

*2024 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. Students with a strong desire to explore the principles of management, accounting, and commerce.  
[Required competences: knowledge and technique; critical thinking, good judgement, and expression; initiative and cooperativeness; interest and motivation]
2. Students who possess the basic capabilities to obtain the required scientific methodology for resolving research questions in management, accounting, and commerce.  
[Required competences: knowledge and technique; critical thinking, good judgement, and expression; interest and motivation]
3. Students with the imagination and insight to translate into new scientific knowledge their research outcomes in the fields of management, accounting, and commerce.  
[Required competences: knowledge and technique; critical thinking, good judgement, and expression; initiative and cooperativeness]

● Basic Policy for the Selection of Students:

To select students with the abilities mentioned above, we examine the competences 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-based entrance examination, Special entrance examination for working adults, or Entrance examination for SESAMI PhD Program), we assess each student's knowledge and technique; critical thinking and good judgement, and expression; initiative and cooperativeness; interest and motivation.

Graduate School of Business Administration Kobe University  
Strategic Entrepreneurship and Sustainability Alliance Management Initiatives  
**(SESAMI PhD Program)**

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, 2024, have graduated or will have graduated with a master's degree or an MBA
- (2) By March 31, 2024, have graduated or 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, 2024, have received or 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, 2024.
- (5) By March 31, 2024, have completed or 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 Minister of the Japanese Ministry of Education, Culture, Sports, Science, and Technology.
- (6) By March 31, 2024, have completed or will 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) By March 31, 2024, have completed or will have completed a course at a foreign school, an institution specified in the above (5), 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 Minister of 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 16 and Wednesday, August 23, 2023.

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, September 29, and Thursday, October 5, 2023.

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](mailto:bkyomu@b.kobe-u.ac.jp)

#### **(1) Application Form and Curriculum Vitae**

Please use the Graduate School’s designated format. (A4 size, printed on both sides)

#### **(2) Application Fee**

1.

In case you pay the application fee by credit card or Alipay, please click the URL below and complete your payment.

<https://tinyurl.com/y3xtgnfz>

The system usage fee (JPY 660) should be borne by the payer.

Please make sure to input the applicant’s name in the customer information column of the input page.

Please print and submit the payment completion screen.

2.

In case you pay the application fee from the bank in Japan, please pay the fee (JPY 30,000) by bank transfer (through Automated Teller Machine or internet banking is recommended) and submit the transfer bill. Please attach the receipt on a blank A4-size paper. Printed screen shot of the completed bank transfer of the internet

banking is also acceptable. Account balance shall be blacked out.

If you wish to remit the fee from overseas, please contact the Academic Affairs Section for details.

\*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 “D45○○○○” (○○○○ 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 application fee.

\*Note 1 applies.

### (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 (around 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 if it is written in Japanese. You may write it in English (around 10,000 words).

### (4) **Research Plan** (five copies) (A4 size, printed on both sides)

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.

\*Notes 1 and 2 apply.

### (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.

\*Notes 1 and 2 apply.

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.

\*Notes 1 and 2 apply.

### (8) **Documented Proof of English Proficiency**

TOEFL (Internet-based Test) Examinee’s Score Record (original), IELTS Test Report Form (Academic) (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: 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 Affairs Section before you submit your application documents.

\*Note 1 applies.

**(9) Photograph (4cm × 3cm)**

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

**(10) Examination Admission Slip (A4 size)**

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

**(11) Address Slip (two slips printed on an A4 size)**

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.

**(12) 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 344 if mailing from within Japan). If you request for sending outside of Japan, please contact the Academic Affairs Section.

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

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

**(14) 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). A photocopy of both sides of Residence Card is acceptable.

**(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.

**(16) Check List**

Please check the required application documents with this list before sending.

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 17, 2023, 2:00 p.m. (Tentative)

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

## **9. Admission Fee**

(1) Admission fee: JPY 282,000

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

(The above admission and tuition fees apply to the 2023 academic year. These fees are subject to change for students enrolling in the 2024 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 admission fee is waived for applicants who expect to graduate in March 2024 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 the Kobe University will be handled in the strictest confidence, in compliance with the Protection of Personal Information Act and other related 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 the creation of study materials for

the purpose of improving future applicant screening and education program. No individual can be identified in any form of publication.

- (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 Affairs Section at the address below:

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](mailto:bkyomu@b.kobe-u.ac.jp)

### 【Number of successful applicants in the past】

	2021	2022	2023
Applicants	6	7	5
Examinees	6	7	5
Successful applicants	2	3	4
Enrollees	2	3	4