

2021 Academic Year

Graduate School of Business Administration

Kobe University

Strategic Entrepreneurship and Sustainability Alliance

Management Initiatives

(SESAMI PhD Program)

Application Procedure

Graduate School of Business Administration

Kobe University

The Admission Policy of the Graduate School of Business Administration's Doctoral Program,
Kobe University

The Graduate Program of the Graduate School of Business Administration provides students with in-depth knowledge and advanced professional skills in the fields of management, accounting, and commerce, and enables the students to develop into outstanding internationally-minded researchers and professionals who excel in humanity and creativity, through a five-year program, consisting of a two-year master's course and a three-year doctoral course.

The Doctoral Program aims to foster researchers and professionals who will contribute to the progress and development of humanity through their research achievements. During the program, the students can gain exceptional research opportunities that allow them to acquire advanced and specialized knowledge in management, accounting, commerce, and related academic fields, which helps them develop the ability to conduct original research using scientific methods. After the completion of the program, students should be able to engage in high-level research and education; playing leading roles in their respective fields at universities and research institutions.

The Doctoral Program seeks students with the qualities and abilities that fit our aim. For this purpose, we accept those with exceptional abilities from various universities and diverse academic backgrounds.

Applicants are sought with the following qualities and abilities:

1. Applicants with a strong will to investigate the principles of management, accounting, and commerce. (Required competence: knowledge and technique; critical thinking and judgment; power of expression, initiative and cooperativeness; interest and motivation.)
2. Applicants who possess the basic capabilities to obtain the required scientific methodology for resolving research questions in management, accounting, and commerce. (Required competence: knowledge and technique; critical thinking and judgment; power of expression, interest and motivation.)
3. Applicants who possess the capabilities to conceptualize and consider their research outcomes to produce new scientific insights in the fields of management, accounting, and commerce. (Required competence: knowledge and technique; critical thinking and judgment; power of expression, initiative and cooperativeness.)

Basic Policy for the Selection of Students:

To select students with the abilities mentioned above, we examine the competence of the applicants in the areas listed below, based on the diploma policy and the curriculum policy of the Graduate School of Business Administration's doctoral degree program

Through the appropriate entrance examination (general entrance examination, recommendation entrance examination, special entrance examination for working students, or special entrance examination for international students), we assess each student's knowledge and technique; critical thinking and judgment; power of expression; initiative and cooperativeness; interest and motivation.

Graduate School of Business Administration Kobe University
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Qualified candidates may apply for the examination only on the basis of the application document screening process (without paper or oral examination).

1. Number of Students to Be Admitted

Limited

2. Applicant Qualifications

Applicants must meet at least one of the following criteria:

- (1) By March 31, 2021, will have graduated with a master's degree or an MBA
- (2) By March 31, 2021, will have graduated with a degree equivalent to a master's degree or an MBA from an institution in a foreign country
- (3) By March 31, 2021, will have received a degree equivalent to a master's degree or an MBA from a foreign school through completion of correspondence courses administered in Japan
- (4) Through a separate enrollment eligibility screening, be recognized by Kobe University's Graduate School of Business Administration to possess academic ability equivalent to or higher than a master's degree holder or an MBA holder. Applicants are required to be at least 24 years of age by March 31, 2021.
- (5) By March 31, 2021, will have completed a course and have received a degree equivalent to a master's degree or an MBA from a foreign graduate school in Japan. The school must be recognized as an educational institution by the home country's education system, and approved by the Japanese Ministry of Education, Culture, Sports, Science, and Technology.
- (6) Have completed a course and have received a degree equivalent to a master's degree from the United Nations University, which was established under the United Nations General Assembly's resolution of December 21, 1972, based on the provision in Paragraph 2, Article 1 of the Act on Special Measures Law (Law No. 72, 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.
- (7) Have completed a course at a foreign school, an institution specified in the Ordinance for Enforcement Article 155, Paragraph 1, Item 4, or the United Nations University; have satisfied requirements equivalent to the examination and screening specified in Article 16-2 of the Graduate School Establishment Standard (under the Ministry of Education Notification No. 28, 1974); and recognized as possessing abilities equivalent to a master's degree holder or higher.
- (8) Have been specially designated by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (under the Ministry of Education Notification No. 118, 1989).

3. Application Period for Eligibility Screening

Applications must be received between Wednesday, August 19 and Wednesday, August 26, 2020.

If you are applying based on meeting the criteria listed in qualification (4) above, please obtain an Application for Eligibility Screening form from the Academic Affairs Section. Your application documents must arrive at our office within the above period. Please enclose a self-addressed envelope (Standard size 23.5 cm × 12 cm) with a JPY 84 postal stamp if mailed from within Japan.

4. Application Period

Applications must be received between Friday, October 2, and Monday, October 12, 2020.

All applications must be sent by registered express mail. Please write Application for SESAMI Examination of PhD Program of the Graduate School of Business Administration in red ink on the front of the envelope. Applications submitted in person will not be accepted.

5. Application Procedure

Enclose the required application documents listed below in an envelope and send them to the Academic Affairs Section by registered express mail.

Address: Academic Affairs Section, Graduate School of Business Administration, Kobe University

2-1, Rokkodai-cho, Nada-ku, Kobe-shi

657-8501, Japan

Tel: +81-78-803-7260

Fax: +81-78-803-7294

E-mail: bkyomu@b.kobe-u.ac.jp

(1) Application Form and Curriculum Vitae

Please use the Graduate School's designated format.

(2) Examination Fee

In case you chose to pay the examination fee from the bank in Japan, please pay the fee (JPY30,000) by bank transfer through Automated Teller Machine or internet banking and submit the transfer bill. Printed screen shot of the finished bank transfer of the internet banking is also acceptable.

*Transfer destination account: 三井住友銀行六甲支店（普通）4165080 国立大学法人神戸大学

Sumitomo Mitsui Banking Corporation Rokko Branch Savings Account:4165080 National University Corporation Kobe University

*Payers name: Must be "M45○○○○" (○○○○ is the name of the applicant. Name in Katakana is also acceptable).

*Please make sure to input the applicant's name instead of the account holder's name if the account does not belong to the applicant.

*Bank Transfer fee should be borne by the payer.

International students on a MEXT Scholarship should submit a copy of their MEXT Scholarship Certificate instead of the examination fee. If you wish to remit money from overseas, please contact the Academic Affairs Section for details.

The admission fee is waived for applicants who expect to graduate in March 2021 with a master's degree or MBA from the Graduate School of Business Administration at Kobe University.

(3) **Master's or MBA Thesis**

(a) Summary of Thesis (five copies)

Submit your thesis summary, not exceeding three pages of A4-size paper. If you wrote your thesis in a language other than Japanese, you may submit your thesis summary written in English (maximum 3,000 words).

(b) Submit five copies of your master's or MBA thesis. You may attach other research papers for reference.

*If your master's degree does not require a thesis, you must submit five copies of your master course research summary. This summary must exceed 10 pages of A4-size paper. You may write it in English (maximum 10,000 words).

(4) **Research Plan** (original and four copies)

Please use the Graduate School's designated format.

(5) **Academic Transcript (Master's degree)**

Submit an original transcript issued by the president (or dean) of the graduate school from which you graduated.

(6) **Certificate of Graduation or Expected Graduation**

Submit an original certificate of graduation or expected graduation issued by the president (or dean) of the graduate school from which you graduated.

If you graduated from a foreign university, you must also submit a certificate for your master's degree (e.g., a copy of your diploma).

(7) **Academic Transcript (Bachelor's degree)**

Submit an original transcript issued by the president (or dean) of the university from which you graduated.

(8) **Proof of Japanese Proficiency (not compulsory)**

A copy of the Japanese Language Proficiency (JLPT) scores report is acceptable.

(9) **Documented Proof of English Proficiency**

TOEFL (Internet-based Test) Examinee's Score Record (original), IELTS Test Report Form (original), or TOEIC (Test) Official Score Certificate (original) are required. Applicants who graduated from a university or graduate school (excluding distance learning programs) at which English is the official instruction language are required to submit a certificate of graduation and academic transcripts.

Note: Facing the world wide infection spread of the Coronavirus (COVID-19) in 2020, if you cannot take any of the above tests, please contact the Academic Services Office before you submit your application documents, as soon as possible.

Scores from TOEFL-ITP, TOEIC-IP, TOEIC SW, or TOEIC-Bridge are not acceptable.

If you submit a score of revised TOEFL Paper-delivered Test, please contact the Academic Services

Office before you submit your application documents.

We accept the score of 'TOEFL iBT Special Home Edition' and 'IELTS Indicator' only for the exam of this time.

(10) Photograph (4cm × 3cm)

Attach a passport-sized photograph (4 × 3 cm) with your Examination Admission Slip. Your photograph must show your full face, without a hat, and have been taken within the past three months.

(11) Examination Admission Slip

Please complete the information required using the Graduate School's designated format and include your photograph.

(12) Certificate of Residence

Foreign applicants residing in Japan should submit an official document indicating their Japanese residency status as issued by the head of their residential city/ward/town/village, such as a Copy of Resident Record (must be issued within the past 30 days).

(13) Address Slip (two copies)

Please enter your name, address, and zip code in the Graduate School's designated form. These slips are used to mail the Examination Admission Slip and enrollment procedure documentation.

(14) Self-Addressed Stamped Envelope

Please enclose a standard size (23.5 cm × 12 cm) self-addressed envelope with your name, address, and zip code and postal stamps attached for return postage (express mail postage of JPY 374 if mailing from within Japan). If you request for sending outside of Japan, please contact the Academic Services Office.

(15) Applicant Evaluation Form

Two applicant evaluation forms must be submitted using the Graduate School's designated format. Two separate evaluators should complete the applicant evaluation forms. Suitable evaluators include university professors who have supervised the applicant, superiors at the applicant's current company or research institute, or an equivalent. Each evaluation form must be sealed in the envelope, with a seal or signature placed over the flap. A specific envelope size or format is not required.

Note 1: Each certificate must be an original.

Note 2: As for documents such as certificates prepared in languages other than English, please attach a Japanese or English translation with a certificate of translation issued by a public institution such as the relevant consulate or embassy (The certificate in Chinese should be translated at a public institution in China). Please prepare and attach your own translation (English or Japanese) for research papers or related documents in languages other than English or Japanese.

Note 3: Specify a contact person in Japan if you are applying from a foreign country.

Note 4: If one of the following situations applies to you, please submit the specified documents at the time of enrollment.

(a) If you will continue to work for the current company or civil service after enrollment, submit a letter of approval from your supervisor to enroll in the graduate school.

(b) If you will retire from the current company or civil service to enroll in the graduate school, submit a certificate of retirement.

6. Obtaining the Application Forms

Please download the application forms from the website.

7. Screening Process

Admission selection will be decided based on the results of application document screening, including applicant evaluation forms, Curriculum Vitae, research plans, English proficiency, academic transcripts, and master's thesis (MBA thesis) or research capabilities. (All documents must be written in either Japanese or English.)

8. Announcement of Results

Friday, November 13, 2020, 2:00 p.m. (Tentative)

The admission results will be posted on the web site of Graduate School of Business Administration. (<https://www.b.kobe-u.ac.jp/>). The official letter for successful applicants will be sent by post as well. No telephone inquiry is accepted.

9. Admission Fee

(1) Entrance fee: JPY 282,000

(2) Tuition fee (first semester): JPY 267,900 (annual tuition JPY 535,800)

(The above entrance and tuition fees apply to the 2020 academic year. These fees are subject to change for students enrolling in the 2021 academic year. If the tuition fee changes while students are enrolled, the new tuition fee will be applicable from the date of revision.)

Note:

The entrance fee is waived for applicants who expect to graduate in March 2021 with a master's degree or MBA from Kobe University and intend to enter the SESAMI PhD program.

10. Handling of Personal Information

- (1) Personal information obtained by Kobe University will be handled in the strictest confidence, in compliance with the Protection of Personal Information Act and other applicable laws and regulations, as well as Kobe University Guidelines on Personal Information Protection.
- (2) Personal information used in applicant selection, such as examination results, shall be used for applicant screening, announcement of examination results, enrollment procedures, and for the creation of study materials for future applicant screening.
- (3) Personal information provided during the application process shall be used for student support services including health management, exemption from tuition fees, and scholarship applications, as well as for purposes such as academic instruction and other administrative procedures.
- (4) Some work may be commissioned to a third party (hereafter referred to as a contractor). When commissioning work, all or part of the personal information shall be provided to the contractor to the extent necessary to conduct the work, after imposing a confidentiality agreement.

11. Important Notes

- (1) Changes to information contained in application documents will not be accepted after submission. The examination fee is non-refundable, and application documents will not be returned after submission.
- (2) An offer of admission may be subsequently rescinded if false information is provided by the applicant in the application or other related documents.
- (3) Kobe University's academic year begins in April and ends in March of the following year.

12. Inquiries about Obtaining and Submitting Application Forms

For further inquiries, please contact the Academic Services Office at the address below:

Academic Services Office

Graduate School of Business Administration, Kobe University

2-1, Rokkodai-cho, Nada-ku, Kobe-shi 657-8501, Japan

Tel: +81-78-803-7260 Fax:+81-78-803-7294

E-mail: bkyomu@b.kobe-u.ac.jp

Control and Prevention of Infectious Diseases

(1) Submission of a certificate demonstrating inoculation and an antibody test against measles and rubella:

Kobe University has implemented the *Measles and Rubella Registration Policy*, and all newly enrolled Kobe University students must submit one of the following three certificates (①, ②, or ③) to prevent a possible outbreak of measles and rubella on campus.

Please note that students admitted into the following schools should submit either ① or ③: School of Medicine (Faculty of Medicine and Faculty of Health Sciences), the Graduate School of Medicine, or the Graduate School of Health Sciences.

- ① A vaccination certificate to prove that you were inoculated against measles and rubella (twice each after one year of age) .
 - ② A vaccination certificate to prove that you were inoculated with measles and rubella vaccines each within the last five years (since April 2016).
 - ③ An antibody certificate verifying that you have sufficient antibody titer in your blood (refer to the chart next page) to prevent the development of measles and rubella, based on the results of an antibody test performed within the last five years (since April 2016).
- * For ① and ②, it can be a combined vaccine of measles and rubella vaccines (e.g., MR vaccine).
 - * For ① and ②, the certificate must be issued by an accredited medical institution, and state the type of vaccine and the date of inoculation.
 - * For ③, the certificate must specify the measuring method and the measured values of antibody titer in your blood (refer to the next page), and it must satisfy the judging standard listed in the chart. A blood test report sheet itself can be accepted for submission.
If the antibody titer in your blood is insufficient, you must receive the necessary vaccination, and submit either ① or ②.
 - * You may submit a combination of ①, ②, and ③ (e.g., ① for measles, and ③ for rubella).
 - * If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g. illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

<Submission Period and Place of Submission>

- All successful undergraduate and graduate applicants enrolling in April (except the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during your routine medical check-up scheduled for early April.
- All successful graduate applicants enrolling in April (the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):
Submit the certificate to the following institution by the designated date:
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch, by April 16.
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus), by April 16.
Students of the Graduate School of Maritime Sciences should submit directly to the reception desk on the date of the medical check-up for Maritime Sciences students.
Please note that medical check-ups for students enrolling in the following schools in April take place on different dates on their own campuses than the aforementioned routine medical check-up schedule. The schools are the Graduate School of Medicine, Graduate School of Health Sciences, and the Graduate School of Maritime Sciences.
- Successful applicants enrolling in October:
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during the routine medical check-up scheduled for mid-late October.

(2) Submission of a certificate demonstrating inoculation and an antibody test against epidemic parotiditis and chickenpox (Only for successful applicants enrolling in the School of Medicine including both the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine; and the Graduate School of Health Sciences):

In addition to the measles and rubella certificate, successful applicants enrolling in the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences, are also required to submit a certificate regarding epidemic parotiditis and chickenpox. A designated form for the certificate is available at the Academic Affairs Section.

The certificate must state that either you were inoculated against epidemic parotiditis and chickenpox (twice each after one year of age), or verify that you have sufficient antibody titer in your blood to prevent development of epidemic parotiditis and chickenpox based on an antibody test performed within the last five years (since April 2016).

If the antibody titer in your blood is insufficient, you must receive a necessary vaccination (twice each after one year of age), by the due date for the certificate submission.

If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

<Submission Period and Place of Submission>

- Successful undergraduate and graduate applicants enrolling in April
(Only for the School of Medicine including the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine, and the Graduate School of Health Sciences):
By end of July of your first year, submit the certificate to the following:
Students of the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences) should submit directly to the Medical Center for Student Health (Rokkodai).
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).
(Attention: For those who are enrolled in the School of Medicine but miss the submission deadline, you may not be able to participate in the initial on-site clinical training program etc.)
- Successful graduate applicants enrolling in October
(Only for the Graduate School of Medicine and the Graduate School of Health Sciences):
Submit the certificate by end of December of your first year to the following:
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

Measuring Methods and Judging Standards for Protective Antibodies in Blood

	Measuring Method	Judging Standard	Remarks
Measles	IgG – EIA method	8.0 ≧ positive (16.0 ≧) *	Positive result by one of these three methods. * For the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences: Positive result by one of these three methods, and must achieve values shown in brackets.
	PA method	128x ≧ positive (256x ≧) *	
	NT method	4.0x ≧ positive (8x ≧) *	
Rubella	HI method	32x ≧ positive	Positive result by one of these two methods. (HI method is recommended)
	IgG – EIA method	8.0 ≧ positive	
Epidemic Parotiditis (Mumps)	IgG – EIA method	4.0 ≧ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, and Graduate School of Health Sciences
Chickenpox	IgG – EIA method	4.0 ≧ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences); Graduate School of Medicine, Graduate School of Health Sciences Positive result by one of these four methods (IgG – EIA method is recommended)
	IAHA method	4-fold ≧ positive	
	NT method	4-fold ≧ positive	
	Antigen skin test	5mm ≧ positive	

Make sure the above methods are followed when the antibody titer is measured in your blood.

The protective antibody value differs according to the measuring method used. Please note that **the judging standards are higher than the usual standards used at medical institutions.**

Students who wish to enter the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences should be aware that they are required to have an even higher level of protective antibody values listed in brackets against measles.

Before you visit a medical institution, please make an appointment and confirm that the antibody test and/or the vaccine you need are available at that institution.

When you visit a doctor at a medical institution, make sure you present this guidebook so your doctor can issue the necessary certificate(s). (Please make sure you confirm with your doctor the measuring methods and judging standards when measuring the antibody titer in your blood.)

* Points to Consider when Submitting a Certificate:

- ① Please submit the original certificate and one set of copies (A4 size).
- ② If the certificate is written in a language other than Japanese or English, please attach a document that shows either a Japanese or English translation.

For further information, please refer to:

Medical Center for Student Health, Kobe University Tel: 078-803-5245
Student Support Division, Student Affairs Department, Kobe University Tel: 078-803-5219