

Keio University

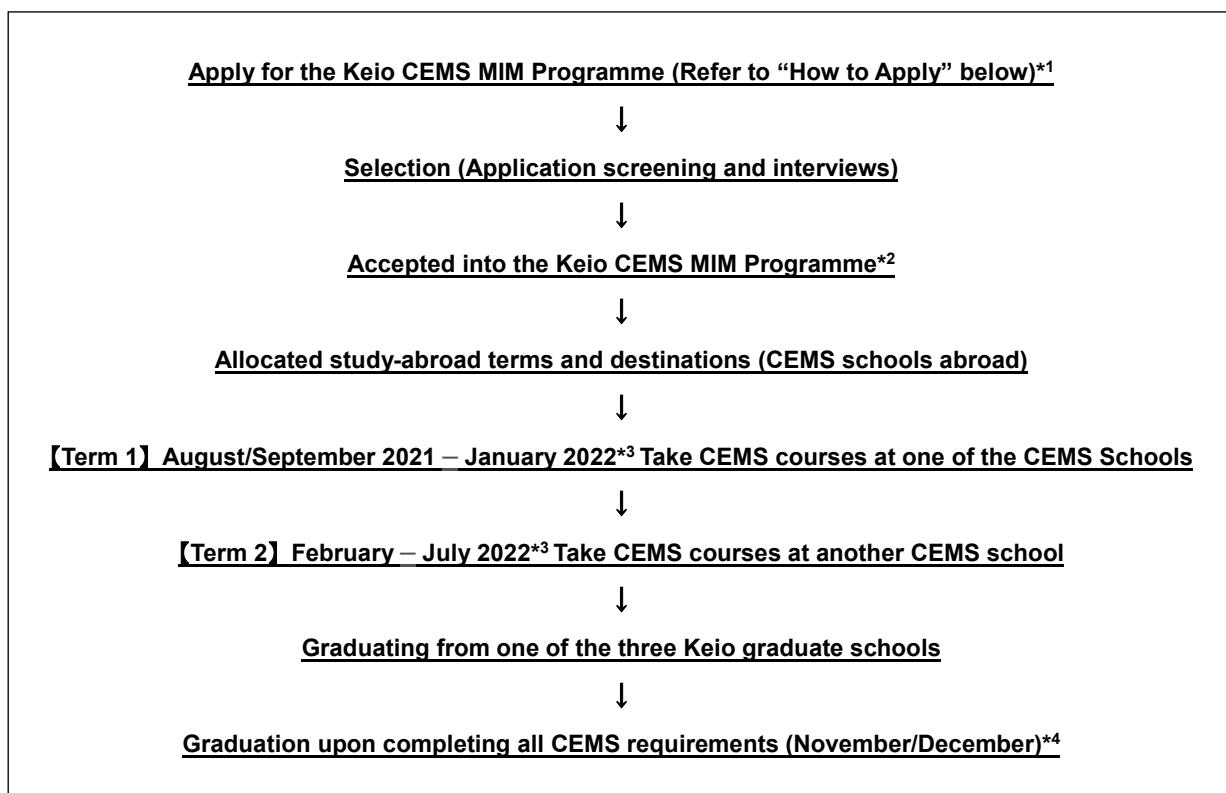
2021/2022 Keio CEMS MIM Programme Application Guidelines For Keio Outgoing Students (2nd Application period)

This document provides important information for students in the Graduate School of Economics, the Graduate School of Business and Commerce, and the Graduate School of Media Design who wish to apply for the CEMS Master's in International Management (MIM) Programme. If you wish to apply for the CEMS MIM Programme but are not enrolled in any of these graduate schools, please follow the Master's program application guidelines provided by the respective graduate schools. You will be eligible to apply for the CEMS MIM Programme after you are enrolled in or have been admitted for entry into one of the three graduate schools.

Graduate School of Economics	https://www.econ.keio.ac.jp/en/
Graduate School of Business and Commerce	https://www.fbc.keio.ac.jp/graduate/en/
Graduate School of Media Design	https://www.kmd.keio.ac.jp/

I. APPLICATION PROCESS

The Keio CEMS MIM Programme is a double-degree programme offered by the Graduate School of Economics, the Graduate School of Business and Commerce, and the Graduate School of Media Design. Since it is a double-degree programme, you will not be able to earn the CEMS MIM degree alone without receiving a Master's degree from one of these graduate schools. Please note, as shown in the flow chart below, the semesters (Term 1/Term 2) and the universities where you will study abroad will not be decided at the time you are selected as a Keio CEMS student. From the perspective of developing globally active talent, CEMS seeks students who enthusiastically exert their utmost effort wherever they are in the world.



*1 You will have an opportunity to indicate your preferences in terms of study-abroad terms and universities when filling out the CEMS Common Application Form (online form). Based on your preferences, your study-abroad terms and destinations will be determined by Keio when you are selected as a CEMS student. However, there is no guarantee that you will be nominated to study abroad in your preferred terms and at your preferred universities. You are not allowed to change your school preference after the application deadline.

*2 Students are required to pay a Student Registration and Handling Fee of €100 (As of December 2020) to CEMS headquarters. As a rule, students of the CEMS MIM Programme are exempt from tuition fees at the schools they attend abroad (some institutions charge students additional fees for certain programs, such as Block Seminars). CEMS students shall bear the cost of the airfare and living expenses (e.g., rent, food, transportation, and other expenses).

*3 Term dates vary depending on each CEMS school's schedule.

*4 CEMS Graduation takes place once a year in November/December at one of the CEMS schools.

Application Qualifications

Applicants must meet all the conditions listed below:

1. Eligibility	<p>By the time you submit your application, you must be currently enrolled in or planning to enroll in the Master's programme at either:</p> <ul style="list-style-type: none">(1) The Keio University Graduate School of Economics(2) The Keio University Graduate School of Business and Commerce(3) The Keio University Graduate School of Media Design <p>Note: If you are currently receiving, planning to apply for, or to receive any scholarship(s), you must consult with both the scholarship office and the graduate school you belong to before preparing your application since the recipients of scholarships may be restricted to study only within Japan which will prevent you from satisfying the CEMS study-abroad requirements.</p>
2. Language Proficiency	<p>All applicants must be competent in English at the time of application. Applicants should be aware of the CEMS language graduation requirements upon applying for the CEMS MIM programme. Please refer to the Language Graduation Requirement section to learn more.</p> <p>Provide proof of proficiency in English (if not your mother tongue) through any of the following (minimum level given):</p> <ul style="list-style-type: none">- IELTS 7.0, TOEFL iBT100, CAE B, BEC Higher B or CPE C- Proof of having passed one of the CEMS-accredited local English exams- A Bachelor's diploma entirely taught in English from an English speaking country, or in a CEMS or an EQUIS/AACSB accredited institution- A-level GCSE issued in Singapore

	<p><u>※ You are required to submit the proof of proficiency in English along with all the other application documents. If you are unable to meet the CEMS requirements at the time of the application but still have a strong desire to participate in the programme, please consult with the Keio CEMS Office or the Office of Student Services of your graduate school in advance as the application could be conditionally accepted in some cases.</u></p>
3. Academic Preparation	<p>You must meet one of the following two conditions to demonstrate your academic preparedness for the CEMS programme at the time of your application:</p> <p class="list-item-l1">(1) You must have obtained a Bachelor's degree in either management, economics, or a related field; or</p> <p class="list-item-l1">(2) You have successfully completed the equivalent of one year of full-time education at the Master's level in any of these areas.</p> <p>Note: If you are a Master's student in the Graduate School of Media Design and have not received a Bachelor's in Management, Economics, or related fields, or you have not received the equivalent to one year of full-time graduate level education at the Master's level in any of these areas, in addition to the application documents, you are required to submit a statement that describes your background (educational background and work experience) to demonstrate that you satisfy the conditions above.</p>

How to Apply

After you have thoroughly read the “Application Qualifications” section above, you must: (1) complete your online registration at the CEMS website below, and (2) submit all the application materials, as given in the “Application Materials” section. Please access the CEMS web registration website to begin your online registration by selecting the registration link under “Japan/Keio University” during the web registration period.

CEMS Web Registration (for Keio Students) <http://www.cems.org/selection/>

Application and Selection Schedule

Keio offers two application periods, one in the fall and one in the spring. You may apply in either period, however, applicants for the second application period should note that: (1) students who are admitted to the CEMS programme during the first application period are usually allocated to the CEMS universities/terms before the second application period begins, which results in applicants for the second application period having fewer choices in terms of term abroad destinations; and (2) some CEMS schools set their deadline for incoming CEMS students’ registration before the end of Keio’s second application period.

2nd Application Period for CEMS MIM Year 2021/2022

	The Graduate School of Economics	The Graduate School of Business and Commerce	The Graduate School of Media Design
Web Registration	Online Registration on cems.org (Link shown above)		
Application period	February 26 (Fri) - March 9 (Tue)	March 29 (Mon) - April 2 (Fri)	March 22 (Mon) - April 9 (Fri)
Interview at the Graduate School	March 15 (Mon)	April 5 (Mon) - April 16 (Fri)	April 12 (Mon)
Selection Results from the Graduate School	April 16 (Fri)	April 21 (Wed)	April 16 (Fri)
CEMS Final Interview *5	The morning of April 27 (Tue) at Mita Campus		
CEMS Final Interview Result	By April 28 (Wed) at the latest		
Allocation of Study-abroad destinations and terms	April-May 2021		

*5 Only Applicants who have successfully passed the internal screening in each graduate school can proceed to the CEMS interview. The final decision on entry into the CEMS programme is made by the CEMS Steering Committee. The CEMS Steering Committee determines selectees' study-abroad locations and terms after the selection results are announced.

Location for Submitting Applications (No application materials are accepted by mail)

During the application period stated in the "Application and Selection Schedule" section, you must arrange each set of the application documents in order listed below and submit them to the graduate school which you belong to. Do not use staples.

- Students enrolled or planning to enroll in the Graduate School of Economics or the Graduate School of Business and Commerce should submit their applications in person to the Graduate School at the Office of Student Services on Mita Campus.
- Students enrolled or planning to enroll in the Graduate School of Media Design should submit their applications in person to the KMD Office at Hiyoshi Campus.

* Please consult with the Office of Student Services on your campus if you are not able to submit them in person.

Application Materials

1. CV	This must be written in English and have a photo attached. There is no specific format, but you should use A4-size paper.
2. Statement of Purpose	This must be written in English. There is no specific format, but you should use A4-size paper and keep the length of the statement to within 2 pages.
3. Mother Tongue Declaration Form	Submit the attached Mother Tongue Declaration Sheet. Note: Once you submit this form, you are unable to change the language you declared as your mother tongue. Students may declare more than one mother tongue. A declaration is to be filled in for each language declared.
4. Language Proficiency Certificate <u>(Original Copy required)</u>	Submit a photocopy of the relevant English language proficiency test certificate listed in “2 Language Proficiency” in the “Application Qualifications” section above if English is not your mother tongue. When you submit your application, you must bring the original certificate so that the photocopy can be verified. You should also note the following rules: <u>※ You must submit proof of your current English proficiency to the Keio CEMS Office at the time of your application. However, if you are unable to meet the CEMS English requirement at the time you submit your application but still have a strong desire to participate in the programme, make sure to consult with the Keio CEMS Office in advance as the application could be accepted in some cases on the condition that you submit proof that you meet the CEMS English requirement by the day before the Final Interview at the latest.</u> <ol style="list-style-type: none">(1) For TOEFL scores, you should submit a copy of your “Examinee’s Score Record”; for IELTS scores, you should submit a copy of your “Test Report Form (Academic Module).”(2) If you have not received a hard copy of your test certificate, but the score is available in some form online, you may submit a printout of the relevant webpage.(3) TOEFL ITP (Institutional Testing Program) scores are not acceptable.(4) TOEFL My Best Score is not acceptable.(5) A certificate for a language test that you took more than two years before the final date for submitting applications is not acceptable. <p>Due to the current situation related to the COVID-19 pandemic, the CEMS MIM programme accepts the following online test.</p> <ul style="list-style-type: none">● TOEFL iBT Special Home Edition test: a minimum score of 100 is required in the Internet based TOEFL (iBT) with a score of at least 20 in each section● TOEFL ITP® Plus for China Solution: a minimum score of 627 is required (Listening 64, Structure and Written 64, Reading 63)

5. Grade Point Calculation Sheet	Submit the attached Grade Point Calculation Sheet for Keio CEMS Students.
6. Transcript <u>(Original copy in English required)</u>	<p>(1) If you are applying CEMS before/during your first semester at the Graduate School of Economics, the Graduate School of Business and Commerce, or the Graduate School of Media Design, submit your undergraduate transcript.</p> <p>(2) If you are already in one of the above graduate schools, submit BOTH your undergraduate transcript AND the latest transcript from the Graduate School.</p>
7. Additional Documents (KMD students only)	A statement that describes your background (educational background and working experience) to satisfy the conditions described in "Academic Preparation" on Page 3. (A4-size paper, one page)
8. Number of Copies to be Submitted	1 original of each of the items must be submitted

II. CEMS MIM GRADUATION REQUIREMENTS

Besides completing the Master's program in one of the three Keio graduate schools, you need to fulfil three key components of the CEMS programme; Term 1 (corresponds to Keio's Fall Semester), Term 2 (corresponds to Keio's Spring Semester), and Term 3, which is an International Internship for a minimum of 8 consecutive weeks. Students who participate in the CEMS MIM Programme must spend two out of the three terms outside the country where the student's home institution is located. Students are not able to spend both Term 1 and Term 2 at the same CEMS member school.

CEMS MIM YEAR					
Aug - Jan Term 1 - School 1		Feb - Jul Term 2 - School 2			Term 3 International Internship
3 ECTS	30 ECTS	1 ECTS	15 ECTS	15 ECTS	Min. 8 weeks
Block Seminar	Global Strategy and other CEMS Courses	Global Citizenship	Global Leadership and other CEMS Courses	Business Project	At any time during the graduate period of studies
Skill Seminars 2 ECTS					
ONGOING LANGUAGE TRAINING AND TESTING					

1. CEM MIM year	Students who participate in the CEMS MIM Programme must spend two out of the three terms outside the country where the student's home institution is located. Students are not able to spend both Term1 and Term 2 at the same CEMS member School. A student must always successfully pass a minimum of <u>24 ECTS</u> per term. No more than 15 ECTS in elective and Skill Seminar credits may be taken outside the MIM year.
2. Block Seminar	A Block Seminar is a one-week course which takes place at the beginning of Term 1. Students are automatically assigned to the Block Seminar of their Term 1 school. However, as long as places are available and with the permission of the school hosting the student during Term 1, students may apply for a block seminar different from the one held at their Term 1 school.
3. CEMS Courses	<u>A minimum of 45 ECTS</u> credits must be completed. Out of the 45 ECTS, the Global Strategy Course (Term 1), and the Global Leadership Course (Term 2) are mandatory.
4. Skill Seminars	Students must complete at least 2 ECTS worth of Skill Seminars.
5. Global Citizenship Seminar	The Global Citizenship Seminar is generally a two-day course (1 ECTS) which takes place at the beginning of Term 2.
6. Business Project	Students must carry out a Business Project accounting for 15 ECTS during Term 2.
7. International Internship	Internship must cover a period of at least 8 consecutive weeks full-time in the same company (the first 8 weeks of a full-time employment position are also accepted). It can take place at any time (even prior to CEMS selection), except during the two academic MIM terms.
8. Language Graduation Requirement	<p>All CEMS MIM students graduate with competence in three languages, one of which must be English (at an advanced level). While these are the minimum requirements needed to pass the CEMS MIM, students are highly encouraged to take language and business communication courses and/or tests at the highest level in as many languages as they can master.</p> <p>(1) The minimum language requirements are the following:</p>

Language Graduation Requirement continued	Language 1 English Mother tongue or Proficiency (fulfilled through entry requirements and MIM Programme)
	Language 2 any language Mother tongue or B2 oral /B1 written level
	Language 3 any language Mother tongue or elementary level
	Language 1 English Mother tongue or Proficiency (fulfilled through entry requirements and MIM Programme)
*CEMS uses the Common European Framework of References (CEFR) for comparing language proficiency in all European languages. Please note: CEMS defines A1, A2, and B1 as “elementary.” http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales	
(2) Mother tongue and Language combinations	
I. Students may declare more than one mother tongue. However, the languages must meet the requirements of the three languages (see above). Mother tongues are not tested but a “declaration of mother tongue” is to be filled in upon application to the programme. Students cannot change their mother tongue once they confirmed it during application. A declaration is to be filled in for each language declared. II. Certain combinations of similar languages will not be allowed to fulfil the requirements (e.g., Danish/Swedish/Norwegian, Czech/Slovak, Catalan/Spanish, Ukrainian/Belarusian/Russian, Bosnian/Croatian/Serbian/Montenegrin/Slovenian).	
(3) Language Assessment	

		Language 2 - Any language	Language 3 - Any language
Mother tongue		Mother tongue declaration confirming the student's ability to speak and write the language adequately is required.	
University Degree/ Secondary Education		Proof of secondary education/university degree completely fulfilled in a foreign language	
C2/C1	<i>Validity: Forever</i>	<p>Courses</p> <ul style="list-style-type: none"> - Selected language courses at CEMS Universities - Commercial language courses at accredited cultural institutes¹ <p>Exams</p> <ul style="list-style-type: none"> - Accredited in-house tests at CEMS Universities (subject to availability) - Commercial language tests accredited by CEMS² 	
B2	<i>Validity: Max 5 years before the start of the MiM year.</i>	<p>Courses</p> <ul style="list-style-type: none"> - Selected language courses at CEMS Universities - Commercial language courses at accredited cultural institutes <p>Exams</p> <ul style="list-style-type: none"> - Accredited in-house tests at CEMS Universities - Commercial language tests accredited by CEMS² 	
B1	<i>Validity: Max 2 years before the start of the MiM year.</i>	<p>Courses</p> <ul style="list-style-type: none"> - Selected language courses at CEMS Universities - Commercial language courses at accredited cultural institutes¹ <p>Exams</p> <ul style="list-style-type: none"> - Commercial language tests accredited by CEMS² 	
A2/A1	<i>Validity: Max 2 years before the start of the MiM year.</i>	<p>Courses</p> <ul style="list-style-type: none"> - Selected Language Courses at CEMS Universities - Commercial language courses at accredited cultural institutes¹ 	

Note: Elementary level language courses (A1, A2, B1) must have a minimum of 5 ECTS or 60 contact hours.

- Accredited Commercial Language tests are listed on the following page.
<https://www.cems.org/cems-mim/programme-description/language-graduation-requirement/language-tests>
- Commercial language courses at CEMS accredited cultural institutes is listed on the page below.
<https://www.cems.org/cems-mim/programme-description/language-graduation-requirement/cultural-institute>

III. Contact Information and Office Hours

- ◆ General inquiries about the CEMS MIM Programme at Keio and CEMS application procedures

Keio CEMS Office

Office of Student Services (International Exchange Services Group)

2-15-45 Mita, Minato-ku, Tokyo 108-8345

TEL: 03 - 5427 - 1617

E-mail: cems-coordinators@adst.keio.ac.jp

◆ **General inquiries about the Master's program at the Graduate School of Economics**

Office of Student Services (Academic Affairs Group)

The Graduate School of Economics Division

2-15-45 Mita, Minato-ku, Tokyo 108-8345

TEL: 03-5427-1556 E-mail: mita-kei@adst.keio.ac.jp

◆ **General inquiries about the Master's program at the Graduate School of Business and Commerce**

Office of Student Services (Academic Affairs Group)

The Graduate School of Business and Commerce Division

2-15-45 Mita, Minato-ku, Tokyo 108-8345

TEL: 03-5427-1558 E-mail: mita-gakuji-sho@adst.keio.ac.jp

◆ **General inquiries about the Master's program and CEMS application procedures at the Graduate School of Media Design**

KMD Office (Office of Student Services, Hiyoshi Campus)

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

TEL: 045-564-2517 E-mail: kmd-office@adst.keio.ac.jp

Office Hours

Office hours for the Graduate School of Economics, the Graduate School of Media Design, the Graduate School of Business and Commerce, and Keio CEMS Office are as follows:

During Semester: Monday – Friday 8:45 a.m. – 4:45 p.m.

During Vacation: Monday – Friday 8:45 a.m. – 11:30 a.m. & 12:30 p.m. – 4:45 p.m.



CEMS Candidate's Declaration regarding Mother Tongue

CEMS asks you for this information because it will appear on your Graduation Certificate. The Mother Tongue (MT) is one of the three languages that CEMS requires. If you have more than one MT, please fill out a separate declaration for each language.

I declare that _____ is my Mother Tongue / Native Language.

I consider this language to be my MT for the following reason(s): _____

I further declare and confirm with my initials and signature below that:

- **my written and speaking proficiency** in this language is sufficient for conducting operations that are typical of business, **Initials:** _____
- **I am confident** that when speaking/responding with another person who is a native speaker of this language that I would be considered by that person to have a native-like level of fluency in this language, **Initials:** _____
- **I have read and understand** the Ethical Guidelines in the CEMS Student Guide and that my signature indicates my full and unreserved commitment to comply with the guidelines stated therein and in this present document,

Initials: _____

- **my declaration** (above) is true and correct, **Initials:** _____

and I understand that company and professional recruiters will make their own determination of the accuracy of my declarations above and herein, and that discrepancies, should they be determined by those recruiters, will likely be detrimental to my recruitment process and/or career opportunities.

Initials: _____

name of candidate

candidate's home school

signature of candidate

date _____

DD

MM

YYYY

Grade Point Calculation Sheet for Keio CEMS Students

You must submit this sheet as part of the application materials according to the following instructions:

- (1) If you have been accepted for admission in the Graduate School of Economics, the Graduate School of Business and Commerce, or the Graduate School of Media Design, you must calculate your grade point from your undergraduate transcript using the formula described below and insert the result in the appropriate box.
- (2) If you have already been enrolled in the Graduate School of Economics, the Graduate School of Business and Commerce, or in the Graduate School of Media Design, you must, in addition to (1), calculate your grade point from your Masters transcript using the formula described below and insert the result in the appropriate box. (If you are a KMD student enrolled since September and apply during 1st application period, you do not need to calculate your grade point of fall semester.)

Method of Calculation

The chart below summarizes various grading scales. Find the assessment points (AP) that correspond to your grades in the grading scale of your transcript, and insert the relevant number of credits in the formula below (You should fill in all the brackets in the formula to show your calculation process). If the grading scale of your transcript does not match any of the scales in the chart, consult the Keio CEMS Office.

Grading Scale	Grade Mark				
Assessment Point (AP)	3	2	1	0	
4-level grading scale		Excellent (優)	Good (良)	Pass (可)	Fail (不可)
4-level grading scale		A	B	C	F
4-level grading scale		100~80 pt	79~70 pt	69~60 pt	59 pt~
5-level grading scale	S	A	B	C	F
5-level grading scale	A	B	C	D	F
5-level grading scale	100~90 pt	89~80 pt	79~70 pt	69~60 pt	59 pt~

Grade Point (Round up the third decimal place)

$$= \frac{(\# \text{ of credits in AP 3}) \times 3 + (\# \text{ of credits in AP 2}) \times 2 + (\# \text{ of credits in AP 1}) \times 1 + (\# \text{ of credits in AP 0}) \times 0}{\text{Total # of Credits}}$$

<p>Grade Point from undergraduate transcript</p> $= \frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}$ $= [\quad]$
<p>Grade Point from Masters transcript</p> $= \frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}$ $= [\quad]$

Graduate School: _____

Name: _____ Date: _____ Student ID Number: _____