

APPLICATION GUIDELINES
JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2020
YOUNG LEADERS' PROGRAM (YLP) STUDENT (BUSINESS ADMINISTRATION)

I OUTLINE

1. Objectives

The Young Leaders' Program (YLP) aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute to establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders thorough deepening their understanding of Japan. The YLP is one of the Japanese Government (MEXT*) Scholarship Programs.

*MEXT: Ministry of Education, Culture, Sports, Science and Technology

2. Eligible Countries and Participants

Participants are selected from the countries listed below. They should be entrepreneurs, business managers, public officials and so on, who are expected to play active roles as future national leaders in their respective countries.

Eligible Countries:

Australia, Brunei, Cambodia, India, Indonesia, Laos, Malaysia, Mongolia, Myanmar, Philippines, P. R. China, Rep. of Korea, Rep. of Turkey, Singapore, Thailand, Viet Nam (16 countries)

3. Host University

Hitotsubashi University Business School, School of International Corporate Strategy (Hitotsubashi ICS)

The Master of Business Administration (MBA) program at Hitotsubashi ICS is designed to prepare students for work in the business world. Courses focus on strategy, marketing, accounting/finance, etc. All classes are taught in English, and in contrast with other designated universities, YLP participants at Hitotsubashi ICS are completely integrated into the regular program; in other words, they must follow the same academic calendar and meet exactly the same academic requirements as all other students. Course grades are rendered on a strict forced curve, and students must meet overall minimum grade standards in order to graduate.

4. The Number of YLP Scholarships

Approximately 15 students (including entrepreneurs, business managers, public officials and so on).

5. Recruitment and Selection

(1) Method of Recruitment

The recruitment will be conducted through recommending authorities. Please ask the Japanese Embassy for further information.

(2) Screening Procedure

- ① First screening by the recommending authorities
- ② Second screening by each host university
- ③ Final screening by the YLP committee established by MEXT

6. Curriculum (Refer to the appendix "Curriculum Guidelines".)

(1) Basic Concepts

The curriculum is suitable for developing national leaders in many fields, tapping into the school's local and global networks to explore the strengths of Japanese management practices as well as Western and Asian practices through various activities such as special lectures and internships.

(2) Course Duration and Qualification

Course duration is one year, resulting in the conferring of a Master of Business Administration (MBA).

(3) Language

All instructions will be conducted in English.

7. Commencement of the Program

September 2020

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to foreign students who wish to study in Japanese universities as YLP students in business administration for the academic year 2020 under the MEXT Scholarship Program. The conditions are as follows:

1. Field of Study

Business Administration (Hitotsubashi University Business School, School of International Corporate Strategy (Hitotsubashi ICS))

2. Qualifications

- (1) Nationality: Applicants must be nationals of a country participating in the YLP Program. An applicant who has Japanese nationality at the time of application is not eligible.
- (2) Age: Applicants must be, in principle, under 40 years old as of September 1, 2020 (i.e., born on or after September 2, 1980) although exceptions may be made on a case by case basis if consistent with the purposes and goals of the Scholarship Program.
- (3) Academic Background: Applicants must be college graduates who have achieved excellent results.
- (4) English Ability: a minimum TOEFL-iBT score of 100, TOEFL-PBT score of 600, TOEFL-CBT score of 250, IELTS Academic score of 7.0 or equivalent.
- (5) General aptitude for business studies: It is demonstrated by the Graduate Management Admissions Test (GMAT) score (600 or above is expected), the Graduate Record Examination (GRE) score (160 or above on Quantitative Reasoning and 150 or above on Verbal Reasoning is expected) or other indicators. Although not strictly required, the submission of the GMAT or GRE score is highly desirable. A GMAT or GRE score taken within the past five years is one of several admissions criteria that helps the admissions committee determine the business aptitude of the applicant. Candidates who don't submit a GMAT or GRE score must take verbal and quantitative examinations on the interview day.
- (6) Professional Experience: At least 3 years of full-time work experience as of September 1, 2020.
- (7) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (8) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by the accepting university within two weeks before and after the first day of the course conducted by the accepting university. If the applicant cannot arrive in Japan during the specified period for personal reasons, travel expenses to Japan will not be paid.
- (9) Visa Requirement: In principle, a selected applicant must obtain a "Student" (留学) visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student." Applicants who change their residence status to any status other than "Student" (留学) after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
- (10) Non-Eligibility: Applicants who meet any or all of the following conditions are not eligible. If identified after acceptance of the scholarship grantees, the applicants will be required to withdraw from the scholarship.
 - ① Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
 - ② Those who cannot arrive in Japan by the last date of the period designated by accepting university;
 - ③ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student" (留学) or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant's country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university, verifiably complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the "Student" residence status and come to Japan;
 - ④ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
 - ⑤ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan; or
 - ⑥ Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application.

3. Period of Scholarship

Eleven months from October 2020 to August 2021.

(The scholarship payments will begin in October 2020 as the first term of the program starts after September 2, 2020.)

4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. The scholarship will not be paid to a grantee who takes a leave of absence or is long absent from the assigned university.
- (2) Traveling Costs
 - ① Transportation to Japan: In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket from the international airport nearest to his/her home address (in principle, the country of nationality) to Narita International Airport (or any other international airport that assigned university usually uses). The grantee shall bear at his/her own expense all costs related to domestic travel from his/her home address to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The present address in the country of the grantee's nationality stated in the application form is in principle regarded as the recipient's "home address". If, however, the address stated in the application form will be changed at the time of leaving from his/her country, the changed address will be regarded as the "home address".
 - ② Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate the accepting university and return to the home country by the end of the final month of the period of scholarship (See "3. Period of Scholarship") designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from Narita International Airport or the international airport used for the normal route to and from the accepting university to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.
- (3) Education Fees: Fees for entrance examination, matriculation and tuition will be paid by MEXT.
- (4) Accommodations: If YLP students so desire, they may reside in single occupancy accommodations arranged or provided by Hitotsubashi University for a reasonable fee.

5. Suspension of Payment of Scholarship

Payment of the scholarship will be stopped for the reasons given below. Should any of the following reasons apply, the grantee may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- ① A grantee is determined to have made a false statement on his/her application;
- ② A grantee violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- ③ A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period of exceeding 1 year;
- ④ A grantee is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with school regulations of the accepting institution;
- ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard time period because of poor academic grades or suspension or absence from the university;
- ⑥ A grantee came to Japan without newly acquiring the "Student" (留学) residence status, or changed his/her residence status to one other than "Student";
- ⑦ A grantee has received another scholarship (excluding those specified for research expenditures);
- ⑧ The request from the government and/or other state institutions of applicant's home country.

6. Selection

- (1) Based on recommendations from authorities, the participating university will select initial candidates from among applicants through an interview and a review of the submitted documents. If it is impossible to hold an interview in the applicant's home country, an interview will be conducted by telephone.
- (2) Those who have been selected initially by the participating universities will be put forward to the YLP committee established by MEXT for the final selection.

7. Education at University

All lectures and practical training at universities will be conducted in English.

8. Application Procedure

Applicants must submit the following documents to their recommending authorities by the designated date. (The submitted documents will not be returned.)

- (1) ① Application for Admission (prescribed form) -----1 Original and 1 Photocopy (except photographs)
- (2) Photographs (6 x 4 cm, taken within the past 6 months, should be affixed on each of the 2 application forms)-
-----2 Originals
- (3) ② Official Transcript or a certified true copy of an Academic Record from both undergraduate and postgraduate studies at the university the applicant attended -----1 Original and 1 Photocopy
- (4) ③ Recommendation Letter from the Recommending authority-----1 Original and 1 Photocopy
- (5) ④ Two Recommendation Letters from the Employer or from the supervising Professor of the university the applicant attended (prescribed form) ----- 1 Original (each) and 1 Photocopy (each)
- (6) ⑤ Certificate of Health (to be issued by the medical institution designated by the Japanese Embassy)
-----1 Original and 1 Photocopy
- (7) ⑥ Certificate of Graduation or a certified true copy of an Official Diploma from both undergraduate and postgraduate studies at the university the applicant attended -----1 Original and 1 Photocopy
- (8) ⑦ An Essay explaining the applicant's aspirations and future plans after the completion of the YLP
-----1 Original and 1 Photocopy
- (9) ⑧ Photocopy of the Passport, A Copy of the applicant's Family Register, or Certificate of the Citizenship (any of these) -----2 Photocopies
- (10) ⑨ English Proficiency Certificate (TOEFL or other equivalent test score. No submission is needed for applicants from Australia, and applicants who have graduated from a four-year university where the language of instruction is English) ----- 2 Photocopies
- (11) ⑩ Answer to the Essay Questions-----1 Original and 1 Photocopy
- (12) ⑪ GMAT or GRE score-----2 Photocopies
GMAT or GRE score taken within the past five years is highly desirable although not strictly required. If the applicant has not taken the GMAT or GRE, we encourage the applicant to take the test no later than October 31, 2019.
- (13) Others
 1. Use A4 paper as the standard for all submitted documents, which in principle should be typed. Handwritten documents should be written clearly.
 2. These documents should all be written in English. If written in another language, attach an English version translated by a public institution. Caution is necessary as many applications are not written in English and do not come with an English translation, particularly recommendation letters and diplomas.
 3. Recommendation letters written by a workplace supervisor or an academic advisor from one's university should be written separately by two of them and must use the stipulated format. At least one and preferably two should be written by your direct boss at work.
 4. Reason for application and future plans will be important factors in selection, so submit a short essay of two or three pages explaining as much as possible what you expect from this program and what kind of job you seek in the short- and long-terms.
 5. If you submit test English proficiency scores from TOEFL or IELTS, please submit scores obtained roughly within the past two years. If you submit other certifications, please submit documents illustrating how to convert the score to TOEFL or IELTS.
 6. If you have a book or dissertation, submit a separate overview.
 7. Your application may be rejected if the above application is either incomplete or inaccurate, or if some documents are missing.
 8. Write the numbers ① through ⑪ in line with the item number for the items above on each document in the upper right corner.

9. Notes

- (1) Each grantee is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the differences between the Japanese legal system and that of his/her home country before departing for Japan.
- (2) As the first installment of the scholarship payment will be made from one month to one and a half months after the grantee's arrival in Japan, the grantee is recommended to bring at least approximately US \$2,000 with him/her to Japan to cover immediate living expenses and other necessary expenses.

- (3) The scholarship payments will be transferred to the bank account of Japan Post Bank (JP Bank) opened by each grantee after the arrival in Japan. MEXT will not transfer the scholarship payments to other account.
- (4) Grantees must enroll in National Health Insurance (Kokumin Kenko Hoken) upon arrival in Japan.
- (5) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).
Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of overseas students in Japan, particularly in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.
These terms and conditions are included in the Pledge stipulating rules and regulations which MEXT Scholarship recipients must comply with and submit when they have been granted the Scholarship.
- (6) If there are any questions about the content of the written text in this Application Guideline or any other matters, applicants/grantees should inquire the Japanese diplomatic mission in the applicant's country and follow their instructions.
- (7) In addition to the regulations stipulated in this Application Guideline, those that are necessary to implement the Japanese Government Scholarship programs shall be determined by the Japanese Government.

YOUNG LEADERS' PROGRAM IN BUSINESS ADMINISTRATION CURRICULUM GUIDLINES

I Basic Concepts

1. The YLP in Business Administration is built around the vision to seek the "Best of the Two Worlds" in management methods, one that was developed in Japan and the other developed in Europe and the United States. Its objectives include learning about "Knowledge Management" and "Operations Research" led by Japan, and also "Entrepreneurship" and "Corporate Finance," fields in which the West is the current leader. The ultimate aim is to construct a globalized universal management model.
2. The YLP will be a forum where future business leaders of Asia can interact with students from Japan, Europe, and the United States. The learning method will incorporate case studies, exercises, simulations, and experiments which are popular in the West, as well as small-group seminars with professors, which are Japanese strong points. In addition, the students will go out into the real business world by visiting companies, utilizing the latest technologies, participating as business professionals, and other such types of action learning.
3. A one-year MBA program has been established, that follows global standards with graduation requirements similar to the two-year MBA program. YLP students in Business Administration fall under the one-year MBA program and are required to take a minimum of 54 credits in order to meet graduation requirements.

II Participants

It is necessary for the participants to have at least 3 years of work experience. This work experience can be in a wide range of fields, but has to be full-time. The classes will all be in English, so it is necessary to have a good command of the language. Selection will be based on an overall evaluation of a candidate's work experience, academic aptitude (as measured, for example, by the GMAT, GRE or other aptitude test). English ability, quality of the essays, recommendations from superiors, and an interview.

III Courses (As of 1 April, 2019)

1. Required Courses (41 credits)
 - Strategy
 - Developing Leaders and Teams I
 - Developing Leaders and Teams II
 - Knowledge Management
 - Marketing
 - Corporate Finance I
 - Corporate Finance II
 - Quantitative Business Analytics
 - Accounting I
 - Operations Management
 - Accounting II
 - Business, Government, and International Economy
 - Japanese Business and Economy
 - Business Ethics
 - Global Citizenship
 - Global Network Project
 - Economics for Managers
 - Wise Leadership Capstone
 - Organizational Behavior I
 - Organizational Behavior II
 - Digital Disruption
 - Presentation Skills
 - Strategy Simulation Week
 - Seminar I

2. Elective Courses (minimum 13 credits)

- Marketing Research & Analytics
- Corporate Governance
- Dynamic Competitive Strategy
- Topics in Innovation I
- Microeconomics for Managers
- Strategy in Emerging Markets
- Customer Behavior
- Brand Strategy and Design
- Topics in Technology I
- Topics in International Business and Economy I
- Equity Investments
- Service Management
- Competitiveness and Clusters
- Topics in Technology II
- Topics in International Business and Economy II
- Topics in Operation I
- Independent Research
- Topics in Finance I
- Topics in Finance II
- Entrepreneurial Finance
- Company and Equity Analysis
- Control
- Applied Corporate Finance
- Entrepreneurial Management
- Topics in Business Ethics I
- Topics in Business Ethics II
- Human Resource Management
- Topics in Innovation II
- Topics in Finance III
- Topics in Marketing I
- Topics in Marketing II
- Topics in Organizational Behavior I
- Topics in Organizational Behavior II
- Topics in Strategy I
- Topics in Strategy II
- Topics in Knowledge Management I
- Topics in Knowledge Management II
- Global Business
- Capital Markets
- Management of Energy Business
- Corporate Entrepreneurship
- Applied Operations Management
- Knowledge Generation
- Negotiation
- Design Thinking
- Japanese Culture
- Global Network Week
- Doing Business in Asia
- Global Network Course I
- Global Network Course II
- Topics on Japan I
- Topics on Japan II
- Intensive Writing
- Japanese Language, Basic 1
- Japanese Language, Basic 2

- Japanese Language, Basic 3
- Japanese Language, Basic 4
- Japanese Language, Intermediate 1
- Japanese Language, Intermediate 2
- Japanese Language, Intermediate 3
- Japanese Language, Intermediate 4
- Japanese Language, Advanced 1
- Japanese Language, Advanced 2
- Japanese Language, Advanced 3
- Japanese Language, Advanced 4
- Chinese Language 1
- Chinese Language 2
- Korean Language 1
- Korean Language 2

IV Further information

To obtain information about Hitotsubashi University Business School, School of International Corporate Strategy (Hitotsubashi ICS), please access the Web site at <http://www.ics.hub.hit-u.ac.jp/>
All inquiries must be submitted via fax (+81-3-4212-3006) or e-mail (chiyoda-info@hub.hit-u.ac.jp).