



Graduate School of Business Administration

Keio University

FACT SHEET 2023-2024

CONTACT INFORMATION

Office in Charge

KBS Office

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Address

Graduate School of Business Administration

Keio University

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Yokohama, Kanagawa, 223-8526

Japan

Website

<http://www.kbs.keio.ac.jp/en/index.html>

ACADEMIC INFORMATION

Term Dates *Subject to Change

Fall (September 1 – December 15)

Winter (January 5 – March 19)

*Courses conducted in English are offered in both terms.

*Class schedules will be announced by two months before the start of the term.

*Students should plan to travel few days earlier than the start of the term.

Nomination Deadline

Fall term: April 30, 2023

Winter term: August 27, 2023

Mandatory Orientation

The orientation offered online is **mandatory** for all exchange students.

Without attending the orientation, students may not take part in exchange at

KBS.

<Online Orientation dates>

Fall term: mid-August

Winter term: mid-December

Academic requirements

Exchange students are required to take at least 4 courses at KBS, irrespective of the requirements by their home institutions.

Contact hours of each courses are 30 hours (equivalent to 90 minutes × 20 sessions) with 27 classroom hours and with 2 KBS credits.

Courses offered in English

Class schedules will be announced by two months before the start of the term.

Example list of courses offered in English in the past academic year

<Fall Term>

- ① MANAGEMENT CONTROL IN JAPAN
- ② MANAGEMENT SCIENCE AND DECISION MAKING
- ③ BUSINESS LOGISTICS
- ④ PRODUCTION MANAGEMENT IN JAPAN
- ⑤ INTERNATIONAL HUMAN RESOURCE MANAGEMENT
- ⑥ INTERCULTURAL COMMUNICATION IN INTERNATIONAL BUSINESS
- ⑦ MANAGEMENT SCIENCE AND MANAGEMENT OF TECHNOLOGY

<Winter Term>

- ① JAPANESE BUSINESS ENVIRONMENT
- ② GENERAL MANAGEMENT IN JAPAN 2: ENTREPRENEURSHIP
- ③ MULTINATIONAL ORGANIZATIONS AND STRATEGY: ORGANIZATION MANAGEMENT IN JAPAN 2
- ④ FINANCIAL MANAGEMENT IN JAPAN
- ⑤ MARKETING IN JAPAN
- ⑥ UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS

Exchange students may also take courses offered in Japanese provided that they have advanced proficiency in Japanese language. For more information on list of courses and course descriptions, please check out our webpage:

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

Japanese Language Courses

Optional, non-credit-bearing, non-certificate Japanese courses run by third-

party language education service company are available for a fee. Details will be provided to the nominated students.

Grading System

Evaluation is conducted based on final examination, assignments, class participation, and class attendance, etc. Grading scale is as follows:

GRADE	10 POINT GRADING SCALE	INTERPRETATION
A ⁺	9	Excellent
A	8	
A ⁻	7	
B ⁺	6	Good
B	5	
B ⁻	4	
C ⁺	3	Fair
C	2	
C ⁻	1	
D	-	Fail

LIVING IN JAPAN

Housing

University dormitories are not available for exchange students. Exchange students need to find their accommodations in Japan themselves. Exchange students must take this information into consideration before applying for the exchange at KBS. Several resources to support students finding housing is available upon inquiry.

Living Expenses

The following is the list of estimated amount of monthly living expenses:

Rent:	JPY 60,000
Food:	JPY 30,000
Utilities (gas, water, electricity, etc.):	JPY 20,000
Books, Course Materials:	JPY 30,000
National Health Insurance:	JPY 1,500
Other:	JPY 30,000

TOTAL: JPY 170,000

Natoinal Health Insurance

It is mandatory that all foreign nationals subscribe to Japanese National Health Insurance (NHI, or Kokuho in Japanese) which exchange students can apply to at their local city offices.

Visa

Exchange students will apply to Student Visa. Each student is responsible for obtaining their own visa, and are advised to contact the nearest Japanese Embassy/Consulate for details on application procedures. For their visa application, exchange students need a document called Certificate of Eligibility (CoE). KBS will assist exchange students prepare the application for their CoE and apply for CoE to the Immigration Bureau on their behalf. KBS will send it to each school's exchange coordinator. Students will be informed of the details well in advance before the departure.

Please note that questions regarding visas should always be directed to the Japanese Embassy/Consulate.

*LEARN **TO** LEAD*