

Kyoto University Graduate School of Management

International Business Administration Program, International Project Management Program

2020 Academic Year (MBA Program) Admission Guidelines

The Kyoto University Graduate School of Management offers a Master's program in international project management fully instructed in the English language.

From the 2019 academic year, we have changed the program and now offer two international full-time programs which are fully instructed in the English language. One program is International Business Administration Program (i-BA) and the other is International Project Management Program (i-PM).

The International Business Administration Program is a course of study that leads to a general management degree while helping you develop your vision and the skills to achieve it. Students get the business knowledge and specialized skills to expand career choices. This program seeks to develop a wide area of expertise such as business leadership, service & hospitality management, finance and accounting.

International Project Management Program offers an educational curriculum in management necessary to successfully complete projects that have special aims, diverse constraints, and uncertainties for the purpose of nurturing highly advanced professionals who will take active part in these areas of management.

In principle, once you apply to either the i-BA or i-PM program, it is not allowed to change your program.

Utilizing Kyoto University's unique and leading world class research resources, these two programs will strive to become a key platform for internationalizing higher education and will help create leaders of the next generation who can address the challenges of society's modern day problems.

1. Objective and Basic Approach

The Graduate School of Management continuously develops an educational system that draws upon the latest research in management, as well as advanced and specialized business practices. This school aims to contribute to the diverse yet harmonious development of society through nurturing of originality and decision making capabilities in professionals so that they can deliver leadership in a wide area of fields.

The following are the three principal approaches to realize this objective.

- (1) While following the tradition of Kyoto University that places importance on an autonomous and independent spirit as well as critical discussions, the school will promote advanced research and develop an educational system that encompasses highly specialized business practices, by creating a research and educational environment in cooperation with industries and government.
- (2) The school will accept individuals with diverse backgrounds, and will produce highly specialized professionals in various fields by utilizing our educational system.
- (3) As a university in the global society, the school will fulfill the role of becoming a base for research and education with originality.

2. Enrollment Capacity

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

【Note】The above number may be changed based on the quality of the applicant pool.

3. Application Eligibility Requirement and Preliminary Eligibility Screening

Applicants must match (by March 31, 2020) at least one of the following requirements:

- (1) Individuals who have graduated (or are expected to graduate by March 31, 2020) from a Japanese university.
- (2) Individuals who have received (or are expected to complete by March 31, 2020) 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 received (or are expected to complete by March 31, 2020) 16 years of education and have been conferred (or are expected to receive by March 31, 2020) a bachelor's degree in a foreign country.
- (4) Individuals who have completed an equivalent of 16 years of foreign school education through distance learning while residing in Japan.
- (5) Individuals who have completed 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, 2020) a bachelor's degree (including degrees equivalent thereto) by completing more than 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 achievements in prescribed subjects.
- (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, 2020.

【Note 1】Regarding requirement (3), this 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】**Those who are applying under requirement (9) or (10) must undergo a preliminary eligibility screening process before applying.**

Those who are applying under requirements other than (9) or (10) do not need to undergo this preliminary eligibility screening process.

Download the guideline of “Preliminary Eligibility Screening” and “Application Form for Preliminary Eligibility Screening” and fill out the application form available from the International Program website and submit all necessary documents to the **Graduate School of Management** during the period as listed below:

<http://www.gsm.kyoto-u.ac.jp/en/admission-information/admission-guidelines.html>

Submission Period for preliminary eligibility screening Materials:

[Must arrive] August 19, 2019 (Monday) through August 23, 2019 (Friday), 5 pm (JST)

Send the documents by registered mail, EMS or an international delivery service (such as DHL, FedEx, UPS, etc.). Please note that the documents must be delivered within the period above.

For details of where to send the documents, please refer to Section 4, number (5).

[Note 3] E-mail and phone inquiries regarding application eligibility cannot be answered for any reason, so applicants who are unsure of their eligibility are suggested to undergo the preliminary eligibility screening process. (Applications submitted under requirements (9) or (10) will not be accepted without the preliminary eligibility screening process)

*Preliminary eligibility screening results will be sent to the applicant via e-mail.

*Do not deposit the application fee, do not register online and do not send the official applications until you have received the preliminary eligibility screening results.

4. Application Process

(1) Application through the Website of Kyoto University.

All applicants are required to register your information through the following website before submitting the application materials.

Web Application URL:

<https://www.univ-jp.com/kyoto-u-daigakuin-en/>

After registration, applicants are able to pay the application fee and to print out the web application form and mailing label.

Web Registration Period

August 26, 2019 (Monday) – September 20, 2019 (Friday), 5pm (JST)

(2) Application fee payment

■Application Fee 10,000 Yen

■Payment Period..... **August 26, 2019 (Monday) - September 20, 2019 (Friday)**

* Refer to the above website. **All applicants (including the applicants who just passed the 1st screening of the Japanese government “Monbukagakusho: MEXT” scholarship this year) will be required to choose “Private”.**

However, the applicants who are offered the Japanese government (MEXT) scholarship will be required to choose “MEXT” as category of International Student.

* If you cannot pay by credit card (a family member’s card is acceptable), you are required to contact Graduate School of Management Administrative Office **by September 11, 2019 (Wednesday).**

The contact Address is: keieikyomu@mail2.adm.kyoto-u.ac.jp

*** The application fee will not be charged to the Japanese government (MEXT) scholarship students. Please contact the GSM (Graduate School of Management) Administrative Office prior submitting your application if you are a scholarship recipient. The applicants who just passed the 1st screening of the Japanese government (MEXT) scholarship this year are required to pay the application fee.**

[NOTE] Application fee CANNOT be refunded in any situation.

(3) Requesting Application Materials

All application materials for the 2020 academic year (April 2020 enrollment) International Program (i-BA, i-PM) will only be available online from the International Program (i-BA, i-PM) website.

Download and print the appropriate files from the following website.

International Program URL:

<http://www.gsm.kyoto-u.ac.jp/en/admission-information/admission-guidelines.html>

(4) Application Materials

Application Materials	Form	Notes
1. Web Application Form		Download the web application form and the mailing label. You are able to use the mailing label if you need.
2. Application Form	Form 1	Complete all sections of the designated “Application Form” and attach one photo (facing forward, from shoulder up, no hat, and taken within the last 3 months) to the appropriate box. 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.
3. Detailed Educational Background and Employment History	Form 2	Provide your detailed education background and employment history using the designated “Detailed Educational Background and Employment History” form. Write the educational level (elementary, junior high, high school, etc.) as well.
4. Letters of Recommendation	Form 3	Use the designated “Letter of Recommendation” form to submit 2 or more letters of recommendation (sealed) by professionals and individuals who have relationships with the applicant. The forms must be completed in Japanese or English.
5. Educational and Professional Plans	Form 4	Respond to the questions on the “Educational and Professional Plans” form. Use A4 or letter size paper and answer each question within the designated length. Attach the “Educational and Professional Plans” form as a cover sheet. Applicants for International Business Administration Program must use the [Form 4_i-BA]. Applicants for International Project Management Program must use the [Form 4_i-PM].

<p>6. Transcript of Academic Record (Original Only)</p> <p>If applicants cannot send the original documents, we will accept the photocopy of it with the official seal or signature from your university.</p>		<p>Submit an original official academic transcript showing the completion of an undergraduate degree certified by your university president/department head.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in either English or Japanese is not issued by your graduate institute, the translation by authority must be attached with the original. (Does not need to be sealed).</p>
<p>7. Undergraduate Degree Certification or Expected Graduation Certification of Undergraduate (Original Only)</p> <p>If applicants cannot send the original documents, we will accept the photocopy of it with the official seal or signature from your university.</p>		<p>Submit an original official undergraduate degree certification by your university president/department head. Only English and Japanese language documents will be accepted.</p> <p>If the certificate in either English or Japanese is not issued by your graduate institute, the translation by authority must be attached with the original. (Does not need to be sealed).</p> <p>*Graduates from universities where certificates of completion are not provided must also include a photocopy of the original diploma which shows the completion date of your bachelor's degree.</p> <p>*Applicants from China or graduates from universities in China must also include photocopies of the diploma (毕业证书) and the degree certification (学士学位证书). You are not required to apply to the Admissions Assistance Office (AAO) system of Kyoto University. (Original documents and/or documentation verifying the completion of secondary school may be requested at a later date for verification purposes.)</p> <p>* Current students enrolled in universities that do not provide prospective degree completion certificates may submit an official letter or certificate signed by the department dean of the university. This document must state the date of prospective degree completion.</p> <p>* If the institution you graduated from does not issue these certificates and the official transcript of academic record shows the date of your completion of the bachelor degree and the type of degree, you do not need to submit Undergraduate Degree Certification.</p>
<p>8. Receipt of Application Fee</p>		<p>Refer to the website for registration and submit the receipt of application fee.</p> <p>[Credit Card] Submit the photocopy of the email "Completion of Web Application", which mentioned you paid the fee by credit card.</p> <p>[Payment at Convenience Store, ATM or Internet Banking (In Japan Only)] Submit the photocopy of the receipt.</p> <p>* If you cannot pay by credit card (a family member's card is acceptable), you are required to contact Graduate School of Management Administrative Office by September 11, 2019 (Wednesday).</p>

9. Photocopy of TOEFL or IELTS Score		Submit the photocopy of your scores for either the TOEFL PBT, iBT (No ITP) or IELTS examinations taken after January 2017. Refer to the third * note below.
10. <u>i-BA Applicants Only</u> Photocopy of GMAT Score		Submit the photocopy of your scores for the GMAT examinations taken after January 2015. Refer to the fourth * note below.
11. Passport Copy		Submit a photocopy of your passport. The copy must include the applicant's name, photo, passport number, expiration date and place of issue.
12. <u>[For International Applicants Residing in Japan Only]</u> Residence Certificate or Photocopy of Residence Card		Submit a residence certificate, issued by city office within 3 months or a photocopy of residence card. [Residence Certificate] It should be with name, nationality, date of birth, status, period of stay and current address. [Photocopy of Residence Card] Copy both sides of the card in the middle of A4 or letter size paper to avoid cutting off any information written at the edges of the card.
13. i-BA & i-PM Application Materials Check List	Form 5	Check off the boxes as you put completed documents into the envelope.

* 1 **Download the forms and type in your information in English before printing. Submit all documents on either A4 or letter size paper with single-side printing. Do not staple the documents.**

*2 Applications which are incomplete, incorrect or lack supporting evidence will not be accepted.

*3 **Regarding the TOEFL and/or IELTS Scores,**

i. **TOEFL:** Only the Official Score Record (with a photo) for TOEFL-PBT (Paper-Based Test) and TOEFL-iBT (Internet-Based Test) scores will be accepted. Please note that the webpage printout of scores or TOEFL-ITP (Institutional Testing Program) Score Record without a photo will not be accepted.

ii. **IELTS:** Only the Test Report Form will be accepted.

iii. TOEIC scores will not be accepted for any reason.

iv. English proficiency levels with a minimum score of TOEFL-PBT: 550 points, TOEFL-iBT: 79-80 points, and IELTS: 6.0 points are desirable.

v. English proficiency is not necessary for graduates of universities in a country where English is the primary language.

Also, English Proficiency test may not be necessary for graduates of universities and colleges where English is the language of instruction provided they submit a certificate to that effect from the Dean or the Registrar or other senior administrative authority of the university who may be authorized to issue such a certificate.

***4 Regarding the GMAT Scores,**

- i. Only the Photocopy of Official Score Report of GMAT will be accepted.
- ii. GRE scores will NOT be accepted for any reason.
- iii. Please note that GMAT score will be recorded as zero points if no submission before deadline.

(5) Submission of Application Materials

Applicants must mail all documents listed under (4) during the application period listed below. Be sure to send the documents by registered mail, EMS or an international delivery service (such as DHL, FedEx, UPS, etc.).

Please note that applications brought to the GSM Administrative Office in person will not be accepted under any circumstances.

- A) Submission Period for Application Materials [**Must be arrived**]
September 2, 2019 (Monday) through September 20, 2019 (Friday), 5 pm (JST)
- B) Submit applications to:
Kyoto University Graduate School of Management Administrative Office
Yoshida-Honmachi, Sakyo-ku, Kyoto, 606-8501, Japan
Tel: +81-75-753-3530
- C) Application Number
Application numbers will be e-mailed to the addresses written on the application forms on October 4, 2019 (Friday) (JST) after the applications have been accepted.

【Notes】

1. Applications with missing materials will not be considered.
2. Applications arriving after the deadline will not be considered.
3. Application materials and fees cannot be returned except original degree certifications and original transcripts if applicants make a request.

5. Selection Process

Document Evaluation

Based on the submitted application documents listed below, the applicant will be evaluated regarding his/her desire to study, the suitability of that desire, and his/her fundamental abilities to study various areas of management. (i-PM Applicants: Educational and Professional Plans, Letters of Recommendation, Academic Transcript, TOEFL/IELTS Score. i-BA Applicants: Educational and Professional Plans, Letters of Recommendation, Academic Transcript, TOEFL/IELTS Score, GMAT Score.)

6. Announcement of Successful Applicants

(1) Date and Time of Announcement

October 23, 2019 (Wednesday), 3 pm (JST)

(2) Location

On the designated date and time, successful applicants will be announced on the International Program website by application number. Successful applicants will also receive an “acceptance letter” by postal mail.

<http://www.gsm.kyoto-u.ac.jp/en/admission-information/announcement-of-successful-applicants.html>

***Telephone and e-mail inquiries regarding the result will not be answered.**

7. Enrollment Period

April 1, 2020

8. Admission Fee and Tuition

The notice of admission/enrollment procedures will be sent to all successful applicants in November 2019.

■ 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 or after enrollment, the new amounts shall apply thereafter.

9. Course Completion Requirements

- (1) Course completion requirements are different to each program. It is not allowed to change your program once you have applied.
- (2) The study term is 2 years (not counting any leaves from study) and the number of required credits to complete the course is 42 credits.
- (3) To complete the course, the following subjects/credits are required.

Basic Subjects	8 subjects with a minimum of 16 credits
Specialized Subjects	7 subjects with a minimum of 14 credits
Business Practice Subjects	4 subjects with a minimum of 8 credits
Advanced Subjects	2 subjects with a minimum of 4 credits

- (4) The maximum number of credits that can be taken in each semester is 18 credits (the annual maximum is 36 credits).
- (5) Submitting a master's thesis is not required for degree completion.
- (6) Students must complete 8 subjects with 16 or more credits (including 5 subjects with 10 or more credits in Basic Subjects) to move on to the second year of study.

【Note】 The above completion requirements may change.

* Regarding Semesters

Semester 1: Year One (First Semester); Semester 2: Year One (Second Semester);

Semester 3: Year Two (First Semester); Semester 4: Year Two (Second Semester)

Basic Subjects (8 Subjects: 16 or more credits)	Credits	Semester
Microeconomics	2	1
Macroeconomics	2	1
Accounting	2	1
Governance and Ethics	2	1
Mathematics for Business and Economics (for i-PM)	2	1
Business Negotiation	2	1
Statistics for Business and Economics (for i-PM)	2	2
Marketing	2	1

Corporate Finance and Capital Markets	2	1
Project Management	2	1
Strategic Management	2	1
Leadership Development (for i-BA)	2	1
Managerial Accounting (for i-BA)	2	1

Specialized Subjects (7 Subjects: 14 or more credits)	Credits	Semester
Contract Management & Dispute Resolution	2	1
International Accounting	2	2
Transportation and Logistics Management	2	2•4
Firms & Industrial Organization in Japan	2	2•4
Advanced Topics in Negotiation	2	2•4
Financial Management	2	3
Development Dynamics and Policy Perspectives	2	2•4
Maintenance & Management of Infrastructure	2	1•3
Overseas Project Management Seminar 1	2	1•3
Overseas Project Management Seminar 2	2	2•4
Cross Cultural Management	2	2•4
Organization and Management	2	1•3
International Agribusiness Studies	2	1•3
Business Development	2	2
Environmental Challenges and Business	2	2•4
Fundamental IO Analysis of Econ & Mgt	2	1•3
Business Analysis and Valuation	2	2•4
Comparative Business Ethics	2	1•3
Corporate Strategy & Organization	2	2•4
Global Tourism & Hospitality Management I	2	1•3
Global Tourism & Hospitality Management II	2	1•3
Service Marketing	2	2•4
Multiple Perspective on Management	1	1•3
Venture Creation and Financing	2	2•4
Business Modeling and Design	2	2•4
Strategy & Practice for Global Open Mkt.	2	1•3
Leadership Development (for i-PM)	2	1•3
Managerial Accounting (for i-PM)	2	1•3

Business Practice Subjects (4 Subjects: 8 or more credits)	Credits	Semester
Project Finance	2	2•4
Supply Chain Management	2	1•3
Risk Management & Finance	2	2•4
Disaster Prevention & Recovery Management	2	2•4
Turnaround Management	2	2•4
Global Social Entrepreneurship – SDGs as a theme	2	1•3
Global Social Entrepreneurship and Leadership Style	2	2•4
Emergency Management Basic	2	1•3

Advanced Subjects (2 Subjects: 4 or more credits)	Credits	Semester
Workshop I	2	3
Workshop II	2	4

【Note】 Subject names and semesters offered are tentative and may be changed.

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 (See URL below)
http://www.gsm.kyoto-u.ac.jp/images/2020/ADB-JSP_Application_guideline_for_2020.pdf
- (2) Required Documents
 - ① ADB-JSP Information sheet. Please download it at ADB website (See URL below)
<https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying>
 - ② Income certificate (Individual annual income should be issued by the current employer and family income (parents/spouse) should be a certified true copy of notarized, in English with US\$ equivalent. If parents are unemployed or deceased, these facts should be certified or notarized.
- (3) More Detailed Information

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

*The maximum number of students who can obtain ADB-JSP Scholarships is FIVE in all Kyoto University.

Past record of GSM students: 2015..... 2 Students
 2016..... 0 Student
 2017..... 2 Students
 2018..... 1 Student
 2019..... 1 Student

【NOTE】Application fee CANNOT be refunded in any situation.

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 mail or e-mail (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.).

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 registrar, educational guidance, etc.), [2] student support (health management, employment support, tuition exemption, scholarship applications, etc.), and [3] collection of tuition.

Please contact the following for questions and concerns regarding the abovementioned information:

Kyoto University Graduate School of Management Administrative Office
Tel: +81-75-753-3530 Fax: +81-75-753-3529
E-mail: keieikyomu@mail2.adm.kyoto-u.ac.jp