
STUDENT HANDBOOK

For Students Who Enrolled in the 2025-2026 Academic Year

Graduate School of International Management
INTERNATIONAL UNIVERSITY OF JAPAN



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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 2025

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 education, research, student recruitment, placement efforts, and services.

2. GSIM Vision

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

3. GSIM Values

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

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

B. PHILOSOPHY

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

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

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

C. GOALS

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

1. To contribute as much as possible to the education of GSIM's candidates for their eventual roles as managers through:
 - a. the recruitment and development of an excellent faculty;
 - b. an excellent, continuously reviewed programs and their curricula;
 - c. deliberate experimentation with new modes of education;
 - d. provision of the best educational facilities the School can acquire; and
 - e. living arrangements and out-of-class life which complement classroom learning.
2. To enroll the best group of candidates the school can attract through:
 - a. the use of selection criteria which has evolved from research of admissions experience;
 - b. enlightened recruitment and admissions programs;
 - c. effective public information programs of all kinds; and
 - d. a sound program of student financial aid.
3. To contribute to the education of alumni and other practitioners of management through:
 - a. publications;
 - b. executive trainings;
 - c. residential educational programs and conferences; and
 - d. other alumni interactions with the GSIM faculty and students.
4. To contribute to scholarship in the field of management by:
 - a. policies which encourage excellent research and publication;
 - b. administrative procedures which aid in the search for research funds;
 - c. policies leading to faculty leaves for scholarly purposes;
 - d. salary policies which recognize the opportunity costs of time spent on research; and
 - e. communicating innovations in teaching methods and materials to other schools.
5. To contribute to the definition and solution of significant problems in the social, political, and economic environment--in local, regional, national, and international settings--for which the study and practice of management have relevance.
6. To contribute to the development of the profession of management, with the enhanced competence, body of expertise, openness, concern for human welfare, and sense of broader human purpose which professionalism means in modern society.

D. CODE OF CONDUCT IN CULTURAL DIVERSITY

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

Diversity stems from differences such as:

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

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

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

IUJ believes that mutual respect and tolerance will lead to:

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

And most of all,

- The bringing about of a community free of harassment.

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

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



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

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

To: President, International University of Japan

Pledge of Conduct

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

By signing below, I pledge not to:

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

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

Date:

Name:

Application Number:

Signature:

II. ETHICAL POLICY

A. ACADEMIC HONOR PRINCIPLE

1. Principle

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

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

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

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

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

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

2. Maintenance of the Honor Principle

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

3. Faculty Responsibility under the Honor Principle

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

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

B. ATTENDANCE

1. Policy

It is the responsibility of each student to consider their coursework at GSIM as a professional commitment, i.e., to be present, prompt, and ready for each scheduled class meeting. The School's methods of instruction are based on the assumption that a student attends classes each day and is fully prepared for active participation in these classes.

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

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

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

2. Placement Interviews and Activities

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

3. Contact Address in Case of Absences

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

C. EXAMINATION

1. Examination Guidelines

Whether 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 the Course Instructor

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

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

● Rules for In-class Written Examinations

<For Course Instructor>

1. The weight of exam questions should be clear.
2. Final examinations must be administered during the designated examination period.

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

<For Students>

1. Students are not allowed to turn over exam sheets until they are told to do so.
2. No materials except those which are allowed by the course instructor should be on the desk.
3. Students must not share their textbooks or notebooks during open-book exams.
4. Mobile devices should be turned off and put in the bag. Bags should be put in the rear or the front of the classroom until the exam is over.
5. A student who talks to his/her classmate(s) should be warned. When he/she gets warnings twice, he/she must leave the classroom immediately and will receive a failing grade for the exam.
6. When a student is found cheating or exhibiting any other misbehavior, he/she must leave immediately, and will receive a failing grade for the exam.
7. 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 to the rest of the class or a substitute examination) may not be scheduled in advance of the regular examination. In the case of an unannounced examination, a makeup examination will not normally be given.

3. Student Absent Without Excuse

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

D. COURSE EVALUATION

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

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

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

E. PLAGIARISM, CHEATING, AND MISBEHAVIOR

1. Definition of Plagiarism

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

2. Definition of Cheating

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

3. Misbehavior

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

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

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

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

F. 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

IUJ GSIM encourages students to use AI as a supportive tool for learning and innovation. Responsible, transparent, and critical use of AI strengthens integrity and prepares students for professional leadership in an AI-driven world.

0. AI Skills as Essentials of Businesspersons

- *Skillful*, transparent, and *ethical* use of AI tools is an essential skill set.
- IUJ GSIM encourages learners to develop AI literacy that balances efficiency with critical thinking.

1. Ethical Use of AI

- Students must use AI ethically, responsibly and transparently.
- AI should enhance learning, not replace original effort, judgment, or creativity.
- You are fully responsible for the final output of your work, even if AI has assisted it.

2. Permissible AI Use

AI maybe used for:

- Brainstorming and generating ideas.
- Summarizing notes or readings.
- Grammar, spelling, and language checks (Note: Nevertheless, excessive use of “AI improvement” features can distort your originality and raise the risk of being recognized as AI over-reliance.)
- Outlining drafts and providing initial structural suggestions.
- Identifying synonyms or alternative phrasing.
- You are responsible for verifying the accuracy of any information provided by AI tools. AI can make mistakes.

Always follow course-specific instructions regarding AI.

3. Prohibited AI Use

AI must not be used for:

- Writing entire assignments, essays, or reports.
- Generating arguments, conclusions, or critical analysis.
- Completing exams, quizzes, or assessments with AI unless explicitly allowed.
- Submitting AI-generated work as one’s own without acknowledgment.
- Delivery of outputs whose majority portion is based on the AI generation (not acceptable even with proper disclosure — See Section 5)
- Entering confidential or sensitive data into AI tools without approval.

4. AI in Group Work

- All members must agree upon the use of AI in group projects.
- Contributions of AI must be documented transparently to all members.

5. Disclosure and Citation

- Students must declare AI use in every submission at the bottom of the output materials.
- Example: “I used [AI tool name] for [purposes] in [specific part of the output]. All analysis and conclusions are my own.”
- Failure to disclose AI use will be treated as academic misconduct, a form of unauthorized assistance.

6. Consequences of Misuse

Misusing AI will result in penalties such as:

- Redoing the assignment.

- Failing grades.
- Academic discipline or expulsion, depending on the severity.
- Violations of this policy will be handed in accordance with the existing IUJ Policy on Plagiarism and Cheating.

7. Detection of AI Over-reliance

- Faculty will use Turnitin services to check the appropriateness of AI use, with discretion for fairness.
- The submissions resulting in a Turnitin AI score above 20% can be subject to investigation. However, the AI score is not the sole basis for judgment.
- Instructors contact students to discuss and clarify the preparation process when a high level of AI score is found.
- Students do not have access to Turnitin analytics services. However, they can self-check the approximate level of AI-reliance using affordable analytics services such as Grammarly.

8. Privacy and Data Security

- Students must not upload confidential, proprietary, copyrighted, or sensitive data into public AI systems.
- Care should be taken with any information submitted to AI platforms.

9. Seeking Help

- If unsure about responsible AI use, students should consult their instructor or academic advisor.
- GSIM provides opportunities for AI literacy to guide ethical usage.

[Reference] Past Examples of AI Misuse that Caused Penalties

- A student prepared an entire report in a non-English language and let AI translate it for the submission in English.
- A student was not confident in English writing skills. The student dropped several keywords into the AI and let it compose a submission.

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. Professional Ethics Committee

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

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



2. Informal Complaints Advisors

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

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

3. Formal Investigations Committee

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

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

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

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

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

C. COURSE CREDITS

Students who 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, 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

Each term, there are two registration periods that students must do something to complete their course registration successfully: (1) Course Registration period and (2) Completion/Change of Registration period.

The Course Registration period typically starts 6 weeks before the next term begins. Students must select tentative courses they wish to enroll in the next term. Students must complete this step themselves through the online registration site, accessible via the MyIUJ portal on the IUJ web page.

The Completion/Change of Registration period occurs during the first week of each term. Students may change the course selections that they made during the Course Registration period through MyIUJ. They also must finalize their selection by submitting a Registration Form. The submission of the Registration Form is done in electric format via the Submission Portal. Without this submission, the course registration will not be completed.

Students who do not complete their registration within the designated period may be denied the opportunity to register for the courses they want to take. If a student is unable to register during the specified period, they must notify the OAA immediately. Personal emergencies, such as illness, a death in the family, etc., can be legitimate reasons for late registration. However, job interviews are not accepted as a valid excuse for late registration under any circumstances.

E. “JAPAN FOCUS” CERTIFICATE

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

<JGDP Course List for 2025-26 Academic Year>

Course ID	Course title	Cr	Term
GSIR courses			
JDP5011	Postwar Japanese Politics	2	Winter
JDP5031	International Relations and Foreign Policy of Japan	2	Winter
JDP5042	Japanese Development Cooperation: Implementation and Practice	2	Fall
JDP5051	Japanese International Development Cooperation	2	Spring
JDP5125	Politico-economic History of Japan’s Modernization	2	Fall
JDP5201	Modern Japan in the World	2	Fall
JDP5211	Japan’s Education System	2	Winter
JDP5230	Japanese Government and Politics	2	Winter
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
JDP3010	Japanese Style Management and Corporate Governance	2	Winter
JDP3050	Energy Policy and Business Leadership	2	Spring
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 19) and their credits will be counted as Elective.

F. COURSE MATERIALS

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

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

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

G. EXPENSES FOR COURSE PROJECTS

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

H. GRADES

1. Objectives of the GSIM Grading System

- a. The system should enhance the students' learning experience and not disrupt the learning process excessively.
- b. Its primary purposes are to:
 - (1) provide students with systematic feedback on the level of mastery of the course content and help motivate students to learn;
 - (2) provide, through examinations, an opportunity for students to identify what they have missed;
 - (3) provide a means for making critical decisions on student progress throughout the program, including the award of scholarships and honors, matters related to academic discipline, and the satisfaction of graduation requirements; and,
 - (4) provide a profile of student performance to the outside community.

2. Description of the GSIM Grading System

Grade Symbol	Grade Point	Qualitative Description
A (Distinguished)	4.00	Indicates performance that clearly exceeds professional standards and the instructor's expectations for GSIM students.
A- (Very Good)	3.75	Indicates performance that exceeds professional standards and the instructor's expectations for GSIM students.
B+ (Good)	3.50	Indicates performance that clearly meets professional standards and falls in the higher range of the instructor's expectations for GSIM students.
B (Satisfactory)	3.00	Indicates performance that meets professional standards and the instructor's expectations for GSIM students.
B- (Satisfactory Low)	2.50	Indicates performance that almost meets professional standards and the instructor's expectations for GSIM students.
C (Poor)	2.00	Indicates performance that is marginal in relation to professional standards and falls below the instructor's expectations for GSIM students.
F (Failure)	0.00	Indicates performance that is clearly below professional standards and warrants loss of credit for the work.
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.

3. 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.

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.

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

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. (For example, both 2.995 and 3.004 will be 3.00.)

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

6. Guidelines for Course GPA

- a. Course GPAs for Core Required Courses in each program, must be kept within the range of 3.00 to 3.50 for the entire class (both 1st year and 2nd year students together), including those students who are taking a particular course as their elective. However, if 50% or more students in a course are taking the course as an elective, the course instructor may use the wider range (3.00 to 3.60) in such an exceptional case.
- b. For Core Elective and Elective Courses, the GPA range must be between 3.00 and 3.60.
- c. For courses with fewer than 15 students, instructors can deviate from these guidelines; however, instructors are asked to follow the guidelines in spirit, albeit not strictly.
- d. If a course is divided into two sections in the same term, the grading policy applies to the combined student total. If the same course is offered in different terms, the grading policy applies for each term's course.
- e. The guidelines for course GPA will not be applied to the following courses:
 - Workshop/Seminar style courses (Grading for these courses should be Pass/Non-pass basis.)

7. Grading Criteria

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

8. Grade Option for Japanese Language Courses

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 Completion/Change of Registration period. 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 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 core required course and is permitted to continue in the MBA program, must repeat the failed course before graduation.

10. Withdrawal from a Course

Most courses allow students to withdraw officially. To do so, students must submit an [Application for Withdrawal form](#), along with the instructor's signature, to the OAA by the end of the fourth (4th) week of classes in the term.

When a student withdraws from a registered course, they receive no credit for the course. However, the course title and a grade of "W" (Withdrawn) will appear on their transcript. A student who receives a "W" may retake the course for credit by registering for it again, but not within 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 their transcript, although credit for the latter will not be counted toward their degree requirement (however, it will be included in the total number of credits they obtained at IUJ.) If they took the course with a letter-grade option, the resulting grade will be included in their GPA calculation.

12. "Incomplete" Grade

In rare instances when a student fails to complete the course requirements within the term, the instructor may issue a grade of "I (Incomplete)." When doing so, the instructor must set a due date for the completion of the remaining requirements. This date can be no later than the last day of the following term. Unless an extension is approved by the Dean, the student must complete the requirements by the specified deadline or receive a failing grade for the course.

An "I" grade cannot be given in a student's final term before graduation, and it must be cleared from the transcript before the student graduates.

13. Final Grades

Final grades are 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 students, it may be changed only in case of computational or recording error.

15. Policy on Disclosure of Grades to Outsiders

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

I. AUDITING COURSES

GSIM students may audit up to two (2) GSIM courses per term, provided that permission is obtained from the course instructor(s). In order to be an Auditor, students are requested to submit a [Course Registration Form for Audit](#) to the OAA during the Completion/Change of Registration period. The instructor shall determine if the auditor may or may not participate in class discussions.

The grade "Au" (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.

Please note that neither the grade "Audit" nor the registration history is recoded when GSIM students audit GSIR courses.

J. CROSS-REGISTRATION BETWEEN GSIM AND GSIR

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

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

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

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

K. OFF-CAMPUS STUDY

1. Eligibility and Timing for Off-Campus Study

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

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

2. General Requirements for Off-Campus Study

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

- a. The student proposing off-campus study must be in good academic standing.
- b. Off-campus study proposals will be judged both on their merit and against the opportunity costs of being away from GSIM for a term/period. Each student's situation will be assessed in its own total particularity, in making such judgments.
- c. Such a program of study must be approved by a faculty meeting at least a month in advance of the term in which it is to be performed.
- d. The student is responsible for obtaining the permission of the other university to take the program of study proposed and paying the necessary tuition fee. From the cost perspective, the

GSIM exchange program can be a better alternative because the student doesn't have to pay the tuition for the exchange partner school during the participation in the exchange program.

- e. GSIM will charge tuition for that portion of the term of off-campus study which is spent taking courses at another institution.
- f. Credit transfer and grade conversion will be stated separately.

3. Summer Program Opportunities

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

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:

No.	Institution	Country
1	Rotterdam School of Management, Erasmus University	Netherlands
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
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	Foster School of Business, University of Washington	
14	Warrington College of Business Administration, University of Florida	
15	Kenan-Flagler Business School, University of North Carolina at Chapel Hill	
16	School of Business, Renmin University	China
17	Indian Institute of Management Ahmedabad	India
18	Indian Institute of Management Bangalore	
19	Master of Management Program, The Gadjah Mada University	Indonesia
20	NUS Business School, The National University of Singapore	Singapore
21	College of Commerce, The National Chengchi University	Taiwan
22	Sasin Graduate Institute of Business Administration, The Chulalongkorn University	Thailand
23	Foreign Trade University	Vietnam
24	HKUST Business School	Hong Kong
25	Gordon Institute of Business Science (GIBS), University of Pretoria	South Africa

Each academic year, a designated number of selected GSIM students may spend one academic term at one of the above institutions to enhance their educational experience at IUJ. However, please note that the selection process is competitive and not all exchange partners accept GSIM students every year. To find more information, please access to [our webpage](#).

There will be an Exchange Program orientation, typically in January.



M. REQUIRED YEARS FOR COMPLETION

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

N. EARLY GRADUATION

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

1. Eligibility

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

2. Procedures and Conditions

- (1) Students must notify the OAA during the first two weeks of the fall term in their second year.
- (2) The OAA will review academic performance and consult with the student's supervisor. If appropriate, the application will be presented to the faculty meeting in October for approval.
- (3) Faculty will approve early graduation conditionally, based on the following conditions. If the student fails to satisfy any of these at the end of the fifth term, the approval of early graduation will be canceled. The student has to graduate in June following the standard six-term schedule.
 - a. The student must be enrolled in GSIM for five terms and maintain a good cumulative GPA at the end of the fifth term.
 - b. The student must successfully complete at least 44 credits (research report option) or 40 credits (thesis option) by the end of the fifth term.
 - c. The student must pass the evaluation of their research report or thesis by the end of the fifth term.
 - d. The sponsor company or scholarship provider must support early graduation.

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

O. CHANGE OF STUDENT STATUS

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

1. Leave of Absence

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

- a. Period of Leave of Absence

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

b. **Extension for Leave of Absence**

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

c. **Tuition Fees during the Leave of Absence**

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

2. Re-Enrollment

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

3. Withdrawal

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

4. Dismissal

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

- a. Those who are recognized as being unable to conduct their studies due to illness or other matters. This includes the student who has been reported deceased.
- b. Those who could not fulfill the degree requirements within four years.
- c. Those who did not take the necessary procedures for registration and those who have failed to follow procedures for obtaining approval for leaves of absence or withdrawal.
- d. Those who fail to make fee payments, such as tuition and dormitory fees, and fail to pay within thirty days of request for the said payments.
- e. Those who did not re-enroll beyond the period of the leave of absence.

5. Re-Admission

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

P. DISCIPLINARY ACTIONS

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

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

Q. IUJ CERTIFICATES

1. Types of Certificates

IUJ issues the following certificates to students upon their request.

a. Certificates to be issued to IUJ Regular Students:

- (1) Transcripts: This certifies courses taken, corresponding course titles, number of credits, grade and grade point average (GPA). Items such as the title of the degree conferred and the date of graduation will not be included in the transcript until the student graduates.
- (2) Certificate of Enrollment: This certifies that the student is presently enrolled in an IUJ Master's program.
- (3) Certificate of Expected Graduation: This certifies that the student is expected to graduate from IUJ with a Master's degree. In principle, it can be issued following the Completion/Change of Registration period of the 1st term of the second year for two-year program students (MBA/JGDP), and following the Completion/Change of Registration period of the 3rd term for one-year program students.
- (4) Certificate of Graduation: This certifies that the student graduated from IUJ with a Master's degree. This cannot be issued before the actual date of graduation.
- (5) Certificate of Medium of Instruction: This certifies that IUJ offers residential master's programs taught entirely in English.

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



3. Date of Issue and Fee

Certificates 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 (600 yen for domestic mail and 800 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 through the joint efforts of all parties concerned and in the best interest of the GSIM. Through the combined efforts of all members of the GSIM community, the Council will strive to make the GSIM one of the best international MBA programs in the world.

2. Scope/Objective

- a. The primary focus of the Council is to address matters associated with GSIM academic affairs.
- b. The Council will review and update the Academic Honor Principle.

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

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

B. STUDENT PARTICIPATION ON FACULTY COMMITTEES

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

V. CONTACTS WITH OUTSIDE ORGANIZATIONS

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

A. STUDENT RESEARCH

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

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

B. STUDENT CONSULTING

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

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

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

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

VI. STUDENT SUPPORT AND CAMPUS SERVICES

A. CAREER SUPPORT AND JOB HUNTING

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

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

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

More details: [Career Support Services](#) and [Japanese Language Program](#)



B. IT AND CAMPUS SERVICES

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

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

A detailed IT Services Guide is available online: [Introduction of IT Services](#)



C. SCHOLARSHIPS

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

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

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

2. IUJ Scholarships Upgrade/Award (For 2-year program students)

Students who demonstrate excellent academic performance during their first year may be eligible for a scholarship upgrade, depending on the availability of unutilized scholarship slots.

Eligibility criteria:

- Nakayama 30 recipients and self-sponsored students whose cumulative GPA ranks in the top 15% of their class at the end of the first year are eligible.
- Students must apply by the end of May in their first year.
- Final decisions are made at the June faculty meeting and announced in July.

3. Scholarships After Enrollment

Self-sponsored students, including Nakayama Scholarship recipients (except for Nakayama 100 Premium), may have opportunities to apply for external scholarships after enrollment.

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

Information on each scholarship will be posted on the OSS (Office of Student Services) bulletin board on campus.

Examples of available scholarships include:

- JASSO Honors Scholarship
- Heiwa Nakajima Foundation
- Otsuka Toshimi Scholarship Foundation
- Yamaguchi Ikuei Foundation
- Sojitz Foundation, etc.



For details, including application periods and eligibility criteria, please refer to the [OSS website](#).

4. Leave of Absence

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

MBA Program Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

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

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

For the GX Concentration, the course requirement is:

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

1. 1st year Courses

The first-year students must take 10 Basic Courses (19 credits) in the first year. It is not acceptable for them to take some Basic courses in the second year. They can do that only when they failed some of Basic courses in the first year.

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). The Advanced Seminars are designed to guide students in developing and completing their graduation research reports/Master's theses. The seminars are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter). For more details about the seminars, please refer to Section F on Page 33.

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 19 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 Communications" are courses intended for the 2nd year students and Linkage students.
- (2) In principle, a student may enroll only in one (1) English language course per term. If a student is uncertain about their choice of course, they should contact the English Language Program (ELP) coordinator for further details and discuss which course may be the most suitable in which to enroll. If a student wishes to take more than one (1) ELP course per term, they should consult with and gain approval from both the ELP coordinator and the respective course coordinator.
- (3) The maximum number of credits for Language courses which can be counted as 'Electives' is 2 credits.

5. MBA Specializations (Optional)

There are the following 7 MBA specialization areas: 1) Finance; 2) Marketing; 3) Strategy; 4) Digital Technology and Operations, 5) Sustainability, 6) Data Analytics, and 7) Innovation and Entrepreneurship.

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

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

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

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

C. 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, the student is required to complete the application form, which is available on My Curriculum 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 their proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to a 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) through off-campus study, including exchange programs. These credits may be counted toward the credit requirements for graduation, subject to faculty meeting approval.

Students may study at other domestic graduate schools or corresponding institutions of higher education while enrolled at IUJ, with approval by their supervisor. They may take courses offered there on weekends or during the IUJ holiday periods. However, only a maximum of two (2) credits per term earned such an institution for up to three (3) terms can be transferred as either Core Elective or Elective credits.

In both cases, the principal criterion for credit transfer approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to a 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 receive a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter. There may be an oral and/or written examination for the assessment. Students are encouraged to approach instructors to discuss their cases for a waiver.

The student is required to submit a waiver application form available on My Curriculum and any required supporting documents to the OAA by the end of the Completion /Change of Registration

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

The effective administration of an Academic Performance Review requires that students be made fully aware of their status throughout the academic year. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve their 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. Usually, 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 MBA students will be recognized by the posting of a Dean's List on the bulletin board in front of the OAA. 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 the 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 the 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 their supervisors to develop and produce the research report or thesis. Students are required to earn 6 credits from Advanced Seminars to graduate. Advanced Seminars are evaluated with Pass/Non-Pass.

3. Research Report vs. Thesis

The Advanced Seminars come with two options: Research Report or Thesis. The Research Report option is recommended for all GSIM students, while the thesis option is 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

The default mode is Research Report. If a student wishes to pursue the Thesis option, they should discuss that with the supervisor as early as possible. The supervisor will monitor the student’s work progress and decide whether the student is eligible for the Thesis option at the end of Advanced Seminar II or the beginning of Advanced Seminar III. This practice is for preventing students from failing to graduate due to delays in completing their theses.

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: 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.

For more details about the Advanced Seminars, evaluation of the research report/thesis, schedule for writing, etc., please refer to [the Advanced Seminar Guidelines](#).

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.

Course/Credit Requirements for the MBA Program (2025 Enrollees)

Degree: Master of Business Administration						
Required Number of Credits for Graduation: 40 credits (Thesis Option) or 44 credits (Research Report Option) ^{Note 1}						
Categories		Course ID	Course Title	Credit	Term	
Core Required Courses 25 credits	Basic 19 credits	ITC1050	Data Analytics for Business	2	Fall	
		ACT1010	Financial Accounting	2		
		MKG1010	Marketing Management	2		
		MGT1120	Strategic Management	2		
		MGT1130	International Management	2	Winter	
		OPR1010	Operations Management	2		
		MGT1010	Organizational Behavior	2		
		MGT1140	Business Decision-Making and Control	2	Spring	
		FIN1010	Corporate Finance	2		
		MGT1300	Corporate Social Responsibility	1		
	Seminars 6 credits	SEM6010	Advanced Seminar I	2	Spring	
		SEM6020	Advanced Seminar II	2	Fall	
		SEM6030	Advanced Seminar III	2	Winter	
	Core Elective Courses ^{Note 2} 11 credits (Thesis Option) 15 credits (Research Report Option)	Courses offered by GSIM (alphabetical order)				
MKG2060		Advertising Management	2	Winter		
ITC2030		AI for Business	2	Spring		
ITC2020		Big Data Analytics	2	Winter		
MGT2060		Competing in Emerging Markets	2	Spring		
MKG2050		Consumer Behavior	2	Spring		
MGT2080		Corporate Strategy in a Technology and Digital Era	2	Spring		
MKG2040		Customer Relationship Management	2	Spring		
ITC2040		Data Analysis with Python	2	Fall		
ITC1080		Data-Driven Organization	2	Winter		
MKG3040		Digital Marketing (Cancellation for the 2025/2026 academic year)	2	Spring		
ITC1060		Digital Platform and Digital Business Models	2	Fall		
OPR3010		Digital Supply Chain Management	2	Spring		
ITC2090		Digital Transformation in Practice across Public and Private Sectors	1	Summer		
FIN2050		Entrepreneurial and Venture Finance	2	Fall		
MGT2120		Entrepreneurship & Small Business Development	2	Winter		
MGT2110		Entrepreneurship and Innovation	2	Fall		
FIN3020		Finance and Technology	2	Winter		
ACT3020		Financial Statement and Business Analysis	2	Winter		
MGT2240		Global Strategy in the Digital Age	1	Summer		
MGT2010		Human Resource and Global Talent Management	2	Spring		
MGT3020		International Career Development	1	Summer		
JDP3010		Japanese Style Management and Corporate Governance	2	Winter		
ITC3010		Japan's Frontier of Digital Society	1	Spring (2nd Module)		
JDP2040		Japan's Major industries and Human Resource Practices	2	Fall		
MGT2360		Leadership	2	Spring		
MGT2320		Leadership Bootcamp	1	Summer		
ITC2100		Machine Learning and Text Analytics in Business	2	Fall		
ITC2080		Management for Digital Transformation	2	Winter		
MKG2010		Marketing Intelligence	2	Fall		
MKG3030		Marketing Research	2	Winter		
JDP2030		Monozukuri (Manufacturing) Management in Japan	2	Spring		
MGT2330		Negotiation Strategy	1	Fall		
MGT2140		New Business Creation and Venturing	1	Winter		
FIN2040		Portfolio Management	2	Fall		
OPR3050		Product Innovation and Development	2	Spring		
FIN3050		Risk Management	2	Spring		
MGT2020		Service Management	2	Fall		
JDP2020		Small to Medium-sized Firms in Japan	2	Winter		
MGT2210		Strategies for Digital Disruption	2	Spring		
MGT3030		Strategy Simulation	1	Summer		
MGT2410		Sustainability Transformation Strategy	2	Spring		
FIN2080		Sustainable Finance & Investment	2	Winter		
Courses offered by GSIR						
		DCC5263	Applied Econometrics	2	Winter	
	ADC6515	Cross-sectional and Panel Data Analysis	2	Spring		
	DCC5261	Econometrics	2	Winter		
	ADC5480	Essentials of Economics	2	Fall		
	ADC5032	Information Policy and Management	2	Winter		
	DCC5284	International Finance	2	Fall		
	DCC5335	Managing Public Organizations	2	Winter/Winter		
	DCC5235	Research Methods	2	Spring/Spring		
Elective Courses 4 credits	GSIR courses 2 credits	At least 2 credits must be earned from GSIR course(s). GSIR courses listed under the Core Elective category above can be counted toward this GSIR course requirement.				
	2 credits	Any courses offered at IUJ (including language courses). Note1: A maximum of 2 credits from language courses can be counted toward graduation requirements. Note2: Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.				

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

Note 2) The required number of credits from Core Elective Courses differs depending on the chosen paper option. Thesis option: A minimum of 11 credits must be obtained from Core Elective Courses. Research Report option: A minimum of 15 credits must be obtained from Core Elective Courses.

Course/Credit Requirements for the MBA Program - GX Concentration - (2025 Enrollees)

Degree: Master of Business Administration					
Required Number of Credits for Graduation: 40 credits (Thesis option) / 44 credits (Research Report option) ^{Note 1)}					
Categories		Course ID	Course Title	Credit	Term
Core Required Courses 21 credits	Basic 15 credits	ACT1010	Financial Accounting	2	Fall
		MKG1010	Marketing Management	2	
		MGT1120	Strategic Management	2	
		MGT1130	International Management	2	Winter
		OPR1010	Operations Management	2	
		MGT1010	Organizational Behavior	2	
		MGT1300	Corporate Social Responsibility	1	Spring
	JDP3050	Energy Policy and Business Leadership	2		
	Seminars 6 credits	SEM6010	Advanced Seminar I	2	Spring
		SEM6020	Advanced Seminar II	2	Fall
SEM6030		Advanced Seminar III	2	Winter	
Core Elective Courses 10 credits (Thesis Option) or 14 credits (Research Report Option) ^{Note 2)}	Sustainability Area at least 4 credits	MGT2420	Practice and Challenges Facing Energy Transition	1	Fall
		ITC2070	Smart City	2	Winter
		FIN2080	Sustainable Finance & Investment	2	Winter
		MGT2410	Sustainability Transformation Strategy	2	Spring
	Digitalization Area at least 4 credits	ITC2030	AI for Business	2	Spring
		ITC1080	Data-Driven Organization	2	Winter
		ITC1060	Digital Platform and Digital Business Models	2	Fall
		OPR3010	Digital Supply Chain Management	2	Spring
		ITC2080	Management for Digital Transformation	2	Winter
		Elective Courses 9 credits	GSIR courses 2 credits	At least 2 credits must be earned from GSIR course(s).	
7 credits	Any courses offered at IUJ (including language courses). Note1: A maximum of 2 credits from language courses can be counted toward graduation requirements. Note2: Any extra credits earned from courses listed under the Core Elective categories above may be counted as Elective course credits.				

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 Courses differs depending on the chosen paper option.

Thesis option: A minimum of 10 credits must be obtained from Core Elective Courses.

Research Report option: A minimum of 14 credits must be obtained from Core Elective Courses.

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

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

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

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

1. 1st year Courses

The first-year students must take 8 Basic Courses (15 credits) in the first year. It is not acceptable for them to take some Basic courses in the second year. They can do that only when they failed some of Basic courses in the first year.

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). The Advanced Seminars are designed to guide students in developing and completing their graduation research reports/theses. The seminars are offered in sequence, starting with Advanced Seminar I (Spring), II (Fall), and III (Winter). For more details about the seminars, please refer to Section F on Page 41.

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, 6 credits must be obtained, while 10 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 19 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 Communications” are courses intended for the 2nd year students.
- (2) In principle, a student may enroll only in one (1) English language course per term. If a student is uncertain about their choice of course, they should contact the English Language Program (ELP) coordinator for further details and discuss which course may be the most suitable in which to enroll. If a student wishes to take more than one (1) ELP course per term, they should consult with and gain approval from both the ELP coordinator and the respective course coordinator.
- (3) The maximum number of credits for Language courses which can be counted as ‘Electives’ is 2 credits.

5. MBA Specializations (Optional)

There are the following 7 MBA specialization areas: 1) Finance; 2) Marketing; 3) Strategy; 4) Digital Technology and Operations; 5) Sustainability; 6) Data Analytics and 7) Innovation and Entrepreneurship.

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

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

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

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

C. 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, they are required to complete the application form, which is available on My Curriculum, 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. An oral and/or written examination to demonstrate their proficiency in the subject may be requested.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to a 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, including exchange programs. These credits may be counted toward the credit requirements for graduation, subject to faculty meeting approval.

Students may study at other domestic graduate schools or corresponding institutions of higher education while enrolled at IUJ, with approval from their supervisor. They may take courses offered there on weekends or during the IUJ holiday periods. However, only a maximum of two (2) credits per term earned at such an institution for up to three (3) terms can be transferred as either Core Elective or Elective credits.

In both cases, the principal criterion for credit transfer approval will be the relevance of the non-IUJ course to the student's studies.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to a 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 receive a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter. There may be an oral and/or written examination for the assessment. Students are encouraged to approach instructors to discuss their cases for a waiver.

The student is required to submit a waiver application form available on My Curriculum and any required supporting documents to the OAA by the end of the Completion /Change of Registration period 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 1st-year students. For promotion to the 2nd year, a student must have a total GPA of at least 2.5, and must demonstrate appropriate behavior as a graduate student. Promotion of a student who does not satisfy one of the conditions above must be approved by the faculty.

The effective administration of an Academic Performance Review requires that students be made fully aware of their status throughout the academic year. It is especially important that a student whose work reveals significant weaknesses be advised on how to improve their 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 JGDP students will be recognized by the posting of a Dean's List on the bulletin board in front of the OAA. 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 the 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 the 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 (Monbukagakaku-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. Students are required to earn 6 credits from Advanced Seminars to graduate. 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 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

The default mode is Research Report. If a student wishes to pursue the Thesis option, they should discuss that with the supervisor as early as possible. The supervisor will monitor the student’s work progress and decide whether the student is eligible for the Thesis option at the end of Advanced Seminar II or the beginning of Advanced Seminar III. This practice is for preventing students from failing to graduate due to delays in completing their theses.

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 : 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.

For more details about the Advanced Seminars, evaluation of the research report/thesis, schedule for writing, etc., please refer to [the Advanced Seminar Guidelines](#).



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.

Course/Credit Requirements for the JGDP (2025 Enrollees)

Degree: Master of Business Administration					
Required Number of Credits for Graduation: 40 credits (Thesis Option) or 44 credits (Research Report Option) ^{Note 3)}					
Categories		Course ID	Course Title	Credit	Term
Core Required Courses 21 credits	Basic 15 credits	ACT1010	Financial Accounting	2	Fall
		MKG1010	Marketing Management	2	
		MGT1120	Strategic Management	2	
		MGT1130	International Management	2	Winter
		JDP3010	Japanese Style Management and Corporate Governance	2	
		OPR1010	Operations Management	2	
		MGT1010	Organizational Behavior	2	
	MGT1300	Corporate Social Responsibility	1	Spring	
	Seminars 6 credits	SEM6010	Advanced Seminar I	2	Spring
		SEM6020	Advanced Seminar II	2	Fall
		SEM6030	Advanced Seminar III	2	Winter
Core Elective Courses 6 credits (Thesis Option) or 10 credits (Research Report Option)	[JGDP courses offered by GSIM]				
	JDP3060	Agriculture Business and Policy in Japan	1	Spring	
	JDP3050	Energy Policy and Business Leadership	2	Spring	
	JDP2040	Japan's Major industries and Human Resource Practices	2	Fall	
	JDP2030	Monozukuri (Manufacturing) Management in Japan	2	Spring	
	JDP2020	Small to Medium-sized Firms in Japan	2	Winter	
	[JGDP courses offered by GSIR]				
	JDP5031	International Relations and Foreign Policy of Japan	2	Winter	
	JDP5042	Japanese Development Cooperation: Implementation and Practice	2	Fall	
	JDP5230	Japanese Government and Politics	2	Winter	
	JDP5051	Japanese International Development Cooperation	2	Spring	
	JDP5211	Japan's Education System	2	Winter	
	JDP5201	Modern Japan in the World	2	Fall	
	JDP5125	Politico-economic History of Japan's Modernization	2	Winter	
	JDP5011	Postwar Japanese Politics	2	Winter	
Elective Courses 13 credits	GSIR courses 2 credits	At least 2 credits must be earned from GSIR course(s). JGDP courses offered by GSIR and listed as Core Elective Courses cannot be counted toward the GSIR course requirement.			
	11 credits	Any courses offered at IUJ (including language courses). Note1: A maximum of 2 credits from language courses can be counted toward graduation requirements. Note2: Any extra credits earned from courses listed under the Core Elective categories above may be counted as Elective course credits.			

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

Note 2) The required number of credits from Core Elective Courses differs depending on the chosen paper option.

Thesis option: A minimum of 6 credits must be obtained from Core Elective Courses.

Research Report option: A minimum of 10 credits must be obtained from Core Elective Courses.

One-Year MBA (IMBA) Program Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

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

Category		Required Number of Credits
Core Required	Basic Courses	11
	Research Seminars	2
	Capstone Courses	3
Core Elective courses	Finance & Accounting	2
	Marketing	2
	Management	2
	Technology	2
Elective courses		8
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 47.
3. Core Elective Courses
There are four (4) subcategories under the Core Elective category. Students are required to take 2 credits each from courses listed from each subcategory.
4. Elective Courses
 - a. GSIM courses
If students obtain more credits than required in the Core Elective category, these extra credits will be classified as 'Elective' credits.
 - b. GSIR courses
Students will be able to take GSIR courses from Winter term if they can get approval from their supervisors about suitability for their study/research agenda. See Section J on Page 19 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 they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).
7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.) However, if a student wishes to take more than twelve (12) credits in one term, they may request the Program Director for a special consideration.

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, the student is required to complete the application form which is available on the My Curriculum 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 their proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to a simple Pass/Non-pass upon faculty meeting approval and will be recorded as such.

b. Credits Obtained After Entering IUJ

IMBA students can participate in an exchange program under the condition that they have completed their study in the IMBA program before going out for an exchange program (that is, after earning enough credits for graduation). Credits earned during the exchange program cannot be counted toward the credit requirement for graduation. However, a maximum of ten (10) credits may be transferred upon faculty meeting approval, and these credits will be added to the total number of credits earned at IUJ.

Students may study at other domestic graduate schools or corresponding institutions of higher education while enrolled at IUJ, with approval by their supervisor. They may take courses offered there on weekends or during IUJ holiday periods. However, only a maximum of two (2) credits earned at such an institution can be transferred as either Core Elective or Elective credits.

In both cases, the principal criterion for credit transfer approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to a simple Pass/Non-Pass upon faculty meeting approval and recorded accordingly.

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 receive a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter. There may be an oral and/or written examination for the assessment. Students are encouraged to approach instructors to discuss their cases for a waiver.

The student is required to submit a waiver application form available on My Curriculum and any required supporting documents to the OAA by the end of the Completion /Change of Registration period 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 their 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 IMBA students will be recognized by the posting of a Dean's List on the bulletin board in front of the OAA. 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 the 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 IMBA 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 : 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.

For more details about the Research Seminars, evaluation of the research report, schedule for writing, etc., please refer to the [Research Seminar Guidelines](#).

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.



Course/Credit Requirements for the IMBA Program (2025 Enrollees)

Degree: Master of Business Administration						
Required Number of Credits for Graduation: 32 credits ^{Note)}						
Categories		Course ID	Course Title	Credit	Term	
Core Required Courses 16 credits	Basic 11 credits	ACT1010	Financial Accounting	2	Fall	
		MGT1120	Strategic Management	2		
		MGT1130	International Management	2	Winter	
		MGT1010	Organizational Behavior	2		
		MGT1300	Corporate Social Responsibility	1	Spring	
	MGT2210	Strategies for Digital Disruption	2			
	Capstone 3 credits	MGT3020	International Career Development	1	Summer	
		MGT2320	Leadership Bootcamp	1		
		MGT3030	Strategy Simulation	1		
	Seminars 2 credits	SEM7010	Research Seminar I	1	Winter	
		SEM7020	Research Seminar II	1	Spring	
	Core Elective Courses At least 8 credits A minimum of 2 credits from each category has to be obtained.	Finance & Accounting Area at least 2 credits	FIN1010	Corporate Finance	2	Spring/Spring
			FIN2050	Entrepreneurial and Venture Finance	2	Fall
FIN3020			Finance and Technology	2	Winter	
ACT3020			Financial Statement and Business Analysis	2	Winter	
FIN2040			Portfolio Management	2	Fall	
FIN3050			Risk Management	2	Spring	
FIN2080			Sustainable Finance & Investment	2	Winter	
Marketing Area at least 2 credits		MKG2060	Advertising Management	2	Winter	
		MKG2050	Consumer Behavior	2	Spring	
		MKG2040	Customer Relationship Management	2	Spring	
		MKG2010	Marketing Intelligence	2	Fall	
		MKG1010	Marketing Management	2	Fall/Fall	
		MKG3030	Marketing Research	2	Winter	
Management Area at least 2 credits		MGT1140	Business Decision-Making and Control	2	Spring	
		MGT2060	Competing in Emerging Markets	2	Spring	
		MGT2080	Corporate Strategy in a Technology and Digital Era	2	Spring	
		JDP3050	Energy Policy and Business Leadership	2	Spring	
		MGT2110	Entrepreneurship and Innovation	2	Fall	
		MGT2240	Global Strategy in the Digital Age	1	Summer	
		MGT2010	Human Resource and Global Talent Management	2	Spring	
		JDP2040	Japan's Major industries and Human Resource Practices	2	Fall	
		JDP3010	Japanese Style Management and Corporate Governance	2	Winter	
		MGT2360	Leadership	2	Spring	
		JDP2030	Monozukuri (Manufacturing) Management in Japan	2	Spring	
		MGT2330	Negotiation Strategy	1	Fall	
		MGT2140	New Business Creation and Venturing	1	Winter	
		OPR1010	Operations Management	2	Winter/Winter	
		MGT2420	Practice and Challenges Facing Energy Transition	1	Fall	
		MGT2020	Service Management	2	Fall	
		MGT2410	Sustainability Transformation Strategy	2	Spring	
Technology Area at least 2 credits		ITC2030	AI for Business	2	Spring	
		ITC2020	Big Data Analytics	2	Winter	
		TBD	Business Analysis for Digital Innovation	1	Spring	
		ITC1050	Data Analytics for Business	2	Fall/Fall	
		ITC1080	Data-Driven Organization	2	Winter	
		ITC1060	Digital Platform and Digital Business Models	2	Fall	
		OPR3010	Digital Supply Chain Management	2	Spring	
		ITC1090	Ethical, Legal, Social Implications of Digital Businesses	1	Summer	
		ITC2100	Machine Learning and Text Analytics in Business	2	Fall	
Elective Courses 8 credits		Any courses offered at IUJ (excluding language courses). Any extra credits earned from courses listed under the Core Elective categories above may be counted as Elective course credits.				
		ITC2080 Management for Digital Transformation 2 Winter				
		ITC2070 Smart City 2 Winter				

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

Digital Transformation Program (DXP) Policies

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

A. DEGREE REQUIREMENTS

Minimum requirements are:

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

B. COURSE REQUIREMENTS

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

Category		Required Number of Credits
Core Required	Basic 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 52.
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 19 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 they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).

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.) However, if a student wishes to take more than twelve (12) credits in one term, they may request to the Program Director for a special consideration.

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, the student is required to complete the application form which is available on [My Curriculum](#) 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 their proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to a simple Pass/Non-pass upon faculty meeting approval and will be recorded as such.

b. Credits Obtained After Entering IUJ

DXP students can participate in an exchange program under the condition that they have completed their study in the DXP program before going out for an exchange program (that is, after earning enough credits for graduation). Credits earned during the exchange program cannot be counted toward the credit requirement for graduation. However, a maximum of ten (10) credits may be transferred upon faculty meeting approval, and these credits will be added to the total number of credits earned at IUJ.

Students may study at other domestic graduate schools or corresponding institutions of higher education while enrolled at IUJ, with approval by their supervisor. They may take courses offered there on weekends or during IUJ holiday periods. However, only a maximum of two (2) credits earned at such an institution can be transferred as either Core Elective or Elective credits.

In both cases, the principal criterion for credit transfer approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to a simple Pass/Non-pass upon faculty meeting approval and recorded accordingly.

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 receive a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter. There may be an oral and/or written examination for the assessment. Students are encouraged to approach instructors to discuss their cases for a waiver.

The student is required to submit a waiver application form available on My Curriculum and any required supporting documents to the OAA by the end of the Completion /Change of Registration period 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 their 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 DXP students will be recognized by the posting of a Dean's List on the bulletin board in front of the OAA. 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 the 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 DXP 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 : 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.

For more details about the Research Seminars, evaluation of the research report, schedule for writing, etc., please refer to the [Research Seminar Guidelines](#).

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.



Course/Credit Requirements for the DXP (Enrollees)

Degree: Master of Digital Management					
Required Number of Credits for Graduation: 32 credits ^{Note)}					
Categories		Course ID	Course Title	Credit	Term
Core Required Courses 18 credits	Basic 12 credits	MGT1310	Business Core	2	Fall
		ITC2040	Data Analysis with Python	2	
		ITC1050	Data Analytics for Business	2	
		ITC1060	Digital Platform and Digital Business Models	2	
		ITC1080	Data-Driven Organization	2	Winter
	ITC2080	Management for Digital Transformation	2		
	Capstone 4 credits	ITC2090	Digital Transformation in Practice across Public and Private Sectors	1	Summer
		ITC1090	Ethical, Legal, Social Implications of Digital Businesses	1	
		MGT2240	Global Strategy in the Digital Age	1	
		MGT2320	Leadership Bootcamp	1	
	Seminars 2 credits	SEM7010	Research Seminar I	1	Winter
		SEM7020	Research Seminar II	1	Spring
Core Elective Courses At least 12 credits	ITC2030	AI for Business	2	Spring	
	ITC2020	Big Data Analytics	2	Winter	
	TBD	Business Analysis for Digital Innovation	1	Spring (2nd Module)	
	FIN1010	Corporate Finance	2	Spring/Spring	
	MGT2080	Corporate Strategy in a Technology and Digital Era	2	Spring	
	MKG2040	Customer Relationship Management	2	Spring	
	OPR3010	Digital Supply Chain Management	2	Spring	
	MGT2110	Entrepreneurship and Innovation	2	Fall	
	FIN3020	Finance and Technology	2	Winter	
	ACT1010	Financial Accounting	2	Fall/Fall	
	ADC5032	Information Policy and Management	2	Winter	
	ITC2100	Machine Learning and Text Analytics in Business	2	Fall	
	ITC3010	Japan's Frontier of Digital Society	1	Spring (2nd Module)	
	MKG2010	Marketing Intelligence	2	Fall	
	MGT2140	New Business Creation and Venturing	1	Winter	
	MGT2090	Resilient System Design and Management	2	Fall	
	MGT2020	Service Management	2	Fall	
	ITC2070	Smart City	2	Winter	
	MGT2410	Sustainability Transformation Strategy	2	Spring	
	MGT1120	Strategic Management	2	Fall/Fall	
MGT2210	Strategies for Digital Disruption	2	Spring		
Elective Courses 2 credits	Any courses offered at IUJ (excluding language courses). Any extra credits earned from courses listed under the Core Elective categories above may be counted as Elective course credits.				

Note) 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 cumulative GPA of at least 2.5

B. COURSE REQUIREMENTS

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

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

1. Students are required to take 7 Basic Courses (11 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 57.
3. Field Study
Students are requested to submit their Field Study Proposal in the designated format to the OAA about one month prior to departure. The field study period must be a minimum of 4 months. The field study location will be decided according to each student's study plan.

After the field study is over, each student is required to submit the report to their supervisor. And based on this report, the supervisor will evaluate the results of their 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 19 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 they have taken all the courses required for graduation. The OAA will not notify students during the term if they miss registering for the required course(s), nor instruct them to take the missing course(s).
7. For effective learning, it is recommended that students evenly distribute their course load over their terms. Especially, taking too many credits in the Fall term is not a desirable practice.
8. A student's course load must not exceed twelve (12) credits per term (credits from Research Seminars and language courses are included in this maximum term credit limit). Also, a student must take at least two (2) credits per term (credits from Research Seminars and language courses are excluded in this minimum term credit limit.) However, if a student wishes to take more than twelve (12) credits in one term, they may request to the Program Director for a special exception.

C. 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, the student is required to complete the application form which is available on [My Curriculum](#) 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 their proficiency in the subject.

Grades received by GSIM students in graduate courses at other institutions before entering IUJ will be converted to a simple Pass/Non-pass upon faculty meeting approval and will be recorded as such.

b. Credits Obtained After Entering IUJ

ISEP students can participate in an exchange program under the condition that they have completed their study in the ISEP program before going out for an exchange program (that is, after earning enough credits for graduation). Credits earned during the exchange program cannot be counted toward the credit requirement for graduation. However, a maximum of ten (10) credits may be transferred upon faculty meeting approval, and these credits will be added to the total number of credits earned at IUJ.

Students may study at other domestic graduate schools or corresponding institutions of higher education while enrolled at IUJ, with approval by their supervisor. They may take courses offered there on weekends or during IUJ holiday periods. However, only a maximum of two (2) credits earned at such an institution can be transferred as either Core Elective or Elective credits.

In both cases, the principal criterion for credit transfer approval will be the relevance of the non-IUJ course to the student's study.

Grades received by GSIM students in graduate courses at other institutions after entering IUJ will be converted to a simple Pass/Non-pass upon faculty meeting approval and recorded accordingly.

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 receive a waiver, a student must have taken an equivalent graduate-level course and received a grade of B (or equivalent) or better, or demonstrate their proficiency in the subject matter. There may be an oral and/or written examination for the assessment. Students are encouraged to approach instructors to discuss their cases for a waiver.

The student is required to submit a waiver application form available on My Curriculum and any required supporting documents to the OAA by the end of the Completion /Change of Registration period 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 2025-26 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	Win/Spr
DCC5036	Human Rights	2	Spring
DCC5040	International Politics	2	Fall
DCC5065	Foreign Policy Analysis	2	Fall
DCC5095	International Organization	2	Win/Win
DCC5270	Development Economics	2	Spring
DCC5320	Policy Evaluation	2	Spring
DCC5348	Political Institutions and Governance	2	Spr/Spr
GSIM courses			
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 their 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 ISEP students will be recognized by the posting of a Dean's List on the bulletin board in front of the OAA. 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 the 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 should be 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 : 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 the [Research Seminar Guidelines](#).

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.



Course/Credit Requirements for the ISEP (2025 Enrollees)

Degree: Master of Social Entrepreneurship					
Required Number of Credits for Graduation : 34 credits ^{Note 1)}					
Categories		Course ID	Course Title	Credit	Term
Core Required Courses 17 credits	Basic 11 credits	ACT1010	Financial Accounting	2	Fall
		MKG1010	Marketing Management	2	
		MGT2090	Resilient System Design and Management	2	
		MGT1120	Strategic Management	2	
		MGT2060	Competing in Emerging Markets	2	Spring
		MGT1300	Corporate Social Responsibility	1	
	Seminars 2 credits	SEM7010	Research Seminar I	1	Winter
		SEM7020	Research Seminar II	1	Spring
	Field Study 4 credits	MGT1330	Field Study	4	
Core Elective Courses At least 13 credits		[Courses offered by GSIM]			
		JDP3060	Agriculture Business and Policy in Japan (IOPF) ^{Note 2)}	1	Spring
		ITC2030	AI for Business	2	Spring
		MGT1140	Business Decision-Making and Control	2	Spring
		ITC1050	Data Analytics for Business	2	Fall/Fall
		ITC1060	Digital Platforms and Digital Business Model	2	Fall
		OPR3010	Digital Supply Chain Management	2	Spring
		ITC2090	Digital Transformation in Practice across Public and Private Sectors	1	Summer
		FIN2050	Entrepreneurial and Venture Finance	2	Fall
		MGT2110	Entrepreneurship and Innovation	2	Fall
		MGT2120	Entrepreneurship & Small Business Development	2	Winter
		FIN3020	Finance and Technology	2	Winter
		MGT1130	International Management	2	Winter/Winter
		MGT2360	Leadership	2	Spring
		ITC2080	Management for Digital Transformation	2	Winter
		JDP2030	Monozukuri (Manufacturing) Management in Japan	2	Spring
		MGT2140	New Business Creation and Venturing	1	Winter
		OPR1010	Operations Management	2	Winter/Winter
		MGT1010	Organizational Behavior	2	Winter/Winter
		ITC2070	Smart City	2	Winter
		MGT2410	Sustainability Transformation Strategy	2	Spring
		[Courses offered by GSIR]			
		ADC6552	Agricultural Development and Resource Revenue Management	2	Fall
		ADC5400	Analysis of Development Policies and Program	2	Fall
		DCC5270	Development Economics (IOPF)	2	Spring
		ADC5108	Development Policy and Globalization (IOPF)	2	Spring
		DCC5065	Foreign Policy Analysis (IOPF)	2	Fall
		DCC5036	Human Rights (IOPF)	2	Spring
		DCC5095	International Organizations (IOPF)	2	Winter/Winter
		DCC5020	International Political Economy (IOPF)	2	Winter/Spring
		DCC5040	International Politics (IOPF)	2	Fall
		JDP5051	Japanese International Development Cooperation	2	Spring
		DCC5320	Policy Evaluation (IOPF)	2	Spring
		DCC5348	Political Institution and Governance (IOPF)	2	Spring/Spring
		ADC5012	Public Human Resource Management (IOPF)	2	Winter
		ADC6668	Roles of Government and Entrepreneurs in Development (IOPF)	2	Fall
Elective Courses 4 credits		Any courses offered at IUJ (excluding language courses). Any extra credits earned from courses listed under the Core Elective category above may be counted as Elective course credits.			

Note 1) Students are required to obtain at least 20 credits from the courses listed in the GSIM course offerings other than language courses.

Note 2) IOPF stands for International Organization Professionals (IOP) Focus. To be eligible for the IOP Focus certificate, ISEP students are required to take at least 5 courses from the 13 designated courses above.