

**AY 2021**  
**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 an "innovation practitioner," and aim to nurture such talent.

Innovation practitioners 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 Innovation Management aims to nurture business people with the following three competencies:

- Practical Management Competency
- Critical Analysis Competency
- Communication Competency

Our curriculum is formulated on the fact that theoretical "book-learning" alone cannot sufficiently develop innovation practitioner 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 "Project-based Learning" 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 an innovation practitioner.

Innovation practitioners 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.

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.

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.

**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.

Through this approach, students earn the Master of Business Administration degree (MBA) as a result of gaining knowledge of innovation theory and its practical applications. This includes developing an ability to perform critical analysis in real-world 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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◆ **1. Academic Calendar**

**Academic 2021 Calendar**

**Graduate School: Business School of Innovation Management, Major in Innovation Management**

From	To	Details
Sat. Mar. 27 Thu. Apr. 1 Sat. Apr. 3		MBA special program introduction lecture※ Start of new academic year Entrance ceremony, Guidance, introduction to lecturers※ ※For 1 year and 2 year program only
Wed. Apr. 7	Tue. Jul. 20	Period of spring semester
Wed. Apr. 7	Tue. Jul. 20	Spring semester: 14 weeks; spare dates: Jul. 21, 24, and 26
Wed. Apr. 7	Tue. Jun. 1	First half of spring semester: 7 weeks; spare dates: Jul. 21, 24, and 26
Wed. Jun. 2	Tue. Jul. 20	Second half of spring semester: 7 weeks; spare dates: Jul. 21, 24, and 26
Sat. Aug. 21	Mon. Sep. 6	Period of summer intensive sessions: 3 weeks Aug. 21 to Sep. 6; spare dates: Sep. 7 and 8
Fri. Sep. 17	Thu. Jan. 13	Period of fall semester
Fri. Sep. 17	Thu. Jan. 13	Fall semester: 14 weeks; spare dates: Oct. 27, Jan. 14, 15, and 17 to 20
Fri. Sep. 17	Thu. Nov. 11	First half of fall semester: 7 weeks; spare dates: Oct. 27, Jan. 14, 15, and 17 to 20
Mon. Nov. 8	Thu. Jan. 13	Second half of fall semester: 7 weeks; spare dates: Jan. 14, 15, and 17 to 20
Sat. Dec. 25	Fri. Jan. 7	Winter holidays
Fri. Jan. 21	Sat. Feb. 19	Semester-end intensive period: 4 weeks
Mon. Feb. 28	Thu. Mar. 31	Spring vacation
Thu. Mar. 24		Commencement ceremony
Thu. Mar. 31		End of academic year

Transfer of lesson days on holidays

Sat. Apr. 10	School day on foundation anniversary	Mon. Sep. 20	School day on Respect for the Aged Day
Fri. Apr. 30	Holiday	Thu. Sep. 23	School day on Autumnal Equinox Day
Fri. May 1	Holiday on compensatory holiday for foundation anniversary on Apr. 10	Wed. Nov. 3	School day on Culture Day

\*Holidays are subject to change in line with legal revisions

## AY 2021 Major in Innovation Management Academic Calendar

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Mar.</b>	22	23	24 <b>Commencement Ceremony</b>	25	26	27	28
<b>Apr.</b>	29	30	31	1	2	3	4 Health Examination
	5	6	7 ① Spring 1st Half ①	8 ① Spring 1st Half ①	9 ① Spring 1st Half ①	10 <b>University's Foundation Day</b> ① (classes held)	11
	12 ① Spring 1st Half ①	13 ① Spring 1st Half ①	14 ② Spring 1st Half ②	15 ② Spring 1st Half ②	16 ② Spring 1st Half ②	17 ② Spring 1st Half ②	18
	19 ② Spring 1st Half ②	20 ② Spring 1st Half ②	21 ③ Spring 1st Half ③	22 ③ Spring 1st Half ③	23 ③ Spring 1st Half ③	24 ③ Spring 1st Half ③	25
<b>May</b>	26 ③ Spring 1st Half ③	27 ③ Spring 1st Half ③	28 ④ Spring 1st Half ④	29 <b>Showa Day</b>	30 <b>University Holiday</b>	1 <b>Foundation Day Transfer Holiday</b>	2
	3 <b>Constitution Day</b>	4 <b>Greenery Day</b>	5 <b>Children's Day</b>	6 ④ Spring 1st Half ④	7 ④ Spring 1st Half ④	8 ④ Spring 1st Half ④	9
	10 ④ Spring 1st Half ④	11 ④ Spring 1st Half ④	12 ⑤ Spring 1st Half ⑤	13 ⑤ Spring 1st Half ⑤	14 ⑤ Spring 1st Half ⑤	15 ⑤ Spring 1st Half ⑤	16
	17 ⑤ Spring 1st Half ⑤	18 ⑤ Spring 1st Half ⑤	19 ⑥ Spring 1st Half ⑥	20 ⑥ Spring 1st Half ⑥	21 ⑥ Spring 1st Half ⑥	22 ⑥ Spring 1st Half ⑥	23
	24 ⑥ Spring 1st Half ⑥	25 ⑥ Spring 1st Half ⑥	26 ⑦ Spring 1st Half ⑦	27 ⑦ Spring 1st Half ⑦	28 ⑦ Spring 1st Half ⑦	29 ⑦ Spring 1st Half ⑦	30
<b>Jun.</b>	31 ⑦ Spring 1st Half ⑦	1 ⑦ Spring 1st Half ⑦	2 ⑧ Spring 2nd Half ①	3 ⑧ Spring 2nd Half ①	4 ⑧ Spring 2nd Half ①	5 ⑧ Spring 2nd Half ①	6
	7 ⑧ Spring 2nd Half ①	8 ⑧ Spring 2nd Half ①	9 ⑨ Spring 2nd Half ②	10 ⑨ Spring 2nd Half ②	11 ⑨ Spring 2nd Half ②	12 ⑨ Spring 2nd Half ②	13
	14 ⑨ Spring 2nd Half ②	15 ⑨ Spring 2nd Half ②	16 ⑩ Spring 2nd Half ③	17 ⑩ Spring 2nd Half ③	18 ⑩ Spring 2nd Half ③	19 ⑩ Spring 2nd Half ③	20
	21 ⑩ Spring 2nd Half ③	22 ⑩ Spring 2nd Half ③	23 ⑪ Spring 2nd Half ④	24 ⑪ Spring 2nd Half ④	25 ⑪ Spring 2nd Half ④	26 ⑪ Spring 2nd Half ④	27
<b>Jul.</b>	28 ⑪ Spring 2nd Half ④	29 ⑪ Spring 2nd Half ④	30 ⑫ Spring 2nd Half ⑤	1 ⑫ Spring 2nd Half ⑤	2 ⑫ Spring 2nd Half ⑤	3 ⑫ Spring 2nd Half ⑤	4
	5 ⑫ Spring 2nd Half ⑤	6 ⑫ Spring 2nd Half ⑤	7 ⑬ Spring 2nd Half ⑥	8 ⑬ Spring 2nd Half ⑥	9 ⑬ Spring 2nd Half ⑥	10 ⑬ Spring 2nd Half ⑥	11
	12 ⑬ Spring 2nd Half ⑥	13 ⑬ Spring 2nd Half ⑥	14 ⑭ Spring 2nd Half ⑦	15 ⑭ Spring 2nd Half ⑦	16 ⑭ Spring 2nd Half ⑦	17 ⑭ Spring 2nd Half ⑦	18
	19 ⑭ Spring 2nd Half ⑦	20 ⑭ Spring 2nd Half ⑦	21 Spare Date	22 <b>Marine Day</b>	23 <b>Sports Day</b>	24 Spare Date	25
<b>Aug.</b>	26 Spare Date	27	28	29	30	31	1
	2	3	4	5	6	7	8 <b>Mountain Day</b>
	9 <b>Mountain Day Transfer Holiday</b>	10	11	12	13 IM office is closed	14 IM office is closed	15
	16 IM office is closed	17 IM office is closed	18 IM office is closed	19 IM office is closed	20	21 Tue/Thu/Sat①	22
	23 Mon/Wed/Fri①	24 Tue/Thu/Sat②	25 Mon/Wed/Fri②	26 Tue/Thu/Sat③	27 Mon/Wed/Fri③	28 Tue/Thu/Sat④	29

Sep.	30	31	1	2	3	4	5
	Mon/Wed/Fri④	Tue/Thu/Sat⑤	Mon/Wed/Fri⑤	Tue/Thu/Sat⑥	Mon/Wed/Fri⑥	Tue/Thu/Sat⑦	
	6	7	8	9	10	11	12
	Mon/Wed/Fri⑦	Spare Date	Spare Date			<b>Fall entrance Ceremony</b>	
	13	14	15	16	17	18	19
					①	①	
					Fall 1st Half①	Fall 1st Half①	
Oct.	20	21	22	23	24	25	26
	Respect for the Age ① (classes held) Fall 1st Half ①	① Fall 1st Half①	① Fall 1st Half①	Autumnal Equinox Day ① (classes held) Fall 1st Half①	② Fall 1st Half ②	② Fall 1st Half ②	
	27	28	29	30	1	2	3
	② Fall 1st Half ②	② Fall 1st Half ②	② Fall 1st Half ②	② Fall 1st Half ②	③ Fall 1st Half ③	③ Fall 1st Half ③	
	4	5	6	7	8	9	10
	③ Fall 1st Half ③	③ Fall 1st Half ③	③ Fall 1st Half ③	③ Fall 1st Half ③	④ Fall 1st Half ④	④ Fall 1st Half ④	
	11	12	13	14	15	16	17
	④ Fall 1st Half ④	④ Fall 1st Half ④	④ Fall 1st Half ④	④ Fall 1st Half ④	⑤ Fall 1st Half ⑤	⑤ Fall 1st Half ⑤	
Nov.	18	19	20	21	22	23	24
	⑤ Fall 1st Half ⑤	⑤ Fall 1st Half ⑤	⑤ Fall 1st Half ⑤	⑤ Fall 1st Half ⑤	⑥ Fall 1st Half ⑥	⑥ Fall 1st Half ⑥	
	25	26	27	28	29	30	31
	⑥ Fall 1st Half ⑥	⑥ Fall 1st Half ⑥	Spare Date			⑦ Fall 1st Half ⑦	
	1	2	3	4	5	6	7
	⑦ Fall 1st Half ⑦	⑦ Fall 1st Half ⑦	Culture Day ⑥ (classes held) Fall 1st Half ⑥	⑥ Fall 1st Half ⑥	⑦ Fall 1st Half ⑦		
	8	9	10	11	12	13	14
	⑧ Fall 2nd Half ①	⑧ Fall 2nd Half ①	⑦ Fall 1st Half ⑦	⑦ Fall 1st Half ⑦	⑧ Fall 2nd Half ①	⑧ Fall 2nd Half ①	
	15	16	17	18	19	20	21
	⑨ Fall 2nd Half ②	⑨ Fall 2nd Half ②	⑧ Fall 2nd Half ①	⑧ Fall 2nd Half ①	⑨ Fall 2nd Half ②	⑨ Fall 2nd Half ②	
Dec.	22	23	24	25	26	27	28
	⑩ Fall 2nd Half ③	Labor Thanksgiving Day Fall 2nd Half ②	⑨ Fall 2nd Half ②	⑨ Fall 2nd Half ②	⑩ Fall 2nd Half ③	⑩ Fall 2nd Half ③	
	29	30	1	2	3	4	5
	⑪ Fall 2nd Half ④	⑩ Fall 2nd Half ③	⑩ Fall 2nd Half ③	⑩ Fall 2nd Half ③	⑪ Fall 2nd Half ④	⑪ Fall 2nd Half ④	
	6	7	8	9	10	11	12
	⑫ Fall 2nd Half ⑤	⑪ Fall 2nd Half ④	⑪ Fall 2nd Half ④	⑪ Fall 2nd Half ④	⑫ Fall 2nd Half ⑤	⑫ Fall 2nd Half ⑤	
	13	14	15	16	17	18	19
	⑬ Fall 2nd Half ⑥	⑫ Fall 2nd Half ⑤	⑫ Fall 2nd Half ⑤	⑫ Fall 2nd Half ⑤	⑬ Fall 2nd Half ⑥	⑬ Fall 2nd Half ⑥	
	20	21	22	23	24	25	26
	⑭ Fall 2nd Half ⑦	⑬ Fall 2nd Half ⑥	⑬ Fall 2nd Half ⑥	⑬ Fall 2nd Half ⑥	⑭ Fall 2nd Half ⑦	IM office is closed	
2022 Jan.	27	28	29	30	31	1	2
	IM office is closed	IM office is closed	IM office is closed	IM office is closed	IM office is closed	IM office is closed	
	3	4	5	6	7	8	9
	IM office is closed	IM office is closed	IM office is closed	IM office is closed	IM office is closed	⑭ Fall 2nd Half ⑦	
	10	11	12	13	14	15	16
	Coming-of-Age Day	⑭ Fall 2nd Half ⑦	⑭ Fall 2nd Half ⑦	⑭ Fall 2nd Half ⑦	Spare Dates	Spare Dates	Internship start (QMBA)
	17	18	19	20	21	22	23
	Spare Dates	Spare Dates	Spare Dates	Spare Dates			
Feb.	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
					National Foundation		
Mar.	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	Spring Equinox Day			Commencement			
	28	29	30	31			

◆ 2. Credits Required for Program Completion and Courses Available (by category)

**1.5-year program (Global MBA Program)  
Credits Required for Program Completion**

**<Master of Business Administration>**

Classification of Courses	Courses	Required Number of Credits	Number of Credits Earned Check Colum
<b>Foundation Courses</b>	<b>Required courses 【Required】</b>	<b>10 credits</b>	✓ credits
<b>Specialized Courses</b>	<b>Elective courses</b>	<b>20 credits or more</b>	✓ credits
	<b>Other IM programs' courses</b> ※ <u>Those who have N2 of Japanese Language Proficiency Test (JLPT) or equivalent</u> can take courses from one- or two-year program courses (with some exceptions) of Innovation Management, instead of the specialized courses offered in the GMBA program. <u>Up to 10 credits</u> can be counted as part of credits required for GMBA program completion.		
	<b>Other majors' courses</b> ※ You can register up to 10 credits ( <u>Will not be counted as the credits required for GMBA program completion.</u> )	Optional	credits
<b>Applied Courses</b>	<b>Required courses 【Required】</b>	<b>14 credits</b>	✓ credits
	<b>Elective courses</b>	<b>4 credits or more</b>	✓ credits
※ Total number of credits will be <b>48 credits</b> when completing all the required number of credits set above.			
<b>Total Number of Credits Required for Program Completion</b>		<b>48 credits or more</b>	✓ credits

■ **One- or two-year program courses of Innovation Management**

Those who have N2 of Japanese Language Proficiency Test (JLPT) or equivalent can take courses from one- or two-year program courses (with some exceptions) of Innovation Management, instead of the specialized courses offered in the GMBA program. Up to 10 credits can be counted as part of credits required for GMBA program completion.

■ **Other majors' courses**

Those who have N2 of Japanese Language Proficiency Test (JLTP) or equivalent can also take associated major courses up to 10 credits. However, these credits cannot be counted as part of credits required for GMBA program completion. If you are interested in an associated major courses, please contact Innovation Management administration office. (Email: innovation@hosei.ac.jp)

**AY2021 Courses Available to Students in the Major in Innovation Management  
Global MBA Program**

**Foundation Courses**

	Course Name	Instructor	Credits	Category
Required courses: 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 Seiichiro Yonekura Kenneth Pechter	2	Required

**Specialized Courses**

	Course Name	Instructor	Credits	Category
Elective courses: 20 credits or more	Accounting	Yuichi Torikai	2	Elective
	Logical Thinking vs Intuition	Kaori Nishide	2	Elective
	Financial Management		2	Elective
	Advanced Finance -Global Economic Development - Policy Issues and Japan's Role- ※	Kazushige Taniguchi	2	Elective
	Human Resource Management in Japan	Hiroyuki Fujimura	2	Elective
	Managing Talent	Harumi Toyoshima Kiyohito Shiraishi	2	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 Kakahara	2	Elective
	Japanese Business Leadership	(not available this academic year)		Elective
	MBA Special Lecture	Wei-Lun Chang	2	Elective
Other IM programs' courses	Up to 10 credits can be counted as part of the specialized courses credits required for GMBA program completion, instead of the specialized courses offered in the GMBA program.			Elective
Credits not counted as the required credits for completion	Other majors' courses	You can register up to 10 credits (Will not be counted as the credits required for GMBA program completion.)		Optional

※「Advanced Finance -Global Economic Development - Policy Issues and Japan's Role-」=If one have already taken the course "Advanced Finance" opened in AY 2020, they can not register for this course.

**Applied Courses**

	Course Name	Instructor	Credits	Category
Required courses: 14 credits	Project 1-A (Internship)	Asako Takada Seiichiro Yonekura Kenneth Pechter	6	Required
	Project 1-B (Field Research)	Kenneth Pechter	6	Required
	Project 2-A (Internship)	Seiichiro Yonekura Kenneth Pechter	6	Required
	Project 2-B (Field Research)	Seiichiro Yonekura Kenneth Pechter	6	Required
	Japanese Management	Takuya Hasegawa	2	Required
Elective courses: 4 credits or more	Multinational Business I ※	(not available this academic year)		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
	Startup Finance	Yasuro Koizumi	2	Elective

6 credits either from Project 1-A or 1-B

6 credits either from Project 2-A or 2-B

※ 「Multinational Business I・II」 = 「海外企業経営研究 I・II」

※ 「Business Leader Development I・II」 = 「ビジネスリーダー育成セミナー I・II」

This course is taught in Japanese

### ◆ 3. Office Hours

## AY2021 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 5th Period (16:50-18:30)
6	30	Kosuke Ogawa (小川 孔輔)	Thursday 1st・2nd Period (8:50-12:20)
6	31	Kiminori Gemba (玄場 公規)	Thursday 3rd Period (13:10-14:50)
4	8	Hideaki Tange (丹下 英明)	Wednesday 3rd Period (13:10-14:50)
4	9	Kenji Saotome (五月女 健治)	Wednesday 6th Period (18:35-20:15)
4	3	Hiroaki Fujikawa (藤川 裕晃)	Thursday 3rd Period (13:10-14:50)
6	28	Asako Takada (高田 朝子)	Thursday 13:30-15:00
6	32	Yuki Toyoda (豊田 裕貴)	Thursday 3rd Period (13:10-14:50)
4	10	Yuji Namiki (並木 雄二)	Thursday 12:40-13:30
4	4	Hiroyuki Fujimura (藤村 博之)	Thursday 3rd Period (13:10-14:50)
6	26	Kenneth Pechter	Friday 18:00-18:30
6	29	Yasuaki Yamasaki (山崎 泰明)	Thursday 3rd Period (13:10-14:50)
4	7	Atsunori Matsumoto (松本 敦則)	Thursday 3rd Period (13:10-14:50)
4	6	Kenichiro Murakami (村上 健一郎)	Wednesday 5th Period (16:50-18:30)
4	5	Shoso Yamato (山戸 昭三)	Thursday 4th Period (15:00-16:40)
6	27	Seiichiro Yonekura (米倉 誠一郎)	Tuesday 16:30-17:30 (Wednesday 16:00-17:30 only during the Fall Semester 2nd-half)

**NOTE:**

Faculty members accept questions and consultation using online tools such as Zoom meeting as well. Please contact the faculty members for details.

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

#### ◆4-1. Curriculum Map of AY 2021 Courses by Category

Area	Foundation courses (take 12 credits or more)	Credit	Specialized courses (elective) (take 12 credits or more)			
			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	技術イノベーション★	2
	中小企業戦略論●	4	技術イノベーション★	2	グローバルビジネス経営論★	2
	経営情報戦略●	4	グローバルビジネス経営論★	2		
	Global Management	2	Opportunity and Entrepreneurship in Japan	2		
	Management Strategy	2	Innovation in Global Business	2		
			Japanese Management	2		
Business Administration Strategy (small- and medium-sized companies, venture businesses)			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		
			アントレプレナーシップ論	2		
			事業再生・連携●	2		
			地域マネジメント	2		
			Japanese Production Management and Supply Chain Management	2		
Human Resource and Organization	経営組織論	2	コーチング★	2	コーチング★	2
	リーダーシップ論	4	Managing Talent	2		
	人的資源管理論●	4	Innovators and Leaders	2		
	人的資源管理論 I	2	Human Resource Management in Japan	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		
			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
			ヘルスケアマネジメント★	2	ヘルスケアマネジメント★	2
			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
			プラットフォーム戦略★	2	プラットフォーム戦略★	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	情報セキュリティマネジメント★	2	情報セキュリティマネジメント★	2
	管理会計論	2	収益モデルの構築	2		
	企業倫理	2	Accounting	2		
	会計入門	2	Financial Management	2		
	租税法概論	2	Advanced Finance -Global			
	法人税法	2	Economic Development - Policy			
	所得税法	2	Issues and Japan's Role-	2		
			Startup 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 vs Intuition	2		
	リサーチ技法	2				
	Business Communication in Japanese Organization	2				
	Business Practice in Japan	2				
Application			MBA特別講義 (マクロ経済と人材経営)	2		
			MBA Special Lecture	2		
Application courses	プロジェクト (必修)	10	ビジネスイノベーション育成セミナー●	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				

※★: Common courses for Management of Business Administration and Management of Business Information master courses

●: Required courses for MBA special programs (SME Consultant Training Program)

## ◆ 4-2. Curriculum Tree

Ideal type of human resources to foster	Description	Description Course model
In-house innovator	<p>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.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★★            Marketing: ★★ Business process: ★★★ Business IT: ★★            Financing, accounting and governance: ★★            Business skill: ★</p>	<p>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、ヘルスケアマネジメント、マーケティング(Ⅰ、Ⅱ)、ファイナンス、経営組織論、等</p>
Small and Medium Enterprise Management Consultant / Consultant	<p>Small and medium management consultants are trained by helping students acquire consulting skills through exercises to solve many practical problems.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★★            Marketing: ★★ Business process: ★★ Business IT: ★            Financing, accounting and governance: ★★★            Business skill: ★</p>	<p>中小企業戦略論、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、マーケティング(Ⅰ、Ⅱ)、ファイナンス、等</p>
Entrepreneurial Business Manager	<p>Human resources capable of starting new businesses are nurtured by having students master know-hows to establish a business.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★ Marketing: ★★★            Business process: ★★ Business IT: ★★            Financing, accounting and governance: ★★★            Business skill: ★</p>	<p>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、リーダーシップ論、アントレプレナーシップ論、スタートアップ戦略論、収益モデルの構築、等</p>
Succeeding Business Manager	<p>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.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★ Marketing: ★            Business process: ★ Business IT: ★            Financing, accounting and governance: ★★★            Business skill: ★</p>	<p>経営イノベーション体系、人的資源管理論(Ⅰ、Ⅱ)、事業再生・連携、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、リーダーシップ論、リスクマネジメント概論、等</p>
Business Data Scientist	<p>Business data scientists are nurtured by helping students become able to use data in businesses.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★            Human resources and organization: ★ Marketing: ★★★            Business process: ★★ Business IT: ★★★            Financing, accounting and governance: ★            Business skill: ★★</p>	<p>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、情報セキュリティマネジメント、マーケティングⅡ(データドリブンマーケティング)、等</p>
IT Coordinator (Professional Talents Capable of Realizing IT Management)	<p>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.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★ Marketing: ★★★            Business process: ★★ Business IT: ★★★            Financing, accounting and governance: ★★            Business skill: ★★</p>	<p>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、プラットフォーム戦略、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)</p>
MOT (Management of Technology) Human Resources	<p>MOT Human Resources who can create economic value by using IT.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★ Marketing: ★★★            Business process: ★★ Business IT: ★★★            Financing, accounting and governance: ★★            Business skill: ★★</p>	<p>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)</p>
Global Manager	<p>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.</p> <p>&lt;Importance level by category&gt;            Business management strategy: ★★★            Human resources and organization: ★★★            Marketing: ★★★ Business process: ★★            Business IT: ★★★ Financing, accounting and governance: ★            Business skill: ★★</p>	<p>Global Management, Business Communication in Japanese Organization, Management Strategy, Strategic Organizational Management, Accounting, Financial Management, Opportunity and Entrepreneurship in Japan, Innovation in Global Business, Innovators and Leaders, Service Management in Japan</p>

## ◆ **5. 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 “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 Number**

Student ID number are as follows.

21                      W                      0001  
    └───┬───┘            └───┬───┘            └───┬───┘  
Year of admission/ Business School /Individual number

Global MBA (1.5-year program): Student ID number 21W2001 onward

Class A (one-year program): Student ID number 21W0001 onward

Class M (SME Consultant Training Program): Student ID number 21W0101 onward

Class B (two-year program): Student ID number 21W1001 onward

### **5. Handling and Carrying of Student ID card**

Students at this Graduate School are issued with student IDs (identification cards) upon admission. The student ID card is the only document certifying the status as a student of this Graduate School. Students are requested to keep their IDs on them at all times and to show them as per the request of faculty or staff. Student IDs are required on the following occasions:

- Confirming course registration at the IM Administration Office, releasing grades, borrowing classrooms, and receiving equipment
- Taking regular examinations, etc.
- Entering classrooms (as an ID card) (i.e., computer rooms, libraries, study rooms, and sixth floor)
- Using automatic certificate issuance machines

#### **(1) Issuance of Student ID Card (including sticker on reverse)**

New students will be issued student ID card from the IM Administration Office during the

orientation in April.

Enrolled students will receive their student ID card-reverse stickers by post in early April along with tuition wire transfer forms.

## **(2) ID Card-reverse Stickers**

The student ID card becomes valid when the sticker is adhered to its reverse. The card cannot be used to purchase train passes, among others, without the sticker. Please ensure that the sticker area is protected.

If only the sticker is lost or damaged, then the card must be reissued.

## **(3) If lost**

Contact the IM Administration Office and nearest police station. If the card remains missing after two weeks, apply for reissuance.

## **(4) Application for Reissuance**

To request for reissuance of an ID card due to damage or loss, file an application with the IM Administration Office.

A student ID card reissuance request form should be filled. (Reissuance fee: 2,000 JPY; reverse sticker only: 200 JPY)

## **(5) Return**

Ensure that the ID card is returned to the university when completing or withdrawing from a course or in case of expulsion.

When carrying the ID card, handle it with care and refrain from lending or giving it to another person. The card is magnetized and may become unusable if carried with a mobile phone or train pass, among others. In this case, apply to the IM Administration Office.

## **6. 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)	Facilities 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

## **7. Leave of Absence, Withdrawal, Dismissal, Readmission and Reinstatement**

The application format may be received at the Business School of Innovation Management Administration Office located on the 1st floor of the Shin Hitokuchizaka Building or download it as a PDF from the HOSEI University website.

### **(1) Leaves of Absence**

When required to leave the university temporarily due to illness or similar unavoidable issues, submit the regulated Application for Leave of Absence to the IM Administration Office as soon as possible.

a. Leave of Absence period

The three types of leave are year-long leave (April 1 to March 31), spring semester leave (April 1 to September 15), and fall semester leave (September 16 to March 31).

Leaves of absence should not amount to more than three years in total. (Six months in total for the spring and fall semester leaves).

b. Deadline for submission of a leave of absence request form

The submission deadline for the Leave of Absence request form varies by leave of absence period. Confirm with the table below.

When leave of absence period must be extended beyond the original period, submit a new request form for Leave of Absence.

No specific procedures are required for returning after the leave of absence period.

c. Enrollment fees during the leave of absence period

Students who have been approved for leave will be exempted from the payment of tuition and fees (i.e., tuition, practicum fees, and facilities fees) during the leave of absence period upon the payment of tuition fee for a leave of absence, as indicated in the table below.

Period of leave of absence	Deadline for submission of a leave of absence request form	Tuition fee for a leave of absence	Effective date of leave of absence
Entire academic year	May 31	100,000 JPY	April 1
Spring semester	May 31	50,000 JPY	April 1
Fall semester	October 31	50,000 JPY	September 16

(2) Withdrawal

When required to withdraw from the university due to illness or similar unavoidable issues, submit the prescribed withdrawal request form to the IM Administration Office as soon as possible. Return all borrowed materials (i.e., student ID card and library books) to the university. Ensure submission of the withdrawal request form even for withdrawal upon the end of the period of enrollment.

a. Deadline for submission of a withdrawal request form and date of withdrawal

Deadlines vary according to the status of the applicant's tuition payments for the academic year in question. Confirm with the table below.

Tuition and fees payment category	Deadline for submission of a withdrawal request form	Effective date of withdrawal
Spring semester tuition and fees <b>unpaid</b>	May 31	As of March 31 of the previous academic year (withdrawal at the end of the previous year)
Fall semester tuition and fees <b>unpaid</b>	October 31	As of September 15 (withdrawal at the end of the spring semester)
Spring semester tuition and fees paid		Date of permission for withdrawal
Fall semester tuition and fees paid		Date of permission for withdrawal

b. Tuition and fees reimbursement

Tuition and other fees, once paid, will not be reimbursed under any circumstances.

However, when students who have already paid tuition and fees for the current semester apply for withdrawal as of the previous academic year (as of March 31 of the previous year) or as of the end of the spring semester (as of September 15) before the deadline stated above (by May 31 for the spring semester and by October 31 for the fall semester), tuition and fees (tuition, practicum fees, and facilities fees) already paid from the day after withdrawal onward will be reimbursed. New students have no student status for the previous year, thus, they are ineligible for withdrawal as of the end of the previous year.

c. Grade approval

Grades for the relevant semester will not be approved for application for withdrawal before September 15 of the spring semester or March 31 of the fall semester.

(3) Expulsion

Students whose tuition and fees (tuition and facilities fees) remains unpaid for the designated period (end of April for the spring semester and end of September for the fall semester) will receive a notice that their student status has been forfeited.

Upon confirmation of expulsion, immediately return all borrowed materials (e.g., student ID card and library books) to the university.

(4) Readmission/reinstatement

Students who withdrew from the university but wish to return or those who were expelled for failure to pay tuition and fees but wish to be reinstated are required to submit the regulated readmission/reinstatement request forms to the IM Administration Office. Readmission/reinstatement may be permitted upon deliberation of the Business School of Innovation Management Faculty Council.

If permitted, the readmission/reinstatement request forms must be submitted by the last day of February because readmission/reinstatement may take place only at the beginning of the academic year (April). Students applying for readmission/reinstatement in the fall semester as special cases must submit the readmission/reinstatement request forms by the last day of July.

Students granted permission for readmission/reinstatement must pay half of the admission fees as readmission fees (67,500 JPY for HOSEI University graduates, 135,000 JPY for graduates of other schools).

## ◆ 6. Taking Courses

### 1. Academic Calendar

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.

	Academic Calendar (Spare dates)
Spring Semester	April 7-July 20 (July 21, 24 and 26)
Spring Semester 1st Half	April 7-June 1 (July 21, 24 and 26)
Spring Semester 2nd Half	June 2-July 20 (July 21, 24 and 26)
Summer Intensive Sessions	August 21-September 6 (September 7 and 8)
Fall Semester	September 17- January 13 (October 27, January 14, 15 and 17-20)
Fall Semester 1st Half	September 17-November 11 (October 27, January 14, 15 and 17-20)
Fall Semester 2nd Half	November 8-January 13 (January 14, 15 and 17-20)

### 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-minute 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	13:10 ~ 14:50
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. Class-related Notifications, Including Cancellations

##### (1) Notification Method

Class-related notifications will be posted on the Learning Management System by the course instructors, in principle. (Learning Management System URL: <https://hoppii.hosei.ac.jp>)

In certain cases, such as force majeure events, the faculty may be unable to notify the university. Classes are considered canceled if the instructor fails to appear within 30 min of the start time. As a rule, canceled classes will be rescheduled on spare dates.

##### (2) Special Cancellations

The following cancellation measures are in accordance with the overall regulations of HOSEI University:

###### a. When a major earthquake is predicted

The Japan Meteorological Agency releases “caution information” when the observed phenomena are likely pre-earthquake activities for the Tokai Earthquake. Furthermore, it provides “prediction information” when a “warning declaration” has been issued on the grounds that the Tokai Earthquake is likely to occur.

(a) Students should take the following safety measures in the announcement of “caution information” or “prediction information”:

- When at home, remain there and maintain personal safety.
- When on the way to school or home, return home immediately or take refuge in a safe location.
- When at school, maintain personal safety and stand by for notifications and instructions from the university.

(b) Notifications on canceled or restarted classes will be posted on the university’s website, its news feed, and Twitter handle.

These measures are intended to mitigate earthquake damages to the greatest extent possible. Cooperation will be much appreciated.

###### b. When public transit disruptions are predicted due to bad weather

When major public transit disruptions are predicted during class periods due to typhoon or heavy snow or when travelling to school is bound to endanger students, HOSEI University may cancel classes under the following conditions:

(a) When major public transit disruptions due to bad weather are predicted in the metropolitan area or when traveling to school is considered dangerous due to strong wind warnings, the university will confer regarding the classes for that day and release the results as follows.

- ① For first- and second-period classes, any cancellation notifications will be posted on the HOSEI University PR Official Twitter by 6 am that day.
- ② For third- through fifth-period classes, any cancellation notifications will be posted on the HOSEI University PR Official Twitter by 10 am that day.
- ③ For sixth- and seventh-period classes, any cancellation notifications will be posted on the HOSEI University PR Official Twitter by 3 pm that day.

(b) When major public transit disruptions are predicted in advance of a typhoon making landfall and other such events, the abovementioned notification methods will be posted on the HOSEI University PR Official Twitter by 5 pm on the previous day for the information of students, faculty, and staff.

(c) Regardless of the abovementioned notifications, when major effects on next day's classes are expected as of the previous day, cancellations will be determined by 5 pm on the previous day and posted on the HOSEI University PR Official Twitter.

(d) Notifications will also appear on the university website as necessary.

**c. When a transit strike occurs**

When Japan Railways trains are non-operational due to strikes, classes on principle will be canceled as follows.

1. When the strike has not been resolved by 6 am, first- and second-period classes will be canceled.
2. When the strike has not been resolved by 10 am, first- through fifth-period classes will be canceled.
3. When the strike has not been resolved by noon, all classes will be canceled.

**5. Course Registration**

To enroll in courses and receive credits, each student must undergo course registration on the university's information system. **Credits will not be granted for courses for students with incomplete registration, despite attendance in class and submission of assignments.**

While considerable time exists between the start of classes and the end of registration, ensure attendance in all classes for which you plan to register from the first session. **Course registration is possible only within the course registration period.** Plan your studies in advance and decide which courses to enroll in. Be careful to avoid registration errors.

**Course Registration Period and Change Application Period Schedule**

\*For enrollment in other majors' courses, course change application period may be different from the schedule below.

Class Period	Course Registration Period	Registration Change Application Period*
Spring semester first half courses	April 3 to April 14 Online course registration Register for all spring semester courses	None
Spring semester second half courses	Includes other majors' and full-year courses	June 2 to June 9
Summer intensive session courses	July 1 to July 8 Apply through the online form	August 21 to August 22 (MBA Special Lecture: August 30 only)
Fall semester first half courses	September 17 to September 24 Online course registration Register for all fall semester courses	None
Fall semester second half courses	Includes other majors' courses	November 12 to November 19

### **(1) Course Registration Method**

Register for courses through the HOSEI University portal site screen (refer to pages 24–31 of this document).

Registration is possible from work or home with an Internet-compatible computer.

<https://www.as.hosei.ac.jp/> (log in with integrated authentication ID and password)

**The site can be accessed from 10 am to 2 am during the course registration period.**

For a detailed course registration procedure, consult other manuals.

### **(2) Confirming Course Registration Results**

After course registration, print out a copy of the Course Enrollment Confirmation from the website and be sure to confirm own registration. Registration is considered complete when the student confirms this notice. The confirmation notice serves as a documentary proof of registration. Please preserve it until grades have been released at the end of the year.

### **(3) Changes or Cancellations to Courses Registered**

To register for additional courses or to cancel registration for already registered courses, applications must be received within the designated change application period. No applications will be considered outside this period.

Courses not attended but registered will also be included in the total when calculating GPA. To cancel registration for an already registered course, utilize this period effectively.

### **(4) Enrollment Limits**

To avoid registering too much credits and enhance the educational effectiveness, enrollment limit is set as follows:

a. One-year program

For the spring semester (excluding summer intensive sessions), students may register for up to 34 credits, excluding the Project (10 credits).

b. One-year program (SME Consultant Training Program)

For the spring semester (excluding summer intensive sessions), students may register for up to 34 credits (a limit of 26 compulsory course credits and 8 elective course credits), excluding the Project (10 credits) and the Management Consultancy Practicum I (4 credits).

c. Two-year program (for each year)

For the spring semester (excluding summer intensive sessions), students may register for up to 34 credits, excluding the Project (10 credits).

For the entire academic year, students may register for up to 38 credits, excluding the Project (10 credits).

### **(5) Enrollment in Other Programs' Courses within the Major in Innovation Management and in Other Majors' Courses**

a. Students in one- and two-year programs

Enrolling in courses is possible in the Global MBA program (hereinafter referred to as GMBA), HOSEI Business School (evening program), Major in Career Studies, and Major in Public Policy and Social Governance with the advance permission of the instructor (attend the first class session and receive permission directly) and an upper limit of 10 credits as specialized course credits requiring completion. Notably, the GMBA and other majors' courses are excluded from

the specialized and common elective courses for the Master of Business Administration or Master of Management Information.

b. Students in the Global MBA (1.5-year program)

Students recognized should be proficient in the Japanese language or equivalent to Japanese Proficiency Test N2 or higher. Furthermore, they may enroll in one- and two-year program courses (excluding certain courses) with the advance permission of the instructor (attend the first class session and receive permission directly). Up to 10 credits can be counted as part of the specialized course credits requiring completion instead of the specialized courses offered in the GMBA program.

In addition, they may enroll in up to 10 credits of courses in the HOSEI Business School (evening program), Major in Career Studies, and Major in Public Policy and Social Governance.

However, these credits will be excluded from the course credits requiring completion.

※ Classes in the HOSEI Business School (evening program) and Major in Career Studies are held in the Graduate Building.

※ For enrollment in other majors' courses, confirm the schedule and syllabus via noticeboards and majors' websites or offices. The academic calendar may vary, and certain courses have an upper enrollment limit or are non-open, such as seminars and practice.

※ Registration is possible for multiple courses with the same course names if the majors offering them are different.

**【NOTES】**

In principle, all the decisions regarding selecting and registering courses are left to students.

The procedures to register courses must be done by each student with their responsibility. Make sure if the courses you register correspond to the courses you wish to enroll in.

## (6) Course Changes

The following changes have been made to the AY2021 course schedule.  
Students matriculating on or before AY2020 should confirm when enrolling.

### a. New courses

Course Name
租税法概論
法人税法
所得税法
収益モデルの構築

### b. Alternate-year courses not offered this year (courses below not offered in AY2021)

Course Name
課題解決演習Ⅱ
ビジネスリーダー育成セミナーⅠ / Business Leader DevelopmentⅠ

### c. Course name changes

Note that students matriculating on or before AY2020 cannot enroll in courses for which they have already received credit under previous names.

AY2020 Course Name	→	AY2021 Course Name
経営組織論Ⅰ		経営組織論
Advanced Finance		Advanced Finance -Global Economic Development – Policy Issues and Japan’s Rile-

## (7) Taking e-Learning Supported Courses

e-Learning refers to using online support to take courses remotely. Business School of Innovation Management provides e-learning supported courses for cases wherein individual study is possible and where e-learning is considered effective. Students can choose from regular classroom attendance at lectures or e-Learning for e-Learning supported courses (some courses are e-Learning only).

### a. e-Learning supported courses

e-Learning supported courses include the following types wherein credits can be obtained by watching recorded lectures.

The next page contains an overview of the credit approval conditions for e-learning supported courses.

- ①Lecture attendance + e-learning

Credits may not be obtained through e-learning alone without classroom attendance at lectures. Classes may be taken through e-learning only when illness, work, or other unavoidable issues render attendance impossible.

②e-Learning only

Credits may be obtained through e-learning alone without classroom attendance at lectures.

**b. e-Learning enrollment method**

Recorded courses are streamed on the HOSEI University YouTube channel OATube (<http://oatube.media.hosei.ac.jp>).

Log in with the designated user ID and password to access the recordings.

For the login method, see the OATube Usage Guide in the IM System Guides folder in Documents on the groupware system (desknet's).

Class materials can be downloaded through the Learning Management System. Access is available from Hoppii, the portal of HOSEI University.

URL: <https://hoppii.hosei.ac.jp> QR:



**c. Other use methods**

Other e-learning use methods include access to course materials (recorded lectures and distributed materials) for those not enrolled in each course.

Some courses other than the designated ones also use the e-Learning System for distribution of materials and submission of assignments.

Follow the directions from the instructor.

**d. Precautions**

- Enrollment for courses for which credits can be obtained through e-learning is possible regardless of schedule. However, concurrent enrollment with identical courses taken in the classroom is not possible. Courses with code numbers beginning with W0 are classroom courses, whereas those beginning with W3000 are e-learning-supported courses.
- For courses taken through e-learning, reports on seminar content or class summaries may be required as evidence.
- Students taking courses by e-learning should notify the instructors of e-learning supported courses and confirm the specific details for each course.
- Students from outside the Business School of Innovation Management may not obtain credits through e-learning.
- Ensure strict observance of deadlines for reports on seminar content and class summaries.

### Overview of Credit Approval Conditions for e-Learning-supported Courses

<p>Startup Strategy (Professor Ken-ichiro Murakami)</p> <p>Classroom lecture attendance + e-learning</p>	<p><b>✘ Credits may not be obtained through e-learning alone without attendance at all lectures.</b> It is intended as auxiliary compensation when illness or work makes attendance impossible. Lectures by external speakers will not be recorded.</p> <p>When not attending class, evidence of e-learning is required. Evidence must be submitted by the next lecture to constitute attendance. As evidence, submit a report of an A4 page summarizing the points of the lecture as well as the homework/assignments or final paper assigned for each lecture. Credits will be granted depending on the quality and quantity of submissions as well as the quality of the final paper.</p>
<p>Intensive Accounting (Professor Takashi Ishijima)</p> <p><b><u>e-learning only</u></b></p>	<p>Credits may be obtained through e-learning alone, however, evidence of e-learning is required. From the 1<sup>st</sup> class to 12th class (from day 1 to day 6), lectures are available as on-demand e-learning. As evidence, the problem sets assigned for e-learning in each lecture must be submitted to constitute attendance. Students must, similar to lecture attendees, submit presentation materials on the results of management analysis using financial statement values and a final paper. Credits will be granted depending on the quality and quantity of the submissions as well as the quality of the final paper.</p>
<p>Database (Professor Kenji Saotome)</p> <p><b><u>Classroom lecture attendance / e-learning</u></b></p>	<p><b>✘ Credits may be obtained through e-learning alone without attendance in all lectures.</b> When not attending class, evidence of e-learning may be required. Evidence must be submitted by the next lecture to constitute attendance. As evidence, submit the results of the seminar study as directed in each lecture. Similar to attending lectures, the submission of homework/assignments for each lecture and a final paper is required. Credits will be granted depending on the quality and quantity of the submissions as well as the quality of the final paper.</p>
<p>Web Design and Structure for Managers (Professor Kenji Saotome)</p> <p><b><u>Classroom lecture attendance / e-learning</u></b></p>	<p><b>✘ Credits may be obtained through e-learning alone without attendance in all lectures.</b> When not attending class, evidence of e-learning may be required. Evidence must be submitted by the next lecture to constitute attendance. As evidence, submit the results of the seminar study as directed in each lecture. Similar to attending lectures, the submission of homework/assignments for each lecture and a final paper is required. Credits will be granted depending on the quality and quantity of the submissions as well as the quality of the final paper.</p>
<p>Cloud Computing (Professor Kenji Saotome)</p> <p><b><u>Classroom lecture attendance / e-learning</u></b></p>	<p><b>✘ Credits may be obtained through e-learning alone without attendance in all lectures.</b> When not attending class, evidence of e-learning may be required. Evidence must be submitted by the next lecture to constitute attendance. Submit the results of the seminar study as directed in each lecture. Similar to attending lectures, the submission of homework/assignments for each lecture and a final paper is required. Credits will be granted depending on the quality and quantity of the submissions as well as the quality of the final paper.</p>

#### (8) Other Precautions for Course Registration

- a. Enrollment in accordance with completion conditions for the desired degree is required.  
Confirm the completion conditions for each degree and course list (pages 4 to 5) when planning enrollment for the entire academic year.
  
- b. Enrolling in multiple courses held on the same day during the same period is not possible. However, enrollment for courses for which credits can be obtained through e-learning is possible regardless of

schedule (see pages 19 to 21 of this document for e-learning supported courses).

c. Even when the semester offered or instructor is different, **courses with the same name are the same course. Moreover, certain courses are offered under more than one name. Note that multiple enrollments in the same course are not permitted.**

## 6. Grades

### (1) Grading criteria

HOSEI University has an 11-letter grade assessment from S to E for all courses. Details are as follows:

If Raw Score is Used for Grade Assessment	If Raw Score is NOT Used for Grade Assessment	Letter Grade	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+	
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 letter grade. However, they will not be used for the letter grade “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 notifications, transcripts and other relevant documents.

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

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 notifications 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 Administration Office within the specified period (further information is available on the bulletin board). You may appeal a grade for any course taken.

## ◆ 7. 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 such as course registration, class and timetable inquiry, and credit recognition status inquiry.

### (1) Access the University's information portal site.

a. Enter the following URL in a browser to access the HOSEI University Information System Portal Site (法政大学情報システムポータルサイト).

URL: <http://www.as.hosei.ac.jp/>

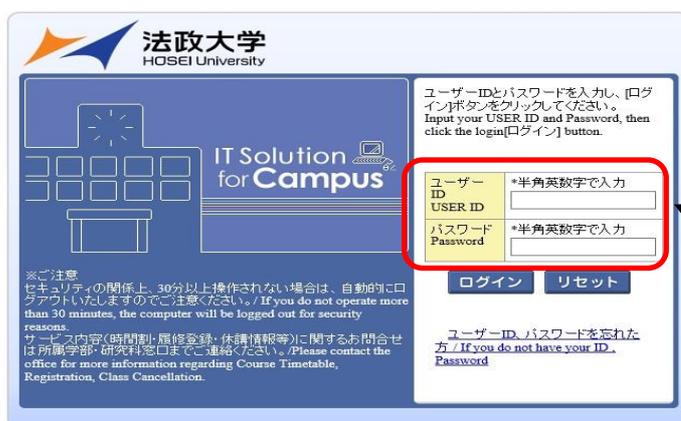


Enter the URL of the HOSEI University Information Portal Site (法政大学情報ポータルサイト).

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 (ログイン)" button.

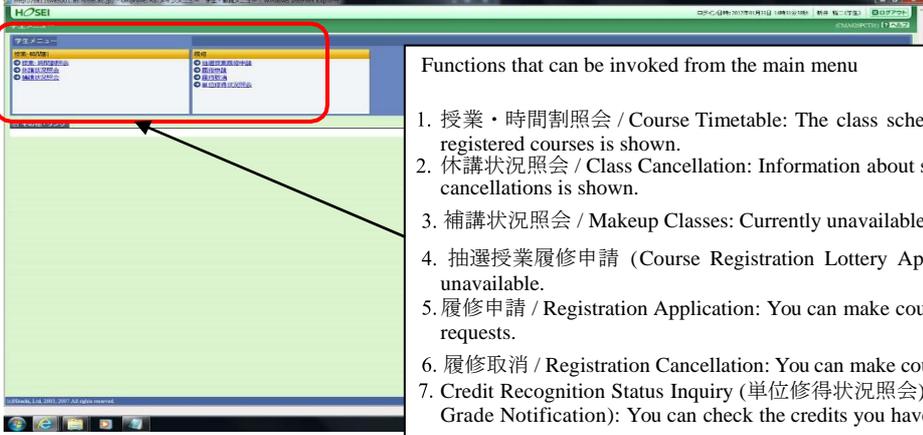
All students were provided with a user ID and password for integrated authentication when they enrolled at the University.



All students were provided with a user ID 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. 授業・時間割照会 / Course Timetable: The class schedule of your registered courses is shown.
2. 休講状況照会 / Class Cancellation: Information about scheduled class cancellations is shown.
3. 補講状況照会 / Makeup Classes: Currently unavailable.
4. 抽選授業履修申請 (Course Registration Lottery Application): Currently unavailable.
5. 履修申請 / Registration Application: You can make course registration requests.
6. 履修取消 / Registration Cancellation: You can make course drop requests.
7. Credit Recognition Status Inquiry (単位修得状況照会)(成績通知書印刷 / Grade Notification): You can check the credits you have earned.

(3) 授業・時間割照会 / Course Timetable

Click the “授業・時間割照会 / Course Timetable” on the main menu. Then a class schedule for the week you have chosen appears on the screen.



履修項目

縦横つきのテキスト・アイコンにカーソルを合わせると、全文を確認できます。

凡例： 休講 補講 履修科目の詳細

履修科目

2008年01月07日～2008年01月12日 日付 西暦 2008年02月14日 GO

時間	月 01/07	火 01/08	水 01/09	木 01/10	金 01/11	土 01/12
1時限		849 哲学Ⅱ	511 民法Ⅰ		835 刑法Ⅰ	F303 EnglishⅠⅡ
2時限		自然総合講義B(Ⅱ)	F304 EnglishⅡ	スポーツ総合		
3時限		835 憲法Ⅰ	情報習Ⅱ 情報処理演習Ⅱ	スポーツ種目	831 心理学Ⅱ	
4時限					F407 フランス語ⅠⅡ	
5時限					S205 法学入門Ⅱ	
6時限						
7時限						

■ 集中-その他

項番	機能	休補講	履修期	教室名称	科目名称	集中講義期間	備考

戻る (X)

画面印刷 メインメニューへ戻る

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ページが表示されました インターネット

#### (4) 休講状況照会 / Class Cancellation

Click the “休講状況照会 / Class Cancellation” 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 Search Result Screen (休講状況照会 結果一覧画面).”

順番	休講日付	休講時限	キャンパス	授業コード	授業開講年度	代表科目名称	教員氏名	教室名称
1	2007年09月24日	2	市ヶ谷	A120010	2007年度	民法Ⅲ	佐藤 一郎	511
2	2007年09月24日	3	市ヶ谷	A130030	2007年度	労働法Ⅱ	佐々木 八郎	532
3	2007年09月24日	4	市ヶ谷	A140010	2007年度	外国法Ⅱ(アジア法)	立川 四郎	511
4	2007年09月24日	5	市ヶ谷	A150220	2007年度	税法	益田 三郎	834
5	2007年10月01日	2	市ヶ谷	A120010	2007年度	民法Ⅲ	佐藤 一郎	511
6	2007年10月01日	3	市ヶ谷	A130030	2007年度	労働法Ⅱ	佐々木 八郎	532
7	2007年10月01日	4	市ヶ谷	A140010	2007年度	外国法Ⅱ(アジア法)	立川 四郎	511
8	2007年10月01日	5	市ヶ谷	A150220	2007年度	税法	益田 三郎	834

#### (5) 履修申請 / Registration Application

You can check registered courses, make additional course registration requests or delete course registration requests on the “Registration Application Application Status Screen (履修申請申請状況画面)” by clicking “履修申請 / Registration Application” on the main menu.

a. 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 (“科目の削除 / Delete Class”).

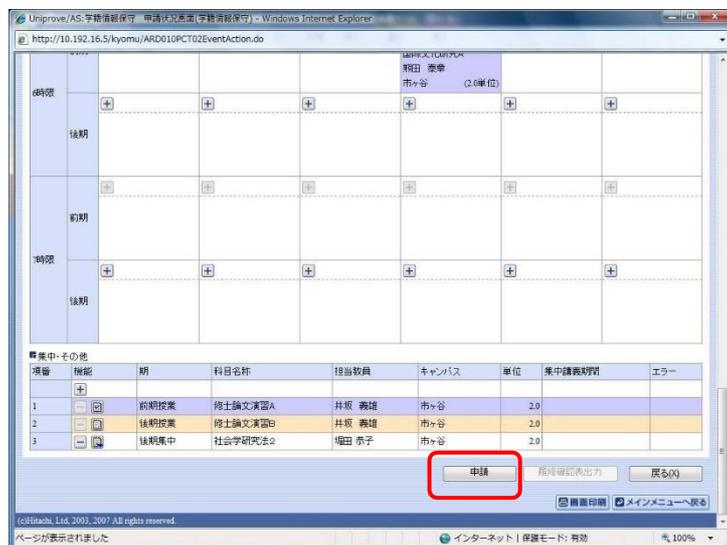
科目の種類	科目の操作	科目の履修状態				
履修科目	科目の追加	科目の削除				
申請科目						
履修済科目						
時期	期	月	火	水	金	土
1時限	通年前期		+	+	+	+
	後期		+	+	+	+

b. The “Course Selection Screen (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 “選択 / Select” button.



c. When you finish adding all the courses you wish to take, click the “申請 / Register” button. After you click the “申請 / Register” button, the system will automatically check whether the submitted information is correct.

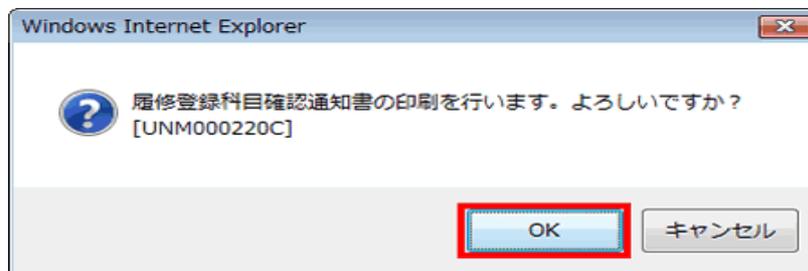


d. After the system completes its check, the window shown below appears on the screen. Click “履修登録科目確認通知書 / Course Enrollment Notification 出力(英語) / Out Put (English).”



e. A copy of the “Course Enrollment Notification (履修登録科目確認通知書)” (PDF file) is output by clicking the “OK” button in the window shown below.

Please print it and check if all courses have been correctly registered.



The course registration process is completed when you confirm that all information on the output document is correct. The printed “Course Enrollment Notification (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.

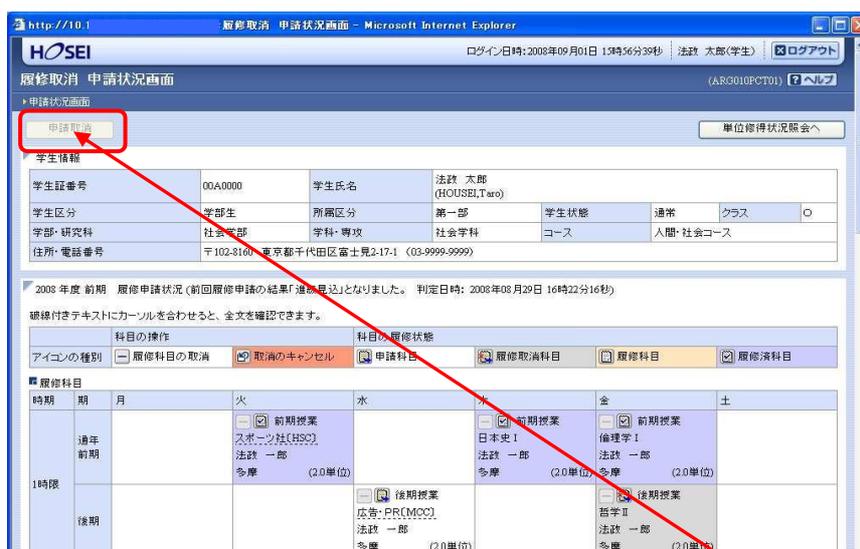
## (6) 履修取消 / Registration Cancellation

You can cancel course registration requests on the “Registration Cancellation Application Status Screen (履修取消申請状況画面)” by clicking “履修取消 / Registration Cancellation” on the main menu. Course drop request can be accepted during the specified period only. If you wish to drop any courses, you are advised to cancel course registration requests within the specified period. After the course drop period, you cannot drop any courses. Think carefully before you drop any courses.

a. Click the “-” icon for the date and period of the course you wish to cancel.

The course you have dropped is shown as “Cancel Class (履修取消科目),” which is revocable.

b. You can revoke the status of “cancel class” by clicking the “取消のキャンセル / Undo Cancel” icon.



c. After dropping a course, you must submit a drop request. Click the “申請 / Register” button to reflect the submitted information in your course registration data.

After clicking the “申請 / Register” button, the system will automatically check whether the submitted information is correct.

d. Click the “履修登録科目確認通知書 / Course Enrollment Notification 出力(英語) / Out Put (English)” button to output a copy of the “Course Enrollment Notification (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 until your grades are finalized.

(7) Credit Recognition Status Inquiry (成績通知書印刷 / Grade Notification)

Click the “Credit Recognition Status Inquiry (単位修得状況照会) button on the main menu to check the credits you have earned on the screen. You can also print your grade notification 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

## ◆ 8. Campus Life Information

### 1. Business School of Innovation Management Administration Office

#### (1) Location

University address: Fujimi 2-17-1, Chiyoda-ku, Tokyo 102-8160

Shin-Hitokuchizaka Building: Kudan Kita 3-3-9, Chiyoda-ku, Tokyo 102-0073

Telephone: 03-3264-4341

#### (2) Operating hours (As of March 2021)

※Opening hours may change depending on the situation of COVID-19.

##### a. During class periods

Weekdays: 9:00 to 17:00 (closed from 11:30 to 12:30)

Saturdays: 9:00 to 12:00 (closed from 11:20 to 12:20)

Holidays: 13:00 to 18:40 ※ Only on holidays when classes are held.

##### b. Outside class periods

Weekdays: 9:00 to 17:00 (closed from 11:30 to 12:30)

Saturdays: Closed

Note that the office will also be closed on days when classes are canceled due to natural disasters and other similar reasons.

#### (3) Office duties

a. Class-related duties

b. Handling questions on registering for courses and obtaining credits

c. Handling exams and releasing grades

d. Issuance of certificates and student ID cards

e. Student status changes (i.e., leaves of absence; withdrawal and return; changes of address, name, and guarantor)

f. Classroom borrowing

g. Receipt of lost and found items

h. Scholarship-related duties

#### (4) Notification forms

Fill out and submit the notification forms in the specified format.

##### a. Change of address

If your address changes, submit a change of address form to the IM Administration Office.

The office will amend the address on the back of the student ID card with the President's seal.

##### b. Change of name

Submit the form along with your certificate of residence.

##### c. Application to use maiden name

Apply along with a copy of your family register.

##### d. Post-completion career notification

On the day degrees are awarded, students must submit their Graduate Cards in exchange for their diplomas.

## **2. Administrative Notices**

Administrative notices are posted on the noticeboard on the first floor of the Shin-Hitokuchizaka Building and on the groupware (desknet's) information page. In emergencies, the groupware (desknet's) email function may also be used. Set up email forwarding to access it at home. Check this email regularly.

## **3. Certificates**

### **(1) Student discounts (student passenger rate discount certificate)**

Due to a subvention from JR to the university with regard to academic research, practice, home visits, and so on, the passenger rate is discounted for travel of over 100 kilometers for one way. This certificate is issued free of charge and in any quantity. As a rule, the certificate can be issued from the automatic certificate issuance machine (Papyrusmate) located opposite Room 101 on the first floor of the Shin-Hitokuchizaka Building during office business hours (said machine may be turned off according to the academic calendar).

### **(2) Certificates**

Certificates can be issued from the automatic certificate issuance machine (Papyrusmate) located opposite Room 101 on the first floor of the Shin-Hitokuchizaka Building. The issuance process requires a student ID and a fee of 200 JPY per certificate.

## **4. Shin-Hitokuchizaka Building Facilities**

### **(1) Shin-Hitokuchizaka Building (B1F~6F)**

The building is open from 8 am to 11 pm but may be unavailable on certain days according to the university's needs.

Notices will be posted at these times (the building is closed for a legally mandated inspection from a day in August and from December 31 to January 3). The building interior is smoke-free.

### **(2) Study Room (2F)**

A study area is allocated on the second floor for Business School of Innovation Management students. Student ID cards can be used as entry IDs. Ensure that you have your ID with you, as you will not be able to enter without it.

A seating chart is posted on the door. Use the seat assigned to you.

The last person to leave should turn off the printer, lights, and air conditioner.

### **(3) Lockers (in the Study Room on 2F)**

Use the locker assigned to you. The lockers use code numbers, which can be set according to the printout found in each locker. Electronically locked lockers will emit a continuous alarm sound when batteries need replacement. Note that, in this case, administrative staff will open the lockers and replace the batteries in the presence of multiple members of staff.

#### **(4) Computer rooms (B1F)**

A basement computer room with computers installed is allotted for the use of enrolled students only. A printer is also available. Student ID cards can be used as entry IDs.

#### **(5) Reference Room (B1F)**

A reference room is located in the basement for the Business School of Innovation Management.

Student ID cards can be used as entry IDs. Ensure that you have your ID with you, as you will not be able to enter without it. For details, see page 38 of this document “- Reference Room User Guide.”

#### **(6) Classroom Use (1F~5F)**

To use classrooms outside of classes for study groups and other similar purposes, confirm whether the rooms are available and apply in advance at the IM Administration Office. Classrooms are unavailable at the start of each semester, as class schedules are still in flux. Eating and drinking in classrooms is prohibited.

The last person to leave should turn off the lights and air conditioner.

#### **(7) Lab Square Use (4F, 6F)**

Anyone may use the lab squares on the fourth and sixth floors (partially unavailable) without prior reservations. Use with consideration for your fellow students. The lab on the fifth floor is unavailable because it is dedicated for the use of the Graduate School of Regional Policy Design.

#### **(8) Borrowing and Returning Projectors (1F)**

The portable projector in the faculty common room on the first floor can be borrowed as needed for project presentations and class presentation practice. Apply in the IM Administration Office if the staff of faculty common room is unavailable. The projector should be returned to the faculty common room. If the faculty common room is unavailable, it may be returned to the IM Administration Office or security office on the first floor.

#### **(9) Photocopier Use (B1F, 2F, 4F, 6F)**

Copies can be made at the card-operated photocopiers in the basement reference room and on the second, fourth, and sixth floors. Prepaid cards are available for purchase from the vending machines on the first floor (next to the automatic certificate issuance machine), on the first floor of the graduate school building, and in the Ichigaya Campus library.

#### **(10) Printer Consumables**

Toner, ink, and paper are available for printers in the study room and basement computer room. Inform the IM Administration Office when stock runs out. Note that since the budget is limited, use materials sparingly, for instance, print on both sides of a paper. In addition, observe measures such as using the black-and-white printer when color printing is not required. Students are responsible for preparing other consumables.

#### **(11) Kitchen Area**

The kitchen area on the second floor is shared with the Graduate School of Regional Policy

Design. Avoid using the microwave and kettle in the kitchen at the same time to prevent the breaker from tripping.

Students are responsible for preparing consumables as needed. Use the kitchen with consideration for your fellow students' needs and comfort.

#### **(12) Bicycle Parking Area**

A bicycle parking area is not provided on the Shin-Hitokuchizaka Building, but the Sotobori Building lot is available for use upon application (with a fee of 300 JPY for the entire academic year).

The Law School lot may also be used if spaces are open. However, note in advance that priority is given to the students of the Law School.

To apply for use of these bicycle parking areas, visit the IM Administration Office (required to be renewed once a year).

### **5. Research Grants for Graduate Students**

#### **(1) Research Grants for HOSEI University Graduate School Students**

To improve the research capacity of students enrolled in the HOSEI University Graduate School, grants for research activities are provided. Grants may be used for journal publication, book purchase, research retreats, research group meetings, equipment and consumables required for research, and other academic research costs.

For details, inquire at the IM Administration Office for details by the end of February.

#### **(2) Presentation Grants for HOSEI University Graduate School Students**

To promote advanced and international academic research at the HOSEI University Graduate School, grants are provided to cover part of the costs related to attendance at academic conferences in Japan and overseas.

Grants cover the actual costs of transportation and accommodation for attendance at academic conferences, which is limited to 30,000 JPY per person for conferences in Japan and 70,000 JPY per person for conferences overseas. Inquire at the IM Administration Office for details by the end of February.

### **6. Scholarships**

Scholarships available to students in the Major in Innovation Management are as follows.

With regard to scholarships from external organizations not listed here, students meeting the qualifications may be contacted by email as scholarships become available.

Note, however, that even after receiving scholarship aid, refunds will be required in the following circumstances.

- When the application documents are found falsified
- When the student withdraws or is expelled from the university

- When the student is no longer in need of the scholarship
- When the student is otherwise found to be unsuitable for receipt of the scholarship

**(1) Japan Student Services Organization Type 1 and 2 Scholarships**

Loans are provided with and without interest and must be repaid after conclusion.

The main contact point is the Student Center Welfare Section (first floor, Sotobori Building).

Manuals and forms will be distributed at the IM administrative orientation.

Type 1 (interest-free): JPY 50,000 or JPY 88,000 monthly

Type 2 (with interest): JPY 50,000, JPY 80,000, JPY 100,000, JPY 130,000, or JPY 150,000 monthly (select).

**(2) HOSEI University 100th Anniversary Commemorative Master's Course Scholarship**

JPY 300,000 in grants planned (several students)

The main contact point is the Student Center Welfare Section (first floor, Sotobori Building).

The application will be distributed at the early April orientation along with that of the JASSO scholarships.

Students who have not received it at the orientation should consult the IM Administration Office promptly because the application period is limited.

Applicants will be evaluated based on grades (excluding project grades) and will receive grants at the end of the academic year.

**(3) HOSEI University Professional Course Scholarship**

200,000 JPY in grants planned (several students)

The main contact point is the Student Center Welfare Section (first floor, Sotobori Building).

The application will be distributed at the early April orientation along with that of the JASSO scholarships. Students who have not received it at the orientation should consult the IM

Administration Office promptly because the application period is limited. Applicants will be evaluated based on grades (excluding project grades) and will receive their grants at the end of the academic year.

**(4) Governmental Education Loans**

Funding at low interest is available from banks through the Japan Finance Corporation's funding system.

Inquire below for details.

Japan Finance Corporation Education Loan Call Center

Service number: 0570-008656

Tel. 03-5321-8656

URL: <http://www.jfc.go.jp/n/finance/search/ippan.html>

## **(5) International Student Scholarships**

The following systems and scholarships are available for international students with the residence status 'College Student'. For details, contact the Global Education Center International Office (03-3264-5475).

Monbukagakusho Honors Scholarship for Privately Financed International Students  
(selective)

External scholarship organizations (selective)

## **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: 1,650 yen
- 100 double-sided business cards (Front-side: Japanese & back-side: English): 2,750 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
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<Application Procedure for Ordering Business Cards>

- Visit above address and submit application for business cards directly.
- If you cannot visit them during their business hours, pay the printing charge into the account specified on the application, which you can obtain from the IM Administration Office.
- Submit your completed application and payment slip to the IM Administration Office.
- When your business cards are ready, the HU Co., Ltd will inform you via e-mail. Pick them up at their office directly.

(※ IM administration Office will inform the details on the groupware (desknet's).

<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.
- Since proofreading process is not included, review the application carefully by yourself so that there is no mistake on your business card before submitting the application.

## ◆ 9. Reference Room User Guide

The reference room located on the 1st basement level of the Shin Hitokuchizaka Building currently houses approximately 6,000 books, 3 titles of newspapers 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 reading newspapers**

- Reference room has the following newspapers: The Nikkei (日本経済新聞), The Nikkei Business Daily (日経産業新聞), and The Nikkei Mj (日経MJ(流通新聞))
- They can only be used inside the reference room.

### ● **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 Administration Office. Faculty council makes book purchase decisions.

\* Note that not all requests can be accommodated.

### ● **Project Reports**

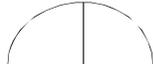
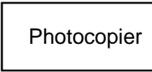
Project reports cannot be taken out. They can be only consulted inside the reference room.

### ● **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 Administration Office.

Reading Area	<<Left>> Dictionaries VHS CD-R Newspapers  <<Right>> 400 Natural Science <small>500 Technology &amp; Engineering</small> 600 Industry 700 Art 800 Language 900 Literature	<<Left>> 340 Fiscal Affairs 345 Taxation 350 Statistics 360 Society 370 Education <small>390 National Defense &amp; Military Affairs</small>  <<Right>> 336.9 Financial Accounting <small>Corporate Accounting &amp; Accounting</small> 336.94 Asset Valuation Balance Sheet Asset Accounting 336.95 Depreciation Useful Life 336.97 Auditing <small>Certified Public Accountant</small> 336.98 Tax Accounting <small>Tax Filing &amp; Certified Public Tax Accountant</small> 338 <small>Monetary Affairs, Banking &amp; Trust Business</small> 340 Fiscal Affairs	<<Left>> 336.9 Financial Accounting <small>Corporate Accounting &amp; Accounting</small> 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 <small>Financial Management &amp; Business Administration</small> 336.82 <small>Fund Management &amp; Financial Planning</small> 336.83 <small>Business Comparison &amp; Business Analysis</small> 336.84 <small>Managerial Accounting &amp; Internal Control</small> 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 <small>332 Economic History &amp; Economic Affairs</small> Economic System 333 <small>Economic Policy &amp; International Economy</small> 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
	Internal-Use-Only Items Section	Counter	Entrance 		IM Japanese Magazines			

## ◆ 10. Services Available to Business School of Innovation Management Students

### ■ Library

- Ichigaya Library: B4F–2F, 80' Building, Ichigaya Campus  
Learning Commons (1F, Fujimizaka Building)  
Ichigaya Tamachi Building Reading Room (5F, Ichigaya Tamachi Building)

<http://www.hosei.ac.jp/library/> (Japanese)

※ For further details about how to use the libraries and library hours, please refer to the HOSEI University Library website.

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.

### ■ Health Service Section

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

Contact: Tel: 03-3264-9503

[https://www.hosei.ac.jp/campuslife/support/kenko\\_sodan/sinryo/](https://www.hosei.ac.jp/campuslife/support/kenko_sodan/sinryo/) (Japanese)

※ For further detail about clinic hours and reception hours, please refer to the website.

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

### ■ Computing and Networking Center

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

[https://hic.ws.hosei.ac.jp/hic\\_en](https://hic.ws.hosei.ac.jp/hic_en)

※ For further detail about reception hours and contact information, please refer to the website.

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).

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

### (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) Using the Information Cafeteria (2F, Fujimizaka Building)

The following services are available at the Information Cafeteria: using desktop PC, borrowing a laptop PC, reissuing a user ID and password.

For more information on open hours, visit the Information Cafeteria webpage:

[https://hic.ws.hosei.ac.jp/use\\_pc/cafe](https://hic.ws.hosei.ac.jp/use_pc/cafe) (Japanese)

## ■ Student Counseling Office

- Ichigaya Student Counseling Office (4F, Fujimizaka Building)

Contact: Tel: 03-3264-9493

<https://www.hosei.ac.jp/gakusei-sodanshitsu/ichigaya/> (Japanese)

※ For further detail about reception hours and message from the counselor, please refer to the website.

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:

- Problems in relationship

- Cannot sleep lately
- Do not feel like fitting in at school
- Know more about your character
- Problems with study
- About your future

(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) 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 (Ichigaya Campus)

<https://www.hosei.ac.jp/campuslife/support/sodanmadoguchi/harassment/> (Japanese)

※ For further detail about office hours and how to contact, please refer to the website.

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.

(1) Declaration of the Prevention of Campus Harassment

**\*Please note that below is an excerpt and Japanese version shall prevail.**

“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 educate, study and work 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. If a case of harassment which involves any of the member from University has occurred, the University shall deal with the investigation of the facts concerning the case, making solution for the case, and take a stringent stand against the harassment.

(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, power harassment, harassment related to pregnancy, childbirth, etc. and harassment related to childcare leave, family-care leave, etc. For the University's definition of harassment, see the guideline available on the website below.

<https://www.hosei.ac.jp/hosei/daigakugaiyo/rinen/hoshin/torikumi/harassment/guide/> (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 of the Harassment Consultation Office and a female clinical psychotherapist 5 days a week for removing psychological burden related to consultation and resolution procedures.

## ■ Global Education Center

- International Office, Global Students and Scholars Support Office and Global Learning Office (2F, Ochiyama Building)

<https://www.global.hosei.ac.jp/> (Japanese)

※ For further detail about office hours and contact information, please refer to the お問い合わせ (Contact Us) webpage.

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.

## ◆ **11. 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.

◆ 12. Ichigaya Campus Map and Building Floor Maps



- (1) Uchiyama 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

## Maps and Directions

# 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:

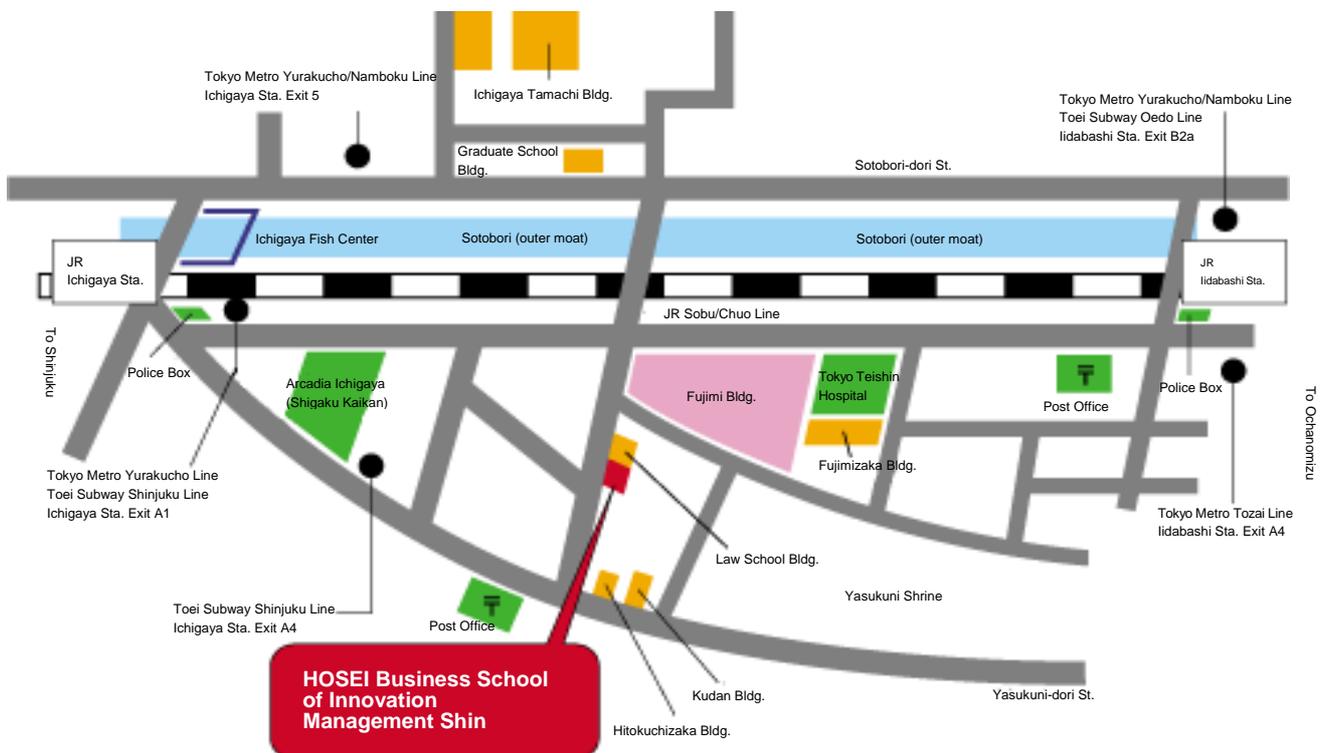
Ichigaya Station on Toei Subway Shinjuku Line (10-minute walk)

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



# Shin Hitokuchizaka Building Floor

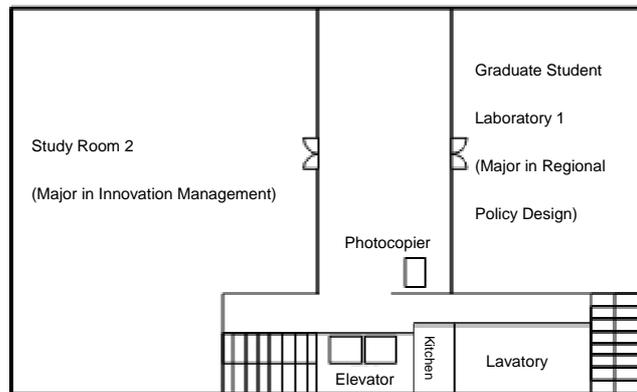
## 3F

Classroom 301  
 Classroom 302  
 Classroom 303  
 Classroom 304  
 Classroom 305  
 Experiment Lab



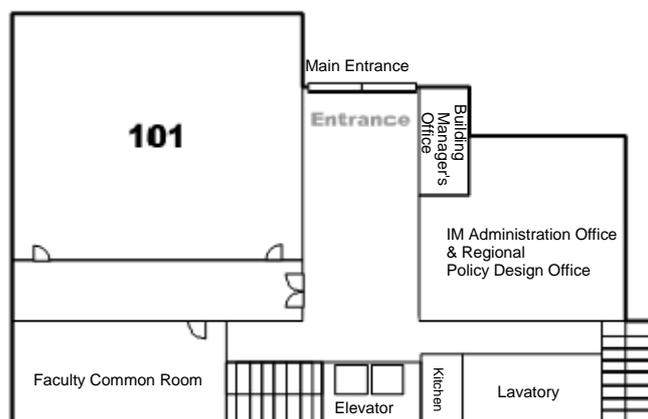
## 2F

Study Room 1 (Major in Regional  
 Policy Design)  
 Study Room 2  
 (Major in Innovation Management)



## 1F

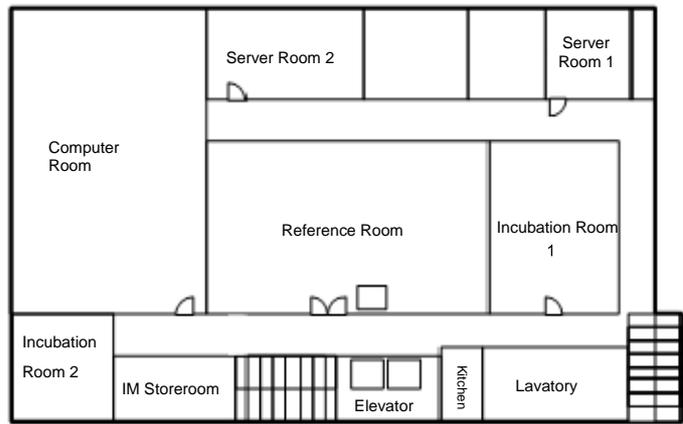
Classroom 101  
 Business School of Innovation  
 Management  
 Administration Office  
 (IM Administration  
 Office) & Regional  
 Policy Design Office  
 Faculty Common Room



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**B1F** Computer Room  
Reference Room  
Server Rooms 1 & 2  
Incubation Rooms 1 & 2  
Business School of Innovation  
Management Storeroom  
(IM Storeroom)

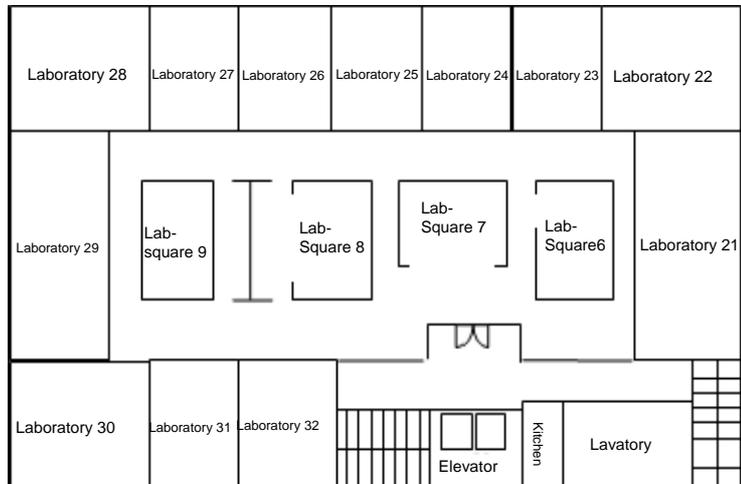
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# Shin Hitokuchizaka Building Floor

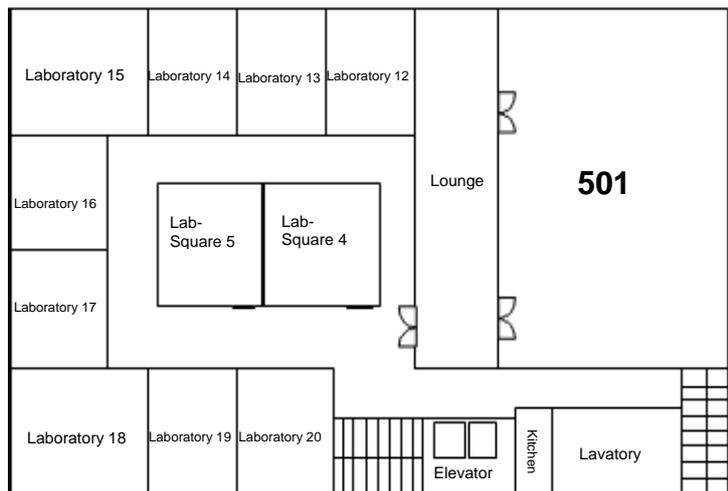
**6F**

- Lab-square 6
- Lab-square 7
- Lab-square 8
- Lab-square 9



**5F**

- Classroom 501
- Lounge
- Lab-square 4
- Lab-square 5



**4F**

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

