

# Keio University Graduate School of Media Design

## Application Guidebook Keio CEMS Master's in International Management Programme (CEMS MIM Programme) For Enrollment in September 2021, April 2022 or September 2022

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, 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 they are in the world.

### Study abroad from September 2022



### Study abroad from September 2023



\*1 You will have an opportunity to indicate your preferences in terms of study-abroad terms and universities when filling out the CEMS Common Application Form (online form). Based on your preferences, your study-abroad terms and destinations will be determined by Keio after you are admitted as a KMD 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 July 2020) 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 expenses (e.g., rent, food, transportation, and other expenses).

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

\*4 CEMS Graduation takes place once a year in November/December at one of the CEMS schools.

## Qualifications of Applicants

Applicants must meet all the qualifications listed below:

<p>1. Eligibility</p>	<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 7 below.</p> <ol style="list-style-type: none"> <li>1. Graduated or expects to graduate from a university in Japan</li> <li>2. Spent three years or more at a university (or the equivalent) by the time of enrollment in the master's program and has achieved or is expected to achieve outstanding academic results as acknowledged by KMD</li> <li>3. Earned or expects to earn a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education of Japan</li> <li>4. Completed or expects to complete 16 years of schooling outside Japan</li> <li>5. Designated by the Minister of Education, Culture, Sports, Science and Technology of Japan</li> <li>6. 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 an overseas university, etc.</li> <li>7. Acknowledged by KMD to have academic skills equivalent to those of university graduates and is at least 22 years of age at the time of admission</li> </ol>
<p>2. Language Proficiency</p>	<p>Applicants must be competent in English at the time of application. Applicants should be aware of the CEMS language graduation requirements upon applying. Please refer to the Language Graduation Requirement section in the "Keio CEMS MIM Programme Application Guidelines for Keio Outgoing Students" to learn more, which you can refer at the website <a href="http://www.ic.keio.ac.jp/en/study/cemsmim/outbound_apply.html">http://www.ic.keio.ac.jp/en/study/cemsmim/outbound_apply.html</a></p> <p>Provide proof of proficiency in English (if not your mother tongue) through any of the following (minimum level given):</p> <ul style="list-style-type: none"> <li>- IELTS: 7.0, TOEFL iBT 100, CAE B, BEC Higher B or CPE C</li> <li>- Proof of having passed one of the CEMS-accredited local English exams</li> <li>- A Bachelor's diploma entirely taught in English from an English speaking country, or in a CEMS or an EQUIS/AACSB accredited institution</li> <li>- A-level GCSE issued in Singapore</li> </ul>

	<p><u>*You are required to submit the proof of proficiency in English along with all the other application documents. If you are unable to meet the CEMS requirements at the time of the application but still have a strong desire to participate in the programme, please consult with the Admissions Office of KMD in advance as the application could be conditionally accepted in some cases.</u></p>
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"> <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, in addition to the application documents, you are required to submit a statement that describes your background (educational background and work experience) to demonstrate that you satisfy the conditions above.</p>

## How to Apply

After you have thoroughly read the “Qualifications of Applicants” section above, you must: (1) complete your Online Registration at the CEMS website below in addition to KMD Web Entry System, and (2) submit all the application materials, as given in the “Application Materials” section. Please access the CEMS web registration website to begin your online registration by selecting the registration link under “Japan/Keio University” during the web registration period.

KMD Web Entry System <http://www.kmd.keio.ac.jp/admissions>

CEMS Web Registration <http://www.cems.org/selection/>

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

## 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 2022, applicants for Period-II and III should note that: (1) students who are admitted to the CEMS 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 fewer choices in terms of term abroad destinations; 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 2023, applicants for Period-III should note that : (1) students who are admitted to the CEMS 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 fewer choices in terms of term abroad destinations.

	Date of Enrollment	
Application Period-I	September 2021 <sup>*1</sup>	April 2022 <sup>*1</sup>
Application Period-II	April 2022 <sup>*1</sup>	September 2022 <sup>*2</sup>
Application Period-III	April 2022 <sup>*1</sup>	September 2022 <sup>*2</sup>

\*1 Study abroad from September 2022

\*2 Study abroad from September 2023

## Application Materials

Please submit all the documents in English. In addition to the documents listed in “3.5. Application Documents” in the “KMD Application Guidebook (Master’s Program)”, please submit the following CEMS application documents. You are required to upload the data for all of your application documents to the Web Entry System. You also need to send the originals for the specified application documents separately by post. For details on how to submit the application documents, please refer to “7. Submission of Applications” of “KMD Application Guidebook (Master’s Program)”.

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

Documents to be Submitted	Folder*1	Sending of Original Documents by Post	
1. CV	C	Not required	<ol style="list-style-type: none"> <li>A4-size PDF in a format of your choosing</li> <li>Attach your ID photo on the top page.</li> </ol>
2. CEMS Statement of Purpose	B	Not required	<ol style="list-style-type: none"> <li>A4-size PDF in a format of your choosing.</li> <li>Keep the length of the statement to within 2 pages.</li> </ol>
3. Mother Tongue Declaration Form	C	Not required	Submit the attached Mother Tongue Declaration Sheet. Note: Once you submit this form, you are unable to change the language you declared as your mother tongue. You may declare more than one mother tongue. A declaration is to be filled in for each language declared.
4. Language Proficiency Certificate ( <u>Original Copy required</u> )	C	<b>Required</b>	An original certificate of the relevant English language proficiency test listed in “2. Language Proficiency” in the “Qualifications of Applicants” section above is required if English is not your mother tongue. You should also note the following rules: <ol style="list-style-type: none"> <li>For TOEFL scores, you should submit “Test Taker Score Report”; for IELTS scores, you should submit “Test Report Form (Academic Module).”</li> <li>TOEFL ITP (Institutional Testing Program) scores are not acceptable.</li> <li>TOEFL My Best Score is not acceptable.</li> </ol>

			4. A certificate for a language test that you took more than two years before the final date for submitting applications is not acceptable.
5. Grade Point Calculation Sheet	C	Not required	Submit the attached Grade Point Calculation Sheet.
6. Transcript (in English)	A	<b>Required</b>	Submit your undergraduate transcript in English. Applicants who have graduated (or are expected to graduate) from more than one university and/or graduate school must submit Academic Transcripts from each institution or university.
7. Statement of your educational background & working experience	C	Not required	A statement that describes your background (educational background and working experience) to satisfy the conditions described in "Academic Preparation" in Qualifications of Applicants above. (A4-size PDF, one page)

\*1 Please check the additional explanations provided on the KMD website for details on submitting the data for your application documents.

## CEMS MIM Graduation Requirements

Please see Keio CEMS MIM website for details.

<http://www.ic.keio.ac.jp/en/study/cemsmim/outbound.html>

## Contact Information

Admissions Office of Keio University Graduate School of Media Design

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 the Admission Office of KMD.

Grading Scale	Grade Mark				
	Assessment Point (AP)	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> $= \frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}$ <p>= [                      ]</p>
<p>Grade Point from Masters transcript</p> $= \frac{(\quad) \times 3 + (\quad) \times 2 + (\quad) \times 1 + (\quad) \times 0}{(\quad)}$ <p>= [                      ]</p>

Name: \_\_\_\_\_

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

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



## CEMS Candidate's Declaration regarding Mother Tongue

CEMS asks you for this information because it will appear on your Graduation Certificate. The Mother Tongue (MT) is one of the three languages that CEMS requires. If you have more than one MT, please fill out a separate declaration for each language.

I declare that \_\_\_\_\_ is my Mother Tongue / Native Language.

I consider this language to be my MT for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further declare and confirm with my initials and signature below that:

- **my written and speaking proficiency** in this language is sufficient for conducting operations that are typical of business, **Initials:** \_\_\_\_\_
  - **I am confident** that when speaking/corresponding with another person who is a native speaker of this language that I would be considered by that person to have a native-like level of fluency in this language, **Initials:** \_\_\_\_\_
  - **I have read and understand** the Ethical Guidelines in the CEMS Student Guide and that my signature indicates my full and unreserved commitment to comply with the guidelines stated therein and in this present document, **Initials:** \_\_\_\_\_
  - **my declaration** (above) is true and correct, **Initials:** \_\_\_\_\_
- and I understand** that company and professional recruiters will make their own determination of the accuracy of my declarations above and herein, and that discrepancies, should they be determined by those recruiters, will likely be detrimental to my recruitment process and/or career opportunities. **Initials:** \_\_\_\_\_

\_\_\_\_\_  
name of candidate

\_\_\_\_\_  
candidate's home school

\_\_\_\_\_  
signature of candidate

date \_\_\_\_\_  
DD MM YYYY