

Kwansei Gakuin University
Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information
Fall 2019 – Pattern A
(Applicants resident in Japan)

Institute of Business and Accounting
Kwansei Gakuin University
Address: 1-155, Uegahara Ichibancho,
Nishinomiya, Hyogo, 662-8501, Japan
Phone: 0798-54-6572
Email: imc@kwansei.ac.jp

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

Fall 2019 Entrance Examination Information

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

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

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; Student body approx. 140

International Management Course

— All classes are conducted in English —

Entry quota approx. 30; Student body approx. 60

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. Normal period 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

Lectures 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

Business School : International Management Course

(Pattern A – for applicants resident in Japan)

The entrance examination for the International Management Course will take two forms.

Applicants residing in Japan should take the Pattern A examination.

Applicants residing overseas should take the Pattern B examination.

Applicants may not take both examinations in the same (spring or fall) examination period.

I Objectives

The Business School has set out its objectives as follows:

1. To train business persons with a global perspective.
2. To train business persons to the highest international standards, enabling them to act effectively in the international business arena.
3. Based on the founding principles of the University, to train business persons with the highest standards of business ethics.

The International Management Course, aimed predominantly at recent university graduates and international students, but of course open to persons already in employment, places particular emphasis on the training of business people who can act effectively in the international business arena. To this end, all its courses are conducted in English, and the entrance examination will reflect this emphasis.

It will select applicants with not only a high level of academic achievement and ability, but with a level of competence in the English language such that they can pursue graduate-level courses in that language, and go on to international business careers after graduation. One of the major aims of the entrance examination, as well as ascertaining applicants' overall motivation and ability, will be to confirm that they have the requisite level of English language ability. (A rough guideline might be a TOEFL-iBT score of at least 85, a PBT score of at least 570, an IELTS score of at least 6.0, or a TOEIC score of at least 780. It must be emphasized, however, these are guidelines rather than requirements, and that the assessment of applicants' English language ability will be carried out through the entrance examination.)

The "Global Public Management Program" (hereinafter referred to as "GPM program"), offered in collaboration with the Graduate Course in United Nations and Foreign Affairs Studies, aims to provide sound theoretical bases and practical skills to students who aspire professional career in leadership roles at global public services institutions, such as the United Nations, diplomatic institutions, as well as international NGOs. Applicants to the GPM program shall choose (and circle) the "Global Public Management program" as his/her first choice in the cover page of the essays. If he/she wishes to be enrolled to an alternative program ("Management Program", "Marketing Program" or "Finance Program") in case his/her admission to the GPM program is not approved, he/she is encouraged to state his/her second choice program as well.

II Student Intake

Course		Acceptance
International Management Course	Pattern A (In Japan)	About 5 persons
	Pattern B (Overseas)	About 5 persons
Total		About 10 persons

III Qualifications for Application

Persons fulfilling one of the conditions below may apply to take the entrance examination:

1. University graduates and those due to graduate by September 19, 2019.

These include the following:

- 1) Persons who have received, or are expected to have received by September 19, 2019, a Bachelor's degree from the National Institution for Academic Degrees and University Evaluation.
 - 2) Persons who have completed, or are expected to have completed by September 19, 2019, a specialized course at a vocational college (*senmonngakko*) designated by the Minister of Education, Culture, Sports, Science and Technology.
 - 3) Persons who have received, or are expected to have received by September 19, 2019, 16 years of school education in a country other than Japan.
 - 4) Persons who have received 15 years of school education in a country other than Japan, and who are recognized by the Institute as having obtained the required academic credit with outstanding results.
 - 5) Persons who have received, or are expected to have received by September 19, 2019, 16 years of school education by correspondence study in a country other than Japan.
 - 6) Persons who have received, or are expected to have received by September 19, 2019, 16 years of school education, including courses at an educational institution designated by the Minister of Education, Culture, Sports, Science and Technology as conducting courses of a foreign university in Japan
 - 7) Persons designated by the Minister of Education, Culture, Sports, Science and Technology.
2. Persons recognized by the Institute as having academic ability at least equivalent to that of a university graduate, on the basis of a separate "Preliminary Qualification Examination for Application".
 3. Persons who are currently Kwansei Gakuin University students and expect to be permitted early graduation on September 19, 2019.

Notes:

- 1) Persons unsure as to whether they are qualified to take the entrance examination should inquire beforehand to the Institute of Business and Accounting (IBA) office (email: imc@kwansei.ac.jp).
- 2) Persons wishing to be tested under the provisions of 2 above should contact the IBA office (email: imc@kwansei.ac.jp) without fail for detailed information at least 1 month before application. Applicants should be aware that the closing date for the submission of the necessary documents is 2 weeks before application.
- 3) Each School's bylaws set out the conditions for early graduation from that School. Persons who are Kwansei Gakuin University students and expect to be permitted early graduation should confirm these conditions with their School office. Your current School must be informed beforehand of your intention to apply to the IBA under this provision.

IV Application Procedures

1. Application Period:

Wednesday, June 5, 2019 – Wednesday, June 12, 2019

(Applications must be postmarked on or before the closing dates.)

2. Method of Application:

After paying the examination fee, **applicants should send all application documents to the Institute of Business and Accounting by postal mail:**

Address: Institute of Business and Accounting, Kwansei Gakuin University,
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 to the appropriate value attached.

3. Application Documents

All of the documents should be written in English or at least English translation should be attached.

Application documents can be downloaded from the following website.

<https://kwansei-ac.jp/en/imce/admission/>

1) Admissions Application	<ul style="list-style-type: none"> ○ Complete forms A-F by hand, and having paid the examination fee, submit forms A, B, E-1, E-2 and F. ○ Attach a photograph taken in the last 3 months to 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. ○ Applicants with full time work experiences are encouraged to attach a separate sheet to describe their work experience in detail (i.e., company name, period of employment, department, position, roles & responsibilities, achievements, and promotions) when the table provided for “Professional Background (full time work experience)” is too small to contain all the information. ○ The result of the examination will be sent to the address written on form E-1.
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 ‘Certificate of expected graduation’ if you have not finished university.) *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, 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. The letter should be <u>original with signature</u> (photocopy or print out of e-mail are not accepted). References written by the applicant or a member of his/her family are not acceptable.
5) Reason for Application & essays on Prescribed Topics	<ul style="list-style-type: none"> ○ To be written by the applicant; download the cover page from the website and follow the guidance written on the cover page.

6) Certificates for qualification & English Proficiency	○ Documents which certify the qualification or ability are filled in on the E-2 form of the application form. <u>Originals are mandatory.</u>
7) Non-Japanese applicant only: Photocopy of your 'Residence Card'	○ Applicants are requested to submit a photocopy of 'Residence Card' (both sides).
8) Financial Information *For international students only	○ To be written by the applicant on the prescribed form.

Notes:

- 1) Applicants with physical disabilities who require special consideration both 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 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 admissions.
- 4) A medical examination will be carried out on 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 stamped its receipt stamp on forms 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. Payments at the post office or through automatic teller machines (ATM) and internet banking are not acceptable.
- 2) Once the entrance examination fee has been paid, it will not be refunded under any circumstances.

5. Payment Period

Wednesday, June 5, 2019 – Wednesday, June 12, 2019

(Applications must be postmarked on or before the closing date.)

V Selection Procedure

Selection will be carried out on the basis of documents submitted by the applicant, a written examination and an interview. The examination and interview will be conducted in English.

VI Examination Timetable, Content and Location

First intake

Date and time	Content of Examination		Location
	Examination	score	
—	Submitted documents	30%	—
Saturday, June 29, 2019 9 : 30am - 11 : 00am	Written examination (Essay in English)	30%	Nishinomiya Uegahara Campus, Media Research Facilities Building (Venue is to be posted on the examination day)
Saturday, June 29, 2019 11 : 30am - (Applicants will be informed of the precise time after written exam.)	Interview (in English)	40%	

Notes:

1. Please bring your examination slip without fail. If you have lost or forgotten it, please come to the IBA office which is located in the Shared Facilities Building.
2. Please take your place for both the written examination and the interview 15 minutes before the appointed 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

1pm on Friday, July 5, 2019

Results will be posted on the Institute of Business and Accounting notice board in the Shared Facilities Building on the Nishinomiya Uegahara Campus, and sent by express mail to the address which you filled in on form E-1.

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

General

– Admission Procedures, Tuition and Fees, Scholarships, etc. -

I Admission Procedures

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

Please pay your admission application fee at a bank using the form enclosed with the notification of acceptance. 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 at a post office or through an ATM and internet banking is not acceptable.

Closing time of bank differs from each bank, please make sure to pay the fees sufficiently early to make the deadline.

Notes: Please pay the fee by ‘telegraphic transfer’ (*denshin atsukai*). If you use one of the banks listed on the payment form, no fee is payable.

1. Admission Procedure I (Payment of admission application fee)

Payment period: Friday, July 5, 2019 – Friday, July 12, 2019

2. Admission Procedure II (Payment of tuition and other fees, and submission of documents) Please complete the procedures 1) and 2) below within the times specified.

1) Payment of Tuition and Fees

Please pay your tuition and fees at a bank using the form.

The deadline for payment: Friday, August 30, 2019

2) Submission of Documents

Please submit the following documents to the IBA office by 3:00pm on Friday, August 23, 2019. If you send them by postal mail, please make sure that they arrive without fail by the above time.

i. ‘Certificate of items stated in Resident Register’ (*juminhyou kisaijikou shoumeisho*)

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)*

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

ii. 2 photographs pasted on “学生証顔写真貼付台紙” for making a Student ID Card

iii. Other documents as specified in the document ‘Information for Successful Applicants’

3. Entrance Ceremony

9:00am (to be confirmed), Wednesday, September 18, 2019 at the Nishinomiya Uegahara Campus

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

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.** A request for refund of fees other than the admission fee will be considered. For details, please refer to the 'Information for Successful Applicants'.
- 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) **Documents submitted will not be returned.**
- 5) Please be aware that you will be required later to submit documents in addition to those listed above.
- 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; Saturdays during July 31 through September 2; 2nd Saturdays in June, September and October; during August 13 through 21.

II Tuition and Fees

The tuition and fees for the 2019 International Management Course in the Business School are listed below for your reference. (Japanese yen)

	First Year	
	At the time of entry	Second Semester
Admission Fee	200,000	
Tuition	720,000	720,000
Education Enhancement Fee	112,500	112,500
Total	1,032,500	832,500
	1,865,000	

*1 The fees of Second year will be based on the First year and are subject to change without notice.

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.

*The IBA Research Forum is an association for research and networking between faculty, students and graduates.

2. International students who have visa with 'Student (ryuugaku)' status will have 30% tuition reduction, however, in the admissions procedure; full amount of tuition must be paid. The reduction will be made in the second semester.

3. Tuition and other fees are to be paid in two installments as follows:
 - Fall Semester (September 20 – March 31) - to be paid by November 9
(In a student's first year these fees will be paid during the admission procedures.)
 - Spring Semester (April 1 – September 19) - to be paid by May 19
4. The admission fee is reduced by half for students who have graduated from any Bachelors or Master's program at Kwansei Gakuin University.
5. In addition to the above tuition and fees, students on GPMP must bear the cost for internship which is compulsory for the completion of the program.

III Scholarships

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

I. 30% tuition reduction for all students *1

II. 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.

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, and 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.)