

Study Group Visit

In 2018, JUAM, the Japan Association of University Administrative Management, marks the 20th year of its establishment. In commemoration of this anniversary, JUAM is to send the study group to the higher education institutions in Europe. Through visiting European institutions, the study group members will deepen their understanding on the higher education trends and obtain insights that could be transferred into the Japanese universities.

The group would like to visit your institution for interviewing the staffs because they found that your university could provide useful information on this survey. We sincerely ask you to look through the following survey outlines and to accept the delegation.

1. Survey Outline

The theme of the study group is 'the mobility and the motivation for the university administrative staffs in Europe' and 'the university libraries in Europe.' Based on this theme, the members would like to conduct interviews on the university staff exchange programs such as the International Staff Training Week, the career path of the professional staffs, the improvement of their specialization, the library function within the university, and the advanced effort in the library. In addition to the interview survey, it's appreciated if you could allow them to have a campus tour including the library.

2. Visiting Period

About two hours during their visit to Europe from Monday, 17 to Wednesday 26 September 2018.

3. Interview Target

They would like to interview with the following three staffs:

- the managing post staff(s), such as the Human Resources department or educational department
- the operating staff(s) in the educational department who came from the other industry or university, or experienced the exchange program with the other institution
- the librarian

4. Schedule

By 22 June Answer if you could accept our study group.

July

Detailed survey sheet to be sent.

Beginning of September

Detailed interview schedule is fixed

Middle/End of September

Interview

5. Study Group Member

Refer to the next page.

Leader

Name:	Noritaka Hashimoto
University:	Ritsumeikan University
Department:	Development Office of College of Global Liberal Arts
Position:	Assistant Manager
Area of Interest:	Globalization, International affairs



Name:	Takuo Ii
University:	Nagoya Institute of Technology
Department:	Accounting Division
Position:	Assistant Manager
Area of Interest:	Management



Name:	Masaki Hashimoto
University:	Meijo University
Department:	Faculty office of Pharmacy
Position:	Manager
Area of Interest:	Endowment, Donation



Name:	Tsubasa Takakida
University:	Tokyo Denki University
Department:	President's Office
Position:	Assistant Manager
Area of Interest:	Management, Curriculum development



Name:	Kosuke Mori
University:	Meijo University
Department:	Career Center
Position:	Section Staff
Area of Interest:	Library Management, Staff Motivations

