

Academic Year 2022

LL.M. in Global Legal Practice  
**Course Registration Guide**  
— For Exchange Students —

KEIO UNIVERSITY  
Law School



\*Changes may occur depending on the spread of COVID-19.

After enrollment, please regularly check [keio.jp](http://keio.jp) for latest info. from Law School.

# **KEIO University Law School, LL.M. in Global Legal Practice Course Registration Guide**

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# 1. 2022 Academic Calendar

## Academic Calendar (Law School) 2022-2023 (English.ver)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Apr</b>						1 Guidance	2	<b>Oct</b>							1
	3	4 Entrance Ceremony	5	6	7	8	9		2	3	4	5	6	7	8
	10	11	12	13	14	15	16		9	10	11	12	13	14	15
	17	18	19	20	21	22	23		16	17	18	19	20	21	22
	24	25	26	27	28	29	30		23	24	25	26	27	28	29
<b>May</b>	1	2	3	4	5	6	7	<b>Nov</b>	30	31					
	8	9	10	11	12	13	14				1	2	3	4	5
	15	16	17	18	19	20	21		6	7	8	9	10	11	12
	22	23	24	25	26	27	28		13	14	15	16	17	18	19
	29	30	31						20 Mita Fes	21 Mita Fes	22 Mita Fes	23 Mita Fes	24	25	26
<b>June</b>				1	2	3	4	<b>Dec</b>	27	28	29	30			
	5	6	7	8	9	10	11						1	2	3
	12	13	14	15	16	17	18		4	5	6	7	8	9	10
	19	20	21	22	23	24	25		11	12	13	14	15	16	17
	26	27	28	29	30				18	19	20	21	22	23	24
<b>July</b>						1	2	<b>Jan</b>	25	26	27	28	29	30	31
	3	4	5	6	7	8	9		1 New Year's day	2	3	4	5	6	7
	10	11	12	13	14	15	16		8	9	10 Fukuzawa's Birthday	11	12	13	14
	17	18	19	20	21	22	23		15	16	17	18	19	20	21
	24	25	26	27	28	29	30		22	23	24	25	26	27	28
<b>Aug</b>	31							<b>Feb</b>	29	30	31				
		1	2	3	4	5	6					1 Exam	2 Exam	3	4
	7	8	9	10	11	12	13		5	6 Make-up Exam	7 Make-up Exam	8	9	10	11
	14	15	16	17	18	19	20		12	13	14	15	16	17	18
	21	22	23	24	25	26	27		19	20	21	22	23	24	25
<b>Sep</b>	28	29	30	31				<b>Mar</b>	26	27	28				
	4	5 Program Completed Day	6	7	8	9	10		5	6	7	8	9	10 Program Completed Day	11
	11	12	13	14	15	16	17		12	13	14	15	16	17	18
	18	19	20 Commencement Ceremony	21	22 Entrance Ceremony	23	24		19	20	21	22	23	24	25
	25	26	27	28	29	30			26	27 Commencement Ceremony	28	29	30	31	

【Substitute Classes】Spring: None, Fall: 1/6, 1/7

【Classes on Holidays】4/23(Sat), 4/29(Fri), 5/3(Tue), 5/4(Wed), 5/5(Thu), 7/18(Mon), 10/10(Mon), 11/3(Thu)

## 2. General Information

### 1) Class Slots

Class slot is different depending on campuses, faculties and schools.

Slot	Mita, Hiyoshi, Yagami and Shinanomachi Campus	KBS	SDM	KMD	SFC
1 <sup>st</sup> slot	09:00—10:30	09:00—10:30	09:00—10:30	09:00—10:30	09:25—10:55
2 <sup>nd</sup> slot	10:45—12:15	10:45—12:15	10:45—12:15	10:45—12:15	11:10—12:40
3 <sup>rd</sup> slot	13:00—14:30	13:00—14:30	13:00—14:30	13:00—14:30	13:00—14:30
4 <sup>th</sup> slot	14:45—16:15	14:45—16:15	14:45—16:15	14:45—16:15	14:45—16:15
5 <sup>th</sup> slot	16:30—18:00	16:30—18:00	17:15—18:45	16:30—18:00	16:30—18:00
6 <sup>th</sup> slot	18:10—19:40	18:10—19:40	19:00—20:30	18:10—19:40	18:10—19:40
7 <sup>th</sup> slot	19:50—21:20 (*1)	—	—	—	19:50—21:20 (*1)

Please note that time schedule for regular exam (semester final exam) is subject to change.

(\*1) Classes for the 7<sup>th</sup> slot are offered at SFC campus, Mita campus and Hiyoshi campus (university faculties) only.

### 2) No-Class Days

Classes are not offered on the days listed below. However, classes may be offered on these days if necessary. Please refer to the academic calendar and syllabus of each subject.

Sundays	
National holidays	
Founder's birthday	(January 10)
Summer vacation	(From late July to late September)
Mita Festival	(November 20,21,22,23)
Winter vacation	(From late December to early January)
Spring vacation	(From early February to late March)

### 3) Office of Student Services (Law School Office)

KLS Office is located on the first floor of the South building at Mita campus. The Office handles various services such as acceptance of application forms, issuance of certificates that cannot be issued by Certificate Issuing Machine, and Course Registration. Students are required to submit documents and forms by the deadline, as deadlines are very strict and will be disadvantage of student if not followed. Please note that submission after deadlines under any circumstances will not be accepted.

**Office open hours: Monday to Friday from 8:45am to 4:45pm**

**\*KLS Office is closed on Saturdays, Sundays, National holidays, and holidays of Keio University.**

### 4) Notification for KLS Students

Check notifications from KLS Office announced through "keio.jp". Students must avoid missing important notifications by failing to check the website daily.

### 5) Lockers

Lockers at the 2<sup>nd</sup> basement floor in the south building are available for KLS students. Please check your locker number on the notification letter. Students are responsible for preparing the lock.

## 6) Library Services

The Media Center (library) is located on each campus. The Media Center provides electronic information such as academic databases and electronic journals as well as information including books, journals, microfilms, and audio-visual materials. For more details, please refer to the website or leaflets distributed at the Media Center. The South Building Library includes shelf space for books reserved by the Law School (materials specified by faculty members for classes), magazines, and specialist books in the fields of law, government, economics, and management.

### **Mita Media Center**

Tel            03- 5427-1654  
Email        mita-circulation@lib.keio.ac.jp  
Web           <https://www.lib.keio.ac.jp/en/>

## 7) Reservation of Classrooms

In order to use classrooms and group study rooms in the South Building for studying, send a request e-mail to [law-jm@adst.keio.ac.jp](mailto:law-jm@adst.keio.ac.jp). You can reserve the room up to two class periods per day.

After using the room, clean the room and put desks and chairs into the original position.

When leaving the classroom, please switch off all electric equipment (e.g. projectors) and lights.

## 8) Private Study Rooms

In the South Building, there are private study rooms on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors. Room hours for private study are as follows, and these are also open during extended holiday periods (summer, winter, and spring breaks).

Room hours: 8:30 am to 11:00 pm (Monday to Saturday) / 8:30 am to 9:00 pm (Sunday and holiday)

\* However, the room is closed from December 31 to January 3. During the extended holiday periods, the room hours may be changed or terminated due to construction work, etc. (with separate notice).

Note that each private study room has a PC installed.

Hours of use: 8:30 am to 9:00 pm (Monday to Saturday) / 8:30 am to 6:00 pm (Sunday and holiday)

\* The above hours of use also apply to the PC corner on the South Building B2 floor provided for exclusive graduate student use.

## 9) Group Study Rooms

South Building classrooms not being used for classes and group study rooms (6 rooms) are available for reservation and use by students, for joint study sessions and sub-seminars, etc. These rooms are used by Law School students for preparatory or review study of daily classes, or for moot court meetings.

### 3. Student ID Card, Certificate, and Notifications

#### (a) Student ID Card

Your student ID card certifies that you are a student of Keio University. Be sure to carry it with you at all times as it is required in a variety of situations.

**(1) Re-issuance of the student ID card \*Please refer to the website below for the latest information.**

<https://www.students.keio.ac.jp/en/com/procedure/id/reissue.html>

If the student ID card and/or registration sticker is lost, soiled, or damaged, you must apply for re-issuance immediately at the General Affairs and Inquiries Section in the south school building on Mita Campus.

**Required items:**

A photograph for the new student ID card (4cm X 3cm, color print on glossy paper, no cap/hat, a full frontal view of your head and shoulders with plain background, taken within the last 3 months), ¥2,000 in the form of a *shoshi* stamp (available through the ticket machine in the Office of Student Services), application form for re-issuing a student ID card <prescribed>

**Charges:**

¥2,000 for loss or damages of a card and/or loss of the registration sticker

Free for a change in name and damages to the magnetic strip

**(2) Return of student ID card**

If you find your original student ID card after reporting it as lost and a new one has been issued, you must immediately return the original card to the General Affairs and Inquiries Section in the south school building.

**(3) International student ID**

Inquiries should be made to the Keio UNIV. COOP Playguide.

Tel: 03-3456-4555

#### (b) Notification of Changes in Address of Student / Guarantor

**(1) Change in address of student**

Promptly report the changes in your address on the Academic Affairs Web System. The report will be approved in a few days if there is no deficiency. After the notification is approved, apply for a Student Commuter Certificate using the Certificate Issuing Service.

**(2) Change of address of guarantor**

Promptly notify the changes of your guarantor's address to the General Affairs and Inquiries Section in the south school building or apply via the following online form<<https://forms.gle/zfhBSwm9fGzy2bue7> >.

\*You need to log on keio.jp account before applying the form.

**Required items:** Your student ID card, a certificate of residence of your guarantor (which does not show Individual Number or "My Number" and is issued within 3 months), application form for changing address of guarantor <prescribed>

Any changes to the student or guarantor's address including change of your phone number, government-issued changes to the address, or the displayed address must be notified as well.

**Failure to do this may result in students not receiving important information.**

<https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>

#### (c) Purchasing method for Student Commuter Pass

Please purchase a student commuter pass after obtaining a paper "commuter pass certificate" in advance following the procedure.

1) Log in to the certificate issuing service<<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>> and apply for a Student Commuter Certificate.

(2) Print out a Student Commuter Certificate at a convenience store or on-campus Certificate Issuing Machine.

(3) Fill in the commuting information on the Student Commuter Certificate and submit it to the station counter to purchase a student commuter pass.

\*There is no fee for issuing a "Student Commuter Certificate", but there is a 60 yen printing fee for printing the pass at a convenience store.

\*The commuting route must be the most economical way between the closest station to the student's residence and the school's closest station to the campus (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi). If the

student is found to be cheating, the issuance of the commuter certificate may be suspended or the student may be punished in accordance with the school regulations.

\*If you are to change your home address, please apply for a change of address on the keio.jp portal (Address Confirmation/Change) . The new address will be reflected on your commuting certificate after 7:00 a.m. on the morning the following day you receive the email notifying you of the change of address.

#### **(d) Certificates (Transcript, student travel fare discount certificate, etc.)**

**For details on how to issue certificates, please check the link below.**

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

#### **(1) Issuance at Convenience Stores**

It is possible to obtain certificates at convenience stores nationwide. If you are using the service for the first time, please make sure to check the link above.

#### **(2) Certificate Issuing Machine**

Location: 1<sup>st</sup> floor in the South School Building

Operation hours: Monday – Saturday, 8:45 am – 8:00 pm

\*No service on Saturdays outside class times, national holidays, and university administration holidays

\*Certificate Issuing Machines on other campuses (Hiyoshi, Yagami, SFC, and Shiba-Kyoritsu) are also available.

\*If the Certificate Issuing Machines are temporarily out of order due to maintenance or a breakdown, the operation information will be posted on the website.

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

#### **(3) Certificates in a sealed envelope**

If you require a certificate in a sealed envelope, ask at the General Affairs and Inquiries Section in the south school building. Note that certificates issued from a Certificate Issuing Machine cannot be officially sealed in an envelope.

#### **(4) Application for a certificate by a substitute**

A substitute can apply for a certificate on your behalf only in the case where a student is not able to visit the university due to inevitable situations such as studying abroad or being in the hospital. Applications are accepted at the Office of Law School Student Services in the South Building.

**Required items:** A copy of the applicant's student ID card, a letter of attorney, identification of the substitute.

\*The letter of attorney may be written in any format as long as it states intentions of the student.

Example: Letter of Attorney

[Date]

I hereby appoint and authorize [the name of the substitute] to apply for and to collect my certificate.

[Signature and seal of the student]

\*The identification of the substitute can be any of the following: Keio student ID card, driver's license, passport, health insurance card, Resident Card (在留カード), Basic Residential Registers Card with a photo (住民基本台帳カード)

Other forms of identification such as a staff identity card of a company or a student ID card of other university are not acceptable.

## (5) List of Certificates

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	300 yen	Machine Convenience Store	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	300 yen	Machine Convenience Store	Same day	April 1	
	English					
Certificate of Expected Completion	Japanese	300 yen	Machine Convenience Store	Same day	April 1	
	English					
Certificate of Course Registration	Japanese	300 yen	Machine	Same day	May 2 / October 26	
	English		Office	Same day		
Certificate of Annual Health Checkup	Japanese	300 yen	Machine Convenience Store	Same day	June 10	Issued until the end of the academic year in which you underwent the health checkup
	English					
Student Travel Fare Discount ( <i>Gakuwan</i> ) Certificates	Japanese	Free	Machine	Same day	April 1	
Student Commuter Certificate	Japanese	Free	Machine Convenience Store	Same day	April 1-	
Certificate of the number of earned credits - for a qualification examination	Japanese	300 yen	Office (Law School)	Several days	-	
Other prescribed forms (request forms) from external bodies requiring certification	Japanese	300 yen	Office (Law School)	Several days	-	
	English					

### <NOTES>

- \*Be aware that it takes several days for some certificates to be issued.
- \*Your student ID card is required to apply for the certificates at the office.
- \*The Student Travel Fare Discount (*Gakuwan*) Certificates are valid for 3 months from the date of issue, but will be invalid when you are no longer enrolled in the University—even within the three-month period.
- \*Application forms for group discount tours are available at the Student Life Service Group in the south school building.
- \*No certificates can be issued for students whose tuition has still not been paid for the previous semesters. The certificates can be issued in the Office of Student Services (Law School) in the south building AFTER the tuition payment is made, but it may take several days to be confirmed and issued.

### (e) Other

In case of a change of Guarantor, changes in name / surname, or a change of your nationality, please consult the General Affairs and Inquiries Section in the south school building. You may be requested to bring documents certifying the fact.



## 4. Web System

### (a) "Jukusei Website" Website for Keio Students

<a href="https://www.students.keio.ac.jp/en/mt/ls">https://www.students.keio.ac.jp/en/mt/ls</a>	This portal site provides information for Keio University students. The latest notifications and links to various websites can be found here.
Main services provided: <b>■ Class/Course registration/Examination</b> Guidelines of registration, syllabus, timetables (PDF) <b>■ Student Life/Placement and Career Services</b> Office service guide Information about events and scholarships Job/Careers	

### (b) keio.jp

<a href="http://keio.jp/">http://keio.jp/</a>	This is the Keio single Sign-on System Manual: <a href="https://www.itc.keio.ac.jp/en/keiojp_manual.html">https://www.itc.keio.ac.jp/en/keiojp_manual.html</a>
ID/Password: Your Keio ID and keio.jp password*	

**Overview:**

This website provides access to a variety of services with your Keio ID.

Student must activate their Keio ID before using this website. Instructions will be given to the incoming students when distributing the Student ID card.

Please check keio.jp often ( at least daily) as there will be updated notices from the office and important information.

**Main services provided:**

- **K-LMS(Canvas)**  
This is system mainly designated to support student’s study.  
Announcements from lecturers, study materials downloads, submission, discussion and return of reports (assignments)
- **Confirmation of your course registration status**  
This page provides a list of subjects you have registered. Lists are available only for the designated period. Please note that the list displayed on the website is not a finalized list, but a tentative version.
- **Cancellation and makeup classes**  
A list of cancellation and makeup classes are posted. Check the website just before class as the information may be updated occasionally.
- **Confirmation/Changes of registered address**  
You can confirm your own and guarantor's address. Any changes should be promptly notified.
- **Certificate issuance service**  
This service enables students to have their certificates issued from the on-campus certificate issuing machines or multi-printing machines in the convenience stores nationwide.
- **Academic records**  
Student can view the grade report that has all personally identifiable information removed from the original grade report which is posted to each student. The available period of the grade report differs from each faculty or graduate school and year level.
- **Results of annual health checkup**  
Students who have taken an annual health checkup during the current academic year can see the results. The available period of the results will be announced when you take the checkup. If you have any questions regarding the results of your medical checkup, contact the Keio University Health Centert in the Mita Campus.
- **Google Workspace**  
This is a web application provided by Google Inc., which provides services including e-mail(Keio Mail), Google Drive, Google Calendar, Google Groups, Google Contacts, etc.

**■Box**

This is a cloud type online storage service. It can be used to backup and archive files and also to share files with professors, students, or people from other organizations.

**■Webex**

This is an online-meeting service provided by Cisco. Web meeting is available by using the internet service through PC or mobile device(iOS, Android)

**■Software license acquisition system**

This is a license distribution system for software with which the university has a contract.

**■ Keiomobile2 / eduroam**

Students can connect their personal laptops or smartphones to wireless LAN (Wi-Fi) on campus to use the internet.

**■ Web lecture for the use of IT**

Support for the use of IT with various movie contents about the use of each software and information security, etc.

\*Students can log-in with the ITC account and ITC account password (Usage registration for keio.jp is necessary).

Keio ID acquisition:

Students must activate their Keio ID. Students will need Student ID number and activation key for authentication. See below for details.

[http://www.mita.itc.keio.ac.jp/en/keiojp\\_manual\\_activation.html](http://www.mita.itc.keio.ac.jp/en/keiojp_manual_activation.html)

If you lose your password, bring your Student ID card and reissue at Mita ITC.

**(c) Keio University Law School Website**

URL	<a href="https://www.ls.keio.ac.jp/en/">https://www.ls.keio.ac.jp/en/</a>
Overview	This website provides a variety of information to KLS students and graduates of J.D. program.
Main services	Course Registration Guide, Time Table, Information for graduates of J.D. program

**(d) Notes on Use**

- (1) Do not log-in to the system on multiple web browsers simultaneously.
- (2) Do not click "back" or "forward" buttons once you log-in to the web system. If you click the button by accident, close the browser and re-open the page after around 10 seconds.
- (3) For security purposes such as preventing unauthorized use, the system will not allow the user to proceed to another page after extended periods of inactivity while logged in. If this occurs, close the browser and re-open it with another browser after about 10 seconds.
- (4) If your name contains special fonts, it may not appear correctly but it will not cause any problems in the system.
- (6) You might not be able to log-in to the system in a computer environment that is not recommended, or with incompatible configurations (such as in the Cookie, SSL, or Proxy settings). See also the manuals of each web system for more details (recommended computer environment, settings, or operating methods).

**(e) Re-issuance of Passwords**

Contact the offices below to re-issue passwords for each web system.

Login ID	Password	Office	Necessary Documents
Keio ID or Keio Apps ID	Password for keio.jp	Mita ITC	Student ID card
ITC Account	ITC account password		

## 5. Classes and Grades

(a)

Beginning in the 2022 academic year, Keio University will be introducing a course numbering system (K-Number) which shall take effect regarding all courses to indicate the course's level, academic field, and class format.

The K-Number system will allow students to search for courses in academic fields of interest and learn based on a systematically organized academic plan. For courses which are offered jointly between multiple faculties or undergraduate and graduate levels, a separate number will be assigned for each faculty/graduate school respectively.

### The Structure of K-Number

GLS—LP—1 1 11 1—1 1 1—11

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

		Type	Details
①	Course Administrator	Undergraduate faculty/graduate school	Courses administered by the Law School will be displayed as GLS – LP. *Each graduate school's designated codes can be found on the student website.
②		Department/Major	
③	Main Course Number	Level (Recommended year of enrollment)	0: Faculty-wide 1: First-year level (or introductory level) 2: Second-year level (or Foundational level) 3: Third-year level (or Application/Developmental level) 4: Fourth-year level (or Professional/Practical level) 9: Other
④		Major Classification	*Refer to the student website.
⑤		Minor Classification	
⑥		Subject Type:	1: Mandatory Courses 2: Mandatory Elective Courses 3: Elective Courses 4: Optional Courses 9: Other
⑦	Supplemental Course Information	Class Classification (Keio-wide)	1: Language 2: Lecture 3: Seminar 4: Lab/On-site training/Skill development 5: Thesis 6: Research guidance 7: Lecture and On-site training 9: Other
⑧		Class Format (Keio-wide)	1: Face-to-face classes (conducted mainly in-person) 2: Online classes (mainly real-time format), 3: Online classes (mainly on-demand format) 4: Online classes (completely on-demand format )

⑨		Language of instruction (Keio-wide)	1: Japanese 2: English 3: Other
⑩	Academic discipline	Academic discipline (Keio-wide)	*Refer to the student website.

### **(b) Classes in Emergency Situations**

If classes have to be canceled when transportation services are unavailable due to a major accident or natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, or in other times of emergency, instructions from the university will be given via the Keio University website and/or by other means.

(Jukusei website: <https://www.students.keio.ac.jp/en/>)

Other precautions: If an emergency occurs during school hours, class may be shortened or the University may be closed early. Please follow instructions notified on the website above (Jukusei website).

### **(c) Management for Classes during College Baseball and Mita Festival**

#### 1. Classes on the Days of Keio-Waseda Baseball Matches (Sokei-sen)

Keio Law School will have classes as usual on days of the traditional baseball match between Keio and Waseda which is called So-Kei-Sen (or Kei-So-Sen).

#### 2. University Festival (Mita-Sai)

Classes will be canceled during the Mita-Sai (University Festival). Please refer to the academic calendar.

### **(d) Handling of Recording of Classes**

Recording during class is prohibited. However, with the permission of the instructor in charge of the lesson, it will be accepted within that limit. \* Even with the permission of the instructor in charge, it is not permitted to use the recorded data for use by a third party outside the university.

### **(e) Grades**

#### 1. Grading and Attendance

If you are considered to be absent for more than one third of the class by the lecturers, you will not pass the course regardless of how well you do on exams or other class activities.

For example, even if it is written on the course syllabus that “Students will be graded by 30% class participation, and 70% Final Exam”, you will not pass the class if you are considered to be absent for more than one third of the class.

#### 2. Evaluation

Academic grades are rewarded in five score scales, S, A, B, C, and D: S, A, B and C are passing grades, while D is a failing grade. However, some particular courses are graded with P and F: P is a passing grade, while F is a failing grade. G is given in an occasion that S, A, B, or C is not given when transferring credits from other universities.

#### 3. Keio Law School Grading System

Keio Law School's standard grading curve as follows:

S's = over 90points	15~25%	
A's = over 80points, below 90points	15~35%	
B's = over 70points, below 80points	30~50%	<Pass>
C's = over 60points, below 70points	10~30%	

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D's = below 60points	<Fail>
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#### **【Notes】**

- This grading system is subject to full-time J.D. and LL.M. degree student. Non-degree students (such as exchange students etc.) and students from other departments are not included. Also, J.D. and LL.M. students will be graded separately.

#### 4. GPA (Grade Point Average)

GPA (Grade Point Average) for the current semester as well as GPA for the past cumulative semesters is shown on the Grade Report.

GPA is calculated according to the following formula:

$$\text{GPA} = \frac{\text{Total (Number of Credits} \times \text{Grade Point Value)}}{\text{Total of Credits Earned}}$$

Grade Point Values are as follows:

S= 4.0, A=3.0, B= 2.0, C=1.0, D=0.0

#### 【Notes】

- Subjects with the evaluations of G, P(Pass), or F (Fail) and “OPTIONAL SUBJECTS” (i.e. NOT-FOR-CREDIT subjects) are not counted for purposes of calculating a student's GPA.
- Rank in class is not available at Keio University Law School.

#### 5. Grade Report (学業成績表)on keio.jp

You can view the Grade Report on keio.jp during a designated period.

Grade Report showing results of the Spring Semester courses : in the end of August

Grade Report including results of the Fall Semester courses : in the beginning of March

*Please note that Keio University will only be able to issue the grade report on the schedule above.*

#### ■ User Guide for Accessing Online Grade Report

<https://www.students.keio.ac.jp/en/com/class/grade/>

#### 6. Transcript of Academic Record (学業成績証明書)

Transcript of Academic Record is updated by every semester. Please note that Keio University will only be able to issue the official Academic Transcript for spring semester after September 22<sup>nd</sup>, and for fall semester after April 1<sup>st</sup>.

## 6. Examinations

### (a) Examinations

Examinations will be given within class hours. However, there are occasions that semester-end examinations are conducted during the scheduled examination period.

\*Check the bulletin boards in front of the Law School office and “keio.jp” for further information on the examination timetable, what to bring, precautions, and other details.

#### ■ Precautions for semester-end examinations

- a Be careful to avoid academic misconduct.
- b All examinees must turn in their answer sheets. When they must use the duplicate answer sheets, please make sure to submit the first page only and take out the second page as a duplicate. Leaving the examination room without submitting the answer sheets is considered fraudulent conduct and offenders will be subject to disciplinary action.
- c Students must show their student ID card in order to take the examination.
- d If you fail to bring your student ID card on the day of the examination, you must obtain a temporary student ID card (which is valid for only the date of issuance and permits you to enter all campuses and libraries) from the Office of Student Service (Law School). 500 yen will be charged for issuance.
- e Students carrying neither a student ID card nor temporary ID card are not permitted to enter the examination room.
- f Examination times will not be extended for any student arriving late as a result of administrative procedures required in order to obtain a temporary ID card.
- g Fill in your answer sheet with the name of the lecturer, course title, your name, and student ID number correctly in full. If any blank is found, no grade will be given.
- h You are allowed to take the examination if you arrive within 20 minutes after the beginning of the period in which the examination takes place (time extensions will not be given). However, if the late arrival is due to unavoidable train delays, you may choose whether to take the regular examination or apply for the make-up examination. In the case of train line suspension resulting in delays, the examination starting time may be delayed. Make sure to go to the examination room and follow the instructions of the exam supervisor.
- i You are not allowed to leave the examination room during the first 30 minutes and the last 10 minutes. If you leave the examination room due to illness, etc., after the examination has started, you will not be eligible to take the make-up examination.
- j Be sure to be seated at least 5 minutes before the start time of the examination. Also, listen to the announcement of the examiner carefully.
- k Do not leave items on the desk or in the desk, except for a stapler and other items that are permitted to bring into the examination. Beverage (such as water in a bottle) and clothes or lap blanket in order to control body temperature are permitted to bring into examination. Temperature of the classroom might be different depending on whether or not you are seated near to the air conditioning equipment. Be sure to wear layered clothes that can easily be added or removed to control your body temperature.

### (b) Papers

**You must adhere to the following rules when submitting your papers to the report box at the Office of Student Services.**

- (1) Your assignments must be submitted to the specified place during the specified period of time. Otherwise, your submission will not be accepted.
- (2) Your assignments cannot be revised or corrected once submitted.
- (3) When you are advised to submit your assignment to the report box at the Office of Student Services, fill in the prescribed duplicate form for assignment submission (*repōto teishutsu yōshi*, レポート提出用紙) and attach both sheets of the form to your assignment when submitting it. The prescribed duplicate form is available in the vicinity of the report box. Submission days and hours are as follows. Please ensure that you submit your assignment within this time.

Submission Days	Submission hours
designated two days	8:45a.m. - 4:45p.m.

- ※ Any changes in the date or time for submitting papers will be announced on the bulletin board and “keio.jp”.
- ※ The office may close during the semester in some occasion.

## ■ Precautions for writing papers and dissertations

Papers and dissertations you submit must reflect your own academic achievements, and are as important as semester-end examinations and in-class examinations.

Any reference taken from particular sources must be clearly distinguished from your own viewpoints, and proper use of citations is required. The failure to identify material you take from other sources is known as plagiarism. Plagiarism is punished severely and can result in any of a failing grade in the relevant course, failing grades for all courses in the relevant term, or suspension or expulsion from the academic program.

Note the following:

- a) Clearly distinguish your own opinion from that of others.
- b) Clearly indicate the references for quotations when referring to or citing works of others.
- c) For quotations, write just as written in the original work, including typographical errors.
- d) Follow the rules of citation.
- e) When referring to information from the internet, clearly indicate the URL, the title of the webpage, and the date when you accessed the webpage.

## 7. Student Life

### (a) Sections and Counters in the Office of Student Services

- ① **General Affairs and Inquiries** (Information counter)
- ② **Careers Service**
- ③ **Scholarships and Financial Assistance**
- ④ **Student Life Service**

### (b) Student Counseling Room

The student counseling room was established to give all students an opportunity to consult a counselor on various issues that arise in the university life. In principle, reservations must be made beforehand. In certain cases, the counselor may be able to provide consultation without a reservation. (Reservations can be made by telephone.)

The consultations are confidential. You may be accompanied by a family member or friend. In some cases, you may be forwarded to another office if it is deemed necessary. There are not only the counseling services, but also the student counseling room provides various activities. Contact the student counseling room for more details.

\*International students are advised to see the link below for more information:

<https://www.students.keio.ac.jp/en/com/life/consult/counseling-room.html>

Tel: 03-5427-1575

Open Hours: 9:30 – 16:30 \*Closed on national holidays

Location: B1 F, South School Bldg.

\*English available on Tuesday, Wednesday, and Thursday

### (c) Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of Japan Educational Exchanges and Services (JEES), through which Keio pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan that covers students who suffer physical injury from an unforeseen accident in the course of their educational and research activities. This insurance is for regular undergraduate and postgraduate students, research students, and short-term international students (MEXT scholarship students and designated exchange students only), Japanese Language Program students, and Keio International Program (KIP) students. “Educational and research activities” means regular curricular activities on- and off-campus, participation in university events, and extracurricular activities (advance notification to the university is required for off-campus activities). Accidents that occur on the way between a student’s residence and the university, and while traveling between university facilities, are also covered. However, “illness” is not covered by this insurance. In addition, depending on the number of hospital visits it takes to recover, you may not qualify for this insurance.

If you have suffered any physical injury while engaged in the activities described above, visit the Office of Student Services (Student Life Services).

### (d) Health Care

#### (1) Reporting infectious diseases

Under the School Health and Safety Act, if students are found to be infected or are potentially infected with communicable diseases (including COVID-19, in addition to influenza, rubella, measles, etc.) they are prohibited from attending classes (coming to the university). For more details, please visit the Health Center website (<http://www.hcc.keio.ac.jp/en/index.html>).

#### (2) Necessary procedures in the event of contracting infectious diseases

In the event of being diagnosed with measles or any other infectious diseases, you will be prohibited from school attendance. If you are diagnosed with these diseases, notify the Health Center at Keio University. If you have been diagnosed with influenza or COVID-19 etc., you can notify the Health Center via their website.

<http://www.hcc.keio.ac.jp/en/infection/index.html#section2>



After recovery, you will be required to submit the Permission to Return to Campus After Illness certificate (*kansenshō tōkō kyōka shōmei shō*/感染症登校許可証明書) filled in by a medical institution to the Health Center. Please submit this when doctors are on duty.  
Regarding COVID-19 related information, please check the following website.  
<http://www.hcc.keio.ac.jp/en/infection/coronavirus.html>

#### **(e) Keio Gijuku Harassment Prevention Committee**

If you have experienced harassment or have something that's bothering you, please do not suffer alone. Talk with someone whom you can trust as soon as possible and feel free to consult with Keio Gijuku Harassment Prevention Committee on campus. Please refer to the Committee leaflet and "Harassment Prevention Committee Contacts for Consultation" Card.

Keio Gijuku Harassment Prevention Committee Office (Jukukankyoku 3F, Mita Campus)

Office Hours: Monday - Friday (8:30-17:00)

If there is no one there, please leave a message on the answering machine.

Tel: 03-5427-1629, Fax: 03-5427-1630, E-mail: [harass-pco@adst.keio.ac.jp](mailto:harass-pco@adst.keio.ac.jp)

## 8. Course Registration

### (a) Course Registration

Read this guide carefully and register courses **via e-mail** within the designated deadline.

Basically, two-credit classes will be offered fifteen times, and one-credit courses will be offered eight times.

#### ■ How to Register Courses

##### 1. Course Registration

You may register as many courses as you wish but you **can only cancel two courses**.

Send an e-mail to the law school office ([law-jm@adst.keio.ac.jp](mailto:law-jm@adst.keio.ac.jp)) within the designated registration period.

**Any delays will not be accepted.**

##### • Course registration period I

**AY2022 Spring semester: April 1 (Fri.) 10:00 am – April 4 (Mon.) 4:45 pm**

**AY2022 Fall semester: September 22 (Thu.) 10:00 am- September 26 (Mon.) 10:00 am**

##### • Course registration period II

\*You can add and drop courses as many courses as you like during this period.

**AY2022 Spring semester: April 6 (Wed.) 6:00 pm – April 14 (Thu.) 10:00 am**

**AY2022 Fall semester: September 30 (Fri.) 6:00 pm– October 8 (Sat.) 10:00 am**

In the e-mail, please include all of the following information.

- Student ID number
- Student name
- Day of the week
- Period
- Course title
- Lecturer's name

The title of the e-mail should be as follows: “*Student ID\_Student Name\_Course Registration*”

\*E-mail example on next page\*

=====Example=====

Title: 91960000\_ Ken Smith \_Course Registration

Dear Student Services (Law School) ,

My name is Ken Smith (Student ID: 91960000).

I would like to enroll in the following courses for spring semester 2022.

1. Monday 1st period “Gaming Law” (Johnson Edward)
2. Monday 2nd period “Japanese Law(Administrative Law and Regulatory) ” (Watai Rikako)
3. Wednesday 6th period “Negotiation” (Shimada Makoto)

Best regards,

=====

#### Regarding the amount of courses for students holding Student VISA

Exchange students need to take at least 7 courses throughout the whole semester.

If you cannot meet the requirements, you must submit the hard copy of the “Pledge of Research Activity for Short-term International Students” (uploaded on Class Support) to the Law School office by the end of the month you enroll.

Period of enrollment is as below.  
Spring:2022/4/1~2022/9/21  
Fall: 2022/9/22~2023/3/31

You may cancel up to two courses.

**1) AY2022 Spring semester (including the First-Half-Semester courses):**

**2) The Second-Half-Semester courses and the Intensive courses: From 1 week before the first class at 8:45am until the next day of the first class at 8:45am (Any delay will not be accepted.)**

**October 24 (Mon.) 10:00 am – October 25 (Tue.) 4:45 pm**

- Student ID number
- Student name
- Day of the week
- Period
- Course title
- Lecturer's name

### **【How To Cancel Intensive Courses and Second-Half-Semester Courses】**

**Example:** If the first day of the intensive course is June 8, the cancellation period would be as below.



However, please note that cancelation of the First-Half-Semester courses is included in the cancellation limit of 2 courses.

- Registration has to be done on a semester basis. Register spring courses during spring semester registration period, and fall semester courses during fall semester registration period.

- You can register for and cancel the courses during the registration periods above. You can make as many changes as you like during the periods. Any delay will not be accepted.
- Please print out a copy for yourself and keep it as a record of your registration.

#### **(b) Internship**

Exchange students cannot participate in the internship program.

#### **(c) Research Paper I • II**

Credits of Research Paper I • II will be included in the maximum amount of credits you are able to take.

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The application period for the Research Paper I • II:

**AY2022 Spring semester: April 27 (Wed.) 10:00 am – April 28 (Thu.) 4:45 pm**

**AY2022 Fall semester: From October 24 (Mon.) 10:00 am to October 25 (Tue.) 4:45 pm**

If you would like to apply for it, please check the details posted on the K-LMS and follow the procedures. Please note that submission after deadline under any circumstances is not accepted.

\*Office hours: Monday to Friday 8:45am to 4:45pm

\*It is necessary to obtain informal consent from the professor whom you wish to receive guidance in advance.

#### **(d) Same Course Title**

Students cannot register more than one course for the course which is regarded as the same course title. Please check the following courses carefully before the course registration.

\*You can take multiple “Seminar(Current Legal Issues)” classes if the contents are different.

\*You cannot take “SIAC and Institutional Arbitration I” and “SIAC and Institutional Arbitration II”.

New Course Title (AY 2020)	Course Title (AY 2019)
Case Study in International Dispute Resolution and Regulatory Law	Case Study in International Dispute Resolution
Seminar (Investment and Doing Business in Asia) - India, Singapore and China -	Seminar (Legal Issues in China, India, and ASEAN)

#### **(g) Courses offered by Waseda University**

Students are able to take courses offered by Waseda university. The registration schedule is different from Keio, so please check the announcements when posted on K-LMS. Unlike Keio courses, once you register, you will not be able to withdraw.

## 9. Curriculum (Courses for the LL.M. program for AY 2022)

### Courses for the LL.M. program for AY 2022

These codes are 6 digit numbers which are transcribed on a grade report.

Category				Subjects (*Class cancellations for AY 2022)
51-00-00	51-01-00	51-01-01	1 Japanese Law and Asian Law in Global Practical Perspective	Law, Culture and Development in Asia Introduction to Asian Law Japanese Law(State and Citizen)* Japanese Law(Administrative Law and Regulatory Policy) * Japanese Law(Trade Law and Policy) * Japanese Law(Economy and Social Structure) Japanese Law(Legal History and Transformation) * Japanese Law(Labor and Employment) Japanese Law(Contemporary Issues) Japanese Law in Cross - border Matters
52-00-00	52-01-00	52-01-01	2 Global Business and Law	International Commercial Transactions Cross - border Litigation Finance Transactions and Securities Regulations in Japan Bankruptcy Laws Law, Finance and Taxation of Corporate Acquisitions Japan-EU Relations and Global Business Law Corporate Governance and Risk Management Introduction to Arbitration* International Commercial Arbitration I International Commercial Arbitration II International Investment Arbitration* Japanese Competition Law Business Strategy and Contract (Supported by Westlaw Japan) Law of the Internet Start - up Company and Venture Capital Law Case Study in International Dispute Resolution and Regulatory Law International Capital Markets
53-00-00	53-01-00	53-01-01	3 Global Security and Law	International Law Law of International Organizations Introduction to Global Law Globalization and International Human Rights in Asia Globalization and International Criminal Law International Security Law Environmental Law and Disaster* Introduction to Space Law Multinational Corporations and Law
54-00-00	54-01-00	54-01-01	4 Innovations and Intellectual Property Law	Intellectual Property from a Global Perspective Global Intellectual Property Management International IP Licensing Agreements Innovation and Law I Innovation and Law II Intellectual Property Case Law and Enforcement Comparative Japanese IP Case Law: Product Design Protection
55-00-00	55-01-00	55-01-01	5 Area Studies	Area Studies of Law(South East Asia) Area Studies of Law(China) Area Studies of Law(Korea) * Area Studies of Law(Singapore) * Area Studies of Law(EU-Japan)

56-00-00	56-01-00	56-01-01	6 Comparative Law	Introduction to American Business Law Advanced Topics in American Business Law* American Law and Society Comparative Constitutional Law Comparative Contract Law Comparative Corporate Law Comparative Corporate Finance and Law English Contract Law *
Category			Subjects (*Class cancellations for AY 2022)	
57-00-00	57-01-00	57-01-01	7 Current Legal Issues	Art Business and Law * Sports Law and Dispute Resolution Seminar (Investment and Doing Business in Asia) - India, Singapore and China – (Supported by Westlaw Japan) Seminar(Case Study in International Competition Law) Seminar(Global Tax Perspectives) Seminar (Current Legal Issues) -Law of Investment Funds- Seminar (Current Legal Issues)-Promotion of the Rule of Law - Seminar (Current Legal Issues)-Comparative Dispute Resolution in Asia and the U.S.A. -
58-00-00	58-01-00	58-01-01	8 Legal Research and Writing	Graduate Writing Seminar Research Paper I Research Paper II
59-00-00	59-01-00	59-01-01	9 Practical Training	International Commercial Dispute Resolution* Negotiation Mediation Arbitration SIAC and Institutional Arbitration I * SIAC and Institutional Arbitration II * Legal Debate and Negotiation Drafting International Agreements Drafting and Negotiation of M&A and JV Transactions Moot Court Internship I Internship II Internship III Internship IV

\*canceled course

## 10. Handling of Personal Information of Keio Students, Guardians, and Guarantors

1. Personal information of students, etc. (including alumni) handled at Keio University are as follows:
  - ① Students' and alumni's names, addresses, telephone numbers, birthdays, alma mater, etc.
  - ② Guardians' and guarantors' names, addresses, telephone numbers (home number and emergency contact number), relationship to the student, etc.
  - ③ Students' and alumni's school record, academic grades, health checkup results, other activities engaged in while at Keio, application details submitted for donations and the Keio Card, etc.
2. When handling personal information, Keio University will specify and clearly express the purpose(s) of use in advance and will not use the information beyond these purposes. When modifying the purpose of use of personal information, Keio University will contact the said individual or announce the changes on the Keio University website or the designated bulletin boards, etc.
3. Personal information may be used to carry out the following duties:
  - ① Administering, communicating, and carrying out procedures related to admissions and academic affairs
  - ② Administering, communicating, and carrying out procedures related to all aspects of student life
  - ③ Administering, communicating, and carrying out procedures related to the use of on-campus buildings and facilities
  - ④ Sending of documents related to the soliciting of donations, recruiting members for the Iji-kai, applications for the Keio Card, the Board of Councilors election, and Keio University publications, etc.
  - ⑤ Communicating with and sending of various documents to students, alumni, guardians, and guarantors
  - ⑥ Other matters related to ①—⑤ above
4. Among the items in section 3 above, Keio University outsources part of the duties to a subcontractor. The university may provide personal information to the subcontractor only to the extent necessary to carry out those duties.
5. When requests are made to obtain personal information for university reunions or from Mita-kai organizations, personal information of the members affiliated to the specific Mita-kai or reunion class may be provided only to the extent necessary to conduct the activities of the organization or group.
6. Unless otherwise specified, Keio University will not use or provide personal information to a third party for purposes other than those mentioned in sections 3 to 5. However, as an exception, personal information may be disclosed to a third party when carrying out legal duties, when it is deemed necessary to protect the life, body, property, or other rights and interests of the student, alumni, or a third party, or in an emergency situation in which permission for disclosure cannot be obtained by the said individual.  
Keio University sends Transcripts of Academic Records to the guarantors; this is because, while respecting student autonomy, the university also considers it important that the guarantor is informed of the student's academic progress.
7. Rules and regulations concerning protection of personal information can be accessed via the following link: <https://www.keio.ac.jp/en/privacy-policy>.

## 11.Campus Map

