

## HOKKAI SCHOOL OF COMMERCE (北海商科大学)

### Evaluation summary

#### “Standard 1. Mission and Objectives, etc.”

The HOKKAI SCHOOL OF COMMERCE defines its spirit of foundation in a concise expression. The school also defines its mission, objectives, and educational objectives in the school code of the University and the graduate school, in which the character and features of the school are specified. The objectives to cultivate human resources and offer education and research are defined clearly in each division of the University. The objectives of the University and the graduate school meet the requirements of the School Education Act. The school launched the graduate school and changed the acceptance limit of the University to accommodate the changes of the social situation. Board members, Trustees, faculty and staff participate in formulating the mission, objectives and educational objectives and the information is released on and off campus via the Internet. The school also organized and is operating organizations necessary to accomplish its mission, objectives, and educational objectives.

#### “Standard 2. Learning and Teaching”

The school specifies its admission policy on its website, etc. and secures its entrance limit. The policy to organize and implement its educational curriculum is specified on the website and organized systematically. It maintains a cooperation system between teachers and staff to support the learning of students and all full-time teachers set office hours and utilize the Teaching Assistant (TA) system. Accreditation of credits, standards for achievement evaluation, and requirements for promotion, graduation, and completion are specified in its syllabus, etc. including a Grade Point Average (GPA) system. The Career Support Center and other organizations support employment by opening career courses, briefing sessions, and a portal site. The school is also working on improvement of its lectures by conducting questionnaires for students and teachers. It has a Student Support Center, a doctor's room, and a counseling room for student services and welfare guidance and also offers student support by various scholarships and lodgment for foreign students. The number of teachers meets the standard for establishment. The Selection Committee discusses open recruitment and promotion of teachers. The Faculty Development (FD) Committee discusses improvement of lectures and the Liberal Arts Education Committee examines the liberal arts education. The school maintains the compound of the school, which exceeds the standard for establishment and buildings that meet quake-resistance standards. Its educational effect is increased because of the small-group class system.

#### “Standard 3. Management, Admission and Finance”

The code of donative activities and other codes define and express matters to be adhered to. Educational and financial information and more are published on the school website. The Board of Directors and the Board of Trustees are operated based on the code of

donative activities and the Board members always attend the meeting of the Board of Directors. The Staff Council, Graduate-school Research-course Committee, and Faculty Council are the consultative bodies for the president whose authority and responsibility are defined in the school code. The President's Meeting was set up to support the President. The Chairman also holds the post of the President to coordinate the administrative section and teaching section. Auditors also attend the meeting of the Board of Directors to give opinions and cooperate with the chartered accountants. The system of duties has the necessary sections and staff and the administrative staff participate in workshops on and off campus. The cooperate business is operated according to the middle-term management/financial plan and maintains stable financial ground. Although the University fulfills its acceptance limit, its payment is regularly in excess of its income. The accounting procedures are conducted based on the accounting standards and accounting code for incorporated schools and chartered accountants and auditors report on the account audit.

#### “Standard 4. Self-Inspection and Evaluation”

The school has collected and analyzed data of various questionnaires since 2011 and prepared reports of Self-Inspection and Evaluation every fiscal year to reflect the results in materials distributed to all faculty and staff, books in the library, and its website to attain its mission and objectives. There is an organized system to use the results of self-inspection/evaluation and certification evaluation to improve its education, research, and operation.

In general, the school maintains and operates systems to create/organize educational curriculum, offer educational research organization and environment, and support students in line with its mission, objectives, and educational objectives. The management, admission and finance are conducted with responsibilities and authorities well defined. The school is achieving unique improvement using Self-Inspection and Evaluation conducted every year.

Please see the general comments of the standard for “Standard A. Academic and Educational Activities that Connected Asian Countries and Local Community” defined as a unique framework of the University based on its mission and goals.