Hitotsubashi University
Graduate School of
International Corporate Strategy

FACT SHEET FOR Academic Year 2013-2014

(As of 12/28/2012)

Name of School	**Hitotsubashi University** **The Graduate School of International Corporate Strategy (ICS)**
Address	National Center of Sciences 7th floor 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439 Japan
Contact	Ayano Hirose, Adjunct Assistant Professor, MBA Program Director Reiko Miyazaki, Program Coordinator
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Term(s) of Exchange	Term 1 (Sept-Dec), Term 2 (Jan-Feb), Term 3 (Apr-May)
School Website Address	http://www.ics.hit-u.ac.jp/
Language Requirement	English

EXCHANGE NOMINATION DEADLINE

Term 1 (2013, Sept-Dec)	End of April, 2013
Term 2 (2014, Jan-Feb)	End of September, 2013
Term 3 (2014, Apr-May)	End of January, 2014

TERM DATES mm/dd/yyyy (*TENTATIVE - we will announce the exact dates to you later)

	Term 1 (Fall) 2013	***Term 2 (Winter) 2014***	***Term 3 (Spring) 2014***	***Term 4* Reference only (Summer) 2014***
Check-in (on campus residence)	By mid-Sept. 2013	By 1/5/2014	By 4/6/2014	By 6/8/2014 (if you are taking Knowledge Week, by 6/1/2014)
Pre-enrollment / Foundation Week	Mid-Sept. 2013	None	None	None
Beginning of the courses	Last week of Sept. 2013	1/6/2014	4/7/2014	6/9/2014
End of courses (including exams)	12/20/2013	2/21/2014	5/23/2014	7/25/2014
Special courses (optional for exchange students)	None	Strategy Simulation Week (optional) 2/24 - 2/28/2014	None	Knowledge Week (optional) 6/2 - 6/6/2014
Term Break	12/24/2013 -1/5/2014	3/2 - 4/7/2014	5/25 - 6/1/2014	

COURSE OFFERINGS (*this is TENTATIVE: based on Academic Year 2012-2013 Program Schedules)

Term 1 (Fall)	**4-Credit Courses:** Marketing / Accounting / Organizational Behavior / Strategy*/ Corporate Finance* **2-Credit Courses:** Operations Management / Knowledge Theory / Quantitative Business Analysis / Financial Reporting / Intensive Writing / Japanese Culture. *Courses start from 2nd half of Term 1 and end in Term 2. Exchange students are eligible for taking the courses, but will not be able to complete, therefore, no credits will be given.
Term 2 (Winter)	**2-Credit Courses:** International Business / Business Ethics / Business, Government & International Economy / Strategy Simulation Week / Topics in Operation I / Knowledge Management, Competitiveness & Clusters / Problem Solving / Customer Behavior / Human Resource Management **1-Credit Courses:** Japanese Language 1
Term 3 (Spring)	**2-Credit Courses:** Global Citizenship / Japanese Business & Economy / International Finance / Venture Capital / Service Management / Control / Financial Institutions / Marketing Research & Analysis / Executive Coaching / Organization in Emerging Markets / Dynamic Competitive Strategy / Microeconomics / Topics in Finance I / Negotiation / Entrepreneurial Business Planning and Management / Japanese Language 3
Term 4 (Summer) **** Reference Only***	**2-Credit Courses**: Change Management / Topics in Business Ethics I / Applied Corporate Finance / Topics in Knowledge Management I/ Equity Investments / Strategy in Emerging Markets / Company Analysis / Topics in Innovation I / Topics in Finance II / Knowledge Generation / Brand Strategy & Design / Topics in Operation II / Knowledge Week (Optional for exchange students) / Japanese Language 4

ADMISSION REQUIREMENTS
Not applicable to exchange students. For your reference, following are the general guidelines for ICS students.

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

CAREER SERVICES
Exchange students are given access to all resources available by our Career Services and welcome to benefit services that are 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 appointment.
Exchange students are unable to undertake an internship under the auspices of Career Services.

VISA
Students who are not Japanese citizens and who are planning to stay longer than 3 months are required to obtain a visa to enter and study in Japan.

- Application form for Certificate of Eligibility will be sent to students.
- Students will fill in the document and send it back to Hitotsubashi ICS
- Hitotsubashi ICS will apply for their Certificate of Eligibility
- Certificate of Eligibility will be sent to students after it is issued by the Immigration Bureau
- Students will go to their nearby Japanese Embassy with the Certificate of Eligibility and apply for their student visa

LIVING COSTS

HOUSING
The numbers for in-campus guest rooms are very limited, and we may not be able to guarantee housing if the number of exchange students exceed a very high number. In-campus guest rooms (single rooms only) will be available for exchange students on campus. The monthly rate will be about 60,000 yen (approx. $750)*, including utilities. It is a fully equipped individual room with toilet/bath. It includes bed, desk, chair, TV, refrigerator, closet, etc. Kitchen and laundry will be shared. If an exchange student is accompanied by their family, they must find accommodations off-campus on their own. Tokyo is becoming an increasingly easy place to live short-term, with new serviced apartments at different price levels, which may sometimes become more attractive to students than a dorm room.

ROOM PAYMENT for ICS GUEST ROOMS
Exchange students must pay for the rent before checking out on your final day.

APPROXIMATE LIVING EXPENSES

On-campus room rent per month	60,000 yen (Approx. $750)*
Meals & entertainment per month	Approx. 100,000-150,000 yen ($1,250 - $1,850) Will depend on your living situation and your own spending habits.*
Books	Term 1 (Sept-Dec) : Approx. 30,000 yen ($375)* Term 2 (Jan-Feb) : Approx. 20,000 yen ($250)* Term 3 (Apr-May): Approx. 20,000 yen ($250)*
Incidentals per month	Approx. 10,000-20,000 yen ($125 - $250)*

* Conversion rate: $1.00 = 80 yen

HEALTH INSURANCE
It is compulsory. All exchange students who will be staying in Japan for more than 90 days must join Japan's National Health Insurance after arriving in Japan. For those who will be staying less than 90 days, must sign up for travel insurance before coming to Japan.

ACADEMIC STYLE

ACADEMIC HONOR CODE (see attached Appendix)
Every exchange student must sign the Hitotsubashi ICS Academic Honor Code upon arrival to ICS before the start of the first enrolled class.

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

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

COURSE ENROLLMENT (see excerpt of Academic Policy attached: XI. Adding, Dropping, Or Auditing Elective Courses.)
Exchange students are required to enroll to minimum of three courses, regardless of the number of credit given to the ICS students (e.g. 4 credit course and 2 credit course are both counted as one course). In addition, exchange students should also comply with the requirements from their home institution.

ATTENDANCE & CLASS PARTICIPATION (see excerpt of Academic Policy attached: XIII. Absences and Tardiness.)
Exchange students to ICS are expected to arrive on time to enroll for the first day of the courses, and follow the academic policy as one of the enrolled students at Hitotsubashi ICS.

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

Academic Honor Code

The purpose of the Academic Honor Code is to encourage ethical behavior and the appropriate academic conduct of each member of the ICS community. Each faculty member and student is responsible for upholding the spirit as well as the letter of the Code. In doing so, student learning will be optimized in a fair and positive environment.

Faculty Responsibilities:

1. The course instructor will be responsible for clearly defining what group assignments are and what are individual assignments.
2. The course instructor will be responsible for specifying at what time and where assignments and examinations are due.
3. The course instructor will be responsible for specifying the appropriate examination environment, including whether group work is permitted and what materials may be used or referred to.
4. Proctoring of examinations is left to the discretion of the course instructor.

Student Responsibilities:

1. Students must fully acknowledge the use of material adapted or copied from other sources in the preparation of written assignments and examinations. Not doing so is plagiarism.
2. Plagiarism and cheating on examinations are grounds for permanent expulsion from Hitotsubashi ICS.
3. Students will neither give aid to other students nor receive aid from other persons in any type of examination, including take home examinations, unless the course instructor has given explicit instructions that group involvement is permitted.
4. Students will neither give aid to other students nor receive aid from other persons in the preparation of written assignments that are graded, unless the course instructor has given explicit instructions that group involvement are permitted.
5. Students will not attempt to access case discussion questions or wrap-ups, module summaries, assignments, examinations, or any other material used in the same course in previous years. Students will neither accept such material from past students nor pass on such material to future students.
6. Students will adhere to the requirement outlined in the Academic Policy regarding regular on-time class attendance.
7. Students will submit assignments and examinations within the designated time limit and at the location specified by the course instructor. Not doing so will result in the reduction of the student's grade.
8. Students will take an active role among their fellow students in ensuring that the Academic Honor Code is upheld.

Penalties for Academic Honor Code Violations:

The Academic Performance Committee will determine an appropriate penalty based on the nature of the violation of the Honor Code. Penalties may include permanent expulsion from Hitotsubashi ICS and non-award of degree; suspension from the MBA program for a designated period of time; no grade and no credit for a given course.

I have read and understand fully the above and hereby agree to comply with and support the Hitotsubashi ICS Academic Honor Code.

_____

(Print Name and Sign) (Date)

XI. Adding, Dropping, Or Auditing Elective Courses.

A. Adding courses without pre-enrollment is prohibited. Students must submit their pre-enrollment course selection by the deadline specified by the MBA Program Director.

B. For four-credit elective courses, an enrolled student can drop the course before the third class without penalty. After the third class, the student is considered permanently enrolled in the course for credit and for grading purposes. To drop a course, a student must inform the MBA Program Director and course instructor by following the procedures specified by the MBA Program Director.

C. For two-credit elective courses, an enrolled student can drop the course before the second class without penalty. After the second class, the student is considered permanently enrolled in the course for credit and for grading purposes. To drop a course, a student must inform the MBA Program Director and course instructor by following the procedures specified by the MBA Program Director.

D. In principle, auditing of elective courses is not allowed. However, a non-enrolled student may attend certain classes on a limited basis with the prior permission of the course instructor.

E. A student not enrolled in an elective course is not allowed access to material for that course found on the ICS intranet.

F. In certain instances beginning from Term 3 of the first year and subject to space availability, students may apply for enrollment in a course in the ICS evening Financial Strategy Program. Requirements include fluency in Japanese (reading, writing, speaking and listening), proven strong performance in MBA finance courses, and a clear purpose to enroll in the requested course. Interested students must apply for an evening course through their Seminar advisor. Acceptance will be determined by the Academic Performance Committee based on the student’s qualifications and purpose. A grade received in a Financial Strategy Program course will not be included in the student's overall GPA; although credits from Financial Strategy course are not counted toward the graduation requirement, the course and the grade will be included in the student's official transcript.

XIII. Absences and Tardiness.

A. Regular on-time attendance is required of all students enrolled in a course.

B. If a student will be absent from or late to class, the student is required to notify the MBA program director in advance by telephone or e-mail. If that is not possible, the student must make such notification as soon as possible after class.

C. The ICS guideline is one excused absence and one excused tardiness per course before penalties are incurred for grading purposes.

D. Each course instructor will determine the appropriate grading penalty for excessive absences and tardiness.

E. Tardiness extends to submission of assignments and examinations. Students will submit assignments and examinations within the designated time limit and at the location specified by the course instructor. Not doing so will result in a penalty at the discretion of the instructor. This may include reduction of the grade.

F. ICS is an academic program, not a job placement service. In the process of applying for jobs outside of Japan, however, students may require more than their one excused absence for the final round of interviews. In this circumstance, the student may petition the Academic Performance Committee for permission to take an additional absence. However, the Academic Performance Committee has the right to turn down this request if it feels that this absence will detract from the learning experience of the student and her/his classmates at ICS.

G. From time to time, students require more than one day of absence due to family emergencies or personal health emergencies. In this circumstance, the student may petition the Academic Performance Committee for permission to take an additional absence. However, the Academic Performance Committee has the right to turn down this request if it feels that this absence will detract from the learning experience of the students and her/his classmates at ICS.

H. Personal reasons such as weddings of friends or family members, class reunions, etc. will not be considered a valid reason for taking additional excused absences. Absences for these reasons are highly discouraged, and the student must take these absences at her/his own risk.

Appendix: Course and Grade List for Academic Year 2012-2013 (Reference Only)

Term	Required Courses	Credits	Grade[1)] P/N-P	Elective/Optional Courses	Credits	Grade P/N-P
Term 1	Operations Management	2	Grade	Japanese Culture [3)]	2	P/N-P
(Fall)	Marketing	4	Grade	Intensive Writing [4)]	2	P/N-P
	Accounting	4	Grade			
	Organizational Behavior	4	Grade			
	Knowledge Theory	2	Grade			
	Quantitative Business Analysis	2	Grade			
	Strategy [2)]		Grade			
	Corporate Finance [2)]		Grade			
	Financial Reporting	2	Grade			
	(Sub total)	**20**			**4**	
Term 2	Strategy	4	Grade	Topics in Operation I	2	Grade
(Winter)	Corporate Finance	4	Grade	Knowledge Management	2	Grade
	International Business	2	Grade	Competitiveness & Clusters [4)]	2	Grade
	Business Ethics	2	Grade	Problem Solving	2	Grade
	Business, Government & Int'l Economy	2	Grade	Customer Behavior	2	Grade
	Strategy Simulation Week	2	P/N-P	Human Resource Management	2	Grade
				Japanese Language * 1	1	Grade
	(Sub total)	**16**			**13**	
Spring Break				Field Study	4	P/N-P
				Independent Research	4	Grade
				Japanese Language * 2	3	Grade
	(Sub total)	**0**			**11**	
Term 3	Global Citizenship	2	P/N-P	Japanese Business & Economy	2	Grade
(Spring)				International Finance	2	Grade
				Venture Capital	2	Grade
				Service Management	2	Grade
				Control	2	Grade
				Financial Institutions	2	Grade
				Marketing Research & Analysis	2	Grade
				Executive Coaching	2	Grade
				Organization in Emerging Markets	2	Grade
				Dynamic Cometitive Strategy	2	Grade
				Microeconomics	2	Grade
				Topics in Finance II	2	Grade
				Negotiation	2	Grade
				Entrepreneurial Biz Planning and Mgmt	2	Grade
				Japanese Language * 3	2	Grade
	(Sub total)	**2**			**30**	
Term 4	Knowledge Week	2	P/N-P	Change Management & Leadership	2	Grade
(Summer)				Topics in Business Ethics I	2	Grade
				Applied Corporate Finance	2	Grade
				Topics in Knowledge Management	2	Grade
				Equity Investments	2	Grade
				Strategy in Emerging Markets	2	Grade
				Company Analysis	2	Grade
				Topics in Innovation I	2	Grade
				Topics in Finance I	2	Grade
				Knowledge Generation	2	P/N-P
				Brand Strategy & Design	2	Grade
				Topics in Operation II	2	Grade
				Japanese Language * 4	2	Grade
				Doing Business in Asia	2	Grade
	(Sub-total)	2			28	
Terms 1-4	Seminar	4	P/N-P			
	Total	**44**			**86**	
	(Pass/Non-Pass)	10		(Pass/Non-Pass)	10	

Reference Only: Academic Year 2012-2013 Course Schedule

[2012-2013] Class of 2012 Course Calendar Plan

Until Aug 31 Pre-Matriculation Program (Required) **As of December 28, 2012**

Week 0 **Foundation Week (9/20 - 9/26) Team-Building Exercise at Takao (9/20-9/21)**

Wk 1-6 **Term 1-(1): Week 1 – Week 6 (September 27– November 2) Mid-term Exam: 11/5-11/7**

TIME	MON	TUE	WED	THU	FRI
9:45-11:45	Operations Management (H. Kanno)	Accounting (K. Koga)	Quantitative Business Analysis (S. Oue)	Operations Management (H. Kanno)	Accounting (K. Koga)
12:45-14:45	Marketing (Y. Fujikawa)	Organizational Behavior (T. Robinson)		Marketing (Y. Fujikawa)	Organizational Behavior (T. Robinson)
15:00-17:00	Intensive Writing (Required/Optional) (J. Couke, C. Wallace)	Knowledge Theory (K. Ichijo)		Intensive Writing (Required/Optional) (J. Couke, C. Wallace)	Knowledge Theory (K. Ichijo)

Wk 7-12 **Term 1-(2): Week 7 – Week 12 (November 8 – December 14)**

TIME	MON	TUE	WED	THU	FRI
9:45-11:45	Strategy (K. Kusunoki)	Accounting (K. Koga)	Quantitative Business Analysis (S. Oue)	Strategy (K. Kusunoki)	Accounting (K. Koga)
12:45-14:45	Marketing (Y. Fujikawa)	Organizational Behavior (T. Robinson)		Marketing (Y. Fujikawa)	Organizational Behavior (T. Robinson)
15:00-17:00	Corporate Finance (S. Abe, T. Ito)	Financial Reporting (M. Noma)		Corporate Finance (S. Abe, T. Ito)	Financial Reporting (M. Noma)

Wk 13 **Final Exam: 12/17 - 12/21, 2012**
Wk 14-15 **Winter Break: 12/22, 2012 – 1/6, 2013**

Wk 16-21 **Term 2 (Winter: 1/7 – 2/15/2013)** **Competitiveness & Clusters* is a Required Course for YLP.**

TIME	MON	TUE		WED	THU	FRI	
8:30-10:30	Strategy (K. Kusunoki)	International Business (J. Edman)		HRM (K. Sun)	Strategy (K. Kusunoki)	International Business (J. Edman)	
10:45-12:45	Corporate Finance (S. Abe, T. Ito)	Business Ethics (M. Korver)		HRM (K. Sun)	Corporate Finance (S. Abe, T. Ito)	Business Ethics (M. Korver)	
13:30-15:30	Topics in Operation I: Supply Chain Management (C. McMillan)	Competitiveness & Clusters* (E. Osono)		Business, Government & International Economy (J. Kondo)	Topics in Operation I: Supply Chain Management (C. McMillan)	Competitiveness & Clusters* (E. Osono)	
15:45-17:45	Knowledge Management (K. Ichijo)	Problem Solving (T. Nawa)	Customer Behavior (S. Akutsu)	Business, Government & International Economy (J. Kondo)	Knowledge Management (K. Ichijo)	Problem Solving (T. Nawa)	Customer Behavior (S. Akutsu)
		Japanese Language (18:00-20:00)		Japanese Language (18:00-20:00)	Japanese Language (18:00-20:00)		

Wk 22 **Final Exam: 2/18 - 2/22, 2013**
Wk 23 **Strategy Simulation Week: 2/25 -3/1, 2013**
Wk 24-27 **Spring Break Courses 3/4 – 3/30**
Wk 28 **Spring Break 4/1-4/5**

- **Field Study (Elective) (H. Kanno, T. Nawa)**
- **Independent Research (Elective) (Spring break through Terms 3 & 4)**
- **Japanese Language (Elective)**

Wk 29-34 **Term 3 (Spring: 4/8 – 5/17/2013)**

TIME	MON		TUE		WED		THU		FRI	
8:30-10:30	Japanese Business & Economy (J. Edman)		Topics in Finance I (T. Takeda)		Negotiation (K. Sun)	Entreprenuerial Business Planning (M. Korver)	Japanese Business & Economy (J. Edman)		Topics in Finance I (T. Takeda)	
10:45-12:45	International Finance (A. Ito)	Venture Capital (M. Korver)	Organizations in Emerging Markets (K. Sun)	Control (K. Koga)	Negotiation (K. Sun)	Entreprenuerial Business Planning (M. Korver)	International Finance (A. Ito)	Venture Capital (M. Korver)	Organizations in Emerging Markets (K. Sun)	Control (K. Koga)
13:30-15:30	Service Management (Y. Fujikawa)		Dynamic Competitive Strategy (E. Osono)	Microeconomics (K. Takeuchi)	Global Citizenship (H. Kawada)		Service Management (Y. Fujikawa)		Dynamic Competitive Strategy (E. Osono)	Microeconomics (K. Takeuchi)
15:45-17:45	Marketing Research & Analysis (S. Oue)	Financial Institutions (T. Ito)	Executive Coaching (Coach A Instructors)		Global Citizenship (H.Kawada)		Marketing Research & Analysis (S. Oue)	Financial Institutions (T. Ito)	Executive Coaching (Coach A Instructors)	
	Japanese Language (18:00-20:00)		Japanese Language (18:00-20:00)				Japanese Language (18:00-20:00)		Japanese Language (18:00-20:00)	

Wk 35 **Final Exam: 5/20 - 5/24**
Wk 36 **Term Break: 5/27 - 5/31**

Wk 37 **Knowledg Week: 6/3 - 6/7 (ICS Alumni Day: 6/2 or 8... TBD)**

Wk 37-43 **Term 4 (Summer: 6/10 – 7/19/2013)**

TIME	MON		TUE		WED		THU		FRI	
8:30-10:30	Change Management & Leadership (K. Ichijo)		Strategy in Emerging Markets (T. Nawa)		Knowledge Generation (S. Kobayashi)	Brand Strategy & Design (T. Kamegai)	Change Management & Leadership (K. Ichijo)		Strategy in Emerging Markets (T. Nawa)	
10:45-12:45	Topics in Business Ethics I: Market and Morality (K. Yamada)		Company Analysis (S. Yamaoka)		Knowledge Generation (S. Kobayashi)	Brand Strategy & Design (T. Kamegai)	Topics in Business Ethics I: Market and Morality (K. Yamada)		Company Analysis (S. Yamaoka)	
13:30-15:30	Applied Corporate Finance (T. Ito)	Topics in Knowledge Mgmt I: Social Innovation (A. Hirose)	Topics in Innovation I: Innovation & Organization (E. Osono)		Topics in Operation II: Field Visit (H. Kanno, H. Kawada)		Applied Corporate Finance (T. Ito)	Topics in Knowledge Mgmt I: Social Innovation (A. Hirose)	Topics in Innovation I: Innovation & Organization (E. Osono)	
15:45-17:45	Equity Investments (K. Yamada)		Topics in Finance II Corporate Restructuring & Transformation (R. Yasuda)		Topics in Operation II: Field Visit (H. Kanno, H. Kawada)		Equity Investments (K. Yamada)		Topics in Finance I Corporate Restructuring & Transformation (R. Yasuda)	
	Japanese Language (18:00-20:00)		Japanese Language (18:00-20:00)				Japanese Language (18:00-20:00)		Japanese Language (18:00-20:00)	

Wk 44 **Final Exam: 7/22- 7/26**
Doing Business in Asia: Aug/Mid-End

Commencement: Aug 23(Fri) or 24(Sat)