



**至善館**  
SHIZENKAN

**Graduate School of Leadership and Innovation**

**Shizenkan University**

**MBA Program**

**in Design & Leadership for Societal Innovation**

**2022 Academic Year**

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## **Mission Outline of the Shizenkan Graduate School**

We present a unique leadership educational model. The Graduate School of Leadership and Innovation, Shizenkan University (henceforth “Shizenkan”) is dedicated to educating global management leaders, using a holistic and humanistic approach.

The school aspires to produce “whole-person” management leaders with the professional skills for driving innovation, reforming business and organizational transformation—who are at the same time humane and sensitive to social issues. We aim to educate the “whole-person”, to help them live harmoniously in the modern world. By developing such management leaders, we hope to contribute to building a peaceful society and to help mankind.

While capitalizing on the traditional approach of U.S. business school management programs, the school questions what is truly needed for successful management leadership education, by observing the ever-evolving social, business and economic environments and by anticipating the needs of the coming century. It offers students a new principle of management leadership education - originating from Japan and Asia.

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## **Our Program**

The Design & Leadership for Societal Innovation MBA Program (henceforth “the program”) design is based on the view that our socio-economic system is at the cusp of dramatic transformation – a turning point in history.

Traditional business schools embodied 20th century capitalism. They were founded on the assumption of continuous growth, of economies based on mass-production and mass-consumption, operated by hierarchical organizations. Business schools produced administrators who played key roles in running these organizations, in which employees had clearly-defined roles and were constrained by the essence of their work functions.

But the assumptions that underpinned these schools are being challenged. The ecological and economic sustainability of the world is now in question. Governments and corporations increasingly stress sustainable development goals. Consumer needs have diversified and the development of distributed production technologies such as cloud computing and 3D printers have delivered customized small-quantity production and consumption. The emergence of social networks, and the gig and sharing economy have triggered a shift away from traditional business management models. The hierarchical organization is being replaced by a flat, network-based model, which emphasizes communication and connection of individuals across divisions and organizational boundaries.

In this new business environment, what is needed for leadership is not management skills that depend on traditional incentives, nor on titles or positions. Rather, the new era demands leaders with strong interpersonal skills, able to earn the empathy and trust of people and enlist their support and collaboration.

Moreover, the development of artificial intelligence (AI), robotics, the Internet of Things (IoT), block-chain, cyber-currencies and other technological and scientific innovations are rapidly changing our lives. The nature of value creation is shifting away from monopolies of intelligence, resources and markets,

seeking the expansion of economies of scale. Value now depends on creating new avenues of intelligence and entrepreneurship, challenging stakeholders to take risks and create a new reality. The ecosystem that supports startups exists not only in Silicon Valley but around the world. Entrepreneurs who challenge the old setup are now agents for value creation, replacing big corporations. In response, these big corporations are on the defensive, many have abandoned their traditional in-house approaches to innovation and shifted resources to open up innovation and collaborate with these external entrepreneurial initiatives.

Looking at the bigger picture, we see ourselves at a critical point in history. Modern western values underpin the *triad* of our socio-economic system i.e., the sovereign state, democracy and capitalism. Modern western values, which have been an engine for globalization and economic development (and growing economic disparities), have begun to crumble. At the same time, we observe the swing of the economic pendulum from the West to the East, especially to China and India, after being dormant for over 200 years of colonization and social turmoil. Furthermore, rapid advancement in science and technologies have brought us great benefits, and will continue to do so, but they will also disrupt our lives and how our societies are structured. In particular, the resulting systemization of our lives means we could end up being atomized and losing our sense of humanity.

At Shizenkan, we seek candidates who see and understand these great tides of history, who will challenge the future with their own willpower, and who want to improve their organizations and society. By offering what we call a “whole-person” program in management leadership training, in a competitive and invigorating environment, we will support next generation management leaders. These leaders will be equipped with management and business skills, as well as human and social skills that can help lead the age of transformation and creativity.

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## **Our Philosophy**

The program at Shizenkan is designed to develop a sensible approach to effective management leadership. It is based on our unique philosophy and approach:

### **1. We Create the Opportunity for Entrepreneurs and Young Managers to Develop Proficiency in Key Areas**

We create an opportunity for entrepreneurs and young managers to develop three key critical skills. As the foundation of the program, we explore quantitative analysis, as well as logical and strategic thinking. These have long been on the core curriculum of traditional business schools, since they are an essential skill set for management professionals. Second, we look at design thinking; the observation of what the real world needs and potentially wants and the reflection on what business and society should be. Thirdly, we focus on thinking “out of the box”, which allows us to conceive a future scheme beyond the past or present and helps us deal with the exponential and disruptive innovations in science and technology facing us today. We aim to develop a new breed of management professional by merging traditional business school education with these new methods.

### **2. We Aim to Develop the Outlook and Perspective of the Manager and Entrepreneur**

We aim to develop the perspective of the manager or entrepreneur. One problem faced by business schools is the compartmentalization of education. The essential factors in business management - accounting, finance, marketing and strategy - are segmented into small areas and frameworks. As a

result, management tends to lose overall oversight. At Shizenkan, we constantly try to see the world through the eyes of a manager-entrepreneur. We place business policy at the very core of the program. Thus, unlike other educational institutions, our objective is not to produce experts in finance and accounting but well-rounded managers, entrepreneurs, and leaders.

### **3. We Ascribe to a Liberal Arts Education to Build Leaders Who Have a Clear Set of Values and Who Understand What Might Be Coming Next**

We use liberal arts education in our own way to build leaders who have a clear set of values and philosophies and understand what is coming next. Specialized knowledge and skills are essential for the success of management and professionals. However, they are only the tools to help achieve goals, not the answer to fundamental questions such as “for whom”, “for what”, and “why”. We believe education systems that simply teach “how” are fundamentally flawed. Our curriculum includes history, religion, philosophy, sociology, science and art. We believe the liberal arts are necessary to help develop comprehensive thinking, understand the broad sweep of history and explore the essence of our human existence. This in turn helps leaders make decisions using their own set of values. Equally importantly, the liberal arts allow business professionals to understand the reality of our changing world, to have better insight into the driving factors of history, the divergence/convergence of the world, and thus make good observations of the future.

### **4. We Try to Cultivate Leadership by Facing Society and Others and Reflecting Upon Ourselves**

We try to cultivate leadership by embracing social change: we think that the first and foremost important element of leadership is contemplation of the meaning and goal of life through self-reflection. This is normally defined as recognition of one’s inner voice and values. For management professionals, who often wield influence over society, self-reflection should also include examining our relationship with society and other people; to question the meaning of our lives and goals within the context of society.

### **5. We Want to Connect People and Institutions Who Share Similar Values**

We want to connect people and institutions who share the same values. Shizenkan operates in partnership with the School of Inspired Leadership (SOIL) based in Delhi, India, the IESE Business School in Barcelona, Spain, and Fundação Getulio Vargas (FGV) in Rio de Janeiro, Brazil. With these partners, our institution has a faculty exchange program to conduct joint workshops and research projects relating to global business management and the future of leadership education. Shizenkan also collaborates with the Chinese Chamber of Commerce in Japan and plans to create an interactive network with the Chinese business community in Asia. Academics and business leaders in South Korea, Singapore, Bangladesh, Belgium, Switzerland, Israel, the United States, Canada, Brazil, Uganda and Indonesia have joined our network and delivered lectures.

### **6. We Strive to Deliver a Cutting-edge Education in Leadership and Management, Grounded in Asian and Japanese Values**

We strive to deliver a cutting-edge education in leadership and management, grounded in Asian and Japanese Values. Many business schools across Asia implicitly accept or adopt Anglo-American methods, the basis for all major business school education. Shizenkan is different. In Asia, the philosophies of living symbiotically with nature and rule of virtue are deeply rooted. At Shizenkan,

we start with American business school education, which is based on western rationalism, yet we also incorporate Eastern philosophies—Zen and meditation are part of our curriculum. We seek to become a bridge between the East and West, and a model of management leadership that is best adapted for the future.

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## About Shizenkan Graduate School

Institution:	Graduate School of Leadership & Innovation, Shizenkan University
Major:	Major in Leadership and Innovation
Degree:	Master of Business Administration in Design & Leadership for Societal Innovation
Annual Admittance:	80 students
Class Schedule:	In principle, twice a week, once on a weeknight and during the day on Saturday or Sunday. *Some courses may occur on national holidays
Duration:	Two years (part-time)
Matriculation:	August 20, 2022

Shizenkan is a bilingual graduate school with a campus located in central Tokyo, a 5-minute walk from the Yaesu Exit of Tokyo Station. The school is accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and offers a master’s degree in business administration (“MBA in Design and Leadership for Societal Innovation”). Courses run continuously over two years (essentially 20 months, with three-week spring, summer and winter breaks). Classes are generally held twice a week, once on a weeknight and during the day on Saturday or Sunday.

Most courses are offered in both Japanese and English<sup>1</sup>, meaning monolingual students can basically graduate by studying exclusively in either language<sup>2</sup>. Up to 80 students will be accepted per year from promising applicants worldwide. The cohort will be divided approximately in two, with about 40 students<sup>3</sup> taking classes in Japanese and the other in English, so admissions selection will be carried out based on the language the applicant chooses. Monolingual students can take courses offered in the second language during the second year of study when they develop linguistic capabilities. It goes without saying that all classes accept Japanese and international students.

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<sup>1</sup> Courses such as “Group Workshop I, II”, “The Art of Communicating a Vision and Ideas”, “Global Management: Strategy, Organization and Leadership” are offered only in English in a joint Japanese and English class. In a small number of classes, both languages are used.

<sup>2</sup> Students may change language in their second and following years for certain courses, if they are deemed fluent enough.

<sup>3</sup> Please note that even if you are enrolled in the Japanese language program, you will still have opportunities to communicate in English during your studies. Shizenkan is committed to global education, and we believe that the ability to communicate in English, the de facto global language, is essential for all leaders of the next generation.

We believe that the leaders of the next generation must combine a sharp business sense with public-mindedness. We are a graduate school of business administration, so we see many of our students coming from the business sector, perhaps intending to manage firms and projects or start a business in the future. At the same time, we will accept applicants from the public and civic sectors: international organizations and central/local governments as well as NGOs and NPOs and social enterprises. We do so because we believe that the future of leadership education lies in learning beyond the boundaries of specific sectors.

With this belief, all students take compulsory courses in the 1<sup>st</sup> year together and share many of the same courses in year two at Shizenkan. At the same time, we offer several electives in the 2<sup>nd</sup> year that cater to the particular needs of each sector in exercising leadership.

As the concept of social enterprise becomes widespread, PPP (public-private partnership) becomes increasingly popular, and the boundary blurs between profit/nonprofit and public/private, Shizenkan offers an opportunity and a place for students to grow holistically, in an environment where people come from different sectors to learn together and inspire each other.

Different from conventional business schools who aim to provide basic knowledge to young people in their 20's, Shizenkan University's program is tailor-made for working professionals in their 30's with rich experience to nurture their growth as business leaders (entrepreneurs, policy makers, etc.). That is why Shizenkan University has designed a sophisticated and integrated curriculum to give a holistic and comprehensive view of business creation and management, not just provide basic business literacy and train separate skills in accounting, marketing or finance. For those of you who do not have a lot of business knowledge, we would highly recommend supplementary study prior to starting the program. In particular, logical thinking/writing, understanding and interpretation of financial numbers (reading of financial statements, understanding the role of BS/PL/CF) are the most basic skills required.

At Shizenkan, we operate our classes based on the idea that the "learning space" is created by both faculty and students. Students are expected to be "active contributors of the learning space", who not only deepen their own learning but also contribute to the learning of the entire class by speaking up, asking questions, and engaging in dialogue, rather than being "passive consumers" of the class. Please consider that learning at Shizenkan will come from the lecturers, themselves, and fellow classmates, whenever you attend classes.

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### **Our Objectives (Diploma Policy)**

The goal of the program is to educate well-rounded management leaders with the self-awareness and responsibility to be business professionals as well as members of society. Leadership abilities will increasingly be defined as the power to lead business innovation and organizational transformation, with an overall eye for overseeing a wide range of functional activities, people and organizations from the perspective of management or entrepreneur. Thus, we will strive to cultivate the following:

- **Personal Will Power...** The capacity to acquire a sense of mission, act with vision and at the same time continue to grow as a person through constant self-awareness and questioning
- **Manager's Ability to Conceptualize...** The courage to ignore convention and the weight of the past and push ahead with long-term goals for business activities and management

- **Leader’s Ability to Actualize...** The ability to drive creation and innovation by leading the self (i.e., initiating action and setting an example for others), to deal sincerely with people, and to win their empathy and trust
- **Core Holistic Competency...** The caliber to make decisions and take resolute actions on the basis of firm beliefs and principles, supported by a sense of self-awareness and social responsibility

More specifically, our definition of the “complete” management leader includes the following 6 qualities:

1. Self-motivated

We will develop self-motivated people who take on innovation and creation, not armchair critics who talk about things in the third person; we believe that awareness comes only through practice.

2. Eye on the Big Picture

Shizenkan does not intend to nurture specialists by function. We will develop managers and entrepreneurs with a holistic, long-term view who can personally oversee a range of functional activities and organizational operations while being buffeted by environmental changes, tides of innovation and paradigm shifts.

3. Empathy

It is said that a third-rate leader wins people over with titles, and a second-rate leader wins people over with knowledge. A first-rate leader convinces with personality and character. Shizenkan will develop leaders who back up their ideas with logic, convey those ideas to people passionately, win their empathy and trust and cause a ripple effect throughout organization and society.

4. Socially Conscious

We will develop “whole-person” management leaders who do not change their stripes depending on the situation, who are business professionals as well as members of a community, and who take on responsibility for the future of the whole society.

5. Open to Diversity but with a Strong Sense of Identity and Self-esteem

In a globalized world, leaders must accept diversity, which we believe requires having a strong sense of personal identity. Our students will be sensitive to differences and not look at things in a nationalistic, narrow-minded parochial way.

6. Independent, Autonomous

Shizenkan will develop leaders who are not dependent on the validation of people around them or of the public, but who can judge and act based on their own values, principles and beliefs and who take responsibility for the consequences of their actions.

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## **Degree Requirements and Award of Degree**

To complete the program, students must be enrolled in the program for two years and earn the credits from the all compulsory courses (41 credits in total), plus at least 3 credits from elective courses, for a total of 44 credits or more. The degree of Master of Business Administration (MBA) in Design & Leadership for Societal Innovation will be awarded to those who have fulfilled the above requirements.

The MBA is a nod to the model of education that came to symbolize 20<sup>th</sup> century capitalism, but the full title (Design & Leadership for Societal Innovation) also shows our desire to innovate to respond to the challenges of this century and beyond.

Students who have failed to earn more than one quarter of their credits during their first-year courses (excluding optional courses) will be subject to expulsion. However, if the Faculty Committee determines that there is a sufficient reason, the student may be exempted from expulsion.

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### **Network After Graduation**

Graduates will join Shizenkan's alumni network and be eligible to participate in various activities for the alumni.

We are a newly established graduate school but our parent organization, the Institute for Strategic Leadership (ISL), is an educational institution that has been operating since 2001. ISL runs a non-degree management leader development program for people in their 40s that has turned out more than 1,600 business executives, including many who have gone on to manage major firms. ISL is also active in training and support of social entrepreneurs. In addition to their own network of classmates, Shizenkan graduates will therefore have access to the ISL alumni, bringing more opportunities for continued growth and networking across sectors and generations.

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### **Admission Policy**

In the selection process, an applicant's potential will be assessed using the following 3 elements.

1. A willingness to take the initiative and find your own path in life

Leadership entails taking the initiative and influencing other people to bring about change. Leaders must also have a strong self-perception, forged through life experiences. They must be curious, pursue continuous personal growth, and aspire to become better people. They must be willing to start or rejuvenate a business, and challenge the status quo of existing organizations, rather than becoming departmentalized specialists. Applicants from the public sector must be willing to take on policy making and operational tasks in their organizations.

2. The ability to absorb knowledge and think critically

Applicants should strive to understand the fundamental nature of things, as well as have the ability to think about complex structural phenomena, use logic to form their own hypotheses and engage in constructive discussion to verify these hypotheses.

3. A sense of social awareness and willingness to help your classmates

Applicants should be concerned about world affairs and our societies and their problems. They should also have their own ideas about the tasks and challenges of the organizations they run. They should be able to face reality without succumbing to idealism and contemplate deeply rather than focus on the surface of things. Further, candidates should be prepared to actively contribute to the learning and growing experiences of others, and to be considerate of them in a spirit of friendly rivalry.



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## Admissions

### (1) Overview

The admissions process is designed to help you and Shizenkan figure out if the program is the right place for you and your goals.

The admissions process of Shizenkan is a two-stage process. After the initial screening of the submitted documents, selected candidates will be invited to a personal interview. The purpose of the interview is to understand more about you, beyond the information you have written in the admission documents. The candidates are selected on the basis of the 3 elements mentioned above.<sup>4</sup>

If you wish to enroll in a program delivered in your non-native language, a language proficiency test in the form of a short written and oral exam will be conducted during the interview.<sup>5</sup>

### (2) Interview

To prevent the spread of Covid-19, we conduct interviews online (via Zoom). We will inform you about the date and time of the interview as well as send you the Zoom meeting link after the review of your submitted documents is complete.

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## Applicant Eligibility

As an applicant, you are required to have a minimum of three years full-time work experience and to fulfill one of the following conditions at the time of enrollment, i.e. August 20, 2022:

- (1) Obtain a university or college degree
- (2) Obtain a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education of Japan
- (3) Complete 16 years of education in a foreign country
- (4) Being designated by the Ministry of Education, Culture, Sports, Science and Technology of Japan
- (5) Are considered to have qualifications in education, knowledge, skills and aspiration to be admitted in the program by the Shizenkan Admissions Committee

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## Online Application Process

We will start reviewing applications from mid-September, 2021. Please note, that once the number of admitted applicants reaches the limit of our class size, we will announce the end of admissions on our website. For more information regarding the online application process please refer to our website (<https://shizenkan.ac.jp/en>).

Please follow the steps below to complete the online application:

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<sup>4</sup> It is not compulsory to submit your GMAT or GRE results to enroll in the program.

<sup>5</sup> It is not compulsory to submit your language proficiency test scores. However, please submit scores if you have any (see page 10 for details).

### **Step 1: Prepare your application package and pay the application fee**

- To apply to Shizenkan, we ask you to prepare a variety of documents that will help us assess your qualifications. Please note, your application must be submitted online. The list of documents is posted on our website (refer to pages 10-13 for details).
  - \* Please fill in the documents with your preferred language program (English/Japanese).
- You are required to pay the application fee of JPY35,000. (\*Note that you are responsible for any bank transfer costs.) Your payment receipt should be submitted with other documents.

### **Step 2: Submit the application package**

- The detailed instructions on submitting the application materials will be published on our website by the end of November.

### **Step 3: Schedule the interview**

- After the initial screening of the documents, the Admissions Office will invite selected applicants for a personal interview. Invitations will go out within one month of receiving the application package.
- To the applicants who passed the initial screening, the Admissions Office will contact via email to arrange the interview date.

### **Step 4: Personal interview**

- The interview will be conducted online (Zoom) and will be conducted by three faculty and staff members. It will take approximately one hour.
- Please note that if you wish to take the program in your non- native language, a language exam will be conducted during the interview.

### **Step 5: Admission**

- The Admissions Office will inform you of the admissions result after the interview.
- Admitted applicants who wish to enroll in the program will be required to deposit the enrollment fee within two weeks from the receipt of the notification of acceptance. The Admissions Office will also notify admitted applicants of the due date of the tuition fee. Formal enrollment begins once the Admissions Office confirms the deposit of enrollment and tuition fees.
- In addition, if Shizenkan determines that the applicant has little practical experience and that the management literacy necessary for attending the program is not sufficient, enrollment might be permitted on condition of preliminarily studying the basics (particularly, in the fields of finance and accounting).

## Admissions Cycle

There are three application cycles for admissions. Applicants who completed their application before a particular submission deadline will receive their admissions result within one month of each deadline. Initial review of documents and the subsequent interview will proceed as soon as you complete your application, regardless of the deadlines.

- 1st Deadline: December 31<sup>st</sup>, 2021
- 2nd Deadline: March 31<sup>st</sup>, 2022
- 3rd Deadline: May 31<sup>st</sup>, 2022

## Application Forms

Below is the list of documents required for application. The Admissions Office starts the process only after receiving all the required documents.

Document	Required for	Notes
1. Application Form "Form A"	Everyone	<ul style="list-style-type: none"> <li>· Fill out the form with your personal data, work experience and academic record.</li> <li>※ Select the language of application: English or Japanese.</li> <li>※ If you apply for the English Program as a non-native speaker and have any score(s) of English language proficiency tests (e.g. TOEFL, TOEIC), provide the score(s) in the "Certificates or test results" section of "Form A" along with a copy of the score certificate(s).</li> <li>※ If you apply for Japanese class as a non-native speaker and have any score(s) of Japanese language proficiency tests (e.g. JLPT), provide the score(s) along with a copy of the score certificate(s).</li> </ul>
2. CV/ Personal Resume	Everyone	<ul style="list-style-type: none"> <li>· Submit your curriculum vitae or personal resume, describing your academic and professional experiences in reverse historical order. Include the names of educational institutions where you have studied, the duration of your studies, and the degrees/certificates you earned. As for your professional experiences, refer to the company/organization you have worked for, your titles/work responsibilities, and your accomplishments.</li> <li>· Use any format and style of your choice but restrict the length up to three sheets of A4 paper.</li> </ul>

3.Certificate of Graduation	Everyone	<ul style="list-style-type: none"> <li>· The certificates should be original or certified copies of the original version.</li> <li>· The issue dates of the certificates should be from within the past year.</li> <li>· They should be written in either English or Japanese. * For other languages, please attach a translation in either English or Japanese, certified by an embassy or other suitable public institution.</li> <li>· The certificate is required for each degree you have obtained. If your degree was issued by more than one university (e.g. a double degree) you are required to submit the transcript from each entity.</li> <li>· If you have withdrawn from a university, please submit documents proving you have done so.</li> <li>· If you have graduated from a graduate school, please submit the certificate of completion of the graduate school as well.</li> <li>· If you have not completed a university accredited by the Ministry of Education, Culture, Sports, Science and Technology, but have obtained a bachelor’s degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education of Japan, please submit a certificate of the degree awarded.</li> <li>· If you have graduated from a university outside Japan, and the certificates do not state the name of the degree obtained, please provide a certificate that does so.</li> <li>· If you have graduated from a university outside Japan, and you are unable to submit a certificate, please submit a copy of the diploma or the certificate of degree.</li> </ul>
4.Certified Transcripts of Academic Degrees, Other Studies and Activities	Everyone	<ul style="list-style-type: none"> <li>· The transcripts should be original or certified copies of the original version.</li> <li>· The issue dates of the transcripts should be from within the past year.</li> <li>· They should be written in either English or Japanese. * For other languages, please attach a translation in either English or Japanese, certified by an embassy or other authorized public institution.</li> </ul>

<p>5. Essay “Form B”</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>· Write and submit your personal essays on the following three topics. Word limit for topics 1 and 2: Japanese - approx. 1,000 characters, English - approx. 500 words; topic 3: Japanese - approx. 1,200 characters, English - approx. 700 words.</li> </ul> <p>(1) Outline your professional experience and future aspirations, how they relate to what you expect to learn and experiences at Shizenkan and how you see your career developing after graduation.</p> <p>(2) Tell us about two of your biggest achievements as a leader which you are proud of.</p> <p>(3) Pick two experiences of failure or setback in your life, and explain how you have overcome them and what you have learned from the process. Explain by describing specific examples.</p>
<p>6. Two Letters of Recommendation “Form C”</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>· Provide two letters of recommendation, from someone who knows well your academic abilities, behavior and judgment in professional and/or private situations; your strengths as a leader, and areas for possible improvement. It might be your university or graduate school supervisor, your current or previous work supervisor or someone who is closely involved in your work. Outside of work, it should be a person who has known you for a long time, both your public and private affairs, familiar with your personality. Friends, family members and relatives are not eligible.</li> <li>· References must be written in a format specified by Shizenkan and please notify your recommenders to submit it to the Admissions Office directly via email or facsimile or postal services.</li> <li>· If you cannot provide reference letters from two persons meeting Shizenkan requirements, you may enclose a separate letter (free format) explaining the reason for that and provide recommendation letters from other referees.</li> <li>· The letter of recommendation should include, besides the text of recommendation, some basic profile information of the referee: the affiliated company, position, contact information (phone and e-mail), and the signature (digital signature is acceptable) of the referee.</li> <li>· Please notify your referees that the Admissions Office may take the liberty of contacting them directly for clarification and additional questions.</li> </ul>

7. Copy of Receipt of the Application Fee “Form D”	Everyone	· Please submit Form D with a copy of the receipt for transferring the application fee (JPY 35,000) attached.
8. Certificate of Company Sponsorship “Form E”	Company Sponsored Applicants	· The manager in charge of the sponsorship should fill out Form E.
9. Passport Copy	International Applicants	· Copy of relevant pages of your passport, including your name, photo, passport number and date of birth. *Not required for special permanent resident.
10. Residence Card Copy or Certificate of Residence	International Applicants Residing in Japan	· Copy of <u>both sides</u> of your valid Residence Card or Certificate of Residence in Japan, including your nationality, status and period of stay. Alien registration card or special permanent resident certificate is also valid.

### Application Fee

The payment of the application fee, JPY 35,000, is required when applying for the program. It is payable via bank transfer to the following bank account. Please note that you are responsible for transfer costs.

Bank name: MUFJ Bank, LTD  
Branch name: Nihonbashi-Chuo Branch  
Account number: 0312630  
Account holder: Gakkouhoujin Shizenkan

\* The application fee is not refundable with the exception of the following cases:

(1) If the application fee was paid but the application to Shizenkan was not submitted (the application documents were not sent, or the application documents were not received).

(2) In case of paying the application fee twice by mistake.

In case of (1) or (2) please contact the Admissions Office. If your request for the return of the fee is accepted by the Shizenkan Admissions Office, it will be refunded to your designated account. However, please be aware that the bank transfer fee and other related transaction

costs will be deducted from the amount.

### Academic Fees

The following table shows the academic fees required for enrollment in the program. (\*Note. The application fee is JPY35,000)

Enrollment fee	JPY200,000
Tuition fee for 1 <sup>st</sup> year	JPY2,400,000
Tuition fee for 2 <sup>nd</sup> year	JPY2,400,000
<b>Total</b>	<b>JPY5,000,000</b>

- (1) The enrollment fee is paid only one time in the first year.
- (2) Program tuition can be paid on a yearly basis or as a lump sum. When necessary, the tuition fees for the first and the second semesters may be paid separately with the permission of Shizenkan for students who are not sponsored and are self-funded. Further detailed information regarding the tuition and fee payment will be sent to you upon notification of acceptance.
- (3) The tuition fees do not include costs of textbooks and other optional academic materials.

**\*Optional Field Studies**

In addition to the above, if you participate in field studies (optional) in Japan or overseas, their expenses are paid separately.

**Protection of Personal Information**

All personal information that Shizenkan obtains from the applicant will be used solely for the purpose of admissions screening and the student registration subsequent to admissions. For more information on our personal information policy, please kindly refer to our website. By applying, you are considered to have agreed to the policy.

**Scholarship Program**

Shizenkan provides a Scholarship Program to offer students the opportunity of leadership education in an environment where people of different nationalities, coming from different backgrounds and sectors can learn together and inspire each other. Please visit our website (<https://shizenkan.ac.jp/en/program-en/admission-en/>) for more details.

**(1) Purpose**

A Shizenkan University Scholarship is awarded to one whose applications to Shizenkan is accepted and who is expected to become a whole-person management leader able to drive change and innovation, based on his/her qualifications, management and business, as well as human and social skills. Furthermore, the scholarship is awarded to those who have excellent achievements in academic and business fields, and/or those who have financial difficulties in funding to pursue his/her academic goal of becoming a holistic management leader.

**(2) Scholarship Program**

- **Scholarship Coverage:**  
In principle, the amount is limited to ¥1,000,000 (for 2 years). However, applicants who are excellent in academic achievements and/or need financial aid more than the amount described

above, may get no more than ¥4,800,000. The enrollment fee (¥200,000) must be paid by every applicant.

- Payment Method:  
Tuition fee will be reduced. A half of the amount will be reduced from each academic year's tuition fee at the beginning of each academic year.
- Scholarship Payment Period :  
In principle, 2 years from August 2022.

Scholarship recipients and the specific amount of the scholarship award will be decided based on the candidates' financial status and diverse profile, experience, qualifications, etc.

### (3) Eligibility

The scholarship is awarded to those who meet all requirements specified below. The number of people to be admitted is limited.

- Students who understand and strongly sympathize with the educational policy of Shizenkan.
- Students who have high motivation to grow as holistic management leaders and can be committed to study and contribute to classes and their fellow classmates.
- Students who have excellent achievements in an academic/business field and/or have financial difficulties in funding by themselves.
- Students who are self-funded (pay for tuition fee by themselves or supported by their family).
- \* If applicants are company/institution sponsored or have other outside financial support for the whole tuition fee, they are ineligible for the scholarship.
- \* There is no nationality restriction.

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## Use of Public Support Systems

### (1) Educational Training Benefits System

The program has been designated as a course eligible for the Ministry of Health, Labor, and Welfare's Practical Education and Training Benefits Program. As a result, students who enroll and meet the requirements will be able to apply to receive reimbursement for a certain percentage of their education and training expenses (the maximum benefits of 1,120,000 JPY can be granted over 2 years). Please refer to our website. Please note that it is only available in Japanese.

[https://shizenkan.ac.jp/cms/wp-content/themes/shizenkan\\_theme/assets/pdf/Shizenkan\\_Benefit.pdf](https://shizenkan.ac.jp/cms/wp-content/themes/shizenkan_theme/assets/pdf/Shizenkan_Benefit.pdf)

### (2) Japan Student Services Organization (JASSO) Loan Type Scholarship

Shizenkan students can apply for a loan scholarship (which recipients must reimburse after graduation) offered by the Japan Student Services Organization (JASSO). Students are required to apply for this scholarship through Shizenkan to JASSO after enrollment. For more information on the application requirements etc on this scholarship, please refer to the JASSO website. The application information for the students who start their study in AY2022 will be released by JASSO around March 2022. For your reference, please see the link below to the application guidelines for students enrolled in AY2021 and the outline of the scholarships.

Application Guidelines for Academic Year 2021 (only in Japanese):

<https://www.jasso.go.jp/shogakukin/moshikomi/zaigaku/tebiki/in.html>

Outline of the scholarships:



Scholarship	Scholarship amount (monthly amount)
First Category <No interest>	Choose from JPY50,000 and JPY88,000
Second Category <Interest-bearing>	Choose from JPY50,000, JPY80,000, JPY100,000, JPY130,000, and JPY150,000.
Special Increased Scholarship Loan Upon Enrollment <Interest-bearing>	Choose from JPY100,000, JPY200,000, JPY300,000, JPY400,000, or JPY500,000 (Only once at enrollment)

### Student Loans

Shizenkan partners with three financial institutions, which offer student loans that cover registration and tuition fees. For details, please visit our website (Please note that information is only available in Japanese. <https://shizenkan.ac.jp/program/admission/>).

- JACCS
- SMBC Finance Service
- Oriental Corporation

Please directly contact these financial institutions for inquiry or application. Applying for student loans requires an offer letter from Shizenkan. Loan approval is subject to judgement by the financial institution, and you may not be able to receive a loan.

### Contact us



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