

# Ritsumeikan Asia Pacific University (APU)

## Assessment Policy

### 1. Definition

The Assessment Policy is a broad policy that describes the concept and methods for verifying and evaluating the educational outcomes of the University based on student performance\*1 outcomes.

### 2. Assessment Level

Assessment will take place at three levels: (1) the university level, (2) the college, graduate school, and center\*2 level, and (3) the course level. The degree of achievement of the objectives and targets related to student performance and growth set at each level will be verified and evaluated.

The outcomes of the verification and evaluation at all levels will be reported to the University Senate Meeting (President) after a deliberation by the Self-Assessment Committee.

### 3. Role of the Assessment Policy

The role of the Assessment Policy is to promote the systematic and constant verification and evaluation of student performance outcomes, and its goal is to improve the quality of education at the University as a result of university-wide internal quality assurance activities. To achieve this goal, the University Senate Meeting has established this policy, and the Self-Assessment Committee and each organization will conduct self-assessments based on this policy as they strive to continuously improve the quality of education.

### 4. Assessments at Each Level

#### (1) University Level

Assessments at this level refer to the verification and evaluation of student performance outcomes and growth in accordance with the Opening Declaration and the medium to long-term vision (APU2030 Vision). The bodies in charge of verification and evaluation shall be the Self-Assessment Committee.

#### (2) College/Graduate School/Center Level

In accordance with the Diploma Policy of each college, graduate school, and center, assessments at this level refer to the verification and evaluation of student learning outcomes primarily within the regular curriculum using Assurance of Learning (AOL)\*3 methods, etc. Verification will be conducted using both data pertaining to student learning in the regular curriculum (objective/direct data) and data based on students' and other stakeholders' self-perceptions (subjective/indirect data). The bodies in charge of verification and evaluation shall be the colleges, graduate schools, centers and the Division of Academic Affairs.

#### (3) Course Level

Assessments at this level refer to the verification and evaluation of the content stipulated in the subject outlines and the achievement of the objectives indicated in the syllabi. Verification will be conducted using both data pertaining to student learning in the regular curriculum (objective/direct data), including the content of reports and other assignments and examination scores, and data based on students' self-perceptions (subjective/indirect data), including Class Evaluation Survey results. The bodies in charge of verification shall be the faculty members in charge of the courses and the colleges, graduate schools, and centers.

\*1: In this policy, student learning related to the regular curriculum is described as "learning" (学習 in Japanese) and student learning in extracurricular activities or a combination of curricular and extracurricular activities is described as "performance" (学修 in Japanese).

\*2: In this policy, "Centers" refers to the Center for Language Education and the Education Development and Learning Support Center.

\*3: At APU, the colleges' and graduate schools' process of verifying student growth in regular courses based on data and linking this to detailed improvements in courses and/or the curriculum is defined as Assurance of Learning (AOL). The specific AOL processes are determined by each college and graduate school giving due consideration to their respective curricula and unique features.

	Objectives and Policies	Scope of Assessment	Assessment Methods and Tools	Body in Charge of Assessment	Body in Charge of Making Improvements	Frequency
University Level	<ul style="list-style-type: none"> <li>• Opening Declaration</li> <li>• APU2030 Vision</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and growth achieved through curricular (especially common education subjects) and extracurricular student life</li> </ul>	<p><b>[Objective Data]</b></p> <ul style="list-style-type: none"> <li>• Data concerning course registration, grades, study abroad, etc. (Curricular)</li> <li>• Data concerning extracurricular activities (Extracurricular)</li> </ul> <p><b>[Subjective Data]</b></p> <ul style="list-style-type: none"> <li>• APU Rubric (Curricular/Extracurricular)</li> <li>• University-wide IR surveys *4</li> <li>• Results of other student opinion surveys, etc.</li> <li>• Third-party assessments (assessments by companies, etc.), etc.</li> </ul>	Self-Assessment Committee	<ul style="list-style-type: none"> <li>• University Senate Meeting</li> <li>• All colleges, graduate schools, centers, and divisions</li> </ul>	Every year
	<ul style="list-style-type: none"> <li>• Education and research goals of each college/graduate school</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and growth achieved through curricular and extracurricular student life (first-year students)</li> </ul>	<p><b>[Objective Data]</b></p> <ul style="list-style-type: none"> <li>• Data concerning course registration, grades, study abroad, etc. (Curricular)</li> <li>• Data concerning extracurricular activities (Extracurricular)</li> </ul> <p><b>[Subjective Data]</b></p> <ul style="list-style-type: none"> <li>• APU Rubric (Curricular/Extracurricular)</li> </ul>	College/Graduate School/Center Division of Academic Affairs	<ul style="list-style-type: none"> <li>• Division of Admissions (regarding entrance exam, etc.)</li> <li>• College/Graduate School/Center Division of Academic Affairs</li> <li>Division of Student Affairs</li> </ul>	
College/Graduate School/Center Level	<ul style="list-style-type: none"> <li>• Diploma Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and growth achieved primarily through the regular curriculum</li> </ul>	<p><b>[Objective Data]</b></p> <ul style="list-style-type: none"> <li>• Data concerning course registration and grades, etc.</li> <li>• Data concerning student achievement levels based on the CAM, etc.</li> </ul> <p><b>[Subjective Data]</b></p> <ul style="list-style-type: none"> <li>• Class Evaluation Survey • University-wide IR surveys</li> <li>• Third-party assessments (assessments by companies, etc.), etc.</li> <li>• Opinions collected from students/alumni in Talk with the Dean and other events</li> </ul>	College/Graduate School/Center Division of Academic Affairs	College/Graduate School Division of Academic Affairs	Every year
Course Level	<ul style="list-style-type: none"> <li>• Attainment objectives in the course outlines</li> <li>• Attainment objectives in the syllabus</li> </ul>	Learning in each course	<p><b>[Objective Data]</b></p> <ul style="list-style-type: none"> <li>• Data concerning course registration and grades, etc.</li> <li>• Data concerning student achievement levels based on the CAM</li> </ul> <p><b>[Subjective Data]</b></p> <ul style="list-style-type: none"> <li>• Class Evaluation Survey</li> </ul>	Course instructor College/Graduate School/Center	Course instructor	Each semester

\*4: University-wide IR surveys include the First-Year Student Survey, the Current Student Survey, the Graduation Survey, and the Alumni Survey.