
STUDENT HANDBOOK

For students who enrolled in 2023-2024 Academic Year

Graduate School of International Management
INTERNATIONAL UNIVERSITY OF JAPAN



CONTENTS

• Preface	
• Founding Principles, Mission and Objectives of IUJ (Japanese/English)	
• Equal Opportunity / Principle of Community	
I. MISSION, PHILOSOPHY, GOALS AND POLICIES	
A. Mission, Vision and Values	1
B. Philosophy	2
C. Goals	3
D. Code of Conduct in Cultural Diversity	3
II. ETHICAL POLICY	
A. Academic Honor Principle	6
B. Attendance	7
C. Examination	8
D. Course Evaluation	10
E. Plagiarism, Cheating, and Misbehavior	10
F. IUJ Guidance on Generative AI	11
G. GSIM Policy on the Use of Generative AI	12
H. Discrimination and Harassment	13
III. ACADEMIC POLICIES AND PROCEDURES	
A. Student Identification Numbers	14
B. Term and Classes	14
C. Course Credits	14
D. Course Registration	15
E. Conferment of “Japan Focus” Certificate	15
F. Course Materials	16
G. Expenses for Course Projects	16
H. Grades	16
I. Auditing Courses	20
J. Cross-Registration between GSIM and GSIR	20
K. Off-Campus Study	21
L. Exchange Programs	22
M. Required Years for Completion	22
N. Change of Registration	23
O. Disciplinary Actions	24
P. IUJ Certificates	24
IV. ORGANIZATION OF THE STUDENT BODY	
A. GSIM Council	26
B. Course Committees	28
C. Student Participation on Faculty Committee	28
V. CONTACTS WITH OUTSIDE ORGANIZATIONS	
A. Student Research	29
B. Student Consulting	29
MBA Program Policies	
A. Degree Requirements	31
B. Course Requirements	31
C. Credit Transfer and Waiver Policy	33

D. Academic Performance Review	34
E. Honors and Dean's List	35
F. Advanced Seminar	35
G. Scholarships	36
Course/Credit Requirements for the MBA Program	38

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

A. Degree Requirements	39
B. Course Requirements	39
C. Credit Transfer and Waiver Policy	41
D. Academic Performance Review	42
E. Honors and Dean's List	43
F. Advanced Seminar	43
G. Scholarships	44
Course/Credit Requirements for the JGDP (Management)	46

One-Year MBA Program (IMBA) Policies

A. Degree Requirements	47
B. Course Requirements	47
C. Credit Transfer and Waiver Policy	48
D. Academic Performance Review	49
E. Honors and Dean's List	50
F. Research Seminar	50
G. Scholarships	51
Course/Credit Requirements for the IMBA Program	52

Digital Transformation Program (DXP) Policies

A. Degree Requirements	53
B. Course Requirements	53
C. Credit Transfer and Waiver Policy	54
D. Academic Performance Review	55
E. Honors and Dean's List	56
F. Research Seminar	56
G. Scholarships	57
Course/Credit Requirements for the DXP	58

International Social Entrepreneurship Program (ISEP) Policies

A. Degree Requirements	59
B. Course Requirements	59
C. Credit Transfer and Waiver Policy	60
D. International Organization Professionals (IOP) Focus Certificate	61
E. Academic Performance Review	62
F. Honors and Dean's List	63
G. Research Seminar	63
H. Scholarships	64
Course/Credit Requirements for the ISEP	65

PREFACE

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

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

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

Hyunkoo Lee, Ph.D.
Dean

September 2023

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

＜国際大学の使命・目的＞

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

Founding Principles, Mission and Objectives International University of Japan

The Founding Principles

International University of Japan (IUJ) was founded in 1982, with the extensive support of Japan's industrial, educational and local communities, to train professionals who can actively make contributions to the international society with a high level of interdisciplinary and specialized knowledge.

As the nature of IUJ is very different from other Japanese graduate schools that mainly nurture scholars for academia, founding principles were extensively discussed at the IUJ Advisory Committee, comprising eminent persons from industry and educational society, and at the Drafting Committee. The following is the Founding Principles of IUJ that have been made effective with the approval of the Board of Trustees Meeting.

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

<Aims of the school>

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

<Characteristics of the school>

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

IUJ Mission and Objectives

The objectives of IUJ are to:

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

EQUAL OPPORTUNITY

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

PRINCIPLE OF COMMUNITY

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

I. MISSION, PHILOSOPHY, GOALS AND POLICIES

A. MISSION, VISION AND VALUES

1. GSIM Mission

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

The two key components of the GSIM mission are nurturing Global Business and Social Responsibility, which the school aims to achieve and operationalize through its innovative policies, recruitment strategies, placement efforts, teaching, research, and service strategies.

2. GSIM Vision

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

3. GSIM Values

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

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

B. PHILOSOPHY

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

1. The practice of management makes an important contribution to the carrying out of human purposes in modern society, and it will continue to do so.
2. A professional school should seek to serve society and to participate in the identification and solution of problems in the public sector where the science and art of that profession have something to contribute.

3. This school of business administration has a responsibility to analyze and to explain the roles of enterprises and the market economy in Japan and the world.
4. The art of management demands from its practitioners special qualities of understanding, skills, sensitivity, and growth in the realization of its highest potential for good.
5. Many of these qualities can 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. Globalization has significantly changed the society, the culture and people's life, as well as the way we conduct business. A professional school should educate its students as "Global Managers" with knowledge and skills for Global Business including such aspects as Global Enterprises, Global Market, Global Trading and Supply Chain, and others.
8. A graduate program in business administration can serve both students and the management profession best through scholarly research and teaching: research which advances knowledge and develops the best ways of using it; and teaching which provides optimal learning of the basic concepts, skills, and attitudes for a lifetime of effective professional development.
9. What a student learns depends on the system in which the student lives while learning, and the total physical, psychological, social, economic, moral, organizational and intellectual environment of a school must be included in any effort to plan or evaluate its effectiveness.

C. GOALS

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

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

D. CODE OF CONDUCT IN CULTURAL DIVERSITY

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

Diversity stems from differences such as:

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

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

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

IUJ believes that mutual respect and tolerance will lead to:

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

And most of all,

- The bringing about of a community free of harassment.

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

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

Complaints regarding ethical issues, especially those related to academic and sexual harassment, may be filed with IUJ’s Professional Ethics Committee (PEC). A full guide to the PEC is available online on the IUJ OSS website at <https://www.iuj.ac.jp/oss-f/pdf/PECguide.pdf>



To: President, International University of Japan

Pledge of Conduct

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

By signing below, I pledge not to:

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

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

Date:

Name:

Application Number:

Signature:

II. ETHICAL POLICY

A. ACADEMIC HONOR PRINCIPLE

1. Principle

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

Integrity and honesty in the performance of academic assignments, both in and outside the classroom, are essential to the kind of educational experience for which the Graduate School of International Management (GSIM) always stands. Every member of the GSIM community is personally responsible for maintaining and defending the principle of high ethical standards in all academic activities, and for abiding by the existing Japanese law to promote an atmosphere in which honest and imaginative academic work may flourish.

Each student accepts this academic honor principle upon enrollment at GSIM.

A student who submits work that is not his/her own violates this principle and jeopardizes his/her right to continue as a degree candidate at GSIM.

All students are requested to sign a statement attesting that they have read and understand the Academic Honor Principle of GSIM by the deadline for the completion of course registration.

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 course instructor 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 course instructor's expectations with regard to the collaboration of students in the daily preparation of cases and assignments; the course instructor's position as to the students' use of notes from the previous year's course in class preparation and discussion; rules about written assignments (e.g., whether it is acceptable for cases, problems, and other written assignments to be discussed among the students prior to writing, provided the outline and finished product are written independently by each student); policies and expectations on group projects; etc.

In addition, for each major graded exercise, the course instructor is requested to prepare a written statement 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 course instructor(s) involved and to the Office of Academic Affairs (OAA) as soon as possible. The student and the appropriate course instructor(s) should work out a plan for making up the missed class work.

The policy governing other absences, including those resulting from placement interviews, is determined by individual course instructors. Course instructors are responsible for 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.

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

2. Placement Interviews and Activities

Placement interviews may be held at GSIM as a service to both students and companies offering employment. The 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 mid-term and a final examination and the format in which these examinations will be taken are left to the discretion of each course instructor, who should announce these matters early in the term.

Responsibility of Course Instructor

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

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

Rules for in-class written examinations

<For Course Instructor>

1. Weight of exam questions should be clear.
2. Final examinations must be administered during the designated examination period.
3. If the number of enrollees in one course is more than 40, the exams are to be conducted in MLIC 3F Hall, bigger classrooms (e.g. PC124 and C102), or two classrooms when the appropriate room is not available.
4. Distance between students (no sitting next to each other) should be arranged and having two people from the same country sit next to each other must be avoided. It is compulsory that a course instructor assign a seating arrangement, which will be announced to the students just before the exam starts. (OAA will prepare seating arrangement on behalf of the course instructor, when the request is made at least a week before the exam date.)
5. All in-class exams should be proctored by the course instructor, in principle. If the number of enrollees in one course is more than 40, all in-class exams should be proctored by two individuals; the course instructor and a teaching assistant (TA) for the course (or an OAA staff member in the case of a course without a TA). If the course instructor is unable to supervise the examination, someone else (another faculty member, TA, or OAA staff) will act on his/her behalf, and the course instructor should make necessary arrangements to ensure that -relevant student questions relating to the exam can be answered.

6. Place a video camera(s) in a room where an exam is conducted. However, it can be omitted at the course instructor's discretion if there are 5 or less enrollees in one course.
7. To ensure fairness, examination time should be strictly observed (at the faculty's discretion).
8. When examination is complete, students will individually turn in their completed examination documents to the course instructor or proctor. Having students pass the answer sheets to other students is not allowed.
9. If a course instructor witnesses any improper actions committed by the students during the exam, he/she has to take an appropriate action against the (potential) cheater and report it to the Dean after the exam.
10. When TAs are assigned as proctors, they are confined only to the designated room(s) and not allowed to go over to other rooms without an explicit permission from the course instructor. If there is any issue related to examination question and it is beyond the capacity of the TAs, they must refer it directly to the course instructor.

<For Students>

1. Students are not allowed to turn over exam sheets until they are told to do so.
2. No materials except those which are allowed by the course instructor should be on the desk.
3. Students must not share their textbooks or notebooks during open book exams.
4. Mobile devices should be turned off and 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/her classmate(s) should be warned. When he/she gets warnings twice, he/she must leave the classroom immediately and will receive a failing grade for the exam.
6. When a student is found cheating or exhibiting any other misbehavior, he/she must leave immediately and 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 another student. The quick report will help the administration to investigate a suspected violation of the academic honor code.

2. Excused Absences

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

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

If a student is excused from attendance at an examination, the course instructor will decide how to deal with the absence. In the case of announced examinations, the usual procedure will be to arrange a makeup examination, during or after the regular examination, 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 course instructor.

D. COURSE EVALUATION

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

The OAA will instruct the students to conduct course evaluations at the middle and end of each term. The course instructor will not be present in the room at the time the evaluations are being completed. The mid-term evaluation results will be shared with the course instructors right after the submission from the students so that the course instructors can use students' feedback for effective teaching in the latter half of the course. The results and comments of the final course evaluations will be provided to the course instructors only after final grades have been submitted to the OAA.

E. PLAGIARISM, CHEATING, AND MISBEHAVIOR

1. Definition of Plagiarism

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

2. Definition of Cheating

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

3. Misbehavior

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

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

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

At GSIM, plagiarism, cheating, and misbehavior are considered severe violations of the academic code. Depending on the severity of the violation(s), the Dean may report the act to the President.

When the President determines that the act requires disciplinary action, an Investigation Committee shall be formed. After careful examination, the punishment, which may include reprimand, suspension, or expulsion, will be determined. When it becomes clear that the recipient of a degree has gained that degree by resorting to improper means, the degree will be annulled.

F. IUJ GUIDANCE ON GENERATIVE AI

Recently, the use of generative artificial intelligence (generative AI), such as ChatGPT, has been widely discussed in the media, globally. Some say it is a technological prelude to another industrial revolution. Others have suggested that the output of generative AI included inaccurate or incomplete facts, potentially plagiarized content, and confidential information. It is indeed a controversial topic.

In the context of higher education, it has the potential to disrupt or even redefine the current educational methods. In principle, generative AI can be considered as an external assistance to the learning process. It can be a valuable tool in a student's learning journey. However, if students complete assignments or research by substantially copying the output from generative AI, such work cannot be considered as one's own work. That violates academic integrity and weakens students' incentive to think and solve a problem for themselves.

Given the ongoing and complex nature of AI technology, it is practically impossible to prohibit the use of generative AI. Prohibition is also not desirable because students must live with generative AI in the future. Students should learn how to use generative AI ethically and effectively for their careers. Therefore, we should pay attention to minimizing the abuse of generative AI while promoting its positive use of it. For this purpose, IUJ offers the following guidelines to instructors and students:

<For instructors>

- Each course must have a different situation in relation to generative AI. Course instructors should set and communicate their policy for using generative AI, especially for course assignments. The policy must clarify which is acceptable and which is not.
- Instructors should explore a positive way to use generative AI in the classroom. Ideally, instructors should guide students to use it ethically and effectively.
- Instructors should redesign their evaluation methods to discourage students' misuse of generative AI. For example, instructors can develop a new evaluation approach or diversify their evaluation with additional methods.
- Instructors should actively use available detection tools for AI abuse and monitor students' use of generative AI.

<For students>

- Students should follow the classroom policies set by their course instructors.
- Students must acknowledge and disclose the use of generative AI in their assignments.

The use and treatment of generative AI in higher education will be monitored, and the guidelines will be updated accordingly.

G. GSIM POLICY ON THE USAGE OF GENERATIVE AI

GSIM does not restrict the usage of generative AI by its students. However, students must limit their generative AI use in the following cases.

1. Proctored exams in classrooms or other confined spaces
 - When an instructor conducts a proctored exam, no wireless communication is allowed, including the usage of generative AI via any devices.
2. Take-home assignments, including weekly submissions, mid-term reports, term-end final reports, group presentations, and even Research Report or Thesis
 - Students can partly utilize generative AI as a small part of their submission. Still, some professors may ask them to clarify which piece of their output is from the generative AI by putting underlines or highlights and mentioning the name of the generative AI they used at the end of the reports, just like the references of the articles they cited. Submissions without such clarification may become subject to scrutiny.
 - Students should not develop the entire report from generative AI. It may be detected by a plagiarism-checking system that GSIM professors use for screening. Under such a situation, students have a chance of receiving an immediate F grade.
 - The best approach is to write up reports without making copies from generative AI.
3. Students might use sentence improvement tools such as Grammarly[®], which is allowed
 - However, such improvement actions increase the possibility of being falsely detected as AI usage, and instructors may ask them how they developed their outputs.
 - When students use such improvement tools, keep original writing draft files before applying tools to avoid false suspicions by instructors.

Some instructors may set their own AI policy. Students must follow the policy. For certain activities, students may need explicit permission from the instructor. If in doubt, please ask the instructor.

As of 2023, major publishers (e.g., Springer-Nature and Elsevier) have stated that Generative AI cannot be credited with authorship. This is because AI cannot take responsibility and accountability for the claims it makes. GSIM students should take this accountability for their work. Therefore, when students are given permission to use Generative AI, they should critically evaluate the AI content – just as they would a website, news article, or research paper.

H. 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. Informal Complaints Advisors

If students have 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 Informal Complaints Advisors (ICA) (please refer to the PEC bulletin board near OSS for the list of ICA members.)

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

2. Formal Investigations Committee

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

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

For details, do see the PEC full Guidelines on the board near the OSS and on the link noted above.

3. Professional Ethics Committee

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

The PEC established procedures for handling any form of harassment. Details are available online at <https://www.iuj.ac.jp/oss/seeking-assistance/> and on the PEC bulletin board near OSS. In short, they are as follows:



III. ACADEMIC POLICIES AND PROCEDURES

A. STUDENT IDENTIFICATION NUMBERS

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

B. TERM AND CLASSES

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

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

(The summer study period starts after the Spring term courses finish in the middle of June. Some summer courses are offered during that period.)

C. COURSE CREDITS

Students who have completed the requirements of a course will be given the credits assigned to that course. The number of credits assigned to each course is decided in accordance with the following criteria.

1. Content Courses (Non-Language Courses): Two credits are given to a content course where 24 hours of classroom studies are conducted. A two-credit content course normally has two 90-minute classroom sessions a week for 8 weeks in the 1st module. A one-credit content course (a half-course) where 12 hours of classroom studies are conducted, is scheduled in the 2nd module in principle, or once a week for 8 weeks, or twice a week for 4 weeks.
2. Language Courses: Language courses are conducted in 10 weeks. English courses (Academic English I-III, English for Research Writing, English for Thesis Writing, English for Professional Communications I-II, and Academic English Literacy) are one (1) credit courses. The main Japanese courses (Elementary Japanese I-III, Intermediate Japanese I-III, Upper Intermediate Japanese I-III, and Advanced Japanese I-VI) are also one (1) credit courses. However, a half credit (0.5) is given for each Basic Japanese course. In contrast, no (0) credit is given for Japanese for Zero Beginners.

D. COURSE REGISTRATION

All students are required to register themselves for courses during the official course registration period before each term starts. Students must take this step at the online registration site for themselves.

Then, there will be the period for completion/change of course registration (the first week of each term). Students can change their selections during this period, if necessary, through the online registration site. And students must submit a signed course registration form to the OAA within the period.

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.

E. CONFERMENT OF “JAPAN FOCUS” CERTIFICATE

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

<JGDP Course List for 2023-24 Academic Year>

Course ID	Course title	Cr	Term
GSIR courses			
JDP5011	Postwar Japanese Politics	2	Winter
JDP5021	Japanese National Security Policy	2	Fall
JDP5031	International Relations and Foreign Policy of Japan	2	Winter
JDP5042	Japanese Development Cooperation: Implementation and Practice	2	Fall
JDP5051	Japanese International Development Cooperation	2	Spring
JDP5125	Politico-economic History of Japan's Modernization	2	Fall
JDP5130	Postwar Japanese Economic Statecraft	1	Spring
JDP5201	Modern Japan in the World	2	Fall
JDP5211	Japan's Education System	2	Winter
JDP5230	Japanese Government and Politics	2	Winter
GSIM courses			
JDP2020	Small to Medium-sized Firms in Japan	2	Winter
JDP2030	Monozukuri (Manufacturing) Management in Japan	2	Spring
JDP2040	Japan's Major Industries and Human Resource Practices	2	Fall
JDP2050	Primer for Industrial Development Policy	2	Spring
JDP3010	Japanese Style Management and Corporate Governance	2	Winter
JDP3030	Japanese Corporate Finance and Financial System	2	Fall
JDP3040	Business Leaders in Japan	2	Win
JDP3060	Agriculture Business and Policy in Japan	1	Spring

Each JGDP course is offered either by GSIR or GSIM. GSIM Students can take the courses offered by GSIR under the cross-registration system (See Section J on Page 20) and their credits will be counted as Elective.

F. 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 term. 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 1.5 months before each term, the OAA asks students to order textbooks during the course registration period. Students can also order textbooks during the period for completion/change of course registration. After each of these periods, the OAA orders the textbooks from overseas/domestic bookstores. Students cannot cancel a book order once it has been placed.

G. EXPENSES FOR COURSE PROJECTS

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

H. GRADES

1. 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, a 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

Grade Symbol	Grade Category	Qualitative Description	Grade Point
A	Distinguished	Indicates performance that clearly exceeds professional standards and the instructor's expectations for GSIM students.	4.00
A-	Very Good	Indicates performance that exceeds professional standards and the instructor's expectations for GSIM students.	3.75
B+	Good	Indicates performance that clearly meets professional standards and falls in the higher range of the instructor's expectations for GSIM students.	3.50
B	Satisfactory	Indicates performance that meets professional standards and the instructor's expectations for GSIM students.	3.00
B-	Satisfactory Low	Indicates performance that almost meets professional standards and the instructor's expectations for GSIM students.	2.50
C	Poor	Indicates performance that is marginal in relation to professional standards and falls below the Instructor's expectations for GSIM students.	2.00
F	Failure	Indicates performance that is clearly below professional standards and warrants loss of credit for the work.	0.00
W	Withdrawal	Indicates that the student has officially withdrawn from the course.	-
I	Incomplete	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.	-
P	Pass	1) Indicates that the student has passed a course that is graded on a pass/non-pass scale. 2) Indicates that the student has produced a passable Thesis/Research Report.	-
D	Distinction	Indicates that the student's thesis is deemed to be of publishable quality, original in its research and impressively argued and structured.	-
HD	High Distinction	Indicates that student's thesis is deemed to be of outstanding publishable quality, worthy of the highest possible award.	-
WA	Waiver	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.	-
IP	In-Process	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.	-
AU	Audit	Indicates that the student has audited the course. This grade is given when the student meets the audit standards specified by the instructor.	-

NP	Non-Pass	1) Indicates that the student has failed a course that is graded on a pass/non-pass scale. 2) Indicates that the student's Thesis/Research Report was not of passable quality	-
RD	Report Delayed	Temporary indication that a grade has not yet been reported by the instructor.	-

The posting or publishing of final grade distributions for a course either by the OAA and/or by individual course instructor 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 course instructor's discretion, be told the final grade distribution in a particular course if such information is desired.

4. Grade Point Average (GPA)

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

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

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

5. Course GPA

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

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

6. Guidelines for Course GPA

- Course GPAs for Core Required Courses in each program, must be kept within the range of 3.00 to 3.30 for the entire class (both 1st year and 2nd year students together), including those students who are taking a particular course as their elective. However, if 50% or more students in a course are taking the course as an elective, the course instructor may use the wider range (3.00 to 3.60) in such an exceptional case.
- For Core Elective and Elective Courses, the GPA range must be between 3.00 and 3.60.
- For courses with fewer than 15 students, instructors can deviate from these guidelines; however, instructors are asked to follow the guidelines in spirit, albeit not strictly.
- If a course is divided into two sections in the same term, the grading policy applies to the combined student total. If the same course is offered in different terms, the grading policy applies for each term's course.
- The guidelines for course GPA will not be applied to the following courses:

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

7. Grading 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 course instructor.

Each course 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.

8. Grade Option for Japanese Language Courses

In all Japanese language courses, students are evaluated on a "Pass/Non-pass" basis in principle. However, students may choose a "letter-grade" option (from A to F) by submitting a request form to the course instructor by the deadline for the completion of course registration. Please ask JLP faculty members for the procedures and the form. Once decided, changing the grade option will not be allowed.

9. 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 program, will normally be expected to repeat the failed course at GSIM.

10. 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 fourth (4th) 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.

11. 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 course instructor's approval which will be given on some conditions. When a student repeats a Japanese course, results for both the 1st attempt and the 2nd 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 grade will be included in his/her GPA calculation.

12. "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 course instructor 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.

13. 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.

14. Policy on Changing the 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.

15. 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.

I. 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.

J. 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. Participating students must meet all the prerequisites for selected courses.
- b. 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, cross registration for some courses may not be allowed depending on class size.

4. Registration Procedures

During the course registration period, a student can register for GSIR course(s) in a same manner as registering for GSIM courses. The credits earned from GSIR courses will be, in principle, counted in the 'elective' category. However, there may be some cases, depending on certain circumstances, when GSIM students cannot officially register for specific GSIR courses.

K. OFF-CAMPUS STUDY

1. Off-campus Study During a Regular Term

Students may propose spending one term doing off-campus study elsewhere under the following conditions:

The timing for conducting off-campus study for 2-year program students is any term in their 2nd year. For 1-year program students, however, the timing should be after they complete all graduation requirements.

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

L. EXCHANGE PROGRAMS

From among all the GSIM's partner universities, students have an opportunity to participate in student exchange programs with the following institutions:

Area	No.	Institution	Country
Europe	1	Aalto University	Finland
	2	NEOMA Business School	France
	3	EM Lyon Business School	
	4	WHU-Otto Beisheim School of Management	Germany
	5	IESE Business School	Spain
	6	ESADE Business School	
	7	SDA Bocconi School of Management	Italy
	8	Norwegian School of Economics	Norway
	9	University of St. Gallen	Switzerland
North America	10	Schulich School of Business, York University	Canada
	11	John Molson School of Business, Concordia University	
	12	Tuck School of Business, Dartmouth College	U.S.A.
	13	Simon Graduate School of Business, University of Rochester	
	14	Warrington College of Business Administration, University of Florida	
	15	Owen Graduate School of Management, Vanderbilt University	
16	Kenan-Flagler Business School, University of North Carolina at Chapel Hill		
Asia	17	School of Business, Renmin University	China
	18	Indian Institute of Management Ahmedabad	India
	19	Indian Institute of Management Bangalore	
	20	Master of Management Program, The Gadjah Mada University	Indonesia
	21	Kulliyah of Economic and Management Science, Int'l Islamic Univ. Malaysia	Malaysia
	22	NUS Business School, The National University of Singapore	Singapore
	23	College of Commerce, The National Chengchi University	Taiwan
	24	Sasin Graduate Institute of Business Administration, The Chulalongkorn University	Thailand
	25	Foreign Trade University	Vietnam

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

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

M. 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.

N. CHANGE OF REGISTRATION

1. Leave of Absence

A student who has to leave GSIM temporarily 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: In principle, the period of any leave of absence shall not be included in the period of enrollment.

b. Extension for leave of absence

When a student taking leave of absence needs additional time, 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 GSIM 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 GSIM 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.

O. DISCIPLINARY ACTIONS

A student who has violated Graduate School Regulations or committed acts contrary to students' duties may be subject to disciplinary action by the President. Disciplinary actions include 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.

P. IUJ CERTIFICATES

1. Types of Certificate

IUJ issues the following certificates to a student upon his/her 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 2nd year (MBA/JGDP) or the student completes two terms of studies (in case of 1-year programs) at IUJ, in principle.
- (4) Certificate of Graduation: This certifies that the student graduated from IUJ with a Master's degree. This cannot be issued before the actual date of graduation.

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

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

- (1) Transcripts: This certifies courses taken, corresponding course titles, number of credits, grades and grade point average (GPA).
- (2) Certificate of Enrollment: This certifies that the student is 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 can use the online application form. For the instruction, please find "Application for IUJ Certificates" in "Announcements" category on IM-Info Page (<https://www.iuj.ac.jp/im-info/>). 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.



3. Date of Issue and Fee

Certificates become available in the afternoon of the next working day after the application is accepted. Issuance fee is 300 yen/copy. If a certificate needs to be sent to a third party directly from the OAA, a mailing cost will also be charged (450 yen for domestic mail and 700 yen for international mail). These fees are withdrawn from the student's bank account on the 25th (or 23rd or 24th if the 25th falls on a weekend) of the month following the application.

IV. ORGANIZATION OF THE STUDENT BODY

A. GSIM COUNCIL

1. Mission

The GSIM Council is responsible for assisting students, faculty and the administration in enhancing the academic life for all members of the GSIM community (students, faculty and the administration). The council will help to bring issues, concerns and information raised by the GSIM community to the attention of all other relevant parties. All issues and concerns will be addressed and resolved 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 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 GSIM 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 Academic Council. Exceptions to this must be approved by both the GSO-EC (and/or IR Academic Council) and the Council.

3. Council Structure

- a. The Council shall consist of seven (7) members, including:
 - (1) At least two (2) full time second year MBA/JGDP (Management) students (mandatory)
 - (2) At least two (2) full time first year MBA/JGDP (Management) students (mandatory)
 - (3) One (1) IMBA student
 - (4) One (1) DXP student
 - (5) One (1) ISEP student

*If there is no willing candidate for an IM-Council post from the IMBA, DXP, or ISEP, it may be possible not to have representatives from some of those programs.
- b. Two (2) of the IM Council members shall be 2nd year students that were IM Council members during their 1st Academic Year, in order to guide and assist the new members. In case the Council consisted from more than two (2) 1st year members there shall be a decision of who continues in the Council the coming year. Members can willfully step down. In case there are no members willing to step down there shall be a vote within the existing members of who shall continue to be part of the IM Council in the coming year.

- c. After every election, the Council shall decide among themselves the division of responsibilities.
- d. Quorum for Council meetings shall be four (4) members.

4. Election Procedures

- a. All full-time GSIM students are eligible for seats on the Council and have the right to vote in Council elections.
- b. There should be one (1) representative from each 1-year programs in order for the whole student body to be represented. In case there are no students from one of the 1-year programs that are willing to step up for the position, the empty spots can be filled by students from any other programs from the Graduate School of International Management (excluding special/exchange students).
- c. Elections can be uncontested when the number of candidates is the same or less than the number of places available for election.
- d. The timing of elections and Council member terms shall be established in order to guarantee continuity on the Council. As mentioned above, it is strongly recommended that representatives from each GSIM program are included in the IM-Council, and that elections are held in the Fall Term each year.
- e. All elections shall be managed and be the responsibility of the incumbent GSIM Council (in case that the responsible council members are incapacitated to hold the elections, for instance due to exchange timing problems, they are expected to look for the next runner-up according to votes during the previous term so that their replacement can continue with this task).
- f. The date, place, and time of elections shall be announced at least two (2) weeks prior to the elections.
- g. Notification of candidacy must be made to the Council at least three (3) weeks prior to the elections.
- h. All ballots must be written and anonymous.
- i. Voters shall vote for four (4) candidates. Multiple votes may not be cast for a single candidate. Ballots which have more than or less than four (4) votes, or multiple votes for a single candidate, shall be considered null and void.
- j. A two-thirds (2/3) quorum is required for all elections to be valid.
- k. 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 course instructor 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 course instructor 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.

V. 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 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 OAA.

MBA Program Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

Courses are divided into four categories listed below and students are required to complete a minimum of 40 credits from among the categories as shown below. Courses in each category are shown on the course table in Page 38.

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

1. 1st year Courses
 In the first year, students are required to take 10 Basic Courses (19 credits) in principle. In addition to the Basic Courses, students who are not exempted in accordance with the English exemption policies are required to take Academic English I-III. Please refer to the English Language Program notice board for information about English exemption policies and exemption tests.
2. Advanced Seminars
 Students are required to take 3 Advanced Seminars (6 credits). Advanced Seminars are designed to guide students in developing and completing their graduation research reports/Master's theses. The seminar courses are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter). For more details about the seminars, please refer to Section F on Page 35.
3. Core Elective Courses

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

4. Elective Courses

a. GSIM courses

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

b. GSIR courses

Students are required to obtain 2 credits from GSIR course(s). Please refer to Section J on Page 20 for information about Cross Registration in GSIR courses.

c. Language Courses

In regards to Language courses, there are some restrictions for course registration and credit numbers. These restrictions are as follows:

- (1) "English for Thesis Writing", "English for Research Writing", and "English for Professional Communication I & II" are courses intended for the 2nd year students and Linkage students.
- (2) Students may only enroll in one English language course per term. Please contact the English Language program coordinator for further details and discuss which course may be most suitable for you to enroll in.
- (3) The maximum number of credits for Language courses which can be counted as 'Electives' is 2 credits.

5. MBA Specialization

There are 4 MBA specialization areas as follows:

- 1) Finance; 2) Marketing; 3) Management; 4) Digital Technology and Operation

A student who decides to have an area of specialization must have twelve (12) credits from the courses designated for that area. A list of designated courses in each area is available at <https://www.iuj.ac.jp/im-info/mba-specialization/>. The area of specialization 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 for checking whether he/she has obtained the required number of credits (12) in the selected area, and submit the application form to the OAA. The application is open at the beginning of the last term. The completed application form must be submitted to the OAA by the end of May in the student's second-year. Then the OAA 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.

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

7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the 1st year Fall or Winter terms is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Advanced Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Advanced Seminars and language courses are excluded in this minimum term credit limit.)

C. CREDIT TRANSFER AND WAIVER POLICY

1. Credit Transfer

a. Credits Obtained Before Entering IUJ

A maximum of four (4) credits can be transferred. 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 IM-info, and submit it along with the required supporting documents to the OAA no later than the last weekday of October. 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 simple Pass/Non-pass 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 (in addition to credit received for courses taken before entering IUJ) as Elective or Core Elective upon faculty meeting approval. Credit transfer applies to students who obtained credits through off-campus study. The principal criterion for approval of 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 upon faculty meeting approval and will be recorded as such.

2. Waiver from Basic Courses

MBA students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (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 better, 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 IM-info and any required supporting documents to the OAA by the deadline for the completion of course registration 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 another course credit(s) for credit(s) of the waived course(s) to fulfill the minimum credit requirements for a term and for graduation.

D. ACADEMIC PERFORMANCE REVIEW

The admissions policy of GSIM aims 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 OAA any students who are performing unsatisfactorily in academic work or fail to maintain a professional attitude in their relationships with their colleagues at GSIM, the faculty, and 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. Term GPA less than 2.5
- b. Two (2) "C" grades in any one term

2. Probation

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

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

3. Promotion to the 2nd year

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

The effective administration of an Academic Performance Review requires that students be made fully aware of their status throughout the academic year. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve his/her performance. The Dean or an appointee is required by the faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter(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, be in the top 5% of the class, and obtain at least 7 credits in 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.

A special certificate naming the student a “James Brian Quinn Scholar for Academic Performance,” will be presented to students who have a GPA of 3.8 or better on a cumulative basis and are in the top 5 % of the class at the end of the two-year program.

F. ADVANCED 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 academic supervisors and take “Advanced Seminars” for three terms.

1. Choosing a Supervisor

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

2. Advanced Seminars as Core Required Courses

“Advanced Seminars” are required courses and are offered in sequence: Advanced Seminar I (2 credits in Spring), II (2 credits in Fall), and III (2 credits in Winter). Students can learn the necessary skills from supervisors to develop and produce the research report or thesis. A student is required to earn 6 credits from Advanced Seminars. Advanced Seminars are evaluated with Pass/Non Pass.

3. Research Report vs. Thesis

The Advanced Seminar comes with two options: Research Report or 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 for each option. Research Reports/Theses are evaluated as follows:

<Grading System for Thesis>

HD : High Distinction
D : Distinction
P : Pass
NP : Non Pass

<Grading System for Research Report>

P : Pass
NP : Non Pass

4. Examining Committee and Final Examination

An examining committee evaluates the thesis/research report and conducts a final examination. Members of the examining committee are as follows:

Thesis : Two faculty members (the supervisor + *an examiner)

*An eligible examiner is an IUJ full-time faculty

Research Report : The supervisor only

For a thesis, the examining committee conducts a final oral examination focusing on the student's thesis. For a research report, no oral examination is required and the examining committee decides how to conduct the examination.

A thesis recommended for distinction by the examining committee is sent to an external examiner for the assessment of higher grades ("Distinction" or "High Distinction"). The external examiner can give a grade of Pass, Distinction, or High Distinction. The grade given by the external examiner will be the final grade for the thesis.

5. 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 a 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.

For more details about the Advanced Seminars, evaluation of the research report/thesis, schedule for writing, etc., please refer to <https://www.iuj.ac.jp/im-info/> ⇒ RESEARCH REPORT/THESIS.



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

G. SCHOLARSHIPS

1. Scholarship Extension

Most of scholarships are awarded for one academic year but may be extended to a second year depending on the academic performance of 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 "letter of warning," or "letter of probation" from the Dean and has failed to satisfy any one of the conditions contained in those letters by the end of the academic year, his/her scholarship can be terminated.

2. IUJ Scholarship Upgrade/Award

Nakayama 30 scholarship recipients or self-sponsored students who perform well in the first academic year may be upgraded to the Nakayama 50 or Nakayama 30 scholarship if there are unutilized scholarship slots allocated to the school for the enrollees.

The criteria are:

- a. Nakayama 30 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. Decisions are usually made in the late June faculty meeting and announced in July.

3. Scholarships after Enrollment

Self-sponsored students (including Nakayama Scholarship recipients, except Nakayama 100 Premium, recipients) may have opportunities to apply for scholarships mentioned below after enrolling and starting classes. Most require some Japanese language proficiency, so those who are in need of financial support are highly encouraged to study Japanese. Information on each scholarship will be posted on the OSS bulletin board on campus.

- a. JASSO Honors Scholarship
- b. Heiwa Nakajima Foundation
- c. Otsuka Toshimi Scholarship Foundation
- d. Yamaguchi Ikuei Foundation
- e. Sojitz Scholarship Foundation, etc...

For details about the scholarships after enrollment, including the application period and criteria, please see <https://www.iuj.ac.jp/admis/scholarship/after-arrival/>



4. 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. Students must check with the OSS prior to any leave of absence decisions to learn if their scholarships will be canceled or can be held until they return to IUJ.

Course/Credit Requirements for the MBA Program

Credit Requirement for Graduation: 40 credits (Thesis) / 44 credits (Research Report) ^{Note 1)}

Categories		Course Title
Core Required Courses: Basic Courses (19 credits)		<ul style="list-style-type: none"> • Corporate Finance • Corporate Social Responsibility* • Data Analytics for Business • Financial Accounting OR Financial Reporting ^{Note 3)} • International Management • Managerial Accounting • Marketing Management • Operations Management • Organizational Behavior • Strategic Management
Core Required Courses: Advanced Seminars (6 credits)		<ul style="list-style-type: none"> • Advanced Seminar I • Advanced Seminar II • Advanced Seminar III
Core Elective Courses (at least 11-15 credits) ^{Note 2)}		<ul style="list-style-type: none"> • Advertising Management • Agriculture Business and Policy in Japan* • AI for Business • Applied Econometrics • Big Data Analytics • Business Leaders in Japan • Business Presentation • Competing in Emerging Markets • Consumer Behavior • Corporate Strategy in a Technology and Digital Era • Cross-sectional and Panel Data Analysis • Customer Relationship Management • Data Analysis with Python • Data Management and Modelling • Data-driven Organization • Digital Marketing and Customer Journey • Digital Platform and Digital Business Models • Digital Supply Chain Management • Econometrics • Entrepreneurial and Venture Finance • Entrepreneurship & Small Business Development • Entrepreneurship and Innovation (Cancelled for the 2023/24 Academic Year) • Environmental Policy and Disaster Management* • Essentials of Economics • Finance and Technology • Financial Statement and Business Analysis • Global Strategy in the Digital Age* • Human Resources and Global Talent Management • Information Policy and Management • International Career Development* • International Finance • Investment and Machine Learning • Japanese Corporate Finance and Financial System • Japanese Style Management and Corporate Governance • Japan's Frontier of Digital Society* • Japan's Major Industries and Human Resource Practices • Leadership • Leadership Bootcamp* • Macroeconomics I: Income Theory • Management for Digital Transformation • Managing Product Development • Managing Public Organizations • Marketing Intelligence • Marketing Research • Monozukuri (Manufacturing) Management in Japan • Negotiation Strategy* • New Business Creation and Venturing* • Portfolio Management • Primer for Industrial Development Policy • Research Methods • Risk Management • Service Management • Small to Medium-sized Firms in Japan • Strategies for Digital Disruption • Strategy Simulation* • Sustainability Transformation Strategy • Sustainable Finance • World Landscape of the Digital Industry*
Elective Courses (4 credits)	GSIR Courses	At least 2 credits must be obtained from GSIR course(s).
	2 credits	Select from all the courses offered at IUJ (including language courses). The maximum number of credits from language courses which count towards graduation is 2. The extra credits you obtained from the courses listed in Core Elective categories above can be counted as Elective course credits.

*1 credit courses

Note 1) Students are required to obtain at least 30 credits from the courses listed in the GSIM course offerings other than language courses.

Note 2) The required number of credits from Core Elective course differs depending on whether a thesis or research report is written. For the thesis option, 11 credits must be obtained from Core Electives, while 15 credits must be obtained in the case of a research report option.

Note 3) Students are required to take either "Financial Accounting" or "Financial Reporting." A screening test will be conducted to determine which course is suitable for you before the start of the Fall term.

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

This section covers the regulations applied to the students in the JGDP (Management Concentration). The students in the JGDP MBA Concentration 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 Two years of enrollment
- 2 Acquisition of at least 40 credits
- 3 Submission of a master's thesis or research report
- 4 Passing the thesis/research report evaluation and final examination
- 5 Acquisition of total GPA of at least 2.5

B. COURSE REQUIREMENTS

Courses are divided into four categories listed below and students are required to complete a minimum of 40 credits from among the categories as shown below. Courses in each category are shown on the course table in Page 46.

Category	Required Number of Credits	
	Research Report Option	Thesis Option
Core Required (Basic courses)	17	17
Core Required (Advanced Seminars)	6	6
Core Elective courses (JGDP Courses)	14	10
Elective courses	7	7
Required number of credits for graduation	44	40

1. 1st year Courses

In the first year, students are required to take 9 Basic Courses (17 credits) in principle.

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

2. Advanced Seminars

In the second year, students are required to take 3 Advanced Seminars (6 credits). Advanced Seminars are designed to guide students in developing and completing their graduation research reports/Master's theses. The seminar courses are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter). For more details about the seminars, please refer to Section F on Page 43.

3. Core Elective Courses

The required number of credits from Core Elective courses (JGDP Courses) differs depending on the paper option (thesis or research report). If a student chooses the thesis option, 10 credits must be obtained, while 14 credits are necessary for the research report option.

4. Elective Courses

a. JGDP courses

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

b. GSIR courses

Students must obtain at least 2 credits from GSIR course(s). JGDP courses offered by GSIR listed as Core Elective cannot be counted as GSIR courses. Please refer to Section J on Page 20 for information about Cross Registration in GSIR courses.

c. Language Courses

In regards to Language courses, there are some restrictions for course registration and credit numbers. These restrictions are as follows:

- (1) "English for Thesis Writing", "English for Research Writing" and "English for Professional Communication I & II" are courses intended for the 2nd year students.
- (2) Students may only enroll in one English language course per term. Please contact the English Language program coordinator for further details and discuss which course may be most suitable for you to enroll in.
- (3) The maximum number of credits for Language courses which can be counted as 'Electives' is 2 credits.

5. MBA Specialization

There are 4 MBA specialization areas as follows:

- 1) Finance; 2) Marketing; 3) Management; 4) Digital Technology and Operation

A student who decides to have an area of specialization must have twelve (12) credits from the courses designated for that area. A list of designated courses in each area is available at <https://www.iuj.ac.jp/im-info/mba-specialization/>. The area of specialization 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 for checking whether he/she has obtained the required number of credits (12) in the selected area, and submit the application form to the OAA. The application is open at the beginning of the last term. The completed application form must be submitted to the OAA by the end of May in the student's second-year. Then the OAA 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.

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

7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the 1st year Fall or Winter terms is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Advanced Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Advanced Seminars and language courses are excluded in this minimum term credit limit.)

C. CREDIT TRANSFER AND WAIVER POLICY

1. Credit Transfer

a. Credits Obtained Before Entering IUJ

A maximum of four (4) credits can be transferred. 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 IM-info and submit it along with the required supporting documents to the OAA no later than the last weekday of October. 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 simple Pass/Non-pass 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 (in addition to credit received for courses taken before entering IUJ) as Elective upon faculty meeting approval. Credit transfer applies to students who obtained credits through off-campus study. The principal criterion for approval of 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 upon faculty meeting approval and will be recorded as such.

2. Waiver from Basic Courses

JGDP Students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (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 better, 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 IM-info and any required supporting documents to the OAA by the deadline for the completion of course registration 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 another course credit(s) for credit(s) of the waived course(s) to fulfill the minimum credit requirements for a term and for graduation.

D. ACADEMIC PERFORMANCE REVIEW

The admissions policy of GSIM aims to select students who have the capacity and commitment necessary to complete the JGDP (Management Concentration) 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 fail to maintain a professional attitude in their relationships with their colleagues at GSIM, the faculty, and 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. Term GPA is less than 2.5
- b. Two (2) "C" grades in any one term

2. Probation

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

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

3. Promotion to the 2nd year

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

The effective administration of an Academic Performance Review requires that students be made fully aware of their status throughout the academic year. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve his/her performance. The Dean or an appointee is required by the faculty to counsel and subsequently to monitor carefully the work of any student who receives a letter(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, be in the top 5% of the class (or the top student if the program has less than 20 students), and obtain at least 7 credits in 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.

A special certificate naming the student a “James Brian Quinn Scholar for Academic Performance,” will be presented to students who have a GPA of 3.8 or better on a cumulative basis and are in the top 5 % of the class (or the top student if the program has less than 20 students) at the end of the two-year program.

F. ADVANCED 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 “Advanced Seminars” for three terms.

1. Choosing a Supervisor

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

2. Advanced Seminars as Core Required Courses

“Advanced Seminars” are required courses and are offered in sequence: Advanced Seminar I (2 credits in Spring), II (2 credits in Fall), and III (2 credits in Winter). Students can learn the necessary skills from their supervisors to develop and complete the research report or thesis.

A student is required to earn 6 credits from Advanced Seminars. Advanced Seminars are evaluated with Pass/Non Pass.

3. Research Report vs. Thesis

The Advanced Seminar comes with two options: Research Report or 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 for each option. Research Reports/Theses are evaluated as follows:

<Grading System for Thesis>
 HD : High Distinction
 D : Distinction
 P : Pass
 NP : Non Pass

<Grading System for Research Report>
 P : Pass
 NP : Non Pass

4. Examining Committee and Final Examination

An examining committee evaluates the thesis/research report and conducts a final examination. Members of the examining committee are as follows:

Thesis : Two faculty members (the supervisor + *an examiner)

*An eligible examiner is an IUJ full-time faculty

Research Report : The supervisor only

For a thesis, the examining committee conducts a final oral examination focusing on the student's thesis. For a research report, no oral examination is required and the examining committee decides how to conduct the examination.

A thesis recommended for distinction by the examining committee is sent to an external examiner for the assessment of higher grades ("Distinction" or "High Distinction"). The external examiner can give a grade of Pass, Distinction, or High Distinction. The grade given by the external examiner will be the final grade for the thesis.

5. 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 are required to fulfill their research report/thesis requirement by writing a single authored paper as specified in their original application.

For more details about the Advanced Seminars, evaluation of the research report/thesis, schedule for writing, etc., please refer to <https://www.iuj.ac.jp/im-info/> ⇒ RESEARCH REPORT/THESIS.



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

G. SCHOLARSHIPS

1. Scholarship Extension

Most of scholarships are awarded for one academic year but may be extended to a second year depending on the academic performance of the first year.

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

2. IUJ Scholarship Upgrade/Award

Nakayama 30 scholarship recipients or self-sponsored students perform well in the first year may be upgraded to the Nakayama 50 or Nakayama 30 scholarship. If there are unutilized scholarship slots allocated to the school for the enrollees.

The criteria are:

- a. Nakayama 30 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. Decisions are usually made in the late June faculty meeting and announced in July.

3. Scholarships after Enrollment

Self-sponsored students (including Nakayama Scholarship recipients, except Nakayama 100 Premium, recipients) may have opportunities to apply for scholarships mentioned below after enrolling and starting classes. Most require some Japanese language proficiency, so those who are in need of financial support are highly encouraged to study Japanese. Information on each scholarship will be posted on the OSS bulletin board on campus.

- a. JASSO Honors Scholarship
- b. Heiwa Nakajima Foundation
- c. Otsuka Toshimi Scholarship Foundation
- d. Yamaguchi Ikuei Foundation
- e. Sojitz Scholarship Foundation, etc...

For details about scholarships after enrollment, including application period and criteria, please see <https://www.iuj.ac.jp/admis/scholarship/after-arrival/>



4. 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. Students must check with the OSS prior to any leave of absence decisions to learn if their scholarships will be canceled or can be held until they return to IUJ.

Course/Credit Requirements for the JGDP (Management Concentration)

Credit Requirement for Graduation: 40 credits (Thesis) / 44 credits (Research Report) ^{Note 1)}

Categories		Course Title
Core Required Courses: Basic Courses (17 credits)		<ul style="list-style-type: none"> • Corporate Finance • Corporate Social Responsibility* • Financial Accounting OR Financial Reporting ^{Note 3)} • International Management • Japanese Style Management and Corporate Governance • Marketing Management • Operations Management • Organizational Behavior • Strategic Management
Core Required Courses: Advanced Seminars (6 credits) ^{Note 2)}		<ul style="list-style-type: none"> • Advanced Seminar I • Advanced Seminar II • Advanced Seminar III
Core Elective Courses: JGDP courses (at least 10-14 credits) ^{Note 2)}		<p><JGDP courses offered by GSIM></p> <ul style="list-style-type: none"> • Agriculture Business and Policy in Japan* • Business Leaders in Japan • Japanese Corporate Finance and Financial System • Japan's Major industries and Human Resource Practices • Monozukuri (Manufacturing) Management in Japan • Primer for Industrial Development Policy • Small to Medium-sized Firms in Japan <hr style="border-top: 1px dashed black;"/> <p><JGDP courses offered by GSIR></p> <ul style="list-style-type: none"> • International Relations and Foreign Policy of Japan • Japanese Development Cooperation: Implementation and Practice • Japanese Government and Politics • Japanese International Development Cooperation • Japanese National Security Policy • Japan's Education System • Modern Japan in the World • Politico-economic history of Japan's modernization • Postwar Japanese Economic Statecraft • Postwar Japanese Politics
Elective Courses (7 credits)	GSIR Courses	At least 2 credits must be obtained from GSIR course(s). JGDP courses offered by GSIR listed as Core Elective cannot be counted as GSIR courses.
	5 credits	Select from all the courses offered at IUJ (including language courses). The maximum number of credits from language courses which count towards graduation is 2. The extra credits you obtained from the courses listed in Core Elective categories above can be counted as Elective course credits.

*1 credit courses

Note 1) Students are required to obtain at least 30 credits from the courses listed in the GSIM course offerings other than language courses.

Note 2) The required number of credits from Core Elective course differs depending on whether a thesis or research report is written. For the thesis option 10 credits must be obtained from Core Elective Courses, while 14 credits must be obtained in the case of a research report option.

Note 3) Students are required to take either "Financial Accounting" or "Financial Reporting." A screening test will be conducted to determine which course is suitable for you before the start of the Fall term.

One-Year MBA (IMBA) Program Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

The courses are divided into seven categories listed below and students are required to complete a minimum of 32 credits from among the categories as shown below. Courses in each category are shown on the course table in Page 52.

Category		Required Number of Credits
Core Required	Basic Courses	11
	Research Seminars	2
	Capstone courses	3
Core Elective courses	Finance & Accounting	4
	Marketing	4
	Technology & Management	4
Elective courses		4
Required number of credits for graduation		32

1. Students are required to take 6 Basic Courses (11 credits), 2 Research Seminars (2 credits) and 3 capstone courses (3 credits).
2. Research Seminars
Students are required to take 2 Research Seminars (2 credits). Research Seminars are designed to guide students in developing and completing the graduation research report. The seminar courses are offered in sequence, starting with Research Seminar I (Winter) and II (Spring). For more details about the seminars, please refer to Section F on Page 50.
3. Core Elective Courses
There are three (3) subcategories under the Core Elective category. Students are required to take 4 credits each from courses listed from each subcategory.
4. Elective Courses
 - a. GSIM courses
If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.

b. GSIR courses

Students will be able to take GSIR courses from Winter term if they can get approval from their supervisors about suitability for their study/research agenda. See Section J on Page 20 for Cross-Registration between GSIM and GSIR.

5. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.
6. Every student is responsible for checking whether he/she has taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).
7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.)

C. CREDIT TRANSFER AND WAIVER POLICY

1. Credit Transfer

a. Credits Obtained Before Entering IUJ

A maximum of four (4) credits can be transferred. 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 IM-info and submit it along with the required supporting documents to the OAA no later than the last weekday of October. 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 simple Pass/Non-pass 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. When a student participates in an exchange program after completing his/her study in the IMBA program, a maximum of ten (10) credits can be transferred upon faculty approval. The transferred credits will be added to the total number of credits 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 such institutions may be transferred as credits of Elective or Core Elective courses upon approval at faculty meeting.

The principal criterion for approval of 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 upon faculty meeting approval and will be recorded as such.

2. Waiver from Basic Courses

IMBA students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (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 IM-info and any required supporting documents to the OAA by the deadline for the completion of course registration 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(s) must substitute another course credit(s) for credit(s) of the waived course(s) to fulfill the minimum credit requirements for a term and for graduation.

D. ACADEMIC PERFORMANCE REVIEW

The admissions policy of GSIM aims to select students who have the capacity and commitment necessary to complete the IMBA 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 fail to maintain a professional attitude in their relationships with their colleagues at GSIM, the faculty, and 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. Term GPA less than 2.5
- b. Two (2) "C" grades in any one term

2. Probation

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

- a. Three (3) or more "C" grades in any one term
- b. Receipt of two (2) 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 an Academic 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 an 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, be in the top 5% of the class (or the top student if the program has less than 20 students), and obtain at least 10 credits in the term.

A special certificate naming the student a "James Brian Quinn Scholar for Academic Performance," will be presented to students who have a GPA of 3.8 or better on a cumulative basis and are in the top 5 % of the class (or the top student if the program has less than 20 students) at the end of the program.

F. RESEARCH SEMINAR

All GSIM students are required to write a Research Report 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 two terms.

1. Choosing a Supervisor

GSIM faculty members conduct individual introductory sessions so that students can choose the most appropriate faculty members as their academic supervisors after learning each faculty member's area of supervision and research interests.

2. Research Seminars as Core Required Courses

"Research Seminars" are required courses and are offered in sequence: Research Seminar I (1 credit in Winter) and II (1 credit in Spring). Students can learn the necessary skills and methods from their supervisors to develop and complete the research report. In their Research Seminars, the students will develop their research topics in consultation with their supervisors. Research Seminars are evaluated with Pass/Non Pass.

3. Examining Committee and Final Examination

Students must pass the final examination, which is conducted according to the implementation method determined by an examining committee. Members of the examining committee are as follows:

Research Report : The supervisor only

No oral examination is required and the examining committee decides how to conduct the examination. Research Reports are evaluated with Pass/Non Pass.

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

4. 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.

For more details about the Research Seminars, evaluation of the research report, schedule for writing, etc., please refer to <https://www.iuj.ac.jp/im-info/> ⇒ RESEARCH REPORT/THESIS.



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

G. SCHOLARSHIPS

1. Scholarships after Enrollment

Self-sponsored students may have only a few opportunities to apply for scholarships after enrolling and starting classes. Most require some Japanese language proficiency, so those who are in need of financial support are highly encouraged to study Japanese. Please note that most start providing their stipends from April throughout March, which means the number of scholarships for those who study in a one-year program is limited. Information on each scholarship will be posted on the OSS bulletin board on campus.

2. 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. Students must check with the OSS prior to any leave of absence decisions to learn if their scholarships will be canceled or can be held until they return to IUJ.

Course/Credit Requirements for the IMBA Program

Credit Requirement for Graduation: 32 credits Note 1)

Categories	Course Title
Core Required Courses: Basic Courses (11 credits)	<ul style="list-style-type: none"> • Corporate Social Responsibility* • Financial Accounting OR Financial Reporting <small>Note 2)</small> • International Management • Organizational Behavior • Strategic Management • Strategies for Digital Disruption
Core Required Courses: Capstone Courses (3 credits)	<ul style="list-style-type: none"> • International Career Development* • Leadership Bootcamp* • Strategy Simulation*
Core Required Courses: Research Seminars (2 credits)	<ul style="list-style-type: none"> • Research Seminar I • Research Seminar II
Core Elective Courses: Finance & Accounting (4 credits)	<ul style="list-style-type: none"> • Corporate Finance • Entrepreneurial and Venture Finance • Finance and Technology • Financial Statement and Business Analysis • Investment and Machine Learning • Managerial Accounting • Portfolio Management • Risk Management • Sustainable Finance
Core Elective Courses: Marketing (4 credits)	<ul style="list-style-type: none"> • Advertising Management • Consumer Behavior • Customer Relationship Management • Digital Marketing and Customer Journey • Marketing Intelligence • Marketing Management • Marketing Research
Core Elective Courses: Technology & Management (4 credits)	<ul style="list-style-type: none"> • AI for Business • Big Data Analytics • Business Leaders in Japan • Business Presentation • Competing in Emerging Markets • Corporate Strategy in a Technology and Digital Era • Data Analytics for Business • Data-driven Organization • Data Management and Modelling • Digital Platform and Digital Business Models • Digital Supply Chain Management • Entrepreneurship and Innovation (Cancelled for the 2023/24 Academic Year) • Environmental Policy and Disaster Management* • Ethic and CSR of Digital Business • Global Strategy in the Digital Age* • Human Resource and Global Talent Management • Japanese Corporate Finance and Financial System • Japanese Style Management and Corporate Governance • Japan's Major industries and Human Resource Practices • Leadership • Management for Digital Transformation • Monozukuri (Manufacturing) Management in Japan • Negotiation Strategy* • New Business Creation and Venturing* • Operations Management • Service Management • Sustainability Transformation Strategy
Elective Courses (4 credits)	Select from all the courses offered at IUJ (excluding language courses). The extra credits you obtained from the courses listed in Core Elective categories above can be counted as Elective course credits.

*1 credit courses

Note 1) Students are required to obtain at least 24 credits from the courses listed in the GSIM course offerings other than language courses.

Note 2) Students are required to take either "Financial Accounting" or "Financial Reporting." A screening test will be conducted to determine which course is suitable for you before the start of the Fall term.

Digital Transformation Program (DXP) Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

The courses are divided into five categories listed below and students are required to complete a minimum of 32 credits from among the categories as shown below. Courses in each category are shown on the course table in Page 58.

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

1. Students are required to take 6 Basic Courses (12 credits), 2 Research Seminars (2 credits), and 4 capstone courses (4 credits).
2. Research Seminars
Students are required to take 2 Research Seminars (total 2 credits). Research Seminars are designed to guide students in developing and completing the research report. The seminar courses are offered in sequence, starting with Research Seminar I (Winter) and II (Spring). For more details about the seminars, please refer to Section F on Page 56.
3. Elective Courses
 - a. GSIM courses
If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.
 - b. GSIR courses
Students will be able to take GSIR courses from Winter term if they can get approval from their supervisors about suitability for their study/research agenda. See Section J on Page 20 for Cross-Registration between GSIM and GSIR.

4. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.
5. Every student is responsible for checking whether he/she has taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).
6. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.
7. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.)

C. CREDIT TRANSFER AND WAIVER POLICY

1. Credit Transfer

a. Credits Obtained Before Entering IUJ

A maximum of four (4) credits can be transferred. 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 IM-info and submit it along with the required supporting documents to the OAA no later than the last weekday of October. 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 simple Pass/Non-pass upon faculty meeting approval and will be recorded as such.

c. Credits Obtained After Entering IUJ

No credits can be transferred into the required number of credits for graduation. When a student participates in an exchange program after completing his/her study in the DXP program, a maximum of ten (10) credits can be transferred upon faculty approval. The transferred credits will be added to the total number of credits 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 such institutions may be transferred as credits of Elective or Core Elective courses upon approval at faculty meeting.

The principal criterion for approval of 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 upon faculty meeting approval and will be recorded as such.

2. Waiver from Basic Courses

DXP students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (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 IM-info and any required supporting documents to the OAA by the deadline for the completion of course registration 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(s) must substitute another course credit(s) for credit(s) of the waived course(s) to fulfill the minimum credit requirements for a term and for graduation.

D. ACADEMIC PERFORMANCE REVIEW

The admissions policy of GSIM aims to select students who have the capacity and commitment necessary to complete the DXP 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 fail to maintain a professional attitude in their relationships with their colleagues at GSIM, the faculty, and 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. Term GPA less than 2.5
- b. Two (2) "C" grades in any one term

2. Probation

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

- a. Three (3) or more "C" grades in any one term
- b. Receipt of two (2) 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 an Academic 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 an 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, be in the top 5% of the class (or the top student if the program has less than 20 students), and obtain at least 10 credits in the term.

A special certificate naming the student a “James Brian Quinn Scholar for Academic Performance,” will be presented to students who have a GPA of 3.8 or better on a cumulative basis and are in the top 5 % of the class (or the top student if the program has less than 20 students) at the end of the program.

F. RESEARCH SEMINAR

All GSIM students are required to write a Research Report 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 two terms.

1. Choosing a Supervisor

GSIM faculty members conduct individual introductory sessions so that students can choose the most appropriate faculty members as their academic supervisors after learning each faculty member's area of supervision and research interests.

2. Research Seminars as Core Required Courses

“Research Seminars” are required courses and are offered in sequence: Research Seminar I (1 credit in Winter) and II (1 credit in Spring). Students can learn the necessary skills from their supervisors to develop and complete the research report.

A student is required to earn 2 credits from Research Seminars. Research Seminars are evaluated with Pass/Non Pass.

3. Examining Committee and Final Examination

Students must pass the final examination, which is conducted according to the implementation method determined by an examining committee. Members of the examining committee are as follows:

Research Report : The supervisor only

No oral examination is required and the examining committee decides how to conduct the examination. Research Reports are evaluated with Pass/Non Pass.

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

4. 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.

For more details about the Research Seminars, evaluation of the research report, schedule for writing, etc., please refer to <https://www.iuj.ac.jp/im-info/> ⇒ RESEARCH REPORT/THESIS.



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

G. SCHOLARSHIPS

1. Scholarships after Enrollment

Self-sponsored students may have only a few opportunities to apply for scholarships after enrolling and starting classes. Most require some Japanese language proficiency, so those who are in need of financial support are highly encouraged to study Japanese. Please note that most start providing their stipends from April throughout March, which means the number of scholarships for those who study in a one-year program is limited. Information on each scholarship will be posted on the OSS bulletin board on campus.

2. 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. Students must check with the OSS prior to any leave of absence decisions to learn if their scholarships will be canceled or can be held until they return to IUJ.

Course/Credit Requirements for the DXP

Credit Requirement for Graduation: 32 credits Note 1)

Categories	Course Title
Core Required Courses: Basic Courses (12 credits)	<ul style="list-style-type: none"> • Business Core • Data Analysis with Python • Data Analytics for Business • Data-driven Organization • Digital Platform and Digital Business Models • Management for Digital Transformation
Core Required Courses: Capstone Courses (4 credits)	<ul style="list-style-type: none"> • Ethic and CSR of Digital Business* • Global Strategy in the Digital Age* • Leadership Bootcamp* • World Landscape of the Digital Industry*
Core Required Courses: Research Seminars (2 credits)	<ul style="list-style-type: none"> • Research Seminar I • Research Seminar II
Core Elective Courses 12 credits)	<ul style="list-style-type: none"> • AI for Business • Big Data Analytics • Corporate Finance • Customer Relationship Management • Data Management and Modelling • Digital Marketing and Customer Journey • Digital Supply Chain Management • Entrepreneurship and Innovation (Cancelled for the 2023/24 Academic Year) • Entrepreneurship and Small Business Development • Finance and Technology • Financial Accounting • Human Resource and Global Talent Management • Information Policy and Management • International Security in a Digitized World • Investment and Machine Learning • Japan's Frontier of Digital Society* • Marketing Management • New Business Creation and Venturing • Strategic Management • Strategies for Digital Disruption • Sustainable Finance
Elective Courses (2 credits)	<p>Select from all the courses offered at IUJ (excluding language courses). The extra credits you obtained from the courses listed in Core Elective categories above can be counted as Elective course credits.</p>

*1 credit courses

Note 1) Students are required to obtain at least 24 credits from the courses listed in the GSIM course offerings other than language courses.

International Social Entrepreneurship Program (ISEP) Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

The courses are divided into five categories listed below and students are required to complete a minimum of 34 credits from among the categories as shown below. Courses in each category are shown on the course table in Page 65.

Category	Required Number of Credits
Core Required (Basic Courses)	13
Core Required (Research Seminars)	2
Core Required (Field Study)	4
Core Elective courses	13
Elective courses	2
Required number of credits for graduation	34

1. Students are required to take 7 Basic Courses (13 credits), 2 Research Seminars (2 credits) and 1 Field Study course (4 credits).
2. Research Seminars
Students are required to take 2 Research Seminars (2 credits). Research Seminars are designed to guide students in developing and completing the research report. The seminar courses are offered in sequence, starting with Research Seminar I (Winter) and II (Spring). For more details about the seminars, please refer to Section G on Page 63.
3. Field Study
Students are requested to submit their Field Study Proposal in the designated format to OAA about one month prior to departure. The field study period must be a minimum of 4 months. The field study location will be decided according to each student's study plan.

After the field study is over, each student is required to submit the report to his/her supervisor. And based on this report, the supervisor will evaluate the results of his/her field study, and determines the grade of Pass or Non Pass.

4. Elective Courses
 - a. GSIM courses

If students obtain more credits than required in the Core Elective category, these extra credits will be classified as ‘Elective’ credits.
 - b. GSIR courses

Students will be able to take GSIR courses if they can get approval from their supervisors about suitability for their study/research agenda. See Section J on Page 20 for Cross-Registration between GSIM and GSIR.
5. No credits from language courses can be counted in the required number of credits for graduation, although students may take language courses if they wish.
6. Every student is responsible for checking whether he/she has taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).
7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.)

C. CREDIT TRANSFER AND WAIVER POLICY

1. Credit Transfer

a. Credits Obtained Before Entering IUJ

A maximum of four (4) credits can be transferred. 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 IM-info and submit it along with the required supporting documents to the OAA no later than the last weekday of October. 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 simple Pass/Non-pass 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. When a student participates in an exchange program after completing his/her study in the ISEP

program, a maximum of ten (10) credits can be transferred upon faculty approval. The transferred credits will be added to the total number of credits 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 such institutions may be transferred as credits of Elective or Core Elective courses upon approval at faculty meeting.

The principal criterion for approval of 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 upon faculty meeting approval and will be recorded as such.

2. Waiver from Basic Courses

ISEP students are eligible to apply for a waiver from a maximum of two (2) Basic Courses (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 IM-info and any required supporting documents to the OAA by the deadline for the completion of course registration 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(s) must substitute another course credit(s) for credit(s) of the waived course(s) to fulfill the minimum credit requirements for a term and for graduation.

D. INTERNATIONAL ORGANIZATION PROFESSIONALS (IOP) FOCUS CERTIFICATE

IUJ introduced IOP Focus in order to promote the education of students interested in international organization careers. The "IOP Focus" certificate will be issued upon application at the time of their graduation. To be eligible for the IOP Focus certificate, ISEP students have to take at least 5 courses from the 13 designated courses listed below.

<Course List for 2023-24 Academic Year>

Course ID	Course title	Cr	Term
GSIR courses			
ADC5012	Public Human Resource Management	2	Winter
ADC5108	Development Policy and Globalization	2	Spring
ADC6668	Roles of Government and Entrepreneurs in Development	2	Fall
DCC5020	International Political Economy	2	Winter
DCC5035	Human Rights and Global Justice: Cultures, Gender, and Equality	2	Win/Spr
DCC5040	International Politics	2	Fall
DCC5065	Foreign Policy Analysis	2	Fall
DCC5085	International Security in a Digitized World	2	Win/Spr

DCC5095	International Organization	2	Winter
DCC5270	Development Economics	2	Spring
DCC5320	Policy Evaluation	2	Spring
DCC5348	Political Institutions and Governance	2	Spring
GSIM courses			
JDP3060	Agriculture Business and Policy in Japan	1	Spring

E. ACADEMIC PERFORMANCE REVIEW

The admissions policy of GSIM aims to select students who have the capacity and commitment necessary to complete the ISEP 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 fail to maintain a professional attitude in their relationships with their colleagues at GSIM, the faculty, and 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. Term GPA less than 2.5
- b. Two (2) "C" grades in any one term

2. Probation

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

- a. Three (3) or more "C" grades in any one term
- b. Receipt of two (2) 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 an Academic 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 an 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.

F. 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, be in the top 5% of the class (or the top student if the program has less than 20 students), and obtain at least 10 credits in the term.

A special certificate naming the student a "James Brian Quinn Scholar for Academic Performance," will be presented to students who have a GPA of 3.8 or better on a cumulative basis and are in the top 5 % of the class (or the top student if the program has less than 20 students) at the end of the program.

G. RESEARCH SEMINAR

All ISEP students are required to write a Research Report 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 two terms.

For ISEP students, the Research Report is closely related to the student's Field Study. During their Field Studies, students will examine whether their ideas for solving social issues in their field of interest are workable or not. Students will draft a Research Report based on the findings from their Field Study, including the data and information they obtained as well as reactions and opinions from relevant organizations/people in the trial implementation of the idea. Students will add their thoughts and consideration as to how the original idea should be modified based on their Field Study experiences.

1. Choosing a Supervisor

GSIM faculty members conduct individual introductory sessions so that students can choose the most appropriate faculty members as their academic supervisors after learning each faculty member's area of supervision and research interests.

2. Research Seminars as Core Required Courses

"Research Seminars" are required courses and are offered in sequence: Research Seminar I (1 credit in Winter) and II (1 credit in Spring). Students can learn the necessary skills from their supervisors to develop and complete the research report. Research Seminars are evaluated with Pass/Non Pass.

3. Examining Committee and Final Examination

Students must pass the final examination, which is conducted according to the implementation method determined by an examining committee. Members of the examining committee are as follows:

Research Report : The supervisor only

No oral examination is required and the examining committee decides how to conduct the examination. Research Reports are evaluated with Pass/Non Pass.

For more details about the Research Seminars, evaluation of the research report, schedule for writing, etc., please refer to <https://www.iuj.ac.jp/im-info/> ⇒ RESEARCH REPORT/THESIS.



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

H. SCHOLARSHIPS

1. Scholarships after Enrollment

Self-sponsored students may have only a few opportunities to apply for scholarships after enrolling and starting classes. Most require some Japanese language proficiency, so those who are in need of financial support are highly encouraged to study Japanese. Please note that most start providing their stipends from April throughout March, which means the number of scholarships for those who study in a one-year program is limited. Information on each scholarship will be posted on the OSS bulletin board on campus.

2. 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. Students must check with the OSS prior to any leave of absence decisions to learn if their scholarships will be canceled or can be held until they return to IUJ.

Course/Credit Requirements for the ISEP

Credit Requirement for Graduation: 34 credits Note 1)

Categories	Course Title
Core Required Courses: Basic Courses (13 credits)	<ul style="list-style-type: none"> • Business Core • Corporate Social Responsibility* • Financial Accounting OR Financial Reporting <small>Note 2)</small> • International Management • Local Resources and Social Business • Marketing Management • Strategic Management
Core Required Courses: Research Seminars (2 credits)	<ul style="list-style-type: none"> • Research Seminar I • Research Seminar II
Field Study (4 credits)	<ul style="list-style-type: none"> • Field Study
Core Elective Courses (13 credits)	<p>[Courses offered by GSIM]</p> <ul style="list-style-type: none"> • Agriculture Business and Policy in Japan (IOPF)* • AI for Business • Business Presentation • Data Analytics for Business • Digital Platform and Digital Business Models • Digital Supply Chain Management • Entrepreneurial and Venture Finance • Entrepreneurship and Innovation (Cancelled for the 2023/24 Academic Year) • Entrepreneurship and Small Business Development • Leadership • Management for Digital Transformation • Managerial Accounting • Monozukuri (Manufacturing) Management in Japan • New Business Creation and Venturing* • Organizational Behavior • Sustainability Transformation Strategy • World Landscape of Digital Industry* <p>[Courses offered by GSIR]</p> <ul style="list-style-type: none"> • Agricultural Development and Resource Revenue Management • Analysis of Development Policies and Program • Cross-cultural Communication • Development Economics (IOPF) • Development Policy and Globalization (IOPF) • Foreign Policy Analysis (IOPF) • Human Rights and Global Justice: Cultures, Gender, and Equality (IOPF) • International Organizations (IOPF) • International Political Economy (IOPF) • International Politics (IOPF) • International Security in the Digitized World (IOPF) • Japanese International Development Cooperation • Policy Evaluation (IOPF) • Political Institution and Governance (IOPF) • Public Human Resource Management (IOPF) • Refugees, Migrants, and Human Security • Role of Government and Entrepreneurs in Development (IOPF)
Elective Courses (2 credits)	Select from all the courses offered at IUJ (excluding language courses). The extra credits you obtained from the courses listed in Core Elective categories above can be counted as Elective course credits.

*1 credit courses

Note 1) Students are required to obtain at least 24 credits from the courses listed in the GSIM course offerings other than language courses.

Note 2) Students are required to take either "Financial Accounting" or "Financial Reporting." A screening test will be conducted to determine which course is suitable for you before the start of the Fall term.