1. Overview

The main facilities for the Graduate School of Management (classrooms, lecture rooms, student spaces, etc.) are located in Research Building No. 2 with exception to certain facilities which are shared with the Graduate School/Faculty of Economics (office, library, etc.). For this reason, some lectures and seminars also take place in the Faculty of Law and Economics East Bldg. or Faculty of Law and Economics Main Bldg. so please be careful as to class locations.

Facilities which GSM students may freely use include the Student Study Rooms 1, 2, and 3; Group Work Room; Open Conference Room; Computer Laboratory; and Student Locker Room and wireless internet access.

The use of these spaces is limited to GSM students, therefore students of other departments or visitors are restricted. It is thus important never to share the access codes to enter these facilities. Spaces which cannot be entered with the access code(s) you received may not be used freely, and usage must be authorized in advance.

For up to date information regarding facilities and information systems, please refer to IPROMAC Student Website “Facilities”.

2. General Rules for Usage of Student Spaces

・ The Group Work Room, Student Study Spaces, Computer Laboratory, and Student Locker Room are spaces for all GSM students. Please be considerate and remember to share with your fellow students.
・ These spaces may be opened/locked with access codes.
・ In principle, the usage hours are during the times that Research Bldg. No.2 is open.
  ・ The northern and western entrances to Research Bldg. No.2 are open from 8:00-22:00 (except for the end of year and new year holidays).
  ・ The southern entrance is open from 8:00-20:00. It is closed all day on Saturdays and Sundays.
  ・ Research Bldg. No.2 is open on Saturdays, Sunday and Holidays.
  ・ Obviously, staying overnight in the Group Work Room, Study Rooms and Computer Laboratory are not permitted.
・ Trash must be thrown away in trash cans located in the hallways. Students are asked to help maintain a clean study environment by cleaning up on a regular basis.
・ Please do not leave your personal belongings out. Particularly, students seem to leave personal belongings on shelves or desks to reserve these spaces. This is not allowed and if such behavior continues, restrictions on room usage may be
enacted (spaces were actually locked several times in the past).

- Personal items which are left out may be disposed of when the spaces are cleaned. In addition, any personal items will be disposed of without notice during the summer and spring vacations.
- The last person to exit should close and lock all windows (birds, insects and rain may enter), turn off the air conditioner and lights, and lock the door. Please take particular care in that the doors are not locked automatically. Please always remember to lock the doors when leaving.
- Do not use these spaces for purposes other than studying or discussions.
- The GSM spaces are for use by GSM students only. Other students are not allowed, and there have been actual complaints from students.
- Students may have food and drink in spaces other than the Computer Laboratory, but please be moderate as food remnants, etc. are the cause for insect infestations. Never dispose any kind of food or beverage into washstands or toilets. The sewage water quality has been performed periodically for all buildings in Kyoto University. The Research Bldg. No.2 has warned a number of times.
- Audio/Video (AV) and network equipment located in rooms must not be touched. Obviously, they must also not be removed from the room.
- In principle, student spaces are to be managed by the students. Please take note that if these rules cannot be followed or if the students cannot manage these facilities on their own, restrictions and such will be placed (similar to the 2009 academic year).

3-1. Group Work Room (floor 3 south, room 348)
- Capacity: 24 people (four 4 person desks)
- Please use this room with group work.
- Partitioned Group Work Spaces (6 blocks)
  - Each block is equipped with a whiteboard
  - Six tables with 24 chairs
  - Note: Return tables and chairs back to their original location after use. Do not use them outside of the group work room.
- Laser Printer for Student Use
  - Students manage the use of the printer (details will be announced later)
- Wireless Internet Connection
  - Wireless LAN 802.11b/g is available. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.
- Ethernet Connection
  - Only the open sockets in the wall (only green color) may be used. Do not remove existing cables or change settings (in the 2009 academic year, there were overall
network troubles due to student mishandling of cables).
- This is a KUINS-III Open type, so in order to use the Internet, you must use the VPN connection service (to be explained later).

3-2. Student Study Room 1 (south side floor 3, room 341)
- Capacity: 12 students (12 desks with 12 chairs)
- Please use this room by individual study. Groupworking, private talk and eating are strictly prohibited in this room.
- This space is reserved for quiet study so please be careful not to disturb each other.
- Wireless Internet Connection
  - Wireless LAN 802.11b/g is available. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.
- Ethernet Connection
  - Only the open sockets in the wall (only green color) may be used. As mentioned above, be careful not to disturb people around you.

3-3. Student Study Room 2 (south side floor 3, room 344)
- Capacity: 37 students (3 moveable desks with 21 chairs, and 16 study desks with 16 chairs, 1 sharing bookshelf)
- Please use this room by individual study. Groupworking, private talk and eating are strictly prohibited in this room.
- This space is reserved for quiet study so please be careful not to disturb each other.
- Laser Printer for Student Use
  - Students manage the use of the printer (details will be announced later)
- Wireless Internet Connection
  - Wireless LAN 802.11a/b/g is available. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.
- Ethernet Connection
  - The yellow or green sockets may be used. Do not remove existing cables or change settings.
  - This is a KUINS-III Open type, so in order to use the Internet, you must use the VPN connection service (to be explained later).

3-4. Student Study Room 3 (south side floor 3, room 346)
- Capacity: 47 students (7 moveable desks with 47 chairs, 1 sharing bookshelf)
- Please use this room by group work or pleasant talk.
- Laser Printer for Student Use
  - Students manage the use of the printer (details will be announced later)
Wireless Internet Connection
- Wireless LAN 802.11b/g is available. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.

Ethernet Connection
- The yellow or green sockets may be used. Do not remove existing cables or change settings.

3-5. Open Conference Room 4 (south side floor 3)
- This room is a share space in Kyoto Univ., it is not only GSM students. When there is a use application, the time which cannot be used occurs.
- Capacity: 24 students (4 moveable desks with 24 chairs)
- **Please use this room by group work.**
- Please do not use places equipped with a water supply.
- Wireless Internet Connection
  - Wireless LAN 802.11b/g is available. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.
  
- Ethernet Connection
  - The yellow or green sockets may be used. Do not remove existing cables or change settings.

**The Student Study Rooms have shelves and such for student use, but please note that these spaces are not for reserving personal space. If such actions continue to occur, restrictions may be placed on space usage.**

3-6. Computer Laboratory (TBA)

3-7. IPROMAC’s Student Locker Room (Research Bldg. No.2, northeast side 1F) (a separate sheet)

4. Digital Lock System
The group work rooms, student study rooms, and Computer Laboratory are all locked using the digital lock system. Aside from the Computer Laboratory which locks automatically, the other rooms must be locked. *Although the automatic lock may be somewhat inconvenient, do not try to remove the auto-lock function.*

Procedures to open the lock
1) Open the cover to see the keypad.
2) Touch the bottom left side of the keypad to turn on the switch.
3) Input the password and then press “E”.
4) Turn the door handle down to open the lock. Close the keypad cover.

Procedures to lock the door
1) Open the cover to see the keypad.
2) Touch the bottom left side of the keypad to turn on the switch.
3) Press “E”.
4) Turn the door handle down to lock the door. Close the keypad cover.

Digital Lock Password (After April 8, 2018)
1. Overview

The Graduate School of Management is making an effort to digitalize procedures to make it more convenient for students. Many of the procedures are handled online and information regarding the school, news or lectures are available on the Graduate School of Management web server (http://www.gsm.kyoto-u.ac.jp). This system is only available in Japanese.

Administrative information particular to students may be accessed using the Kyoto University Liberal Arts Syllabus Information System (KULASIS) at https://student.iimc.kyoto-u.ac.jp. KULASIS can be accessed from anywhere, including from cellular phones. You may view information regarding classes (class date changes, reports, etc.), register for classes, check grades, etc. However, this system is only available in Japanese.

Therefore the IPROMAC Student Website (http://www.gsm.kyoto-u.ac.jp/ipromac-student/) was created to offer IPROMAC students information in English. Please check the website periodically as administrative information and such will be posted on this website.

To access KULASIS from on or off campus, you will need to obtain a user code to use the Educational Computer System (ECS-ID).

In addition, there may be some information available only in paper format (such as for some scholarships or lectures) so please also check the bulletin board in front the administrative office.

2. Educational Computer System

New students are given Student Account ID (ECS-ID) at Kyoto University along with the Student ID card. In order to use various IT services of Kyoto University, you need this ID. After activation of the ID, you will be able to use “Common Portal for all Students”, “Library Electrical Journal Services”, “E-mail service (KUMOI)”, “KULASIS”, “My KULINE” and so on. Please activate it.

For obvious reasons, do not share or lose your password as it may cause complications. Select a password that can be easily remembered but not easily guessed and change your password periodically. This goes the same for other accounts.

Apart from these services, "Educational Computer System," that is provided to help Kyoto University students and the faculty members with their studies or their classes such as the use of PCs (Windows and Linux). In order to use these services, you need not only to activate your ECS-ID, but also have to attend the ECS-ID usage lecture organized by Academic Center for Computing and Media Studies (ACCMS). The lecture(Orientation
for New International Students (Spring 2018) — Library Network • Institute for Information Management and Communication — (http://www.iimc.kyoto-u.ac.jp/en/whatsnew/event/detail/180131054753.html) in English for graduate students is scheduled to be held on April 19, 2018 (Thursday) from 16:30-18:30 at 3rd floor, Institute for Liberal Arts and Sciences (ILAS) (in Yoshida-South Campus). Details are included with your enrollment procedures paperwork.

For other information such as on software which can be used on PCs in satellite classrooms, how to use e-mail, and network connection services, view the Kyoto University Institute for Information Management and Communication website at (http://www.iimc.kyoto-u.ac.jp/en/user/student.html), and please read “The Information Environment Manual for student (http://www.iimc.kyoto-u.ac.jp/en/services/ecs/support/tebiki.html)”

3. Educational Computer System/Satellite Classrooms
3-1. Information Processing Seminar Room 1 (Faculty of Law and Economics East Bldg. lower ground floor one)
• You must have an ECS-ID from Institute for Information Management and Communication (IIMC) to use the PCs.
• Windows 7 International version (40 computers for student use)
• Open hours are 8:45-18:00 on weekdays during classes, and is closed during intercession or long holidays.
• No eating or drinking allowed.
• Students are responsible for turning off computers and cleaning up.
• Be careful to watch your personal belongings.
•
3-2. Virtual Terminal Service
• In addition to using the PC terminal service from the PC terminals installed in the OSLs and satellite classrooms, it is also possible to use the PC terminal service (Windows 10 and/or Linux) via the network, such as from anywhere in the University or at home. It is possible to use the service for purposes such as classes in normal classrooms, self-instruction at home and preparations for classes in laboratories at the University.
• More Information

http://www.iimc.kyoto-u.ac.jp/en/services/ecs/virtual_terminal/
4. Regarding Information Security
4-1. Security Policies
If you will be using the Kyoto University Information System, you must abide by the various regulations and rules of information security (http://www.iimc.kyoto-u.ac.jp/ja/services/ismo/regulation/newpolicy.html). Not all of the information is available in English, but some information such as Rules to Use the Kyoto University Networks is available (http://www.kyoto-u.ac.jp/en/news_data/h1/news5/2009/091009_1.htm) so please read this information before using the network. You can browse the information at (https://el.iimc.kyoto-u.ac.jp/infosec/index.php?lang=en_utf8).

4-2. Studying Information Security through e-Learning
Kyoto University students and staff are advised to study information security through e-Learning.
Particularly, it has been noted that very few Graduate School of Management students have participated please cooperate in order to avoid any problems in the future. After you have received your user code, go to the e-Learning website and take at the very least the section on “Kyoto University Information Security”, which is also available in English. Should you fail to complete this session, you will be questioned the reason for not doing this session by your faculty supervisor.

- E-Learning for the security information
  http://www.iimc.kyoto-u.ac.jp/en/services/ismo/e-Learning/

5. Information System of the Graduate School of Management
5-1. Usage Regulations and Information
The Graduate School of Management has its own information system which abides by Kyoto University’s information security rules and regulations.
The PCs in the Computer Laboratory are managed following the Kyoto University Information Management and Communication Educational Computer System rules. Please make sure to follow the rules and notes in the manual.

- Information Management and Communication Educational Computer System Regulations (Japanese)
  http://www.iimc.kyoto-u.ac.jp/ja/services/ecs/account/kitei_kokoroe
- http://www.iimc.kyoto-u.ac.jp/ja/services/ecs/support/tebiki_english
In addition, if you will be using your personal computer within Kyoto University and will be using KUINS (using the Internet), you must abide by the Kyoto University and Graduate School of Management security policies.

The Graduate School of Management thus has the following criteria for personal computers used in the group work, study rooms, etc. These rules are related to the Information Management and Communication Educational Computer System regulations and manual.

- Reference Materials (Information Security Publication):

(1) **Use Official/Legal OS and Software**

You must use official/legal OS and software (such as purchased at the university coop, etc.). Any unofficial software (such as copies or downloads from the Internet) are illegal.

Particularly, it has been noticed that some international students have been using illegal copies of software downloaded or purchased at low costs, so please take note of this.

(2) **Install appropriate security software and make periodical updates to antivirus files.**

Antivirus software is a must for connecting to the Internet. Recently, computer viruses have been increasing through the use of USB memory sticks. Please try to keep your antivirus software updated, as it is meaningless if it is outdated.

(3) **Periodically update your security patch (Windows Update or Software Update for Macintosh)**

In order to maintain security, it is important to update your OS for security problems (security holes) by periodically downloading security patches. You cannot conduct the Windows Update, etc. unless you have the official OS.

(4) **Do not install P2P file share software (such as Xunlei, Thunder, Winny or Share).**

From the security standpoint of information leakage, etc. and illegal downloading, P2P file share software is not allowed. Obviously, since usage is not allowed, installation of this kind of software is not allowed. In addition, P2P software usage is not allowed within the Kyoto University campus.

(5) **Do not make illegal/unofficial downloads or uploads.**

The act of uploading or downloading illegal or unofficial copies of music,
videos, software, contents, etc. is a violation of copyright laws. You are legally responsible for such actions even if you were unaware of the violation. Some students may feel that there is nothing wrong with doing this. However, this is a legal violation so students are asked to obtain software, etc. in appropriate methods.

(6) **Do not conduct unauthorized connections.**

Do not make unauthorized connections to other PCs, utilize accounts, passwords or PPTP connections illegally, etc. In addition, if your computer security is insufficient, it is possible that you may be the victim of hacking which may cause you to unknowingly conduct unauthorized connections. Please be careful to place an importance on your computer security and not become a perpetrator.

**Use of the internet outside of Kyoto University**

You must abide the above rules not only in Kyoto University, but also outside of the school, such as at home or when connecting to the internet.

Please take an extra alert when you post comments or photos on your blog or any other tools such as Twitter, Facebook and so on. Should it cause any social problems, you will be punished, so please conduct yourself appropriately as a Kyoto University Student.

**The Graduate School of Management has purchased enough security software licenses for its students (ESET Smart Security). Interested students should install this software on computers to be used at the university. Dates and times will be announced later.**

5-2. Computer Laboratory

- You must have a **Student ID number from the Graduate School of Management** to use the PCs. These computers are for GSM student use only.

  - Windows 7
  - 3 of the Dell PCs are equipped with English keyboards and have English OS (Windows 7). IPROMAC students have priority in using these computers. We will add multiple PCs by the summer.
  - Copy Machine/Scanner for Student Use (printing, copying and scanning functions)
    - Copies can be made using the student copy card.
    - Printing is possible from the computers in the Computer Laboratory. It should not have to add the printer driver.
- Contact the Graduate School of Management Administrative Office on the first floor of Research Bldg. No.2 when there is no more paper.
- If there are any problems with the machine, contact the Ricoh service number located on the machine.

**Important Notes Regarding the Use of the Computer Laboratory**

- The Computer Laboratory is common space to be shared by all GSM students. Please be careful to lock the door, as it is room with equipment.
- The lock to the room has been changed to an automatic lock so please do not try to disarm the auto-lock function or keep the door open (such as using a door stopper, etc.).
- The door lock password is the same as the study rooms. However, the lock password may not work on occasions of maintenance procedures, etc.
- The Computer Laboratory may be used during Research Bldg. No.2’s open hours (8:00-22:00). The PCs may be logged in between 8:00-23:00.
- The room may be used on Saturdays, Sundays and holidays.
- Obviously, staying overnight is not permitted.
- Trash must be thrown away in the trash cans in the hallway.
- Do not leave any personal belongs. **Additionally, do not leave the computer logged on (locked) and leave for long periods of time. If such is noticed, the computer may be forcibly logged off.**
- Since this is a room with sensitive equipment, do not open the windows for any reason. In addition, do not bring in umbrellas. Use the air conditioning and ventilation systems to adjust the temperature and fan and remember to turn them off when exiting the room.
- There is absolutely no eating or drinking allowed in the room.
- Do not touch the AV or network equipment in the room, and do not move equipment (such as microphones and cables) to other classrooms, etc.
- The metal panel on the west side of the Computer Laboratory is not a whiteboard so do not write on it as it is equipment for a digital blackboard.
- You may not use the information outlets on the walls as all ports are configured to be non-usable by computers other than the ones located in the room. Do not try to remove cables from the PCs and connect them to your own as the settings won’t allow for it to work.

- Removing cables and connecting them to your own computer, etc. is considered an act of unauthorized use and is restricted by law. Do not try to make unauthorized connections in any way.
- If the above rules cannot be followed, your usage privileges may be revoked
(usage was restricted in the 2009 academic year).

5-3. Classrooms and Lecture Rooms

Do not use the sound and video (AV) equipment and information sockets in the classrooms/lecture rooms without permission. **Usage of the Information outlet ports for personal computers without permission is considered an unauthorized access.**

In addition, do not move any equipment in the room (microphones, cables, etc.) to other classrooms or lecture rooms.

You must always log in before using the Internet in the buildings managed by the graduate school and department of economics. All access is KUINS-III Open type so in order to access external sites, you must possess a user code (ECS-ID) given by the IIMC.

Additionally, classrooms and lecture rooms are also equipped with wireless LAN. Please choose the SSID displayed "KUINS-Air". Please enter your ECS-ID and your password in the authentication screen.

5-4. Group Work Rooms, Study Rooms

Wireless LAN 802.11b/g (KUINS-Air) is available in the group work or study rooms. You may also use an Ethernet cable in the study rooms, but only the yellow or green sockets, or the hub user code (ECS-ID) to make the VPN connection.

As mentioned earlier, do not remove existing cables or change settings (in the 2009 academic year, there were overall network troubles due to student mishandling of cables, and the network was shut down by the Kyoto University Institute of Information Management and Communication.)

5-5. Printers for Student Use

The printers in the Group Work, Study Rooms 2 and 3 are to be managed by students (Brother HL-535OD http://www.brother.co.jp/product/printer/info/hl5350dn/).

Please come to take in GSM Office about the consumables (paper, a toner, etc.) of a printer. Please do not remove paper from the copy machine, etc. for the printer.

The printer can be accessed using the network or by USB connection. Those who are familiar with settings can use the following as a reference.

5-6 Copy machine and copy card

The student to distribute the copy card. Use restrictions of copy card can not be added at 1,500 sheets / year.

Copy Machine/Scanner for Student Use (printing, copying and scanning functions) at Computer Laboratory and Copy Machine/Scanner for Student Use (copying and scanning functions) at northeast entrance in Research Building No. 2. Copy card is not required for scanning. Please take advantage to the reduction of copy paper
6. KULASIS (Kyoto University's Liberal Arts Syllabus Information System)

KULASIS is our university-wide academic affairs information system available on the Internet that allows students and faculty to get information "Quickly, Easily, and Clearly". You can obtain various information regarding classes (cancellations / changes, and reports / other assignments), register courses, and check grades from PC or mobile phones on and off campus.

http://www.z.k.kyoto-u.ac.jp/freshman-guide/kulasis

7. KUINS-III Open Type Internet/ For Access from Home or Outside the University

The Internet environment available at the Graduate School of Management is KUINS-III Open type only. This networks requires for the user verification using the IIMC user code (ECS-ID) for any information transferred between the university and external locations.

For Access from Home or Outside the University, there are some services which can only be used from within the Kyoto University network, such as the library, etc. Such sites can be accessed by using the VPN connection service (IKEv2, SSTP, PPTP and others) after connecting to the Internet.

For more details regarding the VPN connection services, methods, etc. please view the following website and read the manual. The manual for Windows users is available in English.

http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/

8. Regarding the Management of User Codes (Accounts)

■ Kyoto University Information System
  • Institute for Information Management and Communication (IIMC)
    → ECS-ID (a0XXXXXX)
      PPTP verification, for library digital journals, etc.
    • KULASIS → Student ID Number (753030****) or ECS-ID (a0XXXXXX)

※ Contact the IIMC in the event that you lose or forget your password.
  http://www.iimc.kyoto-u.ac.jp/ja/services/ecs/support/faq/other/#q2
  (Only in Japanese)

■ Graduate School of Management Information System
  Graduate School of Management Computer Laboratory PC
→ Student ID Number（753028****）

Computer Laboratory PC Original Password

※ In the event that you have forgotten your password, contact the appropriate address(es) below.

9. Contact Information
   If you have inquiries of concerns regarding the facilities or information system at the Graduate School of Management, please contact the e-mail addresses below with an appropriate title in the subject line of the e-mail message. Additionally, contact forms are scheduled to be available from the GSM server in the future.

   Facilities/Equipment  q-a@gsm.kyoto-u.ac.jp
   Information Systems  q-a@gsm.kyoto-u.ac.jp
   Reissuing Passwords of Computer Laboratory PC  
       demand-password@gsm.kyoto-u.ac.jp
   Reissuing Passwords of IPROMAC Student Site  
       g30@gsm.kyoto-u.ac.jp