STUDENT HANDBOOK

For Students Who Enrolled in the 2026-2027 Academic Year

Graduate School of International Management

INTERNATIONAL UNIVERSITY OF JAPAN

国際大学
INTERNATIONAL UNIVERSITY OF JAPAN

CONTENTS

- Preface
- Founding Principles, Mission and Objectives of IUJ (Japanese/English)
- Equal Opportunity / Principle of Community

I. MISSION, PHILOSOPHY, GOALS, AND POLICIES

A. Mission, Vision and Values 1
B. Philosophy 1
C. Goals 2
D. Code of Conduct in Cultural Diversity 3

II. ETHICAL POLICY

A. Academic Honor Principle 5
B. Attendance 5
C. Examination 6
D. Course Evaluation 8
E. Plagiarism, Cheating, and Misbehavior 8
F. AI Use Guideline for IUJ Students 9
G. Discrimination and Harassment 10

III. ACADEMIC POLICIES AND PROCEDURES

A. Student Identification Numbers 12
B. Terms and Classes 12
C. Course Credits 12
D. Course Registration 13
E. "Japan Focus" Certificate 13
F. Course Materials 14
G. Expenses for Course Projects 14
H. Grades 14
I. Credit and Enrollment Policies 18
J. Academic Performance Review 19
K. Honors and Awards 20
L. Cross-Registration between GSIM and GSIR 21
M. Off-Campus Study 21
N. Exchange Programs 22
O. Required Years for Completion 22
P. Early Graduation 22
Q. Change of Student Status 23
R. Disciplinary Actions 24
S. IUJ Certificates 24

IV. ORGANIZATION OF THE STUDENT BODY

A. GSIM Council 26
B. Student Participation on Faculty Committee 25

V. CONTACTS WITH OUTSIDE ORGANIZATIONS

A. Student Research 28
B. Student Consulting 28

VI. STUDENT SUPPORT AND CAMPUS SERVICES

A. Career Support and Job Hunting 29
B. IT and Campus Service 29
C. Scholarships 29

MBA Program Policies
A. Degree Requirements 31
B. Course Requirements 31
C. Specializations (Optional) 33

Course/Credit Requirements for the MBA Program 34
Course/Credit Requirements for the GX Concentration 35

Japan-Global Development Program (JGDP) Policies (Management)
A. Degree Requirements 36
B. Course Requirements 36
C. Specializations (Optional) 37

Course/Credit Requirements for the JGDP (Management) 38

One-Year MBA (IMBA) Program Policies
A. Degree Requirements 39
B. Course Requirements 39

Course/Credit Requirements for the IMBA Program 41

Digital Transformation Program (DXP) Policies
A. Degree Requirements 42
B. Course Requirements 42

Course/Credit Requirements for the DXP 44

International Social Entrepreneurship Program (ISEP) Policies
A. Degree Requirements 45
B. Course Requirements 45
C. International Organization Professionals (IOP) Focus Certificate 46

Course/Credit Requirements for the ISEP 47

PREFACE

This compact booklet is the current edition of the GSIM Student Handbook. It collects in one place all the existing policies, procedures, and other useful information essential to a student. Since this information is subject to change during the year, students should remain alert to announcements regarding revisions.

We urge you to familiarize yourself with the contents of the Handbook at once. While no one can remember all of the details, the Handbook can be a time-saver for all GSIM community members when used as a reference.

If questions arise about the Handbook, please see the appropriate student representative or a staff member of the OAA. The Handbook's success depends upon its continual improvement, and for that, we count on your constructive ideas and suggestions.

Hyunkoo Lee, Ph.D.
Dean

August 2026

国際大学の建学の理念及び使命・目的

＜国際大学の建学の理念＞

国際大学は、広くわが国の経済界、教育界並びに地域社会の強い支援を背景に、昭和57(1982)年、国際社会で活躍できる高度な専門的知識を持った職業人の育成を企図する大学院大学として開学しました。
建学の理念の明文化にあたっては、研究者の養成を主目的とする従来の日本の大学院とその性格を異にする本学の成り立ちから、教育界・経済界などの学外有識者により構成された国際大学顧問会における議論を経て、本学の起草委員会が、大学院の憲法ともいうべき「国際大学大学院のあり方」を起草、これを理事会が承認し発布しました。

「国際大学大学院のあり方」

＜設立の趣旨＞

1. 国際大学は広くわが国の経済界、教育界並びに地域社会の強い支援を背景に誕生した私学であることに鑑み、国際的進取の精神のもとに自主独立と、自由闊達な運営を基本姿勢とする。
2. 国際大学大学院は高度に専門的且つ学際的学識を具備し、それを国際場裡で実践活用し得る人材を育成することをその主目的とする、新しいプロフェッショナル・スクールである。

＜特色＞

3. 本学の教学は上記趣旨に照らして学際的であることを原則とし、国際関係及び国際経営研究と地域研究を総合的に把握することを特色とする。
4. 高度に専門的な学識の具備を可能とするために、具体的なカリキュラムの内容、教育の方法の両面において独自性を創出すると共に、高度の研究活動を行うことにより社会的要請に応えてゆくことを目指す。
5. 国際的受容度の高い有為の人材を育成する観点から、本学の講義は原則として国際用語である英語で行う。
6. 本学は前記設立の趣旨に照らし、既に大学の学部課程を卒業して実務に携わっている者を教育することを主特色とする。同時に広く門戸を開き、国内及び海外から、専門の如何を問わず、多彩な背景をもつ人材を受け入れ、これらの学生間の相互交流を通じて実践的学識の充実を期する。
7. 前述の教学を強化するために、本学は全寮制を原則として経歴、国情の異なる有為の青年の共同生活を通じて、問題意識・世界観などの交流をめぐる成熟した相互刺激と切磋琢磨が行われることを目的とする。又、本学の卒業生は卒業後も、国際性豊かな友情と信頼を基盤として世界的なレベルで広く国際的な相互理解と人間関係の確立に努める。
8. 本学は広く内外からすぐれた教授陣を求めて国際的に構成し、教場内のみならず、学生との日常的な接触を通じて高度の人間形成に資することを志向する。更に学生のキャンパス生活が、地域社会との交流を通じてより多様且つ有意義なものとなるよう、あらゆる機会を活用することに努力する。

＜国際大学の使命・目的＞

国際大学は、国際社会や国際ビジネスが直面する諸問題を実践的に解決していくために必要な学術の理論及び応用の研究に取り組み、その教育を通して、高度に専門的な知識と技能及び異文化に対する深い理解と共感をもったグローバル・リーダーを育成し、もって国際社会の発展に寄与することを目的とする。

Founding Principles, Mission and Objectives
International University of Japan

The Founding Principles

International University of Japan (IUJ) was founded in 1982, with the extensive support of Japan's industrial, educational and local communities, to train professionals who can actively make contributions to the international society with a high level of interdisciplinary and specialized knowledge.
As the nature of IUJ is very different from other Japanese graduate schools that mainly nurture scholars for academia, founding principles were extensively discussed at the IUJ Advisory Committee, comprising eminent persons from industry and educational society, and at the Drafting Committee. The following is the Founding Principles of IUJ that have been made effective with the approval of the Board of Trustees Meeting.

The Founding Principles of the Graduate School of the International University of Japan

＜Aims of the school＞

1. The International University of Japan is a private post graduate institution founded with the extensive support of Japan's industrial, financial and educational circles and of administrative in the area where it was established. Its administrative policy, based on a spirit of progressive internationalism, is open and autonomous.
2. The graduate school of the International University of Japan is a new professional school whose primary purpose is to educate capable young men and women and develop in them a high level of interdisciplinary and specialized knowledge which they can put to practical use in the international arena.

＜Characteristics of the school＞

3. Reflecting the above aims, teaching and research in the graduate school are, as a matter of principle, interdisciplinary and are characterized by the comprehensive integration of area studies with the study of international relations and international management.
4. In order to develop in its students a high level of specialized knowledge, the graduate school aims to foster originality in both teaching methods and in the organization of its curriculum and also to respond to social needs through extensive research activities.
5. Instruction in the graduate school will as a general rule be conducted in English with a view to educating talented men and women whose skills will be applicable throughout international society.
6. One of the fundamental aims of the founding of the graduate school is to encourage the enrollment of college graduates who have had previous business experience. The school opens its doors widely and welcomes persons with a wide variety of back grounds and specialties, both from Japan and abroad, in the hope that their practical knowledge will be further broadened and reinforced through friendship and interaction with other students.
7. To effectively implement the above stated aims, students will as a rule reside in dormitories so that by living together young people of different nationalities and with different backgrounds can be stimulated by each other's world views and awareness of critical issues and learn to work together.
   It is hoped that the graduates of the university will promote a high level of mutual understanding and international friendship on the basic of the personal relationships and trust developed during their student days.
8. The graduate school has searched widely for distinguished scholars from Japan and abroad, who are experts in their fields, to create a truly international faculty, which will have a strong formative influence on the students by maintaining close contact with them not only in the classroom but outside of it in the opportunities offered for interaction with the local community so that the students' learning experiences can be both varied and meaningful.

IUJ Mission and Objectives

The objectives of IUJ are to:

- teach and conduct research in academic theory and application necessary for practical solutions of the issues facing international society and international businesses, and
- foster global leaders who have high level of specialized knowledge and skills, and deep understanding of and respect for different cultures, and thereby contributing to development of international society.

EQUAL OPPORTUNITY

It is the policy of the University to support actively equality of opportunity for all persons regardless of race or ethnic background. No students will be denied admission or be otherwise discriminated against because of sex, handicap, religion, sexual orientation, race, color, or national origin.

PRINCIPLE OF COMMUNITY

The life and work of an IUJ-GSIM student should be based on integrity, responsibility, and consideration. In all activities each student is expected to be sensitive to and respectful of the rights and interests of others and to be personally honest. He or she should be appreciative of the diversity of the community as it provides an opportunity for learning and moral growth.

I. MISSION, PHILOSOPHY, GOALS, AND POLICIES

A. MISSION, VISION AND VALUES

1. GSIM Mission

GSIM is dedicated to developing "wise" (i.e., socially responsible) individuals for global business and social leadership, with an emphasis on serving the emerging countries.

The two key components of the GSIM mission are nurturing Global Business and Social Responsibility, which the school aims to achieve and operationalize through its education, research, student recruitment, placement efforts, and services.

2. GSIM Vision

To be the premier business school with a world-wide reputation that develops future leaders with social awareness who understand both Japan and emerging countries in Asia and Africa.

3. GSIM Values

Derived from the GSIM mission statement, the following are its notable values.

- **Inclusiveness (and multicultural awareness) -** Our students are educated to be capable of being sensitive and skillful in reaching common objectives with people from various cultural backgrounds.
- **Global mindedness** - Our students are trained in such a way that they can cope with any competitive environment on the global business stage.
- **Social responsibility** – Our students are educated (1) to influence the activities of other individuals or the group to which he/she belongs to and (2) take wise and socially responsible decisions.
- **Ethical integrity and professionalism** – Our students are imbued with the awareness that moral and ethical conduct is essential in businesses. The students master business fundamentals necessary to become truly competent professionals.

B. PHILOSOPHY

The philosophy that gives substance and direction to the School's activities is expressed in the following beliefs:

1. The practice of management makes an important contribution to the carrying out of human purposes in modern society, and it will continue to do so.
2. A professional school should seek to serve society and to participate in the identification and solution of problems in the public sector where the science and art of that profession have something to contribute.
3. This school of business administration has a responsibility to analyze and to explain the roles of enterprises and the market economy in Japan and the world.
4. The art of management demands from its practitioners special qualities of understanding, skills, sensitivity, and growth in the realization of its highest potential for good.
5. Many of these qualities can be more effectively acquired or improved in a university than in any other settings.

6. The education of a manager derives important strength from experiences that characterize liberal learning at the undergraduate and graduate level as well as through life-long efforts.
7. Globalization has significantly changed the society, the culture and people's life, as well as the way we conduct business. A professional school should educate its students as "Global Managers" with knowledge and skills for Global Business including such aspects as Global Enterprises, Global Market, Global Trading and Supply Chain, and others.
8. A graduate program in business administration can serve both students and the management profession best through scholarly research and teaching: research which advances knowledge and develops the best ways of using it; and teaching which provides optimal learning of the basic concepts, skills, and attitudes for a lifetime of effective professional development.
9. What a student learns depends on the system in which the student lives while learning, and the total physical, psychological, social, economic, moral, organizational and intellectual environment of a school must be included in any effort to plan or evaluate its effectiveness.

C. GOALS

This philosophy provides the framework within which program goals are defined. The specific goals of the school may be stated as follows:

1. To contribute as much as possible to the education of GSIM's candidates for their eventual roles as managers through:
   a. the recruitment and development of an excellent faculty;
   b. an excellent, continuously reviewed programs and their curricula;
   c. deliberate experimentation with new modes of education;
   d. provision of the best educational facilities the School can acquire; and
   e. living arrangements and out-of-class life which complement classroom learning.

2. To enroll the best group of candidates the school can attract through:
   a. the use of selection criteria which has evolved from research of admissions experience;
   b. enlightened recruitment and admissions programs;
   c. effective public information programs of all kinds; and
   d. a sound program of student financial aid.

3. To contribute to the education of alumni and other practitioners of management through:
   a. publications;
   b. executive trainings;
   c. residential educational programs and conferences; and
   d. other alumni interactions with the GSIM faculty and students.

4. To contribute to scholarship in the field of management by:
   a. policies which encourage excellent research and publication;
   b. administrative procedures which aid in the search for research funds;
   c. policies leading to faculty leaves for scholarly purposes;
   d. salary policies which recognize the opportunity costs of time spent on research; and
   e. communicating innovations in teaching methods and materials to other schools.

5. To contribute to the definition and solution of significant problems in the social, political, and economic environment--in local, regional, national, and international settings--for which the study and practice of management have relevance.

6. To contribute to the development of the profession of management, with the enhanced competence, body of expertise, openness, concern for human welfare, and sense of broader human purpose which professionalism means in modern society.

D. CODE OF CONDUCT IN CULTURAL DIVERSITY

IUJ offers its educational activities in a rich, culturally- and ethnically-diverse setting, and is aware of the need to provide guidelines to help foster such a community to achieve a harmonious balance.

Diversity stems from differences such as:

- national origin,
- religious beliefs,
- political views,
- gender,
- age,
- ethnicity,
- sexual orientation,
- education,
- native language,
- marital status,

In line with and in the spirit of the Founding Principles, mission and objectives of the university, IUJ wishes to stress that balance within diversity is only possible when mutual respect and tolerance are firmly established among all those that make up the IUJ community, namely, the students, faculty members, and administrative and support staff.

It is the responsibility of every member of the IUJ community to act in a way conducive to this balance; not doing so may be seen as acting in a way unsuitable for the community, and could result in disciplinary actions outlined in the university regulations, and could include consultation with and involvement of the police if deemed necessary.

IUJ believes that mutual respect and tolerance will lead to:

- The fostering of culturally-sensitive global leaders through stock-taking of differences in communication styles, values, dress, food, music, time management, physical contact, personalities, etc.
- The development of global standards of professionalism and the ability to work with one another professionally in the face of diversity with ease and effectiveness.
- The awareness of biases, discrimination, and harassment, and thus the motivation to learn how to avoid such through diversity training.
- The discovery of similarities and the ability to embrace differences, seeing them as an institutional strength.
- The learning about/questioning of ourselves or our own standpoint for self-growth.

And most of all,

- The bringing about of a community free of harassment.

We would never be able to stress enough (1) that differences are not right or wrong; (2) that differences could be inconvenient; (3) that there is no single right answer in coping with such differences; and (4) that the willingness to succeed in creating a culturally-diverse community is a shared goal. In conclusion, to "know" and "accept" ourselves and others is key.

All the members of the IUJ community are therefore expected to act in full accord with the code. If they do not, the school will take disciplinary action in line with the IUJ regulations.

Complaints regarding ethical issues, especially those related to academic and sexual harassment, may be filed with IUJ's Professional Ethics Committee (PEC). A full guide to the PEC is available online on the IUJ OSS website.

Below is the pledge that IUJ requests students to sign at the time of enrollment.

To: President, International University of Japan

Pledge of Conduct

We at the International University of Japan (IUJ) are proud of our cultural diversity, which we consider to be a privilege and a crucial advantage of our school for the training of future global business leaders; however, we are aware that such diversity is founded on a very delicate equilibrium among divergent values and beliefs and, as such, requires a commitment to preserve this balance from each member of the community that is IUJ.

By signing below, I pledge not to:

- Make slandering or hurtful remarks on other ethnically- or culturally-different groups and their members, or towards any member of the IUJ community similar or different to myself;
- Threaten with physical gestures and words other ethnically- or culturally-different groups and their members; and
- Cause actual physical fights due to ethnic, other discriminatory reasons or any reason.

Breaking this pledge will be penalized according to the sanctions put forth in the university regulations, and, when necessary, may imply the involvement of the police.

Date:

Name:

Application Number:

Signature:

II. ETHICAL POLICY

A. ACADEMIC HONOR PRINCIPLE

1. Principle

The students and faculty have agreed on the following statements regarding honor in academic activities:

> *Integrity and honesty in the performance of academic assignments, both in and outside the classroom, are essential to the kind of educational experience for which the Graduate School of International Management (GSIM) always stands. Every member of the GSIM community is personally responsible for maintaining and defending the principle of high ethical standards in all academic activities, and for abiding by the existing Japanese law to promote an atmosphere in which honest and imaginative academic work may flourish.*
>
> *Each student accepts this academic honor principle upon enrollment at GSIM.*
>
> *A student who submits work that is not his/her own violates this principle and jeopardizes his/her right to continue as a degree candidate at GSIM.*

Upon entrance, all students are requested to sign a pledge attesting that they have read and understand the Academic Honor Principle of GSIM by the end of the 1st week of the Fall term. The pledge will be distributed during the September Orientation.

Though no mandatory reporting clause exists, all members of the GSIM community are expected to abide by the principle by taking appropriate and equitable action whenever a violation occurs.

2. Maintenance of the Honor Principle

The GSIM Council is responsible for maintaining the principles, which involves evaluating the honor system's workings, proposing necessary changes, and consulting with the Dean. The Council is also to ensure that all members of the community are cognizant of the code.

3. Faculty Responsibility under the Honor Principle

Prior to the start of each course, each course instructor is requested to prepare and distribute written guidelines that explain how the GSIM Honor Principle relates to the course. This statement should cover such areas as: the course instructor's expectations about the collaboration of students in the daily preparation of cases and assignments; the course instructor's position as to the students' use of notes from the previous year's course in class preparation and discussion; rules about written assignments (e.g., whether it is acceptable for cases, problems, and other written assignments to be discussed among the students prior to writing, provided the outline and finished product are written independently by each student); policies and expectations on group projects; etc.

In addition, for each major graded exercise, the course instructor is requested to prepare a written statement that includes general rules of the exercise (time limits, open/closed book, turn-in time, individual or group effort, group size, etc.).

B. ATTENDANCE

1. Policy

It is the responsibility of each student to consider their coursework at GSIM as a professional commitment, i.e., to be present, prompt, and ready for each scheduled class meeting. The School's

methods of instruction are based on the assumption that a student attends classes each day and is fully prepared for active participation in these classes.

When students can't attend classes because of a family emergency, personal illness, or observance of religious holidays, they must report their absence to the course instructor(s) involved and to the Office of Academic Affairs (OAA) as soon as possible. The students and the appropriate course instructor(s) should work out a plan for making up the missed class work.

The policy governing other absences, including those resulting from placement interviews, is determined by individual course instructors. Course instructors are responsible for clearly stating their class attendance policy in their course syllabus. This statement should also clearly state the consequences of absences. Students are responsible for understanding the course attendance policy specific to each course, as well as the general policies discussed in this section of the Handbook. Students are responsible for written work due on the day of their absence, for any other assignments due on that day, and for knowing what transpired during the class. According to more specific rules governing class attendance, absences may also result in the lowering of the course grade or even exclusion from a course.

Course instructors who notice a serious attendance problem on the part of any student are urged to inform the OAA.

2. Placement Interviews and Activities

Placement interviews may be held at GSIM as a service to both students and companies offering employment. The faculty's policy is that the placement process should not disrupt the academic process. Students are expected to avoid scheduling placement interviews and activities that conflict with class attendance obligations. When such conflicts are unavoidable, the student is still subject to the class attendance policies specified herein. Absences from class for placement interviews and activities are not considered "excused" absences.

3. Contact Address in Case of Absences

Students must be located from time to time for the purpose of unforeseen family emergencies. If a student plans to be absent from campus, the Manager of the OAA should be advised where the student may be reached in an emergency.

C. EXAMINATION

1. Examination Guidelines

Whether and how exams are held are determined by each instructor and will be announced early in the term.

Responsibility of the Course Instructor

Prior to the examination, a course instructor should explicitly communicate to students his or her expectations for standards of behavior that are consistent with the honor code, and students should be warned of the consequences of cheating.

A course instructor also should provide students with explicit instructions concerning the nature of exams and their conduct (this is especially important with any take-home exams; e.g. Whether or not group interaction is permitted), and general rules of the exam (time-limit, open/closed book, which items can be used during the exam, individual or group effort, group size, etc.)

Rules for In-class Written Examinations

- **For Course Instructor**

1. The weight of exam questions should be clear.
2. Final examinations must be administered during the designated examination period.
3. If the number of enrollees in one course is more than 40, the exams are to be conducted in MLIC 3F Hall, bigger classrooms (e.g., C124 and C102), or two classrooms when the appropriate room is not available.
4. Distance between students (no sitting next to each other) should be arranged and having two people from the same country sit next to each other must be avoided. It is compulsory that a course instructor assign a seating arrangement, which will be announced to the students just before the exam starts. (The OAA will prepare seating arrangements on behalf of the course instructor, when the request is made at least a week before the exam date.)
5. All in-class exams should be proctored by the course instructor, in principle. If the number of enrollees in one course is more than 40, all in-class exams should be proctored by two individuals: the course instructor and a teaching assistant (TA) for the course (or OAA staff member in the case of a course without a TA). If the course instructor is unable to supervise the examination, someone else (another faculty member, TA, or OAA staff) will act on his/her behalf, and the course instructor should make necessary arrangements to ensure student questions relating to the exam can be answered.
6. Place a video camera(s) in a room where an exam is conducted. However, it can be omitted at the course instructor's discretion if there are 5 or fewer enrollees in one course.
7. To ensure fairness, examination time should be strictly observed (at the faculty's discretion).
8. If a course instructor witnesses any improper actions committed by the students during the exam, he/she has to take an appropriate action against the (potential) cheater and report it to the Dean after the exam.
9. When TAs are assigned as proctors, they are confined only to the designated room(s) and not allowed to go over to other rooms without explicit permission from the course instructor. If there is any issue related to the examination question and it is beyond the capacity of the TAs, they must refer it directly to the course instructor.

- **For Students**

1. Students are not allowed to turn over exam sheets until they are told to do so.
2. No materials except those which are allowed by the course instructor should be on the desk.
3. Students must not share their textbooks or notebooks during open-book exams.
4. Mobile devices should be turned off and put in the bag. Bags should be put in the rear or the front of the classroom until the exam is over. Possession of a mobile phone during the exam is considered as cheating.
5. A student who talks to his/her classmate(s) should be warned. When he/she gets warnings twice, he/she must leave the classroom immediately and will receive a failing grade for the exam.
6. When a student is found cheating or exhibiting any other misbehavior, he/she must leave immediately, and will receive a failing grade for the exam.
7. Once the exam is over, students must put their completed examination documents and any additional materials provided by the instructor on the desk and leave the classroom immediately.

To ensure fairness, the course instructor or a proctor will collect the documents when everyone is outside. Students should not turn in examination documents individually or pass them to other students.

8. Students who fail to leave the classroom or stop writing after the time is up will be warned; if they do not leave the classroom immediately, they will receive a failing grade for the exam.
9. It is a student's responsibility to report to a course instructor or a proctor in or immediately after the exam if he/she witnesses any improper actions committed by another student. The quick report will help the administration to investigate a suspected violation of the academic honor code.

2. Excused Absences

Students should obtain excused absences from announced examinations in advance. They may obtain excused absences for unannounced examinations after having missed the class.

The course instructor will be responsible for judging whether an absence from an examination is excused.

If a student is excused from attendance at an examination, the course instructor will decide how to deal with the absence. In the case of announced examinations, the usual procedure will be to arrange a makeup examination, during or after the regular examination. The makeup examination (whether it is the same examination given to the rest of the class or a substitute examination) may not be scheduled in advance of the regular examination. In the case of an unannounced examination, a makeup examination will not be given.

3. Student Absent Without Excuse

A student absent from an examination without an excuse will be given a zero for the examination. How this zero is used in assigning a final grade to the student for the course is left to the discretion of the course instructor.

D. COURSE EVALUATION

The faculty is constantly exploring ways to improve the quality of classroom instruction and the overall learning climate of the School. One method for securing information relevant to this improvement is through a formal questionnaire, completed by each student, rating each of the courses completed during their term of study.

The OAA will instruct the students to conduct course evaluations at the middle and end of each term. The course instructor will not be present in the room at the time the evaluations are being completed.

The mid-term evaluation results will be shared with the course instructors right after the submission from the students so that the course instructors can use students' feedback for effective teaching in the latter half of the course. The results and comments of the final course evaluations will be provided to the course instructors only after final grades have been submitted to the OAA.

E. PLAGIARISM, CHEATING, AND MISBEHAVIOR

1. Definition of Plagiarism

Plagiarism is the act of using the ideas or work of another person as if they were one's own, without giving credit to the original source.

2. Definition of Cheating

Cheating is the act of obtaining or attempting to obtain unauthorized aid (material, information, notes, devices, and communication) during an academic exercise. Providing unauthorized aid to another student or copying others' work, such as homework assignments, also falls under cheating.

3. Misbehavior

Misbehavior includes copyright violations, classroom disruption, abuse of computer and library facilities, including downloading and storing unauthorized material, and all kinds of nuisances caused to the IUJ community and property.

4. Procedures in Cases of Reported Plagiarism, Cheating and Misbehavior

It is the duty of each student to report any incident of plagiarism, cheating, or misbehavior to the concerned course instructors. Course instructors themselves may notice plagiarism and cheating cases in any kind of academic work by students.

At GSIM, plagiarism, cheating, and misbehavior are considered severe violations of the academic code. Depending on the severity of the violation(s), the Dean may report the act to the President. When the President determines that the act requires disciplinary action, an Investigation Committee shall be formed. After careful examination, the punishment, which may include reprimand, suspension, or expulsion, will be determined. When it becomes clear that the recipient of a degree has gained that degree by resorting to improper means, the degree will be annulled.

F. AI USE GUIDELINES FOR IUJ STUDENTS

We have recognized the transformative potential of Artificial Intelligence (AI) in research and academic development. As future global leaders, IUJ students will utilize these tools with a strict commitment to academic integrity and honesty, which are paramount at IUJ. To guide the responsible integration of these technologies into your studies, IUJ expects all students to adhere to the following guidelines to strengthen responsible and ethical use of AI tools in academic work. This framework integrates global best practices to ensure AI supports learning, innovation, and integrity.

The "ACT" Principles for Academic Integrity

"Academic integrity" refers to the principle that students are expected to produce their own work and properly acknowledge the work of others. While AI can be used to assist students with the learning process, it must not be used in ways that violate academic integrity. Therefore, students are prohibited from submitting academic work where a substantial portion is AI-generated, as it violates academic integrity. Students must engage with AI tools ethically, responsibly, and transparently, ensuring that this technology serves to enhance the learning process rather than replace original effort, critical thinking, and individual creativity. The "ACT" Principles for Academic Integrity are detailed below:

1. **A**I use that violates academic integrity

AI must NOT be used to:

- Complete a substantial portion of a thesis or research report;
- Fabricate data, citations, or references;
- Complete a substantial portion of a graded assessment, such as assignments, case studies, essays, exams, reports, or quizzes; or
- Input confidential/sensitive data, private research, or proprietary corporate information.

2. **C**onsequences of AI violations

Violations of these AI guidelines will be handled in accordance with the existing GSIR/GSIM policies on plagiarism and cheating. Depending on severity of the violation, possible penalties include:

- Redoing the assessment,
- A failing grade in the course,
- Rejection of thesis/research report submission,

- Failing the oral examination,
- Expulsion from the university, or
- Annulment of granted degree.

3. **T**ransparency and disclosure of AI use

- At the request of course instructors or thesis/research report supervisors, students may have to declare how they specifically use generative AI in the completion of academic work by filling-out and submitting the "IUJ AI Use Declaration Statement."
- Failure to disclose AI use will be treated as an AI violation and subjected to the "Consequences of AI violations" described in the section above.

Course-Specific Guidelines

- Course-specific guidelines and grading policies on generative AI use may take precedence over the guidelines in "AI use that violates academic integrity" section above.
- Instructors may use AI detection tools and other methods (such as comparing the writing level and style of a graded assessment with the student's previous work) to check student work for AI-generated text. If a substantial portion of a class assessment is flagged as AI-generated, then the student will be subjected to the "Consequences of AI violations" described in the section above.
- Instructors (or supervisors) are responsible for providing any additional guidelines on how generative AI can be used in their courses (or in the theses/research reports that they supervise) or grading policies regarding AI, either in the syllabi or in the first lessons of a course.
- If students have any questions or concerns about AI-use in courses (or in their theses/research reports), including acceptable uses of AI in their specific course, they should consult the course instructor (or their supervisor).

G. DISCRIMINATION AND HARASSMENT

As part of its educational mission, IUJ is committed to maintaining an environment free of discrimination or harassment. All IUJ students, faculty, and staff members have the right to expect a supportive atmosphere in which they can pursue their studies and professional roles. In the same way, each IUJ community member has the responsibility to help foster this environment in a multi-cultural and diverse population.

1. Professional Ethics Committee

The Professional Ethics Committee (PEC) was established at IUJ to provide education and awareness of issues of cross-cultural communication and various forms of harassment. The goal is to prevent any form of discrimination or harassment by providing information and training to help the IUJ community function smoothly and to inculcate skills and knowledge that are useful for Global Leaders to exercise once they leave campus.

The PEC established procedures for handling any form of harassment. Details are available online on the OSS webpage and on the PEC bulletin board near OSS. In short, they are as follows:

2. Informal Complaints Advisors

If students have private questions or concerns about harassment at IUJ or feel they are experiencing harassment (general, academic, power or sexual), they are welcomed to contact any of the Informal Complaints Advisors (ICA) (please refer to the PEC bulletin board near OSS for the list of ICA members.)

The ICAs are ready to listen to complaints and concerns, to provide guidance and on an informal and confidential basis to support and help the person experiencing harassment. If, however, the situation cannot be resolved at this level, the ICA may suggest a more formal procedure as explained below.

3. Formal Investigations Committee

With the consent of the person experiencing harassment, an ICA may take the matter to the PEC Chair and/or IUJ President to ask that a Formal Investigations Committee (FIC) be formed to look into the matter thoroughly, maintaining an "innocent until proven guilty" stance and keeping the matter as confidential as possible. The FIC will then lodge a report with the President, who decides whether and which disciplinary measures should be invoked. Discipline can take the form of warnings, suspensions, or dismissals.

Once the matter is resolved, the IUJ public is informed of the situation (maintaining confidentiality) and the disciplinary measures taken. This is done to increase awareness and provide further education about these serious issues.

For details, do see the PEC full Guidelines on the board near the OSS and on the OSS webpage**.**

III. ACADEMIC POLICIES AND PROCEDURES

A. STUDENT IDENTIFICATION NUMBERS

The OAA will furnish the faculty with a list of identification numbers for all students. These numbers are used at the discretion of individual faculty members for identifying student cases and for the grading of examinations to protect student identities.

B. TERMS AND CLASSES

The academic year is divided into three terms: Fall, Winter, and Spring. Each term consists of 10 weeks of classes, an 8-week module (1st Module) followed by a 2-week module (2nd Module), then an examination period. Each class lasts 90 minutes and is given in one of the periods shown below.

Period	Hours (Japan time)
1	8:50-10:20
2	10:30-12:00
3	13:00-14:30
4	14:40-16:10
5	16:20-17:50
6	18:00-19:30
7	19:40-21:10

Spring term also includes the summer study period (late-June to mid-August), that starts after Spring term regular courses finish in the middle of June. Capstone courses are offered during that period.

C. COURSE CREDITS

Students who successfully complete the requirements of a course will be awarded the credits assigned to that course.

1. Content Courses (Non-Language Courses):

Credits	Classroom Hours	Typical Schedule
2 credits	24 hours	Two 90-minute sessions per week for 8 weeks (1st Module)
1 credit	12 hours	Normally offered in the 2nd Module in an intensive format

2. Language Courses: Language courses are conducted over a 10-week period.

Course Category	Course	Credits
English Courses	• Academic Communication Skills I, II • English for Research Writing • English for Thesis Writing • English for Professional Communication I, II • Business Presentations • Academic Argumentation and Critical Thinking	1 credit
	• Advanced Academic Vocabulary & Register • MS Word, Citation/Referencing, and AI Usage Fundamentals for Graduate Students	0.5 credit

Japanese Courses	• Elementary Japanese I–III • Intermediate Japanese I–III • Upper Intermediate Japanese I–III • Advanced Japanese I–III	1 credit
	• Basic Japanese	0.5 credit
	• Japanese for Zero Beginners	0 credit

D. COURSE REGISTRATION

Students are responsible for completing all course registration procedures by the designated deadlines each term. Failure to complete any required step may result in the inability to enroll in desired courses.

Course registration consists of the following two stages:

Stage	Timing	Student Action
1. Course Registration Period	Approximately 6 weeks before the next term begins	Select tentative courses through MyIUJ.
2. Completion/Change of Registration Period	During the first week of the term	Review and revise course selections if necessary, and submit the Registration Form via the Submission Portal to finalize registration.

Note:
Course registration is not considered complete until the Registration Form has been submitted.

Failure to Register
Students who fail to complete the registration process by the designated deadlines may be denied enrollment in their preferred courses or may be unable to register for the term.

Students who are unable to register on time due to exceptional circumstances must notify the OAA immediately. Personal emergencies, such as illness or a death in the family, may be considered valid reasons for late registration. However, employment-related activities, including job interviews, are not accepted as grounds for late registration.

E. "JAPAN FOCUS" CERTIFICATE

IUJ encourages all students to take as many Japan-related courses as possible in order to take advantage of studying in Japan. IUJ will confer "Japan Focus" certificate to the students who obtained 8 credits from the following courses offered by the Japan-Global Development Program (JGDP). The certificate will be issued upon application at the time of their graduation. (Students enrolled in JGDP are not eligible for this certificate.)

<JGDP Course List for 2026-27 Academic Year>

Course ID	Course title	Cr	Term
GSIR courses			
JDP5011	Postwar Japanese Politics	2	Winter
JDP5031	International Relations and Foreign Policy of Japan	2	Winter
JDP5042	Japanese Development Cooperation: Implementation and Practice	2	Fall
JDP5051	Japanese International Development Cooperation	2	Spring
JDP5125	Politico-economic History of Japan's Modernization	2	Fall
JDP5201	Modern Japan in the World	2	Fall
JDP5211	Japan's Education System	2	Winter
JDP5230	Japanese Government and Politics	2	Winter
JDP5021	Japanese National Security Policy	2	Winter
JDP5115	Postwar Japanese Financial Development and Economic Policies	2	Spring
GSIM courses			
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	Spring
JDP2040	Japan's Major Industries and Human Resource Practices	2	Fall
JDP2060	Small and Medium Enterprise Policy in Japan	2	Fall
JDP3010	Japanese Style Management and Corporate Governance	2	Winter
JDP3050	Energy Policy and Business Leadership	2	Spring
JDP3070	Hospitality Industry in Japan	1	Spring

F. COURSE MATERIALS

Syllabi are available online before/during the term. A syllabus usually provides information on how or when to access course materials. Otherwise, instructors will provide the information at the first-class meeting. While most materials are usually available from the beginning of a term, some may be distributed later as classes proceed. Students will be charged 10 yen per page for printed materials, which reflects duplication and/or acquisition costs.

In courses that use case materials, the OAA charges a fixed fee to all students enrolled in the class, regardless of individual usage. This fee covers licensing and distribution costs and is non-refundable.

As IUJ does not have a "University Bookstore," the OAA serves as a textbook/reading material distributor. Students can place textbook orders during the Course Registration period only. The OAA cannot accept orders during the Completion/Change of Registration period due to considerable shipment lag. If necessary, students need to buy textbooks directly from internet booksellers like Amazon Japan (amazon.co.jp). Please note that students cannot cancel a book order once it has been placed with the OAA.

G. EXPENSES FOR COURSE PROJECTS

GSIM will not reimburse students for expenses (e.g., telephone, travel, duplicating, and postage) incurred in connection with course projects.

H. GRADES

1. Objectives of the GSIM Grading System

a. The system should enhance the students' learning experience and not disrupt the learning process excessively.

b. Its primary purposes are to:

(1) provide students with systematic feedback on the level of mastery of the course content and help motivate students to learn;

(2) provide, through examinations, an opportunity for students to identify what they have missed;

(3) provide a means for making critical decisions on student progress throughout the program, including the award of scholarships and honors, matters related to academic discipline, and the satisfaction of graduation requirements; and,

(4) provide a profile of student performance to the outside community.

2. Grade Scale

Grade	Grade Point	Description
A	4.00	Distinguished
A-	3.75	Very Good
B+	3.50	Good
B	3.00	Satisfactory
B-	2.50	Satisfactory Low
C	2.00	Poor
F	0.00	Failure
W	—	Withdrawal from a course
I	—	Incomplete (temporary grade)
P	—	Pass (for Pass/Non-Pass courses)
NP	—	Non-Pass (for Pass/Non-Pass courses)
D	—	Distinction (Research Report/ Thesis)
HD	—	High Distinction (Research Report/ Thesis)
WA	—	Waiver from a required course (no credit awarded)
IP	—	In-Process (temporary grade)
AU	—	Audit
RD	—	Report Delayed (temporary indication)

3. General Policy Statement

Information regarding grading policies, evaluation methods, and academic standing is made available to students through course syllabi and other official materials.

Final grade distributions for individual courses are not publicly released. However, course instructors may disclose such information to students at their discretion.

4. Grade Point Average (GPA)

Grade point average indicates academic standing. It is computed by dividing the sum of the products of the credits and the grade points of each course earned by the total credits of courses for which the student has registered.

$$\frac{\Sigma\ \{(\text{Credits earned}) \times (\text{Grade points})\}}{\Sigma\ (\text{Credits for registered courses})}$$

The following grades are not included in GPA calculations: W, I, P, D, HD, WA, IP, AU, NP, and RD.

5. Course GPA

Course GPA is computed by dividing the sum of the grade points earned by each student for a course by the total number of students who obtained letter grades. In the calculation, the third decimal place is rounded. (For example, both 2.995 and 3.004 will be 3.00.)

$$\text{Course GPA} = \frac{\sum \text{(Grade points earned by each student)}}{\text{Total number of students enrolled in the course in a term}}$$

6. Guidelines for Course GPA

a. Course GPAs for Core Required Courses in each program, must be kept within the range of 3.00 to 3.50 for the entire class (both 1st year and 2nd year students together), including those students who are taking a particular course as their elective. However, if 50% or more students in a course are taking the course as an elective, the course instructor may use the wider range (3.00 to 3.60) in such an exceptional case.

b. For Core Elective and Elective Courses, the GPA range must be between 3.00 and 3.60.

c. For courses with fewer than 15 students, instructors can deviate from these guidelines; however, instructors are asked to follow the guidelines in spirit, albeit not strictly.

d. If a course is divided into two sections in the same term, the grading policy applies to the combined student total. If the same course is offered in different terms, the grading policy applies for each term's course.

e. The guidelines for course GPA will not be applied to the following courses:

- Workshop/Seminar style courses (Grading for these courses should be Pass/Non-pass basis.)

7. Grading Criteria

Course instructors should establish detailed grading criteria for their course and disclose them in the course syllabus. These criteria should be also clearly communicated to the students at the start of the course. Most courses will include multiple grading components, both group work and individual one. the instructors should disclose the exact percentages of them.

8. Grade Option for Japanese Language Courses

Japanese language courses are graded on a "Pass/Non-pass" basis in principle. Students may choose a "letter-grade" option (from A to F) by submitting the required request form to the course instructor by the end of the Completion/Change of Registration period. Once selected, the grade option cannot be changed.

9. Withdrawal from a Course

Students may withdraw from most courses by submitting an Application for Withdrawal, with the instructor's approval, to the OAA by the end of the fourth week of classes. A grade of "W" will appear on the transcript, and no credit will be awarded. A withdrawn course may be retaken in a future term, but not within the same term.

10. Repeating a Course

Students may not repeat a course that has already been completed. An exception applies to Japanese language courses, which may be repeated with the instructor's approval. In such cases, both attempts will appear on the transcript, although credit for the repeated course will not count toward degree requirements. If the course is taken under the letter-grade option, the grade will be included in the GPA calculation.

11. "Incomplete" Grade
In exceptional circumstances, an instructor may assign a grade of “I” (Incomplete) when course requirements cannot be completed within the term. The remaining requirements must be completed by the deadline set by the instructor, which may not extend beyond the end of the following term unless approved by the Dean. An “I” grade cannot be assigned in a student's final term before graduation and must be resolved before graduation.

12. Final Grades and Grade Changes
Final grades are normally released by the OAA during the first week of the following term. The exact release date will be announced separately.

Once a grade has been officially recorded and released, it may be changed only in cases of computational or recording error.

13. Grade Dispute and Complaints
GSIM encourages informal resolutions with the instructor if possible. If the instructor refuses to change the grade, however, a student may formally request a review of a final course grade. The Dean may establish a reviewer or a review committee to examine the case. The reviewer or the committee will go over relevant materials and provide its recommendation to the Dean. The decision of the Dean shall be final.

A grade will be overturned only if the instructor's decision was illogical, based on a miscalculation, or inconsistent with the published syllabus. The request for a grade review may be rejected if there is no sound basis. For example, a general claim of unfairness or hard work is not an acceptable basis for a grade review. If a grade is revised following the review, the revised grade may be either higher or lower than the original grade.

GSIM instructors are experts in their fields and hold the authority to assess students’ performance. Please respect their authority and try to resolve the dispute amicably and professionally. Please do not repeatedly request a grade upgrade or publicly disclose the information, as it is harassment of the faculty.

14. Policy on Disclosure of Grades to Outsiders
Grade transcripts may not be released to outsiders (i.e., individuals who are not members of the GSIM Faculty or Administration) without prior written authorization of the student. Students have a right to privacy regarding their grades.

I. CREDIT AND ENROLLMENT POLICIES

1. Credit Transfer Overview

Category	2-year Programs: MBA and JGDP	1-year Programs: IMBA, DXP and ISEP
a. Credits Obtained Before Entering IUJ	Up to 4 credits	Up to 4 credits
Eligibility	Equivalent graduate-level course with grade B or above, or demonstrated proficiency	Same
Application Deadline	By the end of October in the first year	By the end of October
Approval	Faculty meeting approval required	Same
Grade Recorded	Pass/Non-Pass	Pass/Non-Pass
b. Credits Obtained Through Exchange Programs	Up to 10 credits	Up to 10 credits
Can Count Toward Graduation Requirements	Yes	No
Exchange Timing	During enrollment	Only after all graduation requirements have been completed
c. Credits Obtained at Other Institutions While Enrolled at IUJ	Up to 2 credits per term for a maximum of 3 terms (Maximum 6 credits)	Up to 2 credits
Eligible Credit Category	Core Elective or Elective	Core Elective or Elective
Approval Criteria	Relevance to the student's study and faculty meeting approval	Same
Grade Recorded	Pass/Non-Pass	Pass/Non-Pass

Please note that students may be required to take an oral and/or written examination to transfer credits.

2. Waiver from Core Required Courses

Item	Requirement
Maximum Number of Waivers	2 Core Required courses
Eligibility	Equivalent graduate-level course with grade B (or equivalent) or above, or demonstrated proficiency
Application Deadline	End of the completion/change of registration period each term
Approval Required	Course Instructor and Dean's Office
Credit Awarded	No
Additional Coursework Required	Students must earn equivalent credits through other courses to meet graduation requirements

Please note that students may be required to take an oral and/or written examination to transfer credits.

Students are encouraged to consult with the instructor of the relevant course before applying to determine whether they are eligible for a waiver.

To apply, students must submit a waiver application form, available on My Curriculum, together with any required supporting documents to the OAA by the application deadline shown above.

3. Auditing Courses

Item	Requirement
Maximum Number of Audit Courses	Up to 2 GSIM courses per term
Permission Required	Course Instructor
Application	Submit a Course Registration Form for Audit to the OAA during the Completion/Change of Registration period
Audit Requirements	Determined by the course instructor
Credit Awarded	No
Grade Awarded	AU (Audit)
Failure to Meet Audit Requirements	W (Withdrawal)
Course Material Fees	Same as regular students

Please note that when GSIM students audit GSIR courses, neither the grade "AU" nor the audit registration will be recorded on their academic record.

J. ACADEMIC PERFORMANCE REVIEW

Students are expected to maintain satisfactory academic performance and professional conduct throughout their studies. The faculty regularly reviews students' academic progress and behavior.

1. Warning

Any student whose academic performance falls under one of the following conditions will receive a letter of warning from the Dean.

a. Term GPA less than 2.5
b. Two (2) "C" grades in any one term

2. Probation

Any student whose academic performance falls under one of the following conditions will be placed on "Probation" status.

a. Three (3) or more "C" grades in any one term
b. Receipt of two (2) or more letters of warning from the Dean

3. Promotion to the 2nd year

At the end of the academic year, the faculty examines the records of all 1st year students. For promotion to the 2nd year, a student must have a total GPA of at least 2.5, and must demonstrate appropriate behavior as a graduate student. Promotion of a student who does not satisfy one of the conditions above must be approved by the faculty.

The effective administration of an Academic Performance Review requires that students be made fully aware of their status throughout the academic year. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve their performances. The Dean or an appointee is required by the faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter of warning/probation.

Evaluating student conduct is also an essential part of the performance review process. It is the faculty's responsibility to report to the OAA relevant information on improper conduct as soon as it is noted. The OAA will include this information in the student's file, thereby providing the faculty with a comprehensive and current record of non-academic performance.

K. HONORS AND AWARDS

1. Dean's List

Each term, students with outstanding academic performance are recognized through the Dean's List. To qualify, students must fulfill all the following conditions:

2-year Program (MBA and JGDP)

- Achieve a term GPA of 3.7 or higher
- Rank in the top 5% of the class (or be the top student if the program has fewer than 20 students)
- Earn at least 7 credits during the term

1-year Program (IMBA, DXP and ISEP)

- Achieve a term GPA of 3.7 or higher
- Rank in the top 5% of the class (or be the top student if the program has fewer than 20 students)
- Earn at least 10 credits during the term

2. Special Recognition (2-year Programs Only)

Students in the 2-year programs (MBA and JGDP) whose cumulative GPA is 3.7 or higher and who rank in the top 5 % of their class at the end of the first year will receive Special Recognition.

3. James Brian Quinn Scholar

Students whose cumulative GPA is 3.8 or higher and who rank in the top 5% of their class (or are the top student if the program has fewer than 20 students) at the end of program will be awarded the title of 'James Brian Quinn Scholar for Academic Performance".

4. Beta Gamma Sigma Membership (MBA and IMBA Programs Only)

MBA and IMBA students may be nominated for Beta Gamma Sigma Membership based on their cumulative GPA ranking within their class.

- MBA students are considered after completion of the Winter Term in their second year.
- IMBA students are considered after completion of the Spring Term.

To be eligible, students must rank in the top 20% of their class (or be the top student if the program has fewer than 20 students).

Beta Gamma Sigma is the international honor society recognizing outstanding academic achievement among students enrolled in AACSB-accredited business schools.

L. CROSS-REGISTRATION BETWEEN GSIM AND GSIR

During the course registration period, GSIM students can register for GSIR course(s) in the same manner as registering for GSIM courses. The credits earned from GSIR courses will be, in principle, counted in the 'Elective' category.

However, there may be some cases, depending on certain circumstances, when GSIM students cannot officially register for specific GSIR courses. To maintain the academic integrity, a cross-registration will be subject to the following conditions:

a. the proposed cross-registering course has no duplicate course in GSIM and is complementary to the curriculum of GSIM.
b. Participating students must meet all the prerequisites for the cross-registering course.
c. The cross-registering course has enough space for extra GSIM students.

The cross-registering course must have established syllabi and meet on a regular basis.

M. OFF-CAMPUS STUDY

1. Eligibility and Timing for Off-Campus Study

Students may pursue off-campus study during a regular academic term or over the summer. Eligibility and timing requirements vary by program:

- For 2-year program students: Off-campus study is allowed after completing all coursework for the first three terms.
- For 1-year program students: Off-campus study is allowed only after fulfilling all graduation requirements, which may delay graduation.

2. General Requirements for Off-Campus Study

All students must meet the following criteria to qualify for off-campus study, whether during a regular term or summer:

a. The student proposing off-campus study must be in good academic standing.
b. Off-campus study proposals will be judged both on their merit and against the opportunity costs of being away from GSIM for a term/period. Each student's situation will be assessed in its own total particularity, in making such judgments.
c. Such a program of study must be approved by a faculty meeting at least a month in advance of the term in which it is to be performed.
d. The student is responsible for obtaining the permission of the other university to take the program of study proposed and paying the necessary tuition fee. From the cost perspective, the GSIM exchange program can be a better alternative because the student doesn’t have to pay the tuition for the exchange partner school during the participation in the exchange program.
e. GSIM will charge tuition for that portion of the term of off-campus study which is spent taking courses at another institution.
f. Credit transfer and grade conversion will be stated separately.

3. Summer Program Opportunities

First-year MBA/JGDP students may attend summer programs offered by other institutions. Details regarding summer program options and guidelines will be communicated during the first year of study.

N. EXCHANGE PROGRAMS

Students have opportunities to participate in exchange programs with partner institutions around the world to enhance their educational experience at IUJ.

Each academic year, a designated number of selected students may spend one academic term at a partner institution. Please note that the selection process is competitive, and the availability of exchange opportunities varies by academic year, as not all partner institutions accept GSIM students every year.

For the latest information on partner institutions, eligibility requirements, application procedures, and available exchange opportunities, students are encouraged to refer to our webpage.

An Exchange Program Orientation is typically held in January.

O. REQUIRED YEARS FOR COMPLETION

Student are required to complete all the requirements within one (1) or two (2) years, depending on the program that they are enrolled in. If a student is not able to complete the degree within the standard period for reasons deemed appropriate by the President of the University and the faculty, the period of residency and matriculation may be extended up to a maximum of four (4) years from the date of initial enrollment.

P. EARLY GRADUATION

While students are generally expected to complete the necessary years of study to obtain their degree, those who demonstrate outstanding academic performance may be eligible for an early graduation option. This option is available to students enrolled in two-year programs, especially those aiming to enter the job market in Japan after graduation. With this option, eligible students may graduate in five terms instead of the standard six, allowing them to better align with the Japanese hiring cycle.

1. Eligibility

Students enrolled in the two-year MBA or JGDP programs with a cumulative GPA of 3.70 or higher at the end of their first year are eligible.

2. Procedures and Conditions

(1) Students must notify the OAA during the first two weeks of the fall term in their second year.

(2) The OAA will review academic performance and consult with the student's supervisor. If appropriate, the application will be presented to the faculty meeting in October for approval.

(3) Faculty will approve early graduation conditionally, based on the following conditions. If the student fails to satisfy any of these at the end of the fifth term, the approval of early graduation will be canceled. The student has to graduate in June following the standard six-term schedule.

a. The student must be enrolled in GSIM for five terms and maintain a good cumulative GPA at the end of the fifth term.
b. The student must successfully complete at least 44 credits (research report option) or 40 credits (thesis option) by the end of the fifth term.
c. The student must pass the evaluation of their research report or thesis by the end of the fifth term.
d. The sponsor company or scholarship provider must support early graduation.

Note: JICA-sponsored students are not eligible for early graduation. Nakayama scholarship recipients are eligible. As for other scholarship providers, the GSIM must check sponsors' policies on a case-by-case basis.

Q. CHANGE OF STUDENT STATUS

When a student requests a change to their enrollment status, they must do the following procedures, and it must be approved at a GSIM faculty meeting and by the President of the University. In such case, please contact the OAA immediately for guidance and support.

1. Leave of Absence

A student who has to leave GSIM temporarily due to unavoidable reasons such as illness or other matters that prevent them from continuing with their study must submit a designated application for leave of absence. In case of illness, the application must be accompanied by a medical certificate.

a. Period of Leave of Absence
A leave of absence may be allowed for a period or periods up to a maximum of 2 years (6 terms) in total. Note that, in principle, the period of any leave of absence shall not be included in the period of enrollment.

b. Extension for Leave of Absence
When a student taking leave of absence needs additional time, they must apply to extend the leave of absence. The period of leave of absence including the extended period cannot exceed 2 years.

c. Tuition Fees during the Leave of Absence
A tuition fee shall not be imposed during the period of leave of absence. Note that the term 'Leave of Absence" here does not include approved studies in other graduate institutions and approved research activities off campus.

2. Re-Enrollment

When a student wishes to be re-enrolled in the GSIM within this allowed two-year period after the beginning of the leave, they must apply for re-enrollment.

3. Withdrawal

A student who wishes to withdraw from the school due to unavoidable reasons such as illness or other matters must apply for withdrawal.

4. Dismissal

Students who fall into one of the following categories may be dismissed by the President following the deliberations at a GSIM faculty meeting.

a. Those who are recognized as being unable to conduct their studies due to illness or other matters. This includes the student who has been reported deceased.

b. Those who could not fulfill the degree requirements within four years.

c. Those who did not take the necessary procedures for registration and those who have failed to follow procedures for obtaining approval for leaves of absence or withdrawal.

d. Those who fail to make fee payments, such as tuition and dormitory fees, and fail to pay within thirty days of request for the said payments.

e. Those who did not re-enroll beyond the period of the leave of absence.

5. Re-Admission

A student who has been dismissed or has withdrawn from the GSIM may apply for re-admission to the program at any time. An application for re-admission must be submitted to the OAA. The decision needs the approval by the President, following the recommendation of a GSIM faculty meeting. They may set conditions for re-admission.

R. DISCIPLINARY ACTIONS

A student who has violated Graduate School Regulations or committed acts contrary to students' duties may be subject to disciplinary action by the President of the University. Disciplinary actions include Reprimand, Suspension, or Expulsion. They will be considered when a student's behavior falls into the "Cheating, Plagiarism, and Misbehavior" category; or, into one of the following:

1. Inappropriate and/or destructive behavior with no indication of being corrected.
2. Very poor academic performance with no progress anticipated.
3. Long absence(s) without appropriate justification or authorization.
4. Serious obstruction of university operations and extremely inappropriate behavior contrary to the nature as a student, including violations of Japanese law.

S. IUJ CERTIFICATES

1. Types of Certificates

IUJ issues the following certificates to students upon their request.

Certificates to be issued to IUJ Regular Students:

(1) Transcripts: This certifies courses taken, corresponding course titles, number of credits, grade and grade point average (GPA). Items such as the title of the degree conferred and the date of graduation will not be included in the transcript until the student graduates.

(2) Certificate of Enrollment: This certifies that the student is presently enrolled in an IUJ Master's program.

(3) Certificate of Expected Graduation: This certifies that the student is expected to graduate from IUJ with a Master's degree. In principle, it can be issued following the Completion/Change of Registration period of the 1st term of the second year for two-year program students (MBA/JGDP), and following the Completion/Change of Registration period of the 3rd term for one-year program students.

(4) Certificate of Graduation: This certifies that the student graduated from IUJ with a Master's degree. This cannot be issued before the actual date of graduation.

(5) Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

Certificates to be issued to Special/Exchange/Research Students:

(1) Transcripts: This certifies courses taken, corresponding course titles, number of credits, grades, and grade point average (GPA).

(2) Certificate of Enrollment: This certifies that the student is/was enrolled as a Special/Exchange /Research student at IUJ.

(3) Certificate of Medium of Instruction: This certifies that IUJ offers residential graduate programs taught entirely in English.

2. How to Apply for Certificates

Students can apply for certificates at the OAA counter by either using the designated application form or the online application form. The office cannot accept any application made by telephone in order to avoid improper issuance. Applicants must be the same person as the one designated on the certificate.

3. Date of Issue and Fee

Certificates will be available for collection from the afternoon of the next working day after the application is accepted.

The issuance fee is 300 yen/copy. If a certificate is directly sent to a third party, additional mailing cost will apply for domestic or international delivery. Express Mail Service (EMS) is also available upon request at the applicable cost.

All fees will be deducted from the student's designated bank account on the 25th of the month following the application (or on 23rd or 24th if the 25th falls on a weekend).

IV. ORGANIZATION OF THE STUDENT BODY

A. GSIM COUNCIL

1. Mission

The GSIM Council is responsible for assisting students, faculty, and the administration in enhancing the academic life for all members of the GSIM community (students, faculty, and the administration). The Council will help to bring issues, concerns and information raised by the GSIM community to the attention of all other relevant parties. All issues and concerns will be addressed and resolved through the joint efforts of all parties concerned and in the best interest of the GSIM. Through the combined efforts of all members of the GSIM community, the Council will strive to make the GSIM one of the best international MBA programs in the world.

2. Scope/Objective

a. The primary focus of the Council is to address matters associated with GSIM academic affairs.

b. The Council will review and update the Academic Honor Principle.

c. The Council will assist in recommending and hosting guest speakers from the international business community.

d. The Council will formally represent the current GSIM students in all dealings with Alumni.

e. The Council will promote and sponsor events that bring students, faculty and administration together for the purpose of developing mutually beneficial relationships.

f. The council will strive to maintain and improve networking relationships with other universities and businesses.

g. The Council will not assume any responsibilities that are a function of the GSO-EC or the IR Academic Council. Exceptions to this must be approved by both the GSO-EC (and/or IR Academic Council) and the Council.

3. Council Structure

a. The Council shall consist of seven (7) members, including:

(1) At least two (2) full time second year MBA/JGDP (Management) students (mandatory)
(2) At least two (2) full time first year MBA/JGDP (Management) students (mandatory)
(3) One (1) IMBA student
(4) One (1) DXP student
(5) One (1) ISEP student

*If there is no willing candidate for an IM-Council post from the IMBA, DXP, or ISEP, it may be possible not to have representatives from some of those programs.

b. Two (2) of the IM Council members shall be 2nd year students that were IM Council members during their 1st Academic Year, in order to guide and assist the new members. In case the Council consisted from more than two (2) 1st year members there shall be a decision of who continues in the Council the coming year. Members can willfully step down. In case there are no members willing to step down there shall be a vote within the existing members of who shall continue to be part of the IM Council in the coming year.

c. After every election, the Council shall decide among themselves the division of responsibilities.

d. Quorum for Council meetings shall be four (4) members.

4. Election Procedures

a. All full-time GSIM students are eligible for seats on the Council and have the right to vote in Council elections.

b. There should be one (1) representative from each 1-year program in order for the whole student body to be represented. In case there are no students from one of the 1-year programs that are willing to step up for the position, the empty spots can be filled by students from any other programs from GSIM (excluding special/exchange students).

c. Elections can be uncontested when the number of candidates is the same or fewer than the number of places available for election.

d. The timing of elections and Council member terms shall be established in order to guarantee continuity on the Council. As mentioned above, it is strongly recommended that representatives from each GSIM program be included in the IM-Council, and that elections be held in the Fall Term each year.

e. All elections shall be managed and be the responsibility of the incumbent GSIM Council (in case that the responsible council members are incapacitated to hold the elections, for instance due to exchange timing problems, they are expected to look for the next runner-up according to votes during the previous term so that their replacement can continue with this task).

f. The date, place, and time of elections shall be announced at least two (2) weeks prior to the elections.

g. Notification of candidacy must be made to the Council at least three (3) weeks prior to the elections.

h. All ballots must be written and anonymous.

i. Voters shall vote for four (4) candidates. Multiple votes may not be cast for a single candidate. Ballots that have more than or less than four (4) votes, or multiple votes for a single candidate, shall be considered null and void.

j. A two-thirds (2/3) quorum is required for all elections to be valid.

The four (4) candidates with the most votes shall become members of the Council. All others will be noted in order of votes received and will serve as replacements in case an elected Council member goes on exchange or decides to withdraw from Council activities. All Council replacements must be approved by a majority vote of the current Council members.

B. STUDENT PARTICIPATION ON FACULTY COMMITTEES

Students may be asked to serve on various faculty committees, task forces, or subcommittees. The manner in which these students are selected shall be determined by the appropriate members of faculty and administration in conjunction with the GSIM Council.

V. CONTACTS WITH OUTSIDE ORGANIZATIONS

The establishment and maintenance of good relations with the business and public community are vital to the school, students, and faculty. To protect the legitimate interests of all parties, students should observe the following guidelines in their contacts with outside organizations.

A. STUDENT RESEARCH

A number of GSIM courses involve fieldwork, which greatly enriches students' education by allowing them to apply classroom skills to real-life problems. In planning such work, faculty and students must recognize the School's strong ties with outside organizations and the importance of maintaining those relationships through systematic communication. These purposes are best served if students conducting field research observe the following practices:

1. It is advised that students shall consult the faculty prior to contacting outside organization, including the mailing of written questionnaires. The principal reason for requiring such notice is to permit the faculty to advise the student of any relationship that may already exist between the school and the organization, or any conflict of interest that might arise from undertaking this new relationship.
2. Students who engage in outside research as part of their course work at GSIM must make clear to cooperating organizations that they are students. Under no circumstances should they convey the impression that they are members of the school's research staff.
3. Students may not solicit or accept money or gifts from cooperating organizations as compensation for course-related research.

B. STUDENT CONSULTING

Occasionally, GSIM students provide business or professional consulting services to outside individuals or organizations. The details of such consulting arrangements are a private matter between the student and the contracting organization. As with course-related research projects, however, it is important for the school to know that consulting relationships with outside organizations exist. For various reasons, then, the school has adopted the following policies:

1. A student who undertakes a consulting relationship with an outside individual or organization must inform the OAA of this fact.
2. Under no circumstances may a student use the name of IUJ-GSIM for the purpose of promoting consulting activities. Unless a particular contract served by the student has been arranged by the school, approved by the Dean, and is supervised by representatives of the school, the student consultant must in no way imply that the services provided are formally associated with or supported by the school. This means that the student must not use the IUJ letterhead, or a research title, or any similar device which might mislead the outside individuals or organizations in this respect.
3. The school's facilities, equipment, and supporting services may not be used in commercial activities without permission of the Manager of the OAA and a proper accounting. These constraints are particularly pertinent to computer facilities, telephones, photocopying equipment, and postage meters.

Experience indicates that if these precautions are observed, the school's interests can be protected without undue restrictions on the freedom of students to engage in outside research and consulting.

Questions or problems in interpreting these guidelines should be directed to the OAA.

VI. STUDENT SUPPORT AND CAMPUS SERVICES

A. CAREER SUPPORT AND JOB HUNTING

The Office of Academic Career Services (OACS) provides support for job hunting and internship opportunities. Job hunting in Japan is very unique, and understanding its culture requires close communication with the OACS.

Students who are interested in working in Japan after graduation must register for career support at the beginning of the Fall Term each year.

Students planning to work in Japan are strongly encouraged to start learning Japanese as early as possible. Most companies require JLPT N2 or N1 proficiency. Ideally, students should arrive with basic Japanese skills so they can begin Intermediate Japanese classes immediately.

More details: Career Support Services and Japanese Language Program

B. IT AND CAMPUS SERVICES

IUJ provides a variety of IT services to support academic life. Services include:

- IUJ computer account (required for course registration and Submission Portal)
- Campus Wi-Fi and computer labs
- Email and online learning platforms
- Printing and copying services

A detailed IT Services Guide is available online: Introduction of IT Services

C. SCHOLARSHIPS

1. Scholarship Extension (For 2-year program students)

Most scholarship are awarded for one academic year and may be extended to a second year based on academic performance.

Scholarship extension is reviewed at the end of the first academic year. If a student receives a Letter of Warning or Letter of Probation from the Dean and fails to meet any of the conditions outlined in the letter(s) by the end of the year, the scholarship may be terminated.

2. Scholarships After Enrollment

Self-sponsored students, including Nakayama Scholarship recipients, may have opportunities to apply for external scholarships after enrollment.

Please note that for one-year program students, such opportunities are limited, as most scholarships provide stipends from April to March, and many require Japanese language proficiency. Students in need of financial support are strongly encouraged to study Japanese.

Please refer to the OSS (Office of Student Services) Google Classroom for more details.

3. Leave of Absence

In principle, if a students takes a leave of absence, their scholarship will be terminated, even if they later re-enroll. Students must consult the OSS before deciding to take a leave of absence to confirm whether their scholarship will be canceled or can be suspended and reinstated upon their return to IUJ.

MBA Program Policies

This section covers the regulations applied to the students in the MBA Program. The students in the program should comply with the rules in this portion as well as those in the school-wide policies stated previously.

A. DEGREE REQUIREMENTS

Minimum requirements are:

1 Two years of enrollment
2 Acquisition of at least 40 credits
3 Submission of a research report or a master's thesis
4 Passing the research report/thesis evaluation and final examination
5 Acquisition of a cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

Courses are divided into four categories and students are required to complete a minimum number of credits in each category as shown below.

Category		Required Number of Credits	
		Research Report Option	Thesis Option
Core Required	Basic	19	19
	Seminars	6	6
Core Elective		15	11
Elective		4	4
Required number of credits for graduation		44	40

For the GX Concentration, the course requirement is:

Category		Required Number of Credits	
		Research Report Option	Thesis Option
Core Required	Basic	15	15
	Seminars	6	6
Core Elective		14	10
Elective		9	9
Required number of credits for graduation		44	40

1. Basic Courses

First-year students are required to complete all 10 Basic courses during the first year of study. (Students in the GX Concentration are required to complete 8 Basic courses.) Basic courses may not be postponed to the second year, except in cases where a student has failed a Basic course in the first year and must retake it.

In addition to the Basic courses, students who are not exempted in accordance with the English exemption policies are required to take Academic English I-III. Please refer to the English

Language Program notice board for information about English exemption policies and exemption tests.

2. Advanced Seminars

Students are required to complete a Research Report or a Master's Thesis as part of the graduation requirements, in accordance with the regulations for graduate schools established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

To support students in developing and completing their Research Report or Master's Thesis, all students are required to complete 3 Advanced Seminars. The seminars are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter).

For more details about the seminars, please refer to the Advanced Seminar Guidelines.

3. Core Elective Courses

The required number of credits from Core Elective courses differs depending on the paper option (research report or thesis). If a student chooses the research report option, 15 credits must be obtained, while 11 credits are necessary for the thesis option.

For students in the GX Concentration, at least 4 credits must be earned from each of the Sustainability Area and the Digitalization Area. The total Core Elective requirement is 14 credits for the research report option and 10 credits for the thesis option.

4. Elective Courses

a. GSIM Courses:

If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

b. GSIR Courses:

Students are required to obtain at least 2 credits from GSIR course(s).

c. Language Courses:

There are the following restrictions for course registration and credit numbers:

(1) "English for Thesis Writing", "English for Research Writing", and "English for Professional Communication I & II" are courses intended for the second year students and Linkage students.

(2) In principle, a student may enroll only in one (1) English language course per term. If a student is uncertain about their choice of course, they should contact the English Language Program (ELP) coordinator for further details and discuss which course may be the most suitable in which to enroll. If a student wishes to take more than one (1) ELP course during one term, they should consult with and gain approval from both the ELP coordinator and the respective course coordinator.

(3) The maximum number of credits for Language courses which can be counted as 'Electives' is 2 credits.

5. Additional Course Requirements

a. Foundation Courses:

Based on the results of the placement test conducted upon arrival, some students may be required to complete the Foundation course, Math and Statistics (1 credit). The course is assessed on a Pass/Non-Pass basis, and the credit earned does not count toward the graduation requirements.

b. Professional Development:
All students are required to complete Leadership Journeys (0.5 credit) during the second year of study. The course is designed to support students' leadership development, self-reflection, and career growth. The course is assessed on a Pass/Non-Pass basis, and the credit earned does not count toward the graduation requirements.

6. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking many credits in the first year Fall or Winter terms is not desirable.

7. A student's course load must not exceed twelve (12) credits per term (credits from Advanced Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Advanced Seminars and language courses are excluded in this minimum term credit limit.)

C. SPECIALIZATIONS (OPTIONAL)

There are the following 7 MBA specialization areas: Finance, Marketing, Strategy, Digital Technology and Operations, Sustainability, Data Analytics, and Innovation and Entrepreneurship.

MBA Program students may pursue a specialization by earning at least 12 credits from the designated courses within their chosen specialization area. The list of applicable courses for each specialization will be provided at the time of enrollment and is also available on My Curriculum. Please note that specializations are optional, and students may pursue only one specialization.

The OAA will open the specialization application at the beginning of the Spring Term in the student's 2nd year. The OAA will verify whether the student has met the credit requirement only at the time of application. If the requirements are met, the specialization will be printed on the student's transcript, but not on the diploma.

Note: The OAA does not provide individual credit checks outside of the official application process. Students are responsible for tracking their own progress toward specialization requirements.

Credit/Course Requirements for the MBA Program (2026 Enrollees)

Degree: Master of Business Administration
Credit Requirements:
(1) 44 credits (Research Report Option) or 40 credits (Thesis Option)
(2) At least 30 credits from courses listed in the GSIM course offerings, excluding language courses, must be earned.
Additional Requirements (credits excluded from graduation requirements):
(1) All students must complete the Professional Development course, Leadership Journeys, during the 2nd year of study.
(2) Based on the results of the placement test conducted upon arrival, some students may be required to complete the Foundation course, Math and Statistics.

Professional Development				
MGT3070	Leadership Journeys	0.5	Chow	Fall (in the 2nd year)

Core Required Category				
1) Foundation (If applicable)				
Course ID	Course Title	Credit	Instructor	Term
OPR1000	Math and Statistics	1	Li	Fall (2nd module)
2) Basic - 19 credits				
ACT1010	Financial Accounting	2	Lee	Fall
MKG1010	Marketing Management	2	Comai	Fall
OPR1010	Operations Management	2	Li	Fall
MGT1140	Business Decision-Making and Control	2	Lee	Winter
ITC1050	Data Analytics for Business	2	Li	Winter
MGT1130	International Management	2	ZhangZhang	Winter
MGT1120	Strategic Management	2	Funabashi	Winter
FIN1010	Corporate Finance	2	Shi	Spring
MGT1300	Corporate Social Responsibility	1	Yokose	Spring
MGT1010	Organizational Behavior	2	TBD	Spring
3) Seminar - 6 credits				
SEM6010	Advanced Seminar I	2		Spring (in the 1st year)
SEM6020	Advanced Seminar II	2		Fall (in the 2nd year)
SEM6030	Advanced Seminar III	2		Winter (in the 2nd year)
Core Elective Category - 15 credits *				
* The required Core Elective credits vary by paper option: 15 credits for the Research Report option and 11 credits for the Thesis option.				
MKG2060	Advertising Management	2	Sheehan	Fall
MKG2050	Consumer Behavior	2	Sheehan	Fall
ITC2040	Data Analysis with Python	2	Chuang	Fall
ITC1060	Digital Platform and Digital Business Models	2	Aung	Fall
FIN2050	Entrepreneurial and Venture Finance	2	Chow	Fall
MGT2110	Entrepreneurship and Innovation	2	ZhangZhang	Fall
JDP2040	Japan's Major industries and Human Resource Practices	2	Yokose	Fall
ITC2100	Machine Learning and Text Analytics in Business	2	Chuang	Fall
FIN2040	Portfolio Management	2	Chow	Fall
FIN3050	Risk Management	2	Shi	Fall
JDP2060	Small and Medium Enterprise Policy in Japjan	2	Funabashi	Fall
ITC2020	Big Data Analytics	2	Aung	Winter
ITC1080	Data-Driven Organization	2	Aung	Winter
MGT2120	Entrepreneurship & Small Business Development	2	Magnier-Watanabe	Winter
FIN3020	Finance and Technology	2	Chow	Winter
JDP3010	Japanese Style Management and Corporate Governance	2	Lee	Winter
ITC2080	Management for Digital Transformation	2	Sakurai	Winter
MKG2010	Marketing Intelligence	2	Comai	Winter
MKG3030	Marketing Research	2	Sheehan	Winter
FIN2080	Sustainable Finance & Investment	2	Chow	Winter
MGT2330	Negotiation Strategy	1	Yokose	Winter (2nd module)
ITC2030	AI for Business	2	Aung	Spring
MGT2060	Competing in Emerging Markets	2	ZhangZhang	Spring
MGT2080	Corporate Strategy in a Technology and Digital Era	2	ZhangZhang	Spring
MKG2040	Customer Relationship Management	2	Sheehan	Spring
MKG3040	Digital Marketing	2	Comai	Spring
OPR3010	Digital Supply Chain Management	2	Li	Spring
ACT3020	Financial Statement and Business Analysis	2	TBD	Spring
MGT2010	Human Resource and Global Talent Management	2	TBD	TBD
MGT2360	Leadership	2	Yokose	Spring
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	T. Fujimoto/ Heller/ and others	Spring
OPR3050	Product Innovation and Development (Cancellation for the 26/27 AY)	2	Li	Spring
MGT2410	Sustainability Transformation Strategy	2	Funabashi	Spring
ITC3010	Japan's Frontier of Digital Society	1	Sakurai	Spring (2nd module)
Core Elective Category (Courses offered by GSIR)				
ADC5480	Essentials of Economics	2	Cooray	Fall
DCC5284	International Finance	2	Ariyoshi	Fall
DCC5263	Applied Econometrics	2	Wong	Winter
DCC5261	Econometrics	2	Wong	Winter
ADC5032	Information Policy and Management	2	Park	Winter
DCC5335	Managing Public Organizations	2	Xu	Winter
ADC6515	Cross-sectional and Panel Data Analysis	2	Wong	Spring
DCC5235	Research Methods	2	Jung	Spring

Elective Category - 4 credits

1. GSIR Courses Requirement

At least 2 credits must be obtained from GSIR course(s). Please refer to their course offerings at https://www.iuj.ac.jp/academics/curriculum/.

GSIR courses listed under the Core Elective Category above can be counted toward this GSIR course requirement.

2. Any Courses Offered at IUJ (Including Language Courses)

A maximum of 2 credits from language courses can be counted toward graduation requirements.
Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.

Credit/Course Requirements for the MBA Program - GX Concentration - (2026 Enrollees)

Degree: Master of Business Administration

Credit Requirements:

(1) 44 credits (Research Report Option) or 40 credits (Thesis Option)

(2) At least 30 credits from courses listed in the GSIM course offerings, excluding language courses, must be earned.

Additional Requirements (credits excluded from graduation requirements):

(1) All students must complete the Professional Development course, Leadership Journeys, during the 2nd year of study.

(2) Based on the results of the placement test conducted upon arrival, some students may be required to complete the Foundation course, Math and Statistics.

Professional Development				
MGT3070	Leadership Journeys	0.5	Chow	Fall (in the 2nd year)

Core Required Category (Basic) - 15 credits				
1) Foundation (If applicable)				
Course ID	Course Title	Credit	Instructor	Term
OPR1000	Math and Statistics	1	Li	Fall (2nd module)
2) Basic - 15 credits				
ACT1010	Financial Accounting	2	Lee	Fall
MKG1010	Marketing Management	2	Comai	Fall
OPR1010	Operations Management	2	Li	Fall
MGT1130	International Management	2	ZhangZhang	Winter
MGT1120	Strategic Management	2	Funabashi	Winter
MGT1300	Corporate Social Responsibility	1	Yokose	Spring
JDP3050	Energy Policy and Business Leadership	2	Kikkawa	Spring
MGT1010	Organizational Behavior	2	TBD	Spring
3) Seminar - 6 credits				
SEM6010	Advanced Seminar I	2		Spring (in the 1st year)
SEM6020	Advanced Seminar II	2		Fall (in the 2nd year)
SEM6030	Advanced Seminar III	2		Winter (in the 2nd year)
Core Elective Category - 14 credits*				
* The required Core Elective credits vary by paper option: 14 credits for the Research Report option and 10 credits for the Thesis option.				
1) Sustainability Area (at least 4 credits)				
MGT2430	Energy Transition and Circular Economy	2	Kobayakawa	Fall
MGT2090	Resilient System Design and Management	2	Sakurai	Fall
ITC2070	Smart City	2	Sakurai	Winter
FIN2080	Sustainable Finance & Investment	2	Chow	Winter
MGT2410	Sustainability Transformation Strategy	2	Funabashi	Spring
2) Digitalization Area (at least 4 credits)				
ITC1060	Digital Platform and Digital Business Models	2	Aung	Fall
ITC2020	Big Data Analytics	2	Aung	Winter
ITC1080	Data-Driven Organization	2	Aung	Winter
ITC2080	Management for Digital Transformation	2	Sakurai	Winter
ITC2030	AI for Business	2	Aung	Spring
ITC2110	Business Analysis for Digital Innovation: Bridging Business and IT	1	Kaushal	Spring
OPR3010	Digital Supply Chain Management	2	Li	Spring

Elective Category - 9 credits

1. GSIR Courses Requirement

   At least 2 credits must be obtained from GSIR course(s). Please refer to their course offerings at https://www.iuj.ac.jp/academics/curriculum/.

2. Any Courses Offered at IUJ (Including Language Courses)

   A maximum of 2 credits from language courses can be counted toward graduation requirements.

   Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.

Japan-Global Development Program (JGDP) Policies (Management Concentration)

This section covers the regulations applied to the students in the JGDP (Management Concentration). The students in this program should comply with the rules in this portion as well as those in the school-wide policies stated previously.

A. DEGREE REQUIREMENTS

Minimum requirements are:

1. Two years of enrollment
2. Acquisition of at least 40 credits
3. Submission of a research report or master's thesis
4. Passing the research report/thesis evaluation and final examination
5. Acquisition of a cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

Courses are divided into four categories and students are required to complete a minimum number of credits in each category as shown below.

Category	Required Number of Credits	
	Research Report Option	Thesis Option
Core Required (Basic)	15	15
Core Required (Seminars)	6	6
Core Elective courses (JGDP Courses)	10	6
Elective courses	13	13
Required number of credits for graduation	44	40

1. Basic Courses

First-year students are required to complete 8 Basic courses during the first year of study. Basic courses may not be postponed to the second year, except in cases where a student has failed a Basic Course in the first year and must retake it.

In addition to the Basic courses, students who are not exempted in accordance with the English exemption policies are required to take Academic English I~III. Please refer to the English Language Program notice board for information about English exemption policies and exemption tests.

2. Advanced Seminars

Students are required to complete a Research Report or a Master's Thesis as part of the graduation requirements, in accordance with the regulations for graduate schools established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

To support students in developing and completing their Research Report or Master's Thesis, all students are required to complete 3 Advanced Seminars. The seminars are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter).

For more details about the seminars, please refer to the Advanced Seminar Guidelines.

3. **Core Elective Courses**
   The required number of credits from Core Elective courses differs depending on the paper option (research report or thesis). If a student chooses the research report option, 10 credits must be obtained, while 6 credits are necessary for the thesis option.

4. **Elective Courses**
   a. JGDP Courses
   If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

   b. GSIR Courses
   Students are required to obtain at least 2 credits from GSIR course(s). JGDP courses offered by GSIR listed as Core Elective cannot be counted as GSIR courses.

   c. Language Courses
   There are the following restrictions for course registration and credit numbers:
   (1) "English for Thesis Writing", "English for Research Writing" and "English for Professional Communication I & II" are courses intended for the second year students.
   (2) In principle, a student may enroll only in one (1) English language course per term. If a student is uncertain about their choice of course, they should contact the English Language Program (ELP) coordinator for further details and discuss which course may be the most suitable in which to enroll. If a student wishes to take more than one (1) ELP course during one term, they should consult with and gain approval from both the ELP coordinator and the respective course coordinator.
   (3) The maximum number of credits for Language courses which can be counted as 'Electives' is 2 credits.

5. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the first year Fall or Winter terms is not desirable.

6. A student's course load must not exceed twelve (12) credits per term (credits from Advanced Seminars and language courses are <u>included</u> in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Advanced Seminars and language courses are <u>excluded</u> in this minimum term credit limit.)

C. SPECIALIZATIONS (OPTIONAL)

There are the following 7 MBA specialization areas: Finance, Marketing, Strategy, Digital Technology and Operations, Sustainability, Data Analytics, and Innovation and Entrepreneurship.

JGDP Program students may pursue a specialization by earning at least 12 credits from the designated courses within their chosen specialization area. The list of applicable courses for each specialization will be provided at the time of enrollment and is also available on My Curriculum. Please note that specializations are optional, and students may pursue only one specialization.

The OAA will open the specialization application at the beginning of the Spring Term in the student's 2nd year. The OAA will verify whether the student has met the credit requirement only at the time of application. If the requirements are met, the specialization will be printed on the student's transcript, but not on the diploma.

Note: The OAA does not provide individual credit checks outside of the official application process. Students are responsible for tracking their own progress toward specialization requirements.

Credit/Course Requirements for the JGDP (Management) Program (2026 Enrollees)

Degree: Master of Business Administration
Credit Requirements:
(1) 44 credits (Research Report Option) or 40 credits (Thesis Option)
(2) At least 30 credits from courses listed in the GSIM course offerings, excluding language courses, must be earned.

Core Required Category (Basic) - 15 credits				
Course ID	Course Title	Credit	Instructor	Term
ACT1010	Financial Accounting	2	Lee	Fall
MKG1010	Marketing Management	2	Comai	Fall
OPR1010	Operations Management	2	Li	Fall
MGT1130	International Management	2	ZhangZhang	Winter
JDP3010	Japanese Style Management and Corporate Governance	2	Lee	Winter
MGT1120	Strategic Management	2	Funabashi	Winter
MGT1300	Corporate Social Responsibility	1	Yokose	Spring
MGT1010	Organizational Behavior	2	Yoo	Spring
Core Required Category (Seminar) - 6 credits				
SEM6010	Advanced Seminar I	2		Spring (in the 1st year)
SEM6020	Advanced Seminar II	2		Fall (in the 2nd year)
SEM6030	Advanced Seminar III	2		Winter (in the 2nd year)
Core Elective Category - 10 credits*				
* The required Core Elective credits vary by paper option: 10 credits for the Research Report option and 6 credits for the Thesis option.				
Courses offered by GSIM				
JDP2040	Japan's Major industries and Human Resource Practices	2	Yokose	Fall
JDP2060	Small and Medium Enterprise Policy in Japan	2	Funabashi	Fall
JDP3050	Energy Policy and Business Leadership	2	Kikkawa	Spring
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	T. Fujimoto/ Heller/ and others	Spring
JDP3070	Hospitality Industry in Japan	1	Yokose	Spring (2nd module)
Courses offered by GSIR				
JDP5042	Japanese Development Cooperation: Implementation and Practice	2	JICA	Fall
JDP5201	Modern Japan in the World	2	Pressello	Fall
JDP5011	Postwar Japanese Politics	2	Shinoda	Fall
JDP5230	Japanese Government and Politics	2	Yamada	Winter
JDP5021	Japanese National Security Policy	2	Yoshizaki	Winter
JDP5211	Japan's Education System	2	TBD	Winter
JDP5125	Politico-economic History of Japan's Modernization	2	Tadokoro	Winter
JDP5031	International Relations and Foreign Policy of Japan	2	Shinoda	Spring
JDP5051	Japanese International Development Cooperation	2	Kato	Spring
JDP5115	Postwar Japanese Financial Development and Economic Policies	2	Kihara	Spring

Elective Category - 13 credits

1. GSIR Courses Requirement

At least 2 credits must be obtained from GSIR course(s). Please refer to their course offerings at https://www.iuj.ac.jp/academics/curriculum/.
JGDP courses offered by GSIR and listed as Core Elective Courses **cannot** be counted toward the GSIR course requirement.

2. Any Courses Offered at IUJ (Including Language Courses)

A maximum of 2 credits from language courses can be counted toward graduation requirements.
Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.

One-Year MBA (IMBA) Program Policies

This section covers the regulations applied to the students in the IMBA Program. IMBA students should comply with the rules in this portion as well as those in the school-wide policies stated previously.

A. DEGREE REQUIREMENTS

Minimum requirements are:

1. Three terms of enrollment
2. Acquisition of at least 32 credits
3. Submission of a research report
4. Passing the research report evaluation and final examination
5. Acquisition of a cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

The courses are divided into seven categories listed below and students are required to complete a minimum of 32 credits from among the categories as shown below.

Category		Required Number of Credits
Core Required	Basic	11
	Seminars	2
	Capstone	4
Core Elective courses	Finance & Accounting	2
	Marketing	2
	Management	2
	Technology	2
Elective courses		7
Required number of credits for graduation		32

1. Basic Courses

Students are required to complete 6 Basic courses and 4 Capstone courses.

2. Research Seminars

Students are required to complete a Research Report as part of the graduation requirements, in accordance with the regulations for graduate schools established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

To support students in developing and completing their Research Report, all IMBA students are required to complete two Research Seminars. The seminars are offered sequentially as Research Seminar I (Winter) and Research Seminar II (Spring).

For more details about the seminars, please refer to the Research Seminar Guidelines.

3. Core Elective Courses

There are four (4) subcategories under the Core Elective category. Students are required to complete 2 credits each from courses listed from each subcategory.

4. Elective Courses

a. GSIM Courses

If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

b. GSIR Courses

Students will be able to take GSIR courses from Winter term if they can get approval from their supervisors about suitability for their study/research agenda.

5. Additional Course Requirements (Professional Development)

All students are required to complete the Leadership Journeys course in the Fall term. The course is designed to support students' leadership development, self-reflection, and career growth. The course is assessed on a Pass/Non-Pass basis, and the credit earned does not count toward the graduation requirements.

6. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.

7. Every student is responsible for checking whether they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).

8. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.

9. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are <u>included</u> in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are <u>excluded</u> in this minimum term credit limit.) However, if a student wishes to take more than twelve (12) credits in one term, they may request the Program Director for a special consideration.

Credit/Course Requirements for the IMBA Program (2026 Enrollees)

Degree: Master of Business Administration
Credit Requirements: 32 credits, including at least 24 credits earned from GSIM courses (excluding language courses).
Additional Requirements (credits excluded from graduation requirements):
All students must complete the Professional Development course, Leadership Journeys.

Professional Development				
MGT3070	Leadership Journeys	0.5	Chow	Fall

Core Required Category				
1) Basic - 11 credits				
Course ID	Course Title	Credit	Instructor	Term
ACT1010	Financial Accounting	2	Lee	Fall
MGT1130	International Management	2	ZhangZhang	Winter
MGT1120	Strategic Management	2	Funabashi	Winter
MGT1300	Corporate Social Responsibility	1	Yokose	Spring
TBD	Competitive Strategy	2	Wakayama	Spring
MGT1010	Organizational Behavior	2	TBD	Spring
2) Capstone - 4 credits				
MGT2320	Leadership Bootcamp	1	Yokose	Summer
MGT3040	Integrated Strategic Design for the Global Digital Era	1	Singh	Summer
MGT3050	Manager's Guide to Value Creation in Negotiation	1	Hooi	Summer
TBD	Inside the Mind of General Managers	1	ZhangZhang/ Seki	Summer
3) Seminar - 2 credits				
SEM7010	Research Seminar I	1		Winter
SEM7020	Research Seminar II	1		Spring
Core Elective Category - At least 8 credits in total (A minimum of 2 credits from each area has to be obtained.)				
1) Accounting & Finance Area				
FIN2050	Entrepreneurial and Venture Finance	2	Chow	Fall
FIN2040	Portfolio Management	2	Chow	Fall
FIN3050	Risk Management	2	Shi	Fall
FIN2090	Behavioral Finance	2	Shi	Winter
FIN3020	Finance and Technology	2	Chow	Winter
FIN2080	Sustainable Finance & Investment	2	Chow	Winter
FIN1010	Corporate Finance	2	Shi	Spring
ACT3020	Financial Statement and Business Analysis	2	TBD	Spring
2) Marketing Area				
MKG2060	Advertising Management	2	Sheehan	Fall
MKG2050	Consumer Behavior	2	Sheehan	Fall
MKG1010	Marketing Management	2	Comai	Fall
MKG2010	Marketing Intelligence	2	Comai	Winter
MKG3030	Marketing Research	2	Sheehan	Winter
MKG2040	Customer Relationship Management	2	Sheehan	Spring
MKG3040	Digital Marketing	2	Comai	Spring
3) Management Area				
MGT2430	Energy Transition and Circular Economy	2	Kobayakawa	Fall
MGT2110	Entrepreneurship and Innovation	2	ZhangZhang	Fall
OPR1010	Operations Management	2	Li	Fall
JDP2040	Japan's Major industries and Human Resource Practices	2	Yokose	Fall
MGT1140	Business Decision-Making and Control	2	Lee	Winter
JDP3010	Japanese Style Management and Corporate Governance	2	Lee	Winter
MGT2330	Negotiation Strategy	1	Yokose	Winter (2nd module)
MGT2060	Competing in Emerging Markets	2	ZhangZhang	Spring
MGT2080	Corporate Strategy in a Technology and Digital Era	2	ZhangZhang	Spring
JDP3050	Energy Policy and Business Leadership	2	Kikkawa	Spring
MGT2010	Human Resource and Global Talent Management	2	TBD	TBD
MGT2360	Leadership	2	Yokose	Spring
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	T. Fujimoto/ Heller/ and others	Spring
MGT2410	Sustainability Transformation Strategy	2	Funabashi	Spring
4) Technology Area				
ITC1060	Digital Platform and Digital Business Models	2	Aung	Fall
ITC2100	Machine Learning and Text Analytics in Business	2	Chuang	Fall
ITC2020	Big Data Analytics	2	Aung	Winter
ITC1080	Data-Driven Organization	2	Aung	Winter
ITC2080	Management for Digital Transformation	2	Sakurai	Winter
ITC2070	Smart City	2	Sakurai	Winter
ITC2030	AI for Business	2	Aung	Spring
OPR3010	Digital Supply Chain Management	2	Li	Spring
ITC3010	Japan's Frontier of Digital Society	1	Sakurai	Spring
ITC1090	Ethical, Legal, Social Implications of Digital Businesses	1	Watanabe	Summer
Elective Category - 7 credits				
Any Courses Offered at IUJ (Excluding Language Courses) Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.				

Digital Transformation Program (DXP) Policies

This section covers the regulations applied to the students in the DXP. DXP students should comply with the rules in this portion as well as those in the school-wide policies stated previously.

A. DEGREE REQUIREMENTS

Minimum requirements are:

1. Three terms of enrollment
2. Acquisition of at least 32 credits
3. Submission of a research report
4. Passing the research report evaluation and final examination
5. Acquisition of a cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

The courses are divided into five categories listed below and students are required to complete a minimum of 32 credits from among the categories as shown below.

Category		Required Number of Credits
Core Required	Basic	8
	Selective	4
	Seminars	2
	Capstone	4
Core Elective courses		12
Elective courses		2
Required number of credits for graduation		32

1. Core Required Courses

Students are required to complete 4 Basic courses, at least 2 Selective courses, and 4 Capstone courses.

2. Research Seminars

Students are required to complete a Research Report as part of the graduation requirements, in accordance with the regulations for graduate schools established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

To support students in developing and completing their Research Report, all students are required to complete two Research Seminars. The seminars are offered sequentially as Research Seminar I (Winter) and Research Seminar II (Spring).

For more details about the seminars, please refer to the Research Seminar Guidelines.

3. Elective Courses

a. GSIM Courses

If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

b. GSIR Courses

Students will be able to take GSIR courses from Winter term if they can get approval from their supervisors about suitability for their study/research agenda.

4. **Additional Course Requirements (Foundation Courses)**
   Based on the results of placement test conducted upon arrival, some students may be required to complete the Foundation course, Math and Statistics (1 credit). The course is assessed on a Pass/Non-Pass basis, and the credit earned does not count toward the graduation requirements.

5. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.

6. Every student is responsible for checking whether they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).

7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.

8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are <u>included</u> in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are <u>excluded</u> in this minimum term credit limit.) However, if a student wishes to take more than twelve (12) credits in one term, they may request to the Program Director for a special consideration.

Credit/Course Requirements for the DXP (2026 Enrollees)

Degree: Master of Digital Management
Credit Requirements: 32 credits, including at least 24 credits earned from GSIM courses (excluding language courses).
Additional Requirements (credits excluded from graduation requirements):
Based on the results of the placement test conducted upon arrival, some students may be required to complete the Foundation course, Math and Statistics.

Core Required Category				
1) Foundation (if applicaple)				
Course ID	Course Title	Credit	Instructor	Term
OPR1000	Math and Statistics	1	Li	Spring (2nd module)
2) Basic - 8 credits				
ITC2040	Data Analysis with Python	2	Chuang	Fall
ITC1060	Digital Platform and Digital Business Models	2	Aung	Fall
ITC1050	Data Analytics for Business	2	Li	Winter
ITC2080	Management for Digital Transformation	2	Sakurai	Winter
3) Selective - A minimum of 4 credits from this category has to be obtained.				
ACT1010	Financial Accounting	2	Lee	Fall
MKG1010	Marketing Management	2	Comai	Fall
MGT1120	Strategic Management	2	Funabashi	Winter
MGT1010	Organizational Behavior	2	TBD	Spring
4) Capstone - 4 credits				
ITC2120	DX in Practice	1	Sakurai	Summer
ITC1090	Ethical, Legal, Social Implications of Digital Businesses	1	Watanabe	Summer
MGT3040	Integrated Strategic Design for the Global Digital Era	1	Singh	Summer
MGT2320	Leadership Bootcamp	1	Yokose	Summer
5) Seminar - 2 credits				
SEM7010	Research Seminar I	1		Winter
SEM7020	Research Seminar II	1		Spring
Core Elective Category - At least 12 credits*				
MGT2430	Energy Transition and Circular Economy	2	Kobayakawa	Fall
MGT2110	Entrepreneurship and Innovation	2	ZhangZhang	Fall
ITC2100	Machine Learning and Text Analytics in Business	2	Chuang	Fall
MGT2090	Resilient System Design and Management	2	Sakurai	Fall
ITC2020	Big Data Analytics	2	Aung	Winter
ITC1080	Data-Driven Organization	2	Aung	Winter
FIN3020	Finance and Technology	2	Chow	Winter
ADC5032	Information Policy and Management	2	Park	Winter
MKG2010	Marketing Intelligence	2	Comai	Winter
ITC2070	Smart City	2	Sakurai	Winter
ITC2030	AI for Business	2	Aung	Spring
ITC3020	Applied Causal Inference in Business	2	Chuang	Spring
ITC2110	Business Analysis for Digital Innovation: Bridging Business and IT	1	Kaushal	Spring
TBD	Competitive Strategy	2	Wakayama	Spring
FIN1010	Corporate Finance	2	Shi	Spring
MGT2080	Corporate Strategy in a Technology and Digital Era	2	ZhangZhang	Spring
MKG2040	Customer Relationship Management	2	Sheehan	Spring
TBD	Deep Learning with Python	2	Chuang	Spring
OPR3010	Digital Supply Chain Management	2	Li	Spring
MGT2410	Sustainability Transformation Strategy	2	Funabashi	Spring
ITC3010	Japan's Frontier of Digital Society	1	Sakurai	Spring (2nd module)
Elective Category - 2 credits				
Any Courses Offered at IUJ (Excluding Language Courses) Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.				

International Social Entrepreneurship Program (ISEP) Policies

This section covers the regulations applied to the students in the ISEP. ISEP students should comply with the rules in this portion as well as those in the school-wide policies stated previously.

A. DEGREE REQUIREMENTS

Minimum requirements are:

1. Three terms of enrollment
2. Acquisition of at least 34 credits
3. Submission of a research report
4. Passing the research report evaluation and final examination
5. Acquisition of a cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

The courses are divided into five categories listed below and students are required to complete a minimum of 34 credits from among the categories as shown below.

Category		Required Number of Credits
Core Required	Basic	11
	Seminars	2
	Field Study	4
Core Elective		13
Elective		4
Required number of credits for graduation		34

1. Students are required to take 7 Basic Courses, 2 Research Seminars and 1 Field Study course.

2. **Research Seminars**
   Students are required to complete a Research Report as part of the graduation requirements, in accordance with the regulations for graduate schools established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

   To support students in developing and completing their Research Report, all students are required to complete two Research Seminars: Research Seminar I and Research Seminar II. These seminars must be taken in sequence.

   For ISEP students, the Research Report must be closely related to their Field Study and should be based on the findings, data, and feedback obtained through that experience. Students are also expected to reflect on their Field Study and discuss how their proposed approaches may be refined based on the results.

   For more details about the seminars, please refer to the Research Seminar Guidelines.

3. **Field Study**
   Students are requested to submit their Field Study Proposal in the designated format to the OAA about one month prior to departure. The field study period must be a minimum of 4 months. The field study location will be decided according to each student's study plan.

After the field study is over, each student is required to report the outcome of the field study to their supervisor. Based on the student's report and communication regarding the field study, the supervisor will evaluate the results and determines a grade of Pass or Non-Pass.

4. **Elective Courses**
   If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

5. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.

6. Every student is responsible for checking whether they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).

7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.

8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.) However, if a student wishes to take more than twelve (12) credits in one term, they may request to the Program Director for a special exception.

C. INTERNATIONAL ORGANIZATION PROFESSIONALS (IOP) FOCUS CERTIFICATE (OPTIONAL)

IUJ introduced IOP Focus in order to promote the education of students interested in international organization careers. The "IOP Focus" certificate will be issued upon application at the time of their graduation. To be eligible for the IOP Focus certificate, ISEP students have to take at least 10 credits from the following designated courses listed below.

<Course List for 2026-2027 Academic Year>

GSIR courses			
ADC5012	Public Human Resource Management	2	Winter
ADC5108	Development Policy and Globalization	2	Spring
ADC6668	Roles of Government and Entrepreneurs in Development	2	Fall
DCC5020	International Political Economy	2	Win/Spr
DCC5036	Human Rights	2	Spring
DCC5040	International Politics	2	Fall
DCC5065	Foreign Policy Analysis	2	Fall
DCC5095	International Organization	2	Win/Win
DCC5270	Development Economics	2	Spring
DCC5320	Policy Evaluation	2	Spring
DCC5348	Political Institutions and Governance	2	Spr/Spr
GSIM courses			
MGT2410	Sustainability Transformation Strategy	2	Spring
FIN2080	Sustainable Finance & Investment	2	Winter

Credit/Course Requirements for the ISEP (2026 Enrollees)

Degree: Master of Social Entrepreneurship
Credit Requirements: 34 credits, including at least 20 credits earned from GSIM courses (excluding language courses).

Course ID	Course Title	Credit	Instructor	Term
Core Required Category (Basic) - 11 credits				
ACT1010	Financial Accounting	2	Lee	Fall
MKG1010	Marketing Management	2	Comai	Fall
MGT2090	Resilient System Design and Management	2	Sakurai	Fall
MGT1120	Strategic Management	2	Funabashi	Winter
MGT2060	Competing in Emerging Markets	2	ZhangZhang	Spring
MGT1300	Corporate Social Responsibility	1	Yokose	Spring
Core Required Category (Seminar) - 2 credits				
SEM7010	Research Seminar I	1		
SEM7020	Research Seminar II	1		
Core Required Category (Field Study) - 4 credits				
MGT1330	Field Study	4		
Core Elective Category - 13 credits				
Courses offered by GSIM				
ITC1060	Digital Platforms and Digital Business Model	2	Aung	Fall
FIN2050	Entrepreneurial and Venture Finance	2	Chow	Fall
MGT2110	Entrepreneurship and Innovation	2	ZhangZhang	Fall
OPR1010	Operations Management	2	Li	Fall
MGT1140	Business Decision-Making and Control	2	Lee	Winter
MGT2120	Entrepreneurship & Small Business Development	2	Magnier-Watanabe	Winter
FIN3020	Finance and Technology	2	Chow	Winter
MGT1130	International Management	2	ZhangZhang	Winter
ITC2080	Management for Digital Transformation	2	Sakurai	Winter
ITC2070	Smart City	2	Sakurai	Winter
ITC2030	AI for Business	2	Aung	Spring
OPR3010	Digital Supply Chain Management	2	Li	Spring
MGT2360	Leadership	2	Yokose	Spring
MGT1010	Organizational Behavior	2	TBD	Spring
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	T. Fujimoto/ Heller/ and others	Spring
MGT2410	Sustainability Transformation Strategy	2	Funabashi	Spring
ITC2120	DX in Practice	1	Sakurai	Summer
Courses offered by GSIR				
ADC6552	Agricultural Development and Resource Revenue Management	2	Usui	Fall
ADC5400	Analysis of Development Policies and Programs	2	Kato	Fall
ADC6668	Roles of Government and Entrepreneurs in Development (IOPF)	2	Usui	Fall
DCC5040	International Politics (IOPF)	2	Myoe	Fall
DCC5065	Foreign Policy Analysis (IOPF)	2	Myoe	Fall
ADC5012	Public Human Resource Management (IOPF)	2	Jung	Winter
DCC5095	International Organizations (IOPF)	2	Kato	Winter
DCC5020	International Political Economy (IOPF)	2	Cooray	Winter/Spring
DCC5270	Development Economics (IOPF)	2	Goto	Spring
ADC5108	Development Policy and Globalization (IOPF)	2	Kane	Spring
DCC5036	Human Rights (IOPF)	2	Kim	Spring
JDP5051	Japanese International Development Cooperation	2	Kato	Spring
DCC5320	Policy Evaluation (IOPF)	2	Jinnai	Spring
DCC5348	Political Institution and Governance (IOPF)	2	Yamada	Spring
Elective Category - 4 credits				
Any Courses Offered at IUJ (Excluding Language Courses) Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.				

Note) IOPF stands for International Organization Professionals (IOP) Focus. To be eligible for the IOP Focus certificate, ISEP students are required to take at least 5 courses from the designated IOPF courses above.