



## Graduate School of Business Administration

### Keio University

#### FACT SHEET 2015-2016

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##### CONTACT INFO

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<b>School address</b>	Graduate School of Business Administration Keio University 4-1-1 Hiyoshi, Kohoku-ku Yokohama City, Kanagawa, 223-8526, Japan
<b>School Website</b>	<a href="http://www.kbs.keio.ac.jp/en/">http://www.kbs.keio.ac.jp/en/</a>
<b>University Website</b>	<a href="http://www.keio.ac.jp">http://www.keio.ac.jp</a>

##### ACADEMIC INFORMATION

<b>Terms Available</b>	Fall Term (September - December) & Winter Term (January - March) *English conducted courses are offered in both Fall and Winter terms; exchange students may choose the visiting term.
<b>Official Term Dates</b>	Fall Term: September 14 – December 25, 2015 *Class schedule for Fall Term will be announced in June Winter Term: January 6 – March 31, 2016 *Class schedule for winter term will be announced in November
<b>Nomination Deadlines</b>	For Fall term: May 29, 2015 For Winter term: September 30, 2015
<b>Required documents</b>	1. Updated CV (must include nationality and gender information) 2. Current transcript 3. Two (2) passport-sized photographs

**Orientation**

Attendance is mandatory for all exchange students.  
Fall term: Thursday, September 10, 2015 at 1:00 p.m.  
Winter term: Wednesday, January 6, 2016 at 1:00 p.m.

**Expected arrival date**

Students that will reside in one of the student housings, including KBS House, must arrive on designated boarding dates. Students that arrive earlier than the boarding dates are asked to arrange their own accommodations until they are able to check-in to the housing. Other students are expected to arrive at least a day prior to the mandatory orientation date. KBS Office will instruct exchange students when to arrive in due course.

**Courses offered in English**

Fall Term (September 2015 - December 2015):

MANAGEMENT CONTROL IN JAPAN  
MANAGEMENT SCIENCE AND DECISION MAKING  
BUSINESS LOGISTICS  
PRODUCTION MANAGEMENT IN JAPAN 2  
INTERNATIONAL ECONOMY AND EMERGING MARKETS  
STRATEGIC MANAGEMENT WITH SOCIAL IMPACTS  
INTRODUCTION TO SOCIAL ENTREPRENEURSHIP  
INDIVIDUAL FIELD STUDY(upon request)

Winter Term (January 2016 - March 2016):

JAPANESE BUSINESS ENVIRONMENT  
PRODUCTION MANAGEMENT IN JAPAN  
MULTINATIONAL ORGANIZATIONS AND STRATEGY:  
ORGANIZATION MANAGEMENT IN JAPAN 2  
FINANCIAL MANAGEMENT IN JAPAN  
MARKETING IN JAPAN  
GENERAL MANAGEMENT IN JAPAN 2: ENTREPRENEURSHIP  
UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS  
SOCIAL INNOVATION IN ASIA  
INDIVIDUAL FIELD STUDY(upon request)

\*Courses are subject to change.

All the courses above are taught in English. Exchange students may also take other elective courses in Japanese if they have advanced Japanese proficiency. Please check exchange information web page below for more details of each course and course registration procedure.

<http://www.kbs.keio.ac.jp/en/graduate/exchange/exchange-students.html>

(To be updated in June for Fall term and in November for Winter term)

**Academic requirements** Students are required to take at least 4 courses. Contact hours for each course are 30 hours (90mins x 20 sessions) and students would earn 2 credits per course.

**Language courses** Language courses are offered to students outside of the business school if they desire. Language courses are not offered for MBA credit.

**Grading system** Evaluation is conducted based on such elements as final examination or assigned paper, class participation and the attendance rate. Grading scale is as follows:

GRADE	10 POINT GRADES	INTERPRETATION
A+	9	Excellent
A	8	
A-	7	
B+	6	Good
B	5	
B-	4	
C+	3	Fair
C	2	
C-	1	
D	-	Failure

**Facilities** All KBS classrooms are in Collaboration Complex, located in Keio University Hiyoshi campus, which is conveniently located in front of Hiyoshi train station (Tokyu Toyoko Line).  
<http://www.kbs.keio.ac.jp/en/about/access.html>

## **LIVING IN JAPAN**

### **Housing**

KBS House (on-campus housing) will be available for exchange students. There are 13 single rooms and 1 shared room that enable to accommodate 15 students. All rooms include computer access, private bathrooms and efficiency kitchens.

\*KBS House Address: 2-33-28 Hiyoshi-honcyo, Kohoku-ku, Yokohama 223-0062

In addition to KBS House, Keio University offers other student housing options, on a limited availability basis.

**Living expenses**

The following is the estimated amount of monthly living expenses.

Rent:	60,000yen/month
Food:	30,000yen/month
Utilities(telephone, gas, water, & electricity)	20,000yen/month
Books/Course Materials:	30,000yen/month
Other:	30,000yen/month
	<u>TOTAL 170,000yen/month</u>

\*All expenses are estimated in Japanese Yen. US\$1=120yen

**Health insurance**

National Health Insurance (NHI or "Kokuho") coverage is mandatory for students staying in Japan on student visa. No insurance is available through Keio. Students can apply to NHI at local city offices.

**Visa**

Requirements for visa application may vary depending on nationality. KBS will inform each student of the details well in advance before the departure.

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