

Application Package

DBA Program

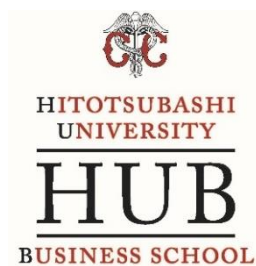


The Global Knowledge Hub in Tokyo

Academic Year 2019-2020

Hitotsubashi University Business School

School of International Corporate Strategy



Application Package for the DBA Program (2019-20)

Program Overview

Hitotsubashi ICS has offered since 2002 a doctoral degree program aimed at developing scholars who can serve as “one bridge” between the worlds of scholarship and practice. The Doctor of Business Administration (DBA) program is conducted in English at ICS’s campus in Chiyoda-ku, Tokyo.

The DBA program places particular emphasis on business problem-solving and its practical implications, while providing a theoretical and scientific foundation that adds academic rigor to research. DBA candidates combine insights from their own business experience with new knowledge gained through a rigorous program of independent research and exposure to state-of-the-art ideas discussed in business schools. DBA candidates are required to produce distinctive, original output at the leading edge of applied management research. Successful DBA theses combine original theories and methods as well as offer practical relevance and insights that will influence how managers think about business issues.

The DBA program relies heavily on individual initiative. Each DBA candidate spends three years designing and executing a research project under the academic supervision of ICS faculty. This work results in a dissertation targeting publication as an academic paper or a research-oriented management book. DBA candidates are required to complete four courses – two in research positioning and two in research methods, but they may take additional courses if they so choose. A candidate’s academic milestones in the program include a) successfully defending their dissertation proposal at a hearing and b) successfully completing and defending their doctoral thesis. DBA candidates are permitted to audit MBA courses with the approval of their advisor and the course instructor. Interested DBA candidates also have the opportunity to serve as a teaching assistant and to conduct joint research with ICS faculty.

Successful applicants to the DBA program must have two or more years of full-time work experience. While an MBA degree or other master’s degree is generally required for admission, the Admissions Committee may grant waivers for exceptionally qualified applicants.

The types of qualified applicants ICS seeks to attract to its DBA program include

- (1) Professionals with a master's degree seeking an early career change into academia as a faculty member of a business school. As standards for academic performance continue to rise among hiring business schools, more rigorous academic training is required for full-time faculty positions. ICS strongly recommends that candidates seeking a career in academia enroll in the program full time and contact the school one or two years prior to applying to the DBA program. This course of action improves the likelihood of a full-time doctoral student securing funds from the first year via external research fellowships such as the Research Fellowship for Young Scientists.
- (2) Faculty members and instructors at other business schools who currently do not hold a doctoral degree (e.g., *Jitsumuka-kyoin* at Japanese business schools) and seek to develop their research, education, and academic careers at a higher level as doctoral degree holders.
- (3) Experienced senior management practitioners who have formulated clear research ideas through their own work experiences and envision the DBA degree as an integrated part of their business careers.

DBA candidates must maintain residency in Japan while enrolled at ICS in order to participate in the program's courses and meetings with faculty members.

Professor Satoshi Akutsu is in charge of the DBA program and Ms. Nori Mogawa is the administrative staff. Students may select any member of the DBA faculty as their thesis advisor, contingent on approval by the DBA Program Committee and the faculty member concerned.

Application and Admission Procedures

(1) Maximum number of students to be admitted for 2019

Four (4) students

(2) Qualification of applicants

- An MBA or other master's degree, or approval for exemption from the DBA Program Committee. Please inquire before February 8, 2019 if seeking an exemption.
- Two or more years of full-time work experience, or approval for exemption from the DBA Program Committee.
- A good command of English, with a score above 109 in TOEFL iBT or 7.5 in IELTS Academic or equivalent (see Section 3 below).
- An expected GMAT score of 600 or higher.
- An expected GRE score of 160 or higher on Quantitative Reasoning and 150 or higher on Verbal Reasoning.

(3) Required application documents

Documents	Details
Application form	Completed and signed with a photo attached (Form A)
Master's degree certificate	Signed by the president or dean of the university
Official transcript of MBA or master's degree	Signed by the president or dean of the university
Career accomplishments	Description of candidate's business background and major business accomplishments to date
Personal statement	Inclusive of the following information: (1) Intended field of specialization (e.g., strategy, marketing, organization, operations management, knowledge management, etc.) and specific topics of interest within that field (2) Research proposal (i.e., title, intended topic of dissertation and intended research method) (3) Explanation of how a doctoral degree from ICS will assist in the achievement of career goals
Reference letters	Two letters of reference: (1) From persons who have been directly responsible for assessing the candidate's work and/or academic performance (2) Preferably one from an employer and one from an academic supervisor (Form B)

Official TOEFL or IELTS score report	<p>(1) Applicants must demonstrate competence in English by scoring over TOEFL iBT 109 or IELTS Academic 7.5.</p> <p>(2) ICS strongly recommends that candidates take the TOEFL/IELTS at least one month before submitting their application.</p> <p>(3) Applicants are to have officials send the official score report directly to ICS.</p> <p>TOEFL: University Code No.: 8682</p> <p>IELTS: Department: ICS Admissions Office</p> <p>University: Hitotsubashi University</p> <p>Address: National Center of Sciences, 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439, Japan</p> <p>※The following applicants are not required to include this item.</p> <ul style="list-style-type: none"> • Applicants whose native language is English • Applicants who graduated with a bachelor's or higher degree from a program conducted entirely in English <p>(Applicants who graduated with a bachelor's or higher degree from a program conducted entirely in English in a country other than Australia, Canada, Ireland, New Zealand, U.K. or USA must notify the ICS Admissions Office by email (chiyoda-info@hub.hit-u.ac.jp) within ten days before the application deadline.)</p> <ul style="list-style-type: none"> • Applicants who have worked for over three years in an English-speaking country
Official GMAT or GRE score report	<p>(1) Applicants must demonstrate a general aptitude for business studies as indicated by their scores in the Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE).</p> <p>(2) ICS strongly recommends that candidates take the GMAT or GRE at least one month before submitting their application.</p> <p>(3) Applicants are to have officials send the official score report directly to ICS.</p> <p>GMAT : University Code No. : F6R-Q5-52</p> <p>GRE: University Code No.: 1617</p> <p>(4) ICS does not accept unofficial scores, photocopies, or faxed score reports that are more than ten years old.</p>
Application fee: JPY 30,000	<p>See the attachment for payment procedures.</p> <p>※The application fee is exempted for individuals who graduated from a master's program of Hitotsubashi University after September 1, 2018.</p>
Photocopy of relevant passport page(s)	<p>Passport page(s) must include the candidate's name, photo, and passport number.</p> <p>※Applicants who do not need a student visa are not required to include this item.</p>

Note: All documents must be written in English. For any documents or certificates written in another language, please attach an English translation.

Only complete applications will be considered. Incomplete applications at the time of the application deadline will not be considered.

(4) Application procedures

All application documents **must be sent in one envelope to the following address by either registered mail or courier service**. Please write “DBA Application Documents” in red on the envelope.

Application period: **March 25 (Monday) – April 5 (Friday), 2019**

Address: Administrations Office
Hitotsubashi University Business School,
School of International Corporate Strategy
National Center of Sciences, 5th Floor
2-1-2 Hitotsubashi, Chiyoda-ku
Tokyo 101-8439, Japan

(5) Admissions procedures

The selection process involves two screenings. The first screening consists of a review of the written application documents, including the research proposal. The second screening consists of an interview.

(a) First screening (based on the written application documents)

- Screening criteria include the candidate’s level of academic aptitude and writing ability.
- The results of the first screening and the details of the second screening will be communicated to all applicants by email shortly after **April 19 (Friday), 2019**.

(b) Second screening (interview)

- Date/time: **April 26 (Friday), 2019**; 30 minutes per applicant
- Interview based on the application documents
- Location: Hitotsubashi University Chiyoda Campus (National Center of Sciences)

(6) Admission decision

Candidates will be notified of the admission decision by email and by post on **May 16 (Thursday), 2019**. Decisions will not be communicated by telephone or fax.

(7) Enrollment registration

(a) Registration period: **May 20 – 24, 2019** (weekdays only)

(b) Matriculation fee: JPY 282,000 (preliminary estimate)

- The matriculation fee is exempted for individuals who graduated from a master’s program of Hitotsubashi University after September 1, 2018, as well as individuals

who are former graduates of a master's program of the Graduate School of Business Administration, International Corporate Strategy or Commerce and Management.

- For all other applicants, the matriculation fee must be paid through a bank transfer using the prescribed form provided by Hitotsubashi University.
 - This form will be sent with the Acceptance Notice.
- (c) Tuition fees:
- Half-year tuition: JPY 267,900
 - Annual tuition: JPY 535,800 (preliminary estimate)
- (d) Payment period: October 1 – October 31, 2019
- (e) Other enrollment procedures are communicated at a later date.

(8) Miscellany

- (a) Admissions enquiries should be made only by fax (+81 (0)3-4212-3006) or email (chiyoda-info@hub.hit-u.ac.jp). Applicants making an enquiry may send their application documents once the enquiry has been answered satisfactorily.
- (b) Application documents will not be returned to applicants. The application fee is nonrefundable.
- (c) All official documents must be originals; photocopies are not acceptable.
- (d) Application forms should be typed using a computer or word-processor.
- (e) Applicants with disabilities or special needs who require accommodation in the application process and/or once they start their program at ICS should notify the ICS Admissions Office by Friday, February 8, 2019 prior to submitting their DBA Program application documents. Although the ICS Admissions Office will accept accommodation requests after this date, we may not be able to make necessary arrangements in time for the screening and/or the program starting date.

Requesting accommodation for the application process does not obligate you to apply to ICS. If you are undecided about whether to apply for the DBA Program, you can still submit accommodation requests.

Note: Depending on the types of accommodation you request, it may take some time for the ICS Admissions Office to respond.

- (f) Please be aware that a health examination taken at the Chiyoda Campus or submission of a certificate (copy) of a health examination taken within one year from October 2018 is mandatory for all students newly enrolled at ICS in the fall term of 2019.
- (g) Hitotsubashi University Health Center would like to introduce what medical information and services are available in Japan to all prospective international students. Please read through the linked information on the medical requirements during your stay in Japan.
http://www.hit-u.ac.jp/hoken/Hitotsubashi_University_Student_Medical_2.pdf

Application Fee of JPY 30,000: Payment Procedures

For applicants living in Japan:

Payment of JPY 30,000 must be made through a bank transfer to the account detailed below and a copy of the bank transfer receipt included in the application documents submitted to the ICS Admissions Office.

Bank name/branch: Sumitomo-Mitsui Bank, Kunitachi Branch
 Bank address: 1-8-45 Naka, Kunitachi-shi, Tokyo 186-0004, Japan
 Account name: Hitotsubashi University
 Savings A/C No.: 7761795
 Amount: JPY 30,000
 School address: 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan (Tel: +81-(0)3-42-580-8078)

For applicants living outside of Japan:

Payment by credit card is the preferred method for payment of the JPY 30,000 application fee. For more information, please use the following link:

[http://www.ics.hub.hit-u.ac.jp/admissions/dba/pdf/application-fee-payment-procedure-by-credit-card%20DBA\(1\).pdf](http://www.ics.hub.hit-u.ac.jp/admissions/dba/pdf/application-fee-payment-procedure-by-credit-card%20DBA(1).pdf)

Payment via bank transfer (cable remittance) is also possible. The JPY 32,500 (JPY 30,000 application fee + JPY 2,500 handling charge by the Japanese bank) payment can be made to the account detailed below. A copy of the bank transfer receipt must be included with the application documents submitted to the Admissions Office.

Bank name/branch: Sumitomo-Mitsui Bank, Kunitachi Branch
 Bank address: 1-8-45 Naka, Kunitachi-shi, Tokyo 186-0004, Japan
 Account name: Hitotsubashi University
 Savings A/C No.: 7761795
 SWIFT code: SMBCJPJT
 Amount: JPY 32,500
 School address: 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan (Tel: +81(0)3-42-580-8078)

Notes:

- **The application fee of JPY 30,000 is non-refundable.**
- **Hitotsubashi University's bank account must receive a net amount of JPY 30,000 after deduction of all remittance charges.** Candidates should enquire at their bank when making a remittance directly to Sumitomo-Mitsui Bank or through other banks. If the remittance is made through another bank, an additional charge may be deducted from the amount remitted. In this case, candidates should add that amount to the JPY 32,500.
- Please write the following on the bank transfer slip:
"The full amount of JPY 30,000 must be received by the account holder."
- Applicants making payment by bank transfer should add "DBA" in front of the applicant's name.
- Bank checks are not an acceptable form of payment.
- In the event of the full amount of the application fee not being transferred within the application period, the application will not be accepted.

Application Form

(A)

Please type your responses to all questions or write them legibly by hand.

Your Name (Family)	(Given)	(Middle)

(Family)	(Given)	

(Write your name in Japanese or Chinese characters (*kanji*, if used))Please attach a
recent photograph
showing your full
face

(4cm × 5cm)

Personal Data

Current mailing address

Home address

Home telephone

Business telephone

Facsimile number (if available)

E-mail address (required)

Date of birth

Month / Day / Year

Gender

Male

Female

Nationality/Region

(Name of Country or Region)

Educational background

	Name of Institution	Location	Period		Number of Years
			From(mo/yr)	To (mo/yr)	
Secondary Education / Upper School					
Higher Education / Undergraduate Level					
Higher Education / Graduate Level					

Undergraduate field of study

Undergraduate degree earned

Honors and awards (if any)

Graduate field of study

Graduate degree earned

Honors and awards (if any)

Extracurricular collegiate / community activities

Activities

(Indicate undergraduate "U", graduate "G", or community "C")

Dates (from-to)

Offices held, if any

Languages

Native Language

Other languages in which you are fluent

Employment Data

Beginning with your most recent employer, please list your full-time work experience below:

1

Employer / Company

From (mo/yr)

To (mo/yr)

- Banking Securities Insurance Trading, Foreign & Domestic
- Iron and Steel Manufacturing Chemical Manufacturing Food Production Textiles
- Electronic Devices and Machine Manufacturing Construction and Real Estate Transportation
- Information and Communications Journalism Gas, Electricity, and Petroleum
- Other Services Public Services

Location

Final job title

Responsibilities

2

Employer / Company

From (mo/yr)

To (mo/yr)

Location

Final job title

Responsibilities

3

Employer / Company

From (mo/yr)

To (mo/yr)

Location

Final job title

Responsibilities

4	Employer / Company	From (mo/yr)	To (mo/yr)
	Location	Final job title	
	Responsibilities		

References

Please list below the two individuals whom you have asked for references. References should come from persons who have been directly responsible for assessing your work and/or academic performance. At least one reference should come from an employer or supervisor.

1	Name (family, given, middle)	
	Position	Organization
2	Name (family, given, middle)	
	Position	Organization

I certify that all statements made in this application are true and accurate, and that responses to all essay questions are my own. I understand that falsification or misrepresentation of any information in this application is grounds for automatic revocation of all offers of admission and may result in expulsion from Hitotsubashi University Business School, School of International Corporate Strategy.

Signature	Date
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Reference Form

To the Applicant

Please complete only the top portion of this form. Your recommender should complete the rest of the form.

Your Name (Family)	(Given)	(Middle)

To the Recommender

The person whose name appears above is applying for admission to the Doctor of Business Administration Program in the School of International Corporate Strategy at Hitotsubashi University.

Please provide your reference on your own letterhead or stationery. In your letter, please answer the following questions as candidly and specifically as possible:

- (1) How long and in what capacity have you known the applicant?
- (2) Please provide a short list of specific activities which demonstrate the applicant's salient talents and strengths; e.g., analytical skills, intellectual curiosity, research skills, and ability to set and achieve goals.
- (3) Please discuss observations you have made concerning the applicant's interpersonal skills.
- (4) Please comment on your assessment of the applicant's ability to successfully carry out a major research project.

Please return this form and your reference to the applicant in a sealed envelope, with your signature across the seal. The applicant will submit the sealed, signed envelope to us as part of the completed application package.

The Admissions Committee is aware of the time and care necessary to prepare this form. We gratefully acknowledge your help.

- (5) Please give us your appraisal of the applicant in terms of the qualities listed below:

	Inadequate opportunity to observe	Below average (Bottom third)	Average (Middle third)	Good (Top third)	Excellent (Top 10%)	Exceptional (Top 1%)
Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical Reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inquisitiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to build and express a convincing argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide daytime telephone numbers should the Admissions Committee need to contact you regarding this letter of reference.

Telephone Number

Recommender's Signature

Recommender's Name (please print)

Date

Position or Title

Organization

Business Address

Home Address

Address

ICS is housed within the Gakujutsu Sogo Center (National Center of Sciences).

Hitotsubashi University Business School,
School of International Corporate Strategy
National Center of Sciences
2-1-2 Hitotsubashi Chiyoda-ku,
Tokyo 101-8439, JAPAN

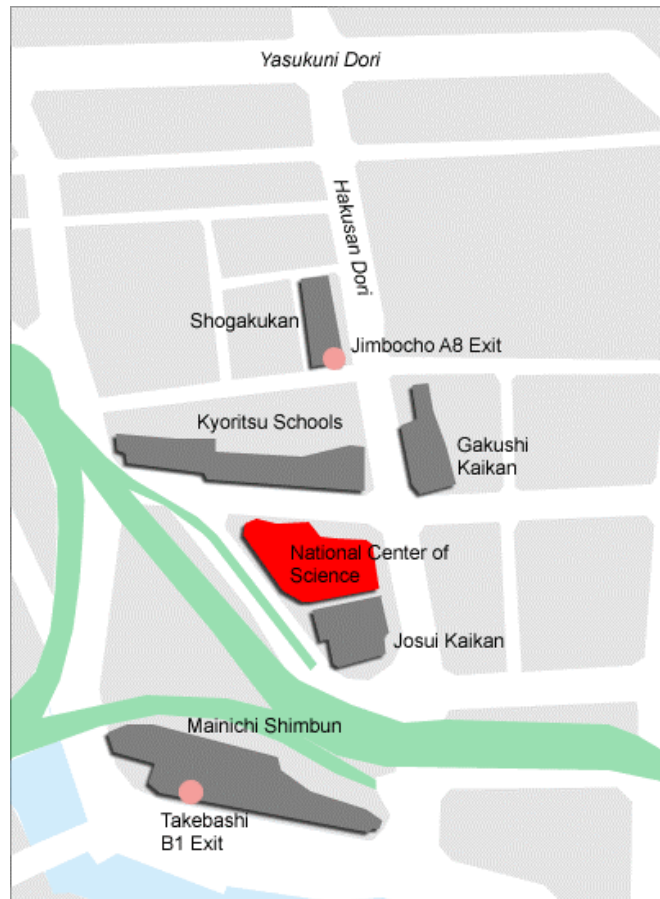
Getting There by Train

From Takebashi Station:

Take the Tokyo Metro Tozai line to Takebashi Station. Approximately a four-minute walk from Exit B1.

From Jimbocho Station:

Take the Tokyo Metro (Hanzomon line) or Toei subway (Shinjuku or Mita lines) to Jimbocho Station. Approximately a three-minute walk from Exit A8.



International Arrival

From Narita Airport

Take the Narita Express train to Tokyo Station (approx. 60 minutes), walk to Otemachi Station (approx. 5 minutes), then take the Tozai line to Takebashi Station. Alternatively, take the Mita line from Otemachi Station to Jimbocho Station.

From Haneda Airport

Take the Keihin Kyuko line to Mita Station (approx. 28 minutes), then change to the Toei Mita line and get off at Jimbocho Station.

