

# GraSPP Facilities and Study Halls

Availability of all GraSPP facilities is as follows.

※Details on study halls will be announced on the web bulletin board.

## 1. Entry to International Academic Research Bldg.

When the entrance is closed, a student ID card is necessary to enter.

## 2. Facilities and Usages

	Room name	Seats	Projector
12F	Seminar Room A / IAR 1213A	36	○
	Seminar Room B / IAR 1214B	24	○
	Seminar Room C / IAR 1218C	24	○
	Seminar Room D / IAR 1219D	24	○
	Seminar Room E / IAR 1222E	36	○
	Seminar Room F / IAR 1223F	12	×
4F	SMBC Academia Hall / IAR 0413SMBC	105	○
	Lecture Hall B / IAR 0414B	57	○

## 3. Usage Instructions for Seminar/Class Room above

- 1) A Seminar/Class Room is used according to the following priority.
  - i ) Classes → ii ) Meetings for the study of the Faculty members
  - iii ) Meetings for the study of the non-profit group of UTokyo → iv ) Study sessions of students
- 2) When a UTokyo group uses a room, it is required the introduction from an academic either of the Graduate of Public Policy, of the Graduate Schools for Law and Politics, or of the Graduate School of Economics.
- 3) It is available in principle except days when the admission to the building is prohibited, such as year-end and New Year holidays, entrance examinations, and etc. Those days will be announced to the bulletin board beforehand.
- 4) Students who want to use a room should put the user's name in the reservation book at the Graduate School Office of GraSPP.
- 5) **A Seminar Room can be used up to two hours from 9am to 10:30pm in principle.** In the case that no other reservation follows, use continuation is permitted.
- 6) The reservation will be adjusted when a reservation of higher priority is applied later even though a reservation has already been made.
- 7) Instructions from 2) to 4), and 5) of "Usage Instructions for Study Hall" are applied.

## 4. Usage Instructions for Study Hall

- 1) Keep silence in the room, and refrain from behaviors which become troublesome to other users.
- 2) **NO FOOD OR DRINKS ALLOWED INSIDE.**
- 3) **Occupation of the desk is prohibited.** Do not leave your belongings on the desk. Use facilities and equipment carefully and cleanly.
- 4) Turn off the light and the air-conditioner when leaving.
- 5) These instructions must be observed, and **using facilities is entrusted to the voluntary management of the students.** However, the use might be limited if someone use the facilities inappropriately.

## Contacts for Inquiries

<b>Contact to:</b>	<b>GraSPP Graduate School Office</b>	<b>03-5841-1349</b>
	UTAS	cannot log-in, forget the password, etc.
	The automatic certificate dispenser on the 13 <sup>th</sup> floor of <b>International Academic Research Bldg.</b>	out of the paper or the toner, paper jam, etc.
	Study Hall, Seminar Room, etc.	lack of the marker for whiteboard, out of fluorescent light, etc.

<b>Contact to:</b>	<b>University of Tokyo CO-OP</b>	<b>03-3816-0711</b>
	Printer and copying machine	out of the paper or the toner, paper jam, malfunction in the print (get dirty, flexion), etc.
	Prepaid card, IC card such as Suica and PASMO	cannot be ejected, etc.

<b>Contact to:</b>	<b>LPnet Information Network Section, Faculty of Law</b>	<b>netadmin@j.u-tokyo.ac.jp</b>
	LPnet terminal	not work well, connection error, etc.

<b>Contact to:</b>	<b>Educational Campuswide Computing System support</b>	<b>Ecc-support@ecc.u-tokyo.ac.jp</b>
	ECCS account	cannot log-on, forget the password, password updating for year, use the email of ECCS, etc.
	ECCS campus-wide service	UTokyo WiFi, ITC-LMS, etc.