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## **Self-Inspection Report**

### **Volume I: Main Text**

(Revisions by the Criteria and Procedures Committee, March 10, 2003)

2003 Edition

**Name of Applicant Institution**

**Name of program**

**(Program Area)**

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## **1. Program Information**

### **(1) Name of Applicant Institution**

### **(2) Name of the Program**

### **(3) Name of the Academic Degree to be Awarded**

### **(4) Contact Information**

- Name of the representative liaising with JABEE

Affiliation and position

Postal code

Address

Telephone number

Fax number

E-mail address

- Name of the program officer

Affiliation and position

Postal code

Address

Telephone number

Fax number

E-mail address

### **(5) Numeric Data related to the Program**

## 2. Results of Self-Inspection

**Table 1 Results of Self-Inspection**  
**Results of Self-Inspection on Inspection Items**

Inspection Items		Levels (1~5)
Establishment and Disclosure of Learning and Educational Objectives		
Quantitative Curriculum Requirements		
Educational Methods	Admission and Enrollment	
	Educational Methods	
	Educational Organization	
Educational Environment	Facilities and Equipment	
	Financial Resources	
	Student Support System	
Evaluation of Students' Level of Achievement against the Learning and Educational Objectives		
Educational Improvement	Educational Feedback System	
	Continuous Improvement	

## **2.1. Criterion 1: Establishment and Disclosure of Learning and Educational Objectives**

### **(1) Establishment and Disclosure of Learning and Educational Objectives**

- Learning and Educational Objectives (to be itemized)

(A)

(B)

(C)

x

x

x

- To explain relationship between (A) (B) (C) xxx mentioned above and (a) (b) (c) xxx (h) itemized in Criterion 1(1)

#### *Name of quoted reference and evidential material*

1. Table 2 Corresponding Relationship between Learning and Educational Objectives and the Knowledge and Abilities Outlined in Items from (a) to (h), Criterion 1 (Enter the page number where Table 2 is attached in Volume II. Same notation is required in the following.)
2. Table 3 Evaluation Items, Methods and Criteria for Evaluating the level of Students' Achievement against each Learning and Educational Objective (p. )

- Explanation of the methods of disclosure (Include the measures taken to ensure that students and faculty associated with the program are well acquainted with the objectives.)
- Updating and changes of Learning and Educational Objectives in the last four years
- When communications have been implemented towards the enrolled students

*Name of quoted reference and evidential material (As examples. Bare essential of materials as evidence are enough.)*

1. Department pamphlets (p. )
2. Websites (p. )
3. Syllabi (p. )
4. Class handbook (p. )
5. Instructors' guidance records. (p. )

**(2) Consideration of such Factors as Tradition, Resources of the Institution as well as the Fields in which its Graduates are particularly Active (The following Items are Examples.)**

- Tradition, founding philosophy and principles
- Human resources and facilities of the program
- History, constitution and specialties of the program
- The fields where its graduates are particularly active

*Name of quoted reference and evidential material (As examples)*

1. List of employers of its graduates (for the last one or two years) (p. )

### **(3)Consideration of Needs of Society and Student Requests**

- Consideration method of needs of society and student request

*Name of quoted reference and evidential material (As examples)*

1. Composition and member list of an advisory board (p.     )
2. Record of meetings schedule of an advisory board (p.     )
3. Minutes of an advisory board (p.     )
4. Alumni association activities record (p.     )
5. Results of the questionnaire obtained from both graduates and employers (p.     )
6. Results of external evaluations (p.     )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item  
“Establishment and Disclosure of Learning and Educational objectives”**

## **2.2. Criterion 2: Quantitative Curriculum Requirements**

### **(1) Requirements for Graduation**

*Name of quoted reference and evidential material*

1. Credits earning status of the graduates of the previous-year (2002) (individual names of the students are not required) (p.     )

(As examples)

2. Related section of school regulations (p.     )
3. Related section of undergraduate faculty handbook (p.     )
4. Related section of department course handbook (p.     )

### **(2) Contact Hours**

*Name of quoted reference and evidential material*

1. Table 4 Contact Hours and Subdivided Category Thereof (p.     )

(As examples)

2. Schedule showing contact hours by subject (p.     )
3. Schedule showing contact hours for each student (p.     )
4. Records of hours dedicated to graduation thesis for each student (p.     )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Quantitative Curriculum Requirements”**

### **2.3. Criterion 3: Educational Methods**

#### ***2.3.1. Admission and Enrollment***

##### **(1) Method for Selecting and Admitting of Students and its Disclosure / Enforcement**

- Basic policy of selection
  
- Concrete method of selection
  
- Method of disclosure and its status

*Name of quoted reference and evidential material*

1. Entrance examination guidebook (p.     )
2. Data on the number of enrollees and applicants in each year (desirably for the last four years). (p.     )

##### **(2) Concrete Methods for Selecting Student and its Disclosure / Enforcement**

*Name of quoted reference and evidential material*

1. Enrollment allocation rules (p.     )
  2. Students registry (third and fourth grade) (p.     )
- (As examples)
3. Photocopy of websites (p.     )

### **(3) Admission Methods and Criteria for Transferred Students and its Disclosure /Implementation**

*Name of quoted reference and evidential material*

1. Rules for accepting transferred students (p. )
2. Evidence of disclosure (Various kinds of disclosure material on administrative affairs) (p. )
3. Data on the number of the admitted transfer students (for the last two years) (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Admission and Enrollment”**

#### **2.3.2. Educational Methods**

##### **(1) Curriculum Design Policy and its Disclosure**

*Name of quoted reference and evidential material*

1. Table 5 Time Schedule of the Course Subjects to Achieve the Learning and Educational Objectives (p. )
2. Department class handbook (p. )

##### **(2)Preparation and Display of Syllabi / Enforcement of Education according to Syllabi**

*Name of quoted reference and evidential material*

1. Syllabi for main subjects (p. )

**(3) A System that Enhances Students' Understanding of Class Work and other Activities and its Disclosure /Implementation**

*Name of quoted reference and evidential material*

1. Examples of disclosure of the syllabi on the Web (p. )
2. Examples of disclosure of questionnaire results regarding students' assessment of instructors' performance and faculties' response to such results (p. )
3. Records of the assignment of teaching assistants (TA) in laboratory-based subjects (p. )
4. Records of various activities including guidance (p. )
5. Records of faculty working hours (p. )

**(4) Students' Assessment by themselves of their own Level of Achievement**

*Name of quoted reference and evidential material (As examples)*

1. Material related to the notification provided to students concerning the evaluation results of their level of achievement (p. )
2. Students' leaning-related portfolios (p. )
3. Ratio of returned answer sheets and reports after marking (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item "Educational Methods"**

### **2.3.3. Educational Organization**

#### **(1) Quantity and Quality of Faculty Members as well as an Educational Support System**

*Name of quoted reference and evidential material*

1. Table 6 List of Faculty Members (p. )
2. Attachment A. Personal Data of Faculty Member (p. )
3. Table 7 Activity Status of all Faculty Members (p. )  
(As examples)
4. Support system by department office or department technical support office  
(p. )

#### **(2) Display and Implementation of a Faculty Development (FD) System Designed to Improve the Quality of Faculty**

*Name of quoted reference and evidential material (As examples)*

1. Faculty development reports (FD reports) (p. )
2. Activity data and records of the concerned committees

#### **(3) The Evaluation Methods to Determine the Educational Contribution of each Faculty Member and its Display and Implementation**

*Name of quoted reference and evidential material (As example)*

1. Activity data and records of the concerned committees

**(4) An Intra-faculty liaison Network System to Ensure closer Coordination between the Course Subjects within the Curriculum and to Enhance and Improve the Effectiveness of the Program and its Display and Implementation**

*Name of quoted reference and evidential material (As examples)*

1. Activity data and records of the concerned committees (p. )
2. Minutes of class staff meetings (p. )
3. Systematic educational activity plans and reports (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Educational Methods”**

**2.4. Criterion 4: Educational Environment**

***2.4.1. Facilities and Equipment***

**(1) Classrooms, Laboratories, Practice Rooms, Libraries, IT Facilities, Study Rooms, Rest Areas, Cafeterias, and other relevant Facilities and Equipment**

*Name of quoted reference and evidential material (As examples)*

1. Users’ guides and pamphlets for various facilities (for distribution to students) (p. )
2. Premises area schedule by use and by structure (A summary is acceptable; Subject to on-site examination if this information is not available) (p. )
3. Inventory list of machinery and equipment (Subject to on-site examination if this information is not available) (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Facilities and Equipment”**

### **2.4.2. Financial Resources**

#### **(1) Endeavor to Secure Adequate Financial Resources to Provide, Maintain and Operate the Facilities and Equipment**

*Name of quoted reference and evidential material (As example)*

1. Data on allocations of education and research expenses (Subject to on-site examination if this information is not available) (p.     )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Financial Resources”**

### **2.4.3. Student Support System**

#### **(1) A System Concerned the Educational Environment that Promotes Students' Enthusiasm to Learn while Attending to their Requests**

*Name of quoted reference and evidential material (As examples)*

1. Results of student questionnaire (p.     )
2. Disclosure data available on the Web (p.     )
3. Activity records related to tuition system (p.     )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Student Support System”**

## **2.5. Criterion 5: Evaluation of Students' Level of Achievement against the Learning and Educational Objectives**

### **(1) The Objectives Achievement Level by Subject**

*Name of quoted reference and evidential material (As examples)*

1. Table 8 Evaluation Methods and Criteria that Apply to the Main Subjects Necessary for Achieving the Learning and Educational Objectives
2. Activity records of concerned committees (p. )
3. Examples of cross markings of graduation thesis (p. )
4. Syllabi (if already attached, refer to page number) (p. )
5. Students transcripts and other related material (Students' names are not required, p. ) (Test questions, answer sheets and coursework are subject to on-site examination. In an organized manner to identify the correlation between grade points and answer sheets)

### **(2) Methods and Criteria for Evaluating Credits Earned by the Students at other Institutions or by the Transferred Students and its Implementation**

*Name of quoted reference and evidential material (As examples)*

1. Documents describing the evaluation methods (p. )
2. Sample cases of actual evaluation (p. )

**(3) Methods and Criteria for Comprehensively Evaluating the Level of Students' Achievement against each Learning and Educational Objective of the Program and its Implementation**

*Name of quoted reference and evidential material*

1. Table 3 Evaluation Items, Methods and Criteria for Evaluating the Level of Students' Achievement against each Learning and Educational Objectives  
(As examples)
2. Examples of evaluation results (p.     )
3. Records of evaluation judgment meetings (p.     )
4. Results of questionnaire obtained from both graduates and employers (p.     )
5. Results of external evaluation (p.     )

**(4) To Explain if all the Program Graduates Achieve the Entire Program's Learning and Educational Objectives**

*Name of quoted reference and evidential material*

1. Evaluation results for the graduates in the previous year or substantial equivalent graduates (Students' names are not required. P.     )
- (As examples)
2. Records of evaluation judgment meetings (p.     )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item "Evaluation of Students' Level of Achievement against the Learning and Educational Objectives"**

## **2.6. Criterion 6: Educational Improvement**

### ***2.6.1. Educational Feedback System***

#### **(1) Educational Feedback System and its Display and Implementation**

*Name of quoted reference and evidential material (As examples)*

- 1 Members' list and regulations of concerned boards and committees (p.     )
- 2 Disclosed sample of faculty-oriented improvement of class activities (p.     )
- 3 Data and records regarding activities of concerned committees (p.     )
- 4 Plan and reports of the systematic educational activities (p.     )

#### **(2) Design and Implementation of the Educational Feedback System to Check, in Light of the Needs of Society and Students' Requests, the Adequacy of the Learning and Educational Objectives Established, and that of the Methods and Criteria to Evaluate the Level of Student's Achievement against the Objectives**

*Name of quoted reference and evidential material (As examples)*

1. Members' list, schedule of sessions and minutes of concerned boards and committees (p.     )
2. Results of the questionnaire (p.     )

**(3) Display of Regular Activities Records such as Meetings of Boards and Committees, etc. within the Educational Feedback System**

*Name of quoted reference and evidential material (As examples)*

1. Activity data and minutes of concerned committees (p. )
2. Data and minutes of faculty members' meetings (p. )
3. Activity data and minutes of concerned intra-institution committees (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Educational Feedback System”**

**2.6.2. Continuous Improvement**

**(1) A system for Continuous Improvement and Revise of the Methods and Criteria for Evaluating the Learning and Educational Objectives and their Achievement, based on the Results of the Educational Feedback Activities**

*Name of quoted reference and evidential material (As examples)*

1. Activities data and minutes of concerned intra-institution committees (p. )
2. Schedule of education staff committee meetings specifying its frequency and their minutes (p. )
3. Activities data and minutes of the concerned intra-departmental committees (p. )
4. Systematic educational plans (p. )

**\* The Level entered in Table 1 and its judging reason for the Inspection Item “Continuous Improvement”**

## **2.7. Program Criteria by Field**

It must have been demonstrated somewhere in Section 2.1 through 2.6, that each bracketed item in the Program Criteria by Field meets the Accreditation Criteria. It would be necessary to present an explanation, by preparing a list specifically showing where they are demonstrated, so that the Examination Team can promptly identify and understand these points.