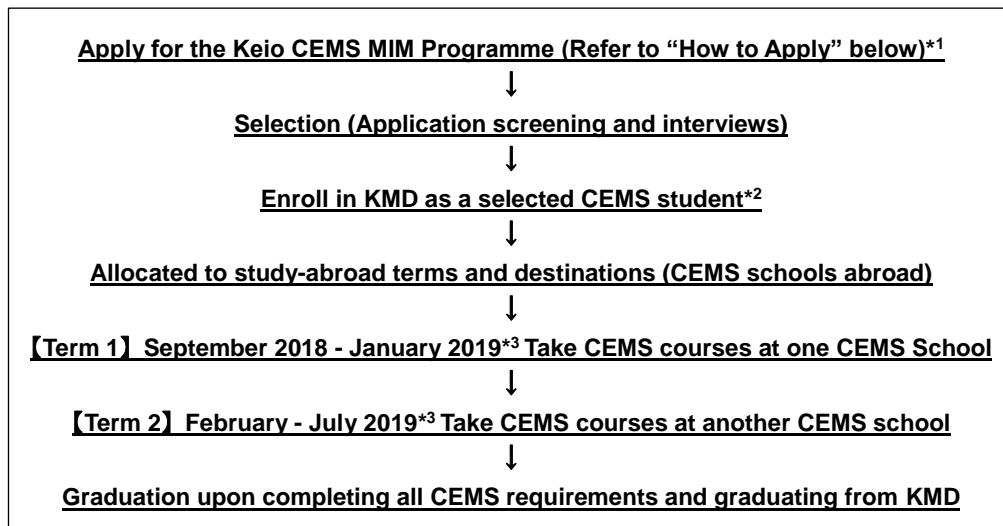


# Keio University Graduate School of Media Design

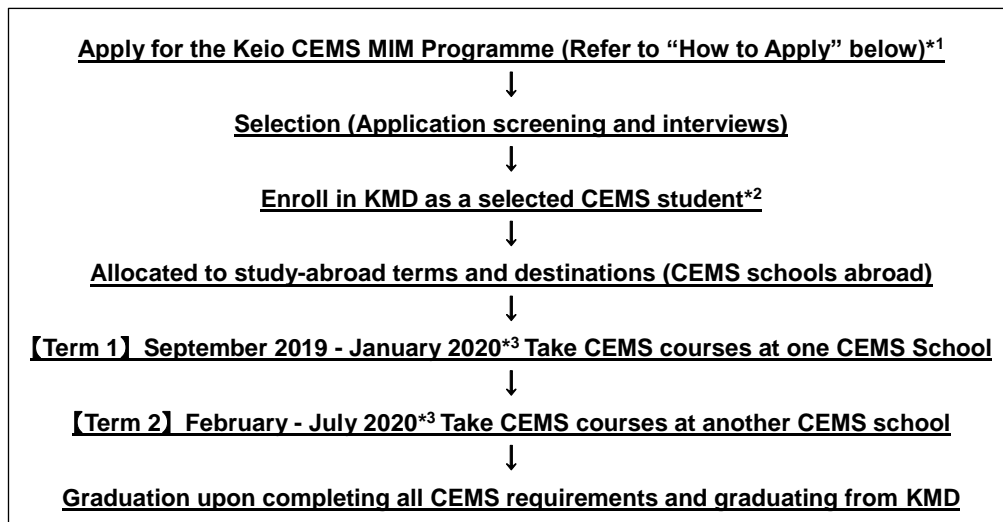
## Admission Application Guideline Keio CEMS Master's in International Management Programme (CEMS MIM Programme) For Enrollment in September 2017, April 2018 or September 2018

Keio University Graduate School of Media Design (KMD) offers a double-degree programme with CEMS, the Global Alliance in Management Education. 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 KMD. 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.

### Study abroad from September 2018



### Study abroad from September 2019



\*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 enrolled in KMD as a selected 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 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 “Qualifications of Applicants” section below, you must: (1) complete your Online Registration at the CEMS website in addition to KMD Web Entry System, and (2) submit all the application materials, referred to in the “Application and Selection Schedule” and “Application Documents” 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.

KMD Web Entry System <http://www.kmd.keio.ac.jp/en/admissions/application-overview.html>

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

*\*Please note that you need to register BOTH the KMD website and CEMS website.*

## Qualifications of Applicants

Applicants must meet all the qualifications listed below:

1. Eligibility	<p>Applicants are required to fulfill at least one of the following requirements. Please note that a preliminary entrance qualification review will be necessary for applicants qualifying for admission under items 2 or 5 below.</p> <ol style="list-style-type: none"> <li>1. Graduated from a university or expected to graduate before enrolling at Keio University</li> <li>2. Spent three years or more at a university by the time of enrollment to Graduate School of Media Design, achieved outstanding academic results exceeding the requirement set by the Graduate School of Media Design, and to whom item 1 above does not apply.</li> <li>3. Completed or expects to complete sixteen years of schooling outside Japan</li> <li>4. Awarded or expects to be awarded a degree equivalent to a bachelor's degree for the completion of a course requiring three years or more at a university outside Japan, etc.</li> <li>5. Acknowledged by the Graduate School of Media Design to have academic skills</li> </ol>
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	<p>equivalent to those of university graduates who are 22 years old or over.</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 KMD Admissions Office before preparing your application.</p>
<p>2. Language Proficiency</p>	<p>Applicants must have language competence in two languages, one of which must be English and another must be one of the CEMS Languages.</p> <p>The following minimum levels of Language proficiency are required.</p> <p><b><u>Language 1: English</u></b></p> <p>Applicants should meet one of the following five English language requirements in case your mother tongue is not English.</p> <ol style="list-style-type: none"> <li>1) TOEFL iBT: 100 or higher</li> <li>2) IELTS: 7.0 or higher</li> <li>3) Cambridge English Certificate in Advanced English (CAE): “A” or “B”</li> <li>4) Cambridge English Business English Certificates (BEC Higher): “A” or “B”</li> <li>5) Cambridge English Certificate of Proficiency in English (CPE): “A”, “B”, or “C”</li> </ol> <p>*Score must as a rule have been issued within two years of the application deadline date.</p> <p>*You do not need to submit one if you have earned 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 entirely in English).</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 you consult with KMD Admissions 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 KMD Second Screening at the latest.</u></p> <p><b><u>Language 2: CEMS Language</u></b></p> <p>Mother Tongue or B2 Oral/B1 Written level.</p> <p>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.</p> <p>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, Irish, Italian, Japanese, Korean, Chinese (Mandarin), Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Serbo-Croat(Bosnian, Croatian, Serbian, Montenegrin), Swedish, Tagalog, Tamil, Thai, Turkish and Vietnamese. (This list is subject to change.)</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"> <li>1. English proficiency as indicated previously; AND</li> <li>2. The results from a CEMS approved commercial exam, stating that the level of your</li> </ol>

	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.
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> <ol style="list-style-type: none"> <li>1. You must have obtained a Bachelor's degree in either Management, Economics, or a related field; or</li> <li>2. You have successfully completed the equivalent of one year of full-time education at the Master's level in any of these areas.</li> </ol> <p>Note: If you did not major in any of the above-mentioned fields in your undergraduate study, please provide with additional documents that describe your background (educational background and work experiences) to demonstrate that you satisfy condition (1) above.</p>

### Application and Selection Schedule

KMD offers three application periods (Period-I, II and III) before your enrollment. You may apply in either period, however, as for studying abroad from September 2018, applicants for Period-II and III should note that: (1) students who are admitted to the CEMS MIM Programme during Period-I are usually allocated to the CEMS universities/terms before the application of Period-II and III begins, which results in applicants for Period-II and III having less choices in terms of universities; and (2) some CEMS schools set their deadline for incoming CEMS students' registration before the end of Period-I application period. In terms of studying abroad from September 2019, applicants for Period-III should note that : (1) students who are admitted to the CEMS MIM Programme during Period-II are usually allocated to the CEMS universities/terms before the application of Period-III begins, which results in applicants for Period-III having less choices in terms of universities.

	Date of Enrollment	
Application Period-I	September 2017 <sup>*1</sup>	April 2018 <sup>*1</sup>
Application Period-II	April 2018 <sup>*1</sup>	September 2018 <sup>*2</sup>
Application Period-III	April 2018 <sup>*1</sup>	September 2018 <sup>*2</sup>

\*1 Study abroad from September 2018

\*2 Study abroad from September 2019

### Application Documents

Please submit all the documents in English. In addition to the documents listed in “2.5 Application Documents” in the “KMD Admission Application Guide”, please submit the following CEMS application documents.

Make sure to write your examinee number at the upper right for each document.

1. CV	A4-size paper in a format of your choosing with a photo attached.
2. CEMS Statement of Purpose	<ol style="list-style-type: none"> <li>1. A4-size paper in a format of your choosing.</li> <li>2. Keep the length of the statement to within 2 pages.</li> </ol>

3. Language Proficiency Certificate	<p>A photocopy of the relevant English language proficiency test certificate listed in “2. Language Proficiency” in the “Qualifications of Applicants” 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> <ol style="list-style-type: none"> <li>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).”</li> <li>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.</li> <li>3. TOEFL ITP (Institutional Testing Program) scores are not acceptable.</li> <li>4. A certificate for a language test that you took more than two years before the final date for submitting applications is not acceptable.</li> </ol> <p>If your mother tongue is neither English nor a CEMS language, you are required to submit the following proof:</p> <p style="padding-left: 40px;">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>
4. Transcript	Submit a photocopy of your undergraduate transcript.
5. Grade Point Calculation Sheet (designated form)	Submit the “Grade Point Calculation Sheet” attached on the last page of this Guideline.
6. Additional Documents	Additional documents that describe your background (educational background and working experience) to satisfy the qualification (1) of “Academic Preparation” on Page 4 (if you did not major in Management, Economics, or a related field in your undergraduate study)
7. Number of Copies to be Submitted	1 original and 5 copies (total 6 copies) of each of the items in (1)~(6) must be submitted

## CEMS MIM Graduation Requirements

Please see Keio CEMS MIM website for details.

<http://www.ic.keio.ac.jp/en/study/cems/keio/index.html>

## Contact Information

Admissions Office of Keio University Graduate School of Media Design

4-1-1 Hiyoshi, Kohoku, Yokohama 223-8526, JAPAN

Tel: +81 (0)45-564-2517 Fax: +81 (0)45-562-3502

Email: [kmd@info.keio.ac.jp](mailto:kmd@info.keio.ac.jp)

## Grade Point Calculation Sheet For Keio CEMS MIM Programme Applicants

\*Please submit this sheet as part of the application materials.

Calculate your grade point from your undergraduate transcript using the formula described below and insert the result in the appropriate box.

### Method of Calculation

The chart below summarizes various grading scales. Find the assessment points (AP) that correspond to your grades in the grading scale of your transcript, and insert the relevant number of credits in the formula below (You should fill in all the brackets in the formula to show your calculation process). If the grading scale of your transcript does not match any of the scales in the chart, consult KMD Office.

Grading Scale	Grade Mark				
	3	2	1	0	
4-level grading scale		Excellent (優)	Good (良)	Pass (可)	Fail (不可)
4-level grading scale		A	B	C	F
4-level grading scale		100~80 pt	79~70 pt	69~60 pt	59 pt~
5-level grading scale	S	A	B	C	F
5-level grading scale	A	B	C	D	F
5-level grading scale	100~90 pt	89~80 pt	79~70 pt	69~60 pt	59 pt~

Grade Point (Round up the third decimal place)

$$= \frac{(\text{\# of credits in AP 3}) \times 3 + (\text{\# of credits in AP 2}) \times 2 + (\text{\# of credits in AP 1}) \times 1 + (\text{\# of credits in AP 0}) \times 0}{\text{Total \# of Credits}}$$

<p>Grade Point from undergraduate transcript</p> <p>= <math>\frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}</math></p> <p>= [                      ]</p>
<p>Grade Point from Masters transcript</p> <p>= <math>\frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}</math></p> <p>= [                      ]</p>

Name: \_\_\_\_\_ Examinee Number: \_\_\_\_\_

Date: \_\_\_\_\_