

Joint International Master's Programme in Sustainable Development (Hiroshima
University - Leipzig University)

Master's Course, Graduate School of Advanced Science and Engineering, Hiroshima
University

AY2020 Self-inspection and Annual Report

efforts	and timetables, guidance for new students, education for students on learning, employment and research ethics, and other matters related to support for students on academic affairs and student life.
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Area 2: Criteria for internal quality assurance

Criterion 2-1: Internal quality assurance is functioning effectively.

Analysis item 2-1-1	Initiatives to systematically and continuously collect and analyze the information necessary for self-inspection/evaluation are implemented in the school or the program, and verification is conducted on whether such initiatives are functioning effectively.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Number of meetings held by the Self-inspection and Evaluation Committee: 5
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	The Self-inspection and Evaluation Committee conducts inspections and evaluation of educational activities, etc. and accumulates the results of class improvement questionnaire for each term as evidence. It also has a functioning feedback system, returning faculty members' comments in response to students' evaluation in the class improvement questionnaire.

Analysis item 2-1-2	The opinions of students, alumni and other parties concerned are collected and analyzed systematically and continuously, and efforts for utilizing such opinions are made.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Results of the class improvement questionnaire by MOMIJI Completion Schedule (Master's Courses)
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	Each laboratory has established a communication system between the faculty and students. Interviews are held as necessary to share issues related to educational and research activities and student life. In addition, faculty members in charge of class subjects reflect on the results of the class improvement questionnaire by MOMIJI and prepare improvement plans. Furthermore, the Academic Affairs Committee has begun to develop a questionnaire to be conducted at the time of course completion and has decided to conduct it in AY2022. There is a functioning system to share and inspect issues and progress in educational and research activities through interviews between students and supervisors each time when the students submit "Notification of the Research Title" and "Outline of Research Plan" and conduct interim presentations based on the "Completion Schedule (Master's Courses).".

Criterion 2-2: The quality of the faculty and those who support or assist educational and research activities is ensured through an organization-wide initiative, and efforts are made to maintain and improve it.

Analysis item 2-2-1	Information on grading and student guidance is shared at the program committee, etc. for improvement.
Self-evaluation	<div><input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable</div> <div><input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable</div>

	Admission information for the Joint Degree Programme Hiroshima - Leipzig “Joint International Master’s Programme in Sustainable Development” https://www.jointdegree.eu/de/sustainable-development/ Student Handbook
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	The Admission Policy, Curriculum Policy and Diploma Policy are all published on the website and the brochure of the Graduate School. The Admission Policy is also published in various application guidelines, and the Curriculum Policy and Diploma Policy are also published in the Student Handbook.

Area 4: Criteria for facilities/equipment and student support

Criterion 4-1: Facilities and equipment suitable for the educational research organization and curriculum have been established and effectively used.

Analysis item 4-1-1	Self-study rooms, group discussion rooms, information equipment rooms, classrooms and educational facilities are available outside of class hours, thus an independent learning environment is well prepared and effectively used.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Floor map of the Graduate School for International Development and Cooperation building
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	Each laboratory has graduate student rooms and seminar rooms. Other facilities prepared include an information processing education room, open-stack reading area, employment information material area, and an open space for free discussion. In addition, there is a plan to establish a new research space for students by renovating the book stacks in AY2021.

Criterion 4-2: Counseling, advice and support are provided to students in terms of their daily lives, career paths, financial assistance, etc.

Analysis item 4-2-1	Appropriate support is provided to students in terms of course guidance, learning, daily lives, financial matters, etc.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Completion Schedule (Master’s Courses) “Notification of the Research Title” “Outline of Research Plan” (Student Handbook) Admission information for the Joint Degree Programme Hiroshima - Leipzig Joint International Master’s Programme in Sustainable Development https://static.uni-graz.at/fileadmin/projekte/jointdegree/SD/SD_Application_Selection/Program_Information_for_Entrance_HU_20210113.pdf

<p>[Remarks]</p> <p>Grounds and reasons for evaluation</p> <p>Supplementary explanation of evidence</p> <p>Distinctive activities and efforts</p>	<p>Each laboratory has established a communication system between the faculty and students. Interviews are held as necessary to share issues related to educational and research activities and student life.</p> <p>There is a functioning system to share and inspect issues and progress in educational and research activities through interviews between students and supervisors each time when the students submit “Notification of the Research Title” and “Outline of Research Plan” and conduct interim presentations based on the “Completion Schedule (Master’s Courses).” In addition, a scholarship system unique to the program has been established to provide financial support to students whose entrance university is Hiroshima University.</p>
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Analysis item 4-2-2	A system has been established and implemented to provide daily life support, etc. to students with disabilities, international students, and other students who require special support.
Self-evaluation	<p>■ Fully applicable □ Applicable □ Slightly applicable</p> <p>□ Not very applicable □ Not applicable</p>
Evidence	<p>Application guidelines for the Joint International Master’s Programme in Sustainable Development</p> <p>https://www.hiroshima-u.ac.jp/adse/news/62631</p> <p>Website of Hiroshima University Accessibility Center</p> <p>https://www.achu.hiroshima-u.ac.jp/</p> <p>Orientation for new students at the Graduate School of Advanced Science and Engineering</p> <p>https://www.hiroshima-u.ac.jp/adse/ssorientationj_october2020</p> <p>Supporter briefing documents 1-5</p>
<p>[Remarks]</p> <p>Grounds and reasons for evaluation</p> <p>Supplementary explanation of evidence</p> <p>Distinctive activities and efforts</p>	<p>Special consideration is given to students with disabilities, etc. in taking exams and studying in cooperation with their supervisors and the University’s Accessibility Center. For international students, all parts of the Student Handbook are prepared in English, and the Supporters, supervisors and the Management Support Office work together to provide necessary support for their daily life and study.</p> <p>Instead of an orientation for new students at the entire Graduate School, a dedicated page consolidating necessary information was set up on the website to ensure that information is provided to all students. In addition, English materials, such as the guidance on health and safety and the guidance on harassment, are available on the online learning support system Bb9, so that students can learn them at any time.</p>

Area 5: Criteria for admission of students

Criterion 5-1: Students are properly admitted.

Analysis item 5-1-1	Admission process is carried out with an appropriate system in line with the admission policy.
Self-evaluation	<p>■ Fully applicable □ Applicable □ Slightly applicable</p> <p>□ Not very applicable □ Not applicable</p>

Evidence	<p>Number of meetings held by the Admissions Committee: 7</p> <p>Admission Policy of the Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University)</p> <p>https://www.hiroshima-u.ac.jp/adse/div_int</p> <p>Examination schedule for the Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University)</p> <p>https://www.hiroshima-u.ac.jp/adse/news/62631</p>
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	<p>The Admissions Committee is responsible for the implementation plan and methods of the admission process and the management of examination questions, etc., and conducts appropriate selection in accordance with the Admission Policy. The Admission Policy is clearly stated in the application guidelines and on the website. In cooperation with Leipzig University, an online management system has been established in consideration of the time difference, convenience of applicants and crisis management.</p>

Analysis item 5-1-2	Efforts are made to verify whether students are actually admitted in accordance with the admission policy, and the results are used to improve the admission process.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	<p>Admission information for the Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University)</p> <p>Information on student recruitment for the program</p> <p>https://www.hiroshima-u.ac.jp/adse/news/62631</p>
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	<p>The Admission Policy is clearly stated in the application guidelines. A draft of the admission criteria is prepared jointly with Leipzig University in accordance with the Admission Policy, and appropriate decisions are made at the admission decision meeting (Board of Representatives). A system has been established to share information with Leipzig University and make improvements in case problems should arise in the admission process.</p>

Criterion 5-2: The number of students enrolled is adequate for the admission quota.

Analysis item 5-2-1	The number of students enrolled does not significantly exceed or fall below the admission quota.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Number of students enrolled: 2; percentage of admission quota: 100%
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence	<p>A system to manage the admission quota of the entire Graduate School has been established in close cooperation with Leipzig University. Thus, in AY2020, two students (one student whose entrance university is Hiroshima University and one student whose entrance university is Leipzig University) were enrolled for the admission quota of two.</p>

Distinctive activities and efforts	
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Area 6: Criteria for curriculum and learning outcomes

Criterion 6-1: The organization of the curriculum and the content of class subjects are systematic and of an appropriate level in accordance with the diploma policy and the curriculum policy.

Analysis item 6-1-1	The organization of the curriculum and the content of class subjects are systematic and of a level appropriate for the degree to be awarded.
Self-inspection/evaluation unit	Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University), Graduate School of Advanced Science and Engineering
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Curriculum Policy and Diploma Policy of the Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University) https://www.hiroshima-u.ac.jp/adse/div_int Student Handbook "Class Subjects and Registration (Joint International Master's Programme in Sustainable Development (Hiroshima University and Leipzig University))," "Common Graduate Subjects," and other specified forms
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	<p>In cooperation with the Joint International Master's Programme in Sustainable Development (Hiroshima University - University of Graz) at the Graduate School of Humanities and Social Sciences, Basic Subjects are offered, allowing students majoring in science and engineering and those majoring in social sciences to study in the same classroom and come into contact with different perspectives and ways of thinking, thereby promoting their understanding of multiple fields beyond the conventional framework of expertise. In addition to this, in cooperation with Leipzig University, the program offers Specialization Subjects, Integration Subjects and Master Thesis Classes regarding the technologies necessary to realize environmentally sustainable development. The curriculum is systematically organized to foster students with an ability to conduct research and practical work based on the sustainable development principles in environmental studies and using scientific and engineering approaches in order to resolve the pressing regional and global issues related to the SDGs, and those who have excellent collaboration and communication skills to be exerted at universities, research institutions, governments, international organizations, private businesses, NGOs, etc., as well as competitive capability for employment (employability) in the international labor market. Furthermore, these class subjects are taught by faculty members with high expertise who have been screened for educational qualifications at the Graduate School, thus educational content of a level appropriate for the degree to be awarded has been ensured.</p>

Criterion 6-2: Appropriate forms of classes and teaching methods are adopted in accordance with the diploma policy and the curriculum policy.

Analysis item 6-2-1	The curriculum is systematically organized based on the curriculum policy; forms of classes and teaching methods (guidance for research, thesis, etc.) appropriate for the education of the field are prepared; and the methods and content of the classes are clearly shown to students.
Self-inspection/evaluation unit	Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University), Graduate School of Advanced Science and Engineering
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Curriculum Policy https://www.hiroshima-u.ac.jp/adse/div_int Student Handbook "Class Subjects and Registration (Joint International Master's Programme in Sustainable Development (Hiroshima University and Leipzig University))"
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	<p>The curriculum for the program is organized and implemented based on the following policy so that students are able to achieve the objectives stated in the Diploma Policy.</p> <p>Basic Subjects (48 credits) are offered to allow students to develop capabilities required for studies regarding sustainable development, such as the interdisciplinary thinking and the fundamental ability for exploring sustainable development from various perspectives.</p> <p>Specialization Subjects (65 credits) are offered to deepen students' understanding of basic theories, techniques and application cases/methods regarding the technologies necessary for achieving environmentally sustainable development.</p> <p>Integration Subjects (46 credits) are offered to deepen students' understanding of sustainable development and enhance their practical skills by bringing together the various scientific approaches that they have studied, and to encourage them to explore their research fields more deeply, develop their career after completion, and enhance intellectual curiosity, etc.</p> <p>Master Thesis Classes (30 credits) are offered to promote students' independent research and help them acquire research capabilities and practical skills to achieve the SDGs based on energy engineering, resource management engineering, environmental studies, and urban engineering.</p>

Criterion 6-3: Appropriate course guidance and support are provided in accordance with the diploma policy.

Analysis item 6-3-1	A system for course guidance and study counseling that can meet the needs of students is in place, and advice and support are provided.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Completion Schedule (Master's Courses) (Student Handbook)

<p>[Remarks]</p> <p>Grounds and reasons for evaluation</p> <p>Supplementary explanation of evidence</p> <p>Distinctive activities and efforts</p>	<p>The timing for students to establish class registration plans and research plans is incorporated in the Completion Schedule, and is shared by the students and the faculty. The faculty members provide appropriate support for course guidance and study consultation.</p>
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Analysis item 6-3-2	Efforts are made to cultivate students' skills necessary for social and professional independence.
Self-evaluation	<p>■ Fully applicable □ Applicable □ Slightly applicable</p> <p>□ Not very applicable □ Not applicable</p>
Evidence	Student Handbook "Class Subjects and Registration (Joint International Master's Programme in Sustainable Development (Hiroshima University and Leipzig University))"
<p>[Remarks]</p> <p>Grounds and reasons for evaluation</p> <p>Supplementary explanation of evidence</p> <p>Distinctive activities and efforts</p>	<p>As Common Graduate Subjects, Sustainable Development Subjects (four subjects including "World Peace and Hiroshima") and Career Development and Data Literacy Subjects (seven subjects including "Career Management for Engineers" and "Introduction to MOT") are offered to foster students with an understanding of the SDGs, the ability to create science that leads to sustainable development, and the knowledge and skills to solve various problems in contemporary society. In addition, as Common Subjects for the Graduate School, subjects on sociality (seven subjects including "MOT and Venture Business") are offered to increase students' motivation for social contribution and develop their communication skills necessary for interdisciplinary and collaborative work and the ability to apply these skills to the real world.</p> <p>Credits are recognized for Integration Subjects, which are designed to deepen students' understanding of sustainable development and enhance their practical skills by bringing together the various scientific approaches that they have studied, and to encourage them to explore their research fields more deeply, develop their career after completion, and enhance intellectual curiosity, etc.</p>

Analysis item 6-3-3	A system has been established and implemented to provide learning support to students with disabilities, international students, and other students who require special support in studying.
Self-inspection/evaluation unit	Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University), Graduate School of Advanced Science and Engineering
Self-evaluation	<p>■ Fully applicable □ Applicable □ Slightly applicable</p> <p>□ Not very applicable □ Not applicable</p>
Evidence	Admission information for the Joint International Master's Programme in Sustainable Development (Hiroshima University - Leipzig University)

	https://www.hiroshima-u.ac.jp/adse/news/62631 Website of Hiroshima University Accessibility Center https://www.achu.hiroshima-u.ac.jp/
[Remarks]	
Grounds and reasons for evaluation	Special consideration is given to students with disabilities, etc. in taking exams and studying in cooperation with their supervisors and the University's Accessibility Center. For international students, the Supporters, supervisors and the Management Support Office work together to provide necessary support for their daily life and study.
Supplementary explanation of evidence	
Distinctive activities and efforts	Instead of an orientation for new students at the entire Graduate School, a dedicated page consolidating necessary information was set up on the website to

[Remarks]

Grounds and reasons for
evaluation

Supplementary explanation
of evidence

Distinctive activities and
efforts

The "Decision Criteria for Awarding Degrees and Evaluation Standards for Degree Theses" and the "Implementation Guidelines of the Master's Thesis Screening and Final Examination" have been established in cooperation with Leipzig University. The Completion Schedule is published in the Student Handbook and made known to students. It is prescribed that the Thesis Screening Committee consists of a chief referee and two or more sub-referees under approval from the Faculty Meeting, that at least one of the sub-referees shall

be selected from among the faculty members of other programs or other graduate schools, and that sub-referees can be selected from among researchers of other universities, research institutes, companies, etc. Thus, a system is in place to recognize completion of courses with more fairness and objectivity under an appropriate screening system.

Area 7: Criteria for the internationality of education

Criterion 7-1: Initiatives to internationalize the campus and develop global human resources are systematically implemented.

Analysis item 7-1-1	International students are admitted under an appropriate system at schools, departments, programs, etc.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Number of international students: 2 out of 2 (100%) Number of courses that can be completed in English: 1 Orientation for new students (English version) https://www.hiroshima-u.ac.jp/adse/ssorientatione Student Handbook (English version) https://www.hiroshima-u.ac.jp/en/adse/student/handbook
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	Two international students were admitted as the first cohort in October 2020. A curriculum that can be completed in English is available. The Supporters provide assistance even before international students' enrollment by supporting their course registration and preparing Student Handbook, orientation handouts, and various submission forms in English, so that international students who cannot come to Japan can take classes online and in English. Assistance after enrollment includes improving submission forms and materials on the bulletin board and providing daily life support.

Analysis item 7-1-2	Students are properly informed about study abroad programs, and receives appropriate support such as course guidance.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Student Handbook "Class Subjects and Registration (Joint International Master's Programme in Sustainable Development (Hiroshima University and Leipzig University))"
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	A joint curriculum with Leipzig University is provided for the program, and students spend their second and third semesters after enrollment at the partner university (Leipzig University or Hiroshima University). Students are guided through an orientation for new students and course counseling by supervisors so that they can proceed with their course plans until completion without problems.

Area 8: Criteria for the promotion of recurrent education

Criterion 8-1: Initiatives to promote recurrent education, programs for working adults, cooperation with primary and secondary education, and lifelong learning are systematically implemented.

Analysis item 8-1-1	Programs that contribute to the promotion of recurrent education (short-term programs, certificate programs, etc.) are open to the public.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Admission information for the Joint Degree Programme Hiroshima - Leipzig https://www.jointdegree.eu/de/sustainable-development/
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	The program places importance on practical work experience as a working adult, which is confirmed at the stage of student selection. Upon completion, students are awarded a degree in international cooperation.

Analysis item 8-1-2	Programs are developed based on the needs of society and an appropriate guidance system is established.
Self-evaluation	<input checked="" type="checkbox"/> Fully applicable <input type="checkbox"/> Applicable <input type="checkbox"/> Slightly applicable <input type="checkbox"/> Not very applicable <input type="checkbox"/> Not applicable
Evidence	Student Handbook "Class Subjects and Registration (Joint International Master's Programme in Sustainable Development (Hiroshima University and Leipzig University))"
[Remarks] Grounds and reasons for evaluation Supplementary explanation of evidence Distinctive activities and efforts	As Common Graduate Subjects, Sustainable Development Subjects (four subjects including "World Peace and Hiroshima") and Career Development and Data Literacy Subjects (seven subjects including "Career Management for Engineers" and "Introduction to MOT") are offered. The curriculum is designed to foster students with an understanding of the SDGs, the ability to create science that leads to sustainable development, and the knowledge and skills to solve various problems in contemporary society, in line with the needs of society. In addition, as Common Subjects for the Graduate School, subjects on sociality (seven subjects including "MOT and Venture Business") are offered. The curriculum is designed to increase students' motivation for social contribution and develop their communication skills necessary for interdisciplinary and collaborative work and the ability to apply these skills to the real world.