

Kwansei Gakuin University
Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information
2024 Fall – Pattern JICA

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



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

2024 Fall Entrance Examination Information

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NOTE: For information concerning the entrance examinations for the Accounting School and Corporate Strategy Management Course of the Business School, please refer to the admission brochure (*nyugaku shiken youko*) (written in Japanese) on our website:

• CSMC (<https://iba.kwansei.ac.jp/bs/admission/application/>) • AS (<https://iba.kwansei.ac.jp/as/admission/application/>)



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 Strategy 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: 100 (annual entry quota: 50)

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 Strategy Management Course: Mainly weekday evenings and weekends

International Management Course: Mainly daytime on weekdays and Saturday

2) Accounting School: Daytime and evenings on weekdays, and Saturdays

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, TOEFL-ITP: 570 or above, TOEIC: 780 or above, or IELTS: 6.0 or above).

The objective of the Management program is to provide students the career knowledge and skills to develop insights necessary for confronting the managerial challenges of increasingly global and technologically innovative industries. Through case analyses, simulations and interactive discussions we explore how practicing managers face critical decisions in generating new opportunities, and building organizational capabilities required for sustaining competitive advantage.

The Marketing program aims to provide sound theoretical bases and practical skills to students who wish to develop expertise in marketing area. In this program, students are expected to learn a range of decisions in planning (plan), execution (do), and control (see) of marketing strategies. Our curricula reflect fundamental issues of marketing strategies such as understanding of market environment (customers, competitors and collaborators), segmentation, targeting, positioning, the 4Ps (product, place, promotion and pricing) and brand management in the increasingly competitive environment.

The overall objective of the Finance program is to provide students with a solid understanding of finance and accounting allowing the application of various finance models to real world decision-making in a global context. We discuss how financial managers face critical decisions such as which assets the firm should invest in, how to raise the cash to pay for them, and how much cash they pay out as dividends to shareholders. In the classroom, we use case studies mixed with lecture style teaching.

The objective of the Family Business Management program is to train students who plan to succeed their family businesses. Through lectures and interactive case discussions, students learn how they should address typical challenges associated with management of family businesses for continuous growth and prosperity. The program is designed to provide interdisciplinary learning opportunities across management, marketing, as well as finance.

II Qualifications for Application

Applicants who passed the matching with International Management Course organized by JICA.

III Application Procedures

1. Application Period:

Monday, April 1, 2024 - Wednesday, May 15, 2024

2. Method of Application:

1) Official Application

Please complete the online application on the designated online application system, “**The Admissions Office (TAO)**”, during the application period.

The link for the online application will be informed only to applicants who have passed the matching with International Management Course organized by JICA.


Notes:

- (i) The online application forms can be viewed and filled in only during the application period, which is **from April 1, 2024 at 0:00 a.m. to May 15, 2024 at 11:59 p.m. in Japan time.**
- (ii) For details of how to apply on **TAO**, please be sure to check “**TAO Applicant’s Manual**” which will be provided to applicants along with the link for the online application.
- (iii) If applicants complete their application on **TAO** without having passed 1) ‘**PRELIMINARY INQUIRY FORM (PIF)**’ examination, the applicants’ application will be treated invalid.

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 applicants attach English translation, the translation requires embassy or appropriate notarization. If applicants cannot get notarized translation, submit the translation officially certified by the university (or graduate school) applicants attended most recently, or by a translation company, with the attachment of an official letter of translation as evidence.

<p>1) Entrance Examination Application Forms</p>	<ul style="list-style-type: none"> ○ Fill in the applicants’ information and upload the designated files on TAO. ○ Upload a photograph data taken in the last 1 month, of the upper body, full face, without hat, no background. The photograph ratio should be 4 to 3. Only files with the extension of .jpg can be uploaded. ○ Fill in the applicants’ address precisely since the Examination Slip and the result of the examination will be sent to the address entered on TAO. ○ 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)
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2) <u>University Transcript</u>	<p>The original should be submitted at Admission Procedure</p> <ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. ○ Upload a PDF file of the transcript on TAO.
3) <u>Graduation Certificate</u> (or expected graduation certificate if applicants are in the final year of undergraduate study)	<p>The original should be submitted at Admission Procedure</p> <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. ○ Upload a PDF file of the graduation certificate on TAO.
4) Bachelor's degree Certificate	<p>The original should also be submitted at Admission Procedure</p> <ul style="list-style-type: none"> ○ If applicants are an overseas university graduate and their Graduation Certificate or Expected Graduation Certificate does not state that applicants have been awarded Bachelor' degree, please upload a PDF file of applicants' Bachelor's degree Certificate on TAO.
5) Letter of Reference	<ul style="list-style-type: none"> ○ Written by a teacher at the university (or graduate school, language school) attended, by a person who is familiar with the applicants' work, or superior at their place of employment. ○ References written by the applicant or a member of his/her family are not acceptable. ○ References should be written on official letterhead of the university or other institution to which the recommender belongs. (There is no form specified.) ○ References should be with recommender's hand written signature. ○ Applicants are required to confirm in advance an institutional email address (official email address of the university, etc.) of the recommender and enter the email address when requesting a Letter of Reference to the recommender on TAO. ○ Applicants should ask a recommender to write and submit a Letter of Reference on TAO, and a PDF file of the letter should be uploaded on TAO by the recommender. ○ Applicants must send "TAO Recommender's Manual" to the recommender separately before making a request on TAO. (The manual will be provided to applicants along with the link for the online application.)
6) Program Choice	<ul style="list-style-type: none"> ○ From four Specialized Study Programs ("Management," "Marketing," "Finance," and "Family Business Management," program), choose one program that the applicants plan to major in, and select it on TAO. <p>*For the details of the four Specialized Study Programs, please refer to the webpage below.</p> <p>https://iba.kwansei.ac.jp/en/jmce/course/</p> 

7) Reason for Application & Brief Essays on Prescribed Topics	<ul style="list-style-type: none"> ○ To be written by the applicant. ○ Download the cover page from the website (https://iba.kwansei.ac.jp/en/imce/admission/) and follow the guidance written on the cover page. ○ Attach the cover page to the first page of applicants' statements for the essays, and upload all the sheets together (including the cover page) as one PDF file on TAO. ○ The cover page will be provided to applicants along with the link for the online application.
8) Certificates of English Language Ability (Non-native English speakers only)	<ul style="list-style-type: none"> ○ A score certificate of TOEFL (iBT or ITP) , IELTS or TOEIC ○ There is no specific requirement for the validity period of a score certificate. ○ Upload a PDF file of the score certificate on TAO. ○ If the applicants have received a degree in English at the university, applicants can upload a PDF file of a certificate or letter issued by the university they graduated from which proves that they received a degree in English instead of a score certificate for English proficiency.
9) Certificates for Qualification	<ul style="list-style-type: none"> ○ Documents certify the qualification or ability other than 8) above, which applicants are qualified to follow a graduate-level management course. (i.e., a score certificate of GMAT or GRE, thesis, and academic papers) ○ Upload a PDF file of the documents on TAO.
10) Copy of Passport	<ul style="list-style-type: none"> ○ Upload a PDF file of a copy of personal information page(s) on TAO.

Notes:

- 1) Documents submitted will not be returned.
- 2) False statements on any documents will result in cancellation of admissions and the applicant will be disqualified from taking the entrance examination for the relevant year.
- 3) A medical examination will be carried out after the entry, so medical certificates are not required as an application document.
- 4) Applicants with physical disabilities who require special consideration at the time of the examination and after enrollment should inform the Institute of Business and Accounting (email: imc@kwansei.ac.jp) beforehand so that appropriate arrangements can be made. Please contact the IBA office about any concerns the applicants may have regarding the admission procedure.
- 5) If applicants present name differs from the name on any of their submitted documents, please attach explanatory documentation.

4. **Entrance Examination Fee**

Applicants do not need to pay any fees to take this 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.

V Announcement of Examination Results

The result of the examination will be informed by JICA.

Note: Inquiries concerning entrance examination results through phone or email will not be accepted.

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

(1) University Transcript and Graduation Certificate

Please submit applicants' original University Transcript and Graduation Certificate to the IBA office by late-August, 2024. The specific submission deadline will be notified in 'Information for Successful Applicants'.

(2) Documents as specified in the 'Information for Successful Applicants'

Please be sure that they arrive to the IBA office by the specific submission deadline which will be notified in 'Information for Successful Applicants'.

2. Entrance Ceremony

Wednesday, September 18, 2024 at the Nishinomiya Uegahara Campus

We shall inform applicants the time when it is fixed.

Notes:

- 1) Applicants who fail to complete the admission procedures within the time specified, or who are absent from the entrance ceremony without any notice, will be regarded as having no intention of entering the University, and their admission will be cancelled.
- 2) Documents submitted will not be returned.
- 3) 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)

Office is closed:

On Saturdays, Sundays and holidays when no classes are conducted; August 13 through 21; Afternoon of December 24 through January 5; February 1 through 7.

VII Tuition and Fees

The fees for the 2024 International Management Course in the Business School are listed below for applicants reference (in Japanese Yen).

	First Semester (At the time of entry)	Second Semester
Admission Fee	EXEMPTED	
Tuition		
Education Enhancement Fee		
Total		

Notes :

1. 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 Kwansei 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.)