

Application Package

DBA Program



The Global Knowledge Hub in Tokyo

Academic Year 2024-2025
Hitotsubashi University Business School
School of International Corporate Strategy



Application Package for the DBA Program (2024-2025)

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 Hitotsubashi 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 at 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 a minimum of three years designing and executing a research project under the academic supervision of Hitotsubashi ICS faculty. This work results in a thesis targeting publication as an academic paper or a research-oriented management book. DBA candidates are required to complete three mandatory courses and seminar, and can choose from among a range of elective courses as many as which support implementation of their research. A candidate’s academic milestones in the program include a) successful defense of their thesis proposal at a hearing, and b) successful completion and defense of their doctoral thesis. DBA candidates are permitted to audit MBA courses with the approval of their advisor and the course instructor. During the program, there are opportunities to work as a research assistant (RA) or teaching assistant (TA) for their advisor or other faculty members.

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 Hitotsubashi 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. Hitotsubashi 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 their first year via external research fellowships such as the Research Fellowship for Young Scientists of the Japan Society for the Promotion of Science (JSPS).

- (2) Faculty members and instructors at other business schools currently not holding a doctoral degree (e.g., *Jitsumuka-kyoin* at Japanese business schools) and seeking to develop their research, education and academic careers at a higher level as doctoral degree holders.
- (3) Experienced senior management practitioners who have already formulated clear research ideas through their own work experiences and are envisioning the DBA degree as an integrated part of their business careers.

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

Professor Satoshi Akutsu is the DBA Program Director. Students may request any member of the DBA faculty to be their thesis advisor, contingent on obtaining approval from the DBA Program Committee and the faculty member concerned.

Application and Admissions Procedures

(1) Maximum number of students to be admitted for 2024

Four (4) students

***If the number of applicants reaches the enrollment capacity in the first round, the second round will not be held.**

(2) Qualification of applicants

- An MBA or other master's degree is required for admission. Applicants requesting an exemption must seek approval from the DBA Program Committee beforehand. Please inquire before the following deadline if seeking an exemption.

1st Round: Tuesday, August 1, 2023 2nd Round: Thursday, February 1, 2024

- 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).
- GMAT score or GRE score is **mandatory for all applicants**.

GMAT score of 600 or higher, or GRE score of 160 or higher on Quantitative Reasoning and 150 or higher on Verbal Reasoning.

GMAT scores are valid for up to five years after the exam date.

(3) Required application documents

All documents must be submitted via the Hitotsubashi ICS Online Application System. You can start uploading documents once they are available. It is also possible to re-upload documentation in the event of you needing to update contents but please note that documentation uploading/re-uploading MUST be done **by the application deadline**.

Please refer to "How to apply": <https://www.ics.hub.hit-u.ac.jp/admissions/dba/apply.html>

Documents	Details
Master's degree certificate	Degree certificate or certified copy of a diploma signed by the president or dean of the university. Applicants must submit copies of original documents to the Hitotsubashi ICS Admissions Office within the enrollment period.
Official transcript of MBA or master's degree	Official or certified copy of transcript signed by the president or dean of the university. Applicants must submit copies of original documents to the Hitotsubashi ICS Admissions Office within the enrollment period.

<p>Essay (Career accomplishments, Personal statement)</p>	<p>Please download the format at “How to apply”: https://www.ics.hub.hit-u.ac.jp/admissions/dba/apply.html</p>
<p>Official TOEFL or IELTS score report</p>	<p>(1) Applicants are to have their test takers score report uploaded to the online application system.</p> <p>AND</p> <p>(2) Applicants are to have the ETS/IELTS test centre send the official score report directly to Hitotsubashi ICS.</p> <ul style="list-style-type: none"> - TOEFL University Code No.: 8682 - IELTS Department: Hitotsubashi ICS Admissions Office University: Hitotsubashi University Address: National Center of Sciences, 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439, Japan <p>(3) Hitotsubashi ICS strongly recommends that candidates take the TOEFL/IELTS at least one month before the application deadline to ensure that the official score report is received in time.</p> <p>*The following applicants are not required to include this item.</p> <p>(4) Applicants whose native language is English</p> <p>(5) Applicants who graduated with a bachelor’s or higher degree from a program conducted entirely in English (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, the UK or the US must notify the Hitotsubashi ICS Admissions Office by email (chiyoda-info@hub.hit-u.ac.jp) no less than ten days before the application deadline.)</p> <p>(6) Applicants who have worked for over three years in an English-speaking country</p>
<p>Official GMAT or GRE score report</p>	<p>(1) Applicants are to have their test takers score report uploaded to the online application system.</p> <p>AND</p> <p>(2) Applicants are to have GMAC/ETS send the official score report directly to Hitotsubashi ICS.</p> <ul style="list-style-type: none"> - GMAT University Code No.: F6R-Q5-52 - GRE University Code No.: 1617 <p>(3) Hitotsubashi ICS strongly recommends that candidates take the GMAT or GRE at least one month before the application deadline to ensure that the official score report is received in time.</p>

Proof of application fee payment (JPY 30,000)	<p>See page 9 for payment procedures.</p> <ul style="list-style-type: none"> The application fee is exempted for individuals who graduated or are expected to graduate from a master's program of Hitotsubashi University after September 1, 2023. Japanese government-sponsored students (<i>Kenkyusei</i>) are not required to pay the application fee; please enclose the government scholarship certificate issued by the enrolled university.
Identity document	Photocopy of the relevant page(s) of the applicant's identity document indicating the applicant's name, photograph, passport number or Japanese driver's license number, date of birth, etc.
Up to two letters of reference (Optional)	<p>Hitotsubashi ICS highly recommends that applicants submit one or two reference letters to enable the school to learn more about the applicant via the objective evaluations provided by referees.</p> <p>A reference should be from a person who has been directly responsible for assessing the applicant's work and/or academic performance. It is desirable that a reference be from a supervisor within the applicant's current company/employing organization.</p> <p>Applicant must register the referee(s) on the online application system. The Hitotsubashi ICS Online Application System will send the form to the applicant's referees directly by email.</p>

Notes:

- 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.
- The online application system's 'Submit' button becomes available for selection ONLY when ALL mandatory documents above have been uploaded.**
- As the online application can accept individual documents whenever they are ready and is also able to accept uploading of the same document multiple times, **please start uploading individual documents to the online system as soon as they are available.** In the case of needing to update an already-uploaded document, applicants may simply upload the document again. **Please be sure to upload all documentation by the specified application deadline.**
- Applicants wishing to support their application with a reference letter/reference letters should ensure that their nominated referee(s) have uploaded the reference letter(s) to the online system before the submission. **Reference letter(s) must be uploaded before the applicant clicks the 'Submit' button in order for the reference letter(s) to be included as application documents.**
- Maximum of 10 items can be uploaded and stored in each section.

(4) Admissions Schedule

For the 2024 intake, please note the following:

- **If the number of applicants reaches the enrollment capacity in the first round, the second round will not be held.**
- 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.

1 st Round	2 nd Round	Note
Application period		
Thursday September 14 2023 to Wednesday September 27 2023	Thursday March 14 2024 to Wednesday March 27 2024	Applications must be submitted via the Hitotsubashi ICS Online Application System. An application is regarded as officially received if the applicant has pressed the 'Submit' button on the system no later than <u>14:59 JST</u> on the respective deadline date.
Announcement of first screening result		
Friday October 13 2023	Friday April 12 2024	Screening criteria include the candidate's level of academic aptitude and writing ability. Applicants will be communicated by email of the interview decision (i.e., whether they have passed the first screening and are eligible for the interview stage) and, in the event of passing the first screening, the exact time of the interview, shortly after this date.
Second screening (interview)		
Friday October 27 2023	Friday April 19 2024	<ul style="list-style-type: none"> • 20 minutes per applicant • Interview based on the application documents • Location: Hitotsubashi University Chiyoda Campus (National Center of Sciences) • The interview method and location are subject to change depending on circumstances.
Announcement of final result		
Thursday November 16 2023	Thursday May 16 2024	Applicants will be notified of the admissions decision by email and by post on the above dates. Decisions will not be communicated by telephone or fax.

1 st Round	2 nd Round	Note
Periods for completion of enrollment		
<p style="text-align: center;">Friday November 17 2023</p> <p style="text-align: center;">to</p> <p style="text-align: center;">Friday November 24 2023</p>	<p style="text-align: center;">Monday May 20 2024</p> <p style="text-align: center;">to</p> <p style="text-align: center;">Friday May 24 2024</p>	<p>Successful applicants must remit the non-refundable matriculation fee and submit the original documents in accordance with instructions from the Hitotsubashi ICS Admissions Office within the relevant enrollment period.</p> <p>(a) Matriculation fee: JPY 282,000 (preliminary estimate)</p> <ul style="list-style-type: none"> • The matriculation fee is exempted for the following individuals. <ul style="list-style-type: none"> (1) Individuals who graduated from a master’s program of Hitotsubashi University after September 1, 2023 (2) Individuals who are graduates of a master’s program of the Graduate School of Business Administration, the Graduate School of International Corporate Strategy, or the Graduate School of Commerce and Management. • For all other applicants, the matriculation fee must be paid through a bank transfer using the prescribed method provided by Hitotsubashi University. • For applicants in Japan, a transfer request form will be sent with an acceptance letter. <p>(b) Degree certificate and Official transcript: <u>Copies of original documents must be sent in one envelope to the following address by either registered mail or courier service, within the enrollment period.</u> Please write “DBA Application Documents” in red on the envelope. Both documents must be originals; photocopies are not acceptable. DO NOT send your original diploma, as documents will not be returned to applicants.</p> <p>Address: Admissions 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</p>

(5) Notes

(a) Admissions enquiries should be made only by email (chiyoda-info@hub.hit-u.ac.jp) or fax (+81 (0)3-4212-3006).

(b) The annual tuition fee is **JPY 642,960**, payable in two installments of **JPY 321,480** each in October 2024 and May 2025 for AY2024-2025.

The tuition fees above are preliminary estimate. Should the actual amount become subject to revision at the time of admissions or during enrollment, the new revised amount shall be applied and go into effect from the time of revision.

(c) Applicants who have disabilities or special needs that require accommodating in the application process and/or once they start their program at Hitotsubashi ICS should notify the Hitotsubashi ICS Admissions Office by **Tuesday, August 1, 2023** prior to submitting their DBA Program application documents. Although the Hitotsubashi ICS Admissions Office will accept such notifications after this date, it may not be possible to make arrangements necessary to accommodate disabilities/special needs in time for the screening and/or the program starting date.

Requesting such accommodation for the application process as per the above does not constitute an obligation to apply to Hitotsubashi ICS. A person who is undecided about whether to apply for the DBA Program may still submit such accommodation requests.

Note: Depending on the type(s) of accommodation requested, it may take some time for the Hitotsubashi ICS Admissions Office to respond.

(d) 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 2024 is mandatory for all students newly enrolled at Hitotsubashi ICS in the autumn term of 2024.

Application Fee

Please pay the application fee of JPY 30,000 **during the application period.**

Applicants in Japan

■ Payment at a convenience store / Payment by Pay-easy, internet banking or credit card

Instructions can be found at the following link:

<https://www.hit-u.ac.jp/faculties/graduate/examfee.html>

*Please select “経営管理研究科” > “博士後期課程” > “国際企業戦略専攻” > “DBA プログラム” when selecting the category.

■ Payment by bank transfer

Payment can be made by bank transfer to the account below.

Bank name: Sumitomo Mitsui Banking Corporation

Branch: Kunitachi Branch

Account name: Hitotsubashi University

Savings A/C no.: 7761795

Applicants outside Japan

■ Payment by credit card

Instructions can be found at the following link:

<https://www.hit-u.ac.jp/faculties/graduate/examfee.html>

*Please select “Graduate School of Business Administration” > “Doctoral Programs” > “School of International Corporate Strategy” > “HUB ICS DBA Program” when selecting the category.

Notes:

- The application fee of JPY 30,000 is **non-refundable**.
- Japanese government-sponsored students (Kenkyusei) are not required to pay an application fee; please submit a government scholarship certificate issued by the enrolled university.
- 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.

Contact Us

Address

Hitotsubashi 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
Admissions Office: 5th Floor

Getting to Hitotsubashi ICS 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.

