

# Global Business and Management Studies Doshisha Business School

## Course Registration Procedures for Non-Degree Students

### 2021 SPRING Semester Guidelines

#### Overview

Global Business and Management Studies at Doshisha Business School offers a Master of Business Administration (MBA) degree based on a 2 year curriculum conducted entirely in English. To earn the MBA degree, students are required to earn a minimum of 46 credits and to complete a research project report or master's thesis. Individuals approved as non-degree students can take Global Business and Management Studies courses with regular students and can obtain credits for their studies. If a non-degree student later enrolls in Global Business and Management Studies, credits obtained as a non-degree student may, under certain conditions, be counted toward the credits required to earn the MBA degree.

For information on which courses are available to non-degree students, please see the **2021 Course Schedule**. Non-degree students will only be accepted when there is sufficient capacity for additional participants in the relevant course(s). Please note that some courses may not be available to non-degree students due to the nature of their content.

#### 1. Eligibility

- (1) Must currently reside in Japan. Foreign nationals residing in Japan must hold a valid visa during the application process and for the entire duration of the course(s) they wish to take. (There will be no assistance with visa sponsorship or other visa-related procedures for non-degree students.)
- (2) Must hold a bachelor's degree
- (3) Must fulfill the eligibility requirements stated in the Global Business and Management Studies Admissions Guide, or otherwise be deemed eligible by the Doshisha Business School Faculty Council

\* If an applicant does not meet requirement (2) above, a screening to verify their eligibility (3) will be required. Such applicants must consult the Doshisha Business School Office at least 2 weeks prior to the start of the application period.

- (4) Must submit an English proficiency score report **dated on or after November 1, 2018** that meets or exceeds the requirements below.

English Language Test	Minimum Score Required
TOEFL iBT®	83
IELTS™ (Academic Module)	6.0
TOEIC® Listening and Reading Test	760
Cambridge Examination	FCE (Pass)

\* TOEFL and TOEIC are registered trademarks of Educational Testing Service (ETS).

\* TOEFL-CBT®, TOEFL PBT®, TOEFL ITP®, TOEIC Bridge® test, TOEIC® IP test and IELTS™ (General Training Module) scores are NOT acceptable.

However, those who have received a bachelor's or master's degree from a university where the language of instruction was English or those who are recognized by Doshisha Business School as possessing an equivalent qualification are exempt from submitting an English proficiency test score. Please note that applicants may be required to provide official documentation that states

the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website).

## 2. Required Documents

- (1) Non-degree student application form (designated format affixed a face photograph)
- (2) CV/Resume in English (size A4 paper, no set format)
- (3) Personal statement (size A4 paper, 1-2 pages in length)
- (4) Graduation certificate and official academic transcript(s) issued by the university from which you graduated most recently.
- (5) One photograph (H3cmxW2.4cm)
  - Photograph should be passport-style borderless photographs, showing your full-face (no caps or hats) and upper body and be taken within the last 3 months. Please write your name in pencil on the back of each photograph.
- (6) Document that certifies English language proficiency (English proficiency test score, etc., see **Eligibility 1(4)**)

## 3. Application Procedures

### 3-1. Application Period

**February 25 (Thurs), 2021 – March 11 (Thurs), 2021**

Applications must be received during the period above. Applications may be submitted by post or in person at the DBS Office. In-person submissions will only be accepted during office hours.

Office Hours: Weekdays 9:00 – 11:30, 12:30 – 17:00

\* Applications cannot be accepted in person on Saturdays, Sundays, or holidays. If you would like to submit your application in person, please contact the DBS Office to verify office hours in advance.

### 3-2. How to Apply

Submit the required documents by post (see **4.Shipping Address**) or in person to the DBS office. The registration fee may vary depending on the content of your application, please complete the application documents carefully.

## 4. Shipping Address

Doshisha Business School Office  
Doshisha University  
Kambaikan Building (3F), Karasuma-Imadegawa, Kamigyo-ku, Kyoto, 602-8580  
〒602-8580 京都市上京区今出川通烏丸東入  
同志社大学大学院ビジネス研究科事務室（寒梅館3階）

## 5. Review and Approval

- (1) Review will be made based on the submitted documentation (and an interview).
- (2) Those who are invited to an interview will be informed of the time and date of the interview by the DBS office via e-mail or mail. Before the interview, please complete payment of the examination fee at the DBS Office. Those who do not require an interview will be contacted by DBS regarding payment of the Examination Fee by e-mail or mail. If payment is not received by the deadline, it will be regarded that you have withdrawn your application.
- (3) The review decision will be sent via e-mail or mail to the applicant on March 31 (Wednesday).

- (4) Those who receive permission to take a course(s) as a non-degree student must follow the procedures in **6. Registration Procedures**. However, please keep the following points in mind.
- If the registration fee and tuition have not been paid at the point of registration, the registration will be rejected.
  - If registration procedures are not completed within the registration period, it will be understood that you have declined your place as a non-degree student.
  - If a course has zero regular full-time students registered, the course will be cancelled even if there are non-degree students approved to take the course. In such a case, the tuition for that course will be reimbursed. In the case that all courses registered by a non-degree student are cancelled, the Examination and Registration Fees will also be reimbursed.

## 6. Registration Procedures

### 6.1 Course Registration

Please register at the DBS office during the following office hours:

**Date: April 5 (Mon) and 6 (Tue), 2021**

**Time: 09:00-11:30, 12:30-19:00**

**Place: Doshisha Business School Office**

### 6.2 How to Register

- (1) Complete payment of the Registration Fee and the Tuition for each course before registration.
  - (2) Please submit a receipt of the bank transfer (in the case of online banking, print out the confirmation screen as your receipt) to the office when you come to complete course registration.
- \*Those approved as non-degree students will receive detailed information about how to complete payment of these fees with the application result.

## 7. Fees

Examination Fee	Registration Fee	Tuition (per credit)
10,000 yen	50,000 yen	24,000 yen

- (1) The Examination Fee and Registration Fee will be charged as stated in the chart above regardless of the number of courses registered.
- (2) In the case that an individual has applied to take courses in more than one graduate school at Doshisha University, the Examination Fee will be charged for the examination by each school, but the registration fee will only apply once.
- (3) Alumni of Doshisha University and non-degree students who took courses in the previous academic year will be charged 50% of the registration fee noted above.
- (4) Except when a course is cancelled due to the lack of registration by regular students as noted in “**5. Review and Approval**” above, the examination fee, registration fee, and tuition will not be reimbursed under any circumstances.
- (5) If an applicant applies in spring and wishes to apply again in fall semester of the same year, the examination fee will be required at the application time for each semester, but the registration fee will be required only once.

## 8. Other Information

- (1) After completing the procedures noted above, students should come to the DBS office to receive their “non-degree student ID card.”
- (2) Course registration for up to **10 credits** may be approved for a one year period.
- (3) Non-degree students must apply for every new academic year if they wish to continue taking courses from the previous year. Also, non-degree students must apply for each semester if they wish to continue taking courses offered in the fall semester after taking courses offered only in the spring semester.
- (4) Students should confirm the conditions for registration in the respective course syllabus before making an application to be a non-degree student.
- (5) Credits obtained as a non-degree student prior to enrollment as a regular student in the Global Business and Management Studies at Doshisha Business School may, under certain conditions, be counted toward the credits required to earn the MBA degree. (Please consult the office for further details.)
- (6) Non-degree students must complete the same application and registration procedures for every new academic year.
- (7) When necessary, the university can issue a “Certificate of Non-degree Student Status” (fee required); however, student commuter passes and student discount travel certificates will not be issued.
- (8) Upon request, the university can issue a “Certificate of Credit Acquisition” (fee required) for credits obtained.
- (9) Non-degree students may use university libraries. In order to use these facilities, students are required to show their non-degree student ID cards.
- (10) Courses will be held during the following periods:
  - Spring semester only:** April 1, 2021 – September 20, 2021
  - Fall semester only:** September 21, 2021 to March 31, 2022
  - Spring & fall semesters:** April 1, 2021 to March 31, 2022
- (11) Classes will be held during the following period:
  - Spring Quarter 1:** April 8, 2021 to June 9, 2021
  - Spring Quarter 2:** June 12, 2021 to August 6, 2021
  - Fall Quarter 1:** October 1, 2021 to November 25, 2021
  - Fall Quarter 2:** November 30, 2021 to February 7, 2022
- (12) For any other inquiries, please contact the office.

### Contact details

**Doshisha Business School**  
Doshisha University  
Karasuma-Imadegawa,  
Kamigyo-ku, Kyoto, 602-8580  
JAPAN

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E-mail: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp)  
Web: <https://gmba.doshisha.ac.jp/en/>

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