

## University Standards and its Rationale

### University Standards

#### Preamble

1 As an institution of higher education and pivotal organization in academic research that respects academic freedom, the mission of the university is to advance science and contribute to social development by fostering capable human resources possessing a strong sense of humanity, enhancing the creation and application of knowledge and technology, and preserving and passing on the arts and sciences. Each university is mindful of this mission, maintains standards appropriate to an institution of higher education and strives to realize its own mission and purpose by continual self-regulation of its organization and activities to improve and enhance its organizational potential.

2 The University Standards serve as criteria for university accreditation conducted by the Japan University Accreditation Association. They also serve as a guideline for the university to maintain appropriate standards and enhance its potential.

## Standards

### [Mission and Purpose]

1 The university has appropriate purposes in education, research and human resource development based on its mission, which are made public in an appropriate manner. The university has clearly defined mid- to long-term plans or other strategies to realize this mission.

### [Internal Quality Assurance]

2 The university has a clearly defined internal quality assurance system to realize its mission and purpose, with which the university continues to regularly maintain and improve the quality of education it offers.

### [Education and Research Organization]

3 The university provides an appropriate education and research organization to realize its mission and purpose.

### [Educational Program and Outcome]

4 The university has degree award, curriculum design and implementation policies to realize its mission and purpose, which are made public in an appropriate manner. Following its curriculum design and implementation policies, the university establishes a coherent curriculum that produces appropriate educational outcome, implements measures for effective education and grants degrees appropriately. The university assesses and evaluates learning outcomes against those identified in the degree award policies.

### [Student Enrollment]

5 The university has admission policies to realize its mission and purpose that are publicized appropriately. The university conducts an orderly and ethical screening process based on these policies.

### [Faculty and Faculty Organization]

6 The university has clearly defined qualifications and qualities it seeks in its faculty and the policies for the formation of its faculty organization, to realize its mission and purpose. The university implements this policy appropriately and constantly enhances faculty potential.

[Student Support]

7 The university has a clearly defined policy for student support to realize its mission and purpose. Based on this policy, the university provides support to enable students to devote their time to study in a stable environment, with appropriate support for students learning and campus life, as well as guidance in placement.

[Education and Research Environment]

8 The university has a clear policy for maintaining its environment for education, research and other purposes to realize its mission and purpose that allows students to learn adequately and faculty to conduct substantive education and research activities. The university appropriately establishes, manages and maintains its education and research environment following this policy.

[Social Cooperation and Contribution]

9 The university has an appropriate social cooperation and contribution policy to realize its mission and purpose. The university partners with the regional or global community to advance the public good with its educational and academic resources.

[University Management and Finance]

10 The university defines its management policy to realize its mission and purpose and administers the school in accordance with this policy to fulfill its role effectively. There are appropriate offices to support, maintain and improve its education and research activities, while staffers are constantly trained to enhance their potential. The necessary financial resources are secured for appropriate management.

## University Standards Rationale

### Preamble

This section will clarify the expected role of universities and the rationale for the University Standards.

### 1 Expected Role of Universities

As a pivotal institution of higher education and research, the university nurtures a rich sense of humanity in pursuing the truth and cultivates human resources. It constantly verifies its activities and that of society, maintains and improves its education and research standards befitting its role and enhances the well-being of the communities it serves.

Present-day progress in academic research, structural changes in society and the economy and rapid globalization, has demanded universities to be more diverse, engage in cutting-edge research and fulfill their distinctive mission. Society expects universities, with their expertise, to make proposals based on constructive, critical verification of trends in society to provide for its betterment. The university must constantly assess whether it meets these expectations, as well as substantiate and improve its education and research activities.

### 2 University Standards Rationale

The Japan University Accreditation Association accredits universities based on the University Standards, which also serve as a guideline for universities to maintain appropriate standards and improve their potential in accordance with their mission and purpose.

Universities use the Standards as criteria for conducting thorough self-study. For universities aspiring to full JUAA membership, the standards direct their endeavors to improving their organization. Full members verify their day-to-day operations against the standards to enhance their development.

Each item in the University Standards has been designed to respect the autonomy of the institution in accordance with its mission and standing, while pointing out matters requiring attention for universities to fulfill their role.

## Standards

This section states standards that universities should adhere to as institutions of higher education while honoring their distinctive mission and purpose.

### 1 Mission and Purpose

The university clarifies its purpose based on its mission. Each undergraduate and graduate division states its objectives in human resource development, education and research. These objectives clarify the distinctive character of each educational division, assure academic freedom and meet the expected role of the university stated in the School Education Act Article 83 Clause 1: %o provide broad knowledge, teach and conduct research in specialized fields as well as develop intellectual and ethical potential and the capability to apply knowledge gained.+They are appropriate to institutions of higher education and academic research organizations.

The university provides the necessary entities, systems and other means for its education and research to fulfill its mission and purpose. It engages in self-study to substantiate and improve its research and education activities by examining that its activities are coherent with its mission and purpose. The university states its mission and purpose in the university regulations, which are informed to relevant university personnel and the public through printed and digital institutional publications.

The university compiles mid- to long-term plans or other strategies to realize its mission and purpose, with consideration for changes in society and prospects for the future. These plans are revised as necessary. They ensure the autonomy of the university in accordance with its organizational and financial foundation.

### 2 Internal Quality Assurance

The university bears primary responsibility in ensuring the quality of education it offers. To realize its mission and purpose, the university establishes a system of internal quality assurance which functions appropriately for consistent and continual assurance and improvement of the quality of education the university offers. Internal quality assurance refers to a consistent and continual internal process including a plan-do-check-act cycle, in maintaining appropriate standards in the quality of education and learning that enables the university to be accountable for the education it offers.

The university establishes an entity responsible for implementing internal quality assurance for the whole institution in accordance with its mission, purpose and other

relevant policies (hereinafter referred to as internal quality assurance entity) for smooth operations within the university to assure quality, and clarifies policy and procedures for implementation (hereinafter referred to as the internal quality assurance policy and procedure). This includes the university's philosophy for internal quality assurance, extent of authority and role of the internal quality assurance entity and distribution of roles among that entity, undergraduate and graduate divisions and other organs, as well as guidelines for planning and designing educational programs, their implementation, verification, improvement and advancement.

For the internal quality assurance system to function effectively and assure the quality of education the university offers in realizing its mission and purpose, it defines basic principles in degree award policies, curriculum design and implementation policies and admission policies for each program. Each program implements educational activities following these three policies with evaluation of the effectiveness of the program to implement consistent and continual improvements based on the results of the evaluation. The internal quality assurance entity ensures that the three policies have been stipulated in accordance with the basic principles of the university and that educational activities based on the three policies, their verification, and improvement and development based on the results are consistently and continually carried out, to fulfill its role appropriately in managing the process.

Undergraduate and graduate divisions and other organs verify the effectiveness of educational activities and regularly carry out self-study for improvement and development based on internal quality assurance policy and procedures, in accordance with the university's mission and purpose as well as the three policies. The validity and objectivity of this self-study are enhanced by incorporating measures such as an external perspective. The university considers how to respond to recommendations from government authorities and certified evaluation and accreditation agencies. The self-study carried out by undergraduate and graduate divisions or other organs work in conjunction with a clear plan to enforce improvement. The internal quality assurance entity, while constantly monitoring the status of quality maintenance within the university, plays a central role in the improvement endeavor by giving the necessary instructions or support to organs within the institution to coordinate implementation of the plan.

As an independent institution entrusted by society, the university is committed to accountability for its education and research, self-study and the result, financial and other operations, by publishing the status of each in printed and digital form.

The university regularly inspects and evaluates the appropriateness of its internal quality insurance system and makes use of the results for improvement and development

of the system.

### 3 Education and Research Organizations

The university establishes the necessary undergraduate and graduate divisions and other organizations to realize its mission and purpose, as well as maintain and manage them appropriately. These education and research organizations function as units of activity within each university and appropriately reflect mission as well as other factors such as recent trends in academia, society and the international environment.

The university regularly inspects and evaluates the appropriateness of its education and research organizations, and makes use of the result for improvement and enhancement.

### 4 Curriculum and Learning Outcomes

The university stipulates and publicizes expected learning outcome in the degree award policies for each degree program to realize its mission and purpose, including knowledge, skill and proper attitude. Based on the degree award policy, the university defines and publicizes its curriculum design and implementation policies, which include the structure of the curriculum, content of courses, classification of courses in the curriculum, and teaching style.

The university adheres to legal requirements in offering appropriate courses in the undergraduate, master's, doctorate and professional programs based on its curriculum design and implementation policies. The curriculum is organized coherently. Advances in globalization, information technology, trends in academia, social need and other factors are considered in offering appropriate courses to achieve the education and research objectives and learning outcomes in each program. The university offers an orderly learning process for effective study with consideration for the academic framework and adequate combination of courses.

The university activates student learning in and out of the classroom based on curriculum design and implementation policies, to carry out effective education measures. An appropriate syllabus is compiled, and appropriate guidance in taking courses is also provided, faculty given training in innovative methods and styles based on plans to enhance effectiveness in teaching.

The university awards credits in accordance with the credit system by considering the learning goals, content and teaching style of courses in each program. To assure

educational quality, degrees are awarded based on clear standards with an appropriate and rigid grading and credit-awarding scheme, of which students are informed with the responsible entity, before they begin the program.

The university assesses and evaluates whether students have acquired the learning outcomes including knowledge, skills and proper attitude in accordance with degree award policies. Methods and indicators for evaluating learning outcomes from multilateral perspectives are developed and applied.

The university regularly inspects and evaluates the appropriateness of the content and methodology of its educational programs and uses the results for improvement and development. It strives to appropriately use the assessed and evaluated learning outcomes in that process.

## 5 Student Enrollment

To realize its mission and purpose, the university stipulates and publicizes its admission policies based on degree award policies as well as curriculum design and implementation policies. This clarifies what the institution seeks in students including education up to high school and scholastic aptitude, as well as how it screens applicants. Student quota and capacity are also appropriately stipulated and publicized.

The university establishes and implements an orderly and ethical student screening system by an appropriate entity, based on its admission policies. Screening must be implemented with consideration for global social needs such as the relation between higher and secondary education, accepting students with working experience and those from the international community including Japanese returnees, early enrollment, transfers from other universities, and transfers from other educational programs within the university.

To secure appropriate educational outcomes, the university appropriately controls the actual number of freshmen enrolled in relation to the freshman quota, as well as its student population in relation to capacity.

The university regularly inspects and evaluates the appropriateness of the screening system and makes use of the results for improvement and development.

## 6 Faculty and Faculty Organization

To realize its mission and purpose, the university defines qualifications and qualities it seeks in its faculty members, and policies for the composition of each undergraduate,

graduate and other organizations, taking in consideration its degree award policies as well as its curriculum design and implementation policies. Faculty members are organized in accordance with educational programs and the student population in the undergraduate and graduate courses. Distribution in age, nationality and gender are considered in relation to the needs in specific fields of study for effective research and education. The university assures that faculty members cooperate closely with appropriate distribution of roles with a clear indication of responsibility in education and research.

The university has clear provisions for recruiting, appointing and promoting faculty members through an open and ethical process, with consideration for stability in their status. In searching for and appointing them, the university values diversity for flexible human resource management. As an institution of higher education and center of academic research, the university looks for faculty candidates with the appropriate personality, achievements in education, research, academia, and contribution to society.

The university engages in organizational and multilateral faculty development (FD) activities to enhance faculty potential. Through FD, faculty members improve skills such as in teaching, developing and enhancing the curriculum based on an analysis of learning outcomes, and making classroom instruction more effective. Measures to activate activities required of faculty such as in education and research and those in social contribution, are carried out to enhance their potential. The university evaluates faculty achievements including that in education, research, and social work to enhance activity in these areas.

The university inspects and evaluates the appropriateness of the faculty organization and uses the result for improvement and development.

## 7 Student Support

The university cultivates human resources deeply cultured in a wide range of subjects with specialized knowledge. It provides an appropriate environment for students to foster true humanity and maximize their potential. Support and advice are tailored to individual needs. The university stipulates policy for student support to realize its mission and purpose and offers a system that enables students to devote their time to study and live a stable life.

Supplementary, remedial and other forms of extracurricular education are provided to support learning based on student needs, as well as the support to enhance independent study. Individual support is provided to special-needs students and those from the

international community, as well as those who have difficulty continuing their studies such as those repeating courses and those wishing to drop out. Financial support is offered through reduction or exemption of tuition and/or a university scholarship for students to study without financial worry.

Campus life support includes a system of appropriate counseling in mental and physical health with meticulous concern for the student living environment. To ensure comfort and safety in campus life, harassment of any sort is prevented to assure respect for human rights.

Guidance in placement is provided to help students establish careers after they graduate. A special entity established for career guidance provides students support and guidance in choosing their path after graduation.

The university strives to provide appropriate support for extracurricular activities which includes those to do with student clubs and volunteer groups.

The university regularly inspects and evaluates the appropriateness of student support and uses the results for improvement and development.

## 8 Education and Research Environment

The university stipulates a policy for establishing its education and research environment and provides each entity with the necessary and sufficient grounds and buildings appropriate to the scale and nature of its role in education and research in accordance with this policy. It provides an environment for students to engage in independent study and for faculty to offer substantial instruction and conduct meaningful research. Highest priority is placed on safety and health, students provided with an optimum network environment with appropriate and enhanced use of Information and Communication Technology apparatus. In view of recent advances in information technology, faculty, staff and students are provided with a strong foundation in information ethics. The university also strives to provide other appropriate means to enhance student comfort on campus.

The university provides an optimum-sized library, with systematic acquisition of appropriate academic resources. It promotes effective use of these resources for the library to enhance student learning and research and education activities of faculty. It also strives to build a network with education and research institutions in Japan and abroad to share academic information.

The university clarifies its basic policy for research and provides appropriate research funds and labs, secures faculty research time to support education and research

activities. It also provides an active education and research environment by appropriately distributing staff such as teaching assistants (TA) and research assistants (RA).

The university clearly stipulates regulations in research ethics to prevent fraud in research and establishes an appropriate organ to ensure compliance.

The university regularly inspects and evaluates the appropriateness of its education and research environment and uses the result for improvement and development.

## 9 Social Cooperation and Contribution

The university makes use of its intellectual resources to cooperate with education and research institutions, corporations and other organizations, and the local community it serves. It builds a system to effectively provide the knowledge and technology it creates to contribute to society.

The university stipulates policy for social cooperation and contribution with these concerns in mind to respond to needs including those from the local community through education and research organizations.

The university, whose mission and purpose include proactive participation in the globalization process, is expected to contribute to the international community by engaging in such activities as cooperation with international organizations and those overseas, international exchange among students, faculty, staff and the local community, as well as publish research and provide knowledge and skills abroad.

The university regularly inspects and evaluates the appropriateness of its social cooperation and contribution and uses the results for improvement and development.

## 10 University Management and Finance

### (1) University Management

The university stipulates policy to realize its mission and purpose and implement mid-to long-term plans or other strategies with consideration for future prospects, that it informs to faculty, staff and the administration. That policy establishes a system for the President to make responsible decisions with appropriate management by heeding to opinion from relevant university personnel. In Japan, many universities are composed of an academic organization and administrative organization established by the juridical person. The authority and responsibility of both entities are clearly defined for an appropriate system of cooperation.

Decisions are made and authority enforced appropriately and ethically, complying with

related laws and regulations and the university's policy for management. The authority and responsibility of positions such as the President, Vice President, Dean, as well as the Chairman of the Board and other board members, are clarified with appropriate procedures for appointment and dismissal. The university compiles and implements the budget with consideration for mid- to long-term financial plans.

The university establishes a secretariat to manage university operations efficiently and effectively, which functions thoroughly. It appoints staffers with a deep understanding of the purpose of the university's education and research activities, especially the need for student support. It cultivates staff with specialized knowledge and distributes them appropriately. They make full use of their planning ability and assume an independent role in the administration of the university. The university stipulates regulations for staff appointment and promotion and strives to recruit excellent staff. It enhances staffers' incentives by rewarding them with improved benefits following appropriate evaluation of their work.

As an education and research institution, the university is managed through cooperation between faculty and staff. Faculty and staff receive training to realize appropriate and effective university management. The university collectively provides for staff development to cultivate and enhance abilities necessary for university management.

The university establishes an audit system to assure that it is managed according to its management policy. It regularly inspects and evaluates the appropriateness of university management and uses the results for improvement and development.

## (2) Finance

For stable implementation of research and education, the university secures a firm financial foundation based on mid- to long-term plans, which is managed effectively and with fairness. The university has a firm foundation for stable management to fulfil its mission in cultivating capable human resources for the good of the nation and enhance the level of research and education. For this reason, the university lays emphasis on stable financial management.

The university avoids excessive reliance on tuition for revenue and secures other sources of income for maintaining and enhancing the level of education and research. The university strives to acquire external funds through a system established for the purpose and engages in proactive application.