



2024

Kobe University Graduate School of Law

Kobe LL.M.

Kobe University Interdisciplinary Master Program

(KIMAP) in Global Business Law

Applicant's Guide

【Enrollment for the academic year beginning in April, 2024】

【Spring - II Admissions】

Admission Policies

Educational Objectives of KIMAP in Global Business Law

In the field of international business, the ability to do everything in English is required in addition to having specialist knowledge. The objectives of this program is to provide interdisciplinary knowledge in business management and economics as well as specialist skills and knowledge in law. In addition, the program is to help students acquire practical skills in English and to produce people that are able to flourish in lives as international business legal practitioners.

Students Qualities Sought by the Program

This program seeks applicants who wish to play an active role in the field of international business; and to acquire English communication skills and basic experience of working abroad in addition to interdisciplinary knowledge in business management and economics and specialized and advanced knowledge in law.

The qualities sought are: basic knowledge and academic ability, critical thinking, decision making skills, and writing and verbal expression, curiosity and motivation, independent thought processing and teamwork skills.

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Attached Document: Application Form

1. Number of Students to Be Admitted

8 (eight) students for each academic year

2. Application Eligibility

Any of the following persons may apply.*

- (1) University graduates or those expecting to graduate from a university by March 31, 2024
- (2) Holders of a bachelor's degree under the provisions of Article 104, Paragraph 7 of the School Education Act, or those expecting to be so by March 31, 2024¹⁾
- (3) Persons who have completed, or are expected to complete by March 31, 2024, 16 years of school education in a country other than Japan (hereinafter also referred to as "a foreign country")
- (4) Persons who have completed, or are expected to complete by March 31, 2024, 16 years of school education of a foreign country by following, in Japan, a distance-learning program provided by an educational institution of that foreign country
- (5) Persons who have completed, or are expected to complete by March 31, 2024, in Japan, a course of an educational institution (i) established within a foreign country's educational system, (ii) treated as providing university courses (limited to those courses whose graduates are regarded as having completed 16 years of school education in that foreign country) and (iii) specifically designated by the Minister of Education, Culture, Sports, Science and Technology (hereinafter referred to as "MEXT")
- (6) Holders of a bachelor's degree or equivalent, or those expecting to receive such a degree by March 31, 2024, from a university or any other educational institution in a foreign country (limited to that institution whose educational and research activities have been evaluated by the government of that foreign country or a relevant organization accredited by it, or any equivalent institution as is designated by MEXT) after the completion of a course of 3 years or more (including cases in which the said course is completed by following, in Japan, a distance-learning program provided by an institution of that foreign country, or the said course is provided by an educational institution established within a foreign country's educational system and designated by MEXT pursuant to the provision of Item (5))
- (7) Persons who have completed, after the date determined by MEXT, a specialized course of a vocational school (limited to that course which fulfills the criteria determined by MEXT, including the requirement that the course length be 4 years or more)
- (8) Persons who are designated by MEXT (under the Public Notice of the Ministry of Education No. 5 of 1953)²⁾
- (9) Persons who are enrolled in a graduate program of a university conforming to Article 102, Paragraph 2 of the School Education Act³⁾, and who are recognized by the Kobe University Graduate School of Law (hereinafter referred to as "the School") to possess the academic capability required to undergo a graduate program of Kobe University

- (10) Persons who, following an individual screening, are recognized by the School to possess the academic capability equivalent to or greater than that possessed by those holding a bachelor's degree and who will be 22 years old or over when they enroll in the Kobe LL.M. program⁴⁾
- (11) Persons who meet any of the requirements listed below and are recognized to have achieved excellent results for credits as designated by the School:
1. Persons who will have been enrolled in a university for 3 years or more as of March 31, 2024⁵⁾
 2. Persons who have completed, or are expected to complete by March 31, 2024, 15 years of school education in a foreign country
 3. Persons who have completed, or are expected to complete by March 31, 2024, 15 years of school education of a foreign country by following, in Japan, a distance-learning program provided by an educational institution of that foreign country
 4. Persons who have completed in Japan, or are expected to complete by March 31, 2024, a course of an institution (i) established within a foreign country's educational system, (ii) treated as providing university courses (limited to those courses whose graduates are regarded as having completed 15 years of school education in that foreign country) and (iii) specifically designated by MEXT
- (12) Holders of a Juris Doctor degree (i.e., the degree granted to a person who has graduated from the law school program as provided for in Article 18, Paragraph 1 of the Standards for Establishment of Professional Graduate School) who were granted the degree within three years prior to March 31, 2024, or who expect to be granted the degree by March 31, 2024.

*If you do not understand whether or not you are eligible for application, do not hesitate to ask the Academic Affairs Section of the School. For contact information about the Academic Affairs Section, see the last page of this Guide.

Notes:

- 1) Item (2) refers to those who have been conferred a bachelor's degree by the former National Institution for Academic Degrees, the former National Institution for Academic Degrees and University Evaluation, or the National Institution for Academic Degrees and Quality Enhancement of Higher Education, or are expected to be conferred such a degree by these Institutions.
- 2) Item (8) refers to those who have graduated, or are expected to graduate, from a university established under the old Imperial Ordinance for Universities, or a university or any equivalent institution of higher learning established under a ministerial Order for Organization or an Act for Establishment of a ministry.
- 3) This refers to those who have enrolled in a graduate program of a university without holding a bachelor's degree.
- 4) Item (10) covers those who have graduated from a junior or technical college, a vocational or miscellaneous school, or a Japanese branch of a foreign university or school for foreigners, and do not have a bachelor's degree certificate.
- 5) Item (11)-1 applies to those who have earned, at the end of their second year (i.e. March 31, 2023), 80 or more of the credits required to graduate. In this case, the

percentage of ratings equivalent to “excellent” (A) as provided for by the rules of the Kobe University Faculty of Law must account for 80% or more of the total credits earned. Those enrolled in the School based on this qualification will be supposed to withdraw from the university in which they have been enrolled.

[Evaluation of Application Eligibility]

Applicants seeking to apply on the basis of Item (9), (10), or (11) must go through a prior evaluation of eligibility before starting application process. They are required to submit the following documents to the Academic/Student Affairs Office of the School no later than October 27, 2023 (Friday):

- a) A request form for prior evaluation of eligibility (the form can be downloaded from our website: <http://www.law.kobe-u.ac.jp/KIMAP/admissions.html>)
- b) Certificate of graduation (or completion) or student status obtained from your most recently attended educational institution as well as academic transcript from the institution
- c) A stamped, self-addressed envelope (From within Japan, applicants must prepare a No. 3 size (12 cm x 23.5 cm) envelope with a clearly printed return address and a 344-yen stamp on it. For those applicants living outside Japan are asked to previously contact the Academic/Student Affairs Office of the School)

*Those seeking to apply on the basis of (9) must submit the following documents as well:

- Academic performance report and certificate of registration from the university from which the applicant graduated
 - Academic performance report and certificate of registration from the applicant’s current graduate school
- (Those who have already completed the graduate school course need to submit a certificate of completion instead.)

3. Selection Methods for Admission

In selecting applicants, factors taken into account include results of the entrance examination, past academic achievements, and results of any research previously conducted by the applicant.

4. Evaluation Criteria

(1) Document Screening

A. Documents certifying English proficiency

Results for TOEFL (iBT), TOEIC(Listening & Reading Test), IELTS (Academic) will be converted into a score so that they can be evaluated based on a common standard. If multiple English proficiency results are submitted, the results with the highest converted score will be considered.

B. Research Plan

The research plan, which must be written in English and be within 1,500 words, will be evaluated.

(2) Interview Examination

The interview will be carried out in English, and will be based on the submitted application documents.

5. Application Period

- Applications must be received by Academic Affairs Section of the School **between November 20, 2023 and December 4, 2023. (5:00p.m. Japan Time).**
- All applications must be sent by registered express post.

6. Application Documents

Applicants must submit the following application documents by registered express post to the Academic Affairs Section of the Kobe University Graduate School of Law (2-1 Rokkodai-cho, Nada-ku, Kobe, 657-8501, JAPAN). Write in red on the front of the envelope “Kobe LL.M. Application Form enclosed.”

1	Application form and CV	Use the form provided by the School.
2	Confirmation of (expected) graduation	Must be issued by the president of the applicant’s university or the dean of the applicant’s faculty/department. <u>*Refer to page 5 for universities in China</u>
3	Academic transcript	Must be issued by the president of the applicant’s university or the dean of the applicant’s faculty/department.
4	Research plan	Within 1,500 words in English. Print it on A4 paper. Those who are applying based on the application eligibility (12) above can instead submit a research plan within 3,000 letters in Japanese.
5	Certification of English proficiency	TOEFL (iBT) Test Taker Score Report *1; IELTS (Academic) Test Report Form *2; or TOEIC (Listening & Reading Test) Official Score Certificate In each case the test(s) must have been taken on or after November 20, 2021. ● Submission of a certificate may be exempted when the applicant's first language is English. Please check before the application period with the Academic Affairs Section of the School. ● Any certificate must be original. A copy is not accepted. *1 Applicants may arrange with the testing organization (ETS) to send the

		<p>Official Score Report directly to Kobe University (DI Code: 0037). The report must reach the university before the application deadline. A certificate of TOEFL iBT Home Edition is also accepted.</p> <p>*2 Applicants may arrange with the IELTS Official Test Centre to send the certificate Official Score Certificate directly to the Graduate School of Law. A certificate must reach the School before the application deadline.</p>
6	Examination admission ticket and photo card	<p>Use the form provided by the School.</p> <p>*Overseas applicants who opt for a video interview need an examination admission ticket only.</p>
7	Photographs	<ul style="list-style-type: none"> • Affix photographs of the applicant, taken within 3 months before the application, on the designated fields of the application form, the examination admission ticket and the photo card. • The photographs must show the chest and a full-face view with no head covering (height and width: 4 cm x 3 cm).
8	Return envelope for examination admission ticket	<ul style="list-style-type: none"> • Write clearly the applicant's name, return address, and postal code on the envelope with a stamp worth 344 yen attached. Your examination admission ticket will be sent by email. <p>*Overseas applicants do not need this envelope and stamps.</p>
9	Address label	<p>Write clearly the applicant's name, address, and postal code on the form provided by the School.</p> <p>*Overseas applicants do not need this address label.</p>
10	Application fee	<p>Application fee is 30,000 yen.</p> <p>After carefully reading the attached document "Payment for the Entrance Examination Fee," pay 30,000 yen at a local post office using a post office transfer form or Japan post bank transfer form designated by the School (an extra transfer fee will be charged by the post office), and then affix the certificate of payment (transfer receipt) on the designated field of the application form.</p> <p>Applicants who will pay from overseas are asked to contact the Academic/Student Affairs Office of the School prior to the payment to check the payment procedure.</p> <p>*Once the fee is paid, no refund will be effectuated under any circumstances.</p> <p>*Kobe University offers an application fee waiver program for applicants who have suffered from large-scale natural disasters. If you would like to apply for a waiver, please contact the Admission Division of the Student Affairs Department at 078-803-5230.</p>

Documents written in a language other than English or Japanese must be accompanied by Japanese translation.

Non-Japanese applicants are also required to submit the following additional documents.

11	Passport (copy) or certificate of residence (住民票 jūminhyō) issued by the municipality in which the applicant lives, certifying his/her residence status, period of stay, etc. (original)
12	Letter of recommendation written by an academic supervisor or similar person at a university in which the applicant has been/had been enrolled*(optional)
13	Certification of MEXT scholarship (if applicable)

*Letter of recommendation must be written in either Japanese or English, and put in a sealed envelope.

Universities in China

The requirements for items 2 of the application documents are as follows:

【Applicants who have graduated from a university in China】

In addition to the original official certificate of graduation, please arrange for an official English version of an Online Verification Report of Higher Education Degree Certificate to be sent directly to Kobe University Graduate School of Law (law-kyomu-kenkyuka@office.kobe-u.ac.jp) by email. A forwarded message from the applicant is not acceptable.

【Applicants who will have graduated from a university in China】

At the time of application, the original official certificate of expected graduation must be submitted. After obtaining your bachelor's/master's degree, please arrange for an official English version of an Online Verification Report of Higher Education Degree Certificate to be sent directly to Kobe University Graduate School of Law (law-kyomu-kenkyuka@office.kobe-u.ac.jp) by email. A forwarded message from the applicant is not acceptable.

The School may revoke the admission of the applicant if the certificate does not reach the School before enrollment. The original official certificate of graduation must be submitted before the enrollment procedures.

Note:

- For applicants who have already received a CREDENTIAL REPORT from CDGDC, a CREDENTIAL REPORT sent from CHSI directly to Kobe University Graduate School of Law (law-kyomu-kenkyuka@office.kobe-u.ac.jp) is acceptable as well as the online verification email from CHSI. A forwarded message from the applicant is not acceptable.

- After application, it may take about one month before the report is dispatched. Since it may take more time during the long vacation, please prepare with plenty of time to spare.

7. Date and Time of Examination*

January 5, 2024 (Friday)	Interview examination via video	From 9:30 (Japan Standard Time)
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8. Notification of Acceptance

The results will be posted on the website of Kobe University Graduate School of Law (<http://www.law.kobe-u.ac.jp/graduate/>) at 14:00, January 26, 2024 (Friday). Successful applicants will receive an official letter by post. Telephone enquiries regarding the admission results are not accepted.

*After the enrollment has been completed, a supervisor will be assigned to each student from among professors specializing in international business law, taken into consideration the research plan submitted as an application document and a possible subject of his/her master's thesis.

9. Assistance for Applicants with Special Needs

Physically disadvantaged applicants who desire special assistance in the entrance examination or in their coursework after the enrollment are asked to apply for such to the Academic/Student Affairs Office of the School before October 27, 2023 (Friday) except in special circumstances.

10. Points to Keep in Mind

- Incomplete applications will not be accepted.
- Once submitted, the application materials (including certificates) will not be returned to the applicant under any circumstances.
- Once submitted, no modifications to the submitted application materials will be accepted.
- If inaccurate information is found to be provided in any of the submitted application materials or an omission of information that should be included in any of the submitted application materials is found, the School may revoke the admission of the applicant even after the enrollment in the program has been completed.

11. Enrollment Fee and Tuition Fees

- Enrollment fee: 282,000 yen [fiscal year 2023]
- First installment of tuition fees: 267,900 yen (yearly amount is 535,800 yen)
[fiscal year 2023]

If tuition fees change during the period of enrollment, the applicant will be required to pay the revised fee.

Handling of Personal Information Obtained during Application

1. Personal information kept by Kobe University will be handled pursuant to the Act on the Protection of Personal Information(Act No. 57 of 2003) and other applicable laws and regulations, and in strict adherence to the Guidelines on Personal Information Held etc. by Kobe University.
2. Academic results and other information used for selecting applicants will be used for the selection of applicants (application processing and selection), notification of acceptance, enrollment procedures, and research/studies for future selection methods and improvement of university education. The information will be processed in a way so that individuals cannot be identified during the research/studies or on the publication of results.
3. Personal information disclosed during the application process will only be used for general educational purposes such as matters relating to the provision of support to students following their admission (health management, tuition fee waiver, scholarship application) and conducting academic operations (student registration and academic guidance), as well as tuition fees etc., and accompanying tasks.
4. A part of the above operations may be entrusted to subcontractors hired by Kobe University. Kobe University will provide any such subcontractors with the minimum amount of personal information needed for their work and instruct them to observe confidentiality.

Control and Prevention of Infectious Diseases

(1) Submission of a certificate demonstrating inoculation and an antibody test against measles and rubella:

Kobe University has implemented the *Measles and Rubella Registration Policy*, and all newly enrolled Kobe University students must submit one of the following three certificates (①, ②, or ③) to prevent a possible outbreak of measles and rubella on campus.

Please note that students admitted into the following schools should submit either ① or ③:
School of Medicine (Faculty of Medicine and Faculty of Health Sciences),
the Graduate School of Medicine, or the Graduate School of Health Sciences.

- ① A vaccination certificate to prove that you were inoculated against measles and rubella (twice each after one year of age) . (recommended)
 - ② A vaccination certificate to prove that you were inoculated with measles and rubella vaccines each within the last five years (since April 2019).
 - ③ An antibody certificate verifying that you have sufficient antibody titer in your blood (refer to the chart next page) to prevent the development of measles and rubella, based on the results of an antibody test performed within the last five years (since April 2019).
- * For ① and ②, it can be a combined vaccine of measles and rubella vaccines (e.g., MR vaccine).
 - * For ① and ②, the certificate must be issued by an accredited medical institution, and state the type of vaccine and the date of inoculation.
 - * If there is a history of vaccination, please submit ③ or receive vaccination and submit ① or

②.

* For ③, the certificate must specify the measuring method and the measured values of antibody titer in your blood (refer to the next page), and it must satisfy the judging standard listed in the chart. A blood test report sheet itself can be accepted for submission.

If the antibody titer in your blood is insufficient, you must receive the necessary vaccination, and submit either ① or ②.

* You may submit a combination of ①, ②, and ③ (e.g., ① for measles, and ③ for rubella).

* If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g. illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

<Submission Period and Place of Submission>

• All successful undergraduate and graduate applicants enrolling in April (except the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):

Please submit at the time of the medical checkup for new students scheduled in April.

• All successful graduate applicants enrolling in April (the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):

Submit the certificate to the following institution by the designated date:

- Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch, by April 15.

- Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus), by April 15.

- Students of the Graduate School of Maritime Sciences are required to submit the form at the medical examination site on the day of the medical check-up for Maritime Sciences students.

• Successful applicants enrolling in October:

Submit the certificate at the medical check-up site for October enrollment.

(2) Submission of a certificate demonstrating inoculation and an antibody test against epidemic parotiditis and chickenpox (Only for successful applicants enrolling in the School of Medicine including both the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine; and the Graduate School of Health Sciences):

In addition to the measles and rubella certificate, successful applicants enrolling in the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences, are also required to submit a certificate regarding epidemic parotiditis and chickenpox. A designated form for the certificate is available at the Academic Affairs Section.

The certificate must state that either you were inoculated against epidemic parotiditis and

chickenpox (twice each after one year of age), or verify that you have sufficient antibody titer in your blood to prevent development of epidemic parotiditis and chickenpox based on an antibody test performed within the last five years (since April 2019).

If the antibody titer in your blood is insufficient, you must receive a necessary vaccination (twice each after one year of age), by the due date for the certificate submission. (The two vaccinations must be given at least 4 weeks apart.)

If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

<Submission Period and Place of Submission>

- Successful undergraduate and graduate applicants enrolling in April

(Only for the School of Medicine including the Faculty of Medicine and the Faculty of Health Sciences;

the Graduate School of Medicine, and the Graduate School of Health Sciences):

By end of June of your first year, submit the certificate to the following:

- Students of the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences) should submit directly to the Medical Center for Student Health (Rokkodai).
- Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.
- Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

☆ Attention: For those who are enrolled in the School of Medicine but miss the submission deadline, you may not be able to participate in the initial on-site clinical training program etc.

- Successful graduate applicants enrolling in October

(Only for the Graduate School of Medicine and the Graduate School of Health Sciences):

Submit the certificate by end of December of your first year to the following:

- Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.
- Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

Measuring Methods and Judging Standards for Protective Antibodies in Blood

	Measuring Method	Judging Standard	Remarks
Measles	IgG – EIA method	8.0 \leq positive (16.0 \leq) *	Positive result by one of these three methods. * For the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences: Positive result by one of these three methods, and must achieve values shown in brackets.
	PA method	256x \leq positive (256x \leq) *	
	NT method	4.0x \leq positive (8x \leq) *	
Rubella	HI method IgG – EIA method	32x \leq positive 8.0 \leq positive	Positive result by one of these two methods. (HI method is recommended)
Epidemic Parotiditis (Mumps)	IgG – EIA method	4.0 \leq positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, and Graduate School of Health Sciences
Chickenpox	IgG – EIA method IAHA method NT method	4.0 \leq positive 4-fold \leq positive 4-fold \leq positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, Graduate School of Health Sciences Positive result by one of these three methods (IgG – EIA method is recommended)

- * Antibody testing is not required if the vaccination history meets the requirements or if additional vaccinations are given.
- * Make sure the above methods are followed when the antibody titer is measured in your blood.
- * The protective antibody value differs according to the measuring method used. Please note that **the judging standards are higher than the usual standards used at medical institutions.**

Students who wish to enter the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences should be aware that they are required to have an even higher level of protective antibody values listed in brackets against measles.

- * Before you visit a medical institution, please make an appointment and confirm that the antibody test and/or the vaccine you need are available at that institution.

When you visit a doctor at a medical institution, make sure you present this guidebook so your doctor can issue the necessary certificate(s). (Please make sure you confirm with your doctor the measuring methods and judging standards when measuring the antibody titer in your blood.)

- * Points to Consider when Submitting a Certificate:

① Please bring the original certificate and one set of copies (A4 size).
If the certificate is written in a language other than Japanese or English, please attach a document that shows either a Japanese or English translation.

For further information, please refer to:

Medical Center for Student Health, Kobe University Tel: 078-803-5245

Student Support Division, Student Affairs Department, Kobe University Tel: 078-803-5219

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