

General Principles of Institutional Certified Evaluation and
Accreditation for Colleges of Technology

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National Institution for Academic Degrees and Quality
Enhancement of Higher Education

Introduction

This document, titled “the General Principles of Institutional Certified Evaluation and Accreditation for Colleges of Technology,” (hereafter referred to as “*the General Principles*”) outlines the basic policy and contents for evaluating the comprehensive status of education and research activities at colleges of technology, implemented by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE). Hereafter, this evaluation is referred to as the institutional certified evaluation and accreditation for colleges of technology (CEA).

To enhance their education and research standards, colleges of technology are obliged to undergo an evaluation by an institution certified by the Minister of Education, Culture, Sports, Science, and Technology (certified evaluation and accreditation organization), once within seven years regarding the comprehensive status of education and research, organizational management, and facilities and equipment. (School Education Act, Article 109, paragraph 2; Article 123; Order for Enforcement of the School Education Act, Article 40).

In accordance with the provisions of Article 16, Paragraph 1 of the Act on the National Institution for Academic Degrees and Quality Enhancement of Higher Education, NIAD-QE conducts institutional certified evaluation and accreditation for colleges of technology to provide opportunities for colleges of technology to receive evaluations stipulated by the School Education Act.

The evaluation is conducted based on “*the General Principles*” and the provisions of the Standards for Evaluation and Accreditation of Colleges of Technology (hereafter referred to as “*the Standards*”) established based on *the General Principles*. In addition, concerning the detailed evaluation procedures, the implementation guidelines used by each college of technology for self-assessment (“*the Guidelines for Self-Assessment*”) and the evaluation guidelines used by those who are engaged in NIAD-QE’s evaluation (“*the Evaluation Implementation Manual*”) are prepared.

This evaluation, conducted by NIAD-QE, intends to maintain and enhance the level of education and research at colleges of technology and contribute to their unique and diverse development. In conducting the evaluation, NIAD-QE will attempt to pursue a better evaluation system, making use of the evaluation experience it has accumulated thus far, and considering the opinions of the colleges of technology that have received the evaluation.

Table of contents

Introduction	i
I Purpose of Evaluation.....	1
II Basic Policy for Evaluation.....	1
III Organization of Standards for Evaluation and Accreditation of Colleges of Technology .	2
IV Evaluation Implementation System	2
V Evaluation Method	3
VI Confirmation of Response Status.....	4
VII Supplementary Review.....	5
VIII Evaluation Schedule.....	5
IX Evaluation Fee	6
X Changes in Standards for Evaluation and Accreditation of Colleges of Technology	7

I Purpose of Evaluation

The purpose of the institutional certified evaluation and accreditation of colleges of technology conducted by NIAD-QE at the request of the colleges of technology is as follows.

- [1] To establish and enhance an internal quality assurance system for education and research activities in colleges of technology.
- [2] To promote the improvement and enhancement of education and research activities in colleges of technology and develop individuality by feeding back the evaluation results to colleges of technology.
- [3] To assist colleges of technology in gaining public understanding and support for their education and research activities.

II Basic Policy for Evaluation

NIAD-QE conducts evaluation based on the following basic policies.

(1) Evaluation based on the Standards for Evaluation and Accreditation of Colleges of Technology

NIAD-QE formulates “*the Standards*” and uses them to evaluate the overall situation of education and research activities of colleges of technology.

(2) Evaluation centered on educational activities

NIAD-QE evaluates the overall situation, centering on the educational activities of colleges of technology.

(3) Evaluation that contributes to the growth of individuality

NIAD-QE evaluates education and research activities of colleges of technology in keeping with their respective missions so that their individuality and characteristics can be fully demonstrated. For this reason, NIAD-QE designs the standards giving consideration to ensure the evaluation to be conducted taking into account the objectives of each college of technology.

(4) Emphasis on internal quality assurance

NIAD-QE focuses on evaluating whether the colleges of technology have established a system to maintain and enhance the quality of education and research activities through continually inspecting and evaluating their own education and research activities and using the results to improve them (internal quality assurance system).

In the evaluation, NIAD-QE confirms that a series of processes of grasping, analyzing, responding to, and improving problems in education and research activities are realized through the verification of the internal quality assurance system of each college of technology. Higher education institutions are required to autonomously conduct this series of processes.

Therefore, in the evaluation and accreditation conducted by NIAD-QE, the results of the self-assessment

conducted by each college of technology, including materials and data submitted as evidence, are analyzed.

NIAD-QE provides those responsible for self-assessment at colleges of technology with a full explanation of CEA, evaluation methods, preparation of self-assessment reports, and training opportunities.

(5) Evaluation that contributes to quality improvement and enhancement

Based on the purpose of each college of technology, efforts that can be confirmed to have excellent results will be evaluated as best practices to promote quality enhancement.

To specifically promote quality improvement, NIAD-QE identifies points to be improved and confirms the subsequent response status.

(6) Evaluation through peer review

NIAD-QE ensures fair evaluation through peer reviews, while eliminating conflicts of interest, by faculty members of colleges of technology and others with a high level of insight into the education and research activities of colleges of technology.

(7) Reference to international quality assurance trends

In formulating evaluation standards and conducting evaluations, NIAD-QE refers to international standards in perspectives and methods for quality assurance of higher education.

III Organization of Standards for Evaluation and Accreditation of Colleges of Technology

The standards for evaluation and accreditation of colleges of technology consist of the following areas:

Area 1: Internal Quality Assurance System in Education

Area 2: Educational Organization, Faculty members, and Educational Support Staff

Area 3: Learning Environment and Student Support

Area 4: Financial Foundation and Administrative Management

Area 5: Status of Educational Activities in the Regular Course Program

Area 6: Status of Educational Activities in the Advanced Course Program

In particular, standards strongly related to the internal quality assurance system are designated as priority evaluation items.

In addition, to analyze the situation of education and research activities, “perspectives” are set for each standard, and items are established under each perspective.

IV Evaluation Implementation System

(1) Implementation framework

In conducting the evaluation, NIAD-QE establishes the Committee for Certified Evaluation and

Accreditation of Colleges of Technology (hereinafter referred to as the “Evaluation Committee”), consisting of academics from national, public, and private colleges of technology and experts in various fields such as society, economy, and culture. Under the Evaluation Committee, an Evaluation Subcommittee is organized according to the condition of organizational structure and characteristics of the colleges of technology subject to evaluation (hereinafter referred to as the “evaluated college”).

In addition to the evaluation committee members, expert members are appointed as evaluators (selected from intellectuals and experts in each field according to the condition of the evaluated college). NIAD-QE invites nominations for the expert members from a wide range of national, public, and private colleges of technology, academic societies, companies, and organizations.

(2) Training for evaluators

NIAD-QE provides evaluators with training to deepen their understanding of the purpose, contents, and evaluation methods related to the evaluation and accreditation for colleges of technology. This ensures that evaluators can conduct fair, appropriate, and smooth evaluations based on a common understanding.

V Evaluation Method

The evaluation is conducted by the following methods.

[1] Self-assessment by the college of technology

Each college of technology prepares a self-assessment report based on the results of self-assessment conducted as part of internal quality assurance activities in accordance with the separately formulated “*Guidelines for Self-Assessment*”.

In preparing the self-assessment report, the evaluated college analyzes the status of education and research activities by confirming the self-assessment items for each of the “perspectives” shown in section III, while indicating existing materials and data and determines whether each standard is met. The evaluated college can utilize materials and results from third-party evaluations other than certified evaluation and accreditation.

In addition, the evaluated college describes best practices and points requiring improvement for each “standard” based on the analysis and evaluation of the “perspectives.”

[2] Evaluation by NIAD-QE

- (i) Based on “*the Evaluation Implementation Manual*,” NIAD-QE conducts document analysis and site visit to evaluate the submitted self-assessment report. The document analysis is conducted based on the self-assessment report, including materials and data submitted as evidence, and the materials and data collected independently by NIAD-QE. The site visit is conducted based on “*the Guidelines for Site Visit*,” focusing on matters that could not be confirmed in the document analysis.
- (ii) Based on the results of the document analysis and site visit, NIAD-QE judges whether the “standards” stipulated in areas from 1 to 6 of “*the Standards*” are met. If any items are found that need improvement, they are pointed out as “points to be improved” for each “standard.” A “standard” for which “points to

be improved” are noted is judged not to have been met.

- (iii) If all the “standards” are met, the evaluation is judged as “conforming to the Standards for Evaluation and Accreditation of Colleges of Technology.”
- (iv) If there is a “standard” that is not met, all the “standards” and “special notes” are analyzed. If there are no serious concerns about the management of education and research activities and it is confirmed that the quality of education and research activities is being ensured, the evaluated college is deemed to “conform to the Standards for Evaluation and Accreditation of Colleges of Technology.” If it is not possible to confirm this, the evaluated college is judged to be “not conforming to the Standards for Evaluation and Accreditation of Colleges of Technology.”
- (v) Should “points to be improved” be identified in the standard for internal quality assurance, which is positioned as a priority evaluation item, the evaluation is judged as “not conforming to the Standards for Evaluation and Accreditation of Colleges of Technology,” regardless of whether other standards are met.
- (vi) Before finalizing the evaluation results, NIAD-QE notifies the evaluated colleges of the evaluation results (draft) and provides them with an opportunity to express statements of objection to the content. If a statement is filed, a Response Status and Supplementary Review Subcommittee will be set up under the Evaluation Committee to deliberate. The Evaluation Committee will respect the deliberation results of the Response Status and Supplementary Review Subcommittee and finalize the evaluation results. The evaluation results are notified to the evaluated colleges and their establisher, made public on the NIAD-QE website, and reported to the Minister of Education, Culture, Sports, Science and Technology.
- (vii) Among items that meet the “standards,” if the initiative is judged to be excellent, it is pointed out as a “best practice” for each “standard.”
- (viii) NIAD-QE will receive a report on the status of the response (see VI below) from the evaluated college that has an item pointed out as a “point to be improved.”
- (ix) NIAD-QE conducts a supplementary review (see VII below) of the evaluated colleges that have been determined “not to conform to the Standards for Evaluation and Accreditation of Colleges of Technology.”

VI Confirmation of Response Status

If an evaluated college that has been judged to “conform to the Standards for Evaluation and Accreditation of Colleges of Technology” has any items identified as “points to be improved,” it must report the status of its response to NIAD-QE in accordance with the separately specified procedures. The report must be submitted by the third fiscal year, with the fiscal year following the year in which the evaluation was conducted defined as the first year.

If the Evaluation Committee confirms that improvements have been made based on the response status submitted, NIAD-QE will include a statement to that effect in the evaluation results and publish them.

VII Supplementary Review

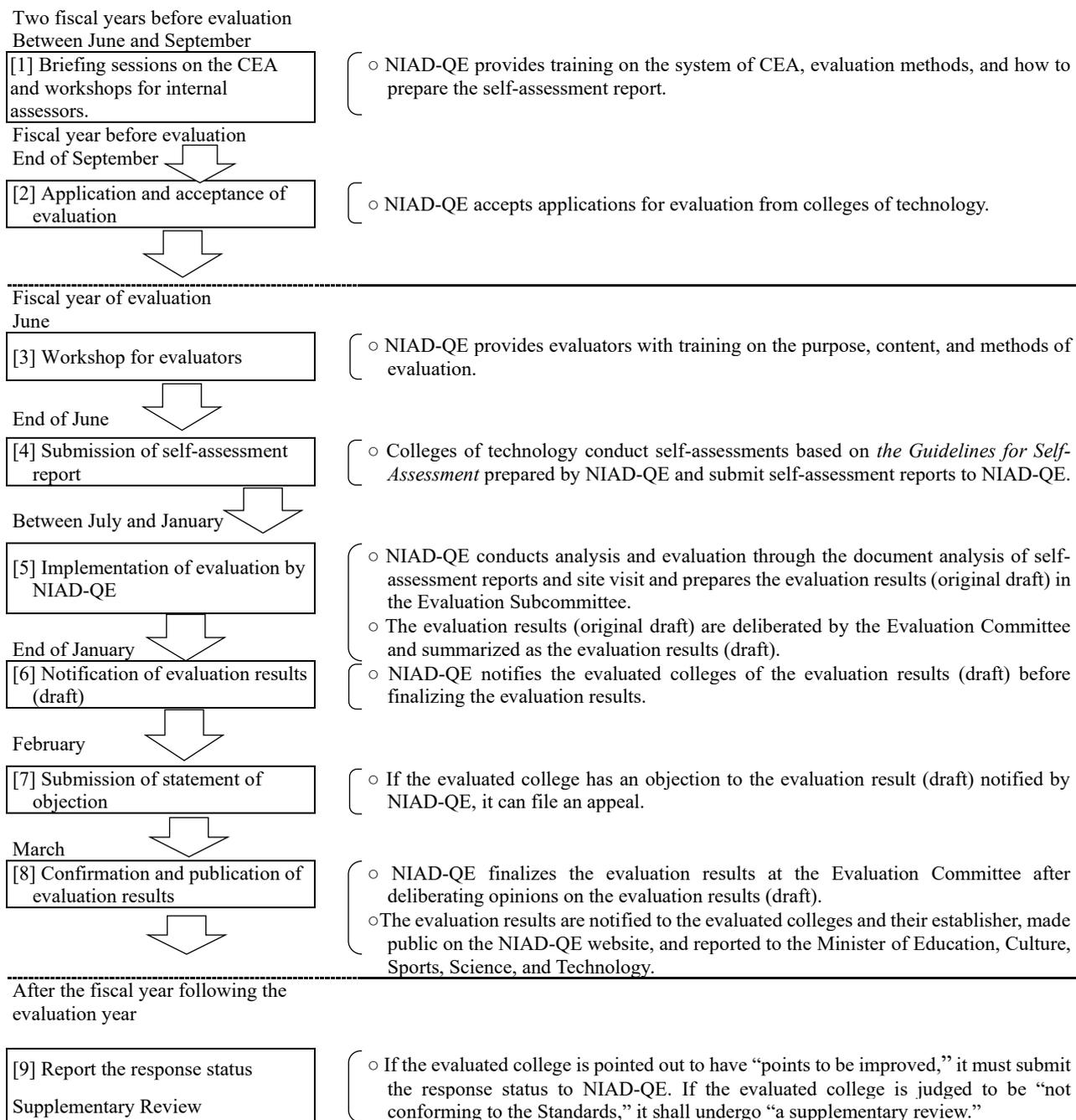
An evaluated college that has been judged to be “not conforming to the Standards for Evaluation and Accreditation of Colleges of Technology” must undergo a supplementary review, in accordance with separately prescribed procedures, by the third fiscal year, with the fiscal year following the year in which the evaluation was conducted defined as the first year.

In the supplementary review, if the evaluated college is determined to “conform to the Standards for Evaluation and Accreditation of Colleges of Technology,” the result of the supplementary review will be announced together with the result of the previous evaluation.

VIII Evaluation Schedule

- (1) Evaluation is conducted once a year.
- (2) Colleges of technology that wish to be evaluated must apply to NIAD-QE by the end of September of the previous year in which they wish to be evaluated. Upon receiving an application from a college of technology, NIAD-QE conducts an evaluation of the college without delay unless there are justifiable grounds for doing so.
- (3) When requesting NIAD-QE to conduct an evaluation, the timing of the evaluation shall be in accordance with the provisions of the laws and regulations.

(4) Evaluation schedule is as follows.



IX Evaluation Fee

Evaluation fees, evaluation fees for supplementary reviews, payment procedures for evaluation fees, and other matters related to evaluation fees are determined separately.

X Changes in Standards for Evaluation and Accreditation of Colleges of Technology

When NIAD-QE revises the standards for evaluation and accreditation of colleges of technology, it shall deliberate and decide on the revision in the Evaluation Committee, taking into account, in advance, the results of soliciting opinions from colleges of technology that have undergone evaluation, evaluators, and other relevant stakeholders.

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