

# 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 <sup>1</sup>	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	Scholarships	Weekdays 9:30am~5:30pm	*The Law School Section of the Academic Affairs Group is located on 1F, South Building.
	International Exchange Services Group	International exchange	Weekdays 8:45am~4:45pm <sup>1</sup> *Time to submit scholarship application differs from the above.	
	Placement and Career Services Group	Employment and careers	Weekdays 8:45am~4:45pm <sup>1</sup>	B1F, South Building
		Teacher Training Courses		
Placement and Career Resource Room		Weekdays 10:15am~1:00pm, 2:00pm~4:45pm	1F, South School Building	
Health Center		Health checkups and healthcare	Weekdays 8:30am~5:00pm <sup>1</sup>	1F, North Building
Mita ITC		keio.jp, ITC Account, PC matters	Weekdays 8:45am~6:15pm <sup>1</sup> 8:45am~5:00pm during university holidays	B1F, Graduate School Building

<sup>1</sup>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, classroom changes, class cancellation and make-up classes, emergency announcements, examination guideline, academic calendar, student calls and etc. will be posted on keio.jp and/or the Keio Student Website, so please make sure to check them regularly for updates. For information on courses offered at different campuses, please check websites (keio.jp and Keio Student Website) or bulletin boards located at each campus.

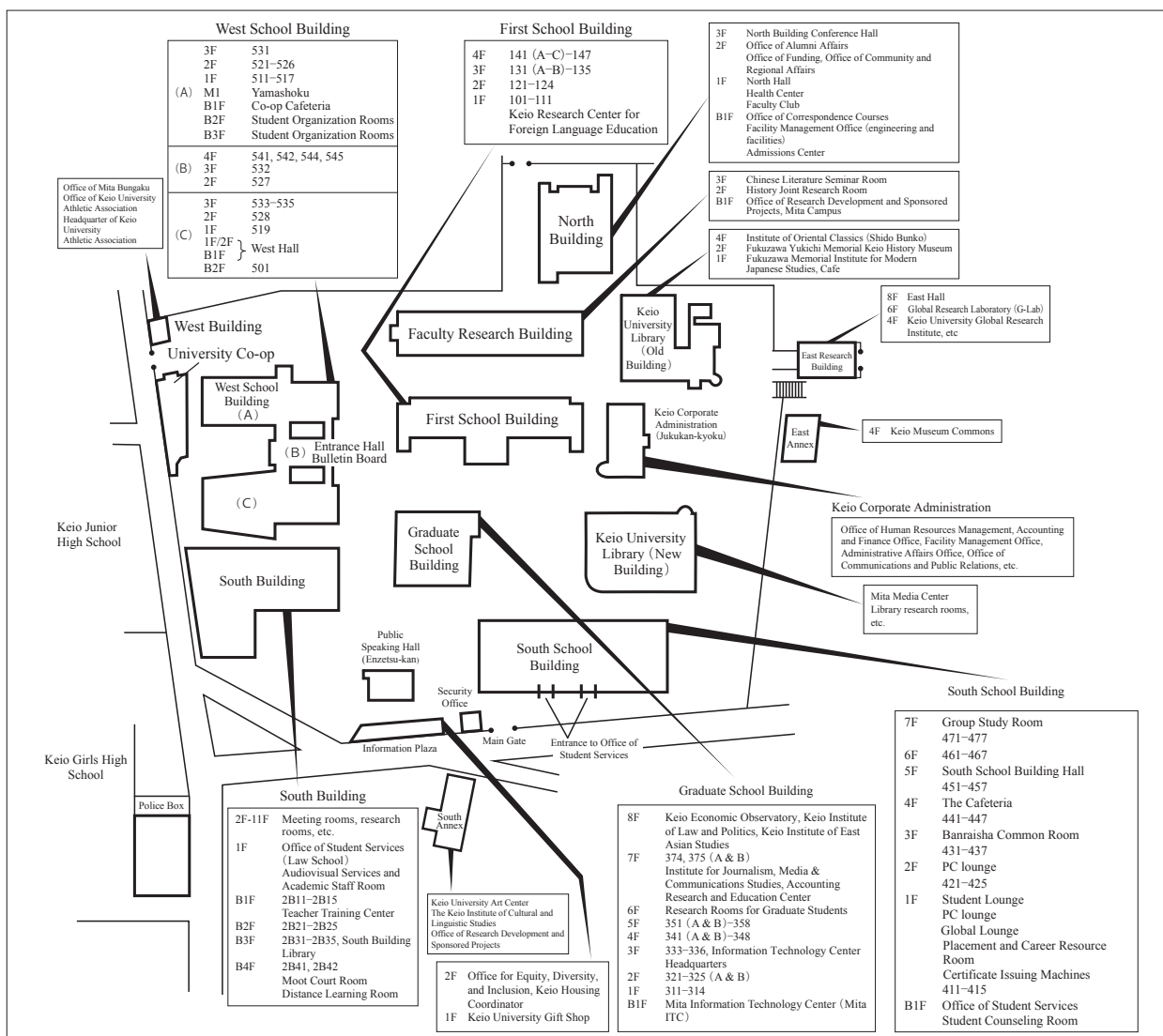
**Notices from the Office of Student Services, Academic Affairs Group (Faculty of Business and Commerce Section):**

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 2021)



## Other Facilities

### (1) Use of PCs and printers

ITC Account (User ID/ Password) \* Example of the User ID: ub123456

ITC account is required to use PCs, printer services, and network installed by ITC on five campuses (Mita, Hiyoshi, Shinanomachi, Yagami and Shiba-kyoritsu). If students do not yet have an ITC account or forget the password, please visit the Mita ITC office on B1F of the Graduate School Building with your student ID card.

※ Additional charge incur when printing. Payment can be made by a traffic system IC card such as Suica and PASMO (except Mobile Suica/PASMO and PiTaPa).

※ To use the on-campus wireless LAN (Wi-Fi), you need an ITC account or keio.jp (Keio ID).

• Locations of PCs and printers and hours of use (during term-time)

Locations			Hours of use		
			Mon.-Fri.	Sat.	Sun./Holidays
Graduate School Building	B1F	Shared computer room	8:45am-9:00pm	Unavailable	Unavailable
	1F 2F 3F	Classrooms* 311/314/321/322/333/335/336			
South School Building	1F 2F	PC Lounge		8:45am-9:00pm	

● Emergency closures of computer rooms may be carried out for system maintenance.  
\* Students will not be able to use rooms when they are being used for classes.

For details of PCs and printers and hours of use (outside term time), please check the Mita ITC website: <https://www.mita.itc.keio.ac.jp/>

### (2) Certificate Issuing Machines (see “7 Certificates (Transcripts, Student Travel Fare Discount Certificates, etc.)” under “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

As a general rule, 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 keio.jp and/or Keio Student Website.

## 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 and/or sticker	2,000 yen
Change in name and damage to magnetic strip	Free

### (2) Registration sticker

The registration sticker must be renewed annually in April every Academic Year (FS). Students who do not renew this sticker cannot get certificates issued.

### (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.

If your travel route to and from the university changes, the information on the sticker on the back of the student ID card must be revised and a seal of verification stamped. Once students' application to change their address has been approved, report to the General Affairs and Inquiries Group in the 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.

#### -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 as soon as possible. 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 back side of student ID card serves as a Student Commuter Certificate. Students can purchase a student commuter pass by filling out the column for the student's address and commuting route. The commuting route must be limited to the most economical route between "the closest station to the student's residence" and "the closest station to the campus (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi)".

For the change of commuting route due to the change of address please notify the General Affairs and Inquiries Group in the Office of Student Services after the change of address is approved on keio.jp "Confirmation/Change of Address".

If the commuting route is found to be economically inappropriate, the purchase of the student commuter pass may be denied.

**- Required documents**

Student ID card

The procedure to apply for commuting to campus other than the main campus for taking classes will be noted on Student 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
1F, 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).
- Please check the operation hours on Keio Student Website (Procedures → Certificates → Information about Certificates).
- Information will be posted on keio.jp when the Certificate Issuing Machines are temporarily out of order due to Maintenance or malfunction.
- In order to issue a certificate, students need to input their four-digit student ID password. This password is available on keio.jp "The password used for the Certificate Issuing Machine".

## (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	Machine/ 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		Same day	May 17 October 25	If you are taking a leave of absence or studying abroad, please apply at the Faculty of Economics counter.
	English	300 yen	Office	Same day		
Certificate of Annual Health Examination	Japanese	300 yen	Machine	Same day	June 8	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	Machine	Same day	April 1	
Student Commuter Certificate	Japanese	Free	Office	*	April 9	Necessary when a student purchases a student commuter pass in order to take courses offered in other campus- es.
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.
- \* Online pre-application will be required. For details, please refer to the Student Website (<https://www.students.keio.ac.jp/en/com/procedure/pass/>).



# Web System

## 1 Keio University Student Website

URL	<a href="https://www.students.keio.ac.jp/en/">https://www.students.keio.ac.jp/en/</a>
Overview	This portal site provides information for Current 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 (PDF)</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>

## 2 keio.jp

<a href="http://keio.jp/">http://keio.jp/</a>	"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>Education Support System</b> (Office of Student Services) Syllabus and examination timetable (only during specified periods), etc. See section on Education Support System on p. 17 for more information.</p> <p>■ <b>Class Support System</b> (ITC) Announcements from lecturers, study materials downloads, submission and return of reports (assignments).</p> <p>■ <b>Course Registration</b> (Office of Student Services) 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) The list of registered courses available during the designated period (see p. 28 for details). Students must confirm that their course registration is done correctly during the available period.</p> <p>■ <b>Information on Class Cancellations/Make-up Classes/Free-Scheduled Classes</b> (Office of Student Services) 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) This system allows students to apply for courses requiring prior application. Be aware that some courses (ex. Major Subjects Courses of Faculty of Economics) 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>Pre-registration</b> (Office of Student Services) Students can participate to lottery for Major Subjects courses of Faculty of Economics. ※ Note that regular course registration are made on keio.jp "Course Registration". Prior application for courses for which a lottery is conducted must be done on the Web Entry System.</p> <p>■ <b>Confirmation/Change of Address</b> (Office of Student Services) 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.</p> <p>■ <b>Certificate issuance service</b> (Office of Student Services) This service enables students to have their certificates issued from the multi-printing machines in the convenience stores nationwide.</p> <p>■ <b>The password used for the Certificate Issuing Machines</b> (Office of Student Services) Students can check the 4-digit password that is required when issuing certificates from the Certificate Issuing Machine. Select "Various Changes" at the top menu then click on "The password used for the Certificate Issuing Machines".</p> <p>■ <b>Grade Reports</b> (Office of Student Services) 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) 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) 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>G Suite</b> (ITC) 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) 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) 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) This is a license distribution system for software with which the university has a contract.</p> <p>■ <b>Keiomobile2 / eduroam</b> (ITC) 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) 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 or a SFC-CNS 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 Economics → Classes → Web System

## 3 Reissuance of Passwords

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

Login ID	Login password	Office	Necessary documents
Keio ID	keio.jp password	ITC counter at each campus	Student ID card
ITC Account	ITC Account password		
SFC-CNS Account	CNS login password	SFC ITC counter	

## 4 Education Support System / Class Support System

From the Education Support System, students can access syllabi and examination timetables (only during certain periods).

### 1 Menu

Once students log into the Education Support System, the menu screen is displayed (examination timetables only appear during specified periods).



### 2 Syllabus

This allows students to search for course syllabi by campus, day/period, or lecturer. Search items are different for PCs and mobile devices. More detailed searches can be conducted via the website for PCs.

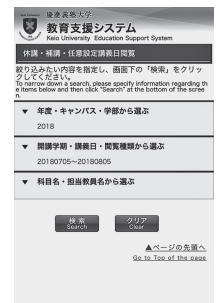
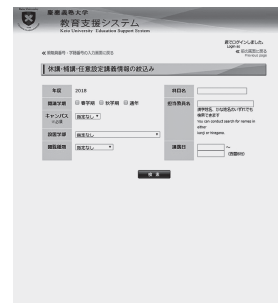


### 3 Class Support

Access the Class Support page for announcements from lecturers, study material downloads, and submissions and returns of reports (assignments). See the following URL for more details about Class Support: [https://www.mita.itc.keio.ac.jp/en/keiojp\\_edu2.html](https://www.mita.itc.keio.ac.jp/en/keiojp_edu2.html)

### 4 Examination timetables (only during specified periods)

Examination timetables and information on term papers for courses students are currently taking are available on this page.



# Courses and Grades

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

Any changes to the following information will be announced on the Keio Student Website or keio.jp.

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

Use.....Research seminars

Availability.....Monday to Saturday during term time, and Monday to Friday outside of 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, it may be possible to use classrooms if 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.....Submit a REQUEST TO HOLD MEETING/GATHERING ON CAMPUS to the Classroom Reservation Section in the Office of Student Services. Collect an application receipt at the office between the day after submission of the request and the day (office opening) before the requested day of use.

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

Reference.....When applying to use a room outside of term time, the REQUEST TO HOLD MEETING/GATHERING ON CAMPUS must contain a seal of approval and the signature of the faculty member who is responsible for the research seminar.

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 make an official application at Classroom Reservation Section in Office of Student Services located at B1F, South School Building. Applications will be accepted on a first-come and first-served basis on the day in which students wish to use the room. 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.....Submit a REQUEST TO HOLD MEETING/GATHERING ON CAMPUS to the Classroom Reservation Section, the Office of Student Services. Collect an application receipt at the office between the day after submission of the request and the day (office opening) before the requested day of use (for classroom use by a music club, please apply to the Student Life Services Group in the Office of Student Services).

Application period.....From no earlier than two weeks and by no later than two working days before the desired 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 and Loan of Other Equipment

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 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

From AY2021 (SF), the Grade Report is available only on the keio.jp during the designated period. Issuance of hard copies are no longer available. 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 Keio Student Website. For re-issuing password and other information on use of the web system, please check "Chapter IV 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.

## 7 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 [keio.jp](http://keio.jp). No applications are accepted after the deadline. Students are not permitted to ask 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 Business and Commerce.

## 8 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

Please check "1 Academic Calendar (Mita)" for the period of the semester-end examinations.

- Check Keio Student Website, Class Support System and "keio.jp" → "Education Support System" for further information on the examination timetable, permitted items, precautions, and other details.

### i) Precautions for semester-end examinations

#### a Student ID Card

- Students must show their student ID card in order to take the examination.
- 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.
- Students without either a student ID card or a temporary ID card will not be permitted to enter the examination room.
- 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

- 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.
- 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.
- 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

- 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.
- The schedule for make-up examinations at Mita Campus is different from that of the semester-end examinations.

#### d Late Arrival

- 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

- 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

- 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.
- 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

#### (I) General rules of 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.

**(II) Evaluation of make-up examinations**

The grade for the make-up examination will be set one level lower than the grade that would have been awarded for the semester-end examination. However, this measure shall not apply in the following situations: for cases mentioned in (III) below, the reason for taking the make-up exam is due to an overlap with a national examination, infection with a contagious disease specified by the Ministry of Education, Culture, Sports, Science and Technology (students need to submit a certificate that indicates the name of the disease and the period for which they were not permitted to attend university), for the bereavement of first- and second-degree relatives (students need to submit a letter or document that objectively proves this fact), and other reasons approved by Academic Advisor for PEARL.

**(III) Absence from the exam due to an overlap in the examination timetable or a delay in public transportation**

Taking make-up examinations is permitted if the reason was due to an overlap in the examination timetable or a delay in public transportation. In such cases, students' grades will not be lowered and the examination fee will not be charged. Applications for the make-up examination must be made by a fixed date as explained below:

**(a) Overlapping exam times**

Once students confirm an overlap in the exam timetable, application for make-up examinations must be made at the office in their main campus. If there is an overlap with examination carried out on another campus, students must apply for a make-up examination for the course that is offered at their main campus.

**(b) Delay in public transportation**

Submit a delay certificate with the application for make-up examination to the relevant counter at the campus where the course is offered before the office closes on the exam day.

**(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) When students are instructed to submit an assignment in the report box at the Office of Student Services, fill in the ASSIGNMENT SUBMISSION FORM (prescribed duplicate form) and attach the entire form to the assignment before submitting. The ASSIGNMENT SUBMISSION FORM is available in the vicinity of the report box.
- (4) Acceptance days and hours for submission of assignments at the Office of Student Services (Mita). To be strictly observed.

Submission days	Submission hours
Tuesday-Wednesday or Thursday-Friday	8:45am-4:45pm

- Any changes in the days or time for submitting papers will be announced on keio.jp.
- The office may close during the semester as circumstances dictate.

### 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 ..... Web entry and submit the NOTIFICATION OF OFF-CAMPUS STUDENT ACTIVITIES to the office.  
Application period ..... At least four days before the planned event (excluding Saturdays, Sundays, public holidays, and university-designated holidays).  
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.  
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 a copy of the scholarship guidebook. The guidebook is available from around mid-March and is distributed by the Scholarships and Financial Assistance Group at the Office of Student Services.
- (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 group meetings 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 Office hours: 9:30am-5:30pm (Closed on Saturdays, Sundays, and national holidays)

## 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 a seminar camp is conducted outside the university, or officially authorized student clubs and groups 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) 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.

The medicines commonly used are Tylenol as a pain reliever, disinfectant, and pain-relieving patches.

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.

**(3) 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. Various diseases such as lung disease, high blood pressure, diabetes, kidney disease, and heart disease can be detected by the health examination. Please note that the checkup results will not be sent by post. Students can check the results through the web “keio.jp” after late-June [keio.jp → category → service → The Health Examination Result].

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 for temporary leave of absence, studying abroad, compulsory leave due to infection disease, or injury preventing attendance at university.

**(4) 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 interview with a doctor depends on the infectious disease students got.

