

Academic Year 2025

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

KEIO UNIVERSITY  
Law School



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

## **Table of Contents**

- 1. 2025 Academic Calendar**
- 2. Web System**
- 3. General Information**
- 4. Student ID Card, Certificate, and Notifications**
- 5. Classes and Grades**
- 6. Examinations**
- 7. Student Life**
- 8. Course Registration**
- 9. Curriculum (Courses for the LL.M. program for AY 2025)**
- 10. Handling of Personal Information of Keio Students, Guardians, and Guarantors**
- 11. Campus Map**

# 1. 2025 Academic Calendar

## Academic Calendar (Law School ) 2025-2026 (English.ver)

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

  【Substitute Classes】Spring: 7/17, 7/18, Fall: 11/19, 11/20, 11/25, 11/26, 1/22  
  【Classes on Holidays】Spring: 4/29, 7/21, Fall: 10/13, 11/3  
  【Alternative Day】Spring: None, Fall: 1/16→Monday Substitute

## 2. Web System

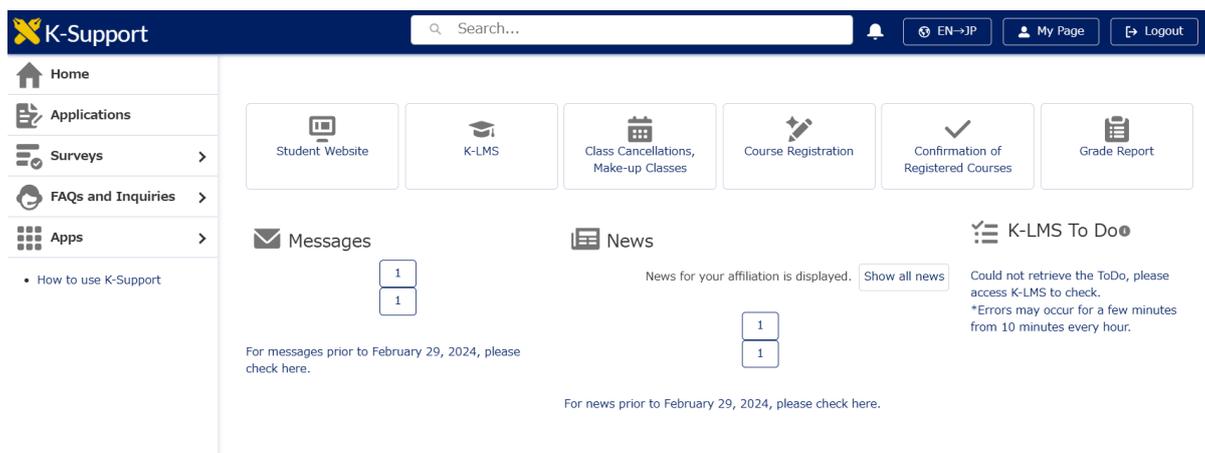
### (a) Keio University Student Website ( 塾生サイト / Jukusei Website )

<a href="https://www.students.keio.ac.jp/">https://www.students.keio.ac.jp/</a> 	This portal site provides information for Keio University students.
Login ID and password are not required.	
Main services provided: <ul style="list-style-type: none"> <li>■ <b>Class/Course registration/Examination</b> <ul style="list-style-type: none"> <li>• View and download registration guidelines, syllabi, and timetables</li> </ul> </li> <li>■ <b>Student Life/Placement and Career Services</b> <ul style="list-style-type: none"> <li>• Guide to offices and counters</li> <li>• Information about events and scholarships</li> </ul> </li> </ul>	

### (b) K-Support



K-Support is a portal site intended for current students at Keio University. The purpose of this site is to support students in their school life by providing a platform to view announcements and messages from the university, prepare and submit applications, and contact various departments and offices. Students will also be able to find a collection of links to the apps used at Keio. As it will be an indispensable tool for students, be sure to bookmark K-Support for easy access.



#### ■ Homepage

Messages	This is where you will find direct messages from the university to you. <u>Check your messages regularly</u> , as they may contain important notices such as those related to course registration or student life.
News	You will find announcements and event information from the university posted here. Important news related to course registration and graduation will be posted, so please look through the page's news items from time to time.
K-LMS	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more. K-LMS is essential for participating in classes at Keio, so be sure to familiarize yourself with it.
Cancelled and Makeup Classes	A list of classes that have been cancelled or have makeup lessons will be displayed here. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is held.
Registered Courses	You will find displayed a list of registered courses. Be sure to check that you have correctly registered for subjects. You can also view classroom information.
Grade Report	You can view available academic transcripts. The period you can view transcripts varies depending on undergraduate faculty, graduate school, academic year, etc. Details are published on the Keio University Student Website.

■ Information Registration and Other Applications

Personal Information	
Confirm or Update Address (Student/Guarantor)	You can confirm your contact information and that of your guarantor. Please carry out the necessary procedures as soon as possible if you need to make any changes.
Reissue Student ID Card or Registration Sticker	If you lose or damage your student ID card or the registration sticker (on the reverse side of the ID card), please make an application for another one here. For more information, please visit the Keio University Student Website or p. 10.
Issue Certificates (Sealed and Special Certificates)	If you wish to request a certificate that cannot be issued from the Certificate Issuance Machines (such as certificates that are sealed, certificates for various qualifications, certificates involving direct overseas delivery, and for applications to fill out certificates involving third party-specified forms ["request forms"]), please submit your request here. For more information, please visit the Keio University Student Website or p. 11.
Change of Guarantor	You can register changes to the information indicated on the left. For more information, please visit the Keio University Student Website or p. 10.
Name Change (Student)	
Name Change (Guarantor)	
Register Overseas Address (Student)	
Register Overseas Address (Guarantor)	
Emergency Contact in Japan	

Class	
Grade-related Inquiries	If you have any questions about grades, ask them through this channel. See p. 14 and 15 for more information.
Request for Reasonable Accommodation	Students who continuously experience considerable impediments in their daily or social lives due to disabilities or social barriers may apply for reasonable accommodation for their academic studies.

■ Class Surveys

You can enter class evaluations and check results of surveys here.

There will be announcements on class evaluations made through the K-Support news page and other relevant platforms.

■ FAQ and Inquiries

From here you can view frequently asked questions and contact the Office of Student Services (Law School) . If you have any questions or concerns about student life, please refer to this page

■ Apps (Excerpt)

This section provides an overview of some of the services and systems needed for student life.

○ Google Workspace

Your email (Keio University Mail), online storage (Drive), calendar, groups, and contacts are provided through Google Workspace.

○ Classes

System	Department	Explanation
K-LMS: Learning Support System (Canvas LMS)	KIC	Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.
Syllabus and Timetable Search		This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information

		necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.
Confirmation of Registered Courses		You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.
Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes	Office of Student Services (Law School)	A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes are makeup lessons are subject to change, so please check before the relevant class is in session.
Grade Reports		View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.

○ Student Life Services, Scholarships/Financial Aid, and Academic Fees and Expenses

System	Department	Explanation
Medical Care Benefits Application		You can prepare an application form to apply for medical benefits from the Keio Student Health Care Mutual Aid Association (“Gakuseikenpo”).
Online System for Student Club Activities	Office of Student Services	You can register your student club's information, submit changes in club managers and presidents, download various notification forms, and submit off-campus event notifications and overseas activity application forms, as well as other applications related to student club management. Students can use this to make an application for club authorization.
Online Scholarship Application System		You can make a scholarship application or application sheet required when applying for internal scholarships or scholarships offered by private organizations or the local government. You will also find notices of incomplete documents and be able to check the application or funding status through this system. *Foreign students may only use this service if their status of residence is Special Permanent Resident, Permanent Resident, Permanent Resident, Spouse or Child of Japanese National (Permanent Resident), or Family Dependent.
Student Payment Portal (Gakuhi Navi)	Office of Finance	This portal site allows students to view information related to tuition fees, check payment history, and complete procedures related to payment of academic fees and expenses while in school. It can also be used to issue a certificate of proof of payment and to register an account for refund procedures.

○ Services

System	Department	Explanation
Software License Acquisition System	KIC	This is a software license distribution system with which Keio University holds a contract.
Report Infectious Disease	Keio University Health Center	If you contract an infectious disease, you are required to report it to the Keio University Health Center. If you have a confirmed case of an infectious disease, make sure to report it.
Certificate Issuance Machine	Office of Student Services	This service allows you to issue certificates at on-campus certificate issuing machines, convenience stores nationwide, and electronic certificates (in PDF format). See p. 11 for details on certificate issuance.

○ Placement and Careers

A website is provided where you can find a general overview of the fundamentals of conducting a job search, as well as read the experiences of Keio alumni who have done job-hunting.

You can also use the “Alumni Visit System (send email)\*”.

\*Available from the second semester of the year preceding the final year of study.

○ Adjusting keio.jp Settings

You can configure your settings on the keio.jp site. For more information about keio.jp, please refer to the next section.

**(c) keio.jp**

keio.jp is the common name for the “Keio Single Sign-on System,” an authentication system for the safe and convenient use of the various online services offered by Keio University. In principle, you will need log into keio.jp to use the services provided by Keio University.

Please refer to the following manual for more.

[https://www.itc.keio.ac.jp/en/keiojp\\_manual.html](https://www.itc.keio.ac.jp/en/keiojp_manual.html)

Resetting Your Password

See below for information about service desks that can assist in reissuing various passwords.

Login ID	Service Desk	Required Documents
Keio ID	Campus KIC Counters	Student ID Card

### 3. 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 21,22,23,24)
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 Web system. 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.

## 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 link 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 KLS office in the South 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

#### Change in address of student and guarantor

Please change the address through the K-Support system (K-Support > Applications > Confirmation/Change of Address (Student/Guarantor)).

### (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 of 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, apply through the K-Support system (K-Support > Applications)..

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, Residence 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	Office (Law School)	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	300 yen	Office (Law School)	Same day	April 1	
	English					
Certificate of Course Registration	Japanese	300 yen	Office (Law School)	Same day	May 2 / October 24	
	English			Same day		
Student Travel Fare Discount ( <i>Gakuwari</i> ) Certificates	Japanese	Free	Machine	Same day	April 1	
Student Commuter Certificate	Japanese	Free	Machine Convenience Store	-	April 1	
Other prescribed forms (request forms) from external bodies requiring certification	Japanese	300 yen	Office (Law School)	Several days	-	Please apply via the K-Support system (Applications > Certificate Issue). Please bring your student ID card to obtain the certificate.
	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.

### (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.

## 5. Classes and Grades

(a)

Keio University has introduced 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%	

---

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 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)

You can view the Grade Report online 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 the spring semester after September 22<sup>nd</sup> and for the fall semester after April 1<sup>st</sup>.

## 6. Examinations

### 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. Beverages (such as water in a bottle) and clothes or lap blanket in order to control body temperature are permitted to bring into examination. The temperature of the classroom might be different depending on whether or not you are seated near the air conditioning equipment. Be sure to wear layered clothes that can easily be added or removed to control your body temperature.

#### ■ 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.

■ **Announcement on Using ChatGPT and Other AI-Generated Content**

For each class you take, should your undergraduate faculty, graduate school, or professors encourage or permit AI-generated content, make sure that you follow the guidelines and instructions given by the relevant faculty members at that time. If any reports or essays are created using AI, you must indicate so clearly on the assignment.

In other words, using AI is essentially the same as relying on another person for that generated content. Students will not be allowed to use AI or similar tools for class assignments or exams when these tasks require students to work independently.

## 7. Student Life

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

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

### (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 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 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.

### (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.

<https://www.hcc.keio.ac.jp/en/infection/report.html>

After recovery, you will be required to submit the Permission to Return to Campus After Illness certificate (*kansenshō tōkō kyōka shōmei sho*/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.

**(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 for 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

**AY2025 Spring semester: April 1 (Tue.) 10:00 am – April 2 (Wed.) 4:00 pm**

**AY2025 Fall semester: September 22 (Mon.) 10:00 am- September 22 (Mon.) 4:00 pm**

##### • Course registration period II

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

**AY2025 Spring semester: April 7 (Mon.) 4:00 pm – April 15 (Tue.) 10:00 am**

**AY2025 Fall semester: September 29 (Mon.) 4:00 pm– October 8 (Wed.) 10:00 am**

**\*Please be careful to avoid scheduling conflicts between the regular course and the intensive course.**

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 2025.

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 must take at least 7 courses (14 credits hours of classes), including first (second)-half-semester courses throughout the whole semester.**



**[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) 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.

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

**AY2025 Spring semester: April 29 (Tue.) 10:00 am – April 30 (Wed.) 4:00 pm**

**AY2025 Fall semester: From October 21 (Tue.) 10:00 am to October 22 (Wed.) 4:00 pm**

If you would like to apply for it, please check the details posted on the Web 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.

**(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.

Course Title (AY 2023)	New Course Title (AY 2024)
Japan-EU Relations and Global Business Law	Japan-EU Business and Sustainability Law
Course Title (AY 2024)	New Course Title (AY 2025)
Japanese Law (Contemporary Issues)	Cross-Border Investment into Japanese Real Estate; Acquisition, Financing, and Ownership

**(e) 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 the Web system. Unlike Keio courses, once you register, you will not be able to withdraw.

## 9. Curriculum (Courses for the LL.M. program for AY 2025)

### Courses for the LL.M. program for AY 2025

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

Category			Subjects (*Class cancellations for AY 2025)
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(Economic Security Legislation) Japanese Law(Economy and Social Structure) Japanese Law(Legal History and Transformation) Japanese Law(Labor and Employment) Japanese Law in Cross - border Matters Japanese Law(Citizen, Consumer and Family Relation)* Japanese Law(Property Law) Cross-Border Investment into Japanese Real Estate; Acquisition, Financing, and Ownership
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 Business and Sustainability 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* Introduction to the Law of Investment Funds
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* Multinational Corporations and Law History of International 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 2025)
57-00-00	57-01-00	57-01-01	7 Current Legal Issues	Art Business and Law* Sports Law and Dispute Resolution Legal English for Law Students 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)-AI and Its Legal Landscape- Seminar (Current Legal Issues) -LegalTech- Seminar (Current Legal Issues) -Renewable Energy Projects- Seminar (Current Legal Issues) -New Data Privacy Laws in Southeast Asia-
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 (Exchange students cannot participate in the internship program)

\*canceled course

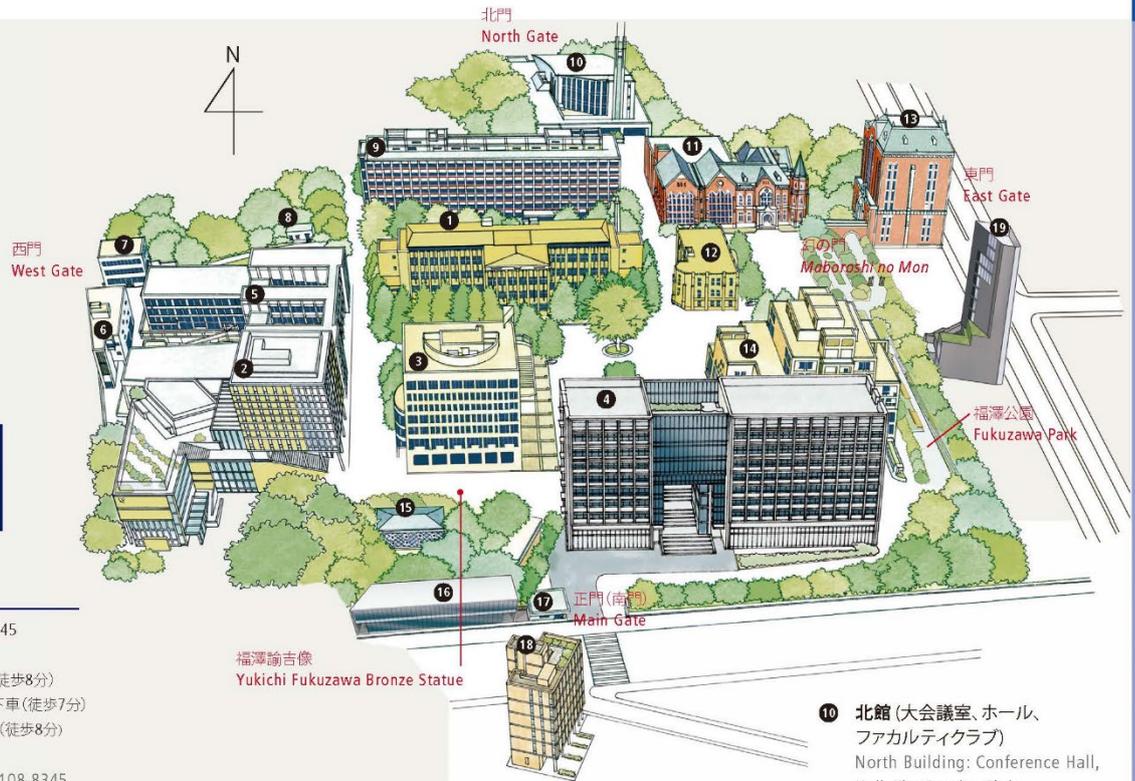
## 10. Handling of Personal Information of Keio Students, Guardians, and Guarantors

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

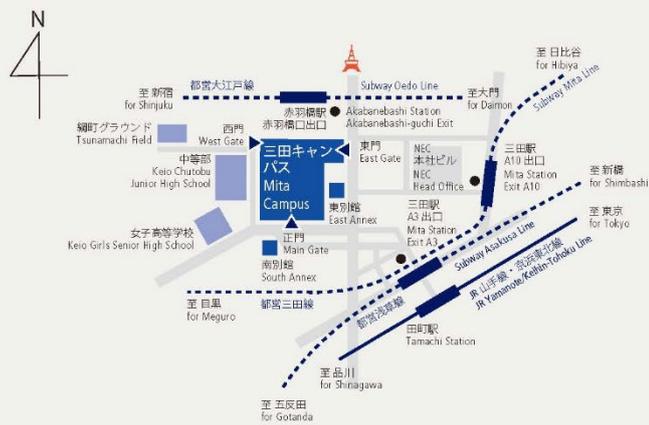
三田 MITA

MITA  
三田



〒108-8345 東京都港区三田2-15-45  
TEL 03-5427-1517 (総務部)  
JR山手線・京浜東北線 田町駅下車(徒歩8分)  
都営地下鉄浅草線・三田線 三田駅下車(徒歩7分)  
都営地下鉄大江戸線 赤羽橋駅下車(徒歩8分)

2-15-45 Mita, Minato-ku, Tokyo 108-8345  
PHONE +81-3-5427-1517 (General Affairs)  
8 min. walk from Tamachi Station  
(JR Yamanote Line or JR Keihin-Tohoku Line)  
7 min. walk from Mita Station  
(Subway Asakusa Line or Subway Mita Line)  
8 min. walk from Akabanebashi Station  
(Subway Oedo Line)



- ① 第1校舎 (101-147)  
First School Building
- ② 南館 (2B11-2B42)  
South Building
- ③ 大学院校舎 (311-375B)  
Graduate School Building
- ④ 南校舎 (411-477、ホール、学生食堂 [ザ・カフェテリア] 社中交歓 萬來舎)  
South School Building: Hall, Student Cafeteria (The Cafeteria), Banraisha Bar & Lounge
- ⑤ 西校舎 (501-545、ホール、学生食堂 [生協食堂、山食])  
West School Building: Hall, Student Cafeteria (Co-op Cafeteria, Yamashoku)
- ⑥ 購買施設棟 (生協購買部)  
University Co-op
- ⑦ 西館  
West Building
- ⑧ 労働組合本部  
Keio Trade Union
- ⑨ 研究室棟  
Faculty Research Building
- ⑩ 北館 (大会議室、ホール、ファカルティクラブ)  
North Building: Conference Hall, Hall, The Faculty Club
- ⑪ 図書館旧館 (福澤諭吉記念慶應義塾史展示館、カフェ八角塔)  
The Old Library: Fukuzawa Yukichi Memorial Keio History Museum, Café Hakkakuto
- ⑫ 塾監局  
Keio Corporate Administration (Jukukan-kyoku)
- ⑬ 東館 (ホール、G-Lab)  
East Research Building: Hall, Global Research Lab (G-Lab)
- ⑭ 図書館 (三田メディアセンター)  
Keio University Library: Media Center
- ⑮ 三田演説館  
Public Speaking Hall (Mita Enzetsu-kan)
- ⑯ 三田インフォメーションプラザ  
Information Plaza
- ⑰ 警備室  
Security Office
- ⑱ 南別館 (アート・スペース)  
South Annex: Art Space
- ⑲ 東別館 (慶應義塾ミュージアム・commons)  
East Annex: Keio Museum Commons (KeMCo)