



**Graduate School of Business Administration**  
**Keio University**  
**FACT SHEET 2022-2023**

**CONTACT INFO**

**Office in Charge**

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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**

<https://www.keio.ac.jp/en/>

**ACADEMIC INFORMATION**

**Terms Available**

Fall Term (September - December) & Winter Term (January - March)  
\*Courses conducted in English are offered in both Fall and Winter Terms; exchange students are welcome to take these courses.

**Official Term Dates  
For Exchange  
Students**

Fall term: September 2 to December 16, 2022  
\*Class schedule for the Fall term will be announced in June  
Winter term: January 6 to March 17, 2023  
\*Class schedule for the Winter term will be announced in November

**Nomination Deadlines\***

**Fall term: April 30, 2022**  
**Winter term: August 31, 2022**

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.

\*Exceptions may be made on a case-by-case basis if the nominee has spent a significant amount of time outside of Japan.

## 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.

**Fall term:** ~~September 2, 2022~~ **August 16, 2022** (05/18/2022updated)

**Winter term:** ~~January 6, 2023~~ **Online Orientation will be held in late December (The date is TBD) before students enter Japan.**  
(07/20/2022updated)

**\*Attendance to the orientation is mandatory and those students who are unable to attend orientation may not participate in the exchange at KBS.**

## Courses offered in English during AY2021-2022 (Past Information)

\*Course offerings for AY2022-23 are being prepared in June 2022 (for Fall) / in November 2022 (for Winter).

Fall term (September 2021 - December 2021):

- 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
- ▼Optional course (Not included in the 4 courses required for the term)
- ⑦ MANAGEMENT SCIENCE AND MANAGEMENT OF TECHNOLOGY

Winter term (January 2022 - March 2022):

- 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

All the courses above are conducted 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 (equivalent to 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 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	-	Failure

**LIVING IN JAPAN****Housing**

KBS House (exchange dormitory) is available\*. There are 13 single rooms and 1 two-person suite, maximum accommodation of 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-honcho, Kohoku-ku, Yokohama 223-0062.

**\*Starting from Fall 2020, KBS House has been closed due to COVID19; therefore, we can't guarantee on-campus housing for all students. Please take this information into consideration when applying our exchange program.**

**Living Expenses**

The following is the estimated amount of monthly living expenses.

Rent:	JPY 60,000/month
Food:	JPY 30,000/month
Utilities(telephone, gas, water, & electricity)	JPY 20,000/month
Books/Course Materials:	JPY 30,000/month
Medical Insurance:	JPY 1,500/month
Other:	JPY 30,000/month
<b>TOTAL</b>	<b>JPY about 170,000/month</b>

**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

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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.**

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