

# Global Business and Management Studies Doshisha Business School

## Course Registration Procedures for Non-Degree Students

### 2023 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 **2023 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

\* If an applicant does not meet requirement (2) above, a screening to verify their eligibility based on the requirements stated in the Global Business and Management Studies Admissions Guide will be required. Such applicants should join the Information Session or contact us directly well in advance of the submission deadline.

<Information Session>

URL: [https://gmba.doshisha.ac.jp/en/prospective/information\\_session.html](https://gmba.doshisha.ac.jp/en/prospective/information_session.html)

(3) Must submit an English proficiency score report **dated on or after November 1, 2020** 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.

\* The original score report acquired with the TOEFL iBT® Home Edition (TOEFL iBT® Special Home Edition), Computer Delivered IELTS™ (IELTS™ on Computer), IELTS™ for UKVI are also acceptable.

\* Only the "Test Date score" is accepted as the application score. "MyBest™ score" is not accepted.

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

The following documents must be submitted as the original.

- (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, no set format)
- (4) Graduation certificate
- (5) Official academic transcript(s)
  - (4) and (5) above must be issued by the university from which you graduated most recently
- (6) 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.
- (7) Document that certifies English language proficiency (English proficiency test score, etc., see Eligibility 1(4))

NOTE: Certificate of Family Register (戸籍謄本) must be submitted if your name on documents (4) and (5) are different from the name on the application form.

## 3. Application Procedures

### 3-1. Application Period

**February 22 (Wed.), 2023 – March 8 (Wed.), 2023**

Applications must be received during the period above. Applications may be submitted by post or in person at the DBS Office. No applications will be accepted regardless of the reason after the deadline. In case you submit by post, please send your application well in advance by the method that will be recorded, such as registered express mail (Kan-i kakitome sokutatsu yubin) or Letter Pack Plus.

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.

### 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 refer to the example and complete the application documents carefully.

\* The modification of registered course(s) cannot be accepted after the submission of application documents.

### 3-3. Payment of the Examination Fee

“The information of bank account to transfer and the payment deadline” will be informed via email once your application is received.

Kindly check the email and pay the Examination Fee by the deadline.

【Payment deadline for 2023 Spring semester】 : by 17:00 March 15 (Wed.), 2023 (subject to change)

## 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 or 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. (Those who do not require an interview will also be contacted by DBS Office)
- (3) The review decision will be sent via e-mail to the applicant **around March 31 (Fri.)**.
- (4) **<Notes before making the application>** Those who receive permission to take a course(s) as a non-degree student must keep the following points in mind.
  1. The bill of the Registration Fee and Tuition will be informed via email with (4) review decision. If the Registration Fee and Tuition are not paid by the deadline (around April 4 (Tue.) 17:00), your registration will be rejected.
  2. Only course(s) approved by Doshisha Business School (written in review decision email) will be registered.  
The course(s) will be registered by DBS Office.
  3. 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. Fees

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

\* Most courses are two credits.

- (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 (5) 3.”** 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.

## 7. 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) 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.
- (7) Upon request, the university can issue a “Certificate of Credit Acquisition” (fee required) for credits obtained.
- (8) Non-degree students may use university libraries. In order to use these facilities, students are required to show their non-degree student ID cards.
- (9) Courses will be held during the following periods:
  - Spring semester only:** April 1 (Sat.), 2023 – September 20 (Wed.), 2023
  - Fall semester only:** September 21 (Thu.), 2023 - March 31 (Sun.), 2024
  - Spring & fall semesters:** April 1 (Sat.), 2023 - March 31 (Sun.), 2024
- (10) Classes will be held during the following period:
  - Spring Quarter 1:** April 8 (Sat.), 2023 - June 9 (Fri.), 2023
  - Spring Quarter 2:** June 14 (Wed.), 2023 - August 8 (Tue.), 2023
  - Fall Quarter 1:** October 2 (Mon.), 2023 - November 25 (Sat.), 2023
  - Fall Quarter 2:** November 30 (Thu.), 2023 - February 7 (Wed.), 2024
- (11) For any other inquiries, please contact the office.

## Contact details

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

TEL: +81-75-251-4600  
FAX: +81-75-251-4710  
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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