



## Graduate School of Business Administration

### Keio University

#### FACT SHEET 2018-2019

##### CONTACT INFO

###### Office in Charge

KBS Office

Tel: +81-45-564-2440 / Fax: +81-45-562-3502

[kym-kbs@adst.keio.ac.jp](mailto:kym-kbs@adst.keio.ac.jp)

###### School Address

Graduate School of Business Administration

Keio University

4-1-1 Hiyoshi, Kohoku-ku

Yokohama City, Kanagawa, 223-8526, Japan

###### School's Website

<http://www.kbs.keio.ac.jp>

###### University's Website

<http://www.keio.ac.jp>

##### ACADEMIC INFORMATION

###### Terms Available

Fall Term (September - December) & Winter Term (January - March)

\*English-conducted courses are offered in both Fall and Winter Terms; exchange students are welcomed in both terms.

###### Official Term Dates

Fall term: September 6 to December 20, 2018

###### For Exchange

\*Class schedule for the Fall term will be announced in June

###### Students

Winter term: January 7 to March 21, 2019

\*Class schedule for the Winter term will be announced in November

###### Nomination Deadlines\*

**Fall term: April 27, 2018**

**Winter term: August 31, 2018**

\*As the exchange program is intended to provide an educational opportunity to promote cultural awareness and diversity, we request that our partners do not send Japanese nationals to KBS on exchange.

**Orientation\***

The orientation is mandatory for all exchange students. Students should plan a travel itinerary with margins for transportation or other delays/cancellations, in order not to miss the orientation.

**Fall term: September 6, 2018 at 1:00 pm**

**Winter term: January 7, 2019 at 1:00 pm**

\*Students may not attend exchange at KBS if they are unable to attend orientation.

**Courses offered in English during AY2017-18 (Past Information)**

\*Course offerings for AY2018-19 are being prepared in late May 2018.

Fall term (September 2017 - December 2017):

- ① MANAGEMENT CONTROL IN JAPAN
- ② MANAGEMENT SCIENCE AND DECISION MAKING
- ③ BUSINESS LOGISTICS
- ④ INTERNATIONAL ECONOMY AND EMERGING MARKETS
- ⑤ INTRODUCTION TO SOCIAL ENTREPRENEURSHIP
- ⑥ PRODUCTION MANAGEMENT IN JAPAN
- ⑦ MANAGING PEOPLE IN MULTINATIONAL ORGANIZATIONS
- ⑧ INTERCULTURAL COMMUNICATION IN INTERNATIONAL BUSINESS

Winter term (January 2018 - March 2018):

- ① JAPANESE BUSINESS ENVIRONMENT
- ② SOCIAL INNOVATION IN ASIA
- ③ MULTINATIONAL ORGANIZATIONS AND STRATEGY: ORGANIZATION MANAGEMENT IN JAPAN 2
- ④ FINANCIAL MANAGEMENT IN JAPAN
- ⑤ MARKETING IN JAPAN
- ⑥ GENERAL MANAGEMENT IN JAPAN 2: ENTREPRENEURSHIP
- ⑦ UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS

All the courses above are taught in English. Exchange students may also take other elective courses in Japanese if they have an advanced proficiency of Japanese. Please see the website for detailed course descriptions as well as course registration information:

<http://www.kbs.keio.ac.jp/en/graduate/exchange/exchange-students.html>

**Academic Requirements**

Students are required to take at least 4 courses while on exchange, irrespective of their own home-institution rules.

Contact hours for each course are 30 hours (90mins x 20 sessions) and students would earn 2 credits per course.

**Japanese Language Course**

Optional, non-credit-bearing Japanese language course run by third-party language education service company is available for a fee.

Details will be provided to the nominated students.

### **Grading System**

Evaluation is conducted based on such elements as final examination or assigned paper, class participation, and the attendance rate.

Grading scale is as follows:

GRADE	10 POINT GRADES	INTERPRETATION
A+	9	Excellent
A	8	
A-	7	
B+	6	Good
B	5	
B-	4	
C+	3	Fair
C	2	
C-	1	
D	-	Failure

## **LIVING IN JAPAN**

### **Housing**

KBS House (exchange dormitory) is available. There are 13 single rooms and 1 two-person suite; 15 students in total. All rooms are equipped with computer access, private bathrooms and efficiency kitchens (full kitchen in the suite). If the number of applicants to KBS House exceeds the capacity, room allocations will be decided by random drawing, including the room type. KBS House is located at 2-33-28 Hiyoshi-honcyo, Kohoku-ku, Yokohama 223-0062.

### **Living Expenses**

The following is the estimated amount of monthly living expenses.

Rent:	60,000yen/month
Food:	30,000yen/month
Utilities(telephone, gas, water, & electricity)	20,000yen/month
Books/Course Materials:	30,000yen/month
Other:	30,000yen/month
	<u>TOTAL 170,000yen/month</u>

\*All expenses are estimated in Japanese Yen.

### **Health Insurance**

Health insurance coverage is mandatory. No insurance is available through Keio. Resident foreigners are required to subscribe to National Health Insurance (NHI or Kokuho) that can be applied at local city offices.

### **Visa**

Exchange students will enter Japan on "student VISA." Each student is responsible for obtaining his or her own visa and advised to contact the Japanese Embassy or Consulate for details. As one of the required documents to apply for Japanese visa, students must obtain

“Certificate of Eligibility (CoE).” KBS will assist incoming students prepare the application form for the CoE, and apply to the Immigration Bureau on their behalf. Once the CoE has been issued, KBS will send it to each school’s exchange coordinator. Students will be informed of the details well in advance before the departure.

**Please note that questions regarding your visa should always be addressed to the Japanese embassy / consulate.**

*Learn to Lead - Committed to Developing Future Global Leaders*