

Kwansei Gakuin University
Institute of Business and Accounting

Graduate Department of Advanced Management (Ph.D.)

**Entrance Examination
Information
Spring 2012**

Institute of Business and Accounting
Kwansei Gakuin University
1-155 Uegahara Ichibancho
Nishinomiya 662-8501, Japan
Phone: 0798-54-6572
+81-798-54-6572

School Motto “Mastery for Service”



Dr. Bates

Kwansei Gakuin University is an independent institution for higher education, offering Bachelor's, Master's, and Doctoral degrees in over 35 different disciplines to a student body of about 19,000, including approximately 300 foreign students. The University maintains academic standards that rank among the highest of all Japanese universities and colleges. The educational system at this institution is built on Christian principles, exemplified by its motto, "Mastery for Service," coined by Dr. C.J.L. Bates, the fourth Chancellor.

This emphasizes that students should not only strive for academic excellence in order to further their own careers, but should also nurture their personality and character for the purpose of serving others and society as a whole. This spirit continues to inform all the educational activities of the University.

Department of Advanced Management (Ph.D.) Institute of Business and Accounting, Kwansei Gakuin University Spring 2011 Entrance Examination Information

Contents

OUTLINE OF THE DEPARTMENT OF ADVANCED MANAGEMENT	1
ENTRANCE EXAMINATION	2
I OBJECTIVES.....	2
II STUDENT INTAKE	2
III QUALIFICATIONS FOR APPLICATION.....	2
IV APPLICATION PROCEDURES	3
V SELECTION PROCEDURE	4
VI EXAMINATION TIMETABLE, CONTENT AND LOCATION.....	5
VII ANNOUNCEMENT OF EXAMINATION RESULTS.....	5
VIII ADMISSIONS PROCEDURES.....	6
IX FEES.....	7
X SCHOLARSHIPS FOR STUDENTS ON THE INTERNATIONAL MANAGEMENT COURSE	8
XI PROTECTION OF PERSONAL DATA.....	8

NOTE: If you are non-Japanese but wish to study and take the entrance examination in Japanese, please refer to the Japanese-language admissions brochure (Nyugaku Shiken Yoko) at our website. (<http://www.kwansei-ac.jp/iba/doctor/index.html>).

Outline of the Department of Advanced Management

1. Title : Institute of Business and Accounting, Kwansai Gakuin University
2. Programs : Department of Advanced Management (Ph.D.)
Degree Awarded: Doctor of Philosophy (Advanced Management)
Number of Students: 12 (annual entry quota: 4)
Location: Nishinomiya Uegahara Campus
3. Status : Independent Graduate School
4. Normal period of degree program : 3 years
5. Date of Establishment : April 1, 2008
6. Class hours : Daytime, evenings and weekends

Since some lectures in the International Management Course of the Business School will be held at the Nishinomiya Uegahara Campus, students will be expected to travel to this Campus as well as to the Osaka Umeda Campus.

		Advanced Management (Ph.D.)
		Spring Entry
Number of annual intake		4
Number of intake		Approximately 2
Examination schedule	Application period [Applications must arrive at IBA office within this period]	Friday, January 27 ~ Friday, February 3
	Examination date	Essay in Academic Discipline Interview On Saturday, February 18
	Result announcement	Friday, February 24
Deadline for admission procedure I (Payment of admission fee)		Friday, February 24 ~ Friday, March 2
II (Tuition & other fee payment and submission of required documents)		Wednesday, March 14

The entrance examination will be conducted at Nishinomiya Uegahara Campus only.

Entrance Examination

I Objectives

The Advanced Management Course in the Doctoral program of the Institute of Business and Accounting is a doctoral program whose students, rather than aiming at an academic career as university faculty, are keenly aware of the needs of society and wish to engage actively in research with a high degree of practical applicability. The main field of academic concentration is Management. In their research students will be expected to investigate management issues, including both the private and public sector, both widely and in depth. Emphasis will be placed on enabling students to place their understanding of practical problems on a firm theoretical basis, while at the same time honing their ability to put their knowledge into practice.

The underlying objective of this program is therefore to combine theoretical and practical, applied research in order to find advanced solutions to issues in business. This means that a close relationship with both private and public institutions is essential, so research is both based on firm theoretical foundations, but also produces empirical, practical result of the highest standard. We strongly believe that this fusion of theory and practice is essential for students to produce truly valuable research results in the management field.

The entrance examination for the Doctoral program will therefore aim to test both candidates' academic ability and their commitment to their goals, in order to achieve the objectives outlined above.

II Student Intake

Spring entry: 2, Fall entry: 2, Total for annual intake: 4

III Qualifications for Application

Persons fulfilling one of the conditions below are eligible to take the entrance examination:

1. Master's degree holders and those due to graduate from a Master's course by March, 2012.
2. Holders of professional school degrees and those due to graduate from professional school by March, 2012.
3. Persons who have, or expect to obtain by March 2012, a foreign university degree which is equivalent to 1 or 2 above.
4. Persons, at least 24 years of age, recognized by the Institute, on the basis of a separate qualifying test, as having academic ability at least equivalent to 1 or 2 above.

Notes:

- i. Persons unsure as to whether they are qualified to sit the entrance examination should inquire beforehand to the Office of the Institute of Business and Accounting.
- ii. Persons wishing to be tested under the provisions of 4 above should contact the Office of the Institute of Business and Accounting (phone: 0798-54-6572) without fail for detailed information at least 2 weeks before application. Applicants should be aware that the closing date for the submission of the necessary documents is 1 week before application.

IV Application Procedures

1. Application Period:

Friday, January 27, 2012 – Friday, February 3, 2012

(Applications must arrive at IBA office by before the closing date.)

2. Method of Application:

After paying the examination fee, applicants should insert the required documents in an envelope (sample envelope can be downloaded from our website), and mail to the Institute of Business and Accounting:

Address: Institute of Business and Accounting, Kwansei Gakuin University,
1-155 Uegahara Ichibancho, Nishinomiya 662-8501, Hyogo, Japan

Mailed applications should be sent by express registered mail (*kan'i kakitome sokutatsu yuubin*) with stamps for the appropriate value attached.

3. Application Documents

Application forms can be downloaded from website: <http://www.kwansei-ac.jp/iba/doctor/index.html>

1) Application form	<ul style="list-style-type: none">○ Applicants should fill in the form A-F. Pay the examination fee, and submit form A, B, E and F.○ Attach a photograph taken in the last 3 months to the photograph form (form B). The photograph should be 4 cm. high and 3 cm. wide, of the upper body, full face, without hat. Please write your name on the back of the photograph.○ Choose a category, an academic discipline and a supervisor on the form E-1.○ Fill in the form F with your postal code, address and name. Fill in E-2 as well.
2) College Transcript	<ul style="list-style-type: none">○ Issued by last university (and graduate school) attended. The certificates must be sealed.
3) Graduation Certificate (or Expected graduation certificate if you have not completed)	<ul style="list-style-type: none">○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on college transcript.) The certificates must be sealed.○ In the case of a degree awarded by the National Institution for Academic Degrees, please submit the Degree Certificate issued by the Institution.
4) Letter of Reference	<ul style="list-style-type: none">○ Written by a teacher or your supervisor at the graduate school or professional school attended. (form can be arbitrary). IBA graduates are exempted from the submission of letter.
5) Information sheet	<ul style="list-style-type: none">○ To be filled in by the applicant on the prescribed form.
6) Study plan	<ul style="list-style-type: none">○ To be written by the applicant on the prescribed form.
7) Theses, Individual research article	<ul style="list-style-type: none">○ Submit master's degree theses or individual research theses.

Alternative for faculty mentor (E-1): Professor David Methé (Management, Corporate Strategy). Please email to imc@kwansei.ac.jp to see if the mentor can supervise you in advance.

*There is no mentor for finance in 2012.

Please attach any of the following documents that are available (for reference purposes, copy of certificates can be acceptable).

- i. Certificates providing evidence of English language ability (TOEFL, TOEIC, etc.)
- ii. Certificates providing evidence of management-related knowledge (GMAT, etc.)
- iii. Any other documents providing evidence of your knowledge, ability or relevant experience

Notes:

- A. Applicants with physical disabilities who require special consideration at the time of the examination should inform the Institute of Business and Accounting (phone: 0798-54-6572) beforehand so that appropriate arrangements can be made. Please contact the Office about any concerns you may have regarding the admissions procedure.
- B. Documents submitted will not be returned.
- C. False statements on any documents will result in cancellation of admission.
- D. A medical examination will be carried out on entry to the University, so medical certificates are not required at this time.
- E. Please write in Form F your full name and an address where it is certain to be delivered to you.
- F. If your present name differs from the name on any of your submitted documents, please attach explanatory documentation.

4. Entrance Examination Fee : ¥35,000

Having completed forms A - F, take them, without separating them, to a bank or other financial institution (not a post office) and pay the entrance examination fee. Please confirm that the bank has stamped its receipt stamp 3 times on forms D and E-1. Form D is a receipt, please keep it securely.

Notes:

- i. Please pay the fee by ‘telegraphic transfer’ (*denshin atsukai*). If you use one of the banks listed on form C, no fee is payable. The bank’s receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. Payments at the post office or through automatic teller machines (ATM) and Internet Banking are not acceptable.
- ii. Once the entrance examination fee has been paid, it will not be refunded under any circumstances.

5. Payment Period

Friday, January 27, 2012 – Friday, February 3, 2012

V Selection Procedure

Selection will be carried out on the basis of documents submitted by the candidate, a written examinations (foreign language, Essays in Academic Discipline), and an interview.

Theses: Applicants should choose ‘Management’ in advance for academic discipline (there is no alternative of ‘Finance’ in 2012).

VI Examination Timetable, Content and Location

Date and time	Details		Venue
	Examination	Category 2	
—	Application documents based assessment	20	—
Saturday, February 18			Shared Facilities Building, Nishinomiya Uegahara Campus (Room will be announced on the day)
10:00~11:30	Foreign language (English)	—	
12:30~14:00	Essay in Academic Discipline	80	
14:20~ (Exact time for each applicant will be announced after written exam)	Interview	—	

*Category 2 is for international students who take the exams in English; examination on foreign language (English) will be exempted.

*International students who take entrance exams in Japanese are possible to be evaluated upon category 1, please refer to the guide of Japanese version.

Notes:

1. Please bring your examination slip without fail. If you have lost or forgotten it, please come to the Office of Institute of Business and Accounting (in the Shared Facilities Building).
2. Please take your place for both the written examination and the interview 20 minutes before the appointed time.
3. Candidates who arrive more than 30 minutes late for the written examination will be excluded from the examination.
4. Candidates who are late for the interview will be excluded from the examination.
5. Cheating in the examination will result in disqualification.

VII Announcement of Examination Results

Friday, February 24, 2012

Results will be sent by express mail to the address on form.E-1.

Note: Telephone enquiries concerning entrance examination results will not be accepted.

VIII Admissions Procedures

Candidates who are successful in the entrance examination should complete the admissions procedures (I and II) within the specified period, and attend the Entrance Ceremony.

For details, please see the ‘Information for Successful Candidates’, which will be sent to you with a notification of your acceptance.

1. Admissions Procedure I (Payment of admission application fee) & II (Payment of tuition and other fees and submission of documents)

Please pay your admission application fee at a bank, using the form enclosed with the notification of acceptance. The bank’s receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. Payment at a post office or through an ATM and Internet Banking is not acceptable.

The fees must be paid between Friday, February 24, 2012 and Friday, March 2, 2012

Notes:

Please pay the fee by ‘telegraphic transfer’ (*denshin atsukai*). If you use one of the banks listed on the payment form, no fee is payable. The bank’s receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment.

2. Submission of Documents

Please submit the following documents to the Office of Institute of Business and Accounting by 15:00, Wednesday, March 14, 2012. If you send them by mail, please be sure that they arrive without fail by the above time.

- i. * Person with Japanese nationality should submit a certified copy of your entry in the residents’ register (*juminhyou kisaijikou shoumeisho*).
 - * International applicants who have resided in Japan should submit a certified copy of your entry in the foreign residents’ register (*touroku genpyou kisai jikou shomeisho*).
These are issued by the City, Ward, Town or Village Office and bear the name, address, date of birth and gender of the prospective student.
 - * International applicants who will come to Japan for entering Ph.D. course at IBA should submit documents for visa issue.
- ii. Please inform the Office of Institute of Business and Accounting if your residence status will change. Form for affixing photograph for Student Card (issued by this University)
- iii. Other documents as specified in the document ‘Information for Successful Candidates’

3. Entrance Ceremony

9:00 Monday, April 2, 2012 (to be confirmed) at the Nishinomiya Uegahara Campus.

Notes:

- i. Persons who fail to complete the admissions procedures (I and II) within the time specified will be regarded as having no intention of entering the University, and their admission will be cancelled.
- ii. Admission application fee or admission fee, once paid, will not be refunded.

- iii. Simultaneously with the payment of tuition and other fees, the admission application fee (of the same amount as the admission fee) already paid during admissions procedure I will be treated as the admission fee.
- iv. A request for refund of fees (other than the admission fee) can be considered only if application for a refund is made. For details, please refer to the 'Information for Successful Candidates.'
- v. Documents submitted will not be returned.
- vi. Please be aware that you will be required at the Entrance Ceremony to submit documents in addition to those listed above.
- vii. The Office of Institute of Business and Accounting are open during the following hours: 8:50 to 11: 30 and 12:30 to 16:50 on weekdays, and from 8:50 to 12:20 on Saturdays. It is closed on Sundays, public holidays, and between 11:30 December 24 - January 5.

Notes: when you complete payment at a bank

Every person is required to show identification card (i.e. passport for non-Japanese) at the time of payment when amount is more than 100,000JPY. Please make sure to bring passport with you to the bank, otherwise your payment will not be accepted. You may be asked the purpose of the payment by the bank officer.

IX Fees

The fees for Department of Advanced Management (Ph.D.) are as follows;

Unit: Japanese yen

	First year		Second year		Third year	
	Entrance	Subsequent semester	First semester	Second semester	First semester	Second semester
Admission fee	230,000	-	-	-	-	-
Tuition fee	259,000	259,000	259,000	259,000	259,000	259,000
Research Materials fee	2,500	2,500	2,500	2,500	2,500	2,500
Education enhancement fee	79,500	79,500	79,500	79,500	79,500	79,500
Total	571,000	341,000	341,000	341,000	341,000	341,000

Notes:

1. In addition to the above, students are required to pay annually a sum ¥4,000 to cover the cost of research journals distributed to students, and an Alumni Association admission fee of ¥2,000. (This fee is not levied from Kwansei Gakuin University graduates.), and an IBA Research Forum admission fee of ¥10,000 (This fee is not levied from IBA graduates.). *The IBA Research Forum is an association for research and networking between faculty, students and IBA graduates.
2. Tuition and other fees are to be paid in two installments, as follows:
 - Spring Semester (April 1 – September 19) - to be paid by May 19.
(In a student's first year these fees will be paid during the admissions procedure.)
 - Fall Semester (September 20 – March 31) - to be paid by November 9.
(A payment slip will be sent to student during October.)

3. Graduates of master's course at Kwansei Gakuin University will be exempted from the admission fee despite that years have past from graduation. Amount of tuition and other fees for students who enter into IBA doctor's course continuously from a master's course (including MBA at IBA) at Kwansei Gakuin University should be pursuant to the one at the time of your entry to the master's course.

X Scholarships for Students on the International Management Course

The tuition of International students whose residence status is *ryugaku* will be reduced by 30%. However, at the admission full tuition fees should be paid and 30% amount will be liquidated later on. Further, scholarships equivalent to half of tuition (after the above reduction) will be awarded to some of international students. During the admission process, you should pay the admission fee, tuition and other fees for one semester.

In addition to the above, there are other scholarships that may be available.

XI Protection of Personal Data

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection and communication with applicants. Appropriate steps are taken concerning the security of this information, in conformity with the Law Concerning the Protection of Personal Data.

In order to provide students with information concerning various associations, Kwansei Gakuin, together with the University, passes on selected portions of the data provided by successful candidates (specifically, their names, addresses, telephone numbers) to Kwansei Gakuin Alumni Association (This is a social association of alumni and students, which all students join.). Students are asked to permit this use, and to accept that this organization will take the same precautions concerning the security of personal data as Kwansei Gakuin and the University take.