Graduate School of Business Administration
Keio University

FACT SHEET 2016-2017

CONTACT INFO

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School Address
Graduate School of Business Administration
Keio University
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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 12 to December 22, 2016
*Class schedule for the Fall term will be announced in June
Winter term: January 6 to March 31, 2017
*Class schedule for the Winter term will be announced in November

Nomination Deadline
Fall term: April 28, 2016
Winter term: August 31, 2016

Required documents
1. CV (must have nationality, DOB, gender, and email information)
2. Transcript
Orientation

The orientation is mandatory for all exchange students. Students should arrive with time to spare not to miss the orientation.

**Fall term: September 6, 2016 at 1:00 pm**

**Winter term: January 6, 2017 at 1:00 pm**

Courses in English

Fall term (September 2016 - December 2016):

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. INDIVIDUAL FIELD STUDY (upon request)

Winter term (January 2017 - March 2017):

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
8. INDIVIDUAL FIELD STUDY (upon request)

*Courses are subject to change.

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:


(To be updated in June for Fall term and in November for Winter term)

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 is offered outside of the business school 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:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>10 POINT GRADES</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>6</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>3</td>
<td>Fair</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>-</td>
<td>Failure</td>
</tr>
</tbody>
</table>

LIVING IN JAPAN

Housing

KBS House (on-campus housing) is available for exchange students. There are 13 single rooms and 1 two-person suite that accommodate 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

TOTAL 170,000yen/month

*All expenses are estimated in Japanese Yen. US$1=120yen

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.

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