

Keio University

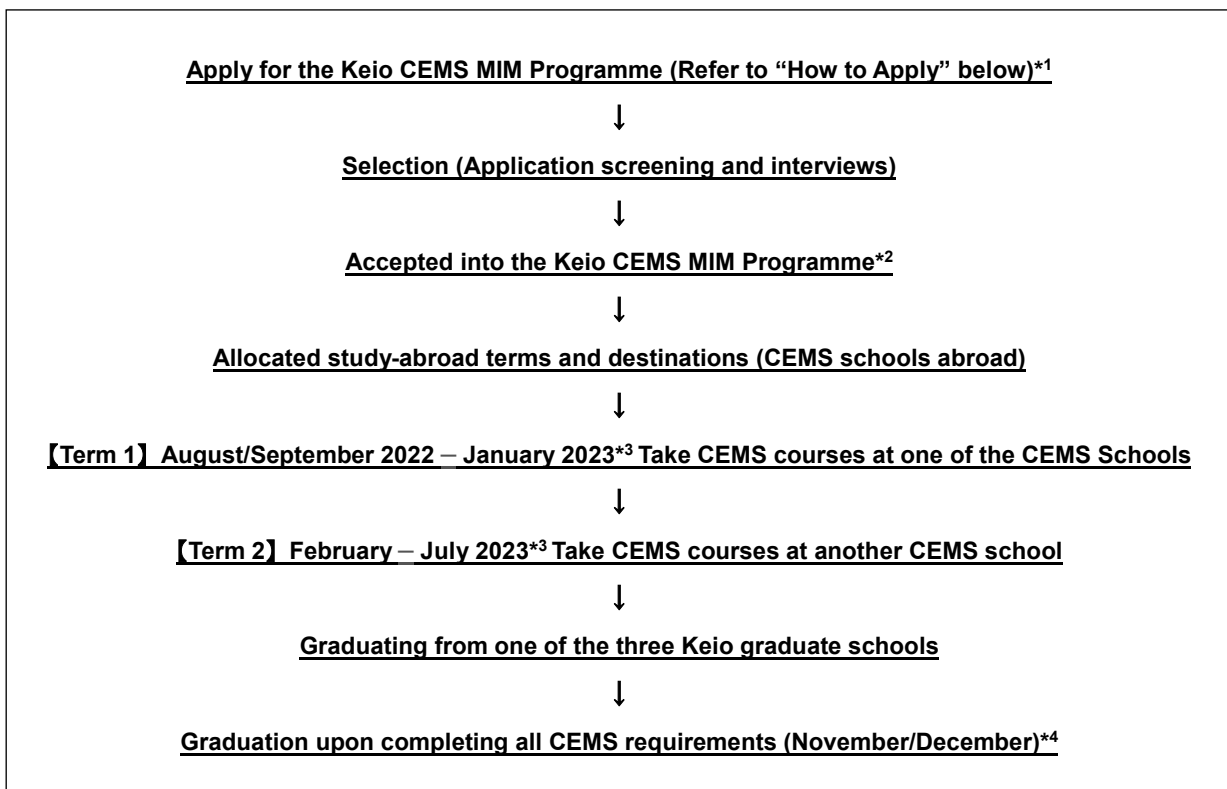
2022/2023 Keio CEMS MIM Programme Application Guidelines For Keio Outgoing Students (1st Application period)

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 the CEMS Steering Committee after the Final Interview. 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 June 2021) 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:

<p>1. Eligibility</p>	<p>By the time you submit your application, you must be currently enrolled in or planning to be enrolled 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>
<p>2. Language Proficiency</p>	<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"> - TOEFL iBT100; IELTS(Academic)/IELTS Indicator 7.0; CPE C; CAE B; BEC Higher B - Have passed one of the CEMS-accredited locally accepted 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 Bachelor's diploma from the PEARL Programme offered by the Faculty of Economics, Keio University - 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 MIM Programme at the time of your application:</p> <p>(1) You must have obtained a Bachelor’s degree in either management, economics, or a related field; or</p> <p>(2) You have successfully passed minimum 60 ECTS of full-time business education (eventually to be presented at the programme start).</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 successfully passed minimum 60 ECTS of full-time business education (eventually to be presented at the programme start), 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.

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

* Please select the registration link under “Japan/Keio University.”

(2) submit all the application materials, as given in the “Application Materials” section to the graduate school which you belong to. The documents must be in order listed below. Do not use staples.

Where to Submit Applications

If you are enrolled or planning to be enrolled in:	Submit the documents to:
Graduate School of Economics	Graduate School of Economics Section, the Office of Student Services at Mita Campus
Graduate School of Business and Commerce	Graduate School of Business and Commerce Section, the Office of Student Services at Mita Campus
Graduate School of Media Design	the KMD Office at Hiyoshi Campus

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

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 MIM 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.

1st Application Period for CEMS MIM Year 2022/2023

	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	Mid September - September 24 (Fri)	October 12 (Tue) - October 15 (Fri)	November 1 (Mon) – November 8 (Mon)
Interview at the Graduate School	October	October 25 (Mon) - October 29(Fri)	November 16 (Tue)
Selection Results from the Graduate School	November 11 (Thu)	November 9 (Tue)	November 25 (Thu)
CEMS Final Interview *5	The morning of December 3 (Fri) at Mita Campus		
CEMS Final Interview Result	By December 6 (Mon) at the latest		
Allocation of Study-abroad destinations and terms	December 2021-May 2022		

*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 MIM 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.

Application Materials (All documents must be written in English)

1. CV	This must 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. Statement of Reason for Preferred CEMS Schools	Submit the Statement of Reason for Preferred CEMS Schools ,which is available at https://www.ic.keio.ac.jp/en/study/cemsmim/outbound_apply.html Please state briefly the reasons why you select your preferred CEMS academic institutions.
4. Mother Tongue Declaration Form	Submit the Mother Tongue Declaration Form, which is available at https://www.ic.keio.ac.jp/en/study/cemsmim/outbound_apply.html 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.
5. Language Proficiency Certificate (Original Copy required)	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: <p>※ 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 at the time of your application and submit the certificate when you receive it.</p> <p>※ <u>You must submit proof of your current English proficiency 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></p> <ul style="list-style-type: none"> ● For TOEFL scores, you should submit a copy of your “Test Taker Score Report”; for IELTS scores, you should submit a copy of your “Test Report Form (Academic Module).” ● TOEFL ITP (Institutional Testing Program) scores are not acceptable. ● TOEFL My Best Scores are not acceptable. ● 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 640 is required (Listening 66, Structure and Written 66, Reading 65, Interview 19) ● IELTS Indicator: a minimum band score 7.0.
6. Grade Point Calculation Sheet	Submit the Grade Point Calculation Sheet for Keio CEMS Students, which is available at https://www.ic.keio.ac.jp/en/study/cemsmim/outbound_apply.html
7. 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>
8. 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)

II. CEMS MIM GRADUATION REQUIREMENTS

Besides completing the Master's program in one of the three Keio graduate schools, you need to fulfil CEMS MIM Graduation requirements. Please refer to the CEMS websites for the latest information:

<https://www.cems.org/cems-mim/programme-description/cems-mim-terms>

CEMS MIM YEAR					
Aug - Jan Term 1 - School 1		Feb - Jul Term 2 - School 2			Term 3 International Internship
3 ECTS	28 ECTS	1 ECTS	12 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
2 ECTS Skill Seminars					
5 ECTS Hard Skills Course					
ONGOING LANGUAGE TRAINING AND TESTING					

1. CEM MIM year	CEMS MIM Year consists of 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 (see 7. below). 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 24 ECTS per term. No more than 15 ECTS in elective and Skill Seminar credits may be taken outside the MIM year.
2. Block Seminar	The Block Seminar is a one-week course that takes place at the beginning of Term 1. Block Seminars bring together professors and students from various CEMS institutions. Subjects derive from different cultural and academic perspectives; many topics are not a part of the universities' standard curricula.
3. CEMS Courses	Students must pass CEMS Courses accounting for 45 ECTS credits in the MIM Programme. During Term 1, students have to successfully complete a CEMS Course in the field of "Global Strategy". During Term 2, similarly, students have to successfully complete a CEMS Course in the field of "Global Leadership", and "Hard Skills courses" in Term 1 & 2. These specified courses are offered exclusively to CEMS students.
4. Skill Seminars	Students must attend four Skill Seminar days in total (1 day = 8 hours = 0.5 ECTS).

	<p>Skill Seminars are training seminars in practical skills. They are essential to kick-starting an effective professional career and fundamental to adjusting easily to an international management environment. Topics may include: Business communication, Strategy skills, Personal development, Consulting skills, Marketing tools, Group work abilities, Negotiation techniques, Career development, and Presentation skills.</p>
5. Global Citizenship Seminar	<p>The Global Citizenship Seminar is a two-day course and takes place at the beginning of Term 2. The Global Citizenship Seminar brings together representatives from Corporate and/or Social Partners, professors and students, for an experiential learning opportunity.</p>
6. Business Project	<p>Students must carry out a Business Project accounting for 15 ECTS during Term 2. Business Projects reinforce the partnership between universities and companies in jointly shaping the students' learning processes in international management. They are consultancy-like projects designed as a real-life learning experience for students: international student teams solve a real business problem as a one-term, part-time activity.</p>
7. International Internship (Term 3)	<p>Internships provide students with the real-life professional learning experience of integrating in an organisation's culture and processes. The main objective is to turn academic experience and theoretical knowledge into a professional, multi-cultural experience. They must therefore be at the level of a graduate recruit in order to provide valuable business experience.</p> <p>Internships must cover a period of at least 8 consecutive weeks full-time in the same company.</p>
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> <p><u>Language 1: English</u> Mother tongue or Proficiency [fulfilled through entry requirements and MIM Programme]</p> <p><u>Language 2: any language</u> Mother tongue or B1 oral / B1 written level</p> <p><u>Language 3: any language</u> Mother tongue or elementary level</p> <p>*CEMS uses the Common European Framework of References (CEFR) for comparing language proficiency in all European languages.</p> <p>Please note: CEMS defines A1, A2, and B1 as "elementary." https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales</p>

<p>Language Graduation Requirement continued</p>	<p>(2) Mother tongue and Language combinations</p> <ol style="list-style-type: none"> 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). <p>(3) Language Assessment</p> <p>Language Assessment is on the following page. https://www.cems.org/cems-mim/programme-description/language-graduation-requirements</p> <ul style="list-style-type: none"> • 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
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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.