

**JABEE Rules & Procedures
For Evaluation and Accreditation**
Applicable in the years 2013 -
(Revised as at 10 July 2015)

Only the Japanese version of “JABEE Rules & Procedures for Evaluation and Accreditation applicable in the years 2013 - ” is official.
English translation is for informational purpose.

JABEE

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Note: Words followed by “† (dagger)” provides definition or explanation in “Appendix: Explanation of Terminology”.

1. Preamble

The “Rules & Procedures for Evaluation and Accreditation” is established by JABEE in accordance with “JABEE Fundamental Framework for Accreditation of Professional Education Programs”. It is to indicate guidance on Rules & Procedures for Evaluation and Accreditation for Professional Education Program (hereinafter referred to as “Program”). The Organization (hereinafter referred to as “Program Operating Organization†”) belonging to Higher Education Institution (hereinafter referred to as “Educational Institution†”) which primary operates the Program shall refer to this document in order to prepare to be accredited and shall be required to be in accordance with the responsibilities of the Program Operating Organization as written in this document.

JABEE separately defines items regarding Rules & Procedures for Evaluation and Accreditation which are not defined in this document.

2. Scope, Methods and Term of Validity of Accreditation

2.1 Scope of Accreditation

2.1.1 Program and Curriculum

Scope of Accreditation shall be the program which applied to one of the Categories of Accreditation as indicated in 5.1 from Chapter 5 of “JABEE Fundamental Framework for Accreditation of Professional Education Programs” and Requirement of Curriculum is as followed

(1) Professional Education Programs at Bachelor Level

Scope of Accreditation is the program which implements fundamental professional education at bachelor level, grants bachelor degree for the graduates of the program and the program shall apply to one of the following curriculums. Additionally, neither allocation of faculty nor categories of bachelor degree which will be granted to the graduates is questioned.

- (a) The curriculum consisting of four-year academic years, approving graduation with 124 credit hours and granting bachelor degree to the students to educate them for the graduates of the program at the university, which is defined in Article 1 other of

the School Education Act in Japan.

- (b) The curriculum consisting of four-year academic years, approving graduation with 124 credit hours or more as equivalent as universities and granting bachelor degree to the students to educate graduates of the program which is operated by the academies, institutes or colleges established by ministries and agencies based on Article 104, Paragraph (4) Item (ii) of the School Education Act and Article 6, Paragraph (2) of the degree regulation in Japan.

* As of Feb. 2013, scope of academies, institutions and colleges are as follows:
(http://www.niad.ac.jp/n_gakui/ninteisisetsu/index.html)

National Defense Academy, National Defense Medical College, National Fisheries University, Japan Coast Guard Academy, Meteorological College, Polytechnic University, National College of Nursing.

- (c) The curriculum consisting of in total of four-year academic years of two-year educational in Junior College or College of Technology substantially equivalent to first and second year of university and two-year education of advanced course established in the College of Technology, approving graduation with 124 credit hours or more as equivalent as universities, of which bachelor degree are being granted by the National Institution for Academic Degrees and University Evaluation based on Article 104, Paragraph (4) Item (ii) of the School Education Act and Article 6, Paragraph (2) of the degree regulation in Japan to the students to educate graduates of the program in the Junior College or College of Technology which are defined in Article 1 other of the School Education Act in Japan.
- (d) The curriculum which is in accordance with (a), (b) or (c) and approved by JABEE.

(2) Professional Education Programs at Master Level

Scope of Accreditation shall be the program which implements advanced engineering education at the level of master degree and grants master degree to the graduates of the program and its curriculum shall be one of the following. Additionally, neither allocation of faculty nor categories of bachelor degree which will be granted to the graduates is questioned.

- (a) The curriculum consisting of either the first half of doctor degree or equivalent two-year academic years as defined in Article 97 other of the School Education Act in Japan and granting Master degree to the students to educate them for the graduates of the program.
- (b) The curriculum consisting of either the first half of doctor degree or equivalent two-year academic years operated by the academies, institutes or colleges established by ministries and agencies and of which master degree is granted by the

National Institution for Academic Degrees and University Evaluation based on Article 104, Paragraph (4) Item (ii) of the School Education Act and Article 6, Paragraph (2) to the students to educate graduates of the program in Japan.

(c) The curriculum which is in accordance with (a), (b) or (c) and approved by JABEE.

2.1.2 Forms of the Program

The program which wishes to be or is currently accredited by JABEE shall meet the following requirements prior to the evaluation†.

- (1) The program shall have a Japanese official name of the program which is publicized to the public and clearly differentiated from the other programs within the same educational institution.
- (2) In case the program allows students move between the courses within the educational institution, the program shall establish concrete policies and procedures of moving in and out. The policies and procedures shall be made well-known† to the students and faculty. The students' moving between the courses shall be implemented in accordance with the policies and procedures.
- (3) Conditions of the completion of the program which is based on 2.1.1(1) (a) and (b) shall be identical to the requirements for graduation based on school regulation in the program at bachelor level.

2.1.3 Field for the Program Accreditation

At the evaluation, the program shall specify one, in principle, field to be accredited from the fields of accreditation as listed in Chapter 6 of “Fundamental Framework for Accreditation of Professional Education Programs”.

2.2 Methods of Accreditation

The program shall be evaluated if the program satisfies “Criteria for Accreditation of Professional Education Programs (hereinafter referred to as “Accreditation Criteria†”)", (Common Criteria and Category-dependent Criteria) applicable in the year and shall be accredited based on its result.

JABEE accredits program, which satisfies all Accreditation Criteria, by implementing evaluation of the program based on the application from the program operating institution. JABEE entrusts evaluations to JABEE's Full Member Engineering Societies or collaborative engineering societies (hereinafter referred to as “engineering societies†”) and the entrusted engineering societies dispatch evaluation teams. The primary engineering society which dispatches the evaluation team shall be called “evaluation team dispatching

organization†”. The evaluation team evaluates if the program meets Accreditation Criteria by investigating the self-review report† submitted by the program and by verifying its evidence by On-site Evaluation (On-site Evaluation is not implemented for some evaluations). Evaluation results by the evaluation team shall be determined through discussion and coordination made by evaluation committee by field and JABEE Evaluation & Accreditation Coordination Committee (hereinafter referred to as “Evaluation & Accreditation Coordination Committee”). Based on its determined results, the Evaluation & Accreditation Coordination Committee prepares a draft for accreditation or non-accreditation of the program. The draft shall be discussed and a decision shall be made by the JABEE Accreditation Commission (hereinafter referred to as “Accreditation Commission”). JABEE Board of Directors (hereinafter referred to as “Board of Directors”) approves its decision. The Board of Directors has a legal responsibility to evaluation and accreditation

Evaluation committees by field are established by the engineering societies relating to the field. They discuss and coordinate evaluations of specified field. The organization and operation of the committees shall be defined separately.

Regardless of tangible or intangible, the information relating to evaluation and accreditation shall be strictly managed. The methods of information administration and its duration shall be defined separately.

2.3 Methods of Evaluation† and Description of Items and Results

Evaluation is in principle implemented by evaluation of Self-review Report and by On-site Evaluation on either all or part of items (Hereinafter referred to as “Evaluation Item†”) for each item of Criteria (Hereinafter referred to as “Review Item†”) and on Large Category of Review Item† to holistically judge based on the results on Evaluation items. Depending on the type of evaluations (ref. 2.6), there are cases: all Review Items are evaluated as Evaluation item and only a designated part of Review Items are evaluated as Evaluation item. Also, if designated Evaluation items for Interim Evaluation (ref. 2.6.2) do not require confirmation or judgment by On-site Evaluation, On-site Evaluation is not implemented and could be implemented only by evaluation of Self-review Report (hereinafter referred to as “Document Evaluation†”).

“Degree of Accordance†” of the Program to the Accreditation Criteria is judged by each Evaluation item and Large Categories of Review shall be judged based on its result at the evaluation. The results of the evaluation shall be recorded in Program Review Report† and Evaluation Report† as defined separately. The meaning of the terminology is mentioned as follows:

Accept: (Mentioned by abbreviation “A” in Program Review Report (Exit Meeting at On-site Evaluation) and Evaluation Report).

Review Item or Large Category of Review meets Accreditation Criteria.

- (1) Concern: (Mentioned by abbreviation “C” in Program Review Report (Exit Meeting at On-site Evaluation) and Evaluation Report).

Review Item or Large Category of Review meets Accreditation Criteria at this point however Improvement is expected. Therefore, some kind of improvement for Review Item is expected to continue complete accordance of Accreditation Criteria.

- (2) Weakness: (Mentioned by abbreviation “W” in Program Review Report (Exit Meeting at On-site Evaluation) and Evaluation Report).

Review Item or Large Category of Review almost meets Accreditation Criteria at this point however its degree of accordance is weak and improvement is required. Therefore, some kind of measure to reinforce degree of accordance of Review Item to Accreditation Criteria is required.

- (3) Deficiency: (Mentioned by abbreviation “D” in Program Review Report (Exit Meeting at On-site Evaluation) and Evaluation Report).

Review Item or Large Category of Review does not meet Accreditation Criteria. Program shall be judged as not in accordance with Accreditation Criteria if there is “Deficiency” in any of Large Categories of Review.

Do not give judgment to Review Items if the Review Item deemed not to be applied to the scope of evaluation instead just fill out “—” to the applicable column of Program Review Report (Exit Meeting at On-site Evaluation) and Evaluation Report.

2.4 Act of Accreditation and Scope of Publicizing

Accreditation and non-accreditation is determined based on the evaluation results.

2.4.1 Accreditation and Non-Accreditation

The program judged to have no “Deficiency” in any Large Categories of Review as a result of determination made after the discussion and coordination by the Evaluation & Accreditation Coordination Committee (ref. 2.2) shall be deemed to meet all Accreditation Criteria and shall be judged as “Accredited”.

The program judged to have even single “Deficiency” as a result of determination made after the discussion and coordination by the Evaluation & Accreditation Coordination Committee (ref. 2.2) shall be judged as “Not Accredited”

2.4.2 Publicizing of Accreditation

JABEE publicizes the name of the program and its validated year of accreditation. JABEE will not release any information whatsoever regarding the program which is not accredited.

2.5 Term of Validity of Accreditation and Responsibility of the Program

2.5.1 Term of Validity of Accreditation†

The term of validity of accreditation shall be, in principle, six years. The valid program title is publicized by JABEE. Students, who have completed the program during the valid term, shall be the graduates of the program. However, if JABEE determines it is hard for the program to maintain the validity of program for six years due to weak accordance with Accreditation Criteria, the term of validity shall be shortened. The reasons of shortened term of validity are the instability of achievement of the learning outcomes, the uncertainty of financial circumstances or of Program Operation Organization, the necessity of reinforcement and improvement of faculty and facilities, the start of new curriculum or the progress of change in program and the excessive dependence to specific faculty. Shortened term of validity is to urge program improvement.

The starting date of the term of validity is, in principle, 1 April of academic year that the program was evaluated. However, the starting date could be backdated to 1 April of the year prior to the year of evaluation if the program is accredited as a result of “New Evaluation” (ref. 2.6.1) and determined as appropriate by JABEE.

2.5.2 Maintenance of Accreditation

The Program Operating Organization, which currently has active program, shall apply, by the deadline, for maintenance of accreditation with maintenance fee as defined separately (ref. 2.5.5).

2.5.3 Continuity of Accreditation

The program, which will be ending the term of validity and wishes to continuously be accredited, shall be evaluated and accredited based on evaluation depending on the category and the year as prescribed by JBAEE (ref. 2.6).

2.5.4 Change in Program while Accreditation of the Program is Valid

The program with valid accreditation status shall notify to JABEE critical changes made on item relating to Accreditation Criteria immediately by document namely, the name of the program, learning outcomes, educational methods, educational environment and improvement, which may raise questions that the program after the changes to be not as

substantially equivalent as the program before the changes. Notification relating to those changes is called "Notification of Changes" and the standards of judgment with regard to submitting the notification is defined in the "guideline for submission of notification of changes".

2.5.5 Expiration of Accreditation

Accreditation of the program expires if the program with valid accreditation status has any one of cases as follows. JABEE shall stop publicizing the program as an accredited program at the date of expiration. The Program Operating Organization, which declines accreditation, is required to put maximum efforts not to cause disadvantages to the students and graduates.

- (1) If an application of maintenance of accreditation is not made by the deadline as defined in 2.5.2, the last day of previous academic year shall be the final day of term of validity
- (2) If the Program Operating Organization submits the document of declining accreditation with the name of the program, reason of decline and date of decline (document of declining accreditation shall be submitted to JABEE by written document within 30 days prior to the date of decline), JABEE shall, after the approval of Accreditation Commission, consider the next day of the declining date as the expiration date of the program.

2.6 Type of Evaluations, Term of Validity of Accreditation and Type of Next Evaluations to Maintain Accreditation

There are different types of evaluations: "New Evaluation", "Interim Evaluation", "Continuous Evaluation", "Show Cause Evaluation" and "Evaluation by Changes" (evaluation items shall be in accordance with 3.4.1 for each type of evaluation). If the program has already been accredited, the evaluation prior to the applicable evaluation shall be called as "Previous Evaluation". The Evaluation & Accreditation Coordination Committee prepares a draft of accreditation and non-accreditation of the programs. Decision shall be discussed and made by the Accreditation Commission based on the evaluation results and coordination by the Evaluation & Accreditation Coordination Committee. The Board of Directors approves its decision (ref. 2.2, 2.4.1).

2.6.1 New Evaluation

Evaluation for the program which is not accredited at the time of application is called as "New Evaluation". The program shall be accredited with a term of validity of six-year in principle if there are only "Accept" or "Concern" in Large Categories of Review as a result

of New Evaluation. The program shall apply for “Continuous Evaluation” to continue accreditation until the academic year after the final year of term of validity.

The program shall be accredited with a shortened term of validity of three-year in principle if there is “weakness” in any of Large Categories of Review. The program shall apply for “Interim Evaluation” to continue accreditation until the academic year after the final year of term of validity.

The program shall not be accredited if there is “Deficiency” in any of Large Categories of Review.

2.6.2 Interim Evaluation

Evaluation to continue accreditation status within the academic year after the final year of validity for the program with shortened term of validity (normally three-year) is called as “Interim Evaluation”. Interim evaluation is implemented by either On-site Evaluation or Document Evaluation. JABEE shall notify the term of validity, items to be evaluated and methods of Interim Evaluation (On-site or Document Evaluation) at the time of notifying to the Program Operating Organization the result of accreditation (accreditation with shortened term of validity) or non-accreditation decided at the previous evaluation.

Accreditation with maximum of six-year term of validity shall be given in extension to the original term of validity of most recent evaluation (New Evaluation or Continuous Evaluation or Evaluation by Changes) except Interim Evaluation only if there is “Deficiency” in any of Large Categories of Review as a result of Interim Evaluation. Namely, the total term of validity of accreditation shall be six-year with newly granted three-year of term of validity including academic year of application of Interim Evaluation in principle, if the term of validity granted as a result of previously implemented evaluation as mentioned above is three years. The total term of validity of accreditation less than six-year may be granted if there is no “Deficiency” but “Weakness” in any of Large Categories of Review and if the Accreditation Commission approves as necessary. In this case, the Program should take Interim Evaluation again within academic year after the final year of term of validity to continue accreditation status.

The program shall not be accredited if there is “Deficiency” in any of Large Categories of Review. In this case, the term of validity of accreditation for the program shall be terminated on the last day of previous March when the program applied for Interim Evaluation.

2.6.3 Continuous Evaluation

Evaluation to continue accreditation status within the academic year after the final year

of validity (sixth year) for the program accredited with total of six-year term of validity is called as “Continuous Evaluation”.

Determination of Accreditation or Non-accreditation and Term of validity based on Continuous Evaluation shall be treated as equivalent as New Evaluation. However, Show Cause Evaluation may be implemented year after the implementation of Continuous Evaluation if there is “Deficiency” in any of Large Categories of Review as a result of Continuous Evaluation (ref. 3.6.2).

2.6.4 Evaluation by Changes

Evaluation of the currently accredited Program (regardless of the term of validity) which has changed the structure of the program or items related to the Accreditation Criteria and which, JABEE considers, that to continue the current accreditation status until next Continuous Evaluation may affect substantial equivalency of the program before and after the change is called as “Evaluation by Changes”.

The Program Operating Organization shall submit Notification of Changes to JABEE without delay if the case applies to “Guideline for Submission of Notification of Changes” as separately defined by JABEE. However, if the Evaluation & Accreditation Coordination Committee determines that the program had critical changes, the Committee requests explanation of the circumstance to the Program Operating Organization by setting up a deadline and its explanation shall be treated as notification of changes even if no actual notification of changes has been submitted by the Program Operating Organization.

The Evaluation & Accreditation Coordination Committee determines whether the program to continue current accreditation status until next Continuous Evaluation has problem or not if the Notification of Changes is submitted. Current accreditation status continues to be valid if there is no problem. Determination shall be made by implementing Evaluation by Changes, if there is a possibility of having problem. Determination of Accreditation or Non-accreditation and Term of validity based on Evaluation by Changes shall be treated as equivalent as New Evaluation. However, Show Cause Evaluation may be implemented year after the implementation of Evaluation by Changes if there is “Deficiency” in any of Large Categories of Review as a result of Evaluation by Changes (ref. 3.6.2). Note that current accreditation status shall be valid until the result of Evaluation by Changes is made.

2.6.5 Show Cause Evaluation

Evaluation of the program which has been determined to have “Deficiency” to the Accreditation Criteria by either Continuous Evaluation or Evaluation by Changes, and

necessity of having another evaluation has been approved by the Evaluation & Accreditation Coordination Committee and also if the program prefers to be evaluated year after the implementation of Continuous Evaluation or Evaluation by Changes is called as “Show Cause Evaluation”.

The program shall not be accredited if there is “Deficiency” in any of Large Categories of Review even after the Show Cause Evaluation. Shortened term of validity of three-year including the year of implementation of either Continuous Evaluation or Evaluation by Changes shall be granted in principle if there is no “Deficiency”. The Program is required to take Interim Evaluation within academic year after the final year of the term of validity, if the program with a shortened term of validity prefers to continue accreditation status. Note that the program shall be treated as valid until Non-accreditation is determined as a result of Show Cause Evaluation.

3. Procedures for Evaluation and Accreditation

3.1 Methods for Different Types of Evaluation

- (1) New Evaluation, Continuous Evaluation, Evaluation by Changes and Show Cause Evaluation shall be implemented by On-site Evaluation.
- (2) Interim Evaluation shall be implemented by either On-site or Document Evaluation. JABEE shall notify items to be evaluated and methods of Interim Evaluation (On-site or Document Evaluation) to the Program Operating Organization at the time of notifying accreditation and non-accreditation and term of validity of accreditation in previous evaluation (evaluation determined as next evaluation to be Interim Evaluation)

3.2 Application for Accreditation and Acceptance

3.2.1 Application for Accreditation

The Program Operating Organization wishing to be accredited by JABEE shall submit application for accreditation with prescribed document. Program which will be evaluated by one of evaluations; New Evaluation, Interim Evaluation, Continuous Evaluation and Evaluation by Changes, shall meet requirements of “application acceptance of the evaluation and accreditation” of applicable academic year as defined separately. For the Application for Accreditation, the Program Operating Organization shall assign a person responsible for the application for accreditation (hereinafter referred to as “Person in Charge of JABEE Matter†”). It is usually the president of the institution, head of the faculty or the graduate school, or person in charge of curriculum in the faculty or graduate school) and person responsible for the program (hereinafter referred to as “Person in Charge of the Program†”) and other staff for necessary task. Person in Charge of JABEE Matter and

Person in Charge of the Program shall be the primary point of contact and make efforts on smooth implementation of the evaluation including preparation of necessary documents and contact for related parties.

- (1) For the case of New Evaluation, application shall be made at the academic year when the program wishes to be accredited within the period as prescribed by JABEE.
- (2) For the case of Continuous Evaluation, application shall be made within the academic year after the year of final term of validity and for the case of Interim Evaluation within the academic year after the year of final term of validity as separately prescribed by JABEE. The Program Operating Organization is required to make Application for Accreditation immediately after the acceptance of notification of Accreditation or Non-accreditation by Show Cause Evaluation to make Application for Accreditation of Interim Evaluation within the prescribed period for the case if previous evaluation was Show Cause Evaluation.
- (3) For the case of Show Cause Evaluation, application shall be made within the period as prescribed separately by the Evaluation & Accreditation Coordination Committee.
- (4) For the case of Evaluation by Changes, notification of changes shall be deemed as Application for Accreditation.

3.2.2 Acceptance of Application for Accreditation and Designation of the Evaluation Team Dispatching Organization

The Evaluation & Accreditation Coordination Committee determines acceptance or non-acceptance of Application for Accreditation based on “Requirement for Acceptance of Evaluation and Accreditation” of applicable year and JABEE notifies acceptance or non-acceptance of Application for Accreditation to the Program Operating Organization. The Program Operating Organization whose application for accreditation is accepted shall pay evaluation fee by the deadline as prescribed by JABEE separately.

The Evaluation & Accreditation Coordination Committee determines Field of Accreditation, Evaluation Methods and the Evaluation Team Dispatching Organization for programs accepted to be evaluated and entrusts the Evaluation Team Dispatching Organizations to implement evaluations. The Evaluation Team Dispatching Organizations shall be determined in consultation with relating Engineering Societies as necessary including cases in which the contents of program cover multiple fields. Note that the Evaluation Team Dispatching Organizations shall be Full Member Societies of JABEE. Also, JABEE entrusts the same Evaluation Team Dispatching Organization as previous evaluation in principle if it is Interim Evaluation.

3.3 Form of the Evaluation Team and Claim for Change

JABEE appoints the Chair of the Evaluation Team and Evaluation Team Members through approval by the Evaluation & Accreditation Coordination Committee based on selection made by the Evaluation Team Dispatching Organization according to the “Standard for Formation of the Evaluation Team” as defined separately. Note that the Evaluation Team Dispatching Organization shall be able to consider evaluation history of the candidates however, JABEE may select and appoint the Chair of the Evaluation Team or Evaluation Team Members based on consultation with the Evaluation & Accreditation Coordination Committee if necessary. Also, the Evaluation Team Dispatching Organization is allowed to add observers to the Evaluation Team upon approval of the Chair of the Evaluation Team and the Program Operating Organization†. Note that JABEE may add observers upon approval of the Program Operating Organization and the Chair of the Evaluation Team. The Evaluation Team Dispatching Organization shall pool candidates for Chairs of the Evaluation Team, Evaluation Team Members and observers to be able to form Evaluation Teams smoothly.

The Chair of the Evaluation Team directs the Evaluation Team and proceeds with evaluation from the reception of Self-review Report submitted by the Program Operating Organization via the Evaluation Team Dispatching Organization to the submission of the evaluation results to the Evaluation Committee by Field in the close contact with the Evaluation Team Dispatching Organization. The Evaluation Team Members proceed with evaluation by working together with the Chair of the Evaluation Team. Note that Observers are not allowed to judge or evaluate by their own will. They, however, are allowed to express opinions in the Evaluation Team at the request of the Chair of the Evaluation Team.

Observers shall be divided into two categories: candidates who will become evaluators, and participants who join to learn actual evaluation (from oversea accreditation organizations or from governmental organizations). Observers in the former category are expected to gain the same experience as evaluators. In this respect, observers of this category are not included in Interim Evaluation and Show Cause Evaluation, which evaluate limited items. Also, observers of this category shall meet requirements as indicated in “qualification of observers (candidates to become evaluators)” from “Standard for Formation of the Evaluation Team”. Requests from observers of the latter category may be accepted unless they will give extra burden to the evaluation. The decision of acceptance shall be made by the Chair of the Evaluation Team. There may be cases where Chair shall consult the Program Operating Organization.

JABEE notifies to the Program Operating Organization the name of Field, the name of

the Evaluation Team Dispatching Organization and the Formation of the Evaluation Team (name of members and their brief resume) and sends the Documents for Evaluation. The Program Operating Organization is allowed to appeal for a coordination of the Evaluation Team Dispatching Organization or to claim for change a partial or entire formation of the Evaluation Team within the period as prescribed by JABEE if there are justifiable reasons for ineligibility of Team Members. JABEE examines the case in cooperation with the Evaluation Team Dispatching Organization and coordinates if such an appeal has been received.

3.4 Evaluation Items and Evaluation Methods

3.4.1 Evaluation Items

Evaluation shall be implemented for the Evaluation Items as follows.

- (1) Evaluation items for the New Evaluation and Continuous Evaluation shall be all the Review Items which correspond to Accreditation Criteria in the academic year of application for evaluation. Continuous Evaluation shall be implemented by focusing on concept of “to continuously develop the professional education program by encouraging application of better educational methods” as defined in 3.1 of Chapter 3 “Standpoint of Accreditation” from “JABEE Fundamental Framework for Accreditation of Professional Education Programs” and specifically paying attention to the items pointed out at the past evaluations related to six-year of Accreditation.
- (2) Evaluation items for the Interim Evaluation shall be the Review Items determined as “Weakness” or in some case “Deficiency” and related Review Items determined as “Concern” at New Evaluation, Continuous Evaluation, Interim Evaluation, Evaluation by Changes or Show Cause Evaluation in previous Evaluation. However, the Evaluation & Accreditation Coordination Committee determines Evaluation items correspond to the Accreditation Criteria applied for the academic year of application for evaluation if it is not clear. Note that the Program Operating Organization is allowed to designate preferred Review Items (hereinafter referred to as “reference items”) for Interim Evaluation if there are Review Items judged by the Program Operating Organization as necessary to be evaluated in addition to evaluation items.
- (3) Evaluation items for the Show Cause Evaluation shall be the Review Items determined as “Deficiency” at Continuous Evaluation, or Evaluation by Changes in previous Evaluation. However, the Evaluation & Accreditation Coordination Committee determines evaluation items correspond to the Accreditation Criteria applied for the academic year of application for evaluation if is not clear.
- (4) Evaluation Items for the Evaluation by Changes shall be designated by the Evaluation

& Accreditation Coordination Committee when the Evaluation by Changes is judged as necessary.

3.4.2 Evaluation Methods and Judgment

The Evaluation Team shall evaluate and judge whether evaluation items meets Accreditation Criteria or not. Note that reference items are evaluated at the Interim Evaluation, however, the judgment of “Accept”, “Concern”, “Weakness” and “Deficiency” shall not be given.

The Program Operating Organization is required to prepare Self-review Report in accordance with “Guide for preparation of Self-review Report” in the academic year applying for evaluation in principle and to submit its report by the deadline as prescribed by JABEE (hereinafter referred to as “Due date of Self-review Report Submission”). The replacement of or addition to the Self-review Report is not accepted after the due date of Self-review Report except correcting errata. Note that the Program Operating Organization shall not mention Review Items except evaluation items or reference items (if it is Interim Review) on the Self-review Report.

3.5 Flow of Evaluation

The flow of the Evaluations differs between On-site Evaluation and Document Evaluation. Note that in either case of evaluations, the Chair of the Evaluation Team is the only person who directly contacts the Program Operating Organization. The Evaluation Team Members and Observers are not allowed to directly contact the Program Operating Organization. Additionally, Contacts for important matters to the Program Operating Organization such as, change of evaluation result by analysis of Accreditation Criteria, should be processed in writing with the name of the Chair of the Evaluation Team (including E-mail). The Chair of the Evaluation Team and the Program Operating Organization shall put effort for data archive and prevention of information leak of copied documents. Also, the Chair of the Evaluation Team manages and archives documents used for evaluation based on “Detailed Regulation for implementation of usage, archive and destruction of evaluation documents”.

3.5.1 On-site Evaluation

New Evaluation, Continuous Evaluation, Evaluation by Changes, Show Cause Evaluation and some of Interim Evaluation are implemented in a form of On-site Evaluation by (1) to (9) as follows. Note that specific schedule of handling of following (1) to (9), refer Appendix “Schedule of handling on Evaluation Matter” as mentioned in bottom parts of this

document.

- (1) The Chair of the Evaluation Team discusses the time schedule of evaluation with the Program Operating Organization (normally with Person in Charge of the Program).
- (2) The Program Operating Organization prepares Self-review Report and uploads it on the JABEE Website by the due date. If the upload is not possible, send Self-review Report to both JABEE and the Evaluation Team Dispatching Organization. The form and the number of copy of Self-review Report to be sent are determined in consultation with the Evaluation Team Dispatching Organization and JABEE. The Evaluation Team Dispatching Organization sends Self-review Report to the Evaluation Team.
- (3) The Evaluation Team carefully evaluates the Self-review Report and summarizes to the Program Review Report (prior to the On-site Evaluation). The Chair of the Evaluation Team raises questions to the Program Operating Organization (normally Person in Charge of the Program) directly. The Chair of the Evaluation Team also may requests minimum support documents (support documents) if necessary. The Chair of the Evaluation Team submits the Program Review Report (prior to the On-site Evaluation) to the Evaluation Committee by Field and JABEE via the Evaluation team Dispatching Organization.
- (4) The Chair of the Evaluation Team decides in consultation with Person in Charge of the Program the time schedule of On-site Evaluation after having determined things to be checked at the On-site Evaluation. Person in Charge of the Program organizes and prepares related evidential documents which include items as written in Self-review Report (examination questions, answer sheet, production, syllabus and textbook) required for the On-site Evaluation. Person in Charge of the Program also is requested to put effort on smooth implementation of the On-site Evaluation based on having close contact with Person in Charge of JABEE Matter and making procedures on On-site Evaluation well-known to the related staff.
- (5) The Evaluation Team implements On-site Evaluation within the period as prescribed in the appendix in principle. The Chair of the Evaluation Team prepares the Executive Summary of evaluation results at the completion of the evaluation to the Program Evaluation Report (at the completion of On-site Evaluation) based on the consultation with the Evaluation Team Members. The Chair of the Evaluation Team hands in copy of the Program Review Report (Exit Meeting at On-site Evaluation) to the Program Operating Organization at Exit Meeting at On-site Evaluation and reads out documented executive summary.
- (6) The Program Operating Organization is allowed to appeal for contents of Program Review Report (Exit Meeting at On-site Evaluation) to the Chair of the Evaluation Team

in writing (Hereinafter referred to as “Report for Additional Explanation†”) if the Program Operating Organization considers there are factual errors. Also note that Report for Additional Explanation is required for the Program Operating Organization to submit to the Chair of the Evaluation Team and the Evaluation Team Members by the date as prescribed in Appendix if the case applies. The Chair of the Evaluation Team and the Evaluation Team Dispatching Organization shall immediately notify its acceptance to the Program Operating Organization. Additionally, handling of the Report for the Additional Explanation is not disclosed to the Program Operating Organization.

- (7) The Chair of the Evaluation Team in consultation with the Evaluation Team Members if necessary prepares First Evaluation Report by taking consideration on Program Review Report and Report for Additional Explanation and submits its report to the Program Operating Organization, the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization by the deadline as prescribed in the appendix. The Evaluation Team Members immediately report even a small thing in detail if determines contents of Program Review Report need to be modified and cooperate for the Chair of the Evaluation Team to prepare First Evaluation Report.
- (8) The Program Operating Organization is allowed to appeal in writing to the Chair of the Evaluation Team if there is objection for the contents of First Evaluation Report (hereinafter referred to as “Written Opposition”). Also the Program Operating Organization is allowed to appeal in writing to the Chair of the Evaluation Team measures for improvements immediately taken against the items pointed out in the First Evaluation Report and Improvement result (hereinafter referred to as “Improvement Report”). The Program Operating Organization is required to immediately contact to the Chair of the Evaluation Team and the Evaluation Team Dispatching Organization if decided to submit Written Opposition or Improvement Report by the deadline as prescribed in the appendix. The Chair of the Evaluation Team and the Evaluation Team Dispatching Organization shall immediately notify its acceptance to the Program Operating Organization. Note that the Chair of the Evaluation Team is allowed to make inquiry if necessary to the Program Operating Organization if there are questions for the contents of Written Opposition or Improvement Report. Additionally, handling of the Written Opposition or Improvement Report is not disclosed to the Program Operating Organization.
- (9) The Chair of the Evaluation Team in consultation with the Evaluation Team Members if necessary prepares Second Evaluation Report by taking consideration on First Evaluation Report and Written Opposition or Improvement Report and submit its report

to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization by the deadline as prescribed in the appendix. The Evaluation Team Members immediately report even a small thing in detail if determines contents of First Evaluation Report need to be modified by examining Written Opposition or Improvement Report and cooperates for the Chair of the Evaluation Team to prepare Second Evaluation Report. Additionally, the Chair of the Evaluation Team immediately prepares Second Evaluation Report based on the First Evaluation Report if confirmation of the Program Operating Organization not submitting Written Opposition or Improvement Report is made, then sends its report to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization.

3.5.2 Document Evaluation

Some of the Interim Evaluation are implemented in a form of Document Evaluation by (1) to (6) as follows. Note that specific schedule of handling of following (1) to (6), refer Appendix "Schedule of handling on Evaluation Matter" as mentioned in bottom parts of this document.

- (1) The Chair of the Evaluation Team discusses the time schedule of evaluation with the Program Operating Organization (normally with Person in Charge of the Program).
- (2) The Program Operating Organization prepares Self-review Report and uploads it on the JABEE Website by the due date. If the upload is not possible, send Self-review Report to both JABEE and the Evaluation Team Dispatching Organization. The form and the number of copy of Self-review Report to be sent are determined in consultation with the Evaluation Team Dispatching Organization and JABEE. The Evaluation Team Dispatching Organization sends Self-review Report to the Evaluation Team.
- (3) The Evaluation Team carefully examines the Self-review Report and summarizes to the Program Review Report (prior to the On-site Evaluation). The Chair of the Evaluation Team raises questions to the Program Operating Organization (normally Person in Charge of the Program) directly. The Chair of the Evaluation Team also may request minimum support documents (support documents) if necessary. Note that it is not necessary to make document of items related to On-site Evaluation in Program Review Report (prior to the On-site Evaluation) in case of Document Evaluation. The Chair of the Evaluation Team submits the Program Review Report (prior to the On-site Evaluation) to the Evaluation Committee by Field and JABEE via the Evaluation team Dispatching Organization.
- (4) The Chair of the Evaluation Team in consultation with the Evaluation Team Members prepares First Evaluation Report based and Evaluation Result and sends it to the

Program Operating Organization, the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization until due date of submission (hereinafter referred to as “Due date of Submission of Document Evaluation†”) as prescribed by the Evaluation Committee by Field.

- (5) The Program Operating Organization is allowed to appeal in writing to the Chair of the Evaluation Team if there is objection for the contents of First Evaluation Report. Also the Program Operating Organization is allowed to submit improvement report to the Chair of the Evaluation Team if measure for improvement is taken immediately after the items pointed out in the First Evaluation Report. Also the Program Operating Organization is allowed to appeal in writing to the Chair of the Evaluation Team measures for improvements immediately taken against the items pointed out in the First Evaluation Report and Improvement result. The Program Operating Organization is required to immediately contact to the Chair of the Evaluation Team and the Evaluation Team Dispatching Organization if decided to submit Written Opposition or Improvement Report by the deadline as prescribed in the appendix. The Chair of the Evaluation Team and the Evaluation Team Dispatching Organization shall immediately notify its acceptance to the Program Operating Organization. Note that the Chair of the Evaluation Team is allowed to make inquiry if necessary to the Program Operating Organization if there are questions for the contents of Written Opposition or Improvement Report. Additionally, handling of the Written Opposition or Improvement Report is not disclosed to the Program Operating Organization.
- (6) The Chair of the Evaluation Team in consultation with the Evaluation Team Members if necessary prepares Second Evaluation Report by taking consideration on First Evaluation Report and Written Opposition or Improvement Report and submit its report to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization by the deadline as prescribed in the appendix. The Evaluation Team Members immediately report even a small thing in detail if determines contents of First Evaluation Report need to be modified by examining Written Opposition or Improvement Report and cooperates for the Chair of the Evaluation Team to prepare Second Evaluation Report. Additionally, the Chair of the Evaluation Team immediately prepares Second Evaluation Report based on the First Evaluation Report if confirmation of the Program Operating Organization not submitting Written Opposition or Improvement Report is made, then sends its report to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization.

3.6 Flow of Accreditation

3.6.1 Evaluation and Coordination by the Evaluation Committee by Fields

The Evaluation Committee by Field examines and coordinates Second Evaluation Report of each program of the field, prepares Evaluation Report by Field and List of Evaluation Result by Field and submits them to JABEE. Note that evaluation and coordination here mean the confirmation of consistency among the evaluation results within the field specifically, equivalency of benchmark for judgment. In some cases the Evaluation Report by Field may be documented differently from Second Evaluation Report by Field. In such cases, state the reasons of difference of contents in Evaluation Report by Field base on sufficient exchanges of information, in advance, with the Chair of the Evaluation Team. The Chair of the Evaluation Team provides comments on evaluation result of the evaluated program depend on request of the Evaluation Committee by Field. "Contents" here indicates statement on Result of judgment of evaluation items and large category of review (Accept, Concern, Weakness and Deficiency).

3.6.2 Evaluation and Coordination by the Evaluation & Accreditation Coordination Committee

The Evaluation & Accreditation Coordination Committee examines and coordinates Evaluation Report of each program of all fields, prepares a document on Accreditation or Non-Accreditation and submits its draft with Self-review Report (only important attachments) to the Accreditation Commission. Note that evaluation and coordination here mean the confirmation of consistency among the evaluation results delivered by each field specifically, equivalency of benchmark for judgment. In some cases the Evaluation Report by Field may be documented differently from Second Evaluation Report by Field. In such cases, state the reasons of difference of contents in Evaluation Report by Field base on sufficient exchanges of information, in advance, with Chair of the Evaluation Committee by Field. Chair of the Evaluation Committee by Field provides comments on Accreditation and Non-Accreditation as well as term of validity for each program of the field depend on request of the Evaluation & Accreditation Coordination Committee.

For a program for which Continuous Evaluation or Evaluation by Changes is implemented and for which the Evaluation & Accreditation Coordination Committee confirms the necessity of Show Cause Evaluation, the Committee suspends the decision of Accreditation or Non-accreditation and confirms by setting deadline to the Program Operating Organization whether they wish to take Show Cause Evaluation in the next academic year. Change the Evaluation type to Show Cause Evaluation if the will of the program to take Show Cause Evaluation has been confirmed. If the will of not taking Show Cause Evaluation has been confirmed or any will has not been communicated by the

deadline as prescribed, release the suspension status of the program, prepare Final Evaluation Report and draft on Accreditation or Non-accreditation and submit them with Self-review Report (only important attachments) to the Accreditation Commission.

3.6.3 Evaluation and Coordination by the Accreditation Commission and Approval by the Board of Directors

The Accreditation Commission determines Accreditation or Non-accreditation and term of validity if accredited based on the evaluation of Final Evaluation Report and draft on Accreditation and Non-accreditation submitted by the Evaluation & Accreditation Coordination Committee. The Board of Directors approves the evaluation result of Accreditation and Non-accreditation by the Accreditation Commission.

3.6.4 Notification of Accreditation and Non-Accreditation

The Evaluation & Accreditation Coordination Committee makes document (hereinafter referred to as “Report on Evaluation and Accreditation Result”) which includes the results of Accreditation and Non-accreditation, the evaluation results, the term of validity of Accreditation if accredited and the items to be evaluated at the next evaluation if necessary. JABEE sends its report to the Program Operation Organization, the Evaluation Committee by Field and the Evaluation Team Dispatching Organization then immediately publicizes the Program Title of the Program which has been accredited. The Evaluation Team Dispatching Organization informs the Chair of the Evaluation Team and the Evaluation Team Members with Accreditation or Non-accreditation and with the evaluation result of the evaluated Program.

3.7 Written Opposition against Decision

The Program Operating Organization is allowed to appeal to JABEE by written Opposition within three months after receiving the notice of Non-Accreditation. The Appeal Committee makes an arbitration on the appeal based on examining the fact and the contents. JABEE notifies the result of ruling to the Program Operating Organization, the Evaluation Committee by Field and the Evaluation Team Dispatching Organization. Another appeal against the result of arbitration from the Program Operating Organization shall not be accepted.

3.8 Remarks

3.8.1 Evaluation of Multiple Programs in the Same Educational Institution

JABEE informs the educational institution which has applied for multiple evaluations and

related Evaluation Team Dispatching Organizations to implement On-site Evaluations at same period in principle, if application for evaluation is made by several programs within the same educational institution. Also, keep efficient evaluations to cooperatively evaluate common items among programs. The Evaluation & Accreditation Coordination Committee is allowed to change the periods of procedure as defined in 3.5.1(7)-(9) or 3.5.2(4)-(6) if it is particularly necessary. Guideline for the rules and procedures of evaluation for application for accreditation which is made by several Programs from the same educational institution shall be defined separately.

4. On-site Evaluation

4.1 Purpose and Items of On-site Evaluation

On-site Evaluation is implemented to confirm and judge whether the program meets Accreditation Criteria or not for the items which could not be confirmed by Self-review Report or support documents preliminarily submitted. Specific contents of the On-site Evaluation is determined by the Evaluation Team by referring to the explanation of the related section of “Evaluation Guide” for the items which could not be confirmed prior to the On-site Evaluation, however, On-site Evaluation is mainly to confirm the degree of accordance to Accreditation Criteria through the analysis of the documents relating to the learning outcomes, the analysis and confirmation of documents mentioned as “evidential document for On-site Evaluation” and support documents which are requested to prepare prior to the On-site Evaluation, interview with related parties and observation of facilities and equipment.

4.2 Rules and Procedures for On-site Evaluation

The duration of On-site Evaluation shall be determined by taking consideration on the volume of and contents of items required to be confirmed at On-site Evaluation, however, it shall not be more than 3 days and 2 nights including the date of arrival. Detailed contents and methods of On-site Evaluation including the number of days and its schedule shall be determined in consultation with the Evaluation Team Members and the Program Operating Organization. Refer to the points of view of items implemented at On-site Evaluation and specific case of contents and the time schedule of On-site Evaluation from “Evaluation Guide” if necessary.

4.2.1 Preparation prior to the On-site Evaluation

On-site Evaluation can be efficiently implement and within a short duration of time by a careful preparation prior to the On-site Evaluation based on the implementation of all

confirmation prior to the On-site Evaluation. Tasks and time schedule prior to the On-site Evaluation are as follows.

- (1) Confirm the modality of mutual contact among the Program Operating Organization, the Evaluation Team, and the Evaluation Team Dispatching Organization.
- (2) The Chair of the Evaluation Team appoints Vice-Chair from the Evaluation Team Members and make request for substitution of the Chair of the Evaluation Team if necessity.
- (3) The Chair of the Evaluation Team decides the date of On-site Evaluation based on the coordination with Person in Charge of the Program. The Final decision of the duration of On-site Evaluation shall be made after items to be confirmed at the On-site Evaluation have been determined, however, a three days and two nights time schedule shall be kept open to implement On-site Evaluation at the initial stage. The Chair of the Evaluation Team notifies the date of the On-site Evaluation to the Team Members and observers and asks them to report their itinerary, including the arrival and departure dates, to the educational institution and the way of contact throughout the journey. The Chair of the Evaluation Team informs the Person in Charge of the Program of the itinerary of all members consist the Evaluation Team. Person in Charge of the Program shall arrange accommodation of the Evaluation Team and things related to evaluation (transportation from the closest public transportation station to the educational institution, accommodation, meeting room or utensil of which the Evaluation Team use) in consultation with the Chair of the Evaluation Team if necessary.
- (4) The Chair of the Evaluation Team encourages Team Members to fully read Self-review Report and to prepare document sheets “Unconfirmed items and requests for documents to be evaluated at On-site Evaluation” from the Program Review Report (prior to the On-site Evaluation) based on the confirmation of reception of Self-review Report from the Program Operating Organization and request Team Members to submit their reports 8 weeks prior to the On-site Evaluation.
- (5) The Chair of the Evaluation Team consolidates the document sheets “Unconfirmed items and requests for documents to be evaluated at On-site Evaluation” submitted by the Evaluation Team Members. The Chair of the Evaluation Team lists up the items which have not been confirmed to meet Accreditation Criteria, the items requested for support documents and the candidates for the interview at On-site Evaluation and sends them to the Program Operating Organization within 8 weeks prior to the On-site Evaluation. The Chair of the Evaluation Team also makes

request to the Program Operating Organization to describe in the response sheet from the Program Review Report the progress of arrangement of documents and candidates for the interview and asks to send it back within 4 weeks prior to the On-site Evaluation. Additionally, requests the Program Operating Organization to send support documents within 3 weeks prior to the On-site Evaluation. The Chair of the Evaluation Team determines whether it is possible to shorten the duration of On-site Evaluation to 2 days and 1 night at this moment, fixes the dates in consultation with the Program Operating Organization and informs the Evaluation Team Members. The Chair of the Evaluation Team shall notify the final dates of On-site Evaluation to the Evaluation Team Dispatching Organization.

- (6) The Chair of the Evaluation Team examines the contents of the response sheet from Program Review Report and writes down his opinions and sends the document which should be confirmed at On-site Evaluation, draft contents of which should be implemented to interviewees and On-site Evaluation Plan Document of Program Review Report (Prior to the On-site Evaluation) which should include a prospect time schedule for each items at On-site Evaluation and requests Team Members to provide feedback within 3 weeks prior to the On-site Evaluation.
- (7) The Chair of the Evaluation Team completes On-site Evaluation Plan Document of Program Review Report (prior to the On-site Evaluation) by taking consideration of comments from each Evaluation Team Member and of support documents sent from the Program Operating Organization. The Chair of the Evaluation Team determines whether it is possible to shorten the duration of On-site Evaluation to 2 days and 1 night at this moment, fixes the dates in consultation with the Program Operating Organization and informs the Evaluation Team Members. The Chair of the Evaluation Team shall notify the final dates of On-site Evaluation to the Evaluation Team Dispatching Organization within 2 weeks prior to the On-site Evaluation.
- (8) The Chair of the Evaluation Team prepares the time schedule of On-site Evaluation based on the On-site Evaluation Plan Document of Program Review Report within 2 weeks prior to the On-site Evaluation and send it to the Program Operating Organization and the Evaluation Team Members and ask confirmation and comments. The Chair of the Evaluation Team shall modify if there are comments.
- (9) The Chair of the Evaluation Team prepares in advance a draft of the Program Review Report (Exit Meeting at On-site Evaluation) and Executive Summary based on understanding of Self-review Report, Program Review Report (prior to the On-site Evaluation) and support documents sent from the Program Operating

Organization preliminarily. All of these information shall be shared with the Evaluation Team Members.

- (10) The Chair of the Evaluation Team makes final confirmation of the time schedule for On-site Evaluation within 1 week prior to the On-site Evaluation with the Program Operating Organization and the Evaluation Team Members. Additionally, confirm the way to contact among Evaluation Team Members in case of emergency.

4.2.2 During On-site Evaluation

The contents and the time schedule of On-site Evaluation cannot be defined uniformly as they are determined based on the contents of items which could not be confirmed prior to the On-site Evaluation. The following are the standard tasks. Additionally, Observers shall behave in accordance with “Action guideline for the Observer” as defined separately.

(1) Meetings of the Evaluation Team

The Chair of the Evaluation Team holds several meetings during On-site Evaluation period to consolidate and share the information on evaluation results among Evaluation Team Members. The first meeting shall be held as soon as the Evaluation Team has assembled on site and confirm the contents and the time schedule of On-site Evaluation based on the evaluation on Self-review Report and support documents and consolidate and share the information and understanding on problems of the program. Meetings shall be continuously held depend on necessity to consolidate and analyze the findings during the evaluation while to consolidate problems remaining unsolved and determine the contents and the time schedule of the evaluation. Additionally, a meeting shall be held at the end of On-site Evaluation to prepare the final version of the program review report (Exit Meeting at On-site Evaluation) and the executive summary based on the consolidation and analysis of findings from whole evaluation.

(2) First meeting among Program related parties and the Evaluation Team

The first meeting shall be held among Person in Charge of JABEE Matter, Person in Charge of the Program, Program Related Parties and the Evaluation Team immediately after the visit of the Evaluation Team to the Educational Institution. This meeting is to introduce each other and to confirm the contents and the time schedule of On-site Evaluation.

(3) Meeting with Person in Charge of the Program

The Evaluation Team shall appropriately meet Person in Charge of the Program to

clarify uncertain points of degree of accordance to Accreditation Criteria and to request for reply. The Evaluation Team is allowed to request for evidential documents to backup answers as affirmed by the program if necessary. Person in Charge of the Program may be accompanied by Program related staff.

(4) Interview with Program Related Parties and Students

The Evaluation Team confirms the actual implementation of the program and the circumstance of the items as required by the Accreditation Criteria to be made well-known to the faculty and students and understand general problems of the program if any by implementing interview with faculty from different hierarchy related to the program.

(5) Inspection on Evidential Documents at On-site Evaluation

The Evaluation Team confirms degree of accordance to the items related to Accreditation Criteria by inspection of evidential documents. Specifically, documents relating to the learning outcomes shall be confirmed carefully including benchmark of which has already been achieved by taking consideration on relation of each items of the learning outcomes to be achieved.

(6) Visit Facilities and Equipment

The Evaluation Team confirms degree of accordance to the items related to Accreditation Criteria by visiting facilities and equipment of which are associated with the program.

(7) Exit Meeting at On-site Evaluation

The following things shall be implemented at Exit Meeting of On-site Evaluation by the Evaluation Team and related parties from the Program Operating Organization in a closed session. However, Person in Charge of JABEE Matter and Person in Charge of the Program from the Program Operating Organization own right to select attendees other than the Evaluation Team. Additionally, the Program Operating Organization is allowed to take memos and to raise limited number of questions during interview.

The Chair of the Evaluation Team hands in Program Review Report to the Program Operating Organization (Exit Meeting at On-site Evaluation). The Chair of the Evaluation Team continues by reading out documented executive summary and main parts of the Program Review Report (Exit Meeting at On-site Evaluation), gives essence of the executive summary in particular the strength of the program at first and comprehensively point out problems of the program according to Accreditation Criteria. Additionally, the contents which will be read out from the Program Review Report (Exit Meeting at On-site Evaluation) should include basis

and remarks of all the evaluation items judged as “Weakness” or “Deficiency”. Note that refrain from giving unofficial comments other than things written in executive summary such as comments. Executive summary shall not be given.

The Chair of the Evaluation Team explains that the contents of executive summary is the observation of the Evaluation Team at the moment and is not the final determination of the Accreditation or Non-accreditation to the Program Operating Organization. Note that the Program Operating Organization is allowed to appeal for contents of Program Review Report to the Chair of the Evaluation Team in writing (Report for Additional Explanation) if the program Operating Organization considers there are factual errors. Also explain that the Program Operating Organization shall submit Report for Additional Explanation to the Chair of the Evaluation Team and the Evaluation Team Members by the deadline as prescribed in Appendix if the case applies.

5. Documentation of Evaluation Report and Responsibility of each Organization on Evaluation and Accreditation

5.1 Documentation of Evaluation Report

5.1.1 Documentation of First Evaluation Report

(1) The Program Operating Organization (On-site Evaluation Only)

Appeal for factual error by Report for Additional Explanation (ref. 3.5.1(6))

(2) The Chair of the Evaluation Team

(a) Notification of acceptance of Report for Additional Report to the Program Operating Organization (ref. 3.5.1(6))

(b) Documentation of First Evaluation Report and submission of its report to the Program Operating Organization, the Evaluation Committee by Field and JABEE through the Evaluation Team Dispatching Organization (ref. 3.5.1(7), 3.5.2(4))

(3) The Evaluation Team Members

Cooperation on Documentation of First Evaluation Report (ref. 3.5.1(7), 3.5.2(4))

(4) The Evaluation Team Dispatching Organization

(a) Notification of acceptance of Report for Additional Explanation to the Program Operating Organization (ref. 3.5.1(6))

(b) Acceptance of First Evaluation Report by the Chair of the Evaluation Team and forwarding its report to the Program Operating Organization, the Evaluation Committee by Field and JABEE (ref. 3.5.1(7), 3.5.2 (4))

5.1.2 Documentation of Second Evaluation Report

- (1) Program Operating Organization
 - (a) Motion to the contents of First Evaluation Report by Written Opposition (ref. 3.5.1 (8), 3.5.2(5))
 - (b) Contents of the measures taken for the items pointed out by the First Evaluation Report and improvement result by the Improvement Report (ref. 3.5.1(8), 3.5.2(5))
- (2) Chair of the Evaluation Team
 - (a) Notification of the acceptance of Written Opposition or Improvement Report to the Program Operating Organization (ref. 3.5.1(9), 3.5.2(5))
 - (b) Documentation of Second Evaluation Report and submission of its report to the Evaluation Committee by Field and JABEE through the Evaluation Team Dispatching Organization (ref. 3.5.1(9), 3.5.2 (6))
- (3) Evaluation Team Members
 - Cooperation on documentation of Second Evaluation Report (ref. 3.5.1(9), 3.5.2(6))
- (4) Evaluation Team Dispatching Organization
 - (a) Confirmation of Submission of Written Opposition or Improvement Letter from the Program Operating Organization if any (ref. 3.5.1 (9)), and notification of acceptance of Written Opposition or Improvement Letter to the Program Operating Organization (ref. 3.5.1(8), 3.5.2(5))
 - (b) Acceptance of Second Evaluation Report from the Chair of the Evaluation Team and forwarding its Report to the Evaluation Team by Field and JABEE (ref. 3.5.1(9), 3.5.2(6))

5.1.3 Documentation of Evaluation Report by Field

- (1) Evaluation Committee by Field
 - Documentation of Evaluation Report by Field and list of Evaluation Result by Field and its submission to JABEE (ref. 3.6.1)
- (2) Chair of the Evaluation Team
 - Statement of comment by the Evaluation Committee by Field (ref. 3.6.1)

5.1.4 Final Evaluation Report and Documentation of Draft on Accreditation and non-accreditation

- (1) Evaluation & Accreditation Coordination Committee
 - (a) Documentation of Final Evaluation Report and draft of Accreditation and Non-accreditation and its submission to the Accreditation Commission (ref. 3.6.2)
 - (b) Determination of necessity for Show Cause Evaluation and Confirmation of intention of the Program Operating Organization (ref. 3.6.2)

(2) Chair of the Evaluation Committee by Field

Statement of comment by the Evaluation & Accreditation Coordination Committee
(ref.3.6.2)

5.1.5 Decision and Approval on Accreditation and Non-Accreditation

(1) Accreditation Commission

Accreditation and Non-accreditation and determination of Term of Validity if accredited and submission of Evaluation result of Accreditation and Non-accreditation to the Board of Directors (ref. 3.6.3)

(2) Board of Directors

Approval of Evaluation result of Accreditation and Non-accreditation

5.2 Responsibility of Each Stakeholder on Evaluation and Accreditation

(1) JABEE

(a) Acceptance of Application for Accreditation (ref. 3.2.1)

(b) Determination of approval or denial of acceptance on application for accreditation by the Evaluation & Accreditation Coordination Committee and notification of its result to the Program Operating Organization

(c) Determination of the Field of Accreditation, evaluation methods and the Evaluation Team Dispatching Organization by the Evaluation & Accreditation Coordination Committee (ref. 3.2.2)

(d) Appointment of the Evaluation Team (ref. 3.3)

(e) Notification of the Field of Accreditation, the Evaluation Team Dispatching Organization and Formation of the Evaluation Team (name of members and their brief resume) to the Program Operating Organization and submission of Documents for Evaluation (ref. 3.3)

(f) Confirmation of the fact and coordination of the appealed items if such motions are made on the Evaluation Team Dispatching Organization or the Evaluation Team (ref. 3.3)

(g) Documentation of Final Evaluation Report and draft of Accreditation and Non-accreditation by the Evaluation & Accreditation Coordination Committee (ref. 3.6.2, 5.1.4(1))

(h) Accreditation and Non-accreditation by Accreditation Commission and determination of Term of Validity if accredited (ref. 3.6.3, 5.1.5(1))

(i) Approval of Evaluation result of Accreditation and Non-accreditation by the Board of Directors and its legal authority (ref. 2.2, 3.6.3, 5.1.5(2))

- (j) Notification of the Accreditation and Non-accreditation by Report of Evaluation and Accreditation Result (ref. 3.6.4)
 - (k) Decision by the Appeal Committee if appeal is made by the Program Operating Organization (ref. 3.7)
- (2) Evaluation Team Dispatching Organization
- (a) Contract of evaluation (ref. 2.2, 2.3)
 - (b) Selection of the Evaluation Team (ref. 3.3)
 - (c) Acceptance of Self-review Report and Forwarding them to the Evaluation Team (ref. 3.5.1(2), 3.5.2(2))
 - (d) Notification of the prescribed date of submission of document evaluation determined by the Evaluation Committee by Field to the Evaluation Team and the Program Operating Organization (Document Evaluation Only, ref. 3.5.2(4))
 - (e) Notification of acceptance of Report for Additional Explanation (On-site Evaluation Only, ref. 3.5.1(6), 5.1.1(4)(a))
 - (f) Forwarding First Evaluation Report (ref. 3.5.1(7), 3.5.2(4), 5.1.1(4)(b))
 - (g) Confirmation of submission or not submitting Written Opposition or Improvement Report and notification of its acceptance (ref. 3.5.1(8), 3.5.1(2), 3.5.2(5), 5.1.2(4)(b))
 - (h) Forwarding Second Evaluation Report (ref. 3.5.1(9), 3.5.2(9), 5.1.2(4)(b))
 - (i) Notification of Accreditation and Non-accreditation and evaluation result to the Chair of the Evaluation Team and members of the evaluation team (ref. 3.6.4)
- (3) Program Operating Organization
- (a) Determination of Person in Charge of JABEE Matter and Person in Charge of the Program and application for Accreditation (ref. 3.2.1)
 - (b) Claim for coordination regarding the Evaluation Team Dispatching Organization or the Evaluation Team (ref. 3.3)
 - (c) Documentation and submission of the Self-review Report by due date (ref. 3.4.2, 3.5.1(2), 3.5.2(2))
 - (d) Preparation of On-site Evaluation (ref. 3.2.1, 3.5.1(4), 4.2.1(3))
 - (e) Handling During On-site Evaluation (ref. 4.2.2)
 - (f) Documentation and Submission of Report for Additional Explanation if necessity (On-site Evaluation Only, ref. 3.5.1(6), 5.1.1(1))
 - (g) Documentation and submission of Written Opposition or Improvement Report if necessity (ref. 3.5.1 (8), 3.5.2(5), 5.1.2(1))
 - (h) Appeal against result of Accreditation if necessary (ref. 3.7)

Appendix: Time Schedule of Handling of Evaluation Matters

1. Case of On-site Evaluation

Item No. to Refer	Who take care of the matter	Item	The time schedule (Due Date)
3.5.1 (2)	Program Operating Organization	Submission of Self-review Report	Until the date as prescribed by JABEE in each academic year
3.5.1 (5)	Program Operating Organization / Evaluation Team	On-site Evaluation	Implemented sometime between September and second Tuesday of November.
3.5.1 (6) 4.2.2 (7)	Program Operating Organization	Submission of Report for Additional Explanation	Within one week after the final day of On-site Evaluation
3.5.1 (7)	Evaluation Team	Submission of First Evaluation Report	Within two weeks after the final day of On-site Evaluation
3.5.1 (8)	Program Operating Organization	Submission of Written Opposition or Improvement Report	Immediately contact to the Chair of the Evaluation Team and the Evaluation Team Dispatching Organization if decided to submit one of these document. Namely within four weeks after receiving First Evaluation Report.
3.5.1 (9)	Evaluation Team	Submission of Second Evaluation Report	Within six weeks after the final day of On-site Evaluation except date is otherwise designated by the Evaluation Committee by Field.

2. Case of Document Evaluation

Item No. to Refer	Who take care of the matter	Item	The time schedule (Due Date)
3.5.2 (2)	Program Operating Organization	Submission of Self-review Report	Until the date as prescribed by JABEE in each academic year

3.5.2 (4)	Evaluation Team	Submission of First Evaluation Report	“Due date of Submission of Document Evaluation” as prescribed by the Evaluation Committee by Field
3.5.2 (5)	Program Operating Organization	Submission of Written Opposition or Improvement Report	Immediately contact to the Chair of the Evaluation Team and the Evaluation Team Dispatching Organization if decided to submit one of these document. Namely within two weeks after receiving First Evaluation Report.
3.5.2 (6)	Evaluation Team	Submission of Second Evaluation Report	Within four weeks after submitting First Evaluation Report except date is otherwise designated by the Evaluation Committee by Field.

Addendum: Explanation of Terminology

Observers

Observers are not allowed to judge or evaluate by their own will. They, however, are allowed to express opinions in the Evaluation Team at the request of the Chair of the Evaluation Team. Observers shall be divided into two categories: candidates who will become evaluators, and participants who join to learn actual evaluation (from overseas accreditation organizations or from governmental organizations). Observers in the former category shall meet requirements as indicated in “qualification of observers (candidates to become evaluators)” of “standard for formation of the evaluation team”. Also they are expected to gain the same experience as evaluators. Requests from observers of the latter category may be accepted unless they will give extra burden to the evaluation. The decision of acceptance shall be made by the Chair of the Evaluation Team. There may be cases where Chair shall consult the Program Operating Organization.

Engineering Societies

It indicates JABEE's Full Member Engineering Societies or collaborative engineering societies.

Educational Institutions

It indicates higher educational institutions. The scope of accreditation of Program shall be one of the categories of accreditation as indicated in 2.1.1.

Faculty and Other Staff

Faculty indicates full-time professors, associate professors, lecturers, assistant professors and may be including part-time lecturers depending on the degree of involvement with the program. Other staff includes other than faculty who directs and instructs students learning practically such as technical staff, teaching assistants or person who practically direct and instruct students from other institution in charge of providing external education such as, internship.

Evaluation on Educational Contribution of the Faculty (Evaluation on Educational Contribution)

Evaluation on Educational Contribution of the Faculty indicates evaluation on faculty's educational activities to promote faculty's willingness toward educational activities and to broadly facilitate better education. It intends to duly evaluate on faculty's educational

activities as performance at the same time, broadly disclose faculty's innovation and effort made as a basis of evaluated activities to the other faculty through promoting FD (Faculty Development †) activities.

Publicizing/ Publication

Publicizing and Publication mean making information open by printed materials or uploaded contents on the Homepage. Publicizing here means making information available to the public without any restrictions or conditions whatsoever in terms of scope or range of information.

Documents for Evidence (Evidential Documents)

Evidential Documents are backing up documents explaining that the program meets Accreditation Criteria. In principle, the Program Operating Organization shall prepare them based on the determination of necessity. Evidential Documents include Self-review Report (Attachments). Also investigation and verification at the On-site Evaluation shall primary be implemented for the items which are not possible to confirm or difficult to indicate by the Self-review Report.

Person in Charge of JABEE Matter

Person who is responsible for Application for Accreditation as defined by the Program Operating Organization. Usually, president, head of the faculty or of graduate school or person in charge of curriculum in the faculty or in the graduate school is assigned for this position. Person in Charge of JABEE Matter and Person in Charge of the Program shall be the primary points of contact and make efforts on smooth implementation of the evaluation including preparation of necessary documents and contact for related parties.

Substantial Graduates

Substantial Graduates indicates students who graduated with education as substantially equivalent to the program applying for accreditation. 70% to 80% of knowledge and abilities required for completion of the program applying for accreditation is its indicator of completion of Substantial Graduates.

Benchmark required by Society

Benchmark required by society indicates benchmark which ensures international substantial equivalency of education that is appropriate to the level of education expected to the professionals depending on Category of Accreditation. The benchmark differs by

field and varies by the time therefore it is difficult to appropriately describe in detail. It is desirable to have sufficient opportunities for exchanging opinions between educational institution and the evaluation team until they reach consensus by the end of On-site Evaluation. It is expected that the assurance of educational quality to be actualized by the common benchmark concluded as a result of narrowing down benchmark range which both educational institution and the evaluation team have in mind through the process of evaluation and accreditation. In case the benchmark advocated by each party differs, determination and coordination shall be made at the Evaluation Committee by Field and the Evaluation & Accreditation Coordination Committee at each stage depending on circumstance after On-site Evaluation, and final decision shall be made by the Accreditation Commission.

Make Well-known

Make well-known means that the Program broadly makes the people involves well known about publicized and disclosed information.

Document Evaluation

Evaluation which is implemented by evaluation of Self-review Report without On-site Evaluation. It could be implemented at the time of Interim Evaluation.

Due Date of Submission of Document Evaluation

Due date of submission of first evaluation report if the evaluation is Document Evaluation. The due date shall be fixed by the Evaluation Committee by Fields.

Evaluation

Types of Evaluations are as follows.

(1) New Evaluation:

Evaluation for the program which is not accredited at the time of application is called as "New Evaluation".

(2) Interim Evaluation:

Evaluation to continue accreditation status within the academic year after the final year of validity for the program with shortened term of validity (normally three-year) is called as "Interim Evaluation". Interim evaluation is implemented by either On-site Evaluation or Document Evaluation. JABEE shall notify the term of validity, items to be evaluated and methods of Interim Evaluation (On-site or Document Evaluation) at the time of notifying to the Program Operating Organization the result of accreditation

(accreditation with shortened term of validity) or non-accreditation decided at the previous evaluation.

(3) Continuous Evaluation:

Evaluation to continue accreditation status within the academic year after the final year of validity (sixth year) for the program accredited with total of six-year term of validity is called as “Continuous Evaluation”.

(4) Evaluation by Changes:

Evaluation of the currently accredited Program (regardless of the term of validity) which has changed the structure of the program or items related to the Accreditation Criteria and which, JABEE considers, that to continue the current accreditation status until next Continuous Evaluation may affect substantial equivalency of the program before and after the change is called as “Evaluation by Changes”.

(5) Show Cause Evaluation:

Evaluation of the program which has been determined to have “Deficiency” to the Accreditation Criteria by either Continuous Evaluation or Evaluation by Changes, and necessity of having another evaluation has been approved by the Evaluation & Accreditation Coordination Committee and also if the program prefers to be evaluated year after the implementation of Continuous Evaluation or Evaluation by Changes is called as “Show Cause Evaluation”.

Description of Evaluation Result (Degree of Accordance to the Accreditation Criteria)

Description of Result of judgment for “Degree of Accordance” of the program to the Accreditation Criteria. Meaning of described terminology is as follows:

- (1) Accept (A): (Mentioned by abbreviation “A”): Review Item or Large Category of Review meets Accreditation Criteria.
- (2) Concern (C): (Mentioned by abbreviation “C”): Review Item or Large Category of Review meets Accreditation Criteria at this point however Improvement is expected. Therefore, some kind of improvement for Review Item is expected to continue complete accordance of Accreditation Criteria.
- (3) Weakness (W): (Mentioned by abbreviation “W”): Review Item or Large Category of Review almost meets Accreditation Criteria at this point however its degree of accordance is weak and improvement is required. Therefore, some kind of measure to reinforce degree of accordance of Review Item to Accreditation Criteria is required.
- (4) Deficiency (D): (Mentioned by abbreviation “D”): Review Item or Large Category of Review does not meet Accreditation Criteria.

Evaluation Items

Items to be evaluated among the Review Items based on the Accreditation Criteria. Depending on the type of evaluations, there are cases where all the Review Items are Evaluation Items and cases where only specific Review Items are Evaluation items.

Evaluation Document

Types of evaluation documents are as follows:

(1) Self-review Report:

Self-review Report is an important document which is documented by the educational institution to explain to the Evaluation Team that the Program meets all the Accreditation Criteria. The Program is required to describe in understandable way based on the analysis of evidential document.

(2) Support Document:

Minimal additional documents which the Chair of the Evaluation Team requests on behalf of all the Evaluation Team Members to the Program Operating Organization to clarify the questions on the Self-review Report raised during the evaluation.

(3) Report for Additional Explanation:

Report with which the Program Operating Organization explains factual errors described in the Program Review Report (Exit Meeting at On-site Evaluation) to the Chair of the Evaluation Team if the Evaluation is On-site Evaluation.

(4) Written Opposition:

Document which the Program Operation Organization submits to the Chair of the Evaluation Team if the Program Operation Organization has objection against the contents of First Evaluation Report.

(5) Improvement Report:

Document which the Program Operation Organization submits to the Chair of the Evaluation Team to explain that the Program Operation Organization has immediately taken measures for the improvements which were pointed out in the First Evaluation Report

(6) Program Review Report (Prior to the On-site Evaluation/ Exit Meeting at On-site Evaluation):

The Program Review Report (Prior to the On-site Evaluation) is a report which is used and prepared by all the Evaluation Team Members to write evaluation result of Self-review Report according to evaluation items. The Program Review Report (Prior to the On-site Evaluation) is an important document, which the Chair of the Evaluation Team consolidates all the questions raised through preparing the Program Review

Report to raise questions and requests for support additional documents prior to the On-site Evaluation if necessary and to decide specific contents of the On-site Evaluation and the time schedule. The Chair of the Evaluation Team submits the Program Review Report (Prior to the On-site Evaluation) to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization.

The Program Review Report (Exit Meeting at On-site Evaluation) is a report which is used to write evaluation result of the evaluation items at the end of On-site Evaluation, which the Chair of the Evaluation Team prepares in case of On-site Evaluation. The Chair of the Evaluation Team hands in copy of this report to the Program Operating Organization at Exit Meeting at On-site Evaluation. The Program Operating Organization is allowed to claim by Report for Additional Explanation if the Program Operating Organization considers that the contents includes factual errors.

(7) Evaluation Report (First, Second, by Fields and Final):

The Evaluation Report is a document which includes result of review for each evaluation item, result of judgment made by each Large Category of Review and items pointed out for its each Large Category of Review prepared after the evaluation. The On-site Evaluation (for some Interim Evaluation, evaluation shall be implemented only by Self-review Report) based on the Self-review Report.

The First Evaluation Report is a document which is prepared by the Chair of the Evaluation Team and is submitted to the Program Operating Organization, the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization. The related parties shall take note that there will not be any opportunity to send any documents to the Program Operating Organization during the period of evaluation and accreditation process until the Report on Evaluation and the Accreditation Result on the decision of Accreditation and Non-accreditation. The Program Operating Organization is allowed to submit Written Opposition if they consider that there are factual errors in the First Evaluation Report and also allowed to submit an Improvement Report to the Chair of the Evaluation Team within prescribed period if measures for improvement have been immediately taken after the items have been pointed out in the First evaluation Report.

The Second Evaluation Report is a report which is prepared by the Chair of the Evaluation Team after the confirmation with Improvement Report or Written Opposition to the First Evaluation Report and is submitted to the Evaluation Committee by Field and JABEE via the Evaluation Team Dispatching Organization.

The Evaluation Report by Field is a report which is prepared by the Chair of the

Evaluation Committee by Field and submitted to JABEE based on the examination and coordination made by the Evaluation Committee by Field.

The Final Evaluation Report is a report which is prepared by the Chair of the Evaluation & Accreditation Coordination Committee and submitted to Accreditation Commission based on the discussion and coordination made by the Evaluation & Accreditation Coordination Committee.

(8) Report on Evaluation and Accreditation Result

The Report on Evaluation and Accreditation Result is a report prepared by the Evaluation & Accreditation Coordination Committee which includes result of Accreditation and Non-accreditation, evaluation result and term of validity if the result is accredited and if necessary, evaluation items for the next evaluation. After the approval of Board of Directors based on the evaluation result of Accreditation and Non-accreditation made by the Accreditation Commission, JABEE sends the Report on Evaluation and Accreditation Result to the Program Operating Organization, the Evaluation Committee by Field and the Evaluation Team Dispatching Organization.

Evaluation Team Dispatching Organization

The Evaluation Team Dispatching Organizations are major engineering societies which dispatch Evaluation Teams. JABEE entrusts evaluations of the programs to the engineering society or collaborative engineering societies, which are JABEE Full Member Societies. The Evaluation Team investigates the Self-review Report submitted by the Program Operating Organization, and verify its evidence at On-site Evaluation and determines whether the program meet all Accreditation Criteria or not.

Methods of Evaluation

Evaluation is implemented by evaluation on Self-review report and On-site Evaluation on the evaluation items in principle. However, evaluation could be implemented by evaluation on Self-review report only for the Interim Evaluation (Document Evaluation).

On-site Evaluation

Evaluation is implemented by evaluation on Self-review report and On-site Evaluation. Evaluation shall be implemented by this method in principle.

Design/ Design Ability

Design here indicates Engineering Design. It is not limited to drawing a plan, but refers to “the synthesis of various academic disciplines and technologies to pursue practicable solutions to a problem that does not necessarily have one correct answer”, and ability required for that is “design ability”. Design education is the most important characteristic of engineering education, and its subjects may be either hardware or software (including systems).

Engineering design ability in practice includes: conceptualize ideas; identify and formulate problems; comprehensively apply various disciplines and technologies; create ideas; identify issues from the viewpoints of public health and safety, culture, economics, environment, ethics etc. and find solutions to the problem under these constraints; verify the results; demonstrate the ideas in drawings, sentences, equations, programs etc.; communicate with others; collaborate with others (team work); and continuously plan and implement as planned, and it is expected to perform all of those in a holistic manner; however, such ability for design encompasses such as a wide range of content and levels. So the education on Engineering Design is to foster an ability to solve problem by comprehensively performing various abilities (comprehensive ability) required for outcomes of engineering education as fundamental. The program shall consider to foster comprehensive ability if education on engineering design is implemented in various courses and also to implements appropriate engineering design education to all the students if the education on engineering design is implemented in graduation thesis or masters studies.

Review Item

Minimum unit to determine the degree of accordance to accreditation Criteria.

Large Category of Review

Item to implement holistic judgment of several items of review which is organized based on the Accreditation Criteria. Holistic judgment shall be implemented as one Large Category of Review by each Criterion for Review Item of Criterion 1 to 4. The Program shall be judged as not in accordance with the Accreditation Criteria if any of four Large Category of Review includes “Deficiency”.

Accreditation Criteria

They are criteria defined to accredit professional education programs provided by the higher education institutions. Accreditation Criteria consist of Criterion 1 to 4 of Common Criteria and Category-dependent Criteria. A Program which wishes to be accredited needs

to provide evidential documents and explain that the program meets all the Criteria. Note that Professionals here indicates individuals who commit to specialized professions in engineering, computing and architecture including research development.

Term of Validity of Accreditation

The term of validity of accreditation shall be, in principle, six years. The valid program title is publicized by JABEE. Students, who have completed the program during the valid term, shall be the graduates of the program. However, if JABEE determines it is hard for the program to maintain the validity of program for six years due to weak accordance with Accreditation Criteria, the term of validity shall be shortened. The reasons of shortened term of validity are the instability of achievement of the learning outcomes, the uncertainty of financial circumstances or of Program Operation Organization, the necessity of reinforcement and improvement of faculty and facilities, the start of new curriculum or the progress of change in program and the excessive dependence to specific faculty. Shortened term of validity is to urge program improvement.

Faculty Development (FD)

Collective term of institutional measures to encourage improvement of lecture contents and methods of the faculty. Often, it is simply called as FD. FD covers a wide range of activities such as observing lectures each other, having conferences regarding teaching methods and holding seminars for the new faculty.

Program Operating Organization

A unit in the educational institution which mainly operates the Program. Usually a department (or major) is the Program operating organization if the program is consisted of one department (or one major).

Person In Charge of the Program

The Person in Charge of the Program is a person who has been assigned by the Program Operating Organization as a responsible staff for the Program which has applied for accreditation. The Person in Charge of JABEE Matter and the Person in Charge of the Program shall be the primary points of contact and make efforts on smooth implementation of the evaluation including preparation of necessary documents and contact for related parties.