Graduate School of Business Administration  
Keio University  
FACT SHEET 2014-2015 

CONTACT INFO  
Contact person  
Mito Yamamura (Ms.)  
Exchange Coordinator

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

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

School’s Website  
http://www.kbs.keio.ac.jp

ACADEMIC INFORMATION  
Terms Available  
Fall Term (September - December) & Winter Term (January - March)  
*We offer courses taught in English during Fall Term and winter Term and hence we will receive exchange students during Fall & Winter Term.

Term Dates  
Fall Term: September 1 – December 26, 2014  
*Class schedule for Fall Term will be announced in June  
Winter Term: January 5 – March 31, 2015  
*Class schedule for winter term will be announced in November

Nomination Deadline  
May 31st, 2014: for Fall term  
September 30th, 2014: for Winter Term  
Basic info (Name, nationality, email address) and CV are required for nomination.  
* If you cannot meet the deadline, please let us know as exceptions will be considered on a case by case basis.
Orientation

The orientation is mandatory for all exchange students. Orientation date will be announced together with the class schedule. Orientation for fall term: September 10, 2014

Expected Arrival Date

Students are expected to arrive in time to attend the mandatory orientation.

Courses in English

Fall Term (September 2014 - December 2014):

① MANAGEMENT CONTROL IN JAPAN
② MANAGEMENT SCIENCE AND DECISION MAKING
③ UNCERTAINTY AND MANAGEMENT IN ORGANIZATIONS
④ BUSINESS LOGISTICS
⑤ INTERNATIONAL ECONOMY AND EMERGING MARKETS
⑥ STRATEGIC MANAGEMENT WITH SOCIAL IMPACTS
⑦ INNOVATION MANAGEMENT: ASIAN WAY
⑧ INDIVIDUAL FIELD STUDY (upon request)

Winter Term (January 2015 - March 2015):

① FINANCIAL MANAGEMENT IN JAPAN
② MULTINATIONAL ORGANIZATIONS AND STRATEGY:
   ORGANIZATION MANAGEMENT IN JAPAN 2
③ MARKETING IN JAPAN
④ PRODUCTION MANAGEMENT IN JAPAN
⑤ BUSINESS ENVIRONMENT IN JAPAN
⑥ GENERAL MANAGEMENT IN JAPAN 2: ENTREPRENEURSHIP
⑦ 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 an advanced proficiency level of Japanese. Please see the website for details of course description as well as course registration.
(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. In general, each course is equal to 2 credits. Each course has approximately 3 hours of class per week for 9 weeks.
**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>

**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.

**Living Expenses**

The following is the estimated amount of monthly living expenses.

- Rent: $700/month
- Food: $350/month
- Books/Course Materials: $350/month
- Other: $400/month

**TOTAL $1,800/month**

*$1=90Yen

**Health Insurance**

Health insurance coverage is mandatory. No insurance is available through Keio. It is recommended that students obtain health insurance coverage before coming to Japan since the medical costs in Japan are considerably high.

**Visa**

Requirements for visa application may vary depending on nationality. KBS will inform each student of the details well in advance before the departure.