

## FY 2023 Self-assessment and Evaluation

### 1. Philosophy and Educational Goals

#### 1-1 Philosophy and Educational Goals

##### 1-1-1 <Philosophy>

##### 1-1-2 <Educational goals>

[A] 1-1-3 The school's philosophy and educational goals are well known to faculty, staff, and students.

#### Summary

##### 1. Philosophy and Educational Goals

We aim to nurture global citizens who will be bridges between Japan and the world and aim to contribute to world peace by cultivating the ability to understand, accept, respect and love one another's thoughts and regional cultures through exchanges between people (民) and people (民), rather than between countries. We work to ensure that all faculty and staff have a common understanding of our philosophy and educational goals at regular meetings held twice a year and at faculty and staff training sessions. We communicate our school's ideologies to students during regular classes, entrance ceremonies, and orientation sessions before long term breaks.

### 2. Organization

#### 2-1 Organizational Structure

[A] 2-1-1 The founder, representative founder, and executive officer in charge of management comply with the requirements set forth in the "Standards for the Management of Japanese Language Educational Institutions."

[A] 2-1-2 The organizational structure is appropriate to the scale of the business.

[B] 2-1-3 The organization is able to accommodate the languages of the students it intends to accept.

#### Summary

In order to welcome students from as many countries as possible, we have staff who can speak English, Chinese, Taiwanese, Thai, Indonesian, Myanmar, Nepalese, Vietnamese and Hindi. In the future, we are considering adding staff who can speak the native languages of Sri Lanka and Russia, where there is a high demand.

#### 2-2 Faculty Organization

[A] 2-2-1 The principal, head teacher, and teachers meet the requirements set forth in the "Standards for the Management of Japanese Language Educational Institutions."

[A] 2-2-2 The duties, responsibilities and authority of the principal, head teacher, full-time teachers and part-time teachers are clearly defined.

[A] 2-2-3 The knowledge, abilities, and qualities of teachers necessary for achieving the educational objectives are clearly stated.

#### Summary

All teachers are qualified and experienced, and their job duties are clearly defined and listed in the school handbook. Regular meetings are held and teachers are required to report on the progress of their duties. In addition, the school handbook and self-evaluation forms clearly state the knowledge and abilities necessary to achieve the educational goals.

### 2-3 Administrative Organization

- [A] 2-3-1 The daily life guidance officer and immigration affairs officer are identified, and their job content, responsibilities and authority are clearly defined. If there are multiple people in charge, a person in charge is identified, and the responsibilities and authority of each person are clearly defined.
- [A] 2-3-2 The daily life guidance officer and immigration affairs officer are known to students, faculty and staff.
- [A] 2-3-3 The company has an agent approved by the Immigration Bureau to handle applications, etc.

#### Summary

We have appointed personnel in charge of daily life guidance and immigration affairs, and all the teaching staff are in charge of daily life guidance, while all the international staff are in charge of immigration affairs such as applications for Certificate of Eligibility for Residence Status and visa renewals. All administrative staff, except for new employees, are qualified to act as intermediaries for applications, etc.

### 2-4 Recruitment and Training

- [A] 2-4-1 The hiring methods and employment conditions for faculty and staff are clearly written.
- [A] 2-4-2 We are taking measures to improve the quality of education and support capabilities through training for teachers and staff.
- [B] 2-4-3 In order to enhance credibility as an educational institution, we provide training on ethics, behavior, harassment prevention, etc.
- [A] 2-4-4 Teachers and staff are evaluated appropriately.

#### Summary

Employment conditions are communicated during job interviews, and written versions of the employment conditions are distributed when contracts are renewed. Regular training is conducted during vacation periods to improve the quality of education and strengthen support. Training on preventing harassment of students is conducted at meetings at the start of each semester. Ethical awareness is also reaffirmed at meetings twice a year. Teachers and staff are appropriately evaluated through self-evaluation forms and class observation evaluations, etc. We plan to provide training to staff on harassment and other issues.

## 3 Finance

### 3-1 Financial Status

- [A] 3-1-1 The financial situation is stable in the medium to long term.
- [A] 3-1-2 The effectiveness and appropriateness of budgets and income/expenditure plans are maintained.
- [A] 3-1-3 Proper accounting audits are being conducted.

## 4 Educational Environment

### 4-1 School Grounds, School Building

- [A] 4-1-1 The location and environment are suitable for an educational institution.
- [A] 4-1-2 The campus and buildings are equipped to enable stable continuation of educational activities.

[A] 4-1-3 The school building area complies with the "Standards for the Operation of Japanese Language Educational Institutions."

#### 4-2 Facilities and Equipment

[A] 4-2-1 Classrooms and other facilities comply with the "Standards for the Operation of Japanese Language Educational Institutions."

[A] 4-2-2 Classrooms are sufficiently illuminated and well ventilated.

[A] 4-2-3 All classrooms are provided with the soundproofing necessary for language education.

[A] 4-2-4 A room is provided for self-study during class hours.

[A] 4-2-5 Books and media appropriate to the educational content and number of students are provided and available at all times.

[A] 4-2-6 The school is equipped with facilities and educational equipment that enable lessons using audiovisual materials and IT.

[A] 4-2-7 Necessary office space for faculty and staff members is provided.

[A] 4-2-8 Toilets are provided according to the number of students taking classes at the same time.

[A] 4-2-9 Facilities required by law are provided.

[A] 4-2-10 Corridors, stairs, etc. are designed so as not to pose a danger in the event of an emergency.

[B] 4-2-11 Barrier-free measures are in place.

#### Summary

There are multiple school buildings (branch campuses), so students can have a relaxed school life without being crowded during breaks. In addition, the teachers' rooms and offices are spacious, and staff members have ample space to work.

### 5. Safety and Crisis Management

#### 5-1 Health and Hygiene

[A] 5-1-1 We are prepared to provide guidance on health and hygiene.

[A] 5-1-2 All eligible students are enrolled in the National Health Insurance and also in the International Student Insurance.

[A] 5-1-3 We set out how to respond in the event of serious illness or injury.

[A] 5-1-4 We set out measures to be taken in the event of an infectious disease outbreak.

#### Summary

We maintain a system of contact with medical institutions and health centers, and have a person in charge for each country who responds to student illnesses and accidents.

#### 5-2 Crisis Management

[A] 5-2-1 A crisis management system is in place.

[A] 5-2-2 We specify evacuation methods, evacuation routes, evacuation shelters, etc. in the event of a fire, earthquake, typhoon, or other disaster.

[A] 5-2-3 We set out measures to be taken when a weather warning is issued.

[A] 5-2-4 Evacuation drills for disasters, etc. are conducted regularly.

[B] 5-2-5 Disaster prevention supplies are stockpiled.

## Summary

An earthquake countermeasure manual was created and evacuation drills were conducted for staff. Students were instructed in class on what to do in the event of a disaster, and a method of confirming safety using an app was introduced and then carried out.

In the event of an emergency, the principal, vice principal, head of the administrative department, etc. will decide on the course of action and communicate with faculty, staff, and students via the campus information sharing app, or by phone if necessary. Disaster prevention supplies are planned to be stockpiled within this fiscal year.

## 6. Compliance with Laws and Regulations

### 6-1 Compliance with Laws and Regulations

[A] 6-1-1 A person in charge of compliance with laws and regulations has been identified.

[B] 6-1-2 We are taking measures to raise compliance awareness among teaching staff.

[B] 6-1-3 Measures are taken to protect personal information.

[A] 6-1-4 Notifications and reports have been submitted promptly to the Immigration Bureau, the Japan Immigration Association, and other relevant government agencies.

## Summary

The privacy policy is published on the website. Going forward, we will consider providing training to raise awareness of compliance among faculty and staff, and will further consider our efforts and measures to protect personal information.

## 7. General Operations

### 7-1 Organized Management

[A] 7-1-1 Short-term, medium-term and long-term management policies and objectives are clearly defined and communicated to faculty and staff.

[A] 7-1-2 Various regulations for management and operation have been established, and operations are carried out in accordance with these regulations.

[A] 7-1-3 Decision-making is done in an organized manner and functions efficiently.

[B] 7-1-4 The budget is prepared appropriately and implementation rules are clear.

[A] 7-1-5 Review of operations and consideration of efficient operation are conducted regularly and systematically.

### 7-2 Payments

[A] 7-2-1 The amounts and payment dates of the application screening fee, admission fee, tuition fee and other fees are clearly stated.

[A] 7-2-2 The costs that will be required after enrollment, in addition to tuition fees, are clearly stated.

[A] 7-2-3 Tuition refund regulations based on relevant laws and regulations have been established and made public.

### 7-3 Sharing and Disseminating Information

[A] 7-3-1 There is a system in place for efficient information sharing from outside.

[A] 7-3-2 Information is disseminated efficiently from within the organization.

[A] 7-3-3 Information is provided in a language that prospective students, learners and their stakeholders (such as financial sponsors) can understand.

#### Summary

The admission guidelines state the fees to be paid to the school and the refund policy. There is also a refund policy after enrollment.

Information from outside the company is shared with relevant parties via email and information sharing apps.

### 8. Student Recruitment

#### 8-1 Recruitment Policy

[A] 8-1-1 We have established a student admission policy in line with our philosophy and educational goals, and have formulated an annual recruitment plan.

[A] 8-1-2 The recruitment quota is set.

[A] 8-1-3 Staff members of the institution provide information and consultation regarding admission to applicants.

#### Summary

The student recruitment staff creates an annual recruitment plan based on the recruitment quota and current number of students. Staff respond to inquiries by phone, email, and in person in the applicant's preferred language.

#### 8-2 Recruitment Activities

[A] 8-2-1 The latest and most accurate school information, including educational content and outcomes, is provided in a language that prospective students can understand.

[A] 8-2-2 Recruitment activities clearly state the sort of student the school is looking for.

[A] 8-2-3 Application qualifications and conditions are clearly stated in a language that prospective students can understand.

[A] 8-2-4 Recruitment activities are conducted in compliance with the laws and regulations of the country or region in which they are conducted.

[A] 8-2-5 We provide up-to-date and accurate information to overseas recruitment agents (agents, etc.).

[A] 8-2-6 We are aware that the recruitment activities conducted by overseas recruitment agents (agents, etc.) are being conducted appropriately.

#### Summary

We are currently recruiting students by providing application guidelines in English, Chinese (Traditional and Simplified), Vietnamese, Turkish, Indonesian, Thai, Russian, and Italian.

#### 8-3 Admissions Selection

[A] 8-3-1 The admission selection criteria and methods are clearly defined.

[A] 8-3-2 We keep an accurate record of student information and verify it through submitted documents.

[A] 8-3-3 A system for conducting admissions selection is in place.

[A] 8-3-4 We ensure that the educational content of the course we provide matches the learning needs of the applicant.

## Summary

The admission selection criteria are clearly stated in the application guidelines, and the application documents submitted by applicants are carefully checked by multiple people before being submitted to the Immigration Bureau. An interview is conducted at the time of admission, and the course is explained to applicants.

## 9. Educational Activities

### 9-1 Planning

- [A] 9-1-1 Courses are set up in accordance with the philosophy and educational goals.
- [A] 9-1-2 The educational content, methods, and pace are designed to achieve the educational goals.
- [A] 9-1-3 Levels are set using nationally and internationally recognized proficiency frameworks as a guide.
- [A] 9-1-4 There is a common understanding among teachers regarding educational content and methods.
- [A] 9-1-5 The curriculum is systematically organized.
- [A] 9-1-6 Teaching materials are selected that are consistent with the educational objectives.
- [A] 9-1-7 When using supplementary teaching materials aside from textbooks, the sources of those materials are made clear and copyright laws are respected.
- [A] 9-1-8 Learning resources and information related to classes are provided to teachers prior to the start of classes.
- [A] 9-1-9 Teachers are appropriately allocated.

## Summary

The Academic Director creates a course design that matches the educational philosophy and goals, and dedicated level managers create the curriculum based on said design. The curriculum is explained before the course begins, and level managers provide further explanations and support to the instructors in class meetings and when necessary.

### 9-2 Implementation

- [A] 9-2-1 Students' abilities are assessed through tests etc. before the start of classes, and appropriate class arrangements are made.
- [A] 9-2-2 Teachers are provided with information necessary for instruction, such as the learning objectives, test results, learning history, and other information of the students in their classes.
- [A] 9-2-3 Classes are conducted according to the disclosed syllabus.
- [A] 9-2-4 Completion requirements are established and made clear in language that students can understand.
- [A] 9-2-5 Educational equipment is used according to the educational content.
- [A] 9-2-6 A class record book and attendance register are prepared and are kept accurately.
- [A] 9-2-7 The level of understanding and achievement is appropriately checked during the implementation period.
- [A] 9-2-8 Students' self-evaluations are understood.
- [A] 9-2-9 A learning support staff member is assigned to provide individual learning guidance, etc., and appropriate guidance and support is provided.
- [B] 9-2-10 Learners with specific needs receive advice from experts in that field.
- [A] 9-2-11 A person is designated to handle inquiries & complaints from students regarding classes & administration and handles those concerns appropriately.
- [A] 9-2-12 A document detailing the curriculum, timetable & academic calendar, criteria & methods for grading, important points regarding studies, important points regarding life abroad, and

important points regarding immigration law, as well as the names of people who can provide advice on these matters, is distributed to students at the time of enrollment.

#### Summary

For students who require individual learning support, full-time faculty members provide guidance and support on a regular basis.

#### 9-3 Results

- [A] 9-3-1 The assessment criteria and assessment methods are clearly defined and disclosed.
- [A] 9-3-2 The results of grading are communicated accurately to students.
- [A] 9-3-3 The validity of the assessment criteria and methods is regularly verified.

#### Summary

Grades are determined based on the evaluation criteria written in the evaluation handbook, and report cards are distributed to students at the end of the semester after regular exams. The appropriateness of the evaluation criteria is regularly verified at the faculty affairs meeting.

#### 9-4 Course Evaluation

- [A] 9-4-1 Class evaluations are conducted regularly.
- [A] 9-4-2 The evaluation structure, evaluation methods, and evaluation criteria are appropriate.
- [A] 9-4-3 Student evaluations of classes are conducted regularly.
- [A] 9-4-4 Evaluation results are reflected in efforts to improve educational content and methods, and to enhance teachers' teaching abilities.

#### Summary

Head teachers regularly visits classes to provide feedback based on the evaluation criteria, and uses the results of end-of-term student surveys to improve the content of education.

### 10. Student Support

#### 10-1 Support Structure

- [A] 10-1-1 A student support plan has been formulated and a support system has been established.
- [A] 10-1-2 We are able to accommodate students on holidays and during long vacations.

#### Summary

When students enroll, they are given contact phone numbers of certain staff members at the orientation before long holidays so that school staff can respond immediately if they are contacted during the holidays.

#### 10-2 Support for Understanding and Adapting to Japanese Society

- [A] 10-2-1 An orientation is held immediately after enrollment.
- [A] 10-2-2 We provide orientation sessions on life in Japan.
- [A] 10-2-3 We engage in local community exchanges and activities..

#### Summary

All students receive an orientation on academic and lifestyle matters when they enroll, with translations and interpretations, and classes are designed to encourage students to adapt to Japanese society. The school also

has exchanges with several nearby universities, junior high schools, and elementary schools. In addition, the school also conducts activities (such as cleaning activities) aimed at contributing to the local community during classes.

#### 10-3 Support in Daily Life

- [A] 10-3-1 Housing support is provided.
- [A] 10-3-2 Guidance and support regarding part-time work is provided.
- [A] 10-3-3 A consultation system for traffic accidents, etc. has been established.
- [A] 10-3-4 Regular health checkups are conducted.
- [A] 10-3-5 We regularly survey the living conditions of all students.

#### Summary

The school has a sufficient number of dormitories available, and we are always available to advise on moving. Health checkups are conducted once a year, and students who need it are asked to undergo a re-examination. Guidance is given on part-time work and daily life at the entrance orientation and at orientations four times a year before long vacations. If students are involved in a traffic accident, they are required to immediately contact the police and the school. Class teachers regularly meet with students to check on their living conditions.

#### 10-4 Career Support

- [A] 10-4-1 A career guidance counselor has been identified.
- [A] 10-4-2 We understand the career paths that students wish to pursue.
- [A] 10-4-3 The latest materials concerning further education, employment, and other career paths are provided and available for students to view.
- [A] 10-4-4 We provide consistent career guidance from the time of enrollment.

#### Summary

The Head of Academic Affairs is in charge of career guidance, and the homeroom teacher of the student's class and a full-time teacher are in charge of career guidance. We provide career guidance to help students realize their aspirations after coming to Japan.

#### 10-5 Guidance and Support Regarding Immigration and Residence

- [A] 10-5-1 Personnel in charge continuously obtain more appropriate information through training, etc.
- [A] 10-5-2 We regularly inform and instruct students on important points regarding the Immigration Control Act.
- [A] 10-5-3 We accurately keep track of the latest information on students' residence status.
- [A] 10-5-4 We provide individual guidance to students who have problems with their residence status.
- [A] 10-5-5 We are continuously taking measures to prevent illegal overstayers, people engaging in activities other than those permitted by the visa status, and people involved in crimes.
- [B] 10-5-6 There have been no illegal overstayers, no violations of the prohibition on engaging in activities other than those permitted by the visa, and no involvement in crimes in the past three years.

#### Summary

We hold orientation sessions at the time of enrollment and before long vacations to provide guidance to students. After visa renewal or address change, we always make copies of the latest residence card.



## 11 Educational Results

### 11-1 Evaluation of Results

[A] 11-1-1 Advancement and graduation decisions are being made appropriately.

[A] 11-1-2 We are aware of the results of external examinations such as the Examination for Japanese University Admission for International Students (EJU) and the Japanese Language Proficiency Test (JLPT).

#### Summary

After every regular exam, a meeting is always held to determine whether students will advance to the next grade or graduate. We keep track of all students taking external exams such as EJU and JLPT, and we digitize and compile the results.

### 11-2 Understanding the Situation of Graduates

[A] 11-2-1 We are taking steps to understand the situation of graduates.

[A] 11-2-2 We understand students' future career paths after graduation.

[A] 11-2-3 We are aware of situations and social assessments at the schools where our graduates advance to higher education, where they find employment, etc.

#### Summary

We are making efforts to record the career paths of our students after graduation and obtain contact information by conducting a survey at the time of graduation. We keep in contact with schools and employers of students in order to ask how the graduates are doing.

End