

## University and Enrollment Regulations

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Graduate School Regulations

### Section 1 — General Provisions

#### Purpose

Article 1: The regulations of the Graduate School of Management, GLOBIS University specify the requirements for the Graduate School of Management, GLOBIS University (hereafter, referred to as the "University").

#### Graduate School

Article 2: The Graduate School of Management is established under the University.

#### Program

Article 3: A professional master's degree program (Master of Business Administration) is established under the Graduate School of Management.

#### Division

Article 4: The Division of Management is placed under the Graduate School of Management. The Division of Management has the three programs below.

1. Part-time & Online MBA Program (Japanese)
2. Part-time & Online MBA Program (English)
3. Full-time MBA Program (English)

#### Academic Objectives

Article 5: In responding to the needs to educate management professionals in Japanese and Asian societies, the Graduate School of Management aims to cultivate practical business leaders and management professionals who follow a well-rounded code of professional ethics who will "create and innovate" businesses. The purpose is to contribute to practical research in the creation of businesses and models of business innovation unique to Japan and Asia.

### Section 2 — Duration for Program Completion, Academic Year, Term and School Holidays

#### Standard Duration of Program Completion and Maximum Duration of Enrollment

Article 6: The standard duration of program completion at the Graduate School of Management is below.

1. Part-time & Online MBA Program (Japanese), Part-time & Online MBA Program (English): two years
2. Full-time MBA Program (English): one year

Article 6-2: If students who belong to each of the programs decide to take longer to complete the academic program than the standard duration as stipulated in Article 6-1, they may be permitted to extend their studies by applying for enrollment extension as specified in Article 14. Students in programs with a duration of two years may extend their studies up to a maximum of five years. Students in the Full-time MBA Program (English) may extend their studies up to a maximum of two years under regular circumstances. However, extensions are subject to the validity of student visas issued by embassy or consulates. The President may allow the extension of enrollment beyond the maximum duration for all programs if there are

special circumstances.

Article 6-3: The maximum duration of enrollment in the program is the number of years as stipulated in Article 6-2, with the exception of any leaves of absence.

#### **Academic Year**

Article 7: The academic year begins April 1 and ends on March 31 the following year.

#### **Academic Term**

Article 8: The academic year is divided into four three-month terms; with classes beginning in January, April, July, and October. For the Full-time MBA Program (English), the academic year is divided into eight terms; with classes beginning in September, October, mid-November, January, mid-February, April, mid-May, and July. Each term is one-and-a-half months long, with the exception of the September term, which is one month long.

#### **School Holidays**

Article 9: The days on which classes are not held (school holidays) are stipulated separately.

### **Section 3 — Organizational Structure of Departments and Program**

#### **President**

Article 10: The President is the head of the University.

#### **Dean**

Article 11: The Dean is the head of the Graduate School of Management.

#### **Management Structure**

Article 12: Matters concerning the operations of the Graduate School of Management and other necessary affairs are deliberated at the Faculty Meetings or the Executive Committee of the University, depending on the specific content.

Article 12-2: Faculty Meetings are attended by registered faculty (including professors, associate professors, and lecturers), and other staff as appointed by the Faculty Meeting. The chairperson of the faculty meeting is the Dean of the Graduate School of Management.

Article 12-3: Faculty Meetings shall provide opinions on matters decided by the President with regard to admission, graduation, course completion, conferral of degrees and other important matters concerning education and research stipulated by the President as requiring the hearing of opinions of Faculty Meetings.

Article 12-4: A Board of Delegates shall be established as necessary, and deliberations by the Board of Delegates can take the place of Faculty Meeting deliberations.

Article 12-5: The Executive Committee for the University consist of the Chairperson, President, Dean, Deputy Dean, Secretary General, faculty who have issues to propose, and other University staff deemed necessary by the Chairperson. The Chairperson chairs the Executive Committee for the University. However, the President shall make decisions with regard to admission, graduation, course completion, conferral of degrees and other important matters concerning education and research.

Article 12-6: The Executive Committee for the University mainly deliberate on affairs concerning the earnings and expenses of the University, the main services for students, significant changes in systems, and other related issues.

## Section 4 — Academic Programs

### Courses

Article 13: Matters concerning courses, the required number of credits, course registration and other issues are stipulated separately.

Article 13-2: The courses stipulated in Article 13-1 may, through a variety of media, be offered outside the classroom where the original class is offered.

Article 13-3: The courses stipulated in Article 13-1 may be taken outside of Japan, including the courses stipulated in Article 13-2 which take place outside the classroom where the original class is offered.

Article 13-4: The courses stipulated in Article 13-1 may be conducted at places other than classrooms and affiliated facilities of the University.

Article 13-5: The courses stipulated in Article 13-1 may be conducted in the evening time or other times and/or periods specified by the University.

### Enrollment Extension

Article 14: The Graduate School of Management can accept requests from students in each of the programs when they apply for the Enrollment Extension System, which, due to circumstances such as those at work, enables students to complete the curriculum in a planned manner for a certain period longer than the standard duration of program completion as stipulated in Article 6-1.

## Section 5 — Grading and Completion for the Program

### Grading

Article 15: The University evaluates the overall performance of students enrolled in University courses in accordance with prescribed grading criteria. The grading criteria are stipulated separately.

### Requirements for Program Completion

Article 16: Completion of the program of the Graduate School of Management requires students to be enrolled for at least the standard duration of program completion stipulated for each program in Article 6, to pass a test as determined by the Graduate School of Management (Full-time MBA Program (English) excluded), and to have obtained at least the required number of credits for program completion in the specified courses.

Article 16-2: Credits required for program completion are as follows. Students must complete at least one-half of the credits required for program completion from the programs specified below.

Program	Credits required for program completion	At least one-half of the credits required for program completion must be taken from the following program
Part-time & Online MBA Program (Japanese)	36 credits	Part-time & Online MBA Program (Japanese)
Part-time & Online MBA Program (English)	36 credits	Part-time & Online MBA Program (English)
Full-time MBA Program (English)	48 credits	Full-time MBA Program (English)

### Conferral of Degrees

Article 17: The Master of Business Administration degree is conferred on those who successfully complete the Graduate School of Management program.

Article 17-2: The area of specialization of the degree as well as other necessary details in relation to the degree is stipulated separately.

### Taking Courses at other Graduate Schools

Article 18: The University may, in accordance with consultations with other graduate schools, allow a student to participate in courses from these other graduate schools if the University determines that courses in a specialized field contribute to the student's academic development.

Article 18-2: The credits accrued at other graduate schools as stipulated in Articles 18-1 and 19-1 are, for up to a maximum of 10 credits, considered for credits earned at the University through consultation in the Faculty Meeting or with the Board of Delegates.

### **Certification of Credits Earned Prior to Admission**

Article 19: Credits earned by a student for a course, including credits earned according to stipulations as a non-degree student in the University or other graduate schools, prior to enrollment in the University may be regarded as the equivalent of taking a course at the University when determined there is sufficient educational benefit.

Article 19-2: The total number of credits earned at the University and/or those earned at other graduate schools that may be recorded as earned at the University in accordance with Article 19-1 cannot exceed 15. The maximum number of the credits earned at other graduate schools to be regarded as earned credits at the University will be as stipulated in Article 18-2.

Article 19-3: Other than as stipulated in Article 19-2, the necessary criteria and procedures for approving credits and related issues are stipulated separately.

Article 19-4: The time period and grades for earning credits prior to enrolling in the University in accordance with Article 19-1 may be no more than half of the standard duration of program completion for the respective professional master's degree program and will be regarded as enrollment in the University.

### **Section 6 — Total Capacity and Staff Organization**

#### **Admission Capacity and Total Capacity**

Article 20: Admission to the Graduate School of Management program is limited to 1,050 students.

Program	Admission Capacity	Total Capacity
The Graduate School of Management, Master of Business Administration	1,050	1,880

#### **Staff Organization**

Article 21: The University maintains staff in charge of duties such as teaching, student affairs, accounting, administration, and other related functions. Specific staff organization is stipulated separately.

### **Section 7 — Admissions, Withdrawals, Transfers, Leaves of Absence and Graduation**

#### **Admission Period**

Article 22: The admission date is April 1 for the Part-time MBA Program (Japanese) and the Online MBA Program (Japanese). The admission date is October 1 for the Part-time & Online MBA Program (English) and September 1 for the Full-time MBA Program (English).

#### **Application, Selection, and Procedures for Admission**

Article 23: In accordance with Article 22, application, selection, and procedures for admission are conducted two or more times each year.

#### **Admission Qualifications**

Article 24: Qualifications for admission to the University are stipulated separately.

#### **Application for Admission**

Article 25: Those who wish to enroll in the University must apply by submitting a completed application form along with the prescribed application fee and other documents as stipulated separately.

### **Admission Screening**

Article 26: The President determines which applicants stipulated in Article 25 are to be accepted, after deliberations at the Faculty Meetings or the Board of Delegates, based on the results of the screening process stipulated separately.

### **Admission Procedures and Admission Acceptance**

Article 27: Those who receive notice of acceptance in accordance with Article 26 must submit prescribed documents and pay the enrollment fee. Documents required for admission are stipulated separately.

Article 27-2: The President shall permit the admission of those who have completed the admission procedures in accordance with Article 27-1 (including those who are exempt from paying the enrollment fee or allowed to postpone payment of the enrollment fee).

### **Withdrawals and Transfers to Other Graduate Schools**

Article 28: Students wishing to withdraw from the University must notify the Administration Office.

Article 28-2: Students wishing to transfer to other graduate schools must notify the Administration Office in the same manner as the withdrawal.

### **Re-Admission**

Article 29: The University may allow re-admission after a screening when a student who has previously withdrawn or who has been removed from the University in accordance with Article 35 reapplies for admission.

### **Transfer Students**

Article 30: The enrollment of a transfer student from other graduate schools to the University may be granted after examining various factors including the reason for transferring, academic capability and the other related issues.

### **Leaves of Absence**

Article 31: A student who can no longer continue attending school due to illness or other unavoidable circumstances may be permitted to take a leave of absence after completing the necessary procedures.

Article 31-2: The duration of a leave of absence is specified separately.

Article 31-3: The student must promptly take steps to re-enroll in the University as soon as the given circumstances necessitating the leave of absence have ended.

### **Study Abroad**

Article 32: The University may allow a student to study at a graduate school overseas, in accordance with consultations with these entities, if the University determines that the study at the said graduate school contributes to the student's academic development.

Article 32-2: Studies abroad in accordance with Article 32-1 will not be considered leaves of absence.

### **Non-Degree Students**

Article 33: Students not enrolled in the University wishing to take one or more courses offered by the University may be permitted to enroll as non-degree students based on provisions of the Graduate School of Management.

Article 33-2: Requirements for non-degree students are stipulated by the Graduate School of Management.

### **Program Completion**

Article 34: The University shall approve the program completion of students who satisfy specific program completion requirements as stipulated.

## Removal from School

Article 35: The President may, after consultation at the Faculty Meeting or with the Board of Delegates, remove from the University any student to whom one of the following situations applies:

1. Students whose duration of enrollment exceeds the maximum duration of enrollment stipulated in Article 6.
2. Students who do not respond or communicate through their registered contact information for one year.
3. Students who have been reported deceased.
4. Students who neglect to pay the enrollment fee or tuition beyond the payment deadlines stipulated separately and fail to pay despite being given adequate warning.

## Section 8 — Enrollment Fees, Tuition, and Other Costs

### Enrollment Fees, Tuition, and Other Costs

Article 36: As tuition for the Graduate School of Management, the enrollment fee and the tuition are stipulated below.

#### 1. Part-time & Online MBA Program (Japanese) and Part-time & Online MBA Program (English)

Admitted until and including the academic year 2013	Enrollment fee: JPY 22,000 Tuition for standard duration of program completion (two years): JPY 2,826,000 Enrollment Extension Fee: JPY 250,000 per year
Admitted from the academic year 2014 until the academic year 2016	Enrollment fee: JPY 23,000 Tuition for standard duration of program completion (two years): JPY 2,907,000 Enrollment Extension Fee: JPY 257,000 per year
Admitted from the academic year 2017 until the academic year 2019	Enrollment fee: JPY 23,000 Tuition for standard duration of program completion (two years): JPY 2,961,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in or after the academic year 2020	Enrollment fee: JPY 80,000 Tuition for standard duration of program completion (two years): JPY 2,998,000 Enrollment Extension Fee: JPY 267,000 per year

#### 2. Full-time MBA Program (English)

Admitted until and including the academic year 2016	Enrollment fee: JPY 206,000 Tuition for standard duration of program completion (one year): JPY 3,703,000 Enrollment Extension Fee: JPY 257,000 per year
Admitted in the academic year 2017	Enrollment fee: JPY 210,000 Tuition for standard duration of program completion (one year): JPY 3,771,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in the academic year 2018 until the academic year 2019	Enrollment fee: JPY 220,000 Tuition for standard duration of program completion (one year): JPY 3,771,000 Enrollment Extension Fee: JPY 262,000 per year
Admitted in or after the academic year 2020	Enrollment fee: JPY 225,000 Tuition for standard duration of program completion (one year): JPY 3,845,000 Enrollment Extension Fee: JPY 267,000 per year

Other necessary educational costs are stipulated separately.

The enrollment fees and tuition for non-degree students in each program are stipulated separately.

### **Payment Method**

Article 37: The payment method of the enrollment fee, tuition and other costs is defined separately.

## **Section 9 — Rewards and Punishment**

### **Commendation**

Article 38: Students with superior character and grades, or students who display behavior of worthy of particular value may receive commendation.

### **Scholarship**

Article 39: The University may award scholarships to outstanding students as identified through reviews during the admissions process or in recognition of course achievement.

### **Disciplinary Action**

Article 40: The President shall take disciplinary action after deliberations at the Faculty Meetings or the Board of Delegates for students who have violated the Graduate School Regulations or any other regulations or directives, or who have committed any unlawful or inappropriate action.

### **Forms of Disciplinary Action**

Article 41: The three levels of disciplinary action are: (1) a warning, (2) suspension for a limited period of time, and (3) expulsion.

1. Warning: A demand to correct past errors and a call for improvement.
2. Suspension: An order suspending the student from attending class; the period of suspension shall be less than six months.
3. Expulsion: Forfeiture of student status.

### **Behaviors Subject to Disciplinary Action**

Article 42: Behavior and other items listed below may be subject to disciplinary action. Items (2) and (3), however, shall in principle result in expulsion.

1. Acts that violate University regulations.
2. Students who receive or exceed the number of Ds or Fs specified in their corresponding program.
3. Students who exceed the standard duration of program completion stipulated in Article 6 and repeat an academic year.
4. Harassment.
5. Cheating on examinations and other activities or actions that violate academic ethical standards in the preparation of a report or other assignment.
6. Addressing, contributing, or posting comments that malign or slander the University or those related to the University through media that is accessible to those related to the University, including the mailing lists, SNS (social networking services), and others.
7. Actions that obstruct the duties of teaching staff and student learning, research, and legitimate activities at the University through unlawful means, such as violence, intimidation, fraud, and others.
8. Criminal activity.
9. Other actions that disrupt the sound order of the University and actions deemed inappropriate for students.

### **Implementation of Disciplinary Action**

Article 43: Disciplinary action shall be implemented by the Dean of the Graduate School of Management or others, under orders from the President,

by issuing a notice of disciplinary action to the student.

### **Student Opportunity for a Hearing**

Article 44: The President shall notify a student who is subject to disciplinary action that said action will be placed for deliberation before the Faculty Meeting or the Board of Delegates, and if factual errors, new facts, or other legitimate causes are discovered, the student will be afforded the opportunity to present oral or written comments regarding said disciplinary action.

### **Supplementary Provisions**

1. The Graduate School Regulations take effect on April 1, 2006.
2. The revised provisions of the Graduate School Regulations (Articles 3, 10-2, 18 and 21) take effect on April 1, 2007.
3. The revised provisions of the Graduate School Regulations (Article 17-2 and Item (1) of Article 39 take effect on December 25, 2006.
4. The revisions of the Graduate School Regulations (Articles 3 and 10-5) take effect on May 1, 2008.
5. The revisions of the Graduate School Regulations (Article 10) take effect on August 1, 2008.
6. The revisions of the Graduate School Regulations (Item (1) of Article 39) take effect on September 29, 2008.
7. The revisions of the Graduate School Regulations (Articles 18 and 21) take effect on April 1, 2009.
8. The revisions of the Graduate School Regulations (Items (2) and (5) of Article 36) take effect on March 20, 2009.
9. The revisions of the Graduate School Regulations (Articles 18, 21 and 33) take effect on April 1, 2010.
10. The revisions of the Graduate School Regulations (Articles 14, 18, and 21) take effect on April 1, 2011.
11. The revisions of the Graduate School Regulations take effect on April 1, 2012.
12. The revisions of the Graduate School Regulations take effect on April 1, 2013.
13. The revisions of the Graduate School Regulations take effect on April 1, 2014.
14. The revisions of the Graduate School Regulations take effect on October 1, 2014.
15. The revisions of the Graduate School Regulations take effect on April 1, 2015.
16. The revisions of the Graduate School Regulations take effect on April 1, 2016.
17. All Regulations of the University shall be governed by and construed in accordance with the laws of Japan.
18. Any dispute arising out of the Regulations of the University shall be subject to the exclusive jurisdiction of the Tokyo District Court.
19. Revisions to the Graduate School Regulations take effect on June 1, 2016.
20. The revisions of the Graduate School Regulations take effect on April 1, 2017.
21. The revisions of the Graduate School Regulations take effect on October 1, 2017.
22. The revisions of the Graduate School Regulations take effect on April 1, 2018.
23. The revisions of the Graduate School Regulations take effect on April 1, 2019.
24. The revisions of the Graduate School Regulations take effect on April 1, 2020.
25. The revisions of the Graduate School Regulations take effect on April 1, 2021.

### **Purpose**

Article 1: These regulations aim to provide the necessary details for the granting of a degree by the Graduate School of Management, GLOBIS University.

### **Conferral of Degrees**

Article 2: The University shall confer professional degrees. These degrees are conferred on those who have completed the program at the Graduate School of Management.

### **Area of Specialization**

Article 3: The area of specialization describing this professional degree shall be Master of Business Administration.

Note: From academic year 2018, the Japanese description of this professional degree has become different between the Part-time & Online MBA Program (Japanese), Part-time & Online MBA Program (English) and the Full-time MBA Program (English).

### **Verification of Program Completion**

Article 4: The President shall establish a completion verification committee to consider whether degrees should be conferred on students who have completed the program requirements.

Article 4-2: The committee shall take the place of the Board of Delegates of Faculty Meetings in order to proceed with the deliberations swiftly and substantially.

Article 4-3: The committee shall consist of representatives of the faculty and staff, including at least two faculty members; however, faculty members and other staff from other graduate schools or research institutions may be added to the deliberations as deemed necessary by the President.

Article 4-4: The committee shall report to the president its findings regarding program completion verification.

### **Conferral of Degrees**

Article 5: Based on the report referred to in Article 4, the President shall confer defined degrees.

### **Revocation of Degree Conferral**

Article 6: In the case it becomes evident that a student has employed dishonest means to earn a degree, the degree will be revoked through the completion verification committee stipulated in Article 4 and the student shall return the diploma.

Article 6-2: In the case that a student had damaged the reputation of the school and the degree, the degree will be revoked through the Expulsion and Disciplinary Committee.

### **Supplementary Provisions**

1. The Degree Regulations take effect on April 1, 2006.
2. The revised provisions of the Degree Regulations take effect on April 1, 2015.
3. The revised provisions of the Degree Regulations take effect on October 6, 2015
4. The revised provisions of the Degree Regulations take effect on October 1, 2017
5. The revised provisions of the Degree Regulations take effect on December 3, 2019
6. The revised provisions of the Degree Regulations take effect on April 1, 2021

## **Section 1 — General Provisions**

### **Purpose**

Article 1: The Enrollment Regulations of the Full-time MBA Program (English), Graduate School of Management, GLOBIS University (hereafter, referred to as the "Enrollment Regulations") specify the requirements for the Full-time MBA Program (English) (corresponding to Article 2, Item (4)) associated with the Graduate School Regulations. The requirements which correspond to Article 2, Items (1) and (2) are specified in the Enrollment Regulations of the Part-time & Online MBA Program (Japanese), Graduate School of Management, GLOBIS University, and the requirements which correspond to Article 2, Item (3) are specified in the Enrollment Regulation of the Part-time & Online MBA Program (English), Graduate School of Management, GLOBIS University.

### **Program**

Article 2: The following four programs are placed under the Division of Management of the Graduate School of Management, GLOBIS University (hereafter, referred to as the University).

1. Part-time & Online MBA Program (Japanese)
2. Part-time & Online MBA Program (English)
3. Full-time MBA Program (English)

Article 2-2: The Full-time MBA Program (English) is a one-year program beginning September 1 and ending August 31.

## **Section 2 — Admissions, Admission Screenings and Tuition**

### **Time of Admission**

Article 3: The date of admission is September 1 of each academic year.

### **Application Qualifications**

Article 4: Applicants to the University, in principle, must have two years or more of work experience, whether private or public, upon the date of admission, and have met one of the following criteria:

1. Graduated from a four-year college or university.
2. Received a Bachelor's degree certified under the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE).
3. Completed 16 years or more of education in an institution outside of Japan.
4. Completed 16 years or more of education in an institution outside of Japan through distance learning from Japan.
5. Completed a program in Japan at an educational institution that has been designated as being equivalent to a program of a university in a foreign country (designated as a Japanese school by the Japanese Minister of Education, Culture, Sports, Science and Technology).
6. Granted a degree equivalent to a Bachelor's degree by completing a course of 3 years or more at a university, etc. in a foreign country.
7. Granted an advanced diploma (qualification equivalent to a bachelor's degree) offered at a higher vocational school designated by the Ministry of Education, Culture, Sports, Science and Technology.
8. Acknowledged by an individual review of application qualifications, and to be at least 22 years of age.

## **Application Process**

Article 5: Applicants must complete the designated procedures and pay the stipulated application fee by the specified deadline.

## **Admission Screenings**

Article 6: The decision regarding which students to admit will be made after an admission screening of all the applicants.

Article 6-2: Admission screening procedures such as the method and timing are stipulated separately.

## **Applying to Different Programs Simultaneously, Reapplying to the Same Program**

Article 7: Applicants may not apply to more than one of the three programs specified in Article 2 during the same academic year.

Article 7-2: Applicants who were not accepted in previous years may reapply.

Article 7-3: Applicants need to perform all designated procedures when reapplying.

Article 7-4: If applicants are not accepted, they may not reapply to any of the programs during the same academic year.

## **Admission Procedures, Admission Acceptance, Withdrawal of Admission and Postponing Admission**

Article 8: After acceptance, applicants will be officially admitted to the program upon completing the procedures for the confirmation of enrollment through the admission system and the payment of the enrollment fee by the designated date. Non-degree students as stated in Section 8 are exempted from paying the enrollment fee. However, if there is any difference in the enrollment fees between the programs, the admitted students need to pay the difference.

Article 8-2: Those who receive notice of acceptance (hereafter, referred to as Accepted applicants) must submit the required documents and complete the tuition payment procedure by the designated date. Up until the time of admission, accepted applicants may, after completing the designated procedures, take courses as Pre-MBA (J) students, Special Pre-MBA (J) students (Sendai and Fukuoka campuses), which are non-degree students as defined in Section 8 of the Enrollment Regulations of the Part-time & Online MBA Program (Japanese), Graduate School of Management, GLOBIS University, or as Pre-MBA (E) students, which are non-degree students as defined in Section 8 of the Enrollment Regulations of the Part-time & Online MBA Program (English), Graduate School of Management, GLOBIS University.

Article 8-3: Withdrawal of admission will be accepted from accepted applicants until one day before the date of admission as defined in Article 3. The tuition, except for the enrollment fee, will be returned to the accepted applicants who withdraw.

Article 8-4: For those who are unable to pass pre-matriculation requirements and therefore must withdraw their admission, any paid tuition will be refunded. The enrollment fee will not be refunded under any circumstances.

Article 8-5: When withdrawing admission, accepted applicants must dispose of all the course materials downloaded.

Article 8-6: Upon an admitted applicant's request, admission may be postponed until the following September, if there are special circumstances such as a natural disaster, hospitalization, long-term outpatient treatment or child delivery, etc. by the applicant, and it becomes difficult for the admitted applicant to continue studies on an ongoing basis for six months or more. When requesting to postpone admission, applicants shall, up until one day before the date of admission, submit to the Student Services Office through the method specified an application form stating the reason for the request to postpone admission.

Article 8-7: In cases of enrollment after postponing admission, the regulations including the tuition at the time of admission will be applied.

Article 8-8: The University may cancel a receipt and acceptance of an application, acceptance, and admission to the program of a person who has requested to be admitted, in the case that it becomes evident that they are a member of or otherwise involved with antisocial forces, such as a gang, a company associated with a gang or a corporate extortionist.

## **Payment of Tuition, Refund Policy**

Article 9: The tuition for the one-year standard duration of program completion shall be paid in one payment prior to admission. Payments are to be made by bank transfer or with a credit card. If the payment policy is changed, students are to follow the revised policy.

Article 9-2: Students who extend their studies more than the one-year standard duration of program completion are required to pay the enrollment extension fee stipulated in Article 36 of the Graduate School Regulations.

Article 9-3: A receipt can be downloaded from the Virtual Campus if necessary.

Article 9-4: Payment of tuition must be made by the due date. If payment is not confirmed after the due date, the Student Services Office will manage the process according to the Provisions regarding Students with Unpaid Tuition stipulated separately, which take precedence over Sections 1 to 7.

Article 9-5: If a revision of tuition is made, in principle, students are to follow the tuition applied at the time of admission.

Article 9-6: Paid tuition will not be refunded.

Article 9-7: Notwithstanding Article 9-6, if the University accepts a request for withdrawal from a student before the end of February, a portion of paid tuition will be refunded at the amount equivalent to the tuition for period corresponding to the one-year standard duration of program completion. Students will bear any and all service charges that may arise from the refund.

Article 9-8: Notwithstanding Article 9-6, the tuition payment for an expelled student or student that applies to Article 35 item 3 of the Graduate School Regulations will be refunded tuition for any future modules after the course registration was terminated. Paid tuition is defined as tuition which was paid by the students after deducting the amount as stipulated in Article 9-9 and scholarships. Students will bear any and all service charges that may arise from the refund.

Article 9-9: The tuition for credits earned prior to admission and recognized as credits earned at the University will be deducted from the full amount of the tuition for the one-year standard duration of program completion, as stated in Article 36 of the Graduate School Regulations. Also, if non-degree students including Pre-MBA (J) or Pre-MBA (E) students take a leave of absence as stipulated in the Enrollment Regulations of the Part-time & Online MBA Program (English), and re-enroll after admission, the earned credits will be considered as credits earned after admission. For courses that have not been completed upon payment of tuition for the Full-time MBA Program (English), tuition will be refunded after the credits have been earned.

Article 9-10: Notwithstanding Article 9-6, if the accepted applicants withdraw their admission up until one day before the admission date stipulated in Article 3 and have paid their tuition according to Article 8, or if there is a special approval from the Dean and the Student Services Office, the tuition may be refunded at the student's request up to the amount of the tuition paid.

#### **Verification of Credits Obtained Prior to Admission**

Article 10: Those who wish to transfer credits earned at other graduate schools prior to admission, in accordance with Article 19 of the Graduate School Regulations, must submit documents that show the relevant course name, the number of credits earned, and a course outline, along with the corresponding transcripts to the Student Services Office when completing the admission procedures. A maximum of 10 credits may be transferred and be recognized as credits earned at the University if registered faculty members in charge of the relevant fields at the University approve after a screening upon receiving the documents.

Article 10-2: The maximum number of credits that can be taken as a non-degree student at the University prior to admission and transferred to an MBA program is 12 credits, regardless of the program. If the said person becomes a Pre-MBA student (E) from the 2016 January term until the 2016 July term, the maximum number of credits that he or she can transfer to an MBA program is 15. Furthermore, the credits to be recognized must have been registered or the credits must have been earned 5 or fewer years prior to the date of enrollment. The period of the validity is only applicable to the University; if a student transfers to another graduate school, the student will follow the regulations stipulated by the said graduate school.

Article 10-3: Up to 15 credits earned prior to admission can be recognized as earned in the University, including the credits stipulated in Article 10-1 and 10-2.

Article 10-4: If the said student registers for courses exceeding the maximum number of credits which can be transferred as stipulated in Article 10-2, the Student Services Office will decide which course credits will be transferred.

Article 10-5: For courses for any non-degree student defined in Section 8 taken 5 or fewer years before the date of admission, courses which are marked as either D or F will be counted in the evaluations which result in the disciplinary action stipulated in Article 29.

## **Transfers Among Programs**

Article 11: A student wishing to transfer to a different program in the University may, after a screening, receive permission to transfer. Details of the transfer shall be specified in the Enrollment Regulations of the program after the transfer.

Article 11-2: If the said student wishes to transfer from the English MBA Program to the Japanese MBA Program, the transfer date shall be April 1, and the student wishing to transfer to the Japanese MBA Program shall contact the Student Services Office by the end of January and follow the necessary procedures. If the said student wishes to transfer from the Japanese MBA Program or the Part-time & Online MBA Program (English) to the Full-time MBA Program (English), the student shall contact the Student Services Office and follow the necessary procedures at least one and a half months before the following terms: module 0 (September), module 3 (January), module 5 (April). If the said student wishes to transfer from the Japanese MBA Program or the Full-time MBA Program (English) to the Part-time & Online MBA Program (English), the transfer date shall be October 1, and the student wishing to transfer to the Part-time & Online MBA Program (English) shall contact the Student Services Office by the end of July and follow the necessary procedures. The student must submit an essay regarding the reason for requesting the program transfer. The program transfer will be decided after a comprehensive review of the submitted documents, interview results and other related information. Transfer to a program in a different language more than once is not accepted.

Article 11-3: Credits and grades including Ds, Fs and ineligible for grading that students received before the program transfer will be transferred to the program to which the student will transfer. In principle, if a student earned more than one third of number of credits required to complete the program prior to transfer, according to the maximum number of credits in a program in a different language as stipulated in Article 16, the program transfer request to a different language program cannot be accepted. In principle, if a student earned more than one half of number of credits required to complete the program to which the student is willing to transfer prior to transfer, according to the maximum number of credits in a different program as stipulated in Article 16, the program transfer request within the English programs cannot be accepted.

Article 11-4: After transferring, the student is required to follow the program completion requirements of the program into which the student has transferred. The period of enrollment and any term leaves of absence prior to transfer will be counted as part of the entire period of being enrolled as an MBA student.

Article 11-5: Students are required to pay tuition equal to the entire amount of the tuition of the transferred program minus the amount of tuition already paid. Any GLOBIS scholarship that a student has received before the program transfer will be terminated, and students are required to pay the entire amount of the enrollment fee and the remaining tuition of the program to which the student will transfer. The amount already paid by the student will be deducted.

Article 11-6: Students are required to pay the amount of the actual costs related to program transfer such as the Student ID reissuance fee.

Article 11-7: After transferring, the student is required to follow the Enrollment Regulations of the program in which the student is transferring.

## **Section 3 — School Holidays**

### **School Holidays**

Article 12: Classes are not held on New Year' holidays, Golden Week, and other days specified by the University.

## **Section 4 — Taking Courses**

### **Modules**

Article 13: In the Full-time MBA Program (English), each course is held on the base on "Modules". Each module will be one and a half months except for Module 0 which will be for one month.

## **Pre-Matriculation Requirements**

Article 14: The University requires the accepted applicants in the Full-time MBA Program (English) to complete pre-matriculation requirements designated by the date specified by the University.

Article 14-2: If the accepted applicants are unable to complete pre-matriculation requirements within the given period, the University may recommend that such students cancel their admission. For such students who withdraw their admission due not passing pre-matriculation requirements, any paid tuition will be refunded as stipulated in Article 8-4.

## **Course Planning**

Article 15: The Student Services Office will provide guidance to the students with regards to taking courses, if necessary.

Article 15-2: Due to the circumstances of students, students can apply for the enrollment extension system, which enables the students to complete the curriculum in a planned manner for a certain period longer than the standard duration of program completion as stipulated in Article 14 of the Graduate School Regulations. Students wishing to use this system shall specify which courses they wish to take and submit the designated form to the Student Services Office five months before the expected date of program completion.

Article 15-3: Upon submission of the designated form of the enrollment extension system, the period of extension will be for one year.

Article 15-4: If students do not submit the designated form and fail to complete the program within the standard duration of program completion or the period of extension as written on the designated form, they will be considered as repeating a school year, be unable to register courses, and obliged to pay the enrollment extension fee stipulated in Article 9-2 and may be subject to disciplinary action. Repeating the school year more than once shall result in expulsion.

Article 15-5: After the start of the Full-time MBA Program (English), course registration in the July term of Part-time & Online MBA Program (English) by the Full-time MBA Program (English) students who are expecting to complete the program requirements in one year is not permitted because of the program schedule differences. If the Student Services Office finds such a course registration by the Full-time MBA Program (English) students, their course registration may be cancelled without prior notice. Students who apply for the enrollment extension beyond the standard duration of program completion are allowed to register for the courses in the July term of Part-time & Online MBA Program (English)

Article 15-6: Depending on the circumstances regarding the student's course registration, the University may ask the student to review their course registration and cancel the student's course registration after contacting the student.

## **Maximum Number of Credits**

Article 16: The maximum number of credits for which any student can register is equivalent to 60 credits in a given academic year.

Article 16-2: The maximum number of credits students may earn while enrolled in the program as part of their paid tuition is 60 credits.

Article 16-3: If students request to register for more than 60 credits, the students are required to apply and pay for each course. Regardless of the module to be registered, the students are required to pay the full amount of the tuition for the course in advance when their course registration has been confirmed. Even if the total amount of earned credits does not reach 60 credits after the additional application, the credits earned through this registration will not be included in the total number of possible credits during enrollment and the tuition paid will not be returned. Tuition upon cancellation of courses when the student has more than 60 credits shall be returned under the following conditions:

- a. If the cancellation is made 14 or more days before the first day of the corresponding course, no cancellation fee will be incurred.
- b. If the cancellation is made 13 or fewer days before the corresponding course, JPY 32,000 is charged per course.

Article 16-4: In accordance with Article 16-3, if the students complete a course when the student has completed more than 60 credits during their enrollment period, the credits are considered as credits earned during their enrollment.

## **Program Completion**

Article 17: Requirements for program completion is stipulated in Article 16 of the Graduate School Regulations.

Article 17-2: Credits required for program completion is 48 credits including the required courses and required elective courses for program completion. As the required courses and required elective courses differ according to admission year, they are stipulated in a table separately. Students must complete at least one-half of the credits required for program completion from the program in which the student belongs.

Article 17-3: At the end of the academic year, following the Degree Regulations, students who complete the program completion requirements will be judged as to whether or not they have completed the program by the Completion Verification Committee. After the Completion Verification Committee has judged and the President acknowledged that a student has completed the program, the student's program completion will be considered finalized.

Article 17-4: If, due to a leave of absence, a student's expected date of program completion is not at the end of August (at the end of the academic year), according to the Degree Regulations, students who complete the program completion requirements will be judged as to whether they have completed the program or not at the end of each module up to the maximum duration of enrollment. After the Completion Verification Committee has judged and the President acknowledged that a student has completed the program, the student's program completion will be considered finalized.

Article 17-5: Students cannot extend their duration of enrollment after program completion has been finalized.

Article 17-6: The details regarding program completion and conferral of degrees for students who complete the program requirements are stipulated in the Degree Regulations.

Article 17-7: According to the Degree Regulations, if students' degrees have been revoked, their verified program completion will also be revoked.

## **Enrollment in Courses and Certification of Credits from Different Programs**

Article 18: In the case that a student registers for a course in a different program from the program in which the student belongs, the credits will be certified as credits earned for the student's respective program. The maximum number of credits that can be earned in program in a different language is 16, one-third of the required credits for program completion, including those earned before admission.

Article 18-2: To register for a course from a program offered in a different language, students need to meet the requirements for language ability below.

1. For MBA Program (Japanese) students who wish to register for the courses in MBA Programs (English):
  - English Proficiency (meeting any of the following criteria):
    - Speak English as a native language
    - Have graduated from a college, university, or completed a graduate school program conducted entirely in English
    - Have English language proficiency equivalent to TOEIC 850 or above as determined by the GLOBIS MBA Office
2. For MBA Program (English) students who wish to register for the courses in the MBA Program (Japanese):
  - Japanese Proficiency (meeting any of the following criteria):
    - Speak Japanese as a native language
    - Have graduated from a college or university, or completed a graduate school program conducted entirely in Japanese
    - Have Japanese language proficiency approximately equivalent to Level 1 on the Japanese Language Examination or N1 on the Japanese Language Proficiency Test

Article 18-3: Students are not allowed to register for the same course in other programs. If a student enrolled in the same course in both Japanese and English before the 2010 academic year, the credits earned in both courses will be included towards the maximum number of credits earned, but only the first course completed will count as part of the credits required for program completion.

### **Taking Courses at Other Graduate School Programs and Certification of Credits**

Article 19: Credits accrued before admission and during enrollment at other graduate schools as a result of Article 18-2 of the Graduate School Regulations are, for up to a maximum of 10 credits, considered for credits earned at the University through specified procedures.

Article 19-2: Students and accepted applicants of this program may not be permitted to enroll in courses at GLOBIS Management School.

### **Course Closure, Class Cancellation and Class Changes (on the University side)**

Article 20: In order to maintain effective learning, courses may be closed when the minimum required number of students is not met or other unavoidable circumstances arise.

Article 20-2: Course closures will be decided by 14 days prior to the first day of the corresponding course. However, the Student Services Office of the University may delay the decision of course closures in certain circumstances (e.g., the lecturer of a course cannot be finalized, or class dates, times, locations, or contents cannot be finalized due to unexpected reasons). In such cases, the Student Services Office will inform the students of the delay of course closure decision.

Article 20-3: Under certain circumstances affecting a faculty member, classes may be presented by substitute faculty members, or changes such as class dates, times, locations, or contents may be made even after the detailed course schedule has been disclosed.

Article 20-4: After the course openings have been confirmed, classes may be canceled, courses may be closed or postponed, or the course format may be changed under the following circumstances.

1. Natural disasters or calamities such as typhoons or earthquakes, strikes related to transportation agencies, riots, a coup d'état or infectious disease.
2. Accident, illness, an event of congratulations or condolences involving the course faculty member.
3. Maintenance inspections, renovation work, or other activity disrupting access or use of the facilities.
4. Other circumstances or force majeure as determined by the Student Services Office that makes holding classes impossible.

Article 20-5: Under certain circumstances affecting the University that force a course change, closure, or postponement, students shall immediately dispose of any course materials they have received.

### **Precautions on Taking Integrated Learning Program (ILP)**

Article 21: Students who wish to apply for the Integrated Learning Program (ILP) should obtain the minimum required number of credits for graduation of 48.0 credits besides the credits for the ILP.

Article 21-2: Before registering for the ILP, students should duly understand that the University will not take responsibility for any cancellation due to the companies' or environmental situation.

### **Course Bidding System**

Article 22: Students are required to select the number of points to bid upon registering for courses categorized as special courses during the first registration period.

Article 22-2: Each student is granted 10 points in total regardless of the entire study period, including the period after re-admission. If a student is re-admitted as stipulated in Article 36 of Enrollment Regulations, the bidding points shall be granted. No additional points shall be granted for any extended period of study.

Article 22-3: Bidding point is valid only for the first registration period during enrollment in the MBA program and expires upon graduation.

Article 22-4: Once the points are used for bidding, they are not recoverable even if the student loses the drawings for the registering course.

Article 22-5: After course registration using Course Bidding System, students may cancel courses, however, points used for bidding are not recoverable.

### **Course Cancellation, Course or Class Changes (on the Student side)**

Article 23: After course registration, students may cancel courses, change courses, or postpone the term of their registered courses up until 14 days prior to the first day of the corresponding course.

Article 23-2: If a student changes courses, cancels courses or postpones the term to take one's registered courses, they shall immediately dispose of any course materials they have received.

Article 23-3: Students who do not abide by Article 23-1 may be penalized by having 5 points deducted from the bidding points stipulated in Article 22-2.

Article 23-4: After course registration, if unavoidable circumstances arise which require students to change their registered courses or classes or postpone the module when they enroll in their registered courses, changing their registered courses or classes or postponing the module when they enroll in their registered courses may be accepted after the Student Services Office reviews the necessary documents submitted by the student.

- Natural disasters
- Hospitalization, long-term outpatient treatment, delivery and child-rearing or similar circumstances involving the student
- Death or hospitalization involving any relative of the student's family
- Other special circumstances granted by the Student Services Office.

Article 23-5: Students shall not register for courses which have dates that overlap even partially. In this case, students are required to cancel one of these courses during the period stipulated in Article 23-1.

Article 23-6: If, after the course begins, the Student Services Office finds a student registered for courses which have dates that overlap, equivalent to those described in Article 23-5, the Student Services Office shall cancel the registration of either one of the courses.

### **Distribution of Course Materials**

Article 24: In principle, course materials shall be obtained by downloading them from the Virtual Campus.

Article 24-2: Students themselves are responsible for securing the designated textbooks for each course.

Article 24-3: If students do not take a course for any reason, including but not limited to cancellation or postponement of enrollment, they must immediately dispose of any course materials they have downloaded.

Article 24-4: Course materials are uploaded to the Virtual Campus approximately three weeks prior to the commencement of each course. If the circumstances of the student prevent them from downloading course materials before the start of the module or their studies are adversely affected due to downloading course materials directly before the start of the module, the University bears no responsibility.

### **Excused Absences Policy**

Article 25: Students will be excused for attending classes and may be marked as present for classes missed in the event of the death or hospitalization of an immediate family member of the student as a special measure.

Article 25-2: A student should contact the Student Services Office and provide documentation of the death or hospitalization or funeral services attended, or any official documentation from an entity that can verify the reasons given to the Student Services Office by the given deadline.

### **Class Attendance Requirements**

Article 26: Students will be marked as present when they participate for two hours of each class or more.

Article 26-2: Students who do not participate for at least two hours of the class time due to lateness of one hour or more, leaving early or being away during the class will be marked as absent.

Article 26-3: Each time a student arrives late to class, but still attends more than two hours of the class, it will be counted as "half-absence." When the overall course is evaluated, the half-absences will be counted and incorporated into the attendance requirements for grading.

## **Suspension of Attendance Due to Infectious Diseases**

Article 27: Any student who is infected with an infectious disease as stated in Article 18 of the Japanese National School Health and Safety Act will not be permitted to physically participate in any activities such as attending classes.

Article 27-2: Students may be marked as present for classes missed due to infection as stipulated in Article 27-1 as a special measure if they submit the designated application form and a certificate from a medical doctor.

Article 27-3: In case a student is granted with the special measure stipulated in Article 27-2, the student may participate in a class in the next module the same course is offered in the same program.

## **Course Evaluation**

Article 28: After course has finished, students will be given final grades, and evaluated as having completed or not completed the course in accordance with specified criteria. For completed courses, the students will be evaluated with the grades of P/A/B/C/D. For courses which are evaluated as not completed, the students will be evaluated with the grades of F or ineligible for grading.

Article 28-2: An F grade refers to when a student has satisfied the requirements for grading stipulated in each course and has been evaluated as having not completed the course.

Article 28-3: In case a student fails to meet any of the requirements for grading, the student will be evaluated as ineligible for grading. In such a case, the student will neither be evaluated nor given feedback from the faculty member.

Article 28-4: Any required deliverables created in a language different from which the course is offered are ineligible for evaluation.

Article 28-5: Requests for amendments and changes of the evaluation in terms of attendance and deliverables are only accepted within 14 days after the final grades have been completed.

## **Evaluations Which Result in Expulsion**

Article 29: Students who receive four or more combined Ds and Fs at the end of Module 2 or seven or more Ds and Fs from the University will be expelled from the University at the end of the corresponding module, as stipulated in Article 42 of the Graduate School Regulations. Course registration afterwards will no longer be accepted. Confirmed course registration will be cancelled and if the students have already started being enrolled, they must stop participating in all courses. However, courses taken 5 or more years before the date of admission and that are marked as either D or F will not be counted toward this measure.

Article 29-2: If students complete the program requirements and, at the same time or a time after that, receive seven or more Ds or Fs, Article 29-1 is not applied. However, course registration for the period until the end of program completion is not accepted. Confirmed course registration will be cancelled and if the students have already started being enrolled, they must stop participating in all courses.

Article 29-3: For courses taken during enrollment in the MBA program, three courses evaluated as ineligible for grading will result in one F grade as defined in Article 28-2. All ineligible for grading courses incurred after the third time will be counted as one F per course and counted in the number of the accumulated Ds and Fs grades.

## **Options Related to Expulsion Due to Receiving Four or More or Seven or More D and F Grades**

Article 30: Students who have received a combination of four or more Ds and Fs at the end of Module 2 or with seven or more Ds and Fs who are subject to expulsion from the University will be given the opportunity to file a petition to the Expulsion and Disciplinary Committee (hereafter, referred to as the EDC) specified in Article 44 of the Graduate School Regulations where students can present oral or written comments. Students are requested to select one of the options below and contact the EDC by the designated date.

1. Disciplinary expulsion from the University at the end of Module 2 when the student receives four Ds and/or Fs or at the end of the module when the student receives seven or more Ds and Fs
2. File a petition to the EDC and have the EDC determine whether the student can stay enrolled or not

Article 30-2: If the student selects Item 1 in Article 30-1 or the student does not contact the EDC within the designated period, the student is requested to follow Article 29-1.

Article 30-3: If the student selects Item 2 in Article 30-1, the student is requested to submit by the date designated by the EDC a petition which explains the special reason why the student should stay enrolled. If the student submits the petition by the deadline, he or she may stay enrolled until the end of Module 3 for students who have received four Ds and/or Fs at the end of Module 2, or the end of the module following the module when the student received seven or more Ds and Fs. The student will be required to pay the tuition for this corresponding next module.

#### **Expulsion and Disciplinary Committee Meeting and the Process Afterward**

Article 31: The EDC will have a meeting to review the petition submitted by the student who selects Item 2 in Article 30-1 on whether the said student should stay enrolled or not and inform the student of the result.

Article 31-2: If the student is judged to be able to stay enrolled, the said student may stay enrolled on the conditions specified by the EDC. If the next module corresponds with the first module of second year, the student is required to complete a payment for the annual amount of the fee for the enrollment extension by the due date designated by the Student Services Office.

Article 31-3: If the student is judged to not be able to stay enrolled, the said student will be expelled at the end of the next module. The paid tuition for the remaining modules will be refunded as stipulated in Article 9-8.

Article 31-4: Notwithstanding Article 31-3, if the students complete the program requirements at the end of the next module, the said students may stay enrolled until the end of program completion according to Article 29-2. The student is required to complete payment of tuition for the accepted enrollment period specified in Article 9 by the due date designated by the Student Services Office. However, course registration for the period remaining until the end of program completion will not be accepted.

### **Section 5 — Substitute Classes and Re-Registration for Courses**

#### **Substitute Class System**

Article 32: Students who cannot attend a registered class due to unavoidable circumstances are allowed the opportunity to attend another class of the same course with the restriction on evaluation and class registration as described in Articles 32-2 to 32-10, because this substitute class system merely gives students an opportunity to attend missed classes.

Article 32-2: Attending a substitute class shall only be recognized for the same course and same program.

Article 32-3: The substitute class must be another class of the same course in the same program in which the student has been enrolled in the current module or the next module the same course is offered in the same program, if the class of that course has not reached capacity.

Article 32-4: If a student is registered for a substitute class in the same module as the originally registered class, the student is subject to evaluation; however, if a student is registered for a substitute class the next module the same course is offered in the same program, the student merely has an opportunity to attend the class and is not evaluated. For special courses, taking a substitute class may not apply because the classes are held irregularly.

Article 32-5: For substitute classes in the same module, participation and assignments of the class will be evaluated by the lecturer from the substitute class; however, the final grade will be confirmed by the lecturer from the registered class.

Article 32-6: A student may register for a substitute class up until the starting time of the class which the student wishes to attend as a substitute class.

Article 32-7: When a student attends a substitute class which requires the submission of a report, the student is required to submit the report by the specified deadline of the class which comes first, either the originally registered class or the substitute class. Reports shall not be accepted after the deadline (except for particular courses).

Article 32-8: The substitute class system does not apply to attending the other courses or classes.

Article 32-9: Students are only allowed to register for the Class Discussion Board of the originally registered class even if they attend the substitute class.

Article 32-10: The substitute class system may not apply in certain cases, such as for special courses, courses where the course contents have changed, and courses which are being offered for the last time.

## **Re-Registration for Courses**

Article 33: A student may be re-registered for courses which were evaluated as not completed.

Article 33-2: The re-registration for courses not completed may not apply in certain cases, such as special courses, courses where the course contents have changed, and courses which are being offered for the last time.

## **Section 6 — Leave of Absence, Withdrawals and Re-Admission**

### **Leave of Absence (Module)**

Article 34: A leave of absence may be granted upon student request due to the special circumstances listed below. In principle, requesting a leave of absence will not be accepted after the module begins. However, due to unavoidable circumstances, there may be cases when a leave of absence may be approved after the module has begun.

- Natural disasters
- Hospitalization, long-term outpatient treatment, delivery and child-rearing or similar circumstances involving the student
- Death or hospitalization involving any relative of the student's family
- Other special circumstances granted by the Student Services Office.

Article 34-2: A student may request a leave of absence in units of one module (one-and-a-half months), and the total accumulated leave of absence may be no more than one year except under special circumstances. The period (number of days) of each module shall be specified for each year. However, this may not be used at the same time as leave of absence from a course of any other programs as stipulated Article 2.

Article 34-3: Notwithstanding Article 34-2, special permission for a leave of absence exceeding one year may be granted. In cases of leaves of absence which exceed one year, the regulations including the tuition at the time of re-enrollment will be applied from the year of return.

Article 34-4: In accordance with the preceding paragraph, the reason and period for specially permitting a leave of absence for more than one year shall be as follows.

- In case of raising a child under the age of four: up to a total of three years

Article 34-5: When requesting a leave of absence, students shall, before the module in which the leave of absence begins, submit to the Student Services Office through the method specified a leave of absence form stating the reason for the request.

Article 34-6: The period of enrollment shall be extended by the actual number of days of the leave of absence, and classes recognized as completed credits after returning shall only be those for which the final Day was held while enrolled in the class.

Article 34-7: In cases of requesting a leave of absence, the Student Services Office may hold a meeting with the student.

Article 34-8: The period of a leave of absence shall not be counted as part of the standard duration of program completion.

Article 34-9: If protraction of the special circumstances listed in Article 34-1 or other factors make it difficult for the student to return to the University for the planned module, before the current module of the leave of absence has finished, the student may be granted an extension to the leave of absence by applying via the procedures outlined in Article 34-5.

Article 34-10: Students on a leave of absence should register for courses for the module they plan to return to the University. If students have not submitted an application for an extension to the leave of absence pursuant to the preceding paragraph, they will be counted as re-enrolled from the module they plan to return even if they do not register for courses for the module they plan to return to the University.

### **Withdrawal**

Article 35: Students wishing to withdraw from the University must submit a withdrawal form to the Student Services Office, and in principle after an interview with the Student Services Office, return their identification cards and other items designated by the Student Services Office.

Article 35-2: At the time of withdrawal, if re-enrollment for a course after a leave of absence from a course had previously been approved, the re-enrollment will not be approved. The leave of absence from a course will be cancelled and the final grade of the said course will be ineligible for grading.

## Re-Admission

Article 36: If a student who has withdrawn from the University due to unavoidable circumstances (such as being unable to continue studying despite an approved the enrollment extension application) or a student who has been expelled requests to be re-admitted, the University may permit the student to be re-admitted to the same program after determining the conditions for re-admission and examining the request.

Article 36-2: A student may be re-admitted to the Full-time MBA Program (English) on September 1 after re-admission has been approved.

Article 36-3: Students requesting re-admission shall contact the Student Services Office by the end of June and complete the application procedures stipulated in Articles 4 and 5 by the third application deadline. Applicants must write an essay which includes reflection regarding the reason for the withdrawal or the expulsion as well as an action plan after re-admission. Students will be exempted from the following parts of the admission process when applying for re-admission.

1. Students who require a preliminary screening: students who previously passed a preliminary screening will be exempted when applying for re-admission.
2. If students apply for re-admission after withdrawal or expulsion
  - Within five years: the students will be exempted from submitting a letter of recommendation.
  - Within five years, in which the student's most recent educational background has not changed: the students will be exempted from submitting a certificate of degree completion as well as an academic transcript.
  - Within two years and if the students withdrawing from a program conducted in English apply to be re-admitted to the same program: The student will be exempted from submitting TOEFL, IELTS, TOEIC, Cambridge CAE or Cambridge CPE test results.

Re-admission will be decided after a comprehensive review of application information such as the submitted documents, interview results and other related information.

Article 36-4: The credits and grades that students received before the withdrawal or the expulsion will be transferred after their re-admission. However, courses which are evaluated as F grades or Ineligible for grading will not be transferred. The credits of the courses which are marked as D grades received before the withdrawal or the expulsion will be transferred as part of the earned credits upon re-admission. However, these will not be counted as evaluations which result in the disciplinary action stipulated in Article 29.

Article 36-5: The duration of enrollment for re-admitted students will be 2 years regardless of the period previously enrolled in the University.

The maximum duration of a leave of absence for re-admitted students will be equal to the maximum of one year, including any leaves of absence (in 1.5-month units) taken previously.

Article 36-6: The tuition charged after re-admission will be an amount equal to the total tuition minus the amount already paid. A re-enrollment fee (JPY 31,000) shall be paid upon re-admission instead of enrollment fee.

Article 36-7: Re-admitted students shall follow the Graduate School Regulations, Degree Regulations, and Full-time MBA Program (English) Enrollment Regulations at the time of re-admission.

Article 36-8: Re-admitted students are not eligible for scholarships from the University.

## Section 7 — Other Items

### Corporate-sponsored MBA Student Information Disclosure Registration

Article 37: If a corporate bears more than half of the tuition amount, register for the prescribed corporate-sponsored MBA students information disclosure and consented by the student, information related to MBA enrollment will be disclosed to the corporate. The corporate-sponsored MBA student information disclosure registration requires complying with the regulation together with a contract specified separately.

Article 37-2: In case of corporate-sponsored MBA student information disclosure registration, course registration and grades (such as final grades, attendance, class participation, and etc.), and earned number of credits may be disclosed to the persons in charge at the applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

Article 37-3: Actions specified under Article 35, 41 and 42 of the Graduate School Regulations may be disclosed to the persons in charge at the

applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

Article 37-4: Disclosure of information through corporate-sponsored MBA student information disclosure registration shall only be for the enrollment period of the program.

Article 37-5: If a student leaves the company while enrolled in the University, the grades of the student shall cease being disclosed upon notification by the persons in charge at the applying corporation.

Article 37-6: The credits obtained by the student are disclosed to persons in charge at the applying corporation for the purpose of determining the state of completion of the course requirements. However, the grades, etc. of subjects taken based on personal applications by the student shall not be disclosed.

### **Quality Guarantee System**

Article 38: Tuition paid after enrollment shall be refunded after a meeting upon a request made to the Student Services Office by a student who has satisfied the program completion requirements as stipulated in Article 16, but still feels the expected learning outcomes had not been achieved.

Article 38-2: The deadline for the request is one month after the announcement of program completion.

Article 38-3: In principle, tuition is refunded within two months after the date of the student's request.

Article 38-4: If the request for the Quality Guarantee System has been approved, credits required for program completion, finalization of program completion, and conferment of degrees will not be granted.

### **Behavior Subject to Disciplinary Action**

Article 39: The conduct listed below will be regarded as one of the behaviors subject to disciplinary action according to Article 42 of the Graduate School Regulations. Anyone who commits the conduct prohibited below is subject to disciplinary action stipulated in Article 41 of the Graduate School Regulations after following the procedure stipulated in Article 40 and 44 of the Graduate School Regulations. Depending on the severity of the offence, the student may not be allowed to enroll in courses until the decision of disciplinary action is made. .

#### **1. Misconduct**

Both perpetrators and accomplices shall be subject to expulsion for the corresponding misconducts. In addition, irrespective of whether they are MBA program students or non-degree students, any corresponding assignments such as report, etc. (hereafter, referred to as "report") and/or test result will become invalid, and any corresponding course will result in an F grade. The same measure will be applied for report misconduct.

- Behavior where students do not take the course through their own efforts, such as discussions with students who took the course previously or viewing previous handouts or notes.

- Behavior where students do not write a report through their own efforts, such as referring to previous handouts, assignments and reports, misusing analytical results from study sessions including those through spreadsheets, plagiarism of copyrighted work, or through receiving assistance from other students, or where they assist others in writing a report. However, having study sessions in preparation for reports shall in themselves not be regarded as misconduct.

- Behavior where students do not take a test through their own efforts such as cheating during a test or sharing previous test questions.

If a student is found to have committed misconduct for a second time, the student will be expelled regardless of the circumstances.

#### **2. Intentional incompleteness of a course**

When MBA program students or non-degree students who intentionally do not complete the course requirements to receive Ineligible for Grading and avoid receiving credit of a course in which they are enrolled.

#### **3. Divulging information**

If MBA program students, non-degree students or alumni intentionally divulge information or fail to take appropriate measures to protect sensitive information, such as the following cases:

- When students add people other than lecturers and registered students to SNS groups which are used for the class (class groups)

- When students distribute information intended only for members of the class, lecturers, and/or GLOBIS faculty, including confidential information of the company of other MBA students, non-degree students or alumni, or confidential information related to companies researched as part of

coursework (in cases of any behavior divulging information or conveying information to third parties other than classmates and uploading or posting information through social media).

-When students distribute without permission personal information of MBA program students, non-degree students and alumni that is found in the Virtual Campus or Class Discussion Board to people other than MBA program students, non-degree students and alumni, and others related to the University.

-When students distribute any information that may impede the learning of other students, such as the content to information media such as SNS.

-For courses conducted online, when students share the URL to join the class video with people other than students permitted to take the class.

#### 4. Falsified applications

If students knowingly falsify contents on an application form.

#### 5. Antisocial forces

When it becomes evident that the student is in any way involved with antisocial forces including but not limited to gangs, companies associated with gangs or a corporate extortionist.

#### 6. Prohibitions regarding copyrights

Behaviors which infringe upon copyrights such as below:

- Reproduction of materials such as curriculum content, course materials, and materials distributed in class (except for cases when the students copy data for personal use) and transfer them to others

- Quoting and reproduction of curriculum content, course materials, and materials distributed in class through social media

- Taking photographs, recording, videotaping or using image capture in class

- Plagiarism of someone else's copyrighted deliverables including reports and assignments

7. Any act that violates the "GLOBIS Community Regulations" stipulated separately.

### **Lost Property**

Article 40: Belongings left in University facilities will be kept for three months and then disposed of by the Student Services Office.

### **Maintaining a Learning Environment**

Article 41: Students shall be responsible for setting up and maintaining a suitable learning environment, including infrastructure necessary for taking courses such as an Internet environment, software and a headset.

Article 41-2: Depending on the course characteristics, students may be recommended to use social media, web services and applications.

However, students are fully responsible for their usage.

Article 41-3: The University will not provide any compensation for issues which prevent a student from joining a class such as and not limited to troubles related to the student's internet service provider, telecommunication companies and/or broadband service.

Article 41-4: Students may be prohibited from attending classes at the lecturer's discretion due to troubles such as noises from the student's equipment, internet connection, etc., if it severely impairs other students' learning environment, until the situation improves.

### **Taking Photos and Videos for Information Disclosure**

Article 42: The university will take photos and videos of lectures and school events for the following purposes:

1. School records

2. Production of materials such as pamphlets, websites, school brochures, bulletins, and etc. for advertising and information disclosure purposes

Article 42-2: The photos and videos taken will be openly released within a range of purposes indicated in Article 42-1. However, consent shall be received from students in advance if the photos and videos are to be shared publicly in a way in which the person can be clearly identified together with their name.

## **"Student" Resident Status**

Article 43: The University shall support the process of obtaining and maintaining "Student" resident status of an international student who are enrolled in the Full-time MBA Program (English) only during the period when the student attends the University. The maximum period of support shall be the standard number of years of study stipulated in Article 6 of the Graduate School Regulations plus the minimum preparation period required before and after attending the University.

Article 43-2: The University shall cease its support of the student in maintaining "Student" resident status when the standard number of years of study has been reached. However, students who are expected to graduate may receive an extension of support up to the expected date of graduation or one month beyond the expected date of graduation in cases where the student requires additional time to prepare to return to their home country.

Article 43-3: The University may suspend its support of the student in maintaining "Student" resident status if the student does not enroll in or attend On-Campus courses for three months or more for any reason. If the student does not intend to enroll in or is unable to attend On-Campus courses for three months or more, the student must notify the Student Services Office in advance.

Article 43-4: The University shall extend its support of the student in maintaining "Student" resident status beyond the standard period only in cases where the student successfully petitions for a Leave of Absence. When applying for an extension of resident status, the designated documents shall be submitted by the designated date.

- Submission date: Three months prior to the expiry of the student's residence permission.

- Necessary documents: Proof of finances (proof that the student has the financial resources to support their stay until the end of the extended period), Course plan (state of intent for the student to complete their studies in the shortest period possible)

Article 43-5: Extension of "Student" resident status is granted by the Immigration Bureau and the University provides no guarantees of permission of extension.

Article 43-6: The conditions stated in Article 43 take precedence over all terms of this article.

## **Section 8 — Non-Degree Students**

### **Non-Degree Students**

Article 44: Non-degree students as defined in the Full-time MBA Program (English) Regulations are Full-time MBA Program (English) graduates.

Article 44-2: A student is defined as a corporate application non-degree student when a corporation dispatches its own employee to the University as part of its human resource development. Corporate application requires complying with a contract specified separately.

Article 44-3: For graduates, there is no specified enrollment duration, nor maximum number of courses for which students can register, but they are not allowed to register for some courses. If students request to enroll in courses after their expected program completion while still enrolled in their MBA program, the students may enroll as graduates.

### **Enrollment in Courses and Certification of Credits**

Article 45: As stipulated in Article 10-2, the maximum number of credits that any non-degree student in the University can earn and transfer to an MBA Program is 12 credits, regardless of the program. However, if the said person becomes a non-degree student in Section 8 of the Enrollment Regulations of the Part-time & Online MBA Program (English) in or before the 2014 July term, or if the said person becomes a Pre-MBA (E) student in the 2016 January term until the 2016 July term, the maximum number of credits that he or she can transfer to an MBA program is 15.

Article 45-2: In principle, course registration for non-degree students shall not be accepted afterwards in case a student receives 3 or more D and F grades. However, in cases where a student receives a third D or F grade while simultaneously taking other courses, enrollment shall be permitted until the final class in those courses. If a non-degree student receives five or more D or F grades prior to admission, even if the MBA program has started, the acceptance to the MBA program will be cancelled, and the tuition, except for the enrollment fee, will be returned to the student.

Article 45-3: Courses which are marked as D or F grades including the ones taken in other programs will after enrollment be subject to the disciplinary action stipulated in Article 29.

Article 45-4: Students need to meet the requirements for language ability below.

To register for the courses offered in English:

- English Proficiency (meeting any of following criteria):
- Speak English as a native language
- Have graduated from a college, university, or completed a graduate school program conducted entirely in English
- Have English language proficiency equivalent to TOEIC 850 or above as determined by the GLOBIS MBA Office

### **Enrollment Fee and Tuition**

Article 46: The enrollment fee and the tuition shall be paid in full before the first day of the corresponding module. It shall be paid upon enrolling in the first course via bank transfer or with a credit card designated by the University. The tuition for each course and other necessary costs are stipulated separately. For corporate application students, the sponsoring corporation pays the enrollment fee and tuition which are calculated at the end of month when the course starts and is due by the end of next month via bank transfer (the corporation bears the transaction fee).

Article 46-2: A receipt can be downloaded from the Virtual Campus if necessary.

Article 46-3: If a student cannot enroll in a registered course, the tuition shall be subject to the following:

- a. If the cancellation is made 14 days or more before the first day of the corresponding course, no cancellation fee will be incurred.
- b. If the cancellation is made 13 or fewer days before the corresponding course, JPY 32,000 is charged per course.
- c. If the cancellation is made on or after the first day of the corresponding course, the full amount of the enrollment fee and the tuition will be charged.

Article 46-4: Notwithstanding Article 46-3, if a student requests a cancellation of a course for a reason equivalent to a leave of absence (module) stipulated in Article 34 due to natural disasters or an illness requiring hospitalization or similar circumstances between 13 days and 1 day prior to the first day of the course, and if the student submits the required documents, the student may be refunded the full amount of the enrollment fee and the tuition after the Student Services Office has examined the request.

Article 46-5: After course registration, if unavoidable circumstances arise which require students to change their registered courses or classes or postpone the module when they enroll in their registered courses, changing their registered courses or classes or postponing the module when they enroll in their registered courses may be accepted, after the Student Services Office reviews the necessary documents submitted.

- Natural disasters
- Hospitalization, long-term outpatient treatment, delivery and child-rearing or similar circumstances involving the student
- Death or hospitalization involving any relative of the student's family
- Other special circumstances granted by the Student Services Office.

Article 46-6: If a student changes courses, cancels courses or postpones the term to take one's registered courses, they shall immediately dispose of any course materials they have received.

Article 46-7: Payment of tuition must be made by the due date as indicated on the invoice that the University issued after course registration. If payment is overdue, overdue interest (at an annual rate of 12%) may be charged.

### **Quality Guarantee System**

Article 47: Tuition for a completed course may be refunded in full after a meeting upon a request made to the Student Services Office by a non-degree student who has fulfilled the course requirements for grading as described in each course, but still feels the expected learning outcomes have not been achieved.

Article 47-2: The deadline for the request is 14 days after the final Day of the corresponding course. For substitute class in the same term, the deadline is 14 days after the final Day of the substitute class.

Article 47-3: In principle, tuition is refunded within two months after the date of the student's request.

Article 47-4: If the course requirements for grading have been fulfilled and the student has been evaluated as having completed the corresponding course, credits are issued for the completed course.

Article 47-5: Refunds under this system shall be only for one course.

### **Disclosing Information of Corporate Application Students**

Article 48: Grades including attendance, class contribution and other evaluations of corporate application students may be disclosed to sponsoring corporations as well as GLOBIS staff members. Deliverables including assignments may also be disclosed

Article 48-2: Actions specified under Article 35, 41 and 42 of the Graduate School Regulations may be disclosed to the persons in charge at the applying corporations as well as the persons in charge at GLOBIS Corporation whom the University entrusts with recruiting the students.

### **Application of Provisions**

Article 49: With the exception of the provisions listed in Section 8, provisions in Sections 1 to 7 for MBA program students apply to non-degree students.

### **Supplementary Provisions**

1. These Full-time MBA Program (English) Regulations shall apply to the period from April 1, 2021.
2. These Full-time MBA Program (English) Regulations may be modified without prior notice.
3. If any changes are made to these Full-time MBA Program (English), these changes will take effect immediately.
4. The Full-time MBA Program (English) Regulations shall be governed by and construed in accordance with the laws of Japan.
5. Any dispute arising out of the Full-time MBA Program (English) Regulations shall be subject to the exclusive jurisdiction of the Tokyo District Court.
6. From 2021 Academic Year, the conventional Part-time MBA Program (Japanese) (hereafter, referred to as "On-campus MBA Program") and Online MBA Program (Japanese) (hereafter, referred to as "Online MBA Program") was reorganized to Part-time & Online MBA Program (Japanese) (hereafter, referred to as "Japanese MBA Program") due to program integration. The earned credits from the On-campus MBA Program and Online MBA Program will also be deemed as Japanese MBA Program credits from 2021 Academic Year henceforth.

### **Appendix**

#### **Provisions regarding Students with Unpaid Tuition (in relation to Article 9 of the Enrollment Regulations)**

##### **Purpose**

Article 1: These provisions specify how to proceed with MBA Program students who have neglected to pay the enrollment fee and/or tuition beyond payment deadlines (hereafter, referred to as the "students with unpaid tuition"), according to the Supplementary Tables stipulated separately.

##### **Reissuing of Invoice for Unpaid Tuition and Instructions for Payment**

Article 2: The Student Services Office will reissue an invoice to the students with unpaid tuition after the tuition payment deadline. Students who still have not paid will be instructed to proceed with payment by the Secretariat General. Students will bear any and all service charges that may arise from payment of tuition after the payment deadline.

##### **Enrollment for the Students with Unpaid Tuition**

Article 3: The students with unpaid tuition will neither be allowed to register for nor enroll in courses until the payment of tuition has been confirmed. Previously registered courses may be cancelled at the discretion of the Secretariat General.

Article 3-2: The period when students are neither allowed to register for nor enroll in courses shall be considered as part of the enrollment duration.

##### **Issuance of Certificates for the Students with Unpaid Tuition**

Article 4: The Student Services Office will not issue any form of certificates until payment of tuition has been confirmed.

### Removal Due to Unpaid Tuition

Article 5: If a student has not completed payment after the measures taken in Article 2 and before the date for deliberating expulsion as defined in Supplementary Table 1 of this Appendix, in principle, the student will be removed as stipulated in Article 35 of the Graduate School Regulation. The date of expulsion will be the date for deliberating expulsion in Supplementary Table 1.

### Partial Payment of Tuition

Article 6: In case that the student has difficulty completing the payment of tuition by the payment deadline, upon the student's request, the student may be allowed to pay tuition by partial payment at the discretion of the Secretariat General. However, in this case, the payments must be completed before the date for deliberating expulsion as defined in Supplementary Table 1.

Article 6-2: The request referred to in Article 6-1 must in principle be submitted by the payment deadlines.

Article 6-3: If payment has not been confirmed before the date for deliberating expulsion, the provisions in Article 5 will apply.

### Certification of Credits and Verification of Program Completion for the Students with Unpaid Tuition

Article 7: Credits will not be certified if the tuition has not been paid prior to the payment deadline. Furthermore, even if the students have completed the program completion requirements, program completion will not be verified for the students with unpaid tuition.

Article 7-2: For students who complete the payment of unpaid tuition, certification of credits and verification of program completion may be finalized retroactively. The module of the student's program completion will be finalized in accordance with Article 17 of the Full-time MBA Program (English) Enrollment Regulations.

### Re-enrollment after Expulsion

Article 8: A request for re-enrollment by a student who has been removed due to the provision stipulated in Article 5 may be approved after the student has paid the unpaid tuition. For re-admission, students shall follow Article 36 of the Full-time MBA Program (English) Enrollment Regulations.

Article 8-2: Credits earned while the tuition has not been paid even after the payment deadline may be certified at a Faculty Meeting or with the Board of Delegates at a time when tuition payment has been confirmed as stipulated in Article 8-1.

### Supplementary Provisions

1. This Appendix takes effect on September 1, 2020.

**Supplementary Table 1**

Applicable Enrollment Fee	Payment Deadline	Expulsion Date for Unpaid Tuition
Tuition	August 30	Four months after the start of the program
Enrollment Extension Fee	Within a month from the start of the additional school year	Six months after the start of the additional school year

## **GLOBIS Community Regulations**

These regulations (hereinafter referred to as "these regulations") define the terms of use of the community function that the Graduate School of Management, GLOBIS University (hereinafter referred to as "GLOBIS University") and GLOBIS Corporation (hereinafter GLOBIS University and GLOBIS Corporation are collectively referred to as "GLOBIS") provide on the Virtual Campus (hereinafter referred to as "the Service"). The registered user (hereinafter referred to as the "User") shall use the Service in accordance with the contents of these regulations.

These regulations apply to all related activities regarding the use of the Service including the following.

1. Protection of Accounts and Personal Information
2. Activities and community management
3. Report of inappropriate use
4. Disclaimer

However, the use of groups for classes (Class Discussion Board) in Community function shall be in accordance with the Enrollment Regulations.

### **Protection of Accounts and Personal Information**

#### **■ User Registration**

User registration can only be done by the users permitted by GLOBIS.

GLOBIS can cancel user registration under the following circumstances.

1. The User is expelled from GLOBIS University
2. GLOBIS determines that there is a risk of hindering the operation of the Service, or there is a risk of infringing the rights of GLOBIS or a third party (including other Users, the same shall apply hereafter)

#### **■ User ID and Password**

1. The User of the Service has the responsibility to manage the user ID and password issued by GLOBIS.
2. The User shall not lend, transfer, or trade user ID and password.
3. The User bears responsibility of all damages caused by the User's insufficient management of user ID and password including but not limited to error in use, or the use by third parties. GLOBIS shall not take any responsibility for the above damages.
4. If the User forgot the user ID and/or password or knows that it is being used by a third party, the User must promptly notify GLOBIS so that GLOBIS can change the user ID / password.

#### **■ Change of Registered Information**

The User shall promptly make the change in their profile once registered information such as address, e-mail address, occupations and any other relevant information are changed.

#### **■ Disclosure of Personal Information**

Without the User's consent, GLOBIS will not use the User's personal information for any other purposes than are stipulated in the privacy policy or disclose it to anyone other than the companies that GLOBIS collaborates with under confidentiality agreement. However, the User's personal information may be disclosed in the following cases.

1. GLOBIS receives formal inquiries based on law from court or government agencies such as police.
2. GLOBIS determines that it is appropriate to disclose based on reasonable grounds for other legitimate purposes.

#### ■ Disclosure of E-mail Address

To activate the community, registered e-mail address will be disclosed within the class community.

#### Activities and Community Management

The User can freely distribute information, open a group, and manage it through the service on their own responsibility. However, the User must participate in a group according to the theme of the group and the group policy, if they are clearly stated. Moreover, the User shall not establish a group for the purpose of infringing the rights of third parties, such as act of slandering others. Furthermore, the User shall not do any acts that are prohibited by law, such as infringement of third party's privacy or infringement of copyright within the group.

#### ■ Restriction on Usage

1. GLOBIS reserves the right to temporarily suspend the Service, to delete the post and/or the group without obtaining User's consent when GLOBIS decides they interfere with the smooth provision of the Service due to the increase of access number or date amount.
2. The User is able to promote products/services or request introduction of candidates for recruiting for the institution the User belongs only in the official club activity groups approved by GLOBIS.

If the User decides to promote products/services in the official club activity group, the User shall follow the conditions listed below.

- 1) Personal information obtained through the promotion activities cannot be used for other purpose besides the promotion activities and shall not be disclosed to third parties.
- 2) In principle, GLOBIS will not be involved in the User's promotion activities. The User is responsible for all inquiries, claims and/or troubles among Users that derive from the User's promotion activities and pay for compensation if any.
3. GLOBIS reserves the right to delete a group which has no post for a certain period, if it determines that there will be no further use in the future.

#### ■ Use by GLOBIS

GLOBIS may post any information of the group on its website within the purposes of advertisement and promotion of the Service with the permission of the representative of the group.

#### ■ Use of Copyrighted Material

1. The User may post or edit materials including texts, images and videos through the Service, as long as the User owns necessary intellectual property rights including copyrights or obtains necessary license from the right holder.
2. Copyrights of any materials including texts, images, videos and others posted and/or edited by the User through the Service shall remain with the User. However, the User shall grant worldwide, non-exclusive, free and sub-licensable and transferable licenses to GLOBIS for possible use, duplication, distribution, creation, display and execution of derivative works. The user shall not exercise the moral rights with respect to the use of any materials under the license.
3. With the exception of what is specified in the preceding paragraph, all copyright and other intellectual property rights with respect to the Service and all information related to the Service belongs to GLOBIS and the right holders who grant license for use to GLOBIS. The User shall not duplicate, transfer, lend, translate, modify, reproduce, publicly broadcast (including acts to enable to do so), transmit, distribute, publicize, or use for business purpose the information in this paragraph without the permission from GLOBIS.

#### ■ Prohibited Matters

In using the Service, the User shall not conduct the following actions which

1. Violate laws or public order and morals
2. Relate to criminal acts
3. Destroy or obstruct GLOBIS server or network functions
4. Interfere with the operation of GLOBIS services

5. Collect or accumulate personal information of other Users
6. Impersonate other Users
7. Provide benefits directly or indirectly to antisocial forces in connection with GLOBIS' service
8. Damage intellectual property rights, portrait rights, privacy, reputation or other rights of GLOBIS, other Users of this Service and/or any third parties.
9. Submit or send excessively violent expressions, blatant sexual expressions, expressions that lead to discrimination on race, nationality, creed, gender, social status, and religion, etc., expressions that promote suicide, self-injury, and drug abuse and any other expressions that contain antisocial contents and give discomfort to others.
10. Aim at commercial purposes including sales, advertisement or guidance (excluding those approved by GLOBIS), aim at harassing, and/or slandering other Users or utilize the Service for any other purposes than those expected in the Service.
11. Solicit religious activities or religious organizations
12. Are determined to be inappropriate by GLOBIS.

### **Report of Inappropriate Use**

GLOBIS makes its best efforts to eliminate inappropriate postings so that all users can comfortably use the Service. GLOBIS requests the Users to cooperate with GLOBIS and to report to GLOBIS once the Users find any posts that seem to be in violation of GLOBIS Community Regulations.

### **Disclaimer**

The User agrees to the following disclaimer for the use of this Service.

1. The User shall use the Service at its own risk. GLOBIS shall not bear any responsibility for any damages caused by the use of the Service. GLOBIS is free from any obligation to compensate for such damages.
2. The contents of this Service shall be those that GLOBIS can provide at the given time. GLOBIS shall not make any warranties regarding the provided information or the information registered by the User, including its completeness, applicability, and/or usefulness.
3. In the operation of this Service, GLOBIS may change, stop or suspend the contents of the Service at any time without notifying the User, if GLOBIS deems it necessary. GLOBIS shall not bear any responsibility in such cases for damages even if the User or any other third party suffer damages as a result of the stop, suspension and/or delay of the Service for any reason.
4. GLOBIS may change the terms and conditions and the contents of the Service without prior notice to the User, and the User shall accept it. The change includes but is not limited to partial revision or abolition of the contents of this Service.
5. GLOBIS shall not be liable for any information given or received by the Users through this Service and any acts incidental thereto.
6. If GLOBIS, the Users, and/or any third party suffer from damages caused by information infected by computer virus and spread through the Service, the User posting the information shall compensate the damages Part-time & Online MBA Program (Japanese) Part-time & Online MBA Program (Japanese). GLOBIS shall not be liable for any such damages suffered by the Users or third parties.
7. 1., the 2nd sentence of 3., 5. and the 2nd sentence of 6. shall not apply if there is intentional misconduct or gross negligence in GLOBIS or when the User falls under the consumer based on the consumer contract law of Japan.

Courses Required for MBA Completion by Incoming Academic Year

Take 48 credits including the required and required elective courses as designated by academic

Academic Year	Duration of Enrollment	Credit Required for Program Completion	Maximum Number of Credits	Required Courses	Others
2015 2016	1 year	48 Credits	60 Credits	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Human Resource Management</li> <li>• Organizational Behavior and Leadership</li> <li>• Marketing I</li> <li>• Operation Strategy</li> <li>• Strategy</li> <li>• Accounting I (Financial Accounting)</li> <li>• Accounting II (Managerial Accounting)</li> <li>• Finance I (Corporate Finance)</li> <li>• Entrepreneurial Leadership</li> <li>• Leadership Development, Ethics and Values</li> <li>• Keiei- Dojo</li> </ul> <p>Take 12 Courses</p>	
2017 2018 2019 2020 2021	1 year	48 Credits	60 Credits	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Human Resource Management</li> <li>• Organizational Behavior and Leadership</li> <li>• Marketing I</li> <li>• Operation Strategy</li> <li>• Strategy</li> <li>• Accounting I (Financial Accounting)</li> <li>• Accounting II (Managerial Accounting)</li> <li>• Finance I (Corporate Finance)</li> <li>• Entrepreneurial Leadership</li> <li>• Leadership Development, Ethics and Values</li> </ul> <p>Take 11 Courses</p>	*Keiei-Dojo is NOT required course from 2017