

Kwansei Gakuin University
Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information
2021 Fall – Pattern JICA

Institute of Business and Accounting
Kwansei Gakuin University
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School Motto “ Mastery for Service ”



Dr. Bates

Kwansei Gakuin University is an independent institution for higher education, offering Bachelor's, Master's, and Doctoral degrees in over 35 different disciplines to a student body of about 25,000, including approximately 800 foreign students. The University maintains academic standards that rank among the highest of all Japanese universities and colleges. The educational system at this institution is built on Christian principles, exemplified by its motto, "Mastery for Service," coined by Dr. C.J.L. Bates, the fourth Chancellor.

This emphasizes that students should not only strive for academic excellence in order to further their own careers, but should also nurture their personality and character for the purpose of serving others and society as a whole. This spirit continues to inform all the educational activities of the University.

International Management Course, Business School

Institute of Business and Accounting, Kwansei Gakuin University

2021 Fall Entrance Examination Information

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Outline of the Institute of Business and Accounting

1. Title: Institute of Business and Accounting, Kwasei Gakuin University

2. Programs:

1) Business School (Professional Graduate School)

Degree Awarded: Master of Business Administration (M.B.A.)

No. of Students: 200 (annual entry quota: 100)

Location: Osaka Umeda Campus and Nishinomiya Uegahara Campus

Corporate Strategic Management Course

Entry quota: Approx. 70

International Management Course

— All classes are conducted in English —

Entry quota: Approx. 30

2) Accounting School (Professional Graduate School)

Degree Awarded: Master of Accounting (M.Acc.)

No. of Students: 140 (annual entry quota: 70)

Location: Nishinomiya Uegahara Campus

3. Status: Independent Graduate School

4. Standard Duration of Degree Program: 2 years

5. Date of Establishment: April 1, 2005

6. Class Hours:

1) Business School

Corporate Strategic Management Course: Mainly weekday evenings and weekends

International Management Course: Mainly daytime on weekdays

2) Accounting School: Daytime, evenings and weekends

Classes of the International Management Course will be held both in the Nishinomiya Uegahara Campus and the Osaka Umeda Campus. Students will be expected to travel between these Campuses.

Entrance Examination for International Management Course

(Pattern JICA)

I Admission Policy

The objectives of Business School are to educate students who will be able to pursue principles of management scientifically and work with global perspectives in compliance with international regulations and rules. Also, it educates professionals who will possess a high level of business ethics with the spirit of Kwansei Gakuin's school motto.

International Management Course intends to educate students to become professionals who are able to work in the global business environment. Therefore, our admission seeks highly motivated candidates who possess a basic knowledge of business and will be able to achieve academic goals. It evaluates the candidates based on their ability of being successful in the global setting. All classes are conducted in English, therefore, the candidate's ability of communicating, writing, reading and understanding in English is particularly important and the students are required those skills in graduate study level. Comprehensive English language ability will be accessed in the admissions exam and interviews (recommended level of English is as follows: TOEFL-iBT: 85 or above, PBT: 570 or above, TOEIC: 780 or above, or IELTS: 6.0 or above).

The admission has the Pattern B (Overseas) entrance examination for such candidates as international candidates who are currently studying at a university out of Japan or residing out of Japan; or Japanese candidates who are currently studying abroad. The Pattern B examination is based only on the submitted documents by applicants. The candidates for Pattern B are not required to visit Japan to take onsite examination.

Global Public Management Program (hereinafter referred as "GPM program") in International Management Course is offered in collaboration with the graduate course of United Nations and Foreign Affairs Studies. The course is intended to provide students theoretical knowledge and practical skills required for the leadership roles in professional careers at global public services institutions, such as the United Nations, diplomatic institutions, international non-governmental organizations. Applicants for the GPM program should select the "Global Public Management program" as his/her first choice in the front page of the exam's essays. In other words, the candidates who enroll for the other programs ("Management," "Marketing" or "Finance" Program) cannot apply for the GPM program. The candidates for the GPM program can select one of other programs as his/her second choice. If the candidate is not accepted for the GPM program, the candidate will be screened for the second choice.

II Qualifications for Application

Persons who passed the matching with International Management Course organized JICA.

III Application Procedures

1. **Application period:**
Monday, April 5, 2021 - Wednesday, May 19, 2021

2. **Method of application:**

1) Official Application

Please send your name and ask the application forms to imc@kwansei.ac.jp. Then we will send you the application forms. When you received application forms, please send all of the application documents listed below to the IBA office by postal mail. Since some of you may find it difficult to submit “8) Certificates providing evidence of management-related knowledge,” we can review your application documents without it. However, please note a complete set of application documents with “8) Certificates providing evidence of management-related knowledge” is more favorably evaluated, and thus positively affects your likelihood of being accepted to the International Management Course.

Address: Institute of Business and Accounting, Kwansei Gakuin University
1-155, Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501, Japan

Application documents should arrive at the IBA office before the deadline (May 19th).

3. **Application Documents:**

All documents should be written in English, or at least English translation should be attached to the original languages written in other than English. If you attach English translation, the translation requires embassy or appropriate notarization. If you cannot get notarized translation, submit the translation officially certified by the university (or graduate school) you attended most recently, or by a translation company, with the attachment of an official letter of translation as an evidence.

1) Admissions Application	<ul style="list-style-type: none"> ○ Complete prescribed form. ○ Applicants with full time work experiences are encouraged to attach a separate sheet to describe their work experience in detail when the table provided for “Professional Background (full time work experience)” is too small to contain all the information. (i.e., company name, period of employment, department, position, roles & responsibilities, achievements, and promotions)
2) University Transcript *Original transcript in a sealed envelope	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended
3) Graduation Certificate (or expected graduation certificate if you are in the final year of undergraduate study) *Original certificate in a sealed envelope	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on college transcript.) ○ In the case of a degree awarded by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, please submit the Degree Certificate issued by the Institution.
4) Letter of Reference	<ul style="list-style-type: none"> ○ Written by a teacher at the university (or graduate school) attended, by a person who is familiar with your work, or superior at your place of employment. <u>The letter should be original with signature (photocopy or print out of email are not accepted) and in a sealed envelope.</u> There is no form or format specified. References written by the applicant or a member of his/her family are not acceptable.
5) Reason for Application	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.
6) Brief essays on prescribed topics	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.

7) Certificates of English language ability (Non-native English speakers only)	○ A score certificate of TOEFL (iBT or PBT) , IELTS or TOEIC <u>Originals are mandatory.</u>
8) Certificates providing evidence of management-related knowledge	○ A GMAT score certificate or other evidence (thesis, or academic papers etc) that you are qualified to follow a graduate-level management course.
9) A copy of passport	○ A copy of personal information page(s)

Notes:

- 1) Documents submitted will not be returned.
- 2) False statements on any documents will result in cancellation of admission.
- 3) A medical examination will be carried out after the entry, so medical certificates are not required at this time.
- 4) If your present name differs from the name on any of your submitted documents, please attach explanatory documentation.

4. Entrance Examination Fee

Applicants do not need to pay any fees to take the examination.

IV Selection Procedure

Selection will be carried out on the basis of the documents submitted by the applicants and will start as soon as these documents have been received.

Notes:

- 1) For a Global Public Management Program applicant, an online video interview will be conducted. The date and time of the interview will be decided after the submission of application documents.
- 2) The schedule of interview for a Global Public Management Program applicant may be rescheduled in case of trouble on Web interviews due to connection problems, etc.

V Announcement of Examination Results

The result of the examination will be informed by JICA.

VI Admission Procedures

Applicants who are successful in the entrance examination should complete the admission procedures below within the specified period, and attend the entrance ceremony.

1. Submission of Documents

Please submit the following documents to the IBA office. Please be sure that they arrive by the specified date.

- 1) Two photographs in the size of 4cm high and 3cm wide (to issue student ID card)
- 2) Other documents as specified in the document 'Information for Successful Applicants'

2. Entrance Ceremony

9:00am (to be confirmed), Friday, September 17, 2021 at the Nishinomiya Uegahara Campus

*We shall inform you the time when it is fixed.

Notes:

- 1) Documents submitted will not be returned.
- 2) The IBA office is open during the following hours:
 Weekdays: 8:50 a.m. - 11:30 a.m., 12:30 p.m. - 4:50 p.m.
 (9:00 a.m. - 11:30 a.m., 12:30 p.m. - 4:00 p.m. from August 1 to September 10)
 Saturdays: 8:50 a.m. - 12:20 p.m.

Office is closed:

On Sundays and public holidays when no classes are conducted; Saturdays during July 31 through September 2; 2nd and 4th Saturdays in May; 2nd Saturdays in June, September and October; during August 13 through 21; Afternoon on December 24 through January 5; February 1 through 7.

VII Tuition and Fees

The fees for the 2021 International Management Course in the Business School are listed below for your reference (in Japanese Yen).

(Japanese yen)

	First Year		Second Year *	
	At the time of entry	Second Semester	First Semester	Second Semester
Admission Fee	EXEMPTED			
Tuition				
Education Enhancement Fee				
Total				

Notes :

In addition to the above, students are required to pay the following:

- (i) Alumni Association admission fee of ¥2,000 (This fee is not levied from Kwansai Gakuin University graduates). *Only at the time of enrollment.
- (ii) Annual fee of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students.
- (iii) IBA Research Forum admission fee of ¥10,000.

The IBA Research Forum is the association for research and networking between faculty, students and graduates. *Only at the time of enrollment.

(ii) Annual fee of ¥4,000 and (iii) IBA Research Forum admission fee of ¥10,000 will be covered by Research Allowance from JICA after entering KGU.

VIII Protection of Personal Data

[Protection of personal data of students who have completed the admission procedures]

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection and communication with applicants and preparation for enrollment. Appropriate steps are taken concerning the security of this information, in conformity with the Law Concerning the Protection of Personal Data.

Kwansei Gakuin University passes on selected portions of the data provided by successful applicants (specifically, their names, addresses, telephone numbers) to the organization listed below. Students are asked to permit this use, and to accept that the organization will take the same precautions concerning the security of this personal data as Kwansei Gakuin University takes.

Organization Receiving Selected Personal Student Data

Kwansei Gakuin Alumni Association

(This is a social association of alumni and students, which all students join.)