

# International University of Japan (IUJ) “IR and Self-Study” Regulations (Translation)

Established July 1, 2018  
Enacted January 29, 2020  
Enacted April 1, 2024

## (Objectives)

**Article 1.** The following regulations are intended to establish the guidelines necessary for the implementation of self-examination and self-evaluation of educational and research activities and management functions (hereinafter referred to as “the Self-Study”), as well as collecting analyzing, and supporting data related to education and research, in other words, “Institutional Research”(hereinafter referred to as “IR”) at the International University of Japan (hereinafter referred to as “IUJ”), to realize the mission and objectives of IUJ.

## (Definitions)

**Article 2.** The Self-Study is defined as an Internal Quality Assurance system systematically implemented for the further improvement of educational and research activities as well as management functions at IUJ.

**2-2.** The IR supports the Self-Study activities and decision making of the University.

## (Administration and Execution)

**Article 3.** “The Operating Committee,” and “the IR and Self-Study Committee” which is placed under the Operating Committee, shall administer and execute the Self-Study and the IR.

## (The Operating Committee)

**Article 4.** The Operating Committee as an organization responsible for supervising improvement measures based on the results of Self-Study and promoting Internal Quality Assurance, shall carry out the following matters.

- (1) Matters related to scrutinizing the contents of the Self-Study Evaluation reports and report required improvement items to the President in order to support the President in giving instructions to each department to make improvement plans.
- (2) Matters related to supervising the implementation of the improvement plan.
- (3) Matters related to objectively checking and evaluating the results of improvement activities through the implementation of IR, and to support the promotion of the PDCA cycle by the President.

- (4) Matters related to reviewing the Internal Quality Assurance policy and its system, and considering improvements in the implementation of the PDCA cycle.

**(The IR and Self-Study Committee)**

**Article 5.** The IR and Self-Study Committee shall check and evaluate educational and research activities and management functions of IUJ from the university-wide points of view and submit Self-Study Evaluation reports to the Operating Committee.

**(Issues to be addressed in the Self-Study)**

**Article 6.** The Self-Study shall be conducted on the following matters:

- (1) Mission and Objectives
- (2) Students
- (3) Educational Programs
- (4) Faculty and Staff
- (5) Management, Administration and Finance
- (6) Internal Quality Assurance
- (7) Other matters related to the University's endeavor.

**(Members of the IR and Self-Study Committee)**

**Article 7-1.** The IR and Self-Study Committee shall be comprised of the following members.

- (1) President
- (2) Deans
- (3) Directors, specified in Article 8, Article 8.2-1, and Article 9-1 in the Graduate School Regulations
- (4) Director, Corporate Headquarters
- (5) Secretary General
- (6) Office Managers
- (7) Other faculty or staff members appointed by the President.

**7-2.** In the event the president decides it is necessary, the President may have a representative attend in place of a member of the committee designated in article 7-1(1)-(6).

**7-3.** The President shall be the Chairperson of the IR and Self-Study Committee.

**7-4.** The IR and Self-Study Committee shall establish the working group under its supervision in order to execute plans functionally.

**(Reporting and Disclosure of the Self-Study Report)**

**Article 8-1.** The Operating Committee shall submit the results of the Self-Study as "Report of the Results of the IUJ Self-Study" to the Chairman of the University every five years.

**8-2.** Once the Chairman of the University approves “Report of the Results of the IUJ Self-Study”, the President shall make the report available to the faculty and staff of the University. When deemed necessary by the Chairman, “Report of the Results of the IUJ Self-Study” shall be disclosed to those outside the University.

**(Use of the Self-Study Results)**

**Article 9.** The results of the Self-Study shall be effectively utilized for the improvement and enhancement of the education and research activities of IUJ.

**(Office in Charge of Administrative Support)**

**Article 10.** The President’s Office shall be in charge of administrative support for the IR and Self-Study Committee.

**(Procedures for Revision and Abolition)**

**Article 11.** Revision and abolition of the Regulations shall be determined by the President after hearing the opinions of the Operating Committee.

**ADDITIONAL REGULATIONS**

1. These regulations shall be effective from July 1, 2018.
2. The regulations of the “Self-Study” enacted on October 7, 2015, shall be abolished in accordance with enactment of these regulations.

**ADDITIONAL REGULATIONS**

These amendments shall be made effective from January 29, 2020.

(Changes made to delete Article 8-1-(4) Directors, Education Programs.)

**ADDITIONAL REGULATIONS**

These amendments shall be made effective from April 1st, 2024. (Changes include modifications to the roles of the “Operating Committee” and the “IR and Self-Study Committee”, as well as to the 'Members of the IR and Self-Study Committee”, along with the addition of a revision and abolition procedure.