GRIPS BULLETIN

(Student Life Guide)

2025–2026

for students admitted in September/October 2025

GRIPS

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

Welcome to GRIPS！

The content in this GRIPS Bulletin is designed to provide you with the explanation of GRIPS's rules, policies, and procedures that students need to be familiar with and follow, and the services and resources available to you to help you along the way. It provides answers to many questions you may have about student life at GRIPS.　Therefore, it is important that you read it.

We hope that your time spent at GRIPS will be a fruitful and enjoyable one.

Contents of GRIPS Bulletin 2025-2026 (Student Life Guide)

Related Link
[Library](#)
[Health Services Center](#)

1. Important Information for Academic Life

1-1. Tips for Successful Studies at GRIPS

Plan

- It must be tempting to leave all your studying until towards the end of the term. But do not procrastinate. You will be amazed by the sheer number of exams and essay deadlines at the end of the term. The longer you procrastinate the more stressful it will become and you will end up learning less.
- Creating a study plan is a good way to motivate yourself to study. Set yourself a study schedule ahead of time and stick to it.
- One way to study effectively is to put yourself in a teacher's position. When you study, develop your lecture notes supposing that you are asked to teach that subject. It will enhance your understanding and, if you are asked, you can teach that subject!

Ask for Help

- Be sure to read each of the readings assigned for a class before the lecture in order to gain the most out of the class and be able to ask good questions.
- Be sure to review your class materials and/or your notes after each class. Revisiting what you've learned is the best way to retain knowledge and insight.
- If you don't understand, don't hesitate to ask for help. Ask your classmates or your professor. It can be intimidating to approach your professor, but they are there to help you learn.
- Study groups are a great way to learn. Your fellow students are also going through similar difficulties. Reaching out to your classmates to go over the materials together often accelerates your learning, and helps you guard against procrastination.

Preparing for Examinations

- It is acceptable to ask: what course material is most important for the exam; what is the format of the exam; and whether any practice exams are available.
- Using your lecture notes, problem sets, and readings, try to predict what the exam questions will be, and develop answers for those questions.
- Try explaining difficult topics to your friends. It will help you to evaluate your understanding.
- As you prepare for an exam, if you still have questions about a topic, ask the professor about it during office hours or in a review session.

Relax and Take Breaks

- Stress hurts our ability to absorb information. Taking breaks in between study sessions boosts the retention of new information.
- Make sure to sleep well and eat healthy foods.
- Physical activity is also beneficial for your well-being, as well as for your studies. In fact, studies have shown that exercise improves our ability to concentrate.
- Doing nothing but study will lead to burnout. You should take plenty of time for yourself, to spend with your friends, etc. Remember always to take care of yourself.

1-2. Cheating and Plagiarism

GRIPS View of Cheating and Plagiarism

Cheating and plagiarism are viewed as serious offenses at GRIPS. They directly affect the morale of the other students and lower the reputation of the school. In that light, cheating and plagiarism will not be tolerated and may result in serious penalties, including suspension or expulsion from GRIPS. All staff and students have a responsibility to prevent, discourage, and report cheating.　For more information about penalties, see *1-3. Disciplinary Policy Regarding Student Misconduct*.

Definition of Cheating

Cheating is fraudulent conduct in university coursework and examinations. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain unfair advantage in coursework and exams.

Examples of Cheating

Examples of cheating include, but are not limited to:

- Impersonating someone else in a test or examination, or abetting such impersonation;
- Copying from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the current instructor;
- Helping others to cheat in the above ways;
- Falsifying data, i.e. manipulating research materials or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record. While there is considerable leeway in the interpretation of data, the data itself must not be manipulated or distorted.

Definition of Plagiarism

Plagiarism is the copying of ideas, wording, or anything else from another source without appropriate reference, so that it appears to be one's own work. This includes published and unpublished work, Internet content, and the work of other students and staff.

Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

- The submission of a work, either in part or in whole, completed by another;
- Failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another;
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit;
- In written work, failure to use quotation marks when quoting directly from another, whether the quoted material be a paragraph, a sentence, or even a part thereof;
- Using another writer's entire paper (or a substantial part of it), even with a citation.

1-3. Disciplinary Policy Regarding Student Misconduct

Misconduct in Academic Activities

'Misconduct during an examination' refers to any behavior considered improper for a graduate student under instruction at GRIPS, such as using materials prohibited at a test site, including cheat notes constructed by the student; prohibited devices; or the answer sheets of another.

Misconduct in the context of a research paper refers to plagiarism (the unattributed use of a source of information when that information is not considered common knowledge); intentional falsification of analytical results and/or research data; and other such unethical behaviors.

Misconduct in Non-Academic Activities

'Misconduct in non-academic activities' refers to any conduct that would disrupt the good order of the university, or any behavior unsuitable for a student under instruction.

Penalties

In accordance with Article 56 of the School Regulations, disciplinary action taken with regard to students found guilty of misconduct may include a reprimand, or suspension or expulsion from the university. Suspension may be of two types, either for a period of one week to three months, or for a period of six months. The date on which the disciplinary action goes into effect shall in principle be the same date on which the notice of said action is issued.

Treatment of Academic Misconduct

1. In the event of a reprimand, the student's enrollment in the relevant course shall be annulled.

2. In the event of a suspension, the student's enrollment in the relevant course shall be annulled, and, depending on the severity of the case, the student's enrollment in all courses in the term in which the misconduct occurred, or in the relevant school year, may also be annulled.

3. During the period of suspension, the student shall not be allowed to register for courses, attend classes, or take exams.

Treatment of Non-academic Misconduct

This shall be decided on a case-by-case basis.

Disciplinary Procedures

Disciplinary action for students suspected of misconduct shall be determined and executed as follows:

1. In the case of misconduct relating to academic activities, the faculty member in charge of the relevant course shall report the details of the misconduct to the Dean of the Graduate School. In the case of misconduct in non-academic activities, the faculty/staff with knowledge of the details of the offense shall report the details to the Dean of the Graduate School.

2. The Dean of the Graduate School shall report the details of the incident to the University President and shall convene an investigative committee composed of the Dean of the Graduate School (committee chair), the Vice-President for Academic Affairs, the Program Director, the instructor of the relevant course, and others as deemed necessary.

3. The investigative committee shall consider the facts relevant to the case, develop a proposal for the penalty, and submit the proposal to the University President.

4. The University President shall receive the aforementioned proposal from the investigative committee, develop a proposal for final disposition, and present it for deliberation at the Academic Council, in the course of which the results shall be finalized.

5. The University President shall notify the relevant student regarding the content of the disciplinary action.

6. In the event that the student files an objection regarding the decision, the University President shall have the investigative committee engage in further consideration of the matter. The investigative committee shall take into consideration the content of the student's objection, and report the results of its investigation to the University President.

7. In the event of a change in the content of the penalty proposal, the revised proposal shall once again be placed before the Academic Council, and upon deliberation, the proposal shall be finalized.

8. Disciplinary action in response to student misconduct, including details regarding the misconduct and the penalty, shall be publicized within the University. The publicized information will omit the student's name and school identification number.

1-4. Harassment

Harassment debases human dignity and causes deterioration in the research, education, and working environment of GRIPS. GRIPS will never tolerate such behavior and shall work to eradicate all forms of harassment and establish a campus wide environment in which GRIPS members respect each other and each individual can fulfill their individual potential.

Please be aware that GRIPS' students come from diverse backgrounds, and have diverse values and customs. This means that what is acceptable in one person's country or region may not be considered acceptable in other countries or regions. We encourage each of you to reflect on your own behavior so as to contribute to the establishment of a campus environment where every one of us can feel safe and enjoy the cultural diversity of GRIPS.

Definition of Harassment

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

Harassment can take various forms, but common types of harassment that become problematic in a university setting are: sexual harassment; academic harassment; and power harassment. The various forms of harassment do not always occur independently; at times they overlap.

Responsibility of the Institute

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

Responsibility of Members

Each member of the Institute (faculty, staff, and students) is responsible for ensuring that he/she does not engage in harassment that damages the human dignity of another person, and for making efforts to prevent harassment. Members must pay careful attention to the following in order to prevent harassment-related damage to the study or work environment.

(i) No student, faculty, staff, and other relevant party who raises harassment-related issues shall be regarded as a so-called trouble-maker, and harassment-related issues shall not be dismissed out-of-hand as personal issues between the concerned parties.

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

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

・If a member witnesses harassment, he/she must proactively draw attention to the harassment or take proactive measures before serious damage is caused to the study or work environment.

・Victims of harassment tend to avoid consulting other people regarding harassment because of feelings of embarrassment, not wanting to be labeled a troublemaker, or fear of retribution. To prevent harassment damage

from becoming serious, it is important that members seek counseling if they notice any harassment.

What To Do If You Are Being Harassed

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

Consultation with Confidentiality

The Institute has established a hotline consultation desk for harassment. There is a link to the Harassment Consultation Desk in the G-way link book.
We guarantee that your privacy will be strictly protected. Please do not hesitate to contact the hotline if you are experiencing or have witnessed harassment. We will deal with hotline reports appropriately to prevent further problems.

Harassment Consultation Desk:　sodan-cukeii@grips.ac.jp

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2. Various Procedures

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2-1. Portal Site

Academic and Student Affairs Division and IT Support Center provide a wide range of information through the following portal sites.　Please note that these sites are accessible only to GRIPS faculty, staff, and students.

GRIPS Student Portal

You can obtain educational information related to course registration, research/paper writing, educational software, GRIPS regulations, etc. as well as student life information such as GRIPS facilities, healthcare, harassment, etc.　Various application forms also can be downloaded.

For details, please visit:
https://gripsacjp.sharepoint.com/sites/GRIPS-Student-Portal

This portal site can also be accessed from G-way. For information on accessing G-way, please refer to *"3-1. G-way (GRIPS Gateway)"*.

Please click here.
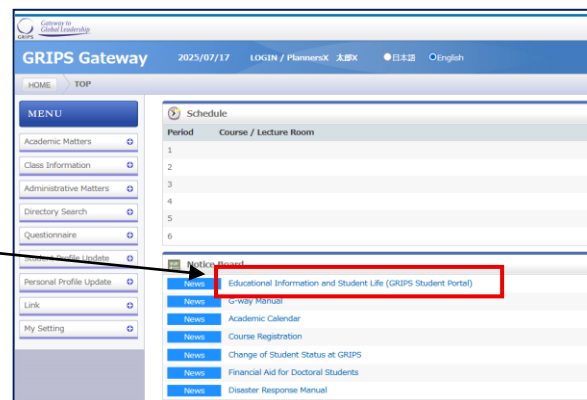
IT Support Center Portal Site

As described in *3-3. IT Services* (IT Support Center), IT Support Center provides Information related to the on-campus network, responses to questions about using PCs, Information Technology (IT) and related matters to students.

For details, please visit:
https://gripsacjp.sharepoint.com/sites/ITSupportCenter/SitePages/en/Home.aspx

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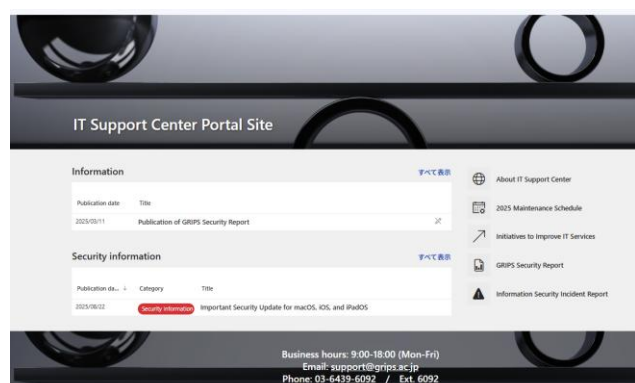
2-2. Contact

Academic and Student Affairs Division and IT Support Center offer various services and support for international students. The office is located on the 3rd floor and is open Monday to Friday, except for national holidays and year-end/New Year holidays. Academic and Student Affairs Div.: 9:00–12:00 and 13:00–17:00, IT Support Center: 9:00-18:00.

	Office	Services
Academic and Student Affairs Division	General Affairs Team (GAT) E-mail: kyouiku@grips.ac.jp	-Teaching Assistant related matters -tuition exemption for doctoral students -monthly registration -work permission
	Academic Support Team (AST) E-mail: ast@grips.ac.jp	-curriculum -course registration -class schedules -lecture rooms / seminar rooms -leave of absence / re-enrollment /withdrawal -notification of address change -certificates -how to use G-way (Please contact ITSC to reset your password.) -Turnitin / educational software -copy points / photocopying
	Student Office (SO) E-mail: studentoffice@grips.ac.jp	-campus life support -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: alumni-ml@grips.ac.jp	-student council support -alumni matters -brown bag lunch sessions
	Programs Management Team (PMT) E-mail: pmt-ml@grips.ac.jp	general matters related to educational program
IT Support Center E-mail: support@grips.ac.jp Extension : 6092/2501		-password problems -printer problems -internet problems on campus -resetting OTP (One Time Password)

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.

2. Various Procedures

- Applications for certificates should be submitted via the online system (G-way).
- The certificates issued will be posted in your mailbox, located in front of the Student Office (for GLD/STI students, in a study room on the 6th floor), within three working days after submission of your request.
- To inquire about certificates, please contact ast@grips.ac.jp.

JR Discount Voucher
- Student discount vouchers are available for long-distance travel (more than 100 km one-way) on JR. These vouchers give a 20% discount on regular fare.
- When you purchase a discounted student ticket at a reception desk of JR, you will be requested to submit the voucher and show your student ID card.
- To request a voucher, please fill out an application available at the Student Office.
- The issued voucher will be posted in your mailbox, located in front of the Student Office (for GLD/STI students, in a study room on the 6th floor), 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 fill out the "Application for Photocopying of Materials" form.
- 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.

2. Various Procedures

- GRIPS does not receive incoming telephone calls, faxes, mail, or parcels for students (except in case of emergency). Please use your personal telephone number and 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. <u>For scholarship recipients, whether the insurance premiums are covered by the scholarship sponsor or should be borne by the student depends on the scholarship</u>. <u>Self-financed students will have to pay a portion of the insurance premium themselves.</u> If you would like to know more about your insurance situation, please contact the Student Office or your program coordinator.

2-3. Signing the Register

(All programs except MSP (between April and July 2026)* 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.

Schedule for Signing the Register (October 2025– March 2026)

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

1. If there are any changes to these dates, you will be notified by email.
2. The schedule from March 2026 onward will be announced at a later date.

: Dates for signing the register

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

: National holidays with classes

* Interterm Period

2-4. Temporary Leave / Internship

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.moj.go.jp/isa/immigration/procedures/minashisainyukoku_00001.html?hl=en)

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.

2-5. 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.

2-6. Changes of GRIPS Student Status

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

Students may take a leave of absence for a period of up to four 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. Must consult your main advisor and program director regarding your plan of study (coursework and dissertation).

2. Must 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, Academic Support Team (AST) will issue a *Permission for a Leave of Absence* and will either place it in your mailbox or mail it to your home address.

Tuition Fees

In general, students are exempt 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

2. Various Procedures

- 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 make sure to 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 fill out a *Notification of Address Change* form and submit to AST.

Reenrollment

Procedure for Reenrollment

Please make sure to 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, you must seek guidance from both 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. Must 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 withdrawal has been approved, AST will issue a *Permission to Withdraw from GRIPS*. If you hand in your ID card by mail, AST will either send the permission letter as a PDF or mail it to your home address.

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

2. Various Procedures

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 2026 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 2026: Application guidelines released.
- May 2026: 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 2026: End of receipt of applications.
- July2026: 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 2026. 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 2026 and will e-mail them to current master's students.

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

2-7. 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/scholarships/
- For Japanese students: https://www.jasso.go.jp/shogakukin/about/taiyo/index.html

Other information concerning scholarships will be posted on the notice boards on the 4th, 5th and 6th floors, or https://gripsacjp.sharepoint.com/sites/GRIPS-Student-Portal (Accessible only to GRIPS faculty, staff, and students).

2-8. Scholarship Payment Regulations

Scholarships by Program

Program	Scholarship
Young Leaders Program (YLP)	Japanese Government (MEXT)
One-year Master's Program of Public Policy (MP1)	Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
Two-year Master's Program of Public Policy (MP2)	Japanese Government (MEXT) Asian Development Bank (ADB) Japan International Cooperation Agency (JICA)
Macroeconomic Policy Program	International Monetary Fund (IMF)
Public Finance Program (Tax Course)	World Bank (WB)
Public Finance Program (Customs Course)	World Customs Organization (WCO)
Disaster Management Program	Japan International Cooperation Agency (JICA)
ASEAN Initiatives Program	Japan-ASEAN Integration Fund (JAIF)
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 *"2-3. 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 economical 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.

2-9. Financial Aid for Doctoral Students

Tuition Exemption for Doctoral Students

Eligibility

Applicants with excellent academic records who have been enrolled in GRIPS doctoral program for more than three years, and who meet any of the criteria listed below are eligible to apply.*

Note: Students in the former 2-year master's course component of the 5-year doctoral program are not eligible.

- Have held a dissertation defense and be currently revising the dissertation before graduation.
- Be expected to submit a dissertation and graduate within a year since either April or October when the tuition exemption commences.
- Be planning to return to school and then submit a dissertation and graduate within a year following a leave of absence due to illness or other unavoidable circumstances

* Excluding the leave of absence periods

Screening

The screening committee assesses applications based on the students' progress with their dissertations, grades and research results/accomplishments, and other factors deemed appropriate.

Duration of Exemption

- Maximum of one year
- The screening committee will determine the duration of the exemption based on the student's application and dissertation progress.

How to Apply

Students should submit an application form, along with a recommendation letter from their main advisor, by:

- Early February for an exemption between April and September
- Early August for an exemption between October and March

Results

Applicants will be informed by letter of the screening results approximately one month after the end of the application period.

Teaching Assistants (TA) / Research Assistants (RA)

Doctoral students may work at GRIPS as Teaching Assistants (TA) or Research Assistants (RA) if their Program Director deems the activity to be conducive to their studies and/or research, and if the activity does not entail any detrimental effects.

Application for a teaching or research assistantship will be made by the faculty member in charge of the subject or research project.

2. Various Procedures

Research Support Grant for Doctoral Students

Objective
The objective of this grant is to provide support (available upon application) for doctoral students in the conduct of their research projects and the presentation of their research results, for expenses which cannot be covered by the students themselves. The aim of the grant is to encourage research activities by doctoral students and promote their degree completion.

Eligibility
Students who meet both of the following criteria are eligible for this grant.
Note: if you have already submitted the draft of your doctoral dissertation for the defense or will submit it before the support would begin, you are not eligible to apply.
(1) Must have passed the QE before the start of the research period specified in the application (or, in the case of applicants from the Policy Analysis Program, must have passed the Basic QE before the start of the research period specified in the application); and
(2) Must have completed GRIPS Research Ethics and Research Funds Compliance Training before the start of the research period specified in the application.

Details of support
(1) The maximum amount of support under this program is 300,000 yen per doctoral student per fiscal year.
(2) Most expenses necessary for doctoral students to conduct their research and present the results of their research (which require large funds, such as travel and research costs for field research, data collection, and conference presentation) are eligible for support under this program; the expenses to be supported shall be decided by the Fellowship Committee.

Application Procedures
(1) Those who wish to receive support under this system shall fill in the required items in the Application Form and submit it to their advisor. In principle, applications should be submitted in advance, but post-research applications will also be accepted.
   Note: in the case of a post-research application, not all expenses may be eligible for support.
(2) The advisor is requested to review the submitted application carefully, to determine whether or not the use of the funding will contribute to the conduct of student's research and/or to the writing of the student's doctoral dissertation; and to give approval only after confirming that if the application is approved, the advisor, as the ultimate person responsible, will be able to provide the necessary guidance in the implementation of the research plan.
(3) The applicant shall submit the approved application documents by e-mail to the Academic and Student Affairs Division (docresearchgrant@grips.ac.jp) with a CC to the advisor.

Support decision
Eligibility for support under this program, and the details of the support, shall be decided by the Fellowship Committee; the applicant will be notified of the decision as soon as possible.

Accomplishment report
Students who receive support through this grant are required to prepare an accomplishment report and submit it: (a) within one month after the completion of the corresponding research activities; or (b) by the end of the fiscal year, whichever is earlier, to the Academic and Student Affairs Division (docresearchgrant@grips.ac.jp) with a CC to their advisors. Additional reports may be requested, in which case students should prepare and submit it as soon as possible.

Research expenses reimbursement

(1) Travel expenses
 - In principle, travel expenses shall be in accordance with GRIPS *Travel Allowance Regulations*.
 - For reimbursement for air fares, prior consultation with the Academic and Student Affairs Division is required.
 Note: if no consultation is made in advance, or if the details of airline tickets purchased or used are different from those specified at the time of consultation, those fares may not be eligible for support.

(2) Other expenses (supplies, miscellaneous expenses, and other)
 - Expenses for goods
 Note: purchase of items with high cash value, such as cameras, PCs, tablets and smartphones is not permitted.
 - Academic conference fees
 - Research outsourcing fee
 Note: prior consultation is required.
 - Honorarium for research collaborators
 Note: the unit price of an honorarium is based on GRIPS *Standards for the Payment of Honorariums*.
 Note: prior consultation is required.
 - Software purchases
 Note: expenses not related to research or to the presentation of research results (e.g., general office supplies such as writing utensils such as pens and pencils, and copy paper) are not eligible for support. However, items that are used specifically for the research and or the presentation of the research results (e.g., a large number of writing utensils and paper items such as survey forms, that are needed to conduct a written questionnaire survey) will be eligible for support.

* If the remittance is directly sent overseas from GRIPS, a remittance fee of approximately 10,000 yen per remittance will be charged, so please be sure to make the amount less than 300,000 yen including the remittance fee.

Research data collected with the support of this program

The recipient of this support shall submit the research data collected in research supported by this program to the Center for Data Science before: (a) receiving his/her degree; or (b) withdrawing from GRIPS. The submitted research data will be archived at the center and made available to the public, and the recipient shall cooperate in the archiving of the data as necessary. Even if only partial support is provided, the collected data must be included in the Data Science Center's data archive. However, depending on the particular circumstances of the research data, the center may decide not to open the research data to the public for a period of time deemed necessary. The archiving and provision of open access to research data shall be determined by the center on a case by case basis.

Other

Those who are eligible to use research funds from sources other than this program shall use those other funds first.

The execution of expenses shall be in accordance with GRIPS internal rules such as *Travel Allowance Regulations* and *Guidance for Budget Execution*.

Contact Information

Program Management Team (PMT)
E-mail: docresearchgrant@grips.ac.jp

Financial Support for Doctoral Students who study beyond the standard period of study

Objective

The purpose of this program is to provide financial support to GRIPS students who study beyond the standard period of study and have strong prospects of completing a high-quality doctoral dissertation, to enable them to continue to concentrate on their studies.

Eligibility

The requirements for application for the financial support shall be as follows.

(1) Applicants must be expected to be studying in the GRIPS doctoral program beyond the standard period of study, as of the support start date (April or October), and to be residing in Japan during the period of the financial support.

(2) Applicants must have passed all the qualifying examinations, and must be expected to submit a dissertation and to graduate within one year.

(3) Applicants must have outstanding academic and research achievements.

(4) Applicants must be in a situation such that they are unable to secure the same level of financial support or own financial resources for their studies that they had for the standard period of study.

Details of Support

(1) A monthly stipend of 80,000 yen, in principle, for up to six months.

(2) Each student may receive support under this program only once during their enrollment.

How to Apply

Applicants must submit an application form, a copy of their bank passbook, and a manuscript of their doctoral dissertation, by:

- End of January for support between April and September
- End of June for support between October and March

Results

Applicants will be informed by letter of the screening results approximately one month after the end of the application period.

Contact Information

General Affairs Team, Academic and Student Affairs Division

E-mail: kyouiku@grips.ac.jp

3. Campus Life

3-1. G-way (GRIPS Gateway)

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

Login to G-way

(1).Access G-way (https://gportal.grips.ac.jp/fw/dfw/ASTSV004/ or Access from GRIPS homepage

Click [Intranet] on GRIPS homepage.

(2). Enter your GRIPS ID and GRIPS Password on the "G-way Login" screen, and click [Login].

(3). The OTP(One Time Password) input screen will appear. Please enter the OTP number sent to your email account registered. For OTP, please refer to *"3-4. 2-Step Verification Setting"*.

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Main Screen
The main screen of G-way displays the following information:
-      Schedule   : your schedule of the day
-      Notice Board   : To see the content, click the title of the notice.

Link to GRIPS Student Portal Site
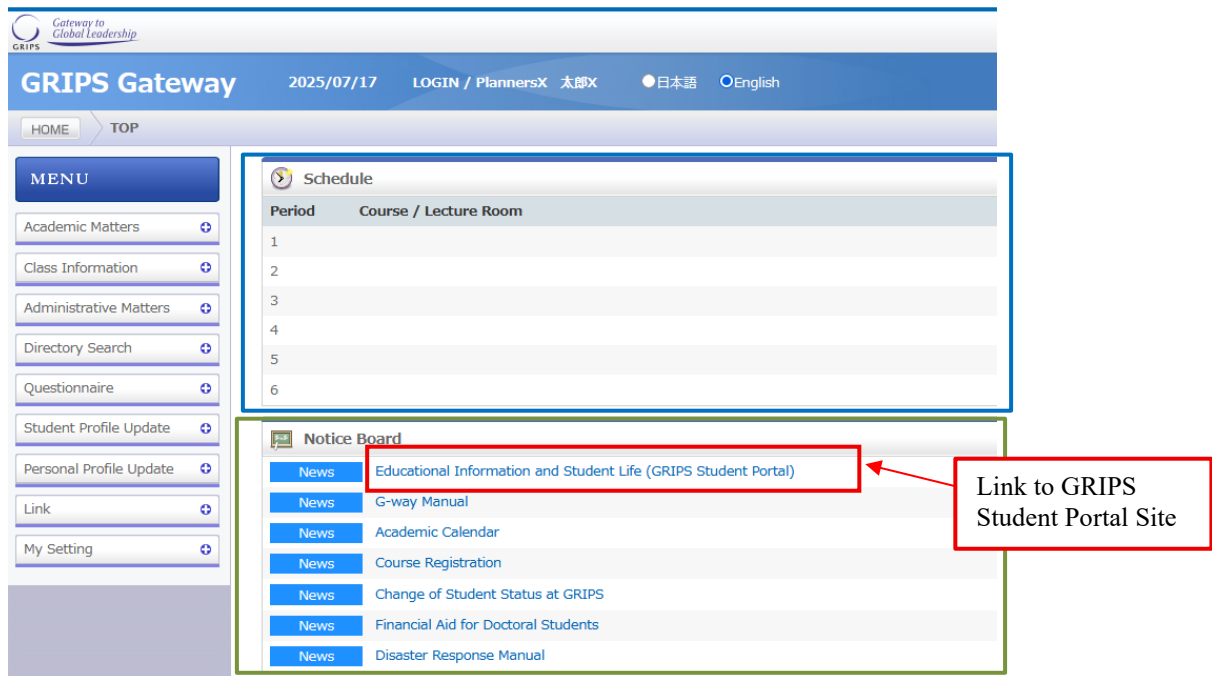
Various services are accessible from the MENU on the left of the screen.
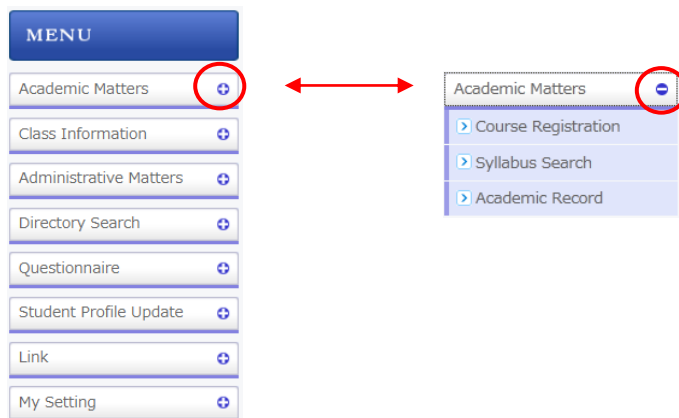
Click [+] shown on the left menu to see the detailed menu.

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.
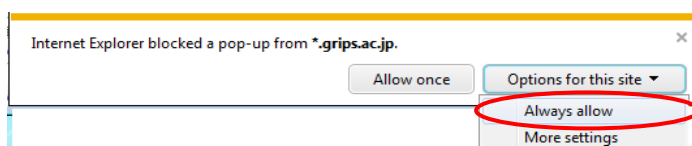
Link

These are links to various services and websites.
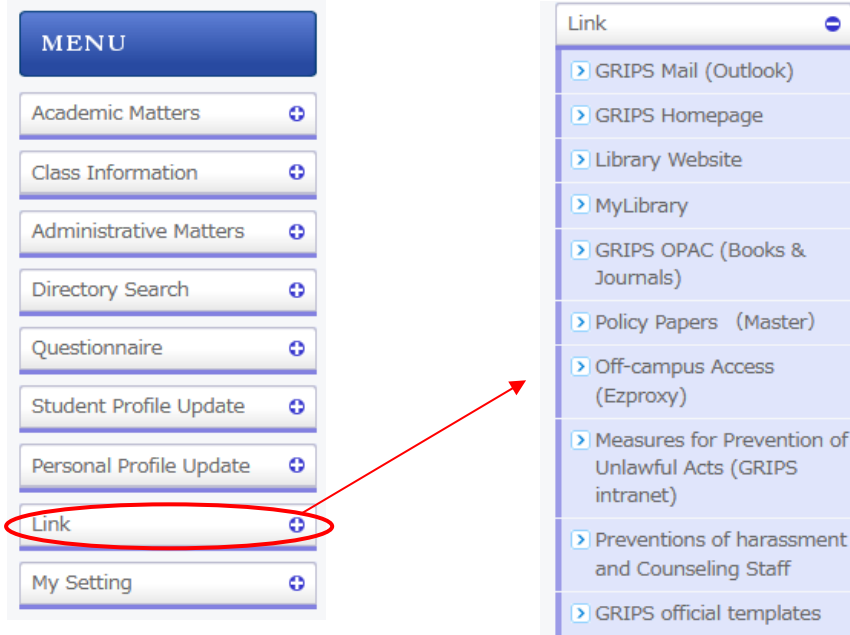
Course Registration

[Course Registration] on the GRIPS Gateway menu "Academic Matters" allows you to register for, add/drop, and withdraw from courses.
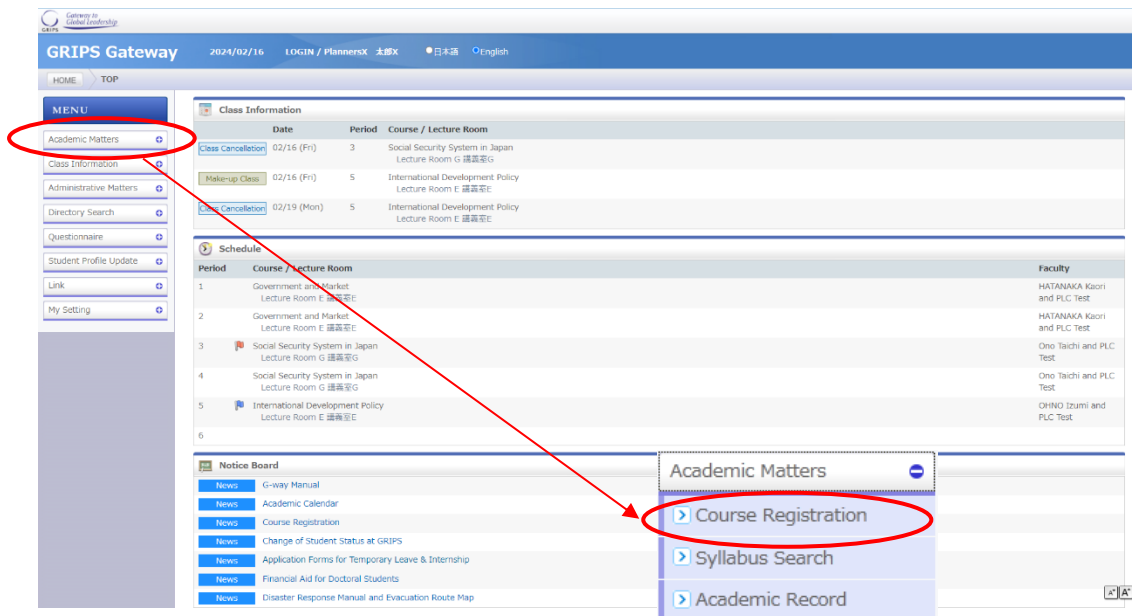
Depending on the designated period for each term, Course Registration, Withdrawal, or Student Personal Timetable will be available.

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).

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

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

6. 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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3. Campus Life

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

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

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

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.
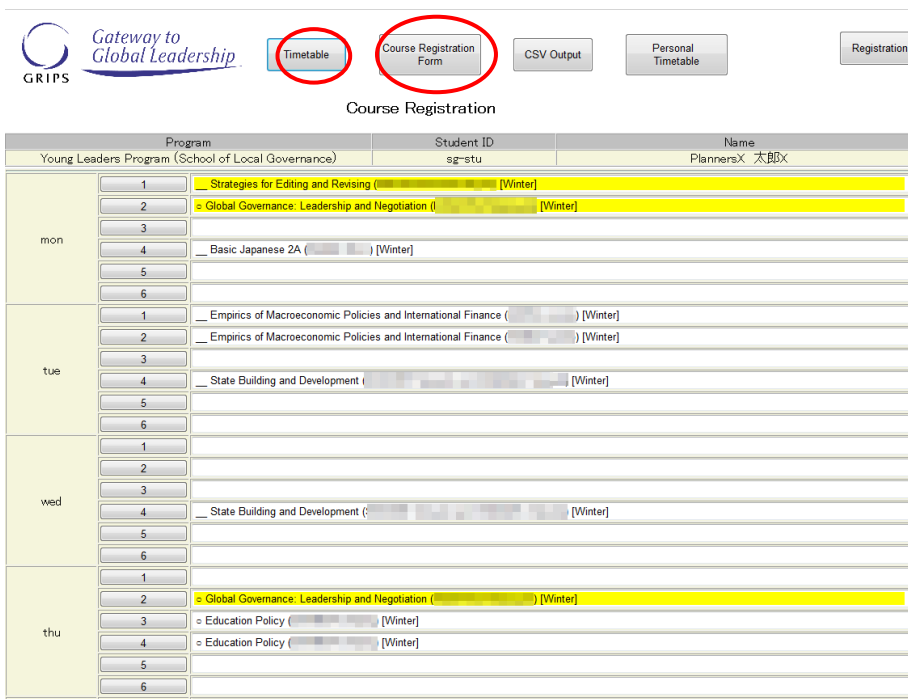
Course Registration Form and Timetable

1. If you wish to take a course not shown on the timetable, click [Course Registration Form] button on the Course Registration screen to fill out the request form to the Academic Support Team (AST)

2. Click [Timetable] on the same screen to view the timetable of the term.

CSV Output

1. [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.


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3. Campus Life

Withdrawal

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

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.
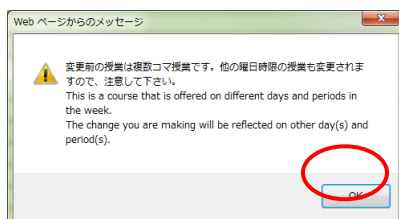
5. Finally, click [Withdrawal] button.

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.

National Graduate Institute For Policy Studies	2011		Timetable		

Program	Student ID	Name	Prospective number of credits (including ongoing courses)	Number of credits earned
Young Leaders Program (School of Local Governance)	sg-stu	PlannersX 太郎X	20	

	1	2	3	4	5	6
Mon	Strategies for Editing and Revising 1credits　Lecture Room E 講義室E	Global Governance: Leadership and Negotiation 2credits　Lecture Room D 講義室D		Basic Japanese 2A 1credits　Lecture Room E 講義室E		
Tue	Empirics of Macroeconomic Policies and International Finance 2credits　Lecture Room B 講義室B (計算機室)	Empirics of Macroeconomic Policies and International Finance 2credits　Lecture Room B 講義室B (計算機室)		State Building and Development 2credits　Lecture Room H 講義室H		
Wed				State Building and Development 2credits　Lecture Room H 講義室H		
Thu		Global Governance: Leadership and Negotiation 2credits　Lecture Room D 講義室D	Education Policy 2credits　Lecture Room D 講義室D	Education Policy 2credits　Lecture Room D 講義室D		
Fri						
Sat						
Others						

Remarks
I Required Courses: You have earned/are expected to earn 0 credits (including ongoing courses) out of 18 credits.
II Core Elective Courses: You have earned/are expected to earn 2 credits (including ongoing courses) out of 4 credits.
Total (I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course: You have earned/are expected to earn 14 credits (including ongoing courses) out of 30 credits.

sg-stu　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　2012/02/11 14:35:26

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

Academic Record

1. [Academic Record] on the GRIPS Gateway menu "Academic Matters" allows you to check your overall academic record as well as the ones by timetable. Click [Academic Record] button on the GRIPS Gateway menu "Academic Matters."
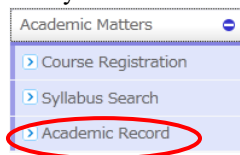
2. The menu screen has the following three buttons.

Academic Record by Timetable

1. Click the pull-down menu and select a term.
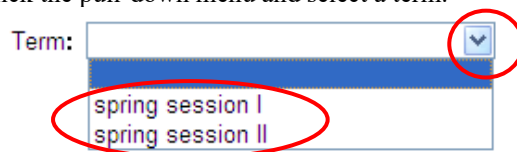
2. Then, click [Academic Record by Timetable] button.

3. Course grades will appear on top of each course. "*" indicates that the course is still ongoing.

Overall Academic Record

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.

Overall Academic Record

Program	Student ID	Name		Expected date of completion
Young Leaders Program (School of Local Governance)	ag-stu	PlannersX 太郎X		2012/02

Course Name	Instructor	Credits	Year/Term	Grade
【II Core Elective Co】				
Global Governance: Leadership and negotiation	KOMATSU Masayuki	2		A
【IV Elective Courses】				
Managing Cultural Diversity	AIKAWA-FAURE Noriko	2		C
Introduction to Quantitative Methods	OYAMA Tatsuo and MOROHOSI Hozumi	2		B
Macroeconomics II	DEGUCHI Kyoko	2		B
Microeconomics II	YOSHIDA Yuichiro	2		A
Education Policy	OKAMOTO Kaoru	2		B
Labor Economics	KUROSAWA Masako	2		B
【OTHER】				
Empirics of Macroeconomic Policies and International Finance	KOEDA Junko	2		B
Urban Development and Real Estate Policy	KANEMOTO Yoshitsugu	2		D
State Building and Development	SONOBE Tetsushi and SHIRAISHI Takashi	2		Pass
Basic Japanese 2	Kondoh et al.	1		A
【OTHER_R】				
Strategies for Editing and Revising	NAKATSUGAWA Miyuki	1	*	*
【Prospective number of credits (including ※ ongoing courses)】				
【Number of credits earned】		21		

●Requirements

Category	Required	Earned
I Required Courses	18	0
II Core Elective Courses	4	2
Total (I Required Courses, II Core Elective Courses, III Recommended Courses, IV Elective Course	30	14

Back

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.

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Administrative Matters

1. "Administrative Matters" on the GRIPS Gateway allows you to apply for:
   - Change of Student Status at GRIPS
   - Request for Certificates
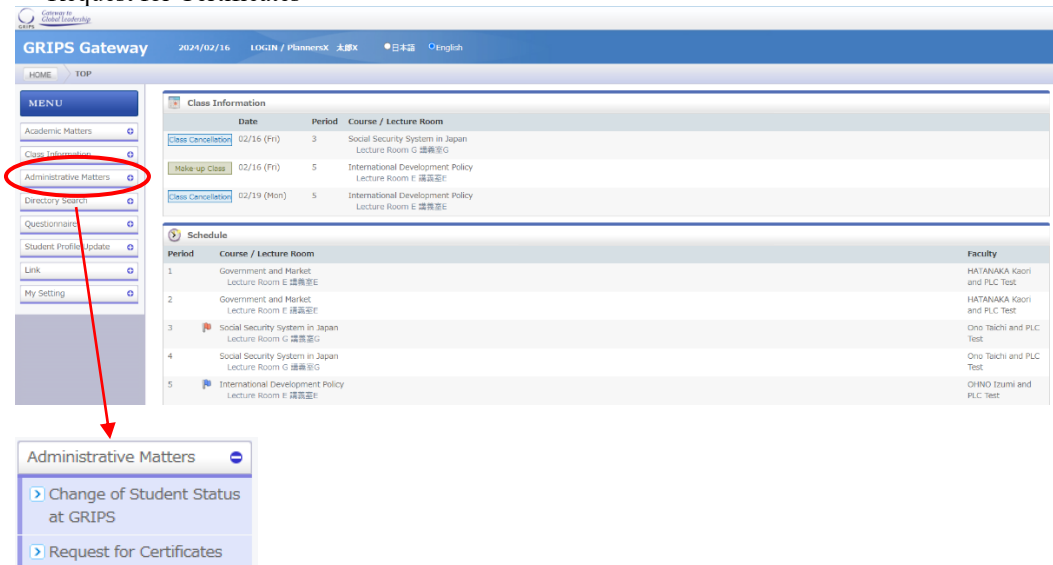
2. Change of Student Status at GRIPS" allows you to apply for permissions such as leave of absence and withdrawal from GRIPS.

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

1. Click [Change of Student Status at GRIPS].
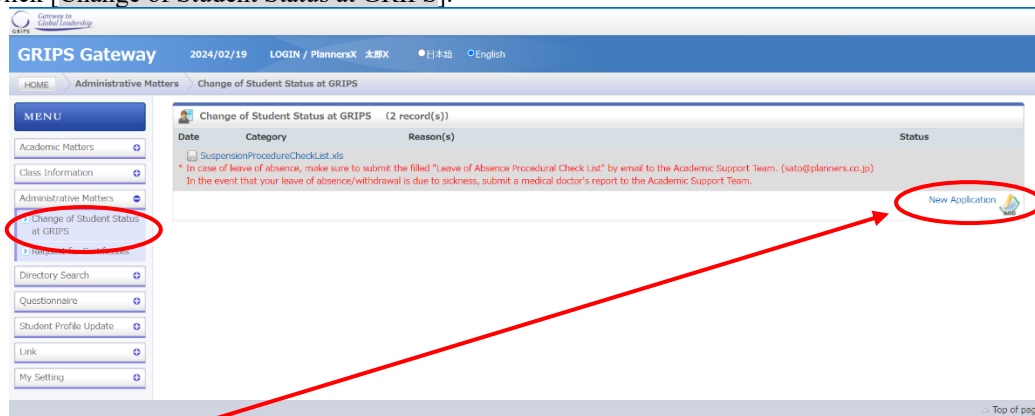
2. Click [New Application] to display the new application screen.

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

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3. Campus Life

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

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

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

Request for Certificates

1. Click [Request for Certificates].

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

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

4. To submit your application, click [Submit] button.
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]

* 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.

Questionnaire

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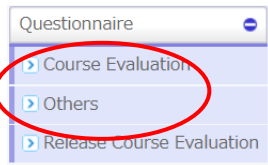
Click [Course Evaluation] or [Others] from "Questionnaire" menu to see the list of questionnaires addressed to you.

Click a title of questionnaire to see the contents of that questionnaire.
Enter the answer to the question and click [Send response].

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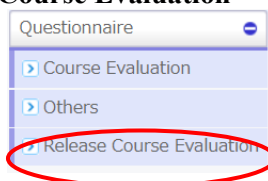
Click [Release Course Evaluation] from "Questionnaire" menu to see the list of Course Evaluations that released.

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Click a title of questionnaire to see the result.

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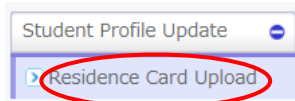
3. Click [Choose File] on the 【Front】 and 【Back】, respectively, to open the file selection screen.

   Select the respective file.

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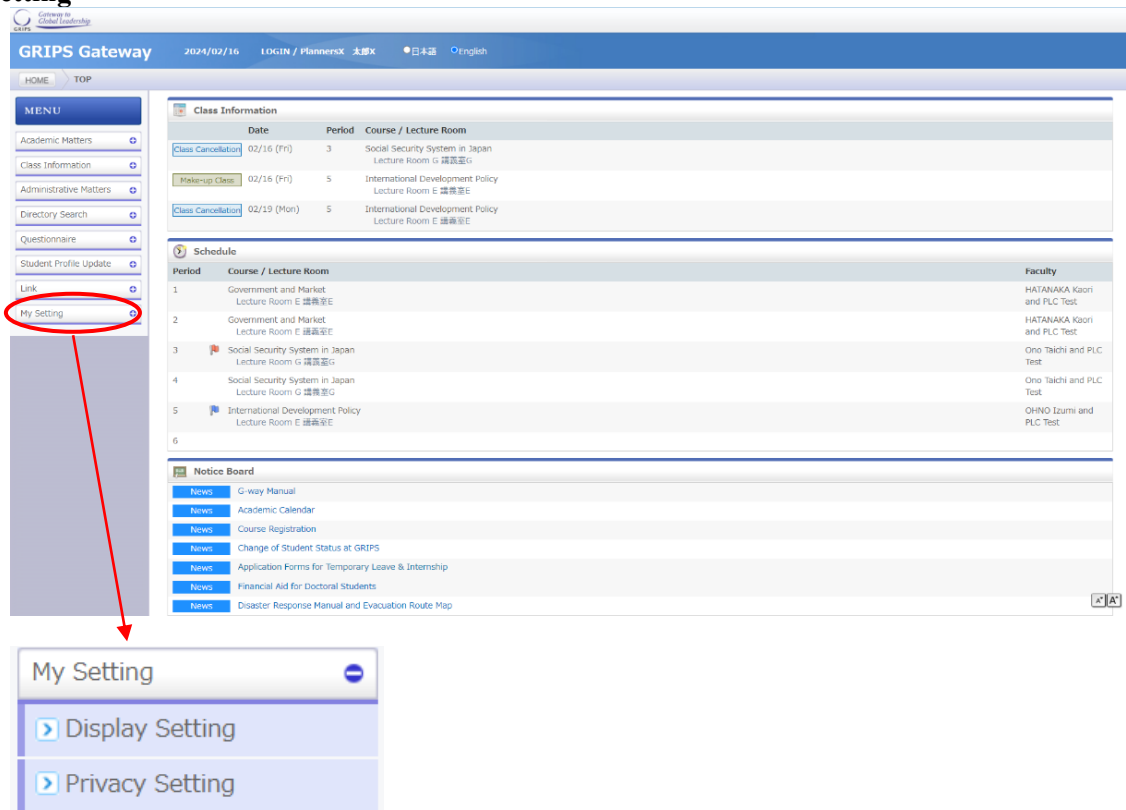

5. Confirm the contents and click [Send] button.

6. When the upload is complete, a registration completion message will appear at the top of the screen.
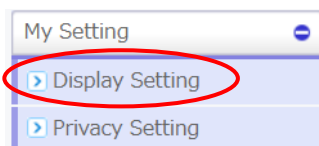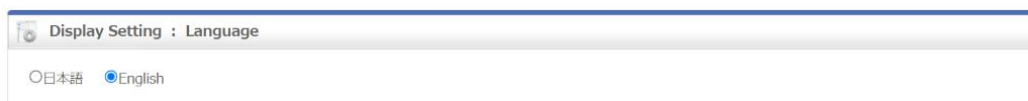
Various Settings

My Setting

Display Setting

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

Privacy Setting

1. Click [Privacy Setting] from "My Setting" menu to set what information you share through "Directory Search."
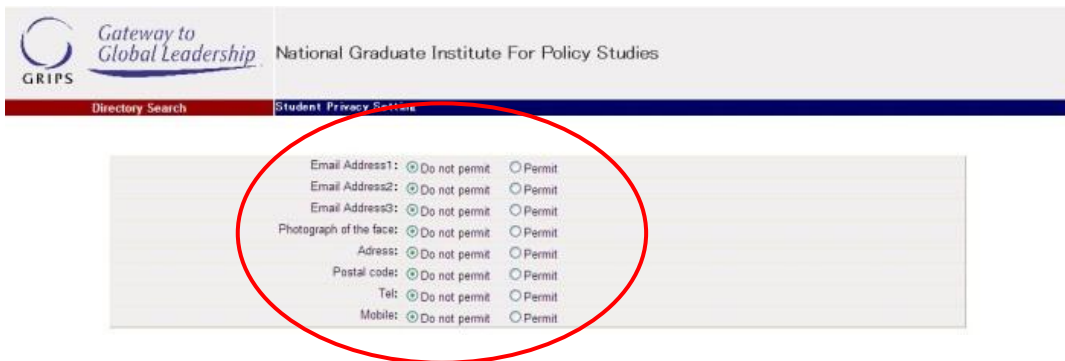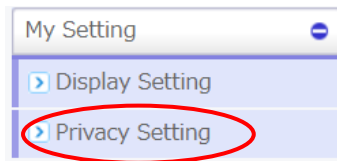
3-2. Microsoft Teams

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 Teams code are included in the timetable 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).

Note: Course registration must be completed separately via G-way, as described in *"3-1. G-way (GRIPS Gateway)"*

Registration Procedure

1. Please access the timetable on GRIPS website to check the Teams code.

   Term Dates, Timetable, List of Courses and Instructors | National Graduate Institute for Policy Studies (GRIPS)

| 時間割情報 TimeTable Information				科目情報 Course Information							
時間割区分 TimeTable for	曜日 Day	時限 Period	週2回以上開講 Multiple Classes in a Week	科目番号 Course No.	科目名 Course Name	科目開講学期 Term	単位数 Credit	担当教員 Instructor	講義室 Lecture Room	Teamsコード Teams Code
3. 夏学期 Summer	1. 月 Mon	3	○	GOV3910J	政治過程・政策過程分析のフロンティア演習	Summer through Fall	2	TAKENAKA Harukata	D	e33gdjp
3. 夏学期 Summer	1. 月 Mon	3	○	PAD3120J	まちづくり政策事例特論	Summer through Fall	2	TSUJITA Masahiro, MURAKAWA Soushi	F	7jic2u2
3. 夏学期 Summer	1. 月 Mon	4	○	GOV3910J	政治過程・政策過程分析のフロンティア演習	Summer through Fall	2	TAKENAKA Harukata	D	e33gdjp
3. 夏学期 Summer	1. 月 Mon	4	○	PAD3120J	まちづくり政策事例特論	Summer through Fall	2	TSUJITA Masahiro, MURAKAWA Soushi	F	7jic2u2
3. 夏学期 Summer	2. 火 Tue	3	○	ECO3890E	Development Econometrics	Summer	2	TAKAHASHI Kazushi	A	7mlj771
3. 夏学期 Summer	2. 火 Tue	6		ECO9010E	Advanced Research Methods in Macroeconomics	Spring(Session Ⅰ) through Fall	2	BRAUN Richard Anton	H	nk3f3im
3. 夏学期 Summer	3. 水 Wed	2	○	ECO2630J	ESGと地域金融	Summer	2	TAKEGAHARA Keisuke	J	7ngh9ia
3. 夏学期 Summer	3. 水 Wed	3	○	ECO2630J	ESGと地域金融	Summer	2	TAKEGAHARA Keisuke	J	7ngh9ia
3. 夏学期 Summer	3. 水 Wed	4	○	DEV2500E	Nature Management and Infrastructure	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	4	○	DEV7501E	Nature Management and Infrastructure (Advanced)	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	5		CUL1020J	日本文化資源論	Spring through Summer	2	ASHIWA Yoshiko	F	
3. 夏学期 Summer	3. 水 Wed	5	○	DEV2500E	Nature Management and Infrastructure	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	5	○	DEV7501E	Nature Management and Infrastructure (Advanced)	Summer	2	CHIBANA Takeyoshi	D	1y7zws6
3. 夏学期 Summer	3. 水 Wed	7:30PM- 9:00PM		GLD3200J	国際経済法	Summer	1	KOMETANI Kazumochi	E	xp3sud4
3. 夏学期 Summer	4. 木 Thu	2	○	ECO3700J	計量経済学の応用と実践	Summer	2	GOTO Jun	E	pidzx6n
3. 夏学期 Summer	4. 木 Thu	3	○	ECO3700J	計量経済学の応用と実践	Summer	2	GOTO Jun	E	pidzx6n
								TAKEGAHARA Keisuke		

2. 2-0 Access to Teams.

   2-1. Select "Teams" from the sidebar on the left.

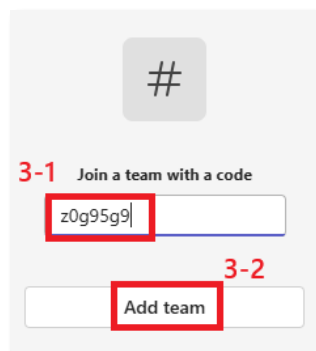   2-2. Click "Join or create team" on the upper right.

   2-3. Select "Join team."

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3. Campus Life
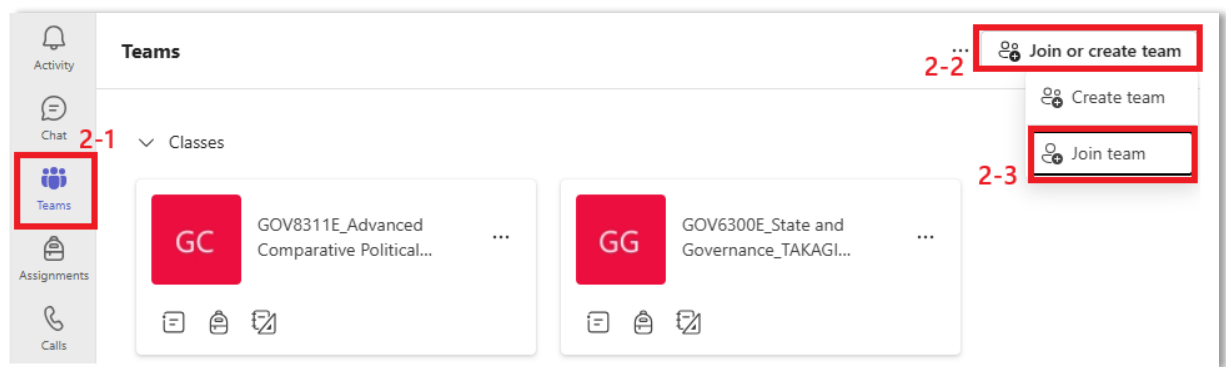
3. 3-1 Enter join code. (Refer to the timetable for join codes.)

    3-2:Click on "Add team."

*Once you have joined a team, you cannot remove yourself from the 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.
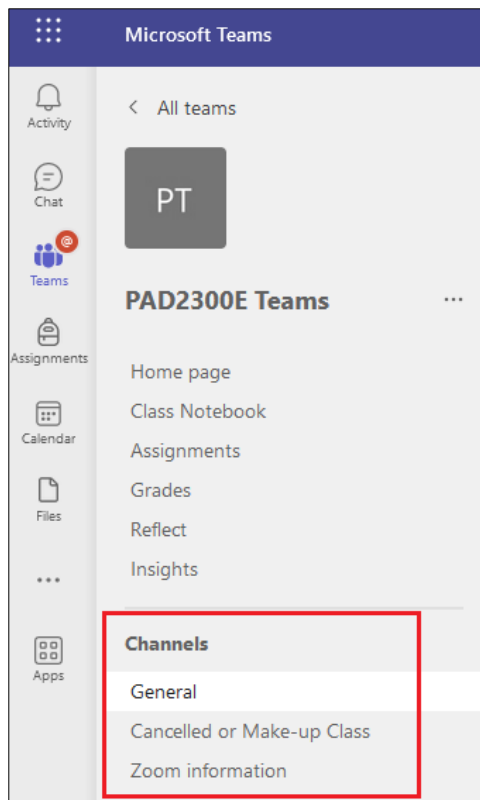
4. The following screen will appear when you join a team.
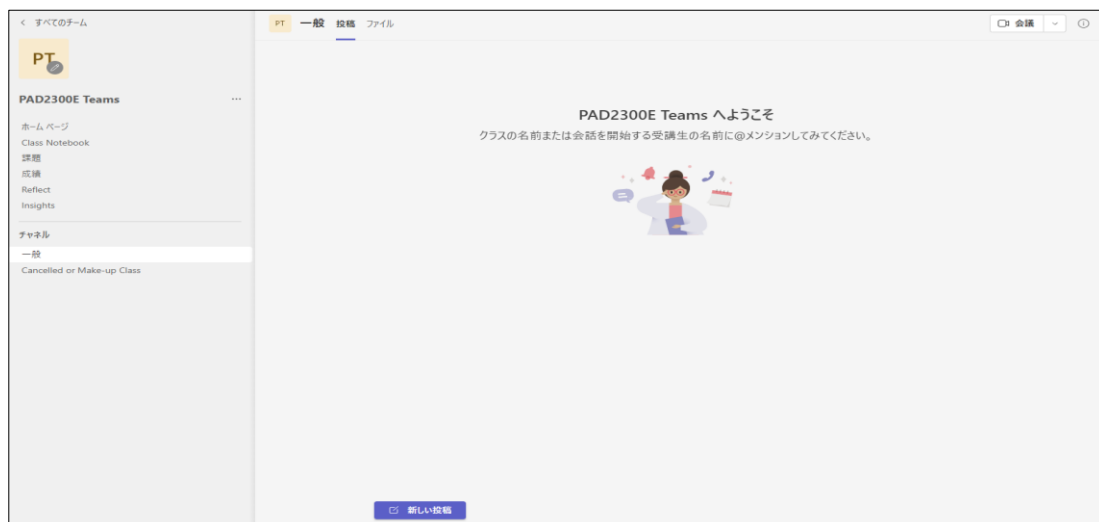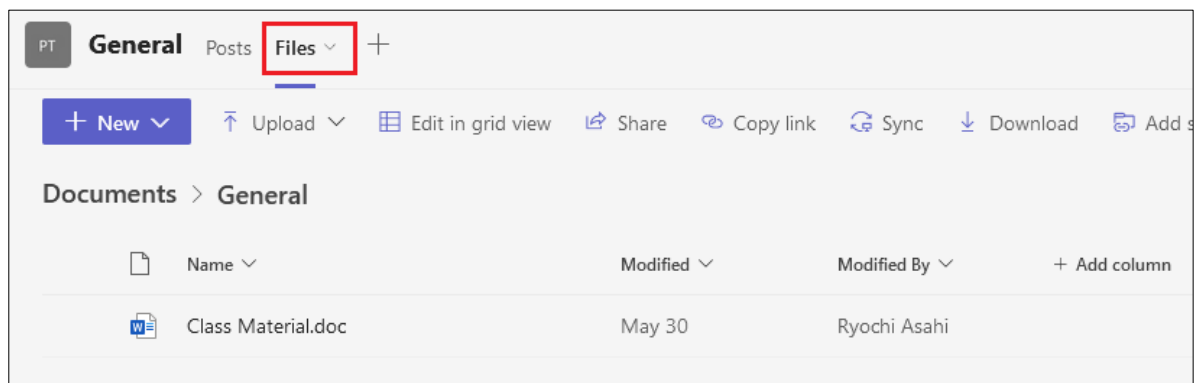

Checking Class Announcements

Please check "General" channel to check for postings from instructors. Click to switch channels when instructors post to other channels.

3. Campus Life

Checking Lecture Materials

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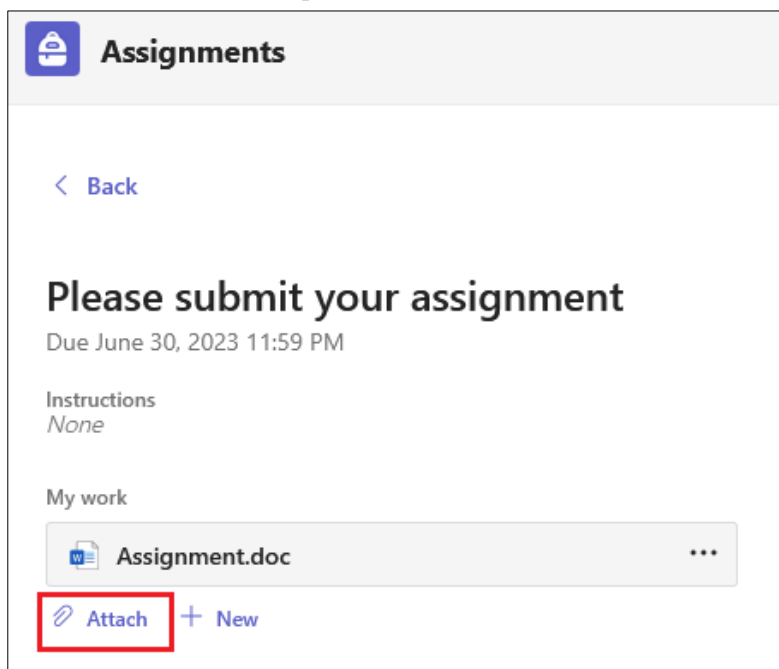

Submitting Assignments

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

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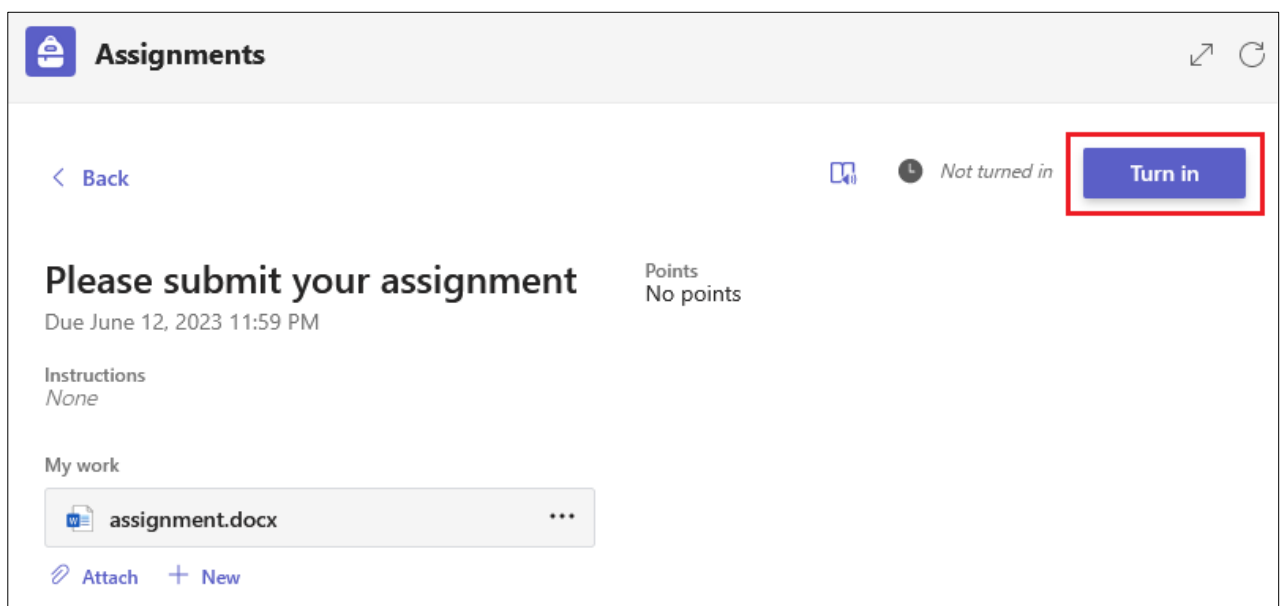
3. Campus Life

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

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

3-3. IT Services (IT Support Center)

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/SitePages/en/Home.aspx   (Accessible only to GRIPS faculty, staff, and students)

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.

3. Campus Life

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 lower-case 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 multi-factor 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.
  - Call authentication [GRIPS Mail]: A SIM card for domestic use in Japan or foreign SIM with international roaming capability.
  - SMS authentication [GRIPS Mail]: A SIM card for domestic use in Japan or foreign SIM with international roaming capability.
  - App Authentication (such as Microsoft Authenticator) [G-way/GRIPS Mail]: Android or iOS device.
  - Email authentication [G-way]: A device capable of receiving emails.

Shared PC

- There are shared PCs in lecture room A and the library. Several statistical softwares 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/SitePages/en/Home.aspx (Accessible only to GRIPS faculty, staff, and students)
Office hours: 9:00–18:00 Monday to Friday

3-4. 2-Step Verification Setting

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

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

The One-Time Password input screen will appear.

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

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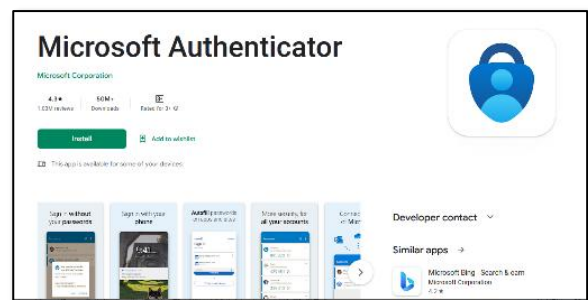
*If you choose authentication by the app, please enter the OTP generated by the authenticator app(Android, iOS).
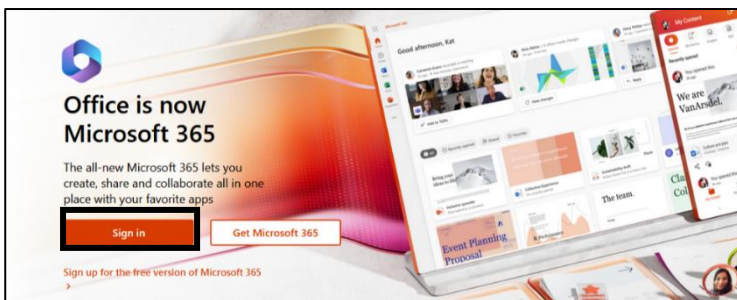

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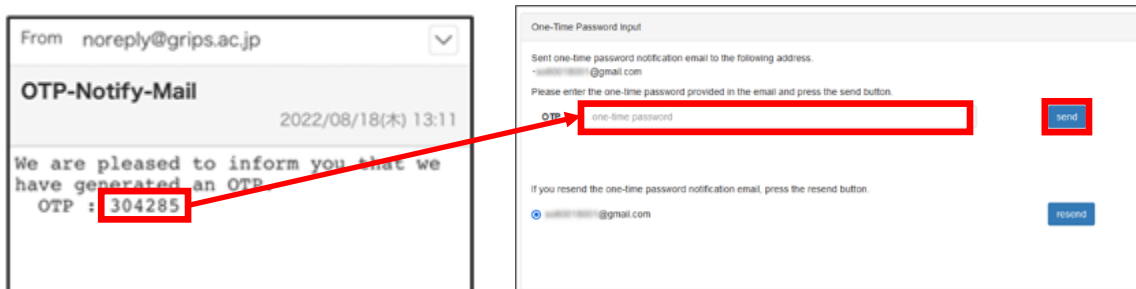
3. Campus Life

3-5. 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.

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]

3. Click [Next]

4. Click [Next]

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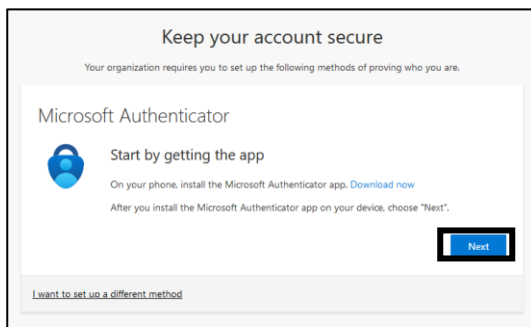
*If you have a Japanese phone number and prefer to receive a one-time password via SMS or call, click [I want to set up a different method]. Manual is available at the IT Support Center.

5. Click [Next]
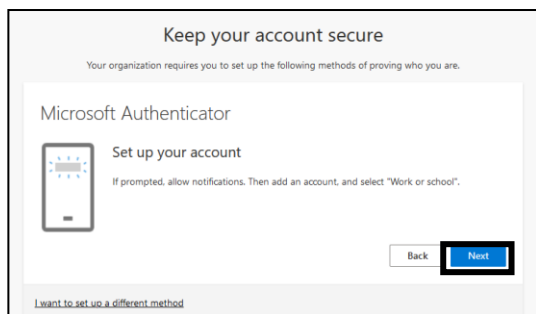
6. When this screen appears, open the authenticator app on your cell phone to scan the QR code.
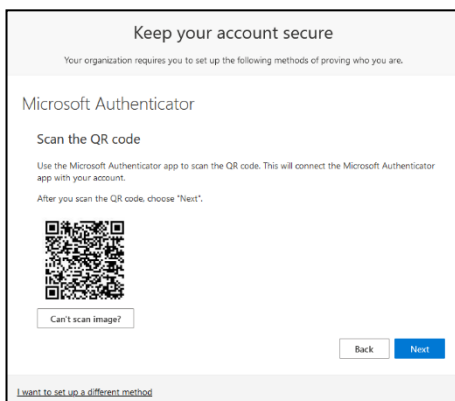
7. In the authenticator on your cell phone → click [Add word or school account] → [Scan a QR code] →scan the QR code on the PC screen → click [Next].

On your PC

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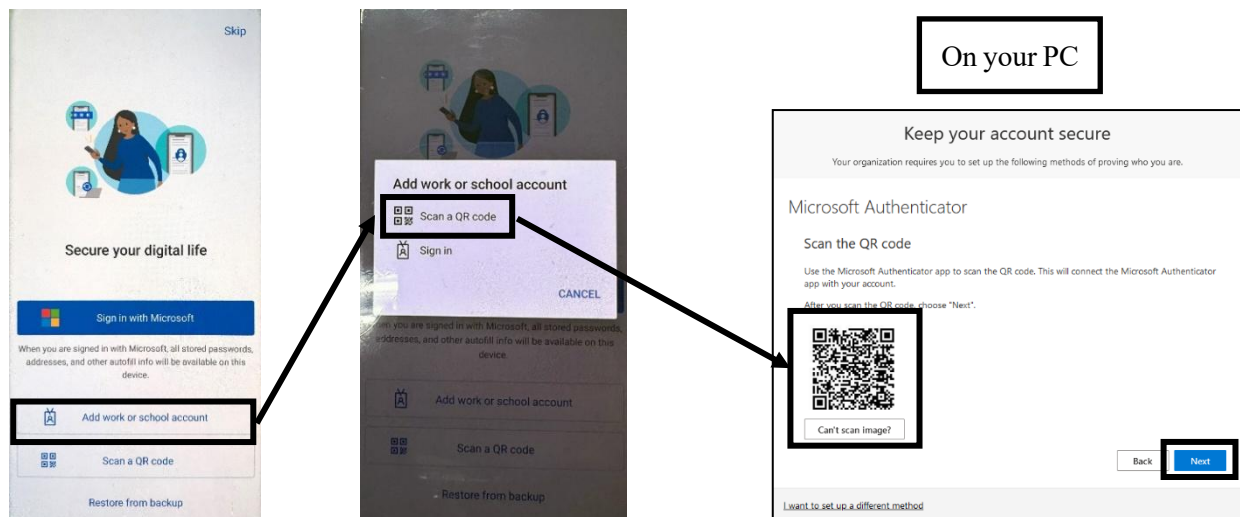
3. Campus Life

8. Select [grips.ac.jp] → 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].

3-6. 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.
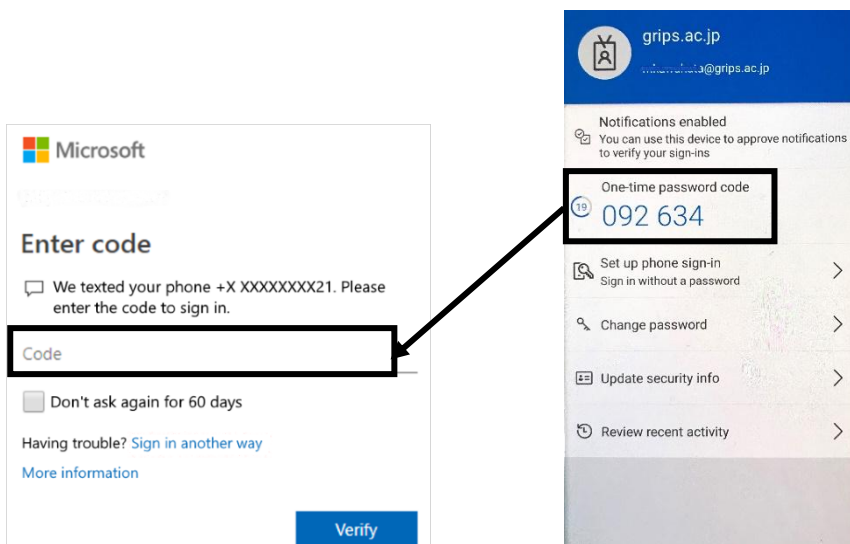For the details, please refer to GRIPS Student Portal. (see *"2-1. Portal Site"*)

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 lecture room A on 5th floor and the library on 2nd floor. 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.

Lecture room A

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.

Library
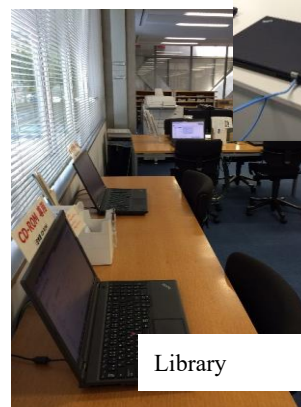
To use the PC in English, select [Win11_L570_English_********] → press [Enter].
To use the PC in Japanese, select [Win11_L570_日本語_********] → press [Enter].
Note: Do not disconnect the LAN cable.

Inquiries

Academic Support Team (Extension: 6310, E-mail: ast@grips.ac.jp)

IT Support Center (Extension:6092/2501, Email: support@grips.ac.jp)

https://gripsacjp.sharepoint.com/sites/ITSupportCenter/SitePages/en/Home.aspx

(Accessible only to GRIPS faculty, staff, and students)

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3-7. Campus Printers

1. Printing from Shared PCs

Select the nearest printer for printing.

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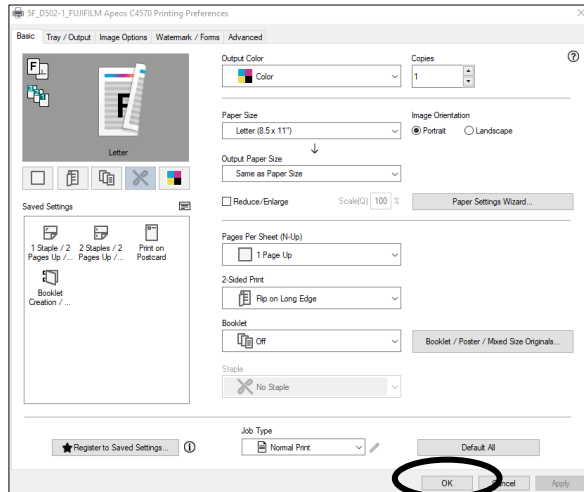
[5F-1, 5F-2]
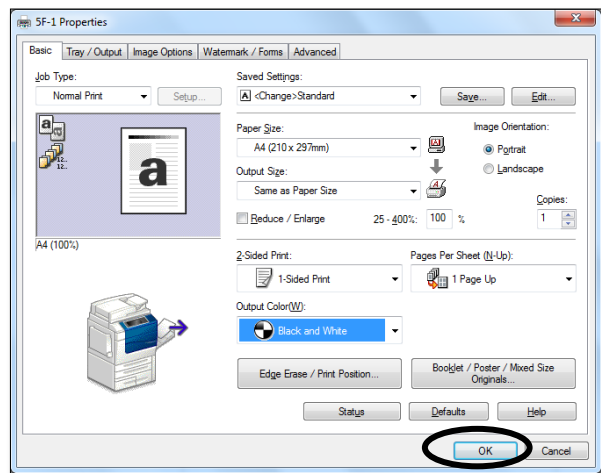
[4F-1, 5F-3, 6F-1, 6F-2]

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

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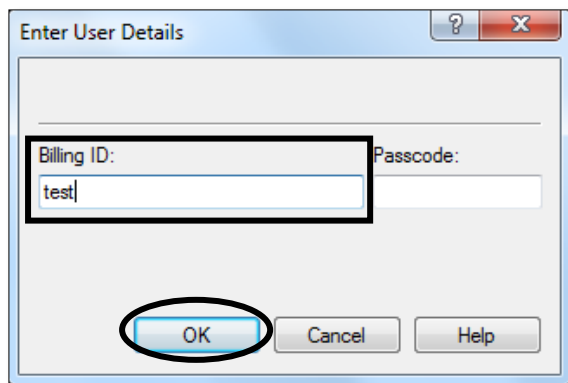
Insert your card in the card reader next to the printer. Note: You CANNOT transfer points between cards.

For GRIPS ID cards

For SUICA・PASMO cards

3. Campus Life

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

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

Select language → press [OK]

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

Press [Service Home] on the printer → press [Language] to change the interface language
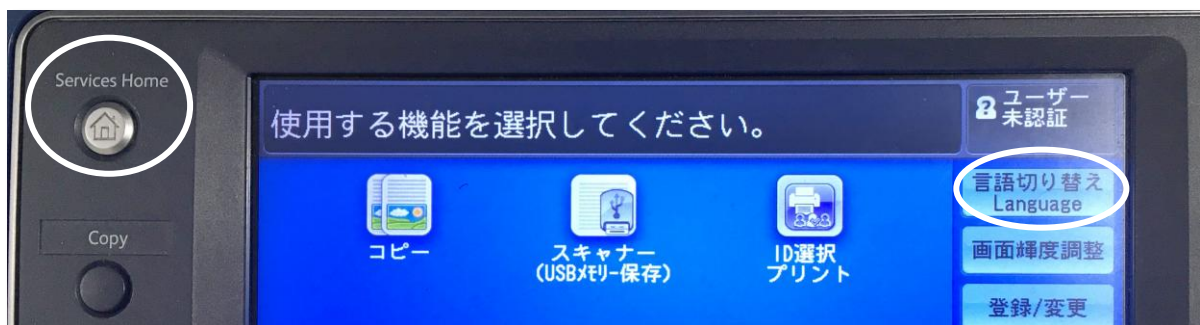
Press [Select ID and Print].
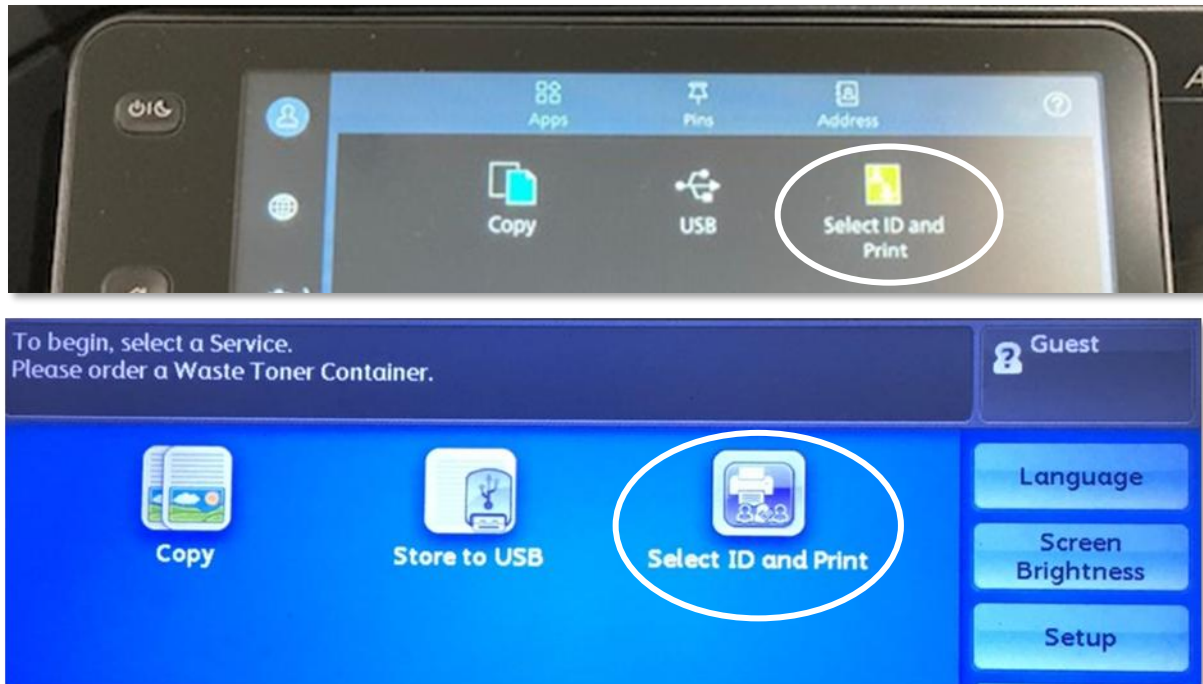
※If the printer you selected is in use or is being repaired, you can transfer your data between the following printers.
　・5F-1 and 5F-2
　・6F-1 and 6F-2

E.g., if you send a document data to printer 5F-1 and it is in use, you can print from printer 5F-2 without resending the data from your PC.
Note: If you wish to print from an unlinked printer such as 6F-1 or 5F-4, you must resend your data.

Select your user ID.

Note: You can use the search box to find your user ID.
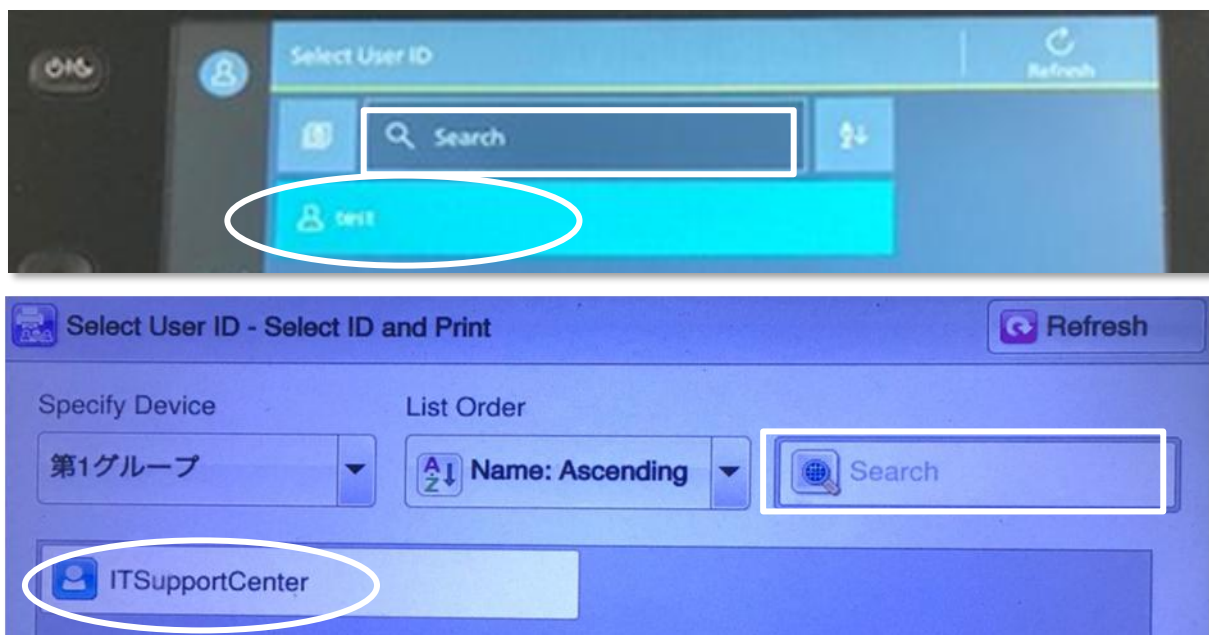
3. Campus Life

Select the document you wish to print → press [Start]
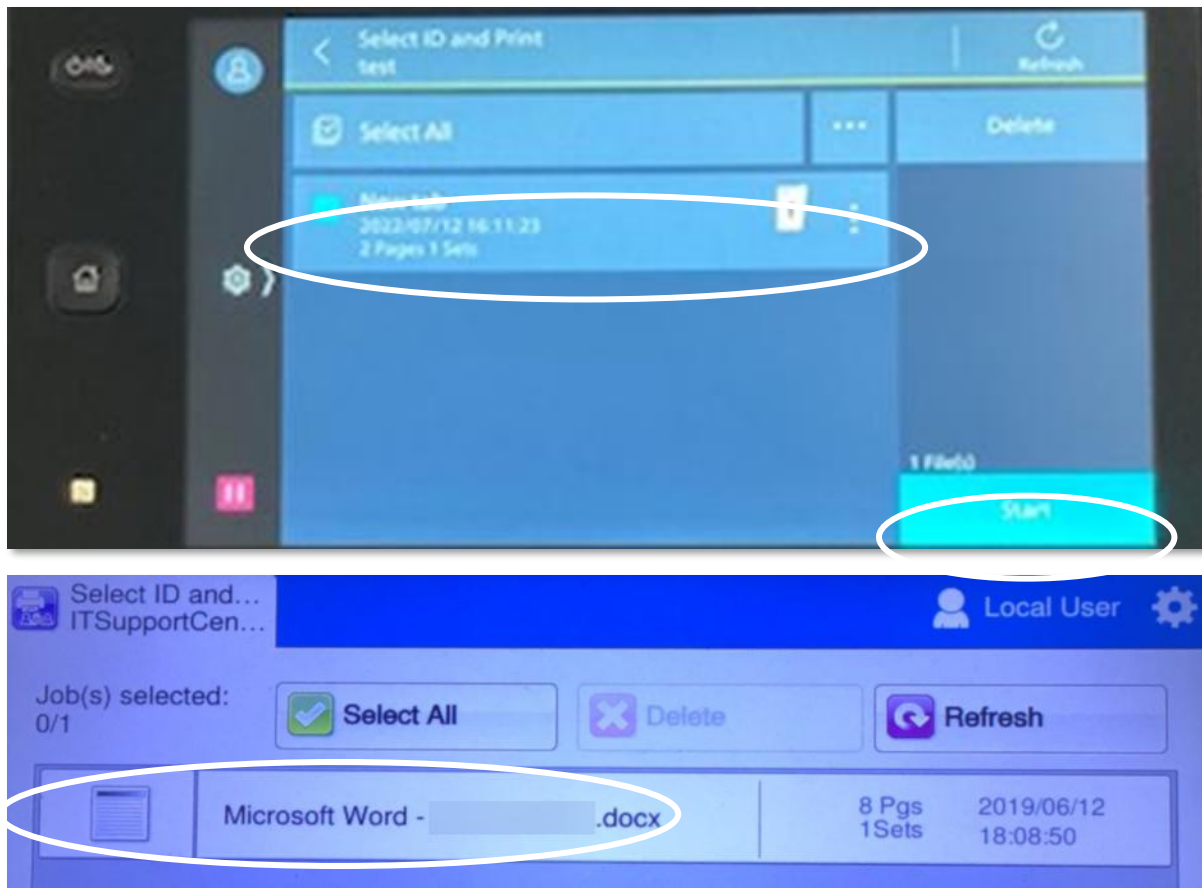
2. Printing from a USB device

Printing from a USB device on 5F-1 and 5F-2 printers:
    Connect your USB device to the printer → press [Confirm]

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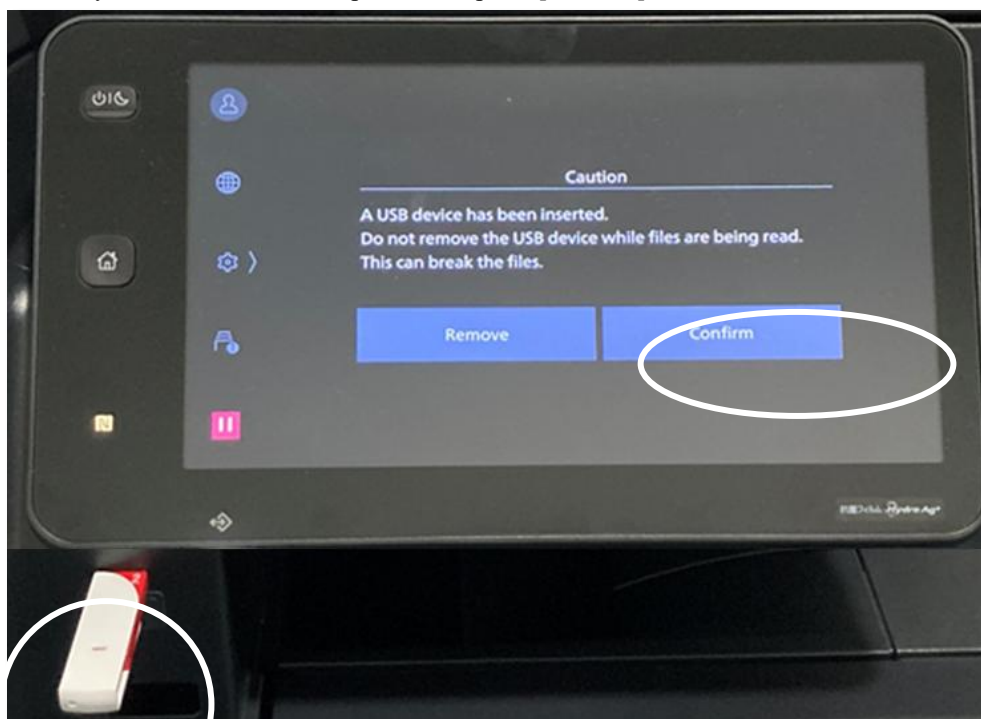
3. Campus Life

Press [Print from USB]
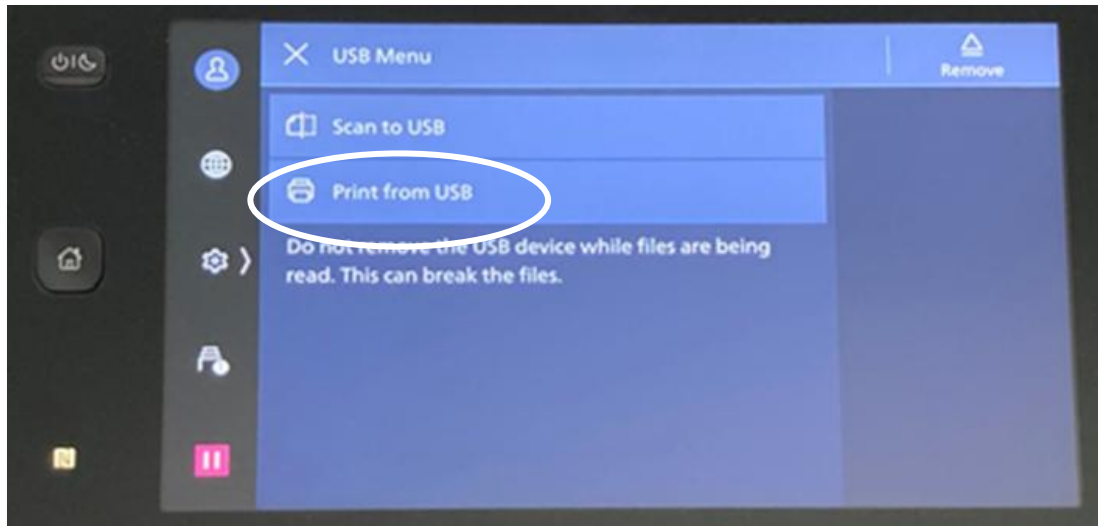
Select the file you wish to print → press [Start]
After printing, press [Remove] → disconnect your USB device from the printer
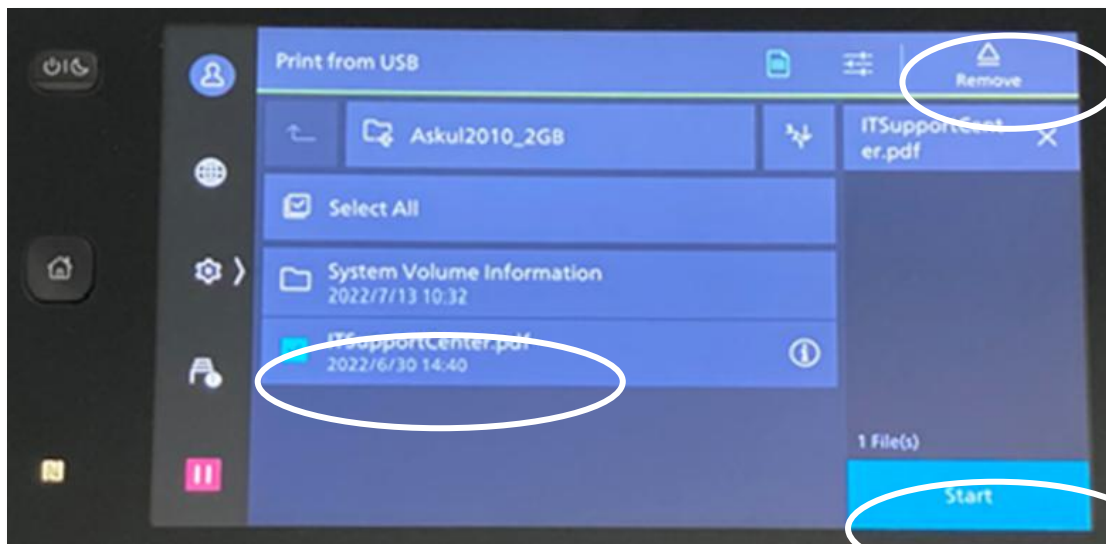
Press the menu icon to change the print settings→ change the settings

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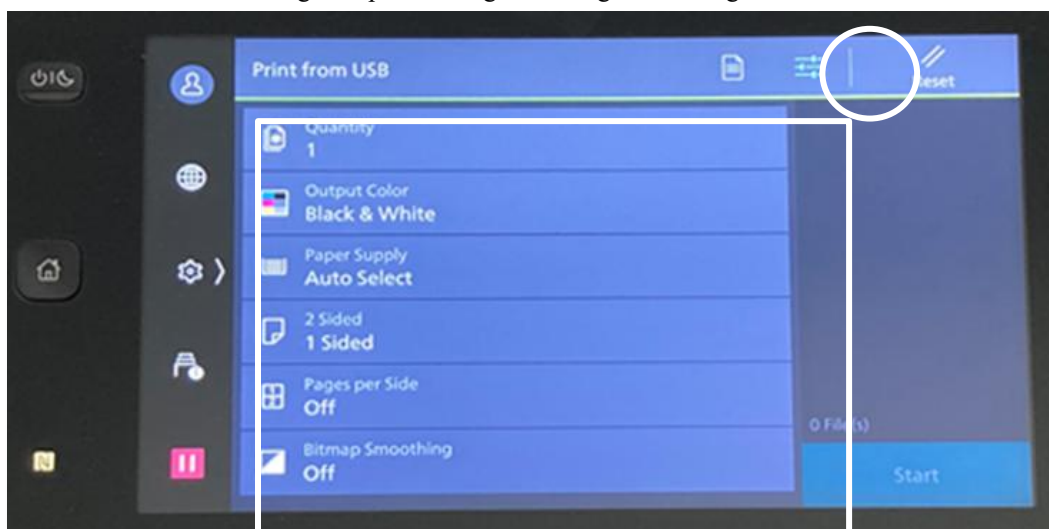
Printing from a USB device on 4F-1, 5F-3, 6F-1, and 6F-2 printers:
Connect your USB device to the printer → press [Media Print]
Note: Only PDF files can be printed from a USB.
Use a FAT 32 formatted USB drive

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

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

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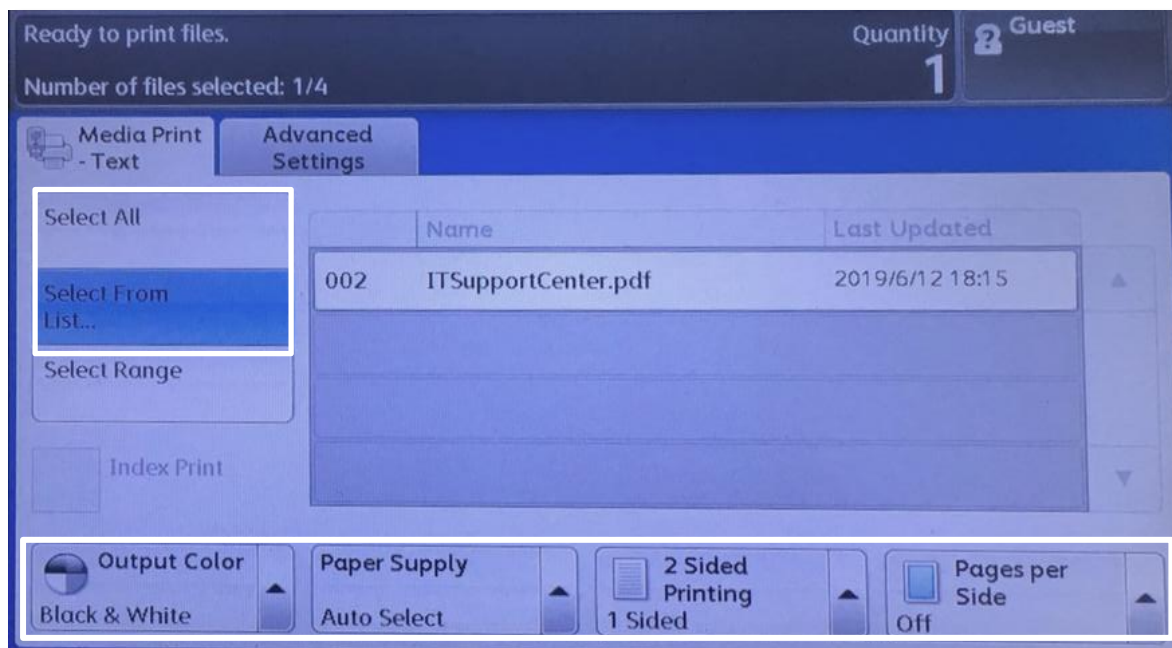
3-8. Scanning Function in GRIPS Printers

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

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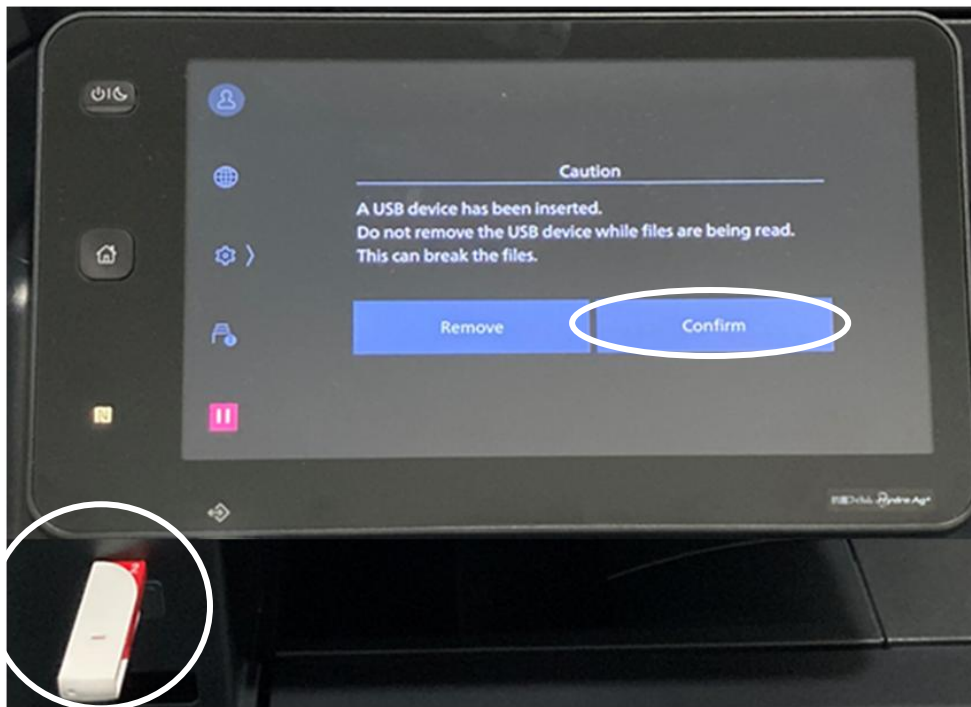
Press [Scan to USB]
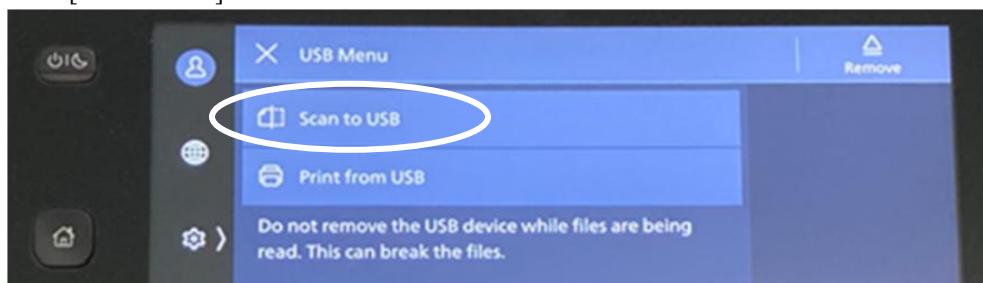
Press menu icon to change the scan settings→ change the settings

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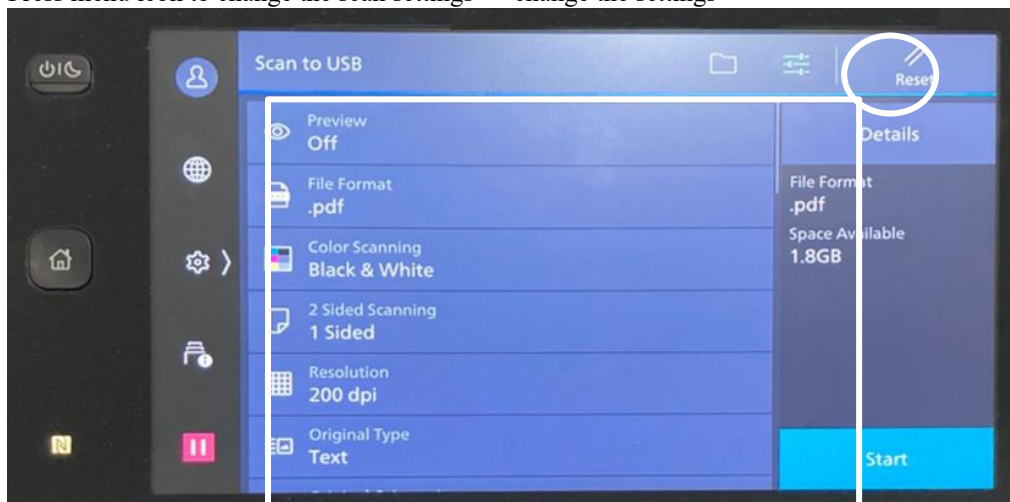
Place the document you wish to scan:
①   face up on the tray, or
②   face down (and close the lid).

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

When the scanning is complete, press [Remove]→ remove your USB

2 / 3
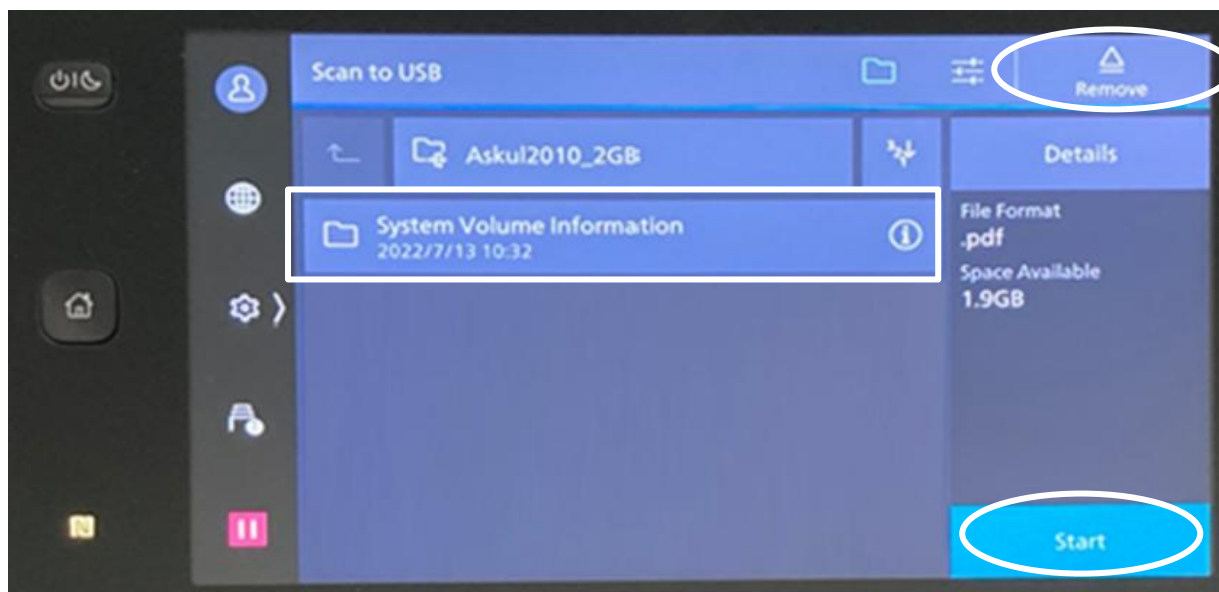
How to save a scanned document to your USB drive on 4F-1, 5F-3, 6F-1, and 6F-2 printers

Insert your USB device in the printer and select [Store to USB].   Note: Use a FAT 32 formatted USB drive.

Select the file format.

Set the document to scan → press [Start].

   ① Set the document face up on the tray, or
   ② Set the document face down and close the lid.
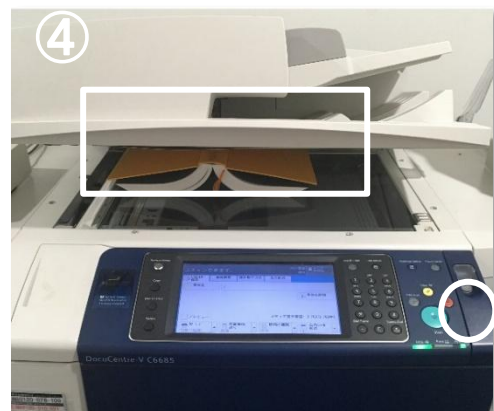
When the scanning is complete, select [Close] and remove your USB.

3-9. 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.
- 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 rooms are generally prohibited,</u> but you may bring water or other beverages in plastic bottles or containers with lids for hydration purposes. 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 conditioner in study/lecture/seminar rooms after use.</u> Please clean the whiteboards before you leave.
- If you wish to use a lecture/seminar room for study, please email AST to request a reservation.
- Every lecture room is equipped with a laptop computer, a projector, and a DVD player.
- Every seminar room is equipped with a projector.
- Microphone & speaker systems and web cameras are available at AST. If you wish to borrow any such devices, contact AST well in advance.

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

- Printers for photocopying and printing are located in the copier rooms on the 5th and 6th floors, in Study Room 4A on the 4th floor, and in the library on the 2nd floor.
- The printers on the 4th, 5th and 6th floors have network connections with the laptops in Lecture Room A.
- To use a printer, you will need your ID card, an IC card (e.g., Suica or PASMO), or a shared copy card. Photocopying/printing fees are:
    - black & white copies: 5 points (5 yen) per page
    - color copies: 25points (25 yen) per page
- Please make double-sided black and white copies and prints whenever possible.

Mailboxes (3rd /6th floors)

- Each student will be given an individual mailbox in the Academic and Student Affairs Division. Announcements, class materials, handouts, and/or requested documents 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.
- Some notices are posted on the GRIPS Student Portal.
- 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.
- It is each student's responsibility to keep the student lounges clean.

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

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

Common spaces (4th/5th floors)

- Eating and drinking are permitted in the common spaces.

Lounge (1st floor)

- Hours: 9:00 – 23:00 (every day)
- Eating and drinking are permitted in the Lounge.
- Vending machines for food and beverages, a water dispenser, and 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)

https://www.grips.ac.jp/en/education/health/center/

Evacuation Route Map

- Evacuation route maps are posted on/near bulletin boards of each floor. Please do check it in advance.
- In case of emergency, please do not use an elevator (it will stop the operation automatically, so you could be locked up.), and evacuate along the nearest evacuation route from your current location.
- Never use the stairs located above the atrium for evacuation! (Please use stairs leading to a door which connects to the outside directly.)

AED

- There are AEDs (Automated external defibrillator) on the 1st, 3rd, and 5th floor.

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 does not provide any office supplies; please purchase them at your own expense.
- Please cooperate in separating garbage into the various categories: burnable garbage, non-burnable garbage, cans, glass bottles, PET bottles, and paper.

3-10. Access to GRIPS

- From exit no. 7 at Roppongi station on the Toei Oedo Line: 5 minutes walk
- From exit no. 4a at Roppongi station on the Tokyo Metro Hibiya Line: 10 minutes walk
- From exit no. 5 at Nogizaka station on the Tokyo Metro Chiyoda Line: 6 minutes walk

- From Narita Airport to Roppongi via Tokyo by Narita Express: 1 hour 30 minutes
- From Narita Airport to Roppongi via Nippori by Skyliner: 1 hour 15 minutes
- From Haneda Airport to Roppongi by Tokyo Monorail: 40 minutes
- From Tokyo to Roppongi: 17 minutes

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4. 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 120 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/

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GRIPS in Social Media

GRIPS Alumni on Facebook

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

https://www.facebook.com/groups/GRIPSAlumni/

LinkedIn

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

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

Alumnus of the Month (ALMO)

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

https://www.grips.ac.jp/en/alumni/almo/

For further information about the activities of the alumni network, please check our resources on the web:

https://www.grips.ac.jp/en/alumni/index/