

University Standards and Explanation

Japan University Accreditation Association

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University Standards

Purpose

1. Universities have the mission as central institutions for higher education and academic research to contribute to academic progress and social advancement through the cultivation of capable human resources with humanity and creativity, the utilization of new knowledge and technologies, and the succession and development of academic culture, giving full respect to academic freedom. Therefore, bearing this mission in mind, universities must continuously maintain the proper level of quality as higher education institutions and strive to attain further qualitative improvement by examining their organizations and activities in order to realize their own mission and goals.
2. The University Standards are the criteria for JUAA to accredit universities and at the same time the guidelines for universities to maintain the proper level of their quality and attain further qualitative improvement.

Standards

[Mission and Goals]

1. Universities must define appropriate goals based on their own mission for the objective of cultivation of human resources and other objectives in education and research, and must make them public.

[Educational and Research Structure]

2. Universities must establish necessary structures to carry out educational and research activities based on their own missions and goals.

[Faculty Members and Faculty Structure]

3. Universities must clarify the ideal image of faculty members and the policy for organizing faculty structures in order to realize their own missions and goals, and use these as a basis to develop their faculty structures.

[Educational Program, Instruction and Outcomes]

4. Universities must specify educational objectives and use them as a basis to clarify their diploma policy and curriculum policy in order to realize their own missions and goals. Universities must also follow such policies to develop and enrich their educational programs and instructions to achieve sufficient educational outcomes, and confer degrees appropriately.

[Student Admissions]

5. Universities must stipulate proper admission policies in order to admit students in a fair and correct manner in accordance with their own mission and goals.

[Student Services]

6. Universities must provide satisfactory services for learning support, student support and career path support so that students can concentrate on their studies.

[Educational and Research Environment]

7. Universities must develop and manage appropriately a learning environment and an educational and research environment that enables students to study and faculty members to carry out educational and research activities in a necessary and sufficient manner.

[Social Cooperation and Social Contribution]

8. Universities must consider ways to cooperate with society, as well as openly contribute the results obtained from their educational and research activities.

[Administration and Financial Affairs]

9. Universities must carry out appropriate administration and management in accordance with written rules and regulations in order to exhibit their functions smoothly and sufficiently.

Universities must also establish the appropriate organization for clerical work, as well as establish

and manage a necessary and solid financial base in order to support, maintain and improve education and research.

[Internal Quality Assurance]

10. Universities must develop a system for assuring the quality of their education, regularly conduct self-studies, and publish information about their current state in order to realize their own missions and goals.

Explanation of University Standards

Purpose

This section describes the responsibilities of universities and the purport of the University Standards.

1. Responsibility of Universities

Universities, as central institutions for higher education and academic research, are responsible for making consistent efforts to: (1) pursue truth and cultivate human resources while keeping the cultivation of well-rounded characters in mind, (2) maintain and improve a level of education and academic research suitable as a university, analyzing the external environments ceaselessly, and (3) contribute to improving the welfare of society.

In response to various factors in today's dynamic society, such as the developments in academic research, changes in social and economic structures, and ongoing globalization, universities must adapt and promote further development, diversification on campus. On the other hand, universities, which are viewed by society as groups of intellectuals with highly-developed expertise, are expected to apply this expertise and to examine society critically from a constructive viewpoint, in order to provide suggestions and knowledge that can help to realize a better society. Therefore, universities must continuously strive to improve their educational and research activities, and must continuously verify whether they meet the social expectations in a proper manner.

2. The Purport of the University Standards

The JUAA has established this set of University Standards for the purposes of its University Accreditation. The JUAA also hopes that these University Standards will serve as guidelines for universities to make improvements toward achieving their own mission and goals.

Through University Accreditation carried out based on these standards, the objectives of the University Standards are to enable for universities to fully implement self-studies, and also encourage universities that are aiming to newly become full member to make efforts for improvements. In addition, it is expected that the University Standards will be used as guidelines for universities that are already full members to verify their own efforts that they are making currently, and to promote enriched enhancements and developments.

Each section of the University Standards was drawn up from the perspective of respecting the characteristics and position of each university, based on their own missions and goals, and focuses on clarifying the points to be noted in fulfilling the ideal stance of universities.

Standards

This section describes the standards to which universities must conform as higher education institutions. The standards are established to help universities fulfill their responsibilities while also respecting their own mission and goals.

1. Mission and Goals

The mission and goals must be those which clarify the individuality and characteristics of universities, and at the same time, they guarantee the academic freedom of universities. In accordance with the objectives of universities, which is to “broadly endow knowledge, conduct thorough teaching and research on specialized liberal arts, and expand intellectual, moral and applied capabilities” (School Education Act, Article 83 (1)), it is necessary for universities, as higher educational and research institutions for academic culture, to be comprised of suitable substance.

Universities must establish their organizational structures, systems and various related conditions required to carry out their educational activities and academic research, and make continuous efforts to fulfill such functions in order to realize their own mission and goals.

At the same time, it is also necessary for universities to verify the extent to which their current state matches their own missions and goals, and to continually strive to enhance and improve their

educational and research activities.

Universities' missions and goals must be made known to constituent members within each university and made clear to society, through publications and home pages, etc.

It is essential for universities themselves to verify their own missions and goals themselves regularly, and to link the results of such verifications to necessary improvements.

2. Educational and Research Structure

Based on their mission and goals, universities must orchestrate and establish necessary organizations to carry out educational and research activities, such as establishing academic faculties, departments, graduate schools, etc. for realizing the missions and goals, and they must manage and operate such systems and structures appropriately. As educational and research organizations are the operation units of university, each of them must be organized with due consideration to the characteristics of university, trends in academics, expectations from society, and international environments. It is also essential for universities to regularly verify the appropriateness of the educational and research structure, link the results of such examinations to improvements, and use this as a basis to fully realize the university's potential capabilities

3. Faculty Members and Faculty Structure

It is necessary for universities to clearly articulate an ideal image of the faculty member, policies for forming faculty structures on a scale necessary for education and research levels that correspond to the curricula of academic faculties, research departments, etc. as well as to the student quota. Universities must also form faculty structures based on appropriate division of roles of faculty members so that organized coordination can be ensured and so that it is clear where responsibility for education and research lies.

Universities must recruit, hire, and promote faculty members appropriately, and sufficiently guarantee of their status. When hiring faculty members, universities must make efforts to vitalize the faculty structure, such as by broadly searching for human resources both inside and outside of their own country, follow written standards and procedures, and hire personnel using fair and appropriate methods. It is necessary for universities to select candidates by taking into consideration the point that universities are advanced educational institutions and central agencies in academic research, and by keeping in mind the candidates' personal qualities, capabilities in educational and research guidance, educational performance, research performance and record of activities in the

academic world and society. In addition to taking heed of the age composition of faculty members so that there is no bias towards specific age categories, it is also important for universities to take a fair male-to-female ratio into consideration to realize a gender-equal society.

To promote qualitative improvement of faculty members, universities must also establish the necessary measures in an organizational and multifaceted manner.

4. Educational Program, Instruction and Outcomes

(1) Educational objectives, diploma policy, curriculum policy

In order to realize their missions and goals, universities must specify their educational objectives and use these goals as a basis to clearly indicate their diploma policy and curriculum policy.

The diploma policy must clearly specify the standards for conferring degrees and the learning outcomes that are suited for the degrees. In the curriculum policy, it is necessary to indicate the systematic characteristics of educational activities, such as the educational program, study time, sequence for taking subjects, etc., as well as the framework of basic measures for smoothly implementing curricula, such as the subject category of courses comprising the curricula, class format, educational method, etc.

(2) Curriculum and educational program

Based on the diploma policy and curriculum policy, universities must appropriately establish course and systematically formulate curricula.

For all specialized fields, when formulating curricula, it is necessary to appropriately establish class subjects that are suited to the objectives of education and research and learning outcome, while keeping in mind developments such as internationalization and informatization, trends in academics, social expectations, etc. When doing so, the educational objectives of the academic faculty, research department, etc. and academic structure must be taken into consideration, and class subjects must be appropriately combined as part of university education and organized systematically and effectively, taking sequentiality into consideration.

For all courses, universities must provide educational programs that are suited to the level of degrees.

(3) Educational Instruction

In addition to adopting appropriate class forms based on the diploma policy and curriculum

policy, universities must make multifaceted efforts to improve educational methods for the purpose of sufficiently realizing educational effects.

In order to promote students' motivation to learn, it is essential for universities to establish sufficient measures to stimulate learning, such as by providing adequate guidance on which courses to take, creating appropriate syllabi, carrying out guidance on education and research based on class plans, exercising ingenuity in class formats and class methods, etc.

With regard to the method for granting credits, consideration must be given to the characteristics, contents, format of each subject, etc., and universities must take measures that follow the purpose of the credit system while looking at the expected learning outcomes. In addition, to verify the quality of education, strict and appropriate evaluation of learning outcomes must also be implemented.

To maintain and increase educational standards, universities must implement organizational training programs and research as part of Faculty Development (FD) programs for improving the contents and methods of classes, regularly review educational programs and methods as well as educational effects, and link the outcomes of such reviews to improvements.

(4) Outcomes

In order to assess learning outcomes accurately, universities must make efforts to develop methods and indicators for assessment.

For any curriculum, universities must, based on a clearly indicated diploma policy, award degrees to students who have shown a certain amount of outcomes.

5. Student Admissions

Universities define their admission policy and admission capacity so that they can achieve their own mission and goals effectively.

Upon screening applicants, universities must adopt proper entrance examination systems and operate these effectively based on their admission policy. At the same time, universities must take into consideration the relevancy between high school education and university education as well as recent expectations of society from the viewpoint of globalization, such as admission of adults, returnee students and international students, grade-skipping, and transferring between universities, academic faculties or departments, and other institutions of higher education.

In addition, universities must maintain the proper ratio of the admission capacity to the actual student body size. To sufficiently raise educational effects, it is important that they admit the

optimal number of students according to the size of the institution and avoid an excessive increase in enrollment.

It is essential for universities to regularly examine whether selection of enrollees is implemented fairly and appropriately based on the student admissions policy, and to link the results of such examinations with improvement.

6. Student Services

Universities must fulfill their responsibility to cultivate human resources with a broad and deep knowledge and professional expertise. In addition to establishing a proper learning environment, universities must provide counseling and guidance services in accordance with the personality and situation of each individual student in order to cultivate the richness of human values and develop the quality and capability of each student sufficiently through campus life.

In order to do so, universities must clarify policy related to student services so that students can concentrate on learning and lead stable campus lives.

As learning support for students, it is important for universities to implement remedial education and support for disabled students. Providing economic support is also essential, such as by setting up and operating an independent scholarship system to enable students to lead stable campus lives, and providing services to introduce various outside scholarships and handle necessary application formalities. Furthermore, as services for supporting the lives of students, universities must develop a guidance and counseling system to appropriately respond to consultations regarding mental and physical health care, etc. It is also desirable to consider living conditions for students. In addition, universities must secure the human rights of students and prevent the occurrence of any kind of harassment so that students can conduct their school lives comfortably and safely.

As services for supporting the future paths of students, it is necessary for universities to develop an organizational structure pertaining to career support and to provide guidance related to selecting career paths.

7. Educational and Research Environment

In accordance with the scale and characteristics of their educational and research structure, universities must secure a sufficient amount of physical space for their school sites and buildings. They must maintain proper facilities, equipment, etc. in order to realize their own missions and goals, and must set up an educational and research environment for faculty members and for

students' studies. Above all, it is important for universities to make sure that they secure the safety and health of users, and make efforts to form a campus environment from the perspective of students.

Universities must systematically collect academic information and materials sufficient both in quality and quantity by maintaining a library of proper size, and they must promote the effective use of such information and materials.

It is also important for universities to establish a system of sharing of academic information with other educational and research institutions from both inside and outside of their own country, using library networks, etc.

In addition to appropriately allocating staff members such as teaching assistants (TA) and research assistants (RA) and supporting students' studies and faculty members' educational and research activities, it is necessary for universities to take heed of securing research funds, research labs and research time for faculty members, and to develop an environment that supports the educational and research activities by faculty members, such as by putting regulations related to research ethics into writing.

8. Social Cooperation and Social Contribution

Universities must promote, cooperation with outside educational and research institutions, enterprises and organizations, and local communities, using their intellectual resources. Furthermore, it is expected that universities construct systems for effectively sharing the knowledge, technology with society, which are produced by the university.

With this as the premise, universities must specify and demonstrate the policy related to cooperating with society that support their own characteristics.

As a further contribution to global society, universities that adopt active approaches to internationalization in their mission and goals are expected to rapidly disclose their research findings in international academic journals and magazines, and to exchange information and friendship with outside researchers and international students, as well as providing knowledge and technologies to developing countries.

9. Administration and Financial Affairs

(1) Administration

To realize their missions and goals, universities must formulate a clear medium- and long-term

administration policy and raise awareness about this policy among constituent members. When doing so, it is necessary for a democratic and effective university decision-making process to be guaranteed in the policy. In view of the fact that many universities in Japan are made up of an academic organization and incorporated organization, it is necessary to make the rights and responsibilities of both organizations clear beforehand.

Administration of universities must be conducted properly and correctly according to the written rules that are based on relevant laws. As part of this, it is necessary for the rights and responsibilities of the university president, deans of academic faculties and research departments, boards, etc. to be made clear, and for the appointment and discharge of such personnel to be carried out appropriately.

To ensure that university operations are carried out smoothly and effectively, universities must appropriately establish an organization for clerical work and make sure that this organization functions fully. Such organization must be comprised of staff members with deep understanding of the purposes and objectives of the university's education research as well as of support for students, and must actively demonstrate planning capabilities and develop an environment where university administration is carried out comprehensively. In order to realize this, universities must secure excellent human resources by developing various regulations related to hiring and promoting staff members, and construct a mechanism for increasing the motivation and qualifications of administrative staff through improving treatment based on adequate evaluation of operations and making use of staff development (SD).

(2) Financial Affairs

To carry out their educational and research activities stably and to implement their medium- and long-term administration policy, universities must secure a necessary and sufficient financial base and plan, and manage this financial base in a fair and efficient manner. Universities must build up the infrastructure not only to cultivate capable human resources and contribute to the advancement of academic research in Japan, but also to allow their high level of education and research to play a leading role in the development of human resources and academic research on a global scale. For this too, universities must pay special considerations to secure a stable financial management.

It is also critical for universities to seek financial resources other than tuition to avoid excessive dependence on income from tuition in order to attain a high level of education and research. Therefore, universities must establish a system and structure to obtain funds from outside sources and must make active efforts to gather such funds.

10. Internal Quality Assurance

Taking into view the fact that universities are organization entrusted by society, it is necessary for them to actively disclose information on the state of their organizational administration and various activities so that they can fulfill accountability to society.

In order for universities to function as autonomous entities, they must check and evaluate their own activities, disclose the results, and be organizations capable of carrying out improvements and reforms. In as much as the primary responsibility for assuring the quality of universities lies in the universities themselves, universities must develop an internal organizations for assuring their own quality (internal quality assurance) and clarify the policy and procedures related to internal quality assurance.

In addition, in order for the internal quality assurance system to function fully, it is important for universities to establish creative measures to increase the objectivity and adequacy of self-studies, and to link the results of self-studies to improvements and reforms