

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

Established July 1, 2018
Enacted January 29, 2020

(General Provisions)

Article 1. The following regulations are intended to establish the guidelines necessary for the implementation of the self-examination and self-evaluation of educational and research activities (hereinafter referred to as “the Self-Study”) and of the data collection, analyze and support to educational and research activities (hereinafter referred to as “Institutional Research (IR)”) of the International University of Japan (hereinafter referred to as “IUJ”).

(Objectives)

Article 2. The objectives of the Self-Study are to realize the mission and objectives of IUJ and to enhance its educational and research activities and management function, through implementation of Self-Study system as the Internal Quality Assurance by faculty and staff.

2-2. The objectives of the Institutional Research (IR) are to realize the mission and objectives of IUJ and to support to the Self-Study activities and decision making of the University.

(Administration and Execution)

Article 3. The Operation Committee shall oversee the administration and execution of the Self-Study and the Institutional Research (IR).

(Responsibilities of the Operation Committee)

Article 4. The Operation Committee shall discuss and execute the following matters:

- (1) Matters related to the planning and execution of the Self-Study.
- (2) Matters related to the planning and execution of the Institutional Research (IR).
- (3) Matters related to the coordination and response to the third party evaluation.
- (4) Matters related to the operation of PDCA for the mid-term and yearly business plans.
- (5) Other matters related to the Self-Study and the Institutional Research (IR) in general.

(Issues to be addressed in the Self-Study)

Article 5. The Self-Study shall address the following issues:

- (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 Self-Study in general.

(Timeframe for the Self-Study)

Article 6. The Self-Study cycle shall follow in principle the academic year of the University with implementation in a timely manner.

(The IR and Self-Study Committee)

Article 7. The Operation Committee shall establish the IR and Self-Study Committee under its supervision in order to address the issues specified in Item 1 and 2 in Article 4.

(Members of the IR and Self-Study Committee)

Article 8-1. The IR and Self-Study Committee shall be comprised of the following members.

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

8-2. The President shall be the Chairperson of the IR and Self-Study Committee.

8-3. The IR and Self-Study Committee shall establish the working group under its supervision in order to execute plans functionally.

(Availability and Disclosure of the Self-Study Report)

Article 9-1. The Operation Committee shall compile the results of the Self-Study as “Report of the Results of the IUJ Self-Study” every five years, and present its report to the Chairman of the University.

9-2. 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. Upon the Chairman’s approval, “Report of the Results of the IUJ Self-Study” may be disclosed to appropriate parties outside the University.

(Use of the Self-Study Results)

Article 10. The results of the Self-Study shall be used for the purpose of improving and enhancing the educational and research mission and activities of IUJ.

(Office in Charge of Administrative Support)

Article 11. The President’s Office shall be in charge of administrative support for the IR and Self-Study 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.)