

LL.D./LL.M./YLP STUDENT HANDBOOK, 2008-2009

LL.D. STUDENT HANDBOOK

LL.D. STUDENT HANDBOOK
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LL.D. ACADEMIC RULES

I. REQUIREMENTS FOR COMPLETION OF THE LL.D. PROGRAM

In order to complete the LL.D. program, students must submit a doctoral dissertation of between 300-400 double-spaced A4 pages within three years of enrolling.

The thesis may be on any legal subject agreed in consultation with the academic supervisor and general supervisor.

In addition to the thesis requirement, students must also:

- i. Attend regular meetings with both their academic supervisor and general supervisor. Further details on the requirements regarding doctoral supervisions can be found below (see Section VI);
- ii. Participate in the biannual Comprehensive Research Seminar (CRS). Further details on the requirements regarding the CRS can be found below (see Section VII);
- iii. Participate in the Legal Research Methodology and Writing class (first year students only). Further details on this course can be found in the Curriculum section below.
- iv. Participate in the Legal Research Training Class. This class is compulsory for first and second year LL.D. students and recommended for third year students. Further details on this course can be found in the Curriculum section below.

The final examination of the thesis will be conducted by a panel of three professors selected from Kyushu University faculty. As part of the final examination, students will also be expected to participate in a public defense of their thesis. Further details on the examination process will be explained by the academic and general supervisors.

II. THE DEGREE

Upon completion of the above requirements, students will be awarded the degree of Doctor in Law, in Japanese: 博士 (法学).

III. DURATION OF THE PROGRAM

All students are required to submit the final version of their doctoral dissertation by the end of June of the third year after enrolling on the LL.D. program. After this deadline, submissions will not be accepted, although the LL.D. Committee may approve an extension

of this period in exceptional cases.

IV. REQUIREMENTS FOR THE DOCTORAL DISSERTATION

To provide some indication of the substantive requirements of the doctoral dissertation, it is worth considering the following definition of an LL.D. degree:

- Receipt of an LL.D. signifies that the holder has completed a substantial piece of original research in law that has been conducted under proper academic supervision and in a research environment for a prescribed period.
- The thesis differs from a Master's thesis by virtue of its deeper understanding, analytical insight and more comprehensive treatment of its subject matter.
- The thesis demonstrates authority in the candidate's specialized field of legal study and reveals evidence of a solid grasp of knowledge in related fields.
- The thesis makes a distinct contribution to legal knowledge and is of publishable standard. The contribution to knowledge rests on the originality of approach and/or interpretation of the findings and, in some cases, the discovery of new "facts".
- The thesis is a rigorous and sustained piece of work demonstrating that a research "apprenticeship" is complete and the holder is admitted to the community of scholars in law.

V. RESEARCH PROPOSAL

All first year students must submit the Research Topic Registration Form and a 10-15 pages research proposal (hard copy only) to the Secretariat by **October 27th**.

The LL.D. Faculty Committee in November will appoint an academic and general supervisor based upon the proposal.

If the LL.D. Faculty Committee thinks the proposed project is not suitable the student may be required to revise or change the topic.

VI. DOCTORAL SUPERVISIONS

After reviewing the research proposal, the LL.D. Committee will assign each student an academic supervisor **and** a general supervisor. The academic supervisor will provide

expertise in the particular field of research selected by the student for doctoral study, whereas the general supervisor will assist the academic supervisor in monitoring the overall progress of the student's research.

In order to ensure regular and substantive contact between students and their supervisors, and to improve the quality of research output, the following rules shall apply to doctoral supervisions:

1. LL.D. students are expected to meet with their **academic supervisor** at least three times between each Comprehensive Research Seminar (i.e. at least six times per year).
2. LL.D. students are expected to meet with their **general supervisor** at least once every two weeks.
3. At these meetings supervisors will offer constructive guidance about the research project and will indicate the academic standard that is required. The supervisors will also help plan the research program, provide information about appropriate sources and the techniques of study and analysis to be adopted. Any written work you submit will be returned with constructive comments and criticism within a reasonable time.
4. Doctoral supervisions are a requirement for completion of the program. It is the responsibility of LL.D. students to contact their supervisors to arrange supervision meetings.

VII. COMPREHENSIVE RESEARCH SEMINAR

All LL.D. students are obliged to complete two Comprehensive Research Seminars (CRS) per year **and** to attend the CRS's of all other LL.D. students.

CRS's are normally held over a weekend in January and July either in the Faculty or at Kyushu University's facility in Sasaguri. Final dates will be confirmed at a later date.

1. Purpose of the CRS

The primary aims of the CRS are twofold. Firstly, to provide staff with the opportunity to ensure that LL.D. students are making adequate progress in their doctoral research and have developed a suitable schedule for the remaining year(s). Secondly, to provide LL.D. students with a forum for the presentation of work in progress and for the exchange of ideas.

The CRS will consist of three elements: the submission of a written statement, an oral presentation in front of other LL.D. students and faculty members, and a question and answer session.

2. Written statement

In preparing your written submission, you should include the following:

- i. **A provisional thesis title.**
- ii. **A clear and concise summary of the topic of your thesis.** This summary should identify the specific research problem that your thesis will address and a statement of how the thesis would represent an original contribution to knowledge. If possible, some indication of the general argument of your thesis should also be included.
- iii. **A provisional thesis outline.** If possible, this outline should contain chapter headings and sub-headings, as well as a brief summary of the content of each chapter.
- iv. **A research plan.** This plan should state what you have achieved thus far and your research schedule for the coming year(s). If your research involves any empirical fieldwork, a more substantive description of your methodological approach is also required.
- v. **An indicative bibliography.** This bibliography should refer to the key primary and secondary sources on your research topic.
- vi. **A representative piece of written work of between 20-30 pages** that has been written in the previous six months (i.e. since the last CRS). First year students are not required to submit a representative piece of written work for their first CRS, although they are encouraged to do so. In its style and presentation, the paper should conform to the formal requirements of a doctoral thesis.

NOTE: Both, your written statement and your paper should be the result of your own work and not that of anybody else. Therefore, all papers submitted should be written in your own

words, i.e. do not copy the text of another author. If you do quote the statement of another author please make sure to put the citation in quotation marks and to supply us with the exact citation in the correct format. If you are unsure how to do this, please consult with either of your supervisors or another faculty member.

Please submit your written statement to the Secretariat **at least 2 weeks prior to the date of the CRS**. This requirement is intended to give all professors a chance to read the material properly. Late submission may result in a downgrading of the final CRS grade.

3. Oral presentation and Q&A session

Please prepare a 10-15 minutes presentation outlining your progress. Students are required to use Power Point for the presentation. The presentation should summarize the main points of the written statement.

The remaining time (50 minutes) will then be used for a question and answer session with faculty and fellow students.

4. Evaluation

Students will be evaluated for all CRS's. The evaluation will be based on the written submission, oral presentation and response to questions. After the CRS, students will receive an evaluation from their supervisor. Students are expected to improve their research based on this evaluation.

You may be required to complete an additional CRS if it is the opinion of faculty members that insufficient progress has been made.

LL.M./YLP STUDENT HANDBOOK

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LL.M./YLP ACADEMIC RULES

I. GENERAL REQUIREMENTS FOR COMPLETION OF THE LL.M. & YLP

PLEASE NOTE: REQUIREMENTS FOR COMPLETING THE LL.M. AND YLP ARE THE SAME UNLESS OTHERWISE INDICATED.

1. In order to complete the LL.M. or YLP, students must gain at least 30 credits.
2. At least 20 credits must be gained from taking courses. 2 credits are awarded for each semester length course. The Fall Semester is from **October 10th 2008 to January 26th, 2009** (with a New Year's Holiday from December 27th - January 4th), and the Spring Semester is from **April 13th to July 22nd, 2009**.
3. In addition to credits from courses, students must also complete a thesis worth 10 credits. Further details on the thesis requirement can be found in Section IV below.
4. In principle, credits for courses can only be gained by taking those classes offered in the framework of the LL.M./YLP. (A full list of designated LL.M./YLP classes for the academic year 2008-9 can be found in the Curriculum section of the Handbook). No credits can be gained from regular Faculty of Law classes taught in Japanese, unless prior approval from the LL.M./YLP Committee is obtained. Please note that no credit can be given towards the LL.M. or YLP degree for taking CSPA courses.
5. The minimum requirement for completing the LL.M. is 10 credits from courses per semester. If a student earns more than 10 credits in the Fall Semester, the credits exceeding 10 will not be counted for completion and students will still be obliged to complete 10 credits in the Spring Semester. However, all courses that are completed (i.e. awarded a passing grade or higher) will appear on the final transcript at the end of the program.
6. All LL.M. & YLP students are expected to take the **Legal Research Methodology & Writing** course. Credits received from this course may not be counted towards the 20 credits required from courses. Receiving a passing grade for this course is, however, a necessary condition for completion of the program.

7. All YLP students are expected to take the **Comparing Legal Cultures** course in the Fall Semester. This class is available as an elective for LL.M. students.

II. THE CLUSTER SYSTEM

1. All LL.M. courses are grouped into one or two of four clusters. Each cluster reflects one aspect of contemporary international economic and business law, as well as the particular areas of expertise of Kyushu University faculty members.
2. In the first semester, students are free to choose courses from any cluster without restriction
3. In the second semester, students must pick one cluster as the main cluster. The main cluster should be the cluster that is most closely related to the thesis topic. The choice of the main cluster must be submitted along with the final thesis title (see IV. 4 below) by **March 30th 2009**.
4. **Three** of the five courses required in the second semester must be chosen from the main cluster.
5. In addition, students must take at least **one** course, from the **Fundamental Perspectives** cluster. This course may be taken in either the first or second semester.

III. THE DEGREE

The LL.M. & YLP programs will confer upon those who successfully complete all the above requirements a Master's Degree in Law, in Japanese, 修士 (法学).

IV. THE THESIS REQUIREMENT

1. In addition to credits gained by taking courses, LL.M. & YLP students must also complete a thesis requirement worth 10 credits. The thesis requirement consists of the submission of a **50 pages thesis** and the completion of an oral examination. However, any student who (a) wishes to enroll in the LL.D. program in October 2009 **OR** (b) wishes to participate in the August 2009 Summer Internship Program is required to submit a **70 pages** dissertation. Further details on the Summer Internship Program can be found below (see Section X below)

Please note: any student who wishes to apply for the LL.D. for 2009 is also obliged to submit a **20 pages draft** of part of their thesis by mid-February as part of the LL.D. admission process. Exam results for the first semester will also be considered. The deadline for LL.D. applications is **February 27th**.

2. **Research topics registration form & LL.M. thesis research proposal.** All students must submit the Research Topic Registration Form **AND** an LL.M. thesis research proposal to the Secretariat by **October 27th 2008**. The thesis may be on any topic related to international economic and business law. The Research Proposal should be 3-5 pages.
3. **Legal research methodology & writing.** All LL.M. & YLP students must attend this class. Receiving a passing grade for this course is a necessary condition for completion of the thesis requirement.
4. **Confirmation of final title.** The final title of the thesis must be submitted to the Secretariat by **March 30th 2009**.
5. **Submission of Abstract & Chapter Plan.** All students must submit a one page abstract and chapter plan for their thesis to the Secretariat by **April 10th 2009**.
6. Students who wish to participate in the Summer Internship Program are expected to submit a **35 pages draft** of their thesis to the Secretariat by **June 12th 2009**.
7. **Deadline and submission requirements.** **Three** bound copies of the thesis must be submitted to the Secretariat by **5pm on August 14th, 2009**. In addition to the hard copies, a USB stick or CD containing the text file must also be submitted. These “soft copies” will be retained by Kyushu University.
8. **Examiners.** The academic supervisor for the thesis will be automatically appointed as the principle examiner. A second examiner for the thesis will be selected by the LL.M./YLP Committee. Assessment of the thesis will be conducted jointly by the academic supervisor and the second examiner based on the thesis and the final oral examination.
9. **Final oral examination.** In **early September** (the exact date will be confirmed at a later

date), all students are required to make a 5 minutes presentation on their Master's thesis. The presentation will be followed by a 25-minutes Q&A session. All faculty members and LL.M./YLP students will be in attendance. Students are expected to use Power Point for the presentation. A maximum of three Power Point slides may be used.

10. Format of the thesis

- (a) The thesis should be typed on white A4 paper.
- (b) The size of the letter font should be 12 point and text should be doublespaced.
- (c) Page numbers should be included on the bottom of each page.
- (d) Typeface should be on one side of the paper only.
- (e) The cover of the thesis should be a black hard cover book jacket. Thesis covers are available from the Kyushu University Co-op (*Seikyo*).
- (f) The cover sheet should contain the following information:
 - i. Title of the paper
 - ii. Year of entrance
 - iii. Program
 - iv. Student ID number
 - v. Student's name
 - vi. Name of Supervisor
 - vii. Date of Submission (i.e. "August 2009")
 - viii. On the floppy disk or CD label, the above information should also be included.

V. COURSE REGISTRATION

- 1. Official course registration.** By the **21st October**, all students are required to make a final selection of courses that they wish to take in the Fall Semester. Students must submit the Course Registration Form to the Secretariat. The same rule applies in the Spring Semester with a deadline to be confirmed at a later date.
- 2. Registration for intensive LL.M./YLP courses.** Registration for intensive courses should be made at least one week before the first day of classes. (Schedules for intensive courses will be notified to students as soon as they are finalized by instructors.)
- 3. Adding and dropping courses after the deadline.** After the course registration deadline, taking additional courses or withdrawing from courses requires the permission

from the class instructor(s). After gaining permission from the instructor(s), you are required to report and change the registration form to the Secretariat.

4. **Registration for courses for “regular” Graduate School courses.** If you wish to take classes for graduate students taught in Japanese in the Faculty of Law, you are requested to register at the Student Division. Please also inform the LL.M. Secretariat. Please note: special permission from the LL.M./YLP Committee is required to take such courses for credit.

5. **Registration for CSPA courses.** If you wish to **audit** courses offered in the CSPA Program, you are also required to submit a registration form to the Secretariat. Please note that no credit can be given towards the LL.M. or YLP degree for taking CSPA courses.

VI. COURSE READING MATERIALS

Reading materials for all materials will be made available online at:

<http://www.law.kyushu-u.ac.jp/programs/english/currentstudents.htm>

A secure password will be provided to students at the orientation.

VII. ATTENDANCE, COURSE EXAMINATIONS & GRADING

1. **Class Attendance.** Class attendance is compulsory. Absence from class without sufficient justification will result in downgrading or failure for that course.

2. **Examinations.** In principle, all classes offered within the framework of the LL.M./YLP adopt an “in class” examination as the principle means of student assessment. These examinations will be held between **January 27th - February 6th, 2009** for the Fall Semester and **July 23rd – August 7th, 2009** in the Spring Semester. The exact schedule of examinations will be confirmed at a later date. Any student who fails to complete all the required examinations will receive a failing grade for that class.

3. **Grades.** The Graduate School of Law grades students on a scale A-D. D is a failing grade for which no credits are awarded. For all LL.M./YLP classes a modified “curve” system is adopted with the following grade distribution:

A grade - 25-45% of all students in the class

B grade - 55-75% of all students in the class

C grade – 0-25% of all students in the class

D grade – 0-5% of all students in the class

Undergraduate students, exchange students, CSPA students, Law School students & Japanese-course graduate students are not included in calculating the number of students in the class.

VIII. ELIGIBILITY FOR LL.D. SCHOLARSHIPS

Students enrolled in the LL.M. program for the academic year 2008-9 are eligible to apply for the LL.D. program starting from October 2009. However, there are a number of Ministry of Education rules that may influence a student's eligibility for a Japanese Government Scholarship for the LL.D. program:

1. The recipient of a Japanese government scholarship for the 2008-9 LL.M. program is eligible for an LL.D. scholarship for the following academic year and two further years (i.e. 2009-2012). However, if a student does not enroll in the LL.D. program in the immediately following academic year (i.e. 2009), **three years** must elapse before they are again eligible to receive another Japanese government scholarship.
2. JDS and privately funded LL.M. students are eligible for a Japanese government scholarship at any time.

If you are unsure about what kind of scholarship you receive or the situation regarding eligibility for an LL.D. scholarship, please consult with a member of the academic staff.

IX. PLAGIARISM

Plagiarism is the use of another person's work without due acknowledgment. As such, it is a form of intellectual theft. Any LL.M. or YLP student who is found to have plagiarized any piece of work submitted for assessment will be severely dealt with.

Plagiarism comes in various forms. Obvious cases would include:

- Direct duplication, by copying another person's exact words, be it from a book, article or web based source.
- Piecing together sections of the work of others into a new whole, so-called "mosaic plagiarism".
- Paraphrasing (rewriting in your own words) another person's work with only minor changes to the original.

Please note that plagiarism extends beyond printed words and refers to all the elements in someone else's work including: ideas and arguments; images such as diagrams, charts and pictures; as well as the structure of the text.

Depending on the seriousness of the case, if plagiarism is proven you may be:

- Given a fail grade for that class (i.e. you will receive no credit thus potentially jeopardizing your chances of graduating from the LL.M. or YLP);
- Required to undertake additional assessment in the subject;
- Given a mark of zero for that piece of assessed work.

Plagiarism is easily avoided by accurately acknowledging, in footnotes, the sources of ideas, written expressions and data that you have used. You must acknowledge your sources whenever you make use of the work of others.

If you are unsure about what is an acceptable use of another person's academic work or how to properly cite academic sources, please consult with a faculty member.

Although it is not something we would want to encourage, students are free to share lecture notes with one another in order to assist in exam preparation. In the event of any duplication of content, however we will conduct an investigation and any student found to have plagiarized from another's lecture notes will be failed for that subject.

Please note: Kyushu University, Faculty of Law subscribes to **Turnitin** an on-line computer-based plagiarism detection system. This system "red-flags" any submitted material that is found to have been copied from their extensive database. All work submitted as part of the LL.M. & YLP programs is submitted to Turnitin.

X. INTERNSHIP

A Summer Internship Program will be organized for August 2009. LL.M. & YLP students are encouraged to participate. Places will be available for interns at law firms in Tokyo, as well

as leading Japanese companies. Last year, for example a number of students completed an internship at the prestigious Cast Itoga law firm in Tokyo (see www.castlaw.com). The internship will provide students with a unique insight into the practice of law in Japan, as well as a valuable career opportunity. Further details on the internship will be available later.

Please note: students wishing to participate in the Summer Internship Program are obliged to submit a 70 pages thesis.

XI. BICYCLES

In recent years, a number of international students have been detained by the police over incidents involving bicycles. Such incidents cause a great deal of administrative work for the Secretariat and Faculty members, and may damage the reputation of all international students in Fukuoka. If you do chose to use a bicycle, please bear the following in mind:

- Be careful when buying a second hand bicycle as it may have been stolen. All bicycles have a registration number, which is retained by the police. If a bicycle is reported as stolen then that registration number will be “red-flagged” and anyone found in possession of that bicycle will be questioned by the police & may be suspected of theft.
- NEVER claim an apparently abandoned bicycle. It may have been reported as stolen. If you are found in possession of that bicycle the police may suspect you of theft.

XII. SCHEDULE FOR OCTOBER 2008

Here!

XIII. ACADEMIC CALENDAR, 2008-9

Please note

LL.M./YLP classes will not be held on National Holiday's but are still held on Kyushu University holidays.

Fall Term, 2008

October

9	Entrance Ceremony, Guidance
10	Classes Begin
13	Health Sports Day (National Holiday) <u>NO CLASS</u>
14	Gymnastics Festival <u>NO CLASS</u>
21	Deadline for submitting the Course Registration Form
27	Deadline for submission of Research Topics & Research Proposal

November

3	Culture Day (National Holiday) <u>NO CLASS</u>
23	Labor Thanksgiving Day (National Holiday) <u>NO CLASS</u>
24	Make-up Holiday <u>NO CLASS</u>

December

23	The Emperor's Birthday (National Holiday) <u>NO CLASS</u>
24-25	<u>NO CLASS</u> (Term for Make-up Class if any)
26	Winter Holidays Begin (through Jan.4)

2009

January

5	Classes Begin
12	Coming of Age Day (National Holiday) <u>NO CLASS</u>
27	Examination Term Start (LL.M. YLP)

February

6	Examination Term End (LL.M. YLP)
7	Spring Holidays Begin (through Apr. 12)
11	National Foundation Day (National Holiday)
14	Alumni Symposium (LL.M. YLP LL.D.)
15	Alumni Symposium (LL.M. YLP LL.D.)
16	Conference with University of Munich
mid.-end.	Clinical Study

March

1-31	Spring holidays
Beg.	3 days YLP Study Trip to Tokyo
20	Vernal Equinox Day (National Holiday)
30	Submission of Final Thesis Title and Cluster Choice

Spring Term, 2009

April

10	Deadline for submitting Thesis Abstract & Chapter Plan
13	Classes Begin
20	Deadline for submitting the Course Registration Form
29	Showa Day (National Holiday) <u>NO CLASS</u>
30	<u>NO CLASS</u>

May

1	<u>NO CLASS</u>
3	Constitutional Memorial Day (National Holiday) <u>NO CLASS</u>
4	Greenery Day (National Holiday) <u>NO CLASS</u>
5	Children's Day (National Holiday) <u>NO CLASS</u>
6	Make-up Holiday <u>NO CLASS</u>

June

12	Deadline for submitting Thesis draft (35 pages) *
	*Applicable to student, who wish to participate in the summer internship
30	Deadline for submitting Thesis Title

July

20	Sea Day (National Holiday) <u>NO CLASS</u>
23	Examination Term Start (LL.M. YLP)

August

7	Examination Term End (LL.M. YLP)
8	Summer Holidays Begin
14	Deadline for submitting Thesis

September

Beg.	Final Exam (Open Presentation)
Beg.	Final approval at the Law Faculty Meeting
Beg.	Graduation Ceremony

STUDY ROOM GUIDE

STUDY ROOM GUIDE

1. Access

Students are free to use a desk and computer in the LL.M./YLP study room.

2. Service Hours

In principle, study rooms are available Monday - Friday 08:30 – 19:00

3. Rules for Sharing the Room Keys

- 1) Users are responsible for the keys to the Study Room.
- 2) Users are not allowed to copy the key.
- 3) Users are not allowed to hand the key to other people.
- 4) Users are required to pay a deposit of ¥1,000 to the Secretariat Section upon receiving the key. This deposit will be returned to you when you complete your course and return the key to the university.

4. Rules for Keeping the Room Clean

- 1) Users are required to keep the Study Room clean and tidy.
- 2) Users are not allowed to leave any food in the Room.
- 3) Users are not allowed to smoke in the Room.

5. Rules for Using Computer Facilities

- 1) Users are not allowed to install any software on the computers without permission from the Secretariat.
- 2) Users are not allowed to play games on the computers.
- 3) Users are not allowed to Telnet by the computers.
- 4) Users are not allowed to download any software or programs without permission from the Office.
- 5) Users are not allowed to change any parameters or specifications of the software installed without permission from the Office.
- 6) Users are required to save their E-mail folder onto a floppy disk – not the hard disk.
- 7) Users must provide their own diskettes and papers for print.
- 8) The Faculty will supply toners for printers upon request. If you need a toner, please apply at the secretariat section; but please note that it takes about a week to obtain it after applying for it, so students should apply as soon as printing begins to appear

faded.

Those who violate the above rules will be immediately suspended from using the computers. A notice of violation will be sent to the supervisor. The violator should report to his/her supervisor.

6. Support

When problems arise on machines in the room, please inform the secretariat section immediately. The Secretariat will ask assistance to a person in charge. We will not provide assistance for personally owned computers. Also, questions on the usage of software on the machines cannot be accepted.

7. E-mail Address

Upon request, faculty provides an e-mail address for students. If you wish to apply for one, please submit an application form to the secretariat.

8. How to use your own computer in the study room

If you wish to use your own computer in the study room, you need the followings:

1) An IP address

Your own IP address will be provided upon request. Please apply to the secretariat (eigo@law.kyushu-u.ac.jp) by e-mail. You should set up it by yourself. We will not provide assistance for setting up.

2) LAN card

Please buy at the Kyushu University Co-op or another computer shop.

3) 10 base –t cable

Please buy at the Kyushu University Co-op or another computer shop.

9. Printer toners

The cost of print toners for use in the LLM/YLP study room will be charged to students. All students are required to pay an initial charge of 5000 yen to the Secretariat by Oct 17th.

An additional fee may be charged if the initially collected amount does not cover the total cost of printer toners used over the whole academic year. Printers should only be used for LLM related work and all students are asked to be considerate of others when printing large documents.

10. LEXIS-NEXIS & WESTLAW

User IDs and a password will be supplied upon request for both LEXIS and WESTLAW. Please apply to the Secretariat (eigo@law.kyushu-u.ac.jp) by e-mail.

LIBRARY GUIDES

KYUSHU UNIVERSITY CENTRAL LIBRARY GUIDE

1. GUIDE TO LIBRARY OPENING TIMES

OPENING HOURS

[During the Semesters]

Monday-Friday 9:00-22:00

Saturdays, Sundays, Public Holidays 10:00-18:00

4/1, 5/1, 12/1 17:00-22:00

DAYS CLOSED

8/15-8/17 (for stock-checking and book airing)

End of the Year, Beginning of the New Year

2.USING THE LIBRARY

REQUIREMENTS

You have to apply for a "Library Card" at the reception counter to use the University Library. The person who come the first time or use temporary may enter the library but they are required to show ID and to fill out your names and other data at the reception counter.

APPLICATION FOR LIBRARY CARDS (USER REGISTRATION)

Bring your Identification Card to the reception counter and fill out a user application there on Monday to Friday during 9:00-17:00. Your library card will be issued in a few days. But, students at Kyushu University can enter the Central Library with your Student Identification Card if it is registered after the year 2000.

ENTERING THE LIBRARY

The students and teaching staffs at Kyushu University should have their library card scanned at the entrance gate to enter the library.

Students of other universities have to show their student ID.

Other people may enter the library but they are required to show ID and to write your names and some other data at the reception counter.

BORROWING BOOKS

Loan limit---- up to 10 volumes of books and/or periodicals

Loan period-- up to 15 days for books, 8 days for periodicals

Book reservations -- You can make a reservation for a book (or other things) which has been borrowed by somebody else. When a reserved book is returned, you will be notified and the book will be kept at the counter for you for a week after the notification.

Renewals ---- Renewals on the library card and the book loan can be made at the counter, by the phone, or by an E-mail. Come directly to the counter, or call 092-642-2337, or send an e-mail to the Kyushu University Library. When you use the phone and e-mail (circ1@lib.kyushu-u.ac.jp), you should state your User Code and Book Code clearly. The period of borrowing will be extended by 15 days for books, 8 days for periodicals from the day of renewal.

*Borrowing extensions may be made only once, and only if a reservation has not been made.

Long-term borrowing period ---- 2 weeks before the spring, summer, winter vacations, until 1 week after the end of the vacation.

*A buzzer will sound if material is taken out of the library without being borrowed.

Non-borrowable books include current year's issues, newspapers, reserve books, reference books, rare books, special collection books, microfilm material, and audio-visual material.

RETURNING BOOKS

During opening hours ---- Books should be returned to the counter.

Outside opening hours ---- Books should be returned to the BOOK DROP outside the entrance (the return will be registered on the following day).

Penalty for late returns ---- You will be suspended from book loans for the number of days the book has been overdue. Make sure to return everything you have borrowed before or on the day it is due.

3.FINDING AND USING WHAT YOU WANT

The Central Library holds books and other materials belonging to the Central Library, the Faculty of Sciences, the Graduate School of Mathematics, and the Faculty of Agriculture.

[BOOKS]

Books belonging to the Central Library, the Faculty of Sciences, the Graduate School of Mathematics and Faculty of Agriculture are housed separately in the library. Please be

careful when searching for material.

THE CENTRAL LIBRARY BOOKS

Books belonging to the Central Library are housed on the open shelves on the 3rd floor and in the stacks of the 1st level. Please refer to the OPAC, before searching for what you want.

REFERENCE BOOKS

In the Reference Corner on the 2nd floor are housed over 20,000 basic reference books and secondary source materials for factual and bibliographical research etc. Reference books are arranged according to subject, while secondary source material is arranged in order of title.

RARE BOOKS VIEWING

You have to submit a Rare Book Viewing application to the reception counter or to the Circulation Section beforehand. Rare books can be viewed only during the office open hours (9:00-17:00) on a weekday.

DEPOSIT STACKS BOOKS VIEWING

You have to submit a Deposit Stacks Book Viewing application to the reception counter. Hours: 9:00-17:00 on a weekday.

<OTHER MATERIAL>

LARGE SIZE BOOK COLLECTION

BOOKS OF THE FACULTY OF SCIENCES, GRADUATE SCHOOL OF MATHEMATICS

Textbooks and referenced books for the courses are in the open shelves on the 3rd floor and on the stacks on the 1st floor for the books in Physics, Chemistry, Astronomy, Biology, Faculty of Mathematics, and deposit stack books.

BOOKS OF THE FACULTY OF AGRICULTURE

Textbooks for the courses at the Faculty of Agriculture are in the corner of the Faculty of Agriculture on the 1st floor. They are arranged in the Japanese Decimal Classification System.

[PERIODICALS]

CURRENT YEAR'S ISSUES

Current year's issues of periodicals purchased by the Central Library, Faculty of Sciences, and Faculty of Agriculture are in the Periodical Corner of the 2nd floor. Those in the Japanese language and those in a Western language are located separately, both in the alphabetical order. Donated periodicals are placed on the shelves for the periodicals on the 2nd stacks.

OTHER PERIODICALS

Periodicals from previous years are in the 2nd floor stacks. Some are found and other are not. Periodicals in a Western language belonging to the Central Library, Faculty of Sciences, and Faculty of Agriculture are kept together and arranged in the alphabetical order of title, while Japanese periodicals are kept in the New Wing of the 2nd level stacks, with those belonging to the Faculties of Sciences and Agriculture arranged together, and those of the Central Library arranged separately.

[NEWSPAPERS]

Daily newspapers

Daily newspapers (Asahi, Mainichi, Yomiuri, Nishinihon, Nihon Keizai, Nikkan Kogyo, The Japan Times, Mainichi Daily News) are on the newspaper stands in the Browsing Room on the 2nd floor. The morning editions are replaced with the evening editions at 5pm.

Recent newspapers

Recent three months' newspapers, and recent three years' reduced-size newspapers are available for reading in the Newspaper Room on the 3rd floor. They include Asahi, Mainichi and Yomiuri.

Other newspapers

Foreign language newspapers other than those mentioned above are on the newspaper stands in the International Communication Corner on the 3rd floor, and those of recent three months are kept at the back of the Newspaper Room in the Newspaper-Related Material Room.

Older newspapers

Copies of each newspaper are kept for up to 1 year (Nishinihon Shinbun for 2 years) at the

far end of the Central Library periodical stacks in the 2nd level stacks. Reduced-size newspapers are also in this corner. Newspapers should be returned to its original place after use.

Newspaper article search on CD-ROM

Newspaper articles since 1985 are held on CD-ROM. The data is from CD-HIASK (Asahi Shinbun). Details about its use can be obtained from the Reference Information Section of the Information Service Division (Ext. 2336).

Japanese Newspapers

An extensive selection of Japanese newspapers are available via the central library.

4.FACILITIES AND EQUIPMENT

[INFORMATION SALON LIBRARY AREA]

On the 2nd floor there are forty computers with which you can use the WWW.

[SEMINAR ROOM]

Three rooms on the 3rd floor are designed for a seminar. Each hold up to eight people. Please apply for use at the counter.

[BROWSING ROOM]

Domestic and overseas newspapers, magazines, and local materials are placed in the browsing room.

[INTERNATIONAL RELATIONS CORNER]

Here you find things that meet the special needs of international students: a wide range of general magazines and materials for language learning, and so on. You can see television broadcasts from Asia, Europe and the United States here with the Overseas Satellite Broadcast Receiver System.

[AUDIO-VISUAL BOOTHS]

There are eleven booths for using an audio-visual material on the 3rd floor. They are

available 9:00-16:30 on a weekday. Please ask at the counter for one of those booths. Contact the Reference Enquiry Section for audio-visual materials including CD-ROMs.

[INFORMATION SOCKET]

Information sockets are provided at the twenty carrels and three Seminar Rooms. If you bring your personal computer, you can connect to the Internet without charge.

5. LIBRARY SERVICES

[REFERENCE SERVICES]

The Reference Desk on the 2nd floor are open 9:00-17:00 on Monday-Friday to help you find what you want. You can ask not only for the location of books and other things, but also for guidance.

[ON-CAMPUS SEARCH]

<OPAC (Online Public Access Catalog)>

Details of books and periodicals belonging to Kyushu University can be found on the Internet (WWW).

<Card catalogue search>

A general card catalogue system may include a wider range of information than OPAC, especially about older things and things belonging to the Central Library. The general catalogue is divided into two parts: One for those in Japanese (and some in Chinese), and the other for those in a Western language. The Japanese book catalogue is arranged in order of title, while Western book catalogue is arranged in alphabetical order according to the author's name. The Reference Desk can provide information for further details concerning the use of OPAC and the card catalogue.

[INFORMATION RETRIEVAL]

<Abstracts & Index Databases Service>

The document database can be accessed on the WWW. However, it can only be accessed on campus.

Databases for information searches:

Web of Science (SCI-Expanded)
 Current Contents. All (7) Sections.
 MEDLINE
 ERIC (Educational Resources Information Center)
 PsycLIT
 CancerLIT
 EBMR (Evidence Based Medicine Reviews)
 Chemical Abstracts 12CI, 13CI on CD
 JCR (Journal Citation Reports)
 Zasshi Kiji Sakuin
 Igaku Chuo Zasshi
 Please contact the Reference Enquiry Section for the search system.

< Abstracts & Index Databases for off-campus information retrieval >

DIALOG, JOIS, and NACSIS-IR are possible at the Reference Enquiry Section.
 However, use on public expenses is limited to those who have permission.
 Hours: 9:00-16:30 (Except for Saturdays, Sundays and Public Holidays)

[CD-ROM SERVICE]

CD-ROMs can be used on the CD-Changer-connected computers that are placed near the Reference Desk on the 2nd floor. There is no charge for using them.
 Hours: 9:00-19:30 (Except for Saturdays, Sundays and Public Holidays)

[CAMPUS LOAN]

Inter-library loan & delivery service between Central Library, Medical Library, Ropponmatsu Library and Chikushi Library is available for teachers and graduate students (some libraries are excluded). Please apply at the faculty/institution library for service.

[INTERLIBRARY LOAN]

Those wishing to use libraries of other universities should present the following items.

	For National University Libraries	For Local Public / Private
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		University Libraries
Teaching staff	Identification Card	Letter of Introduction
Post-graduate students etc	Student Identification Card	Letter of Introduction
Undergraduate students	Letter of Introduction	Letter of Introduction

Letters of Introduction are issued at the Inter-Library Loan Section.

Note: Most of universities (national, local public, and private) in Kyushu permit people to use their libraries with an "Identification Card" or "Student Identification Card". Moreover, please note that this is not a free service.

[PHOTOCOPY SERVICE, LOAN SERVICE]

<Copying material in the library>

Material within the library can be copied in the Photocopy Center on the 2nd floor.

Copying by photocopy card (public expenses only)

A photocopy card will be issued by the Inter-Library Loan Section.

Copying by coin (private expenses only)

One copied sheet costs 10 Yen.

Hours: Mon-Fri 9:00-19:30

Saturdays, Sundays and Public Holidays 10:30-18:00

<Getting photocopies from other libraries/facilities>

In order to get photocopies of something you can only find outside Kyushu University, please contact Inter-Library Loan Section during 9:00-17:00 on Monday-Friday.

It will cost 35 Yen a sheet and the postal charge to get photocopies from another national university. Costs may differ for other universities and facilities.

<Borrowing books>

You can borrow books from libraries of other universities. You have to pay the postal charge. Contact the Inter-Library Loan Section.

Central Library HELP DESK

	TEL	E-mail
Main Counter	092-642-2337	circ1@lib.kyushu-u.ac.jp
Circulation Section	092-642-2333	circ1@lib.kyushu-u.ac.jp
Inter-Library Loan Section	092-642-2334	sogo@lib.kyushu-u.ac.jp
Reference Enquiry Section	092-642-2336	ref1@lib.kyushu-u.ac.jp
Reference Desk	092-642-2338	ref1@lib.kyushu-u.ac.jp

FACULTY OF LAW, LIBRARY GUIDE

<LIBRARY HOURS>

MONDAY-FRIDAY 9:00 a.m. to 12:00 p.m./ 1:00 p.m. - 7:00 p.m.

(Closed on Saturdays, Sundays and National Holidays/ the first of Wednesday of each month)

<BORROWING>

Students can check out books according to the library regulations.

- 1) A library card issued at the Kyushu University Central Library is required to check out.
- 2) Students should fill in a prescribed form when they check out books.
- 3) Students may borrow books up to 50 volumes within 3 months Journals up to 5 within 8 days.
- 4) Students will be charged for lost or damage books.
- 5) Materials which are not for loan: Journals (current issues held in the Annex beside the Secretariat Section), newspapers, reserved books, reference books, rare books.

<RETURNING>

Books should be returned to the checkout desk.

<HOW TO FIND BOOKS>

You can search books that were stocked after 1990 by the Online Public Access Catalog (OPAC). You can have access to OPAC through:

<http://www.lib.kyushu-u.ac.jp/opac/index-1.html>

Books which were stocked before 1990 should be searched by index cards.

<INTER-LIBRARY PHOTOCOPY SERVICES>

Materials which are not available at libraries of Kyushu University may be obtained from other libraries.

For periodicals, check the Union Catalog of periodicals by NACSIS and fill out the photocopy service request form at the Inter-library Loan Desk of Kyushu University Central Library (中央図書館相互利用掛/*Chuo-Toshokan, Sogoriyo-kakari*) .

For photocopies of books, request a NACSIS Union Catalog Database search to find which library has the book; then ask for the photocopy service. A charge is made for the photocopy service payment is made by the user after receipt of photocopies, depending on

the regulations of the supplying libraries as follows:

[From National Universities]

Copy charge ¥35 a page + postal charge

[From Private Universities]

Copy charge ¥20 to ¥55 a page + postal charge

<COPY SERVICE>

Copy machines are available in the Journals Annex. Copying is strictly reserved for library books during 9:00 a.m. and 7:00 p.m. (Mon-Fri.) and other library materials.

<MAIL BOX>

A mail box for students are located in the law library. When mail and fax etc. to students are delivered to the faculty, the faculty will distribute mail and fax to the mail box.

Law Library Journals Annex Guide

Journals of current issues can be as at the Journals Annex (Kyokan Etsuran-shitsu 教官閲覧室, Room 127). Students can use this, annex following guides.

<OPEN>

Monday to Friday 9:00 a.m. - 5:00 p.m. (closed on Saturdays, Sundays and National Holidays)

<BORROWING>

Students cannot take out current issues of journals. Only reading and photocopying in the annex is available. Students should fill in a prescribed form at the circulation desk when they use journals.

<RETURNING>

Journals should be returned at the circulation desk on the same day they have been borrowed.

<PROHIBITIONS>

The following conduct is prohibited within the room: 1) speaking aloud, 2) chatting, 3) eating, 4) smoking and drinking

<COPY SERVICE>

Copy machines are available in the Journals Annex during 9:00 a.m. and 7:00 p.m. (Mon.

-Fri.). Copying is strictly reserved for library books and other library materials.

CURRICULUM

FALL CURRICULUM HERE!

SPRING CURRICULUM HERE!

COURSE SCHEDULE FOR FALL SEMESTER HERE!

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS HERE!

APPENDIX