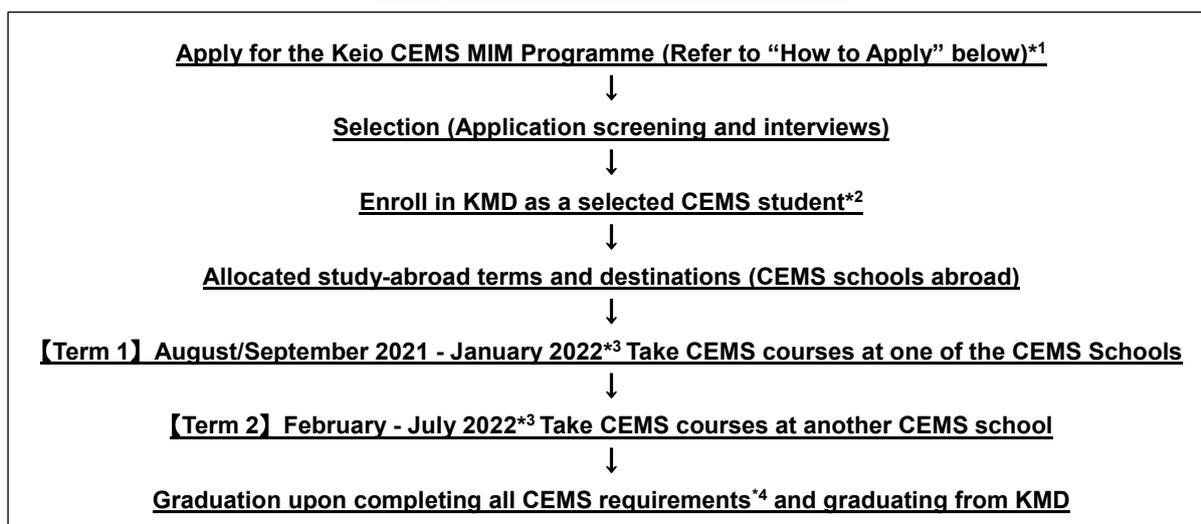


# Keio University Graduate School of Media Design

## Application Guidebook Keio CEMS Master's in International Management Programme (CEMS MIM Programme) For Enrollment in September 2020, April 2021 or September 2021

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 2021



### Study abroad from September 2022



\*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 May 2019) 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 5 below.</p> <ol style="list-style-type: none"> <li>1. Graduated from a university or expected to graduate by the time of admission to KMD</li> <li>2. Spent three years or more at a university (or the equivalent) by the time of enrollment at KMD, achieved outstanding academic results exceeding the requirement set by KMD, and criteria 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 an overseas university, etc.</li> <li>5. Acknowledged by KMD to have academic skills equivalent to those of university graduates and is at least 22 years old at the time of admission</li> </ol> <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 the Admissions Office of KMD before preparing your application.</p>
<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/cems/keio/applykeio.html">http://www.ic.keio.ac.jp/en/study/cems/keio/applykeio.html</a>.</p> <p><b><u>Language 1: English</u></b></p> <p>Excellent oral and written skills in English. 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> </ul>

	<p>- A-level GCSE issued in Singapore</p> <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 English 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> <p><b>If your mother tongue is neither English nor a CEMS language*, you are required to submit the following to prove your language proficiency:</b></p> <ol style="list-style-type: none"> <li><b>1. English proficiency as indicated previously; AND</b></li> <li><b>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.</b></li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B) If you select Japanese as a CEMS language and you do not have any proof of 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.</b></p> <p>*For CEMS language, 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 <a href="http://www.ic.keio.ac.jp/en/study/cems/keio/applykeio.html">http://www.ic.keio.ac.jp/en/study/cems/keio/applykeio.html</a>.</p>
<p><b>3. Academic Preparation</b></p>	<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 in addition to KMD Web Entry System, and (2) submit all the application materials, as given in the “Application Materials” sections. 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 2021, 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 2022, 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 2020 <sup>*1</sup>	April 2021 <sup>*1</sup>
Application Period-II	April 2021 <sup>*1</sup>	September 2021 <sup>*2</sup>
Application Period-III	April 2021 <sup>*1</sup>	September 2021 <sup>*2</sup>

\*1 Study abroad from September 2021

\*2 Study abroad from September 2022

## Application Materials

Please submit all the documents in English. In addition to the documents listed in “2.5 Application Documents” in the “KMD Application Guidebook”, please submit the following CEMS application documents. Please arrange each set of the application documents **in order** listed below. **Do not use staples.**

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

1. CV	<ol style="list-style-type: none"> <li>1. A4-size paper in a format of your choosing</li> <li>2. Attach your ID photo on the top page.</li> </ol>
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. Mother Tongue Declaration Form	<p>Retrieve the “CEMS Mother Tongue Declaration” sheet from the link below, complete, and submit it along with your other application materials.</p> <p>The “Mother Tongue Declaration” sheet is available at:  <a href="http://www.ic.keio.ac.jp/en/study/cems/keio/cems_mother_tongue_df.pdf">http://www.ic.keio.ac.jp/en/study/cems/keio/cems_mother_tongue_df.pdf</a></p> <p>Note: Once you submit this form, you are unable to change the language you declared as your mother tongue.</p>
4. Language Proficiency Certificate (Original Copy required)	<p>A photocopy of the relevant English language proficiency test certificate listed in “2. Language Proficiency” in the “Qualifications of Applicants” section above. 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. TOEFL ITP (Institutional Testing Program) scores are not acceptable.</li> <li>3. A certificate for a language test that you took more than two years before the final date for submitting applications is not acceptable.</li> <li>4. Students who wish to study at ESADE (Spain) in Term 2 (Feb.-July) must submit a Spanish test certificate (through any credible certification).</li> </ol> <p>If your mother tongue is neither English nor a CEMS language, you are required to submit the following proof:</p> <p>A) 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>B) 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>
5. Grade Point Calculation Sheet	Submit the “Grade Point Calculation Sheet” attached on the last page of this Guidebook.
6. Transcript (in English)	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. Additional Documents	Additional documents that describe your background (educational background and working experience) to satisfy the conditions described in “Academic Preparation” in Qualifications of Applicants above.
8. Number of Copies to be Submitted	1 original and 5 copies (total 6 copies) of each of the items 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 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> <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: \_\_\_\_\_