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i-MBA STUDENT GUIDEBOOK

Graduate School of Management
Kyoto University



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Introduction



The Graduate School of Management (GSM) was established in 2006 with the mission of aiming to contribute to the diverse and harmonious development of global society by developing an educational system that bridges cutting-edge research and specialized practice and educates highly distinctive professionals who can provide leadership in a wide range of fields, and by conducting management research with high ethical standards based on research freedom and autonomy.

To further promote globalization, in 2019 the GSM introduced the Kyoto-Cornell International Collaborative Degree Opportunity (KC-CDO) and doubled the capacity of the international program, which allows students to obtain an MBA only in English. The GSM places great importance on diversity and provides an environment where students from diverse backgrounds can empower each other and learn from one another.

経営管理大学院
経営管理研究部・教育部

About i-MBA

The International Master of Business Administration (i-MBA) Program is a two-year postgraduate program that will be launched in 2025.

This program provides a wide range of English courses in business leadership, service and hospitality management, finance, and accounting. In this program, students acquire business knowledge and specialized skills to expand their career choices. The i-MBA program confers an MBA degree, during which students develop their vision and nurture their skills to achieve that vision.

The i-MBA program was inaugurated to respond to the increasing demands of aspiring students from various countries who would like to study management in a high-caliber Japanese educational system. In 2019, the International Business Administration program (i-BA) was launched to expand the study options to students. Starting in 2025, the i-MBA program will be launched to replace the i-BA program. Our new i-MBA program offers students a broader educational opportunity.

This Guidebook



This guidebook contains basic information for international MBA students together with some trivia of Kyoto. For details concerning academic affairs, please check the materials distributed by the GSM office and the web pages listed in this booklet.

Message from Dean



The Graduate School of Management (GSM), Kyoto University was established in April, 2006 in Kyoto. Based on the Kyoto University's historical commitment to academic freedom, GSM aims at contributing to the diverse and harmonious development of global society by conducting management research with high ethical standards and by developing an educational system that bridges cutting-edge research and specialized practice and educates highly distinctive professionals who take leadership in a wide range of fields.

Our faculty members have a wide variety of academic disciplinary backgrounds such as economics, engineering, management science, accounting, informatics, and so on. About 150 faculty members, of which about 40 are full-time, collaborate together to advance research and education to cope with challenges that our society faces now. Activities of the Center for Research in Business Administration, endowed chairs, endowed lectures, collaborative research chairs, visiting lectures, executive education program, extension course, and consortium illustrate our latest research and education in collaboration with business enterprises and NPO/NGOs.

Our name the Graduate School of MANAGEMENT manifests our ambition to nurture management leaders, and to conduct management research, beyond business sphere. The role of management leaders is to make decisions in uncertain world and take responsibility to make the decision right in the end. A management guru, who considers himself as a social ecologist, after examining the origin of totalitarianism, stated that freedom is a responsible choice. In this turbulent era, management leaders who bear responsibility to make “right” decisions are needed in every corner of the world. We welcome, regardless of race, gender, and nationality, students who are committed to make a better world by educating themselves and improving our knowledge through scientific endeavor.

Faculty

MANAGEMENT & ORGANIZATIONAL STUDIES



Program Director
Professor
Asli M. COLPAN



Professor
William BABER



Professor
Yosuke HIGO



Associate Professor
Ting LIU



Senior Lecturer
Alexandra CARST



Senior Lecturer
Samuel MORTIMER

Faculty

ECONOMICS

MARKETING



Professor
Takanori ADACHI



Professor
Spring H. HAN



Associate Professor
Michelle I.C. YANG

ACCOUNTING & FINANCE



Associate Professor
Yoshiaki AMANO



Associate Professor
Satoshi OGOE



Associate Professor
Kazuo YAMADA

Dress Code

Formal

Casual



During your stay at the GSM, you will have the opportunity to attend many events, such as lectures, symposiums, and seminars with reputed industry professionals. Additionally, you may visit companies as part of your courses. We have put together an illustrated dress code that you can use as a reference when visiting such places. All the illustrations can be followed in business occasions, with the dress code presenting more casual options on the right and more formal ones on the left.

We have also added an illustration of a Kimono to the right for reference. Kimono, like western clothing, comes in a variety of styles, ranging from casual to formal. They are classified based on the type and grade of the kimono and Obi. The kimono in the illustration is a formal kimono. It can be worn at weddings and parties. The men's illustration is slightly more casual than the women's, but it can be used as a reference for a party outfit with a silk kimono and along Haori.



Programs

i-MBA

International MBA is a program offered only in English. It is a program that leads to a general management degree while helping students develop their vision and the skills to achieve their ambitions. Students get the business knowledge and specialized skills to expand their career choices. This program provides wide area of expertise in business leadership, service & hospitality management, as well as finance and accounting. It offers an educational curriculum in which students can learn how businesses can thrive while also contribute to sustainable development.

COMPLETION REQUIREMENT

- ♦ Two years to complete the course with a requirement of 42 credits.
- ♦ The following credits listed below are required to complete the course.
 - Basic core subjects: 8 subjects or more (minimum of 16 credits), which include the subjects specified by the course
 - Specialized Elective subjects: 7 subjects or more (minimum of 14 credits, of which 10 or more credits must be from subjects specified by the course)
 - Business practice elective subjects: 4 subjects or more (minimum of 8 credits, of which 6 or more credits must be from subjects specified by the course) Internships are regarded as one of the business practice subjects
 - Advanced subjects: Minimum 4 credits in 2 subjects (Workshop I & II)
- ♦ The maximum number of subjects that can be taken in each semester is 9, or 18 credits (the annual maximum is 36 credits).
- ♦ Master's thesis is not required for degree completion.
- ♦ The degree conferred will be the Master of Business Administration (MBA).

Programs

KC-CDO

The Kyoto-Cornell International Collaborative Degree Opportunity is a two-year program made possible by a collaboration of the Graduate School of Management at Kyoto University and Nolan School of Hotel Administration, Sc Johnson College of Business at Cornell University. This program offers an educational curriculum in management and hospitality for nurturing highly advanced global professionals. Our faculty members are distinguished researchers from diverse fields such as leadership, hospitality, marketing, AI and IT management, together with experts who are active on the front lines of business and industry. Upon completion of the program, students will be conferred an MBA from Kyoto University, and an MMH from Cornell University.

COMPLETION REQUIREMENT

- The program length is two years.
- 42 credits listed below are required to obtain an MBA from Kyoto University as a KC-CDO student. (Up to 20 credits can be transferred from Cornell University.)
 - Basic core subjects: 12 credits specified by the program
 - Specialized Elective subjects: 18 credits or more, at least 14 credits must be obtained from program-specified subjects)
 - Business practice elective subjects: 10 credits or more, at least 8 credits must be obtained from program-specified subjects)
 - Advanced subjects: 2 credits from Workshop
- One subject is worth 2 credits.
- The maximum number of credits that can be taken per semester at Kyoto University is 16.
- A Master's thesis is not required for degree completion.
- Cornell MMH's degree completion requirements are separately specified by Cornell University. (In total: 48 credits including 12 credits transferred from Kyoto University)

Course List

There are three course categories in i-MBA

depending on the program you are enrolled in, the number of subjects in each category varies. Please ensure that you fulfill the requirements.

Category	Courses
Basic Core Subjects	Accounting Corporate Finance and Capital Markets Governance and Ethics Leadership Development Macroeconomics Managerial Accounting Marketing Microeconomics Organizational Behavior Research Design Strategic Management
Advanced Subjects	Workshop I Workshop II

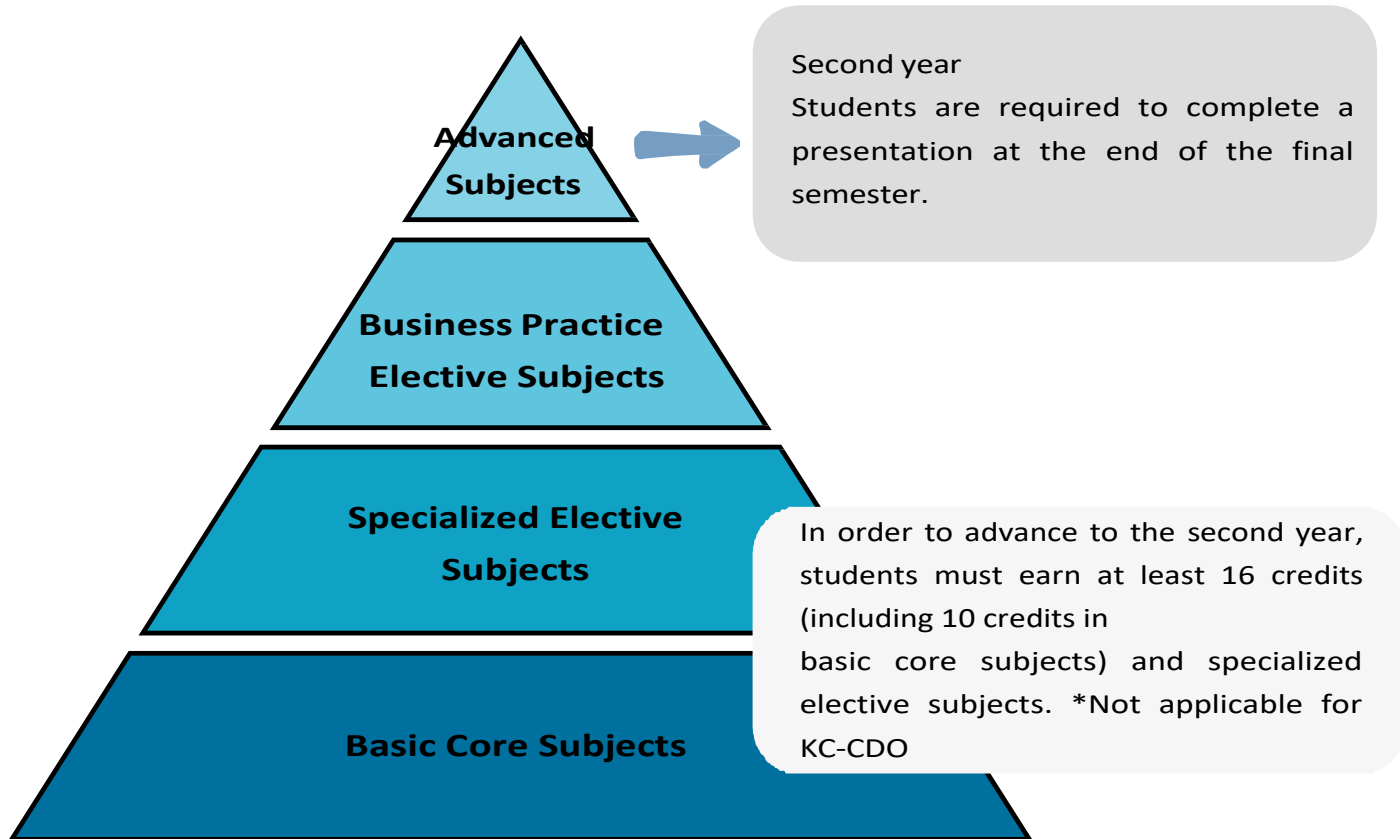
Category

Courses

Elective Subjects

Advanced Topics in Negotiation
AI and Hospitality
Business Analysis and Valuation
Business Economics
Business Modeling and Design
Business Model Innovation and Development
Consumer Culture
Critical Issues in Entrepreneurship
Cross Cultural Management
Disaster Prevention & Recovery Management
Diversity, Equity and Inclusion
Econometrics
Financial Management
Finance, Strategy, and Value Creation of Corporation
Fundamental IO Analysis of Econ & Mgt
Global Tourism & Hospitality Management I
Hospitality Consulting
Human Resource Management
International Accounting
International Agribusiness Studies
International Negotiation
Japanese Business and Management
Leveraging Value
Maintenance & Management of Infrastructure
Mindful Leadership: East and West
Multiple Perspective on Management
Project Management for Infrastructure
Resilient Hospitality Management
Risk Management & Finance
Service Marketing
Sustainable Marketing: Theories & Practice
Turnaround Management
Working Culture and Modernization

Curriculum



- ♦ The GSM curriculum is designed to provide a step-by-step course of study.
 - Credits limits per semester: 18 credits for i-MBA, 16 credits for KC-CDO.
 - Submission of Master's Thesis is not required for the MBA degree.
- ♦ **Basic Core Subjects:** Subjects intended to assist students in acquiring a basic level of understanding and analytical ability related to business management.
- ♦ **Specialized Elective Subjects:** Subjects intended to assist students in learning the specialized knowledge required to resolve practical management issues.
- ♦ **Business Practice Elective Subjects:** Subjects in which practitioner teachers, who are involved in cutting-edge practice in each field, introduce real-world phenomena, problems, knowledge, and techniques found in the field.
- ♦ **Advanced Subjects:** Subjects (Workshops) intended to facilitate students' further development by combining the knowledge and theory acquired in Basic Core and Specialized Elective Subjects with the current state of practice, as learned in practical subjects.

Course Registration

Step 1: Course Schedule Planning

Log in to KULASIS

Choose courses as 'Candidate course' (up to three for the same day and period) so that you can receive the course materials and access the Panda platform. The materials and resources provided on the respective Panda site will help you better decide on the courses.

Step 2: Course Registration Period

Select ONE course under the 'Candidate course' (for each day and period). Students may register for up to two courses on the same day and period as long as they do not overlap (i.e. bi-weekly courses). Click on 'Finalize courses to register', and you will see a confirmation page. Click on 'Print' to get a PDF receipt.

Step 3: Course Confirmation/Revision

Confirm your registered courses on KULASIS. Click on 'Do not change' button, followed by 'Finalize' button to confirm. If you wish to make changes, click on 'Change' button to make the changes. After this step, click on 'Finalize courses to register', followed by 'Finalize course registration' button.

Course Registration

- Please be sure to click the “Finalize” button in the course registration confirmation period. If not, all registered courses will be canceled.
- To complete the course registration, you are required to register your email address on KULASIS.
- Please confirm that you successfully registered for your course. If not, the credits will not be approved even if you attend the course.
- The maximum number of courses (credits) that a student may register per semester is 18 credits. However, this number does not include Japanese language courses (number of credits) offered by the Institute for Liberal Arts and Science.
- KC-CDO students can register up to 16 credits per semester.
- GSM students cannot register for ‘KU Liberal Arts and Sciences’ course’ nor ‘undergraduate course’ (excluding "Common Graduate Courses" and "Interdisciplinary Graduate Courses", Japanese Language courses).
- **【Cancellation of Course Registration】** The GSM does not allow students to cancel your course registration in the middle of the semester. Therefore, if you wish to withdraw from a course, you must consult with the faculty in charge. However, if the course is withdrawn, an F(Fail) grade will be given.

Point System



Students must earn a total of at least 20 points during their two years of study. This is a requirement to receive the credits for Workshop II in the second year.

GSM encourages students to participate in special seminars and lectures, academic conferences, symposiums, etc. The point system allows students to keep track of their participation.

- Not applicable to KC-CDO students.
- Students are encouraged to acquire half the required points (10 points) during their first year (M1).
- Students need to earn 20 points in total, out of which at least 10 points must be from event type 1 (Regular students)
- How to earn the points
 - Participating in special lectures and seminars organized or co-organized by the GSM faculty will earn points according to respective rules.
 - Please refer to KULASIS and/or the event calendar on the GSM official website.

Study Abroad

GSM offers two options for students to study abroad: exchange programs and double degree programs.

Exchange Programs

GSM has two exchange programs that allow students to study abroad while still enrolled in our school:

Inter-faculty and Inter-university Exchange Program.

Inter-faculty Exchange Program:

- <https://www.gsm.kyoto-u.ac.jp/en/exchange/>
How to apply: <https://www.gsm.kyoto-u.ac.jp/en/login/exchange-program/>

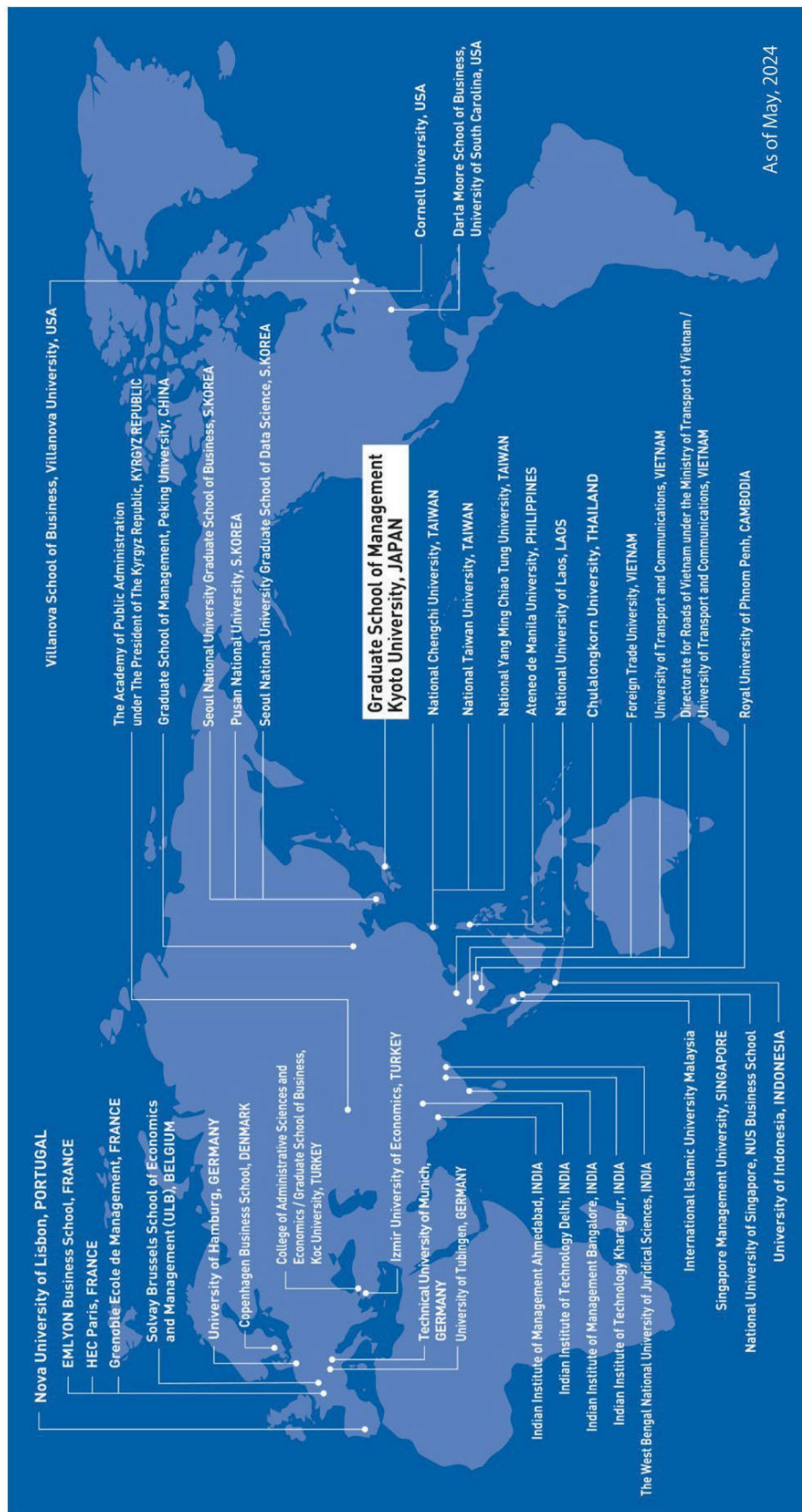
Inter-university Exchange Program: Information will be uploaded on KULASIS when requested by the university headquarters. Please keep yourself updated with the latest information.

Double Degree Programs

GSM offers double degree programs with the following two partner schools. <https://www.gsm.kyoto-u.ac.jp/en/double-degree-program/>

- ◆ University of Hamburg (Germany)
 - Three-year program
 - Earning two degrees: Master of Business Administration (MBA) from Kyoto University and Master of Science in Business Administration (M.Sc.) from Universität Hamburg
- ◆ National Taiwan University (Taiwan)
 - Three-year program
 - Earning two degrees: Master of Business Administration (MBA) from Kyoto University and Master of Business Administration (MBA) from National Taiwan University

Study Abroad



As of May, 2024

Curriculum Policy

- ♦ The Graduate School of Management (GSM) establishes the following policy to achieve our 'Mission' and 'Basic Approach' . The policy covers the curriculum of the professional program, the method of education/learning, and the evaluation of study results.
- ♦ Firstly, the curriculum is organized to master broad foundational management knowledge as well as specialized knowledge and practical skills by learning from the basic core subjects through the specialized and business practice elective subjects up to the advanced subjects.
- ♦ Secondly, the method of education/learning is mainly lecture-style courses at the stage of basic knowledge. However, the method changes to seminar-style courses at the stage of practical skills. To enable students to create their study plan easily, we provide a curriculum tree. In addition, we guide students to achieve practical applied skills through academic seminars and/or symposiums.
- ♦ Thirdly, the evaluation of students and their achievement is based on a relative performance evaluation method. However, we use other methods as well. For example, a descriptive examination is used to evaluate students' understanding of basic knowledge. We measure students' achievement of applied learning skills partly by their participation in course discussions. Furthermore, practical skills are evaluated through their actions in workshops and/or projects. The details for each course are explained in the syllabi. GSM provides various educational programs that correspond to specific disciplinary/professional areas. Each program sets clear study goal(s) and a curriculum specifically designed for it. As management/business challenges have become global in nature, we require our students to take a certain number of courses taught in English to master highly specialized knowledge.
- ♦ The curricula of our professional programs reflect the latest developments in management theory and methods. GSM offers curricula that improve students' practical skills, that deepen student understanding and sense of responsibility of the importance of business, and that teach social aspects of business.

Diploma Policy

- ♦ The Graduate School of Management (GSM) has determined its mission and policy under the unique school tradition of Kyoto University. GSM is eager to contribute to the diverse yet harmonious development of society. For that, we recognize our mission is to educate advanced professionals who can play important roles in a wide range of fields.
- ♦ The Graduate School of Management, Kyoto University grants the MBA (Master of Business Administration) to students who have gained the knowledge and skills below. However, the students must meet the requirements of GSM regarding term of study, accepted courses, and the number of credits. They include those who have:
 - a. Mastered comprehensive basic knowledge of management as advanced professionals.
 - b. Obtained a high level of knowledge as professionals.
 - c. Developed theoretical thinking and practical skills to apply professional knowledge to business.
 - d. Shown a high ethics standard and strong sense of responsibility as professionals.

Student Assistance

Supervisor

A supervisor is a faculty member who will be assigned to you at the time of enrollment to give you academic advice. Your first consultation with your supervisor will be before course registration.

GSM Office

For questions regarding visa, enrollment, graduation, or other academic and administrative issues, feel free to contact the GSM Office.

Tutor System

The GSM provides a tutor system for new international students. Tutors will be assigned from the senior GSM students to help you get started with life in Kyoto and provide tips on studying at the GSM. We announce the information for students through the GSM official website.

International Student Counseling Office

There is also an advisory service for international students at Kyoto University. Please feel free to visit.

<https://www.kyoto-u.ac.jp/en/education-campus/facilities/international-student-advising>



Alumni Network

Stay connected with GSM alumni.

Please visit the alumni web page for more information and membership.

<https://www.gsm.kyoto-u.ac.jp/en/alumni/>



Services

Email address (KU Mail)

All Kyoto University students receive their own email address. Important information from the university head quarters, the GSM office, faculty and staff will be sent to your email address. It is your own responsibility to check frequently, read all emails and take action if required.

Kulasis

KULASIS is the student portal. Via this service, students are able to register for courses and gain information on events, internship and special seminars. Please check KULASIS on a daily basis for the latest information.

PandA

PandA is the course website that will grant you access to course resources, video recordings and much more. Students can also submit their course assignment via this service.

ECS-ID (Student ID)

Students will need their ECS-ID to access KUINS-air, VPN, email service, KULASIS and the electronic journals provided by the library. Each GSM student has been given an ECS-ID account upon enrollment.

Campus Wi-Fi (KUINS-Air)

To facilitate education and research, Kyoto University offer success to a campus-wide wireless network. "KUINS-Air" is the Wireless LAN service that connects to KUINS-III authentication by your ECS-ID.

Connection to KUINS-III from off- campus (VPN)

IKEv2 (Internet Key Exchange Protocol Version 2) is a VPN (Virtual Private Network) to securely access the campus network KUINS-III from an off- campus location. This setting is required for off-campus access to some pages of the GSM official website, such as "For Current Students and Faculty."

Calendar AY2025



Courses are generally offered between 8:45 and 18:15, from Monday through Saturday.

Semester	Key Dates
Spring Semester	Apr.7 Entrance ceremony Apr.8 Courses start Apr.2-16 Timetable creation period Apr.17-18 Course registration Apr.23-24 Course confirmation and revision period Apr.28 Course finalization May.3-6 Holidays Jun.18 Anniversary of foundation Jul.23-Aug.5 Exams Sep.10-12 Delivery of transcripts
Summer Break	Sep.10-12 Delivery of transcripts
Fall Semester	Oct.1 Course starts Sep.17-Oct.9 Timetable creation period Oct.10-14 Course registration Oct.17-20 Course confirmation and revision period Oct.22 Course finalization Nov.21-25 November festival Dec.29-Jan.3 New year's holiday Jan.27-Feb.9 Exams
Winter Break	Feb.16-18 Delivery of transcripts Mar.23 Commencement ceremony

Resources



KYOTO UNIVERSITY LIBRARY

All Kyoto University students can access the print and electronic resources of the Kyoto University Library Network, using their student ID card or ESD-ID.



- Main library: located at the Yoshida campus
- Some services are also available online (MyKULINE)
- Free access to e-journals, databases, ebooks and much more
- Please visit the KU library webpage for more information
- <https://www.kulib.kyoto-u.ac.jp/?lang=en>



KYOTO UNIVERSITY HEALTH SERVICE

Kyoto University Health Service

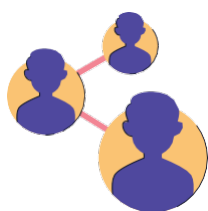
The Kyoto University Health Service center works to protect the health of Kyoto University students, faculty and staff. All new GSM students take a health check-up.

<https://www.hoken.kyoto-u.ac.jp/en/>

* In case of illness

Refer to the Kyoto University handbook webpage for international students.

https://www.kyoto-u.ac.jp/sites/default/files/inline-files/7_HBforIntlStudent2024_Health%26Safety-d7cb483b05047f5f6d553aa334debaeb.pdf



Kyoto University International Student Lounge “KI-ZU-NA”

Student Lounge KI-ZU-NA (KIZUNA), meaning "bonds" in Japanese, is a place for students to create bonds of friendship across borders.



<https://www.kyoto-u.ac.jp/en/education-campus/facilities/student-lounge-kizuna/about>

Useful Links



GSM OFFICIAL WEBSITE

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



KYOTO UNIVERSITY OFFICIAL WEBSITE

<https://www.kyoto-u.ac.jp/en/>

