

# Mita Campus Guide

## Main Offices and Opening Hours

Office		Main responsibilities	Office opening hours	Location
Office of Student Services	General Affairs and Inquiries Group	Registrar, lost and found	Weekdays 8:45am~4:45pm *	B1F, South School Building
	Academic Affairs Group	Course registration, grades, classroom usage, graduate admission		
	Student Life Services Group	Student life		
	Scholarships and Financial Assistance Group	Student Counseling Room	Weekdays 9:30am~4:30pm	*The Law School Section of the Academic Affairs Group is located on 1F, South Building.
	International Exchange Services Group	Scholarships	Weekdays 8:45am~4:45pm *	
	Placement and Career Services Group	International exchange	Weekdays 8:45am~4:45pm *	
		Employment and careers		
		Teacher Training Courses		
	Placement and Career Resource Room	Weekdays 10:15am~1:00pm, 2:00pm~4:45pm	B1F, South Building	
Health Center	Health checkups and healthcare	Weekdays 8:30am~5:00pm * Please check the open hours for Mita branch at <a href="http://www.hcc.keio.ac.jp/en">http://www.hcc.keio.ac.jp/en</a>	1F, North Building	
Mita ITC	keio.jp, ITC Account, Software License	Weekdays 8:45am~4:15pm *	B1F, Graduate School Building	

\*Offices are closed on Saturdays, Sundays, public holidays with no classes scheduled, Mita Campus summer and winter break periods, and on January 10 (Founder's Birthday – anniversary of Yukichi Fukuzawa's birthday).

• Notifications of any changes will be provided on the Keio Student Website as necessary.

## Class Timetable

Period	Class hours / Semester first half make-up examinations	Semester-end examinations		Semester-end and semester second half make-up examinations	
	Mita / Hiyoshi	Mita	Hiyoshi	Mita	Hiyoshi
1	9:00am-10:30am	9:00am-10:30am	9:00am-10:00am	9:00am-10:20am	9:30am-10:30am
2	10:45am-12:15pm	10:45am-12:15pm	10:20am-11:20am	10:30am-11:50am	10:50am-11:50am
3	1:00pm-2:30pm	1:00pm-2:30pm	12:20pm-1:20pm	12:30pm-1:50pm	12:50pm-1:50pm
4	2:45pm-4:15pm	2:45pm-4:15pm	1:40pm-2:40pm	2:00pm-3:20pm	2:10pm-3:10pm
5	4:30pm-6:00pm	4:30pm-6:00pm	3:00pm-4:00pm	3:30pm-4:50pm	3:30pm-4:30pm
6	6:10pm-7:40pm*	6:15pm-7:45pm	4:20pm-5:20pm	5:00pm-6:20pm	4:50pm-5:50pm
7	—	—	5:40pm-6:40pm	—	—

\*Classes at Hiyoshi Campus only go up to 5th period.

## Notices on Academic Affairs

Information and announcements with regard to the courses offered in Mita Campus (except Law School) such as timetable change, class cancellation and make-up classes, emergency announcements, examination guideline, academic calendar, student calls and etc. will be posted on websites, so please make sure to check them regularly for updates. A common bulletin board is located on the first floor, in front of the main entrance in the West School Building (for notices regarding Research Seminars, please see the bulletin board located on the B1F). For information on courses offered at different campuses, please check websites or bulletin boards located at each campus.

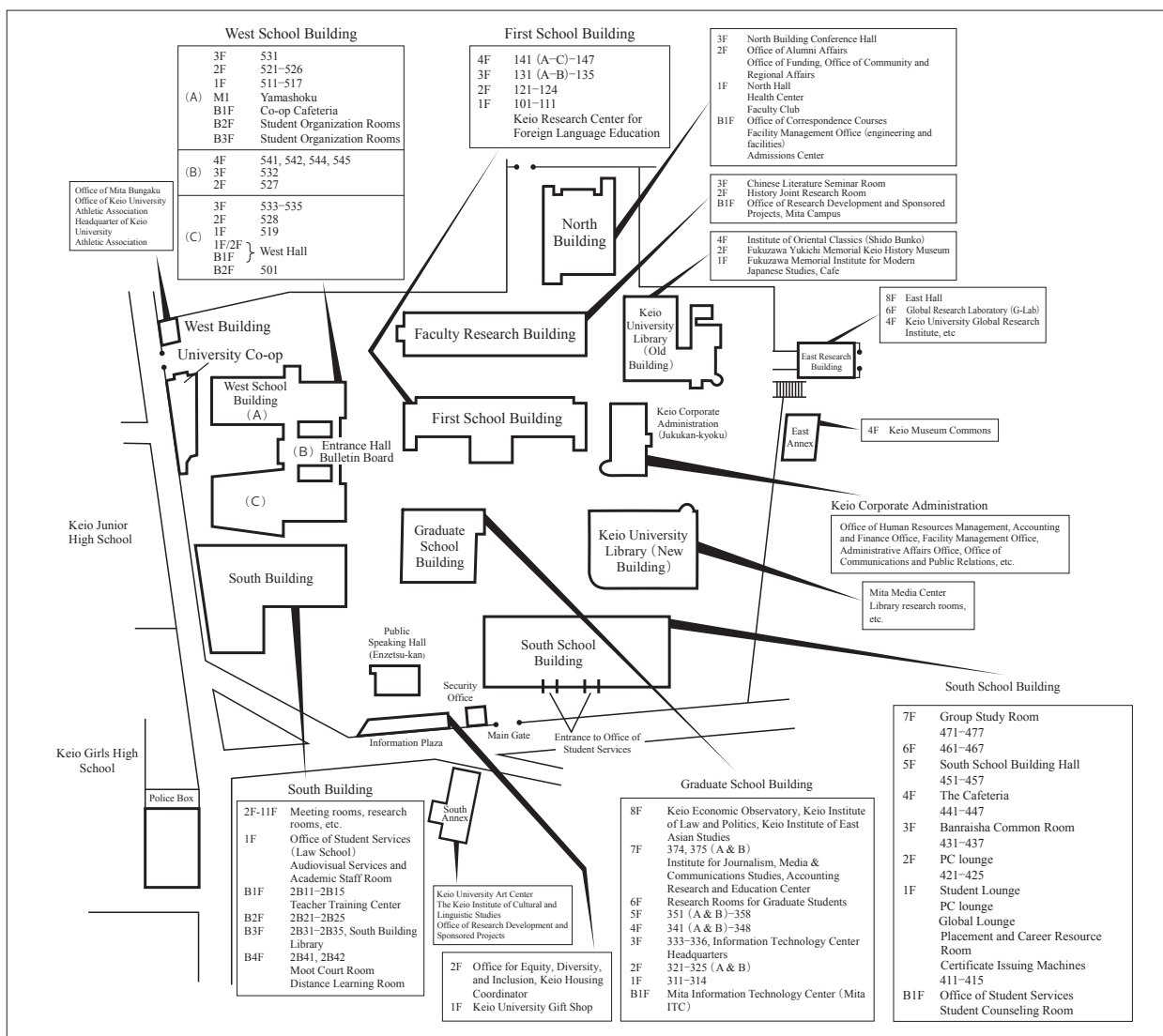
**Notices from the Office of Student Services, Academic Affairs Group (Faculty of Business and Commerce Section):**

keio.jp → Message or News

## School Buildings and Classroom Numbers

First School Building	Graduate School Building	South School Building	West School Building	South Building
101-147	311-375B	411-477 South School Building Hall	501-545 West School Building Hall	2B11-2B42

## Mita Campus Map (as of April 2022)



## Other Facilities

### (1) Use of PCs and printers

Please check the Mita ITC website: <https://www.mita.itc.keio.ac.jp/>

### (2) Certificate Issuing Machines (see “Certificates (Transcripts, Student Travel Fare Discount Certificates, etc.)” under “III Student ID Card, Notifications, and Certificates”)

There are Certificate Issuing Machines located on 1F of the South School Building. For details of operating days/hours, please check the Keio Student Website (Keio University Student Website → Mita → Faculty of Business and Commerce → Procedures → Certificates).

### (3) Photocopying

Photocopiers are located at the University Co-op and the Co-op Cafeteria.

### (4) Lost and found

The General Affairs and Inquiries counter of the Office of Student Services holds onto lost and found items.

### (5) Cafeterias

There are three cafeterias: *The Cafeteria* in the South School Building, and *Yamashoku*, and the *Co-op Cafeteria* in the West School Building.

# Student ID Card, Notifications, and Certificates

In principle, the following procedures and notifications can only be carried out at the office in person.

※Any changes to the procedures described in this section will be announced on websites.

## 1 Student ID Card

The student ID card certifies that the holder is a student of Keio University. Be sure to carry it at all times as it will be required in various situations.

### (1) Reissuance of student ID cards

If the student ID card and/or registration sticker becomes lost, soiled, or damaged, students must apply for it to be reissued immediately at the General Affairs and Inquiries Group in the Office of Student Services on Mita Campus.

#### - Required documents:

Application Form (prescribed), a photograph for the new student ID card (4 cm x 3 cm; color print on glossy paper; no cap/hat; full-frontal view of head and shoulders against a plain background; taken within the last 3 months), 2,000 yen in the form of a certificate stamp (*shoshi*) available from the ticket machine at the General Affairs and Inquiries Group, and application form for reissuing a student ID card (prescribed).

Reason for reissuance	Charges
Loss or damages of a card	2,000 yen
Change in name/loss of a sticker/damage to magnetic strip or IC chip	Free

### (2) Registration sticker

From AY 2022, stickers valid for four years from the time of enrollment is distributed, so please remove the old stickers and affix them. If you will be enrolled for more than four years due to a leave of absence, study abroad, year repeat, etc., stickers with renewed validity will be distributed before they expire.

### (3) Return of student ID card

If you find the original student ID card after a new one has been issued, or if the student is no longer enrolled due to withdrawing from the university or graduating, or any other reason, the student must immediately return the original card to the General Affairs and Inquiries Group in the Office of Student Services.

### (4) International student ID card

Inquiries should be directed to the Keio University Co-op ticket agency. (Tel: 03-3456-4555)

## 2 Notification of Change of Address (Student/Guarantor)

### 1. For students

Immediately report a change of address through keio.jp "Confirmation/Change of Address". Please refer to p.6 for the URL and how to log in. Applications will normally be completed within a few days as long as there are no errors. When approved, you will receive an approval notice on keio.jp.

If your travel route to and from the university changes make an application of Student Commuter Certificate from Certificate Issuance Service after 7:00am on the next day of receiving approval notice on keio.jp.

For students changing their address to overseas address, please contact Faculty of Business and Commerce Section in Mita Office of Student Services.

### 2. For guarantors

Immediately report a change of address to the General Affairs and Inquiries Group in the Office of Student Services, or make an application via online form (<https://forms.gle/ZfhBSwm9fGZy26ue7>) Students need to log-in with keio.jp ID and password.

#### -Required documents:

Student ID card, NOTIFICATION OF THE CHANGE OF ADDRESS (prescribed form) and Certificate of Residence of the guarantor (must be issued within the last 3 months and must not state his or her "My Number (Individual Number)" on the form)

Please also complete the notification procedures when there are changes to the residence indication, the lot number, or the telephone number.

**If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.**



## 3 Changing Guarantor

If you are planning to change the guarantor, please notify the General Affairs and Inquiries Group in the Mita Office of Student Services or submit the online form (<https://forms.gle/EuvjpYTMx979zss07>) as soon as possible. They need to log-in with keio.jp ID and password. Students' guarantor should be an adult who resides in Japan, is responsible for supporting their family financially, and he or she must be able to bear responsibility for the student's academic fees and expenses and personal affairs. If possible, please designate one of student's parents.

If it is not possible for the student's parent to act as the guarantor, please designate a guardian, such as an older sibling, uncle, aunt, or equivalent. However, if a student is unable to choose a person residing in Japan as a guarantor, the student may assign a person who lives in a foreign country. In this case, please also provide an emergency contact in Japan in case of emergencies. Also, if a student's guarantor resides overseas, the tuition invoice will be sent to the student's current address.



#### - Required documents

Student ID card, NOTIFICATION OF CHANGE OF GUARANTOR (prescribed form), and the Certificate of Residence of the new guarantor.

### 4 Changing Surname or Given Name (Student/Guarantor)

If you have changed your surname or given name, please notify the General Affairs and Inquiries Group in the Office of Student Services as soon as possible. After notifying the General Affairs and Inquiries Group, be sure to inform the lecturers of the courses you are taking as well.

#### - Required documents

Student ID card, NOTIFICATION OF CHANGE OF NAME (prescribed form), APPLICATION FOR RE-ISSUANCE OF STUDENT ID CARD (prescribed form), and a Certificate of Family Register or Extract of Family Register Containing the new name, or a Certificate of Residence which the old surname is printed alongside the new surname (those have to be original documents issued within three months)/a copy of driver's license which the old surname is printed alongside the new surname.

Note: Students will also need a photograph (4 cm x 3 cm; color print on glossy paper; no cap/hat, a full-frontal view of head and shoulders against a plain background) taken within the last 3 months only for the change of student's name. No charge will be incurred.

### 5 Changing Nationality

If you have changed nationality, please notify a staff member at the Faculty of Business and Commerce counter as soon as possible. - **Required documents**

Student ID card, an official certificate that can be used to verify the change to the new nationality, such as a copy of the extract of the student's family register (photocopies accepted) or Certificate of Residence (please check with the issuing body in advance to confirm if the necessary information will be stated on the document).

### 6 Student Commuter Certificate (student commuter pass)

The procedure for purchasing a student commuter pass has been changed from the AY2022. Please follow the procedure below to purchase a student commuter pass after obtaining a paper "commuter pass certificate" in advance.

- (1) Log in to the certificate issuing service (access from "Student Website" → "Procedures" → "Certificates" → "Information about Certificates") 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 route and other 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.

\*The procedure for commuting to a campus other than the one to which you belong in order to take classes will be announced on the website.

### 7 Certificates (Transcript, Student Travel Fare Discount Certificate, etc.)

- (1) How to issue a certificate

Students can use either the certificate issuing machines on campus or the multi-functional photocopying machines installed in convenience stores nationwide. For more information, please check:

Keio Student Website → Procedures → Certificates → Information about certificates

#### ① Issuance at convenience stores

Certificates can be obtained using the multi-functional photocopying machines installed in convenience stores nationwide (FamilyMart, Lawson, Seven-Eleven). Apply online to issue the required certificates, and pay the issuance fees by credit card, in cash at convenience stores, or using other forms of electronic money, etc.

Note: Student Travel Fare Discount Certificates cannot be issued at convenience stores. Please use certificate issuing machines on campus.

#### ② Certificate Issuing Machine

Location	Operation hours
IF, South School Building	Monday-Saturday, 8:45am-8:00pm No service on Saturdays when no classes or semester-end examinations held, public holidays, during campus-wide breaks and system maintenance periods.

- Certificate Issuing Machines are also available on other campuses (Hiyoshi, Yagami, SFC, and Shiba-Kyoritsu).
- Information will be posted on keio.jp when the Certificate Issuing Machines are temporarily out of order due to Maintenance or malfunction.

- (2) Certificates in a sealed envelope

If a student requires a certificate in a sealed envelope, make a request at the General Affairs and Inquiries counter in the Office of Student Services. Note that certificates issued from a Certificate Issuing Machine/Convenience Store printing machine cannot be sealed in an official envelope afterwards.

(3) Application for a certificate by a representative

A representative can apply for a certificate on a student's behalf only in cases where a student is not able to visit the university for reasons such as study abroad or being hospitalized. Applications are accepted at the Faculty of Business and Commerce Section in the Office of Student Services.

**- Required documents**

A copy of the applicant's student ID card, a letter of attorney, and the representative's ID (a valid proof of identity). The letter of attorney may be written in any format as long as it states the intentions of the student.

Example: Letter of Attorney

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

[Date, signature, and seal of the student]

For representative's ID, the following forms of identification are accepted: Keio student ID card, driver's license, passport, health insurance card (please hide insured ID number, etc.), Residence Card, or Basic Resident Registration Card with a photo.

Other forms of identification such as a staff identity card for a company or a student ID card of another university are not accepted.

(4) List of Certificates

Certificate	Language	Price (per copy)	Place of issue	Issued	Available from	Remarks
Certificate of Enrollment	Japanese	300 yen	On-campus certificate issuing machines/ Convenience Store	Same day	April 1	
	English					
Transcript of Academic Record	Japanese	300 yen		Same day	September 22	Courses passed in the Fall Semester will be reflected on April 1.
	English					
Certificate of Expected Graduation	Japanese	300 yen		Same day	September 22	Issued to 4th year students only. If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English					
Certificate of Course Registration	Japanese	300 yen	Office	Same day	May 2 October 26	If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English	300 yen		Same day		
Certificate of Annual Health Examination	Japanese	300 yen	On-campus certificate issuing machines/ Convenience Store	Same day	June 10	Issued until the end of the academic year in which you underwent the health examination.
	English	Contact: Keio Health Center (Tel: 03-5427-1607)				
Student Travel Fare Discount Certificates ( <i>Gakuwari</i> )	Japanese	Free	On-campus certificate issuing machines	Same day	April 1	
Students Commuter Certificate for Mita	Japanese	Free	On-campus Certificate issuing machines	Same day	April 1	
Students Commuter Certificate for other campuses	Japanese	Free	On-campus Certificate issuing machines	Same day	April 7	Necessary when a student purchases a student commut- er pass in order to take courses offered in offered in other campuses. For details, please refer to Keio Student Website ( <a href="https://www.students.keio.ac.jp/com/procedure/pass/">https://www.students.keio.ac.jp/com/procedure/pass/</a> )
Certificate of Completion of Course Requirements to take tests for various qualifications	Japanese	300 yen	Office	Several days	—	
Other prescribed forms (request forms) from external bodies re- quiring certification and/or com- pletion	Japanese	300 yen	Office	Several days	—	
	English					

- Be aware that it takes several days for some certificates to be issued.
- The student ID card is required to obtain certificates.
- Student Travel Fare Discount Certificates (*Gakuwari*) are valid for 3 months from the date of issue but will become void when the student is no longer enrolled at the university, even if it is within the 3 month period. Please refrain from applying for more tickets than actually required.
- Application forms for group discount tours are available at the Student Life Services Group in the Office of Student Services.
- Certificates cannot be issued for students whose tuition has still not been paid for the previous semester or earlier. The certificates can be issued at the Faculty of Business and Commerce counter in the Office of Student Services after the tuition payment has been made, but it will take several days for confirmation and issuance.

# Web System

## 1 Keio University Student Website

URL	https://www.students.keio.ac.jp/en/
Overview	This portal site provides information for Current Keio University students. Login ID and password are not required.
Main services provided	<b>■ Class/Course registration/Examination</b> ・ View and download registration guidelines, syllabi, and timetables (PDF) <b>■ Student life/Placement and career services</b> ・ Guide to offices and counters ・ Information about events and scholarships

## 2 keio.jp

http://keio.jp/	“keio.jp” is the general term for the Keio Single Sign-On System. The latest information about news, student calls, events, etc. are posted on top page of “keio.jp” portal so please check it daily.
ID/Password: Keio ID and keio.jp password*	
<p>Main services provided: ( ) shows the department in charge</p> <p>■ <b>K-LMS (Canvas • Class Support System)</b> (ITC)</p> <p>This is system mainly designated to support student’s study.</p> <p>Announcements from lecturers, study materials downloads, submission, discussion and return of reports (assignments).</p> <p>■ <b>Course Registration</b> (Office of Student Services)</p> <p>The system allows students to make course registration, additional course registration, course cancellation and application for “No New Registered Courses”. Students can modify the courses during the course registration period.</p> <p>■ <b>Confirmation of Registered Courses</b> (Office of Student Services)</p> <p>The list of registered courses available during the designated period. Students must confirm that their course registration is done correctly during the available period. <u>Students can also find the classrooms for registered courses.</u></p> <p>■ <b>Information on Class Cancellations/Make-up Classes/Free-Scheduled Classes</b> (Office of Student Services)</p> <p>The list of courses with scheduled cancellation and/or make-up classes is available. The information is subject to change so please check it regularly for updates.</p> <p>■ <b>Web Entry System</b> (Office of Student Services)</p> <p>This system allows students to apply for courses requiring prior application. Be aware that some courses may use pre-registration on keio.jp or may instead require a submission of an entry sheet to the office. The application periods vary by course.</p> <p>■ <b>Confirmation/Change of Address</b> (Office of Student Services)</p> <p>Students can confirm their/guarantor’s address. Select “Various Changes” at the top menu then click on “Confirmation/Change of Address”. Please notify any changes immediately from this menu (See p. 3 for details).</p> <p>■ <b>Certificate issuance service</b> (Office of Student Services)</p> <p>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.</p> <p>■ <b>Grade Reports</b> (Office of Student Services)</p> <p>Students can access their grade report. The period for which the grade report is made available online differs according to the faculty, graduate school, and year level. Details will be announced on the Keio Student Website.</p> <p>■ <b>Results of the Annual Health Examination</b> (Health Center)</p> <p>Students who have taken an annual health examination during the current academic year (SF) can view their results. When students take the examination, they will be informed when the results will be made available. If students have any questions regarding the results of their medical examination, contact the Health Center.</p> <p>■ <b>Jobs/Careers Services Systems</b> (Office of Student Services)</p> <p>Students can browse the Job Hunting Diaries kept by senior Keio peers, request a visit with a Keio Alumni, and search and view job-offer application cards and company information through each system. For details, please visit Keio University Student Website → Jobs/Careers → Job Hunting Tools</p> <p>■ <b>Google Workspace</b> (ITC)</p> <p>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.</p> <p>■ <b>Box</b> (ITC)</p> <p>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.</p> <p>■ <b>Webex</b> (ITC)</p> <p>This is an online-meeting service provided by Cisco. Web meeting is available by using the internet service through PC or mobile device (iOS, Android).</p> <p>■ <b>Software license acquisition system</b> (ITC)</p> <p>This is a license distribution system for software with which the university has a contract.</p> <p>■ <b>Keiomobile2 / eduroam</b> (ITC)</p> <p>Students can connect their personal laptop or smartphones to wireless LAN (Wi-Fi) on campus to use internet.</p> <p>■ <b>Web lecture for the use of IT</b> (ITC)</p> <p>Support for the use of IT with various movie contents about the use of each software and information security, etc.</p>	
*It is possible to log in with an ITC account (however, registration for a keio.jp account is required).	

Other information such as the explanation for each web system, course registration and web entry system manual, and notes on



using those web systems are available on the Keio Student Website:

“Web System”

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

Keio Student Website top → Mita → Faculty of Business and Commerce → Classes → Web System

### 3 Reissuance of Passwords

Contact one of the offices below to have a password reissued.

Login ID	Office	Necessary documents
Keio ID	ITC counter at each campus (except for SFC)	Student ID card
ITC Account		

# Courses and Grades

## 1 Applications to Use Classrooms, etc (Mita)

Any changes to the following information will be announced on the websties.

### (1) Applications to use classrooms for research seminars

Use.....Research seminars

Availability.....Monday to Saturday during term time.

Classrooms are not available on Sundays, public holidays, university-designated holidays, and during semester-end examination periods (on Sundays, public holidays and university-designated holidays outside of term time, it may be possible to use classrooms if permitted and accompanied by a faculty member. Please ask at the Classroom Reservation Section in the Office of Student Services).

Available hours.....9:00am–8:00pm

Procedures.....Please apply via the designated online form.

Application period.....From no earlier than two weeks and by no later than three working days before the requested date of use.

〈Applications to use Group Study Rooms (7F, South School Building)〉

Group Study Rooms are available for a group of more than two students to have a discussion and/or group study (4 rooms for 16 students per room, 8 rooms for 9 students per room are available).

Procedure.....Please apply via the designated online form. The available time for use is between 9:00am–8:45pm and one student can reserve one booth for up to 3 hours per day. However, booths are available without a reservation after 4:45pm from Monday to Friday when the booth is vacant, and on every Saturday.

Available hours.....9:00 am–8:45 pm, Monday to Saturday during term time.

Group Study Rooms are NOT available on Sundays, public holidays, and university-designated holidays.

For use of Group Study Rooms during outside of term time, please ask at the Classroom Reservation Section in Office of Student Services.

### (2) Applications to use classrooms by officially authorized student clubs and groups

Use.....Meetings of officially authorized student clubs and groups

Availability.....Only available during term time

Classrooms are not available on Sundays, public holidays, university-designated holidays, during semester-end examination periods, and outside of term time.

Available hours.....Monday to Saturday 9:00am to 8:00pm

Designated hours for use by music clubs

Monday to Friday 6:10pm to 8:10pm

Saturday 1:00pm to 6:00pm

Procedure.....Please apply via the designated online form.

Application period.....From no earlier than two weeks and by no later than three working days before the disired date of use.

Reference.....In addition to classrooms, the following spaces are available for use: student lounges A and B; Music Practice Room (please submit applications for use to the Student Life Services Group in the Office of Student Services).

### (3) Application to use student cafeteria

Use.....Parties of officially authorized student clubs and research seminars

Availability.....Any day apart from Sundays and public holidays

Procedure.....Please make an official application by submitting a SCHOOL CAFETERIA USAGE APPLICATION to the Classroom Reservation Section in the Office of Student Services.

Reference.....If students do not contact the cafeteria two weeks prior to the day of use, the booking may be cancelled. Please contact the cafeteria in question directly regarding details of the food, etc., after submitting the SCHOOL CAFETERIA USAGE APPLICATION.

### (4) Applications to use classrooms by external groups

Please ask a member of the Property Administration Section in the Facility Management and Procurement Office for details. Charges will be incurred.

\*Please confirm the application procedures at each campus regarding the use of classrooms on their campus.

## 2 Keys for Audiovisual (AV) Devices in Classrooms

Office . . . Lecturers' Room (1F, South Building)

Procedure . . . Show student ID card



### 3 Handling of Classes in Emergency Situations

In the case of natural disasters such as typhoons, heavy rains, and earthquakes, etc., if there is a suspension of public transportation due to a large-scale accident, or if there is any other emergency which force the university to cancel the classes, information will be posted on the Student Website: Keio University Student Website→Schedules→Handling of Classes in Emergencies (Other Precautions)

If an emergency occurs after the start of classes, separate measures such as sending students home early or shortening the duration of lectures will be taken as circumstances dictate. Follow the instructions that are given via the campus broadcasts and put up on the Keio Student website.

### 4 Handling of Classes during Keio-Waseda Baseball Games

Classes only take place in the first period on the day of a Keio-Waseda baseball game. No classes will be held from the second period onward to allow students to support the team. This also applies from the third round of games onward. If a game is cancelled due to bad weather, etc., classes will be held as normal.

An announcement will be made regarding the handling of classes at 9:00 on the day of a Keio-Waseda baseball game on the Keio Student Website. Keio University Student Website → Schedules → Handling of Classes in Waseda-Keio Baseball Games

For game results, access the “Tokyo Big6 Baseball League” website (<https://www.big6.gr.jp/>) [Japanese language only].

### 5 Class Attendance when chosen as a Lay Judge

Keio University does not officially recognize absences from classes to attend a trial as a lay judge. Students who are selected as lay judges and are unsure about class attendance should consult with a staff member at the Faculty of Business and Commerce Section at the Office of Student Services. Please note that the nature of certain classes may mean that attendance is compulsory.

### 6 Course Numbering (K-Number)

Beginning in the 2022 academic year, Keio University is 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 allows 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 is assigned for each faculty/graduate school respectively.

Please refer to online resources for further details.

**The Structure of K-Number** (Viewing Courses in the Faculty of Business and Commerce)

**FBC-BC-1 1 1 1 1-1 1-11**  
① ② ③④ ⑤ ⑥⑦⑧⑨ ⑩

	Type		Details	
①	Course Administrator	Undergraduate faculty/Graduate school	Courses administered by the Faculty of Business and Commerce are displayed as FBC-BC*Each undergraduate faculty and graduate school's designated codes can be found on websites	
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	*See the websites for the details.	
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/Practice 9 : Other		
⑧		Class Format (Keio-wide)	Face-to-face classes	1 : Face-to-face classes (conducted mainly in-person)
			Online classes	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 9 : Others		
⑩	Academic discipline	Academic discipline (Keio-wide)	*See the websites for the details.	

## 7 Maximum Number of Credits Permitted for Distance Learning/Online Classes

The maximum number of credits for “distance learning” (online classes) (\* 1) to count towards graduation in Keio University undergraduate programs for classes starting in AY2022 is 60 credits.

When deciding which courses to take, be sure to confirm the class format before making a study plan. Students can check the format for each class on the syllabus and the K-Number.

Additionally, when registering courses, the total number of credits earned from remote (online) classes and the number of those to be taken cannot exceed 60 credits. If the total number of credits earned from remote (online) classes exceeds 60 credits, students must register for the courses as Optional Courses.

\*1 “Distance learning (online classes)” are defined as classes in which more than half of the total number of lectures are taught online.

\*2 However, for online classes taken before AY2021, such classes are considered special exceptions under COVID-19 prevention measures and thus will be exempt from the maximum credit limit.

## 8 Grades

### (1) Grading System

The grades for a course are determined after students have attended the classes and taken the assessed examinations (semester-end examinations and/or assignments). There are five grade levels: S, A, B, C, and D. Passing grades are S, A, B, and C, whereas D is a fail. However, some courses only use the two grade levels of P and F, where P is a pass and F is a fail. Courses taken at other universities that have been approved for credit transfer without using the grade levels S, A, B, C or P are assigned a G.

Grades for corequisite courses will either be S, A, B, or C to indicate that students passed both or a D to indicate that they failed both courses.

● Grading system for courses taken before Academic Year (SF) 2016

There are four basic grade levels: A, B, C, and D. Passing grades are A, B, and C, whereas D is a fail. Specified courses and courses taken at other universities are graded using the same system outlined above.

### (2) GPA (Grade Point Average) \*Only applicable to students admitted in AY 2017 or later.

The GPA is a number expressing the average value of the grades earned in courses. The five grade levels for all registered courses are converted into a grade point (GP) from 4.0 to 0 (S: 4.0, A: 3.0, B: 2.0, C: 1.0, D: 0.0) and multiplied by the number of credits for the course. The sum of this calculation is then divided by the total number of credits for registered courses.

$$\text{GPA} = \frac{\text{Sum of (Number of Course Credits} \times \text{Grade Point)}}{\text{Total Number of Credits for Registered Courses}}$$

Courses graded as P, F or G and Optional Courses are excluded when calculating the GPA.

There are two types of GPA. The “semester GPA” for relevant semesters and the “cumulative GPA” for all periods of enrollment. Both the semester GPA and cumulative GPA are shown on grade reports. On the Transcript of Academic Record, only the cumulative GPA is shown.

GPA is also used for an educational guidance, and if a student's GPA is significantly low, the student might be given a guidance such as an advice on withdrawal from the University.

### (3) Grade Reports

The Grade Report is available on the keio.jp during the designated period. The university will not send hard copies by post. In order to view the Grade Report, keio.jp ID and password are required. The period in which the Grade Report is available is announced on the websites. For re-issuing password and other information on use of the web system, please check “Web System”.

### (4) Transcript of Academic Record

Grades of completed courses will be reflected on students' Transcript of Academic Record in the following periods:

Fall Semester: April 1 or later

Spring Semester: September 22 or later

However, if the Graduation Announcement has been made, students who have been approved to graduate will be able to have their transcripts issued through the Certificate Issuing Machines from the first weekday after the graduation date.

## 9 Inquire Lecturers to Review Grades - Grade Inquiry System

Students can use this system to ask a lecturer for a grade review if they have solid grounds for appealing the grade. The application period and other details are announced on website. No applications are accepted after the deadline. Students are not permitted to ask or petition their lecturer about their grade directly by e-mail or any other method. Such behavior will be considered an act of academic misconduct, and severe penalties will be imposed under Article 188 of the Undergraduate Rules and Regulations and the regulations of Faculty of Economics.

## 10 Obtainable Degrees

Please check the following to confirm the degrees conferred by Keio University.

- Article 2 of the Rules and Regulations for Degree Conferral as listed in the Undergraduate Rules and Regulations for the academic year the student enrolled. (Including Rules and Regulations for Degree Conferral [excerpt])
- Keio University home page → Academics → Undergraduate

# Examinations

## 1 Types of Examinations

### (1) Semester-end examinations

- Check website and K-LMS for further information on the examination timetable, permitted items, precautions, and other details.

#### i) Precautions for semester-end examinations

- a Student ID Card
  - (a) Students must show their student ID card in order to take the examination.
  - (b) If students forget to bring their student ID card on the day of the examination, they must obtain a temporary ID card (valid only on the date of issuance; permits entry to all campuses and libraries) at the General Affairs and Inquiries Group in the Office of Student Service. A charge of 500 yen will apply.
  - (c) Students without either a student ID card or a temporary ID card will not be permitted to enter the examination room.
  - (d) Examination time will not be extended for any students arriving late as a result of the administrative procedures required to obtain a temporary ID card. These students will also not be permitted to take a make-up examination.
- b Prohibited Activities
  - (a) From the second period onwards, students are not permitted to enter the examination room until the exam supervisor of the previous period leaves the room.
  - (b) Make sure to take a seat in the correct examination room. Do not enter any examination room that is not for the courses you are currently taking.
  - (c) All examinees must turn in their answer sheets. Leaving the examination room without submitting an answer sheet is considered an act of academic misconduct and offenders will be subject to disciplinary action.
- c Examination Time
  - (a) The examination time schedule is different from that of regular classes. Please check the appropriate section in the "Mita Campus Guide." Also note that the examination timetables at the Hiyoshi and Mita Campuses are different.
  - (b) The schedule for make-up examinations at Mita Campus is different from that of the semester-end examinations.
- d Late Arrival
  - (a) Students are allowed to take the examination if they arrive within the first 20 minutes after the start of the examination (time extensions not given). However, if students' late arrival is due to unavoidable train delays, students may choose whether to take the examination then or apply for a make-up examination. In the case of suspension of public transportation, the start time of examination may be delayed. Be sure to go to the examination room first and follow the instructions of the exam supervisor.
- e Leaving Early
  - (a) Students are not allowed to leave the examination room during the first 30 minutes and the last 10 minutes of the examination. If students leave the examination room due to illness, etc., after the examination has started, students will not be eligible to take the make-up examination.
- f Other
  - (a) Pay attention to the latest information. Important things to note, such as permitted items, may have been updated since the original announcements were posted along with the examination timetables.
  - (b) Fill in the answer sheet with the name of the lecturer, course title, student's name, and student ID number. Please clearly write out the correct details in full. If anything is left blank, student will not receive a grade.

#### ii) Handling of overlapping examination times

When two or more examinations clash, students may apply for make-up examinations. See "(3) Make-up examinations" below.

**(2) In-class examinations**

Examinations are conducted during class time as needed.

**(3) Make-up examinations**

Make-up examinations are held for students who were unable to take the semester-end examinations due to illness, accidents, or other unavoidable reasons. However, make-up examinations are not conducted for Foreign Language courses, Seminar courses, Physical Activity courses, Research Seminars, and courses for which examinations are not given during the semester-end examination period and grades are evaluated based on term papers, participation and attendance, and in-class examinations.

As for the courses offered by other faculties, their policies on how they deal with make-up examinations, including whether the examinations are conducted or not, will apply. This also applies to joint courses that are mainly offered by another faculty or institution. Applications for make-up examinations require a certificate which specifies the reason for student's absence (such as a medical certificate, including the duration of treatment written by a doctor or a document attesting to the occurrence of an accident, etc.) or other written proofs that are deemed acceptable by Academic Advisor. Applications for make-up examinations must be carried out at the campus where the student is affiliated with. In principle, make-up examinations take place where the semester-end examination for the course in question was held. Make-up examinations taken without completing the necessary procedures mentioned above will be invalid.

Students are not eligible to take the make-up examination if they entered the examination room for the course in question during the semester-end examination period.

**(4) Retake examinations**

Retake examinations for students of the Faculty of Business and Commerce are not conducted regardless of the faculty offering the course.

## **2 Assignments**

**Students must adhere to the following rules when submitting assignments.**

- (1) Students' assignments must be submitted in accordance with the designated method of submission by course lecturers during the specified period. Otherwise, the assignments will not be accepted.
- (2) For students who are instructed to submit an assignment online, they might have difficulties submitting it by internet access troubles if they try to submit just before the deadline. Make sure to submit the assignments well in advance of the deadline.

### 3 Academic Misconduct

Any act of academic misconduct related to the semester-end examinations, in-class examinations, assignments, and short quizzes given during classes will be dealt with severely under Article 188 of the Undergraduate Rules and Regulations and the Regulations of the Faculty of Business and Commerce. It will not only result in failing the course concerned, but will result in grades being set at one level lower for all other courses taken in the same semester. Suspension or expulsion from the school may also be imposed under certain circumstances.

Academic misconduct includes acts of cheating in examinations, writing (or asking someone to write) answer sheets on someone's (or the student's) behalf, taking examination papers home, and intentionally disobeying the instructions of the examination proctors.

**When attending an examination, avoid any misleading behavior that could be mistakenly construed as an act of academic misconduct.**

In addition, the following actions in assignments are considered instances of academic misconduct: acts of writing (or asking someone to write) on someone's (or the student's) behalf, plagiarism (copying and pasting without indicating sources), manipulation and fabrication of data, and any similar deeds.

**Plagiarism in written assignments and theses is considered an act of academic misconduct. Using others' opinions and writings without indicating the reference will be considered fraudulent, even if the act of plagiarism is not intentional. This is considered to be the equivalent of cheating in semester-end and in-class examinations or an even more serious offence, and the student will be subject to disciplinary action.**

#### Precautions for writing assignments and theses

Along with the semester-end examinations and in-class examinations, written assignments (including graduation theses) are important proof of your accomplishments at university. Disregard for the rules for written assignments and theses may lead to disqualification or disciplinary action if judged to have been an act of academic misconduct.

Any references made from particular sources must be **clearly distinguished from your own viewpoints and properly cited**. It will be deemed an act of plagiarism if you ignore this.

The most important points with regard to writing papers are as follows:

1. Clearly distinguish your own opinions from that of others.
2. Clearly indicate the references for quotations or when referring to or citing works of others (**failure to indicate a reference is considered to be an act of plagiarism**).
3. For quotations, write every single word including typographical errors.
4. Follow the rules for citations (refer to the literature below).
5. When referring to information from the Internet, clearly indicate the URL, the title of the web page, and the date when you accessed the page.

Please try to learn the generally accepted methods for using citations from the following reference books, tutorials, etc.

Hacker, D., Sommers, N. (2012). *A pocket style manual* (6<sup>th</sup> ed.). Boston, MA: Bedford / St. Martin's.

Godfrey, J., (2013). *How to use your reading in your essays* (2<sup>nd</sup> ed.). Houdmills, England.

"KITIE" Web tutorial system (Hiyoshi Media Center, 2019) Discovery: Hiyoshi Media Center Website:  
<http://project.lib.keio.ac.jp/kitie>

# Student Life

## 1 Inquiries

- (1) Student Life Services  
Handles extracurricular activities and extracurricular education.
- (2) Scholarships and Financial Assistance  
Handles scholarships and other forms of financial assistance, and also the Keio Student Health Care Mutual Aid Association.
- (3) Career Services  
Handles job-hunting and career consultations, alumni information, job-hunting guidance, and information on job opportunities.
- (4) Student Counseling Room  
Offers consultations on a variety of concerns that students face in their lives during their time at university.

## 2 Student Life Services

Please carry out the necessary procedures at the Student Life Services Group in the Office of Student Services (hereafter “office”) in order to make use of the following services. The following operation will be subject to change. For the latest operation, please check the “Student Life” section on Keio University Student Website.

- (1) Applications to use the Music Practice Room or classrooms in the West School Building for music practice  
Available For ..... Officially recognized groups needing to carry out music practice (groups wanting to use the rooms are required to attend a briefing session).  
Available period ..... West School Building: only available during term time / Music Practice Room: Monday to Saturday, excluding university-wide holidays  
Not available on Sundays, public holidays, university-designated holidays, during semester-end examination periods, or outside of term time.  
Available hours ..... - Music Practice Room  
Monday to Saturday, 8:30am–8:00pm  
- West School Building classrooms  
Monday to Friday, 6:10pm–8:00pm  
Saturday, 1:00pm–6:00pm  
Procedure ..... Apply via the Facility Reservation System (Reservation Key issued by Student Life Services Section required).  
Application period ..... West School Building classrooms: From no earlier than two weeks and by no later than two working days before the date of use.  
Music Practice Room: from two weeks before to the requested day of use.
- (2) Other applications  
If students want to apply to use the classrooms for purposes other than music practice, please refer to the relevant pages under “5 Courses and Grades.” (Application is required.)
- (3) Applications for holding activities off campus and group discounts  
For ..... Activities carried out outside the university by officially authorized student groups which has its base in Mita Campus and research seminars.  
Procedure ..... Make application via online system for Student Club Activities.  
Application period ..... Check ‘学外行事届の申請手引き’ on online system for Student Club Activities.  
Reference ..... If the application is accepted, it will become subject to the Personal Accident Insurance for Students Pursuing Education and Research.  
Applications are also accepted for group discounts and golf course green fee exemptions.
- (4) Applications for borrowing equipment  
For ..... Borrowing equipment (only for officially authorized student clubs and groups which has its base in Mita Campus), such as stickers, wireless microphones, university flags, chairs, desks, etc.  
Procedure ..... Web entry and submit an APPLICATION TO BORROW EQUIPMENT at the office  
Application period ..... At least four days before the planned date of use (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
- (5) Handling of postal items  
For ..... Items sent from outside the university to officially authorized student clubs and groups (Mita).  
Handling ..... Items will be placed in the mail boxes at the Office of Student Services. The group members responsible should come to collect post on a regular basis. If items are not collected after a certain period, they may be disposed of.  
Notes ..... If the group name stated on the item is incorrect or if the item is addressed to an individual, it will not be accepted.
- (6) Applications to register organizations  
For ..... Groups wishing to establish themselves as an officially authorized student club or group.  
Procedure ..... Web entry and submit an APPLICATION TO REGISTER UNOFFICIAL GROUP to the office.
- (7) Application to display posters or distribute leaflets  
For ..... Displaying posters or distributing leaflets of officially authorized student clubs and groups (only for items permitted by the office).  
Procedure ..... Posters: Ask at the office and fill in the “Record of Acceptance of Display Item”  
Leaflets: Submit an application at the office (attach an original copy of the leaflet).  
Application period ..... Posters: Any time



- Leaflets: At least four days before the planned distribution day (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
- Notes ..... Posters up to A2 in size can be displayed (4 posters of A4 size) for a maximum of 10 days.
- (8) Message board (DENGON)
- For ..... Notifications among Keio students (limited to notices permitted by the office).
- Procedure ..... Ask at the office and fill in the "Record of Acceptance of Display Item." Always include student's affiliation, name, and contact details on the displayed items.
- Notes ..... Messages on one A4-size sheet can be displayed for a maximum of 10 days.
- (9) Application to bring vehicles on university grounds
- Students are not permitted to bring vehicles onto university grounds. Only refer to the following if there is an unavoidable reason for needing to bring a vehicle onto university grounds.
- Procedure ..... Submit an application to the office.
- Application period ..... At least four days before the date on which students plan to bring a vehicle onto university grounds (excluding Saturdays, Sundays, public holidays, and university-designated holidays).
- (10) Distribution and viewing of other information
- Students can obtain information on volunteer activities or public recruitment, etc., at the office for public viewing.

### 3 Scholarships

- (1) Scholarship guidebook
- In order to apply for a scholarship, students will need the scholarship guidebook. The guidebook will be available from around mid-March on the scholarship page of Keio Student Website.
- (2) Main scholarships
- The application schedule for each scholarship will be available on the "General Guide to Scholarships" on the Keio Student Website.
- Keio University Scholarship (benefit-type)
- Applications are accepted in October.
- Keio University Degree Completion Scholarship (benefit-type)
- The aim of this scholarship is to support students who suffer sudden changes in their family's financial situation (including a large-scale natural disaster) and who would otherwise find it difficult to continue with their studies for financial reasons. Applications are accepted twice per year.
- Keio University 150th Anniversary Commemorative Scholarship for Study Abroad (benefit-type)
- Applications are accepted three times per year.
- Keio Gijuku Iji-kai Scholarship (benefit-type)
- Applications are accepted in April.
- Donor designated scholarship (benefit-type)
- Applications are accepted generally in April.
- JASSO Scholarship (loan)
- Applications are received in early April. There are two types of loans: Class 1 loans (interest free) and Class 2 loans (interest charged). Emergency loans (Class 1) and stopgap loans (Class 2) are also available for students whose family's financial circumstances have suddenly changed, and Class 2 loans are available for students planning to study overseas (short-term overseas study).
- Private organizations and local government scholarships (benefit-type and loans)
- Most applications are accepted in April or May.
- New Higher Education Support System by the Japanese government (tuition reduction and benefit-type)
- Applications are accepted twice per year. Students who meet the requirements of academic ability and Financial condition can receive the support.

Note: For details on scholarships available for study abroad and for international students, please refer to the International Center website (<http://www.ic.keio.ac.jp/en/>).

### 4 Career Services

Staff at Placement and Career Services collect and provide a variety of job-hunting information. Other information (such as company job advertisements and hiring sessions, company information, and information on alumni and internships) are available at the Placement and Career Services Office and the Placement and Career Resource Room. Students can also access job advertisements and job-hunting blogs via [keio.jp](http://keio.jp). Suitable for students preparing to start job-hunting, the Placement and Career Guidebook has been drafted to explain how to go about job-hunting and is distributed to all students who request it. Job-hunting guidance sessions are offered on campus every year. Lectures from different experts, briefings for students aspiring to become public officials, and panel discussions involving alumni and students with informal job appointments are offered. Individual consultations are also available for students who have any questions or concerns about job hunting at Placement and Career Service counter.

## 5 Student Counseling Room

The Student Counseling Room was established to give all students the opportunity to see a counselor on various issues that arise during the course of their studies at Keio University. When the need arises, please feel free to visit the Student Counseling Room. 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. Students may be accompanied by family members or friends. In some cases, students may be forwarded to another office if it is deemed necessary. In addition to counseling services, various events are held to enrich the campus experience of students. Check the following website for more details:

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

The contact information of the student counseling room is as follows:

TEL: 03-5427-1575

## 6 Keio Student Health Care Mutual Aid Association (Gakuseikenpo)

The Keio Student Health Care Mutual Aid Association (Gakuseikenpo) administers medical care benefits, subsidies for accommodation fees at *keiyaku ryokan* (inns with which the Gakuseikenpo has special agreement), etc. A Training Room is also available at the Hiyo-shi Student Union Building. Please additionally refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki), which was distributed at the time of admission and contains various other details. Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki) is also available from the Office of Student Services, Scholarships and Financial Assistance Group. The Guidebook for the Keio Student Health Care Mutual Aid Association (kenpo-no-tebiki) is available in following website: <https://www.students.keio.ac.jp/en/com/life/health/>

\*The medical care benefit system is a scheme by which the Gakuseikenpo will reimburse a portion of the co-payment of your medical expenses when you receive treatment at a medical facility upon presentation of your health insurance card.

Please refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (Kenpo-no-tebiki) for more details.

## 7 Personal Accident Insurance for Students Engaged in Education and Research

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

### (1) Curricular activities

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

- i) When a student is engaged in research for his or her degree under the supervisor's instruction. Research activities conducted mainly in places that are related to a student's private life are excluded.
- ii) 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 or her supervisor's instruction.
- iii) When a student is engaged in the regular curriculum at other universities or community colleges in accordance with Article 28 of the Standards for Establishment of Universities (for undergraduate students) and Article 15 of the Standards for the Establishment of Graduate Schools (for graduate students). The educational institutions that are referred to be the statement “other universities or community colleges” includes universities and junior colleges in foreign countries.

### (2) University events

When a student is engaged in university events such as the 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, or managing university facilities. However, this excludes dormitories, during times or places where activities are banned, or when conducting activities forbidden by the university.

### (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 by 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.

Insurance payments will be paid based on the application of the principal (insured). If a student suffers from any injuries during activities shown above, consult the Student Life Services Group and carry out the prescribed procedures.

If student groups or research seminars wish to undertake an activity outside of the university, submit the NOTIFICATION OF OFF-CAMPUS STUDENT ACTIVITIES beforehand to ensure the smooth processing of the insurance coverage.

For further information, see the “Guide to ‘Gakkensai’” and “Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research (‘Gakkensai’)” available at the Student Life Services Group, or ask directly at the Student Life Services Group counter.

## 8 Optional Compensation Plans

There are two types of optional compensation: “insurance” and “mutual aid.” Students should apply for these directly if they wish to be covered.

**(1) Student Comprehensive Insurance**

Keio Academic Enterprise Co., Ltd.

Tel: 03-3453-6098

**(2) Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students**

Keio Co-op

Tel: 045-563-8489

## 9 Health Care

**(1) Health Center (Keio University Mita Branch)**

The Health Center deals with health management, consultations, health education, health information, and environmental hygiene. Students can utilize this center for the internal medical clinic, first-aid for injuries, and health consultations, etc.

Psychiatry consultation is also available by appointment only. If students feel unwell, please do not hesitate to use these services at each campus (or students may directly attend the medical institutions in the local area). Please refer to the website of the Health Center for further information. (<http://www.hcc.keio.ac.jp/ja/index.html>)



**(2) Health Consultation**

In order to lead a meaningful student life, you need to be healthy both physically and mentally. It is also necessary to develop good habits for the future from now as a student.

Keio University Health Center provides health counseling by doctors and nurses. There is usually no charge for this service, so please feel free to consult with them. For more details, please confirm it at the counter of Health Center.

**(3) On-The-Counter medicine for First-Aid**

If students wish to be treated with the over-the-counter medicine for prompt care, the Health Center is available to assist students without consent from a parent or legal guardian even the student is a minor.

If students have allergies or hypersensitivity to any medications, or do not wish to use certain medicines for other reasons, please be sure to report the Health Center.

The Health Center recommends students who have a chronic illness -such as a headache, menstrual cramps, asthma, food allergies, or others which are under treatments-to carry their own medications or continue using medications.

**(4) Annual Health Checkup**

In order to prevent on-campus infection and injuries during physical activities, all students are obligated to undergo an annual health checkup.

Keio University requires all students to take an annual health checkup under the School Health and Safety Act. Please note that the checkup results will not be sent by post. Students can check the results through the web “keio.jp” [keio.jp → category → service → The Health Examination Result]. If you do not undergo the health checkup, you could not take Physical Activity Courses and Certificate of Annual Health Examination will not be issued.

Please note that the check-ups are not offered outside the designated periods. However, please inform the Health Center if students missed the annual checkup due to a temporary leave of absence, study abroad, compulsory leave due to infection disease, self-quarantine for COVID-19 or injury preventing attendance at university.

**(5) Preventing Infectious Diseases**

There are reports of people having infectious diseases such as measles (rubeola), rubella (German measles), mumps (epidemic parotitis), varicella (chickenpox), pertussis, influenza, and COVID-19.

If students have any of the above infectious diseases, according to the School Health and Safety Act, students should be excluded from attending school to prevent a spread of pathogens. Please report it through the Health Center website (<http://www.hcc.keio.ac.jp/ja/infection/report.html>) as soon as possible, especially if students have influenza or COVID-19. When you are returning to campus, please ask a doctor to fill out the Permission of Return to Campus (downloadable file from the Health Center website (<http://www.hcc.keio.ac.jp/ja/infection/report.html>)), and submit it to the Health Center on the day students return to campus. Students may be required to have an interview with a doctor depending on the infectious disease students got.

As for the new COVID-19, if you have symptoms of suspected infection, if you have contact with a positive person without proper infection protection, or if you have returned to or entered Japan from any country or region, you will be asked to refrain from attending school for a specified period. For details, please refer to the website of the Health Center.

