp)

## Student PC Use at GRIPS

### PC options for GRIPS students

During their time at GRIPS, students will use either their own PCs or the ones installed at GRIPS for their studies, including the writing of theses, and for administrative and educational procedures such as course registration. GRIPS recommends that students use their own laptops.

### Software

GRIPS-owned software such as Microsoft Office, STATA, MATLAB and ArcGIS can be installed in student-owned PCs by following the prescribed procedure.

### Security requirements for student-owned PCs

PCs should be fully secured with installed anti-virus software.

### Laptop and desktop PCs installed at GRIPS

Almost 100 machines are permanently installed at GRIPS, in locations such as lecture rooms and the library. Students can use those machines for their studies and for administrative and educational procedures, although open-ended use for long periods of time is not permitted.

### Inquiries

Academic Support Team

Extension: 6042

E-mail: [ast@grips.ac.jp](mailto:ast@grips.ac.jp)



CPC Language Lab (5th floor)



GRIPS Library (2nd floor)



Lecture Rooms A and B (5th floor)

## 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: <a href="mailto:kyouiku@grips.ac.jp">kyouiku@grips.ac.jp</a>	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: <a href="mailto:ast@grips.ac.jp">ast@grips.ac.jp</a>	curriculum course registration class schedules lecture rooms / seminar 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: <a href="mailto:ipt-ml@grips.ac.jp">ipt-ml@grips.ac.jp</a>	scholarships textbooks request for temporary leave internship, etc.	
Student Office (SO)		
Extension: 6048 Tel: +81-(0)3-6439-6048 E-mail: <a href="mailto:studentoffice@grips.ac.jp">studentoffice@grips.ac.jp</a>	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: <a href="mailto:alumni@grips.ac.jp">alumni@grips.ac.jp</a>	student council support alumni matters brown bag lunch sessions	

### 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

\* A 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

## 7. Campus, Support, and Services

online system (G-way).

- If you request a certificate, it will be issued within three working days after your request.
- The issued certificate will be posted in your mailbox installed in the Academic and Student Affairs Division.
- If you have any inquiries regarding certificates, please contact [ast@grips.ac.jp](mailto: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, no copy points will 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.
- For address change, 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 from G-way 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.)
- If you have used all points on your student ID card, please charge your IC card (e.g., Suica / PASMO) to use the copy machines.
  - black and white copies: 5 points (5 yen) per page
  - color copies: 25 points (25 yen) per page

### Shared Copy Card

- When you are asked by an instructor to make photocopies of class materials, please come to the AST. Bring 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 and your student ID card.

### Remarks

- Important messages such as class cancellation / make-up classes / lecture room changes will be posted on your notice board at the G-way. 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](mailto: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 2020\*)

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 five working days of month (first three working days for March) 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.

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

#### Schedule for Signing the Register (October 2019– March 2020)

Term	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Fall	October	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	24	25	25
	November	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	21	22	23
	December	24	25	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
	January	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	18
Winter	February	19	20	21	22	23	24	25
		26	27	28	29	30*	31*	1
	March	2	3	4	5	6	7	8
		9	10	11	12	13	14	15
	April	16	17	18	19	20	21	22
		23	24	25	26	27	28	29
	May	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
	June	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](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](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.
- 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.
- 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](mailto: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 2020 may apply for the following Ph.D. programs:

- GRIPS Global Governance Program (G-cube)

- Policy Analysis Program
- Security and International Studies Program
- Science, Technology and Innovation Policy Program

2. Tentative Schedule

- April 2020: Application guidelines are released.
- May 2020: Applicants must obtain approval of their application from: (1) their current scholarship sponsor (if applicable); (2) the director of their current master's program; and (3) the director of the Ph.D. program to which they wish to apply.
- June 2020: Application process ends.
- July 2020: 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 by the end of April 2020 and send them to current master's students by e-mail.

### Inquiries

Admissions Office  
Extension: 6046  
E-mail: [admissions@grips.ac.jp](mailto: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).

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](http://www.jasso.go.jp/study_j/scholarships_sfisij_e.html)

### 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,

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  
Japan International Cooperation Agency (JICA)
- Policy Analysis Program  
Japanese Government (Monbukagakusho)  
GRIPS Fellowship
- Disaster Management Program  
Japan International Cooperation Agency (JICA)
- 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 designated 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. For further information the designated days, please refer to the Signing the Register.

**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 2020 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

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 (except G-cube students) 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/seminar rooms, please ask the Academic Support Team (AST).
- To request light bulbs for the lecture/seminar rooms, please ask AST. Replacement bulbs for desk lamps are available at the Student Office.
- Eating and drinking in the study/lecture/seminar rooms is prohibited. You may bring drinking water into these rooms, but it must be in plastic bottles or containers with lids.
- 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 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.

- 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 4,000 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.
- 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.
- Vending machines for food and beverages, a water dispenser, and microwaves are available.

### **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 (3<sup>rd</sup> floor)**

- E-mail: [GRIPS-Clinic@grips.ac.jp](mailto: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. 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/>

## 7. Campus, Support, and Services

- 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 for SECOM Safety Confirmation Service at GRIPS

GRIPS has adopted the SECOM safety confirmation service for confirmation of the safety of our faculty members, staff and students in times of emergency.

In an emergency situation, the system automatically sends an e-mail to your GRIPS and non-GRIPS e-mail addresses so that you can report your safety to GRIPS simply by replying to that e-mail.

Your GRIPS e-mail address (XXXXXX@grips.ac.jp) is already registered as one of the e-mail addresses to which the system will send emergency messages.

Please also register your personal e-mail addresses (e.g. web e-mail address, cell phone e-mail address), referring to the following registration information.

Note: only the user himself/herself can confirm

or modify his/her personal information, including e-mail addresses.

The registration information is as follows:

-URL for the registration page

<https://www.e-kakushin.com/login/>

-Organization code: 0364396000 (same as the GRIPS phone number)

-User ID: your student ID number in capital letters (for example: MEY19XXX)

-Initial password: 0364396000 (same as Organization code)

Note: Please remember to change the initial password once you have registered your e-mail address.

Inquiries:

Academic Support Team (AST)

Extension: 6042

E-mail: [ast@grips.ac.jp](mailto:ast@grips.ac.jp)

## User's Manual for Initial Registration

- ver.1.3.0

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. Change the initial password to an arbitrary password.
3. Registering Password question and the answer.
4. Select the language, Registering residence and workplace information (prefecture).
5. Registering 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 office 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 over 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 close to 3,000 members and all newly enrolled students are encouraged to sign up and join the alumni group.

### LinkedIn

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

### Alumnus of the Month (ALMO)

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

For further information about the activities of the alumni network, please check us out on the web:

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

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

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

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