FACT SHEET: Academic Year 2019-2020
(As of November 12, 2018)

➢ BASIC INFORMATION

| Name of School | Hitotsubashi ICS (for your communication)  
[Official name: Hitotsubashi University Business School, School of International Corporate Strategy, Hitotsubashi University] |
|----------------|----------------------------------------------------------------------------------|
| Address        | National Center of Sciences  
2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439 JAPAN |
| Contact        | Ms. Keiko Otani (International Affairs): kootani@ics.hub.hit-u.ac.jp  
Ms. Machiko Sano (Academic Affairs): msano@ics.hub.hit-u.ac.jp  
Ms. Mayumi Terada (Student Affairs): mterada@ics.hub.hit-u.ac.jp |
| Telephone      | +81(0)3-4212-3154 (Keiko Otani)  
Fax             | +81(0)3-4212-3069 |
| Term(s) of Exchange | Term 1 (Sept-Dec), Term 2 (Jan-Mar), Term 3 (Apr-May), Term 4 (June-August) |
| School Website Address | www.ics.hub.hit-u.ac.jp |
| Language Requirement | English |

➢ EXCHANGE NOMINATION DEADLINE

| Term 1 (2019, Sept-Dec) | End of April, 2019 |
| Term 2 (2020, Jan-March) | End of August, 2019 |
| Term 3 (2020, Apr-May) | End of November, 2019 |
| Term 4 (2020, June-August) | End of January, 2020 |

- Hitotsubashi ICS initiates the enrollment process for nominated students only upon receipt of a confirmation email from the admissions office of the partner school.
- Nominated students may enroll for one academic term at Hitotsubashi ICS. One student’s enrollment for one term counts as one space (“slot”) in our program.
- There is no absolute deadline, but please allow sufficient time for the visa application process. Ideally, nominations together with a copy of the passport (details pages) will be submitted four months prior to the start of term. Students must hold a valid visa before enrolling in classes at Hitotsubashi ICS. For students not requiring a visa, nominations, along with a copy of the passport (details pages), are to be submitted two months prior to the start of term. Note: late nomination will delay the issuance of student credentials such as their required Hitotsubashi ICS student ID, and thereby nominated students’ academic and residential arrangements. Enrollments are processed (and on-campus housing assigned) on a first-come first-served basis.

➢ TERM DATES (mm/dd/yyyy) *REFERENCE ONLY* (The table below shows the Academic Calendar for 2018-2019; exact term dates for AY2019-2020 will be announced once determined.)

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<tr>
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<tbody>
<tr>
<td>Check-in (on campus</td>
<td>By 9/18/2019</td>
<td>By 1/6/2020</td>
<td>By 3/31/2020</td>
<td>By 6/9/2020</td>
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<td>residence)</td>
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<td>Courses start</td>
<td>9/19/2018</td>
<td>1/7/2019</td>
<td>4/1/2019</td>
<td>6/10/2019</td>
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- Commencement: Saturday, August 24, 2019
### ADMISSION REQUIREMENTS

Only applicants who have fulfilled the requirements below will be considered for nomination.

I. English language proficiency (written and spoken) at a level equivalent to or greater than TOEFL iBT 100 or IELTS academic 7.0;

II. A minimum of three years of work experience.

Exchange students must meet the above requirements in order to conduct group work and discussion with Hitotsubashi ICS regular students. Admissions requirements for Hitotsubashi ICS regular students are listed below:

<table>
<thead>
<tr>
<th>Work Experience (as of September 1, 2019)</th>
<th>Minimum three years’ post-university graduation full-time work experience. ※Mandatory for all applicants.</th>
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<tbody>
<tr>
<td>General aptitude for business study as indicated by the GMAT score</td>
<td>Expected score of 600 or above. This is not a minimum requirement, but applicants with a lower score will need to support their application with other evidence of sufficient aptitude, demonstrated for example in their essay or interview. ※Submission of the GMAT score is mandatory for all applicants.</td>
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<tr>
<td>Command of English as indicated by the TOEFL or IELTS score</td>
<td>Expected scores: TOEFL iBT 100 or IELTS academic 7.0. ※The following applicants are not required to meet this criterion:</td>
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<tr>
<td>· Applicants whose native language is English</td>
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<td>· Applicants who graduated with a bachelor’s or higher degree from a program conducted entirely in English (Applicants who graduated with a bachelor’s or higher degree from a program conducted entirely in English in a country other than Australia, Canada, Ireland, New Zealand, U.K. or USA, need to notify the ICS Admission office by e-mail (<a href="mailto:chiyoda-info@hub.hit-u.ac.jp">chiyoda-info@hub.hit-u.ac.jp</a>) within ten days before the day of the application deadline.)</td>
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### CAREER SERVICES

- Exchange students are granted access to all Career Services resources and are welcome to make use of services that are nearly identical to those provided to full-time students. These services include 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 may not undertake an internship under the auspices of the Career Services Office due to the time
If an exchange student wishes to seek job opportunities in Japan, we recommend strongly that the student acquire some Japanese language skills before arriving in Japan, since most positions in Japan require Japanese language ability.

- **VISA (Status of Residence)**

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.

- Hitotsubashi ICS sends application forms for a Certificate of Eligibility (CoE) to students.
- Students fill out the forms and return it to Hitotsubashi ICS along with necessary documentation.
- Hitotsubashi ICS submits the applications to the Immigration Bureau.
- Once the CoEs have been issued, Hitotsubashi 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 Hitotsubashi ICS’s guest rooms, located in the building where Hitotsubashi ICS is situated. It should be noted that the number of these rooms is limited.
  - If Hitotsubashi ICS is unable to provide an exchange student with a guest room, we will provide information about possible accommodation around Hitotsubashi ICS.

- **HITOTSUBASHI ICS GUEST ROOMS**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single (18m²)</th>
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<tr>
<td>Rent</td>
<td>JPY3, 100* per night for first 5 days and JPY2, 200* thereafter including tax, electricity and water. (* as of October 1, 2018) Students are required to pay rent monthly, in advance.</td>
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<tr>
<td>Facilities</td>
<td>Bed, Desk, Chair, TV, Refrigerator, Closet, Toilet, Bath, Shared Kitchen &amp; Laundry</td>
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- **RESIDENT REGISTRATION**
  - Students must complete resident registration procedures at their local ward office within 14 days of their arrival in Japan.

- **HEALTH INSURANCE**
  - Students who plan 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.

ACADEMIC PRINCIPLES AND STANDARDS

- **HITOTSUBASHI ICS ACADEMIC POLICY AND HONOR CODE**
  - All exchange students must read and sign the Hitotsubashi ICS Academic Policy and Honor Code for the current academic year upon arrival at Hitotsubashi ICS, before the start of the first enrolled class.
  - All exchange students are to follow the Hitotsubashi ICS Academic Policy as enrolled students at Hitotsubashi ICS.
  - All incoming Term 1 exchange students are required to participate in Foundation Week activities (at the beginning of term) to learn about Hitotsubashi ICS Academic Policy. Exchange students enrolled in T2, T3, and T4 will attend an on-campus meeting with ICS faculty member(s), at which time they will have the opportunity to ask questions and receive answers about the Academic Policy, Honor Code, and the general academic program.

- **THE HITOTSUBASHI ICS CLASSROOM**
  - The Hitotsubashi ICS MBA program incorporates a variety of teaching approaches and methodologies. These include case studies and discussions, simulation exercises, group projects, business plans, site visits, lectures, peer coaching and evaluation, team-building exercises, guest speakers, and more.
  - Exchange students at Hitotsubashi ICS are expected to arrive in time to enroll for the first day of course sessions.
  - Hitotsubashi ICS expects active class engagement and contribution from all students, including exchange students. This entails following the attendance, absence, and tardiness policies as set out in the Hitotsubashi ICS Academic Policy and by the course instructor.

- **SEMINAR SYSTEM (Zemi)**
  - Every exchange student will belong to a Seminar led by a faculty member, who serves as the academic advisor to the student.
  - Seminar selection is conducted by a faculty member upon the students’ arrival at Hitotsubashi ICS.

- **COURSE ENROLLMENT AND GRADING**
  - Exchange students to Hitotsubashi ICS may enroll in required or elective courses, and must complete a minimum number of six credits in each term (e.g., a one-credit course and a two-credit course are both counted as one course).
  - Exchange students to Hitotsubashi ICS are graded on a letter (non-forced curve) grade basis for all courses, unless a Pass/Non-Pass basis is requested by the administration of the affiliated MBA program.

Please refer to “Hitotsubashi ICS Academic Policy” for details