AY 2019

Major in Innovation Management

Business School of Innovation Management

Course Catalog

Excerpt

Major in Innovation Management

Business School of Innovation Management

Professional School of Hosei University

Major in Innovation Management

Business School of Innovation Management

Professional School of Hosei University

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Educational goal

In any economy, individuals with the skills to disrupt and innovate are in great demand. To answer this call, Hosei University established the Business School of Innovation Management in 2004. The School awards the master's degree, Master of Business Administration (MBA). In addition, students who opt to also join the Small & Medium Enterprise (SME) Consultant Training Program obtain the qualification of SME Consultant Qualification along with their master's degrees.

The innovation management thread woven through both the MBA degree and the SME Consultant qualification is creative disruption: the ability to break free of the past business mindset to create new ideas and new businesses. We call a person with such skills a "business innovator," and aim to nurture such talent.

Business innovators include entrepreneurs who start new businesses of course, but also those who are able to drive the transformation of existing businesses towards new opportunities and business models, and towards new markets. From this perspective, The Business School of Innovative Management aims to nurture business people with the following three competencies:

➢ Competency to create new businesses (business startups/ventures)
➢ Competency to transform existing businesses via new models (business diversification)
➢ Competency to transform existing businesses via new markets (business expansion)

Our curriculum is formulated on the fact that theoretical "book-learning" alone cannot sufficiently develop business innovator talent, and thus requires this learning to be supported with practical experience. For this reason, we utilize the "project method" in which students undertake their own business project assignments, and internships as well.

Starting a new business requires an understanding of past business cases and industry trends, as well how this is all playing out currently, and to incorporate all this business knowledge into the decision making process. Our curriculum is designed to help students acquire such knowledge from past business examples through the "case method." Our curriculum also includes "IT literacy" which emphasizes evidence-based decision-making that integrates data management, data analytics and Information Technology.

Admission policy

Intensifying globalization and rapidly evolving information and communications technologies are causing what many call the fourth industrial revolution. In such an environment, demands are high for individuals able to navigate this new frontier using not only the knowledge of management and IT, but who are also comfortable in the new industries that emerge as the fusion of hitherto separate industrial sectors. What is needed is the type of person we call a business innovator.

Business innovators are not limited to the types of people with the ability to start new businesses, but also those with the competency to pursue innovation in existing businesses, be that through reorganization of existing business models, restructuring of existing business organizations, diversification to new markets, or even societal innovations via social entrepreneurship.

Our goal is to develop talent with the above skill sets. Accordingly, our admission policy is to admit individuals with practical business experience who are interested in and passionate about the opportunity to contribute to business innovation (as well providing the required transcripts, letters of recommendation, essays etc.)

Curriculum policy

The Business School of Innovation Management offers courses of instruction ranging from fundamental subjects to specialized and applied subjects, with our aim being to develop human resources with both the fundamental knowledge and practical skills befitting of a Master of Business Administration with an emphasis on innovation management.

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Diploma policy (degree-conferment policy)

The Business School of Innovation Management aims to nurture human resources capable of pursuing innovation in society or within an organization, and has developed its curriculum with this purpose in mind. Students enhance their understanding of and facility with innovation management through the acquisition of designated credits in fundamental, specialized and applied courses.

In this way, students earn the Master of Business Administration degree as a result of gaining knowledge of innovation theory and its practical applications, developing an ability to perform critical analysis in real-word environments, attaining proficiency in the conception of innovation strategies based on analytical assessments, achieving facility in the execution of strategies and tactics based in knowledge of innovation theory and practice, and acquiring skill in the communication of business ideas to various stakeholders.

* Diploma Policy content is segmentalized, and each lesson is given an item number as listed below. Refer to the Web Syllabus to find out which of the abilities detailed in the policy can be acquired by completing the lesson.

Item	Ability
DP1	Management expertise to foster social and corporate innovation
DP2	Logical analytical capacity for extracting concepts from chaotic discussions and information in corporate management
DP3	Conceptual strength to form innovative concepts from analysis results
DP4	Performance capability for drafting and building plans to solve problems on the basis of management expertise
DP5	Capacity to express enterprise ideas and management leader communications skills

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◆ 2. Academic Calendar

Academic 2019 Calendar
Graduate School: Business School of Innovation Management, Major in Innovation Management

From	To	Details
Sat. Mar. 30 Mon. Apr. 1 Wed. Apr. 3 Sat. Apr. 6		MBA special program introduction lecture Start of new year Entrance ceremony Guidance, introduction to lecturers, welcome party for new students
Mon. Apr. 8	Sat. Jul. 20	Period of spring term

Mon. Apr. 8
Mon. Apr. 8
Mon. Jun. 3
	Sat. Jul. 20
	Sat. Jun. 1
	Sat. Jul. 20
		Spring term: 14 weeks; supplementary lectures: Jul. 22 to 27
		  First half of spring term: 7 weeks; supplementary lectures: Jul. 22 to 27
		  Second half of spring term: 7 weeks; supplementary lectures: Jul. 22 to 27

Wed. Aug. 21	Wed. Sep. 11	Period of intensive summer lessons: 3 weeks
		  Aug. 21 to Sep. 5; supplementary lectures: Sep. 6 and 7
		    Multinational Business Ⅰ : Sep. 7 to 11

Fri. Sep. 20	Sat. Jan. 11	Period of fall term

Fri. Sep. 20
Fri. Sep. 20
Mon. Nov. 11
	Sat. Jan. 11
	Thu. Nov. 7
	Sat. Jan. 11
		Fall term: 14 weeks; supplementary lectures: Nov. 8, Jan. 14 to 18 and 20
		  First half of fall term: 7 weeks; supplementary lectures: Nov. 8, Jan. 14 to 18 and 20
		  Second half of fall term: 7 weeks; supplementary lectures: Jan. 14 to 18 and 20

Wed. Dec. 25	Tue. Jan. 7	Winter holidays
Tue. Jan. 21	Sun. Feb. 16	Term-end intensive period: 4 weeks
Sun. Mar. 1	Tue. Mar. 31	Spring vacation
Tue. Mar. 24		Commencement ceremony
Tue. Mar. 31		End of year

Transfer of lesson days on holidays (excluding project presentation and Multinational Business Ⅰ)

Wed. Apr. 10	School day on foundation anniversary	Mon. Oct. 14	School day on Sports Day
Tue. Apr. 30	Holiday as set by National Holidays Law	Tue. Oct. 22	School day on Enthronement Ceremony Day
Wed. May 1	Enthronement Day for new emperor No-school day transferred due to foundation anniversary on Apr. 10	Mon. Nov. 4	School day on compensatory holiday for Culture Day on Nov. 3
Thu. May 2	Holiday as set by National Holidays Law	Sat. Nov. 23	School day on Labor Thanksgiving Day
Mon. Jul. 15	School day on Marine Day		
Mon. Sep. 23	School day on compensatory holiday for Autumnal Equinox Day on Sep. 22	*Holidays are subject to change in line with legal revisions	

AY 2019 Major in Innovation Management Academic Calendar

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar.	18	19	20 Spring Equinox Day	21	22	23	24 Commencement Ceremony
	25	26	27	28	29	30	31
Apr.	1	2	3	4	5	6	7
	8 ① Spring 1st Half①	9 ① Spring 1st Half①	10 University's Foundation Day (Classes held) ① Spring 1st Half①	11 ① Spring 1st Half①	12 ① Spring 1st Half①	13 ① Spring 1st Half①	14
	15 ② Spring 1st Half②	16 ② Spring 1st Half②	17 ② Spring 1st Half②	18 ② Spring 1st Half②	19 ② Spring 1st Half②	20 ② Spring 1st Half②	21
	22 ③ Spring 1st Half③	23 ③ Spring 1st Half③	24 ③ Spring 1st Half③	25 ③ Spring 1st Half③	26 ③ Spring 1st Half③	27 ③ Spring 1st Half③	28
May	29 Showa Day	30 Coronation Day holiday	1 Coronation Day	2 Coronation Day holiday	3 Constitution Day	4 Greenery Day	5 Children's Day
	6 Makeup holiday (classes held) ④ Spring 1st Half④	7 ④ Spring 1st Half④	8 ④ Spring 1st Half④	9 ④ Spring 1st Half④	10 ④ Spring 1st Half④	11 ④ Spring 1st Half④	12
	13 ⑤ Spring 1st Half⑤	14 ⑤ Spring 1st Half⑤	15 ⑤ Spring 1st Half⑤	16 ⑤ Spring 1st Half⑤	17 ⑤ Spring 1st Half⑤	18 ⑤ Spring 1st Half⑤	19
	20 ⑥ Spring 1st Half⑥	21 ⑥ Spring 1st Half⑥	22 ⑥ Spring 1st Half⑥	23 ⑥ Spring 1st Half⑥	24 ⑥ Spring 1st Half⑥	25 ⑥ Spring 1st Half⑥	26
	27 ⑦ Spring 1st Half⑦	28 ⑦ Spring 1st Half⑦	29 ⑦ Spring 1st Half⑦	30 ⑦ Spring 1st Half⑦	31 ⑦ Spring 1st Half⑦	1 ⑦ Spring 1st Half⑦	2
June	3 ⑧ Spring 2nd Half①	4 ⑧ Spring 2nd Half①	5 ⑧ Spring 2nd Half①	6 ⑧ Spring 2nd Half①	7 ⑧ Spring 2nd Half①	8 ⑧ Spring 2nd Half①	9
	10 ⑨ Spring 2nd Half②	11 ⑨ Spring 2nd Half②	12 ⑨ Spring 2nd Half②	13 ⑨ Spring 2nd Half②	14 ⑨ Spring 2nd Half②	15 ⑨ Spring 2nd Half②	16
	17 ⑩ Spring 2nd Half③	18 ⑩ Spring 2nd Half③	19 ⑩ Spring 2nd Half③	20 ⑩ Spring 2nd Half③	21 ⑩ Spring 2nd Half③	22 ⑩ Spring 2nd Half③	23
	24 ⑪ Spring 2nd Half④	25 ⑪ Spring 2nd Half④	26 ⑪ Spring 2nd Half④	27 ⑪ Spring 2nd Half④	28 ⑪ Spring 2nd Half④	29 ⑪ Spring 2nd Half④	30
July	1 ⑫ Spring 2nd Half⑤	2 ⑫ Spring 2nd Half⑤	3 ⑫ Spring 2nd Half⑤	4 ⑫ Spring 2nd Half⑤	5 ⑫ Spring 2nd Half⑤	6 ⑫ Spring 2nd Half⑤	7
	8 ⑬ Spring 2nd Half⑥	9 ⑬ Spring 2nd Half⑥	10 ⑬ Spring 2nd Half⑥	11 ⑬ Spring 2nd Half⑥	12 ⑬ Spring 2nd Half⑥	13 ⑬ Spring 2nd Half⑥	14
	15 Marine Day (classes held) ⑭ Spring 2nd Half⑦	16 ⑭ Spring 2nd Half⑦	17 ⑭ Spring 2nd Half⑦	18 ⑭ Spring 2nd Half⑦	19 ⑭ Spring 2nd Half⑦	20 ⑭ Spring 2nd Half⑦	21
	22	23	24 Spare Dates (July 22 – 27)	25	26	27	28
Aug.	29	30	31	1	2	3	4
	5	6	7	8	9	10	11 Mountain Day
	12 Makeup holiday	13 IM office is closed	14 IM office is closed	15 IM office is closed	16 IM office is closed	17 IM office is closed	18 IM office is closed
	19 IM office is closed	20 Spare Date	21 Mon/Wed/Fri①	22 Tue/Thu/Sat①	23 Mon/Wed/Fri②	24 Tue/Thu/Sat②	25
	26 Mon/Wed/Fri③	27 Tue/Thu/Sat③	28 Mon/Wed/Fri④	29 Tue/Thu/Sat④	30 Mon/Wed/Fri⑤	31 Tue/Thu/Sat⑤	1
Sep.	2 Mon/Wed/Fri⑥	3 Tue/Thu/Sat⑥	4 Mon/Wed/Fri⑦	5 Tue/Thu/Sat⑦	6 Spare Date	7 Spare Date Multinational Business I	8 Multinational Business I

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	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep.	9 Multinational Business Ⅰ	10 Multinational Business Ⅰ	11 Multinational Business Ⅰ	12	13	14 Fall entrance Ceremony	15
	16 Respect for the Aged Day	17 GMBA Guidance for New students	18	19	20 ① Fall 1st Half①	21 ① Fall 1st Half①	22 Autumnal Equinox Day
	23 Makeup holiday (classes held) ① Fall 1st Half①	24 ① Fall 1st Half①	25 ① Fall 1st Half①	26 ① Fall 1st Half①	27 ② Fall 1st Half②	28 ② Fall 1st Half②	29
Oct.	30 ② Fall 1st Half②	1 ② Fall 1st Half②	2 ② Fall 1st Half②	3 ② Fall 1st Half②	4 ③ Fall 1st Half③	5 ③ Fall 1st Half③	6
	7 ③ Fall 1st Half③	8 ③ Fall 1st Half③	9 ③ Fall 1st Half③	10 ③ Fall 1st Half③	11 ④ Fall 1st Half④	12 ④ Fall 1st Half④	13
	14 Health and Sports Day (classes held) ④ Fall 1st Half④	15 ④ Fall 1st Half④	16 ④ Fall 1st Half④	17 ④ Fall 1st Half④	18 ⑤ Fall 1st Half⑤	19 ⑤ Fall 1st Half⑤	20
	21 ⑤ Fall 1st Half⑤	22 Enthronement Ceremony Day (classes held) ⑤ Fall 1st Half⑤	23 ⑤ Fall 1st Half⑤	24 ⑤ Fall 1st Half⑤	25 ⑥ Fall 1st Half⑥	26 ⑥ Fall 1st Half⑥	27
Nov.	28 ⑥ Fall 1st Half⑥	29 ⑥ Fall 1st Half⑥	30 ⑥ Fall 1st Half⑥	31 ⑥ Fall 1st Half⑥	1 ⑦ Fall 1st Half⑦	2 ⑦ Fall 1st Half⑦	3 Culture Day
	4 Makeup holiday (classes held) ⑦ Fall 1st Half⑦	5 ⑦ Fall 1st Half⑦	6 ⑦ Fall 1st Half⑦	7 ⑦ Fall 1st Half⑦	8 Spare Date	9	10
	11 ⑧ Fall 2nd Half①	12 ⑧ Fall 2nd Half①	13 ⑧ Fall 2nd Half①	14 ⑧ Fall 2nd Half①	15 ⑧ Fall 2nd Half①	16 ⑧ Fall 2nd Half①	17
	18 ⑨ Fall 2nd Half②	19 ⑨ Fall 2nd Half②	20 ⑨ Fall 2nd Half②	21 ⑨ Fall 2nd Half②	22 ⑨ Fall 2nd Half②	23 Labor Thanksgiving Day (classes held) ⑨ Fall 2nd Half②	24
	25 ⑩ Fall 2nd Half③	26 ⑩ Fall 2nd Half③	27 ⑩ Fall 2nd Half③	28 ⑩ Fall 2nd Half③	29 ⑩ Fall 2nd Half③	30 ⑩ Fall 2nd Half③	1
Dec.	2 ⑪ Fall 2nd Half④	3 ⑪ Fall 2nd Half④	4 ⑪ Fall 2nd Half④	5 ⑪ Fall 2nd Half④	6 ⑪ Fall 2nd Half④	7 ⑪ Fall 2nd Half④	8
	9 ⑫ Fall 2nd Half⑤	10 ⑫ Fall 2nd Half⑤	11 ⑫ Fall 2nd Half⑤	12 ⑫ Fall 2nd Half⑤	13 ⑫ Fall 2nd Half⑤	14 ⑫ Fall 2nd Half⑤	15
	16 ⑬ Fall 2nd Half⑥	17 ⑬ Fall 2nd Half⑥	18 ⑬ Fall 2nd Half⑥	19 ⑬ Fall 2nd Half⑥	20 ⑬ Fall 2nd Half⑥	21 ⑬ Fall 2nd Half⑥	22
	23 ⑭ Fall 2nd Half⑦	24 ⑭ Fall 2nd Half⑦	25 IM office is closed	26 IM office is closed	27 IM office is closed	28 IM office is closed	29 IM office is closed
2020 Jan.	30 IM office is closed	31 IM office is closed	1 IM office is closed	2 IM office is closed	3 IM office is closed	4 IM office is closed	5 IM office is closed
	6 IM office is closed	7 IM office is closed	8 ⑭ Fall 2nd Half⑦	9 ⑭ Fall 2nd Half⑦	10 ⑭ Fall 2nd Half⑦	11 ⑭ Fall 2nd Half⑦	12
	13 Coming-of-Age Day	14	15 Spare Dates (January 14 – 18, 20)	16	17	18 Internship(GMBA) starts	19
	20 Spare Date	21	22	23	24	25	26
Feb.	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11 National Foundation Day	12	13	14	15	16
	17	18	19	20	21	22	23 Emperor's Birthday
	24 Makeup holiday	25	26	27	28	29	1
Mar.	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20 Spring Equinox Day	21	22
	23	24 Commencement Ceremony	25	26	27	28	29
	30	31					

Global MBA Program
Master of Business Administration

Credits needed to obtain a Master of Business Administration degree are outlined below.

Enrollment in or after 2019

	1.5-year system
Foundation Courses	**Required courses: 10 credits**
Specialized Courses	**Elective courses: 20 credits** ***Those who have N2 of Japanese Language Proficiency Test (JLPT) or equivalent can take courses <u>up to 10 credits</u> from one- or two-year major courses (with some exceptions) of Innovation Management. They can count as part of credits required for GMBA program completion.**
Applied Courses	**Required courses: 14 credits; Elective courses: 4 credits**
Total Number of Credits Required for Program Completion	**48 credits**

NOTE: Those who have N2 of Japanese Language Proficiency Test (JLPT) or equivalent can also take courses <u>up to 10 credits</u> from other major courses and they can count as part of specialized courses. Note that they cannot count as part of credits required for GMBA program completion.

AY2019 Courses Available to Students in the Major in Innovation Management
Global MBA Program

Foundation Courses

	Course Name	Instructor	Credits	Category			
10 credits	Global Management	Shinya Yamamoto Mariko Yoshihara Yang	2	Required			
	Business Communication in Japanese Organization	Yasushi Ichimori	2	Required			
	Management Strategy	Kiminori Gemba	2	Required			
	Strategic Organizational Management	Kumiko Ito	2	Required			
	Business Practice in Japan	Asako Takada Shohei Matsuda Seiichiro Yonekura Kenneth Pechter	2	Required			

Specialized Courses

	Course Name	Instructor	Credits	Category			
20 credits or more	Japanese Culture and Business	Tomonori Akiyama	2	Elective			
	Accounting	Yuichi Torikai	2	Elective			
	Logical Thinking	Kaori Nishide	2	Elective			
	Financial Management	Shohei Matsuda	2	Elective			
	Advanced Finance	Shohei Matsuda	2	Elective			
	Human Resource Management in Japan	Masahiro Miyazaki	2	Elective			
	Managing Talent	(not available this academic year)		Elective			
	Opportunity and Entrepreneurship in Japan	Kenneth Pechter	2	Elective			
	Media and Entertainment	Kenneth Pechter	2	Elective			
	Marketing in Japan	Yutaka Osawa	2	Elective			
	Service Management in Japan	Kenneth Pechter	2	Elective			
	Innovation in Global Business	Seiichiro Yonekura	2	Elective			
	Innovators and Leaders	Seiichiro Yonekura	2	Elective			
	Digital Marketing	Masao Kakihara	2	Elective			
	Japanese Business Leadership	(not available this academic year)		Elective			
	MBA　Special Lecture	Wei-Lun Chang	2	Elective			
IM other courses	Up to 10 credits can be used toward the specialized-course part of the required credits.			Elective			
Other specialized courses	Up to 10 credits can be used as specialized courses other than credits required for completion.			Elective			

Applied Courses

	Course Name	Instructor	Credits	Category			
18 credits or more (Required courses: 14 credits; Elective courses: 4 credits)	Project 1-A(Internship)	Asako Takada Seiichiro Yonekura Kenneth Pechter	6	Required	6 credits either from Project 1-A or 1-B		
	Project 1-B(Field Research)	Shohei Matsuda	6	Required			
	Project 2-A(Internship)	Seiichiro Yonekura Kenneth Pechter	6	Required	6 credits either from Project 2-A or 2-B		
	Project 2-B(Field Research)	Shohei Matsuda	6	Required			
	Japanese Management	Takuya Hasegawa	2	Required			
	Multinational Business Ⅰ	Asako Takada	2	Elective			
	Multinational Business Ⅱ	(not available this academic year)		Elective			
	Japanese Production Management and Supply Chain Management	Takuya Hasegawa	2	Elective			
	Open Innovation	NAIR, Radhakrishnan	2	Elective			
	Business Leader Development Ⅰ　※	(not available this academic year)		Elective			
	Business Leader Development Ⅱ　※	Seiichiro Yonekura	2	Elective			

※This course is taught in Japanese

◆ 4. Office Hours List of AY 2019 IM Major

AY2019 Major in Innovation Management Faculty Office Hours

Each faculty member has office hours to meet with students who wish to ask questions and seek advice. You are welcome to visit faculty members when you wish to ask questions about what you have learned in classes.

Floor number	Laboratory number	Faculty name	Office Hours
4	11	Takashi Ishijima （石島 隆）	Monday 5 Period（16:50-18:30）
6	30	Kosuke Ogawa （小川 孔輔）	Thursday 1・2 Period（8:50-12:20）
6	31	Kiminori Gemba （玄場 公規）	Thursday 3 Period（13:00-14:40）
4	8	Hideaki Tange （丹下 英明）	Spring Semester: Tuesday（17:30-18:30） Fall Semester: Tuesday（15:30-16:30）
4	9	Kenji Saotome （五月女 健治）	Wednesday 6・7 Period（18:35-22:00）
4	3	Hiroaki Fujikawa （藤川 裕晃）	Thursday 3 Period（13:00-14:40）
6	28	Asako Takada （高田 朝子）	Wednesday（15:30-18:30） / Thursday 13:30-15:00
6	32	Yuki Toyoda （豊田 裕貴）	Thursday 3 Period（13:00-14:40）
4	10	Yuji Namiki （並木 雄二）	Thursday 12:40-13:30
4	4	Hiroyuki Fujimura （藤村 博之）	Thursday 3 Period（13:00-14:40）
6	29	Kenneth Pechter	Friday 18:00-18:30
6	29	Shohei Matsuda （松田 庄平）	Thursday 3 Period（13:00-14:40）
4	7	Atsunori Matsumoto （松本 敦則）	Thursday 3 Period（13:00-14:40）
4	6	Kenichiro Murakami （村上 健一郎）	Wednesday 5 Period（16:50-18:30）
4	5	Shoso Yamato （山戸 昭三）	Thursday 4 Period（15:00-16:40）
6	27	Seiichiro Yonekura （米倉 誠一郎）	Tuesday 16:30-17:30 （Wednesday16:00-17:30 only during the Fall Semester 2nd-half）

NOTE: Faculty members other than those listed above accept questions before or after classes.

◆5-1.Curriculum Map of AY 2019 Courses by Category

Area	Foundation courses (take at least 12 credits)	Credit	Specialized courses (elective) (take at least 12 credits)			
			Master of Business Administration	Credit	Master of Business Information	Credit
Business Administration Strategy	経営戦略論●	4	ビジネスモデルの構築★	2	ビジネスモデルの構築★	2
	中小企業戦略論Ⅰ	2	技術イノベーション★	2	技術イノベーション★	2
	中小企業戦略論Ⅱ	2	グローバルビジネス経営論★	2	グローバルビジネス経営論★	2
	経営情報戦略●	4	起業論	2		
	Global Management	2	Opportunity and Entrepreneurship in Japan	2		
	Management Strategy	2	Innovation in Global Business	2		
	Business Practice in Japan	2	Japanese Management	2		
Business Administration Strategy (small- and medium-sized companies, venture businesses)	Japanese Culture and Business	2	スタートアップ戦略論★●	2	スタートアップ戦略論★●	2
			中小企業政策論●	2		
			中小企業総合経営論●	2		
			非営利組織経営論	2		
			アントレプレナーシップ論	2		
			中小企業ビジネスシステム論●	2		
			地域貢献ビジネス論	2		
			Japanese Production Management and Supply Chain Management	2		
Human Resource and Organization	経営組織論Ⅰ	2	コーチング★	2	コーチング★	2
	経営組織論Ⅱ	2	Innovators and Leaders	2		
	人的資源管理論●	4	Human Resource Management in Japan	2		
	人的資源管理論Ⅰ	2				
	人的資源管理論Ⅱ	2				
	Strategic Organizational Management	2				
Marketing	マーケティング●	4	コンテンツビジネス論	2		
	マーケティングⅠ(マーケティング戦略)	2	リテール・マネジメント●	2		
	マーケティングⅡ(データドリブンマーケティング)	2	サービスマネジメント	2		
	消費者行動論	2	Service Management in Japan	2		
			Media and Entertainment	2		
			Marketing in Japan	2		
Business Process			生産マネジメント★●	4	生産マネジメント★●	4
			サプライチェーンマネジメント★	2	サプライチェーンマネジメント★	2
			プロジェクトマネジメント★	4	プロジェクトマネジメント★	4
			事業リスクマネジメントと内部統制★	2	事業リスクマネジメントと内部統制★	2

Business IT	ビジネスデータ分析(ベーシック)	2	ビジネスデータ分析(アドバンス)★	2	ビジネスデータ分析(アドバンス)★	2
			ＩＴと経営戦略★	2	ＩＴと経営戦略★	2
			Digital Marketing	2	デジタル・マーケティング	2
					ITCケース研修	4
					デジタル広告論	2
					データマイニング	2
Information Technology	データベースの基礎	2			クラウドコンピューティング	2
	マネージャーのためのWEB構築	2				
Financing, Accounting and Governance	ファイナンス	4	リスクマネジメント概論★	2	リスクマネジメント概論★	2
	財務会計論●	2	フィンテックと企業経営★	2	フィンテックと企業経営★	2
	財務会計論（夜時間帯）	2	アントレプレナー・ファイナンス	2		
	管理会計論	2	コストマネジメント	2		
	企業倫理	2	Accounting	2		
	会計入門	2	Financial Management	2		
			Advanced Finance	2		
Business Skill	ロジカル・シンキング	2	コミュニケーションマネジメント★	2	コミュニケーションマネジメント★	2
	コンサルティング技法●	2	課題解決演習I	2		
	エスノグラフィのビジネス応用	2	Logical Thinking	2		
	リサーチ技法	2				
	Business Communication in Japanese Organization	2				
Application			海外企業経営研究Ⅰ	2		
			MBA特別講義（マクロ経済と人材経営）	2		
			MBA特別講義（イノベーションの歴史）	2		
			MBA Special Lecture	2		
Application courses	プロジェクト（必修）	10	ビジネスイノベータ育成セミナー●	2		
	経営診断実習Ⅰ●	4	ビジネスリーダー育成セミナーⅡ	2		
	経営診断実習Ⅱ●	6	Business Leader Development Ⅱ	2		
	Project 1-A(Internship)	6	Open Innovation	2		
	Project 1-B (Field Research)	6				
	Project 2-A(Internship)	6				
	Project 2-B (Field Research)	6				
	Multinational Business I	2				

※★: Common courses for Management of Business Administration and Management of Business Information master courses
　●: Required courses for MBA special programs (SME Consultant Training Program)

◆ 5-2. Curriculum Tree

Ideal type of human resources to foster	Description	Description Course model
In-house innovator	Talented people who can start new businesses in-house are nurtured by equipping students with a skill to create innovative solutions based on business problems of their own companies. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★ Marketing：★★ Business process：★★★ Business IT：★★ Financing, accounting and governance：★★ Business skill：★	経営戦略論、経営情報戦略、技術イノベーション、人的資源管理論（Ⅰ、Ⅱ）、マーケティング（Ⅰ、Ⅱ）、ファイナンス、経営組織論（Ⅰ、Ⅱ）、等
Small and Medium Enterprise Management Consultant / Consultant	Small and medium management consultants are trained by helping students acquire consulting skills through exercises to solve many practical problems. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★ Marketing：★★ Business process：★★ Business IT：★ Financing, accounting and governance：★★★ Business skill：★	コンサルタント技法、経営診断実習、中小企業総合経営論、財務会計論、経営戦略論、マーケティング（Ⅰ、Ⅱ）、ファイナンス、等
Entrepreneurial Business Manager	Human resources capable of starting new businesses are nurtured by having students master know-hows to establish a business. <Importance level by category> Business management strategy：★★★ Human resources and organization：★ Marketing：★★★ Business process：★★ Business IT：★★ Financing, accounting and governance：★★★ Business skill：★	経営戦略論、財務会計論、マーケティング（Ⅰ、Ⅱ）、ファイナンス、経営組織論（Ⅰ、Ⅱ）、ビジネスモデルの構築、アントレプレナーシップ論、スタートアップ戦略論、アントレプレナー・ファイナンス、等
Succeeding Business Manager	Human resources who will succeed enterprises, especially small and medium companies, are trained by teaching students know-hows to explore methods to manage next-generation businesses. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★ Marketing：★ Business process：★ Business IT：★ Financing, accounting and governance：★★★ Business skill：★	人的資源管理論（Ⅰ、Ⅱ）、経営戦略論、財務会計論、マーケティング（Ⅰ、Ⅱ）、ファイナンス、経営組織論（Ⅰ、Ⅱ）、リスクマネジメント概論、等
Business Data Scientist	Business data scientists are nurtured by helping students become able to use data in businesses. <Importance level by category> Business management strategy：★★ Human resources and organization：★ Marketing：★★★ Business process：★★ Business IT：★★★ Financing, accounting and governance：★ Business skill：★★	ビジネスデータ分析(ベーシック・アドバンス)、データマイニング、デジタル・マーケティング、データベースの基礎、経営情報戦略、 マーケティングⅡ（データドリブンマーケティング）、等
IT Coordinator (Professional Talents Capable of Realizing IT Management)	IT coordinators are trained through systematic case training based on guidelines for IT business management promotion processes to nurture professional talents who can realize IT business management. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★ Marketing：★★★ Business process：★★ Business IT：★★★ Financing, accounting and governance：★★ Business skill：★★	ITCケース研修、経営情報戦略、プロジェクトマネジメント、コーチング、ITと経営戦略、クラウドコンピューティング、ビジネスデータ分析(ベーシック・アドバンス)
MOT (Management of Technology) Human Resources	MOT Human Resources who can create economic value by using IT. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★ Marketing：★★★ Business process：★★ Business IT：★★★ Financing, accounting and governance：★★ Business skill：★★	経営情報戦略、技術イノベーション、プロジェクトマネジメント、生産マネジメント、企業倫理、ITCケース研修、サプライチェーンマネジメント、ビジネスデータ分析(ベーシック・アドバンス)
Global Manager	Professional talents who can make and propose business plans in a Japanese-style management spirit anywhere in the world using English as a common language. <Importance level by category> Business management strategy：★★★ Human resources and organization：★★★ Marketing：★★★ Business process：★★ Business IT：★★★ Financing, accounting and governance：★ Business skill：★★	Global Management, Japanese Culture and Business, Business Communication in Japanese Organization, Management Strategy, Accounting, Strategic Organizational Management, Financial Management, Opportunity and Entrepreneurship in Japan, Innovation in Global Business, Innovators and Leaders, Service Management in Japan

◆ 6. Student Status

1. Standard Duration of Program Completion

The standard duration to complete a one-and-a-half-year professional degree program (Global MBA program) is one and a half years, and students are not permitted to stay in the program for a total of more than three years.

Note, however, that periods of absence shall not be included in the calculation of the duration of completing each program.

2. Completion Requirements

To earn a degree, students must meet all requirements in the table titled "Number of Credits Required for Program Completion" on page 4.

3. Degrees Awarded by the Major in Innovation Management

The following degrees is awarded to Global MBA students who have completed the Global MBA program of the Major in Innovation Management, Business School of Innovation Management.

Master of Business Administration (professional degree)

4. Student ID Card

Hosei graduate students are issued a student ID card when they are admitted to their program. Your student ID card is the only proof that you are a Hosei graduate student. You must carry it with you all the time and present it when you are requested to do so by a member of the University staff or faculty. You are also requested to present your student ID card in such cases as when you visit the IM Office to confirm your course registration, request your grade report, reserve classrooms or borrow equipment, or take regular examinations. You also need your student ID card to gain access to classrooms, seminar rooms, libraries, reference rooms, graduate student laboratories and the 6th floor of the Shin Hitokuchizaka Building. In addition, you need your student ID card to have certificates issued by a certificate-issuing machine. You are requested to handle your card with care and not to lend or give it to others.

Note that when you carry your student ID card, which is a magnetic card, make sure to keep it away from your mobile phone, which may make the card unusable.
Your student ID card will be activated once a specific sticker is placed on the back of the card. Take extra care to ensure that the sticker is not damaged. You cannot purchase commuter passes and the like without the sticker on your card. Even if only the sticker on your card is damaged or lost, you need to have the sticker reissued.

When you complete your program, or withdraw or are dismissed from the University, you are requested to return your student ID card to the University.

（1） Provision of a student ID card (with a sticker to be placed on the back of the card)

New students are provided with a student ID card and a sticker by the IM Office staff at a guidance session in September.

Current students receive a sticker with a tuition and fee payment form in early April.

（2） When you have lost your student ID card

Report the loss to the IM Office and the nearest police station. If the lost card is not found in two weeks, it will be reissued. In such a case, fill out a student ID card reissuance request form (学生証再発行願), affix a certificate stamp in the amount of 2,000 yen (service fee) to the form and submit the form to the IM Office. The fee for reissuance of a sticker only is 200 yen.

（3） Student ID card number

Student ID card numbers are assigned as follows:

19　　　W　　　0001

Year of admission　　Business School　　Individual No.

Global MBA (1.5-year program): Student ID card No.: 19W2001〜
Class A (1-year program): Student ID card No.: 19W0001〜
Class M (SME Consultant Training Program): Student ID card No.: 19W0101〜
Class B (2-year program): Student ID card No.: 19W1001〜

5. Tuition and Fees

Current students will receive tuition and fee payment forms in early April and early September from the University's Financial Division. Tuition and fees for the spring semester must be paid by the end of April and those for the fall semester must be paid by the end of September.

Program	School year	Tuition (6 months)	Mandatory fees (6 months)
1.5-year program	1st year	714,000 yen	180,000 yen
		713,000 yen	180,000 yen
	2nd year	713,000 yen	180,000 yen

6．**Leave of Absence, Withdrawal, Dismissal, Readmission and Reinstatement**

You can obtain various forms at the Business School of Innovation Management Office (hereinafter referred to as IM Office) or by clicking on the heading "Current Students (在学生の方へ)" on Hosei University's official website (Japanese) to download the forms in PDF format.

（1） Leave of absence

A leave of absence is granted for students who cannot attend classes due to illness or another compelling reason for a certain period of time. Students cannot take courses during a leave of absence. Submission deadlines vary depending on the period of the leave of absence. Check the table below. Immediately after a reason that compels you to take a leave of absence arises, you are requested to submit the prescribed leave of absence request form (休学願) to the IM Office. A leave of absence is not automatically renewed. If you need to continue taking a leave of absence beyond the requested period, you are required to submit a leave of absence request form (休学願) again for an additional period of absence to the IM Office. When you return from a leave of absence, you do not need to fulfill

any special procedures.

Note that the total period of leave of absence must not exceed three years (a period of leave of absence during the spring/fall semester shall be counted as 0.5 years). Students who are granted a leave of absence are exempted from tuition during their leave of absence by paying a records maintenance fee according to the period of leave of absence as shown in the table below.

Period of leave of absence	Deadline for submission of a leave of absence request form (休学願)	Records maintenance fee	Effective date of leave of absence
Entire academic year	May 31	100,000 yen	April 1
Spring semester	May 31	50,000 yen	April 1
Fall semester	October 31	50,000 yen	September 16

（2）Withdrawal

Withdrawal is granted for students who must be away from the campus due to illness or another compelling reason. If you intend to withdraw from the University, you are requested to submit the prescribed withdrawal request form (退学願) to the IM Office and return whatever you have borrowed from the University (e.g. student ID card, books). If you withdraw from the University when the maximum period of study permitted expires, you are also requested to submit a withdrawal request form (退学願) to the IM Office. Students who intend to withdraw from the University are requested to submit a withdrawal request form (退学願) by either of the following deadlines depending on their status of payment of tuition and fees during the academic year.

Period for which tuition and fees have not been paid	Deadline for submission of a withdrawal request form (退学願)	Effective date of withdrawal
1st semester (6 months)	May 31	March 31 of the preceding academic year
2nd semester (6 months)	October 31	September 15

Note that tuition and fees that have been paid will not be refunded for any reason. However, if students who have paid the tuition and fees for the academic year submit a withdrawal request form (退学届) by the specified deadline shown as above, the University will refund an amount equivalent to the tuition and fees for the period that begins on the day after the day of withdrawal. If students submit a request for withdrawal from the University as of a date earlier than September 15 during the spring semester or as of a date earlier than March 31 during the fall semester, grades for the semester shall not be recognized.

（3）Dismissal

Students who have not paid tuition and fees by any due date (by the end of April for the spring semester or by the end of September for the fall semester) will receive a notice of dismissal from the University. Students whose dismissal from the University has been determined are requested to immediately return whatever they have borrowed from the University (e.g. student ID card, books).

（4）Readmission and reinstatement

If those who withdrew from the University wish to be readmitted or if those who were dismissed from the University due to unpaid tuition and fees wish to be reinstated, they are requested to submit the prescribed readmission request form (復学願) or reinstatement request form (復籍願). After their requests are discussed by the Business School of Innovation Management Faculty Council, they may be granted readmission or reinstatement. Those who are granted readmission or reinstatement shall be readmitted or reinstated in the beginning of an academic year (April) only. Therefore, they are requested to submit a readmission request form (復学願) or reinstatement request form (復籍願) by the end of February. However, if they particularly wish to be readmitted or reinstated in the fall semester, they are requested to submit a readmission request form (復学願) or reinstatement request form (復籍願) by the end of July. Those who are granted readmission or reinstatement are requested to pay half of the admission fee as a re-entry fee.

◆ 7. Taking Courses

1．Periods when classes are available

Classes are available for students in the Major in Innovation Management during the following periods.

Since classes take place on some public holidays, check the academic calendar.

	Period when classes are available (Spare dates)
Spring Semester	April 8-July 20 (July 22-27)
Spring Semester 1st Half	April 8-June 1 (July 22-27)
Spring Semester 2nd Half	June 3-July 20 (July 22-27)
Summer Intensive Sessions	August 21-September 11 (September 6&7)
	September 7-11: Multinational Business I
Fall Semester	September 20- January 11 (November 8, January 14-18&20)
Fall Semester 1st Half	September 20-November 7 (November 8, January 14-18&20)
Fall Semester 2nd Half	November 11-January 11 (January 14-18&20)

2．Total Number of Class Sessions

(1) For a 4-credit course, a 100-minute class session is held approximately 28 times in a given period.

(2) For a 2-credit course, a 100-munite class session is held approximately 14 times in a given period.

Most courses are taught for two periods in a row. Therefore, the total numbers of class sessions shall be counted as 14 times (7 weeks). Spare dates have been provided based on these numbers.

3．Class Time Slots

1st Period	8:50　～ 10:30
2nd Period	10:40　～ 12:20
3rd Period	13:00　～ 14:40
4th Period	15:00　～ 16:40
5th Period	16:50　～ 18:30
6th Period	18:35　～ 20:15
7th Period	20:20　～ 22:00

4．Provision of Important Class Information

（1） Provision of important class information, including class cancellations

Important class information, including class cancellations, is generally informed by e-mail and posted on the bulletin board for the Major in Innovation Management located in front of classroom 101 on the 1st floor of the Shin Hitokuchizaka Building.

Instructors may not be able to contact the University due to unavoidable circumstances. If they do not show up 30 minutes after the scheduled starting time, classes shall be cancelled. In principle, make-up classes are provided on spare dates.

（2） Emergency class cancellations

The University has the following class cancelation policy:

a. When a major earthquake is likely to occur very soon

When a major earthquake is likely to occur in the Tokai region and its surrounding areas very soon, the Earthquake Assessment Committee for Areas under Intensified Measures against Earthquake Disaster (the Assessment Committee), an organization supervised by the Japan Meteorological Agency, will be convened and will issue a warning when required by the circumstances. As soon as the Assessment Committee is convened, the University will take the following measures:

1. As soon as the University learns from TV, radio or other media that the Assessment Committee has been convened, it will cancel all classes. To protect yourself from damage from the earthquake as much as possible, you are requested to act as follows:

① If you are at home, stay where you are.

② If you are travelling to or from the campus, go home immediately.

③ If you are on the campus, go home immediately after you are instructed to do so by the University.

2. After a warning has been cancelled or the Assessment Committee has been dissolved, the University will resume classes in accordance with its class cancellation rules stipulated in "c. When a public transport strike takes place" as shown below.

b. When disruptions to public transport services are expected to take place due to inclement weather. During periods when classes are in session, if major disruptions to public transport services are expected to take place or commuting students are likely to face danger due to inclement weather, such as typhoons and heavy snow, the University may cancel classes in accordance with the class cancellation policy below:

1. When major disruptions to public transport services are expected to take place in the Greater Tokyo Area due to inclement weather, or when commuting students are likely to face danger (e.g. in the case where a wind storm warning has been issued), the University officials will discuss whether to hold or cancel classes on the day and inform all relevant parties of the discussion results according to the following rules.

① The University will announce its decision as whether or not to cancel the 1st and 2nd period classes on its official twitter account by 6:00 on the day and on its official website by around 6:30 on the same day.

② The University will announce its decision as whether or not to cancel the 3rd–5th period classes on its official website by 10:00 on the day.

③ The University will announce its decision as whether or not to cancel the 6th and 7th period classes on its official website by 15:00 on the day.

2. If the University can learn early on that major disruptions to public transport services are likely to take place due to inclement weather, such as typhoons, it will inform students as well as the faculty and staff, on its official website by 17:00 on the day before on how its class cancellation decisions will be announced (above ①-③) and announce its decisions accordingly.

3. Notwithstanding the above, if the University can determine that classes on the next day are likely to be immensely affected, the University may decide to cancel the next day's classes by 17:00 on the day before and announce its decision on its official website.

c. When a public transport strike takes place

When JR-East train services are unavailable due to strike action, classes will be cancelled in principle in accordance with the following class cancellation rules:

1. If a strike does not end by 6 a.m., the 1st and 2nd period classes on the day will be cancelled.

2. If a strike does not end by 10 a.m., all the classes on the day will be cancelled.

5．Course Registration

You must register for courses you wish to take to earn credits. Even if you attend classes and submit assignments without having registered for courses, you will be unable to earn credits from such courses. There is a certain time period between the first class session and the end of the course registration period. Make sure to attend from the first class session for each course that you intend to take.

（1） How to register for courses

Choose courses you wish to take from the AY 2019 Class Schedule for Innovation Management Majors (2019年度イノベーション・マネジメント専攻時間割) and register for the courses on the web page that can be accessed from the University's portal site (see pages 26-35). Web access hours for course registration are between 10 a.m. and 2 a.m. on the following day. You can access the web page and register for courses using a PC with Internet access wherever you are—at home or your workplace. Since you can register for courses only during the specified period, you are requested to develop your study plan and determine which courses to take as early as possible. After entering all required information for your course registration, print out a copy of the **Course Registration Confirmation** (履修登録科目確認通知書) from the web page and check the details. The course registration process has been completed. Make sure to register for all courses you wish to take. A copy of the Course Registration Confirmation (履修登録科目確認通知書) is proof of your course registration. Securely retain the copy until you receive your grades at the end of the academic year.

（2） Course registration periods

There are six course registration periods during an academic year as shown below. Within these periods, after all registration and drop requests are processed, class rosters for course instructors will be prepared. No course change period is provided for the courses whose class sessions have already begun during the course registration period. A course change period is provided only for the courses whose classes have not yet begun during the course registration period. When you wish to add/drop courses

after course registration, you can do so during the course change period. Grade points from all registered courses are used to calculate your GPA. Therefore, it would be beneficial for you to drop registered courses you do not wish to continue during the course change period.

Note that course registration requests and course change requests cannot be accepted outside the specified periods, since a delay in finalizing course participants may disrupt class operation.

Course category by available period	Course registration period	Course change period
Spring semester courses 1st-half spring semester courses	April 8-15 Web registration Registration for all courses available for the spring semester, including courses offered by other majors and 1-year courses.	None
2nd-half spring semester courses		June 3-10
Summer intensive courses	July 1-8 Web registration	August 21 & 22 (August 21 only for MBA Special Lecture)
Fall semester courses 1st-half fall semester courses	September 20-27 Web registration Registration for all courses available for the fall semester, including courses offered by other majors.	None
2nd-half fall semester courses		November 11-18

（3） Notes for course registration

    a.   Students cannot register for courses that are offered in the same time slot on the same day of the week. However, if one course begins in the spring semester and the other begins in the fall semester, you can register for both courses. Even if two courses are offered in the same time slot on the same day of the week and both begin on the same day, you can register for them both, as long as the credits of one of the two courses can be earned by e-learning only (see page 24-25).

    b.   You need to take all courses required for the degree you wish to earn. Check the number of credits required for your program completion and available courses on pages 4-5 and develop your annual study plan.

    c.   Management Diagnosis Training I and II are courses that are available to SME Consultant Training Program students only.

    d.   Courses with the same name, but with different available periods and instructors, shall be treated as the same course. Therefore, you can take only one of such courses.

    e.   Taking courses offered by other programs or majors

        IM major students can take courses offered by the Hosei Business School (evening program), Major

in Career Studies, Major in Public Policy and Social Governance and Global MBA program (hereinafter referred to as GMBA) with prior approval from each course instructor (attend the first class of each course and obtain direct approval from each course instructor). <u>Up to 10 credits from such courses taken can be recognized as specialized courses and included in program completion requirements.</u>

GMBA students who are admitted to having enough Japanese language skill can take courses offered by 1-year program and 2-year program with prior approval from each course instructor (attend the first class of each course and obtain direct approval from each course instructor). <u>Up to 10 credits from such courses taken can be recognized as specialized courses and included in program completion requirements.</u>

Also note that academic years may vary by major and that some courses have an enrollment limit or cannot be taken because they are seminar/training courses or other courses that are unavailable to students in other majors. For detailed course information, check each major's bulletin board/website or contact each major's administration office.

Students can take courses with the same name as long as they are offered by different majors. However, they need to make sure not to mistakenly confuse the names of such courses during course registration.

Classes of courses offered by the Hosei Business School (evening program) and Major in Career Studies are held mainly in the Graduate School Building. For class schedules and syllabi of courses offered by other majors, check each major's website.

   f.   Study of Foreign Enterprises

In this course, students will participate in a group tour to visit overseas corporations as stated in the course syllabus.

Guidance on this course is scheduled in June. Students who wish to participate are requested to register for this course.

The itinerary from departure to arrival is fixed in advance, and students are permitted neither to travel independently during the group tour nor to take a private tour before or after the group tour. Participating students are requested to make a presentation after the tour, and they will receive grades for this course with other courses in the fall semester in March.

（4）Changes in course offerings

Changes in course offerings for AY 2019 are shown below.

<u>Students who enrolled in their program in or before AY 2018</u> are advised to take note of the changes when registering for courses.

   a.   Courses newly available to all IM students

Course Name	Course Name
中小企業戦略論Ⅰ	Advanced Finance
中小企業戦略論Ⅱ	Human Resource Management in Japan
起業論	Digital Marketing
Business Practice in Japan	Open Innovation

b. Biennial courses unavailable in AY2019

Course Name	Course Name
海外企業経営研究Ⅱ／Multinational Business Ⅱ	ビジネスリーダー育成セミナーⅠ／ Business Leader Development Ⅰ
課題解決演習Ⅱ	経営イノベーション体系

c. Courses with a new name

Students who enrolled in their program in or before AY 2018 cannot take the same courses from which they have earned credits under a former name. Indicated below are the courses with former and present name.

AY 2018 Course Name	AY 2019 Course Name
内部統制と内部監査	事業リスクマネジメントと内部統制
Organizational Management	Strategic Organizational Management

6．**Grades**

（1）Grading criteria

HOSEI University has decided to install a new grade assessment criteria from the 2019 Spring Semester intending to assess students' grades in more detail. In accordance with the new system, Grade Point (GP) will be changed as well. Details are as follows:

1. Definition of the New Grade Assessment Criteria (LG：Letter Grade）
    S：Achieved the course goal satisfactorily and performed outstandingly
    A：Achieved the course goal satisfactorily and performed excellently
    B：Achieved the course goal generally
    C：Achieved the course goal minimally with some insufficient points
    D：Did not achieved the course goal
    E：Test not taken or impossible to grade

2. New Criteria for Grade Assessment, Grade Point, and Pass/Fail

If Raw Score is Used for Grade Assessment	If Raw Score is NOT Used for Grade Assessment	LG	GP	Pass/Fail
100 – 90 points	Achieved the course goal satisfactorily and performed outstandingly	S	4.0	Pass (Credits given)
89 - 87 points	Achieved the course goal satisfactorily and performed excellently	A+	3.3	
86 – 83 points		A	3.0	
82 - 80 points		A-	2.7	
79 - 77 points	Achieved the course goal generally	B+	2.3	
76 - 73 points		B	2.0	
72 - 70 points		B-	1.7	
69 - 67 points	Achieved the course goal minimally with some insufficient points	C+	1.3	
66 - 63 points		C	1.0	
62 - 60 points		C-	0.7	
59 - 0 points	Did not achieved the course goal	D	0.0	Fail (Credits not given)
Test not taken or Impossible to grade	Test not taken or impossible to grade	E		

* "+" and "-" will be used if there are additional points/deduction in each LG. However, they will not be used for the LG "S" and "D".

Students are graded in each course as shown above based on attendance and participation in class discussion as well as the level of proficiency demonstrated through submitted assignments and reports, exams and the like. Check the grading criteria stated in each course syllabus.

（2） Outline of Grade Point Average (GPA) system

The GPA is a measure of students' average results across all courses and is calculated by using the formula shown below. It is shown on grade reports, transcripts and other relevant documents.

$$GPA = \frac{\sum \text{(GP for each course registered for x number of credits for the course)}}{\text{Total number of credits for the courses registered for}}$$

(including credits of courses with a grade of E)

The GPA system is designed to provide students with a measure that enables them to comprehensively evaluate their own academic performance, motivate them to learn more and help them develop their study plan to manage themselves.

The University may use the GPA to determine honor students and select scholarship recipients. In principle, course instructors are required to evaluate all students with a letter grade of S through E for all courses, including courses in which grades are not calculated into a GPA (i.e. courses in which grades are recorded as anything other than S through E, such as a pass or fail). However, grades of S through E for courses in which grades are not to be included in the GPA calculation are automatically converted into grades specified by instructors, such as P or F, at the time of GPA calculation and recorded as such on grade reports and other relevant documents.

Note: As the above formula shows, credits of courses with a grade of E are included in the denominator when calculating a GPA. To get your GPA as high as possible, you are advised to drop the courses you do not wish to continue during the specified course change period so that you will not receive an E grade.

The GPA may be used when applying for scholarships and admission to other majors of the Hosei University Graduate School or external graduate schools.

7．Exams

Exams take place at the end of each semester to evaluate students. However, some course instructors evaluate students not through written exams but through other assessment methods, such as oral exams and submission of reports. For information about assessment methods, check each course syllabus and ask each course instructor directly when you attend the first class.

8．Receiving Grades

Grades are assigned twice a year. You can view your grades online via the University's portal site during each specified period. Grades for the spring semester courses will be available before the fall semester class sessions begin. Grades for the summer intensive, fall semester and the full AY will be available on the announcement day of promotion and completion decisions (scheduled for early March). Since grades are an important factor in determining whether or not you can complete your program, make sure to check your grades. Certificates containing the latest grade information cannot be issued at the time you receive your grades.

9．Grade Appeals

If you have any questions or require clarification about grades you have received for courses taken, contact the IM Office within the specified period (further information is available on the bulletin board). You may appeal a grade for any course taken.

10．Taking Courses with an e-learning Option

E-learning is defined as a learning model that delivers course content via electronic means, such as the Internet, enabling individuals to learn at home or elsewhere away from the traditional classroom. Students can take courses with an e-learning option either at school or home. When choosing to learn at home, students can earn the credits by learning through recorded class sessions without attending the entire or part of face-to-face class sessions. To download e-learning material (handouts, etc.), access the Class Support System (授業支援システム) from the website below.

https://hcms.hosei.ac.jp/ (Japanese)

To download e-learning material (recorded class sessions), access the OATube (YouTube) from the website below.

http://oatube.media.hosei.ac.jp/ (Japanese)

Courses with an e-learning option offered by the Major in Innovation Management are courses that students are expected to learn effectively on their own through e-learning. Where necessary, the Major in Innovation Management will provide face-to-face class sessions where students can meet instructors in person to ask questions. Students who have not registered for courses with an e-learning option can also access e-learning material (recorded class sessions, handouts, etc.). Students may be requested by instructors to use an E-learning System to access class material and submit assignments for regular courses.

（1）　Note:
- a. When you take a course whose credits can be earned by e-learning only, you do not need to stick to a set class schedule. However, note that you cannot take both the face-to-face and e-learning versions of the same course. Face-to-face version courses have a class code starting with W0, while e-learning version courses have a class code starting with W3000.
- b. You may be requested to submit evidence, such as a class/seminar summary report, to indicate that you have taken a particular e-learning session.
- c. If you wish to take e-learning courses/sessions, contact each course instructor and check exactly how each course will be taught.
- d. Students from other majors cannot earn credits by e-learning for courses offered by the Major in Innovation Management.
- e. Ensure that you submit reports and other types of evidence by set deadlines.

（2）　Courses with an e-learning option

An outline of the credit recognition requirements for each course with an e-learning option is shown below.

（3）　How to use the E-learning System

To check how to use the Class Support System (授業支援システム), see on the website at
http://cmsguide.hosei.ac.jp/ (Japanese).

To check how to use the OATube, see on the website (the IM System : desknet's) at

https://www.im.i.hosei.ac.jp/cgi-bin/dneo/dneo.cgi

("Document Management" (文書管理) → 「IM システム手引き」 → 「OATube 利用手引き」)

Outline of credit recognition requirements for courses with an e-learning option

Introductory Accounting (Professor Ishijima) *Credits can be earned entirely through e-learning	You can earn credits for this course through e-learning only without attending any face-to-face class sessions. However, you must submit evidence that you have taken an e-learning session before the next face-to-face class session is held so that you will be deemed to have attended the previous face-to-face class session. As evidence, you are required to submit the answer sheet of e-learning review exercises that are given during each face-to-face session. You are also required to submit the presentation material of your business analysis results obtained using financial statement values and an end-of-semester report as would be required if you had attended face-to-face sessions. Whether or not credit recognition can be granted depends on the quality of submitted homework assignments given at each session and your end-of-semester report.
Start-up Strategy (Professor Murakami)	You cannot take the credits entirely through e-learning without attending any face-to-face class sessions. The e-learning option is only available as a relief measure for students who have no choice but to miss a particular face-to-face class session for illness or work-related reasons. Note that face-to-face class sessions given by visiting lecturers are not recorded. When absenting yourself from a particular face-to- face class session, you must submit evidence that you have taken that session through e-learning. Your attendance will be acknowledged by submitting this evidence before the next face-to-face class session is held. As evidence, you are required to submit a report summarizing the essential points of the relevant session in A4 paper, as well as homework or assignment given during the session or your end-of semester paper, etc. Whether or not credit recognition can be granted depends on the number and quality of submitted homework assignments given at each session and the quality of your end-of-semester report.
Basic Database (Professor Saotome) *Credits can be earned entirely through e-learning	You can earn credits for this course through e-learning only without attending any face-to-face class sessions. However, you must submit evidence that you have taken an e-learning session before the next face-to-face class session is held so that you will be deemed to have attended the previous face-to-face class session. As evidence, you are required to submit a solution to a case study assigned by the instructor at each session. You are also required to submit all homework assignments and an end-of-semester report as would be required if you had attended face-to-face sessions. Whether credit recognition can be granted depends on the number and quality of submitted homework assignments given at each session and the quality of the end-of-semester report.
Web Construction for Managers (Professor Saotome) *Credits can be earned entirely through e-learning	You can earn credits for this course through e-learning only without attending any face-to-face class sessions. However, you must submit evidence that you have taken an e-learning session before the next face-to-face class session is held so that you will be deemed to have attended the previous face-to-face class session. As evidence, you are required to submit the solution of a case study assigned by the instructor at each face-to-face session. You are also required to submit all homework assignments and an end-of-semester report as would be required if you had attended face-to-face sessions. Whether or not credit recognition can be granted depends on the number and quality of submitted homework assignments given at each session and the quality of your end-of-semester report.

Cloud Computing (Professor Saotome) *Credits can be earned entirely through e-learning	You can earn credits for this course through e-learning only without attending any face-to-face class sessions. However, you must submit evidence that you have taken an e-learning session before the next face-to-face class session is held so that you will be deemed to have attended the previous face-to-face class session. As evidence, you are required to submit a solution to a case study assigned by the instructor at each session. You are also required to submit all homework assignments and an end-of-semester report as would be required if you had attended face-to-face sessions. Whether credit recognition can be granted depends on the number and quality of submitted homework assignments given at each session and the quality of your end-of-semester report.

◆ 8. Hosei University Information System (法政大学情報システム)

The Hosei University Information System enables students and faculty and staff members of Hosei University to access campus information services. All wireless LANs on campus are connected to the Hosei University Information System (Hosei Kyōken Net 2017 [法政教研ネット 2017]). Here, you can learn how to access the system as a student and about its main functions.

（1） Access the University′s information portal site.

a. Enter the following URL in a browser to access the Hosei University Information System (法政大学情報システム).

URL: **http://www.as.hosei.ac.jp/**

Enter the URL of the Hosei University Information Portal Site (法政大学情報ポータルサイト).

b. Log into the information system.

The following "net2017 Integrated Authentication System (net2017 統合認証システム)" window appears on the screen. Then enter your user ID and password and click the "Login" button.
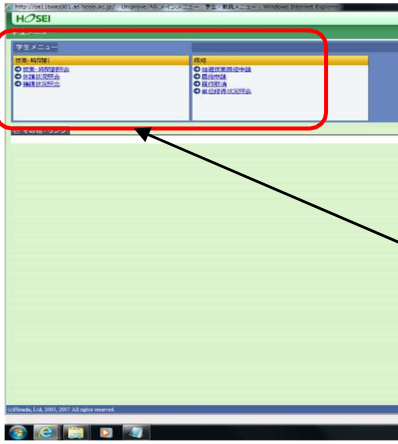
All students were provided with a user name and password for integrated authentication by the Computing and Networking Center when they enrolled at the University.

All students were provided with a user name and password for Hosei University's net2017 integrated authentication by the Computing and Networking Center when they enrolled at the University.

（2） Information Portal Menu (情報ポータルメニュー) appears on the screen.

The main menu is shown on the screen. You can now invoke various functions.

Functions that can be invoked from the main menu

1. Class Schedule Inquiry (授業・時間割照会): The class schedule of your registered courses is shown.

2. Class Cancellation Status Inquiry (休講状況照会): Information about scheduled class cancellations is shown.

3. Make-up Class Status Inquiry (補講状況照会): Currently unavailable.

4. Course Registration Lottery Application (抽選授業履修申請): Currently unavailable.

5. Course Registration Request (履修申請): You can make course registration requests.

6. Course Drop Request (履修取消): You can make course drop requests.

7. Credit Recognition Status Inquiry (単位修得状況照会): You can check the credits you have earned.

（3） Class and Timetable Inquiry

Click the "Class and Timetable Inquiry (授業・時間割照会)" on the main menu. Then a class schedule for the week you have chosen appears on the screen.

（4） Class Cancellation Status Inquiry

Click the "Class Cancellation Status Inquiry (休講状況照会)" on the main menu. Then information about class cancellations for courses you have registered for (including information about class cancellations due to the closing of the University) is shown in the "Class Cancellation Status Inquiry Results Window (休講状況照会 結果一覧画面)."

（5）　Course Registration Request

Make course registration requests within the specified period for each semester.

Even if you attend all class sessions for a particular course, you cannot earn any credits without making a course registration request.

Make course registration requests well in advance, considering such factors as the course registration period, course names, course time slots and course instructors.

（6）　System Operating Environments

Operating systems: Windows Vista, 7, 8, 10

Browsers: Internet Explorer 7, 8, 9, 10, 11

* Google Chrome cannot use due to some minor problems.

PDF: Acrobat Reader 7.0 or higher

* Although our verification tests found that the system was able to work on Firefox 3.5 without any major problems, some minor problems were detected, such as "an image was not displayed at the correct position on the screen."

* The system may not work in environments except those recommended above. Check your system operating environment, such as the version of your software.

（7）　Required Browser Settings

a. Disable your pop-up blocker.

The Information System displays windows using a pop-up function. Therefore, you need to disable your pop-up blocker to use the system. If you try to access the system without disabling your pop-up blocker, you will see a message stating "Disable your pop-up blocker to access the system (ポップアップブロックを解除してからお入りください。)." In this case, disable your pop-up blocker and then access the Information System again.

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b.Enable accepting cookies.

You need to enable accepting cookies to use the Information System.

c.Enable JavaScript.

The Information System uses JavaScript. Therefore, you need to enable JavaScript to use the system. Check if JavaScript runs on your computer and enable it if not.

（8） Course Registration

a.You can check registered courses, make additional course registration requests or delete course

registration requests on the "Course Registration Request Status Window (履修申請状況画面)" by clicking "Course Registration Request (履修申請)."

You can make an additional course registration request by clicking the "+" icon ("Course Add [科目の追加]").

b.Click the "+" icon for the date and period of the course you wish to take.

You can delete the course you have added by clicking the "-" icon ("Course Deletion [科目の削除]").

c.The "Course Selection Window (配当科目選択画面)" appears to show a list of courses you can take.

Check the circle for the course you wish to take and click the "Select (選択)" button.

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d.Course Registration Request Submission

When you finish adding all the courses you wish to take, click the "Submit（申 請）" button. After you click the "Submit (申請)" button, the system will automatically check whether the submitted information is correct.

After the system completes its check, the window shown below appears on the screen.

Click "Print Course Registration Confirmation (履修登録科目確認通知書出力)" to print a copy of the "Course Registration Confirmation (履修登録科目確認通知書)." Then check if all courses have been correctly registered.

A copy of the "Course Registration Confirmation (履修登録科目確認通知書)" (PDF file) is printed.

The course registration process is completed when you confirm that all information on the printed document is correct. The printed "Course Registration Confirmation (履修登録科目確認通知書)" is proof of your course registration. Securely retain the copy until your grades are finalized.

（9） Course Drop Request

You can cancel course registration requests during the specified period. If you wish to drop any courses, you are advised to cancel course registration requests within the specified period.

a.Click "Course Drop (履修取消)" on the main menu.

You can cancel a course registration request by clicking the "-" icon ("Course Drop [履修科目の取消]") on the "Course Drop Request Status Window (履修取消申請状況画面)."

The course you have dropped is shown as "Course Dropped (履修取消科目)," which is revocable.

b.You can revoke the status of "course dropped" by clicking the "Revoke Course Dropped (取消のキャンセル)" icon.

After the course drop period, you cannot drop any courses. Think carefully before you drop any courses.

After dropping a course, you must submit a drop request. Click the "Submit Drop Request (申請取消)" button to reflect the submitted information in your course registration data.

After clicking the "Submit Drop Request (申請取消)" button, the system will automatically check whether the submitted information is correct.

Click the "Print Course Registration Confirmation (履修登録科目確認通知書出力)" button to print a copy of the "Course Registration Confirmation (履修登録科目確認通知書) again. Then check if all courses have been correctly registered. Make sure to securely retain the printed copy.

（10）Credit Recognition Status Inquiry（Printing of a grade report）
　　　Click the "Credit Recognition Status Inquiry（単位修得状況照会）button to check the credits you have earned on the screen. You can also print your grade report on this screen.

（11）Links from the Student Portal Site (学生ポータルサイト)

You can see a list of useful links for students on the lower left-hand side of the Student Portal Site　(学生ポータルサイト)

The list will be updated when additional services are launched.

Introduction to links

a. User Support Site Home (ユーザサポートサイト TOP): Click this link to visit the Information System User Support Site.

b. Maintenance Information (メンテナンス情報): Click here to view system maintenance information, system failure information, etc.

c. User Manual (操作マニュアル): Click here to learn how to use each function of the system.

d. Class Cancellation Information (全学休講情報): Click here to view information about all class cancellations across the University.

e. Web Mail (Web メール): Click here to send or receive e-mails using your e-mail address provided by Hosei University.

f. Integrated Authentication Password Change (統合認証パスワード変更): Click here to change your password to access the net2017 integrated authentication system.

g. Class Support System (授業支援システム): Click here to access the Class Support System. You can also access the Online Syllabus (講義概要) through this link.

h. Hosei University (法政大学): Click here to visit Hosei University's official website.

i. Library (図書館): Click here to visit Hosei University Library's official website.

◆ 9. IM System

In addition to the Hosei University Information System, which is available to all students, there is a system called "IM System" that is available only to Innovation Management majors. If you follow the required procedures, you can access the IM System even after your program completion. The IM System network can be accessed via wired LANs at graduate student laboratories, seminar rooms and faculty offices. All wireless LANs on campus are connected to the Hosei University Information System (Hosei Kyōken Net 2017 [法政教研ネット 2017]). To authenticate your identity for the IM System, log on to Hosei University's Integrated Authentication System or connect your device to a wired LAN to directly log on to the IM System.

1. Access to the IM System

   Enter the following URL in a browser to access the IM System.

   URL: https://www.im.i.hosei.ac.jp/cgi-bin/dneo/dneo.cgi
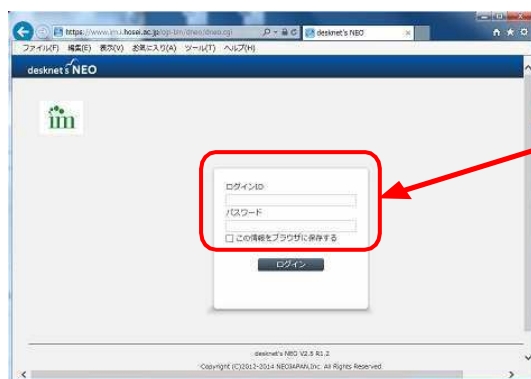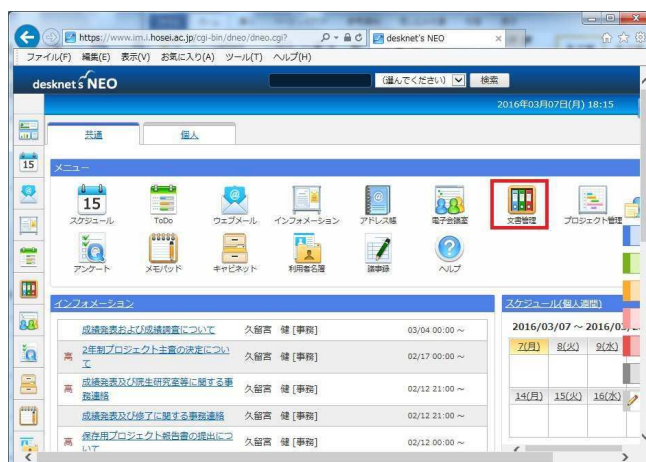

> User IDs and passwords to access the IM System are provided to all IM majors by the IM Office staff during a PC guidance session.

2. Information Portal Menu (情報ポータルメニュー) appears on the screen.

   The main menu appears on the screen. You can now invoke various functions. Open the folder titled "Document Management (文書管理)" to refer to the system user guide.

◆ 10. Campus Life Information

1. **Business School of Innovation Management Office (IM Office)**
   （1）Location & Office Hours [Ichigaya Campus]
   ・University's main office: 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160
     Shin Hitokuchizaka Building: 3-3-9 Kudan-kita, Chiyoda-ku, Tokyo 102-0073
     Phone: 03-3264-4341
   ・Office hours during the periods when classes are in session:
     Weekdays: 9:00–18:40 (except lunchtime 11:30–12:30)
     Saturdays: 9:00–17:00 (except lunchtime 11:30–12:30)
     Closed on Sundays and public holidays when there are no classes
   ・Office hours on Saturdays and days when there are no evening classes, and during the periods
     when no classes are in session:
     Weekdays: 9:00–17:00 (except lunchtime 11:30–12:30)
     Saturdays: 9:00–17:00 (except lunchtime 11:30–12:30)
   However, the IM Office will be closed when classes are cancelled due to unavoidable
   circumstances, such as natural disasters.

   （2）The IM Office handles matters related to the following:
   ・Class operation
   ・Inquiries about course registration and credit issues
   ・Implementation of examinations and distribution of grade reports
   ・Issuance of student ID cards and various certificates
   ・Changes in registered student information (leave of absence, withdrawal, return from leave of
     absence, change of address, change of family name, change of guardian, etc.)
   ・Lending classrooms
   ・Receipt of lost-and-found items
   ・Scholarships

   （3）Reporting to the IM Office
     Notify the IM Office in the specified form in the case of the following:
     a. Change of address
       If you change your address, submit a change of address form "住所変更届" to the IM Office.
       (Show us a revised residence card as evidence.)
       At the same time, your address on the back of your student ID card will be revised and
       stamped with the President's seal to authorize the revision.
     b. Change of family name
       Submit a change of family name form "改姓届" with a copy of your certificate of residence
       "住民票."
     c. Request for use of birth family name
       Submit a request for use of birth family name form "旧姓使用願" with a copy of an extract of
       your family register.

d. Report of post-graduation destination

   Submit a graduate card "卒 業 生 カ ー ド " when you receive a diploma on the day of the
   commencement.

2. Receiving Information from the IM Office

   Information from the IM Office is posted on the bulletin board on the 1st floor of the Shin
Hitokuchizaka Building or available through other forms of communication, including the groupware's
"Information" bulletin board. Emergency information may be provided using the groupware's e-mail
system. Use the e-mail forwarding function to read e-mails from the IM Office at home as well. Check
for new information every day.

3. Certificates

 (1)   JR student discount certificate "学生旅客運賃割引証 (commonly called "*gakuwari* [学割]")

   If you travel 100 km or more one way for academic research, internship, going home or other approved
   purposes, you can receive a discount on a normal fare by submitting a JR student discount certificate
   when purchasing a ticket from Japan Railway (JR) JR student discount certificates are issued for free.
   There are no limits on how many certificates one can receive. JR student discount certificates can be
   issued instantly from PAPYRUSMATE, a certificate-issuing machine located in front of classroom
   101 on the 1st floor of the Shin Hitokuchizaka Building.

   * Monday–Saturday: 9:00–17:00

   However, the machine may be unavailable due to the University's events.

 (2)   Other certificates

   The certificates listed below for current students can be issued instantly from PAPYRUSMATE, a
   certificate-issuing machine located in front of classroom 101 on the 1st floor of the Shin Hitokuchizaka
   Building. To have a certificate issued, you must bring your student ID card and pay 200 yen per
   certificate.

      Certificate of enrollment "在学証明書" (Japanese/English)

      Transcript "成績証明書" (Japanese/English)

      Certificate of prospective program completion " 修 了 見 込 証 明 書 " (Japanese/English)

      Transcript & certificate of prospective program completion "成績・修了見込証明書"
      (Japanese/English)

      Certificate of course registration "履修科目登録証明書" (Japanese)

4.　Facilities in Shin Hitokuchizaka Building

（1）　Use of facilities

[Shin Hitokuchizaka Building, Ichigaya Campus] Facility hours: 8:00–23:00

Note that facilities in the Shin Hitokuchizaka Building may be unavailable due to circumstances of the University. You will be informed about their unavailability through the bulletin board or other forms of communication on each such occasion. For your information, the entire building is closed for a day in August due to a statutory inspection and from December 31 to January 3 due to the year-end and New Year holidays.

Smoking is prohibited inside all buildings on Ichigaya Campus. On this campus, smoking is permitted only in the outdoor area between the Shin Hitokuchizaka Building and Law School Building (this smoking area is shared by the Law School).

Use your student ID card to enter each facility. If you forget to bring your student ID card, you cannot enter any facilities. Make sure to always bring it with you.

Medical service is unavailable on Sundays and public holidays. When you feel sick, do not force yourself to go to the campus.

When you are the last person to leave a classroom or graduate student laboratory, make sure to turn off the lights and the air conditioner.

（2）　Reference Room

The Shin Hitokuchizuka Building has a common reference room for students of the Business School of Innovation Management on the 1st basement level.

Make sure to bring your student ID card with you. You need it to enter the reference room. In principle, all items can only be accessed in the reference room. If you wish to borrow items, complete the prescribed procedure. You can then take the items (except project reports) out from the reference room. However, use them only inside the Shin Hitokuchizaka Building. Taking them out of the building is strictly prohibited. For more information, refer to the Reference Room User Guide "図書資料室利用の手引き." You can also use the library on each campus in Ichigaya, Tama and Koganei. Note that you need your student ID card to enter each library. Check the Hosei University Library website for library hours. The Ichigaya Library provides guidance on how to use the library for new students by request. If you wish to receive such guidance, contact a library staff member.

（3）　Seminar Room

A seminar room equipped with PCs is located on the 1st basement level. The seminar room can be accessed by current students only. You need your student ID card to enter the room.

The network you can access is IM's groupware (wired network only). You can also use the printers.

（4）　Graduate Student Laboratory

There is a laboratory for IM major students on the 2nd floor. You need your student ID card to enter the laboratory.

A seating chart is posted on the door. Take your assigned seat.

The network you can access is IM's groupware (wired network only).

If you are the last person to leave the laboratory, make sure to turn off the printers, lights and air conditioner.

（5）Locker

Use your assigned locker. To use this locker, set up a PIN as instructed in the document in your assigned locker. When this electronic locker needs a new battery, it keeps beeping. Note that in such a case, your locker may be opened for a battery change with the presence of more than one IM Office staff member.

（6）Printer consumables

Toner cartridges, ink cartridges and paper for printers in the Graduate Student Laboratory and the Seminar Room on the 1st basement level are available at the Seminar Room on the 1st basement level. When these items are out of stock, please come to the IM Office. Since the budget is limited, try to save costs by printing double-sided, using a black-and-white printer when color printing is not required, and making other efforts. If you need other printer consumables, purchase them on your own.

（7）Other available facilities

The kitchen on the 2nd floor is for both IM and Public Policy and Social Governance major students. Share it with your fellow students in a considerate manner. Please do not use the microwave and the electric kettle at the same time. It may cause the breaker to stop operation. If you need consumables, purchase them on your own.

（8）Using classrooms

When you wish to use a classroom or seminar room for purposes other than classes, please check the availability at the IM Office in advance. However, you cannot use them during the early part of each semester because class time schedules may change.

Eating and drinking are prohibited in classrooms. All laboratories on the 4th and 6th floors (with some exceptions) can be used by anyone if they are available. You cannot use any laboratories on the 5th floor. They are for Public Policy and Social Governance major students.

（9）Using photocopiers

Photocopiers are located in the reference room on the 1st basement level, as well as on the 2nd, 4th and 6th floors. You can use these photocopiers with a prepaid card. Prepaid cards can be purchased from the vending machine (located next to the certificate-issuing machine) on the 1st floor of the Shin Hitokuchizaka Building, as well as vending machines on the 1st floor of the Graduate School Building and in the Ichigaya Library.

（10）Using projectors

When you need to use a projector for purposes such as a project presentation and practicing for your class presentation, you can borrow a portable projector from the faculty lounge on the 1st floor.

（11）Using a bicycle parking

Although there is no bicycle parking area at the Shin Hitokuchizaka Building, you can use a bicycle parking at the Sotobori Building (300 yen/per year) upon request. You can also use a bicycle parking at the graduate school of law if there is space available. Note that law major students have priority use of that bicycle parking. When you wish to use any of the bicycle parking areas, please check the availability at the IM Office in advance.

5. Supporting Research Activities of Graduate Students

（1）Research Grant for Graduate Students

This grant is designed to support research activities of those who have published excellent

academic research papers as graduate students and to help improve their academic abilities. The amount of the grant is 40,000 yen per person. If you wish to apply for this grant, visit the IM Office by the end of February.

（2）Grant for Academic Conference Presentation for Graduate Students

This grant is provided by the University to support graduate students who have presented findings from their research or delivered a report or the like at an academic conference. The grant covers the actual transportation and accommodation expenses. The amount of the grant is up to 30,000 yen per person. For further information, contact the IM Office by the end of February.

6. Financial Aid

IM major students are eligible to apply for the financial aid programs listed below. Various types of financial aid are available for IM major students, including scholarships granted based on the University's screening, scholarships for graduate students, scholarships for students majoring in specific fields and scholarships for international students. As to external grants and scholarships that are not listed below, students who are eligible to apply may receive a notice via e-mail or other forms of communication when each application process begins.

Note that even after you receive a grant or scholarship, you must return it if any of the following cases applies:

   a. When your application includes a false statement

   b. When you withdraw or are expelled from the University

   c. When the grant/scholarship becomes no longer necessary for some reason

   d. When you are deemed as an inappropriate grant/scholarship recipient

（1）Japan Student Services Organization (JASSO) Loan Category 1 & 2

The amount provided is required to be repaid with or without interest after program completion. The primary contact for this loan is the Welfare Office at the Student Affairs Center (1F Sotobori Building). Leaflets and application forms will be distributed during the guidance session for IM major students.

Category 1 (without interest): 50,000 yen/month or 88,000 yen/month

Category 2 (with interest): Choose among the following options: 50,000 yen/month, 80,000 yen/month, 100,000 yen/month, 130,000 yen/month or 150,000 yen/month

（2）Hosei University Centennial Scholarship

Amount to be provided: 300,000 yen (not fixed) for each of a few students.

The primary contact for this scholarship is the Welfare Office at the Student Affairs Center (1F Sotobori Building).

Application forms will be distributed with those for JASSO loans during the guidance session for IM major students to be held in early April. If you are unable to obtain an application form during the session, contact the IM Office as early as possible because the application period for this scholarship is short. The University will select successful applicants based on an evaluation of their academic achievements (except their project results), and provide a predetermined amount around the end of the academic year.

（3）Hosei University Graduate School Scholarships

Amount to be provided: 200,000 yen (not fixed) for each of a few students.

The primary contact for this scholarship is the Welfare Office at the Student Affairs Center (1F Sotobori Building). Application forms will be distributed with those for JASSO loans during the guidance session for IM major students to be held in early April. If you are unable to obtain an application form during the session, contact the IM Office as early as possible because the application period for this scholarship is short. The University will select successful applicants based on an evaluation of their academic achievements (except their project results), and provide a predetermined amount around the end of the academic year.

(4) National Education Loan Program

This loan program is operated by the Japan Finance Corporation, which enables you to borrow at lower interest rates than banks. For more information, contact the following: Educational Loan Call Center, Japan Finance Corporation

Navi Dial: 0570-008656 (nationwide phone number where callers pay only local call charges no matter where in Japan their call originates)/Tel: 03-5321-8656 (Tokyo)

Website: http://www.jfc.go.jp/k/kyouiku/index.html (Japanese)

(5) Scholarships and Grants for International Students

International students whose status of residence is "College Student" may be eligible to apply for the following grants and scholarships. For more information, call the Global Education Center at 03-3264-5475.

 MEXT (Ministry of Education, Culture, Sports, Science and Technology) Scholarship for Privately Financed International Students (successful applicants to be selected by screening)

 Scholarships/grants provided by organizations other than the University (successful applicants to be selected by screening)

7. Ordering Business Cards

If Business School students need business cards for visiting companies for job interviews and the like, they can order from an on-campus printer. Printing charges are as follows:

- ・100 single-sided business cards: 1,620 yen
- ・100 double-sided business cards (Japanese & English): 2,700 yen
- ・Contact information and business hours are as follows:
  On-campus printer: HU Co., Ltd.
  Location: B1F, Boissonade Tower
  Business hours: Monday–Friday, 9:00–17:00 (lunchtime: 11:30–12:30)
  Contact: Tel: 03-3264-9460 Fax: 03-3264-9853

If you cannot visit the printer during their business hours, pay the printing charge into the account specified on the application, which you can obtain from the IM Office, and submit your completed application and payment slip to the IM Office. After the printer confirms your payment, they will begin to print your business cards. When your business cards are ready, the IM Office will inform you via e-mail. Pick them up at the IM Office.

【Note】
- ・ Business cards are produced with the design and font specified by the University.
- ・ The mailing address on your business card should be that of the Shin Hitokuchizaka Building and should read as follows: 3-3-9 Kudan-kita, Chiyoda-ku, Tokyo 102-0073 (〒102-0073 東京都千代田区九段北 3-3-9).
- ・ The phone number and e-mail address on your business card should be your personal phone number and e-mail address.

◆11. Reference Room User Guide

The reference room located on the 1st basement level of the Shin Hitokuchizaka Building currently houses approximately 6,000 books and 80 titles of magazines. Make the best use of the items for your study.

● **When borrowing/returning books**
· To check out books, fill in the required information on the book borrowing list. （Taking books out of the Shin Hitokuchizaka Building is strictly forbidden.）
· Put the books you borrowed back in their place within two weeks. (Please write returning date on the book borrowing list.) （Japanese books are arranged on the shelves by call number. To locate a book you need, check the signs of subject area numbers posted on the end of each stack of shelves and each shelf.）

● **When borrowing/returning magazines**
· To check out magazines, fill in the required information on the magazine borrowing list.
· Put the magazines you borrowed back in their place within one week. (Please write returning date on the book borrowing list.)
· The latest issues of magazines must be returned within the same day of borrowing.

● **When requesting to purchase a book**
When you request to purchase a book, complete a purchase request form (購入希望図書申込用紙) and submit it to the IM Office. Faculty council makes book purchase decisions.
* Note that not all requests can be accommodated.

● **Project Reports**
Project reports cannot be taken out. They can be only consulted inside the reference room.

● **Others**
*Eating and smoking in the library are prohibited.
*Students cannot access OPAC (Online Public Access Catalogue to search for the books owned by the Hosei University libraries) at the reference room.

If you have any comments or requests regarding the use of the reference room, contact the IM Office.

Reading Area

<<Left>>
Dictionaries
VHS
CD-R
Newspapers

<<Right>>
400 Natural Science
500 Technology & Engineering
600 Industry
700 Art
800 Language
900 Literature

<<Left>>
340 Fiscal Affairs
345 Taxation
350 Statistics
360 Society
370 Education
390 National Defense & Military Affairs

<<Right>>
336.9
Financial Accounting
Corporate Accounting & Accounting
336.94
Asset Valuation
Balance Sheet
Asset Accounting
336.95
Depreciation
Useful Life
336.97
Auditing
Certified Public Accountant
336.98
Tax Accounting
Tax Filing & Certified Public Tax Accountant
338
Monetary Affairs, Banking &Trust Business
340
Fiscal Affairs

<<Left>>
336.9 Financial Accounting
Corporate Accounting & Accounting
336.91 Bookkeeping
Account Titles
Bookkeeping System
Commercial Bookkeeping
336.92
Corporate Accounting
Financial Statements

<<Right>>
336.9
Financial Accounting
Corporate Accounting
Accounting

<<Left>>
336 Business Administration
336.8
Financial Management & Business Administration
336.82
Fund Management & Financial Planning
336.83
Business Comparison & Business Analysis
336.84
Managerial Accounting & Internal Control
Controller Management System
Internal Audit System
336.85
Cost Control & Cost Accounting
Standard Costing
Direct Cost & Indirect Cost
Cost Variance Analysis
Expenses & Rate of Operation
336.86
Budgetary Control
Break-even Point

<<Right>>
330 Economy
331
Economics & Economic Thought
332 Economic History & Economic Affairs
Economic System
333
Economic Policy & International Economy
334 Population, Land & Resources
335 Corporations & Management
336 Business Administration

<<Left>>
300 Social Science
310 Politics
320 Law

<<Right>>
000 General Works
100 Philosophy
160 Religion
200 History
Foreign Books

<<Left>>
Foreign Books
007 Information Science
300 Social Science
400 Natural Science
500 Science & Technology
600 Industry
Foreign Magazines

<<Right>>
Foreign Magazines
Back Numbers

<<Left>>
Japanese Magazines
Back Numbers

<<Right>>
IM Project Reports
AC Master Theses

IM Foreign Magazines

IM Japanese Magazines

Internal-Use-Only Items Section

Counter

Entrance

Photocopier

IM Japanese Magazines

Services Available to Business School of Innovation Management Students

■ Library

○ Ichigaya Library (Ichigaya Campus): Storerooms (B4F–2F, 80' Building)

Learning Commons (1F, Fujimizaka Building)

Ichigaya Tamachi Building Reading Room (5F, Ichigaya Tamachi Building)

Library hours: Monday–Saturday: 9:00–22:00

Sundays & public holidays: 10:00–17:00

Service hours: 1F Open-Stack Section Counter & B1F Open-Stack Section Counter

Borrowing & returning: Monday–Saturday: 9:00–22:00

Sundays & public holidays: 10:00–17:00

Closed: During the University Festival on Ichigaya Campus

The library may be closed on days depending on the circumstances

Contact: Ichigaya Library   Tel: 03-3264-9514

You can use each library on each of the three campuses—Ichigaya, Tama and Koganei. The three campuses' libraries have approximately 1.73 million items. From the Hosei University Library website, you can access OPAC (Online Public Access Catalogue to search for the books owned by the University libraries). Make good use of them. For further details about how to use the libraries and library hours, see the Hosei University Library website.

Hosei University Library website: http://www.hosei.ac.jp/library/ (Japanese)

■ Health Service Section

○ Ichigaya Health Clinic (2F, Boissonade Tower, Ichigaya Campus)

Clinic hours: Monday–Friday　　10:00–11:30 & 12:30–17:00

(Clinic hours are shorter when classes are not in session. For more information, see the website.)

Patients will be received until 15 minutes before closing. (11:15、16:45)

Contact: Tel: 03-3264-9503

* When you visit the clinic, bring your student ID card and health insurance card with you.

Medical care and health consultation by a doctor is available at the clinic. In addition, an annual health examination takes place at each campus in April. Even if you do not have any signs or symptoms, undergo a medical examination once a year to check on your health status. If you need a medical examination report "健康診断証明書" issued by the University (campus health clinic), for purposes such as application for a scholarship, participation in an internship program, job hunting, and taking various examinations, do not fail to have this annual medical examination. Medical examination reports cannot be issued for those who have not had a medical examination.

■**Ichigaya Computing and Networking Center** (4F, Boissonade Tower)

Reception hours: Monday–Friday: 9:00–11:30 & 12:30–17:00

Saturday: 9:00–12:00（only during the periods when classes are in session）
Contact: Tel: 03-3264-9636

Ichigaya Computing and Networking Center maintains and manages computers and information networks as well as promotes education, research and office work based on the use of computers and other electronic devices on Ichigaya Campus. Specifically, the Center provides Ichigaya-based undergraduates and graduate students with their user ID with access to the Information Cafeteria and Computer Lab, and lends laptop PCs and other equipment to them (available services and equipment are subject to change).

<u>For inquiries about borrowing laptop PCs, please contact not the IM Office but the Ichigaya Computing and Networking Center.</u>

（1） User ID・Password
All students are allocated a user ID and a password when enrolling at the University. No registration procedure and fees are required.
Available services are listed below:
・Provision of an e-mail address
・Using an electric outlet for on-campus wired LAN and using wireless LAN
・Using VPN connection
・Access to Information Cafeteria (2F, Fujimizaka Building) and Computer Lab (4F–7F, Boissonade Tower)
・Borrowing a laptop PC
・Using an on-demand printer (pay service)
・Using an information system (for inquiring about classes, checking the time schedule, course registration, etc.)

（2） Using the campus-wide network
The University education network system provides email system, Wireless LAN service and so on for students. Students can use this network with their own laptop PCs.
For information on how to use the network, visit the Hosei Univ. Network System User Support Website.
Hosei Univ. Network System User Support Website: http://netsys.hosei.ac.jp/

（3） Information Cafeteria (2F, Fujimizaka Building) (accessible to Ichigaya-based students only)
Hours: Monday–Saturday: 8:45–20:45 (during the periods when undergraduate classes are in session and the undergraduate examination periods)
* The Information Cafeteria is closed during undergraduate summer and winter vacations and is open with shorter service hours or closed during the period when no classes are in session due to the university festival. For more information, visit the Hosei University Ichigaya Computing and Networking Center (HIC) website: http://www.hosei.ac.jp/hic/ (Japanese)
Available equipment: 300 PCs with Windows 8.1 and on-demand printers (pay service), scanners and BD/DVD players.
* Tama- and Koganei-based students can access the Information Cafeteria with a guest ID.

（4） Bowing tablet PCs and Reissuing a password (by Ichigaya-based students only)

To borrow equipment, visit the Information Cafeteria (2F, Fujimizaka Building) and show your student ID card. Equipment is available for borrowing only on the day of your visit during the periods when classes are in session.

Hours of borrowing: Monday–Saturday: 9:00–19:00 (Reception Hours: 9:00–17:00)

Operating system for tablet PCs available for borrowing: Windows 8.1

These tablet PCs can be used on Ichigaya Campus only. Taking them out of the campus is prohibited.

（5） Website

HIC Hosei University Ichigaya Computing and Networking Center: http://hic.ws.hosei.ac.jp/

(Japanese)

■ **Student Counseling Office**

The Student Counseling Office is open to both undergraduates and graduate students. Your counselor thinks together with you about various problems you have with your campus life to enable you to find clues to solutions, and offers different perspectives, thereby helping you make a better step forward. When you have any problems about which you wish to consult with someone or you do not know with whom you should consult, do not hesitate to contact the Office. Your counselor will take time to listen to you and think together with you about what you should do to solve your problems. You can consult about anything, such as your future, character, interpersonal relationships and relations with the opposite sex. When you feel blue, cannot sleep or do not feel like going to school, do not hesitate to visit the Office, without wondering if you can consult about such a thing.

(1) How to receive a counseling session at the Student Counseling Office

Visit the Office directly or make an appointment by phone. A counseling session lasts about 30–45 minutes (free of charge). It is possible to extend a session time upon request.

If you feel uneasy about visiting the Office alone, you can bring along a friend or family member. You can rest assured that all information shared during a counseling session will be kept confidential. (In the case where there is a possibility that you and/or others are in danger or where any other serious events are expected to take place, the Center will inform your family or relevant parties.)

(2) Location and contact information of the Student Counseling Office 4F, Fujimizaka Building, Ichigaya Campus (Tel: 03-3264-9493）

Hours: Monday: 9:30–17:00 Tuesday–Friday: 9:30–16:30 (lunchtime: 11:30–12:30)

(3) Other information

The Student Counseling Office not only provides counseling service, but also implements the following:

Psychological testing: It is designed to enable you to understand your own character and attitude toward interpersonal relationships. The results will be given to each student during a one-on-one interview.

Group work sessions (during lunchtime, etc.) and other events: They are designed to enable students to enjoy playing games and engage in creative activities with counselors.

Legal consultation: Legal counseling service by a lawyer is available. The scheduled dates will be posted on the bulletin boards on campus and the Student Counseling Office website. If you wish to receive a legal counseling session, make an appointment.

■ **Harassment Consultation Office**

Declaration of the Prevention of Campus Harassment

"Hosei University prohibits any form of campus harassment."

The University strives to ensure that all members can be respected as individuals and guaranteed the right to study in a comfortable, harassment-free learning environment. Under the system established to prevent and respond to harassment, the University makes efforts to prevent any form of harassment.

(1) Harassment Consultation Office

A clinical psychotherapist will listen to you and help you solve your problem. You can rest assured that your honor and privacy will be protected. Do not hesitate to visit the Office.

- ○ Location: Ichigaya Campus
- ○ Hours: Monday–Friday: 9:30–11:30 & 12:30–16:30 (Consultation service may be provided between 11:30–12:30 by request. The Office is closed on Saturdays, Sundays and public holidays.)
- ○ Mode of consultation: Basically, face-to-face consultation is provided. Visit the Office after making an appointment. Tel: 03-3264-4409   Fax: 03-3264-4410   E-mail: stopharass@hosei.ac.jp

* If you contact the Office via e-mail, configure your e-mail settings in advance to receive e-mails from the "@adm.hosei.ac.jp" domain, because an e-mail reply will be sent to you from a PC.

(2) What is campus harassment?

Campus harassment refers to any language or behavior on campus that is non-consensual and offensive to the other party. Any language and behavior perceived as unfair or offensive by the other party are likely to be seen as harassment. It is important to note that everyone has their own values and perceptions and that whether your particular words or actions can be categorized as harassment depends on your relationship with the other party and the situation before and after such words are spoken or such actions take place. The Harassment Consultation Office provides consultation about sexual harassment, academic harassment and power harassment. For the University's definition of harassment, see the guideline available on the website below.

Website: http://www.hosei.ac.jp/gaiyo/torikumi/harassment/harassment.html (Japanese)

＜ Examples ＞

- ○ Pressuring someone into a sexual relationship by implying that he/she will receive good grades, research guidance or any other favor
- ○ Soliciting someone relentlessly or by force to engage in sexual activity or to go together (including stalking)
- ○ Sexually discriminating against someone or pressuring someone to take on a gender-based role, making remarks such as "you are not feminine" or "you are too feminine for a man"
- ○ Providing no education/research guidance without good reason
- ○ Not permitting someone to publicize his/her research findings at academic conferences or in papers without good reason
- ○ Coercing someone into engaging in miscellaneous tasks unrelated to education/research or in personal errands

(3) To create a harassment-free campus environment

- ○ If you feel harassed, contact the Harassment Consultation Office without suffering alone.
  If you wish, you can visit the Office with a family member, trusted friend or teaching staff member.
- ○ Keep a record of when and where the harassment occurred and what was said or done to you. It will be useful in receiving consultation or making allegations.
- ○ In an emergency, or when you fear for your psychological and physical safety due to an act of violence,

seek help from people around you and report it to the police.

(4) How not to be a harasser

○ Even if the other party neither objects to your opinion nor says "no," it does not necessarily mean that he/she agrees or consents to what you say.

  If you are in a higher position than someone around you (e.g. instructor, leader), take extra caution not to be a harasser.

○ If you find out that your words or action have been perceived as harassment, stop using such words or engaging in such actions and apologize sincerely to the other party.

(5) If you see someone harassed

○ Have the courage not to ignore it. If someone consults you about his/her harassment experience, tell him/her about the Harassment Consultation Office.

(6) Support for female researchers

○ The University arranges female full-time faculty as academic staff member and a female clinical psychotherapist 5days a week for removing psychological burden related to consultation and resolution procedures.

  For more information, visit the University's official website below:

  http://www.hosei.ac.jp/gaiyo/torikumi/harassment/index.html (Japanese)

■ Global Learning Office, International Office and Study Abroad Office, Global Education Center (2F, Ouchiyama Building)

Service hours: Monday–Friday: 9:00–11:30 & 12:30–17:00

Saturday: 9:00–12:00

＊ The office may be closed for unexpected reasons.

＊ Tel: 03-3264-9315 （International Office）

03-3264-5475 （Global Students and Scholars Support Office）

03-3264-4088 （Global Learning Office）

G-Lounge (2F, Ouchiyama Building) Monday–Friday: 9:00–11:30 & 12:30–17:00 Tel: 03-3264-4502

The Global Education Center is divided into three offices. The International Office and Global Students and Scholars Support Office offer invitation and study abroad program for overseas academic institutions and scholars, invitation of foreign students, overseas study abroad program for registered students, holding seminar for overseas university students, and exchanging foreign students from overseas universities. The Global Learning Office offers various programs designed to develop students into individuals who have the spirit to take on challenges and play important roles on the global stage.

◆ 12. Privacy Policy

As an academic institution whose duty is to contribute to the higher education of the country, Hosei University occasionally acquires, uses and manages personal information, which for the purposes of this policy is defined as information on individual persons, information which allows identification of specific individuals or information which can be easily compared or verified with other information in order to identify specific individuals. When acquiring, using or managing personal information as described in the preceding paragraph, the university strictly observes all laws, ordinances and regulations related to the protection of personal information including the "Personal Information Protection Law", and in addition to protecting said information, respects the intentions of the relevant individual to the greatest extent possible, and implements the following measures with the firm belief that the appropriate handling of personal information is a societal obligation.

Protection and Measures for the Safe Management of Personal Information

1. The university shall strictly observe all laws, ordinances and regulations related to the protection of personal information including the "Personal Information Protection Law".
2. The university shall carry out strict management for the protection and use of personal information. In addition to implementing audits on personal information protection, the university shall continually promote and plan the reform and improvement of school systems related to the use of personal information. In the event the university charges an external contractor with the handling of personal information, the university shall carry out strict management and supervision of said external contractor.
3. The university shall establish a set of personal information protection provisions and other internal regulations on personal information and carry out training and education for university staff to ensure that all university staff thoroughly implements personal information protection measures.
4. The university shall maintain continuous awareness of the existence of risks related to the management of any personal information in the university's possession, these risks include but are not limited to illegal access, leakage, destruction, and compromise of personal information and shall implement both human and physical safety measures to protect against these risks.
5. The university shall carry out continuous reform of this privacy policy and all internal provisions and regulations on personal information in accordance with the revision of relevant laws, societal trends, audit results and other pertinent factors.

Handling of Personal Information

1. Purposes for which Acquired Personal Information may be used in the event
The university collects personal information when required, the purposes for which said information will be used shall be made explicitly clear, the scope of use of said information shall be limited to that required to fulfill the purpose(s) for which it was collected, and all other appropriate handling measures shall be implemented.
In the event that the purpose for which collected personal information is to be used is changed, such changes shall only be initiated if the new purpose(s) are related to the original purpose(s) within a reasonable scope of variation, and the party to whom the information applies shall be notified of any such changes.

2. Provision to Third Parties

The university shall not, except in the situations stipulated in items (1) through (6) below, provide personal data (personal information which composes a "personal information database" or other sources) to any third parties without the prior consent of parties to whom the data applies.

In addition, personal information which does not fall under the category of being "personal data" shall still be handled in accordance to the standards used for handling personal data to the greatest extent possible.

1). When information is handled according to applicable laws

2). When required for the protection of an individual's life, or physical/financial welfare and obtaining the authorization of the individual is difficult or impossible

3). When specifically required for the advancement of public health or the healthy upbringing of children and obtaining the authorization of the individual is difficult or impossible

4). When required to cooperate with national or municipal entities or contractors consigned by said entities to carry out work or activities stipulated by law and when obtaining the authorization of the relevant individual will hinder the operations of said entities

5). When disclosed in accordance with the university's "Personal Information Disclosure Guidelines"

6). When the individual has "opted out" as provided for in the Personal Information Protection Law

For inquiries:

For inquiries about privacy policy, please call 03-3264-9223 (General Affairs Section, General Administration Division, Hosei University) on weekdays from 9:00 to 17:00.

(1) Ouchiyama Building (Academic Affairs Department 1F, Global Education Center 2F, School of Correspondence Education 3F)
(2) Fujimi Gate(Shop 1F, Cafeteria 3F)
(3) 80' Building (Library B4-2F)
(4) Sotobori Building (Student Center 1F, Career Center 2F)
(5) Boissonade Tower (Cafeteria B1, Admissions Center 1＆2F, Health Clinic 2F)
(6) Security Office
(7) Fujimizaka Building
(8) Ichigaya All-purpose Gymnasium
(9) Ichigaya Tamachi Building (Faculty of Engineering and Design, Graduate School of Engineering and Design, Office)
(10) Research Center for Solidarity-based Society(Yaesu Ichigaya Building 5F), Institute for Solidarity-based Society(5・7F)
(11) Shin Mitsuke Building
(12) Graduate School Building
(13) Graduate School of Law Building
(14) Shin Hitokuchizaka Building
(15) Hitokuchizaka Building
(16) Kudan Building / Kudan Building Annex
(17) Kudan North Building

Shin Hitokuchizaka Building

3-3-9 Kudan-kita, Chiyoda-ku, Tokyo 102-0073

Tel: 03-3264-4341 Fax: 03-3264-3990

By JR (Japan Railway) train

Nearest JR train stations:

Ichigaya Station/Iidabashi Station on the Sobu Line/Chuo Line (10-minute walk)

By subway
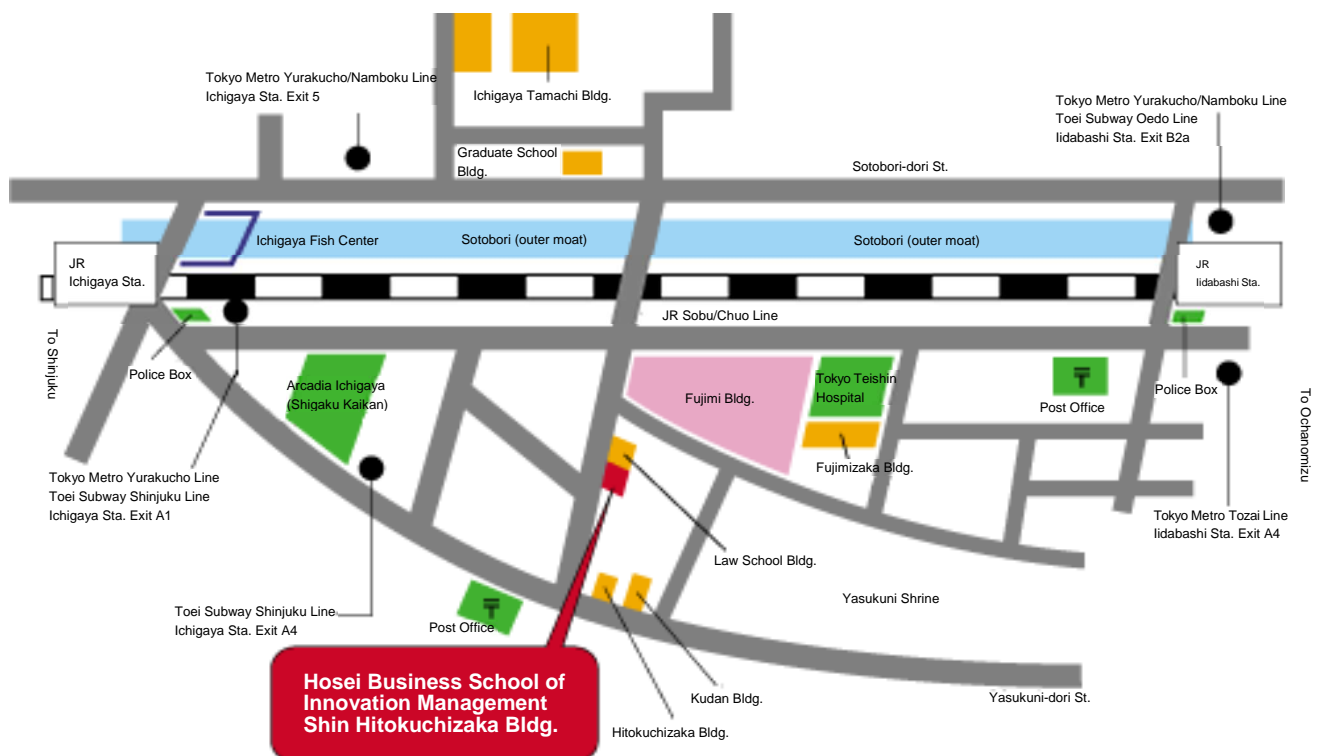
Nearest subway stations:

Ichigaya Station on Toei Subway Shinjuku Line (10-minute walk)

Iidabashi Station on Toei Subway Oedo Line (10minute walk)

Ichigaya Station/Iidabashi Station on Tokyo Metro Yurakucho Line (10-minute walk)

Iidabashi Station on Tokyo Metro Tozai Line (10-minute walk)

Ichigaya Station/Iidabashi Station on Tokyo Metro Namboku Line (10-minute walk)

Tokyo Metro Yurakucho/Namboku Line
Ichigaya Sta. Exit 5

Ichigaya Tamachi Bldg.

Tokyo Metro Yurakucho/Namboku Line
Toei Subway Oedo Line
Iidabashi Sta. Exit B2a

Graduate School Bldg.

Sotobori-dori St.

Ichigaya Fish Center

Sotobori (outer moat)

Sotobori (outer moat)

JR Ichigaya Sta.

JR Iidabashi Sta.

To Shinjuku

Police Box

JR Sobu/Chuo Line

Arcadia Ichigaya
(Shigaku Kaikan)

Fujimi Bldg.

Tokyo Teishin Hospital

Post Office

Police Box

Tokyo Metro Yurakucho Line
Toei Subway Shinjuku Line
Ichigaya Sta. Exit A1

Fujimizaka Bldg.

To Ochanomizu

Tokyo Metro Tozai Line
Iidabashi Sta. Exit A4

Toei Subway Shinjuku Line
Ichigaya Sta. Exit A4

Post Office

Law School Bldg.

Yasukuni Shrine

**Hosei Business School of
Innovation Management
Shin Hitokuchizaka Bldg.**

Kudan Bldg.

Hitokuchizaka Bldg.

Yasukuni-dori St.

Shin Hitokuchizaka Building Floor

3F

Classroom 301

Classroom 302

Classroom 303

Classroom 304

Classroom 305

Experiment Lab

303	302	301
304		
305	306 (Experiment Lab)	Elevator / Kitchen / Lavatory

**2F**

Graduate Student Laboratory 1

(Major in Regional Policy Design)

Graduate Student Laboratory 2

(Major in Innovation Management)

Graduate Student Laboratory 2 (Major in Innovation Management)

Graduate Student Laboratory 1 (Major in Regional Policy Design)

Photocopier

Elevator / Kitchen / Lavatory
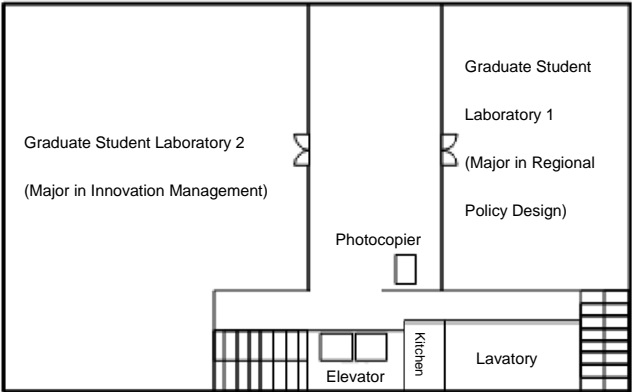
1F

Classroom 101

Business School of Innovation

Management Office (IM

Office) & Regional

Policy Design Office

Faculty Common Room

101

Main Entrance

Entrance

Building Manager's Office

IM Office & Regional Policy Design Office

Faculty Common Room

Elevator / Kitchen / Lavatory
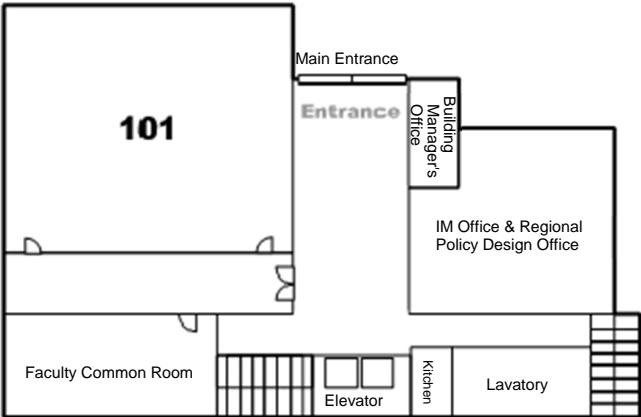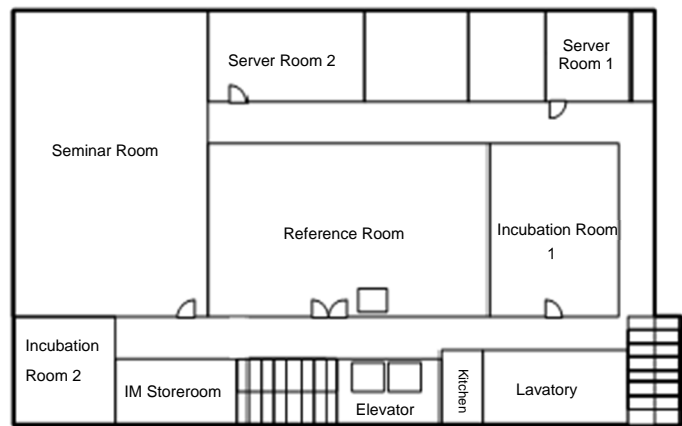
B1F

Seminar Room

Reference Room

Server Rooms 1 & 2

Incubation Rooms 1 & 2

Business School of Innovation

Management Storeroom

(IM Storeroom)
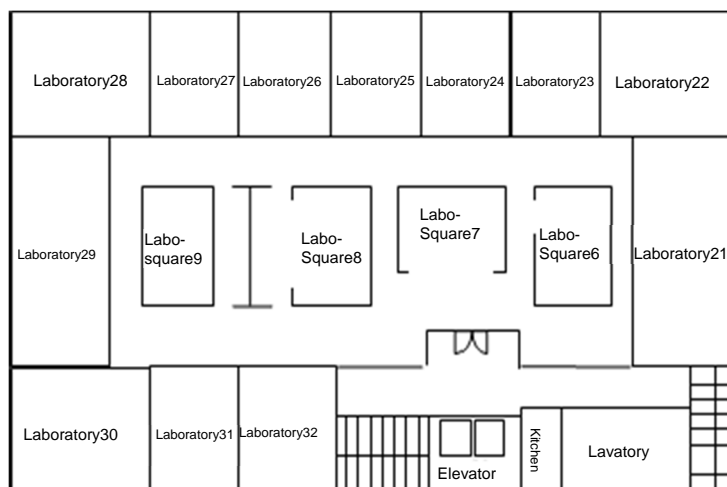
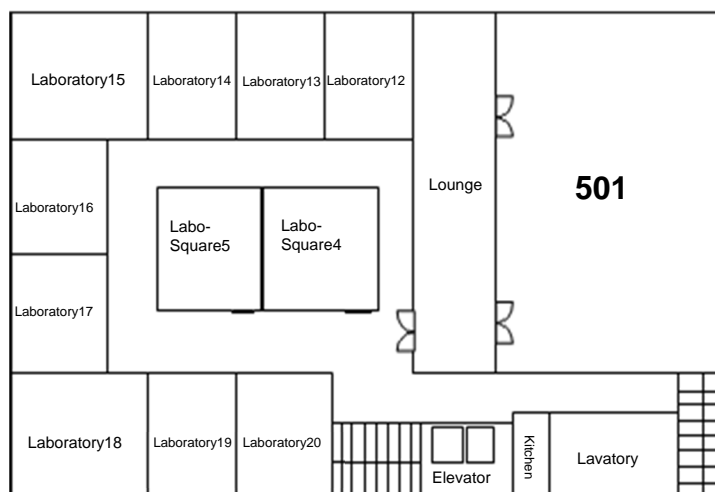|		
	Server Room 2	Server Room 1
Seminar Room	Reference Room	Incubation Room 1
Incubation Room 2	IM Storeroom	Elevator	Kitchen	Lavatory

Shin Hitokuchizaka Building Floor

6F

Labo-square 6
Labo-square 7
Labo-square 8
Labo-square 9

| Laboratory28 | Laboratory27 | Laboratory26 | Laboratory25 | Laboratory24 | Laboratory23 | Laboratory22 |

Laboratory29 · Labo-square9 · Labo-Square8 · Labo-Square7 · Labo-Square6 · Laboratory21

Laboratory30 · Laboratory31 · Laboratory32 · Elevator · Kitchen · Lavatory

5F

Classroom 501
Lounge
Labo-square 4
Labo-square 5

| Laboratory15 | Laboratory14 | Laboratory13 | Laboratory12 |

Laboratory16 · Labo-Square5 · Labo-Square4 · Lounge · **501**

Laboratory17

Laboratory18 · Laboratory19 · Laboratory20 · Elevator · Kitchen · Lavatory

4F

Classroom 401
Classroom 402
Classroom 403
Labo-square 1
Labo-square 2
Labo-square 3

| Laboratory6 | Laboratory5 | Laboratory4 | Laboratory3 | Laboratory2 | Laboratory1 | **401** |

Laboratory7 · Labo-Square3 · Labo-Square2 · Labo-Square1 · Photocopier · **402**

403

Laboratory8

Laboratory9 · Laboratory10 · Laboratory11 · Elevator · Kitchen · Lavatory