GRIPS Library

Library hours and services may vary. Please check emails from GRIPS Library for the latest information.

General Information

Operating Hours
Monday - Friday: 9:00 - 21:00 (*19:00)
Saturday: 10:30 - 17:00
*Closing hours as of July 2023

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). An 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 searches, and other web links for searching electronic resources such as online journals and online databases available in the Library:
https://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 books available online at GRIPS as well.
https://glib.grips.ac.jp/drupal/en/
→ **Refer to "How to use the Online Catalog (OPAC)"**

GRIPS Discovery Service
You can search GRIPS subscription e-journals, e-books, databases and online open access academic resources all at one time via GRIPS Discovery Service. Some of the search results provide full-text links.
On the Library top page there is a search box for "GRIPS Discovery Service" and a link to advanced searching.
   *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 for access to full texts.
  Library website > Online Resources
https://www.grips.ac.jp/main/lib/en/search/database/

Off-campus Access / On-campus Access with Your Own PC
Online journals, books, and databases can be accessed 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
https://www.grips.ac.jp/main/lib/en/search/off_campus_access/

How to Use the Library

Borrowing Books
Take the books you want along with your ID card to the counter.
A self-checkout machine is also available.
   Borrowing limit: 30 books
   Loan period: one month

Returning Books
Return borrowed books to the counter. Your ID card is not required for returns.
When the Library is closed, put the books into **the drop box located outside the Library entrance**.
Be sure to return all borrowed 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 that your requested becomes available.

Materials Not for Loan

The following materials are not for circulation, and are to be used in the Library only.

- Textbooks
- Reference books
- Periodicals
- Newspapers
- Audio-visual materials
- CD/DVD-ROMs
- Microforms
- Materials that are either damaged, broken, or susceptible to damage or breakage
- Other materials specified by the Library director

Photocopies

Photocopiers can be used by inserting your ID card.

- Materials that can be copied: materials owned by the GRIPS Library.
- Limits on photocopying: Library users must act in accordance with copyright laws.

Reference Service

Please inquire at the counter as to how to use the Library; how to find materials; how to obtain materials not held at the Library; and how to search online databases.

Book Purchase Request

You can request that the Library purchase books related to policy studies, for addition to the GRIPS Library collections.

The GRIPS Library Committee will review your requests and decide which items to include in the Library collection.

Apply via **"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: 10:00 - 18:00
     Saturday: 11:00 - 16:00

Restrictions

- Please respect the need for quiet in the Library.
- No smoking, drinking, eating, or talking on mobile phones.
- Materials in the Library are common assets. Everyone is expected to take the utmost care to avoid staining or soiling them, and of course to refrain from writing on them.

Use of Other Libraries

Inter-Library Loan (ILL) service

If materials you need are not available at the GRIPS Library, we can help you obtain them from other libraries. Apply via **"MyLibrary"**.

For details about ILL, inquire at the GRIPS Library counter or see the Library website.

Letter of Introduction to Other University Libraries

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

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

7

How to Use the Online Catalog (OPAC)

OPAC is the GRIPS Library's online catalog; you can search it 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."

Advanced Search

1. Enter keywords; or

2. choose the **Material type;** or enter information that you have in the corresponding field to narrow your search.

3. Click on "**Search**" to view your search results.

4. If the Library doesn't hold the material you need, you can search other university libraries' holdings by selecting **CiNii Books**.

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

[Basic rules]

* Not case sensitive.

* Ignores articles (a, the) and accent marks (e.g., à, ç, ë in languages such as French and German).

Search Result List

Materials that match the search conditions are shown in a list. Click each title for detailed bibliographical / holding information.

1. If you get too many results, select material type, author, or keyword and click "**Refine**" to narrow your search.

2. Alternatively, click "**resetting**" and you can try searching by adding / removing, or changing keywords.

Search Result in Detail: Books

Under "Details" you will find the bibliographical and holding information (location, call no., circulation status) of books.

1. <u>Location</u>: shows the location of the book

2. <u>Call no.</u>: books are arranged in order of the call numbers shown on their spines.

3. <u>Status</u>: If a book is out on loan, "In circulation" appears with the due date.

4. <u>Reserve</u>: You can make reservations for books currently on loan to other users (see "**MyLibrary**").

Search Result in Detail: Journals

Provides the bibliographical and holding information of journals.

*In OPAC you can search by journal, not by article. You should use other databases if you wish to search articles.

1. Holding volume: volumes held at the Library. There may be missing volumes.

2. Location: Journals are arranged in alphabetical order by title in the journals section.

3. Year of holding: range of years of the volumes held at the Library.

4. Continuing acceptance: "Ongoing" appears when the journal is subscribed continuously. Blank when subscription has been stopped.

5. First/Last publication year: note that the Library does not always hold from the first issue.

Search Result in Detail: Online books

You can search online books available at GRIPS via OPAC and get links to them.

1. Links to online books available only inside GRIPS
   "Read online"
   "IDENT"
2. Notes regarding use of 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 GRIPS by logging in to EZproxy service with your temporary ID & Password for EZproxy.
   *Note: you should also use EZproxy service when you use your own computer on campus, connected via GRIPS campus Wi-Fi.

Library website > Off-campus Access / On-campus Access with Your Own PC
https://www.grips.ac.jp/main/lib/en/search/off_campus_access/

*Note: EZproxy service is separate from MyLibrary and G-way.

7

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.

Renew Borrowed Books

Renew your borrowed books for one month from the day you renew.
Borrowed books may be renewed twice. Bring the books to the Library for renewal beyond that limit.
You cannot renew a book if it has been reserved by another user.

Reserve Books That Are out on Loan

Make a reservation for a book currently borrowed by another user; check the status of such loans; or cancel a reservation.
You will be notified via e-mail from the Library when a book that you have reserved is ready for pickup.

Request Inter-Library Loan (ILL)

To borrow books or obtain copies of articles that are not available at the GRIPS Library, you can request Inter-Library Loans from other universities' libraries.

Book Purchase Request

Request that GRIPS Library purchase a book that would support your study and research.
The request will be examined, and if approved, the book will be purchased for inclusion in the Library's collection.

How to Access MyLibrary

1. You can access MyLibrary via GRIPS Gateway, OPAC, and GRIPS Library website.

GRIPS Gateway > Menu > Link>MyLibrary   **OPAC (menu bar)**
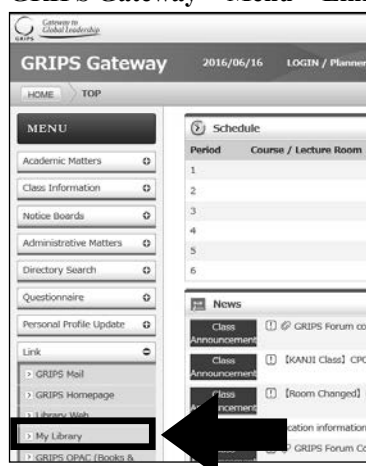
Library website

(left-hand menu)

2. Log in with your GRIPS ID and password

*Click "**Logout**" when you end your session.

MyLibrary Main Menu
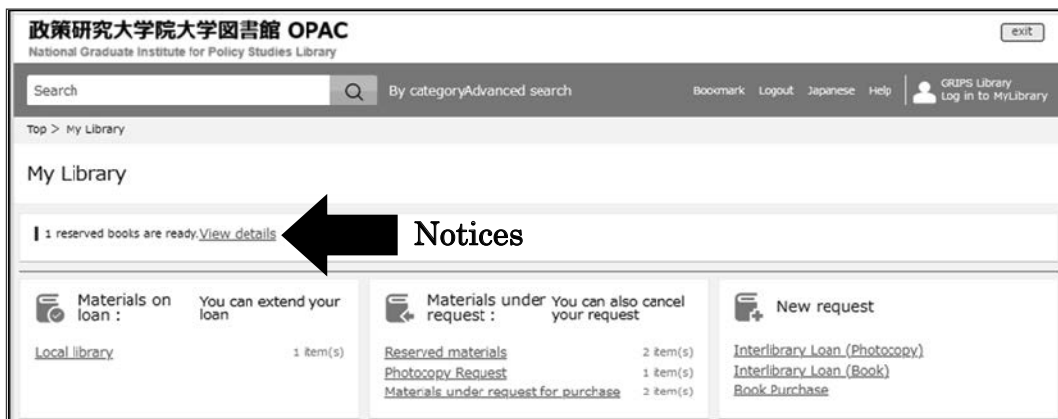
Notices
Notices about your borrowed books, reservations, or requested materials will be shown.
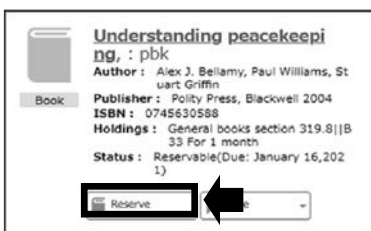
Materials on Loan
Check the status of your loan(s) and renew your borrowed books.

Materials under Request
Check the status of your reservations, ILL requests, and book purchase requests, or cancel them.

Make a Reservation
Click the "**Reserve**" button on the OPAC search result list page or the material details page, and follow the instructions on the screen.

*Reservations can be made only for books on loan to other users.

New Request

Inter-Library Loan (Photocopy)
Inter-Library 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 use in your study and research.

Cancel a Reservation
Click "**Reserved materials**" under "Materials under request" to view details, and click "**Cancel**" in the material's information box.
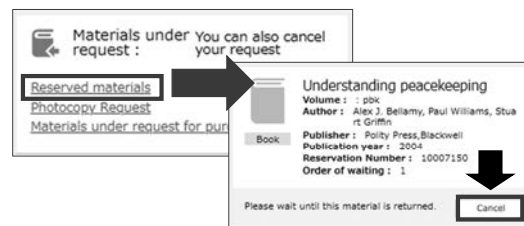
Renewals
Click "**Local library**" under "Materials on loan" and click "**Renew**" in the information box for the material. The due date will be extended for one month from the day of renewal.

*You cannot renew a book if it has been reserved by another user.
*Borrowing and renewal privileges will be suspended if you have overdue books.
*Loans may be renewed two times. Bring the materials to the Library counter to request renewals beyond that limit.

7

Photocopy / Book Loan Requests (Inter-Library Loans)

If the material you need is not available from GRIPS Library, request to borrow it or obtain a photocopy of it 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

Check **CiNii Books** to search a book / journal title, and click the "**Request ILL**" button on the search result page. Bibliographic information (title, author, publisher, etc.) will be entered automatically. This search enables you to save time inputting bibliographic information.

1. Check **CiNii Books** and search.

2. Click "**Request ILL (Photocopy)**" for journal article or "**Request ILL (Book Loan)**" for book in the detailed results window.

3. Bibliographic information will be entered automatically.

　Photocopy: enter author, title of article, volume, and year; and click "**Go to Confirmation window**".
　Book-Loan: make sure the information is correct and click "**Go to Confirmation window**".

　You will receive an e-mail when your requested materials are available for pick-up.

Book Purchase Request

You may request that GRIPS Library purchase a book that supports your study and research. Requests will be reviewed by the Library committee, and when approved, will be added to the Library's collection.

Confirmation window

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 you submit a request, search OPAC to confirm that the book you want is not already held by GRIPS Library.

*We do not accept:
>materials which the library already holds in its collection
>books for test-preparation or language study
>Journals or electronic resources.

Bibliographic Information from OPAC

As in the case of requesting ILL, search OPAC with a check in **CiNii Books** and click "**Request Book Purchase**", you will get the necessary bibliographic information automatically.

1. Check **CiNii Books** and search.
2. Click "**Request Book Purchase**" in the detailed results window.
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 is available for pickup. The book will be held for you at the Library counter for one week.
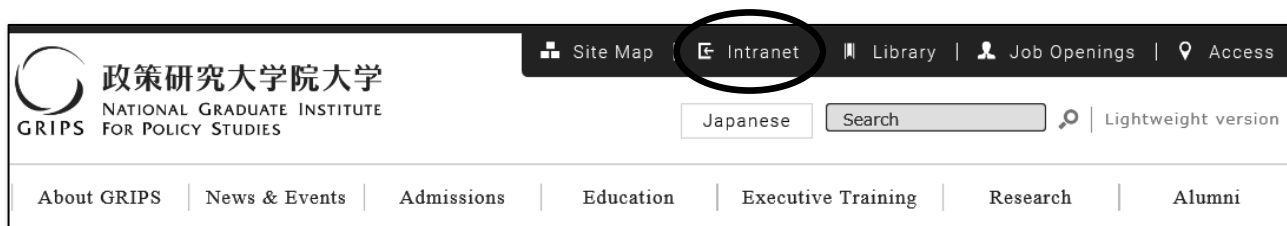
7

G-way

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

1. G-way Login Procedure

  Access G-way at https://gportal.grips.ac.jp/fw/dfw/ASTSV004/
  Note: 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].

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

・Notice board: G-way Manual, Academic Calendar and other information

3. Menu Function

Click [+] on each button to see more options.

7. Campus, Support, and Services
– G-way –

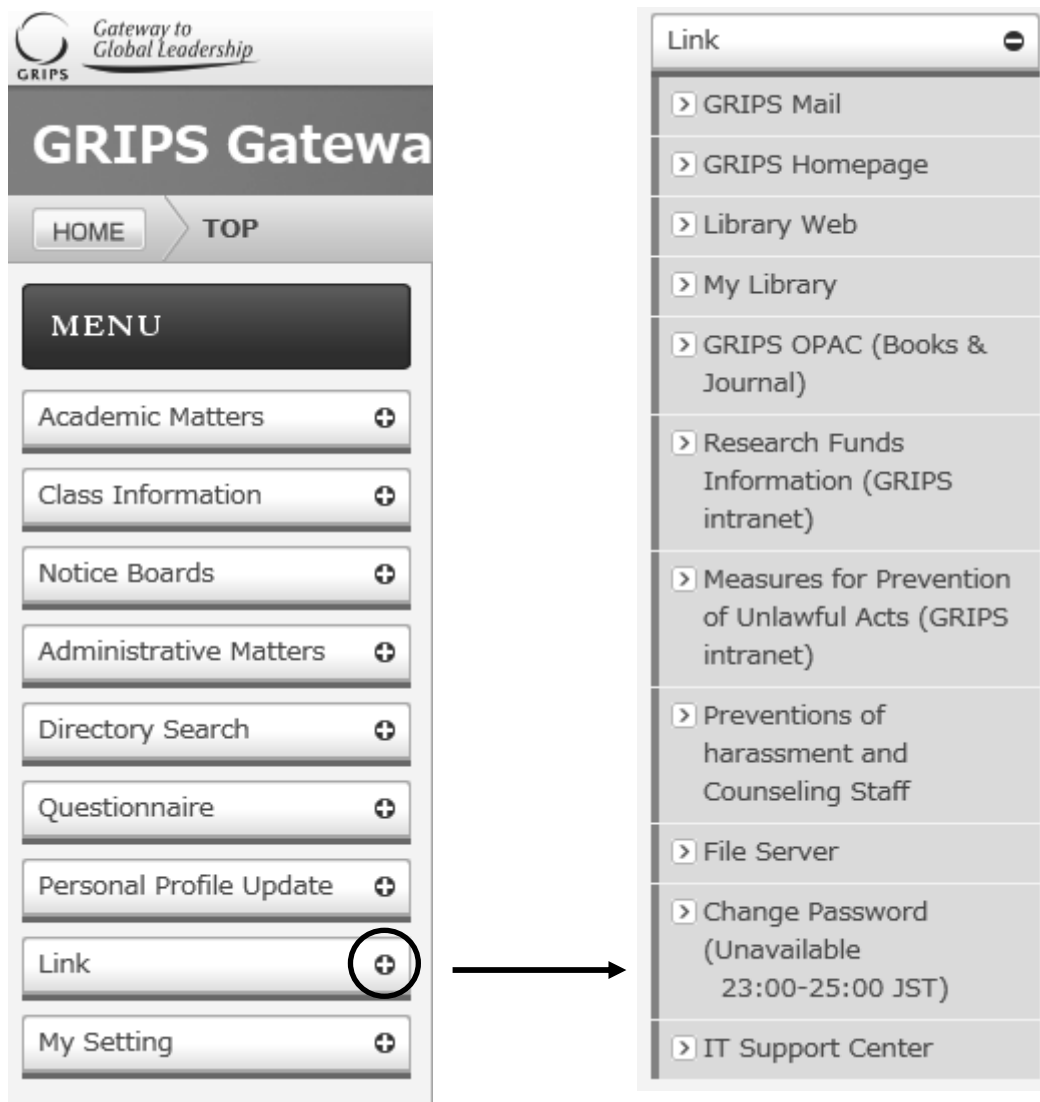When a pop-up block message appears

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 your browser's help.

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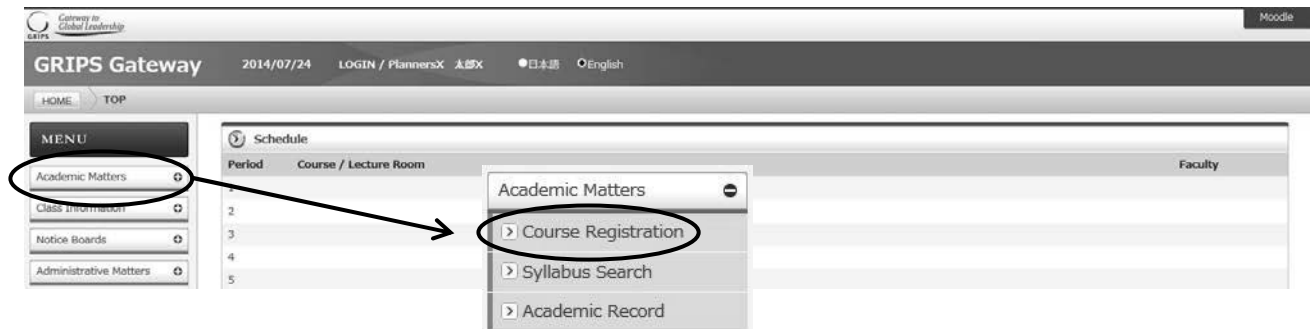
Click [+] beside [Link] and check the services available.

* Note: the content under *Link* is subject to change.

How to Register for Courses

Course Registration

Access the G-way page

Under "Academic Matters" you can register for or withdraw from courses.

Links to any of the three screens (Course Registration, Withdrawal, and Timetable) may be shown, depending on the duration of the term.

・Course Registration

・Withdrawal from Courses

・Your Timetable

Registration Procedure

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

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

To find intensive courses, click on the 'others' button.

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

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

(5) Once you have selected the courses for which you wish to register, click the [Registration] button. **Please note that your course registration is not finalized until you click the [Registration] button.**

(6) Timetable

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

Outside of registration periods, the Timetable will open automatically, and the Course Registration Screen will not be shown.

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

(8) If you find an error during the system validation, the courses that have not been validated will be displayed. Click the [Back] button to return to the previous page to correct the error and then click the [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 and ones registered via AST are highlighted in yellow. You cannot make any changes to those courses.

Syllabus

(1) When you click on the number of any period, you will see the list of courses in that period for which you can register.

(2) Click on the [View] button, you to view the syllabus.
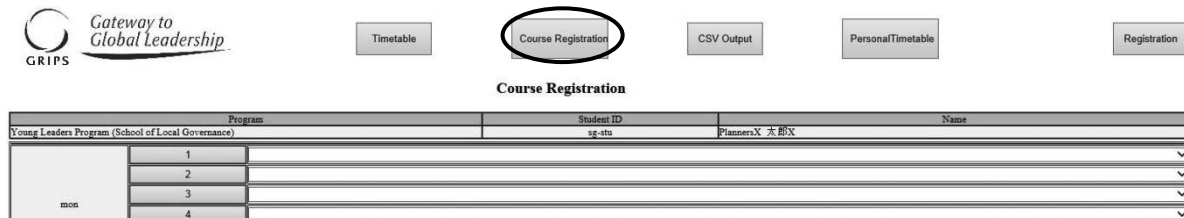
Course Registration Form And Timetable

(1) Course registration form

If you would like to register for courses which don't appear on the Course Registration Screen, please click the Registration Form button and download the form. Fill it out and submit it to AST by email (ast@grips.ac.jp).

(2) Timetable

Click on the Timetable button to check your timetable.
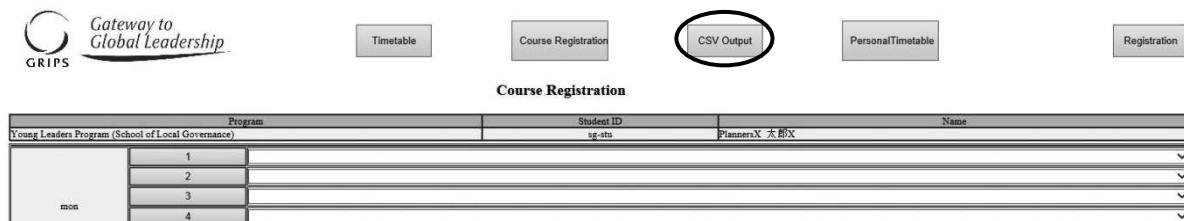
CSV Output

Click on the CSV Output button to download a csv file containing a list of courses for which you are currrently registered.

[open] button

[save] button

7

Withdrawal

(1) During the withdrawal period, the Withdrawal screen shown below will be displayed.
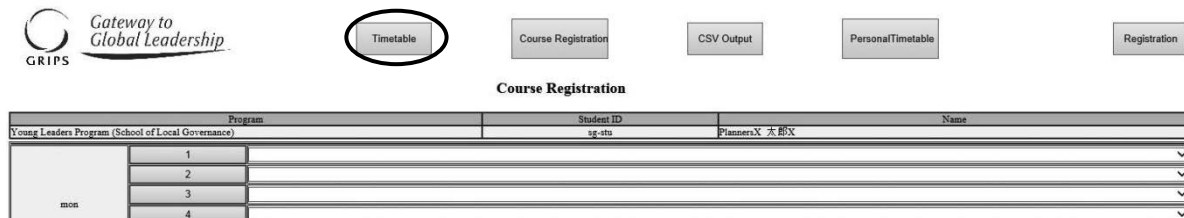

(2) If you would like to withdraw from any of the courses for which you have registered, please check the withdrawal boxes for those courses.

If you would like to cancel a selection, please click again and the check box will be cleared.

Note: You cannot make any changes here to courses for which you registered via AST.

(3) In the case of courses that occur on more than one day and/or period of the week, if you change your choice of one item, the other contents will also be updated in the same manner. When you see the message below, please click "OK".
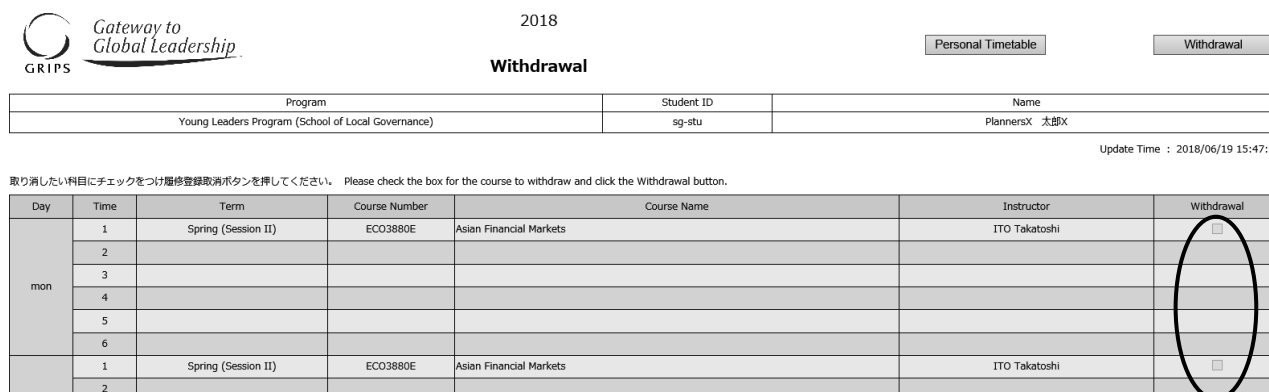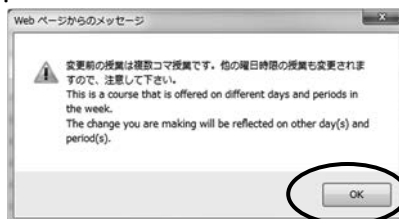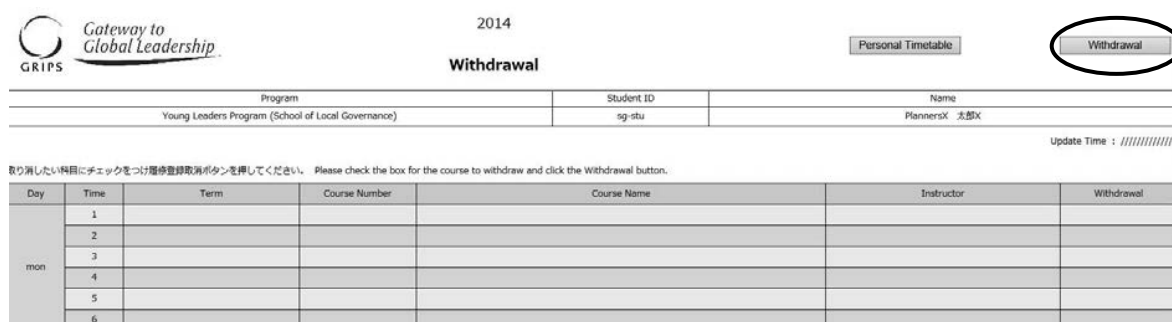
(4) Finally, please click the "Withdrawal" button.

⑸ During withdrawal periods, it is possible to modify the content of your registration many times. Courses from which you have withdrawn will be indicated by checks in the withdrawal boxes to the right.

7

Academic Record

Academic Record

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

On the "Academic Record" screen you can check your overall academic record.
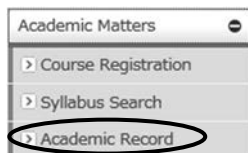
(2) The "Academic Record" menu screen displays three buttons, as shown below.
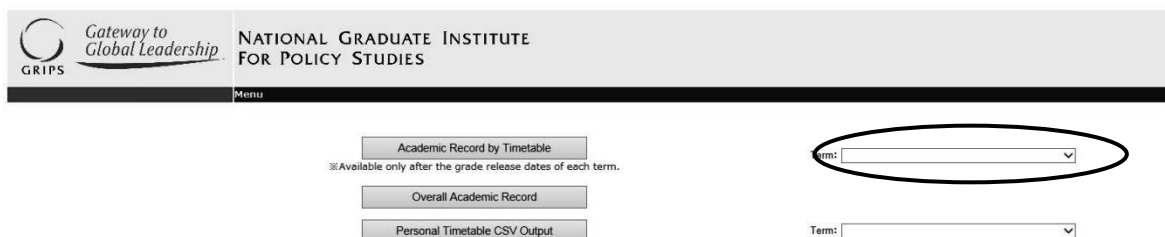
Academic Record by Timetable

(1) Click the pull-down menu and select a term.
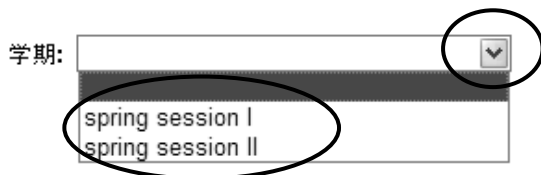
(2) Then, click the [Academic Record by Timetable] button.
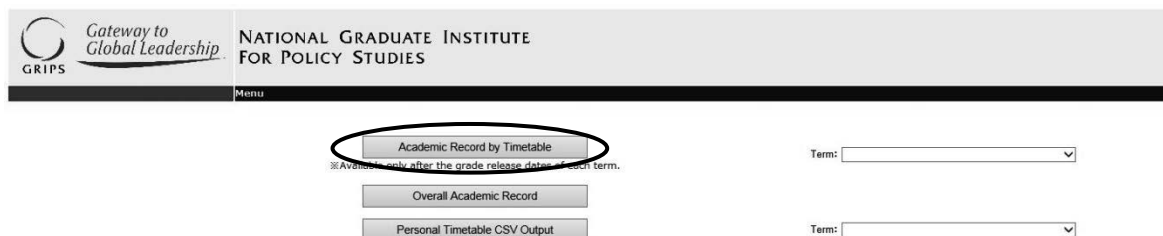
(3) The course grade will appear at the top of each course entry.

Note: an asterisk indicates that the course is currently being conducted.

Overall Academic Record

If you click on the [Overall Academic Record] button, you can check your academic record, displayed in two types of tables.

・ The upper table shows all the courses you have taken to date and your grades for those courses.
   Note: an asterisk indicates that the course is currently being conducted.

・ The lower table shows the credits required for each category as well as credits earned at the moment.

Personal Timetable CSV Output

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

(2) Click on the [Personal Timetable CSV Output] button to download a CSV file containing a list of the courses for which you have registered. To open the CSV file, click the [Open] button. To save the CSV file, click the [Save] button.

7

Administrative Matters

Various Applications

"Administrative Matters" on the GRIPS Gateway allows you to:

- Request a change of student status at GRIPS

- Request a certificate

Requesting a change of **student status at GRIPS**

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

(2) Click [New Application] to display the new application screen.
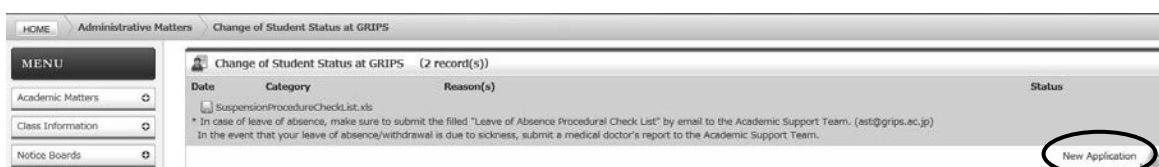
(3) Select a category for your desired student status, fill in the necessary fields, and click the [Submit] button.
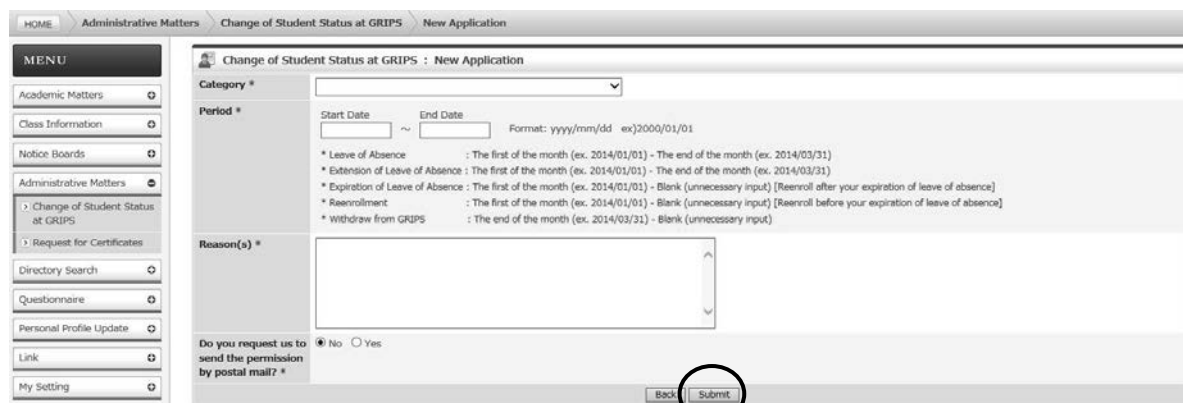
(4) To modify your application, click [Modify]. To delete your application, click [Delete].

Note: these operations are allowed only when "Status" indicates "Applied," which means that you have submitted an application, and it is pending.

(5) When the application is complete, it will appear on the screen.
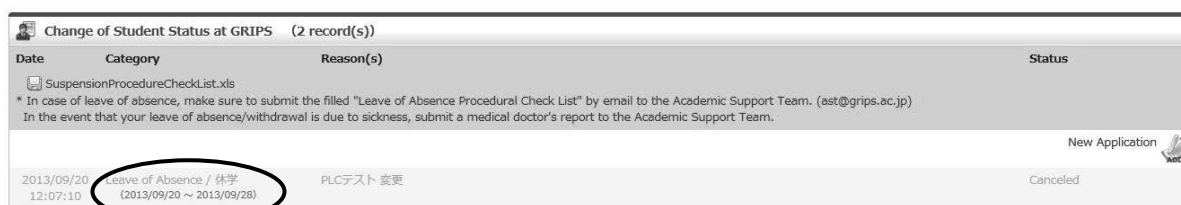
Requesting a Certificate

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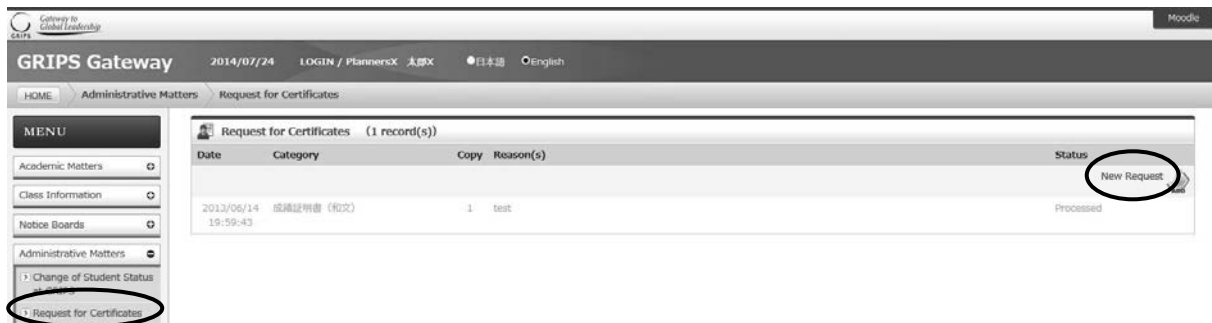
(2) Click [New Request] to display the new application screen.

(3) "Type and Number of Certificates" shows a list of certificates that are available. Select your desired type of certificate and the number of copies. In "Reason(s)," provide one or more reasons for the application.

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

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

Note: these operations are only allowed when "Status" indicates "Requested," which means that you have submitted a request and the request is pending.

7

Various Settings

My Setting
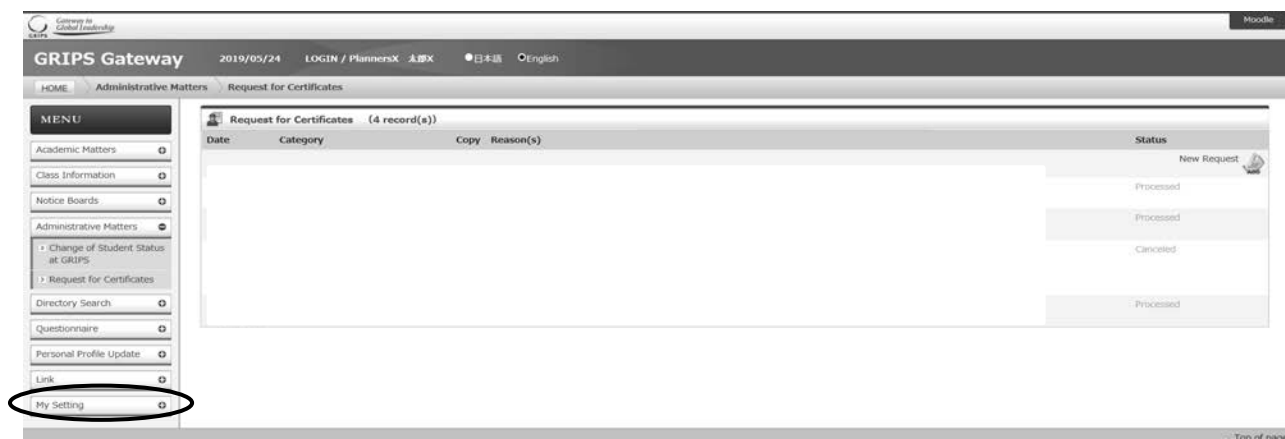
System Setting

Click [System Setting] in the "My Setting" menu to set up a forwarding address for receiving announcements from "Notice Boards."

※We have already registered your GRIPS e-mail address (XXXXX@grips.ac.jp) as a forwarding address.

Privacy Setting

Click [Privacy Setting] under the "My Setting" menu to select the information you want to share through "Directory Search."

Class Information

Microsoft Teams is used for class announcements and sharing materials.

Teams Login Procedure

In order to login to Teams, you need to log in to Office365 at https://www.office.com/

On the login page, enter your GRIPS ID (in lower-case letters) followed by @grips.ac.jp and enter your GRIPS password.

How to Join Teams for Each of Your Classes

The Academic Support Team distributes Teams codes for all courses at the beginning of each term, to enable you to join the Teams for your classes. We recommend that you join the Teams for each of your classes as soon as possible since all necessary information will be posted there (e.g., lecture materials, information on class cancellations, and URLs for online lectures).

Please note that Teams is only used for sharing class information.

Note: Course registration must be completed separately, as described in "How to Register for Courses."

Registration Procedure

1. A list of the Teams codes created for each class will be distributed, as below.

Teamscode	Course name
gz6ji2q	MEP4120E_Thesis Seminar II_FUJIMOTO Junichi, et al.
ux9pny2	【Fri2Fri3】ECO2000EA_Microeconomics II_XING Yuqing
1hvvp0f	【Fri3Fri4】STI2230E_Energy Data Analysis_NEI Hisanori
1hvvp0f	【Fri3Fri4】STI7231E_Energy Data Analysis_NEI Hisanori
zmnzrgl	【Mon2Mon3】ECO6060E_Advanced Macroeconomics II_FUJIMOTO Junichi
oqfiuqj	【Mon3Mon4】MOR2020E_Data Science in Practice_TAKENOUCHI Takashi
hch3pkk	【Sat1Sat2】STI2070J_科学技術外交論_廣木　謙三

2. Select " Teams " from the sidebar on the left, and click "Join or create team" on the upper right. When the following screen appears, enter the class code in the "Join a team with a code" and click "Join team" to register.
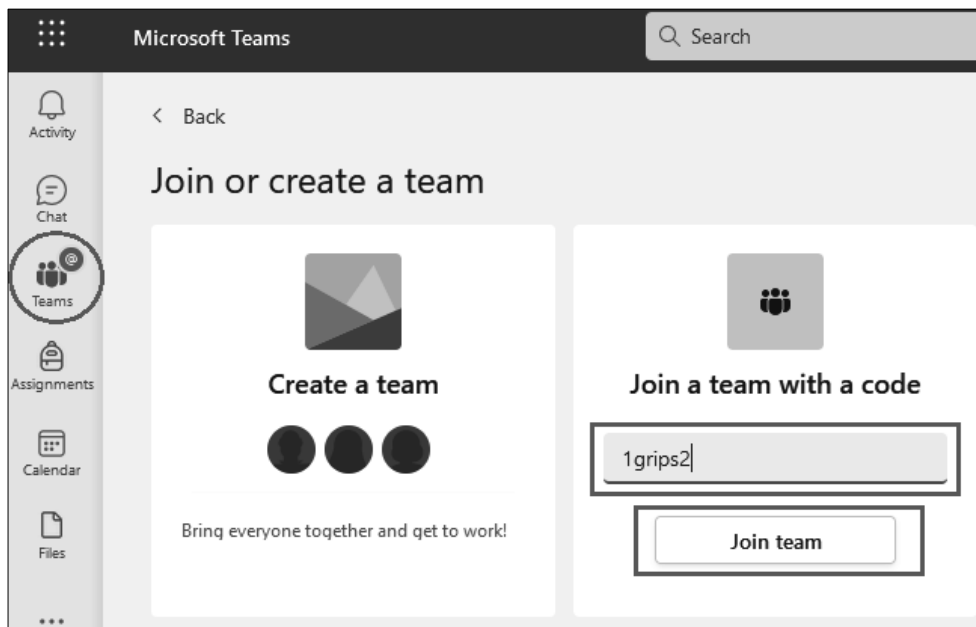
*Once you have joined a team, you cannot remove yourself from that Team. Except in special cases, students who have not registered for a course are removed from the Team for that course after course registrations have been confirmed.

3. The following screen will appear when you join a team.
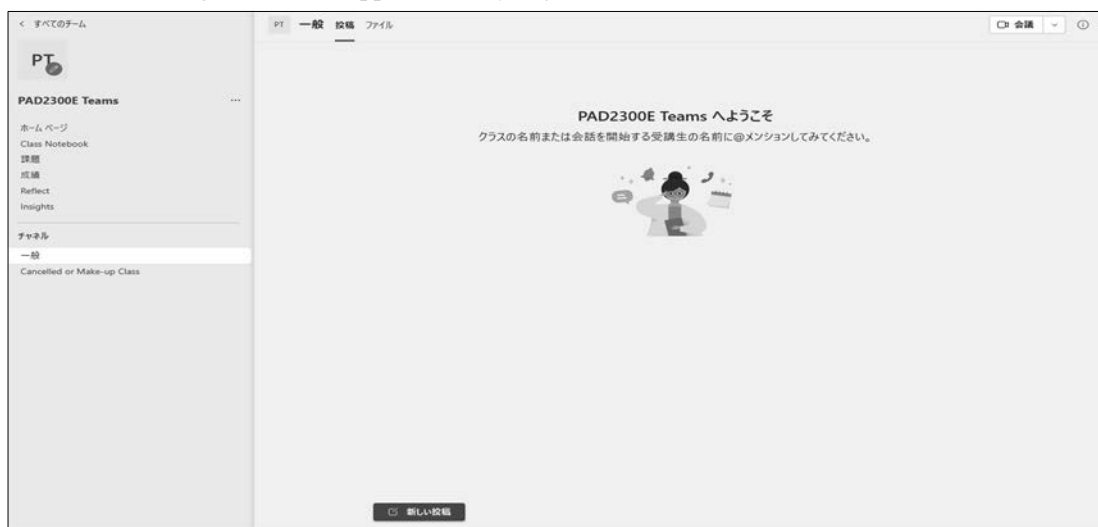
Checking Class Announcements

You can check the "General" channel to check for postings from instructors. Click to switch channels when instructors post to other channels.
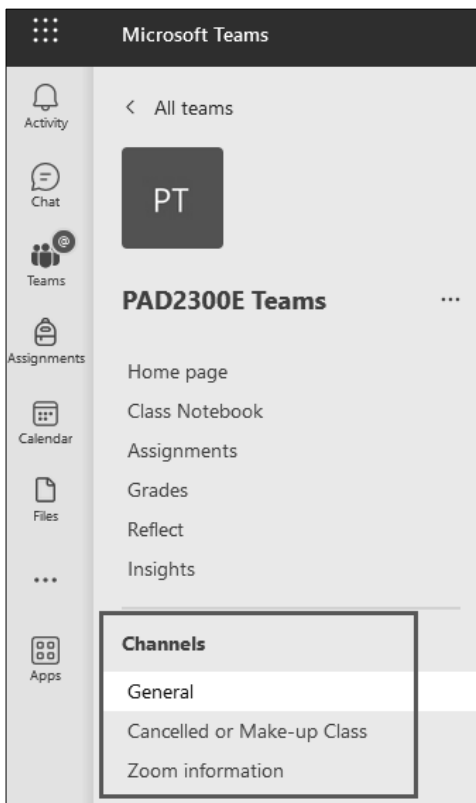
Checking Lecture Materials

Click "Files" on the right side of the channel name to view uploaded lecture materials.
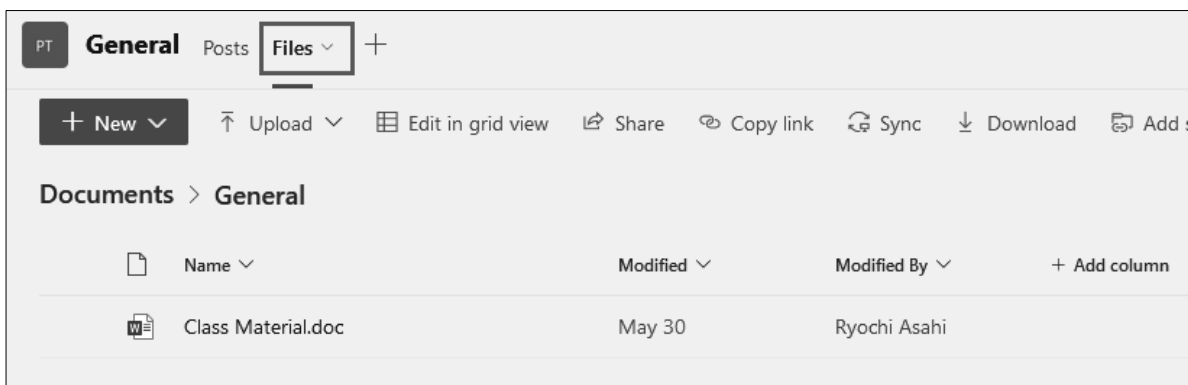
Submitting Assignments

If your instructor asks you to submit an assignment, please follow the steps below.

1. When an assignment is created, the following message will appear in the "General" channel. Click on "View Assignment."

7

7. Campus, Support, and Services
– Teams –

2. Click on "Attach" to upload the file.
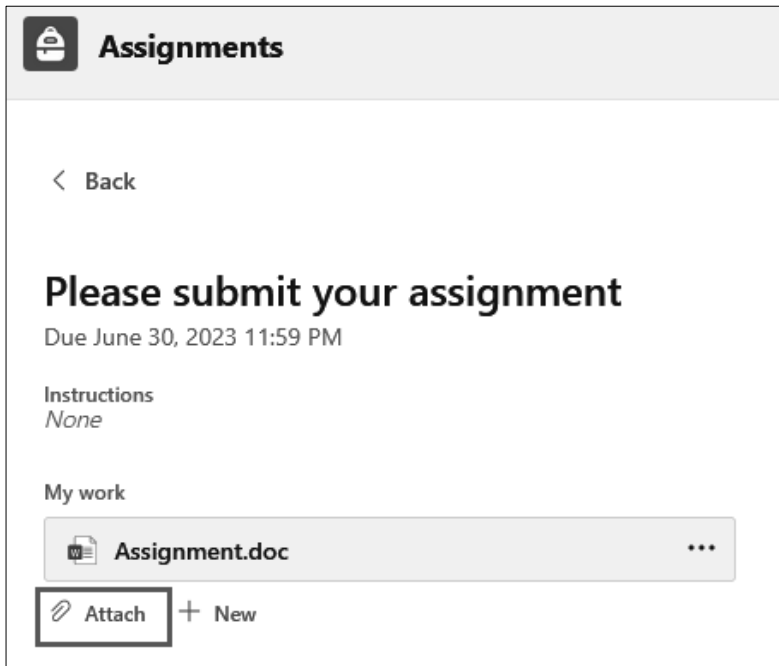
3. Click the "Turn in" button at the top right of the screen to complete your submission.
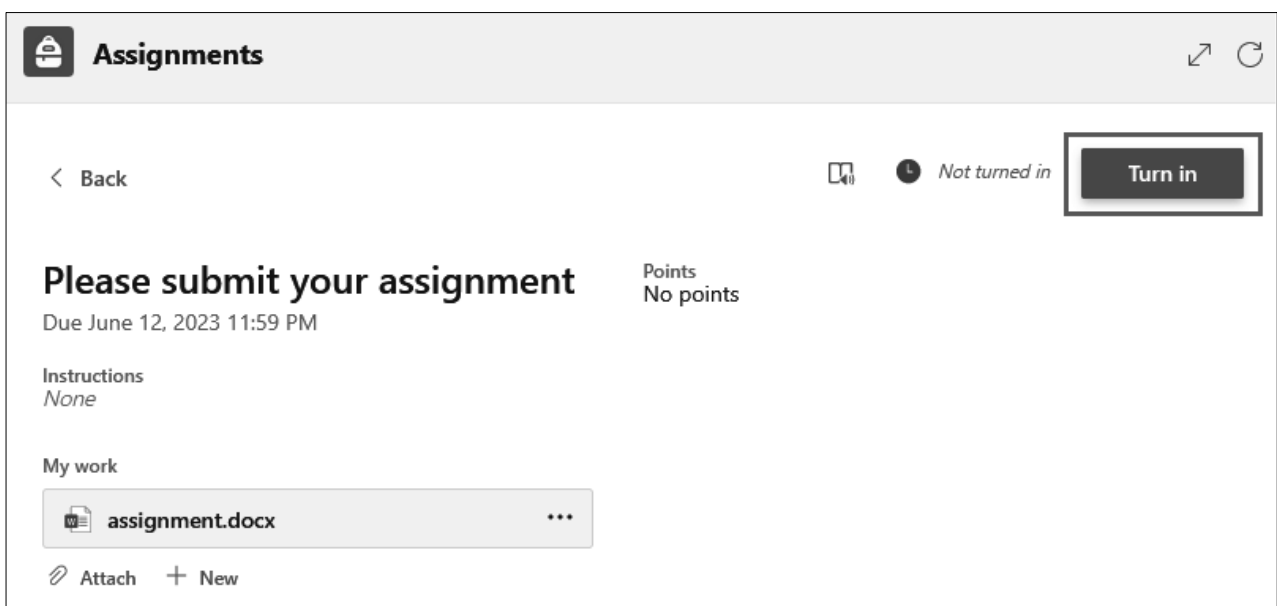
IT Services

Who We Are

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

What We Provide

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

What We Do Not Provide

- Resupply or ordering of materials (e.g., printer paper, toner cartridges).
- Purchase of PC accessories and software.
- Support for 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 all networks and remove the virus immediately.
- Do not use the GRIPS network for purposes other than your research and education.
- Do not use your PC as a server.
- Use of software in violation of the license agreement and copyright law is prohibited.
- Comply with the law in the use of information technology. Note that any activity that violates the law is prohibited.
- Please contact the Academic Support Team to request the installation of statistics software.

Managing Your Data

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

GRIPS Network Service

- Do not connect to websites that are pornographic, defamatory, or likely to carry viruses or undesirable software.

Wireless LAN Service

- Wireless LAN service is available in all GRIPS facilities.
- Note: there have been difficulties connecting to the Wireless LAN in some areas of campus.

G-way

- G-way, our portal site, enables access to services including GRIPS mail, GRIPS Library, and GRIPS File Server.
- Important announcements will be posted on the Notice Board in G-way. Please check there frequently or set a forwarding address to receive notifications to your private email address.

Change GRIPS Password

- You can use your GRIPS password for all GRIPS network systems. When you change your GRIPS password, the password will be changed for all GRIPS network systems.

GRIPS Mail Account

- Your e-mail account is your GRIPS ID (in lower-case letters) followed by @grips.ac.jp.
- You can continue to use that email address after you graduate 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.

7

Shared PC

- There are shared PCs in lecture room A, the library, and the CPC Communication Lounge. Several statistics software are installed in the PCs in lecture room A.
- Caution: The data saved in any shared PC will be deleted automatically when the PC is shut down or restarted.
- Do not use the shared PCs for purposes other than your research and education.

Printer

- Printers are installed on the 4th, 5th and 6th floors.
- To print, connect your USB device to a printer or use a shared PC. You can only print PDF files via the USB drive.
- For resupply of paper or toner, and for copy points, contact the Academic Support Team (AST).

Scanner

- You can save scanned data to your USB devices from 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 (accessible only from campus PCs):
http://www10.local.grips.ac.jp/support-center/e/index.html
Office hours: 9:00–18:00 Monday to Friday

The Virtual IT Support Center

The IT Support Center has been accepting inquiries both by email (support@grips.ac.jp) and via the virtual IT Support Center, through Microsoft Teams.

The IT Support Center staff will answer your call between 9:00 and 18:00 on weekdays. You can access the virtual IT Support Center by calling or by reading the QR code below with your smart phone. The IT Support Center sends this reminder about how to access the virtual IT Support Center at the beginning of each month. Please follow the steps below to call or access the virtual IT Support Center.

【Phone call】
1. Call【03-4571-2088】.
2. After the announcement,
enter the conference ID【158 963 095#】.
3. Wait until you hear the tone.
4. After the tone, press【#】
5. Wait until the IT Support Center answers your call.
Note: The announcement is in Japanese.

【Smart phone access】
Access the IT Support Center Conference on Microsoft Teams via your smart phone or by reading the QR code below.
Note: You must have the TEAMS mobile app installed to access the IT Support Center Conference from your smartphone.

2-Step Verification Setting

Access the GRIPS website (https://www.grips.ac.jp/) and click [Intranet]

Enter your [GRIPS ID] and [GRIPS PASSWORD] → click [Login]

The One-Time Password input screen will appear: please confirm that the personal email address shown on the screen is the same as the one you registered.

Open your email account and copy the OPT number presented in the OPT email → enter the OTP number → click [send] → log in to G-way

7

※ The manual for setting 2-Step verification using the app is available at the IT Support Center.

GRIPS File Server

Introduction

・Be very careful when you delete files or folders by putting them into the Trash Can or pressing the Delete key. Those files/folders will be deleted permanently from the server.

・Your personal data is your own responsibility. Make a backup of your data frequently. GRIPS is not responsible for any trouble such as lost or damaged data.

・There is a "Public Folder" in the file server. You can use that folder to share files with all students. All data in the Public Folder will be deleted on the first of each month.

・There are folders in the file server for each program and course. You can use those folders to share files with the students in a specific program or course.

Accessing the File Server

1. From Shared PCs on Campus

Press [Windows key] + [R].

Enter ¥¥media-file in [Run] and click [ok] → Select your program
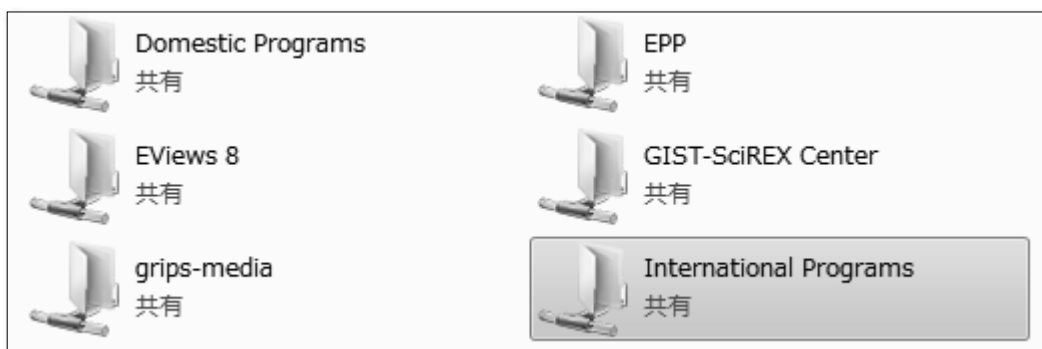
2. From the Web

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

You will see the window below. Enter your GRIPS ID under [Username] and your [Password]. Then click [Sign in].

Click [File Server].
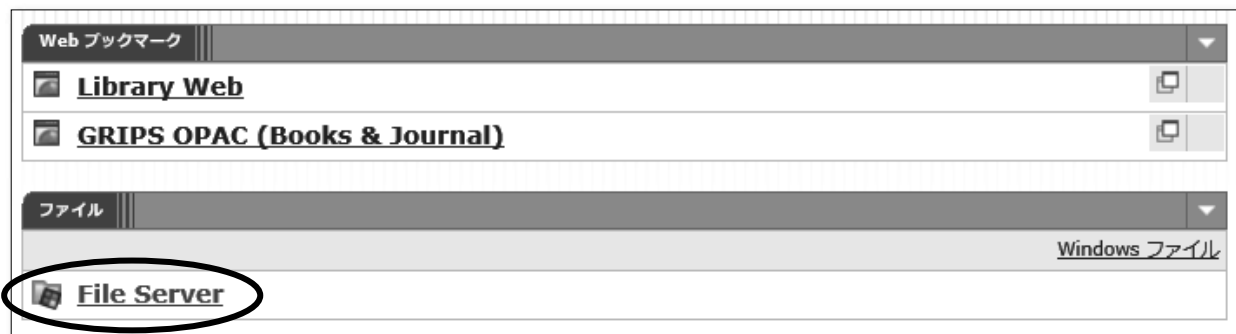
Select your program. (e.g. International Programs) You can upload, download, and delete files.

Google Drive

Google Drive

Google Drive is a cloud storage service. You can access Google Drive data through web browsers from any location. Please use Drive for backing up your personal data.

※**GRIPS is not responsible for any trouble such as loss of or damage to your data.**

1.   How to Access Google Drive

Access the URL below to use Google Drive on your web browser and click [Go to Drive]

https://www.google.com/intl/en_ALL/drive/
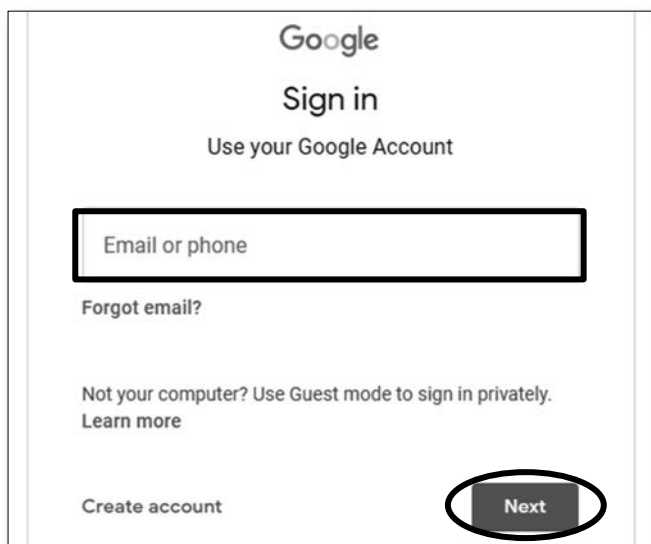
Access the URL below to download [Backup and Sync] the Google Drive application and install it in your device:

https://www.google.com/intl/en_ALL/drive/download/

2.   Logging in to Google Drive
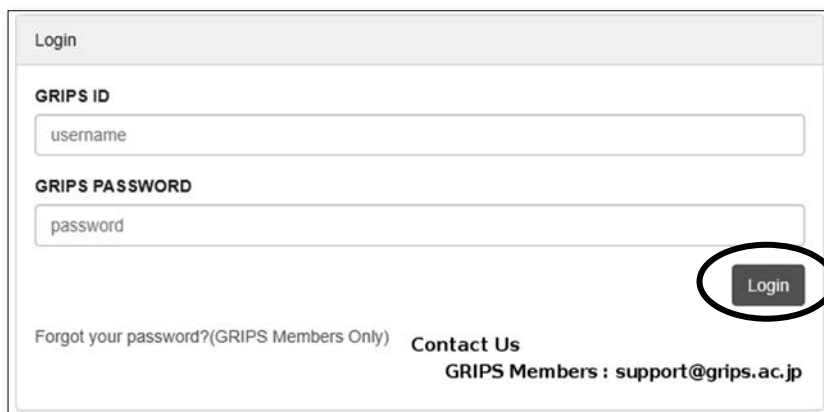
Enter your GRIPS email address and click [Next].

Note: You must include @grips.ac.jp after your student ID.

Enter your GRIPS ID and GRIPS password, and click [Login].

Note: Do not add @grips.ac.jp after your GRIPS ID.

3.   Directions and Support for Using Google Drive

Access the URL below for the Google Drive Help page.

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

Campus Printers

1. Printing from Shared PCs

Select the nearest printer for printing.

If needed, select [2-sided print] or [Multiple-up] or [Output Color] under [Property] → click [OK]
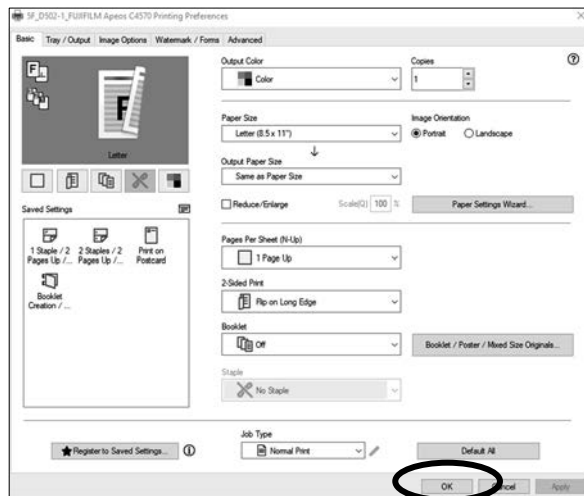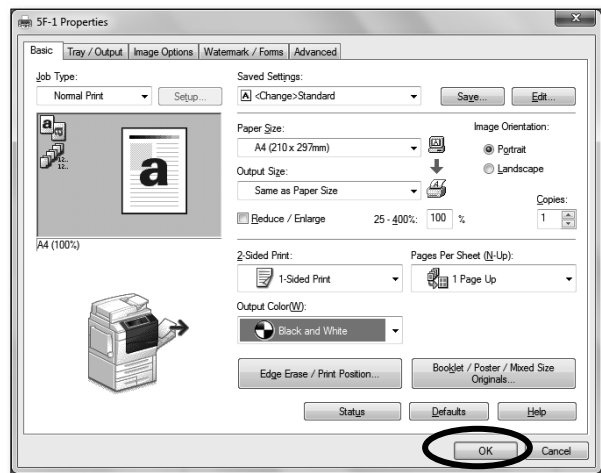
[5F-1, 5F-2]   [4F-1, 5F-3, 6F-1, 6F-2]

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

You can type the ID of your choice for [Billing ID].
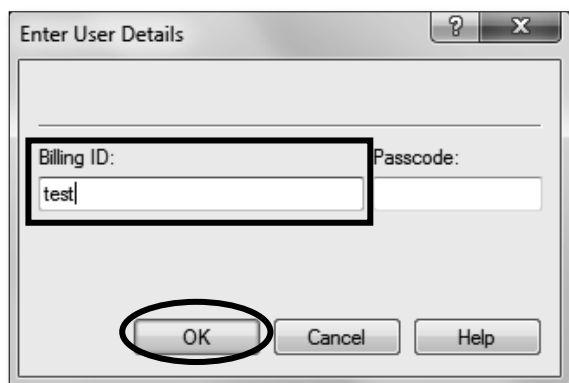
Insert your card in the card reader next to the printer. Note: You CANNOT transfer points between cards.

For GRIPS ID cards   For SUICA・PASMO cards

7

How to change the interface language setting on 5F-1 and 5F-2 printers:

   Press [power] on the printer → press [globe icon]

Select language → press [OK]

How to change the language setting on 4F-1, 5F-3, 6F-1, and 6F-2 printers:

   Press [Service Home] on the printer → press [Language] to change the interface language

7

Press [Select ID and Print].

※If the printer you selected is in use or is being repaired, you can transfer your data between the following printers.
・5F-1 and 5F-2
・6F-1 and 6F-2

E.g., if you send a document data to printer 5F-1 and it is in use, you can print from printer 5F-2 without resending the data from your PC.

Note: If you wish to print from an unlinked printer such as 6F-1 or 5F-4, you must resend your data.

Select your user ID.

Note: You can use the search box to find your user ID.
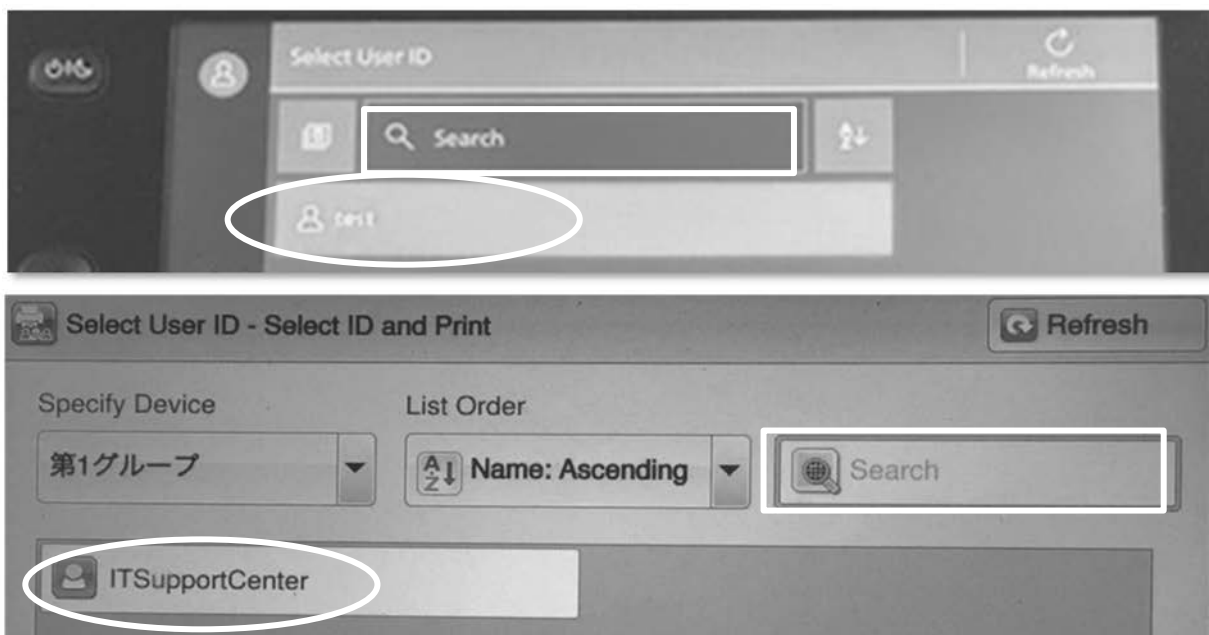
Select the document you wish to print → press [Start]

2. Printing from a USB device

Printing from a USB device on 5F-1 and 5F-2 printers:
  Connect your USB device to the printer → press [Confirm]
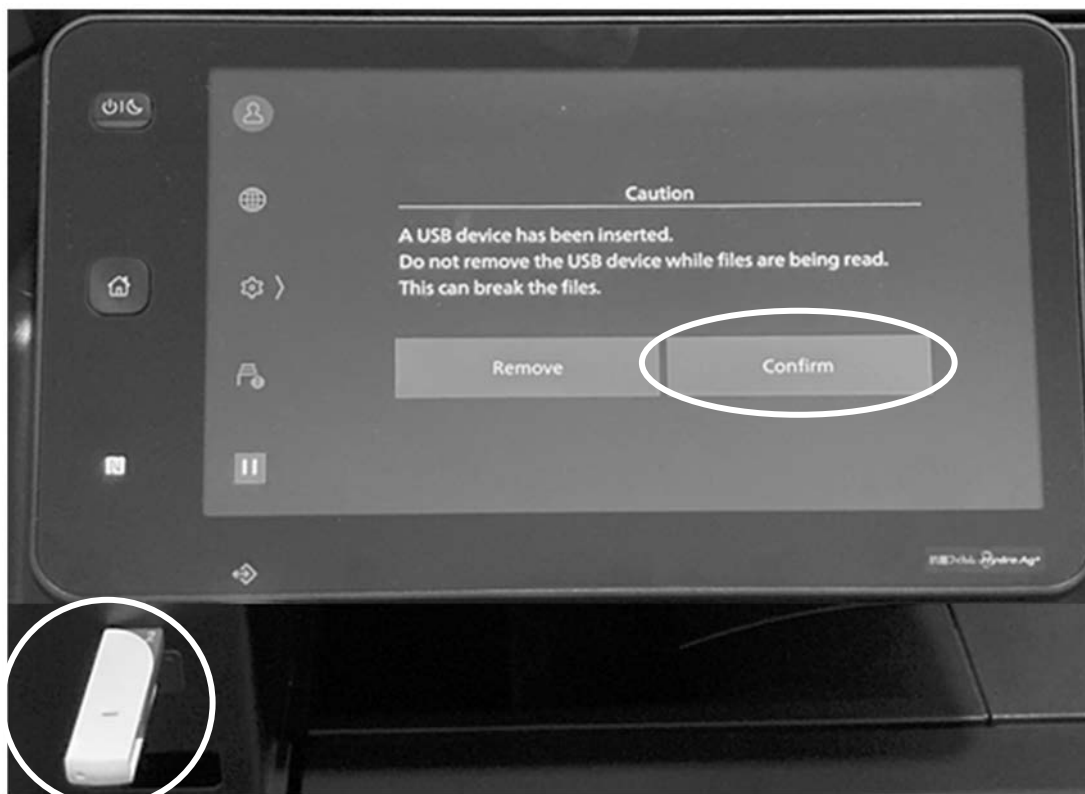
Press [Print form USB]
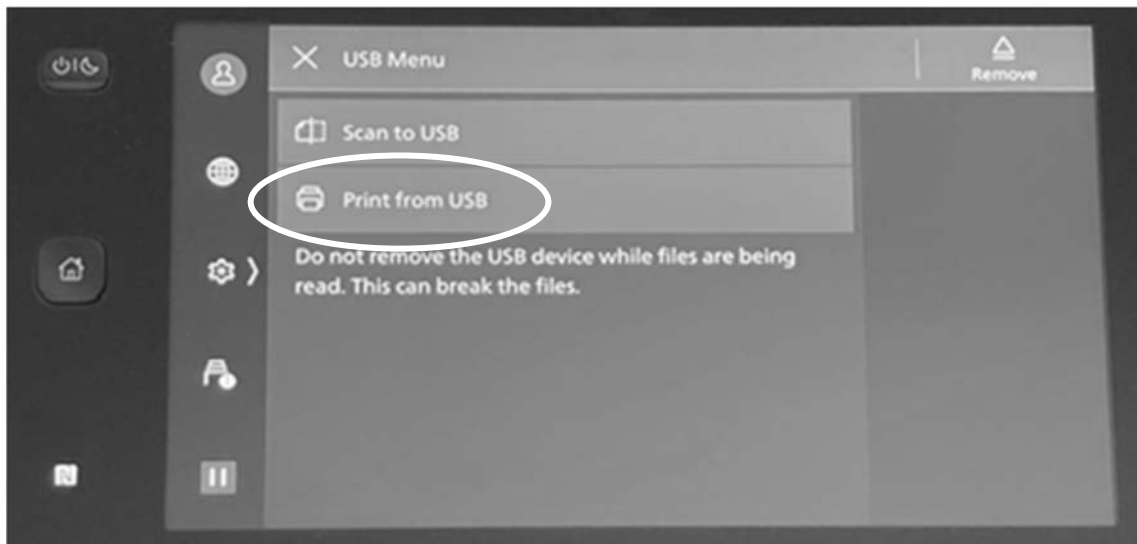
Select the file you wish to print → press [Start]
After printing, press [Remove] → disconnect your USB device from the printer
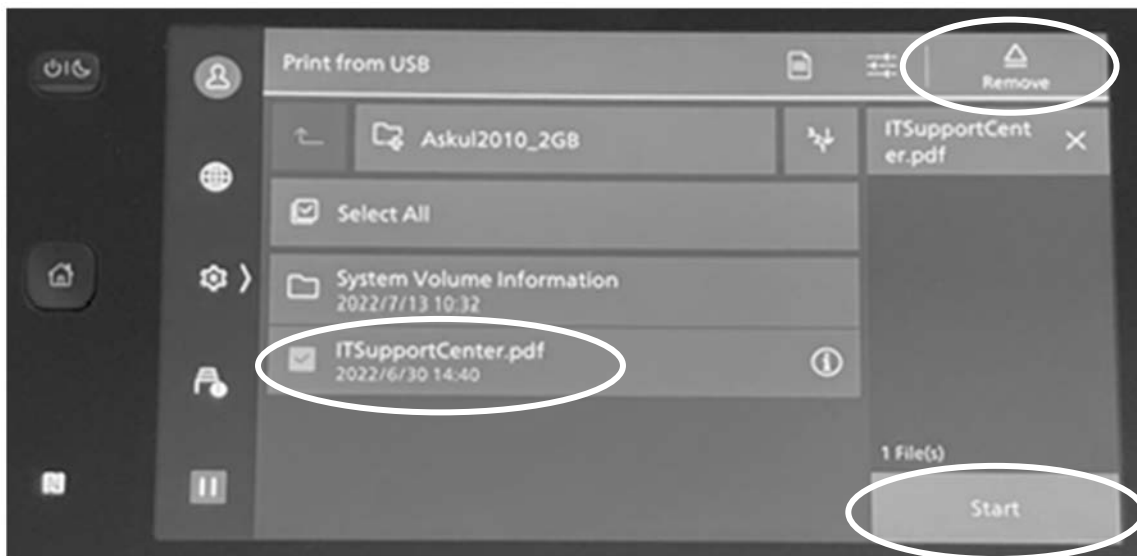
Press the menu icon to change the print settings→ change the settings

7

Printing from a USB device on 4F-1, 5F-3, 6F-1, and 6F-2 printers:
Connect your USB device to the printer → press [Media Print]
Note: Only PDF files can be printed from a USB.
Note: NTFS and exFAT formats are not supported.

Press [Select All] → change the print settings if necessary → press [Start].

Note: If you wish to print a specific file, press [Select From List] → select the file → press [Start]

7
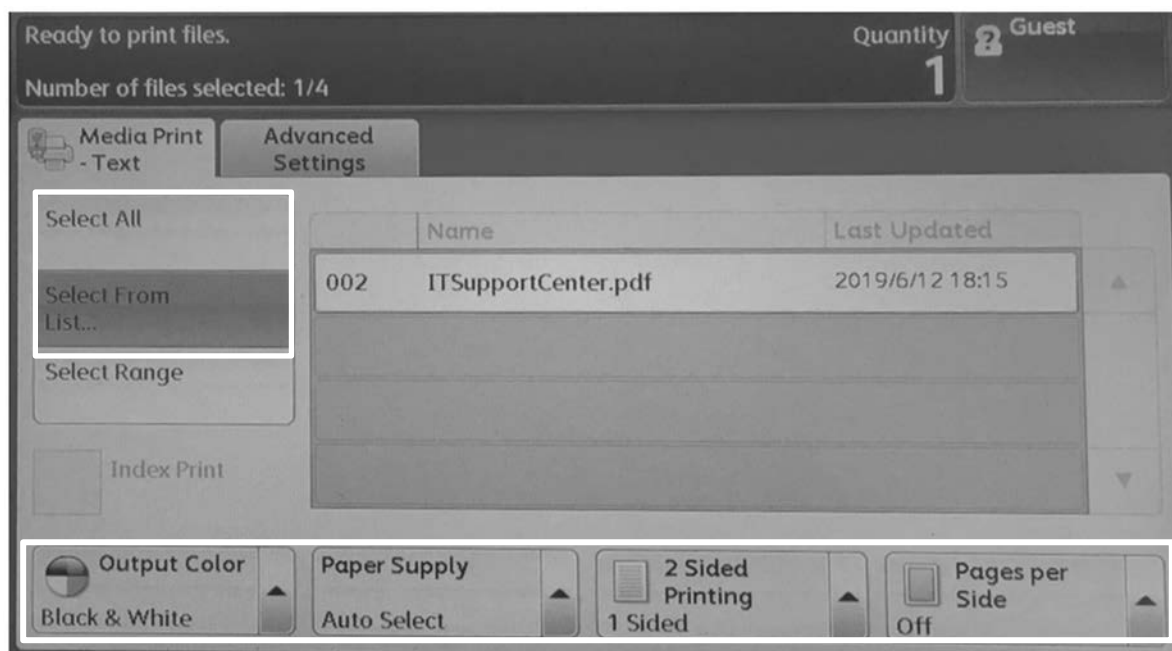
Scanning Function in GRIPS Printers

How to save a scanned document to your USB drive on the 5F-1 and 5F-2 printers

Insert your USB device in the printer and press [Confirm]
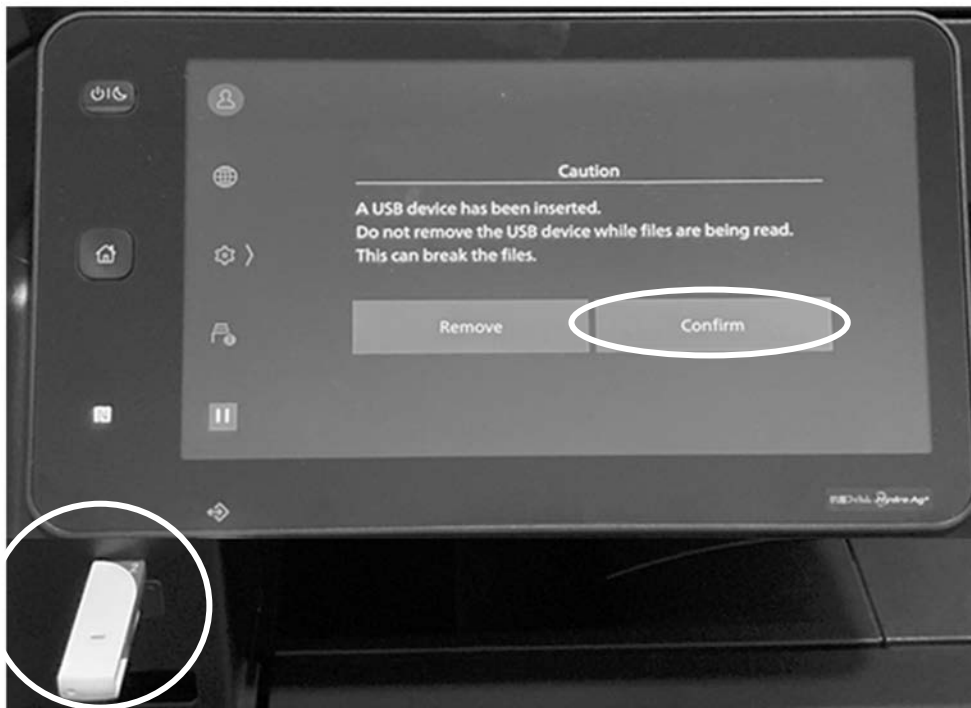
Press [Scan to USB]
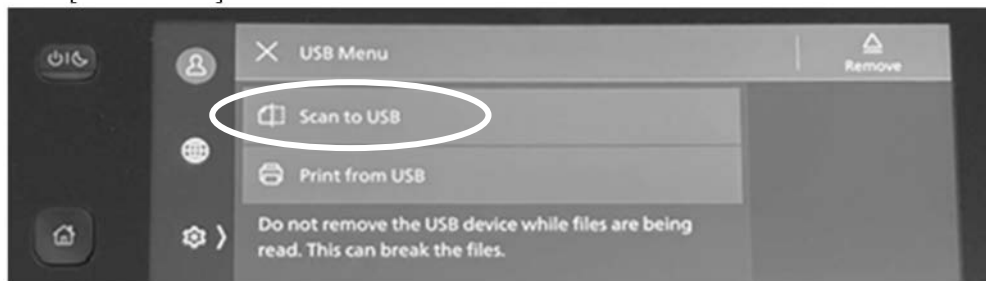
Press menu icon to change the scan settings→ change the settings

Place the document you wish to scan:
①   face up on the tray, or
②   face down (and close the lid).

Select the folder where you wish to save the scanned document → press [Start]

When the scanning is complete, press [Remove]→ remove your USB
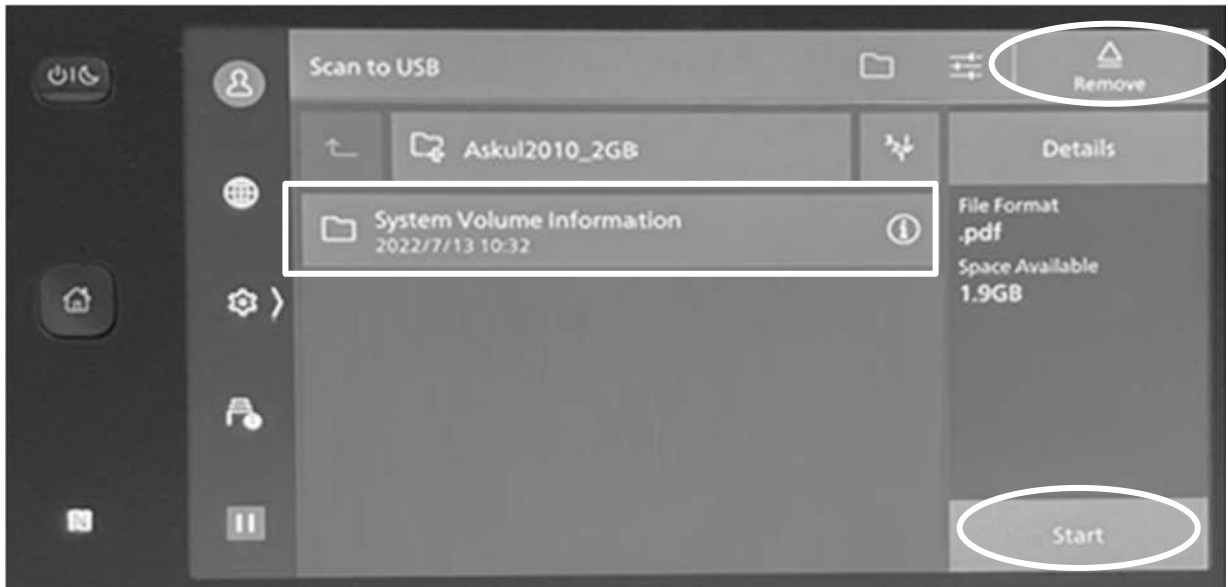
How to save a scanned document to your USB drive on 4F-1, 5F-3, 6F-1, and 6F-2 printers

Insert your USB device in the printer and select [Store to USB].　Note: NTFS and exFAT formats are not supported.

Select the file format.

Set the document to scan　→　press [Start].

    ① Set the document face up on the tray, or

    ② Set the document face down and close the lid.

When the scanning is complete, select [Close] and remove your USB.

7
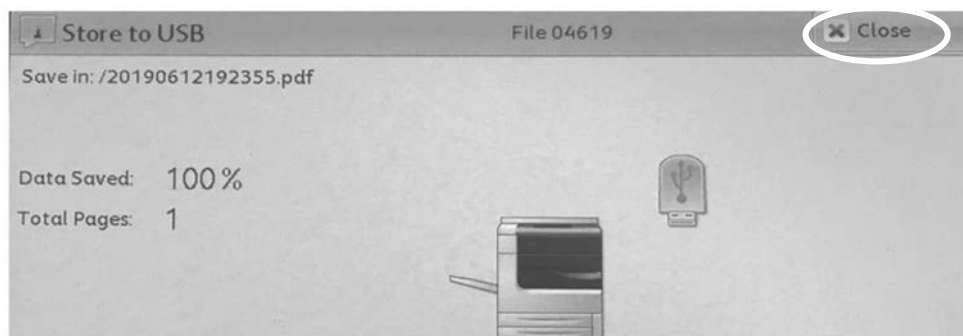
Shared PC

Introduction

Please follow these instructions when using the shared PCs in Lecture Room A (5th floor), CPC Communication Lounge/Language Lab (5th floor), or the library (2nd floor).

Select the Interface Language

The window below appears when the PC is starting up.

To use the PC in English, select [Win10_L570_English_********] → press [Enter].

To use the PC in Japanese, select [Win10_L570_日本語_********] → press [Enter].

Note: Do not disconnect the LAN cable.

【Caution!】

When a shared PC shuts down or restarts, **ALL DATA WILL BE DELETED**.

Save your data to a USB or other memory device before shutting down.

Changing Your GRIPS Password

Introduction

Your GRIPS password is used for all activity on the GRIPS network system.

After you change your GRIPS password, it will be changed for all GRIPS network system activity.

To Change Your GRIPS Password
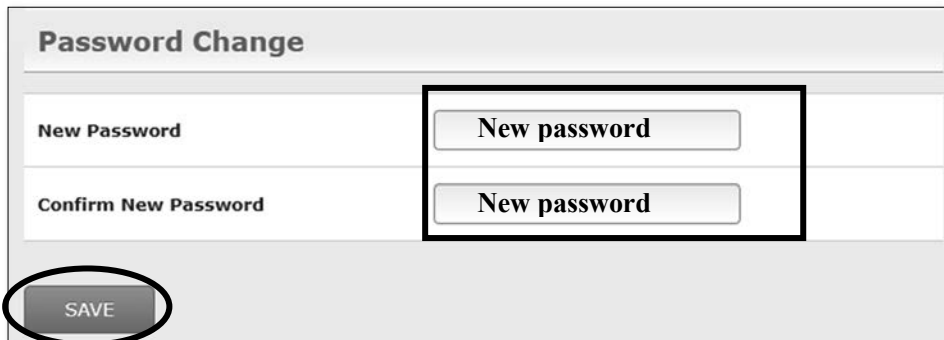
Log in to G-way → Click [Link] → [Change Password]

You will see the window below. Enter your GRIPS ID and GRIPS password and click [Login].
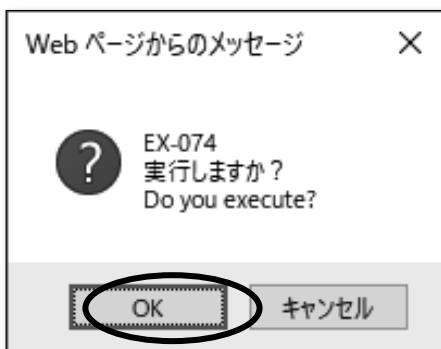
Enter your new password (8 or more characters including at least one uppercase letter, one lowercase letter, and one number.) in both

[New Password] and [Confirm New Password] → click [SAVE].

Click [OK] to save your new password. Note: this takes about one minute.

7

Click [OK]

Password Change

– 138 –

EX-078
Maintenance process has been completed.

OK

Click [Logout]

User Profile Maintenance

7.0.0.1
20210520
Logout

Password Change

EX-078
Maintenance process has been completed.

OK

7
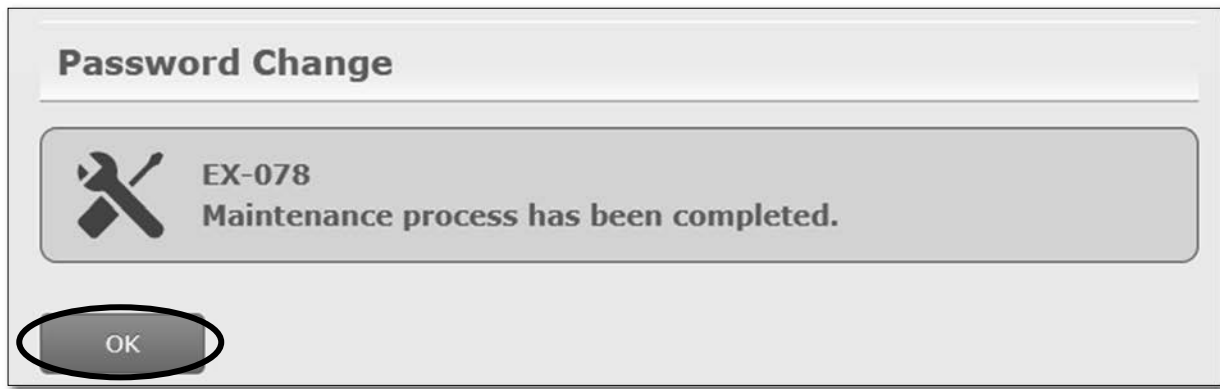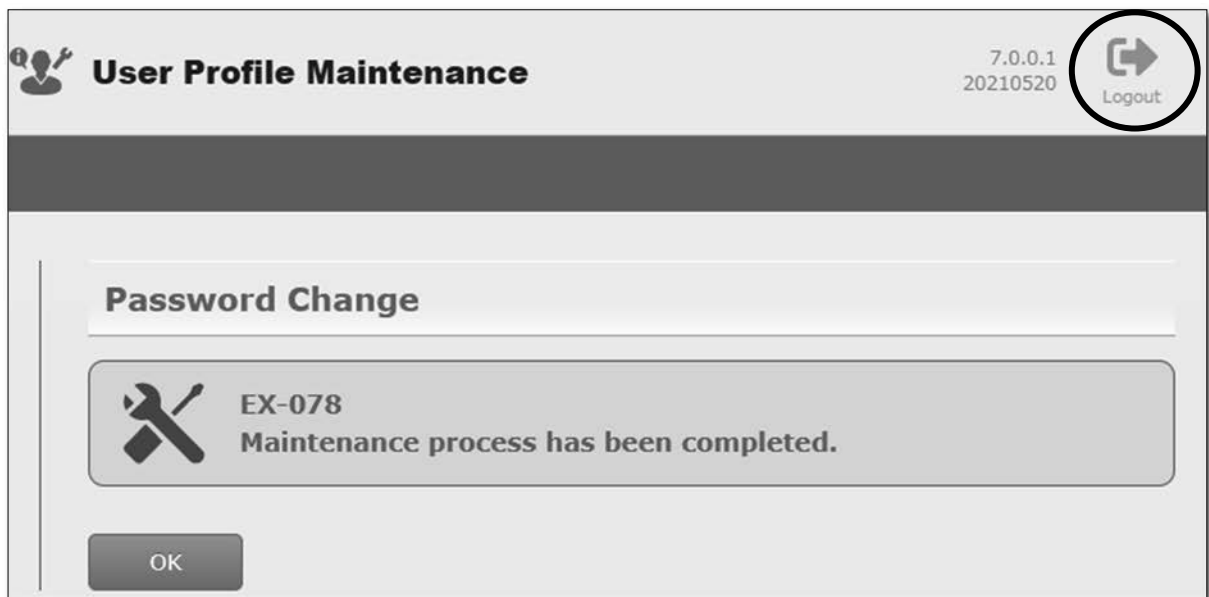
File Transfer System

Introduction

・This file transfer system offers an alternative to email as a means of sharing files.

・This system is not for storing data.

・When the download limit is exceeded, the sent files will be deleted automatically.

・Files uploaded for sending/receiving will be automatically deleted after 14 days.

Note: Deleted files cannot be restored.

・There are no restrictions on the number or size of files sent/received via this system.

Note: There may be a restriction in certain environments. The total data upload capacity is 2TB.

1.　How to Login

Access the URL (https://filetrf.grips.ac.jp/)　→　enter your GRIPS ID (without @grips.ac.jp) in [User ID] and your GRIPS password in [Password]　→　click [Login]

2.　How to Send Files

Click [Send File] on the left menu bar or [Send File] on the Home page.
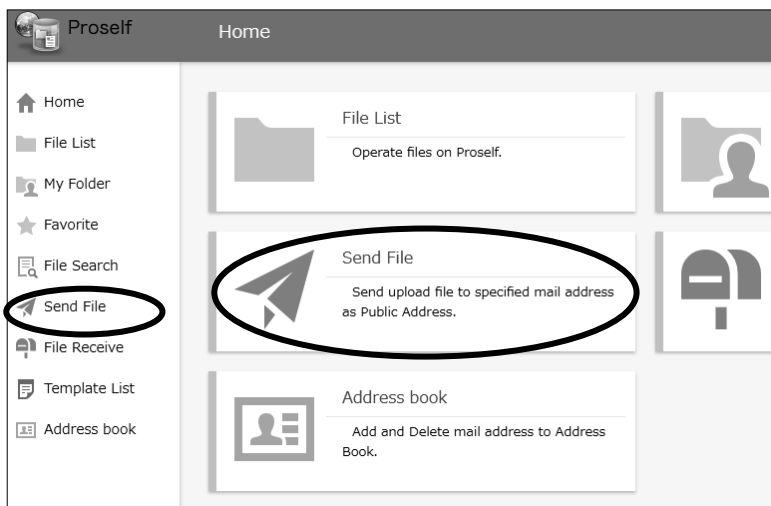
Settings for Sending Files

①   Enter [To], [Cc], [Subject]

②   Write a message in box 2 under [Please enter message for addressee]

③   Upload files via 3. [Please drag and drop the file here.] or [Choose File]

④   Set [Option] NOTE: The maximum publication period is 14 days.

⑤   Click [Send]

        Confirm the contents in the pop-up window and click [Send]

Confirm that the email has been sent successfully and click [Close]

The receiver will receive an email like the one below.
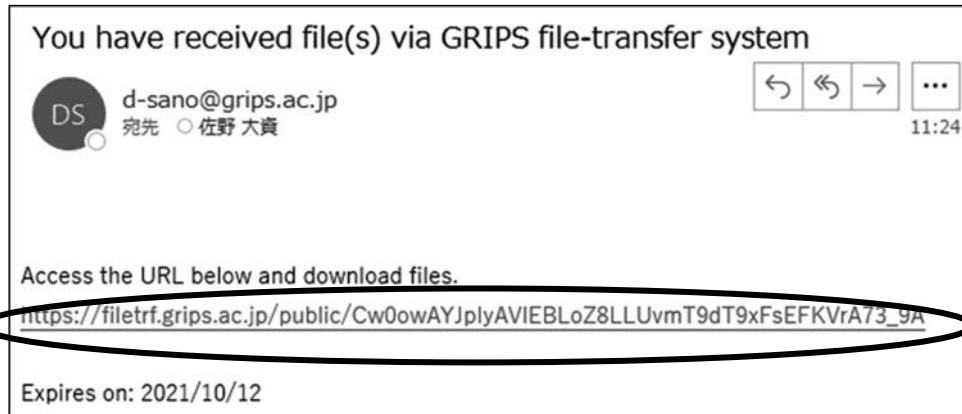
Click the URL in the mail to access the file download page
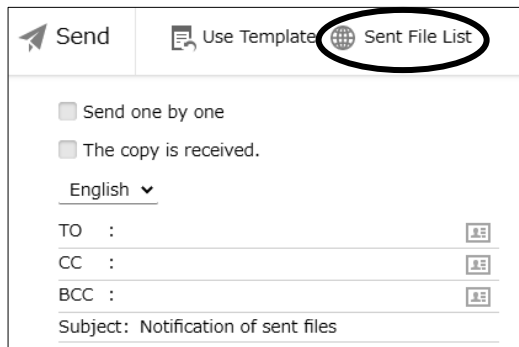
An email like the one below will be sent to you after you have downloaded the uploaded files

7

3. How to Confirm Sent Files or Delete Them
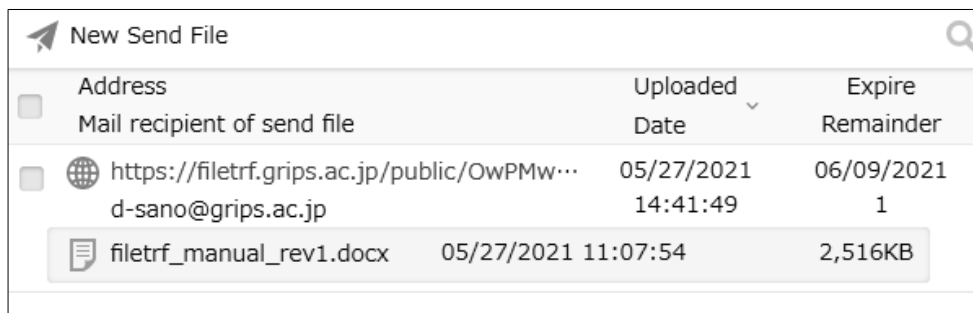
Click [Send File] on the left side menu bar or [Send File] on the Home page.

Click [Sent File List]
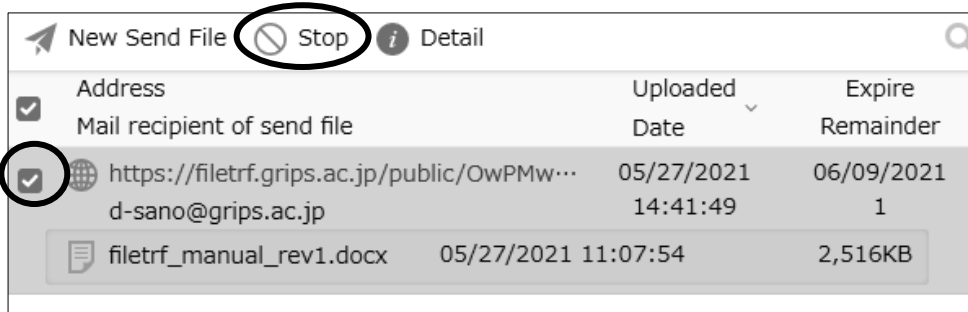
A list of the files currently being sent will be displayed.

To delete a sent file or cancel the sending of a file, check the box of the relevant address → click [Stop]

Click [Stop]

4. How to Receive Files

5. Click [File Receive] on the left menu bar or [File Receive] on the Home page.
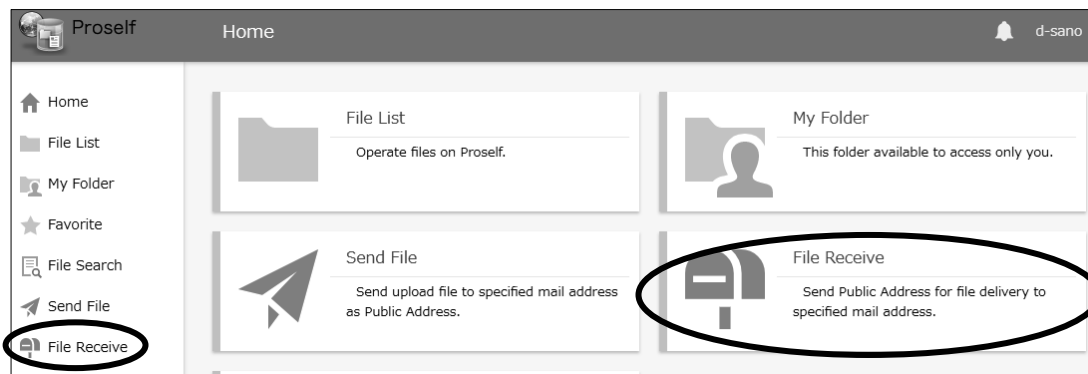
Settings for receiving files

①   Enter [To], [Cc], [Subject]

②   Write a message in the [Please enter message for addressee] box

③   Set [Option] NOTE: The maximum publication period is 14 days.

④   Click [Send]

Confirm the contents in the pop-up window and click [Send].
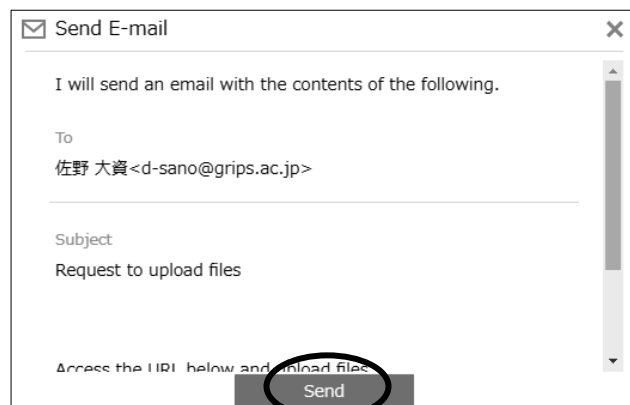
Confirm that the email has been sent successfully and click [Close].
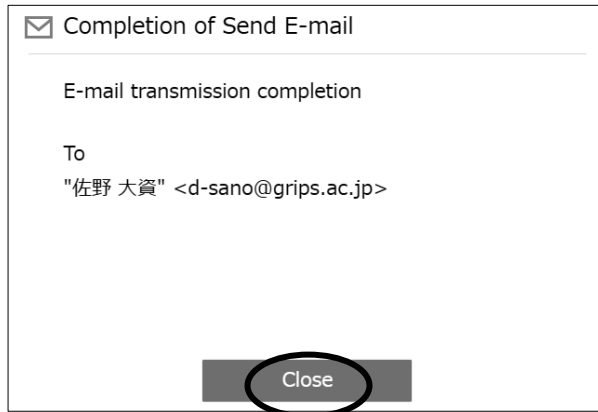
The receiver will receive a 'request to upload files' email like the one below.

Click the URL in the mail to access the file upload page.
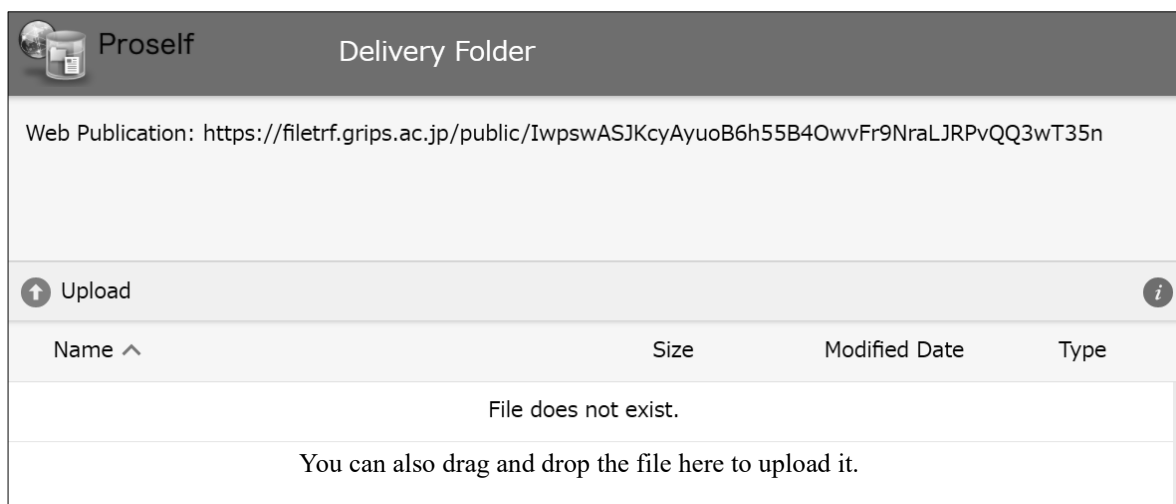
An email like the one below will be sent to you after the files have been uploaded.

Click the URL in the mail to access the file download page.
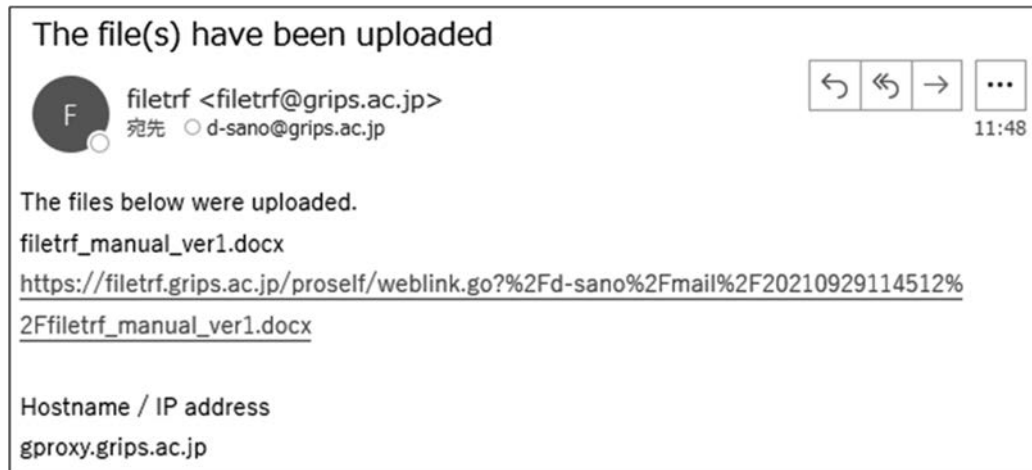
Batch Download is available
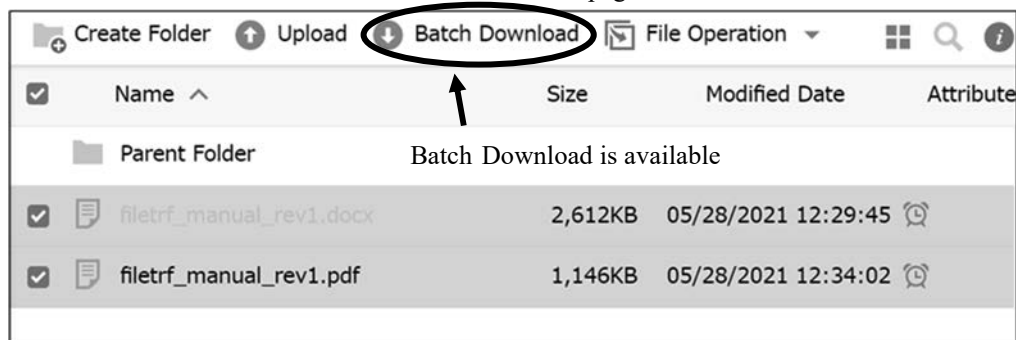
6. How to Confirm the Receipt of Files or Delete Them

Click [File Receive] on the left menu bar or [File Receive] on the Home page.

Click [Received File List]
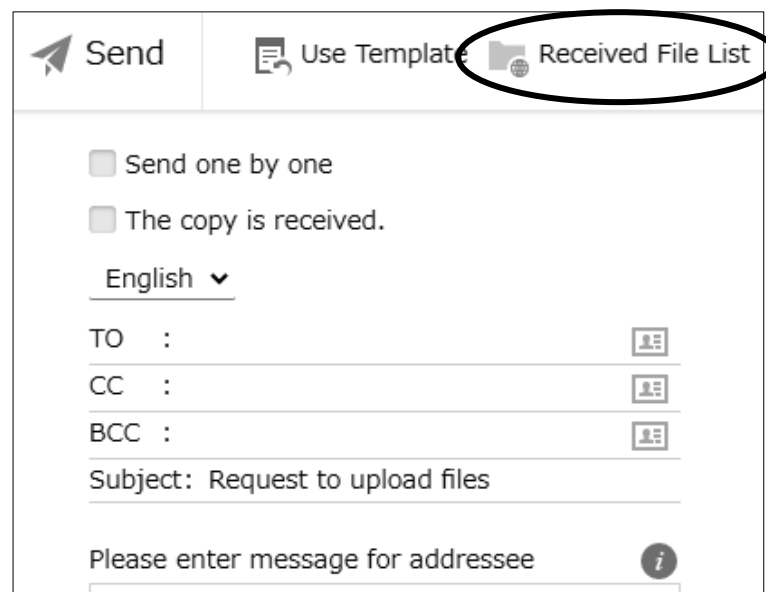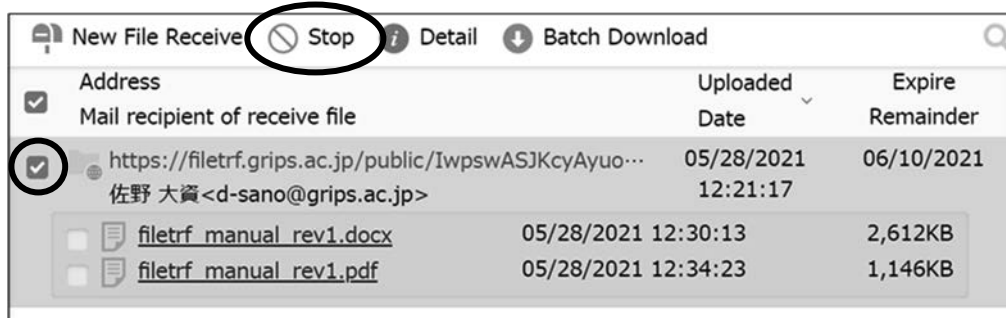
A list of the files currently being uploaded will be displayed.

Both batch download and file-by-file download are available.

To delete received files or cancel the receiving of files, check the box in front of the address → click [Stop]

Click [Stop]

7

Support Information

1. Where to Go for Help

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

2. URLs for GRIPS Network Activities

Name	URL	Contents
G-way	https://gportal.grips.ac.jp/fw/dfw/GSSOF/redirect.php	Portal website of the online system
GRIPS Mail	http://gwmail.grips.ac.jp/	Web mail
File Server	https://gremote.grips.ac.jp	File server
Change password	https://gpw.grips.ac.jp/webmtn/LoginServlet	Change your password for all GRIPS online services.
IT Support Center	http://www10.local.grips.ac.jp/support-center/e/index.html	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

7

Student PC Use at GRIPS

PC Options for GRIPS Students

During their time at GRIPS, students use either their own PCs or the PCs installed at GRIPS for use in their studies, including the writing of theses and dissertations, 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 anti-virus software installed.

GRIPS Library (2nd floor)

Laptop and Desktop PCs Installed at GRIPS

Almost 50 machines are permanently installed at GRIPS, in locations such as lecture room A, the library and CPC Communication Lounge/Language Lab. 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

Lecture Rooms A (5th floor)

Academic and Student Affairs Division

Academic and Student Affairs Division offers various services and support for international students.
The office is located on the 3rd floor and is open

9:00–12:00 and 13:00–17:00 Monday to Friday, except national holidays.

Office	Services	

General Affairs Team (GAT)
E-mail: kyouiku@grips.ac.jp
	-Teaching Assistant related matters
	-financial aid for doctoral students
	  e.g., tuition exemption / conference
	  presentation support
	-work permission
		copy points
		lecture / copy / study room supplies
		- whiteboard markers
		- light bulbs
		- paper for printing
		- photocopying
		- printer cartridges

Academic Support Team (AST) E-mail: ast@grips.ac.jp	-curriculum; -course registration; -class schedules; -lecture rooms / seminar rooms -leave of absence / re-enrollment /withdrawal -notification of address change -certificates	
Programs Management Team (PMT) E-mail: pmt-ml@grips.ac.jp	-scholarships -textbooks -requests for temporary leave -internships	
Student Office (SO)		
E-mail: studentoffice@grips.ac.jp	-campus life support -cultural exchange events -insurance related matters -career counseling -JR discount vouchers accommodation -extension of period of stay in Japan -gym -study rooms / student lounges	
E-mail: alumni@grips.ac.jp	-Student council support -alumni matters -brown bag lunch sessions	

Certificates

- 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 release of first term grades for students in one-year master's programs
  - in the second year for students in two-year master's programs
  - after dissertation defense for doctoral students.

- Applications for a transcript; or for a certificate of enrollment, prospective degree completion or scholarship award should be submitted via the online system (G-way).

7

- Certificates will be issued within three working days after submission of your request.
- The certificate will be posted in your mailbox, located in Academic and Student Affairs Division.
- To inquire about certificates, please contact ast@grips.ac.jp.

JR Discount Voucher

- Student discount vouchers are available for long-distance travel (more than 100 km one-way) on JR. These vouchers give a 20% discount on regular fare.
- When you purchase a discounted student ticket at a reception desk of JR, you will be requested to submit the voucher and show your student ID card.
- To request a voucher, please fill out an application available at Student Office.
- The issued voucher will be posted in your mailbox, located in Academic and Student Affairs Division, within five working days after submission of your request.

Notice

- If you break or lose your ID card, report to AST immediately. The re-issuance charge is 2,000 yen.
  * Please note that when you are issued a replacement student ID card, copy points from your old card will NOT be restored in your new card.
  * Please handle your student ID card carefully. It contains an IC chip for entering GRIPS building at night and on weekends, and for borrowing books from the library.
- If you lose your student commuter pass issuance card, report to AST.
- To make an address change, you must notify AST promptly and fill out a form.
- If you wish to take a leave of absence (minimum three months); withdraw from school; re-enroll; or extend the period of your leave of absence, you must submit a request via G-way at least three weeks before the preferred date of the status change.

Copy Points

- Copy points for the standard duration of study will be loaded onto your student ID card at no charge upon enrollment. The number of points issued varies, 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 away from other magnetic materials (e.g., TV, speakers, and bank / credit cards.)
- After you run out of points on the card, you can use your personal IC card (such as Suica / PASMO) at copy machines on campus.
  Cost of printing:
  - 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 AST. To borrow a shared copy card, bring the class materials to be copied and a letter of request from the instructor.
- AST will hold your student ID for security purposes while you borrow a shared copy card.
- Please return the copy card immediately after use.

School Rules

- Important messages regarding matters such as class cancellations; make-up classes; and lecture room changes will be posted in Teams for each class. 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 home address when arranging deliveries.
- To inquire about academic affairs, please contact AST.

Personal Accident Insurance for International Students

- Personal accident insurance pays a premium for you or your beneficiary in the case of accidental death or permanent disability, and also covers expenses for rescuers, compensation for damage, and medical treatment. GRIPS international students are required to take out that kind of insurance. The type of insurance you should purchase depends on which scholarship you receive, if any. If you would like to know more about your insurance situation, please contact Student Office or your program coordinator.

Signing the Register
(All programs except MSP (between April and July 2024)* and DMP)

Sign-in Requirements

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Immigration Services Agency of Japan require us to confirm that you are fully engaged in studying and attending lectures at GRIPS—whether you are on 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 each month (in March, the first two working days) 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 periods at GRIPS, i.e. from October to March, and in August and September.

Schedule for Signing the Register
(October 2023– March 2024)

TERM	MONTH	SUN	MON	TUE	WED	THU	FRI	SAT
FALL	OCTOBER	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
	NOVEMBER	29	30	31	1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
	DECEMBER	26	27	28	29	30	1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
	JANUARY	31	1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
WINTER	FEBRUARY	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	24
	MARCH	25	26	27	28	29	1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31	1*	2*	3*	4	5	6

▢ : Dates for signing the register

▮ : No classes (Sundays, national holidays, and New Year holidays)

* Interterm Period

1. If there are any changes to these dates, you will be notified by email.
2. The schedule from March 2024 onward will be announced at a later date.

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 Program Management Team (PMT) at least two weeks prior to your planned date of departure. Before making any plans, you must confirm that your plans will not conflict with your study and other academic events at GRIPS.

The form is available at the PMT counter or you can download it from GRIPS GATEWAY system (G-way) at Notice board. Before you submit the form, fill in the names of the classes you will miss during your trip, obtain permission from the professor of each class (including your advisor for Independent Study / Policy Paper / Policy Proposal Paper and intensive courses), and obtain the approval of the Program Director (Master's Program) / Advisor (Doctoral Program).

You are not required to apply for a re-entry permit if you possess a valid passport and Residence Card, and will return to Japan within one year of your departure. Make sure to take your Residence Card on your trip, since you must show it when you leave and re-enter Japan. For the details, please visit the website of the Immigration Services Agency of Japan.
(https://www.isa.go.jp/en/applications/guide/minashisain yukoku.html)

Also, as soon as you come back to Japan, you must notify PMT of your return and sign the "Confirmation of Return" section of the "Request for Temporary Leave" form.

Internship

Students who wish to participate in internships (except for activities regarded as part of classes at GRIPS), whether in Japan or abroad, are required to complete the following steps.

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

2. Submit a "Notification of Internship Participation"
Please submit the completed form to the Program Management Team (PMT) of the Academic and Student Affairs Division at least two weeks prior to the planned start date of your internship.
Please note that when international students participate in internships outside Japan, they are also required to submit a "Request for Temporary Leave" form.

These forms are available at the PMT counter or you can download them from GRIPS GATEWAY system (G-way) at Notice board.

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

4. Confirmation of return
Please sign a "Confirmation of Return" form at the PMT counter when you come back from your internship.

Work Permission

The resident status of international students is *Student*, the designated status for 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 Services Agency of Japan. 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 engage conditionally 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 effect on your studies, you may be permitted to engage in work activities. In that case, you must obtain a permit for extra-status activities from the Immigration Services Agency of Japan.

2. International students are permitted to assist in educational or research activities at GRIPS (e.g., as a TA or RA). However, in principle, 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 the approval of your Program Director, and at least two weeks before you begin work, you must submit a request for permission to work to the General Affairs Team, Academic and Student Affairs Division. The form for requesting permission to work is available from the General Affairs Team (kyouiku@grips.ac.jp).

* For those whose resident status is not *Student*

If your resident status is not *Student*, you must obtain permission to engage in activity other than those permitted by the status of residence granted by the Immigration Services Agency of Japan, even if you plan to assist in educational or research activities at GRIPS.

7

Changes of GRIPS Student Status

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 once you have obtained the permission of the President of GRIPS.

Duration

Master's students may take a leave of absence for a period of up to two years; doctoral students up to three years. 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.

Procedure for Applying for a Leave of Absence

1. Consult your main advisor and program director regarding your plan of study (coursework and dissertation).

2. Complete the following steps before applying for a leave of absence.
- Return all books that you have borrowed from the GRIPS Library.
- Clean out your desktop and desk drawers.
- Check regarding your scholarship matters (if applicable).
- Pay any unpaid tuition (if applicable).

3. Apply for a leave of absence via the GRIPS online system, in principle at least **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

In general, students are exempted from paying tuition while on 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).

Note: If you do not give 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 (e.g., transcript)
- Use of your GRIPS email address
- Use of GRIPS library (You must return all books that you have borrowed before applying for a leave of absence; after you have done so, 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 then apply for an extension via the GRIPS online system, in principle three weeks before the end date of your current leave period.

Address Change

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

Reenrollment

Procedure for Reenrollment

Please consult your main advisor and program director and apply for reenrollment through the GRIPS online system, in principle at least three weeks before your 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 via the GRIPS online

system, in principle at least three weeks before your expected reenrollment date **(at the beginning of a month)**.

Withdrawal

Procedure for Applying for Withdrawal from GRIPS

1. If you intend to withdraw from GRIPS, please obtain the approval of your main advisor and program director, and apply for withdrawal via the GRIPS online system, in principle at least three weeks before your expected withdrawal date **(at the end of a month)**. If your withdrawal is for reason of illness, please submit a medical doctor's report to AST.

2. Complete the following steps before applying for withdrawal.
- Return all books that you have borrowed from the GRIPS Library.
- Clean out your desktop and desk drawers.
- Check regarding scholarship matters (if applicable).
- Pay any unpaid tuition (if applicable).

3. Turn in your student ID card at AST.

4. After your application has been approved, AST will issue a *Permission to Withdraw from GRIPS* when you hand in your student ID card. If you hand in your ID card by mail, 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
E-mail: ast@grips.ac.jp

Current GRIPS master's students who intend to pursue Ph.D. studies at GRIPS

1. GRIPS master's students who expect to receive their master's degree in September 2024 may apply for the following Ph.D. programs:
- GRIPS Global Governance Program (G-cube)
- Policy Analysis Program
- Science, Technology and Innovation Policy Program

2. Tentative schedule
- April 2024: Application guidelines released.
- May 2024: 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.
- Late May 2024: End of receipt of applications.
- July 2024: Screening of applications ends: applicants notified of screening results.

3. To be eligible for admission to the above Ph.D. program, applicants must have completed a GRIPS master's program with good grades. Significant relevant work experience is an advantage.

4. Applicants who are currently employed should, prior to applying, obtain their employer's approval of their plan to apply.

5. Please note that GRIPS will NOT provide any scholarships, such as the GRIPS Fellowship, to students who will enroll in one of the Ph.D. programs in October 2024. Those who need financial assistance are strongly encouraged to explore financial aid opportunities offered by various public and private organizations.

6. The GRIPS Admissions Office will release further details by the end of April 2024 and will e-mail them to current master's students.

Inquiries
Admissions Office
E-mail: admissions@grips.ac.jp

7

Expenses and Financial Aid

Tuition

Tuition payments may be made in two installments, the first due at the end of October, the second at the end of April.

The total tuition is 321,480 yen for six months (642,960 yen per year). Please note that any handling fees or surcharges are to be paid by the student.

Please note that the amount of tuition is subject to change from one fiscal year to the next. We will inform you in advance if any change is scheduled to occur.

Further details regarding the method of payment of tuition will be sent to all students. Should you have any questions, please contact the Academic Support Team (AST).

Scholarship Students

Some scholarships are automatically awarded to qualified students when they are offered admission to GRIPS. Such scholarships cover tuition and living expenses for a designated period. The recipients' application fee,

admission fee and tuition will be paid directly to GRIPS, and the scholars will receive a monthly stipend and, in some cases, allowances for arrival, books/research, and field trips. For further information about scholarships, please refer to our Scholarship Payment Regulations page.

Scholarships Administered by Other Organizations

Some scholarships administered by organizations other than GRIPS are open to application by students residing in Japan. Further information is available as follows:

• For international students:
https://www.studyinjapan.go.jp/en/planning/by-style/pamphlet/

• For Japanese students:
https://www.jasso.go.jp/shogakukin/about/taiyo/index.html

Other information concerning scholarships will be posted on the notice boards on the 4th, 5th and 6th floors.

7

Scholarship Payment Regulations

Scholarships by Program

- Young Leaders Program (YLP)
  Japanese Government (MEXT)
- One-year Master's Program of Public Policy (MP1)
  Japanese Government (MEXT)
  Asian Development Bank (ADB)
  Japan International Cooperation Agency (JICA)
- Two-year Master's Program of Public Policy (MP2)
  Japanese Government (MEXT)
  Asian Development Bank (ADB)
  Japan International Cooperation Agency (JICA)
- Macroeconomic Policy Program
  International Monetary Fund (IMF)
- Public Finance Program (Tax Course)
  World Bank (WB)
- Public Finance Program (Customs Course)
  World Customs Organization (WCO)
- Disaster Management Program
  Japan International Cooperation Agency (JICA)
- Other doctoral programs
  Japanese Government (MEXT)
  Japan International Cooperation Agency (JICA)

Monthly Stipend

As a part of your scholarship, you will be provided with a stipend every month to cover living expenses for items such as food, clothing, and other daily expenses, as well as accommodation, transportation, medical treatment, insurance, and various miscellaneous expenses related to your study at GRIPS. The amount of the stipend is fixed and cannot be increased to meet any extra cost you may incur, for example, the cost of supporting your family members or the cost of 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 savings account or bank account. If you fail to sign the register during the designated days of the month, but you sign by the last day of that month, your stipend for that month will be transferred in the following month. For further information on the designated days, please refer to the page "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 due to unforeseen circumstances, especially in April every year when the new fiscal year begins. It may be adjusted to ensure that it is sufficient for international students to pursue their graduate studies in Japan. We will inform you if any change is scheduled to occur.

Upon completion
of Your Program of Study

After scholarship recipients complete their program, they will be provided with a return flight ticket for the most direct and reasonable route from Japan to their home country.

If you fail to complete your program of study within the standard duration of study, you will not be provided with an air ticket from Japan to your home country.

For most scholarships, recipients must return to their home country upon completion of their program of study.

7

Facilities

Entry to the GRIPS building

- GRIPS students can enter the GRIPS building 24 hours a day.
- The entrances are locked between 20:30 and 8:00 on weekdays, between 18:00 and 8:00 on Saturdays, and all day on Sundays and national holidays.
  However, you can enter the building by swiping your student ID card on the card reader at any 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 there.
- It is each student's responsibility to keep the study rooms clean and tidy. For that purpose, vacuum cleaners are stored in all study rooms on the 5th and 6th floors.
- It is forbidden to place stickers on the walls of the study rooms. However, you may place stickers on the partitions around your desk.
- Please keep quiet in the study rooms, and either turn off your phone or set it to silent mode.
- To request replacement light bulbs or whiteboard markers for the study/lecture/seminar rooms, please ask the Academic Support Team (AST). Replacement bulbs for desk lamps are available at the Student Office.
- Eating and drinking in the study/lecture/seminar rooms are prohibited. You may bring drinking water into these rooms, but it must be in plastic bottles or containers with lids. Eating and drinking are permitted in the student lounges, common spaces and the Lounge.
- To save power, turn off the lights and the air conditioner in study/lecture/seminar rooms after use. Please clean the whiteboards before you leave.
- If you wish to use a lecture/seminar room for study, make a reservation at the AST counter.

- Every lecture room is equipped with a laptop computer, a projector, and a DVD player.
- Every seminar room is equipped with a projector.
- Microphones are available from AST. If you wish to borrow any such devices, contact 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, in 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 the laptops in Lecture Room A.
- 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, please make double-sided copies and prints whenever possible.
- If the printer that you are using runs out of paper, please come to the Academic and Student Affairs Division to get more paper.

Mailboxes (3rd /6th floors)

- Each student will be given an individual mailbox in the Academic and Student Affairs Division. Announcements, class materials, or handouts may be placed in your mailbox, so be sure to check your box when you come to GRIPS.

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

- Be sure to check one of the bulletin boards on the 4th, 5th, and 6th floors.
- To share information with other students, please use the Students' Notice Board on the 5th floor.

7

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 Common Room staff deal with GRIPS faculty members' schedules.

Student lounges (5th/6th floors)

- The lounges provide a place where students can take breaks and talk to each other.
- There are lockers in the student lounges on the 5th and 6th floors. Locker keys can be borrowed from the Student Office with a refundable 4,000 yen security deposit.
- The Student Council Room in the lounge on the 5th floor provides a venue for activities of the international and Japanese student councils.
- It is each student's responsibility to keep the student lounges clean.

Pantries (4th/5th/6th floors)

- There are a microwave oven and a hot water tap in each pantry.
- It is each student's responsibility to keep the appliances (including the refrigerators on the 5th and 6th floors) and the pantry area clean and tidy.

Common spaces (4th/5th floors)

- Eating and drinking are permitted in the common spaces.

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 a microwave are available in the Lounge.
- Parties organized by the student councils are to be held in the Lounge. Application must be made in advance at the Student Office.

Smoke-free campus

- Smoking is prohibited everywhere on campus.

Bicycle and motorbike parking

- If you come to GRIPS by bicycle or motorbike, please park in one of the designated parking areas at the front and south gates.
- Students may not come to GRIPS by car.

Gym (1st floor)

- Hours: 9:00 – 17:00, Monday – Friday
  (except national holidays and year-end and New Year holidays)
- Before using the Gym, you must participate in a training session where a professional instructor will explain the use of the Gym equipment. Dates and times of training sessions will be announced by the General Affairs Division.
- Please do not leave your personal sports gear or belongings in the Gym.

Facilities Management Center (1st floor)

- The Facilities Management Center is in charge of lost-and-found items.

Health Services Center (3rd floor)

- E-mail: grips-hsc@grips.ac.jp
- Tel: 03-6439-6091
- The GRIPS in-house Health Services Center is located on the third floor. A certified nurse is on duty from 10:00 to 16:45 Monday to Friday (lunch break 12:30 – 13:30). You can also make an appointment for a consultation with GRIPS' medical doctor on weekdays, except on Tuesdays and during her business trips. Please check the

7

notice board outside the Center for further details.

- The Center can measure your blood pressure, body weight and fat percentage, and can refer you to an appropriate hospital or medical clinic when necessary. For further details, please visit the Health Services Center website at https://www.grips.ac.jp/en/education/health/center/
- A group medical check-up will be held in October. The details will be announced near the date.

- TELEPHONE INFORMATION SERVICES ON MEDICAL INSTITUTIONS IN ENGLISH

If you are ill or injured and need to find a hospital, please use the following telephone service in English. This service provides information on medical facilities in English and other languages (Chinese/Korean/Thai/Spanish) that are appropriate for the situation.
PHONE: 03-5285-8181
SEVICE HOURS: 9:00-20:00 Daily

Others

- There is a phone-card pay phone (no coins accepted) on the 1st floor, and beverage and food vending machines on the 1st and 5th floors.
- GRIPS do 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, PET 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 such as a major disaster and/or network trouble, the system automatically sends an e-mail to:
-your GRIPS e-mail address and
-your non-GRIPS e-mail addresses (e.g. web/cell-phone email address) that you pre-registered yourself.

Your GRIPS e-mail address (XXXXX@grips.ac.jp) is already registered as one of the contacts to which the system will send emergency messages. Please also register your personal e-mail addresses, to prepare for situations where GRIPS email accounts are not accessible due to problems such as system failure.

Note: only the user himself/herself can confirm or modify his/her registered 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 with letters capitalized (e.g., MEY22XXX)
-Initial password: 0364396000
(same as Organization code)

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

Inquiries:
Academic Support Team (AST)
Extension: 6042
E-mail: ast@grips.ac.jp

7

User's Manual for Initial Registration 【If you use Self Report Function】 —ver.2.1.0—

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.
（＊There are exceptions depending on the setting only when the safety confirmation service SCM is contracted.）

Initial registration using a PC

1. Access https://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 [Change password] from [Account].
Change the initial password（Present Password）to an arbitrary password.

＊[Registrant Detail Info] or [Family Info] will not be displayed depending on setting.

3. After changing password, [Registrant Info] screen will be displayed.
Click [Modify Registrant Info] button. [Modify Registered Info] screen will be displayed. Enter your information in each column. Click [Modify Registrant Info] button.

① Enter Password question and the answer.
　(ex. Which school did you go to? / ●●● junior high school.)
② Select the language (Japanese or English) used in service.
　＊It is set in Japanese by default.
③ Select state/province (Residence/Workplace) from the list box.
④ Enter contact information (e-mail address and telephone number).

4. The message, "The e-mail address has been changed. Do you send the test mail?" will be displayed. Click [OK] button to send test mail.
The message, "The test e-mail has been sent. Please confirm your registered e-mail address if you do not receive the e-mail within a few minutes. If you use mobile phone, please confirm the spam mail prevention setting." will be displayed. Click [OK] button.
Please check that you receive a confirmation e-mail by "Mail address confirmation test."

The e-mail address has been changed.Do you send the test e-mail?

OK

7

1

5. Then, Notfy the self report URL.
Use the camera of your mobile phone to scan the QR code for self report URL or press the "Send the Notice for URL" button.

6. If you scanned the QR code, please bookmark the displayed URL. If you press the "Send the Notice for URL" button, the self report URL will be sent to your registered e-mail address. Please bookmark the URL written in the received mail.

＊We recommend that you give your bookmark a name which you can easily recognize, for example [safety report screen].

＊If you switched to another screen after connecting to the self report URL, do not bookmark that URL.

▼Notification for the self report URL

John Smith

The safety confirmation e-mail might delay when the communication line is overcrowding or some system obstacles happen.
Please keep the self report URL below as your [favorite] on your PC or your mobile phone.

Please bookmark this URL as your favorite.

■Self report URL
http://www.e-kakushin.com/eanpi/*****************

＊If the safety confirmation e-mail does not arrive, you can use the self report URL, which you already keep as your [favorite], to access the secom safety confirmation service and choose the disaster and you can report.

SECOM ANPI

Register your PC e-mail address by sending a blank e-mail

1. Select [Registrant Info] from [Account].

2. [Registrant Info] screen will be displayed. Click [Regist your e-mail address with a blank e-mail.] button. Then the mail sending function starts automatically, so you can send a blank mail without changing the subject. After a while you will receive a "Registration Result Notification" email.

▼Registration Result Notification（e-mail）

メールアドレスが登録されました。
The E-mail address has been registered successfully.

セコム安否確認サービス
SECOM e-Innovation service

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

*If you do not receive a Registration Result Notification e-mail promptly, check whether your e-mail address has been registered correctly by selecting "Registrant Info" from "Account"

3. After receiving a "Registration Result Notification" e-mail, select "Account" button and press "Registrant Info".
If the registered mail address will be displayed on the screen, the registration of your PC e-mail address will be completed.

＊If you receive a registration error mail, try registering again or refer to "Initial registration using a PC" and register by entering your e-mail address directly on the screen.

T I P

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.)

2

Initial registration using a smart phone

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

▼QR code

You can change the screen display to the PC version.

2. Press "Menu" button, select "Account" and click "Change password". Change the initial password (Present password) to arbitrary password.

＊[Registrant Detail Info] or [Family Info] will not be displayed depending on setting.

3. After changing password, [Registrant Info] screen will be displayed. Click [Modify Registrant Info] button. [Modify Registered Info] screen will be displayed. Enter information in each column and click [Modify Registrant Info] button.

① Enter Password question and the answer.
(ex. Which school did you go to? / ●●● junior high school.)
② Select the language (Japanese or English) used in service.
*It is set in Japanese by default.
③ Select state/province (Residence/Workplace)from the list box.
④ Enter contact information (e-mail address and telephone number).

4. The message, "The e-mail address has been changed. Do you send the test e-mail?" will be displayed. Click [OK] button to send test mail. The message, "The test e-mail has been sent. Please confirm your registered e-mail address if you do not receive the e-mail within a few minutes. If you use mobile phone, please confirm the spam mail prevention setting." will be displayed. Click [OK] button.
Please check that you receive a confirmation e-mail by "Mail address confirmation test."

3

7

5. Then, Notfy the self report URL.
Press the "Send the Notice for URL" button.

Register your smartphone e-mail address by sending a blank e-mail

1. Select "Menu", and press [Registrant Info] button.
[Registrant Info] screen will be displayed.

6. The self report URL will be sent to your registered e-mail address. Please bookmark the URL written in the received mail.

＊We recommend that you give your bookmark a name which you can easily recognize, for example [safety report screen].

＊If you switched to another screen after connecting to the self report URL, do not bookmark that URL.

▼Notification for the self report URL

John Smith

The safety confirmation e-mail might delay when the communication line is overcrowding or some system obstacles happen.
Please keep the self report URL below as your [favorite] on your PC or your mobile phone.

Please bookmark this URL as your favorite.

■Self report URL
http://www.e-kakushin.com/eanpi/*****************

*If the safety confirmation e-mail does not arrive, you can use the self report URL, which you already keep as your [favorite], to access the secom safety confirmation service and choose the disaster and you can report.

SECOM ANPI

2. Click [Regist your e-mail address with a blank e-mail.] button. Then the mail sending function starts automatically, so you can send a blank mail without changing the subject. After a while you will receive a "Registration Result Notification" email.

▼Registration Result Notification (e-mail)

メールアドレスが登録されました。
The E-mail address has been registered successfully.

セコムe-革新サービス
SECOM e-Innovation service

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

*If you do not receive a Registration Result Notification e-mail promptly, check whether your e-mail address has been registered correctly by selecting "Registrant Info" from "Account ".

3. After receiving a "Registration Result Notification" e-mail, select "Account" button and press "Registrant Info".
If the registered mail address will be displayed on the screen, the registration of your mobile phone e-mail address 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 again.

＊If you receive a registration error mail, try registering again or refer to "Initial registration using a smart phone" and register by entering your e-mail address directly on the screen.

Notes

◇Secom has 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 reset your password by clicking "Forgot your password?" on the login page.

＊For details of the procedure, refer to "User's manual" and check the "Reset the password (If you forget your password or cannot login)".
Please contact your administration department (an administration department of the clients if you contract secom safety confirmation service SCM) to password reset if the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account.

4

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.)

5

7

7. Campus, Support, and Services

Initial registration with the safety report app

Downloading the Safety Report App

＊Screen images and configuration methods may differ according your smartphone model and settings.
＊Safety Report App does not have Anpikun (option) function.
Push notification will not be delivered to your family members.
*Same as safety report, you can check the contact list and contact report (contact report is not necessary depending on administrator's setting).

1. Search for Safety Report App or Safety Report service Safety Report App in the store
Android...Download from Google Play
iPhone...Download from the App Store
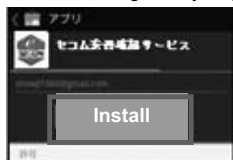Or scan the following QR code.

Search for "SECOM Safety "

【Android : Download from GooglePlay.】

【iPhone : Download from AppStore.】

2. After agree Software License Agreement, install this app.
Check the following Safety Report App'icon and Download the application

Install

3. Open the Safety Report App.

Open

TIP

push notifications・・
This is a method of displaying alerts from the app on a smartphone's standby screen or banner.
＊To use push notification of the safety report app, you need to apply for the use in advance.
＊Please ask your administrator whether push notification delivery is available for you.
＊You can activate the app to report safety whether or not the push notification delivery is available for you.

4. Login
Enter your "Company code," "User ID," and "Password" and log in
*Push notifications will not be delivered unless you log in.
* These are the same values as used to log in to the website.

LOGIN

5. Login is complete. Top screen is displayed.

6. Return to Home. Setup is complete.

Precautions

Please check your smartphone settings and confirm that you can receive push notifications.
【How to configure push notifications on Android】
Settings>Apps (App management)>Tap on the Safety Report app>Check "Show notifications"
【How to configure push notifications on iPhone】
Settings>Notifications (Notification Center)>Tap on the Safety Report app>Allow Notifications>Turn on "Show in Notification Center">Select Banners or Notification as the " Notification style"

＊ iPhone, App Store are trademarks of Apple Inc.
＊ The iPhone trademark is used under license from Aiphone Co., Ltd.
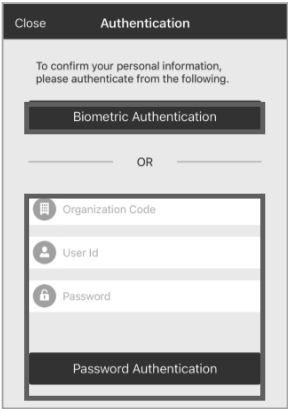＊ Android and Google Play are trademarks or registered trademarks of Google Inc.
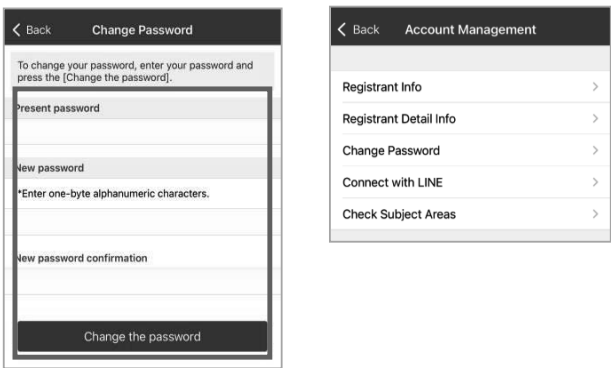
6

Change the password

1. After launching the "SECOM Safety confirmation app", tap the upper left setting, then tap "Change password" from "Account".
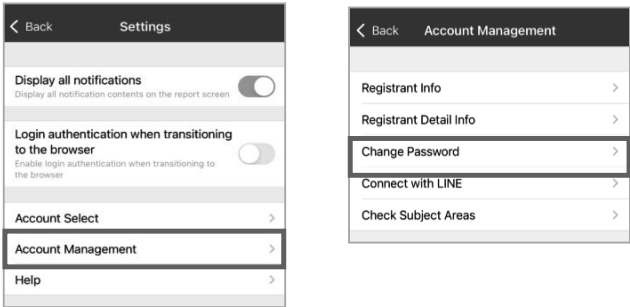
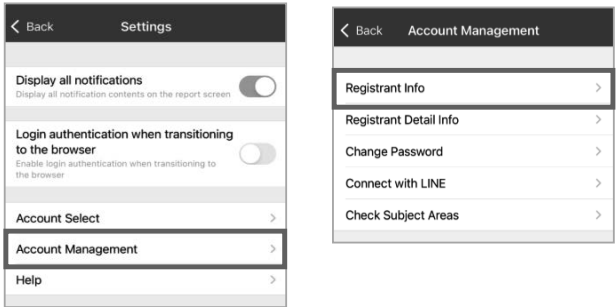**2.** Enter biometric authentication or company code/user ID/password for authentication.

3. Enter your current password in the "Present password" box.Continue to enter "New password" / "New password confirmation" and press the "Change the password" button.After completing the change, it will transition to "Account".

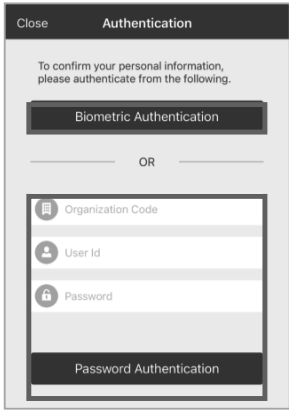## Change your basic information

1. After launching the "SECOM Safety confirmation app", tap the upper left setting and tap "Registrant Info" from "Account".

2. Enter biometric authentication or company code/user ID/password for authentication.

3. Press the "Modify Registernt Info" button on the Registrant Info screen. Enter each item and press the "Modify Registernt Info" button.

7
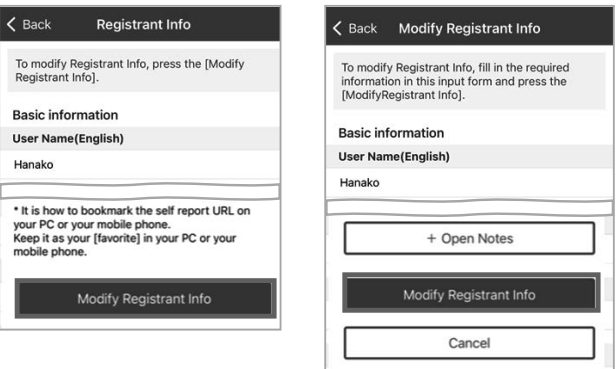
Initial registration using a mobile phone

Change password

1. Access https://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.

This would be displayed only when you accessed with docomo's mobile. If you click [Receive mail setting], it will access to the i-mode website.

2. Select [8.Registrant Info] and then select [1.Password]
  Enter initial password into [present password] box.
  Enter arbitrary password and new password confirmation and click [change] button.

This message appears, your change is complete.

Register your smartphone e-mail address by sending a blank e-mail

1. After changing password, Select [Back] to go back to the menu screen.
  Select [8.Registrant Info] and then select [2.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.

*If you do not receive a Registration Result Notification e-mail promptly, click the [8. Back] button on the screen to check whether your mail address has been registered completely.

3. After receiving registration result e-mail, once go back to the menu screen (select the [8.Back]).Select the [2.Contacts] .
  The registered e-mail address will be displayed and your 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 your information

1. Select [8.Registrant Info] on the menu screen. Select [2.Contact], scroll to the bottom of the screen and click [Modify] button.
  （If you continue to register on "Register your smartphone e-mail address by sending a blank e-mail" screen , scroll the screen where the registered mail address is displayed and there is a "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.

T I P

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.)

Register residence and workplace information

1. 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.

Register the password question and the answer

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

9

7

Register the self report URL

1. Select [Registrant Info] ⇒ [Send the Self Report URL].

2. We send you an email with URL, please bookmark the URL when you get the email.

＊If you switched to another screen after connecting to the self report URL, do not bookmark that URL.

John Smith

The safety confirmation e-mail might delay when the communication line is overcrowding or some system obstacles happen.
Please keep the self report URL below as your [favorite] on your PC or your mobile phone.

■Self report URL
http://www.e-kakushin.com/eanpi/******************

＊If the safety confirmation e-mail does not arrive, you can use the self report URL, which you already keep as your [favorite], to access the secom safety confirmation service and choose the disaster and you can report.

SECOM ANPI

Notes

◇Secom has 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 reset your password by clicking "Forgot your password?" on the login page.

＊For details of the procedure, refer to "User's manual" and check the "Reset the password (If you forget your password or cannot login)".
Please contact your administration department (an administration department of the clients if you contract secom safety confirmation service SCM) to password reset if the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account.

7

10

【How to add an icon of Self Report URL to the home screen of your smartphone】

− 175 −

iPhone

1. Open Safari.

2. Enter the self report URL in the address bar and access.

3. Tap "Action" icon.

4. Tap "Add to Home Screen".

Android

1. Access the self report URL.

2. Open "Menu" and tap "Bookmarks".

3. Tap "Add" on the bookmark screen, select "OK" and it will be added to your bookmark.

4. Press and hold the self report URL from URLs displayed in the bookmark.

5. Tap "Create Shortcut" on the menu screen.

*The icon image is on the left.

【Notes】

・ If your home screen is full of icons, you cannot add this app. (Errors appear.)

　Be sure to check that there is free space on the home screen before operating.

・The screen image and operation procedure described in the document may differ from the actual screen depending on the smartphone model. We appreciate your understanding in advance.

7

【 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

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.
※Set only the address (domain) related to the service you have contracted.

▼Secom safety confirmation service.
（Secom Safety Confirmation Service SCM/ Secom Emergency Call Out Service）
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

▼Real-Time Disaster Information Services
info@secom-anshin.jp

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/
  ▼Soft Bank   http://mb.softbank.jp/mb/
  ▼Y!mobile   http://www.ymobile.jp/

7

12

【How to set up your smartphone】

When you use e-Innovation Service on your smartphone, you need to set up your browser in advance.

【 Setting items 】

■Accept Cookies   ■Enable JavaScript   ■Import pictures

📖Frequently Asked Questions from Smartphone Users

	Question		Answer
1	The message, "Data Access Error. Too many server redirect." is displaying. ＊Error messages are different depending on a mobile phone model.		Make setting to enable accepting cookies.
2	You cannot click the "Report" button on the report screen.		Make setting to enable JavaScript
3	"Report" button is not displaying on the screen properly		Make setting to import pictures.
4	You cannot log in with your smartphone. (* You can log in with your PC.)	■ The error message, " Login failed. Please login again." is displaying. ■The previously entered password is automatically entered.	Clear automatic input password (autocomple) data.
		■ The screen does not transition. ■ You cannot see anything on the screen. ■ After you click the Reporting URL, Login page is displaying.	① Clear browsing history and cache. ② Close all browsers and try again. ③ Reboot the device.
5	If these previous steps 1, 2, 3 do not work.		

【Notes】
The operation is different depending on each mobile phone provider or type of mobile phone. For detailed setting information, please contact your mobile phone provider.

7

13

Alumni Network

A great resource of GRIPS, and a joyful aspect of studying here, is the diversity of the student community. The connections you make at GRIPS are a valuable product of your time at GRIPS. We make ongoing efforts to keep you in touch with your fellow alumni and ensure that those bonds are lifetime ones.

As a GRIPS graduate, you are a member of an impressive network of close to six thousand alumni who are actively shaping policy in more than 100 countries around the world. Connectivity and communication are the heart of the alumni community. We offer a variety of ways for you to remain engaged with GRIPS and strengthen your ties with your fellow alumni around the globe. These offerings include alumni reunions, seminars, the searchable alumni directory, and online networking opportunities utilizing social media such as Facebook, Twitter and LinkedIn.

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

Alumni Reunions

Whenever a GRIPS faculty member or staff member visits a country where we have graduates, we schedule an alumni reunion there.
There are also plenty of online opportunities to stay connected with GRIPS, including symposiums, seminars, and virtual reunions.

Local Alumni Groups

Local alumni groups, established around the world, help with the organization of local alumni events, advise and recruit prospective students, and promote GRIPS around the world.

Alumni Directory

From the day you enroll at GRIPS, you have access to the online alumni directory, where you can search the database and manage your own contact details any time.

Access the directory via G-way at
https://gportal.grips.ac.jp/fw/dfw/ASTSV004/

Your Permanent GRIPS Email address

The GRIPS email address that you receive upon enrollment is yours for life! You can use it for your everyday email or for forwarding mail to your existing work or home email address.

GRIPS in Social Media

GRIPS Alumni on Facebook
Established in September 2007, the GRIPS alumni Facebook group has grown to become a major alumni networking tool. The group is also a great place to share information about alumni career moves, new developments at GRIPS, news about faculty members, alumni events, opportunities for further study or research in Japan, and more. The group currently has over three thousand members; all newly enrolled students are encouraged to sign up for the alumni Facebook group.
https://www.facebook.com/groups/GRIPSAlumni/

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.
https://www.linkedin.com/groups/2628687/

Alumnus of the Month (ALMO)

The Alumnus of the Month is a special feature on the GRIPS website designed to recognize alumni who have made exceptional contributions to their field or profession, and those who are doing other interesting and exciting things. We invite these outstanding alumni to be interviewed for the ALMO feature.
https://www.grips.ac.jp/en/alumni/almo/

For further information about the activities of the alumni network, please check our resources on the web:
https://www.grips.ac.jp/en/alumni/index/