



至善館  
SHIZENKAN

**Graduate School of Leadership and Innovation**

**Shizenkan University**

**MBA Program**

**in Design and Leadership for Societal Innovation**

**2024 Academic Year**



## **Shizenkan University Aspiration**

The Graduate School of Leadership and Innovation, Shizenkan University (henceforth “Shizenkan”) is a unique leadership education institution, unparalleled in the world. It provides a whole-person management leadership education, which aims to develop leaders with the professional managerial skills to lead change and innovation – and who are at the same time humane and sensitive to social issues. With the development of such whole-person management leaders, Shizenkan aspires to contribute to building a peaceful and prosperous human society.

Shizenkan aims to bring a paradigm shift in business leadership education. While capitalizing on the traditional approach of U.S. business school management programs, Shizenkan questions what is truly needed for successful leadership education, by observing the ever-evolving social, business, and economic environments and by anticipating the needs of the coming century. Shizenkan offers students a new principle of management leadership education – originating from Japan and Asia. Shizenkan’s philosophy is encompassed in our founding spirit, mission, and purpose.

### **Founding Spirit**

At this critical juncture in the history of humanity, we strive to realize a peaceful and prosperous future with kindred spirits across the world by pioneering whole-person leadership education from Japan and Asia.

### **Mission**

We shall generate innovation and wisdom through programs that encourage both a broad perspective and deep self-reflection, a space (“ba”) that enables mutual inspiration and learning, and an ecosystem that catalyzes collaboration and co-creation.

### **Purpose**

We aim to contribute to the realization of a humane, equitable, inclusive, and sustainable society by nurturing whole-person leaders of vision, willpower, and integrity, who through professionalism and empathy inspire others to live a life of purpose and service.



## **Our Program**

The Design and 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 and were founded on the assumption of continuous growth, of economies based on mass-production and mass-consumption and operated by hierarchical organizations. Such 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.

However, the assumptions that underpinned these schools are being challenged. As represented by the concept of planetary boundaries, the UN SDGs, and impact investment, the ecological and economic sustainability of the world is now in question with governments and corporations increasingly stressing sustainable development goals. The diversification and individualization of consumer needs and wants that accompany the maturation of the economy and society, and the development of decentralized production technologies, have brought about the advent of the custom low-volume production and low-volume consumption model, symbolized by digital fabrication and the sharing economy, instead of the mass-production and mass-consumption model. In addition, the strong sense of crisis over global environmental issues such as climate change, biodiversity loss, and resource depletion are shifting the conventional centralized, urbanized society to a self-sustaining, decentralized society, where people can experience quality of life and wellbeing while connecting with people and living in harmony with nature in their local communities. In addition, the Covid-19 pandemic has been a major factor in this shift. Furthermore, with the spread of information technology (IT) tools such as online chat and video conferencing during the Covid-19 pandemic, 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, who are 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, renewable energy, nanotechnology, regenerative medicine, and other technological and scientific innovations are rapidly changing our lives. The nature of value creation is shifting away from monopolies of intelligence, resources, markets, and seeking the expansion of economies of scale. Value now depends on the creation of 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 and replacing big corporations. In response, these big corporations are on the defensive, where 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. This triad, which has been an engine for globalization and economic development, has begun to crumble in the growing economic disparities and collapse of communities, as well as the rising international tensions and the heightened geopolitical risks. At the same time, after 200 years of Western dominance we observe the swing of the economic pendulum from the West to the East, especially to China and India. 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 lose our sense of humanity, just as Charlie Chaplin warned in the movie, “Modern Times”.



## **Our Philosophy**

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

### **1. Developing three essential skills as management professionals.**

The program is designed with the aim of developing three critical thinking skills that will be required of all managers going forward. First and foremost is the indispensable skill necessary for analyzing complex situations and contexts, enabled by a rigid quantitative analytical behavior built on sound logic and strategic thinking. The second is the ability to envision new forms of businesses and local communities, which are derived from the actual needs of people and society. The third is the capacity to think in a non-linear manner, which enables managers to cope with exponential and sometimes destructive scientific and technological innovation.

### **2. Developing unique perspectives as business leaders and entrepreneurs.**

The program is a comprehensive program aimed at nurturing managers and entrepreneurs, much different from other MBA programs that often specialize in developing specialists in particular functional areas. Classes that focus on specific corporate activities such as accounting, finance, marketing and strategy, are also conducted in a manner that emphasizes the perspective of managers and entrepreneurs. Furthermore, a core part of our curriculum, which directly develops the skills and perspectives necessary for managers, are the “Business Policy” course which provides a bird’s-eye-view of management, and the “Entrepreneurship” course which integrates various aspects of business in the startup context.

### **3. Liberal arts education to gain leadership principles and insights into the future.**

Business knowledge and skills often focus on the "how", which are often just the means for accomplishing an objective. However, leaders are increasingly required to answer the question of

“why” and the purpose of business undertakings. To cultivate this sense of purpose, we incorporate different liberal arts curriculum such as history, religion, philosophy, sociology, science, and art. By doing so, we re-examine our views on history, the world, our existence, our society, and help establish the values that are the basis of judgments, actions, and choices required of leaders. At the same time, in today's world, where society and the economy are undergoing major changes, we will understand the trends of the times from the past to the present and the future, and the transformation of the world, society, and human existence in globalization and innovation.

**4. Fostering whole-person leadership through self-reflection and facing society and others.**

The starting point of leadership education is to unpack the purpose and significance of one's life aspirations through introspection. Shizenkan's whole-person leadership education helps identify one's value compass and inner value system through coaching, assessments, psychology-based workshops, and experiential learning.

**5. Practicing global education in collaboration with educational institutions and leaders around the world.**

Shizenkan has established a core partnership with SOIL (School of Inspired Leadership) based in India, Delhi, and the IESE Business School in Barcelona, Spain, as well as the world's 7th largest think tank FGV based in Sao Paulo, Brazil. With our partners we collaborate in areas such as joint research projects in management, sustainability innovation, and leadership education. In addition, Shizenkan collaborates with the Chinese diaspora network that extends across Asia, including the Japan China Soshokai. Similar partnerships have been struck with intellectuals and leaders from countries such as South Korea, Singapore, Bangladesh, Belgium, Switzerland, the United States, Canada, and Brazil, who support the educational philosophy of the Shizenkan. These partnerships provide an opportunity to delve into and discuss the challenges of global management and leadership.

**6. Pursuit of management and leadership studies based on the spiritual soil of Japan and Asia.**

Asia has its own culture and spiritual soil, such as the monistic view of non-separation of the subject (self) and object (other), the principle of the virtuous government, and the view of symbiosis with nature. Shizenkan's program is based on the rational and logical approach that Western MBA education offers, but also incorporates Eastern thought and Zen meditation into the curriculum. As these bridge the ways of thinking between the West and Asia we believe that there will be a higher demand from society for these kinds of leaders in the future.

## About Shizenkan Graduate School

Institution:	Graduate School of Leadership and Innovation, Shizenkan University
Major:	Major in Leadership and Innovation
Degree:	Master of Business Administration in Design and 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, 2024

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 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. Up to 80 students will be accepted per year from a pool of promising applicants worldwide. The cohort will be divided approximately in two, half taking classes in Japanese and the other in English, so admissions selection will be carried out based on the language the applicant chooses and both cohorts accept Japanese and international students. After enrollment, in principle, students take the two-year program in the language of their choice. However, please note that some required courses will be jointly conducted in English with both the Japanese and English classes (these courses will be conducted in English, even for students who have enrolled in the Japanese program). These courses are designed to provide students with experiences that transcend language and culture based on the idea that English, the global standard language of business, is indispensable for future leaders.

We believe that the future of leadership education lies in learning beyond the boundaries of specific sectors. As a graduate school of business administration, we see many of our students coming from the business sector with possible intentions 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 such as from international organizations, central/local governments as well as NGOs, NPOs, and social enterprises. Shizenkan does so because we believe that the leaders of the next generation must combine a sharp business sense with public mindedness. 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 from different sectors come to learn together and inspire each other.

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

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 (such as entrepreneurs and policy makers). That is why Shizenkan has designed a sophisticated and integrated curriculum to give a holistic and comprehensive view of business creation and management where students learn basic business literacy and skills in accounting, marketing, and finance as well as more in-depth content. For students 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 and understanding and interpretation of financial numbers (reading of financial statements, understanding the role of BS/PL/CF), which 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.



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

The purpose of this program is to produce whole-person management leaders who balance management expertise with a sense of responsibility and awareness of being members of society. Our unique curriculum brings together a comprehensive view of business activities, organizations, and management together with the entrepreneurial spirit and the flexibility to generate new ideas to create and transform businesses, which are the abilities necessary for next-generation leaders. Upon successful completion, a "Master of Business Administration in Design and Leadership in Societal Innovation" degree will be granted.


The following four competencies highlight specific definitions of the abilities and qualities required of a whole-person management leader that Shizenkan aims to develop.

- Will power as an individual - The ability to acquire a sense of mission, act with a clear vision, and simultaneously grow as an individual by constantly self-questioning one's mission in life.
- Ability to envision - The ability to envision new businesses, organizations, and new management styles based on high moral standards and a long-term perspective, anticipating future changes, and not bound by history or customs.
- Ability to realize - The ability to drive creativity and change by gaining empathy and the trust of people, creating positive ripple effects in organizations and society, and actualizing a concept.
- Ability to be grounded - The ability to hold a firm belief and philosophy backed by a view of history, the world, and of humanity, with a sense of responsibility as a member of society, and the ability to make decisions and act with a grounded value system.

## Curriculum Policy

1. Through liberal arts education, students cultivate a world view, a historical view, and a societal view, that will help shape their individual beliefs, ideas, and philosophies, allowing them to deeply understand past trends and current issues, and at the same time, develop insights into the changes coming in the future.
2. In order to cultivate an overall bird's-eye view and a comprehensive perspective as management leaders, we break away from the educational paradigm of manager development by incorporating the essence of design schools and innovation schools. Through acquiring flexible thinking and sensitivity, students learn how to envision new business models that will be required in the future and bring about innovation.
3. The purpose of Shizenkan's educational paradigm is to utilize the skills and knowledge acquired by students in practice. There, the "ability to realize oneself as a leader" is required above all. In order to realize this concept, it is necessary to gain the empathy and trust of the people around us and let it spread like ripples to other people and organizations. In order to cultivate empathy, students must face themselves by collaborating with others and assess their own behavioral characteristics in moving people, and their strengths and weaknesses as leaders. Receiving feedback and cooperation from classmates is actively incorporated into the program through self-reflection.
4. Leadership cannot be fully demonstrated without aspiration and passion. It is not possible to confront uncertainty and risk, and sometimes endure adversity and continue to take on challenges, simply by giving orders to others. Unfortunately, the intrinsic driver of aspiration and passion is not something that can be acquired just through knowledge. "Who am I? What am I living for?" By repeatedly asking oneself these questions, one is freed from the restrictions of affiliation and title. Based on this recognition, the Shizenkan program actively adopts psychology and coaching techniques, and repeatedly holds workshops to encourage introspection and dialogue with oneself.





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

To successfully complete the program, students must be enrolled in the program for two (2) years and earn the credits from all compulsory courses (43 credits in total), plus at least three (3) credits from elective courses, for a total of 46 credits or more. The degree of Master of Business Administration (MBA) in Design and Leadership for Societal Innovation will be awarded to those who have fulfilled the above requirements.

The MBA is an acknowledgment to the model of education that came to symbolize 20<sup>th</sup> century capitalism, but the full title, “Design and Leadership for Societal Innovation” also shows our desire to innovate in response 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.



## **Network After Graduation**

Graduates will join Shizenkan’s alumni network and are eligible to participate in various alumni activities.

Shizenkan is a graduate school established in 2018 and 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 2,000 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.



## **Admission Policy**

In the selection process, potential candidates will be assessed using the following three (3) elements.

1. Attitude to take control of one’s life.

Demonstrates leadership experience who takes initiative to influence people and teams to effectuate change in the organization to which the candidate belongs to (or to manage him/herself). Furthermore, the candidate has high self-awareness through his/her life experience. In addition, by taking the curriculum of Shizenkan, the applicant must be motivated to improve

him/herself and become a human resource who will be responsible for management and entrepreneurship<sup>1</sup>, not just a specialist by function.

2. Intellectual absorption and critical thinking ability

In addition to academic rigor, the candidate possesses intellectual curiosity to absorb the teachings at Shizenkan. Furthermore, critically questioning the status quo, cutting through the superficial nature of phenomenon and having an inquisitive character and forming one's own hypothesis for confronting complex events, and engaging in constructive discussions.

3. Deep awareness of issues and willingness to contribute to others.

The candidate is interested in world affairs and his/her own opinion on the trends and the future. Similarly, be able to articulate the challenges faced by his/her organization to which he/she belongs to or manages. Constantly pursue the meaning of the existence of humanity, without falling towards an idealistic or pessimistic view. Above all, be motivated to actively share one's awareness about the problems of our reality with others, and to lead mutual learning by offering inspiration and friendly competition with those around.

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<sup>1</sup> Candidates from the public sector must be motivated to take charge of policy planning and management of their organization.



## Admissions

### (1) Overview

The admissions process is designed to help the candidate and Shizenkan determine if the program is the right place for the candidate and his/her 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 formal interview. The purpose of the interview is to understand more about the candidate, beyond the information the candidate provided in the admission documents. The candidates are selected on the basis of the three (3) elements mentioned above.<sup>2</sup>

If the candidate wishes to enroll in a program delivered in his/her non-native language, a language proficiency test in the form of an oral exam will be conducted during the interview.

### (2) Formal Interview

Shizenkan conducts formal interviews online (via Zoom). Shizenkan will inform the selected candidate about the date and time of the interview as well as send the selected candidate the Zoom meeting link after the review of the candidate's submitted documents is complete.

## Candidate Eligibility

All candidates are required to have a minimum of three (3) years full-time work experience and fulfill one (1) of the following conditions at the time of enrollment, i.e., August 20th, 2024:

- Obtained a university or college degree
- Obtained a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education of Japan
- Completed 16 years of education in a foreign country
- Officially recognized by the Ministry of Education, Culture, Sports, Science and Technology of Japan
- 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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<sup>2</sup> It is not compulsory to submit your GMAT or GRE results to enroll in the program.

## **Application Process**

Candidates must submit all required documents via the Shizenkan website. Please follow the steps below to complete the online application:

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

- To apply to Shizenkan, please download the application forms from the Shizenkan website in the language (English or Japanese) of the program you wish to apply for. Candidates are required to pay the application fee of 35,000JPY. (\*Note that the candidate is responsible for any bank transfer costs.) When transferring payment from a financial institution counter or ATM, please receive and keep the transfer receipt. The payment receipt should be submitted with other documents.

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

- Please follow the instructions on the Shizenkan website to submit all required documents. As a general rule, only online submissions via the website will be accepted.

### **Step 3: Document screening and scheduling the interview.**

- As the initial assessment of the candidate's qualifications, Shizenkan conducts application documents screening. Invitations for the interview will be sent within one month of receiving the application package.
- The second assessment for those candidates who pass the document screening is the interview. Those candidates who pass the initial screening will be contacted via email by the Admissions Office to arrange the interview date. Please reply with your preferred date and time.

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

- The interview will be conducted online (Zoom) and will be conducted by several faculty and staff members for approximately one hour.
- Please note that if the candidate wishes to take the program in his/her non-native language, a language examination will be conducted during the interview.

### **Step 5: Admission**

- The Admissions Office will inform the candidate of the admissions result after the completion of both the document screening and interview.
- Admitted candidates 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 (Excluding those enrolled through company and organization dispatchment). The Admissions Office will also notify admitted candidates 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 candidate has little practical experience and that the management literacy necessary for attending the program is insufficient, enrollment might be permitted on condition of preliminary study of the basic principles (particularly, in the fields of finance and accounting).

## Admissions Cycle

There are three application cycles for admissions. Candidates 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 the candidate completes the application, regardless of the deadlines.

- 1st Deadline: November 30th, 2023
- 2nd Deadline: February 29th, 2024
- 3rd Deadline: May 10th, 2024

## Application Forms

Below is the list of documents required for application. In principle, please use a PC or similar device to prepare the application documents. The Admissions Office starts the process only after receiving all the required documents. Applications will not be accepted if all documents are not submitted by the deadline.

Document	Required by	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 have a test score related to language proficiency, please enter the score in the "Certificates or test results" column and submit a copy of the test score as well.<ul style="list-style-type: none"><li>○ Application for English classes: TOEFL or TOEIC</li><li>○ Application for Japanese language classes: Japanese Language Proficiency Test</li></ul></li></ul>
2. CV/ Personal Resume	Everyone	<ul style="list-style-type: none"><li>• Submit your curriculum vitae (CV) 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></ul>

		<ul style="list-style-type: none"> <li>• Use any format and style of your choice but restrict the length up to three A4-sized pages (Please prepare the documents in English)).</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. If it is difficult to prepare the translated documents from an embassy or other official organization, you may translate it yourself.</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. If it is difficult to prepare the translated documents from an embassy or other official organization, you may translate it yourself.</li> <li>• Applicants who have graduated from more than one college or university should submit transcripts from each entity.</li> </ul>
5. Essay “Form B”	Everyone	<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> <ol style="list-style-type: none"> <li>(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.</li> <li>(2) Tell us about two of your biggest achievements as a leader which you are proud of.</li> <li>(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.</li> </ol>
6. Two Letters of Recommendation “Form C”	Everyone	<ul style="list-style-type: none"> <li>• Provide two letters of recommendation, from someone who knows your academic abilities, behavior and judgment in professional and/or private situations: your strengths as a leader, and areas for possible improvement well. <ul style="list-style-type: none"> <li>○ It could 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, and</li> </ul> </li> </ul>

		<p>familiar with your personality. Friends, family members and relatives are <u>not</u> eligible.</p> <ul style="list-style-type: none"> <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>● References must be written in a format specified by Shizenkan and please notify your referees to submit it to the Admissions Office directly via email or facsimile or postal services.</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 email), 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	<ul style="list-style-type: none"> <li>● Please submit Form D with a copy of the receipt for transferring the application fee (35,000JPY) attached. If you transfer via internet banking, please attach a screen capture of the payment.</li> </ul>
8. Certificate of Company Sponsorship “Form E”	Company Sponsored Applicants	<ul style="list-style-type: none"> <li>● The manager in charge of the sponsorship should fill out Form E.</li> </ul>
9. Passport Copy	International Applicants	<ul style="list-style-type: none"> <li>● Copy of relevant pages of your passport, including your name, photo, passport number and date of birth. *Not required for special permanent residents.</li> </ul>
10. Residence Card Copy or Certificate of Residence	International Applicants Residing in Japan	<ul style="list-style-type: none"> <li>● 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.</li> </ul>



## Application Fee

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

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.

### [Account for domestic remittance]

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

### [Account for international remittance]

Bank name:	MUFG Bank, Ltd.
Branch name:	Nihonbashi-Chuo Branch
SWIFT code/ BIC code:	BOTKJPJT (8 digit*)
Bank address:	1-3-2, Nihonbashihongokucho, Chuo-ku, Tokyo 103-0021, JAPAN
Phone number:	+81-3-3272-3011
Account number:	333-0312630
Account holder:	Graduate School of Leadership and Innovation, Shizenkan University
University address:	Nihonbashi Takashimaya Mitsui Bldg 17F, 5-1, Nihonbashi 2-Chome, Chuo-ku, Tokyo 103-6117, JAPAN
University tel:	+81-3-6281-9012

\*If the SWIFT code requires 11 digits, please add “X” to the last 3 digits and use “BOTKJPJTXXX”.

\*Please remit in Japanese yen.

\*When remitting money from overseas, overseas remittance fees and bank charges (fees and charges related to receiving money in Japan) will be incurred. These remittance fees are to be borne by the applicant. In cases where the receiver is specified as being responsible for such fees or no person is specified for being responsible for such fees, these incurred fees will be deducted from the remittance amount resulting in an insufficient payment amount being received and may result in your application not being accepted.

\*Please check with your bank in advance for bank charges and the number of days required for remittance. Remittance by check is not acceptable.

### **Academic Fees**

The following table shows the academic fees required for enrollment in the program. (\*Note: the application fee is 35,000JPY)

Enrollment fee	200,000JPY
Tuition fee for 1 <sup>st</sup> year	2,400,000JPY
Tuition fee for 2 <sup>nd</sup> year	2,400,000JPY
Total	5,000,000JPY

- (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 candidate will be used solely for the purpose of admissions screening and the student registration subsequent to admissions. For more information on Shizenkan's personal information policy, please kindly refer to Shizenkan's 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 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 that is 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 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 1,000,000JPY (for 2 years). However, applicants who are excellent in academic achievements and/or need financial aid more than the amount described above, may receive no more than 4,800,000JPY. The enrollment fee (200,000JPY) must be paid by every candidate.
- Payment Method:  
Tuition fee will be reduced. One-fourth of the scholarship will be applied to tuition fees for the relevant term at the start of the first and second half of each academic year.
- Scholarship Payment Period :  
In principle, 2 years from August 2024.

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

### (3) Eligibility

The scholarship is awarded to one who meets all requirements specified below. The number of persons to be admitted is limited.

- One who understands and strongly sympathizes with the educational policy of Shizenkan.
  - One who has high motivation to grow as holistic management leaders and can be committed to study and contribute to classes and their fellow classmates.
  - One who has financial difficulties in self-funding.
  - One who is self-funded (pay for tuition fee by his/herself or supported by his/her family).
- \* If candidates are company/institution sponsored or have other outside financial support for the whole tuition fee, he/she is ineligible for the scholarship.
- \* There is no nationality restriction.

## 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 1,120,000JPY can be granted over 2 years). Please refer to the Shizenkan website. Please note that it is only available in Japanese.

### (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 AY2024 will be released by JASSO around March 2024. For your reference, please see the link below to the application guidelines for students enrolled in AY2023 and the outline of the scholarships.

Application Guidelines for Academic Year 2023 (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 50,000JPY and 88,000JPY
Second Category <Interest-bearing>	Choose from 50,000JPY, 80,000JPY, 100,000JPY, 130,000JPY, and 150,000JPY.
Special Increased Scholarship Loan Upon Enrollment <Interest-bearing>	Choose from 100,000JPY, 200,000JPY, 300,000JPY, 400,000JPY, or 500,000JPY (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 the Shizenkan website (Please note that information is only available in Japanese).

- JACCS
- SMBC Finance Service
- Orient 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 judgment by the financial institution.



## Contact us

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