

## FACT SHEET : Academic Year 2017-2018

(As of 11/11/2016)

### BASIC INFORMATION

<b>Name of School</b>	<b>Hitotsubashi University The Graduate School of International Corporate Strategy (ICS)</b>
<b>Address</b>	National Center of Sciences 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439 JAPAN
<b>Contact</b>	Reiko Miyazaki (Ms.) Miku Sasaki (Ms.)
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<b>E-mail</b>	rmiyazaki@ics.hit-u.ac.jp/ msasaki@ics.hit-u.ac.jp
<b>Term(s) of Exchange</b>	Term 1 (Sept-Dec), Term 2 (Jan-Feb), Term 3 (Apr-May), Term 4(June-July)
<b>School Website Address</b>	<a href="http://www.ibs.ics.hit-u.ac.jp/">http://www.ibs.ics.hit-u.ac.jp/</a>
<b>Language Requirement</b>	English

### EXCHANGE NOMINATION DEADLINE

<b>Term 1 (2017, Sept-Dec)</b>	End of April, 2017
<b>Term 2 (2018, Jan-Feb)</b>	Mid October, 2017
<b>Term 3 (2018, Apr-May)</b>	End of January, 2018
<b>Term 4 (2018, June-July)</b>	End of March, 2018

**TERM DATES: (mm/dd/yyyy) \*Exact Dates will be announced once determined**

**\*REFERENCE ONLY** (Based on Academic Year 2016-2017)

	<b>Term 1 (Fall) 2016</b>	<b>Term 2 (Winter) 2017</b>	<b>Term 3 (Spring) 2017</b>	<b>Term 4 (Summer) 2017</b>
<b>Check-in (on campus residence)</b>	By mid-Sept. 2016	By 1/5/2017	By 4/3/2017	By 6/12/2017
<b>Beginning of the courses</b>	9/26/2016	1/5/2017	4/3/2017	6/12/2017
<b>End of courses (including exams)</b>	12/21/2016	2/10/2017	5/25/2017	7/28/2017
<b>Special courses (optional for exchange students)</b>		-Global Network Project (GNP)** <u>2/13 - 2/24/2017</u> -Global Network Week (GNW)** <u>3/13 - 3/17/2017</u>	-Knowledge Week <u>3/25 - 3/28/2017</u>	-Strategy Simulation Week (SSW) <u>5/26 - 6/2/2017</u> -Commencement 8/26/2017
<b>Break</b>	12/22/2016-1/3/2017	2/25/2017-3/24/2017	4/30 - 5/7/2017	

\*\*For GNP and GNW, only classroom sessions (including guest lectures) and certain company visits in Tokyo are open to exchange students.

**ADMISSION REQUIREMENTS (Not applicable to exchange students)**

For your reference, following are the general guidelines for regular ICS students:

- GMAT: Score of around 600
- TOEFL: Minimum score of CBT250 / IBT 100
- Solid academic results at home institution
- Minimum 3 years work experience

**CAREER SERVICES**

Exchange students are given access to all Career Services resources and welcome to make use of services almost identical to those provided to full-time students. These include access to all company seminars and career development sessions organized by the office, informal events, skills workshops, employer contact job postings, job descriptions, human resource agencies and career staff for counseling and general appointments. Exchange students are unable to undertake an internship under the auspices of Career Services.

**VISA**

In principle, each exchange student is required to have student Status of Residence regardless of the period of stay or diplomatic relationship between the student's home country and Japan.

- ICS sends an application form for a Certificate of Eligibility (CoE) to students.
- Students fill out the form and send it back to ICS along with the necessary documents.
- ICS submits the applications to the Immigration Bureau.
- Once the CoEs have been issued, ICS sends them to students.
- Students go to their nearest Japanese Embassy/Consulate to apply for a Student Status of Residence.

**LIVING COSTS****HOUSING**

Exchange students may stay in the ICS guest rooms, which are in the building where ICS is located. However, the number of the guest rooms is limited. In the case of ICS being unable to provide a student with a guest room, ICS provides information about accommodation around ICS.

**ICS GUEST ROOM**

Room Type	Single (18m <sup>2</sup> )
Rent	JPY3, 100* per night for first 5 days and JPY2, 200* thereafter including tax, electricity and water. (* as of October 1, 2016) <u>Students are required to pay the room fee monthly, in advance.</u>
Equipment	Bed, Desk, Chair, TV, Refrigerator, Closet, Toilet, Bath, Shared Kitchen & Laundry

**RESIDENT REGISTRATION**

Students must complete resident registration procedures at the ward office within 14 days of their arrival.

**HEALTH INSURANCE**

Students who are planning to stay in Japan for more than 90 days must join the National Health Insurance scheme in Japan. The enrollment procedure is processed at the ward office.

\*Those that will stay less than 90 days must take out travel insurance before visiting Japan.

## **ACADEMIC STYLE**

### **ACADEMIC HONOR CODE**

Every exchange student must sign the Hitotsubashi ICS Academic Honor Code upon arrival at ICS, before the start of the first enrolled class.

### **CLASS FORMAT**

Case studies, discussions, simulation exercises, group projects, business plans, site visits, lectures, and team building exercises during the pre-enrolment program, etc. We expect active class participation from all of our students, including exchange students.

### **SEMINAR SYSTEM (Zemi)**

Every exchange student must belong to a Seminar that is led by a faculty member, who serves as the academic advisor to the student. Seminar selection is conducted by the Faculty Director of the MBA Program upon arrival at ICS.

### **COURSE ENROLLMENT**

Exchange students are required to enroll in a minimum of 3 courses, regardless of the number of credits given to ICS students (e.g. a 3 credit course and a 2 credit course are both counted as one course). In addition, exchange students should comply with the requirements of their home institution.

### **ATTENDANCE & CLASS PARTICIPATION**

Exchange students at ICS are expected to arrive on time to enroll for the first day of courses and follow academic policy as enrolled students at Hitotsubashi ICS.

### **GRADING**

Exchange students will be given letter grades or Pass/Non-Pass grades depending on the course in which they are enrolled. Exchange students will not be included in the forced-curve grading system.

**Please refer to “Academic Policy” for details**