

## **Application Procedures and Guidelines for the 2016 Keio University-Global Alliance in Management Education (CEMS) MIM Programme**

### 1. About the Programme

The Graduate School of Economics offers a double-degree programme with CEMS, the Global Alliance in Management Education. CEMS is a strategic alliance of 29 of the world's top-level business schools and universities, multinational corporate partners and social partners, and offers a Master's Degree in International Management (CEMS MIM). There are three key components of the CEMS program: Term 1 (the equivalent of Keio's fall semester), Term 2 (the equivalent of Keio's spring semester), and an internship of at least 10 weeks. In general, at least two of these components must be taken outside Japan. If Term 1 and Term 2 are taken outside Japan, students take CEMS courses at one of the CEMS schools for Term1 and at another CEMS school for Term 2. If one of the terms is taken at a CEMS school other than Keio and the internship is taken outside Japan, students can take the remaining CEMS' term at Keio University.

For information about CEMS please see

“For Keio Students (<http://www.ic.keio.ac.jp/en/study/cems/keio/index.html>)”.

### 2. Eligibility

Individuals who meet all of (i), (ii) and (iii) prescribed below are eligible for the programme.

- (i) Applicants should already be enrolled in/admitted to the Master's programme offered by Graduate School of Economics, Keio University.
- (ii) Applicants should meet one of the following five English language requirements:
  - (a) a score of 600 or more in the case of TOEFL PBT;
  - (b) a score of 250 or more in the case of TOEFL CBT;
  - (c) a score of 100 or more in the case of TOEFL iBT;
  - (d) a score of 7.0 or more in the case of IELTS; or
  - (e) a score of B or above on the Certificate in Advanced English (CAE).TOEFL PBT, CBT, iBT or IELTS score reports or CAE are valid for two years, and scores and the certificate will be considered to have expired if the test was taken more than two years prior to submission of this application, namely, before 11 March 2014.
- (iii) Applicants must have already been awarded a Bachelor's degree in management or economics or a related field; expect to be awarded a Bachelor's degree in management or economics or a related field by 31 March 2016; or successfully have passed the equivalent of one year full-time education at the Master's level in management or economics or a related field.

Applicants to the CEMS MIM Programme cannot simultaneously apply for the Keio

University-Sciences Po (KUSP) Double Master's Degree Programme.

### 3. Application Period

2 March 2016 to 10 March 2016.

Web registration should also be made between 2 March 2016 (opening at 09:00, Japan time) to 10 March 2016 (closing at 16:30, Japan time).

### 4. Application Procedure

First, please register your application information through the web page which will be found on Keio University's Graduate school of Economics web page ([http://www.econ.keio.ac.jp/en/graduate/double\\_degree/](http://www.econ.keio.ac.jp/en/graduate/double_degree/)) between 2 March 2016 (opening at 09:00, Japan time) and 10 March 2016 (closing at 16:30, Japan time). Then all application documents should be submitted to the Keio University, the Office of Student Services (Graduate School of Economics) between 2 March 2016 (opening at 09:00, Japan time) and 10 March 2016 (closing at 16:45, Japan time).

### 5. Application Documents

Applications must contain the following documents:

- (i) Keio University-Global Alliance in Management Education (CEMS) MIM Programme Online Application Web Entry. (This must be filled in, printed out and submitted to the Office of Student Services (Graduate School of Economics) at Keio University, as part of the Application Documents, and will be treated as the Application Form and the Study Plan of the applicant in the Programme A photo of the applicant, 4cm by 3cm, taken within the last three months, should be affixed to this form.)
- (ii) Official Transcript of Academic Record of Undergraduate Study.  
Applicants who have already started their master courses at the Graduate School of Economics, Keio University, should also submit their Official Transcript of Academic Record of the Graduate School.
- (iii) The IELTS Test Report Form or the TOEFL PBT, CBT, iBT Examiner's Score Record or the Certificate in Advanced English (CAE).  
Only originals of the results will be accepted. The originals of the IELTS Test Report Form or the TOEFL PBT, CBT, iBT Examiner's Score Record or the CAE will be returned to the applicant.

All application documents mentioned in (i) and (ii) above should be written in English and produced within the last three months.

Apart from the originals of the IELTS Test Report Form, the TOEFL PBT, CBT and iBT Examiner's Score Record and the CAE, application documents will not be returned.

## 6. Screening

Screening to select applicants from the Graduate School of Economics to proceed to the next stage of selection as Keio's CEMS students by Keio's CEMS Management Committee will be based on an examination of the application documents and an interview in English. Interviews will be held on 14 March 2016 at the Mita Campus of Keio University.

(December 7 2015, revised.)