CONTACT INFO

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School address
Graduate School of Business Administration
Keio University
4-1-1 Hiyoshi, Kohoku-ku
Yokohama City, Kanagawa, 223-8526, Japan

School Website
http://www.kbs.keio.ac.jp/en/

University Website
http://www.keio.ac.jp

ACADEMIC INFORMATION

Terms Available
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.

Official Term Dates
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

Nomination Deadlines
For Fall term: May 29, 2015
For Winter term: September 30, 2015

Required documents
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.
(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:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>10 POINT GRADES</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>6</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>3</td>
<td>Fair</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>-</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**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:** 60,000 yen/month
- **Food:** 30,000 yen/month
- **Utilities (telephone, gas, water, & electricity):** 20,000 yen/month
- **Books/Course Materials:** 30,000 yen/month
- **Other:** 30,000 yen/month

**TOTAL:** 170,000 yen/month

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

**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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