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# STUDENT HANDBOOK

For students who enrolled in 2015-2016 Academic Year

*Graduate School of International Management*  
*INTERNATIONAL UNIVERSITY OF JAPAN*



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## 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じ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。

### ＜国際経営学研究科の使命・目的＞

#### 人材養成に関する目的その他教育研究上の目的

国際経営学研究科は、社会的責任と社会的価値創出の意思を持ち、国際的なビジネス環境においてリーダーシップを発揮できる、『実践知』をそなえた、聡明な職業人を養成する。

この目的を達成するため、以下に述べる教育研究を行う。

- グローバル・ローカルを問わず、現実のビジネス社会における諸課題の解決や実践に活用しうる高度の教育機会を提供する。
- 倫理的な人格や哲学、卓越性や多様性の理解を養う。
- 広範で多彩な能力・視野・信念を持つ有為の学生達が相互に刺激しあい切磋琢磨する多国籍・多文化構成のグループをベースとした有為な教育環境を醸成する。
- マネジメントの基本となるスキルと機能的な知識を鍛錬し、効果的にかつ社会的責任を担って職務を全うしうる力をつける。

## **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.

## Mission, Vision and Values

### Graduate School of International Management (GSIM)

#### GSIM Mission

GSIM is dedicated to developing “wise” (i.e., socially responsible) individuals for global business and social leadership.

It will develop such leaders by:

- Providing its students opportunities to study, research, and solve the challenges of global, national, and local businesses;
- Nurturing a deep sense of moral integrity and philosophy, excellence, and diversity;
- Fostering a multinational, multicultural team-based environment with the opportunity to work alongside peers possessing a wide array of skills, perspectives, and beliefs; and
- Empowering all members of the GSIM community with the functional knowledge and fundamental skills to conduct their efforts in an effective and socially responsible manner.

#### GSIM Vision

It is GSIM’s vision to be a leading business school, which educates socially responsible future leaders from Asia, including Japan, Asia Pacific, and African regions, while recognizing that these regions are increasingly becoming the driving force in the world economy.

Thus, our alumni, after graduating from GSIM, will be pushing forward the development of their countries of origin, creating value and contributing to the improvement of the living and working environments of their fellow citizens .

#### 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 inculcated to be aware that in businesses moral and ethical conduct is essential. The students master business fundamentals necessary to become truly competent professionals.

## **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.

# PREFACE

This is the current edition of the GSIM Student Handbook. It collects in one place all the current policies, procedures, and other information useful and important 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 is expected to remember all of the details, the Handbook can be a time-saver for all members of the IUJ-GSIM community when used as a reference.

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

Dr. Wenkai Li  
Dean

September 2015



# I. PHILOSOPHY AND GOALS

## A. 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 special responsibility to analyze and to explain the roles of profit-seeking enterprises (as well as social enterprises and organizations) 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 more effectively be acquired or contributed to 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. 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.
8. 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.

## B. 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 MBA/E-Business candidates for their eventual roles as managers through:
  - a. the recruitment and development of an excellent faculty;
  - b. an excellent, continuously reviewed MBA/E-Business program 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 MBA/E-Business candidates the School can attract through:
  - a. the use of selection criteria which has evolved from research of GSIM 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.

## II. CODE OF CONDUCT IN CULTURAL DIVERSITY

GSIM at IUJ offers its educational activities in an extraordinarily rich cultural 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, for example, in

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

In this context and in line with the spirit of the academic honor principle stated in this Student Handbook, GSIM wishes to stress that balance within diversity is only possible when mutual respect and tolerance is firmly established among all those that make up the GSIM 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 to the community and could result in disciplinary actions outlined in this handbook.

GSIM believes that mutual respect and tolerance will lead to:

- The fostering of culturally-sensitive global leaders through stock-taking of the difference 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 the motivation to avoid them, both of which are fostered by 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

GSIM will never be able to stress too much (1) that differences are not right or wrong; that differences can be inconvenient; (2) that there is no single right answer in coping with such differences; and (3) that willingness to succeed in creating a community is a shared goal. In conclusion, to “know” and “accept” ourselves and others is a key.

All the members of the IUJ GSIM community are therefore expected to act in a way conducive to and in parallel with the code; if they do not, there are penalties. Disciplinary actions may be taken in line with the Student Handbook and other relevant regulations and by an organizational unit designated for this purpose by IUJ GSIM.

### III. SOCIAL RESPONSIBILITY POLICY

**Social responsibility** is one of the main pillars of GSIM's mission. Accordingly, our students with the help of the faculty are expected to influence the activities of an individual or group in efforts to move towards wise and socially responsible decisions.

#### Faculty

In order to increase awareness and contribute towards nurturing social responsibility, each GSIM faculty makes it a point in classrooms that he or she values the environmental issues at both the global and local levels; further, there is no tolerance for any form of discrimination, as stated in GSIM's code of conduct regarding cultural diversity. Whenever possible, the faculty member chooses and develops teaching materials, texts, cases etc. that nurture the social values and/or that may stimulate the social responsibility of the individuals involved. The community contributions by students in the form of class projects, field trips, etc. are always encouraged.

#### Students

In order to increase awareness and contribute towards nurturing social responsibility, each GSIM student, during his or her time prior to graduation, must have participated in at least one kind of social contribution. Such contributions may be as follows:

- Activity involving environment protection
- Contribution to local community, including the city and citizens of Minamiuonuma and its vicinity where IUJ is located
- Contribution to IUJ community, student councils, GSIM club activities supervised by a GSIM or IUJ faculty
- Contributing to recognized local or local/IUJ organizations, such as ICLOVE, UMEX, Rotary Clubs, local organizations helping school children, the elderly, as well as the environment.
- Contributing to environment conservation efforts
- Contributing to energy and global warming related activities
- Contributing to giving promotions to the IUJ community, such as organizing club events, sports events, and media events

## IV. 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 for promoting 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.*

During the fall registration, all students are requested to sign a statement attesting that they have read and understand the Academic Honor Principle of GSIM.

#### **2. Application of the Principle**

A person who stands by and does nothing when confronted with obvious academic dishonesty threatens the spirit and effectiveness of the principle of academic honor. 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.

Any charges of academic dishonesty which cannot be resolved satisfactorily by the parties involved will be brought before the Academic Honor Committee for disposition.

#### **3. The Academic Honor Committee**

The Academic Honor Committee is responsible for the general administration of the Academic Honor Principle. Its primary duties are to make it sure that all members of the community are cognizant of the code, of evaluating the workings of the honor system and of proposing any necessary changes as well as of acting on reported breaches of the Academic Honor Principle as it seems fit.

This Committee shall be composed of five (5) students and four (4) faculty members. One Student member shall be the non-voting chairperson of the Committee. The Committee's disposition of cases will be final in all instances where no guilt is found and no action is taken. All other cases may be appealed to the Dean, whose decision to support the Committee's decision or to modify it shall be final. The faculty members of the Committee shall be formed by the Dean based on his own initiative, or on the initiative of faculty or student(s). The five (5) student members of the Committee shall be the GSIM Council members at the time of forming the Committee. The GSIM Council President at the time shall be the non-voting chairperson of the Committee. The four (4) faculty members of the Committee shall be appointed by the Dean.

#### **4. Faculty Obligation under the Honor Principle**

Prior to the start of each course, each faculty member is requested to prepare and distribute written guidelines which explain how the GSIM Honor Principle relates to the course. This statement should cover such areas as: the faculty member's expectations with regard to the collaboration of students in the daily preparation of cases and assignments; the professor'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 faculty member is requested to prepare a written statement which 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 the student to consider the course work 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.

In instances where a family emergency, personal illness, or observance of religious holidays preclude the student from attending classes, the student must submit a report of absence to the professors involved and to the OAA as soon as possible. The student and the appropriate faculty members 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 faculty members. Faculty members are responsible for stating their class attendance policy clearly 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 for 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.

Faculty members who notice a serious attendance problem on the part of any student are urged to inform the Dean.

### **2. Placement Interviews and Activities**

Placement interviews may be held at GSIM as a service to both students and companies offering employment. The policy of the Faculty 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 and in individual course syllabi. 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 or not a course will have a final examination and the format in which the final examination will be taken are left to the discretion of each course professor, who should announce these matters early in the term. Final examination plans, after announcement, may not be changed without the approval of the Dean.

#### **<For Faculty Members>**

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.)

1. Weight of exam questions should be clear.
2. If the number of enrollees in one course is more than 40, the exams are to be conducted in MLIC 3F Hall or two classrooms, e.g. 102 and 103 when the hall is not available.
3. 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 should be avoided. (OAA can provide course instructors with seat-arrangement sheet upon request.)
4. If the number of enrollees in one course is more than 40, all in-class exams should be proctored by two people; one is course instructor and the other is a teaching assistant (TA) for the course (or an OAA staff member in case of a course with no TA). If the instructor cannot be a proctor, arrangements have to be made to assure that the relevant student questions relating to the exam can be answered.
5. Place a video camera(s) in a room where an exam is conducted.
6. To ensure fairness, examination time should be strictly observed (at the faculty's discretion).
7. When examination is complete, students will individually turn in their completed examination documents to the professor or proctor. Having students pass the answer sheets to other students is not allowed.
8. If a course instructor witnesses any improper actions committed by the students during the exam, he has to take an appropriate action against the (potential) cheater and report it to the Dean after the exam.

#### **<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 phone should be turned off and be put in the bag. Bags should be put in the rear or the front of the classroom until the exam is over.
5. A student who talks to his 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 the exam will receive an "F" grade.

7. A student who does not stop writing after the designated time will be warned, and must turn in his/her paper immediately.
8. 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 a 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 professor of an individual course will be responsible for judging whether an absence from an examination is excused.

If a student is excused from attendance at an examination, the professor 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, to be taken either at the School or elsewhere. The makeup examination (whether it is the same examination given 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 normally be given.

## **3. Student Absent Without Excuse**

A student absent from an examination without an excuse will normally 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 professor.

## **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 objectives of this questionnaire, and the data generated from it, are three-fold:

- To provide a feedback mechanism for curriculum development and course design;
- To provide a feedback mechanism for faculty to improve teaching effectiveness;
- To provide input for the faculty reward system (salary, promotion, contract renewal, etc.)

The OAA will instruct the students to conduct course evaluations at the middle and end of each term. The instructor will not be present in the room at the time the evaluations are being completed. The results and comments will be provided to faculty only after final grades have been submitted to the OAA.

## **E. PLAGIARISM, CHEATING, AND MISBEHAVIOR**

### **1. Definition of Plagiarism**

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

### **2. Definition of Cheating**

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Copying others' work, such as homework assignments, also falls under cheating.



### 3. Misbehavior

Misbehavior includes copyright violations, 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 a duty of each student to report any incident of plagiarism, cheating, or misbehavior, to the concerned faculty. Faculty members 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 punishment for the violation(s) could include immediate expulsion from the school.

The Dean of GSIM and faculty members may resort to a range of actions should the plagiarism, cheating, or misbehavior be substantiated. The punishment could include warning, reprimand, counseling, the award of a failing grade for the work or the course concerned, or referral to a faculty meeting for possible probation, suspension, expulsion, or annulment of the degree if already awarded.

## F. 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), currently chaired by Prof. Mohammed Ahmed 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 at <http://www.iuj.ac.jp/oss/seeking-assistance/> and on the PEC bulletin board near OSS. In short, they are as follows:

### 2. Informal Complaints Advisors

If one has private questions or concerns about harassment at IUJ or feels he/she is experiencing harassment (general, academic, power or sexual), he/she is welcomed to contact any of the following Informal Complaints Advisors (ICA).

They are: Prof. Shizuko Kimura (JLP – [Kimura@iuj.ac.jp](mailto:Kimura@iuj.ac.jp))  
 Prof. Nawalage Cooray (GSIR – [cooray@iuj.ac.jp](mailto:cooray@iuj.ac.jp))  
 Prof. Shingo Takahashi (GSIR – [staka@iuj.ac.jp](mailto:staka@iuj.ac.jp))  
 Prof. Zaw Zaw Aung (GSIM – [zawzaw@iuj.ac.jp](mailto:zawzaw@iuj.ac.jp))  
 Ms. Satoko Yamazaki (OAA – [yamazaki@iuj.ac.jp](mailto:yamazaki@iuj.ac.jp))

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 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 link noted above.

## V. 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. COURSE REGISTRATION

All students are required to register themselves for courses online during official course registration period. Simultaneously, students should print out a registration form, sign and submit it to the Office of Academic Affairs (OAA) no later than 5:00 p.m. on the last day of course registration. A student who is late for registration may be denied the opportunity to register. In such cases, the Dean will decide upon the matter in response to a written petition from the student.

Personal emergencies, such as illness, a death in the family, etc., are of course legitimate reasons for late registration. However, the OAA should be notified immediately of such cases if a student will be unable to register during the specified period. Job interviews are not considered a valid excuse for late registration under any circumstances.

### C. MATRICULATION REQUIREMENT

The GSIM requires that each student matriculate within two working business days of the commencement of classes in each term. "Matriculation," i.e., being on campus physically, is required of all students from the beginning of a term. To matriculate, each student must appear in person before the appropriate personnel of the OAA and sign the roster of all students enrolled in GSIM. No proxy or substitute signatures are allowed.

The penalty for late matriculation is 10,000 yen. The fee is in addition to a student's tuition fee and shall be automatically deducted from the student's bank account.

The last day for late matriculation is the same deadline for official course registration. If a student does not matriculate by then, s/he is not allowed to register for any courses.

The above monetary penalties are not exclusive. Further, academic penalties may be imposed at each professor's discretion.

Exceptions to the above penalty system shall be made only on the basis of *force majeure* (unforeseen events outside the control of the students).

### D. COURSE MATERIALS

Necessary study materials should be available at the first meeting of each course. The syllabi are online before and during the term and each student is required to print them out him/herself if necessary. Additional materials may be distributed during the year. Students will be charged for materials at a rate of 10 yen/page which reflects duplication and/or acquisition costs.

IUJ does not have a "University Bookstore," therefore the OAA functions as a textbook/reading material distributor. Approximately two months before each term, the OAA asks students to order textbooks during the preliminary course registration period. After the period, the OAA orders the

textbooks from overseas/domestic bookstores. Students cannot cancel the book order once the orders have been placed.

## **E. EXPENSES FOR COURSE PROJECTS**

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

## **F. ENCOURAGEMENT OF TAKING JAPAN RELATED COURSES**

There are Japan related courses offered by GSIR and GSIM. The courses are divided into the following three categories:

<Course List for 2015-16 Academic Year>

<b>Politics and Foreign Policy</b>			
School	Course ID	Course title	Credit
GSIR	REC 5630	Contemporary Japanese Politics *	2
GSIR	REC 6100	Japanese Foreign Policy *	2
GSIR	REC 6200	Japan's National Security Policy *	2
<b>Economy and Management</b>			
School	Course ID	Course title	Credit
GSIR	REC 5641	Postwar Japanese Economy *	2
GSIR	REC 5645	Japanese Public Finance and Administration *	2
GSIR	REC 5655	Japanese Banking and Financial Systems *	2
GSIR	REC 5680	Japanese Energy Policy and Regulations *	1
GSIR	REC 6050	Japanese Economy and Macroeconomic Policies *	1
GSIR	REC 6075	Development of Japanese Industry and Business *	2
GSIM	FIN 4060	Money and Banking in Japan	2
GSIM	FIN 4240	Value-Based Management for Japan	2
<b>History, Culture and Others</b>			
School	Course ID	Course title	Credit
GSIR	REC 5600	Peace, War and the Development of Modern Japan *	2
GSIR	REC 6115	Japanese History and Culture *	2

\*GSIR Courses

IUJ encourages students to take these Japan related courses. If the student take two credits from each category and obtain 6 or more credits in total, they can be granted a special certificate from IUJ.

Each Japan related course is offered either by GSIR or GSIM. GSIM Students can take the courses which are offered by GSIR under the cross registration system (See Section H above). No approval from the course instructor is required to register for these Japan related courses offered by GSIR.

## **G. GRADES**

### **1. General Policy Statement**

All information pertaining to the grading system is to be shared fully with the students including objectives, grade designations, qualitative descriptions, criteria for continuance in school and graduation, system of weights, and faculty percent guidelines.

## 2. Objectives of the GSIM Grading System

- a. The system should enhance the student's learning experience and not put artificial barriers between the student and the learning process.
- b. Its primary purposes are to:
  - (1) Systematically provide students with 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.

## 3. Description of the GSIM Grading System

### a. Grade Descriptions and Grade Points

Grade Symbol	Grade Category	Qualitative Description	Grade Point
<b>A</b>	<b>Distinguished</b>	Indicates performance that clearly exceeds professional standards and the instructor's expectations for GSIM students.	<b>4.00</b>
<b>A-</b>	<b>Very Good</b>	Indicates performance that exceeds professional standards and the instructor's expectations for GSIM students.	<b>3.75</b>
<b>B+</b>	<b>Good</b>	Indicates performance that clearly meets professional standards and falls in the higher range of the instructor's expectations for GSIM students.	<b>3.50</b>
<b>B</b>	<b>Satisfactory</b>	Indicates performance that meets professional standards and the instructor's expectations for GSIM students.	<b>3.00</b>
<b>B-</b>	<b>Satisfactory Low</b>	Indicates performance that almost meets professional standards and the instructor's expectations for GSIM students.	<b>2.50</b>
<b>C</b>	<b>Poor</b>	Indicates performance that is marginal in relation to professional standards and falls below the Instructor's expectations for GSIM students.	<b>2.00</b>
<b>F</b>	<b>Failure</b>	Indicates performance that is clearly below professional standards and warrants loss of credit for the work.	<b>0.00</b>
<b>W</b>	<b>Withdrawal</b>	Indicates that the student has officially withdrawn from the course.	-
<b>I</b>	<b>Incomplete</b>	Indicates that the student has failed to complete the requirements of the course during the term in which the course is offered. An appropriate grade is to be given by the end of the following term.	-
<b>P</b>	<b>Pass</b>	Indicates that the student has passed a course that is graded on a pass/non-pass scale.	-
<b>WA</b>	<b>Waiver</b>	Indicates that the student has been waived from the course. This grade is applied only to required courses and no credits are given. To be eligible for a waiver, the student must demonstrate his/her proficiency in the subject matter and pass a waiver exam.	-
<b>IP</b>	<b>In-Process</b>	Indicates that the student is in the process of completing his/her requirements for the course. This grade symbol applies only to courses that are not completed within a term, and appropriate grades (from A to F) are to be given at the time of the completion of the course.	-
<b>AU</b>	<b>Audit</b>	Indicates that the student has audited the course. This grade is given when the student meets the audit standards specified by the instructor.	-
<b>NP</b>	<b>Non-Pass</b>	Indicates that the student has not passed a course that is graded on a pass/non-pass scale.	-
<b>RD</b>	<b>Report Delayed</b>	Temporary indication that a grade has not yet been reported by the instructor.	-

b. Distribution of Course Grades

Percentage guidelines for the final course grades for required courses are as follows:

<b>Grades (Symbol)</b>	<b>Lower Limit</b>	<b>Upper Limit</b>
A (Distinguished)	0 %	10 %
A- (Very Good)	0 %	10 %
B+ (Good)	25 %	40 %
B (Satisfactory)	25 %	40 %
B- (Satisfactory Low)	0 %	10 %
C (Poor)	0 %	10 %

A faculty member who wishes to deviate substantially from these guidelines may petition the Dean.

The basic criteria for assignment of letter grades in elective courses will be the definitions of the letter grades as indicated above, (1) Grade Descriptions and Grade Points, as applied by each instructor according to the standards he/she establishes for the course.

The posting or publishing of final grade distributions for a course either by the OAA and/or by individual faculty members is prohibited, because summary publication of final grade distribution tends to imply that there is a proper percentage for each grade level. However, an inquiring student may, at the Instructor's discretion, be told the final grade distribution in a particular course if such information is desired.

#### 4. Grading Procedures

All required courses shall include a grading component for group work and one based upon individual performance. The exact percentage will be determined by each instructor.

Each instructor will establish detailed grading procedures for his/her course. These criteria will be clearly communicated to the students at the start of the course.

#### 5. Grade Option for Japanese Language Courses

For all Japanese language courses, there are letter-grade and Pass/Non-pass options to choose from. Students taking a Japanese course under the Pass/Non-pass grade option will earn a prescribed credit if a "pass" grade is awarded. If a "Non-pass" grade is awarded under the Pass/Non-pass grade option, no credit will be awarded and the student's GPA will not be affected.

By the end of the registration period, students wishing to enroll in a Japanese language course must decide under which grade option (letter grade or Pass/Non-pass grade) they wish to take the course. Once decided, changing the grade option will not be allowed.

#### 6. Failing Grade

The performance of a student who fails a course at GSIM will automatically be reviewed by the Faculty to determine whether or not the student will be allowed to continue as a degree candidate. A student who fails a required course and is permitted to continue in the MBA/E-Business program, will normally be expected to repeat the failed course at GSIM.

#### 7. Withdrawal from a Course

The student may voluntarily and officially withdraw from a course and receive no credit for the course. When a student withdraws from a registered course, he/she automatically receives a "W" by processing an application for withdrawal form through the OAA any time through the end of the fifth (5th) week of classes for a term. A student who receives a "W" may retake the course for credit by registering for the course again, but not in the same term.

## 8. Repeating a Course

- a. Students cannot register again for a course already completed.
- b. Japanese language courses are exceptions. Students may repeat a Japanese language course upon instructor's approval which will be given on some conditions. When a student repeats a Japanese course, results for both the 1<sup>st</sup> attempt and the 2<sup>nd</sup> attempt will be printed on his/her transcript, although credit for the latter will not be counted toward his/her degree requirement (however, it will be included in the total number of credits he/she obtained at IUJ.) If he/she took the course with a letter-grade option, the resulting credit will be included in his/her GPA calculation.

## 9. "Incomplete" Grade

In rare instances a student who fails to complete the requirements of a course during the term in which that course is offered may be given a grade of "Incomplete." The "Incomplete" must be authorized by the faculty member involved and a date is to be set for completion of the course work. This date can be no later than the last day of the following term. Unless this date is later extended by the Dean, the student must complete the course work as of that date or receive a failing grade for the course. No "Incomplete" may be granted at the end of the final term without the permission of the Dean or remain recorded on a student's transcript at the time of his/her graduation.

## 10. Final Grades

Final grades in all courses may be released to students only through the OAA during the first week of the following term in principle. The exact date of grade release will be announced separately by the OAA.

## 11. Appellate Procedure for Grades

Once a course grade has been recorded and issued to the student, it may be changed only in case of computational or recording error.

## 12. Policy on Disclosure of Grades to Outsiders

Underlying GSIM's policy on grade disclosure to outsiders is the belief that the student has a right to privacy as to grades and that the student alone should determine whether grade information may be released to outsiders.

Grade transcripts may not be released to outsiders (i.e., individuals not members of the GSIM Faculty or Administration) without prior written authorization of the student.

## 13. Grade Point Average (GPA)

The 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 registered.

$$\text{Grade Point Average (GPA)} = \frac{\sum \{(\text{Credits earned}) \times (\text{Grade points})\}}{\sum (\text{Credits for registered courses})}$$

The grade symbols "W", "I", "P", "NP", "WA", "IP", "AU" and "RD" are not counted in the calculation of the GPA.

## H. AUDITING COURSES

GSIM students may audit up to two GSIM courses per term provided that permission is obtained from the course instructor, and that there is space in the class. The instructor shall determine if the auditor may or may not participate in class discussions. The grade "Audit" is given when the student meets the audit standard specified by the instructor, but no credit is given. However, class attendance alone may not be sufficient. If the student does not meet the audit standard, the grade "W"

(withdrawal) will be given. Auditors will be charged the same fees for course materials as regular students.

## **I. CROSS-REGISTRATION BETWEEN GSIM AND GSIR**

The following rules and regulations will govern the cross-registration of courses between GSIM and GSIR students.

### **1. Criteria**

- a. Cross-registering GSIR courses should be complementary to the curriculum of GSIM.
- b. Cross-registering GSIR courses should not duplicate the course offerings of GSIM.
- c. The Dean determines whether the proposed cross-registering courses meet the criteria above.

### **2. The Extent Allowed and Qualifications**

To maintain the academic integrity of each school's program, the extent to which the student is allowed to cross-register will be subject to the following conditions:

- a. All students participating in the cross-registration program must be in good academic standing. They also need to meet the academic standards for GPA and TOEFL requirements established by the host school.
- b. Participating students must meet all the prerequisites for selected courses.
- c. Courses accepting cross-registration must have established syllabi and must meet on a regular basis.

### **3. Class Size**

To maintain the effectiveness of teaching methods used in each course, a limit on the class size will be set.

- a. For classes of less than ten students (as determined by the number of students pre-registered), the maximum number of places open for students from the other school will be limited to three.
- b. For classes of ten or more students, the maximum number of cross-registers will be either three students or twenty percent of the total enrollment of the class, whichever is greater.

### **4. Registration Procedures**

During the registration period, student wanting to cross register must:

- a. obtain a permission from the instructor of the course(s) on the approval form.
- b. submit the completed registration form as well as the signed approval form to the OAA.

## **J. OFF-CAMPUS STUDY**

### **1. Off-campus study during a regular term**

A student may propose to spend one term of the MBA second year/after the completion of the study at the E-Biz/1-year MBA Program and no more than one academic term, in study elsewhere under the following understanding:

- a. The student proposing off-campus study must be in good academic standing.
- b. Off-campus study proposals will always be judged both on their merit and against the opportunity costs of being away from GSIM for a term. 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 the GSIM Dean and at a faculty meeting substantially in advance of the term in which it is to be performed, usually at least a month in advance.
- d. If the proposed off-campus study is not within the frame of GSIM's student exchange program, the student is responsible for obtaining the permission of the other university to take the program of study proposed.



- e. GSIM will charge tuition for that portion of the term of off-campus study which is spent taking courses at another institution. If the student participates in GSIM exchange program, the tuition at the host institution will not be charged.
- f. If a student participates in the GSIM exchange program, all expenses, except for the tuition for one term, incurred during the participation in the exchange program are to be paid by the student. In a case in which the host institution is not an exchange partner school, the tuition of the school will be borne by the student.
- g. Credit transfer and grade conversion will be stated separately.

## 2. Off-campus study during summer break

MBA 1<sup>st</sup> year students may attend summer programs offered by other academic institutions during summer break after the completion of the 1<sup>st</sup> year study. Detailed information/regulations regarding summer programs will be given during the first year.

## K. EXCHANGE PROGRAMS

Students have an opportunity to participate in the student exchange programs with the following institutions:

Area	No.	Institution	Country
Europe	1	Antwerp Management School	Belgium
	2	Aarhus School of Business, University of Aarhus	Denmark
	3	Aalto University School of Business	Finland
	4	NEOMA Business School	France
	5	EM Lyon Business School	
	6	WHU-Otto Beisheim School of Management	Germany
	7	IESE Business School	Spain
	8	ESADE Business School	
	9	SDA Bocconi School of Management	Italy
	10	Rotterdam School of Management, Erasmus University	Netherlands
	11	Norwegian School of Economics	Norway
	12	University of St. Gallen	Switzerland
	13	Warwick Business School, University of Warwick	United Kingdom
North America	14	Schulich School of Business, York University	Canada
	15	John Molson School of Business, Concordia University	
	16	Tuck School of Business, Dartmouth College	U.S.A.
	17	F.W. Olin Graduate School of Business, Babson College	
	18	Cox School of Business, Southern Methodist University	
	19	Michael G. Foster School of Business, University of Washington	
	20	Leonard N. Stern School of Business, New York University	
	21	Lally School of Management, Rensselaer Polytechnic Institute	
	22	Simon Graduate School of Business, University of Rochester	
	23	Marshall School of Business, University of Southern California	
	24	Darden School of Business, University of Virginia	
	25	Warrington College of Business Administration, University of Florida	
	26	Owen Graduate School of Management, Vanderbilt University	
	27	Kenan-Flagler Business School, University of North Carolina at Chapel Hill	
Asia	28	School of Economics, Fudan University	
	29	School of Business, Renmin University	
	30	MBA Program, The Chinese University of Hong Kong	
	31	HKUST Business School, The Hong Kong University of Science and Technology	India
	32	Indian Institute of Management Ahmedabad	
	33	Indian Institute of Management Bangalore	
	34	Master of Management Program, The Gadjah Mada University	Indonesia
	35	Graduate School of International Studies, Yonsei University	Korea
	36	Kulliyah of Economic and Management Science, Int'l Islamic Univ. Malaysia	Malaysia
	37	NUS Business School, The National University of Singapore	Singapore
	38	College of Commerce, The National Chengchi University	Taiwan
	39	Sasin Graduate Institute of Business Administration, The Chulalongkorn University	Thailand
	Oceania	40	Bond University

Each academic year, a designated numbers of selected GSIM students may spend an academic term at one of above institutions to enhance their educational experience at IUJ. (not all exchange partners will accept GSIM students every year.)

Exchange Program orientation will be given to the students in February.

## **L. REQUIRED YEARS FOR COMPLETION**

A student is required to complete all the requirements within one (1) or two (2) years depending on the program that he/she is enrolled. If a student is not able to finish the degree in the normal period for various reasons that the President of the University and the Faculty consider appropriate, the period of residency and matriculation may be extended up to a maximum of four (4) years after initial entrance into the program.

## **M. CHANGE OF REGISTRATION**

### **1. Leave of Absence**

A student who has to leave GSIM temporarily for one term or longer due to unavoidable reasons such as illness or other matters that prevent him/her from continuing with his/her study must submit a designated application for leave of absence. If the necessity for leave occurs, please consult the OAA immediately. 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: 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, he/she 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: 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 the student wishes to be re-enrolled in the MBA/E-Business Management program within this allowed two-year period after the beginning of the leave, he/she must request the President of the University through the OAA for re-enrollment, and re-enrollment of the student must then be approved at a GSIM faculty meeting and by the President.

### **3. Dismissal**

Students who fall into one of the following categories may be dismissed by the President following the deliberations at a faculty meeting, and the recommendation that results.

- a. Those who are recognized as being unable to conduct their studies due to illness or other matters.
- b. Those who cannot fulfill the degree requirements within four years.
- c. Those who do 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 cannot re-enroll beyond the period of the leave of absence.
- f. Those who have been reported deceased.

## 4. Withdrawal

A student who wishes to withdraw from the school due to unavoidable reasons such as illness or other matters must submit an application for withdrawal. If the necessity of withdrawal occurs, please contact the OAA immediately.

## 5. Re-Admission

A student who has been dismissed or has withdrawn from the MBA/E-Business Management program may apply for re-admission to the program at any time. An application for re-admission must be submitted to the President of the University through the OAA, and the re-admission decision will be made and conditions set by the President upon the recommendation resulting from a GSIM faculty meeting.

## N. DISCIPLINARY ACTIONS

A student who has violated the GSIM Honor Code or committed acts contrary to students' duties may be subject to disciplinary action by the President, following deliberation at a faculty meeting with resulting recommendations. Disciplinary actions include warning, reprimand, suspension or expulsion. They will be considered when a student's behavior falls into the "Cheating, Plagiarism, and Misbehavior" category, stated above; 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.

## O. IUJ CERTIFICATES

### 1. Types of Certificate

IUJ issues the following certificates to a student upon his/her written request.

- a. Certificates to be issued to IUJ 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 Prospective Graduation: This certifies that the student is expected to graduate from IUJ with a Master's degree. This cannot be issued until the student is promoted to the 2<sup>nd</sup> year (MBA) or the student completes two terms of studies (in case of 1-year MBA/E-biz) at IUJ.
  - (4) Certificate of Graduation: This certifies that the student graduated from IUJ with a Master's degree.
  - (5) Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.
- b. Certificates to be issued to Special/Exchange 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 presently enrolled as a special/exchange student, in an IUJ Master's program.
- (3) Certificate of Attendance: This certifies that the student was enrolled as a special/exchange student in an IUJ Master's program. This is to be issued to the students who completed their studies at IUJ.
- (4) Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

## **2. How to Apply for Certificates**

Students should apply for certificates at the OAA by using the designated application form. Students unable to come to the office or alumni members must apply in writing (including writing via e-mail). The office may not 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. Someone other than the person designated on the certificate may apply for a certificate if they have the written consent of the person.

## **3. Date of Issue and Fee**

Certificates become available in the afternoon of the next working day after the application is accepted. Certificate of Graduation will become available after the actual date of graduation. Issuance fee is ¥300/copy. If a certificate needs to be sent to a third party directly from the OAA, a mailing cost will also be charged (¥400 for domestic mail and ¥700 for international mail). These fees are withdrawn from the student's bank account on the 25th (or 23<sup>rd</sup> or 24<sup>th</sup> if the 25<sup>th</sup> falls on a weekend) of the month following the application.

## VI. 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 by the joint efforts of all parties concerned and in the best interest of the IUJ GSIM. Through the combined efforts of all members of the GSIM community, this Council will strive to make the IUJ GSIM one of the best international MBA/E-Business 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 assist in recommending and hosting guest speakers from the international business community.
- c. The Council will formally represent the current MBA and E-Business students in all dealings with Alumni.
- d. The Council will promote and sponsor events that bring students, faculty and administration together for the purpose of developing mutually beneficial relationships.
- e. The council will strive to maintain and improve networking relationships with other universities and businesses.
- f. The Council will not assume any responsibilities that are a function of the GSO-EC or the IR 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 six (6) members, including:
  - (1) At least (2) full time second year MBA students (mandatory).
  - (2) At least (2) full time first year MBA students (mandatory)
  - (3) (1) E-Business student
  - (4) (1) 1-year MBA student
- b. Two (2) of the IM Council members shall be 2<sup>nd</sup> year students that were IM Council members during their 1<sup>st</sup> Academic Year, in order to guide and assist the new members. In case the Council consisted from more than two (2) 1<sup>st</sup> 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 MBA and E-Business 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 the E-business program, and (1) representative from the 1-year MBA program in order for the whole student body to be

represented. In case there are no students from the E-Biz and/or 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 the Graduate School of International Management (excluding exchange students).

- c. 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 are included in the IM-Council, and that elections are held in the Fall Term each year.
- d. 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).
- e. The date, place, and time of elections shall be announced at least two (2) weeks prior to the elections.
- f. Notification of candidacy must be made to the Council at least three (3) weeks prior to the elections.
- g. All ballots must be written and anonymous.
- h. Voters shall vote for four (4) candidates. Multiple votes may not be cast for a single candidate. Ballots which have more than or less than four (4) votes, or multiple votes for a single candidate, shall be considered null and void.
- i. A two-thirds (2/3) quorum is required for all elections to be valid.
- j. 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. COURSE COMMITTEES**

At the beginning of a term, the professor teaching a course may set up a representative committee as a means of getting feedback on teaching and other class improvement activities. In the case that such a committee is set up, the professor may decide the size and the specific objectives of the committee.

## **C. 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.

## VII. CONTACTS WITH OUTSIDE ORGANIZATIONS

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

### **A. STUDENT RESEARCH**

A number of GSIM courses entail field work on the part of the students. Field experience can add measurably to the student's education by providing an opportunity to apply the skills and knowledge of the classroom to real-life problems. In planning such fieldwork, however, it is important that faculty and students recognize the School's extensive relationships with outside organizations and its interest in maintaining those relationships at a high level and with systematic communication. Experience indicates that these purposes will be served if the students engaging in 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 Dean or his representatives 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 agencies. 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 Manager of 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 client 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 Dean or the Manager of the OAA.

# MBA Program Policies

## 2-year Track

This section covers the regulations applied to the students in the 2-year MBA Program. The students in the 2-year track 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 Six-term residence in principle
- 2 A total of at least forty-eight (48) credits
- 3 An acceptable Research Report or Master's Thesis (grade of B+ or better)
- 4 Total GPA of at least 3.00

### **B. COURSE REQUIREMENTS**

The courses are divided into the five categories listed below and students are required to complete a minimum of 48 credits according to each category. Courses in each category are shown on the course table in Page 31.

Category	Required Credits	
	With Area Concentration	Without Area Concentration
Core Required (Basic)	22	22
Core Required (Seminar)	3	3
Language Core *	0 ~ 3	0 ~ 3
Concentration Core	12	0
Elective **	11 ~ 8	23 ~ 20
Required number of credits for graduation	48	48

\* Language Core Courses (Academic English I, II and III) may be exempted. See Section C-3 on Page 26.

\*\* See Item No. 5 on this page.

1. In the first year, students are required to take 12 Basic Courses (22 credits), and if not exempted, 3 Language Core Courses (3 credits).
2. In addition to the Basic Courses, students are required to take Common Mandatory Course which is entitled "Introduction to Japanese History and Culture" during the first year. It is a one-credit course and is offered three times a year at the end of each term as an intensive course. A student can choose to take the course on any of these three occasions. However, this course does not count towards required credits for graduation.
3. A student who is exempted from taking Language Core Courses must substitute 3 credits from Elective Courses.
4. In the second year, students are required to take 3 Seminar Courses (3 credits).
5. As for the Elective category, in addition to the credits from GSIM Elective courses, credits earned from Basic Courses for 1-year MBA and E-biz as well as credits earned from GSIR and



language courses can also be counted (Please check the prerequisites for a course by referring to its course syllabus before you register).

a. GSIR courses

See Section I on Page 16 for Cross-Registration between GSIM and GSIR.

b. Language courses (English for Thesis Writing I & II, Japanese Language courses)

(1) English for Thesis Writing I & II are the courses for the 2<sup>nd</sup> year students only.

(2) A maximum of 6 credits taken from language courses can be counted as Electives.

(3) To take a Japanese course, students must submit an approval form signed by a JLP faculty member to the OAA.

c. Basic Courses for E-biz (“Foundations of Web Technologies,” “Entrepreneurship & Small Business Development,” “New Product Planning and Development,” “IT Strategy and Policy Planning”)

(1) The class size limit for the courses held in the E-lab is 30. Given the class size limit, MBA students may be denied admission to E-biz Basic Courses.

d. Basic Courses for 1-year MBA (“General Management”)

6. There are 6 MBA concentration areas as follows: 1) Finance; 2) Marketing; 3) Management; 4) IT/OM; 5) Project Management; 6) Social Enterprise. A student who decides to have a concentration area must have twelve (12) credits from the Elective courses designated as concentration core courses for each area (See <http://www.iuj.ac.jp/im-info/>). The concentration area will be specified on the student’s transcript upon notification by the student to the OAA. Application procedures are as follows:

Every student is responsible to check whether he/she has obtained the required number of credits (12 credits) in the selected area, and submit the application form to the OAA. The application form is available at <http://www.iuj.ac.jp/im-info/>. The completed form must be submitted to the OAA by the end of May in the second-year. Then the OAA staff will confirm if he/she has earned enough credits for the selected area and provide for that information to be stated on his/her transcript.

7. Research Seminars are designed for guiding students to develop and complete the graduation research report/Master’s thesis. The seminar courses are offered in sequence, starting from Research Seminar I (Fall), II (Winter) and III (Spring). For more details about the seminars, please refer to Section F below.
8. Every student is responsible to check whether he/she takes all the courses required for graduation. The office staff will not notify students during the term if they miss registering for required course(s), nor instruct to take the missing course(s).
9. It is recommended that students evenly distribute their course load over each term. When this recommendation cannot be followed, then a student's course load must not exceed twelve (12) credits per term nor can a student take less than seven (7) credits per term.

In exceptional circumstances he/she should be granted an exception from these rules regarding the number of and type of courses per term, he/she should submit a written explanation and petition to the Dean’s Office through the OAA. “Exceptional circumstances” indicate a health problem which requires special treatment or being hospitalized.

In addition, MBA 2<sup>nd</sup> year students may submit a written explanation and petition to the Dean’s Office through the OAA requesting an exception from the rule regarding the minimum credit requirement in their final term. Such exceptions will be granted ONLY when the circumstances surrounding this petition are deemed important enough by the Dean’s Office to depart from the above policy. MBA 2<sup>nd</sup> year students granted such exemptions from the Dean’s Office will be required to take 4 elective course credits excluding Japanese language courses and the Research Seminar during their final term.

## **C. CREDIT TRANSFER, WAIVER AND EXEMPTION POLICY**

### **1. Credit Transfer**

#### **a. Credits Obtained Before Entering IUJ**

A maximum of four (4) credits can be transferred to the Elective category. Credit can be transferred for graduate-level course(s) in business/management or related field(s) taken at another institution within the last five (5) years and in which the student received a grade of B (or equivalent) or better.

A student who would like to apply for the transfer of credits obtained before entering IUJ should consult with the OAA regarding the necessary procedures at the beginning of the first term of the student's enrollment. After consultation with the OAA, he/she is required to complete the application form which is available at "MyIUJ!," and submit it along with the required supporting documents to the OAA no later than Friday, October 30, 2015. Credit is granted upon faculty meeting approval. The student may be asked to take an oral and/or written examination to demonstrate his/her proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to GSIM grades upon faculty meeting approval and will be recorded as such.

#### **b. Credits Obtained After Entering IUJ**

A maximum of ten (10) credits can be transferred to the Elective category (in addition to credit received for courses taken before entering IUJ) upon faculty meeting approval. Credit transfer applies to students who obtained credits through off-campus study. The principal criterion for approval for credit transfer will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to simple Pass/Non-pass.

### **2. Waiver from Basic Courses**

MBA students are eligible to apply for a waiver for a maximum of two (2) first-year Basic Courses (Students cannot receive waivers for elective courses).

In order to be granted a waiver, students must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter by passing an oral and/or written examination. The student is required to submit a waiver application form available at "MyIUJ!" and any required supporting documents to the OAA no later than the last day of course registration of each term. A waiver is granted upon approval of (1) the instructor of the relevant course for that academic year and (2) the Dean's Office.

As no credit is given to a waived course, students waived from the Basic Course(s) must substitute credit(s) of the waived course(s) with another course credit(s) to fulfill the minimum credit requirements for a term and for graduation.

### **3. Exemption from Language Core Courses**

A student may be in one or more of the **Categories A** through **J**, and his/her exemption status will be decided according to the policies specified below.

**Category A:** Students whose mother tongue is English and who lived and were largely educated in countries where English is the native language (e.g., the U.S.A., Canada, the UK, Australia, New Zealand, and Ireland) are automatically exempted from taking any

English language courses.

- Category B:** Students who have formally completed an undergraduate or graduate program (in English) in a native English speaking country (e.g., the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland) are automatically exempted from taking any English language courses. Furthermore, students from the following countries are exempted if they have formally completed an undergraduate or graduate program in an English-medium institution in one of these countries: India, the Philippines, Singapore, or a Caribbean country such as Jamaica, Barbados, and Trinidad and Tobago where English is a primary institutional language. Such students must submit evidence that the medium of instruction at the undergraduate or graduate university was English.
- Category C:** Students who have (a) a TOEFL of 100 on iBT (600 on paper and pencil-based) or higher, or (b) an overall band score of 7.5 or higher in IELTS are automatically exempted from taking any English language courses.
- Category D:** Students who have (a) an iBT Writing Score of 26 or higher, or (b) a TWE score of 5.5 or higher or (c) have a GMAT AWA of 4.0 or higher are automatically exempted from taking any English language courses provided their TOEFL scores are not below 61 (500 on paper and pencil-based).
- Category E:** Students who did not attend the Summer Intensive English Program (IEP) are automatically exempted if their internet-based TOEFL scores are in the 80-99 (paper and pencil-based, 550-599) range **and** if they have an iBT Writing Score of 24 or higher, or a TWE score of 5.0 or higher, or a GMAT AWA of 3.5 or higher. Those students who have not obtained writing score reports will be asked to take the IUJ exemption tests (an institutional TOEFL test, an essay writing test which uses the TWE score scale, and a grammatical correction test). Their test results will determine whether they are exempt from or required to take the English language courses.
- Category F:** Those non-IEP students whose TOEFL scores are below iBT 80 (paper and pencil-based 550) will be required to take the IUJ exemption tests (an institutional TOEFL test, an essay writing test which uses the TWE score scale, and a grammatical correction test). Their test results will determine whether they are exempt from or required to take the English language courses.
- Category G:** Those non-IEP students with IELTS scores below 7.5 and those who have only TOEIC scores will be required to take the IUJ exemption tests (institutional TOEFL, an essay writing test which uses the TWE score scale, and a grammatical correction test).
- Category H:** Those students who score below 500 on the TOEFL portion of the IUJ exemption tests will be required to take the English language courses. This rule overrides all other exemption rules for non-IEP students.
- Category I:** Students who attended the Summer Intensive English Program (IEP) may be exempted on the basis of their performance during the summer IEP (i.e., those whose scores are consistently above 80% in the final assessments of the summer Intensive English Program courses).

**Category J:** Students who join IUJ as second year students and complete their degree programs will be subject to exemption conditions set in categories A through I. If they are not exempted, they will be required to take the ETWI course in the fall term and (if necessary) the ETWII course in the winter term.

**Important Notes:**

- Whether a student actually takes a Japanese language course during the fall term may be a factor in exemption decisions.
- In some cases, students may take both an English course and Japanese course. E-business students should check carefully the Student Handbook concerning restrictions on language course credits.
- An IEP student cannot take the IUJ exemption tests; his/her exemption is primarily based on IEP performance. An IEP student can also be exempted if he/she meets any of the above exemption criteria before, or just after, entering the IEP.
- Please note that criteria for exemption for the English language courses are different from those used at admissions screening.

Exemption test schedule for students who did not take the summer Intensive English Program (subject to change):

TOEFL: 2:15-4:45 PM, Thursday, September 24 at Classroom 102 & 103  
 Writing and grammar editing: 4:00-6:30 PM, Wednesday, September 30 at Classroom 102 & 103

Orientation for English Language Course :  
 1:00-1:30 PM, Thursday, September 24 at MLIC 3F Hall

## **D. ACADEMIC PERFORMANCE REVIEW - Warning and Probation -**

The fundamental objective of the admissions policy of GSIM is to select students who have the capacity and commitment necessary to complete the MBA program successfully. It is the Faculty's responsibility, however, to continually review the performance of students in their courses, bringing to the attention of the Dean any students who are performing unsatisfactorily in academic work or in meeting their responsibility to maintain a professional attitude in their relationships with their colleagues at GSIM, with the Faculty, and with others they meet in connection with School activities.

### **1. Warning**

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

- a. Cumulative GPA is less than 3.0
- b. Accumulation of three (3) "C" grades in total

### **2. Probation**

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

- a. Accumulation of three (3) "C" grades in any one term
- b. Four (4) or more "C" grades in total
- c. One (1) Failure (F) grade in total
- d. Receipt of more than two (2) letters of warning from the Dean

At the end of the academic year, the Faculty examines the records of all first-year students. Those students whose records cast doubt on their ability to meet the scholastic and/or professional

standards of the School, such as students who have incurred a warning/probation, are subject to a detailed review to determine whether it is in their best interest and that of the program to continue into the second year. Admission to the second year is then by faculty vote. The Faculty will refuse admission to a student if they believe that the student will not be able to meet the academic standards of the School, will not benefit from further work at GSIM, or will significantly hinder the progress of other students.

The effective administration of a Student 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 his/her performance. The Dean or his appointee is required by the Faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter(s) 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. Normally, such information is not to become a part of the student's permanent record and is removed upon graduation.

## **E. HONORS AND DEAN'S LIST**

Each term, high academic achievement among the students will be recognized by the posting of a Dean's List on the GSIM bulletin board. To qualify for the Dean's List, a student must have a GPA of 3.7 or better and be in the top 5% of the class and have successfully completed the minimum credit requirements for the term.

Special recognition will be given to students who meet the Dean's List qualifications on a cumulative basis at the end of the first year, and a special certificate will be presented to students who meet these standards on a cumulative basis at the end of the two-year program.

## **F. RESEARCH SEMINAR**

All GSIM students are required to write a "Research Report" or a "Thesis" for their graduation. This is to comply with the regulations implemented by the Ministry of Education, Science, Sports and Culture (Monbukagaku-sho) for graduate schools in Japan. In order to complete this degree requirement, students choose their academic supervisors and take "Research Seminars" for three terms.

### <Choosing a Supervisor>

GSIM faculty members conduct individual orientation sessions so that the students can choose the most appropriate faculty members as their academic supervisors after learning each faculty member's area of supervision and research interest. After deciding on their academic supervisors, students start taking "Research Seminars."

### <Research Seminars as Required Courses>

"Research Seminars" are required courses and are offered in sequence: Research Seminar I (Fall), II (Winter), III (Spring) and IV (Summer, only for IMBA and E-biz students). Students can learn necessary skills and methods from their supervisors to develop and complete the research report or thesis. In their Research Seminars, the students will develop their research topics in consultation with their supervisors.

### <Research Report vs. Thesis>

The Research Seminar comes with two options: "Research Report" and "Thesis." The Research Report option is recommended for all GSIM students while the thesis option is primarily for those students aiming to pursue research careers. The requirements and evaluation criteria are accordingly different in each option.

### <Team vs. Individual>

In some cases, the scale and scope of a research project might impose requirements that exceed the abilities of individual students. In such instances, upon recommendation of an academic supervisor and approval of the Dean, the research can be conducted by a team of students. However, team projects, while providing excellent learning opportunities for the students, may suffer from certain managerial challenges such as coordination overhead and free riding. Thus, GSIM generally encourages the individual research option. It should be also noted here that the team option is not available for the Thesis project.

**IMPORTANT NOTE:** JICA-JDS sponsored students and Linkage students are required to fulfill their research report/thesis requirement by writing a single authored paper as specified in their original application. The current linkage partners of GSIM all consider the Research Report option as the equivalent of their thesis requirements.

A student is required to earn three (3) credits from Research Seminars and submit an acceptable research report/thesis (grade of B+ or better) for graduation.

For more details about the seminars and schedule for writing the graduation research report/Master's thesis, please refer to <http://www.iuj.ac.jp/im-info/> ⇒ [Research Report/Thesis](#).

After the submission of the graduation research report/Master's thesis to the OAA, it will be bound and kept in the IUJ library. The binding cost of the graduation research report is borne by each student.

## **G. SCHOLARSHIPS**

### **1. Scholarship Extension**

Scholarships shall generally be awarded for one academic year but may extend to a second year depending on the student's academic performance in the first year.

The scholarship extension to the second year is reviewed at the end of the first year. If a student has received a Dean's "letter of warning," or "letter of probation" and has failed to satisfy by the end of the academic year any one of the conditions contained in this letter, his/her scholarship may be terminated.

### **2. IUJ Scholarship Upgrade/Award**

IUJ Type-C scholarship recipients or self-sponsored students perform well in the first year may be upgraded to the IUJ-S or IUJ-C scholarship. The criteria are:

- a. Type-C scholarship recipients and Self-sponsored students whose cumulative GPA through their first year ranks them in the top 15% of the class can be acknowledged as candidates for the scholarship upgrade/award.
- b. Only those who apply for the scholarship upgrade/award by no later than the end of May of their first year can be considered.
- c. Scholarship upgrade/award can be made only when there is a surplus of scholarship slots allocated to the school for the enrollees.

### **3. Leave of Absence**

If a student once takes a leave of absence his/her scholarship shall, in principle, be terminated even when he/she re-enrolls at the school.

<b>Course / Credit Requirements for the MBA Program (2-year Track)</b>
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2-year MBA Program defines its course/credit requirements as shown in the following table:

Category	Course No.	Course Title	Cr	Term
Common Mandatory Course	CMC 0010	Introduction to Japanese History and Culture	1*	Fall/Win Spr

\*Uncountable credit toward graduation

Categories	Course No.	Course Title	Cr	Term
Core Required Courses	ACT 1010	Financial Accounting	2	Fall/Fall
	QIS 1020	Applied Statistics	2	Fall/Fall
	QIS 1070	Computer Based Decision Modeling	2	Fall/Fall
	MKG 1010	Marketing Management	2	Fall/Win.
	MGT 1050	Strategic Management	2	Fall/Spr
	MGT 1010	Organizational Behavior	2	Win/Win
	OPR 1010	Operations Management	2	Win/Win
	ECN 1010	Managerial Economics	2	Win/Win
	FIN 1010	Corporate Finance	2	Win/Spr
	MGT 1100	Cross-Cultural Management	1	Win/Spr
	MGT 1110	Business Ethics	1	Win/Spr
	ACT 1020	Managerial Accounting	2	Spr/Spr
				<b>22 credits</b>
Seminar Courses (2 <sup>nd</sup> -year course)	SEM 4010	Research Seminar I	1	Fall
	SEM 4020	Research Seminar II	1	Winter
	SEM 4030	Research Seminar III	1	Spring
			<b>3 credits</b>	
Language Core Courses* (1 <sup>st</sup> -year course)	LGC 4011	Academic English I	1	Fall
	LGC 4012	Academic English II	1	Winter
	LGC 4013	Academic English III	1	Spring
			<b>3-0 credits</b>	
Elective Course	Select from among all the courses offered in GSIM and GSIR courses which are opened to the MBA students. In order to have "MBA concentration," a student must have twelve (12) credits from the courses designated as courses for a given concentration area by the end of spring term in his/her second year.			
			<b>20-23 credits</b>	
Total number of required credits			<b>48 credits</b>	

\* Language Core Courses may be exempted.

(Courses subject to change)

# MBA Program Policies

## 1-year Track

This section covers the regulations applied to the students in the 1-year MBA Program. The students in the 1-year track 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-term residence in principle
- 2 A total of at least thirty (38) credits
- 3 An acceptable Research Report or Master's Thesis (grade of B+ or better)
- 4 Total GPA of at least 3.00

### **B. COURSE REQUIREMENTS**

The courses are divided into the five categories listed below and students are required to complete a minimum of 38 credits according to each category. Courses in each category are shown on the course table in Page 37.

Category	Required Credits
Core Required (Basic)	16
Core Required (Seminar)	4
Core Required (Capstone)	4
Core Elective	8
Elective *	6
Required number of credits for graduation	38

\*See Item No. 4 on this page.

1. Students are required to take 9 Basic Courses (16 credits), 4 seminar courses (4 credits) and 4 capstone courses (4 credits).
2. In addition to the above required courses, students are required to take Common Mandatory Course which is entitled "Introduction to Japanese History and Culture." It is a one-credit course and is offered three times a year at the end of each term as an intensive course. A student can choose to take the course on any of these three occasions. However, this course does not count towards required credits for graduation.
3. Students are required to obtain at least 8 credits from the courses listed in the "Core Elective" category.
4. As for the Elective category, in addition to the credits from GSIM Elective Courses, credits earned from Basic Courses for 2-year MBA and E-biz as well as credits earned from GSIR courses can also be counted as elective.
  - a. Basic Courses for 2-year MBA ("Applied Statistics," "Computer Based Decision Modeling," "Managerial Economics" and "Managerial Accounting" )



- b. Basic Courses for E-biz (“Foundations of Web Technologies,” “Entrepreneurship & Small Business Development,” “New Product Planning and Development,” “IT Strategy and Policy Planning”)
    - (1) The class size limit for the courses held in the E-lab is 30. Given the class size limit, MBA students may be denied admission to E-biz Basic Courses.
  - c. 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. See Section I on Page 16 for Cross-Registration between GSIM and GSIR.
5. No credits from language courses can be included in the required number of credits for graduation.
  6. Research Seminars are designed for guiding students to develop and complete the graduation research report/Master’s thesis. The seminar courses are offered in sequence, starting from Research Seminar I (Fall), II (Winter) , III (Spring) and IV(Summer). For more details about the seminars, please refer to Section F below.
  7. Every student is responsible to check whether he/she takes all the courses required for graduation. The office staff will not notify students during the term if they miss registering for required course(s), nor instruct to take the missing course(s).
  8. It is recommended that students evenly distribute their course load over each term. When this recommendation cannot be followed, then a student's course load must not exceed thirteen (13) credits per term nor can a student take less than eight (8) credits per term.

In exceptional circumstances he/she should be granted an exception from these rules regarding number of and type of courses per term, he/she should submit a written explanation and petition to the Dean’s Office through the OAA. “Exceptional circumstances” indicate a health problem which requires special treatment or being hospitalized.

## **C. CREDIT TRANSFER AND WAIVER POLICY**

### **1. Credit Transfer**

#### **a. Credits Obtained Before Entering IUJ**

A maximum of four (4) credits can be transferred to the Elective category. Credit can be transferred for graduate-level course(s) in business/management or related field(s) taken at another institution within the last five (5) years and in which the student has received a grade of B (or equivalent) or better.

A student who would like to apply for the transfer of credits obtained before entering IUJ should consult with the OAA regarding the necessary procedures at the beginning of the first term of the student’s enrollment. After consultation with the OAA, he/she is required to complete the application form which is available at “MyIUJ!,” and submit it along with the required supporting documents to the OAA no later than Friday, October 30, 2015. Credit is granted upon faculty meeting approval. The student may be asked to take an oral and/or written examination to demonstrate his/her proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to GSIM grades upon faculty meeting approval and will be recorded as such.

### **b. Credits Obtained After Entering IUJ**

No credits can be transferred into the required number of credits for graduation. In the case of exchange program participation after the completion of study at the 1-year MBA program, a maximum of ten (10) credits can be transferred upon faculty meeting approval. The transferred credits will be added to the total number of credit obtained at IUJ.

However, students may study at other domestic graduate schools or corresponding institutions of higher education, subject to approval by the Dean and their supervisor and the availability of the schools, and take courses offered there on weekends or during IUJ holiday periods. A maximum of two (2) credits earned at the above institutions may be transferred to the Elective category upon approval at the faculty meeting. The principal criterion for approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to simple Pass/Non-pass.

## **2. Waiver from Basic Courses**

1-year MBA students are eligible to apply for a waiver from a maximum of one (1) Basic Course (Students cannot receive waivers for elective courses).

In order to be granted a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or higher, or demonstrate his/her proficiency in the subject matter by passing an oral and/or written examination. The student is required to submit a waiver application form available at "MyIUJ!" and any required supporting documents to the OAA no later than the last day of course registration of each term. A waiver is granted upon approval of (1) the instructor of the relevant course for that academic year and (2) the Dean's Office.

As no credit is given for a waived course, students waived from the Basic Course must substitute credit(s) of the waived course with another course credit(s) to fulfill the minimum credit requirements for a term and for graduation.

## **D. ACADEMIC PERFORMANCE REVIEW - Warning and Probation -**

The fundamental objective of the admissions policy of GSIM is to select students who have the capacity and commitment necessary to complete the 1-year MBA program successfully. It is the Faculty's responsibility, however, to continually review the performance of students in their courses, bringing to the attention of the Dean any students who are performing unsatisfactorily in academic work or in meeting their responsibility to maintain a professional attitude in their relationships with their colleagues at GSIM, with the Faculty, and with others they meet in connection with School activities.

### **1. Warning**

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

- a. Cumulative GPA is less than 3.0
- b. Accumulation of two (2) "C" grades in total

### **2. Probation**

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

- a. Accumulation of two (2) “C” grades in any one term
- b. Three (3) or more “C” grades in total
- c. One (1) Failure (F) grade in total
- d. Receipt of two (2) letters of warning from the Dean

At the end of each term, the Faculty examines the records of all students. Those students whose records cast doubt on their ability to meet the scholastic and/or professional standards of the School are subject to a detailed review to determine whether it is in their best interest and that of the program to continue into the subsequent term.

The effective administration of a Student Performance Review requires that students be made fully aware of their status throughout the terms. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve his/her performance. The Dean or his appointee is required by the Faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter(s) 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. Normally, such information is not to become a part of the student's permanent record and is removed upon graduation.

## **E. HONORS AND DEAN'S LIST**

Each term, high academic achievement among the students will be recognized by the posting of a Dean's List on the GSIM bulletin board. To qualify for the Dean's List, a student must have a GPA of 3.7 or better and be in the top 5% of the class and have successfully completed the minimum credit requirements for the term.

Special recognition will be given to students who meet the Dean's List qualifications on a cumulative basis at the end of the year.

## **F. RESEARCH SEMINAR**

All GSIM students are required to write a “Research Report” or a “Thesis” for their graduation. This is to comply with the regulations implemented by the Ministry of Education, Science, Sports and Culture (Monbukagaku-sho) for graduate schools in Japan. In order to complete this degree requirement, students choose their academic supervisors and take “Research Seminars” for four terms.

### <Choosing a Supervisor>

GSIM faculty members conduct individual orientation sessions so that the students can choose the most appropriate faculty members as their academic supervisors after learning each faculty member's area of supervision and research interest. After deciding on their academic supervisors, students start taking “Research Seminars.”

### <Research Seminars as Required Courses>

“Research Seminars” are required courses and are offered in sequence: Research Seminar I (Fall), II (Winter), III (Spring) and IV (Summer, only for IMBA and E-biz students). Students can learn necessary skills and methods from their supervisors to develop and complete the research report or

thesis. In their Research Seminars, the students will develop their research topics in consultation with their supervisors.

<Research Report vs. Thesis>

The Research Seminar comes with two options: “Research Report” and “Thesis.” The Research Report option is recommended for all GSIM students while the thesis option is primarily for those students aiming to pursue research careers. The requirements and evaluation criteria are accordingly different in each option.

<Team vs. Individual>

In some cases, the scale and scope of a research project might impose requirements that exceed the abilities of individual students. In such instances, upon recommendation of an academic supervisor and approval of the Dean, the research can be conducted by a team of students. However, team projects, while providing excellent learning opportunities for the students, may suffer from certain managerial challenges such as coordination overhead and free riding. Thus, GSIM generally encourages the individual research option. It should be also noted here that the team option is not available for the Thesis project.

A student is required to earn four (4) credits from Research Seminars and submit an acceptable research report/thesis (grade of B+ or better) for graduation.

For more details about the seminars and schedule for writing the graduation research report/Master’s thesis, please refer to <http://www.iuj.ac.jp/im-info/> ⇒ [Research Report/Thesis](#).

After the submission of the graduation research report/Master’s thesis to the OAA, it will be bound and kept in the IUJ library. The binding cost of the graduation research report is borne by each student.

**Course / Credit Requirements for the MBA Program (1-year Track)**

1-year MBA Program defines its course/credit requirements as shown in the following table:

Category	Course No.	Course Title	Cr	Term
Common Mandatory Course	CMC 0010	Introduction to Japanese History and Culture	1*	Fall/Winter Spring

\*Uncountable credit toward graduation

Categories		Course No.	Course Title	Cr	Term
Core Required Courses	Basic Courses	ACT 1010	Financial Accounting	2	Fall
		MKG 1010	Marketing Management	2	Fall
		MGT 1050	Strategic Management	2	Fall
		FIN 1010	Corporate Finance	2	Winter
		MGT 1010	Organizational Behavior	2	Winter
		OPR 1010	Operations Management	2	Winter
		MGT 1100	Cross-Cultural Management	1	Winter
		MGT 1110	Business Ethics	1	Winter
		MGT 1090	General Management	2	Spring
Seminar Courses		SEM 4010	Reserach Seminar I	1	Fall
		SEM 4020	Reserach Seminar II	1	Winter
		SEM 4040	Reserach Seminar III	1	Spring
		SEM 4030	Reserach Seminar IV	1	Summer
				<b>4 credits</b>	
Capstone Courses		MGT 1200	Leadership Bootcamp	1	Summer
		MGT 1220	Strategy Simulation	1	Summer
		MGT 1250	International Career Development	1	Summer
		MGT 1260	Competing in Emerging Markets	1	Summer
				<b>4 credits</b>	
Core Elective Courses		MCM 4080	Business Communication	1	Fall
		MGT 4320	Corporate Level Strategy	2	Fall
		MGT 4590	Service Management	2	Fall
		QIS 1020	Applied Statistics	2	Fall
		QIS 1070	Computer Based Decision Modeling	2	Fall
		ECN 1010	Managerial Economics	2	Winter
		FIN 4340	Corporate Governance	2	Winter
		MGT 4460	Innovation and New Business Creation	2	Winter
		MGT 4490	Negotiation Strategy	1	Winter
		MGT 4560	Transnational Management	2	Winter
		MKG 4080	Marketing Strategy	1	Winter
		ACT 1020	Managerial Accounting	2	Spring
		ADC 6010	Cross-cultural Communication	1	Spring
		FIN 4020	Investments	2	Spring
		MGT 4550	Leadership	1	Spring
		MGT 4570	Human Resources and Global Talent Management	2	Spring
		MKG 4190	Brand Management	2	Spring
		OPR 6030	Supply Chain Management	2	Spring
		QIS 1080	IT Strategy & Policy Planning	2	Spring
		Obtain at least 8 credits from the above courses			
Elective Courses	Select from among all the courses offered in GSIM. IMBA students can also take GSIR courses which are opened to IMBA students from their 2nd term if they can get approval from their supervisors.				<b>6 credits</b>
Total number of required credits				<b>38 credits</b>	

Note: IMBA students can take English and Japanese language courses although the credits from these language courses are uncountable for their graduation. (Courses subject to change.)

## E-Business Management Program Policies

This section covers the regulations that apply to the students in the E-Business Management program. The students in the E-Business Management 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 Three-term residence in principle
- 2 A total of at least thirty (38) credits
- 3 An acceptable Research Report or Master's Thesis (grade of B+ or better)
- 4 Total GPA of at least 3.00

### **B. COURSE REQUIREMENTS**

The courses are divided into the six categories listed below and students are required to complete a minimum of 38 credits according to each category. Courses in each category are shown on the course table in Page 43.

Category	Required Credits
Core Required (Basic)	13
Core Required (Seminar)	4
Core Required (Entrepreneur Practicum)	2
Language Core *	0 ~3
Core Elective	10
Elective **	9~6
Required number of credits for graduation	38

\* Language Core Courses (Academic English I, II and III) may be exempted. See Section C-3 on Page 40.

\*\* See Item No. 5 on Page 39.

1. Students are required to take 7 Basic Courses (13 credits), 4 Seminar Courses (4 credits), 1 Entrepreneur Practicum course (2credits), and if not exempted, 3 Language Core Courses (3 credits).
2. In addition to the above required courses, students are required to take Common Mandatory Course which is entitled "Introduction to Japanese History and Culture." It is a one-credit course and is offered three times a year at the end of each term as an intensive course. A student can choose to take the course on any of these three occasions. However, this course does not count towards required credits for graduation.
3. A student who is exempted from taking Language Core Courses must substitute 3 credits from Elective Courses.
4. Students are required to obtain at least 10 credits from the courses listed in the "Core Elective" category.

5. As for the Elective category, in addition to the credits from GSIM Elective Courses, credits earned from GSIR and Japanese language courses can be counted in the elective category (Please check the prerequisites for a course by referring to its course syllabus before you register.) MBA Basic Courses can also be taken as elective.
  - a. GSIR courses  
See Section I on Page 16 for Cross-Registration between GSIM and GSIR.
  - b. Japanese Language courses
    - 1) To take a Japanese course, students must submit an approval form signed by a JLP faculty member to the OAA.
    - 2) Students who are required to take Language Core courses cannot register for the Japanese courses at the same time. A maximum of 3 credits taken from Japanese language courses can be counted as Electives.
  - c. MBA Basic Courses
6. Research Seminars are designed for guiding students to develop and complete the graduation research report/Master's thesis. The seminar courses are offered in sequence, starting from Research Seminar I (Fall), II (Winter), III (Spring) and IV (Summer). For more details about the seminars, please refer to Section F below.
7. Every student is responsible to check whether he/she takes all the courses required for graduation. The office staff will not notify students during the term if they miss registering for required course(s), nor instruct to take the missing course(s).
8. It is recommended that students evenly distribute their course load over each term. When this recommendation cannot be followed, then a student's course load must not exceed thirteen (13) credits per term nor can a student take less than eight (8) credits per term. In exceptional circumstances he/she should be granted an exception from these rules regarding number of and type of courses per term, he/she should submit a written explanation and petition to the Dean's Office through the OAA. "Exceptional circumstances" indicate a health problem which requires special treatment or being hospitalized.

## **C. CREDIT TRANSFER, WAIVER AND EXEMPTION POLICY**

### **1. Credit Transfer**

#### **a. Credits Obtained Before Entering IUJ**

A maximum of four (4) credits can be transferred to the Elective category. Credit can be transferred for graduate-level course(s) in E-Business or related field(s) taken at another institution within the last five (5) years and in which the student has received a grade of B (or equivalent) or better.

A student who would like to apply for the transfer of credits obtained before entering IUJ should consult with the OAA regarding the necessary procedures at the beginning of the first term of the student's enrollment. After consultation with the OAA, he/she is required to complete the application form which is available at "MyIUJ!," and submit it along with the required supporting documents to the OAA no later than Friday, October 30, 2015. Credit is granted upon faculty meeting approval. The student may be asked to take an oral and/or written examination to demonstrate his/her proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to GSIM grades upon faculty meeting approval and will be recorded as such.

### **b. Credits Obtained After Entering IUJ**

No credits can be transferred into the required number of credits for graduation. In the case of exchange program participation after the completion of study at the E-Biz program, a maximum of ten (10) credits can be transferred upon faculty meeting approval. The transferred credits will be added to the total number of credit obtained at IUJ.

However, students may study at other domestic graduate schools or corresponding institutions of higher education, subject to approval by the Dean and their supervisor and the availability of the schools, and take courses offered there on weekends or during IUJ holiday periods. A maximum of two (2) credits earned at the above institutions may be transferred to the Elective category upon approval at the faculty meeting. The principal criterion for approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to simple Pass/Non-pass.

## **2. Waiver from Basic Courses**

E-Biz students are eligible to apply for a waiver from a maximum of one (1) Basic Course (Students cannot receive waivers for elective courses).

In order to be granted a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or higher, or demonstrate his/her proficiency in the subject matter by passing an oral and/or written examination. The student is required to submit a waiver application form available at "MyIUJ!" and any required supporting documents to the OAA no later than the last day of course registration of each term. A waiver is granted upon approval of (1) the instructor of the relevant course for that academic year and (2) the Dean's Office.

As no credit is given for a waived course, students waived from the Basic Course must substitute credit(s) of the waived course with another course credit(s) to fulfill the minimum credit requirements for a term and for graduation.

## **3. Exemption from Language Core Courses**

See Page 26, Item No. 3. "Exemption from Language Core Courses."

## **D. ACADEMIC PERFORMANCE REVIEW - Warning and Probation -**

The fundamental objective of the admissions policy of GSIM is to select students who have the capacity and commitment necessary to complete the E-Business Management program successfully. It is the Faculty's responsibility, however, to continually review the performance of students in their courses, bringing to the attention of the Dean any students who are performing unsatisfactorily in academic work or in meeting their responsibility to maintain a professional attitude in their relationships with their colleagues at GSIM, with the Faculty, and with others they meet in connection with School activities.

### **1. Warning**

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



- a. Cumulative GPA is less than 3.0
- b. Accumulation of two (2) "C" grades in total

## 2. Probation

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

- a. Accumulation of two (2) "C" grades in any one term
- b. Three (3) or more "C" grades in total
- c. One (1) Failure (F) grade in total
- d. Receipt of two (2) letters of warning from the Dean

At the end of each term, the Faculty examines the records of all students. Those students whose records cast doubt on their ability to meet the scholastic and/or professional standards of the School are subject to a detailed review to determine whether it is in their best interest and that of the program to continue into the subsequent term.

The effective administration of a Student Performance Review requires that students be made fully aware of their status throughout the terms. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve his/her performance. The Dean or his appointee is required by the Faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter(s) 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. Normally, such information is not to become a part of the student's permanent record and is removed upon graduation.

## **E. HONORS AND DEAN'S LIST**

Each term, high academic achievement among the students will be recognized by the posting of a Dean's List on the GSIM bulletin board. To qualify for the Dean's List, a student must have a GPA of 3.7 or better and be in the top 5% of the class and have successfully completed the minimum credit requirements for the term.

Special recognition will be given to students who meet the Dean's List qualifications on a cumulative basis at the end of the year.

## **F. RESEARCH SEMINAR**

All GSIM students are required to write a "Research Report" or a "Thesis" for their graduation. This is to comply with the regulations implemented by the Ministry of Education, Science, Sports and Culture (Monbukagaku-sho) for graduate schools in Japan. In order to complete this degree requirement, students choose their academic supervisors and take "Research Seminars" for four terms.

<Choosing a Supervisor>

GSIM faculty members conduct individual orientation sessions so that the students can choose the most appropriate faculty members as their academic supervisors after learning each faculty

member's area of supervision and research interest. After deciding on their academic supervisors, students start taking "Research Seminars."

#### <Research Seminars as Required Courses>

"Research Seminars" are required courses and are offered in sequence: Research Seminar I (Fall), II (Winter), III (Spring) and IV (Summer, only for IMBA and E-biz students). Students can learn necessary skills and methods from their supervisors to develop and complete the research report or thesis. In their Research Seminars, the students will develop their research topics in consultation with their supervisors.

#### <Research Report vs. Thesis>

The Research Seminar comes with two options: "Research Report" and "Thesis." The Research Report option is recommended for all GSIM students while the thesis option is primarily for those students aiming to pursue research careers. The requirements and evaluation criteria are accordingly different in each option.

#### <Team vs. Individual>

In some cases, the scale and scope of a research project might impose requirements that exceed the abilities of individual students. In such instances, upon recommendation of an academic supervisor and approval of the Dean, the research can be conducted by a team of students. However, team projects, while providing excellent learning opportunities for the students, may suffer from certain managerial challenges such as coordination overhead and free riding. Thus, GSIM generally encourages the individual research option. It should be also noted here that the team option is not available for the Thesis project.

A student is required to earn four (4) credits from Research Seminars and submit an acceptable research report/thesis (grade of B+ or better) for graduation.

For more details about the seminars and schedule for writing the graduation research report/Master's thesis, please refer to <http://www.iuj.ac.jp/im-info/> ⇒ [Research Report/Thesis](#).

After the submission of the graduation research report/Master's thesis to the OAA, it will be bound and kept in the IUJ library. The binding cost of the graduation research report is borne by each student.

**Course / Credit Requirements for the E-Business Management Program**

E-business Management Program defines its course/credit requirements as shown in the following table:

Category	Course No.	Course Title	Cr	Term
Common Mandatory Course	CMC 0010	Introduction to Japanese History and Culture	1*	Fall/Win. Spring

\*Uncountable credit toward graduation

Categories	Course No.	Course Title	Cr	Term
Core Required Courses	ITC 1010	Foundations of Web Technologies	2	Fall
	ACT 1010	Financial Accounting	2	Fall
	MKG 1010	Marketing Management	2	Fall
	MGT 1080	Entrepreneurship & Small Business Development	2	Winter
	MGT 1110	Business Ethics	1	Winter
	MKG 1030	New Product Planning and Development	2	Spring
	QIS 1080	IT Strategy and Policy Planning	2	Spring
			<b>13 credits</b>	
Seminar Courses	SEM 4010	Research Seminar I	1	Fall
	SEM 4020	Research Seminar II	1	Winter
	SEM 4030	Research Seminar III	1	Spring
	SEM 4040	Research Seminar IV	1	Summer
			<b>4 credits</b>	
Entrepreneur Practicum Courses	MGT 1240	Entrepreneurship and Technology Practicum	2	Summer
			<b>2 credits</b>	
Language Core Courses *	LGC 4011	Academic English I	1	Fall
	LGC 4012	Academic English II	1	Winter
	LGC 4013	Academic English III	1	Spring
			<b>3-0 credits</b>	
Core Elective Courses	MCM 4080	Business Communication	1	Fall
	OPR 4140	Project Management	2	Fall
	QIS 1070	Computer Based Decision Modeling	2	Fall
	ACT 4020	Financial Statement Analysis	2	Winter
	FIN 4310	Private Equity & Venture Capital	1	Winter
	ITC 4020	Database Design and Management Strategies	2	Winter
	MGT 1010	Organizational Behavior	2	Winter
	MGT 4490	Negotiation Strategy	1	Winter
	MGT 4580	Entrepreneurship & New Business Creation in Japan	1	Winter
	MKG 4130	Customer Relationship Management	2	Winter
	MKG 4200	Social Media Marketing	1	Winter
	OPR 1010	Operations Management	2	Winter
	OPR 4130	Project Risk Management	2	Winter
	FIN 4020	Investments	2	Spring
	ITC 4050	Networking and Secure Data Transmission	2	Spring
	ITC 4060	Business Applications with iPhone/iOS Devices	2	Spring
	MGT 4530	Entrepreneurship Strategy	1	Spring
	MGT 4550	Leadership	1	Spring
	MGT 4570	Human Resources and Global Talent Management	2	Spring
	MKG 4190	Brand Management	2	Spring
	OPR 4150	Supply Chain Management	2	Spring
	MGT 1200	Leadership Bootcamp	1	Summer
	MGT 1220	Strategy Simulation	1	Summer
	MGT 1250	International Career Development	1	Summer
	MGT 1260	Competing in Emerging Markets	1	Summer
		Obtain at least 10 credits from the above courses		<b>10 credits</b>
Elective Courses	Select from among all the courses offered in GSIM, and GSIR courses which are opened to the E-biz students.			
			<b>6-9 credits</b>	
Total number of required credits			<b>38 credits</b>	

\*Language Core Courses may be exempted

(Courses subject to change)