

# Keio University

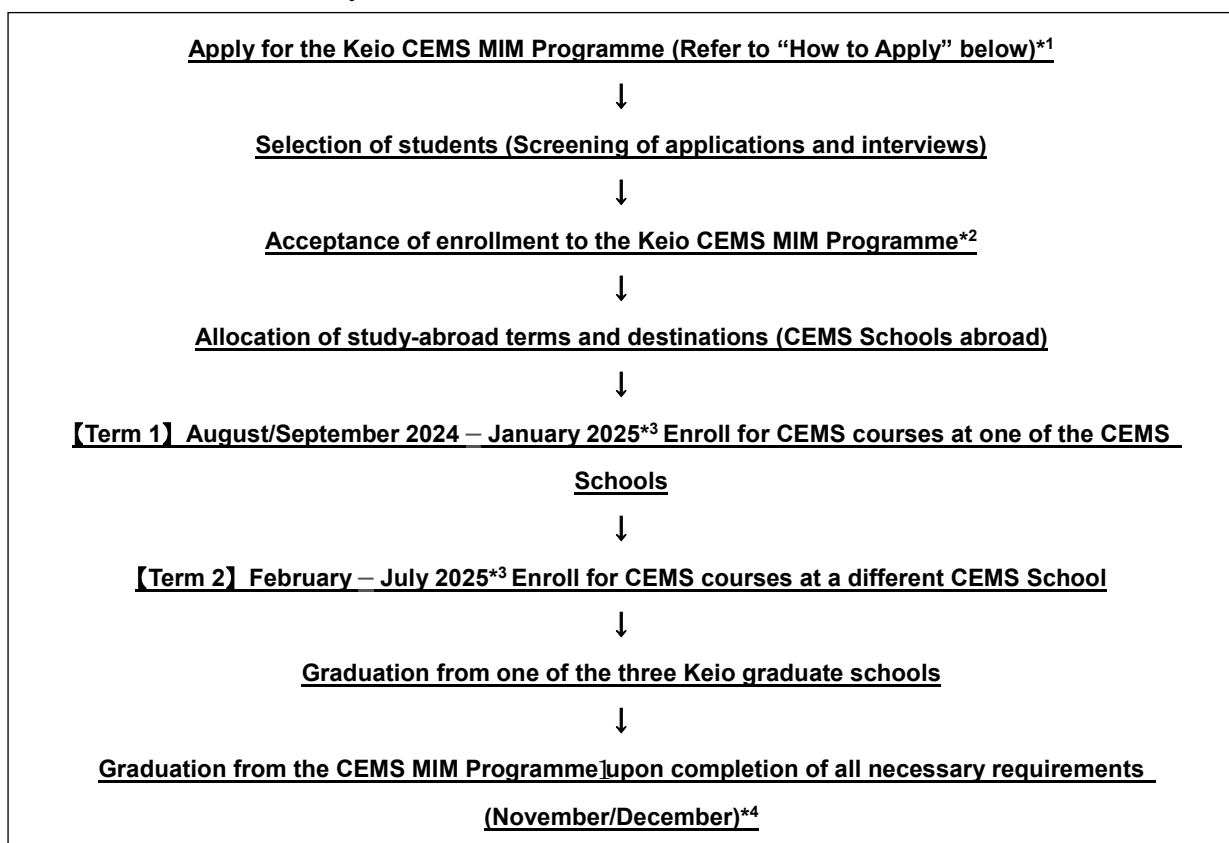
## 2024/2025 Keio CEMS MIM Programme Application Guidelines For Keio Outgoing Students (2<sup>nd</sup> Application period)

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.

Graduate School of Economics	<a href="https://www.econ.keio.ac.jp/en/">https://www.econ.keio.ac.jp/en/</a>
Graduate School of Business and Commerce	<a href="https://www.fbc.keio.ac.jp/graduate/en/">https://www.fbc.keio.ac.jp/graduate/en/</a>
Graduate School of Media Design	<a href="https://www.kmd.keio.ac.jp/">https://www.kmd.keio.ac.jp/</a>

### 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 (As of July 2023 €100, To be determined) 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:

1. Eligibility	<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"> <li>(1) The Keio University Graduate School of Economics</li> <li>(2) The Keio University Graduate School of Business and Commerce</li> <li>(3) The Keio University Graduate School of Media Design</li> </ul> <p><b>Note:</b> 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>
2. Language Proficiency	<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"> <li>- TOEFL iBT100; IELTS (Academic) / IELTS Indicator 7.0; CPE C; CAE B; BEC Higher B; Pearson Test of English Academic (PTE) 68</li> <li>- Passing one of the CEMS-accredited English exams</li> <li>- A-level GCSE issued in Singapore</li> <li>- Acquisition of one of the following degrees: <ul style="list-style-type: none"> <li>(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</li> </ul> </li> </ul>

	<p>(2) A bachelor's degree from the PEARL Programme offered by the Faculty of Economics, Keio University</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 have received a bachelor's degree in either management, economics, or a related field; or</p> <p>(2) You have successfully passed 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:
Graduate School of Economics	Graduate School of Economics Section, Office of Student Services at <b>Mita Campus</b>
Graduate School of Business and Commerce	Graduate School of Business and Commerce Section, Office of Student Services at <b>Mita Campus</b>
Graduate School of Media Design	KMD Office at <b>Hiyoshi Campus</b>

\*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.

### 2nd Application Period for CEMS MIM Year 2024/2025

	The Graduate School of Economics	The Graduate School of Business and Commerce	The Graduate School of Media Design
Online Registration	Please register from the website below during the application period of your affiliated graduate school. <a href="https://www.cems.org/selection/">https://www.cems.org/selection/</a>		
Application Period	Early March – Mon. March 4, 2024	Mon, April 1 – Fri, April 5, 2024	Mon, March 18 – <b>Fri, April 12, 2024</b>
Interview at your affiliated Graduate School	March 2024	Mon, April 8 – Fri, April 12, 2024	<b>Tue, April 16, 2024</b>
Screening via the Graduate School	March 2024	Wed, April 17, 2024	Thu, April 18, 2024
Selection Results from the Graduate School	Fri, April 19, 2024		
CEMS Final Interview* <sup>5</sup>	Wednesday, April 24, 2024 AM		
CEMS Final Interview Result	Thursday, April 25, 2024		
Allocation of Study-abroad destinations and terms	April 2024 ~ May 2024		

\*<sup>5</sup> 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)

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	Submit the Statement of Reason for choosing your preferred CEMS Schools. This form is available via the following URL: <a href="https://keio.box.com/s/cnuijqe1rmyv44y0nl7ab03oeoextj3ar">https://keio.box.com/s/cnuijqe1rmyv44y0nl7ab03oeoextj3ar</a> Please briefly state the reasons why you have selected your preferred CEMS Schools.
4. Declaration regarding Mother Tongue	Submit the Declaration regarding Mother Tongue, which is available via the following URL: <a href="https://keio.box.com/s/cnuijqe1rmyv44y0nl7ab03oeoextj3ar">https://keio.box.com/s/cnuijqe1rmyv44y0nl7ab03oeoextj3ar</a> 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.
5. Language Proficiency Certificate <b><u>(Original Copy required)</u></b>	<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"> <li>● 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).”</li> <li>● TOEFL ITP (Institutional Testing Program) scores are not acceptable.</li> <li>● “TOEFL My Best Scores” are not accepted.</li> </ul>

	<ul style="list-style-type: none"> <li>● TOEFL iBT 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</li> <li>● The test must have been taken within 2 years prior to the final deadline of the application.</li> </ul>
6. Grade Point Calculation Sheet	<p>Submit the Grade Point Calculation Sheet for Keio CEMS Students, which is available via the following URL:</p> <p><a href="https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar">https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar</a></p>
7. Transcript <b><u>(Original copy in English required)</u></b>	<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 <b>BOTH</b> your undergraduate transcript AND the latest transcript from the Graduate School.</p>
8. Written Oath	<p>Sign and Submit the Written Oath, which is available via the following URL:</p> <p><a href="https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar">https://keio.box.com/s/cnujqe1rmyv44y0nl7ab03oeoextj3ar</a></p>
9. 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					

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. Students are not able to spend both Term 1 and Term 2 at the same CEMS school. The workload of the programme is <b>66 ECTS in total</b> , with a minimum requirement of <b>24 ECTS</b> successfully completed in <b>each term</b> . 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 <b>45 ECTS</b> 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."

4. Skill Seminars	Skill Seminars are training seminars in practical skills. The skills development topics covered include, but not limited to: Sustainability, Strategy skills, Personal and career development, Consulting skills, Marketing and communication skills, Leadership and teambuilding.
5. Global Citizenship Seminar	The Global Citizenship Seminar is a two-day course bringing together representatives from Corporate and Social Partners, professors and students in a unique synergy. Within the Global Citizenship seminar, you will have the opportunity to engage with the Sustainable Development Goals through experiential learning.
6. Business Project	It is a consultancy-like project in which you collaborate directly with CEMS Corporate & Social Partners to help solve real-life business problems. These projects are designed to give you hands-on business experience with a company to learn about their industry while finding solutions for the challenges of tomorrow.
7. International Internship (Term 3)	International Internships provide students with the real-life professional learning experience of integrating into an organization's culture and processes. Internships must cover a period of <b>at least 8 consecutive weeks full-time in the same company at the professional level (first job level, although salaries may not be commensurate)</b> . 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></p> <p>Mother tongue or Proficiency (fulfilled through entry requirements and the CEMS MIM)</p> <p><u>Language 2: any language</u></p> <p>Mother tongue or B1 oral / B1 written level</p> <p><u>Language 3: any language</u></p> <p>Mother tongue or elementary level</p> <p>*CEMS uses the Common European Framework of References (CEFR) for comparing language proficiency in languages. Please note: CEMS defines A1, A2, and B1 as “elementary” level.</p> <p><a href="https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales">https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales</a></p> <p>(2) Mother tongue and language combinations</p> <p>I. Students may declare more than one mother tongue. 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 application. Students must fill in a declaration for each language declared.</p>



(continued) Language Requirements upon Graduation	<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><a href="https://www.cems.org/cebs-mim/programme-description/language-graduation-requirements">https://www.cems.org/cebs-mim/programme-description/language-graduation-requirements</a></p> <ul style="list-style-type: none"> <li>• Accredited Commercial Language tests are listed on the following page.  <a href="https://www.cems.org/cebs-mim/programme-description/language-graduation-requirement/language-tests">https://www.cems.org/cebs-mim/programme-description/language-graduation-requirement/language-tests</a></li> <li>• Commercial language courses at CEMS accredited cultural institutes is listed on the page below.  <a href="https://www.cems.org/cebs-mim/programme-description/language-graduation-requirement/cultural-institute">https://www.cems.org/cebs-mim/programme-description/language-graduation-requirement/cultural-institute</a></li> </ul>
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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.