



GRADUATE SCHOOL OF BUSINESS ADMINISTRATION
KEIO UNIVERSITY
FACT SHEET 2024-2025

CONTACT INFORMATION

OFFICE IN CHARGE

KBS Office

TEL: +81-45-564-2441 / FAX: +81-45-564-3502

Email: kym-kbs@adst.keio.ac.jp

ADDRESS

Graduate School of Business Administration, Keio University

4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa, 223-8526, Japan

WEB LINK

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

For exchange students and coordinators: <https://www.kbs.keio.ac.jp/en/graduate/exchange/exchange-students.html>

ACADEMIC CALENDER

TERM DATES

Fall term:	Lecture Period: September 2, 2024 – December 14, 2024 (including exams) *Status as a student of Keio University is valid for: September 1 – December 31
Winter term:	Lecture Period: January 6, 2025 – March 15, 2025 (including exams) *Status as a student of Keio University is valid for: January 1 – March 31

*Students are required to plan to travel few days earlier than the start of the lecture period.

*Mandatory orientation will be held on the first or second day of the lecture period. The fixed date will be announced to nominees later.

*We will announce the Class schedules two months before the start of the term.

NOMINATION AND THE TIMELINE AFTER THE NOMINATION

NOMINATION DEADLINE

Fall term:	April 29, 2024
Winter term:	August 26, 2024

Students must be nominated by their home university through our online nomination form. An email with link for online form will be sent to all coordinators one month before the nomination deadline.

We unfortunately cannot accept any late nomination due to the fixed schedule of the faculty meeting to conduct official consideration of the nomination.

REQUIRED DOCUMENTS FOR NOMINATION

We do not set the step of “application” which should be done by students. All nominated students will be considered as “applicants”. Below are the required documents to complete nomination from the online form;

- 1) a photocopy of student's passport (the biodata page with photo, name, date of birth, expiration date, etc.)
- 2) CV
- 3) latest official transcript

ROUGH TIMELINE AFTER THE NOMINATION

Event	Fall term	Winter Term
First Contact including <ul style="list-style-type: none"> ➤ notification of approval of nomination, ➤ CoE application information, ➤ request for submission of required documents for admission, etc. 	mid-May	mid- September
Course Registration <ul style="list-style-type: none"> ➤ class schedule and syllabus will be provided 	June	October
Distribution of orientation materials <ul style="list-style-type: none"> ➤ a guide book for exchange students which covers both academic and daily life matters will be provided 	early-August	early-December

PROGRAM INFORMATION

MANDATORY ORIENTATION

The orientation is mandatory for all exchange students. **Students may not participate the exchange program at KBS if they are unable to attend this orientation.**

The orientation will be held on the first or the second day of the lecture period. The fixed date will be announced to nominees later. Students should plan a travel itinerary with margins for transportation or other delays/cancellations, in order not to miss the orientation.

ACADEMIC REQUIREMENTS

Exchange students are required to take at least 4 courses at KBS, irrespective of the requirements by their home institutions. Each course has 27 classroom hours (90 minutes×18 sessions), equivalent to 30 contact hours and worth 2 KBS credits.

COURSES OFFERED IN ENGLISH

Fixed course list and class schedules will be announced about two months before the start of the term.

Tentative list of elective courses offered in English for 2024-2025 academic year *subject to change	
Fall Term	Winter Term
1. MANAGEMENT CONTROL IN JAPAN	1. JAPANESE BUSINESS ENVIRONMENT
2. MANAGEMENT SCIENCE AND DECISION MAKING	2. MULTINATIONAL ORGANIZATIONS AND STRATEGY: ORGANIZATION MANAGEMENT IN JAPAN 2
3. BUSINESS LOGISTICS	3. FINANCIAL MANAGEMENT IN JAPAN
4. PRODUCTION MANAGEMENT IN JAPAN	4. MANAGEMENT SCIENCE AND MANAGEMENT OF TECHNOLOGY
5. INTERCULTURAL COMMUNICATION IN INTERNATIONAL BUSINESS	5. INTERNATIONAL HUMAN RESOURCE MANAGEMENT
6. UNVERTAINTY AND MANAGEMENT IN ORGANIZATIONS	6. BUSINESS AND DATA ANALYTICS

For your reference, course schedule and course syllabus for past academic years are available on our webpage:

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

Exchange students may also take courses offered in Japanese, provided that they have high proficiency in Japanese language.

GRADING SYSTEM

Evaluation is conducted based on final examination, assignments, class participation, and class attendance, etc.

Grading scale is as the table on the right.

Grade	Percentage	Description
A ⁺	100-90 %	Pass
A		
A ⁻	89-80 %	
B ⁺		
B	79-70 %	
B ⁻		
C ⁺	69-60 %	
C		
C ⁻		
D	59-0 %	

JAPANESE LANGUAGE CLASS (OPTIONAL, FEE APPLIES)

Non-credit-bearing, non-academic, non-certificate Japanese language class run by a third-party language education service company are available for a fee. Details will be provided to the nominated students.

LIVING IN JAPAN

VISA

Exchange students **MUST*** apply for a student visa, regardless of their duration of physical stay in Japan. Each student is responsible for obtaining their own visa, and need to contact the nearest local Japanese Embassy or Consulate for details on application procedures. Please be well noted that questions regarding visas should always be directed to the Japanese Embassy or Consulate.

For their student visa application, exchange students need a document called Certificate of Eligibility (CoE). KBS will assist exchange students to prepare the application for their CoE and apply for CoE to the Immigration Bureau on their behalf. CoE is issued electronically and KBS will send it to each student by e-mail once it is issued.

*Exchange students who already have another type of visa/status of residence that allows to study for the entire term would be an exception.

HOUSING

University dormitories are NOT available for KBS exchange students. Exchange students need to find their accommodations in Japan themselves. Several resources offered by Keio Housing Coordinator's office to support students finding housing are available upon request. How to make inquiries will be notified to nominees after the approval of the nomination.

Exchange students must fully understand this point before applying for the exchange at KBS.

ESTIMATED LIVING EXPENSES

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

Accommodation:	JPY 80,000
Food:	JPY 40,000
Utilities (gas, water, electricity, etc.):	JPY 30,000
Books, Course Materials:	JPY 10,000
National Health Insurance:	JPY 1,500
Other:	JPY 30,000
TOTAL:	JPY 191,500

NATIONAL 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.

LEARN **TO** LEAD