

Kwansei Gakuin University
Institute of Business and Accounting

Graduate Department of Advanced Management (Ph.D.)

**Entrance Examination
Information
Fall 2019
(Applicants resident overseas)**

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.

Department of Advanced Management (Ph.D.) Institute of Business and Accounting, Kwansei Gakuin University Fall 2019 Entrance Examination Information

Contents

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

Outline of the Department of Advanced Management

1. Title : Institute of Business and Accounting, Kwansei 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, Osaka Umeda 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.)
		Fall Entry
Number of annual intake		4
Number of Fall intake		2
Examination schedule	Application period [Applications must arrive at IBA office within this period]	Wednesday, December 5, 2018 — Wednesday, January 23, 2019
	Examination date	Saturday, February 9, 2019 (Essays in Academic Discipline and Interview)
	Announcement of result	Friday, February 22, 2019
Period of admission procedure I (Payment of admission application fee)		Friday, February 22 — Friday, March 8, 2019
Deadline for admission procedure II (Payment of tuition and other fees and submission of required documents)		Friday, June 21, 2019

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

Entrance Examination

I Objectives

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 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 September, 2019.
2. Holders of professional school degrees and those due to graduate from professional school by September, 2019.
3. Persons who have, or expect to obtain by September 2019, 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@kwansei.ac.jp).
- 2) Persons wishing to be tested under the provisions of 4 above should contact the IBA office (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 applying for admission (which is by Wednesday, January 9).

IV Application Procedures

1. Application Period:

Wednesday, December 5, 2018 – Wednesday, January 23, 2019

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

('Inquiry Form for Ph.D. Program Application' should reach us by Wednesday, January 9)

2. Method of Application:

1) Submission of 'Inquiry Form for Ph.D. Program Application'

Please fill in the "Inquiry Form for Ph.D. Program Application" and email it to iba@kwansei.ac.jp; we will determine if there are appropriate faculties to supervise you in your academic discipline. Please submit official application documents below after we confirm your eligibility and email you.

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

2) Official Application

When you received application forms, please pay the entrance examination fee, and then send all of the application documents listed below to the IBA office by postal mail.

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

3. Application Documents: All documents should be written in English, or at least English translation should be attached to the original written in languages other than English.

1) Application form	<ul style="list-style-type: none">○ Applicants should fill in the form A-1, A-2 and B; and submit them after completing the payment of examination fee.○ 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 A-1.○ Your examination slip will be sent to the E-mail address written on the form A-1.
2) Official Transcript * Original transcript in a sealed envelope	<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) * Original transcript in a sealed envelope	<ul style="list-style-type: none">○ Issued by the last graduate school attended. (Unnecessary if the date of graduation appears on a 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). The letter should be original with signature (photocopy or print out of email are not accepted). IBA graduates are exempted from the submission of this letter.

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) Evidence of payment for The entrance examination fee	○ A copy of payment receipt
9) A copy of passport	○ A copy of personal information page(s)
10) 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 (E-mail:iba@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 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

Examination Fee: 35,000 yen

Payment Period: Wednesday, December 5, 2018 – Wednesday January 23, 2019

1) Payment by bank transfer:

Please remit the examination fee of 37,500 yen (entrance exam fee, 35,000 yen and bank transfer fee, 2,500 yen), taking into account the below a. to d.

- a. Bank transfer fee of the Recipient's Bank in Japan (2,500 yen) is included to the application fee.
- b. Remittance charges of the Sender's Bank in their home country are the applicant's responsibility. Bank transfer fee (2,500yen) for the Japanese bank will be deducted from the remittance. Please remit 37,500 yen.
- c. Payment name must be made to the University's bank account in Japanese Yen (JPY).
- d. Name of Sender must be identical name of the applicant; otherwise, payment may not be confirmed by the University.

<University Account Information>

Bank Name	Sumitomo Mitsui Banking Corporation	Bank Number	0009
Branch Name	Koto Branch	Branch Code	376
Branch Address	3-2-29, Kotoen, Nishinomiya, Hyogo 662-0812 Japan	Branch Telephone	+81-798-52-070 1
Account Type	Ordinary Account (Savings Account)	Account Number:	1000257
Account Name	KWANSEI GAKUIN	Swift Code	SMBC JPJT

<Remittance Method >

Type	Telegraphic Transfer	Payment	Advise and Pay
Paying Bank's Charges, if any	Payee's Account	Currency	Japanese Yen (JPY)

2) Payment using credit card:

- a. If you wish to pay the entrance examination fee by credit card, please access the URL below and follow the instructions. The payment by credit card can be made during the aforementioned payment period (Japan Time).

URL: https://pay.f-regi.com/fc/kgu_exam/en/

- b. When the payment has gone through, please print out the Completion of Payment Receipt and attach it to the application documents.
- c. A service fee (916yen) will apply.
- d. Once paid, the entrance examination fee cannot be refunded. Changes to or cancellation of your application will not be accepted. When making the payment, please make sure to select the correct type of entrance examination:

**Type of Examination: 052: Graduate Department of Advanced Management (Ph.D.)
Fall Semester Entry (Overseas)**

Notes:

- 1) The entrance examination fee is non-refundable.
- 2) Please remit the entrance examination fee first, then enclose a photocopy of the payment evidence to the application documents, and send them to the IBA office. We shall start evaluating your application documents immediately on receipt of the fee and documents.

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 request. Please refer the following website.
URL: <https://kwansei-ac.jp/doctor/>

VI Examination Timetable, Content and Location

1. Examination Date:

Saturday, February 9, 2019

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 22, 2019

Results will be sent by express mail to the address on the form A-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 within the specified periods, and attend the Entrance Ceremony. Students who do not have Japanese nationality must also complete the procedures required to obtain residence status in Japan.

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

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

Please pay your admission application fee into the specified Kwansei Gakuin account. This must be received as Japanese Yen.

Payment should be made between **Friday, February 22-Friday, March 8, 2019**

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 into the specified Kwansei Gakuin account. This must be received as Japanese Yen.

Payment should be made by **Friday, June21, 2019.**

B. Submission of Documents

Please submit two photos in the size of 4cm high and 3cm wide by **Friday, June21, 2019.**

to the address below(Please write your name on the back of the photos):

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

Please be sure that they arrive without fail by the above time.

3. Procedure for Acquiring Residence Status in Japan

In order to be admitted to the Graduate School of a Japanese university, applicants must apply to a Japanese diplomatic office (Embassy, Consulate-General, etc.) for a visa, and obtain the residence status of 'college student' (ryuugaku). To enable applicants to obtain this status, this University will apply to the Japanese immigration authorities for a 'Certificate of Eligibility' on behalf of successful applicants. Once this Certificate has been issued, the University will send it to the applicant, who should then go to the Japanese diplomatic office for a visa with the residence status of 'college student.' If a student intends to reside in Japan with a residence status other than that of 'college student', this procedure is unnecessary, but in this case applicants should inform the IBA office of this fact.

The documents required for you to complete the above procedure will be sent to you with the notification of acceptance and 'Information for Successful Applicants'. They should be completed and returned immediately, so that the immigration procedures can be commenced in good time.

4. Entrance Ceremony

Monday, April 1, 2019 (to be confirmed) at Nishinomiya Uegahara Campus.

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

Notes:

- 1) Persons who fail to complete the admissions procedures 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) 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.'
- 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.

IX Tuition and other fees

The tuition and other fees for the 2019 academic year 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	200,000	To be determined for the tuition fees of AY2020 , AY2021 and AY2022				
Tuition	216,000					
Education enhancement fee	65,500					
Total	481,500					

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.)
 - (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:
 - 2019Fall Semester (September 20 – March 31) - to be paid by November 11
(In a student's first semester these fees will be paid during the admissions procedure.)
 - 2020Spring Semester (April 1 – September 19) - to be paid by May 19
(A payment slip will be sent to student in April.)
- 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)"

- 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 (Only available in Japanese):

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 Kwasei 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.

Kwasei Gakuin passes on selected portions of the data provided by successful applicants (specifically, their names, addresses, telephone numbers) to Kwasei 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 Kwasei Gakuin University takes.