

Academic Year 2026

LL.M. in Global Legal Practice  
Course Registration Guide

KEIO UNIVERSITY  
Law School



# KEIO University Law School, LL.M. in Global Legal Practice

## Course Registration Guide

### Table of Contents

|                                                                                         |    |
|-----------------------------------------------------------------------------------------|----|
| 1. 2026 Academic Calendar .....                                                         | 3  |
| 2. Web System.....                                                                      | 4  |
| 3. General Information .....                                                            | 7  |
| 4. Enrollment Status (Temporary Leave of Absence, Studying Abroad, Leaving School)..... | 9  |
| 5. Student ID Card, Certificate, and Notifications.....                                 | 10 |
| 6. Classes and Grades .....                                                             | 13 |
| 7. Examinations .....                                                                   | 15 |
| 8. Student Life.....                                                                    | 16 |
| 9. Course Registration.....                                                             | 18 |
| 10. Curriculum and Process for Acquiring Degree .....                                   | 21 |
| 11.LL.M. Policy.....                                                                    | 24 |
| 12. Handling of Personal Information of Keio Students, Guardians, and Guarantors .....  | 26 |
| 13. Campus Map .....                                                                    | 27 |

# 1. 2026 Academic Calendar

## Academic Calendar (Law School ) 2026-2027 (English.ver)

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

  【Substitute Classes】Spring: 7/17(Fri), 7/18(Sat), Fall: 11/18(Wed), 1/23(Sat)  
  【Classes on Holidays】Spring: 4/23(Thu), 4/29(Wed), 7/20(Mon), Fall: 10/12(Mon), 11/3(Tue)  
  【Alternative Day】Spring: None, Fall: 1/8(Fri)→Monday Substitute

## 2. Web System

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

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

### (b) K-Support

|                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------|
| <a href="https://keio.jp/">https://keio.jp/</a>  |
|-----------------------------------------------------------------------------------------------------------------------------------|

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

#### ■ Homepage

|                              |                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Messages                     | This is where you will find direct messages from the university to you. <u>Check your messages regularly</u> , as they may contain important notices such as those related to course registration or student life.                                                                                                                                                             |
| News                         | You will find announcements and event information from the university posted here. Important news related to course registration and graduation will be posted, so please look through the page's news items from time to time.                                                                                                                                                |
| K-LMS                        | Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more. K-LMS is essential for participating in classes at Keio, so be sure to familiarize yourself with it.                                                                                     |
| Cancelled and Makeup Classes | A list of classes that have been cancelled or have makeup lessons will be displayed here. Information on cancelled classes and makeup lessons are subject to change, so please check before the relevant class is held.                                                                                                                                                        |
| Course Registration          | This system is used to register for courses, register for additional courses, cancel course registrations, or to declare no new registrations for courses. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, confirm with your faculty's relevant section if you have any questions. |

|                    |                                                                                                                                                                                                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered Courses | You will find displayed a list of registered courses. Be sure to check that you have correctly registered for subjects. You can also view classroom information.                                                               |
| Grade Report       | You can view available academic transcripts. The period you can view transcripts varies depending on undergraduate faculty, graduate school, academic year, etc. Details are published on the Keio University Student Website. |

## ■ Information Registration and Other Applications

| Personal Information                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Confirm or Update Address (Student/Guarantor)        | You can confirm your contact information and that of your guarantor. Please carry out the necessary procedures as soon as possible if you need to make any changes.                                                                                                                                                                                                                                                                                          |
| Reissue Student ID Card or Registration Sticker      | If you lose or damage your student ID card or the registration sticker (on the reverse side of the ID card), please make an application for another one here. For more information, please visit the Keio University Student Website or p. 10.                                                                                                                                                                                                               |
| Issue Certificates (Sealed and Special Certificates) | If you wish to request a certificate that cannot be issued from the Certificate Issuance Machines (such as certificates that are sealed, certificates for various qualifications, certificates involving direct overseas delivery, and for applications to fill out certificates involving third party-specified forms ["request forms"]), please submit your request here. For more information, please visit the Keio University Student Website or p. 12. |
| Change of Guarantor                                  | You can register changes to the information indicated on the left. For more information, please visit the Keio University Student Website or p. 13.                                                                                                                                                                                                                                                                                                          |
| Name Change (Student)                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Name Change (Guarantor)                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Register Overseas Address (Student)                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Register Overseas Address (Guarantor)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Emergency Contact in Japan                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Temporary Leave of Absence                           | Use this to apply for a leave of absence. Check the Keio University student website or p. 9 for more information on taking a leave of absence.                                                                                                                                                                                                                                                                                                               |
| Study Abroad                                         | Make a study abroad application from here. Check the Keio University student website or p. 9 for more information on studying abroad.                                                                                                                                                                                                                                                                                                                        |
| Notice of Returning to Study                         | When your faculty board-approved leave of absence or study abroad has finished its duration, register your Notification of Returning to Study from here as soon as possible. For more information, please visit the Keio University Student Website or p. 9.                                                                                                                                                                                                 |

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

## ■ Class Surveys

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

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

## ■ FAQ and Inquiries

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

## ■ Apps (Excerpt)

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

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

- Classes

| System                                                                   | Department                              | Explanation                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| K-LMS: Learning Support System (Canvas LMS)                              | KIC                                     | Canvas LMS is a system focused on providing academic support. It has features for distributing class materials, submitting assignments, general notifications, discussions, and more.                                                                                                                                                                                              |
| Syllabus and Timetable Search                                            | Office of Student Services (Law School) | This site will be used when selecting your courses. You will get information on course contents, lesson plans, textbooks, grading systems, and other information necessary for obtaining course credits. Please be sure to check the syllabus and timetable before registering for courses.                                                                                        |
| Course Registration                                                      |                                         | This system is used to register for courses, register for additional courses, cancel course registrations, or to declare no new registrations for courses. You can modify your registered subjects during course registration periods. Because the rules for registering for courses differ by campus, please confirm with the section for your faculty if you have any questions. |
| Confirmation of Registered Courses                                       |                                         | You will find a list of subjects that you are taking. Be sure to check that you have correctly registered for courses. You can also view classroom information.                                                                                                                                                                                                                    |
| Information on Class Cancellations/Makeup Classes/Free-Scheduled Classes |                                         | A list of classes that have been cancelled or that have makeup lessons will be displayed. Information on cancelled classes are makeup lessons are subject to change, so please check before the relevant class is in session.                                                                                                                                                      |
| Grade Reports                                                            |                                         | View available academic transcripts. The period you can view transcripts varies depending on the faculty/graduate school, academic year, etc. Details are published on the Keio University Student Website.                                                                                                                                                                        |

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

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

○ Services

| System                              | Department                    | Explanation                                                                                                                                                                                                         |
|-------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Software License Acquisition System | KIC                           | This is a software license distribution system with which Keio University holds a contract.                                                                                                                         |
| Report Infectious Disease           | Keio University Health Center | If you contract an infectious disease, you are required to report it to the Keio University Health Center. If you have a confirmed case of an infectious disease, make sure to report it.                           |
| Certificate Issuance Machine        | Office of Student Services    | This service allows you to issue certificates at on-campus certificate issuing machines, convenience stores nationwide, and electronic certificates (in PDF format). See p. 12 for details on certificate issuance. |

○ Placement and Careers

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

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

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

○ Adjusting keio.jp Settings

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

**(c) keio.jp**

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

Please refer to the following manual for more.

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

Resetting Your Password

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

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

### 3. General Information

#### 1) Class Slots

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

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

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

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

## 2) No-Class Days

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

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

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

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

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

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

**\*Please note that there may be times when the office is temporarily closed even during the above open hours.**

## 4) Notification for KLS Students

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

## 5) Lockers

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

## 6) Library Services

The Media Center (library) is located on each campus. The Media Center provides electronic information such as academic databases and electronic journals as well as information including books, journals, microfilms, and audio-visual materials available from outside of the campus. For more details, please refer to the website or leaflets distributed at the Media Center.

The South Building Library includes shelf space for books reserved by the Law School (materials specified by faculty members for classes), magazines, and specialist books in the fields of law, government, economics, and management.

### **Mita Media Center**

Tel 03- 5427-1654

Email [mita-circulation@lib.keio.ac.jp](mailto:mita-circulation@lib.keio.ac.jp)

Web <https://www.lib.keio.ac.jp/en/>

## 7) Reservation of Classrooms

In order to use classrooms in the South Building for studying, please apply through the Google form on the K-Support news. You can reserve the room up to two class periods per day.

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

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

## 8) Private Study Rooms

In the South Building, there are private study rooms. Room hours for private study are as follows, and these are also open during extended holiday periods (summer, winter, and spring breaks). The study rooms are free seating, not fixed seating. For LL.M. students, please use the private study room on the 3rd floor.

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

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

Note that each private study room has a PC installed.

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

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

## 9) Group Study Rooms

South Building classrooms not being used for classes and group study rooms (6 rooms) are available for reservation and use by students, for joint study sessions and sub-seminars, etc. In order to use group study rooms in the South Building for studying, please make a reservation through the Facility Reservation System. Detailed application procedures will be provided through K-Support. You can reserve the room up to two class periods per day. These rooms are used by Law School students for preparatory or review study of daily classes, or for moot court meetings.

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

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

Students who anticipate a long absence due to illness or other unavoidable reasons can take a temporary leave of absence. To request permission for a temporary leave of absence, you may need to have an interview with the academic adviser and apply for the request for a temporary leave of absence (休学願) through the K-Support system (K-Support > Applications) by the designated deadline. Temporary leaves of absence must not exceed 2 years in total. When you are returning to your studies after a temporary leave of absence, you are required to apply for the NOTIFICATION OF RETURNING TO STUDY (就学届) through the K-Support system (K-Support > Applications) with a minimum of delay. If your temporary leave of absence is illness-related, you must also submit a letter from your physician certifying that you are fit to resume your studies.

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

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

|                                                                                   | Spring Semester                                                                                                | Fall Semester               | Spring and Fall Semester |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|
| Duration                                                                          | April 1 - September 21<br>*Extending leave of absence to the next semester requires an additional application. | September 22 - March 31     | April 1 - March 31       |
| Application deadline for temporary leave of absence after registering for courses | <AY2026> Friday, May 29                                                                                        | <AY2026> Friday, October 30 | <AY2026> Friday, May 29  |

<https://www.students.keio.ac.jp/en/mt/procedure/status/apply.html>

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

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

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

Periods of study abroad may count towards the duration of enrollment required for completion, up to a maximum of one year. To include the period of your study abroad to the duration, you must apply at Academic Affairs Group in the Office of Student Services (Law School), otherwise your periods of study abroad do not count towards the duration of enrollment. When you are returning to your studies after your period of study abroad, you are required to apply for the NOTIFICATION OF RETURNING TO STUDY (就学届) through the K-Support system (K-Support > Applications) form with a minimum of delay.

#### Documents for Submission:

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

- “Notification of Returning to Study” (就学届)
- “Application Form for Credit Transfer” (単位認定申請書)
- Academic Transcript
- Syllabus/Lecture outlines

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

To request permission for withdrawal from the University, please consult with the academic adviser, and submit the NOTIFICATION OF WITHDRAWAL (退学届) with your Student ID Card to the Office of Student Services (Law School). NOTIFICATION OF WITHDRAWAL (退学届) must be completed along with written consent from the guarantor.

#### **(d) Compulsory Withdrawal from University (Article 25, 28 and 62 of Graduate School Rules and Regulations)**

- ① Students who do not resume their programs after the maximum temporary leave of absence period shall be expelled from Keio University.
- ② Students who have been deemed to be in violation of the Graduate School Rules and Regulations, and those who have not registered for courses by the registration deadline, without applying for Temporary Leave of Absence or Withdrawal shall be subject to compulsory withdrawal under Article 62 of the Law School Rules and Regulations.
- ③ Students who fall under the following conditions shall be subject to compulsory withdrawal under Article 28 of the Law School Rules and Regulations.
  - Students who have been enrolled for a period of 2 years for the LL.M. program and are unable to complete the program.

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

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

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

If you wish to continue your enrollment rather than to graduate in one year, you must apply and be granted by the Law School Committee. In that case, you will be able to extend your enrollment period up to 1.5 or 2 years. Please note that if you register for the credits to meet the graduation requirements, you cannot apply for the part-time enrollment. The tuition for the second year will be based on part-time enrollment. If you do not apply even if you have not completed the graduation requirements, you will remain in the same grade. If you remain in the same grade, the main consequence is that tuition will be the same in the second year as the first year (except for the 100 yen in “other fees”). For part-time enrollees, second year tuition is reduced. <https://www.keio.ac.jp/en/admissions/fee/law-school/>

#### **【Notes】**

- Once your application for the part-time enrollment is granted by the law School Committee, you will not be able to graduate at the end of the second semester. Application period for extension as part-time enrollee will be during July and January by every academic year. Also, the announcement of grades and program completion will be March and September.
- Please note that your application might not be approved if the proposed study plan is not considered feasible or appropriate.

## **5. Student ID Card, Certificate, and Notifications**

### **(a) Student ID Card**

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

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

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

If the student ID card is lost, solid, or damaged, please go to K-Support “Application” and complete the procedure as soon as possible. If your application is approved, you will receive a notice to your keio.jp email address. If you are required to pay a fee, follow the instructions in the approval notice. Please receive your student ID card at the General Affairs and Inquiries Section in the South School Building.

**Required items:**

Application Form (prescribed), a photograph for the new student ID card (Clear color image, in JPEG format, of at least 284px by 237px (24mm height by 20mm width); no cap/ hat; full-frontal view of head and shoulders against a plain white, blue, or gray background (no landscapes, curtains, etc.); taken within the last 3 months)

**Charges:**

¥2,000 for loss or damages of a card and free for Change in name/loss of a sticker/damage to the magnetic strip or IC chip (When the card is not noticeably damaged)

**Return of student ID card:**

If you find your original student ID card after reporting it as lost and a new one has been issued, you must immediately return the original card to the Office of Student Services (Law School) in the South Building.

**(b) Notification of Changes in Address of Student / Guarantor****Change in address of student and guarantor**

Please change the address through the K-Support system (K-Support > Applications > Confirmation/Change of Address (Student/Guarantor)). If these procedures are not carried out, student may be delayed from receiving notifications regarding his/her course registration or other important information.

**(c) Purchasing method for Student Commuter Certificate**

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

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

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

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

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

\*The commuting route must be the most economical way between the closest station to the student's residence and the school's closest station to the campus (either from Tamachi, Mita, Shirokane-Takanawa, or Akabanebashi). If the student is found to be cheating, the issuance of the commuter certificate may be suspended or the student may be punished in accordance with the school regulations.

\*If you are to change your home address, please apply for a change of address through the K-Support system (K-Support > Applications > Confirmation/Change of Address (Student/Guarantor)). The new address will be reflected on your commuting certificate after 7:00 a.m. on the morning of the following day you receive the email notifying you of the change of address.

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

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

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

**(1) Issuance at Convenience Stores**

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

**(2) Certificate Issuing Machine**

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

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

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

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

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

**(3) Online Delivery of Electronic Certificates (PDFs)**

This function is used to send a download link of an electronic certificate (PDF data of the certificate) directly to an

employer, overseas educational institution, etc. For details, please refer to the Keio Student Website.

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

#### (4) Certificates in a sealed envelope

If you require a certificate in a sealed envelope, apply through the K-Support system (K-Support > Applications).  
Note that certificates issued from a Certificate Issuing Machine cannot be officially sealed in an envelope.

#### (5) Application for a certificate by a substitute

A designated person can apply for a certificate on your behalf only in the case where a student is not able to visit the university for reasons such as study abroad or being hospitalized. Applications are accepted at the Office of Student Services (Law School) in the South Building.

##### Required items:

- 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]

To identify the proxy, the following forms of identification are accepted: Keio student ID card, driver's license, passport, health insurance card (please hide ID number, etc.), or Residence Card.

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

#### (6) List of Certificates

| Certificate                                                                   | Language | Price (per copy) | Place of issue                                  | Issued                   | Available from     | Remarks                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------|----------|------------------|-------------------------------------------------|--------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Certificate of Enrollment                                                     | Japanese | 300 yen          | Machine Convenience Store                       | Same day                 | April 1            |                                                                                                                                                                                                                              |
|                                                                               | English  |                  |                                                 |                          |                    |                                                                                                                                                                                                                              |
| Transcript of Academic Record                                                 | Japanese | 300 yen          | Machine Convenience Store                       | Same day                 | April 1            | Courses passed in the Spring Semester will be reflected on September 22.                                                                                                                                                     |
|                                                                               | English  |                  |                                                 |                          |                    |                                                                                                                                                                                                                              |
| Certificate of Expected Completion                                            | Japanese | 300 yen          | Machine Convenience Store                       | Same day                 | April 1            | If you take a leave of absence or study abroad, please apply via the K-Support system (Applications > Issue Certificates (Sealed Envelope/Special Certificates)). This is issued at Office of Student Services (Law School). |
|                                                                               | English  |                  |                                                 |                          |                    |                                                                                                                                                                                                                              |
| Certificate of Course Registration                                            | Japanese | 300 yen          | Machine Office of Student Services (Law School) | Same day<br>Several days | May 2 / October 24 | If you take a leave of absence or study abroad, please apply via the K-Support system (Applications > Issue Certificates (Sealed Envelope/Special Certificates)). This is issued at Office of Student Services (Law School). |
|                                                                               | English  |                  |                                                 |                          |                    |                                                                                                                                                                                                                              |
| Certificate of Annual Health Checkup                                          | Japanese | 300 yen          | Machine Convenience Store                       | Same day                 | June 6             | Issued until the end of the academic year in which you underwent the health checkup                                                                                                                                          |
|                                                                               | English  |                  |                                                 |                          |                    |                                                                                                                                                                                                                              |
| Student Travel Fare Discount ( <i>Gakuwari</i> ) Certificates                 | Japanese | Free             | Machine                                         | Same day                 | April 1            |                                                                                                                                                                                                                              |
| Student Commuter Certificate                                                  | Japanese | Free             | Machine Convenience Store                       | Same day                 | April 1            |                                                                                                                                                                                                                              |
| Certificate of the number of earned credits - for a qualification examination | Japanese | 300 yen          | Office of Student Services (Law School)         | Several days             | -                  | Please apply via the                                                                                                                                                                                                         |
|                                                                               | Japanese | 300 yen          | Office of Student                               | Several days             | -                  |                                                                                                                                                                                                                              |

|                                                                                           |         |  |                          |  |  |                                                                                                         |
|-------------------------------------------------------------------------------------------|---------|--|--------------------------|--|--|---------------------------------------------------------------------------------------------------------|
| Other prescribed forms<br>(request forms) from external<br>bodies requiring certification | English |  | Services<br>(Law School) |  |  | K-Support system<br>(Applications >Issue<br>Certificates (Sealed<br>Envelope/Special<br>Certificates)). |
|-------------------------------------------------------------------------------------------|---------|--|--------------------------|--|--|---------------------------------------------------------------------------------------------------------|

#### <NOTES>

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

#### (e) Other

In case of a change of Guarantor, changes in name / surname, or a change of your nationality, please apply from K-Support (Applications>Name change (Student) or Name change (Guarantor) and make an application as soon as possible.

## 6. Classes and Grades

#### (a)

Keio University has introduced a course numbering system (K-Number), which shall take effect regarding **all courses** to indicate the course's level, academic field, and class format.

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

#### The Structure of K-Number

GLS—LP—1 1 11 1—1 1 1—11  
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

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

|   |                     |                                        |                                                                                                                                                                                                         |
|---|---------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                     |                                        | 7: Lecture and On-site training<br>9: Other                                                                                                                                                             |
| ⑧ |                     | Class Format<br>(Keio-wide)            | 1: Face-to-face classes (conducted mainly in-person)<br>2: Online classes (mainly real-time format),<br>3: Online classes (mainly on-demand format)<br>4: Online classes (completely on-demand format ) |
| ⑨ |                     | Language of instruction<br>(Keio-wide) | 1: Japanese<br>2: English<br>3: Other                                                                                                                                                                   |
| ⑩ | Academic discipline | Academic discipline<br>(Keio-wide)     | *Refer to the student website.                                                                                                                                                                          |

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

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

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

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

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

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

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

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

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

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

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

### **(e) Grades**

#### 1. Grading and Attendance

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

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

#### 2. Evaluation

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

#### 3. Keio Law School Grading System

Keio Law School's standard grading curve as follows:

|                                     |         |        |
|-------------------------------------|---------|--------|
| S's = over 90points                 | 15~25%  |        |
| A's = over 80points, below 90points | 15~35%  |        |
| B's = over 70points, below 80points | 30~50%  | <Pass> |
| C's = over 60points, below 70points | 10~30%. |        |
| <hr/>                               |         |        |
| D's = below 60points                |         | <Fail> |

#### 【Notes】

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

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

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

GPA is calculated according to the following formula:

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

Grade Point Values are as follows:

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

#### 【Notes】

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

#### 5. Grade report (学業成績表)

You can view the Grade Report online during a designated period.

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

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

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

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

#### 6. Academic transcript (学業成績証明書)

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

### 7. Examinations

#### (a) Examinations

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

\*Check “keio.jp” for further information on the examination timetable, what to bring, precautions, and other details.

#### ■ Precautions for semester-end examinations

- a Be careful to avoid academic misconduct.
- b All examinees must turn in their answer sheets. When they must use the duplicate answer sheets, please make sure to submit the first page only and take out the second page as a duplicate. Leaving the examination room without submitting the answer sheets is considered fraudulent conduct and offenders will be subject to disciplinary action.
- c Students must show their student ID card in order to take the examination.
- d If you fail to bring your student ID card on the day of the examination, you must obtain a temporary student ID card (which is valid for only the date of issuance and permits you to enter all campuses and libraries) from the Office of Student Service (Law School). 500 yen will be charged for issuance.
- e Students carrying neither a student ID card nor temporary ID card are not permitted to enter the examination room.
- f Examination times will not be extended for any student arriving late as a result of administrative procedures required in order to obtain a temporary ID card.

- g Fill in your answer sheet with the name of the lecturer, course title, your name, and student ID number correctly in full. If any blank is found, no grade will be given.
- h You are allowed to take the examination if you arrive within 20 minutes after the beginning of the period in which the examination takes place (time extensions will not be given). However, if the late arrival is due to unavoidable train delays, you may choose whether to take the regular examination or apply for the make-up examination. In the case of train line suspension resulting in delays, the examination starting time may be delayed. Make sure to go to the examination room and follow the instructions of the exam supervisor.
- i If you leave the examination room due to illness, etc., after the examination has started, you will not be eligible to take the make-up examination.
- j Be sure to be seated at least 5 minutes before the start time of the examination. Also, listen to the announcement of the examiner carefully.
- k Do not leave items on the desk or in the desk, except for a stapler and other items that are permitted to bring into the examination. Beverage (such as water in a bottle) and clothes or lap blanket in order to control body temperature are permitted to bring into examination. Temperature of the classroom might be different depending on whether or not you are seated near to the air conditioning equipment. Be sure to wear layered clothes that can easily be added or removed to control your body temperature.

### ■ Precautions for writing papers and dissertations

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

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

Note the following:

- a) Clearly distinguish your own opinion from that of others.
  - b) Clearly indicate the references for quotations when referring to or citing works of others.
  - c) For quotations, write just as written in the original work, including typographical errors.
  - d) Follow the rules of citation.
  - e) When referring to information from the internet, clearly indicate the URL, the title of the webpage, and the date when you accessed the webpage.
  - f) Submitting the same work for several classes or re-using work you did in previous classes at Keio or elsewhere is considered a form of misconduct (sometimes called "self-plagiarism").
- If you have any doubts about whether you are properly using or citing work of others (or your own previous work) as you work on any assignment, please consult the instructor BEFORE submitting the assignment in order to make sure that you are not violating these rules nor subject to discipline.

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

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

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

## 8. Student Life

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

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

### (b) Scholarships

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

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

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

Please check the Website for the registration details regularly and submit your application when the applicable application period opens. Please note that the availability of scholarships is limited and there is competition among applicants, so you may not receive any scholarships for which you apply.

### **(c) Student Counseling Room**

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

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

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

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

Tel: 03-5427-1575

Location: B1 F, South School Bldg.

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

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

#### **(1) Curricular activities**

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

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

#### **(2) University events**

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

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

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

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

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

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

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

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

## **(e) Optional Compensation Plans**

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

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

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

Keio Coop: Tel: 045-563-8489

## **(f) Health Care**

### **(1) Health Checkup**

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

### **(2) Reporting infectious diseases**

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

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

In the event of being diagnosed with measles or any other infectious diseases, you will be prohibited from school attendance. If you are diagnosed with these diseases, notify the Health Center at Keio University.

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

After recovery, you will be required to submit the Permission to Return to Campus After Illness certificate (*kansenshō tōkō kyoka shōmei sho*/感染症登校許可証明書) filled in by a medical institution to the Health Center. Please submit this when doctors are on duty.

### **(4) The Student Health Insurance Union**

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

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

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

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

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

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

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

## **9. Course Registration**

### **(a) Course Registration**

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

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

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

### **■How to Register and Cancel Courses**

#### **1. Course Registration**

Login to "K-Support" <http://keio.jp/> > Course Registration

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

## 2. Course Cancellation

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

Login to "K-Support" <http://keio.jp/> > Course Registration > Course Cancellation

2) Intensive Courses and Second-Half-Semester Courses

As for Intensive Courses and second half semester courses, you do not need to cancel it on the online system.

Instead, send an e-mail to the Office of Student Services (Law School) ([law-jm@adst.keio.ac.jp](mailto:law-jm@adst.keio.ac.jp)) from 8:45am on the day 1 week before the first scheduled class until 8:45am on the day following the first scheduled class (**Any delay will not be accepted.**).

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

6/1 (1 week before the first class)

6/8 (First day of class)

6/9 AM8:45(Cancellation Deadline)



(Example) Cancellation Period for Intensive Courses

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

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

The title of the e-mail should be as follows: "Student ID\_Student Name\_Course Cancellation"

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

## ■ Course Registration

### 1. Online Course registration period I

**AY2026 Spring semester: April 1(Wed.) 10:00 am – April 2 (Thu.) 4:00 pm**

**AY2026 Fall semester: September 24 (Thu.) 10:00 am- September 24 (Thu.) 4:00 pm**

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

### 2. Online Course registration period II

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

**AY2026 Spring semester: April 7 (Tue.) 4:00 pm – April 15 (Wed.) 10:00 am**

**AY2026 Fall semester: September 29 (Tue.) 4:00 pm– October 8 (Thu.) 10:00 am**

### 3. Online Course Registration Cancellation Period

\*You can drop up to 2 courses

**1) AY2026 Spring semester:**

**April 29 (Wed.) 10:00 am – April 30 (Thu.) 4:00 pm**

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

**3) AY2026 Fall semester:**

**October 22 (Thu.) 10:00 am – October 23 (Fri.) 4:00 pm**

## [Notes]

- Registration has to be done on a semester basis. Register spring courses during spring semester registration period, and fall semester courses during fall semester registration period.
- You can register for and cancel the courses during the registration periods above. You can make as many changes as you like during the periods. Any delay will not be accepted.
- Please print out a copy for yourself and keep it as a record of your registration.

- Please be careful to avoid scheduling conflicts between the regular course and the intensive course when registering for these courses. Registration for courses with overlapping class times is not permitted, even if the overlap is only for part of a class period or a few minutes. Please review the timetable carefully when planning your schedule.

#### (b) Approval of Credits Acquired at the Graduate School Prior to Admission

Students can apply for Approval of Credits Acquired at the Graduate School Prior to Admission for up to 10 credits in the semester you enrolled. Please ask about the application procedure in the Office of Student Services (Law School) by September 17<sup>th</sup> for the Fall Semester.

#### (c) Optional subjects

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

#### (d) Internship

Course registration will be done automatically.

- 「Internship I (1 credit)」 (5 days)
- 「Internship II (2 credits)」 (6-10 days)
- 「Internship III (3 credits)」 (11-15 days)
- 「Internship IV (4 credits)」 (16 days-)

#### (e) Research Paper I • II

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

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

**AY2026 Spring semester: From April 29 (Wed.) 10:00 am to April 30 (Thu.) 4:00 pm**

**AY2026 Fall semester: From October 22 (Thu.) 10:00 am to October 23 (Fri.) 4:00 pm**

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

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

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

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

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

#### (f) Same Course Title

Students cannot register more than one course for the course which is regarded as the same course title. Please check the following courses carefully before the course registration.\*You cannot take “SIAC and Institutional Arbitration I” and “SIAC and Institutional Arbitration II”.

| Course Title (AY 2023)                                    | New Course Title (AY 2024)                                                               |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------|
| Japan-EU Relations and Global Business Law                | Japan-EU Business and Sustainability Law                                                 |
| Course Title (AY 2024)                                    | New Course Title (AY 2025)                                                               |
| Japanese Law (Contemporary Issues)                        | Cross-Border Investment into Japanese Real Estate; Acquisition, Financing, and Ownership |
| Course Title (AY 2025)                                    | New Course Title (AY 2026)                                                               |
| Seminar (Current Legal Issues)-Renewable Energy Projects- | Seminar (Current Legal Issues)-Energy Projects-                                          |

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

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

## 10. Curriculum and Process for Acquiring Degree

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

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

#### Required Credits

Students who hold a bar membership or a professional legal qualification and have substantive practical experience are required to complete 30 credits; all other students must complete 36 credits. Whether you are required to obtain 36 credits or not has been announced during the Announcement of Results for the admission process.

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

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

Additional Degree Requirements for Students Required to Obtain 36 credits: Students required to obtain 36 credits must also include:

- ③ At least 4 additional credits from the "Japanese Law and Asian Law in Global Practical Perspective" category.
- ④ At least 2 additional credits from the "Practical Training" category.

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

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

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

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

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

\*The application period:

**AY2026 Spring semester: From April 29 (Wed.) 10:00 am to April 30 (Thu.) 4:00 pm**

**AY2026 Fall semester: From October 22 (Thu.) 10:00 am to October 23 (Fri.) 4:00 pm**

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

### (c) Academic Excellence Award

The Academic Excellence Award recognizes students who have demonstrated exceptional academic achievement throughout the academic year. This distinction is conferred upon LL.M. students who maintain a cumulative GPA within the top percentiles of the program, as follows, reflecting their commitment to rigorous scholarly standards and intellectual discipline:

Cum Laude: GPA 3.30-3.49  
Magna Cum Laude: GPA 3.50-3.69  
Summa Cum Laude: GPA 3.70-4.0

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

KLS has offered opportunities for students to obtain up to four LL.M. credits per semester for advanced courses offered in the Japanese language to our J.D. students.

This opportunity will only be available to students whose Japanese is at an advanced/fluent level, and for whom studying in Japanese significantly furthers their course of study. Case-by-case approvals will be required by the LL.M. and J.D. program directors of academic affairs and the instructor. If you are interested, please check the announcement on the K-Support news.

**(e) Courses for the LL.M. program for AY 2026**

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

| Category |          |          |                                                              | Subjects (*Class cancellations for AY 2026)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|----------|----------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51-00-00 | 51-01-00 | 51-01-01 | 1 Japanese Law and Asian Law in Global Practical Perspective | Law, Culture and Development in Asia<br>Introduction to Asian Law<br>Japanese Law(Public Law)<br>Japanese Law (Criminal Law)<br>Japanese Law(Economic Security Legislation)<br>Japanese Law(Economy and Social Structure)<br>Japanese Law(Legal History and Transformation)<br>Japanese Law(Labor and Employment)<br>Japanese Law in Cross - border Matters<br>Japanese Law(Citizen, Consumer and Family Relation) *<br>Japanese Law(Property Law)<br>Cross-Border Investment into Japanese Real Estate; Acquisition, Financing, and Ownership                                                                                                                                                                                                                                     |
| 52-00-00 | 52-01-00 | 52-01-01 | 2 Global Business and Law                                    | International Commercial Transactions<br>Cross - border Litigation*<br>Finance Transactions and Securities Regulations in Japan*<br>Bankruptcy Laws<br>Law, Finance and Taxation of Corporate Acquisitions*<br>Japan-EU Business and Sustainability Law<br>Corporate Governance and Risk Management<br>International Commercial Arbitration I<br>International Commercial Arbitration II<br>International Arbitration Practice in Northeast Asia<br>International Investment Arbitration*<br>Japanese Competition Law<br>Business Strategy and Contract*<br>Law of the Internet<br>Start - up Company and Venture Capital Law<br>Case Study in International Dispute Resolution and Regulatory Law<br>International Capital Markets<br>Introduction to the Law of Investment Funds |
| 53-00-00 | 53-01-00 | 53-01-01 | 3 Global Security and Law                                    | International Law<br>Law of International Organizations<br>Introduction to Global Law<br>Globalization and International Human Rights in Asia<br>Globalization and International Criminal Law<br>International Security Law<br>Environmental Law and Disaster*<br>Multinational Corporations and Law*                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                 |          |          |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|----------|----------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |          |          |                                             | History of International Law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 54-00-00        | 54-01-00 | 54-01-01 | 4 Innovations and Intellectual Property Law | Intellectual Property from a Global Perspective<br>Global Intellectual Property Management<br>International IP Licensing Agreements<br>Innovation and Law I<br>Innovation and Law II<br>Intellectual Property Case Law and Enforcement<br>Comparative Japanese IP Case Law: Product Design Protection                                                                                                                                                                                                                  |
| 55-00-00        | 55-01-00 | 55-01-01 | 5 Area Studies                              | Area Studies of Law(South East Asia)<br>Area Studies of Law(China) *<br>Area Studies of Law(Korea) *<br>Area Studies of Law(Singapore) *<br>Area Studies of Law (Asia-Pacific)<br>Area Studies of Law(EU-Japan)                                                                                                                                                                                                                                                                                                        |
| 56-00-00        | 56-01-00 | 56-01-01 | 6 Comparative Law                           | Introduction to American Business Law<br>Advanced Topics in American Business Law<br>American Law and Society<br>Comparative Constitutional Law<br>Comparative Contract Law<br>Comparative Corporate Law<br>Comparative Corporate Finance and Law<br>English Contract Law *                                                                                                                                                                                                                                            |
| <b>Category</b> |          |          |                                             | <b>Subjects (*Class cancellations for AY 2026)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 57-00-00        | 57-01-00 | 57-01-01 | 7 Current Legal Issues                      | Art Business and Law *<br>Sports Law and Dispute Resolution<br>Legal English for Law Students<br>Seminar (Investment and Doing Business in Asia) - India, Singapore and China –<br>Seminar(Case Study in International Competition Law)<br>Seminar(Global Tax Perspectives)<br>Seminar (Current Legal Issues)-AI and Its Legal Landscape-<br>Seminar (Current Legal Issues) -LegalTech-<br>Seminar (Current Legal Issues)-Energy Projects-<br>Seminar (Current Legal Issues)-New Data Privacy Laws in Southeast Asia-* |
| 58-00-00        | 58-01-00 | 58-01-01 | 8 Legal Research and Writing                | Graduate Writing Seminar<br>Research Paper I<br>Research Paper II                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 59-00-00        | 59-01-00 | 59-01-01 | 9 Practical Training                        | International Commercial Dispute Resolution<br>Negotiation<br>Mediation<br>Arbitration<br>SIAC and Institutional Arbitration I<br>SIAC and Institutional Arbitration II<br>Legal Debate and Negotiation<br>Drafting International Agreements<br>Drafting and Negotiation of M&A and JV Transactions<br>Moot Court<br>Internship I<br>Internship II<br>Internship III<br>Internship IV                                                                                                                                  |

## **11.LL.M. Policy**

### **■Diploma Policy**

#### **[Educational Goals]**

Based on the diploma policy outlined by Keio University, this program aims to cultivate the knowledge and skills necessary to excel in careers that require expertise in global legal affairs. To this end, students who have been enrolled in the Global Legal Practice program for at least one year and have completed the curriculum established in accordance with the program's educational philosophy and objectives are eligible to receive the degree of a Master of Laws (LL.M). Students must earn at least 30 credits (36 credits for newly enrolled students who have insufficient background in basic legal practice) to be awarded the Master of Laws (LL.M) in Global Legal Practice.

#### **[Competency Objectives]**

Objective one: To gain the ability to identify legal problems and resolve disputes from a global perspective.

Objective two: To gain the ability to design business models and draft policy recommendations.

Objective three: To become a well-versed professional in global legal practice via experience in competency objectives one and two.

Objective four: To become a professional capable of making policy recommendations on global governance with a focus on Asia, and of supporting legal development in Asian countries and around the world.

### **■Curriculum Policy**

#### **[Curriculum Design]**

The curriculum for the Master of Laws (LL.M) in Global Legal Practice is systematically structured to cultivate the competencies outlined in the program's diploma policy. It consists of a "Core Program," or set of elective courses designated as key subjects, and an "Elective Program," comprising other courses from which students may select relevant topics. The following points outline our policy for organizing and implementing this curriculum.

1. The program for the Master of Laws (LL.M) in Global Legal Practice comprises nine course categories to realize the objectives stated in its diploma policy. These categories are, 1) Japanese Law and Asian Law in Global Practical Perspective, 2) Global Business and Law, 3) Global Security and Law, 4) Innovations and Intellectual Property Law, 5) Area Studies, 6) Comparative Law, 7) Current Legal Issues, 8) Legal Research and Writing, and 9) Practical Training.

2. To ensure that students acquire the basic legal knowledge and critical thinking skills needed when working in global legal affairs.

3. To provide a constructive educational environment for faculty members and students to meet and engage in collaborative discussions.

#### **[Program Delivery]**

This curriculum is designed to include a combination of pedagogical approaches including traditional lecture formats, the Socratic method, mock trials, contract negotiations, and arbitration, as well as research papers and internships.

#### **[Evaluation and Grading Criteria]**

The criteria for evaluating students' learning outcomes in relation to the competency objectives of this program shall be determined for each course and carried out in accordance with the grading rubrics specified in course syllabi. Specifically, grades are assigned on a five-point scale: S, A, B, C (passing) and D (fail). The proportion of students receiving each grade shall fall within predetermined ranges. Some courses may also be approved to be taken on a pass/fail basis. At the end of each course, students complete a course evaluation survey. In response to the survey results, the instructor submits written comments, which are then used to improve future course iterations. In addition, all faculty members are required to visit courses taught by other instructors every academic year and provide their feedback, thereby ensuring communal learning and resource sharing. In this way, the course methodologies and teaching practices are constantly refined to improve student learning outcomes. Furthermore, in accordance with Keio University's overall assessment plan, the program is evaluated using quantitative and qualitative, direct and indirect indicators, including advice from the Advisory Board and data from career-path surveys.

#### **[How Courses Reflect the Competency Objectives]**

Objective one: This objective is achieved mainly via enrollment in the Core Program (a set of elective courses designated as key subjects: Japanese Law and Asian Law in Global Practical Perspective, Global Business and Law, Global Security and Law, Practical Training) where students gain foundational knowledge and skills in comparative law, corporate law, international law, and global legal practice.

Objective two: This objective is achieved mainly via enrollment in the Elective Program (a set of elective courses

designed to enhance expertise according to one's individual goals and interests) where students acquire the ability to develop business models and draft policy proposals.

Objective three: This objective is achieved mainly by enrollment in the research paper course and internship included in the Elective Program, as well as by obtaining, according to each student's interests, professional certifications in areas such as International Dispute Resolution, Business Law, or Intellectual Property Law. Through these opportunities, students develop the skills necessary to engage in more specialized fields of global legal practice.

Objective four: This objective is achieved mainly by enrollment in the research paper course and internship included in the Elective Program, as well as by obtaining, according to each student's interests, professional certifications such as Law and Development in Asia or Japanese Law. Through these opportunities, students develop the competencies required to support the development of governance structures and legal systems in Asian countries and other regions abroad.

## ■Admissions Policy

### [Desired Qualities in Potential Students]

The philosophy of this program is to train legal professionals with international awareness, interdisciplinary expertise, and innovative potential, who are capable of assuming leading roles in society. Accordingly, we seek applicants who possess the following interests and abilities.

- Individuals who aim to become legal professionals active on the global stage and who have internship or work experience at multinational corporations, international organizations, law firms, or similar institutions.
- Individuals who possess the willingness, ability, and required English proficiency to acquire knowledge of legal systems not only in Japan but worldwide and to communicate their insights in English as they take on difficult challenges.
- Individuals who, as government officials in courts, parliaments, or ministries of justice, or as legal professionals such as lawyers in developing countries, have engaged in addressing critical issues related to societal development.

### [Student Screening Process]

In order to admit a wide range of applicants, the screening process will be conducted through (1) general entrance examinations and (2) specialized entrance examinations.

#### (1) General Admissions

In order to admit a wide range of applicants and to accommodate both candidates living in Japan and abroad (international students), the program conducts two rounds of general admissions per academic year, one for enrollment in the spring, and another for the fall. In a given year, the first round in May would allow students to begin enrollment that September or April of the following year. In the same way, the second round held in December would allow for enrollment in April or September of the following year. Announcements will be made for successful candidates of each admissions period. The admissions process requires applicants to submit a statement of purpose and career plans, as well as documentation concerning their English language proficiency, character evaluation, academic performance in law and related disciplines, prior acquisition of legal professional qualifications, experience in legal practice, and other matters. Each applicant is subjected to a comprehensive evaluation based on standardized quantitative and qualitative criteria, ensuring that a fair and objective assessment will be made with regards to their eligibility to enroll in the program.

#### (2) Specialized Admissions

In addition, this program accepts international students under global talent development programs and specialized training programs for highly skilled professionals implemented by the Japanese government and related agencies. In consideration of the timing of these training programs, a special recommendation-based admissions process is offered each year from March to April for eligible applicants. In addition to the documentation required for general admissions candidates (see (1) above), candidates applying through the specialized admissions process must undergo an interview.

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

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

## 13. Campus Map

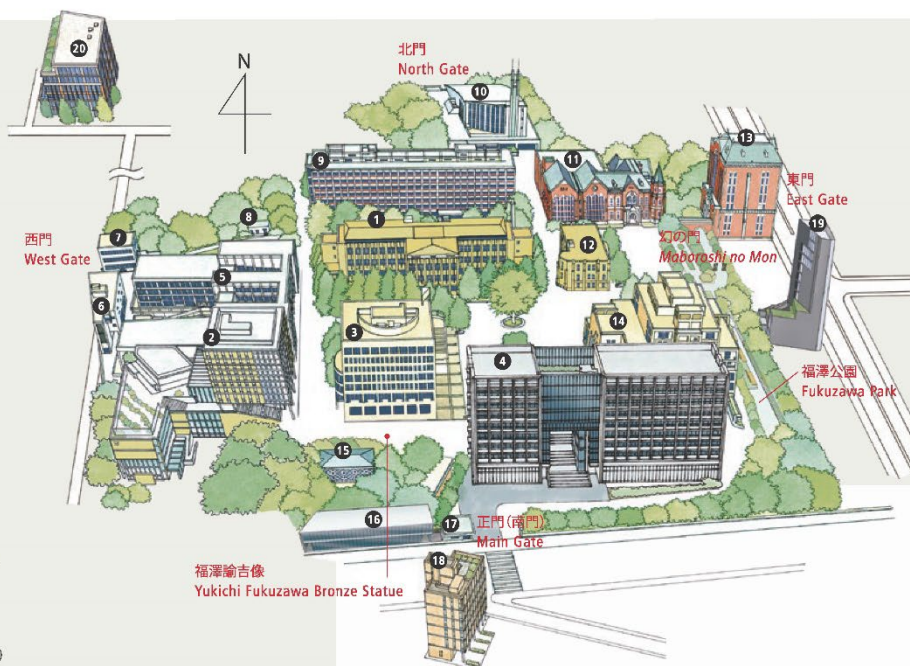
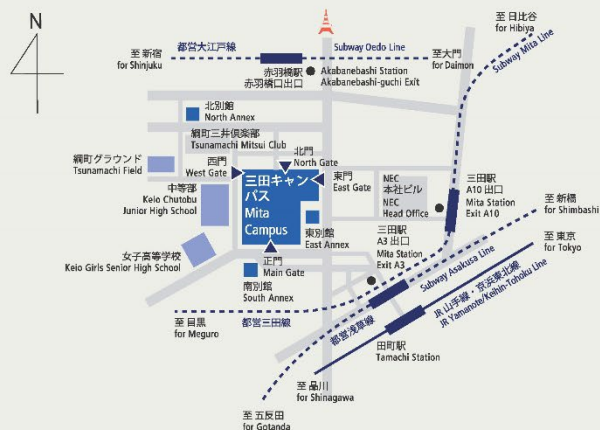
三田 MITA

MITA  
三田

〒108-8345 東京都港区三田2-15-45  
TEL 03-5427-1517 (総務部)

JR山手線・京浜東北線 田町駅下車 (徒歩8分)  
都営地下鉄浅草線・三田線 三田駅下車 (徒歩7分)  
都営地下鉄大江戸線 赤羽橋駅下車 (徒歩8分)  
\*北別館は三田キャンパスより徒歩8分

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



福澤諭吉像  
Yukichi Fukuzawa Bronze Statue

- ① 第1校舎 (101- 147)  
First School Building
- ② 南館 (2811- 2B42)  
South Building
- ③ 大学院校舎 (313- 375B)  
Graduate School Building
- ④ 南校舎 (411- 477、ホール、  
学生食堂 [ザ・カフェテリア]  
社中交歓 萬來舎)  
South School Building: Hall,  
Student Cafeteria (The Cafeteria),  
Banraisha Bar & Lounge
- ⑤ 西校舎 (501- 545、ホール、  
学生食堂 [生協食堂、山食])  
West School Building: Hall,  
Student Cafeteria (Co-op  
Cafeteria, Yamashoku)
- ⑥ 購買施設棟 (生協購買部)  
University Co-op
- ⑦ 西館  
West Building
- ⑧ 労働組合本部  
Keio Trade Union
- ⑨ 研究室棟  
Faculty Research Building
- ⑩ 北館 (大会議室、ホール、  
ファカルティクラブ)  
North Building: Conference Hall,  
Hall, The Faculty Club
- ⑪ 図書館旧館 (福澤諭吉記念慶應  
義塾史展示館、カフェ八角塔)  
The Old Library: Fukuzawa Yukichi  
Memorial Keio History Museum,  
Café Hakkakuto
- ⑫ 塾監局  
Keio Corporate Administration  
(Jukukan-kyoku)
- ⑬ 東館 (ホール、G-Lab)  
East Research Building: Hall,  
Global Research Lab (G-Lab)
- ⑭ 図書館 (三田メディアセンター)  
Keio University Library: Media  
Center
- ⑮ 三田演説館  
Public Speaking Hall  
(Mita Enzetsu-kan)
- ⑯ 三田インフォメーションプラザ  
Information Plaza
- ⑰ 警備室  
Security Office
- ⑱ 南別館 (アート・スペース)  
South Annex: Art Space
- ⑲ 東別館 (慶應義塾ミュージアム・  
commons)  
East Annex: Keio Museum Commons  
(KeMCo)
- ⑳ 北別館  
North Annex