

Kyoto University Graduate School of Management

International Business Administration Program, International Project Management Program

2024 Academic Year (MBA Program) Admission Guidelines

1. Admission Policy for the Professional Degree Program

The Graduate School of Management (GSM) aims at educating advanced professionals who can provide leadership in a wide range of fields. The admission policy establishes required experience, knowledge, learning skills and mindset for candidates who wish to study at GSM. This policy also describes evaluation criteria used in the admission process.

In our professional program, we have developed lectures and courses that bridge theory and practice based on our curriculum policy. We accept candidates of high caliber from a wide range of diverse backgrounds under this policy, such as undergraduate students from various disciplines, those with extensive work experience, and international students. Candidates are expected to have basic knowledge in management science and sound intellectual curiosity. In order to accept diverse students, GSM employs a variety of selection processes including those specifically designed for candidates with professional working experience and for English programs. We determine successful applicants based on the overall results of written examinations, essays, interviews, academic and work records, and other relevant information. We specify details of evaluation on the admission guidelines. During evaluation, we give equal consideration to applicants from our university and from other universities. We do not discriminate against any applicant to this course for any reasons such as race, religion, gender, age, nationality, political ideology, or physical disability.

Our mission and policies expect that eligible candidates possess the following characteristics.

- (1) Individuals who have a strong will to work on the complex issues that current management is facing with theoretically, practically, and ethically.
- (2) Individuals who work hard and encourage each other in the classes of GSM. They should possess intellectual curiosity and social role consciousness.
- (3) Individuals who have basic knowledge in management science and broad knowledge in general and are able to apply knowledge and skills in reality.

2. Selection Outline for International Programs

The Kyoto University Graduate School of Management offers two international full-time programs which are fully instructed in the English. One program is International Business Administration Program (i-BA) and the other is International Project Management Program (i-PM).

These two programs will strive to become a key platform for internationalizing higher education and utilize the most advanced and original research resources unique to Kyoto university and will help create leaders of the next generation who can address the challenges of current society's problem.

Once you applied to either the i-BA or i-PM program, you are not allowed to change your program.

International Business Administration Program (i-BA)	The International Business Administration Program is a course of study that leads to a general management degree. The Program helps students to develop their vision, improves their business knowledge and expands their skills to broaden their career choices. This program seeks to develop a wide area of expertise such as business leadership, service & hospitality management,
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	as well as finance and accounting. Through the acquisition of basic, specialized, practical and developmental subjects, students acquire not only basic and applied knowledge in business and management, but also practical skills, with the aim of developing human resources with an international outlook and managerial skills. A major feature of this program is the large number of faculty members from various disciplines who have strong relationships with business enterprises.
International Project Management Program (i-PM)	The Project Management Program trains personnel who can plan and manage resources and processes and design overall projects based on an understanding of the engineering issues involved in projects undertaken by relatively large companies and government agencies, such as the development and maintenance of infrastructure and the streamlining of manufacturing operations. Through the acquisition of basic, specialized, practical and developmental subjects, students acquire not only basic and applied knowledge in technical management, financial management, strategy and organizational management, but also practical skills, with the aim of developing human resources with an international outlook and diverse management skills. A major feature of this program is the large number of engineering faculty members who have strong relationships with the engineering practices.

3. Enrollment Capacity

- International Business Administration Program..... 10 Students
- International Project Management Program..... 10 Students

4. Application Eligibility Requirement and Preliminary Eligibility Screening

Applicants must match at least one of the following requirements (by March 31, 2024):

- (1) Individuals who have graduated (or are expected to graduate by March 31, 2024) from a Japanese university.
- (2) Individuals who have received (or are expected to complete by March 31, 2024) a bachelor's degree in accordance with the regulations stipulated in Section Paragraph 4, Article 104 of the School Education Law.
- (3) Individuals who have completed (or are expected to complete by March 31, 2024) 16 years of education.
[See note 1.]
- (4) Individuals who have completed (or are expected to complete by March 31, 2024) an equivalent of 16 years of foreign school education through distance learning while residing in Japan.
- (5) Individuals who have completed (or are expected to complete by March 31, 2024) a foreign university curriculum in Japan (only if completion of the curriculum is treated as completion of 16 years of school education in the said foreign country) at an educational facility that has been accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to "the Minister of

MEXT”) in Japan.

- (6) Individuals who have received (or are expected to complete by March 31, 2024) a bachelor’s degree (including degrees equivalent thereto) by completing at least 3 years of education in a foreign university or a foreign institution (including by completing a foreign school education through distance learning while residing in Japan and by completing a foreign university curriculum in Japan at an educational facility accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of MEXT).
- (7) Individuals who have completed an advanced professional course at a higher vocational school designated by the Minister of MEXT, on or after the date designated by the Minister of MEXT.
- (8) Individuals designated by the Minister of MEXT.
- (9) Individuals who have been enrolled more than 3 years in a university, but have not yet completed a degree, and are determined by the Graduate School of Management to have received excellent achievement ratings in prescribed subjects. [See note 2.]
- (10) Individuals who are determined by the Graduate School of Management to have completed an education equivalent to a university degree and are at least 22 years old by March 31, 2024. [See note 2.]

【Note 1】Requirement (3) includes individuals who have completed an equivalent of 16 years of education but have less than 16 years due to skipped (advanced) grades.

【Note 2】Preliminary Eligibility Screening

Those who are applying under requirements (9) or (10) must undergo the preliminary eligibility screening process before applying.

*Applications under the requirements (9) or (10) which have not undergone the preliminary eligibility screening will not be accepted.

*Preliminary eligibility screening results will be sent to the applicant via email.

* Do not proceed with any further application process such as payment of application fee or registering the online application system until you receive the results.

Those requiring the preliminary eligibility screening should download the Application Guidelines for Preliminary Eligibility Screening and the Application Form for Preliminary Eligibility Screening from the website below. Fill out the application form and submit all necessary documents to the Graduate School of Management during the period specified.

<https://www.gsm.kyoto-u.ac.jp/en/admissions/guidelines/international/>

Submission deadline for Preliminary Eligibility Screening Application:

[Must Arrive] July 7 (Friday), 2023, 5 pm (JST)

Send the documents by registered mail, EMS or an international delivery service (such as DHL, FedEx, UPS, etc.). Email and phone inquiries regarding application eligibility cannot be answered for any reason. Therefore, applicants who are unsure of their eligibility are suggested to undergo the preliminary eligibility screening process.

5. Application Procedure

- (1) How to confirm your application eligibility at Kyoto University Admissions Assistance Office (AAO)
If you wish to enter Graduate School of Kyoto University after graduating from a university outside of Japan, you are required to confirm your eligibility with Admissions Assistance Office (AAO) in advance by the online application deadline. (MEXT scholars or who have graduated from universities in Japan do not need to take this procedure.)

Kyoto University Admissions Assistance Office (AAO)

<https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/graduate-degree-programs/how-to-apply/for-graduates-of-overseas-universities>

- * The Graduate School of Management does not require any contact with faculty or research topics when applying.
- * Once your application has been received, you'll be notified of AAO ID (5 digits). This ID will be used in the online application process.
- * If you were acknowledged by AAO in the past that you were eligible for admissions, you don't need to go through an AAO application twice. Prepare your AAO ID issued last time. If you have lost your past AAO ID, contact to AAO.
- * The result of your eligibility check will be informed to GSM administrative office directly. You don't need to submit any document about your AAO result.

【Before you apply to AAO】

- (1) Enter “N/A” for your desired faculty and research theme.
- (2) After downloading a designated form of “Statement of Purpose,” leave it blank (enter nothing) and attach it.

- (2) Application through the Online Application System of Kyoto University.
All applicants are required to register your information through the following website.

https://kjs.gakusei.kyoto-u.ac.jp/gsm_international_2024

Select either of International Business Administration Program (i-BA) or International Project Management Program (i-PM). Once you have applied, you are not allowed to change your program.

Online Application Period:

August 21 (Monday), 2023– September 8 (Friday), 2023, 5pm (JST)

- (3) Application fee payment

■Application Fee..... 10,000 Yen

■Payment Period..... **August 21 (Monday), 2023 – September 8 (Friday), 2023**

Kyoto University Examination Settlement System (EXSS)

<https://www3.univ-jp.com/kyoto-u/en/man/>

*Complete your payment by the online application deadline from Kyoto University Examination Settlement

System (EXSS). You can choose a payment method from credit card, convenience store, ATM or internet banking.

*If you are admitted to Graduate School of Management as a Japanese Government (MEXT) Scholarship student, the application fee will be refunded. However, commission fees are not refundable at the time of certification payment. If you are currently a MEXT scholar and your status as a MEXT student is not extended at the time of enrollment, application fee is not refundable.

(4) Application Process

All application documents must be uploaded and submitted on the Online Application System of Kyoto University. Uploads should be in PDF format and make sure that all text and photos are clearly showed. You will be asked to resubmit them if any items are unclear.

Application Materials	Apply to	Notes
1. Photo	Everyone	Upload one photo (facing forward, from shoulder up, no hat, and taken within the last 3 months).
2. Passport	Everyone	Upload an ID page with applicant's name, photo, passport number, expiration date and place of issue.
3. Academic Transcript	Everyone	<p>Upload an academic transcript (bachelor's degree) certified by your university president/department head which you graduated.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be uploaded as well.</p>
4. (Expected) Certificate of Graduation	Everyone	<p>Upload the Certificate of Graduation (bachelor's degree) certified by your university president/department head which you graduated.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be uploaded as well.</p> <p><Expected Certificate of Graduation> Current students enrolled in universities that do not provide Expected Certificate of Graduation may submit an official letter or certificate signed by the university president or the department head. This document must state the date of prospective degree completion.</p> <p>Applicants who have graduated from a university that does not issue certificate of graduation must submit a diploma (with the date of graduation verified).</p> <p>If the date of graduation and degree earned can be confirmed on the academic transcript, (Expected) Certificate of Graduation is not required.</p>

5. Two Letters of Recommendation (Form 1)	Everyone	Upload two letters of recommendation. The applicant should request the recommendation letters via email from the online application system to a relevant university professor or social standing person. The requested person should proceed to the URL sent by email and use the designated form and upload the letter to the online application system by the deadline. Only Japanese or English will be accepted as the document for the recommendation letter. Please be sure to submit two letters of recommendation from different person. Those not using the designated form will not be accepted.
6. Educational and Professional Plans (Form 2)	Everyone *Note the difference in format	Respond to the questions on the “Educational and Professional Plans” form. Answer each question within the designated length. Upload the “Educational and Professional Plans” form to the Online Application System. Applicants for International Business Administration Program must use the [Form 2_i-BA]. Applicants for International Project Management Program must use the [Form 2_i-PM].
7. TOEFL or IELTS Score	Everyone	Only scores from one of the following test types taken after January 1 st , 2021 will be accepted. Scores other than the followings are not accepted. English proficiency levels with a minimum score of TOEFL iBT: 79-80 points, and IELTS: 6.0 points are desirable. <u>TOEFL</u> : Only an official score report with your photo for TOEFL iBT (Internet-Based Test) and TOEFL iBT Home Edition will be accepted. <u>IELTS</u> : Only the Test Report Form will be accepted. *TOEIC scores will not be accepted for any reason. *If scores are not submitted by the deadline (Online Application period), TOEFL or IELTS scores will be recorded as zero. *English Proficiency Test Score Exemption (No other exemptions will be made.) a) English proficiency test scores are exempted if any of the following apply: •Citizens or permanent residents of the United States, the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec). •Applicants with a bachelor's degree from a university in a country where English is the native language (the United States, the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec)). b) English proficiency test scores are conditionally exempted

		<p>of the following apply:</p> <ul style="list-style-type: none"> •If you have taken all courses in English and graduated from the university (a bachelor's degree) in a country where English is not the native language. <p>You can provide proof of this with a Medium of Instruction Certificate from the University President or the Dean.</p>
8. Receipt of Application Fee	Everyone	<p>Complete your payment via Kyoto University Examination Settlement System (EXSS). Upload the receipt of application fee in the online application system. Proof of payment of the application fee must be uploaded at the time of application.</p> <p>[If you paid by credit card] Please submit a copy of the "Notice of Completion of Payment of Kyoto University Application Fee" email stating that you paid by credit card.</p> <p>[If you paid by convenience store, ATM, or Internet banking] Please submit a copy of the receipt.</p> <p>* Contact us if you are unable to pay by credit card if you wish to make overseas remittance by August 30 (Wednesday), 2023.</p>
9. [i-BA Applicants Only] GMAT (GMAT Online) or GRE (GRE Online) score	*Only for i-BA applicants	<p>Upload your score for the GMAT or GRE taken after January 1st, 2019.</p> <p>Only Official Score Reports for the GMAT (GMAT Online) or GRE (GRE Online) will be accepted.</p> <p>*If scores are not submitted by the deadline (Online Application period), GMAT or GRE scores will be recorded as zero.</p>
10. [i-BA Applicants Only] Video Essay (Online)	*Only for i-BA applicants	<p>After completing the online application and application fee payment, you will be invited to record an online video essay. Details will be provided via email. Please allow enough time to receive the email and record the video after the online application.</p>

【Notes】

1. Applications with missing materials will not be considered.
2. Modification after the deadline will not be accepted.
3. Application documents and Application fees are not refundable under any circumstances. (Except for MEXT scholars at the time of enrollment)
4. The completion of both your online application and payment by Kyoto University Examination Settlement Service (EXSS) are mandatory to accept your application.

6. Selection Process

The board will evaluate the applicant's motivation to study and fundamental abilities to study various areas of management based on the submitted application documents and video essay.

7. Announcement of Successful Applicants

Successful applicants are notified on the Online Application System. Also, a letter of acceptance will be sent in November 2023.

***Telephone and email inquiries regarding the result will not be answered.**

Date and Time of Announcement

Date: October 25 (Wednesday), 2023, 3 pm (JST)

8. Enrollment Period

Date: April 1, 2024

9. Admission Fee and Tuition

The notice of admission/enrollment procedures will be posted on the new student website (GSM) in February 2024.

■ Admission Fee..... 282,000 Yen (tentative)

■ Tuition..... 267,900 Yen for the first semester (annual tuition: 535,800 Yen) (tentative)

- * No admission fee or tuition will be charged to Japanese government (Monbukagakusho: MEXT) scholarship students.
- * The admission and tuition fees indicated above are tentative and may be revised.
- * If the above amounts are revised at the time of admission/enrollment or after admission/enrollment, the new amounts shall apply thereafter.

10. ADB-JSP Scholarship

Graduate School of Management has been selected as one of the designated institutions under the Asian Development Bank-Japan Scholarship Program (ADB-JSP).

If you apply for the International Project Management Program (i-PM) and wish to apply for an ADB-JSP scholarship, please submit the required documents with the applications of International Project Management Program (i-PM) by the same deadline. Applicants for International Business Administration Program (i-BA) cannot apply for this scholarship.

(1) ADB-JSP Application Guideline

<https://www.gsm.kyoto-u.ac.jp/en/admissions/infomation/international/>

(2) Required Documents

ADB-JSP Information sheet. Please download it from the ADB website.

<https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying>

(3) More Detailed Information

ADB website

<http://www.adb.org/site/careers/japan-scholarship-program/main>

Past record of GSM students: 2021.....2 Students
2022.....3Students
2023..... 1 Student

11. Important Notices

- (1) All indicated dates and times are Japan Standard Time (JST).
- (2) Notify the Graduate School of Management Administrative Office immediately if your contact information changes. Notification will only be accepted by email (notification by telephone will not be accepted).
- (3) Individuals with physical disabilities and those who require special assistance during following enrollment should contact the Graduate School of Management in advance.
- (4) Those who have decided not to enroll in the Graduate School of Management must inform the Administrative Office immediately.
- (5) Admitted students shall apply for a student visa. Those who possess visas other than a student visa will not be eligible for services offered to individuals with a student visa (scholarship, student housing, etc.).
- (6) Please note that if any false is found in the application documents, application may be cancelled even after acceptance or enrollment.
- (7) Students must attend to the in-person classes held at the Yoshida campus to complete the program.

12. Regarding the Handling of Personal Information

Please take notes of the following:

- (1) All personal information will be handled according to the “Act on the Protection of Personal Information Held by Administrative Organs” and Kyoto University’s regulations regarding the protection of personal information.
- (2) Your name, address and other personal information submitted at the time of application will be used for [1] selection of students (application screening and applicant selection), [2] announcement of successful applicants, and [3] to conduct enrollment procedures.
- (3) The entrance screening data used to select admitted applicants will be included in documents used to determine future selection processes.
- (4) The personal information of enrolled students submitted at the time of application will be used for [1] educational affairs (school register, educational guidance, etc.), [2] student support (health management, employment support, tuition exemption, scholarship applications, etc.), and [3] collection of tuition.

Kyoto University Graduate School of Management Administrative Office
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