

FACT SHEET: Academic Year 2025-2026

BASIC INFORMATION

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| Name of School | Hitotsubashi ICS (for your communication) [Official name: Hitotsubashi University Business School, School of International Corporate Strategy, Hitotsubashi University] |
| Address | National Center of Sciences 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439 JAPAN |
| Contact | Prof. Catherine Wallace (Faculty in charge, International Exchange): cwallace@ics.hub.hit-u.ac.jp Ms. Arina Kalinkina (External Affairs Officer): akalinkina@ics.hub.hit-u.ac.jp |
| Telephone | +81(0)3-4212-3075 (Arina Kalinkina) |
| Fax | +81(0)3-4212-3109 |
| Term(s) of Exchange | Term 1 (Sep-Dec), Term 2 (Jan-Mar), Term 3 (Apr-May), Term 4 (Jun-Aug) |
| School Website Address | www.ics.hub.hit-u.ac.jp |
| Language Requirement | English |

EXCHANGE NOMINATION DEADLINE

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|-------------------------------|-----------------------|
| Term 1 (2024, Sep-Dec) | End of April, 2025 |
| Term 2 (2025, Jan-Mar) | End of August, 2025 |
| Term 3 (2025, Apr-May) | End of November, 2025 |
| Term 4 (2025, Jun-Jul) | End of January, 2026 |

- Hitotsubashi ICS initiates the enrollment process for nominated students only upon receipt of a confirmation email from the admissions office of the partner school.
- Nominated students may enroll for one academic term at Hitotsubashi ICS. One student enrollment for one term counts as one seat ("slot") in our program.
- There is no absolute nomination deadline, but please allow sufficient time for the visa application process (2 months).
 - Ideally, nominations, together with a copy of relevant page(s) (passport holder details) of the student's passport will be submitted four months prior to the start of the term. Students must hold a valid visa before enrolling in classes at Hitotsubashi ICS.
 - For students not requiring a visa, nominations, along with a copy of relevant page(s) (passport holder details) of the student's passport, are to be submitted two months prior to the start of term.
 - Note: late nomination will delay the issuance of student credentials such as their required Hitotsubashi ICS student ID and, thereby, nominated students' academic and residential arrangements. Enrollments are processed on a first-come first-served basis.

TERM DATES

| | Term 1 2025-2026 | Term 2 2025-2026 | Term 3 2025-2026 | Term 4 2025-2026 |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Courses start | September 15, 2025 | January 5, 2026 | March 16, 2026 | June 2, 2026 |
| Courses end (including exams) | December 19, 2025 | March 13, 2026 | May 29, 2026 | July 17, 2026 |

* Dates are subject to change.

ADMISSION REQUIREMENTS

Only applicants who have fulfilled the two requirements below will be considered for nomination.

- English language proficiency (written and spoken) at a level equivalent to or greater than TOEFL iBT 100 or IELTS academic 7.0; *
- In principle, a minimum of two years of work experience.

Exchange students must meet the above requirements to be nominated for exchange to Hitotsubashi ICS.

* TOEFL or IELTS score submission is optional for those exchange students whose tertiary education has been conducted 100% in English. Additional documentation may be required in this regard.

For Reference Only - Download the MBA Application Package outlining Admission Criteria for regular students at the following link: <https://www.ics.hub.hit-u.ac.jp/admissions/mba/apply.html>

CAREER SERVICES

- Exchange students are granted access to Career Services Office (CSO) resources and are welcome to make use of services that are nearly identical to those provided to full-time students. These services include company seminars and career development sessions organized by the office; informal events; skills workshops; facilitating connections with human resource agencies.
- Exchange students may not undertake an internship under the auspices of the CSO due to the time constraints of their academic schedule.
- If an exchange student wishes to pursue job opportunities in Japan, we recommend strongly that the student acquire some Japanese language skills before arriving in Japan, since most positions in Japan require high level Japanese language ability (at least N2 level in Japanese language proficiency test).

ALUMNI SERVICES

While studying at Hitotsubashi ICS, exchange students will have access to the school's Alumni platform (Hitotsubashi ICS Connect) and will be able to participate in alumni-related events. After completing their exchange period, while exchange students will not obtain alumni status at Hitotsubashi ICS, they can continue using the Hitotsubashi ICS alumni platform. For more information, please contact ics-alumni@ics.hub.hit-u.ac.jp

VISA (Status of Residence)

In principle, each exchange student is required to have student Status of Residence regardless of the period of stay or diplomatic relationship between the student's home country and Japan.

- Hitotsubashi ICS sends application forms for a Certificate of Eligibility (CoE) to students.
- Students fill out the forms and return them to Hitotsubashi ICS along with other necessary documentation.
- Hitotsubashi ICS submits applications to the Japan Immigration Bureau.
- Once CoEs have been issued, Hitotsubashi ICS sends these to students.
- Students go to their nearest Japanese Embassy/Consulate to apply for a Student Status of Residence.

LIVING ARRANGMENTS

HOUSING

- Exchange students may stay in Hitotsubashi ICS's guest rooms, located in the same building as the Hitotsubashi ICS campus. It should be noted that the number of guest rooms is limited.
- If Hitotsubashi ICS is unable to provide an exchange student with a guest room, information about possible accommodation around Hitotsubashi ICS will be provided.

HITOTSUBASHI ICS GUEST ROOMS

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| Room Type | Single (Room type A: 21m ² , Room type B: 18m ²) |
| Rent | Room type A: JPY 3,700* per night for the first five days and JPY 2,600* per night thereafter Room type B: JPY 3,200* per night for the first 5 days and JPY 2,200* per night thereafter (*as at November 6, 2024; subject to change). Rent includes tax, electricity, and water. |
| Facilities | Bed, Desk, Chair, TV, Refrigerator, Closet, Toilet, Bath, Shared Laundry |

- The exchange students can also apply a room at Tokyo International Exchange Center's Residence Halls. <https://www.jasso.go.jp/en/kyoten/tiec/residence/index.html>
The application can be made through ICS; however, a room at TIEC is not guaranteed as it has a limited number of rooms to be shared by international students of other schools.

RESIDENT REGISTRATION

- Students must complete resident registration procedures at their local ward office within 14 days of their arrival in Japan.

HEALTH INSURANCE

- The exchange students must join the National Health Insurance scheme in Japan. The enrollment procedure is conducted at the ward office.
- In addition, students are strongly recommended to contract private travel insurance which cover daily accidents, injuries and sickness during their stay in Japan (including the travel to/from Japan) as their responsibilities.

ACADEMIC PRINCIPLES AND STANDARDS

HITOTSUBASHI ICS ACADEMIC POLICY AND HONOR CODE

- All exchange students must read and sign the Hitotsubashi ICS Academic Policy and Honor Code for the current academic year upon arrival at Hitotsubashi ICS, prior to the start of their first enrolled class.
- All exchange students are to follow the Hitotsubashi ICS Academic Policy as enrolled students at Hitotsubashi ICS.
- All incoming Term 1 exchange students are required to participate in Foundation Week activities (at the beginning of term) to learn about Hitotsubashi ICS Academic Policy. Exchange students enrolled in T2, T3, and T4 will attend an on-campus meeting with ICS faculty member(s), at which time they will have the opportunity to ask questions and receive answers about the Academic Policy, Honor Code and the academic program in general.

THE HITOTSUBASHI ICS CLASSROOM

- The Hitotsubashi ICS MBA program incorporates a variety of teaching approaches and methodologies. These include case studies and discussions, simulation exercises, group projects, business plans, site visits, lectures, peer coaching and evaluation, team-building exercises, guest speakers and more.
- Exchange students at Hitotsubashi ICS are expected to arrive in time to enroll for and participate in the first day of course sessions.
- Hitotsubashi ICS expects active class engagement and contribution from all students, including exchange students. This entails following the attendance, absence, and tardiness policies as set out in the Hitotsubashi ICS Academic Policy and by the course instructor.

SEMINAR SYSTEM (Zemi)

- Every exchange student will belong to a Seminar led by a faculty member who serves as the academic advisor to the student.
- Seminar selection is conducted by a faculty member upon the students' arrival at Hitotsubashi ICS.
- Upon approval of the academic advisor, exchange students can join Seminar classes. However, exchange students cannot obtain credits for Seminar.

COURSE ENROLLMENT AND GRADING

- Exchange students to Hitotsubashi ICS may enroll in required or elective courses and must complete a minimum of six credits in each term.
- **Exchange students are required to take a minimum of 2 credits each term.** Exchange students are NOT eligible to take required courses, with the exception of Strategy (ST), Data Analytics for Business (DAB), Knowledge Management (KM), Japanese Business & Economy (JBE), Wise Leadership (WL) and Rethinking Business & Management (RBM). Term 1 incoming exchange students may include non-graduation credits towards the minimum number of credits in each term.
- **For Reference Only** – For detailed course calendar, please download the “Courses and Credits: Academic Year 2024-2025” at the following link: https://www.ics.hub.hit-u.ac.jp/programs/mba/academics/pdf/AY2024-2025_Courses_and_Credits_20240809.pdf
- Exchange students to Hitotsubashi ICS are graded on a letter (non-forced curve) grade basis for all courses unless a Pass/Non-Pass basis is requested by the administration of the affiliated MBA program.

Please refer to “Hitotsubashi ICS Academic Policy” for more details.