

HOSEI Business School of Innovation Management Global MBA Program 2024 Enrollment Information for Non-degree Students

Those who wish to take courses at Graduate Schools of HOSEI University are permitted to take courses as “non-degree students” after a screening process, provided there is sufficient class capacity, according to Article 47 of the Professional Graduate Schools Regulations. Non-degree students may only take courses on which regular students are registered.

Description

- 1 Recruiting graduate school and major:
Major in Innovation Management, Business School of Innovation Management
Global MBA Program (<https://www.im.i.hosei.ac.jp/gmba>)
- 2 Number of credits that can be taken: Up to 20 credits per year
 - ※ Article 6 of the Graduate School Non-degree student Regulations is not applicable.
 - ※ Please note that the courses in the attached [List of non-registrable courses for AY2024] are not available for enrollment.
 - ※ Enrollment for non-degree students may also be restricted for courses other than the aforementioned ones, depending on the enrollment status of the regular students taking the course.
 - ※ It is not possible to register for multiple courses that are held on the same day and time.
 - ※ Limited to courses offered for the GMBA program.
- 3 Application period:
 - (1) March 15 (Fri)–March 21 (Thu), 2024 (Registration for courses starting in the Spring Semester, Spring Intensive and **Fall Intensive**)
 - (2) July 24 (Wed)– July 31 (Wed), 2024 (Registration for courses starting in the Fall Semester only)
- 4 Application documents should be sent to: (mail receipt by recorded delivery):
HOSEI University Graduate School, Administrative Department, Professional Graduate School Division, IM Office
3-3-9, Kudankita, Chiyoda-ku, Tokyo 102-0073, Japan
Phone: 03-3264-4341
 - ※ Applications must be postmarked by the given application period above.
- 5 Qualifications for application:

Applicants must satisfy the following qualifications “a”–“c.”

 - a. Professional qualifications (any one of the following as of April 1, 2024):
 - [1] Generally, those who have at least three years of **full-time** work experience (excluding part-time jobs) at private companies, government agencies, public interest corporations or similar, in Japan or overseas countries.
 - [2] Those who have a professional qualification determined in a qualifications screening by the HOSEI Business School of Innovation Management as equivalent or superior to a minimum of three years of **full-time** work experience (excluding part-time jobs).
 - b. Academic qualifications (any one of the following)
 - [1] Those who have graduated from a 4-year university course in Japan or abroad, or those who are expected to graduate by the end of March 2024.
 - [2] Those who have completed 16 years of school education abroad or those who are expected to complete it by the end of March 2024.
 - [3] Those who have completed a correspondence course offered in Japan by a foreign school that is equivalent to a 16-year educational curriculum in that country or expected to complete it by the end of March 2024.
 - [4] Those who have been admitted by the qualifications screening to have academic ability equivalent to or

more than university graduates at the HOSEI Business School of Innovation Management and are over 22 years old.

※ Those who have not acquired bachelor's degree (including those applicants of spring semester who are expected to acquire it by the end of March 2024, and those applicants of fall semester who are expected to acquire it by the end of September 2024) are not applicable.

c. English language ability (any one of the following)

- [1] TOEIC L&R® score of 740 or higher
- [2] TOEFL iBT® score of 81 (internet-based) or higher
- [3] IELTS Academic™ score of 6.0 or higher

However, those for whom 1) or 2) below is applicable are not required to submit their TOEFL, IELTS or TOEIC transcript.

- 1) Those whose mother language is English and who have lived and been educated in the country where English is an official language.
- 2) Those whose mother language is not English but who have completed an undergraduate or higher educational program offered in English. (Applicants must submit documents that certify the relevant university program is offered in English.)

※ If you are interested in having qualifications screening, please contact us for the courses starting in the Spring Semester, Spring Intensive and **Fall Intensive** by February 9, and for the Fall Semester by June 21.

6 Application documents:

- (1) Application form (use the Form 1)
- (2) Resume (use the Form 2, Photo (4cm x 3cm) must be attached.)
- (3) Student certificate of eligibility (original document of graduation certificate or similar)
- (4) Academic transcript* (original document. For a graduate in Master's Course is required to submit transcripts of Bachelor's Degree and Master's Degree)
- (5) Certificate of residence (issued within 3 months of application, not containing your "My Number" ID number)
- (6) Certificate of degree completion (Submission required only for those who have graduated from a university in a country other than Japan.)
- (7) A copy of official TOEIC®, TOEFL® or IELTS Academic™ score certificate (issued in or after April 2022)

Note 1: Graduates of Graduate Schools of HOSEI University are exempted from the submission of documents that are marked with an asterisk (*).

Note 2: If you wish to enroll more than once within the same year, you can omit the documents other than the application form from the second time you apply.

Note 3: If you are expected to meet the eligibility requirements and are approved to take the course, please provide proof of eligibility prior to enrolling.

Note 4: If you have graduated from a foreign school, please submit certificates issued in English or Japanese. If certificates are only in another language, submit original certificates, translations, and embassy/notary notarizations.

7 Notes on application

- (1) For those applicants who do not meet academic or professional qualification at the time of application, but were accepted to take courses as non-degree students, the permission will be revoked when they cannot satisfy qualifications before the date of enrollment.
- (2) If fraud is discovered after receiving permission to study as a non-degree student and the permission is revoked by the university, registration fee and course fee once paid cannot be refunded to an applicant.

8 Tuition fees:

- (1) Registration fee
10,000 yen
 - ※ You only need to pay the registration fee once even if you wish to take more than two courses within the same year.
 - ※ You only need to pay the registration fee once even if you wish to take more than two courses in other Graduate Schools within the same year.
 - ※ Graduates who have majored in Innovation Management are exempted from the registration fee.
- (2) Course fee (for one course [2 credits]): 150,000 yen; (one course [4 credits]): 300,000 yen
 - ※ Graduates who have majored in Innovation Management pay half of the above amounts.

9 Permission to study and payment of course fees:

Those applying for the courses starting in the Spring Semester, Spring Intensive and **Fall Intensive** will be notified as to whether their applications were successful in late May; and notifications regarding Fall Semester courses will be sent in Early October. If you have been accepted to take the course, we will contact you separately regarding tuition fee transfer, so please make the bank transfer within the specified period using the specified transfer form. Please note that tuition fees once paid will not be refunded regardless of the reason.

The enrollment date will be April 1st for spring semester and September 16th for fall semester.

10 Issuance of accreditation of credits and certificates:

Non-degree students can take exams for the courses they have opted. If you pass the exams, you will be certified as having taken the courses (credits), and we will issue a certificate upon your request.

11 Visas for international students:

When applying as a foreign student to the non-degree student's system of Graduate Schools of HOSEI University, students must generally have a visa that allows them to stay or renew their stay in Japan for a period longer than the period they are enrolled in this university as a non-degree student (until the end of September 2024 for the spring semester and until the end of March 2024 for the fall semester).

Please be noted that the HOSEI Business School of Innovation Management will not enable students to acquire a study abroad visa even for those accepted as non-degree students for either of the following reasons:

- ① Non-degree students may apply for up to 20 credits at the HOSEI Business School of Innovation Management, but if, as a result of individual examination of a prospective student, permission to take one or more courses is not granted, a student cannot study "10 hours or more per week" (six or more courses) as stipulated in the "Ministry Ordinance to Establish Criteria for the Immigration Control and Refugee Recognition Act, Article 7, Section 1, Item 2" (Ministry of Justice Ordinance), then a student visa cannot be obtained (or renewed).
- ② Even if all the courses applied for are approved, all of our admission procedures will be completed by late May for the spring semester, spring intensive and fall intensive, by early October for the fall semester. It will then take approximately from one to two months from the visa application until the visa issuance, and the student visa will expire at the end of each semester when classes end.

12 Approval of credits after admission:

If you are enrolled at the HOSEI Business School of Innovation Management, up to 20 credits completed as a non-degree student can be regarded as credits for the HOSEI Business School of Innovation Management. However, while the 20 credits will be evaluated as RR/RS (accredited) and converted to completion credits, they will not be eligible for GPA or scholarship assessment.

13 Others

(1) Facility use after admission

You can use the library, AV library, study room, and the university IT services as needed.

(2) School commuter pass/student discount

School commuter passes and student discounts are not available to non-degree students as they are not regular students.

(3) Preparing for online learning environment

At our university, we have introduced online learning for some of our classes. There are classes in which both faculty members and students use the Learning Management System to distribute assignments and materials, and submit reports. Besides classes, students use computers for daily learning activities, view syllabuses, and faculty members announce grades online. For this reason, please prepare your own laptop computer, tablet, or other device that can connect to the internet and has the environment at a level that allows you to participate in class. Although there is no need to purchase your laptop prior to enrollment, please be prepared that you will need to bring it with you to the university if necessary.

End

To students enrolled in other Graduate Schools,
To non-degree students,

January 2024
IM Administration Office

List of non-registrable courses for AY2024

Please note that the students enrolled in other Graduate Schools and non-degree students are not available to register for following courses:

Spring semester, Spring intensive, Full-year courses

科目名	
プロジェクト(年間)/W1001	ビジネスデータ分析(ベーシック)(春学期後半)/W0021
経営診断実習 I (春学期)/W1004	ビジネスデータ分析(アドバンス) (春学期集中)/W0111
リサーチ技法(春学期前半)/W0016	Project 2-A(Internship) (年間)★/W7102
リテール・マネジメント(春学期前半)/W0120	Project 2-B(Field Research) (年間)★/W7103
会計入門(春学期前半)/W3002	Strategic Organizational Management (春学期前半) ★/W7004
コンサルティング技法(春学期前半)/W0018	

Fall intensive, Fall semester courses

科目名	
経営診断実習 II (秋学期)/W1005	データマイニング(秋学期前半)/W0132
ITC ケース研修(秋学期)/W0130 *IM 研究科修了生が科目等履修生の場合は履修可能	中小企業総合経営論 II (秋学期後半)/W0119
創業・ベンチャー起業論(秋学期前半)/W0101	Project 1-A(Internship) (秋学期)★/W7100
中小企業政策論(秋学期前半)/W0116	Project 1-B(Field Research) (秋学期)★/W7101
中小企業総合経営論 I (秋学期前半)/W0118	Business Practice in Japan (秋学期前半)★/W7005

★GMBA Courses (Language of instruction: English)

2024 HOSEI University Graduate Schools Non-degree Student Application Form

Date: _____

Dear President of HOSEI University,
 Full name (With personal stamp or signature) _____

I would like to take the courses stated below for a professional degree course of the HOSEI Business School of Innovation Management, and I request that I be permitted to take.

※Note: Please refer to and complete the “class term” column below.
 (Course terms: First Half of Spring Semester, Second Half of Spring Semester, Spring Intensive Session, Fall Intensive Session, First Half of Fall Semester, and Second Half of Fall Semester)

①	Course Name	Instructor	Day of the Week		Course Period	※Note Course Term	() Credits
Reason							
②	Course Name	Instructor	Day of the Week		Course Period	Course Term	() Credits
Reason							
③	Course Name	Instructor	Day of the Week		Course Period	Course Term	() Credits
Reason							
④	Course Name	Instructor	Day of the Week		Course Period	Course Term	() Credits
Reason							

Confirmation of studying as a non-degree student within this academic year:

If you have already studied as a non-degree student for the Business School of Innovation Management during this academic year, please circle the applicable period.

- First Half of Spring Semester
- Second Half of Spring Semester
- Spring Intensive Session
- Fall Intensive Session
- First Half of Fall Semester
- Second Half of Fall Semester

If you are applying (or have already applied) to study a course in a different Graduate School including this academic term, please write what the major was and circle the applicable term.

Name of other Graduate School: _____
 • Spring Semester Course • Fall Semester Course

*University Entry Column

I am accepting this application for admission to the Business School of Innovation Management
 Dean of the graduate school _____ ○Stamp
 Date of enrollment determination _____ YYYYY/MM/DD

Resume Form

Furigana				Attach here a 4cm by 3cm photo taken within the last 3 months
Full Name				
Date of Birth	年 月 日生 year month day	(Male / Female)		
Nationality	(For foreign applicants only)	Contact Information	Mobile phone: E-mail:	_____ _____
Current Address	〒 _____			

Academic History	Date:	University: Department: Admitted course:
	Date:	University: Department: Course graduated from: Acquired Bachelor of _____ (subject)
	Date:	Graduate School: Post-graduate course: _____ Date of enrollment: _____
	Date:	Graduate School: _____ Date of graduation: _____ Post-graduate course: _____ Date of withdrawal: _____
Work Experience	Date:	
	Date:	
	Date:	

Date: _____

There are no discrepancies in regard to the information stated above.

Full name _____
 (Stamp) _____
 Signature _____