

International University of Japan
Internal Quality Assurance Policy
(Translation)

Established November 15, 2023

Revised on May 22, 2024

With the aim of continuously functioning internal quality assurance for the realization of the founding principles, mission and objectives of International University of Japan (hereinafter referred to as the “University”), we establish this policy and implementation system.

1. Internal Quality Assurance Policy

The University shall promote a PDCA cycle to continually enhance the quality of education, research and the supporting environment at the university by inspecting and evaluating the overall university management, including educational and research activities conducted based on the various plans and policies formulated in accordance with the founding principles, mission and objectives, and linking the results of assessment to improvement.

Furthermore, the University periodically verify whether the ongoing efforts of the PDCA cycle are effectively functioning as a strategy for internal quality assurance. If necessary, the university shall improve the implementation methods of the PDCA cycle to contribute to the systematic and continuous improvement of the university's education, research, and its environment.

2. Internal Quality Assurance Promotion System

The internal quality assurance at the University is conducted at three levels: ① University level, ② Graduate School level, and ③ Course level. The individuals or organizations responsible for quality assurance at each level as well as internal quality assurance promotion process are as specified in the "PDCA Cycle for Internal Quality Assurance of IUJ" (Appendix 1).

The results of inspection and evaluation at each level are reported to the higher level, and they are consolidated into the self-study activities conducted at the University level. The university's self-study activities are carried out through the following organizations.

<Organization>

To promote internal quality assurance, the university establishes two organizations: ① an organization responsible for supervising improvement measures based on the results of self-study and promoting internal quality assurance, and ② an organization responsible for planning and implementing self-study.

① Operating Committee

Under the leadership of the President, an Operating Committee is established and positioned as the organization responsible for promoting internal quality assurance. The Operating Committee identifies matters requiring improvement based on the results of self-study, oversees the progress of improvements, and supports the president's promotion of the PDCA cycle by objectively inspecting and evaluating the outcomes of improvement activities.

② IR and Self-Study Committee

Under the Operating Committee, an 'IR and Self-Study Committee' (hereinafter referred to as the 'Self-Study Committee') is established and positioned as the organization responsible for planning and implementing self-study. The Self-Study Committee conducts inspections and evaluations from a university-wide perspective on educational and research activities as well as management and operational functions at the university. It submits a "Self-Study Evaluation Report" to the Operating Committee.

The President, as the person responsible for the execution of university operations based on various plans and policies, serves as the chair of both the "Operating Committee" and the "Self-Study Committee." The President oversees the functionality of the internal quality assurance system and promotes the PDCA cycle as the chief executive for internal quality assurance of the university.

3. Ensuring Effectiveness and Objectivity of Internal Quality Assurance

To ensure the effectiveness of efforts for internal quality assurance (PDCA cycle) and the objectivity of self-study activities, and to further enhance the level of education and research at the University, an External Evaluation Committee consisting of experts from outside the university is established.

The External Evaluation Committee inspects and evaluates the efficacy of Internal Quality Assurance of the University, etc., at the request of the President. The results are compiled into an external evaluation report and submitted to the President. The President is committed to considering and addressing improvement suggestions from the External Evaluation Committee, aiming to incorporate them into the university's internal quality assurance system and self-study.