



Graduate School of Business Administration

Keio University

FACT SHEET 2017-2018

CONTACT INFO

Contact person

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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's Website

<http://www.kbs.keio.ac.jp>

University's 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 are welcomed in both terms.

Official Term Dates For Exchange Students

Fall term: September 7 to December 21, 2017
*Class schedule for the Fall term will be announced in June
Winter term: January 9 to March 23, 2018
*Class schedule for the Winter term will be announced in November

Nomination Deadlines*

Fall term: April 28, 2017

Winter term: September 22, 2017

*As the exchange program is intended to provide an educational opportunity to promote cultural awareness and diversity, we request that our partners do not send Japanese nationals to KBS on exchange.

Orientation*

The orientation is mandatory for all exchange students. Students should plan a travel itinerary with margins for transportation or other delays/cancellations, in order not to miss the orientation.

Winter term: Tuesday, January 9, 2018 at 10:30 a.m.

***Students may not attend exchange at KBS if they are unable to attend orientation.**

Courses offered in English during AY2016-17

Winter term (January 2018 - March 2018):

- ① JAPANESE BUSINESS ENVIRONMENT
- ② SOCIAL INNOVATION IN ASIA
- ③ MULTINATIONAL ORGANIZATIONS AND STRATEGY:
ORGANIZATION MANAGEMENT IN JAPAN 2
- ④ FINANCIAL MANAGEMENT IN JAPAN
- ⑤ MARKETING IN JAPAN
- ⑥ GENERAL MANAGEMENT IN JAPAN 2: ENTREPRENEURSHIP
- ⑦ UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS
- ⑧ INDIVIDUAL FIELD STUDY(upon request)

All the courses above are taught in English. Exchange students may also take other elective courses in Japanese if they have an advanced proficiency of Japanese. Please see the website for detailed course descriptions as well as course registration information:

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

Academic Requirements

Students are required to take at least 4 courses while on exchange, irrespective of their own home-institution rules.

Contact hours for each course are 30 hours (90mins x 20 sessions) and students would earn 2 credits per course.

Japanese Language Course

Optional, non-credit-bearing Japanese language course run by third-party language education service company is available for a fee. Details will be provided to the nominated students.

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

LIVING IN JAPAN

Housing

KBS House (exchange dormitory) is available. There are 13 single rooms and 1 two-person suite; 15 students in total. All rooms are equipped with computer access, private bathrooms and efficiency kitchens (full kitchen in the suite). If the number of applicants to KBS House exceeds the capacity, room allocations will be decided by random drawing, including the room type. KBS House is located at 2-33-28 Hiyoshi-honcyo, Kohoku-ku, Yokohama 223-0062.

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

Health insurance coverage is mandatory. No insurance is available through Keio. Resident foreigners are required to subscribe to National Health Insurance (NHI or Kokuho) that can be applied at local city offices.

Visa

Exchange students will enter Japan on "student VISA." Each student is responsible for obtaining his or her own visa and advised to contact the Japanese Embassy or Consulate for details. As one of the required documents to apply for Japanese visa, students must obtain "Certificate of Eligibility (CoE)." KBS will assist incoming students prepare the application form for the CoE, and apply to the Immigration Bureau on their behalf. Once the CoE has been issued, 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 your visa should always be addressed to the Japanese embassy / consulate.