

Kwansei Gakuin University
Institute of Business and Accounting

Graduate Department of Advanced Management (Ph.D.)

**Entrance Examination
Information
Spring 2018**

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”



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 24,000, including approximately 700 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 2018 Entrance Examination Information

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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.(<http://www.kwansei-ac.jp/iba/doctor/>).

Outline of the Department of Advanced Management

1. Title : Institute of Business and Accounting, Kwasei Gakuin University
2. Program : Department of Advanced Management (Ph.D.)
Degree Awarded: Doctor of Philosophy (Management)
Number of Students: 12 (annual entry quota: 4)
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		4
Number of Spring intake		2
Examination schedule	Application period [Applications must arrive at IBA office within this period]	Wednesday, January 17 - Wednesday, January 24, 2018
	Examination date	Saturday, February 10, 2018 (Essays in Academic Discipline and Interview)
	Announcement of Result	Friday, February 23
Period of admission procedure I (Payment of admission application fee)		Friday, February 23 - Friday, March 2
Deadline for admission procedure II (Payment of tuition & other fees and submission of required documents)		Friday, March 16

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

Entrance Examination

I Admission Policy

Graduate Department of Advanced Management at the Institute of Business and Accounting is a doctoral program whose students, rather than aiming at an academic career as university faculty, are keenly aware of the needs of society and wish to engage actively in research with a high degree of practical applicability. The main field of academic concentration is Management. In their research students will be expected to investigate management issues, including both the private and public sector, both widely and in depth. Emphasis will be placed on enabling students to place their understanding of practical problems on a firm theoretical basis, while at the same time honing their ability to put their knowledge into practice.

The underlying objective of this program is therefore to combine theoretical and practical applied research in order to find advanced solutions to issues in Business Management. This means that a close relationship with both private and public institutions is essential, so research is both based on firm theoretical foundations, but also produces empirical, practical result of the highest standard. We strongly believe that this fusion of theory and practice is essential for students to produce truly valuable research results in the management field.

The entrance examination for this program will therefore aim to test both candidates' academic ability and their commitment to their goals, in order to achieve the objectives outlined above.

II Student Intake

Spring entry: 2, Fall entry: 2, Total number of annual intake: 4

(Discipline)

Management, Marketing, Finance, Financial Accounting, Management Accounting

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, 2018.
2. Holders of professional school degrees and those due to graduate from professional school by March, 2018.
3. Persons who have, or expect to obtain by March 2018, a foreign 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 degree holder.
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 the entrance examination should inquire beforehand to the office of the Institute of Business and Accounting (IBA).
- 2) Persons wishing to be tested under the provisions of 4 above should contact the IBA office (phone: 0798-54-6572) 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 applying for admission.

IV Application Procedures

1. Application Period:

Wednesday, January 17 – Wednesday, January 24, 2018

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

2. Method of Application:

Please fill in the "Inquiry Form for Ph.D. Program Application" and email it to iba@kwansei.ac.jp; we will see if any faculty members are available to supervise you in your academic discipline. Official application form will be emailed to you when we confirm your eligibility.

Academic discipline: Management, Marketing, Finance, Financial Accounting, Management Accounting

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 for the appropriate value attached.

3. Application Documents

1) Application form	<ul style="list-style-type: none"> ○ Applicants should fill in the form A-F. Pay the examination fee, and submit form A, B, E-1, E-2 and F. ○ 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. ○ Choose a category, an academic discipline and a doctoral research advisor on the form E-1. ○ 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.
2) Official Transcript *Required to be sealed	<ul style="list-style-type: none"> ○ Issued by the last graduate school attended.
3) Graduation Certificate (or expected graduation certificate if you have not completed) *Required to be sealed	<ul style="list-style-type: none"> ○ Issued by the last graduate school attended. (Unnecessary if the date of graduation appears on the transcript.) ○ In the case of a degree awarded by the National Institution for Academic Degrees, please submit the Degree Certificate issued by the Institution.
4) Letter of Reference	<ul style="list-style-type: none"> ○ Written by a teacher or your supervisor at the graduate school or professional school attended. (There is no prescribed form). IBA graduates are exempted from the submission of this letter.
5) Information Sheet	<ul style="list-style-type: none"> ○ To be filled in by the applicant on the prescribed form.
6) Research Proposal or Plan	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.
7) Thesis, or Individual research article	<ul style="list-style-type: none"> ○ 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).
9) Financial Information *For international students only	○ To be written by the applicant on the prescribed form.

Please attach any of the following documents if available (for reference purposes, a copy 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 with physical disabilities who require consideration at the time of the examination should inform the IBA office (phone: 0798-54-6572) beforehand so that appropriate arrangements can be made. Please contact the IBA office about any concerns you may have regarding the admissions procedure.
- 2) Documents submitted will not be returned.
- 3) False statements on any documents will result in cancellation of admission.
- 4) A medical examination will be carried out upon entry to the University, so medical certificates are not required at this time.
- 5) 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 them 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*). 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. Payment 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

Wednesday, January 17 – Wednesday, January 24, 2018

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: Management, Marketing, Finance, Financial Accounting,
Management Accounting
- 2) Sample essay questions are available upon requests. Please call us at 0798-54-6572 or e-mail to iba@kwansei.ac.jp to make the request.

VI Examination Timetable, Content and Location

1. Examination Date:

Saturday, February 10, 2018

2. Examination Timetable

Time	Details		Location
	Examination	Score	
—	Application documents based assessment	20%	—
12:30-14:00	Essays in Academic Discipline	80%	Shared Facilities Building, 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 Shared Facilities Building).
- 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.

VII Announcement of Examination Results

Friday, February 23, 2018

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

Note: Telephone enquiries concerning entrance examination results will not be accepted.

VIII Admissions Procedures

Applicants who are successful in the entrance examination should complete the admissions procedures (I and II) within the specified periods, and attend the Entrance Ceremony.

For details, please see the ‘Information for Successful Applicants’, which will be sent to you with a notification of your acceptance.

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*). If you use one of the banks listed on the payment form, no remittance fee is payable.
- 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 Friday, February 23 and Friday, March 2, 2018

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 Friday, February 23 and Friday, March 16, 2018

B. Submission of Documents

Please submit the following documents to the IBA office by 3:00 p.m., Friday, March 16, 2018. If you send them by mail, please be sure that they arrive without fail by the above time.

- (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.

- (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'

(Mailing Address)

Kwansei Gakuin University Institute of Business and Accounting

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

3. Entrance Ceremony

Monday, April 2, 2018 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: 8:50 a.m. - 11:30 a.m., 12:30p.m. - 4:50 p.m.
Saturdays: 8:50 a.m. - 12:20 p.m.

Office is closed:

On Sundays and public holidays when no classes are conducted, on December 24 through January 5.

IX Tuition and other fees

The tuition and other fees for Department of Advanced Management (Ph.D.) are as follows;

Unit: Japanese yen

	First year		Second year		Third year	
	At the time of entry	Second semester	First semester	Second semester	First semester	Second semester
Admission fee	230,000	-	-	-	-	-
Tuition	259,000	259,000	259,000	259,000	259,000	259,000
Research Materials fee	2,500	2,500	2,500	2,500	2,500	2,500
Education enhancement fee	79,500	79,500	79,500	79,500	79,500	79,500
Total	571,000	341,000	341,000	341,000	341,000	341,000

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.)
 - (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.).
 - * 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 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. For those who enter into the Department directly from any KGU master's program, the Department's tuition and education enhancement fee of the year in which they entered into their master's program will apply.

X Scholarships

1. International students whose residence status is "Student (ryugaku)"

- A. 30% tuition reduction for all students *1
- B. 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.

2. Japanese nationals and international students whose residence status is not “Student (ryugaku)”

Please refer to the following website: http://www.kwansei.ac.jp/students/students_000604.html

Notes:

- *1. First-year students are required to pay the tuition for the first semester in full amount in the Admission Procedure I. The 30% tuition reduction will be made in the second semester.
- *2. Scholarships will not be granted before your admission. Application/procedure information will be given at the orientation after the Entrance Ceremony.

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 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, together with the 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 and the University take.