

**Kwansei Gakuin University**  
Institute of Business and Accounting

**Graduate Department of Advanced Management (Ph.D.)**

**Entrance Examination  
Information  
Spring 2024**

Institute of Business and Accounting  
Kwansei Gakuin University  
1-155 Uegahara Ichibancho  
Nishinomiya 662-8501, Japan  
Phone: +81-(0)798-54-6572

## 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.

### Department of Advanced Management (Ph.D.) Institute of Business and Accounting, Kwansei Gakuin University Spring 2024 Entrance Examination Information

#### Contents

<b>OUTLINE OF THE DEPARTMENT OF ADVANCED MANAGEMENT</b> .....	<b>1</b>
<b>ENTRANCE EXAMINATION</b> .....	<b>2</b>
<b>I</b> ADMISSION POLICY.....	<b>2</b>
<b>II</b> STUDENT INTAKE .....	<b>2</b>
<b>III</b> QUALIFICATIONS FOR APPLICATION.....	<b>2</b>
<b>IV</b> APPLICATION PROCEDURES .....	<b>3</b>
<b>V</b> SELECTION PROCEDURE.....	<b>5</b>
<b>VI</b> EXAMINATION TIMETABLE, CONTENT AND LOCATION.....	<b>5</b>
<b>VII</b> ANNOUNCEMENT OF EXAMINATION RESULTS.....	<b>6</b>
<b>VIII</b> ADMISSIONS PROCEDURES .....	<b>6</b>
<b>IX</b> TUITION AND OTHER FEES.....	<b>7</b>
<b>X</b> SCHOLARSHIPS.....	<b>8</b>
<b>XI</b> PROTECTION OF PERSONAL DATA.....	<b>9</b>

NOTE: If you wish to study and take the entrance examination in Japanese, please refer to the Japanese-language admissions brochure (Nyugaku Shiken Yoko) at our website. (<https://iba.kwansei.ac.jp/doctor/>).

## Outline of the Department of Advanced Management

1. Title : Institute of Business and Accounting, Kwansai Gakuin University
2. Program : Department of Advanced Management (Ph.D.)  
 Degree Awarded: Doctor of Philosophy (Management)  
 Number of Students: 18 (annual entry quota: 6)  
 Location: Nishinomiya Uegahara Campus
3. Status : Independent Graduate School
4. Normal period of degree program : 3 years
5. Date of Establishment : April 1, 2008 .
6. Class hours : Daytime, evenings and weekends

Since some lectures will be held at the Osaka Umeda Campus, students will be expected to travel to this Campus as well as to the Nishinomiya Uegahara Campus.

		Advanced Management (Ph.D.)
		Spring Entry
Number of annual intake		6
Number of Spring intake		3
Examination schedule	Application period [Applications must arrive at IBA office within this period]	Friday, January 26 ~Friday, February 2, 2024
	Examination date	Saturday, February 17, 2024 (Essays in Academic Discipline and Interview)
	Announcement of result	Thursday, February 22, 2024
Period of admission procedure I (Payment of admission application fee)		Thursday, February 22 ~Friday, March 1, 2024
Deadline for admission procedure II (Payment of tuition & other fees and submission of required documents)		Friday, March 8, 2024

The entrance examination is conducted on-site at the Nishinomiya Uegahara Campus, Japan.

# Entrance Examination

## I Admission Policy

The Institute of Business and Accounting's Graduate Department of Advanced Management not only focuses on the development of researchers but also strives for research with high applicability and emphasizes real-world relationships and contributions to society. We deal with a broad array of issues related to management, including that of corporations and government organizations such as local governments. Our focus is on logically explaining various findings from the real world and increasing the applicability of the findings.

In entrance examinations, we comprehensively assess academic skills and the motivation to conduct research that contributes to the real world based on sophisticated research and excellent analysis.

## II Student Intake

Spring entry: 3, Fall entry: 3, Total number of annual intake: 6

### Discipline:

Marketing, Finance, Financial Accounting, Public Governance

### Supervisors:

Norlia Ahmad

Toshihiko Ishihara

Katsuhiko Okada

Yuji Maeda

Noriaki Yamaji

※Please visit the following website for the area of expertise of each faculty:

<http://researchers.kwansei.ac.jp/search?m=home&l=en>

## III Qualifications for Application

Persons fulfilling one of the conditions below are eligible to take the entrance examination:

1. Master's degree holders and those due to graduate from a Master's course by March, 2024.
2. Holders of professional school degrees and those due to graduate from professional school by March, 2024.
3. Persons who have, or expect to obtain by March, 2024, a foreign university degree or a United Nations University degree which is equivalent to 1 or 2 above.
4. Persons who have received university education in a country other than Japan and have passed screening for fundamental abilities for Ph.D. research, and who are recognized by the Institute as having obtained an academic ability equivalent to a master's degreeholder.
5. Persons, at least 24 years of age, recognized by the Institute, on the basis of a separate qualifying test, as having academic ability equivalent to 1 or 2 above.

### Notes:

- 1) Persons unsure as to whether they are qualified to sit for the entrance examination should inquire to the office of the Institute of Business and Accounting (IBA) at least one month prior to the start of the application period.
- 2) Persons wishing to be tested under the provisions of 5 above should contact the IBA office (e-mail: [iba@kwansei.ac.jp](mailto:iba@kwansei.ac.jp)) without fail for detailed information in advance. Applicants should be aware that the closing date for the submission of the necessary documents for qualification exam is 2 weeks before the application period starts (which is by Friday, January 12).

## IV Application Procedures

### 1. Application Period:

Friday, January 26 – Friday, February 2, 2024

(Applications must arrive at IBA office on or before the closing date.)

### 2. Method of Application:

Please fill in on "Inquiry Form for Ph.D. Program Application" and email it to [iba@kwansei.ac.jp](mailto:iba@kwansei.ac.jp); we will see if faculties are capable to supervise you in your academic discipline.

**Academic discipline:** Marketing, Finance, Financial Accounting, Public Governance

After paying the examination fee, applicants should insert the required documents in an envelope and mail to the IBA office:

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

\*Mailed applications should be sent by express registered mail (*kan'i kakitome sokutatsu yuubin*) with stamps of the appropriate value attached so that it arrives no later than the application period.

\*After confirming eligibility, an examination slip will be sent to the applicant's address indicated on the application form.

### 3. Application Documents

Application documents can be downloaded from the following website:

<https://iba.kwansei.ac.jp/doctor/>

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

1) Application form	<ul style="list-style-type: none"> <li>○ Applicants should fill in the form A-F. Pay the examination fee, and submit form A, B, E-1, E-2 and F.</li> <li>○ Paste a photograph taken in the last 3 months on the photograph form (form B). The photograph should be 4 cm. high and 3 cm. wide, of the upper body, full face, without hat. Please write your name on the back of the photograph.</li> <li>○ Choose a category, an academic discipline and a doctoral research advisor on the form E-1.</li> <li>○ Fill in the form F with your postal code, address and name. Your examination slip will be sent to the address written on this form.</li> </ul>
2) Official Transcript <b>*Required to be sealed</b>	<ul style="list-style-type: none"> <li>○ Issued by the last educational institution attended.</li> </ul>
3) Graduation Certificate (or expected graduation certificate if you have not completed) <b>*Required to be sealed</b>	<ul style="list-style-type: none"> <li>○ Issued by the last educational institution attended. (Unnecessary if the date of graduation or expected date of graduation appears on a transcript.)</li> </ul>
4) Letter of Reference	<ul style="list-style-type: none"> <li>○ Written by a teacher or your supervisor at the graduate school or professional school attended. (There is no prescribed form). <b>IBA graduates are exempted from the submission of this letter.</b></li> </ul>

5) Information Sheet	○ To be filled in by the applicant on the prescribed form.
6) Research Proposal or Plan	○ To be written by the applicant on the prescribed form.
7) Thesis, or Individual research article	○ Submit master's degree thesis or individual research article.
8) Non-Japanese applicant only: Photocopy of your 'Residence Card'	○ Applicants are requested to submit a photocopy of 'Residence Card' (both sides, printing in black and white is acceptable).

Please attach any of the following documents if available (for reference purposes, a photocopy is acceptable).

- i. Certificates providing evidence of English language ability (TOEFL, TOEIC, IELTS, etc.)
- ii. Certificates providing evidence of management-related knowledge (GMAT, etc.)
- iii. Any other documents providing evidence of your knowledge, ability or relevant experience

**Notes:**

- 1) Applicants who require consideration due to illness, injury, or physical disability at the time of the examination and after the enrollment should inform the IBA office (e-mail: iba@kwansei.ac.jp) at least one month before the application period starts so that appropriate arrangements can be made. Please contact the IBA office about any concerns you may have regarding the admissions procedure.
- 2) A medical examination will be carried out upon entry to the University, so medical certificates are not required at this time.
- 3) Documents submitted and the entrance examination fee once paid will not be returned under any circumstances.
- 4) If you have any questions about the application procedures, please contact the IBA office (e-mail: iba@kwansei.ac.jp) at least one month before the application period starts.
- 5) False statements on any documents or any misconduct will result in cancellation of admissions and eligibility for all entrance examinations for the relevant academic year.
- 6) If your present name differs from the name on any of your submitted documents, please attach explanatory documentation.

**4. Entrance Examination Fee : ¥35,000**

Having completed forms A - F, take them without separating to a bank or other financial institution (not a post office) and pay the entrance examination fee. Please confirm that the bank has put three stamps on forms C, D and E-1. Form D is a receipt, please keep it securely.

**Notes:**

- 1) Please pay the fee by 'telegraphic transfer' (*denshin atsukai*) at the counter of a bank. If you use one of the banks listed on form C, no remittance fee is payable. The bank's receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. The date of payment differs in each bank, so please check with the bank in advance if you intend to make payment close to the deadline. Payment at the post office or through an automatic teller machine (ATM) and Internet Banking is not acceptable.
- 2) Once the entrance examination fee has been paid, it will not be refunded under any circumstances.

**5. Payment Period**

Friday, January 26 – Friday, February 2, 2024

## V Selection Procedure

Selection will be carried out on the basis of documents submitted by the applicant, a written examination (Essays in Academic Discipline), and an interview.

### Notes:

- 1) Applicants should choose an academic discipline in advance.  
**Academic discipline:** Marketing, Finance, Financial Accounting, Public Governance
- 2) Sample essay questions are available upon requests. Please refer the following website.  
URL: <https://iba.kwansei.ac.jp/doctor/>

## VI Examination Timetable, Content and Location

### 1. Examination Date:

Saturday, February 17, 2024

### 2. Examination Timetable

Time	Details		Location
	Examination	Score	
—	Application documents based assessment	20%	—
12 : 30~14 : 00	Essays in Academic Discipline	80%	Graduate Students Services Building 2, Nishinomiya Uegahara Campus (Room will be announced on the day)
14 : 20~ (Exact time for each applicant will be announced after the written examination)	Interview		

\*International students who wish to take the entrance examination in Japanese should refer to the Japanese version of this guide.

### Notes:

- 1) Please bring your examination slip without fail. If you have lost or forgotten it, please come to the IBA office (in the Graduate Students Services Building 2).
- 2) Please arrive at the locations for both the written examination and the interview by 15 minutes before the scheduled time.
- 3) Applicants who arrive more than 30 minutes late for the written examination will be excluded from the examination.
- 4) Applicants who are late for the interview will be excluded from the examination.
- 5) Cheating in the examination will result in disqualification of all entrance examinations for the relevant academic year.

## VII Announcement of Examination Results

Thursday, February 22, 2024

Results will be sent by express mail to the address on form.E-1.

Notes:

- 1) Examination results will arrive on or after the following day of the announcement of the results. If you are absent on the day of the examination, you will not be notified whether you have passed or failed the examination.
- 2) Telephone or email enquiries concerning entrance examination results will not be accepted.

## VIII Admissions Procedures

Applicants who are successful in the entrance examination will be sent the ‘Information for Successful Applicants’ as well as a notification of your acceptance. They should complete the admissions procedures ( I and II ) according to the ‘Information for Successful Applicants’ within the specified periods, and attend the entrance ceremony.

Notes:

- 1) Payment at a post office or a convenience store or through an ATM or internet banking system is not acceptable.
- 2) Please pay the fee by ‘telegraphic transfer’ (*denshin atsukai*) at the counter of a bank.
- 3) The bank’s receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. Banks’ closing time differs in each bank; please pay them sufficiently early before the deadline.

### 1. Admissions Procedure I (Payment of admission application fee)

Please pay your admission application fee at a bank, using the form enclosed with the notification of acceptance.

The fee must be paid between **Thursday, February 22 and Friday, March 1, 2024**

### 2. Admissions Procedure II (Payment of tuition and other fees and submission of documents)

#### A. Payment of tuition and other fees

Please pay the tuition and other fees using the form enclosed with the notification of acceptance.

The fees must be paid between **Thursday, February 22 and Friday, March 8, 2024**

#### B. Submission of Documents

Please submit the following documents to the IBA office by 9:00 a.m., Friday, March 8, 2024. If you send them by mail, please be sure that they arrive without fail by the above time.

**(Mailing Address)**

**Kwansei Gakuin University Institute of Business and Accounting**

1-155, Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501, Japan

(a) Residents in Japan should submit a Certificate of items stated in Resident Register

(住民票記載事項証明書)

Please apply for this certificate at the municipal/ward office where you register your address.

The following items must be included in the certificate:

1. Name (氏名)
2. Address (住所)
3. Date of Birth (生年月日)



4. Sex (性別)
5. Nationality (国籍)\*
6. Status of Residence (在留資格)\*
7. Visa Expiration Date (在留期限)\*

\*Item 5, 6 and 7 only apply to international students.

\*Please submit the certificate without the Individual Number (マイナンバー).

This document is not available to international applicants living outside of Japan. They should submit this document at the entrance ceremony.

- (b) Student ID card form (学生証顔写真貼付台紙)

Please paste two identical photographs (4 cm x 3 cm) in the boxes provided on the form.

- (c) Other documents as specified in the document ‘Information for Successful Applicants’

### 3. Entrance Ceremony

Monday, April 1, 2024 (to be confirmed) at Nishinomiya Uegahara Campus.

#### Notes:

- 1) Persons who fail to complete the admissions procedures ( I and II ) within the time specified will be regarded as having no intention of entering the University, and their admission will be cancelled.
- 2) Admission application fee or admission fee, once paid, will not be refunded.
- 3) Simultaneously with the payment of tuition and other fees, the admission application fee (of the same amount as the admission fee) already paid during admissions procedure I will be treated as the admission fee.
- 4) A request for refund of fees (other than the admission fee) can be considered only if application for a refund is made during a designated period. For details, please refer to the ‘Information for Successful Applicants.’
- 5) Documents submitted will not be returned.
- 6) The IBA office is open during the following hours:  
Weekdays: 9:00 a.m. - 11:30 a.m., 12:30p.m. - 3:00 p.m.  
Office is closed:  
On Saturdays, Sundays and public holidays when no classes are conducted; during from December 24 through January 5, and February 1 through 7.

## IX Tuition and other fees

The tuition and other fees for the students enroll in AY2024 Spring are as follows;

Unit: Japanese yen

	First Semester (At the time of entry)	Second Semester
Admission fee	200,000	—
Tuition	216,000	216,000
Education enhancement fee	65,500	65,500
Total	481,500	281,500

## 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 (This fee is not levied from IBA graduates.) \*Only at the time of enrollment.  
The IBA Research Forum is an association for research and networking between faculty, students and IBA graduates.
- 2) Tuition and other fees are to be paid in two installments each year. Tuition and other fees are as follows:
  - Spring Semester (April 1 – September 19) - to be paid by May 19  
(In a student's first year these fees will be paid during the admissions procedure.)
  - Fall Semester (September 20 – March 31) - to be paid by November 9  
(A payment slip will be sent to student in October.)
- 3) Graduates of any master's program at Kwansei Gakuin University will be exempted from the admission fee despite that years have passed from graduation.

## X Scholarships

### 1. International students whose residence status is “Student(ryugaku)”

30% tuition reduction for all students \*1

### 2. International students whose residence status is other than “Permanent Resident,” “Special Permanent Resident,” “Spouse or Child of Permanent Resident,” “Spouse or Child of Japanese National”

KGU Scholarship for International Students \*2

- (a) Scholarship of about 50% of one year's tuition for approximately 40% of newly enrolled students: selection is made prior to admission based on the performance at the entrance examination.
- (b) Scholarship of about 35% of one year's tuition for approximately 60% of all international students other than those awarded the above (a): selection is made after admission based on academic performance.

In addition to the above, private foundation scholarships may be available. Information about such scholarships will be provided after admission.

### Notes:

- \*1. First-year students are required to pay the full amount of tuition for the first semester in Admission Procedure I. For those who have completed the application process for the tuition reduction, the 30% tuition reduction for the first semester will be made in the second semester.
- \*2. Scholarships will not be granted before your admission. Application/procedure information will be given at the ‘Mandatory Orientation for the International Students’, which will be held by Center for International Education and Cooperation (CIEC) before enrollment.

### 3. Japanese nationals and international students whose residence status is “Permanent Resident,” “Special Permanent Resident,” “Spouse or Child of Permanent Resident,” “Spouse or Child of Japanese National”

Please refer to the following website (Only available in Japanese):

<https://www.kwansei.ac.jp/graduate/scholarship/>

## **XI Protection of Personal Data**

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection, 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 Kwansei Gakuin Alumni Association (This is a social association of alumni and students, which all students join.). Students are asked to permit this use, and to accept that this organization will take the same precautions concerning the security of 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.)