Internationalization and Strategic Planning of the University of Tokyo

- Fostering of Education and Research Support Staff -

Kazuhiko TAKEUCHI
Director, Division for International Relations, UT

15 November, 2006

Strategic Fund for Establishing International Headquarters in Universities
Internationalization and Strategic Planning of UT
- Fostering of Education and Research Support Staff -

Planned Training of International Specialists

- International Exchange
- UT Charter
- Action Plan 2005-2008
- Improvement Plan
- International Promotion Plan
I. International Exchange

- Foreign Faculties
- Foreign Student Numbers
- Exchange of Researchers
- Breakdown by Region
## Foreign Faculties and Project/Visiting Scalars

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty members</th>
<th>Professor</th>
<th>Associate professor &amp; Lecturer</th>
<th>Assistant Professors &amp; Others</th>
<th>Others</th>
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As of May 1, 2006

**A:** Professor  **B:** Associate professor & Lecturer  **C:** Assistant Professors & Others
Foreign Student Numbers
Exchange of Researchers
Breakdown by Region

International Students

Exchange of Researchers (Dispatched/Accepted)
ⅳ. University of Tokyo Charter

- The Highest Level of Education and Research
- University of Tokyo as the university located in Asia
The goals of the University of Tokyo lie in maintaining as well as developing the highest level of education and research in the world and in serving the public interest of the world.

Keeping in mind that we are a Japanese university located in Asia, this university, by taking advantage of the expertise accumulated in Japan, will strive to strengthen its links with Asia.
III. Action Plan 2005-2008

- Autonomy, Distribution and Cooperation
  “Structuring of Knowledge”
- Organizational Administration
Autonomy, Distribution and Cooperation
“Structuring of Knowledge”

Aiming at the Pinnacle of Global Knowledge

Information Dissemination and Linkages with Society

International Activities

Organization Administration

Campus Environment

Finances
Organizational Administration

Development of Education and Research Support Staff

1. Enhance the abilities of education and research support staff by expanding the scope of their work and delegating greater responsibilities.

2. Establish an administrative system where faculty and staff work together to plan for management.

3. Indicate the capabilities that employees should possess, and present models for career development and skills improvement.

4. Advance integrated efforts to improve human resources management for staff, review organizational structures, and revise operations through realizing the Improvement Plan.
IV. Improvement Plan

- Objective
- The Mission of UT Administrative Staff
- Career Development and Skill Improvement
Objective

- Establish an administrative organization supporting the highest level of education and research in the world, and secure/train talented administrative members.
The Mission of UT Administrative Staff

1. To offer support operations befitting the highest level of education and research in the world.

2. To carry out operations fixed on the University of Tokyo’s future from a global perspective.

3. To raise skills, manifest specialized knowledge and abilities to the maximum, and take autonomous action.
Career Development and Skills Improvement

- Offer a variety of opportunities to improve skills such as self-development programs
- Secure and utilize specialists in international matters
# Self-development Training Program

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Object</th>
<th>Quota</th>
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</thead>
<tbody>
<tr>
<td>University of the Air Course</td>
<td>Full-time staff</td>
<td>Masters: 15</td>
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<tr>
<td></td>
<td></td>
<td>Undergraduate: 70</td>
</tr>
<tr>
<td>Department of University Management and Policy Studies, Graduate School of Education Course</td>
<td>Nominated by the head of the department</td>
<td>None</td>
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<tr>
<td>Language Training Course (English, Korean, Chinese)</td>
<td>Administrative staff in international services</td>
<td>English: 80</td>
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<td>Korean: 40</td>
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<td>Chinese: 40</td>
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</table>
V. Internationalization Promotion Plan

- Priority Areas
- Improvement of the Infrastructure to Promote “Internal Internationalization”
- Specific Strategy: Kashiwa Campus
Priority Areas

- Provision of an Internationally High Standard of Education
- Enhancement of Research Activities through Strengthening International Research Networks
- Promoting Cooperation with International Society
- Improvement of the Infrastructure to Promote “Internal Internationalization”
Improvement of the Infrastructure to Promote “Internal Internationalization”

- Improve the environment for international support services within the University
  1. Strengthening and developing of organic cooperation systems within the University for international services
  2. Training of staff in international services to improve relevant skills
  3. Translation of more documents into other languages
Improvement of the Infrastructure to Promote Internal Internalization:

(1) The Division for International Relations

President → Board of Directors → International Exchange Committee

Director

International Collaboration Advisory Council (members from within and outside of UT)

Planning Office

Academic Promotion Office

AGS Promotion Office

AS - ET Promotion Office

Kashiwa IO Promotion Office

University Exchange Committee

Evaluation

Research Management

Division for International Relations

planning and promotion of plan on internationalization

support for internationalization of research and education

Universities and Research Institutes Abroad

General Manager

Student Exchange Division

International Affairs Division

establishment of infrastructure for international education and research
**Improvement of the Infrastructure to Promote Internal Internalization**

(2) Training of staff in international services to improve relevant skills

- **Training Program**

  <University of Tokyo>
  - International Educational Exchange Program
    (Long-term, Short-term; Overseas)

  <MEXT>
  - LEAP (Long-term Educational Administrators Program for International Exchange)

  <JSPS>
  - International Exchange Program (Long-term)

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9.00–9.55</td>
<td>Listening &amp; Speaking</td>
<td>Listening &amp; Speaking</td>
<td>Grammar</td>
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<td>Integrated Studies</td>
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<td>10.00–10.55</td>
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<td>11.00–11.55</td>
<td>Integrated Studies</td>
<td>Reading</td>
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<tr>
<td>12.00–12.55</td>
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<td>Grammar</td>
<td>Writing</td>
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<tr>
<td>1.00–2.00</td>
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<td>Listening to the News</td>
<td>Colloquial English</td>
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<tr>
<td>2.00–2.55</td>
<td>Vocabulary</td>
<td>Business</td>
<td>Writing</td>
<td>Reading</td>
<td>Studies skill &amp; examination practice</td>
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<td>3.00–3.55</td>
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<td>5.00–6.00</td>
<td>Pronunciation</td>
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<td>6.00–7.00</td>
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<td>Reading &amp; discussion class</td>
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※是通常的授業で、それ以外はIn-sessionalクラスである。
Improvement of the Infrastructure to Promote Internal Internalization:
(3) Multilingualization of the University of Tokyo brochures

Japanese version

English Version

Chinese Version

Korean version
Coming up...
Specific Strategy: Kashiwa Campus

- Shopping Mall
- Conference Halls
- International Food
- Navigation
- Family Life
- Housing
- Transportation
- Business Promotion with Community
- Health
- Recreation
- Nature
- International School
Specific Strategy: Kashiwa Campus

- Kashiwa IO Promotion Office
  - Director: Professor
  - Deputy Director: Project Specialists

Establishment of a cooperation system between faculty and staff

- The Role of Kashiwa IO Promotion Office
  - Translating documents into English.
  - Provide a one-stop service for international students, foreign researchers and faculty members.
  - Deliberation on implementing specific plans for internationalizing the campus.
  - ...etc...
Thank You!