GRIPS Library

General Information

Operating Hours

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

Closed

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

Admission

Touch the gate sensor with your Student/Faculty ID Card (your ID Card is also your Library Card). 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/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/

 \rightarrow 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/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/lib/en/search/off_campus_acc ess/

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: 9:00 - 20:00 Saturday: 10:30 - 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

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., \dot{a} , c,
- 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**").

7. Campus, Support, and Services - GRIPS Library -

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.

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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.

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<< 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 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/lib/en/search/off campus access/

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

7. Campus, Support, and Services - GRIPS Library -

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 <u>one month from the day you renew.</u> <u>Borrowed books may be renewed 5 times.</u> 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) G Category to 收莱研究大学院大学図書館 OPAC 政策研究大学院大学 **GRIPS** Gateway HOME TOP Schedule 0 0 0 0 0 0 R N 0 ÷ Library website (left-hand menu)

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2. Log in with your GRIPS ID and password

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	Login							
	GRIPS ID							
	Password							
	Login							
	Help							

*Click "Logout" when you end your session.

MyLibrary Main Menu

政策研究大学院大学図書館 OPAC exit National Graduate Institute for Policy Studies Library exit								
Search	Q	By categoryAdvanced search	Во	comark Logout Japanese Help AS GRUPS Library				
Top > My Library								
My Library								
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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 5 times. Bring the materials to the Library counter to request renewals beyond that limit.

7. Campus, Support, and Services - GRIPS Library -

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.



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.

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1. Check CiNii Books and search.

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your requested materials are

7. Campus, Support, and Services - GRIPS Library -

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.

Input	Confirm	Complete				
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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.

DXRH72,大学院大学図書館 OPAC National Graduate institute for Policy Studies Library Search By cotegoryAdvanced search Target database Local collection Material type Book Keyword Finance and Development Dist Journal Dist Journal Big categoryAdvanced search Book Material type All Keyword Finance and Development Dist Journal Search Big categoryAdvanced search Chill Books Big categoryAdvanced search Clinii Books(1) Top > Search Result Litiz	1. Ch 2. Cli 3. Bit Ma ro Yo Th	eck CiNii Bo ck " Request bliographic in the sure the in equest, and cl u will receive e book will be	oks and search. Book Purchase " in the detailed results window. formation will be entered automatically. formation is correct, enter the Reason for ick Go to Confirmation window. an e-mail when the book is available for pickup. e held for you at the Library counter for one week
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			Cancel Go to Confirmation window

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

G-way

GRIPS Gateway (G-way) is an online system for students to register for courses, check grades, answer questionnaires, and submit various applications.

1. Access from GRIPS homepage



2. Log in to GRIPS Gateway (G-way)

Access G-way (https://gportal.grips.ac.jp/fw/dfw/ASTSV004/).



Enter your GRIPS ID and GRIPS Password on the "G-way Login" screen, and click [Login]. For 2-step verification, please refer to *"2-Step Verification Setting"*.



The main screen of G-way displays the following information:

- Class Information : class cancellation, make-up classes, and lecture room changes for the week
- Schedule

_

- : your schedule of the day : To see the content, click the title of the notice.
- Notice Board

Various services are accessible from the MENU on the left of the screen.



Click [+] shown on the left menu to see the detailed menu.

3. If pop-up blocker appears

In case the following message appears when selecting certain items on the menu, click "Option for this site" and then "Always allow." See "Help" on your browser's menu if your browser shows a different message.



4. Link

These are links to various services and websites.



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

How to Register for Courses

1. [Course Registration] on the GRIPS Gateway menu "Academic Matters" allows you to register for, add/drop, and withdraw from courses.

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2. Depending on the designated period for each term, Course Registration, Withdrawal, or Student Personal Timetable will be available.



How to Register for Courses

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



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

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

3	×
4	×
5	計量経済学〔〕
6	計量経済学 [Spring session I]
1	日本·西欧の条額面づくり [spring] Public Economics [spring]
2	Financial Economics (spring session I) Economic and Eiscal Reform in Japan (spring)
3	Applied Development Research I, II, III [spring]
	*

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

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Â	変更新の授奠は復数コマ従業です。 信の場日時限の従属も変更されま すので、注意して下さい。 This is a course that is offered on different days and periods in the tweek. The change you are making will be reflected on other day(s) and period(s).
	Ок

- Once you have selected the courses you want to register, click [Registration] button.
 *Please note that your course registration is not completed until you click [Registration] button.
- 6. Once the system validates your selection, your course registration information will be registered on the system. When the registration process is completed, Student Personal Timetable will automatically be displayed.

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

7. Campus, Support, and Services

- G-way -



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

10.

Viewing Syllabus

1. Click each period button to display a list of courses in that period.



2. Click [View] button of each course to view the syllabus.



Term	Course Number	Course Name	Instructor	Syllabus
Winter	ECO2020EB	Government and Market		View
Winter	LAN 1020JA	Basic Japanese 2A	Common in	View

7

Course Registration Form and Timetable

- 1. If you wish to take a course not shown on the timetable, click [Course Registration Form] button on the Course Registration screen to download the form. Fill out and submit the form to the Academic Support Team (AST) by email (ast@grips.ac.jp).
- 2. Click [Timetable] on the same screen to view the timetable of the term.

	Gateway to Global Lea	odership Timetable Cou	Course Registration	CSV Output	Personal Timetable	Registration
	P	rogram	Student ID		Name	
Young Lea	ders Program	(School of Local Governance)	sg-stu		PlannersX 太郎	K
	[1	Strategies for Editing and Revising	[Win	iter]		•
	2	o Global Governance: Leadership and	Negotiation (I	[Winter]		•
	3					•
mon	[4	Basic Japanese 2A ()	[Winter]			•
	5					*
	6					•
	1	Empirics of Macroeconomic Policie	s and International Finance () [Winter]		•
	2	Empirics of Macroeconomic Policie	s and International Finance () [Winter]		•
114	3					•
	4	State Building and Development (I Designed to the local distance	[Winter]		•
	5					•
	6					•
	1					•
	2					•
wed	3					•
	4	State Building and Development (A DECK	[Winter]		•
	5					•
	6					
	1					
	2	Global Governance: Leadership and	Negotiation ((Winter)		•
thu	3	Education Policy ((Winter]			•
	4	Education Policy ([Winter]			•
	5					•
	6					•

CSV Output

 [CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.



Withdrawal

1. During the withdrawal period, the withdrawal screen as shown below will be displayed.

7. Campus, Support, and Services

- G-way -

GRI	Gat Glo	teway to bal Leadersh	nip	2011 Withdre	wal	Personal Timetable	Withdrawal
		Pn	ogram		Student ID	Name	
	Y	oung Leaders Program (School of Local Governan	ice)	se-stu	PlannersX 太郎X	
り消した	い料目にチェックを	つけ履修登録取済ポタンを	押してください。 Please ch	eck the box for the course to v	ithdraw and click the Withdrawa	il button.	Update Time : Lab
Day	Time	Term	Course Number		Course Name	Instructor	Withdrawal
	1	Winter	LAN0060E	Strategies for Editing and Re	visine	A REAL PROPERTY AND A	
	2	Winter	PAD2588E	Global Governance: Leadersh	p and Negotiation	HOME OF CALLER .	
-	3					(
	4	Winter	LAN1020JA	Basic Japanese 2A			-
	5						
	8	Winter	ECO3340E	Urban Development and Real	Estate Policy		
	1	Winter	ECO3478E	Empirics of Macroeconomic F	folicies and International Finance		
	2	Winter	ECO3478E	Empirics of Macroeconomic F	olicies and International Financi	inter inter	
	3						
100	4	Winter	GEN3900E	State Building and Developm	ent.	And A. S. M. Str. Market Mark	V
	5						2
	8						2
	1			1.8			-
	2						
	3						
med	4	Winter	GEN3900E	State Building and Developm	ent	Manual II. M. Stat. Manual Advances	1
	5						
	6	Winter	ECO3348E	Urban Development and Real	Estate Policy	Contraction (Second Se	

2. To withdraw from a course, click and check the Withdrawal box. To cancel your withdrawal, uncheck the Withdrawal box.

* Note that the courses registered by the AST cannot be withdrawn.

- 3. For a course that is offered on different days and periods in the week, you can withdraw from the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).
- 4. A message to indicate the update will show on the screen. Click [OK] to confirm the change.



5. Finally, click [Withdrawal] button.

	Name Discourse + BPV	Student ID		zam	Prog	. V.	
	Plannersk ALBA	SE-STU	ce/	theel of Local Governan	ung Leaders Program (ac	10	
Update Time :		to withdraw and click the Withdrawal button	eck the box for the course t	PLT(EEC) Please ch	け履修登録取済ポタンを押	料目にチェックをつ	UNLOC
Withdramal	Instructor	Course Name		Course Number	Term	Time	Day
	THE CONTRACTOR OF	1 Revising	Strategies for Editing and	LANDOGOE	Winter	1	
	Decision of the local division of the local	ership and Negotiation	Global Governance: Leader	PAD2580E	Winter	2	
						3	
(V)	and and		Basic Japanese 2A	LAN1020JA	Winter	4	non
						5	
	A REAL PROPERTY AND A REAL	Real Estate Policy	Urban Development and R	EC03340E	Winter	6	
13	CONTRACTOR OF STREET	nic Policies and International Finance	Empirics of Macroeconom	ECO3478E	Winter	1	
(1)	COMPANY (COM)	nic Policies and International Finance	Empirics of Macroeconom	ECO3470E	Winter	2	
į.						3	an 1
	Annual Acta Contractor and	opment	State Building and Develo	GEN3900E	Winter	4	
						5	
						6	
						1	
						2	
						3	end
1	Street, S. S. Str. M. Street, Street,	opment	State Building and Develo	GEN3980E	Winter	4	
						5	
	Carlos and	Real Estate Policy	Urban Development and R	ECO3340E	Winter	6	_
						1	
	the second se	ership and Negotiation	Global Governance: Leade	PAD2588E	Winter	2	
13	10.00		Education Policy	EDU2000E	Winter	3	hu
	I DO NOT THE OWNER OF		Education Policy	EDU2000E	Winter	4	
						5	
			Education Policy	EDU2000E	Winter	4 5 6	

6. Withdrawal can be modified any number of times during the withdrawal period.

If you have withdrawn from any courses, they will be shown on your screen.

Student Personal Timetable

1. Your personal timetable will appear once the course registration period is over.

Program			Student ID Name		Prospective number of credits (including ongoing courses)	Number of credits earned
	Young Leaders Program (School	of Local Governance)	sg-stu	PlannersX 大和X	20	
	Ť		3			
te)	Strategies for Éditing and Revising Icredits Lecture Room E 22 A 212	Global Governance: Leadership and Negotiation Scredits Lecture Room D 講員 第20		Basic Japanese 2A Icredita Enclary Rom 8 (1988)		
<u>.</u>	Empirics of Macroeconomic Policies and International Finance Scredits Lecture Room 8 武政定 8 (封算機定)	Empirics of Macroeconomic Policies and International Finance 2credits Lecture Room B 講義家 B (伊羅興家)		State Building and Development Scredits function Lecture Scon H STATES		
64 C				State Building and Development Scredita Junior Room H Statem		
Dia 🤇		Global Governance: Leadership and Negotiation Scredits Lecture Room D 254 200	Education Policy Scredits Communication Lecture Room D 188	Education Policy Scredits		
ni.						
ini int						
Pyi Set						
fyri læt						
ri et			Ees	rbs		

2. You may check this timetable when necessary. You can also print or download it as a PDF file.

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

Academic Record

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



2. The menu screen has the following three buttons.

GRIPS Gateway to Global Leadership	National Graduate Institute For Policy Studies
	Menu
Acade * Available only aff	ter the grade release dates of each term.
Ov	rerall Academic Record
Perso	nal Timetable CSV Output

Academic Record by Timetable

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



- 2. Then, click [Academic Record by Timetable] button.
- 3. Course grades will appear on top of each course. "*" indicates that the course is still ongoing.

National Graduate	Institute For Policy Studies	2011 Winter 冬学期	1			Academic Re	cord by Timetab	le
	Progr	am.		Studen	A ID		Name	
	Young Leaders Program (Sch	nool of Local Governance)		ser-stu PlannersX 太郎X				
	'	2		3	1	4	5	6
Mon	Grade * Strategies for Editing and Revising Great 1	Grade: A Global Governance: Leadership and Negotiation Credit:2 KOMATS			Grade:A Basic Japa Kondoh	nese 2A Credit 1		Grade D Urban Development and Real Estate Policy Credit:2 KANEMO
Tue	Grade: B Emprics of Macroeconomic Policies and International Finance Credit:2 KOEDA	Grade:B Empirics of Macroeconomic Policies and International Finance Credit:2 KOEDA			Grade Pace State Build Developmen SO NO BE	i Ing and It Credit 2		
Wed					Grade Pass State Build Developmen SO NO BE	ing and nt Credit:2		Grade:D Urban Development and Real Estate Policy Credit:2 KANEMO
Thu		Grade: A Global Governance: Leadership and Negotiation Credit: 2 KOMATS	Grade B Education Polic OKAMOT	:y Credit 2	Grade:B Education OK AMOT	Policy Credit:2		
Fri								
Sat								
Others								
					-			

Back

Overall Academic Record

- 1. Click [Overall Academic Record] button. On this page, you can check your academic record by two types of tables.
- 2. The upper table shows all the courses you have taken to date and their grades. "*" indicates that the course is still ongoing.

Program	Student ID	Student ID			Expected date of completion	
Young Leaders Program (School of Local Governance)	az-stu	ag-stu Plan			2012/02	
Course Name		Instructor	Credits	Year/Term		Grade
I Core Elective Co	i massa	and the second		1949 A 1974 A		1 - 1922
Global Governance: Leadership and negotiation	KOMATSU	J Masayuki	2			A
V Elective Courses						
Managing Cultural Diversity	AIK AWA-	FAURE Noriko	2			C
Introduction to Quantitative Methods	OYAMA T	atsuo and MOROHOSI Hozumi	2			B
Macroeconomics II	DEGUCHI	Kyoko	2			B
Microeconomics II	YOSHIDA	Yuichiro	2			A
Education Policy	OKAMOT	0 Kaoru	2			B
Labor Economics	KUROSAV	VA Masako	2			В
DTHER						£
Empirics of Macroeconomic Policies and International Finance	KOEDA J	inko	2			B
Urban Development and Real Estate Policy	KANEMO	TO Yoshitsugu	2			D
State Building and Development	SONOBE	Tetsushi and SHIRAISHI Takashi	2			Pass
Basic Japanese 2	Kondoh et	al	1			A
THER R	1 m					2
Strategies for Editing and Revising	NAKATSU	KIAWA Miyuki	1			
Prospective number of credits (including X ongoing courses)	2	and a subset of the second	1			2
Sumber of credits earned)			211			
Part lucrante						
requirements	Category				Peaked	Exe
Provided Counter	Coregory				10	Cane
Core Elective Courses					1	
Core Elective Courses	A. (2)					

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

Personal Timetable CSV Output

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



2. The [Personal Timetable CSV Output] button allows you to download a list of the courses that you have registered as a CSV file.



To open the CSV file, click [Open] button. To save the CSV file, click [Save] button. 7. Campus, Support, and Services - G-way -

Administrative Matters

- 1. "Administrative Matters" on the GRIPS Gateway allows you to apply for:
 - Change of Student Status at GRIPS
 - Request for Certificates

10	
Date Period Course / Lecture Room Elem Cencelistici 02/16 (Hr) 3 Social Security System in Japan Lecture Room C #With Course R	
Molecup Class 02/16 (Tri) 5 International Development Policy Letture Nom I 國家至何	
Elemic Cancellation O2/19 (Mon) S Intermational Development Policy Licitare Room E 電纜運E	
Schedule	
Period Course / Lecture Room	Faculty
1 Government and Market Lecture Room E 國務部長	HATANAKA Kaon and PLC Test
2 Government and Market Lecture Room 世 諸語範定	HATANAKA Kaori and PLC Test
3 🏴 Social Security System in tapan Lecture Room G 200 200	Dho Takhi and PL Test
4 Social Security System in Japan Lecture Room G state G	Ono Talchi and PU Test
5) P International Development Palicy Lecture Room tr 道理臣中	OFIND Izumi and PLC Test
Notice Board	
News G-way Manual	
News Academic Calendar	
Novo Course Registration	
Change of Student Status at GRIPS	
Application Forms for Temporary Leave & Internship	
Nows Financial Aid for Doctoral Students	6
	Date Parked Course / Lacture Noom ©ER: Conventioned 0.2/12 (Prin) 3. Social Social System In Japan INSERVICE/COURSE 0.2/13 (Prin) 5. Internet Noon IT ABARTY Own Conventioned 0.2/13 (Prin) 5. Internet Noon IT ABARTY Own Conventione 0.2/13 (Prin) 5. Internet Noon IT ABARTY Parked Course Functione Noon IT ABARTY Lacture Noon IT ABARTY Own Conventione 0.2/13 (Prin) 5. Internet Noon IT ABARTY Parked Course Functione Noon IT ABARTY Lacture Noon IT ABARTY Image: Schedular Course Functione Noon IT ABARTY Lacture Noon IT ABARTY Image: Schedular Course Independent Noon Lacture Noon IT ABARTY Image: Schedular Course Independent Noon Lacture Noon IT ABARTY Image: Schedular Lacture Noon IT ABARTY Lacture Noon IT ABARTY Image: Schedular Lacture Noon IT ABARTY Lacture Noon IT ABARTY Image: Schedular Lacture Noon IT ABARTY Lacture Noon IT ABARTY Image: Schedular Lacture Noon IT ABARTY Lacture Noon IT ABARTY

- 2. Change of Student Status at GRIPS" allows you to apply for permissions such as leave of absence and withdrawal from GRIPS.
- 3. "Request for Certificates" allows you to apply for various certificates. You can only apply for one type of certificate at a time.

Change of Student Status at GRIPS

at GRIPS

Request for Certificates

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



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

7

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

Lange of Stu	Ident Status at GRIPS : New Application
Category *	✓
Period *	Compared to the second se
Reason(s) *	Ŷ
	Back Submit
* In case of leave of a In the event that you	bsence, make sure to submit the filled "Leave of Absence Procedural Check List" by email to the Academic Support Team. (ast@grips.ac.jp) ir leave of absence/withdrawal is due to sickness, submit a medical doctor's report to the Academic Support Team.

- 4. Upon completion of application, it will be shown on the screen.
- 5. To modify your application, click [Modify]. To delete your application, click [Delete].

Chan	ge of Student Status at GRIPS	(1 record(s))	
Date	Category	Reason(s)	Status
In case o	leave of absence, make sure to submit that your leave of absence/withdra	nit the filled "Leave of Absence Procedural Check List" by e wal is due to sickness, submit a medical doctor's report to	email to the Academic Support Team. (ast@grips.ac.jp) o the Academic Support Team.
In the eve			New Application
In the evo			New Application

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

Request for Certificates

1. Click [Request for Certificates].

	inters request for our of	ficates				
MENU	Request for Cer	tificates (5 record()	i))			
cademic Matters o	Date Catego	жγ	Copy Reaso	n(s)		Status
ass Information 0						New Request
Iministrative Matters						
Change of Student Status						
Request for Certificates						
rectory Search 0						
Jestionnaire 0						
udent Profile Update O						
nk 0						

- 2. Click [New Request] to display the new application screen.
- 3. "Type and Number of Certificates" displays a list of certificates that are available. Select type of certificate and the number of copies. In "Reason(s)," provide a reason(s) for the application.

7. Campus, Support, and Services

- G-way -

It will be exceeded between	
Iter the day you request	or mailook in the Academic and Scodenk Analis Livision within 5 working days (except for Sakurdays, Sundays and hadonai hardays, L.R.
Type and number of	Certificate of Envolment 在學品明書
Certificates *	Transcript
	REWEEUP开(RESS)
	Certificate of Prospective Dispect compaction - Skill separation
	Contrate (IASSO)MonbukagekushoHonorsScholarship for Privately-Financed International Students
Reason(s) *	
Postal Address	J.C. DMP , and/or those who are on leave of absence only.

- 4. To submit your application, click [Submit] button.
- 5. Upon completion of request, your request will be shown on the screen.
- 6. To modify your request, click [Modify]. To delete your application, click [Delete]

A request	Tor ceruncates (Trecord(s))			
Date	Category	Сору	Reason(s)	Status
				New Request
2012/02/11	Certificate of Enrollment 在学证明	9 1	For procedure	Requested

* Note that these operations are allowed only when "Status" indicates "Requested,"

which means that the request is pending.

Directory Search



Click [Faculty] etc. from "Directory Search" menu, enter one or more search criteria, and click [Search] to see the list of the persons that match the criteria. Select the person to see the information.





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

Questionnaire

Course Evaluation / Others

	Questionnaire •
1	Course Evaluation
Y	• Others
j	Release Course Evaluation

Click [Course Evaluation] or [Others] from "Questionnaire" menu to see the list of questionnaires addressed to you.

Dthers (2	record(s))				
El Contra de	Period	Title		Number	
Faculty and Staff	2022/08/23 00:00 ~ 2022/08/31 23:50	Questionnaire on your own device	AST	3	
Unspecified	2022/08/23 08:00 ~ 2022/08/31 23:55	Questionnaire on Online classes (Fall Term)	AST	9	

Click a title of questionnaire to see the contents of that questionnaire.

Enter the answer to the question and click [Send response].

Responses	
022/08/23 00:00 ~ 2022/08/31 23:50	
[Questionnaire] Questionnaire on your own device	
	From: AS
1. Do you have your own PC? *Required	
Please select one appropriate answer.	
\bigcirc Yes (\rightarrow go to Q2) \bigcirc No (\rightarrow end of questionnaire)	
2. Is your own PC available to be used for your study at GRIPS? *Required	
Please select one appropriate answer: O YES(-+xend of questionnaire) O No(-+go to Q3)	
3. Why can not you use own PC to study at GRIPS? *Required Pesse enter the correct answer in detail	
	Ŕ
Back Send response	A*

Release Course Evaluation

Questionnaire	•
Course Evaluation	
Others	
Release Course Evalua	ation

Click [Release Course Evaluation] from "Questionnaire" menu to see the list of Course Evaluations that released.

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

Division	Period	Title		
Title :		Search Clear		
	Answer 🔿 In Ar	www.		
Course Evaluation 6 / 18 Specific	Out 2022/05/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [YLP5030E]Pield Trip(YOKOMICHI Kiyotaka)	AST	6
Course Evaluation 12/27 Specific	Out 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [YLP5010E]Colloquium(TAKADA Hirofum)	AST	6
Course Evaluation 2/2 Specific	Out 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI8061E]Energy Policy in Japan(NEI Hisanon)	AST	6
Course Evaluation 1/2 Specific	Out 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI8051E]Energy Security(Net Hisanon)	AST	
Course Evaluation 2/2 Specific	Out 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI7180E]Advanced Energy Policy(TOYODA Masskazu)	AST	()
Course Evaluation 2/2 Specific	Out 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI7180E]Advanced Energy Policy(VEI Hisanon)	AST	Q
Course Evaluation 2/2 Specific	Out 2022/06/29 ~ 2022/06/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI7171E]Energy and Environmental Science&Technology(NEI Hisanon)	AST	6
Course Evaluation 0/2 Specific	Out 2022/06/29 ~ 2022/06/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI7031E]Bibliometrics and Applications (金. 19:30~21:00)(HAVASHI Takayuki)	AST	
Course Evaluation \$ / 10 Specific	Cut 2022/06/29 ~ 2022/08/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI3060E]Energy Policy in Japan(NEI Hisanon)	AST	Q
Course Evaluation 2/6 Specific	Out 2022/06/29 ~ 2022/06/19	[15Question] 2022 Spring and Spring (Session II) Term Course Evaluation Questionnaire [STI3050E]Energy Security(NEI Hisanon)	AST	

Click a title of questionnaire to see the result.

						Fr
	- V/2				and the second	
The course was well-designed in	n order	to provide students with	h good underst	anding of th	e content. *Req	puired
: *A © B (Single selection (If th	iere are	fewer choices))				
1:Strongly Agree	No.	Choice	Answers	Rate		
1	1.	Strongly Agree	2	40.96		
hay DE 2 Agree	2.	Agree	1	20 %		
I BR	3.	Agree and Disagree	0	0.96		
XX	4.	Disagree	0	0.96		
sagree 3: Agree and D.	5.	Strongly Disagree	2	40.96		
The level(difficulty) of this cour	e was	appropriate. *Required				
: RA OB (Single selection (If th	ere are	fewer choices))				
	No	Choice	Ancuarc	Data		
1. study Afre	1.	Strongly Agree	1	20.96		
noty put a voree	2	Acree	2	40 9n		
	3.	Agree and Disagree	1	20.96		
XX	4.	Disagree	0	0.96		
	5.	Strongly Disagree	1	20.96		
Share 3 Adree and D.			81			
sagree3: Agree and D						
segreaugree and u	ically.	*Required				
segre The course helped me think logi : ● A ◎ B (Single selection (If th	ically. tere are	*Required fewer choices))				
signer 3 Agree and B . The course helped me think logi : $A \otimes B$ (Single selection (If the	ically. here are	*Required fewer choices))				
The course helped me think logi * * A © B (Single selection (If the 1.Strongy Agree	ically. here are No.	*Required fewer choices)) Choice	Answers	Rate		
The course helped me think logi • • • • • • • • • • • • • • • • • • •	No.	*Required fewer choices)) Choice Strongly Agree	Answers 1	Rate 20 %		
tagere and D. The course helped me think logi * A © B (Single selection (If the 1.Strongy Agere may p(.1)	No.	*Required (rewer choices)) Choice Strongly Agree Agree	Answers 1 0	Rate 20 % 0 %		
the course holped me think logi * * A © B (Single selection (If the 1.87 org/ Agree og/ of - 2.49 ref 2.49 ref	ically. here are No. 1. 2. 3.	*Required (ewer choices)) Choice Strongly Agree Agree Agree and Disagree	Answers 1 0 2	Rate 20 % 0 % 40 %		
the course helped me think logi * * A © B (Single selection (If the 1.Strong) Agree rely p(.1) * A pree * are	No. 1. 2. 3. 4.	*Required fewer choices)) Choice Strongly Agree Agree Agree and Disagree Disagree	Answers 1 0 2 2	Rate 20.96 0.96 40.96 40.96		

Residence Card Upload

Residence Card Upload

- 1. You can upload the image of your residence card from the G-way menu "Student Profile Update".
- 2. Click [Residence Card Upload].



3. Click [Choose File] on the [Front] and [Back], respectively, to open the file selection screen. Select the respective file.

	Residence Card Upload
All international studer every time the information of residence.	its are required to upload the copies of their residence card. They must re-upload their residence card ation on it has changed, such as extension of period of stay, change of address, and change of the status
 % Please select both s % A file size upper limit % Available file extension 	ide files. it is 600KB. ions are JPG & PNG & PDF.
	(Front) Choose File No file chosen
	(Choose File No file chosen

4. After selecting a file, the data will be displayed on the screen.

Residence Card Upload

 A file size upper limit is 600KB. X vailable file extensions are JPG & PNG & PDF. 			
【Front】 【Choose File】カード表語.png	SARAN GRADE ** TURNELLANTH ************************************		
	0.5902.48 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0		
【Back】 【Choose File】 カード裏面.png	МОЈЛОЈМОЈМОЈМО	MOJN	
	PH. 20. 214807 BEEROOSEE (

- 5. Confirm the contents and click [Send] button.
- 6. When the upload is complete, a registration completion message will appear at the top of the screen.

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

Various Settings

My Setting

1V	Class Information	
	Date Period Course / Letture Room	
nic Matters O	Class Canoslatori 02/16 (Yri) 3 Social Security System in Japan	
nformation o	Lacture Room G 建直要G	
trative Matters O	Brake-up Class 02/16 (Pri) 5 International Development Policy Lecture Room E 講真室E	
Search o	Class Canositation 02/19 (Mon) 5 International Development Policy Lecture Room E 請義臣E	
naire O	Schedule	
Ne Update O	Period Course / Lecture Room	Faculty
•	1 Government and Market Lecture Room E 建陶密匠	HATANAKA Kaori and PLC Test
~	2 Government and Market Lecture Room E 講義定任	HATANAKA Kaori and PLC Test
	3 P Social Security System in Japan Lecture Room G 職業員G	Ono Taichi and Pl Test
	4 Social Security System in Japan Lecture Room G 講義運G	One Taichi and P Test
	5 P International Development Policy Lecture Room E 國務第日	OHNO Izumi and PLC Test
	6	
	I Notice Board	
	texts G-way Manual	
	Novo Academic Calendar	
	News Course Registration	
	News Change of Student Status at GRIPS	
	Application Forms for Temporary Leave & Internship	
	News Financial Aid for Doctoral Students	

Display Setting

1. Click [Display Setting] from "My Setting" menu to set the language (Japanese/English) and the screen color of the display.

y Setting		•			
Display S	etting				
Privacy Se	ettina				
,	9				
Display Setti	ng : Language				
Dispidy Setu	ng i canguage				
)日本語 ®Eng	ish				
)日本語 ⑧Eng	ish				
DE本語 ®Eng	ish				
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Privacy Setting

1. Click [Privacy Setting] from "My Setting" menu to set what information you share through "Directory Search."

My Setting	•				
Display Setting	ng				
Privacy Settin	na				
\cap					
Gateway to) Idership - National Gradi	uate Institute	For Policy St	udies	
GRIPS					
	Student Privacy Set	Contract of the local data	<u> </u>		
Directory Search					
Directory Search					
Directory Search	Email Address1	: Oo not permit	O Permit		
Directory Search	Email Address1 Email Address2	: ⊙Do not permit : ⊙Do not permit	O Permit O Permit		
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Directory Search	Email Address1 Email Address2 Email Address2 Photograph of the face	: Do not permit O Do not permit O Do not permit O Do not permit O Do not permit	O Permit O Permit O Permit O Permit		
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7. Campus, Support, and Services - Microsoft Teams -

Microsoft Teams

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 ILXING Yuqing
1hvvp0f	[Fri3Fri4]STI2230E Energy Data Analysis NEI Hisanori
1hvvp0f	[Fri3Fri4]STI7231E_Energy Data Analysis_NEI Hisanori
zmnzrgl	[Mon2Mon3]E@Q6060E_Advanced Macroeconomics II_FUJIMOTO Junichi
oqfiuqi	[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.

	Microsoft Teams	Q Search
Q Activity	< Back	
(=) Chat	Join or create a team	
Teams		
Assignments	Create a team	Join a team with a code
Calendar		1grips2
Files	Bring everyone together and get to work!	Join team

*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.

< \$<\cd>107-14	PT 一般 投稿 ファイル	□ 会議 🗸 ① -
PT		
PAD2300E Teams … ホームページ Class Netebook 現面 見面 Reflect Insights	PAD2300E Teams へようこそ クラスの名前または会話を開始する受講生の名前に@メンジョ	ン <i>してみてくだ</i> きい。
チャネル	E	
一般		
Cancelled of Make-up Class		

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.

7. Campus, Support, and Services

- Microsoft Teams -



Checking Lecture Materials

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

PT Gener	al Posts Files ~	+					
+ New >	✓ T Upload ✓	Edit in grid view	🖻 Share	ී Copy link	G Sync	⊥ Download	뎡 Add s
Documen	ts $>$ General						
ß	Name \checkmark		Modified	4 V	Modified By	→ + A	dd column
	Class Material.doc		May 30)	Ryochi Asah	nî	

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."

e ,	Assignments 2:32 PM
	Please submit your assignment
	Due Jun 7
	View assignment
	← Reply

2. Click on "Attach" to upload the file.

Assignments	
< Back	
Please submit your assignment Due June 30, 2023 11:59 PM	
Instructions None	
My work	
Assignment.doc	

3. Click the "Turn in" button at the top right of the screen to complete your submission.

Assignments			ZC
< Back		Not turned in	Turn in
Please submit your assignment Due June 12, 2023 11:59 PM	Points No points		
Instructions None			
My work			
assignment.docx ***			
\oslash Attach $+$ New			

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

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. Please refer to the following URL for the services and information we provide.

URL:

https://gripsacjp.sharepoint.com/sites/ITSupportCenter

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 (grips-spot)

- Wireless LAN service is available in all GRIPS facilities.
- grips-spot adopts the latest security standard (WPA3). It may not be available for PCs manufactured approx. before June, 2018.
- Find password to connect to grips-spot in lecture rooms or the IT Support Center.
- 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 syllabus, course registration, grade reference, answering survey, and GRIPS Library.

GRIPS Mail Account

- Your email account is your GRIPS ID (in lowercase letters) followed by @grips.ac.jp.
- Your GRIPS email address is valid only while you are a student of GRIPS. It will become invalid once you leave GRIPS.

Multi-Factor Authentication

- G-way and GRIPS Mail have implemented multifactor authentication (MFA). For MFA, the following are required depending on the authentication method. Please prepare so that authentication can be set up for both G-way and GRIPS Mail, as each has different authentication methods available.
 - <u>Call authentication</u> [GRIPS Mail]: A SIM card for domestic use in Japan or foreign SIM with international roaming capability.
 - <u>SMS authentication</u> [GRIPS Mail]: A SIM card for domestic use in Japan or foreign SIM with international roaming capability.

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

- <u>App Authentication</u> (such as Microsoft Authenticator) [G-way/GRIPS Mail]: Android or iOS device.
- <u>Email authentication</u> [G-way]: A device capable of receiving emails.

Shared PC

- There are shared PCs in lecture room A and the library. Several statistical software are installed in the PCs in lecture room A.
- The data saved in 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 URL: https://gripsacjp.sharepoint.com/sites/ITSupportCenter Office hours: 9:00–18:00 Monday to Friday

2-Step Verification Setting

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

一动能	屈灾士受险士受	4 9	イトマップ 🕒 In	tranet	回書館	1.8	採用情報	NEW	1 💡	アクセス
GRIPS FOR POI	AL GRADUATE INSTITUTE				Ð	0	0		E	English
大学案内	ニュース・イベント	入試案内	教育活動	研修事	業	ē	开究活動		同	察会

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

GR	政策研究大学院大学 NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES	
Login GRIPS ID	(mm	-
GRIPS PASSWORD	-	
Forgot your passwor Contact the IT Suppo	d?(ourrent/former GRIPS students only) ort Center : support@grips.ac.jp	Login

The One-Time Password input screen will appear.

*Confirm if the personal email address shown on the screen is the same as the one you registered.

One-Time	Password input	
	gmail com	
Please ent	er the one-time password provided in the email and press the send buffon.	
OTP	one-time password	send
f you rese	nd the one-time password notification email, press the resend button.	_
9 milion	@gmail.com	resend

Open your email account and copy the OPT \rightarrow enter the OTP number \rightarrow click [send] \rightarrow log in to G-way *If you choose authentication by the app, please enter the OTP generated by the authenticator app (Android, iOS).

From noreply@grips.ac.jp	One-Time Password logut Sent one-time password notification email to the following address.
OTP-Notify-Mail 2022/08/18(木) 13:11	Operation Prease enter the one-time password provided in the email and press the send button. OP One-time password one-time password one-time password
We are pleased to inform you that we have generated an OTP OTP : 304285	If you reserve the one-time password notification email, press the resend builton.

GRIPS Mail

Before you start, have your both PC and cell phone ready. If you don't have a Japanese cell phone number, install **Microsoft Authenticator app** on your cell phone.

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4.3+ 10 Visiber Desi	tells false for 3 - 6				
Victory (ienten.			
	7. A 20 10 a				
Tritage's police	a katina				
Tribugaris availab	e tersone of your device	n .			
Tribugging socials	E for some of your device Sage to with your plane	n And gaments Joah at bar	More were to be of your accounts	Corner e Mar	Developer contact 🔗
Tribugais societ	E for some of your device Sign streetingson phone	AMPreset	Mari wasita ke di yan saawita Communitati	Const of Mar Const of Mar	Developer contact V

Logging in to GRIPS Mail for the first time

1. On your PC, access GRIPS Mail (https://outlook.office.com) and click [Sign in]



2. Enter your GRIPS email address and GRIPS password, click [Next] → Click [Sign in]

Microsoft	Microsoft
Sign in	← t-taleno@grips.ac.jp
Email, phone, or Skype	Enter password
No account? Create one!	Password
Sign in with a security key 🕥	Forgot my password
Next	Sign in

3. Click [Next]



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- IT Services -

4. Click [Next]



*If you have a Japanese phone number and prefer to receive a one-time password via SMS or call, click [I want to set up a different method]. Manual is available at the IT Support Center.

5. Click [Next]



6. When this screen appears, open the authenticator app on your cell phone to scan the QR code.



7. In the authenticator on your cell phone \rightarrow click [Add word or school account] \rightarrow [Scan a QR code] \rightarrow scan the QR code on the PC screen \rightarrow click [Next].



Authenticator + Q :		
grips.ac.jp	Are you trying to sign in?	
	grips.ac.jp agrips.ac.jp	On your PC
	Enter the number shown to sign in.	Keep your account secure
	Enter number here	Your organization requires you to set up the following methods of proving who you are.
		Microsoft Authenticator
	YES	Let's try it out
	NO, IT'S NOT ME	Approve the notification we're sendin and your own by entering the number shown below.
● <i>2</i> = 0 ⊑	I CAN'T SEE THE NUMBER	Back Next
uthenticat Passwords Payments Addresses Verified IDs		I want to set up a different method

8. Select [grips.ac.jp] \rightarrow enter the number appears on the PC screen and it's finished.

9. From the next time you log in to GRIPS Mail, enter your GRIPS ID and password. Then, enter the one-time password displayed on the authenticator app on your cell phone and click [Verify].


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

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]

F -	Output Color	Copies	Basic Tray / Output Image Options W	atemark / Forms Advanced
	Color ~ ~ Paper Sis Letter (5 x 11') ~ ~ Output Paper Sis ~ ~ Same as Paper Sis ~ ~	1 *	Job Type: Nomal Pint V Seluo.	Saved Settings: A <change>Standard Saye Edt Paper Size: A4 (210 x 297mm) Size: Lindscape Compet Size: Lindscape</change>
Saved Settings	Pages Per (Shoet (N-Lb)) Pages Per (Shoet (N-Lb)) Pages Re (Shoet (N-Lb)) Pag	Paper Settings Wated	A4 (100%)	Same as raper size Copies: Beduce / Enlarge 25 - 400%; 1 1 2 Sided Pint: 1 1
★Register to Saved Settings.	Stapis No Stople Job Type Nored Pire V	Default N		Edge Erase / Print Position Bookjet / Poster / Mixed Size Originals Status Defaults Hele OK Cancel

[5F-1, 5F-2]

[4F-1, 5F-3, 6F-1, 6F-2]

In the [Enter User Details] window, enter your [Billing ID] \rightarrow click [OK] You can type the ID of your choice for [Billing ID].

Enter User Details
Billing ID: Passcode:
test
\frown
OK Cancel Help

Insert your card in the card reader next to the printer. Note: You CANNOT transfer points between cards.



For GRIPS ID cards



For SUICA $\boldsymbol{\cdot}$ PASMO cards

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

Press [power] on the printer \rightarrow press [globe icon]



Select language \rightarrow press [OK]

015	8	× 言語切り替え					
		English					
		简体中文	ALC: NO.				
۵	(ھ	聚醋中文	12000				
	A	日本調	133355				
	10	환역여	1203461				
•		Indonesia	ОК				

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

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



7. Campus, Support, and Services

- IT Services -

Press [Select ID and Print].



XIf 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.

016	8	Solect Us	er ID Q. Search	Refresh
Salart		& rent	and Print	Pofrosh
Specify D	evice	Select ID	List Order	C Reliesi



Select the document you wish to print \rightarrow 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]

فان	٨	
	•	Caution A USB device has been inserted. Do not remove the USB device while files are being read.
	© > R.	This can break the files. Remove Confirm
•		
	*	PEDAL Burney

7. Campus, Support, and Services

- IT Services -

Press [Print from USB]

616	8	× USB Menu	Remove
		C Scan to USB	
		Print from USB	
٥	\$	Do not remove the USB device while files are being read. This can break the files.	
	٨		

Select the file you wish to print \rightarrow press [Start] After printing, press [Remove] \rightarrow disconnect your USB device from the printer

016	8	Print from USB	
		≏ C⊋ Askul2010_2GB ২২	ITSupportCent × er.pdf
		Select All	
۵	\$	System Volume Information	
	A.	ITSupportCenter.pdf	
			1 File(s)
			Start

Press the menu icon to change the print settings \rightarrow change the settings

8	Print from USB		ti Reset
	D Quantity		
•	Black & White		
\$ >	Paper Supply Auto Select		
-			
	B Pages per Side		A FMU
	Bitmap Smoothing Off		Start
	 (a) (b) (c) (c)	 Print from USB Quantity Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1 Quantity 1	 Print from USB Quantity Quantity 1 Output Color Black & White Paper Supply Auto Select I Sided Pages per Side Off Bitmap Smoothing Bitmap Smoothing Off

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] \rightarrow change the print settings if necessary \rightarrow press [Start]. Note: If you wish to print a specific file, press [Select From List] \rightarrow select the file \rightarrow press [Start]

Ready to print files.				Quantity 2 Gues	t
Number of files sele	cted: 1/4			1	
Media Print - Text	Advanced Settings				
Select All		Name		Last Updated	
Select From List Select Range	002	ITSupportC	enter.pdf	2019/6/12 18:15	*
Index Print			and the second second		V
Output Colo Black & White	r Paper S Auto Se	Supply Plect	2 Sided Printing 1 Sided	Pages per Side	

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 \rightarrow 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 \rightarrow press [Start] When the scanning is complete, press [Remove] \rightarrow remove your USB



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

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.

Color	2 Sided Scanning	Original Type	File Format	
Black & White	1 Sided	Text	PDF	

Set the document to scan \rightarrow 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.



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	https://outlook.office.com	Web mail

If you have any questions or concerns, please contact the IT Support Center. Ext: 6092 / 2501 Email: support@grips.ac.jp

URL: https://gripsacjp.sharepoint.com/sites/ITSupportCenter

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.

Shared PC

Almost 50 machines are permanently installed at GRIPS in the lecture room A on 5^{th} floor and the library on 2^{nd} floor.



Lecture room A



Library

Students can use those machines for their studies and for administrative and educational procedures, although open-ended use for long periods of time is not permitted. Please follow the instructions below to select the interface language when using the shared PCs.

The window below appears when the PC is starting up.

起動イメージ選択	
Wim10_L570_English_20211227	←English
Win10_L570_日本語_2021127	←Japanese
キャッシュ空き容量: 112.96G	B / 119.14GB

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

To use the PC in Japanese, select [Win10_L570_日本語 _*******] → press [Enter]. Note: Do not disconnect the LAN cable.

Inquiries

Academic Support Team Extension: 6042 E-mail: ast@grips.ac.jp

IT Support Center Extension:6092/2501 Email: support@grips.ac.jp URL: https://gripsacjp.sharepoint.com/sites/ITSupportCenter

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)	-Teaching Assistant related matters	copy points
E-mail: <u>kyouiku@grips.ac.jp</u>	-tuition exemption for doctoral	lecture / copy / study room
	students	supplies
	-monthly registration	- whiteboard markers
	-work permission	- light bulbs
Academic Support Team (AST) E-mail: ast@grips.ac.ip	-curriculum; -course registration:	paper for printingphotocopying
	-class schedules;	- printer cartridges
	-lecture rooms / seminar rooms	
	-leave of absence / re-enrollment /withdrawal	
	-notification of address change	
	-certificates	
Programs Management Team (PMT)	-scholarships	
E-mail: pmt-ml@grips.ac.jp	-textbooks	
	-requests for temporary leave	
	-internships	
Student Office (SO)		
E-mail:	-campus life support	
studentoffice@grips.ac.jp	-cultural exchange events	
	-insurance related matters	
	-career counselling	
	-JR discount vouchers	
	-accommodation	
	-extension of period of stay in Japan	
	-study rooms / student lounges	
E-mail: <u>alumni-ml@grips.ac.jp</u>	-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; and/or for a certificate of enrollment, prospective degree completion and/or scholarship award should be submitted via the online system (G-way).
- 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 longdistance 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 three 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 2,500 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 2025)* 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 3rd floor of the GRIPS building to sign the register during the first five working days of each month (first three working days for December and first two working days for March) during our office hours (Monday through Friday, 9:00–12:00 and 13:00–17:00). You must sign the register **in person.** You cannot ask another student to sign on your behalf, nor can you sign on behalf of others.

It is also required that you use **the same signature** throughout the year to avoid confusion. If you fail to sign the register every month during the period designated in the calendar shown below, make sure to sign before the last day of that month.

*MSP students are required to sign the register during their study periods at GRIPS, i.e. from October to March, and in August and September.

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

Schedule for Signing the Register (October 2024– March 2025)

- 1. If there are any changes to these dates, you will be notified by email.
- 2. The schedule from March 2025 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 Portal Site for Students 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 International Students *If you already have this insurance, you do not need to apply again.

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, via your Program Director, 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.

Changes of GRIPS Student Status

	Maximum Period of Enrollment	Period for Leave of Absence
Master's Program	4 years	2 years
Doctoral Program	6 years	3 years

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: <u>ast@grips.ac.jp</u>

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 2025 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 2025: Application guidelines released.
- May 2025: 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 2025: End of receipt of applications.
- July 2025: 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 2025. 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 2025 and will e-mail them to current master's students.

Inquiries Admissions Office E-mail: <u>admissions@grips.ac.jp</u>

Expenses and Financial Aid

Tuition

Tuition shall be paid in two installments, the first due at the end of October, the second at the end of April.

The tuition fee is 321,480 yen for the first six months (October to March) and 321,480 yen for the second six months (April to September), i.e. 642,960 yen per year. The amount, due date, and bank details are indicated on the invoices issued at the beginning of October and April. Please note that any handling fees are to be paid by the student and that tuition fees paid are non-refundable.

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 the "Scholarship Payment Regulations" page.

Scholarships administered by organizations other than GRIPS

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/brochube

• For Japanese students:

https://www.jasso.go.jp/shogakukin/about/taiyo/index.ht ml

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

Scholarship Payment Regulations

Scholarships by Program

- <u>Young Leaders Program (YLP)</u> Japanese Government (MEXT)
- <u>One-year Master's Program of Public Policy (MP1)</u> Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
- <u>Two-year Master's Program of Public Policy (MP2)</u> Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
- <u>Macroeconomic Policy Program</u>
 International Monetary Fund (IMF)
- <u>Public Finance Program (Tax Course)</u> World Bank (WB)
- <u>Public Finance Program (Customs Course)</u> World Customs Organization (WCO)
- <u>Disaster Management Program</u>
 Japan International Cooperation Agency (JICA)
- <u>ASEAN Initiatives Program</u>
 Association of Southeast Asian Nations (ASEAN)
- 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.

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. <u>Please make sure not to leave your valuables unattended there.</u>
- 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.
- <u>Eating and drinking in the study/lecture/seminar</u> <u>rooms are prohibited.</u> 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.
- <u>To save power, turn off the lights and the air</u> <u>conditioner in study/lecture/seminar rooms after</u> <u>use.</u> 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 pagecolor 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.

Common Room (3rd floor)

- Opening Hours: 9:00 17:00, Monday Friday (except national holidays and year-end and New Year holidays).
- The Common Room is a lounge for faculty use.
- Each GRIPS faculty member has a mailbox in the Common Room. You can put your messages in the mailbox.

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.
- <u>It is each student's responsibility to keep the student</u> <u>lounges clean.</u>

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

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

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 microwaves 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: 10:00 20:00, 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 3rd 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 with a GRIPS physician for a consultation on weekdays (except Tuesdays and when the physician

is not available).

• 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 preregistered 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. <u>Please also register</u> <u>your personal e-mail addresses</u>, 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: For how to register your information after logging in, please refer to the manual from the next page. To store your information for the first time after logging in, it is necessary to change the initial password.

During our evacuation drills, we will send a test email to you via the system. Please register your personal email address before the drills take place.

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

User's Manual for Initial Registration [If you use Self Report Function]

-ver.2.1.1-

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

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



 Select [Change password] from [Account]. Change the initial password (Present Password) to an arbitrary password.

SECON @-##	n セコム変形描記サービス発式金池 John Smith	Available Servic	e v Account v	J
Service top			Registrant Info	
change password			Registrant detail info	
			Change password	Ì
To change your password, ente	r your password and press the [Change the password].		Family info	
			Safety Report App Settings	
Present password			Logout	
	*Enter one-byte alphanumeric characters.			
New password	New password confirmation			
	*Enter one-byte alphanumeric characters.			
	Change the 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.

• CEREMANNER	
Modify Registrant Info	
To modify Registrant Info, fill in the rec	pured information in this input form and press the (Nodify Registrant Info).
Basic Information	11110
User ID	2005
IVE ID	0001
Password question	What is your resther's sume!
	1227
Answer to the passwore question	nom
Language Excepts	Gapteres @ Abst. Lansas
State/Province(Realdence)	Takya
State/Province(Workplace)	Tukuy
Contacts	
E-Hall Address1	* Enter the one-byte alphanumenics only. e.g. sample@secon.co.jp
E-Mail Address2	
Phone number1	
Phone number2	
	+ Open notes Cancel Modify Registrant Info
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 Notes Secon 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 Secon safety confirmation service may be sent to them. Note that you will not be able to log in if you enter an incorrect 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?" on the login exercise SCM) to password exercise to the initial password and reactivate your account. 3. After receiving a "Registration Result Notification" e-mail, "Account" buttom and press "Registration Result Notification" e-mail, "If you receive a registration of your mobile phone e-mail address will be com be used. Then, your password will be reset to the initial password and reactivate your account. 		The [Regist your e-mail address with a blank e-mail]	
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 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 registration Result Notification e-mail address has been registered correctly by selecting "Registrate the 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 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. 3. After receiving a "Registration Result Notification" e-mail, "Account". 3. After receiving a "Registration Result Notification" e-mail, "Account". 4. Depending on the mobile phone e-mail address will be com the comparison of your mobile phone e-mail address will be com the case slogin URL sent by registration Result e-mail in the inbox. In su access login URL sent by registration result e-mail again. * If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen. 		Please send a blank e-mail without deleting the subject of the e-mail.	
 Section has received many inquines induced stanting members in advance that e-mail address, please inform to your family members in advance that e-mail from Secon 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 secon safety confirmation be used. Then, your password will be reset to the initial password and reactivate your account. 3. After receiving a "Registration Result Notification" e-mail, "Account ". 3. After receiving a "Registration Result Notification" e-mail, "Account ". 4. Depending on the mobile phone e-mail address will be combe used. Then, your password will be reset to the initial password and reactivate your account. 	Second has reactived many inquiries from user's family members that	E-Mail Address	メールアドレスが登録されました。 The E-mail address has been registered
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 Secon 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 will be reset to the initial password and reactivate your account. * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail address will be com * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail again. * If you receive a registration result e-mail again.	become has received many inquiries from user's family members that they received strange e-mail	Regist your e-mail address with a blank e-mail.	successfully.
 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 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. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrant Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be combe used. Then, your password will be reset to the initial password and reactivate your account. 4. If you receive a registration result e-mail address will be combe used. Then, your password will be reset to the initial password and reactivate your account. 5. If you receive a registration result e-mail address will be oble to go bac operation screen after reading Registration result e-mail again. 4. If you receive a registration result e-mail again. 4. If you receive a registration result e-mail again. 4. If you receive a registration result e-mail again. 4. If you receive a registration result e-mail again. 	If you register home PC(ex. shared PC with family members) e-mail	Phone number	セコムe-革新サービス
 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 will be reset to the initial password and reactivate your account. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrant Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be come to your account. * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail again. * If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen. 	address, please inform to your family members in advance that e-mail	Unregistered	SECOM e-Innovation service
 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 be used. Then, your password will be registered to the initial password and reactivate your account. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrant Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be com the used. Then, your password will be reset to the initial password and reactivate your account. * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail again. * If you do not receive a registration result e-mail again. * If you go not receive a registration result e-mail again. 	from Secom safety confirmation service may be sent to them.		https://www.e-kakushin.com/login
 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. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrant Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be com be used. Then, your password will be reset to the initial password and reactivate your account. * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail in the inbox. In su access login URL sent by registration result e-mail again. * If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen. 	\Diamond Note that you will not be able to log in if you enter an incorrect		
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 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. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrant Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be com be used. Then, your password will be reset to the initial password and reactivate your account. * Depending on the mobile phone model, you may not be able to go bac operation screen after reading Registration Result e-mail in the inbox. In su access login URL sent by registration result e-mail again. * If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen. 	reset your password by clicking "Forgot your password?" on the login	whether your e-mail address has been	result inoullication e-mail promptly, check registered correctly by selecting "Registrant
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 "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. 3. After receiving a "Registration Result Notification" e-mail, "Account" button and press "Registrat Info". If the registered mail address will be displayed on the scree registration of your mobile phone e-mail address will be come to go particular the phone model, you may not be able to go bac operation screen after reading Registration Result e-mail in the inbox. In su access login URL sent by registration result e-mail again. * If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen. 	* For details of the procedure, refer to "User's manual" and check the		
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. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registered mail address cannot be used. Then, your password will be reset to the initial password and reactivate your account. If the registration of your mobile phone e-mail address will be able to go bac operation screen after reading Registration Result e-mail in the inbox. In surface access login URL sent by registration result e-mail again. If you receive a registration error mail, try registering again or refer to registration using a smart phone, and register by entering your e-mail directly on the screen.	"Reset the password (If you forget your password or cannot login)".	3. After receiving a "Registrati	on Result Notification" e-mail, selec
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access login URL sent by registration result e-mail again. * If you receive a registration error mail, try registering again or refer tr registration using a smart phone" and register by entering your e-mail directly on the screen.	reactivate your account.	* Depending on the mobile phone mo operation screen after reading Registra	del, you may not be able to go back to the tion Result e-mail in the inbox. In such case
* If you receive a registration error mail, try registering again or refer to registration using a smart phone" and register by entering your e-mail directly on the screen.		access login URL sent by registration re	esult e-mail again.
registration using a smart phone" and register by entering your e-mail directly on the screen.		* If you receive a registration error n	nail, try registering again or refer to "Initia
arecuy on the screen.		registration using a smart phone" and	d register by entering your e-mail address
		directly on the screen.	
		a ·	

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.)

7



Change the password

1. After launching the "SECOM Safety confirmation app", tap the upper part setting, then tap "Change password" from "Account".

reen
ning
>
>

Registrant Info	>
Registrant Detail Info	>
Change Password	>
Connect with LINE	>
Check Subject Areas	>

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

Close	Authentication
To conf please	irm your personal information, authenticate from the following.
	Biometric Authentication
	OR
	rganization Code
e u	ser Id
G Pa	assword
	Password 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".

🕻 Back Char	ige Password	<	Back	Account Management
To change your passw press the [Change the	ord, enter your password and password].	F	Registrant	t Info
Present password		F	Registrant	t Detail Info
New password		C	Change P	assword
*Enter one-byte alpha	numeric characters.	0	Connect v	with LINE
			Check Su	bject Areas
New password confirm	nation			
Chang	e the password			

Registrant Info	>
Registrant Detail Info	>
Change Password	>
Connect with LINE	>
Check Subject Areas)

Change your basic information

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

Display all notifications Display all notification contents on the report scree	
Login authentication when transitioning to the browser Enable login authentication when transitioning to he browser	
Account Select	>
Account Management	>
Help	>

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2
;
;

2. Enter biometric authentication or company code/user

ID/password for authentication.

Close Authentication	
To confirm your personal information, please authenticate from the following.	
Biometric Authentication	
OR	
Organization Code	
User Id	
Password	
Password Authentication	

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

button.



7







[How to add an icon of Self Report URL to the home screen of your smartphone]

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.

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?

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	<u>http://mb.softbank.jp/mb/</u>
▼Y!mobile	http://www.ymobile.jp/
[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. 	 Clear browsing history and cache. Close all browsers and try again. 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.

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7

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, X, and LinkedIn.

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

When you visit Tokyo, please feel free to drop by the campus! You are always welcome!!

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. Please join your local group!

GRIPS Alumni Platform

In 2024, we opened the new Alumni Platform site, where alumni can keep in touch with each other and with GRIPS. Through this site, GRIPS will keep you updated on our recent activities and will provide you with information on various events such as alumni reunions.

Note: your GRIPS email address is only valid while you are a GRIPS student.

Once you leave GRIPS, this platform will be your primary means of staying connected.

When you graduate, you will receive an invitation to become a member of this platform.

We look forward to your active participation!

URL: https://grips.alumnet.jp/

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. <u>https://www.facebook.com/groups/GRIPSAlumni/</u>

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