

Keio University

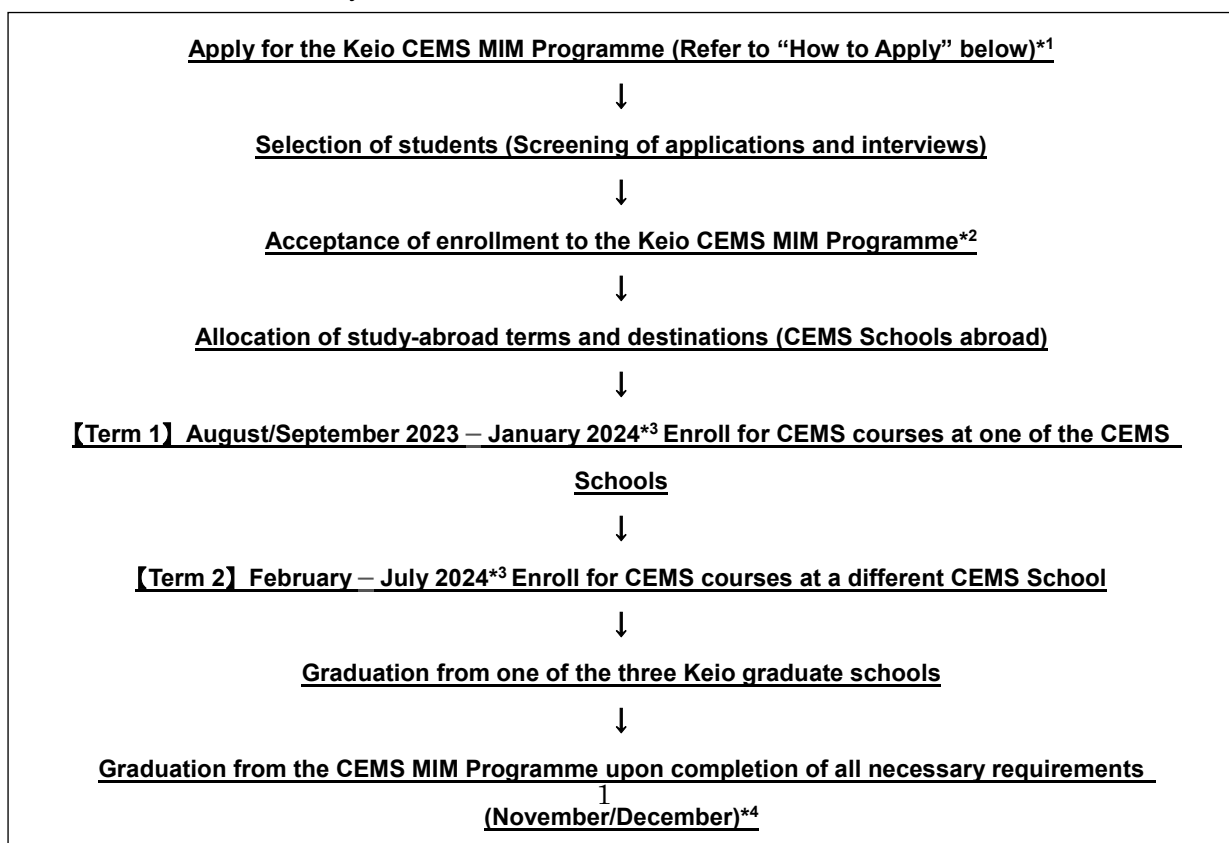
2023/2024 Keio CEMS MIM Programme Application Guidelines For Keio Outgoing Students (1st Application period)

This document contains important information for students enrolled 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 guidelines provided by the respective graduate schools. You are eligible to apply for the CEMS MIM Programme if you are currently enrolled in, or have been admitted to, one of the following three graduate schools.

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| 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 without also earning 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 be allocated for studying abroad will be determined after you are selected as a Keio CEMS MIM student. CEMS is interested in producing graduates who will thrive on the global stage. Therefore, we select students who will enthusiastically exert their utmost effort wherever they are in the world.



*1 You will be able to indicate your preferences regarding your study-abroad terms and destinations when filling out CEMS Web Registration (the CEMS Common Application 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 allocated to your preferred terms and destinations. You are not permitted to change your preferences after the application deadline.

*2 Students are required to pay a Student Registration and Handling Fee of €100 (As of July 2022) to the CEMS headquarters. As a general rule, students of the CEMS MIM Programme are exempt from tuition fees at their study abroad destinations (certain institutions may charge students with additional fees for specific programs, such as Block Seminars). CEMS students shall bear the costs of their flight tickets and living expenses (e.g., accommodation, food, transportation, and other expenses).

*3 Term dates and schedules vary by CEMS School.

*4 The CEMS Graduation Ceremony will take place once a year in November/December at one of the CEMS Schools.

Application Requirements

Applicants must meet all of the conditions listed below:

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| <p>1. Eligibility</p> | <p>You must currently be enrolled in or scheduled to be enrolled in one of the following master's programmes at the time of the application:</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, or scheduled to receive any scholarships, you must consult with both the Scholarship Section of the Office of Student Services and your affiliated graduate school before preparing your application. This is because recipients of certain scholarships may be restricted to study only within Japan, and this will prevent you from satisfying the CEMS MIM 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 requirements upon graduation before applying for the CEMS MIM Programme. Please refer to the "Language Requirements upon Graduation" for more details.</p> <p>You must provide a proof of English proficiency (if English is not your mother tongue) through any of the following (minimum level):</p> <ul style="list-style-type: none"> - TOEFL iBT100; IELTS (Academic) / IELTS Indicator 7.0; CPE C; CAE B; BEC Higher B; Pearson Test of English Academic (PTE) 68 - Passing one of the CEMS-accredited English exams - Acquisition of one of the following degrees: <ul style="list-style-type: none"> (1) A bachelor's degree entirely taught in English from an institution located in an English-speaking country, or from a CEMS or an EQUIS/AACSB accredited institution (2) A bachelor's degree from the PEARL Programme offered by the Faculty of Economics, Keio University |

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| | <p>(3) A-level GCSE issued in Singapore</p> <p><u>※ You are required to submit the proof of English proficiency along with all the other application documents. If you are unable to meet the CEMS requirements at the time of the application but you 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 affiliated graduate school in advance, as the application may be conditionally accepted.</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 earned the equivalent of a minimum of 60 ECTS credits from a full-time business education (eventually to be presented at the start of the programme).</p> <p>Note: If you are a master's student in the Graduate School of Media Design and you have not received a bachelor's diploma in Management, Economics, or any related fields, nor earned the equivalent of a minimum of 60 ECTS credits from a full-time business programme (and are prepared to submit relevant documentation at the start of the programme), you are required to submit a personal statement that describes your background (both educational and work experience) to demonstrate that you satisfy the above conditions.</p> |

How to Apply

After you have thoroughly read the Application Requirements section above, you must:

- (1) Complete registration online via the CEMS website below.

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

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

- (2) Submit all of the application documents, as given in the Application Documents section below to your affiliated graduate school. The documents must be in the same order as listed below. Do not use staples.

Where to Submit Applications

| Graduate school you are enrolled in / scheduled to be enrolled in: | Submit your documents to: |
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| Graduate School of Economics | Graduate School of Economics Section, Office of Student Services at <u>Mita Campus</u> |
| Graduate School of Business and Commerce | Graduate School of Business and Commerce Section, Office of Student Services at <u>Mita Campus</u> |
| Graduate School of Media Design | KMD Office at <u>Hiyoshi Campus</u> |

*Please consult with the designated graduate school's section within the Office of Student Services if you are not able to submit them in person.

Application and Selection Schedule

Keio offers two application periods, one in fall and one in 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 allocated to the CEMS Schools before the second application period begins. This will result in study-abroad destinations being narrowed for the second application period. (2) Certain CEMS schools set their registration deadline before the end of the second application period at Keio.

1st Application Period for CEMS MIM Year 2023/2024

| | The Graduate School of Economics | The Graduate School of Business and Commerce | The Graduate School of Media Design |
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| Online Registration | Please register from the web site below during the application period of your affiliated graduate school. https://www.cems.org/selection/ | | |
| Application Period | Mid-September – Thu, September 22, 2022 | Mon, October 17 – Fri, October 21, 2022 | Mon, October 24 – Mon, November 7, 2022 |
| Interview at your affiliated Graduate School | October | Mon, October 17 – Fri, October 28, 2022 | Tue, November 15, 2022 |
| Screening via the Graduate School | October | Tue, November 8, 2022 | Thu, November 24, 2022 |
| Selection Results from the Graduate School | Thu, November 10, 2022 | Tue, November 8, 2022 | Fri, November 25, 2022 |
| CEMS Final Interview* ⁵ | Tuesday, December 13, 2022 AM | | |
| CEMS Final Interview Result | Wednesday, December 14, 2022 | | |
| Allocation of Study-abroad destinations and terms | December 2022 – May 2023 | | |

*⁵ Only Applicants who have successfully passed the internal screening conducted within each graduate school may proceed to the CEMS final interview. The final results will be determined by the CEMS Steering Committee. The CEMS Steering Committee will allocate the study-abroad destinations and terms of each successful applicant after the results have been announced.

Application Materials (All documents must be written in English)

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| 1. CV | There is no specific format, but you should use A4-size paper. A photo must be attached. |
| 2. Statement of Purpose | There is no specific format, but you should use A4-size paper. Please use no more than 2 pages. |
| 3. Statement of Reason for choosing your preferred CEMS Schools | <p>Submit the Statement of Reason for choosing your preferred CEMS Schools. This form is available via the following URL: https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar</p> <p>In it, please briefly state the reasons why you have selected your preferred CEMS Schools.</p> |
| 4. Declaration regarding Mother Tongue | <p>Submit the Declaration regarding Mother Tongue, which is available via the following URL: https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar</p> <p>Note: Once you submit this form, you are unable to change your declared mother tongue. Students may declare more than one mother tongue. If you wish to declare more than one mother tongue, fill in a declaration for each language.</p> |
| 5. Language Proficiency Certificate <u>(Original Copy required)</u> | <p>If English is not your mother tongue, submit a photocopy of the relevant English language proficiency certificate listed in “2. Language Proficiency” in the Application Requirements section above. 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> <p>※ If you have not received a hard copy of your test certificate, but the score is available online, you may submit a printout of the relevant webpage at the time of your application. Submit the original certificate after you receive it.</p> <p><u>※ You must submit a proof of your current English proficiency at the time of the application. However, if you are unable to meet the CEMS English requirement but you 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 affiliated graduate school in advance as the application may be conditionally accepted. If you receive a conditional offer, you will need to meet the CEMS English requirement by the day before the Final Interview.</u></p> <ul style="list-style-type: none"> ● For TOEFL Test scores, submit a copy of your “Test Taker Score Report”; for IELTS Test scores, 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 accepted. |

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| | <ul style="list-style-type: none"> ● The test must have been taken within 2 years prior to the final deadline of the application. <p>Due to the current COVID-19 situation, the CEMS MIM Programme accepts the following online tests:</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. ● IELTS Indicator: a minimum band score of 7.0. |
| 6. Grade Point Calculation Sheet | <p>Submit the Grade Point Calculation Sheet for Keio CEMS Students, which is available via the following URL: https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar</p> |
| 7. Transcript <u>(Original copy in English required)</u> | <p>(1) If you are applying for the CEMS MIM Programme 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) | <p>A statement that describes your background (both educational and work experience) to satisfy the conditions described in “Academic Preparation” on Page 3. (A4-size paper, one page)</p> |

II. CEMS MIM GRADUATION REQUIREMENTS

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

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

| 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 | | | | | |

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| 1. CEM MIM year | The CEMS MIM Programme consists of three terms: two academic terms (Term 1/Fall & Term 2/Spring) and the internship term (Term 3). The two academic terms must be consecutive (August–July), while the internship (Term 3) can take place at any time during the graduate period of studies, but not overlapping with Term 1 and Term 2. Students must spend at least two out of the three terms abroad, where the student's home institution is located. Students are not able to spend both Term 1 and Term 2 at the same CEMS school. The workload of the programme is 66 ECTS in total , with a minimum requirement of 24 ECTS successfully completed in each 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. Students have to successfully complete a CEMS Course in the field of "Global Strategy" during Term 1, a CEMS Course in the field of "Global Leadership" during Term 2, and elective CEMS course(s) of a total of at least 5 ECTS in the field of "hard skills." |

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| 4. Skill Seminars | Students must attend four Skill Seminar days in total (1 day = 8 hours = 0.5 ECTS credits). Skill Seminars are training seminars in practical skills. The skills development topics covered include: business communication, strategy skills, personal development, consulting skills, marketing tools, group work abilities, negotiation techniques, career development, and presentation skills. |
| 5. Global Citizenship Seminar | 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 experience. |
| 6. Business Project | Students must carry out a business project accounting for 15 ECTS credits during Term 2. They are consultancy-like projects designed as a real-life learning experience for students in which international student teams solve a real business problem as a one-term, part-time activity. |
| 7. International Internship (Term 3) | International Internships provide students with the real-life professional learning experience of integrating in an organisation's culture and processes. Internships must cover a period of at least 8 consecutive weeks full-time in the same company at the professional level (first job level, although salaries may not be commensurate) . Students are responsible for finding their own internships. Students either spend the internship abroad, or, if they spend both academic terms abroad, they may pursue the internship at home, but within a company operating in an international environment. |
| 8. Language Requirements upon Graduation | <p>All MIM graduates must have language competence in three languages, one of which is English.</p> <p>(1) The minimum language requirements are the following:</p> <p><u>Language 1: English</u> Mother tongue or Proficiency (fulfilled through every requirement and the 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. Please note: CEMS defines A1, A2, and B1 as "elementary" level.</p> <p>https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales</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 confirmed during the |

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| <p>(continued) Language Requirements upon Graduation</p> | <p>application. Students must fill in a declaration for each language declared.</p> <p>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> <p>(3) Language Assessment</p> <p>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 Email: 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 Email: 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 Email: 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 Email: 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 Semesters: Monday – Friday 8:45 a.m. – 4:45 p.m.

Break Periods: Monday – Friday 8:45 a.m. – 11:30 a.m. & 12:30 p.m. – 4:45 p.m.