

Academic Year 2023

LL.M. in Global Legal Practice  
Course Registration Guide

KEIO UNIVERSITY  
Law School



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

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# 1. 2023 Academic Calendar

## Academic Calendar (Law School) 2023-2024 (English.ver)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Apr								Oct	1	2	3	4	5	6	7	
	2	3 Entrance Ceremony	4	①	①	①	①		8	②	②	②	②	②	②	②
	9	①	①	②	②	②	②		15	③	③	③	③	③	③	③
	16	②	②	③	③	③	③		22	④	⑤	⑤	⑤	⑤	⑤	⑤
	23 Keio Foundati on Day	③	③	④	④	④	④		29	⑤	⑥					
	30															
May		1	2	3	4	5	6	Nov				⑥	⑥	⑥	⑥	
	7	④	④	⑤	⑤	⑤	④		5	⑥	⑦	⑦	⑦	⑦	⑦	⑦
	14	⑤	⑥	⑥	⑥	⑥	⑥		12	⑦	⑧	⑧	⑧	⑧	⑧	⑧
	21	⑥	⑦	⑦	⑦	⑦	⑦		19	⑧	Substitute Class	Substitute Class	23 Mita Fes	24 Mita Fes	25 Mita Fes	
	28	⑦	⑧	⑧					26 Mita Fes	⑨	⑨	⑨	⑨			
		⑧														
June					⑧	⑧	⑧	Dec						⑨	⑨	
	4	⑨	⑨	⑨	⑨	⑨	⑨		3	⑩	⑩	⑩	⑩	⑩	⑩	⑩
		First-half semester Exam							10	⑪	⑪	⑪	⑪	⑪	⑪	
	11	⑩	⑩	⑩	⑩	⑩	⑩		17	⑫	⑫	⑫	⑫	⑫	⑫	⑫
	18	⑪	⑪	⑪	⑪	⑪	⑪		24	⑬	⑬	⑬				
	25	⑫	⑫	⑫	⑫	⑫	⑫		31							
July							⑫	Jan		New Year's day	2	3	4	⑬	⑬	
	2	⑬	⑬	⑬	⑬	⑬	⑬		7	⑭	⑭	⑭	⑭	⑭	⑭	⑭
	9	⑭	⑭	⑭	⑭	⑭	⑭		14	⑮	⑮	⑮	⑮	⑮	⑮	⑮
	16	⑮	⑮	⑮	⑮	⑮	⑮		21	⑯	⑯	⑯	⑯	Exam	Exam	
	23	⑯	Exam	Exam	Exam	Exam	Exam		28	Exam	Exam	Exam				
	30	Exam														
Aug			1 Exam	2	3	4 Make-up Exam	5 Make-up Exam	Feb					1 Exam	2 Exam	3	
	6	7	8	9	10	11	12		4	5	6 Make-up Exam	7 Make-up Exam	8	9	10	
	13	14	15	16	17	18	19		11	12	13	14	15	16	17	
	20	21	22	23	24	25	26		18	19	20	21	22	23	24	
	27	28	29	30	31				25	26	27	28	29			
Sep						1	2	Mar						1	2	
	3	4	Program Completed Day	5	6	7	8		3	4	5	6	7	8	9	
	10	11	12	13	14	15	16		Program Completed Day	10	11	12	13	14	15	16
	17	18	19	20 Commence- ment Ceremony	21	22 Entrance Ceremony	23		17	18	19	20	21	22	23	
	24	①	①	①	①	①	①		24	25	Commence- ment Ceremony	26	27	28	29	30
		①							31							

【Substitute Classes】Spring: None, Fall: 11/22(Wed), 1/9(Tue)  
 【Classes on Holidays】Spring: None, Fall: 11/3(Fri)

## 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 23, 24, 25, 26)
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 in the South Building for studying, please apply through the Google form on the K-LMS. 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). The study rooms are free seating, not fixed seating.

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. You can reserve the group study rooms by filling in your name on the application form in front of the KLS office. These rooms are used by Law School students for preparatory or review study of daily classes, or for moot court meetings.

## 3. Enrollment Status (Temporary Leave of Absence, Studying Abroad, Leaving School)

### **(a) Temporary Leave of Absence (Article 25 of Law School Rules and Regulations)**

Students who anticipate a long absence due to illness or other unavoidable reasons can take a temporary leave of absence. To request permission for a temporary leave of absence, you need to have an interview with the academic adviser and hand in the REQUEST OF TEMPORARY LEAVE OF ABSENCE (休学願) to the KLS office by the designated deadline.

When you are returning to your studies after a temporary leave of absence, you are required to submit the NOTIFICATION OF RETURNING TO STUDY (就学届) with a minimum of delay. If your temporary leave of absence is illness-related, you must also submit a letter from your physician certifying that you are fit to resume your studies.

The semester in which you take a leave of absence does not count in the duration of enrollment required for advancement to graduation.

All tuition and facility, experiment, and practical training fees are exempted for each semester. The fees that must be paid are the registration fee and fees collected by proxy (seminar fees, student association fees, and Student Health Care Mutual Aid fee.)

	Spring Semester	Fall Semester	Spring and Fall Semester
Duration	April 1 - September 21 *Extending leave of absence to the next semester requires an additional application.	September 22 - March 31	April 1 - March 31
Application deadline for temporary leave of absence after registering for courses	<AY2023> Wednesday, May 31	<AY2023> Tuesday, October 31	<AY2023> Tuesday, May 31

## **(b) Studying Abroad (Article 24 of Law School Rules and Regulations)**

Law School Board may permit you to study at Law schools of foreign universities without taking Temporary Leave of Absence, if such study would be deemed to be beneficial from an academic perspective. Applications for study abroad shall be a period of one year or less, and extensions may be permitted.

If you are planning to study abroad, please consult and check in advance with a member of the Academic Affairs team at the Office of Student Services (Law School) Submit an APPLICATION OF STUDY ABROAD (国外留学申請書) at least one month prior to departure. Students may be requested to have an interview with the academic advisor.

Periods of study abroad may count towards the duration of enrollment required for completion, up to a maximum of one year. To include the period of your study abroad to the duration, you must apply at Academic Affairs Group in the Office of Student Services (Law School), otherwise your periods of study abroad do not count towards the duration of enrollment.

When you are returning to your studies after your period of study abroad, you are required to submit the NOTIFICATION OF RETURNING TO STUDY (就学届) form with a minimum of delay.

### **Documents for Submission:**

Students must submit the following documents to KLS Office after returning from abroad. The period of study up to one year at schools or institutions can be counted toward the enrollment period at KLS.

- “Notification of Returning to Study” (就学届)
- “Application Regarding Period of Study Abroad” (在学期間算入願)
- “Application Form for Credit Transfer” (単位認定申請書)
- Academic Transcript
- Syllabus/Lecture outlines

## **(c) Voluntary Withdrawal from University (Article 26 of Law School Rules and Regulations)**

To request permission for withdrawal from the University, please consult with the academic adviser, and submit the NOTIFICATION OF WITHDRAWAL (退学届) with your Student ID Card to the Office of Student Services (Law School). NOTIFICATION OF WITHDRAWAL (退学届) must be completed with signature and seal (if available) of yours, your guarantor's.

## **(d) Compulsory Withdrawal from University (Article 28 and 62 of Graduate School Rules and Regulations)**

- ① Students who have been deemed to be in violation of the Graduate School Rules and Regulations, and those who have not registered for courses by the registration deadline, without applying for Temporary Leave of Absence or Withdrawal shall be subject to compulsory withdrawal under Article 62 of the Law School Rules and Regulations.
- ② Students who fall under the following conditions shall be subject to compulsory withdrawal under Article 28 of the Law School Rules and Regulations.

- Students who have been enrolled for a period of 2 years for the LL.M. program and are unable to complete the program.

\*The periods in which you take a leave of absence do not count in the duration of enrollment.

## **(e) Period of Enrollment in the LL.M. Program**

### **Application for Extension of Enrollment Period**

If a student has obtained necessary credits within one year of enrollment, but wishes to continue enrolling in the LL.M. program, the student will be allowed to extend the enrollment up to four years from the time of admission, excluding periods of temporary leaves of absence.

When applying for class cancelations of the second semester, the Office of Student Services will ask you about your future study plans. If you wish to continue your enrollment rather than to graduate in one year, you must apply and be

granted by the Law School Committee. In that case, you will be able to extend your enrollment period up to 1.5 or 2 years. The tuition for the second year will be based on part-time enrollment. If you do not apply even if you have not completed the graduation requirements, you will remain in the same grade. If you remain in the same grade, the main consequence is that tuition will be the same in the second year as the first year (except for the 100 yen in “other fees”). For part-time enrollees, second year tuition is reduced. For more information about tuition, please refer to the following information:

For students admitted from AY 2016 through AY 2018

	Registration Fee	Tuition Fee	Other Fees	Total
2 <sup>nd</sup> Year (Part-time for one year)	60,000 yen	970,000 yen	12,140 yen	1,042,140 yen
2 <sup>nd</sup> Year (Part-time for half year)	30,000 yen	485,000 yen	6,890 yen	521,890 yen

For students admitted in or after AY 2019 (Part-time tuitions are tentative)

	Registration Fee	Tuition Fee	Other Fees	Total
1 <sup>st</sup> Year	60,000 yen	1,640,000 yen	12,240 yen	1,712,240 yen
2 <sup>nd</sup> Year (Part-time for one year)	60,000 yen	980,000 yen	12,140 yen	1,052,140 yen
2 <sup>nd</sup> Year (Part-time for half year)	30,000 yen	490,000 yen	6,890 yen	526,890 yen

\*Other fees will be charged separately.

\*2nd year (Part-time) will apply only to those who wish to extend their study year up to 1.5 or 2 years.

\*Please note that students pay the registration fee, tuition fee, and facilities fee are subject to change from year to year based on a sliding scale system.

URL: <https://www.keio.ac.jp/en/admissions/fees/professional-fees.html>

#### 【Notes】

- If you apply for the part-time enrollment and extend the enrollment period, the maximum limit of total enrollment period will be four years instead of one year.
- Once your application for the part-time enrollment is granted by the law School Committee, you will not be able to graduate at the end of the second semester. Application period for extension as part-time enrollee will be during July and January by every academic year. Also, the announcement of grades and program completion will be March and September.

## 4. 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 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.

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

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

Promptly report the changes in your address on keio.jp. After logging in to keio.jp, select "Various changes" (or the top right menu button on a smartphone) from the top menu, and then select "Confirmation/Change of Address" . 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 in address of guarantor**

Promptly notify the changes of your guarantor's address to the General Affairs and Inquiries Section in the south school building.

You may report it via Keio University Student Website (Procedures> Change Name/Address/Guarantor).

**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>

## **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.

## **(c) 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.

## **(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 1 / October 26	
	English		Office	Same day		
Certificate of Annual Health Checkup	Japanese	300 yen	Machine Convenience Store	Same day	June 9	Issued until the end of the academic year in which you underwent the health checkup
	English					
Student Travel Fare Discount ( <i>Gakuwari</i> ) Certificates	Japanese	Free	Machine	Same day	April 1	
Student Commuter Certificate	Japanese	Free	The General Affairs and Inquiries Section	-	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 (*Gakuwari*) 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.

#### (d) 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.

Your name appeared on the diploma and the translation will be exactly the same as your registered name at Keio, which is shown on your student ID card. From AY2020, the diploma will have both Japanese and English description on it. Also, the order of the names in the diploma will be “Family name, First name, Initial Letter of Middle Name (if any)” and we will not be changing this order as it is how Keio issues the diploma.

## 5. Web System

#### (a) Keio University Student Website ( 塾生サイト / Jukusei Website )

<a href="https://www.students.keio.ac.jp/en/">https://www.students.keio.ac.jp/en/</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="http://www.itc.keio.ac.jp/en/keiojp_manual.html">http://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 LMS)**  
Announcements from lecturers, study materials downloads, submission, discussion and return of reports (assignments)
- **Online Course registration**  
This system allows you to select courses based on the timetable and course registration numbers, and to register them. You can add, change, or delete courses as many times as necessary during the course registration period. Check registration rules at each graduate school / faculty since they vary at each department.
- **Confirmation of your course registration status**  
This page provides a list of subjects you have registered and the classroom information.
- **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 quarantor'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 Center in the Mita Campus.

#### ■ Placement and career services

Registration for career plan after graduation, job offers, browse testimonies of other people's job-hunting experiences, career consultation, employment report, student job search notices, and etc.

#### ■ 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.

#### ■ 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 laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet.

\*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) K-LMS (Canvas LMS)

This is system mainly designated to support student's study. It provides functions such as distribution of teaching materials, report submission, announcements, discussion, etc. For details, please refer to the following pages.

\*Manual: [https://www.mita.itc.keio.ac.jp/en/keiojp\\_edu2.html](https://www.mita.itc.keio.ac.jp/en/keiojp_edu2.html)

#### (d) 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

#### (e) 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.
- (5) 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).

#### (f) 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		

## 6. 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%.	
<hr/>		
D's = below 60points		<Fail>

### 【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

### ■ User Guide for Accessing Online Grade Report

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

## 6. Academic transcript (学業成績証明書)

Academic Transcript 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>.

## 7. 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 “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 “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.
  - f) Submitting the same work for several classes or re-using work you did in previous classes at Keio or elsewhere is considered a form of misconduct (sometimes called "self-plagiarism").
- If you have any doubts about whether you are properly using or citing work of others (or your own previous work) as you work on any assignment, please consult the instructor BEFORE submitting the assignment in order to make sure that you are not violating these rules nor subject to discipline.

## 8. 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) Scholarships

Inquiries should be directed to Scholarships and Financial Assistance Section in the Office of Student Services. For details of scholarships for international students, see the following website:

<https://www.ic.keio.ac.jp/en/life/scholarship/available.html>

Students who wish to apply for the various scholarships aimed at privately financed international students for which applications will be open during each semester should register as a scholarship applicant within the applicable period.

Please check the Website for the registration details regularly and submit your application when the applicable application period opens.

Please note that the availability of scholarships is limited and there is competition among applicants, so you may not receive any scholarships for which you apply.

### (c) 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

Location: B1 F, South School Bldg.

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



This insurance provides relief for full-time undergraduate and graduate students who suffer physical injury due to any accident that occurs while engaged in educational and research activities at the university. The university pays the insurance premiums. Educational and research activities refer to the following activities:

**(1) Curricular activities**

When a student is engaged in lecture classes, experiment and practical training classes, seminars, and physical education classes (hereafter, inclusively termed “classes”) including the following cases:

- ① When a student is engaged in research for his/her degree under the supervisor's instruction. (Research activities conducted mainly in places that are related to a student's private life are excluded.)
- ② When a student is engaged in preparation for classes or cleaning up after classes, and in research activities at locations where lectures are conducted, like university libraries, reference rooms, or language learning facilities under his/her supervisor's instruction.
- ③ When a student is engaged in the regular curriculum at other universities or community colleges in accordance with Article 28 of Standards for Establishment of the University (for undergraduate students) and Article 15 (for graduate students).

**(2) University events**

When a student is engaged in university events such as an entrance ceremony, orientation, or graduation ceremony as a part of educational activities.

**(3) On-campus activities other than (1) and (2)**

When a student is in, using, and managing university facilities (dormitories and places that are banned from use by the university at certain times are excluded).

**(4) Commute to the university and cross-campus transfer**

Accidents that occur while commuting between the student's place of residence and the university facilities or while transferring between university facilities are also covered.

**(5) Recognized extracurricular activities off campus**

Cultural and physical activities conducted under student groups that have been approved by the university through the designated procedures in accordance with the university regulations (hazardous sports such as mountain-climbing and hang-gliding are excluded).

See the “Guide to Participants in Personal Accident Insurance for Students Pursuing Education and Research” available from the Student Affairs Office for details. If you suffer any injury during the activities mentioned above, notify the Student Affairs Office.

**(e) Optional Compensation Plans**

There are two optional compensation plans, one for insurance and one for mutual aid. If you wish to subscribe to one or the other, please apply directly.

You can request information on the Comprehensive Coverage Plan from Keio Academic Enterprise Co., Ltd. and the Cooperative Benefits Program from Keio Coop.

Keio Academic Enterprise Co., Ltd.: Tel: 03-3453-6098

Keio Coop: Tel: 045-563-8489

**(f) Health Care**

**(1) Health Checkup**

The annual health checkup conducted at University campuses including Hiyoshi, Mita and SFC during April and May is to assess the need of support in daily life activities such as exercise as well as screening for infectious diseases such as tuberculosis, to provide students with a safe academic environment.

**(2) 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>).

### (3) 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., please 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>

### (4) The Student Health Insurance Union

Full-time students at Keio University are members of the Student Health Insurance Union (*Gakusei Kenko Hoken Kumiai*). Please refer to the “kenpo-no-tebiki” for more details.

### (g) 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)

## 9. Course Registration

### (a) Course Registration

Read this guide carefully and register courses online. Print out and keep the list of registered courses.

If you fail to register courses during this period without submitting REQUEST OF TEMPORARY LEAVE OF ABSENCE, your student registration will be deleted under Article 161 of the School Code.

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

### ■How to Register and Cancel Courses

#### 1. Course Registration

Login to "K-LMS" <https://lms.keio.jp/> > Tools > Course Registration

\*Manual: <https://www.students.keio.ac.jp/en/com/class/system/course-reg-manual.html>

#### 2. Course Cancellation

1) Spring Semester Courses and Fall Semester Courses (including the First-Half-Semester Courses)

Login to "K-LMS" <https://lms.keio.jp/> > Tools > Course Registration > Course Cancellation

2) Intensive Courses and Second-Half-Semester Courses

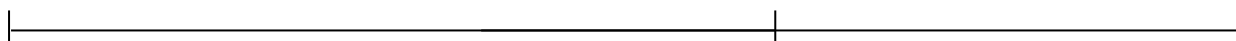
As for Intensive Courses and second half semester courses, you do not need to cancel it on the online system. Instead, send an e-mail to the law school office ([law-jm@adst.keio.ac.jp](mailto:law-jm@adst.keio.ac.jp)) from 1 week before the first class of the intensive course until the next day of the first class at 8:45am (Any delay will not be accepted.).

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

6/1 (1 week before the first class)

6/8 (First day of class)

6/9 AM8:45(Cancellation Deadline)



(Example) Cancellation Period for Intensive Courses

## ■ Course Registration

### 1. Online Course registration period I

AY2023 Spring semester: **April 3 (Mon.) 10:00 am – April 4 (Tue.) 4:45 pm**

AY2023 Fall semester: **September 22 (Fri.) 10:00 am- September 22 (Fri.) 4:45 pm**

\*Please note that you must register the courses offered during spring and fall semesters, including the First-Half-Semester courses, the Second-Half-Semester courses, and the Intensive courses during the periods above.

### 2. Online Course registration period II

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

AY2023 Spring semester: **April 6 (Thu.) 6:00 pm – April 14 (Fri.) 10:00 am**

AY2023 Fall semester: **September 29 (Fri.) 6:00 pm– October 9 (Mon.) 10:00 am**

### 3. Online Course Registration Cancellation Period

\*You can drop up to 2 courses

1) AY2023 Spring semester (including the First-Half-Semester courses):

**April 27 (Thu.) 10:00 am – April 28 (Fri.) 4:45 pm**

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.)**

3) AY2023 Fall semester:

**October 23 (Mon.)10:00 am – October 24 (Tue.) 4:45 pm**

\*Cancellation of the Second-Half-Semester Courses and the Intensive Courses are not included in the cancellation limit of 2 courses. In other words, you can cancel as many Intensive and Second-Half-Semester courses as you like. However, please note that cancellation of the First-Half-Semester courses is included in the cancellation limit of 2 courses.

## 【Notes】

- 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) Approval of Credits Acquired at the Graduate School Prior to Admission

Students can apply for Approval of Credits Acquired at the Graduate School Prior to Admission for up to 10 credits in the semester you enrolled. Please ask about the application procedure in the Office of Student Services (Law School) by the end of the month you enroll.

## (c) Optional subjects

If Academic Advisor approves taking subjects delivered in Japanese offered by Keio Law School are beneficial for the student, the student may register the classes as “optional subjects” which credits earned are not counted towards completion of the LL.M. program.

## (d) Internship

Course registration will be done automatically.

「Internship I (1 credit)」 (5 days)

「Internship II (2 credits)」 (6-10 days)

「Internship III (3 credits)」 (11-15 days)

「Internship IV (4 credits)」 (16 days-)

## (e) Research Paper I・II

Credits of Research Paper I・II will be included in the amount of required credits for the LL.M. program completion. It will also be included in the maximum amount of credits you are able to take.

-----  
The application period for the Research Paper I・II:

**AY2023 Spring semester: From April 27 (Thu.) 10:00 am to April 28 (Fri.) 4:45 pm**  
**AY2023 Fall semester: From October 23 (Mon.) 10:00 am to October 24 (Tue.) 4:45 pm**

If you would like to apply for it, please check the details posted on the K-LMS System 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.

\* Taking Research Paper I is a prerequisite for taking Research Paper II .

Also, if you are planning to take the research paper, we strongly recommend that you also take the “Graduate Writing Seminar” course as well.

#### **(f) 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 cannot take “SIAC and Institutional Arbitration I” and “SIAC and Institutional Arbitration II”.

#### **(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.

## **10. Curriculum and Process for Acquiring Degree**

### **(a) LL.M. Program Requirements**

To obtain degree offered: LL.M. in Global Legal Practice (a professional school master's degree), you must be enrolled for one year (or 1.5 and 2 years as a part-time), fulfill the required graduation credits.

#### **Required Credits**

It is required to obtain at least 30 course credits or more in total for completion and fulfill the below conditions:

- ① Must include at least 4 credits from either the “Global Business and Law” or “Global Security and Law” category.
- ② Must include at least 4 credits from the “Practical Training” category.

Additional Degree Requirements for Students Required to Obtain 36 credits:

For students who have not completed a law school (i.e. J.D.) program nor gained equivalent legal knowledge as evidenced by membership in a bar, graduate-level legal education, or significant work experience in a legal function, an additional of 6 course credits (i.e. at least 36 course credits in total) will be required for degree completion. Whether you are required to obtain 36 credits or not has been announced during the Announcement of Results for the admission process.

Students required to obtain 36 credits must also include;

- ① At least 4 additional credits from the “Japanese Law and Asian Law in Global Practical Perspective” category.
- ② At least 2 additional credits from the “Practical Training” category.

**\*A maximum of 44 course credits can be obtained within the same grade.**

**\*Note that JLP (Japanese Learning Program) credits CANNOT be transferred to your record at Law School.**

**\*Note that you will need permission from the LLM Academic Affairs Committee if you want to register to take more than 20 credits during one semester. Such permission must be sought in writing by an email to <law-jm@adst.keio.ac.jp>, including your statement of reasons and a list of all proposed courses, submitted no less than 5 days before the closing of the second course registration period.**

**(b) Certificates in Business Law, International Dispute Resolution, Japanese Law, Law and Development in Asia and Intellectual Property Law within the LL.M. in Global Legal Practice**

In order to recognize the depth of programs available to students in several areas, we are adding the ability to obtain a certificate to graduating LL.M. students who have focused their studies in one of five areas of specialization: Business Law, International Dispute Resolution, Japanese Law, Law and Development in Asia, and Intellectual Property Law. If you are interested, please let the office of student services for Law School know.

\*The application period:

**AY2023 Spring semester: From April 27 (Thu.) 10:00 am to April 28 (Fri.) 4:45 pm**

**AY2023 Fall semester: From October 23 (Mon.) 10:00 am to October 24 (Tue.) 4:45 pm**

The LL.M. in Global Legal Practice requires at least 30 course credits to graduate. A certificate will require satisfactory completion of at least 10 credits in the relevant field, as well as 2-credit research paper. For the certificates in Business Law and International Dispute Resolution, at least one related 2-credit practical training class must be included. As the course requirements set forth a minimum only, and a certificate is intended to evidence a significant degree of focus and specialization, a student may apply for a certificate in only a single area of specialization.

**(c) Obtaining LL.M. credits for advanced courses offered in Japanese language to the J.D. students**

KLS has modified the terms of the LL.M. program to offer opportunities for students to obtain up to four LL.M. credits per semester for advanced courses offered in Japanese language to our J.D. students. This opportunity will only be available to students whose Japanese is at an advanced/fluent level, and for whom studying in Japanese significantly furthers their course of study. Case-by-case approvals will be required by the LL.M. and J.D. program directors of academic affairs and the instructor. If you are interested, please let the office of student services for Law School know no later than two days after the LL.M. orientation for the semester.

**(d) Courses for the LL.M. program for AY 2023**

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

Category				Subjects (*Class cancellations for AY 2023)
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(Public Law) 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* Japanese Law(Property Law)
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 International Commercial Arbitration I International Commercial Arbitration II International Arbitration Practice in Northeast Asia International Investment Arbitration* Japanese Competition Law Business Strategy and Contract* 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 *
<b>Category</b>				<b>Subjects</b> (*Class cancellations for AY 2023)
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 – Seminar(Case Study in International Competition Law) Seminar(Global Tax Perspectives) * Seminar (Current Legal Issues)-Law of Investment Funds-
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
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## 11.LL.M. Policy

### ■Diploma Policy

1. In the Global Legal Practice program, in addition to building an understanding of legal issues and conflict resolution from a global perspective, students learn to develop business models and policy proposals for a future global legal practice. Additionally, students learn skills for global governance policy proposals, primarily with respect to Asia, and for supporting legislative systems in various Asian countries. LL.M. degree is conferred on those who acquire these legal skills.

2. Consistent with the preceding paragraph, the core requirements for degree conferral are enrollment for at least one year in the Global Legal Practice program and a minimum of 30 course credits in a curriculum based on educational concepts and objectives. However, the completion requirements for recent university graduates without significant practical legal experience include a minimum of 36 course credits.

### ■Curriculum Policy

The following curriculum structure and implementation policies are proposed for the Global Legal Practice program to train personnel with the skills to act as experts in global legal practice and manage legal issues from a global perspective.

1. In order to achieve a more complete realization of the Diploma Policy in this program, the Global Legal Practice program is comprised of nine subjects. These subjects are divided into mandatory courses that form a core program for global legal practice, with other courses as elective programs. The set classes include legal research and writing courses for writing research papers and practical training courses for practical skills, such as the internship course.

2. This program ensures that students acquire the basic legal knowledge and legal thinking skills essential for global legal practice.

3. The aim is to develop legal education through mutual discussion by providing education with opportunities for interaction among teachers and students.

### ■Admissions Policy

The aim of the master's degree program (LL.M.) in Global Legal Practice is to cultivate legal professionals who will play active roles on the world stage, as well as legal staff for multinational corporations and international organizations. The program welcomes applicants with the resolve and ability to tackle the challenging task of acquiring an understanding of legal systems not only in Japan but across the world and communicating this understanding in English.

The selection process requires applicants to submit a statement of their purpose in applying for the program and career plans, together with documentation concerning their English language proficiency, character evaluation, academic performance in law and related disciplines, prior acquisition of legal professional qualifications, experience in legal practice, and other matters. Each applicant is subjected to a comprehensive evaluation based on standardized quantitative and qualitative criteria. In order to enable the acceptance of a wide variety of students, the program has matriculation periods in both spring (April) and fall (September), catering to the needs of applicants residing in Japan and those from outside Japan (international students). Two application periods are held each year in accordance with these two matriculation periods, with results announced separately for each period. Application Period I is usually held in May for entrance in September of the current year and April of the following year, and Application Period II is usually held in December for entrance in both April and September of the following year.

To date, the master's degree program in Global Legal Practice has accepted international students under the Japan International Cooperation Center's Project for Human Resource Development Scholarship and the Japan International Agency's Long-term Trainee Program. However, the selection schedule described above poses procedural barriers for prospective applicants under these projects, and such applicants are therefore offered a dedicated "Admissions Office"-style screening (based upon special recommendation) held from March to April each year.

## 12. 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/>



## 13. Campus Map

