

Common Rule for Postgraduate (Master) Programme on Tropical Fisheries with International Linkage

Chapter 1 General Provisions

(Purport)

Article 1 This rule (hereinafter, referred to as ‘the Common Rule’) shall, on the basis of the Memorandum of Understanding for Formulation of Postgraduate Programme on Tropical Fisheries with International Linkage (August 5, 2014) (hereinafter, referred to as ‘the Memorandum of Understanding’) amongst the Participating Institutions, respecting the spirit of equality and cooperation, provide for the matters necessary to formulate and operate the Postgraduate (Master) Programme with International Linkage (hereinafter, referred to as ‘the Programme’), which provide students of the postgraduate schools participating the Programme with globally valuable, acceptable and competitive education on Tropical Fisheries, of which high quality is assured and relevant services.

(Definition of Programme)

Article 2 The framework including the curriculum formed with the individually characteristic subjects offered by the member postgraduate schools, rules and procedures through which students take the curriculum, and implementation of the curriculum together with the system through which the member postgraduate schools share them is referred to as the Programme.

(Member Postgraduate schools)

Article 3 The Programme is composed of the postgraduate schools run by the Faculties listed in the Attached Table 1 (hereinafter, referred to as ‘the member schools’);

2. A postgraduate school which agrees with the purport of the Memorandum of Understanding, is capable to conduct the education with international linkage in accordance with the contents of the Common Rule and expresses its intention to participate in the Programme may, by collective opinion of the member schools, be added to the Attached Table 1.

(Policy for Organisation)

Article 4 The member schools shall mutually understand the missions and visions of the respective schools and their universities, the higher education systems in respective countries, and the education systems of respective universities, and shall, respecting individual independency and autonomy of the member schools with close and continuous cooperation, formulate the Programme under a unified and common system pursuant to this Common Rule.

2. The member schools shall, with linkage and cooperation, endeavour to enhance the quality of the Programme and to improve the system for management of quality of education.

3. The institutional placement of the Programme in the postgraduate education system in each member school and university shall be determined by each member school to the extent which does not violate the provisions of the preceding two Paragraphs.

(Objective of Education)

Article 5 The objective of the Programme is to develop talented persons who are equipped

with theoretical and applied knowledge in sciences and technologies relevant to tropical and sub-tropical fisheries and have fostered capabilities with which they can participate actively in the globalising society.

2. Each member school may, to the extent which does not violate the provision of the preceding Paragraph, establish its objective of education pertaining to the Programme in addition to the provision of the preceding Paragraph.

(Policy for Certification of Completion of Programme)

Article 6 In accordance with the objective of education provided in the preceding Article, the policy for certification of completion of the Programme shall be that a student has studied the following items and has fostered relevant capability;

- (i) theoretical and applied knowledge in sciences and technologies relevant to tropical and sub-tropical fisheries,
- (ii) *in situ* experiences on and enriched understanding of the industry, society and culture relevant to fisheries in other country(ies), and
- (iii) capabilities with which a person can participate actively in the globalising society.

2. Each member school may, to the extent which does not violate the provision of the preceding Paragraph, establish its policy for certification of completion pertaining to the Programme in addition to the three items in the preceding Paragraph.

(Policy for Composition of Curriculum)

Article 7 In accordance with the preceding two Articles, the Programme shall compose its curriculum, making the best use of the characteristics and forte of the member schools, in order for students to attain theoretical and applied knowledge in sciences, to enrich understanding of the industry, society and culture relevant to fisheries in other country(ies) with *in situ* experiences, and to develop their capabilities with which they can participate actively in the globalising society.

2. Each member school may, to the extent which does not violate the provision of the preceding Paragraph, establish its policy for composition of its curriculum pertaining to the Programme in addition to the provision of the preceding Paragraph.

(Admission Policy)

Article 8 Each member school shall, in accordance with the preceding three Articles, endeavour to accept to the Programme qualified students as listed in the following items;

- (i) students who want to study theories and applications in sciences and technologies relevant to tropical and sub-tropical fisheries,
- (ii) students who want to have *in situ* experiences on and to enrich understanding of the industry, society and culture relevant to fisheries in other country(ies), and
- (iii) students who want to foster his/her capabilities with which they will be able to participate actively in the globalising society.

2. Pursuant to the provision of the preceding Paragraph, a student who wants to register for the Programme shall, preferably, have studied fisheries science or sciences/technologies on aquatic fields or human activities relevant to aquatic fields at the level of Bachelor degree, and have received sufficient education to foster communication in the English language and understanding of scientific and technological matters in global issues and for enhancement of understanding foreign cultures.

3. Each member school may, to the extent which does not violate the provisions of the preceding two Paragraphs, establish its admission policy pertaining to the Programme in addition to the provisions of the preceding two Paragraphs.

(Publicity of Education Policy *etc.*)

Article 9 The Programme and the member schools shall publicise the purport, the education policy, the policy for certification of completion of the Programme, the policy for composition of the curriculum, the admission policy *etc.* of the Programme to the domestic and international societies adequately.

(Self-evaluation)

Article 10 The Programme and the member schools shall conduct self-evaluation of the educational activities pertaining to the Programme.

2. The matters to be self-evaluated shall be determined in the Attachment 1.

(External Evaluation)

Article 11 The Programme and the member schools shall receive external evaluation of the educational activities pertaining to the Programme.

2. The matters determined in accordance with Paragraph 2 of the preceding Article shall be *mutatis mutandis* applied to the matters to be externally evaluated.

(Assurance of Education Quality)

Article 12 The Programme and the member schools shall pursue to assure the quality of the education offered by the Programme in accordance with an internationally valuable and acceptable standard.

Chapter 2 Organisation

(Governing Council)

Article 13 The Governing Council of the Programme (hereinafter, referred to as ‘the Governing Council’) shall be established in order to manage and operate the Programme.

2. The Governing Council shall be composed of two (2) members who are selected by each member schools and shall serve the Governing Council for a term of at least two years.

(Matters to be Deliberated by Governing Council)

Article 14 The Governing Council shall deliberate the matters listed in the following items;

- (i) operation of the Programme
- (ii) curriculum of the Programme
- (iii) student registration for and withdrawal from the Programme
- (iv) classes and examinations of subjects under the Programme
- (v) supervision of researches and their evaluation under the Programme
- (vi) certification of completion of the Programme
- (vii) establishment, revision and abolition of rules *etc.* for the Programme
- (viii) appointment of faculty members for the Programme
- (ix) other matters necessary for the Programme

2. Deliberation on the matters provided in the preceding Paragraph may, in part, be delegated to relevant committees *etc.* established respectively at the member schools.

(Chairperson and Deputy Chairperson)

Article 15 A chairperson and a deputy chairperson of the Governing Council shall be elected from among the members of the Governing Council who were appointed in accordance with Paragraph 2 of Article 13 by a majority not less than a half of the said members.

2. Pursuant to Paragraph 2 of Article 13, the term of office for the chairperson and a deputy chairperson shall start right after the appointment by the election provided in the preceding Paragraph and end after election of the chairperson at the regular meeting of the second year after the start of their office.

2-2. Notwithstanding the provisions of the preceding two Paragraphs, the chairperson and the deputy chairperson selected for the year when the Programme starts shall remain in their offices for continuous three (3) years including the year of the said start. This Paragraph shall be deleted after the said three (3) years.

3. When the chairperson is unable to attend to his/her duties, the deputy chairperson shall deputise for the chairperson.

(Meeting of Governing Council)

Article 16 The Governing Council shall hold its regular meeting once a year.

2. The Governing Council may, by agreement of a majority not less than a half, hold an occasional meeting.

3. The venue of a meeting shall be one of the locations of the member schools and shall be determined by the agreement of the members of the Governing Council.

4. Members of the Governing Council may, prior to a meeting, propose an agendum to be deliberated at the concerned meeting.

5. Notwithstanding the provisions of Paragraph 1 to Paragraph 3, deliberation may be performed occasionally by methods other than a meeting such as electronic communication.

Chapter 3 Faculty Members

(Faculty members)

Article 17 The faculty members of the Programme shall be those who are recommended by each member school and whose qualifications are approved by the Governing Council (hereinafter, referred to as ‘the faculty members of the Programme’).

2. An individual faculty member of the Programme shall belong to the school in which he/she is employed.

3. When each member school appoints faculty members of the Programme belonging to the other member schools to faculty members who can perform education, such as visiting professors, the institutional status of the concerned faculty members at the concerned school shall, to the extent which does not violate the provision of Paragraph 3 of Article 3 of the

Memorandum, be determined in accordance with rules *etc.* provided by the concerned member schools.

(Qualification of Faculty members of Programme)

Article 18 A faculty member of the Programme shall be a person who is qualified with a doctoral degree, and is approved to possess capabilities and excellent achievements in education and researches.

2. Each member school may, to the extent which does not violate the provision of the preceding Paragraph, establish requirements for approval of qualifications in addition to the requirements provided in the preceding Paragraph.

(Approval of Qualification of Professors *etc.*)

Article 19 Qualifications to be a faculty member of the Programme provided in the preceding Article shall be confirmed by the member school to which the concerned member belongs and be approved by the Governing Council.

2. The rank of a faculty member of the Programme shall be the rank approved by the member school to which each faculty member of the Programme belongs.

(Training for Faculty member of Programme and Improvement of Education Contents, *etc.*)

Article 20 The Programme and the member schools shall perform training to enhance the capacity of the faculty members of the Programme and seek continuous improvement of contents of its education.

Chapter 4 Students and Registration *etc.* for Programme

(Students of the Programme)

Article 21 Students who have entered and have registered for the Programme in one of the member schools shall be the students of the Programme.

2. Students of the Programme shall belong to the school which he/she entered and graduate.

(Requirements for Registration for Programme)

Article 22 A student who may register for the Programme shall fall in any one of the following items;

- (i) a student who graduated from a university and possesses a Bachelor degree,
- (ii) a student who completed school education programme of 16 years,
- (iii) a student who possesses a Master degree, or
- (iv) a student whose academic ability is approved to be equivalent to or higher than university graduates by one of the member schools on the basis of an individual examination for entry qualification.

(Maximum Number of Student Registration for Programme)

Article 23 Each member school shall determine the maximum number of students who can register for the Programme. The determined maximum numbers are listed in the Attached Table 2.

(Registration for and Withdrawal from Programme)

Article 24 A student who wants to register for the Programme shall notify his/her school with that effect at the time of entry to his/her school.

2. A student who wants to withdraw from the Programme shall notify his/her school with that effect promptly.

3. The procedures pertaining to the provisions of the preceding two Paragraphs, other than those set forth in accordance with the Article 22, shall be determined by respective member schools.

Article 25 A member school in which a student has registered for the Programme shall report to the Governing Council with that effect promptly.

(Other Matters relevant to Registration of Students)

Article 26 Matters relevant to student registration at a school which are not provided for in this rule shall follow the provisions established by individual member schools.

Chapter 5 Education

(Methods for Education)

Article 27 Education under the Programme shall be conducted with course work including lectures, experiments, practical training, tutorials, case study, *etc.* and supervision of a research.

(Provision of Subjects for Programme Curriculum)

Article 28 The member schools shall provide the Programme with subjects which make the best use of individual characteristics and forte of each member school and suit the purpose of the Programme.

2. In order to provide subjects pursuant to the provision of the preceding Paragraph, the member schools shall prepare those syllabi which shall include the purpose, learning objectives, contents and teaching methods, expected outcomes, assessment criteria, the semester to be offered, references, *etc.* of the subjects and submit them to the Governing Council for approval.

3. Each member school may, to the extent which does not violate the provision of the preceding Paragraph, add other items to the syllabi.

4. The Programme may, notwithstanding the provision of Paragraph 1, offer subjects to which a responsible school is not predetermined.

5. The curriculum of the Programme shall be composed of the subjects offered pursuant to either Paragraph 1 or Paragraph 4 (hereinafter, referred to as 'the Programme subjects').

6. Each member school shall deal with all the Programme subjects as the subjects which it offers.

7. Notwithstanding the provisions of the preceding two Paragraphs, each member school may add subjects only for the students who belong to the said school to the curriculum of the Programme.

8. Designation of the Programme subjects to compulsory or elective subjects *etc.* shall be determined by each member school to which students to whom it is applied belong.

9. The persons who take charge of the Programme subjects shall be faculty members of the Programme. However, participation of persons other than faculty members of the Programme may be allowed.

(Subjects other than Programme Subjects)

Article 29 Notwithstanding the provision of the preceding Article, students who have registered for the Programme may take any subjects offered by the member schools and receive credits.

2. Matters for taking subjects pertaining to the preceding Paragraph shall, notwithstanding the provision of Paragraph 2 of Article 3 of the Memorandum of Understanding, be determined by a member school which offers the concerned subject.

(Supervision for researches)

Article 30 Each member school shall clarify, amongst its own faculty members of the Programme, the persons who are qualified for supervision of researches of Master course students (hereinafter, referred to as 'the research supervisor') with their majors and the academic fields in which they can supervise student researches.

2. The person who takes charge of overall supervision of a research of a student (hereinafter, referred to as 'the main supervisor') shall be one of the research supervisors of the school to which the concerned student belongs.

3. The person who takes charge of supervision of a research of a student in cooperation with the main supervisor (hereinafter, referred to as 'the co-supervisor') shall be one of the research supervisors or faculty members of the Programme.

4. One main supervisor and two co-supervisors shall be appointed for each student. However, each member school may, to the extent which does not violate the provisions of the preceding three Paragraphs, appoint research supervisors more than the numbers provided in this Paragraph.

(Supports and Assurances in Performing Classes and Research Supervision)

Article 31 It shall be recommended, notwithstanding the provisions of the preceding two Articles, to enrich the contents of course work and research supervision with the best use of supports and assurances by persons other than the faculty members of the Programme.

2. Training and improvement of education contents, *etc.* provided in Article 20 shall be *mutatis mutandis* applied to the persons who perform supports and assurances in accordance with the provision of the preceding Paragraph and their activities pertaining to the Programme.

(Publicity of Subjects and Research Supervision)

Article 32 The faculty members of the Programme provided in Article 17 and the syllabi provided in Paragraph 2 of Article 28 shall be widely publicised.

2. The faculty members of the Programme who can be research supervisors and the academic fields in which they can supervise student researches provided in Paragraph 1 of Article 30 shall be widely publicised.

(Method of Taking Subjects)

Article 33 The Governing Council shall, in accordance with the provision of Article 14, determine the Programme subjects offered in each academic year sufficient time prior to decision of study plans by students.

2. A student shall, during a designated period, report the subjects which he/she is going to take to the dean of the school to which he/she belongs.

3. When a student reports taking a subject offered by a school other than the school to which the concerned student belongs, the reported school shall notify with that effect to the school which offers the concerned subject promptly.

4. Each member school shall, when it decide or change the dates of the classes of subjects which it offers, notify with that effect to other member schools promptly.

5. The procedure pertaining to the provisions of the preceding four Paragraphs shall be determined separately.

(Method of Receiving Research Supervision)

Article 34 A student shall report his/her supervisors from whom he/she is going to receive research supervision to the dean of the school to which he/she belongs during a designated period.

2. When a student reports his/her intension to receive research supervision by a co-supervisor who belongs to a school other than the school to which the concerned student belongs, the reported school shall notify with that effect to the school to which the concerned supervisor belongs promptly.

3. The procedure pertaining to the provision of the preceding Paragraph shall be determined separately.

(Examination on Subject)

Article 35 An examination on a subject of course work shall be given by means of a paper test, an oral test, reporting or a combination of them at an appropriate time by the faculty member of the Programme who took charge of the subject and he/she shall decide assessment of the result.

2. When the faculty members of the Programme taking in charge of the concerned subject has hindrances or other provisions have been established, one of the other faculty members of the Programme appointed by the concerned school shall take charge of the examination pursuant to the preceding Paragraph.

3. Results of subjects of course work shall be assessed on the basis of the common score for the Programme (hereinafter, referred to as the 'common score') as attaining 60 points or more as success and attaining points less than 60 as failure, out of 100 points as a full score.

4. The common score provided in the preceding Paragraph shall be given in accordance with the method defined in the Attachment 2.

(Assessment of Research Activities)

Article 36 In the case where research activities are assessed, it shall be performed by means of a paper test, an oral test, a research report or a combination of them at an appropriate time by a supervisor and he/she shall decide assessment of the results.

(Assessment of Thesis for Degree)

Article 37 The thesis for the degree shall suit to the objectives of the Programme and have achieved that the result is publishable in academic journals. However, each member school may apply other criterion higher than the provision of this Paragraph.

2. A thesis for the degree shall be assessed as either pass or failure.

(Granting Credits)

Article 38 A predetermined credit(s) shall be granted to a student who was successful in an examination or assessment set forth in the preceding three Articles.

(Method to Calculate Credits)

Article 39 The method to calculate a credit(s) for a subject of course work shall be determined in accordance with a class method, while it shall be a standard to formulate a subject for one credit with contents which require studying for 45 hours including 15 times of classes excluding an examination, on the basis of the following criteria;

- (i) regarding lecture and tutorial, one credit shall require classes for the number of hours determined by each school between 15 hours and 30 hours;
- (ii) regarding experiments, practical training and skill practices, one credit shall require classes for the number of hours determined by each school between 30 hours and 45 hours;
- and
- (iii) when one subject is performed as a combination of two methods or more out of lectures, tutorial, experiments, practical training or skill practices, one credit shall require classes conducted for the number of hours determined by each school, taking criteria provided in the preceding two items into consideration, in accordance with the combination of the methods.

2. Notwithstanding the provisions of the preceding Paragraph, classes including intensive teaching may be conducted for appropriate times.

3. Notwithstanding the provision of Paragraph 1, each member school may apply higher criteria.

4. Each member school shall determine the credits pertaining to research activities and a thesis for the degree in accordance with the methods of supervision. However, the total credits to be given to research activities and a thesis for the degree shall not exceed twelve (12) credits.

(Clarification of Method and Criteria for Evaluation and Assessment)

Article 40 The method and criteria for evaluation and assessment set forth in the provisions from Article 35 to Article 37 shall be clarified in the syllabus provided in Paragraph 2 of Article 28.

(Request of Disclosure of Evaluation and Assessment)

Article 41 When a student requests, the concerned school shall disclose the information pertaining to evaluation and assessment.

(Special Cases)

Article 42 The member schools shall be mindful of studies for physically disadvantaged students.

Chapter 6 Completion of Programme

(Submission of Degree Thesis)

Article 43 A degree thesis shall be submitted by the date designated by the school to which the concerned student belongs.

(Final Examination)

Article 44 The final examination shall be performed for students who have acquired credits necessary to complete the school to which the concerned students belong, have been supervised in preparation of a degree thesis and have submitted the thesis to the school to which the concerned students belong.

2. The final examination shall be performed by an oral examination on the presented thesis to be judged and relevant subjects.

3. The final examination shall be performed by a committee for evaluation of thesis which is composed of one main examiner and co-examiners not less than three (3) who are appointed amongst the faculty members of the Programme who are qualified for supervision of student researches pursuant to the provisions of Paragraph 1 of Article 31.

4. The main examiner shall be one of the faculty members of the Programme of the school to which the concerned student belongs and co-examiners may be appointed amongst all the faculty members of the Programme.

(Requirements for Completion of Programme)

Article 45 A student who has fulfilled all the requirements listed in the following items shall be authorised as a person who completed the Programme;

- (i) to have attained 24 credits or more from taking subjects of course work and 6 credits or more from receiving research supervision and a degree thesis,
- (ii) to have attained 12 credits or more amongst the credits from taking subjects of course work provided in the preceding item from taking the Programme subjects, among which to have attained 6 credits or more from taking the Programme subjects offered by the members school(s) other than the school to which he/she belongs.
- (iii) to have submitted a thesis and have passed the final examination, and
- (iv) to have fulfilled all the requirements which are set, if any other than the provisions from the preceding three items, to complete the Master course by the school to which the concerned student belongs.

(Authorisation of Completion)

Article 46 Completion of the Programme shall be authorised by the Governing Council on the basis of results as set forth in the items of the Preceding Article.

(Certificate of Completion)

Article 47 The member schools shall jointly confer the certificate of completion of the Programme to a student who completed the Programme by the names of the deans of the member schools.

Article 48 The authorisation of the completion of the Programme set forth in Article 45 and certification of the completion set forth in the preceding Article shall be performed promptly at the time when students of the Programme complete the course of the school to which the concerned students belong.

Chapter 7 Miscellaneous Provisions

(Language for Programme)

Article 49 The education activities and administration work for the Programme shall be performed in the English language.

(Promotion of Research Cooperation)

Article 50 The member schools shall pursue research cooperation in addition to education cooperation.

(Expenses pertaining to Programme)

Article 51 Each member school shall be responsible to meet the expenses needed for own activities pertaining to the Programme.

2. Notwithstanding the provision of Paragraph 1, all the member schools shall endeavour to obtain external funding sources for the purpose of improvement and enhancement of the programme.

(Clerical Processes)

Article 52 Clerical work pertaining to operations of the Programme, excluding those pertaining to education activities by individual member schools, shall be processed by the clerical section of the member school to which the chairperson of the Governing Council belongs.

2. Regarding the matters necessary pertaining to the provision of the preceding Paragraph, excluding the matters decided by the Governing Council, each member school may determine respectively.

(Matters not Provided in Common Rule)

Article 53 In the event when a matter with no provision in this rule or a question in understanding provisions of this rule arises, excluding the matters pertaining the provisions of Article 26 and Paragraph 2 of the preceding Article, the Governing Council shall solve it promptly on sincere deliberation.

Amended on December 1, 2014 at the 2nd Governing Council Meeting held in Terengganu

Amended on March 1, 2016 at the 5th Governing Council Meeting held in Nha Trang

Amended on November 25, 2016 at the 6th Governing Council Meeting held in Bangkok

Amended on January 14, 2019 at the 9th Governing Council Meeting held in Bogor

Attached Table 1 (related to Article 3)

The Faculties referred to in Article 3 are as listed in the following Table.

Postgraduate schools, Universities	Country
Faculty of Fisheries and Marine Science, Sam Ratulangi University	Indonesia
Faculty of Fisheries, Kagoshima University	Japan
College of Fisheries and Ocean Sciences, University of the Philippines Visayas	Philippines
Faculty of Fisheries, Kasetsart University	Thailand
School of Fisheries and Aquaculture Sciences, Universiti Malaysia Terengganu	Malaysia
Department of Graduate Studies, Nha Trang University	Vietnam
Faculty of Fisheries and Marine Science, Bogor Agricultural University	Indonesia

Attached Table 2 (related to Article 23)

The maximum number of students who can register for the Programme in each member postgraduate school per year are as listed in the following Table.

Postgraduate schools, Universities	Number of students
Faculty of Fisheries and Marine Science, Sam Ratulangi University	5
Faculty of Fisheries, Kagoshima University	10
College of Fisheries and Ocean Sciences, University of the Philippines Visayas	5
Faculty of Fisheries, Kasetsart University	5
School of Fisheries and Aquaculture Sciences, Universiti Malaysia Terengganu	5
Department of Graduate Studies, Nha Trang University	5
Faculty of Fisheries and Marine Science, Bogor Agricultural University	5

Attachment 1

Criteria for Self-Evaluation of the Postgraduate (Master) Programme on Tropical Fisheries with International Linkage

The self-evaluation provided in Paragraph 1 and Paragraph 2 of Article 10 of the Common Rule for Postgraduate (Master) Programme on Tropical Fisheries with International Linkage shall be performed in accordance with the following criteria.

(1) Purpose *etc.* of Programme

1.1 The purpose *etc.* (the mission, policy to conduct education activities, principal outcomes which the education activities pursue to achieve, *etc.*) of the Programme shall be clearly determined.

1.2 The contents of the purpose *etc.* shall conform to the purpose *etc.* generally required for postgraduate schools which are provided for in the relevant laws and regulations in the country of each member school.

(2) Information Dissemination for Candidates and Admission of Students

2.1 The information pertaining to the Programme and its contents shall be correctly disseminated to candidate students for the Programme.

2.2 The admission policy of the Programme shall be clearly determined.

2.3 Students shall be admitted appropriately in accordance with the admission policy of the Programme.

2.4 The number of students of the Programme shall be appropriate in comparison to the education capacity of the Programme.

(3) Organisation for Education

3.1 The primary organisation structure pertaining to the education in the Programme, including the member postgraduate schools, their majors and other organisations, shall be appropriate from the viewpoint of the purpose *etc.* of the Programme.

3.2 The management system necessary to conduct education activities for the Programme, including sub-systems which determine responsibilities, authorities and communication in the system, shall be established and function promptly.

(4) Faculty members and Support Staff Members *etc.* (Human Resources)

4.1 Faculty members necessary to conduct the education activities of the Programme shall be appointed appropriately.

4.2 Clear criteria for necessary abilities to be a Programme faculty member shall be determined and they shall be appropriately applied at approval of qualification.

4.3 Evaluation of the education activities *etc.* by Programme faculty members shall be conducted continuously.

4.4 Training *etc.* shall be conducted, when necessary, and qualification and capabilities of Programme faculty members shall be maintained appropriately.

4.5 Support staff members necessary to conduct the education activities of the Programme shall be placed and teaching assistants shall be utilised appropriately.

(5) Facilities and Equipment (infrastructural and environmental resources)

5.1 Facilities and Equipment *etc.* conforming to the education organisation and curriculum of the Programme shall have been developed and their conditions effectively usable shall be maintained.

(6) Planning of Education

6.1 The policy to compose and implement the curriculum (curriculum policy) of the Programme shall be clearly established.

6.2 The curriculum of the Programme shall be systematically planned on the basis of the said curriculum policy and appropriate information to be input in the planning.

6.3 The contents and level of the curriculum shall be in conformity to the purpose *etc.* of the Programme.

(7) Contents and Methods for Education and Supports for Students

7.1 Forms of classes and methods of supervision of studies *etc.*, including supervision of researches, shall be arranged appropriately to implement the curriculum of the Programme.

7.2 Supervision for students at taking subjects of course work shall be promptly performed.

7.3 The policy to approve completion of the Programme for students shall be clearly established.

7.4 The assessment of studies, including course work and research, granting credits and authorisation of completion of the Programme shall be performed appropriately and shall function effectively in conformity to the said policy to approve completion of the Programme.

(8) Review of Achievement Results of Education

8.1 The achievement of successful result of education shall be validated through reviewing knowledge, skills, attitude, *etc.* which students have to attain, in conformity to the purpose *etc.* of education of the Programme and the human resources which the Programme pursues to develop.

8.2 The achievement of successful result of education shall be validated through reviewing the carrier courses for graduates after completion of the Programme.

(9) Education Quality Assurance System (Sustainable Improvement of Education Quality)

9.1 The system to pursue improvement and enrichment of the education quality of the Programme on the basis of the results of check and evaluation of status of the education of the Programme shall be established and function.

9.2 Activities to pursue improvement and enrichment of the education quality of the

Programme, including training *etc.* for the faculty members of the Programme, support staff members and teaching assistants, shall be conducted and function appropriately.

(10) Continuous Improvement of Administration and Management

10.1 The system for management and clerical organisation to operate the Programme shall be established and function appropriately.

10.2 Self-check and self-evaluation regarding the overall status of the activities for the Programme shall be conducted.

10.3 The system to improve the activities for the Programme continuously shall be conducted and function.

(11) Publicity of Information Regarding Education *etc.*

11.1 Social accountability obligations shall be fulfilled by appropriate disclosure of the information pertaining to the education activities of the Programme.

Attachment 2

Common score set forth in Paragraph 4 of Article 35 and conversion from and to internal score in each school

The common score, $Scom$ in assessment of a subject of course work shall be converted from and to the internal score, $Sint$ as follows:

(1) Internal score, $Sint$ in assessment at each member school shall be given in accordance with the rules and regulations of a university which each member school belongs to

(2) An internal score, $Sint$ shall be converted, where internal full score is 100, to a common score, $Scom$ as;

$$Scom = (Sint - Sip) / (100 - Sip) \times 40 + 60$$

where Sip is the minimum score to pass a subject in the internal assessment and the minimum score to pass in the common score is 60.

(3) When each member school utilises the common score for internal purposes, a common score shall be converted as;

$$Sint = (Scom - 60) / 40 * (100 - Sip) + Sip$$