

**2024 Kyoto University of Advanced Science
Graduate School
Entrance Examination Guidelines**

Graduate School of Business
Administration



Kyoto University of Advanced Science Graduate School Entrance Exam (Graduate School of Business Administration)

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Admission Policy

Kyoto University of Advanced Science Graduate School

Academic Goals

The purpose of the Graduate School of Kyoto University of Advanced Science is to teach and research academic theory and its application in specialized fields, to pursue knowledge to its limits, and contribute to the advancement of society, in accordance with the Basic Act on Education and the School Education Law, and in keeping with the founding spirit of Kyoto University of Advanced Science.

We seek individuals who are highly motivated to contribute to society through the acquisition of cutting-edge knowledge and skills in their respective fields of study.

Graduate School of Business Administration

Academic Goals

The Graduate School of Business Administration aims to nurture talented individuals with theoretical and practical expertise in the field of business administration, as well as individuals who can demonstrate an entrepreneurial spirit and lead reforms, regardless of the size or the age of the organization, in relation to various phenomena that arise inside and outside of management organizations in the midst of significant changes in the social environment, including internationalization, information technology, and the lack of compliance. The objective of the program is to nurture professionals who will be leaders of reforms, and who will innovate by implementing new knowledge into society in the midst of digital transformation and the development of new materials.

This Graduate School sets forth an admission policy in response to the fact that an educational curriculum will be established with attention to differences in the status of specialized courses in the undergraduate program.

1. Those who have a strong desire to master the theory and practice of business management.
2. High level of English proficiency in order to be awarded an internationally recognized master's degree.
3. Those who have the qualities to engage with strong intellectual motivation and a social role in educational courses and programs aimed at fostering professionals who will innovate by implementing new knowledge in society, and are capable of friendly competition with each other.
4. Those who have a wide range of knowledge and can utilize basic knowledge and abilities in specialized fields such as business administration.

Scholarships

As a result of the selection process, scholarships will be awarded to students with particularly outstanding grades and achievements. However, only those who have applied for the scholarship at the time of application will be considered. **Please make sure to select whether or not you wish to apply for a scholarship in the “Scholarship” section of your application when you apply online.**

Beyond normal scholarships, KUAS also provides a “Super KUAS-E Scholarship” for exceptionally outstanding students. The scholarship amounts are shown in the table below. *Scholarships may be revoked if the recipient does not maintain consistently high academic performance and act as a model for other students.

Scholarship Name	Description	Amount, etc.
Super KUAS-E Scholarship	Intended for applicants to the Graduate School Scholarship who are of exceptional merit.	1. Full exemption from entrance fees and tuition fees 2. A financial support stipend of 600,000 yen per semester
KUAS Graduate School Scholarship	Intended for applicants who will act as a role model for other graduate students at KUAS in terms of research and academic achievement.	Full exemption or 50% waiver from entrance fees and tuition fees (facility and equipment fees, and laboratory training fees)

*Recipients will be subject to a performance review every semester.

*Scholarships may be revoked if the recipient does not maintain consistently high academic performance and act as a model for other students.

*Students receiving financial aid from their employers are not eligible for these scholarships.

Pre-application Review

Those who wish to apply to the Graduate School of Business Administration must submit a “Graduate School of Business Administration Request for Pre-application Review” prescribed by KUAS and undergo review before applying.

■ Pre-application Review Request Submission Period

Entry Period “A”: August 18 (Fri.) – August 25 (Fri.), 2023 Announcement of Screening Results: September 8 (Fri.), 2023

Entry Period “B”: December 1 (Fri.) – December 8 (Fri.), 2023 Announcement of Screening Results: December 22 (Fri.), 2023

Entry Period “C”: January 26 (Fri.) –February 2 (Fri.), 2024 Announcement of Screening Results: February 9 (Fri.), 2024
All documents **must be received by the deadline.**

Please send your request for Pre-application Review by registered express mail (*kan'i-kakitome sokutatsu*) within the above period. Please indicate on the envelope that it contains your “Request for Pre-application Review by the KUAS Graduate School of Business Administration”.

■ Documents to Submit for Pre-application Review

- ① Resume (KUAS designated form)
- ② Statement of purpose (3,000 words max, on A4 paper, any format)
- ③ A copy of an official TOEIC® L&R/S&W, TOEFL iBT®, or IELTS score report

■ Notification of result of Pre-application Review

The results of the examination will be notified to the individual by mail only.

Graduate School of Business Administration Entrance Exam

Guidelines

■ Graduate schools calling for applications and maximum admission capacity

Graduate School	Field / Major	Admission Capacity
Graduate School of Business Administration	Division of Business Administration	20 persons

*The above quota includes one-year courses.

■ Eligibility

Applicants must have an academic background that satisfies at least **one** of categories (1) to (11) or be expected to meet one of the following criteria by the end of March 2024, and must have completed the pre-screening process described in (12).

- (1) Have graduated from a university (in accordance with Article 102 of the School Education Law)
- (2) Have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (in accordance with Article 155, Paragraph 1, Item 1 of the Enforcement Regulations of the above law)
- (3) Have completed a 16-year school education outside Japan (in accordance with Article 155, Paragraph 1, Item 2 of the Enforcement Regulations of the above law)
- (4) Have completed a 16-year school education of an overseas school through taking a distance learning program offered by the relevant overseas schools in Japan (in accordance with Article the above Law)
- (5) Have completed a program at the Japanese campus of an institution designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent to an overseas university (in accordance with Article 155, Paragraph 1, Item 4 of the Enforcement Regulations of the above Law)
- (6) Have been awarded a degree equivalent to a bachelor's degree by completing a course of study at a foreign university, etc. with a duration of three years or more (five years for admission to a doctoral course in medicine, dentistry, pharmacy, or veterinary medicine) (in accordance with Article 155, Paragraph 1, Item 4-2 of the Enforcement Regulations of the above Law);
- (7) Have completed a specialized program at a specialized training college designated by the Japanese Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister (In accordance with Article 155, Paragraph 1, Item 5 of the Enforcement Regulations of the above law)
- (8) Have completed schooling under the old system of education (Notification No. 5 of Ministry of Education, Culture, Sports, Science and Technology (Items 1 – 4), 1953, Notification No. 1 of Ministry of Education, 1955).
- (9) have graduated from the National Defense Academy, the Japan Coast Guard Academy, the Meteorological College, or other ministry college (Notification No. 5 of Ministry of Education, Culture, Sports, Science and Technology (Items 5 – 12) 1953, Notification No. 39 of Ministry of Education, Culture, Sports, Science and Technology (Item 2) 1955).
- (10) Be at least 22 years old and approved through the graduate school's individual screening procedures as having academic ability equivalent to or higher than a college graduate. (in accordance with Article 155, Paragraph 1, Item 8 of the Enforcement Regulations of the above Law); or
- (11) Have been recognized by KUAS as having earned the prescribed credits with excellent grades and have been enrolled in a university for 3 years or more, or have completed 15 years of school education outside Japan.
- (12) Those who have undergone preliminary screening and received approval to apply.

*Applicants who apply according to categories (10) or (11) above must undergo individual eligibility screening (see page 9 for more information) in advance.

■ Application Schedule

	Internet Application period *1	Examination date *2	Announcement of results	1 st Procedure	2 nd Procedure
Entry Period "A"	2023/9/13 (Wed)~9/25 (Mon) *Application materials must be postmarked by the deadline of September 26 (Tue). *Application materials brought to campus by hand must arrive by September 27 (Wed).	2023/10/7 (Sat)	2023/10/24 (Tue)	2023/11/6 (Mon)	2023/11/17 (Fri).
Entry Period "B"	2024/1/5 (Fri)~1/16 (Tue) *Application materials must be postmarked by the deadline of January 17 (Wed). *The deadline for handing in the application materials in person is January 18 (Thu)	2024/1/27 (Sat)	2024/2/15 (Thu)	2024/2/28 (Wed)	2024/3/8 (Fri)
Entry Period "C": *3	2024/2/12 (Mon)~2/28 (Wed) *Application materials must be postmarked by the deadline of February 29 (Thu). *Application materials brought to campus by hand must arrive by March 1 (Fri).	2024/3/7 (Thu)	2024/3/15 (Fri)	2024/3/21 (Thu)	2024/3/21 (Thu)

*Kyoto Uzumasa Campus Admission Office hours: 8:30–17:00 (except Saturdays, Sundays, and national holidays)

*1 Applications from overseas must arrive no later than the last day of the application period.

*2 For applicants applying from overseas, the examinations will be held during the following period.

Entry Period "A": October 10th (Tues)~October 11th (Wed) 2023

Entry Period "B": January 29th (Mon)~January 30th (Tues) 2024

*3 Entry Period "C" Only domestic residents may apply.

■ Selection Process

Applicants will be judged comprehensively based on an interview-based examination and a review of submitted documents.

[For Domestic Applicants]

Time	Examination	
10:00 ~ (Planned)	Interview Exam	This interview exam will focus on the applicant's future research plans.

Students who arrive more than 20 minutes late to the interview exam will not be allowed to take the exam.

[For Applicants currently overseas]

The examination will be conducted via an online interview.

The examination time will be set between 10:00 and 17:00 (JST).

■ Exam Site

For Applicants currently in Japan: Kyoto University of Advanced Science (Uzumasa Campus)

For Applicants currently overseas: Online

■ Required Documents

- ① Application form and photo form (with photo attached)
- ② Official copy of diploma (or certificate of expected graduation) from undergraduate & master's programs (prepared and sealed by your university)
- ③ Official academic transcripts for all undergraduate and graduate programs attended (prepared and sealed by your university)
- ④ Research Plan:
Statement of purpose (3,000 words max, on A4 paper, any format)
- ⑤ One-year course Application Form (Applicants only)

Applicants who are currently employed must also submit the following:

- ⑥ Letter of approval from department head (For applicants who are currently working for a government agency or company)

International students should also submit the following:

- ⑦ International student personal record (Format prescribed by KUAS)
- ⑧ Copy of passport photo page
- ⑨ Copy of residence card (both sides, with newest address included) *
- ⑩ Copy of Certificate of Residence or Certificate of Items Stated in Resident Register *
Note: Must have been acquired within the last 3 months and include the date of expiration of status of residence, period of stay, etc.
- ⑪ Application document check sheet

- Please use the name on your passport to fill in the application form.
- All documents must be in Japanese or English (A Japanese translation must be attached for all other languages).

■ Application Fee

35,000 JPY

Internet Application

■ Internet Application

- (1) Go to the KUAS “Online Application” page.

Entrance Exam Support (<https://www.kuas.ac.jp/admissions>)

Click on “Online Application” ► Go to the “Internet Application” screen

- (2) Check the Application Guidelines and fill in the required information.

Please confirm the selection of the graduate school, etc. to which you are applying and enter the required information.

- (3) Payment of application fees

Please confirm the application fees on the screen. Select the method of payment from the options listed below, and pay the fee by the due date.

Once paid, application fees cannot be refunded under any circumstances.

- Credit cards
- Convenience store (pay at the register)
- Pay-easy

***If applying from overseas payments can only be made by credit card.**

Precautions when paying the application fee	In addition to the application fee, a system usage fee of 1,000 yen (tax included) is required regardless of the payment method. However, at convenience stores, a separate sales stamp is required if the amount paid is over 50,000. You do not need to submit a receipt for the payment of the application fee. Please keep it as a copy.
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- (4) Print out the application form, photo form, and examination admission card.

Attach your **photo** to the printed application form and photo form. Be sure to check the printed application form, photo voucher, and examination admission card for any errors.

***Please bring your examination admission card on the day of the exam.**

***Please note that it will not be possible to print these documents after the application period concludes.**

- (5) Send your application documents

Please cross-check your application documents with these application guidelines and ensure that they are correct and complete. If you send your application by post, be sure to send it by **registered express mail**. If you bring your application documents to the university, be sure to bring them to the **Uzumasa Campus Admissions Center**.

- (6) Applicants who have made false statements in their application documents will not be allowed to take the examination. If this is discovered after the applicant's examination, their exam results / acceptance to the university will be invalidated.

***Please note that even if you complete your application online, if you do not complete (3), (4), and (5) by the deadline, your application will be automatically cancelled.**

Notes on Application Procedures

■ Consideration for Persons with Physical Disabilities

- (1) If you have a physical disability that you wish to be taken into consideration when taking your entrance examination, please make sure to consult with the Admission Center at least two weeks prior to the start of the application period for each entrance examination schedule.
- (2) If you were injured in an accident after you applied and wish for your injury, etc. to be taken into consideration when taking your entrance examination, please be sure to consult with the Admission Center.
- (3) Please understand that we may not be able to accommodate your request even if you wish to receive special accommodations for the examination.

■ Health Safety (COVID-19, Influenza, etc.)

If you have an infectious disease (influenza, COVID-19, etc.) for which attendance must be suspended under the School Health and Safety Law, and you are hospitalized or under medical treatment at home on the day of the examination, or if your temperature is 37.5°C or higher on the day of the examination, please contact the Admissions Center. The application fee can be transferred to another entrance examination, or the application fee for the relevant entrance examination can be refunded.

Changing Entrance Exam Date and Refunds of Application Fees

- (1) Please call the Admissions Center before the end of the entrance examination you will be missing.
(075-406-9270)
- (2) Please submit a medical certificate that clearly states the name of the illness (name of the infectious disease for which the School Health and Safety Law stipulates suspension of attendance) and the period of treatment (including the date of the entrance examination for which you were absent).

•The latest information will be posted on the University's website on the Entrance Exam Student Support Page Please make sure to check this at the time of application.

Individual Eligibility Screening

Applicants who apply according to Eligibility Category (10) (11) must be screened according to the following. Please enclose the “Pre-Assessment Application Form” along with the application.

■ Application Period

Entry Period “A”: August 18 (Fri.) – August 25 (Fri.), 2023 Announcement of Screening Results: September 8 (Fri.), 2023

Entry Period “B”: December 1 (Fri.) – December 8 (Fri.), 2023 Announcement of Screening Results: December 22 (Fri.), 2023

Entry Period “C”: January 31 (Wed.) – February 9 (Fri.), 2024 Announcement of Screening Results: February 16 (Fri.), 2024

All documents **must be received by the deadline** and **mailed by registered express mail**.

The envelope should be clearly marked “Documents for Individual Eligibility Screening for Graduate School Application”.

■ Application Documents

For those applying based on Eligibility Category (10)

- ① Resume (KUAS designated form)
- ② Certificate of graduation of last institution attended or certificate of enrollment (with the enrollment period specified) (must be issued by the school and officially sealed)
- ③ Transcripts from last school attended (must be issued by the school and officially sealed)

For those applying based on Eligibility Category (11)

- ① Resume (KUAS designated form)
- ② Certificate of enrollment (with period of enrollment clearly indicated)
- ③ * In some cases, an oral interview may be required or additional documents may be requested.
- ④ A statement of the number of courses and credits expected to be earned in the third year (using the designated form of the university, based on the applicant's declaration)

Those who have passed the entrance examination according to the Eligibility Category (10) are provisionally admitted, and will be officially admitted at the end of March 2024 after the grades of the credits earned in the third year are confirmed. Therefore, applicants must submit their academic transcripts by March 15, 2024 (Fri). Provisionally accepted applicants will be selected from those who have achieved particularly outstanding results in their academic examinations.

*Please submit either (3) or (4)

■ Notification of Application Results

The results of the application will be notified to the individual by mail only.

Long Term Student Program

The Long-term Student Program is a system for students who have difficulty completing their graduate school curriculum within the standard course of study (2 years) due to occupational or other reasons, and who plan to take 3 to 4 years to complete the course of study.

■ Application criteria:

Applicants must fulfill one of the criteria below:

- ① Have an occupation
- ② Be recognized by the university president as having difficulty completing the program within the standard course of study due to circumstances such as childcare or nursing care
- ③ **OR** have other unavoidable circumstances (physical disability, illness, etc.) that are recognized by the President as making it difficult for them to complete their program in the standard course of study.

*International students (with "Student" residence status) are not eligible to apply for this program.

■ Program Length

3 or 4 years (by the year), including the standard minimum enrollment period of 2 years.

■ Application Procedure

Please contact the respective graduate school office by March 1, 2024.

Graduate School of Economics: 075-406-9230

Graduate School of Business Administration: 075-406-9116

Graduate School of Humanities and Social Sciences: 075-406-9118

Graduate School of Bioenvironmental Sciences: 0771-29-3422

Graduate School of Engineering: 075-496-6219

■ Payment of Tuition and Other Fees

The amount of tuition and other fees for the Long-term Study Program period is determined by taking the standard tuition fee for the Program and dividing it by the Long-term Study Program period.

■ Other

Additional fees may be charged for each year of study beyond the standard term of study.

Notes on Application Procedures

■ Arriving and Leaving

- ① Please be aware of transportation disruptions due to weather conditions, etc., and arrive at the examination site with plenty of time to spare.
- ② Please assemble and enter the examination room by the designated time. The time of assembly will be announced on the examination voucher. The administration method of the exam will be explained, and questions will be distributed, etc. from the time of assembly.
- ③ Students who arrive more than 20 minutes late will not be allowed to take the exam.
- ④ Except under special circumstances, no one will be allowed to leave the examination room during the examination.

■ Other

- ① Be sure to bring your examination voucher on the day of the examination.
If you forget your examination voucher, please report to the Admissions Office before the examination starts.
- ② Applicants who abandon the examination, fail to take the required number of subjects, or cheat will be disqualified and all subjects will be invalidated.
- ③ Chaperones should wait in their designated areas.
- ④ Please note that University has nothing to do with the flyers distributed in the vicinity of the examination center or at nearby train stations, etc., advertising student housing, etc.
- ⑤ On the day of the examination, please follow the instructions of the proctors.

Announcement of Results via Web (PC & Smartphone)

■ Announcement of Entrance Examination Results

- (1) Notification of acceptance and enrollment documents will be mailed to successful applicants. **Unsuccessful applicants will not receive a notification of rejection via mail**, so please check the online application page for details.
- (2) The notification of acceptance, etc. may arrive by mail after the day following the date of the announcement of acceptance. We ask for your kind understanding in this matter.
- (3) We will not respond to inquiries by phone, etc. regarding acceptance or rejection.
- (4) No announcement of acceptance or rejection will be made to absentee or missing applicants.

■ ■ Online (PC & Smartphone) Application Results Portal

You can check the results of your application online using a computer or smartphone.

This can be done as follows. Please read these instructions carefully.

- (1) This service will be available for three days from the date of the announcement of the acceptance of the relevant entrance examination (during this period, access is available 24 hours a day).
After that, you will not be able to check the results.
- (2) The portal will go live at 10:00 AM on the entrance examination result announcement day.
- (3) Please note that the service may become congested immediately after the service start time. If it is difficult to access, please try again a little later.
- (4) Access the following page and go to "Admission Information" and then to "Acceptance Announcements."
<https://www.kuas.ac.jp/admissions>
- (5) We will not respond to any inquiries regarding access status or the availability of services for specific smartphone models.
- (6) Admission procedures after the closing date for admission procedures due to "mishandling, input error," or "mistake in viewing" this system will not be accepted.
- (7) Please note that the Application Results portal may not be accessible on all models of smartphones.
- (8) The KUAS Admission Results portal does not provide audio guidance.

Admission Procedures

■ Tuition (TBD 2024)

*Tuition and other fees are subject to change. Please refer to the Admission Procedure Guidelines.

*Initial payments will be made in two steps: <First payment: Admission fees> <Second payment: Tuition>

(For non-KUAS / Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Remarks
			Upon entry (for the first semester)		Payable in October	
			First Payment	Second Payment		
Admission fee		200,000	200,000	–	–	Only paid at time of admission
School fees	Tuition	1,500,000	–	750,000	750,000	
Total		1,700,000	200,000	750,000	750,000	

(For KUAS/Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Remarks
			Upon entry (for the first		Payable in October	
			First	Second		
Admission fee		100,000	100,000	–	–	Only paid at time of admission
School fees	Tuition	1,500,000	–	750,000	750,000	
Total		1,600,000	100,000	750,000	750,000	

【One-year course】

(For non-KUAS / Kyoto Gakuen Alumni)

		Ann ual Fee	Breakdo wn of Annual Fees			Remarks
			Upon entry (for the first semester)		Payable in October	
			First Payment	Second Payment		
Admission fee		200,000	200,000	–	–	Only paid at time of admission
School fees	Tuition	2,920,000	–	1,460,000	1,460,000	
Tot al		3,120,000	200,000	1,460,000	1,460,000	

(For KUAS/Kyoto Gakuen Alumni)

		Ann ual Fee	Breakdown of Annual Fees			Re mar ks
			Upon entry (for the first semester)		Payable in October	
			First Payment	Second Payment		
Admission fee		100,000	100,000	–	–	Only paid at time of admission
School fees	Tuition	2,920,000	–	1,460,000	1,460,000	
Tot al		3,020,000	100,000	1,460,000	1,460,000	

■ International Students

Applicants who are accepted must submit proof of their ability to pay for their studies in Japan (e.g., proof of income of their financial sponsor) during their admission procedures.

■ Declining Enrollment

If an applicant wishes to decline admission after completing the second round of admission procedures, their fees will be refunded (except for the admission fee) if their request to decline is received by the KUAS Uzumasa Campus Admissions Office by 17:00, March 31, 2024. (Request to decline must arrive by this date.) For details, please refer to the Admission Procedure Guidelines (sent to successful applicants).

List of Research Advisors

Please select the research advisor of your choice from the list below (first choice: required; second and third choices: please indicate if possible).

Faculty Members	Title	Area of Research
KATO Yasuyuki	Professor	Finance; Investment Management Theory and Practice; ESG Investment
TANIGUCHI Takayoshi	Professor	Accounting System; Tax Law
TOKUGA Yoshihiro	Professor	International Accounting; Financial Accounting
NISHIMURA Shuzo	Professor	Health Economics; Social Security Theory
MORI Kazuhiko	Professor	Brand Management; Marketing; Service Design
SHIMIZU Hiroko	Professor	International Economics; Economic Policy; Environmental Economics
GAUTAM RAY	Professor	Economic Growth and Development; Inclusive Sustainable Development
WU Qi	Associate Professor	Management Accounting; Environmental Accounting

Privacy Policy

KUAS may use personal information collected from applicants to:

- contact relevant candidates in the case of submission of incomplete application documents. In some cases, we will contact the university or other institution to which the student concerned belongs.
- contact the applicant regarding their results notification.
- mail enrollment documents to successful applicants.
- perform data aggregation/processing (individual data will be anonymized).
- send guidance regarding Entrance Ceremonies, Insurance, etc.
- send and communicate various post-enrollment documentation.
- create a list of students and to provide guidance for students after admission to the school.
- provide personal information and entrance examination results to contractors for data processing. The data provided to these contractors will only be used for the purpose commissioned by KUAS, and for no other purposes. KUAS selects contractors based on their ability to ensure adequate security management and protection of personal information.

Personal information related to applications will not be provided to any third party without the prior consent of the applicant. However, this does not apply when there are special circumstances stipulated in the Act on the Protection of Personal Information and the "Regulations Concerning the Protection of Personal Information of Nagamori Gakuen Educational Foundation", such as (1) when required by law or (2) when it is necessary to protect the life, body, or property of an individual when it is difficult to obtain the consent of the individual.

Please contact the KUAS Admissions Center with any questions you may have about the university's handling of personal information.



<u>Kyoto Uzumasa Campus</u>	<u>18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615 -8577</u>
<u>Kyoto Kameoka Campus</u>	<u>1 -1 Nanjo Otani, Sogabe-cho, Kameoka City, Kyoto Prefecture 621 -8555</u>
<u>Homepage</u>	<u>http://www.kuas.ac.jp/</u>
<u>Admissions Center Contact</u>	<u>Tel.: 075-406-9270</u>
	<u>E-mail: nyushi@kuas.ac.jp</u>