

JABEE Code of Ethics for Evaluation Team Members

This document defines the code of ethics for members of an evaluation team that is formed following the “JABEE Standard for Formation of Evaluation Team” from “Form of the Evaluation Team and appeal for a coordination” as explained in the “Rules & Procedures for Evaluation and Accreditation”. An evaluation team consists of a chair, evaluators possibly including a vice-chair appointed by the chair, and observers. An Evaluation Team Members shall comply the following items.

1. Exclusion of Conflict of Interest for Evaluation Team Members

A person who has been requested to be an evaluation team member should immediately notify any conflict of interests or such possibilities to the JABEE or the Evaluation Team Dispatching Organization. Notification is mandatory in the following cases:

- 1) A person who has conflict of interest to a program (e.g. a current faculty member, a former faculty member, a professor emeritus, or a part-time staff who is in charge of a course in the program, or a graduate of the program) shall not be an evaluation team member for the program,
- 2) The current president, or the chair or a member of the board, of a university or a national college shall not be an evaluation team member for any program,
- 3) The current president, or the chair or a member of the board, of a college of technology shall not be an evaluation team member for any program,
- 4) A current faculty member of a college of technology, unless 3) applies, shall not be a chair or a vice-chair of an evaluation team for a program offered by any college of technology.
- 5) A person in charge of JABEE matter or a person in charge of the program under evaluation shall not be a chair of any evaluation team of applicable academic year.

2. Confidentiality Obligation on Evaluation Team Members

An evaluation team member shall not disclose or discreet evaluation-related information and documents other than the members of the same evaluation team, the members of evaluation-related standing committees in JABEE or in the Engineering Societies, and the members of the other evaluation teams evaluate other programs within the same Higher Education Institution in the same academic year (hereinafter, referred to as the evaluation-related parties).

3. Prohibition of Unintended Use of Documents or Information by the Evaluation-related Party

Self-review Report and the evaluation-related Documents (hereby, the confidential documents) or information thereof shall be only used for the purpose of evaluation by the evaluation-related parties. Documents provided by the Higher Education Institution for the evaluation shall not be browsed, circulated or copied to anyone beside evaluation-related parties without permission of the Higher Education Institution. The confidential documents include the Self-review Report, the Evaluation Report, and documents prescribed by JABEE or Engineering Societies. The evaluation team members shall contact with JABEE or Engineering Societies to confirm whether a document is classified as confidential or not. The confidential documents shall be archived by JABEE and standing committees for evaluation set by applicable Engineering Societies for the period as prescribed separately.

4. Discussion and Judgment to be avoided by the Evaluation Team Members

An evaluation team member shall leave discussion or judgment during evaluation if there are issues relating to individuals of the team or to the interests of the organization with which the individual has conflict of.

5. Fair Evaluation and Judgment Expected to Evaluation Team Members

The evaluation team members shall implement fair evaluation and judgment from the stand point of peer review which seeks quality improvement of education in cooperation with the Higher Education Institutions.

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