

Keio University

2017/2018 Keio CEMS MIM Programme Application Guidelines For Keio Outgoing Students

This document provides information needed 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 2017/2018 CEMS Master in International Management (MIM) Programme. If you wish to apply for the CEMS MIM Programme, but are not enrolled in any of those 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 <http://www.econ.keio.ac.jp/index.shtml>

Graduate School of Business and Commerce <http://www.fbc.keio.ac.jp/index.html>

Graduate School of Media Design <http://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, that 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 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 common CEMS application form (Web Entry). Based on the preferences, your study-abroad terms and destinations will be determined by Keio *after* 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 March2016) 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 costs (dormitory fees, food costs, and other expenses).

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

How to Apply

After you have thoroughly read the “Application Qualifications” section below, you must: (1) complete your Online Registration at the CEMS website and (2) submit all the application materials, referred to in the “Application and Selection Schedule” and “Application Materials” sections. Please access the CEMS web registration website to begin your Online Registration and select the registration link under “Japan/Keio University” during the web registration period.

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

*Some of the Graduate Schools require you to register on their own school's website as well. If this is the case, register BOTH the graduate school's own website and CEMS website.

Application Qualifications

Applicants must meet all the qualifications listed below:

1. Eligibility	<p>By the time you submit your application, you must be one of the following:</p> <p>(1) A person who is currently enrolled or who is scheduled to be enrolled in the master's programme at the Graduate School of Economics at Keio University</p> <p>(2) A person who is currently enrolled or who is scheduled to be enrolled in the master's programme at the Graduate School of Business and Commerce at Keio University</p> <p>(3) A person who is currently enrolled or who is scheduled to be enrolled in the master's programme at the Graduate School of Media Design at Keio University</p> <p>Note: Non-Japanese nationals who receive scholarships (e.g., the MEXT scholarship) may be restricted to study only within Japan, which will prevent you from satisfying the CEMS study-abroad requirements. If you are a non-Japanese national and receive a scholarship, you should consult with Keio CEMS Office before preparing your application.</p>
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2. Language Proficiency

All applicants must have language competence in three languages, one of which must be English and another must be one of the CEMS Languages. While students may enter the programme already with three languages, for the third language requirement students are encouraged to study any language at an elementary level.

The following minimum levels of Language proficiency are required:

Language 1: English

Excellent oral and written skills in English, fulfilled through entry requirements and the Business Communication Skill Seminar.

If your mother tongue is not English, you must demonstrate your English language proficiency is at a sufficient level. The following proofs of proficiency are accepted:

- Language Exams: IELTS (7.0 or higher), TOEFL (iBT100 or higher), CAE ("A", "B"), BEC Higher ("A", "B") or CPE ("A", "B", "C");
- the candidate has passed one of the accredited local language exams,
- the candidate has received a Bachelor's diploma in an English speaking country, or in a CEMS or an EQUIS/AACSB-accredited institution (in these cases, the Bachelor's programme must be taught in English).

✘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 you 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.

Language 2: CEMS Language

Mother Tongue or B2 Oral/B1 Written level

This language requirement is demonstrated by declaring that the CEMS language in question is your mother tongue, or by passing the CEMS MBC Language Test at the following levels: B2 for the oral test and B1 for the written test.

At the time of writing this document, the CEMS Languages are: Arabic, Bengali, Cantonese, Czech, Danish, Dutch/Afrikaans, Farsi/Tajik, Finnish, French, German, Greek, Hebrew, Hindi/Urdu, Hungarian, Indonesian/Malay,

<p>2. Language Proficiency (Continued)</p>	<p>Irish, Italian, Japanese, Korean, Chinese (Mandarin), Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Serbo-Croat(Bosnian, Croatian, Serbian, and Montenegrin), Swedish, Tagalog, Tamil, Thai, Turkish and Vietnamese. (This list is subject to change).</p> <p><u>Language 3: any Language</u> Mother Tongue or Introductory language course at an elementary level</p> <p>This language requirement can be fulfilled by declaring the language to be your mother tongue or by taking a language course at an elementary level. Keio University will offer a language course to enable you to meet this requirement.</p> <p>✕Certain combinations of similar languages are not permitted in order to fulfill these language requirements (e.g. Danish/Swedish/Norwegian, Czech/Slovak, Catalan/Spanish, Afrikaans/Dutch, Ukrainian/Belarusian/Russian) etc.</p> <p>If your mother tongue is neither English nor a CEMS language, you are required to submit the following to prove your language proficiency:</p> <ol style="list-style-type: none"> 1. English proficiency as indicated previously; AND 2. A) The results from a CEMS approved commercial exam, stating that the level of your language competency in one of the CEMS languages (apart from English) is at least at the B2 level for oral ability, and the B1 level for written ability. <p>OR</p> <p>B) If your select Japanese as a CEMS language and you do not have any proof of a CEMS approved commercial exam results for Japanese, you need to take the CEMS MBC Language Test at Keio University and receive at least B2 on the oral exam and B1 on the written exam.</p> <p>Note: Students who wish to spend a term abroad at ESADE, Barcelona, in Term 2, must demonstrate their Spanish proficiency through any credible certification (if Spanish is not their mother tongue).</p>
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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> <ol style="list-style-type: none">1. You must have obtained a Bachelor's degree in either Management, Economics, or a related field;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>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 master's level in any of these areas, you are required to submit additional documents that describe your background (educational background and work experiences) to demonstrate that you satisfy condition (1) above to KMD Office (Office of Student Services, Hiyoshi Campus).</p>
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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 programme during the first application period are usually allocated to the CEMS universities/terms before second application period begins, which results in applicants for the second application period having less choices in terms of universities; 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 2017/2018

	Graduate School of Economics	Graduate School of Business & Commerce	Graduate School of Media Design
Web Registration on the CEMS web page	Please register from the web site below by October 27, 2016. http://www.cems.org/selection/		
Application Period	June 10 (Fri) – June 20 (Mon)	October 17 (Mon) – October 21 (Fri)	October 20 (Thu) – October 27 (Thu)
Written Exam	September 8 (Thu)	-	N/A
Interview	September 9 (Fri)	October 24 (Mon) – November 4 (Fri)	November 7 (Mon)
Selection Results from Graduate School	September 9 (Fri)	November 25 (Tue)	November 18 (Thu)
CEMS Interview for Selected Students* ⁴	December 12 (AM at Mita Campus)		
CEMS Final Selection Result* ⁴	Mid-December 2016		
Allocation of study-abroad destinations and terms will be announced in December, 2016.			

*4 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 CEMS steering Committee. The CEMS steering Committee determines selectees' study-abroad locations and terms after the selection results are announced.

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. Language Proficiency Certificate	<p>Submit a photocopy of the relevant English language proficiency test certificate listed in “2. Language Proficiency” in the “Application Qualifications” 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><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 you 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> <p>(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).”</p> <p>(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.</p> <p>(3) TOEFL ITP (Institutional Testing Program) scores are not acceptable.</p> <p>(4) A certificate for a language test that you took more than two years before the final date for submitting applications is not acceptable.</p> <p>(5) Students who wish to study at ESADE (Spain) in Term 2 (Feb.-July) must submit a Spanish test certificate (through any credible certification).</p> <p>If your mother tongue is neither English nor a CEMS language, you are required to submit the following proof:</p> <p>1. Results from a CEMS approved commercial exam, stating that the level of your language competency in one of the CEMS languages (apart from English) is at least B2 oral/B1 written.</p> <p>OR</p> <p>2. If your CEMS language is Japanese, and you do not have any proof of CEMS approved commercial exam results, you need to take the CEMS MBC Language Test at Keio University and receive at least B2 oral/B1 written.</p>

4. Transcript (in English)	<p>(1) If you are accepted in the Graduate School of Economics, the Graduate School of Business and Commerce, or the Graduate School of Media Design in September 2016 or April 2017, submit a photocopy of your undergraduate transcript (in English).</p> <p>(2) If you are already in one of the above graduate schools, submit photocopies of BOTH your undergraduate transcript AND your masters transcript.</p> <p>Note: When you submit your application, you must bring the original transcript(s) so that the photocopy can be verified.</p>
5. Grade Point Calculation Sheet for Keio CEMS Students	<p>Retrieve a Grade Point Calculation Sheet from the link below, complete, and submit it along with your other application materials.</p> <p>The Grade Point Calculation Sheet for Keio CEMS Students is available at http://www.ic.keio.ac.jp/en/study/cems/keio/gpa_en.pdf</p>
6. Additional Documents (KMD student only)	<p>Additional documents that describe your background (educational background and working experience) to satisfy the qualification “Academic Preparation” on Page 5.</p>
7. Number of Copies to be Submitted	<p>1 original and 5 copies (total 6 copies) of each of the items must be submitted</p>

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

During the application period stated in the “Application and Selection Schedule” section above, you must submit the complete set of application materials to the appropriate location, depending on the graduate school which you are belonged to.

- Students enrolled or planning to be enrolled in the Graduate School of Economics or the Graduate School of Business and Commerce submit their applications in person to:
 - Keio CEMS Office
Office of Student Services (International Exchange Services Group), Mita Campus

- Students enrolled or planning to be enrolled in the Graduate School of Media Design submit their applications in person to:
 - KMD Office
Office of Student Services, Hiyoshi Campus

II. CEMS MIM GRADUATION REQUIREMENTS

Besides completing the Master's program in one of three Keio graduate schools, you need to fulfill three key components of the CEMS programme; Term 1 (the equivalent of Keio's fall semester), Term 2 (the equivalent of Keio's spring semester), and an International Internship at least for 10 consecutive weeks. In principle, two of these three components must be taken abroad. If both Term 1 and Term 2 are taken abroad, you must choose to go to a different school in each term. If the International Internship is done outside of Japan, you can spend one of the terms at Keio or both terms abroad.

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. 10 weeks
Block Seminar	Global Strategy and other CEMS courses	Responsible Global Leadership Seminar	Global Management Practice and other CEMS courses	Business Project	At any time during the graduate period of studies
	Business Communication Skill Seminars 1 ECTS	Skill Seminars 1 ECTS			
ONGOING LANGUAGE TRAINING AND TESTING					

1. Semester Abroad	You must spend the two semesters of the MIM year at separate CEMS schools and complete Block Seminar, CEMS Courses, Skill Seminars, Responsible Global Leadership Seminar, and Business Project (See 2, 3, 4, 5 and 6 below). In each semester, you must obtain at least 24 ECTS of credits to remain in the CEMS MIM programme.
2. Block Seminar (3 ECTS)	Block Seminars are offered right before the beginning of Term 1. With the permission of Keio and the host university, you may take a Block Seminar offered by any CEMS school.
3. CEMS Courses	In addition to the Business Project (15 ECTS), a total of 45 ECTS credits must be completed. Out of the 45 ECTS, a Global Strategy Course (offered only in Term 1), and a Global Management Practice Course (offered only in Term 2) are mandatory.

/Spanish, Ukrainian/Belarusian/Russian, Afrikaans/Dutch).

3. Language Assessment: Students have several options to demonstrate their language and communication proficiency in foreign languages.

(1) CEMS accredited language courses (available at several CEMS schools at B2 or C1 level)

(2) Tests for CEMS Management and Business Communication (MBC) accepted for CEMS languages at B2 oral / B1 written level. See below for a detailed description. MBC tests are offered at two periods per academic year – in September and April/May. Testing in the CEMS languages are arranged upon request at the student's home school and, subject to local availability, also at the school(s) where s(he) will spend the term(s) abroad. Students have a maximum of 3 attempts (graded or ungraded) per language.

(3) Proof of secondary education/university degree in a foreign language

(4) "External" language tests accredited by CEMS at B2 level (See the site below)

<http://www.cems.org/mim/curriculum/management-business-communication/commercial-language-tests>

(5) Accredited in-house language exams at CEMS universities at B2 level.

(6) Accredited university and commercial language courses at elementary level (third language only).

III. Contact Information and Office Hours

* For general inquiries about the CEMS MIM Programme at Keio

* For inquiries about CEMS application procedures for students enrolled in the Graduate School of Economics or the Graduate School of Business and Commerce

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: keio@cems.org

* For general inquiries about the Masters programme at the Graduate School of Economics
(Current Students)

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

* For general inquiries about the Masters programme at the Graduate School of Business and Commerce (Current Students)

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

* For inquiries about CEMS application procedures for students enrolled in the Graduate School of Media Design

* For general inquiries about the Masters programme 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@info.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.