

**JABEE Rules & Procedures  
for Evaluation and Accreditation**  
Applicable in the year 2025 and later  
(Accreditation Criteria for year 2019 and later)

Only the Japanese version of “JABEE Rules & Procedures for Evaluation and Accreditation  
applicable in the year 2025 and later” is official.  
English translation is for informational purpose.

This version, released as of 28 May 2025, is for TENTATIVE-USE only.

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Machine Translation

# JABEE Rules & Procedures for Evaluation and Accreditation

## Applicable in the year 2025 and later

### 1. Preamble

The “Rules & Procedures for Evaluation and Accreditation” is a document, which indicates rules and procedures for evaluation and accreditation of the programs delivering professional education programs, established based on JABEE Criteria for Accreditation of Professional Education Programs (hereinafter referred to as “Accreditation Criteria”) 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” (within parenthesis, hereinafter referred to as “Program”). The Organization (hereinafter referred to as “Program Operating Organization”) which primary operates the program affiliated with an Education Institution (hereinafter referred to as “Higher Educational Institution”) shall refer to this document in preparing its program for accreditation and be in accordance with the responsibilities of the program operating organization as described in this document.

JABEE shall separately define items not specified in this document regarding Rules & Procedures for Evaluation and Accreditation.

### 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 degree 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 which meet requirements as followed:

#### (1) Professional Education Programs at Bachelor Level

Scope of Accreditation is the degree program which implements fundamental professional education at bachelor level, grants bachelor’s degree for the graduates of the program and apply to one of the following curriculums. Neither allocation of faculty/college nor categories of bachelor’s degree which will be granted to the graduates are questioned,

- (a) The curriculum consisting of four academic years, approving graduation with 124 credit hours and granting bachelor’s degree to the students for graduation 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 academic years, approving graduation with 124

credit hours or more as equivalent as universities and granting bachelor degree to the students for graduation 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 Dec. 2024, scope of academies, institutions and colleges are as follows:

([http://www.niad.ac.jp/n\\_gakui/ninteisetsu/index.html](http://www.niad.ac.jp/n_gakui/ninteisetsu/index.html))

National Defense Academy, National Defense Medical College, National Fisheries University, Japan

Coast Guard Academy, Meteorological College, Polytechnic University, and National College of Nursing.

- (c) The curriculum consisting of in total four academic years of two-year education in Junior College or National Institute of Technology substantially equivalent to first and second year of university and two-year education of advanced course established in the National Institute 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 for graduation of the program in the Junior College or National Institute of Technology which are defined in Article 1 other of the School Education Act in Japan,
- (d) The curriculum which is in accordance with either (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's degree, grants master's degree to the graduates of the program and apply to the one of the following curriculums. Neither allocation of Major nor categories of master's degree which will be granted to the graduates are questioned:

- (a) The curriculum consisting of either the first half of doctor degree or equivalent two-year academic curriculum (hereinafter referred to as "master's program") as defined in Article 97 other of the School Education Act in Japan and granting master's degree to the students for graduation of the program,
- (b) The curriculum consisting of Master Course, the first half of doctor degree or equivalent two academic years and 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)

of the degree regulation in Japan to the students for graduation of the program,  
(c) The curriculum which is in accordance with (a) or (b) and approved by JABEE.

### (3) Professional Education Consecutive Programs at Bachelor and Master Level

Scope of Accreditation shall be the program which implements from fundamental to advanced professional education at the level of bachelor's and master's degree, grants bachelor's and master's degree to the graduates of the program and apply to the one of the following curriculums. Neither campus organization in which the program is established nor categories of master's degree which will be granted to the graduates are questioned:

- (a) The curriculum which consists of 1(a) and 2(a)
- (b) The curriculum which is as substantially equivalent to (a) as mentioned above and approved by JABEE

#### 2.1.2 Program Requirement

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 published Japanese official name of the program which is published and clearly differentiated from the other programs within the same educational institution.
- (2) The Program Operating Organization shall manage roster of students and graduates of the program and clearly differentiates from the other students.

#### 2.1.3 Field of Accreditation of the Program

The program shall specify at least one field preferred to be accredited from the fields of accreditation as listed in Chapter 6 of "Fundamental Framework for Accreditation of Professional Education Programs". However, evaluation and accreditation shall take place by taking into consideration on items to be considered by all the fields as specified by the program, if multiple fields are listed.

#### 2.2 Methods of Accreditation

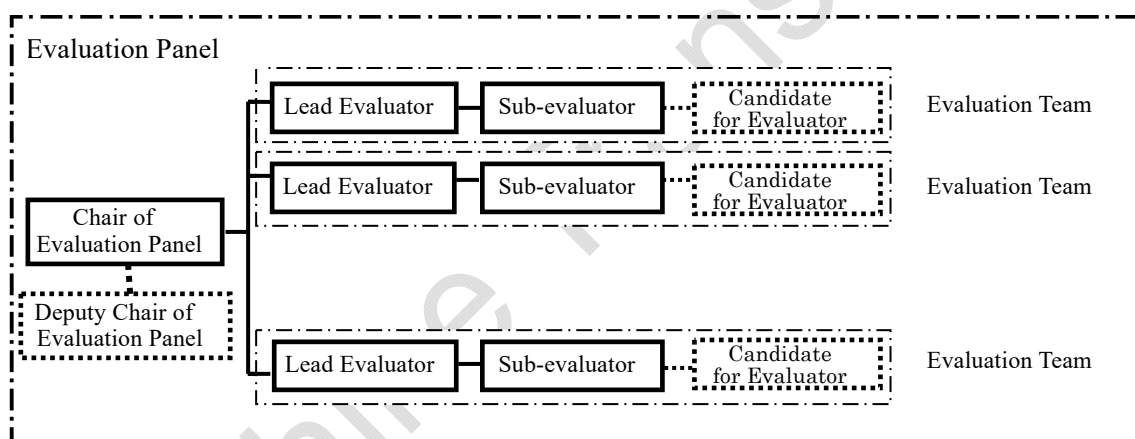
The program shall be evaluated if the program satisfies Accreditation Criteria (common and Category- and Discipline-specific Criteria) applicable in the academic year and be accredited based on its result.

JABEE accredits program, which satisfies all Accreditation Criteria, by implementing evaluation of the program based on the application from the program operating organization. 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”.

An Evaluation team is consisted of Lead Evaluator and Sub-evaluator and “Candidate for Evaluator” who may be added as a member if necessary.

The “Evaluation Panel” is consisted of multiple Evaluation Teams and/or single Evaluation Team in addition to the “Chair of the Evaluation Panel” and “Deputy Chair of the Evaluation Panel” who may be added as a member if necessary. The Chair of Evaluation Panel, Deputy Chair of the Evaluation Panel, Lead Evaluator and Sub-evaluator are collectively called as “Evaluator”. Evaluation for multiple programs and/or single program is implemented by the Evaluation Panel under the direction of Chair of the Evaluation Panel. Composition of the Evaluation Panel is indicated in the figure as follows:



The Lead Evaluator, who is affiliated with the Evaluation Panel, could take a role of the Chair of or Deputy Chair of Evaluation Panel concurrently. However, the Lead Evaluator shall take a role of the Chair of Evaluation Panel and one of Sub-evaluator shall take a role of Deputy Chair of Evaluation Panel concurrently, if a single evaluation team evaluates a higher education institution within an academic year. JABEE shall compose multiple Evaluation Panels within the same Higher education institution if JABEE determines it is not reasonable for all the Evaluation Teams to serve as a single Evaluation Panel to implement evaluation when there are multiple Evaluation Teams.

The Evaluation Panel evaluates if the respective programs meet all the Accreditation Criteria by investigating the Self-review Reports submitted by the programs and by verifying its evidence through On-site Review. Evaluation results by the Evaluation Panel shall be determined through deliberation and coordination by the Evaluation & Accreditation Coordination Committee (hereinafter referred to as “Evaluation &



Accreditation Coordination Committee”) followed by the deliberation and coordination of each program by the evaluation committee by field. Based on its results, the Evaluation & Accreditation Coordination Committee prepares a draft proposal for accreditation or non-accreditation of the programs. The draft proposal shall be discussed, and a decision shall be made by 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 academic 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 Description of Evaluation Method, Items and Results

Evaluation is principally conducted through the review of the Self-review Report and the On-site Review, which consists of Remote On-site Review via the Internet or similar means and Visit On-site Review to the program-operating educational institution (hereinafter referred to as “On-site Review”). Evaluation covers all or part of the items of the Accreditation Criteria (hereinafter referred to as “Review Items”), which are called “Evaluation Items”, and the “Large Category of Review” used for comprehensive judgment based on these items. Depending on the type of evaluation (see Section 2.6), either all Review Items or only designated parts thereof are treated as Evaluation Items. Additionally, in the case of Interim Evaluation (see Section 2.6.2), if the designated Evaluation Items do not require confirmation or judgment by Remote On-site Review or Visit On-site Review, evaluation may be conducted solely by the review of the Self-review Report (hereinafter referred to as “Document Evaluation”).

In the evaluation, the “Degree of Accordance” of the program vis-à-vis the Accreditation Criteria is judged for each Evaluation Item, and based on these results, the Large Category of Review is judged. These judgment results are recorded in the Program Review Report† and the Evaluation Report, which are separately prescribed. The meanings of the terms used in the above judgments are as follows:

- (1) Satisfy: (abbreviated as “S” in Program Review Report (Exit Meeting/ Post-On-site Review) and Evaluation Report.  
Review Item or Large Category of Review meets Accreditation Criteria.

- (2) Weakness: (abbreviated as “W” in Program Review Report (Exit Meeting / Post-On-site Review) and Evaluation Report.

Review Item or Large Category of Review almost meets Accreditation Criteria at this point, however, to reinforce its degree of accordance, immediate countermeasure is required. It is required to further strengthen and accelerate the continuous improvement implemented by the program.

- (3) Deficiency: (abbreviated as “D” in Program Review Report (Exit Meeting / Post-On-site Review) 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 any “Deficiency” in Large Categories of Review.

Do not give judgement on review items which are deemed not applicable to the subject of evaluation and mark “-” to the column in the Program Review Report/ Evaluation Report.

#### 2.4 Act of Accreditation and Scope of Publication

Accreditation or 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 deliberation and coordination by the Evaluation & Accreditation Coordination Committee (ref. 2.2) shall be deemed to meet all Accreditation Criteria and judged as “Accredited”.

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

Accreditation shall be approved if application of accreditation from a program designating multiple fields deemed to meet all Accreditation Criteria (no “Deficiency”) of the fields which a program applied to and judged as “Accredited”.

##### 2.4.2 Publication of Accreditation

JABEE publicizes the name of the program and starting year of validity of accreditation. JABEE will not release any identifiable information whatsoever related to 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 six years. The valid name of accredited program is published 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 initiation of new curriculum or the progress of change in program and the excessive dependence to specific faculty. A shortened term of validity is to urge program improvement.

The starting date of the term of validity is 1 April of the 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 by JABEE as reasonable.

#### 2.5.2 Maintenance of Accreditation

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

#### 2.5.3 Continuation of Accreditation

The program should be evaluated and accredited based on evaluation depending on the category and the year as prescribed by JABEE (ref. 2.6), if the program, of which the term of validity be expiring, wishes to continuously be accredited. The program Operating Organization shall put maximum effort to avoid disadvantages to the students or the graduates if there are any students left in the program after the term of validity of accreditation has expired caused by discontinuation of accreditation or the not maintaining the Accreditation as defined in the 2.5.5 after certain academic year.

#### 2.5.4 Program Annual Report during Term of Validity of Accreditation

JABEE shall require an annual status report from the program during the Term of Validity of Accreditation. The program has to report the status in the format as prescribed by JABEE based on request.

#### 2.5.5 Expiration of Accreditation

Accreditation of the program expires if the program with valid accreditation status applies

any one of cases as follows. JABEE shall suspend publicizing the program as an accredited program at the date of expiration.

- (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 after application of maintenance of accreditation is made within the same academic year, JABEE shall consider the last day of the current academic year shall be the final day of term of validity.

## 2.6 Type of Evaluations, Term of Validity of Accreditation and Type of Next Evaluation for continuation of Accreditation

There are different types of evaluation: "New Evaluation", "Interim Evaluation", "Continuous Evaluation" and "Show Cause Evaluation" (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 due evaluation shall be called "Previous Evaluation". For all types of evaluation, the Accreditation Commission shall determine accreditation and non-accreditation based on the evaluation results prepared through Deliberation 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

The evaluation conducted for programs that are not accredited at the time of application is called "New Evaluation." New Evaluation is conducted through the General Evaluation (see Section 3.5.1). If all Large Categories of Review are judged as "Satisfy," accreditation shall be granted with a validity period of six years. To continue accreditation after the expiration of the validity period, the program must undergo a "Continuous Evaluation" by the year following the final valid year (hereinafter referred to as the "Final Valid Year"). If any Large Category of Review is judged as "Weakness," the validity period shall be shortened to less than six years. In principle, the shortened validity period shall be three years, although it may differ depending on circumstances. To continue accreditation after the expiration of the shortened validity period, the program must undergo an "Interim Evaluation" in the year following the Final Valid Year. If any Large Category of Review is judged as "Deficiency," the program shall be judged as "Not Accredited."

### 2.6.2 Interim Evaluation

An evaluation conducted for a program accredited with a shortened term of validity to maintain accreditation status within the academic year following the final valid year is called "Interim Evaluation." Interim Evaluation is conducted by either General Evaluation (with On-site Review) or Document Evaluation (without On-site Review) (see Section 3.5.2). When JABEE notifies the program operating organization of the accreditation result (accreditation with a shortened term of validity) from the previous evaluation, it also informs the term of validity, evaluation items for the Interim Evaluation, and the method of Interim Evaluation (General Evaluation or Document Evaluation). If the judgment result of the Large Categories of Review in the Interim Evaluation does not include "Deficiency," the term of validity shall, in principle, be extended to a total of six years by adding the validity period granted in the last evaluation other than the Interim Evaluation (New Evaluation, Continuous Evaluation, or Re-evaluation). Namely, if the last validity period granted was three years, the program shall be newly accredited with a validity period of three years including the academic year of the Interim Evaluation application, resulting in a total of six years. If the Accreditation Commission recognizes special necessity, a total validity period shorter than six years may be granted when there is no "Deficiency" but a "Weakness" in any Large Category of Review. In such a case, the program must undergo another Interim Evaluation in the academic year following the final valid year to maintain accreditation status. If any Large Category of Review is judged as "Deficiency," the program shall be judged as "Not Accredited." In this case, the term of validity shall expire at the end of the fiscal year immediately preceding the year in which the Interim Evaluation application was made.

#### 2.6.3 Continuous Evaluation

Continuous Evaluation is the evaluation conducted by programs accredited with a total Term of Validity of six years, in the year following the Final Valid Year (6th year), in order to maintain their accreditation status. Continuous Evaluation is conducted through General Evaluation.

Decisions regarding accreditation or non-accreditation and the Term of Validity based on Continuous Evaluation are treated equivalently to those based on New Evaluation. However, during the process of Continuous Evaluation, if the Evaluation & Accreditation Coordination Committee recognizes the necessity for re-evaluation and the program requests re-evaluation, the decision of Continuous Evaluation may be deferred, and Show Cause Evaluation may be conducted in the year following the year in which Continuous Evaluation was conducted (see Section 3.6.2).

If a program wishes to undergo Continuous Evaluation and is accredited before the Final

Valid Year, the new Term of Validity, up to a maximum of six years starting from the year the evaluation was conducted, and the evaluation results shall be effective. On the other hand, if continuation of accreditation is not granted in this Continuous Evaluation, the Term of Validity and evaluation results based on the previous evaluation shall remain valid, and the program may undergo Continuous Evaluation again in the year following the Final Valid Year. Continuous Evaluation is conducted for programs accredited with a total Term of Validity of six years, in order to continue accreditation by the year following the Final Valid Year (the 6th year). Continuous Evaluation is conducted through General Evaluation. The decision on accreditation or non-accreditation and the Term of Validity based on Continuous Evaluation are treated equivalently to those of New Evaluation. However, during the process of Continuous Evaluation, if the Evaluation & Accreditation Coordination Committee recognizes the need for a re-evaluation and the program requests a re-evaluation, the decision on Continuous Evaluation may be withheld and a re-evaluation may be conducted in the year following the year in which the Continuous Evaluation was conducted (see Section 3.6.2).

If a program undergoing Continuous Evaluation before the Final Valid Year is accredited, the new Term of Validity (up to six years) and evaluation results starting from the year of the evaluation shall become effective. On the other hand, if accreditation continuation is not granted based on the Continuous Evaluation, the Term of Validity and evaluation results based on the previous evaluation shall remain valid, and the program may undergo another Continuous Evaluation in the year following the Final Valid Year.

#### 2.6.4 Show Cause Evaluation

During the process of Continuous Evaluation, for programs whose judgment of the Large Categories of Review includes "Deficiency," if the Evaluation & Accreditation Coordination Committee recognizes the necessity for re-evaluation and the program requests it, the evaluation conducted in the year following the year of Continuous Evaluation is called Show Cause Evaluation. Show Cause Evaluation is conducted through General Evaluation.

If the judgment of the Large Categories of Review in the Show Cause Evaluation still includes "Deficiency," the program shall be judged as "Not accredited." On the other hand, if there is no "Deficiency," the program shall, in principle, be granted accreditation with a Term of Validity shortened to three years including the year in which the Continuous Evaluation was conducted. If a program granted the shortened Term of Validity wishes to continue accreditation, it must undergo an Interim Evaluation in the year following the Final Valid Year. Until a final decision of non-accreditation is made in the Show Cause

Evaluation, the program shall be considered as holding valid accreditation.

### 3. Procedures for Evaluation and Accreditation

#### 3.1 Methods for Different Types of Evaluation

- (1) New Evaluation, Continuous Evaluation and Show Cause Evaluation shall be implemented by General Evaluation (With On-site Review).
- (2) Interim Evaluation shall be conducted either by General Evaluation or Document Evaluation. When notifying the Program Operating Organization of the accreditation decision and Term of Validity from the previous evaluation (which is determined to be followed by an Interim Evaluation), JABEE shall also inform them of the Evaluation Items and the evaluation method (General Evaluation or Document Evaluation) for the Interim Evaluation.

#### 3.2 Application for Accreditation and Acceptance

##### 3.2.1 Application for Accreditation

The Program Operating Organization wishing to obtain accreditation shall submit an accreditation application to JABEE using the prescribed form. Programs undergoing New Evaluation, Interim Evaluation, or Continuous Evaluation must satisfy the "Acceptance Requirements for Accreditation Evaluation" for the applicable year, as separately prescribed. When submitting the accreditation application, the Program Operating Organization shall designate a person responsible for the accreditation application (hereinafter referred to as "JABEE Responsible Officer") and a person responsible for the applied program (hereinafter referred to as the "Program Manager"), along with other necessary personnel. Usually, JABEE Responsible Officer is the school principal, dean, graduate school director, or an academic affairs officer of the department such as a faculty or graduate school.

JABEE Responsible Officer and the Program Manager act as the primary contacts for the accreditation evaluation and strive to ensure smooth evaluation by preparing necessary documents and coordinating with stakeholders. JABEE Responsible Officer and the Program Manager may appoint appropriate agents to delegate practical tasks.

- (1) For the case of New Evaluation, application shall be made within the period prescribed by JABEE for the academic year in which the program wishes to be accredited.
- (2) For the case of Continuous Evaluation, application shall be made within the period prescribed by JABEE up to the year following the Final Valid Year of accreditation. For the case of Interim Evaluation, application shall be made within the period prescribed by JABEE in the year following the Final Valid Year of accreditation.

However, if the previous evaluation was Show Cause Evaluation, in order to submit the application for Interim Evaluation within the prescribed period, the application must be made immediately upon receipt of the notification of accreditation decision resulting from the 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.

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

The Accreditation and Evaluation Coordination Committee shall decide whether to accept the accreditation application for the program based on the “Acceptance Requirements for Accreditation Evaluation” for the applicable year. JABEE shall notify the Program Operating Organization of the decision regarding acceptance. Upon acceptance of the accreditation application, the Program Operating Organization shall pay the examination fee separately prescribed by JABEE by the designated deadline (excluding Continuous Evaluation). The Accreditation and Evaluation Coordination Committee shall determine the accreditation field, evaluation method, and the Evaluation Team Dispatching Organization for the accepted program and shall entrust the program’s evaluation to the selected Evaluation Team Dispatching Organization. If necessary, including cases where the program covers multiple fields, the Committee shall consult with related academic societies to determine the appropriate Evaluation Team Dispatching Organization. The Evaluation Team Dispatching Organization shall be one of the full-member academic societies of JABEE.

### 3.3 Composition of the Evaluation Panel and Motion to Adjust

The Evaluation Panel shall consist of a Chair of the Evaluation Panel, a Deputy Chair of the Evaluation Panel (added as necessary), The Lead Evaluators responsible for each program, Sub-evaluators, and Candidates for Evaluator (added as necessary). When appointing a dedicated Chair of the Evaluation Panel who does not concurrently serve as a Lead Evaluator (hereinafter referred to as the “Dedicated Chair”) and a dedicated Deputy Chair of the Evaluation Panel who does not concurrently serve as a Lead Evaluator or Sub-evaluator (hereinafter referred to as the “Dedicated Deputy Chair”) — such as when a single Evaluation Panel is organized for multiple programs within the same educational institution — JABEE shall, prior to organizing the Evaluation Panel, request recommendations for candidates for Chair from academic societies. Academic societies shall recommend candidates for Chair to JABEE in accordance with separately prescribed



“Standards for Composition of Evaluation Panels.” JABEE shall select the Chair and, as necessary, the Deputy Chair from among the candidates, and appoint them with the approval of the Accreditation and Evaluation Coordination Committee. The Evaluation Team Dispatching Organization shall select Lead Evaluators and Sub-evaluators for the Evaluation Team in accordance with the “Standards for Composition of Evaluation Panels.” JABEE shall appoint the selected members with the approval of the Accreditation and Evaluation Coordination Committee. However, if deemed necessary, JABEE may appoint, after deliberation by the Accreditation and Evaluation Coordination Committee, Chairs, Deputy Chairs, Lead Evaluators, and Sub-evaluators different from those recommended or selected by the academic societies. If the Evaluation Team Dispatching Organization selects Candidates for Evaluator who satisfy the qualifications specified for “Candidates for Evaluator” in the “Standards for Composition of Evaluation Panels,” with the consent of the Chair of the Evaluation Panel, these Candidates for Evaluator may be added to the Evaluation Team.

The Evaluation Team Dispatching Organization must maintain a roster of candidates for Lead Evaluators, Sub-evaluators, and Candidates for Evaluator to facilitate smooth organization of the Evaluation Team. The Evaluation Team Dispatching Organization may reflect the assessment results of the evaluation experience of Lead Evaluators and Sub-evaluators in the candidate roster as necessary.

JABEE may permit people recognized by JABEE to participate as Observers in the On-site Reviews of the Evaluation Panel, provided consent is obtained from the Chair of the Evaluation Panel and the JABEE Responsible Officer. Requirements and confidentiality obligations for Observers are separately prescribed.

The Chair of the Evaluation Panel oversees the evaluation, coordinates the overall evaluation results, and mainly handles the evaluation of common parts implemented by the educational institution (such as university, faculty, graduate school, or technical college). The Chair also coordinates as necessary with each Lead Evaluator regarding the evaluation results of individual programs. The Deputy Chair assists the Chair and acts on behalf of the Chair in the event of an accident. Lead Evaluators lead the Evaluation Team and conduct evaluations in close communication with the Chair and the Evaluation Team Dispatching Organization. Sub-evaluators cooperate with Lead Evaluators to carry out the evaluation. Candidates for Evaluator participate in the Evaluation Team to gain experience necessary to become future evaluators. Candidates for Evaluator submit reference opinions on the document review of the Self-review Report to the Lead Evaluator and participate in the Remote Evaluation and, if necessary, the On-site Review. Candidates for Evaluator may speak only within internal discussions of the Evaluation Panel or Evaluation

Team with the approval of the Chair or the Lead Evaluator but shall not be involved in decisions.

Observers are required to act in compliance with confidentiality obligations and other rules separately prescribed by JABEE. Within the scope of their accompaniment, if an Observer makes a request, the Chair of the Evaluation Panel shall, as appropriate and in consultation with the Evaluation Team, the educational institution, and the Program Operating Organization, respond to such requests within limits that do not interfere with the evaluation.

JABEE shall notify the educational institution of information about the accreditation field, Evaluation Team Dispatching Organization, and Evaluation Panel (including names and brief biographies of members) and shall send evaluation-related documents.

If the educational institution has justifiable reasons to consider all or part of the Evaluation Team Dispatching Organization or Evaluation Panel members as unsuitable, it may submit a request for adjustment within the period prescribed by JABEE.

Upon receipt of such a request, JABEE shall cooperate with the Evaluation Team Dispatching Organization to verify the facts and adjust the matters raised in the request.

### 3.4 Evaluation Items and Evaluation Methods

#### 3.4.1 Evaluation Items

Evaluations shall be conducted on the following evaluation items.

- (1) The evaluation items for New Evaluation and Continuous Evaluation shall include all inspection items corresponding to the Accreditation Criteria applicable for the year of application. In Continuous Evaluation, emphasis shall be placed on the principle stated in Section 3.1, Chapter 3 of the “Basic Framework for Engineering Education Accreditation,” which promotes the introduction of excellent educational methods and the continuous development of engineering education. Special attention shall be given to matters pointed out in past evaluations related to the six-year total accreditation period.
- (2) The evaluation items for Interim Evaluation shall consist of inspection items that were judged as “Weakness” and, in some cases, “Deficiency” in the previous evaluation, whether it was New Evaluation, Continuous Evaluation, Interim Evaluation, or Show Cause Evaluation. However, if the correspondence with the Accreditation Criteria applicable in the year of application is unclear, the Accreditation and Evaluation Coordination Committee shall designate the evaluation items based on the applicable Accreditation Criteria. Furthermore, the Program Operating Organization may specify additional inspection items for evaluation (hereinafter referred to as “Reference

Items”) beyond the designated evaluation items, if deemed necessary..

- (3) The evaluation items for Show Cause Evaluation shall consist of inspection items judged as “Deficiency” during the process of Continuous Evaluation. However, if the correspondence with the Accreditation Criteria applicable in the year of application is unclear, the Accreditation and Evaluation Coordination Committee shall designate the evaluation items.

#### 3.4.2 Evaluation Methods and Judgment

The evaluation shall determine whether the evaluation items conform to the Accreditation Criteria. However, for Reference Items in the Interim Evaluation, evaluation shall be conducted but no judgments of “Satisfactory,” “Weakness,” or “Deficiency” shall be made. The Program Operating Organization shall, in principle, prepare the Self-review Report according to the “Guidelines for Preparing the Self-review Report” applicable in the year of application and submit it by the deadline designated by JABEE (hereinafter referred to as the “Self-review Report Submission Date”). After the Self-review Report Submission Date, corrections shall, in principle, be limited to the submission of an erratum, and replacement, revision, or addition to the Self-review Report shall not be permitted. Furthermore, if evaluation items are designated, inspection items other than the evaluation items and Reference Items (in the case of Interim Evaluation) shall not be included in the Self-review Report.

#### 3.5 Evaluation Process

The Chair of the Evaluation Panel is the only person authorized to communicate directly with the Higher Educational Institution, while the Lead Evaluator responsible for the program is the only person authorized to communicate directly with the Program Operating Organization. However, depending on the content, the Chair of the Evaluation Panel may also communicate directly with the Program Operating Organization. The Deputy Chair, Sub-evaluators, and Candidates for Evaluator shall not have direct contact with the Higher Educational Institution or the Program Operating Organization. Communication between the Chair and the Higher Educational Institution, and between the Lead Evaluator and the Program Operating Organization, shall use the web page provided by JABEE for evaluations (hereinafter referred to as the “Member Page”), and email may be used only in special cases where there is a justifiable reason. Any changes to evaluation results due to interpretation of the Accreditation Criteria or important matters between the Evaluation Panel and the Higher Educational Institution shall be conducted exclusively through documents issued in the name of the Chair of the Evaluation Panel. Communication

between the Evaluation Team and the Program Operating Organization shall be conducted exclusively through documents issued in the name of the Lead Evaluator responsible for the program. The aforementioned document-based communication includes posting messages on the Member Page. The Chair, the Lead Evaluator, the Higher Educational Institution, and the Program Operating Organization shall make efforts to preserve copies and records of such documents and prevent information leakage. The Chair and the Lead Evaluator shall organize and store documents used during the evaluation in accordance with the “Detailed Rules on the Use, Storage, and Disposal of Evaluation Documents” separately prescribed by JABEE. The Chair and the Lead Evaluator shall maintain communication with JABEE and the Evaluation Team Dispatching Organization as necessary to ensure the smooth execution of the evaluation.

#### 3.5.1 General Evaluation (With on-sit Review)

New Evaluation, Continuous Evaluation, Show Cause Evaluation, and some of Interim Evaluations shall be conducted as General Evaluation following the procedures (1) through (11) below. If the Evaluation Panel consists of a single Evaluation Team, the phrase “communication between the JABEE Responsible Officer and the Chair of the Evaluation Panel” in (1) through (11) shall be interpreted as “communication between the Program Manager and the Lead Evaluator.” For specific schedules related to the responses in (1) through (11), please refer to Appendix 1 “Schedule for Evaluation-Related Responses” at the end of this “Rules and Procedures for Evaluation and Accreditation.” For the methods of delivery and receipt of evaluation-related documents among relevant parties, please refer to Appendix 2 “Methods and Formats for Delivery and Receipt of Evaluation-Related Documents among Relevant Parties.

- (1) The Chair of the Evaluation Panel shall coordinate the evaluation schedule and related matters with the head of the educational institution (usually the JABEE Responsible Officer; however, if the Evaluation Panel consists of a single Evaluation Team, the Program Manager shall serve in this role; the same shall apply hereinafter).
- (2) The Program Operating Organization shall collaborate with the JABEE Responsible Officer to prepare the Self-review Report and upload it to the Member Page by the Self-review Report Submission Date. The Chair of the Evaluation Panel, the Lead Evaluator responsible for the program, Sub-evaluators, and Candidates for Evaluator shall download the Self-review Report from the Member Page. (Hereafter, the delivery and receipt of evaluation-related documents via the Member Page, as detailed in Appendix 2, will be simply referred to as “sending.”) If the Program Operating Organization experiences difficulty uploading the Self-review Report to the Member

Page, it shall submit the report to the Evaluation Team Dispatching Organization and JABEE by a method agreed upon in consultation with JABEE. The submitted Self-review Report shall be sent by the Evaluation Team Dispatching Organization to the Lead Evaluators, Sub-evaluators, and Candidates for Evaluator, and by JABEE to the Full-time Chair and Full-time Deputy Chair of the Evaluation Panel.

- (3) The Chair of the Evaluation Panel shall primarily be responsible for the parts common to all programs explicitly stated in the Self-review Report, while the Evaluation Team shall primarily be responsible for the parts specific to each program. If the Evaluation Panel consists of a single Evaluation Team, it is not necessary to distinguish between common and specific parts during the evaluation.
- (4) The Chair of the Evaluation Panel shall conduct a document review of the Self-review Report in accordance with the responsibilities described in (3) above and summarize the results in the Program Review Report (prior to On-site Review). For any questions or doubts, the Chair shall directly inquire the head of the educational institution (usually the JABEE Responsible Officer). If necessary, the Chair may request the provision of minimal supplementary materials (hereinafter referred to as "Supplementary Materials"). At the start of the document review, and within a range that does not impose a burden on the educational institution, the Chair may receive explanations or commentary on the content of the Self-review Report via web conference. In doing so, attention should be paid to conduct the web conference within a minimal time, and questions unrelated to the explanations or commentary shall not be asked. Information exchanged between the Chair of the Evaluation Panel and the JABEE Responsible Officer shall be shared among all members of the Evaluation Panel.
- (5) The Evaluation Team shall conduct a document review of the Self-review Report in accordance with the responsibilities described in (3) above and summarize the results in the Program Review Report (prior to On-site Review). The Lead Evaluator shall consolidate any questions and, after obtaining approval from the Chair of the Evaluation Panel, directly inquire the person responsible for the Program Operating Organization (usually the Program Manager). If necessary, the Lead Evaluator may request the provision of minimal supplementary materials. At the start of the document review, and within a range that does not impose a burden on the Program Operating Organization, the Lead Evaluator may receive explanations or commentary on the content of the Self-review Report via web conference. In doing so, attention shall be paid to conduct the web conference within a minimal time, and questions unrelated to the explanations or commentary shall not be asked. The Lead Evaluator shall coordinate with the Chair of the Evaluation Panel to complete the overall Program

Review Report (prior to On-site Review) and send it to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE.

- (6) Based on the communications with the Program Operating Organization via the Program Review Report (prior to On-site Review), the Chair of the Evaluation Panel and the Lead Evaluator shall determine the content to be confirmed in Remote On-site Review and visit On-site Review, and shall consult with the JABEE Responsible Officer and the Program Manager to decide the schedule for Remote On-site Review and Visit On-site Review, as well as the participants for Visit On-site Review. To conduct the Visit On-site Review efficiently within a limited number of participants and time, efforts shall be made to confirm as many evaluation items as possible during Remote On-site review. The JABEE Responsible Officer and the Program Manager shall organize and prepare supporting materials for the Self-review Report, such as examination questions and answer sheets, works, textbooks, etc., necessary for the Remote and On-site Reviews. In close cooperation with the Program Manager, the JABEE Responsible Officer shall disseminate information about the contents of the Remote and On-site Reviews to relevant parties and make efforts to ensure smooth execution of both evaluations.
- (7) As a general rule, the Evaluation Panel shall conduct Remote On-site Review and Visit On-site Review within the period specified in Appendix 1. After the completion of all Visit On-site Reviews for all programs, the Chair of the Evaluation Panel shall prepare a executive summary report on the overall evaluation results to be debriefing at the exit meeting. The Lead Evaluator, in consultation with the Sub-evaluators, shall compile the evaluation results at the conclusion of Visit On-site Review into the Program Review Report (at the time of the final meeting) and prepare a summary report on the evaluation results for the relevant program. When preparing the Program Review Report (at the time of the final meeting) and the summary report, the Lead Evaluator and the Chair of the Evaluation Panel shall engage in sufficient discussion to reach a common conclusion, with the final decision being the responsibility of the Chair. The final meeting shall, in principle, be held within one week after all Visit On-site Reviews for all programs have been completed, as a web conference hosted by the Chair of the Evaluation Panel, attended by all members of the Evaluation Panel and relevant faculty and staff of the educational institution. Before the final meeting, the Lead Evaluator shall send the Program Review Report (at the time of the final meeting) to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE.

- (8) If the Program Operating Organization determines that there are factual errors or other issues in the matters described in the Program Review Report (at the time of the final meeting), it may submit a written statement (hereinafter referred to as the “Additional Explanation Document”) to the Lead Evaluator of the relevant Evaluation Team. If submitting the Additional Explanation Document, it shall be sent to the Chair of the Evaluation Panel, the Lead Evaluator of the relevant Evaluation Team, and the Evaluation Team Dispatching Organization by the deadline specified in Appendix 1. The Chair of the Evaluation Panel and the Lead Evaluator shall not respond to the Program Operating Organization regarding the handling of the Additional Explanation Document.
- (9) The Lead Evaluator, after consultation with the Chair of the Evaluation Panel and the Sub-evaluators, shall prepare the Program Review Report (post On-site Review) considering the Program Review Report (at the time of the final meeting) and the Additional Explanation Document, and shall send it to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE by the deadline specified in Appendix 1.
- (10) If the Program Operating Organization has objections to the contents of the Program Review Report (post On-site Review), it may submit a written statement of objections (hereinafter referred to as the “Objection Statement”) to the Lead Evaluator. If the Program Operating Organization has taken immediate corrective actions regarding matters pointed out in the Program Review Report (post On-site Review), it may submit a written report of the actions taken and improvements made (hereinafter referred to as the “Improvement Report”) to the Lead Evaluator. Once the Program Operating Organization decides whether to submit the Objection Statement or Improvement Report, it shall immediately report the decision via the Member Page to the Chair of the Evaluation Panel, the Lead Evaluator, and the Evaluation Team Dispatching Organization. If the Lead Evaluator has questions regarding the contents of the Objection Statement or Improvement Report, they may inquire the Program Operating Organization as necessary. However, the Chair of the Evaluation Panel and the Lead Evaluator shall not respond to the Program Operating Organization regarding the handling of the Objection Statement or Improvement Report.
- (11) The Lead Evaluator, after consultation with the Chair of the Evaluation Panel and the Sub-evaluators, shall prepare the Evaluation Team Report considering the Program Review Report (post On-site Review) and any Objection Statements or Improvement Reports, and shall send it to the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE by the deadline specified in Appendix 1.

If the Lead Evaluator confirms that no Objection Statement or Improvement Report has been submitted by the Program Operating Organization, the Lead Evaluator shall immediately prepare the Evaluation Team Report based on the Program Review Report (post On-site Review) and send it to the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE. In preparing the Evaluation Team Report, the Lead Evaluator, Sub-evaluators, and Chair of the Evaluation Panel shall engage in sufficient discussion to reach a common conclusion, with the final decision being the responsibility of the Chair of the Evaluation Panel.

### 3.5.2 Document Evaluation (Without On-site review)

In Interim Evaluations conducted by document review, the Evaluation Panel shall, in principle, consist of a single Evaluation Team. Here, the document review refers to evaluations consisting solely of document examination of the Self-review Report and supplementary materials, with no Remote or Visit On-site Review conducted. Document review shall be carried out according to the procedures (1) through (6) below. For specific schedules related to the responses in (1) through (6), please refer to Appendix 1 “Schedule for Evaluation-Related Responses” at the end of this “Rules and Procedures for Evaluation and Accreditation.” For methods of delivery and receipt of evaluation-related documents among relevant parties, please refer to Appendix 2 “Methods and Formats for Delivery and Receipt of Evaluation-Related Documents among Relevant Parties.”

- (1) The Lead Evaluator shall coordinate the evaluation schedule and related matters with the person responsible for the Program Operating Organization (usually the Program Manager).
- (2) The Program Operating Organization shall prepare the Self-review Report and upload it to the Member Page by the Self-review Report Submission Date. The Lead Evaluator, Sub-evaluators, and Candidates for Evaluator responsible for the program shall download the Self-review Report from the Member Page (hereafter, the exchange of evaluation-related documents via the Member Page, detailed in Appendix 2, is simply referred to as “sending”). If the Program Operating Organization has difficulty uploading the Self-review Report to the Member Page, it shall submit the Self-review Report to the Evaluation Team Dispatching Organization and JABEE by a method decided in consultation with JABEE. The submitted Self-review Report shall be forwarded by the Evaluation Team Dispatching Organization to the Lead Evaluator, Sub-evaluators, and Candidates for Evaluator.
- (3) The Evaluation Team shall conduct a document review of the Self-review Report and summarize the results in the Program Review Report (prior to On-site Review). The



Lead Evaluator shall consolidate any questions arising from the review and direct them to the person responsible for the Program Operating Organization (usually the Program Manager). If necessary, the Lead Evaluator may request the provision of supplementary materials. Within a scope that does not impose a burden on the Program Operating Organization, explanations or commentary on the Self-review Report may be received via web conference. In conducting such web conferences, care shall be taken to keep the duration to a minimum, and questions unrelated to the explanations or commentary shall not be asked. There is no need to prepare the Program Review Report (prior to On-site Review) concerning matters related to the On-site Review. The Lead Evaluator shall send the Program Review Report (prior to On-site Review) to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Disciplinary Evaluation Committee, and JABEE.

- (4) The Lead Evaluator shall, based on communications with the Program Operating Organization regarding the Program Review Report (prior On-site Review), consult with the Sub-evaluator, prepare the Program Review Report (Post On-site Review) based on the evaluation results, and send it to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Evaluation Committee by Field, and JABEE by the deadline prescribed by the Evaluation Committee by Field (hereinafter referred to as the "Deadline of Document Evaluation").
- (5) The Program Operating Organization may file an appeal by Written Opposition in writing with the Lead Evaluator if there is an objection to the contents of the Program Review Report (Post On-site Review). The Program Operating Organization may also submit an Improvement Report to appeal the measures taken and the results of such improvements with the Lead Evaluator if remedial actions have been immediately implemented for the items pointed out in the Program Review Report (Post On-site Review). The Program Operating Organization is required to immediately notify the Lead Evaluator and the Evaluation Team Dispatching Organization via the Member Page if it intends to submit a Written Opposition or Improvement Report, and the submission must be made by the deadline prescribed in Appendix 1. The Lead Evaluator shall immediately acknowledge receipt to the Program Operating Organization. The Lead Evaluator may request confirmation from the Program Operating Organization regarding the contents of the Written Opposition or Improvement Report if necessary. However, the handling of the Written Opposition or Improvement Report shall not be disclosed to the Program Operating Organization.
- (6) The Lead Evaluator prepares the Evaluation Team Report by taking into consideration the Program Review Report (Post On-site Review) and any Written Opposition or

Improvement Report, in consultation with the Sub-evaluator, and submits it to the Evaluation Team Dispatching Organization, the Evaluation Committee by Field, and JABEE by the deadline prescribed in Appendix 1. The Sub-evaluator immediately reports detailed suggestions for modifications to the Program Review Report (Post On-site Review), taking into account any Written Opposition or Improvement Report, and assists the Lead Evaluator in completing the Evaluation Team Report. Additionally, if no Written Opposition or Improvement Report is submitted by the Program Operating Organization, the Lead Evaluator shall promptly prepare the Evaluation Team Report based solely on the Program Review Report (Post On-site Review) and submit it to the Evaluation Team Dispatching Organization, the Evaluation Committee by Field, and JABEE.

### 3.6 Flow of Accreditation

#### 3.6.1 Deliberation and coordination by the Evaluation Committee by Fields

The Evaluation Committee by Field prepares and submits Evaluation Report by Field to JABEE based on the deliberation and coordination of the Evaluation Team Report submitted by each team in the field. The deliberation and coordination here mean the confirmation of consistency of the evaluation results within the field on the equivalency of benchmark for judgment so the Evaluation Report by Field may be prepared differently from Evaluation Team Report if necessary. In such cases, describe the reason of difference in Evaluation Report by Field based on prior sufficient exchange of opinions with the Lead Evaluator and the Chair of the Evaluation Panel. The Lead Evaluator attends the Evaluation Committee by Field and provides comments on evaluation results of the evaluated program. The Chair of the Evaluation Panel may also attend the Evaluation Committee by Field and provide comments on evaluation result of the evaluated program. "Difference" here indicates different description on result of judgment of evaluation items and large category of review (Satisfy, Weakness and Deficiency).

#### 3.6.2 Deliberation and Coordination by the Evaluation & Accreditation Coordination Committee

The Evaluation & Accreditation Coordination Committee drafts a recommendation on Accreditation or Non-Accreditation and submits to the Accreditation Commission based on the deliberation and coordination of the Evaluation Report by Field vis-à-vis respective programs of all fields. The deliberation and coordination here mean the confirmation of consistency of the evaluation results delivered by respective fields on the equivalency of benchmark for judgment so the Final Evaluation Report may be prepared differently from

Evaluation Report by field if necessary. In such cases, describe the reason of difference in Final Evaluation Report based on prior sufficient exchange of opinions with the Chair of Evaluation Panel and the Chair of Evaluation Committee by Field. Chair of the Evaluation Committee by Field may also comment on Accreditation or Non-Accreditation as well as term of validity of respective programs of the field to the Evaluation & Accreditation Coordination Committee up to request.

For that purpose, generally the Chair of the Evaluation Panel attends the Evaluation & Accreditation Coordination Committee and provides comments on the Final Evaluation Report of the program evaluated.

The Evaluation & Accreditation Coordination Committee suspends the decision of Accreditation or Non-accreditation to a program of Continuous Evaluation for which the Evaluation & Accreditation Coordination Committee admits the necessity of Show Cause Evaluation and by setting deadline, confirms with 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 intention of the program is confirmed. If the intention of not taking Show Cause Evaluation has been confirmed or informed by the program by deadline as prescribed, The Evaluation & Accreditation Committee releases the suspension status of the program, prepares Final Evaluation Report and drafts a recommendation on Accreditation or Non-accreditation without delay and submits them to the Accreditation Commission.

#### 3.6.3 Deliberation 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 of accreditation based on the deliberation of Final Evaluation Report and proposal on Accreditation and Non-accreditation submitted by the Evaluation & Accreditation Coordination Committee. The Board of Directors approves the deliberation result of Accreditation and Non-accreditation by the Accreditation Commission.

#### 3.6.4 Notification of Accreditation and Non-Accreditation

The Evaluation & Accreditation Coordination Committee prepares 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, items to be evaluated and the evaluation method at the next evaluation. JABEE sends its report to the Program Operating Organization, the Evaluation Committee by Field and the Evaluation Team Dispatching Organization and immediately

publicizes the name of accredited programs to the society. The Evaluation Team Dispatching Organization informs the Lead Evaluator and the Sub-evaluator and JABEE do the same to the Chair of Evaluation Panel with Accreditation or Non-accreditation with the evaluation result of the evaluated program.

### 3.7 Appeal against Decision

The Program Operating Organization is allowed to appeal against the decision to JABEE within three months after receiving the notice of non-accreditation. The Appeal Committee makes a ruling on the appeal based on examining the facts and the contents. JABEE notifies the ruling to the Program Operating Organization, the Evaluation Committee by Field and the Evaluation Team Dispatching Organization and immediately publicizes to the society, if the decision is overturned and accredited. JABEE notifies the result of ruling to the Chair of Evaluation Panel and the Evaluation Team Dispatching Organization does the same to the Lead Evaluator and the Sub-evaluator. An appeal against the result of ruling from the Program Operating Organization shall not be accepted.

### 3.8 Remarks

#### 3.8.1 Application of Accreditation from the Multiple Programs in the Same Higher Educational Institution

JABEE determines number of Evaluation Panel, and its composition based on coordination with the Higher Education Institution.

#### 3.8.2 Application of Accreditation from a Program with Multiple Fields

Sole Evaluation Team evaluates a program which prefers to be accredited under multiple fields. The Evaluation & Accreditation Coordination Committee designates the Evaluation Team Dispatching Organization based on the consultation with the related Engineering Society of respective fields. The Evaluation & Accreditation Coordination Committee deliberates and determines handling of evaluation if none of the engineering societies fit as feasible.

## 4. On-site Review

### 4.1 Purpose and Items of On-site Review

The On-site Review consists of Remote On-site Review, Visit On-site Review itself, and Exit Meeting. During the Remote and Visit On-site Review, matters that could not be confirmed through document review of the Self-review Report and Supplementary Materials are verified, including exchanging opinions regarding the program, to determine

whether the program complies with the Accreditation Criteria. Visit On-site Review is conducted after Remote On-site Review. The specific content of Remote On-site Review and Visit On-site Review is decided by the Evaluation Panel with reference to the relevant sections of the “Evaluation Guidelines.” Typically, the evaluation includes examination of materials related to learning and educational outcomes, review and confirmation of documents designated as “Remote on sit Review Reference Materials” or “Visit On-site Review Reference Materials” in the Self-review Report, as well as supplementary materials requested in advance, interviews with stakeholders, and tours of facilities and equipment.

#### 4.2 Rules and Procedures for On-site Review

Remote On-site Review utilizes web conferences and systems provided by the Higher Educational Institution that allow document review via the internet, conducting interviews and document checks remotely without visiting the institution. Visit On-site Review is conducted after Remote On-site Review by physically visiting the Higher Educational Institution to conduct interviews and verify documents. Prior to Remote On-site Review, items to be confirmed during Remote On-site Review and items to be confirmed during Viste On-site Review are extracted in advance. Considering the limited number of participants and time constraints during Visit On-site Review, it is desirable to confirm and judge as many items as possible during Remote On-site Review. The total time spent on Remote On-site review shall, in principle, not exceed seven hours. Visit On-site Review shall, in principle, be limited to seven hours (one day). The content, methods, and schedule of the Remote On-site Review and Visit On-site Review are determined through consultation between the Evaluation Panel and the Higher Educational Institution. When the Evaluation Panel consists of multiple Evaluation Teams, such consultation is conducted between the Chair of the Evaluation Panel and the JABEE Responsible Officer. When the Evaluation Panel consists of a single Evaluation Team, such consultation is conducted between the Lead Evaluator and the Program Manager. The Exit Meeting by web conference shall be held, in principle, within one week after the completion of Visit On-site Reviews for all programs. The description here pertains to Evaluation Panels composed of multiple Evaluation Teams. Standard examples of the considerations, contents, and schedules for Remote On-site Review and Visit On-site Review are described in the “Evaluation Guidelines.”

##### 4.2.1 Preparation prior to the Remote and Visit On-site Review

All verifications that can be conducted prior to Remote On-site Review and Visit On-site Review shall be completed, and thorough preparation shall be made in advance. This enables Remote On-site Review and Visit On-site Review to be conducted efficiently within

a short period of time. Below is a description of the standard tasks and schedule.

- (1) Confirm the means of communication among the Higher Educational Institution, Program Operating Organization, Evaluation Panel, and Evaluation Team Dispatching Organization. (The Member Page is normally used for regular communications, but alternative communication methods are required for emergencies during Visit On-site Review.)
- (2) The Chair of the Evaluation Panel shall coordinate with the Lead Evaluator and the JABEE Responsible Officer to decide the schedule for Remote On-site Review and Visit On-site Review. The exact duration of Remote On-site Review and Visit On-site Review shall be finalized after confirming the items to be reviewed during these evaluations. At this point, the schedule should be secured with reference to the following guidelines:
  - ① Conducting Remote On-site Review for a total of no more than seven hours,
  - ② Conducting Visit On-site Review for no more than seven hours (one day), and
  - ③ Allowing approximately two weeks from the start of Remote On-site Review to the completion of Visit On-site Review.

Participants in Remote On-site Review shall prepare an environment suitable for participating in web conferences. The Chair of the Evaluation Panel shall inform the JABEE Responsible Officer of the participants in Visit On-site Review and their travel itinerary. JABEE Responsible Officer shall, in consultation with the Chair of the Evaluation Panel as necessary, arrange meeting rooms, equipment, and other preparations for the participants of Visit On-site Review.

- (3) The Chair of the Evaluation Panel shall, for the common parts of each program, prepare a list using the “Unconfirmed Items and Arrangement Requests” sheet in the Program Review Report (prior On-site Review), indicating items for which compliance with the Criteria cannot be confirmed, requests for supplementary materials, documents to be reviewed in Remote On-site Review, documents to be reviewed in Visit On-site Review, persons to be interviewed during Remote On-site Review, and persons to be interviewed during Visit On-site Review. This list shall be sent to JABEE Responsible Officer at least six weeks before the start date of Remote On-site Review. At that time, JABEE Responsible Officer shall be requested to fill out the status of arrangements for materials and interviewees in the response sheet of the Program Review Report (prior Visit On-site Review) and return the electronic file to the Chair of the Evaluation Panel by four weeks before the start date of Remote On-site Review. Additionally, supplementary materials that can be prepared in advance shall be requested to be submitted by three weeks before the start date of Remote On-site Review. Information regarding communications between The Chair of the Evaluation Panel and JABEE

Responsible Officer shall be shared among all members of the Evaluation Panel.

- (4) The Lead Evaluator shall request Sub-evaluators and Candidates for Evaluator to thoroughly review the Self-review Report and prepare the “Unconfirmed Items and Arrangement Requests” sheet of the Program Review Report (prior On-site Review). This sheet shall be submitted to the Lead Evaluator by eight weeks before the start date of Remote On-site Review. The Chair of Evaluation Panel takes care of common items among Evaluation.
- (5) The Lead Evaluator shall consolidate the contents of the “Unconfirmed Items and Arrangement Requests” sheets prepared by themselves and the Sub-evaluators in the Program Review Report (prior Remote On-site Review). This consolidated list shall include items for which compliance with the Criteria cannot be confirmed, requests for supplementary materials, documents to be reviewed in Remote On-site Review, documents to be reviewed in Visit On-site Review, persons to be interviewed during the Remote Evaluation, and persons to be interviewed during the On-site Review. The consolidated list shall be sent to the Program Manager by six weeks before the start date of Remote On-site Review. The Program Manager shall fill out the status of arrangements for materials and interviewees in the response sheet of the Program Review Report (prior On-site Review) and return the electronic file to the Lead Evaluator by four weeks before the start date of Remote On-site Review. Additionally, supplementary materials that can be prepared in advance shall be requested to be submitted by three weeks before the start date of Remote On-site Review.
- (6) The Chair of the Evaluation Panel and the Lead Evaluator shall review the contents of the response sheet of the Program Review Report (prior On-site Review) and draft the materials to be confirmed and interviews to be conducted during Remote and Visit On-site Review, including estimated working times for each item of Remote and Visit On-site Review. They shall record these details in the On-site Review Plan sheet of the Program Review Report (prior On-site Review) and send it to the Sub-evaluators and Candidates for Evaluator, requesting their feedback by three weeks before the start date of Remote On-site Review. The Lead Evaluator shall consider the opinions from the Sub-evaluators and Candidates for Evaluator, finalize the On-site Review Plan of the Program Review Report (prior On-site Review), and send it to the Chair of the Evaluation Panel.
- (7) The Chair of the Evaluation Panel and each Lead Evaluator shall consider the contents of the submitted supplementary materials and complete the On-site Review Plan in the Program Review Report (prior On-site Review). The Chair of the Evaluation Panel shall finalize the schedule for Remote On-site Review and Visit On-site Review to confirm the

common parts of the program and inform the Lead Evaluators. Each Lead Evaluator shall finalize the schedule for Remote On-site Review and Visit On-site Review to confirm the specific parts of their respective programs. The Lead Evaluators shall notify the finalized schedule to the Sub-evaluators, Candidates for Evaluator, and the Evaluation Team Dispatching Organization at least two weeks prior to the start date of Remote On-site Review.

- (8) Based on On-site Review, Plan in the Program Review Report (prior On-site Review), the Chair of the Evaluation Panel shall prepare Remote On-site Review Schedule and Visit On-site Review Schedule. These schedules shall be sent to the JABEE Responsible Officer at least two weeks before the start date of Remote on-site Review, requesting confirmation of the contents and identification of any issues. If any issues are pointed out, the Chair shall prepare revised versions of the schedules.
- (9) One week before the start date of Remote On-site Review, the Chair of the Evaluation Panel shall request the JABEE Responsible Officer and the Lead Evaluators to confirm the final versions of Remote On-site Review Schedule and Visit On-site Review Schedule. Additionally, the members of each Evaluation Team shall confirm the means of communication to be used in case of emergencies.

#### 4.2.2 Remote On-site Review

The content and schedule of Remote On-site Review are determined based on factors such as the Higher Educational Institution's document management and confidentiality policies, as well as the nature of items that could not be confirmed prior to the start of Remote On-site Review. Therefore, these are not uniformly fixed but are generally decided by considering the following tasks and others. Among these tasks, items that the Evaluation Panel deems unnecessary (items judged as confirmable without conducting the task) do not necessarily have to be carried out.

##### (1) Meetings of the Evaluation Panel

To share and organize information regarding evaluation methods and results among all members of the Evaluation Panel, web conference meetings of the entire Evaluation Panel shall be held at appropriate times before the start of Remote On-site Review, during the evaluation period, and after its completion, hosted by the Chair of the Evaluation Panel. The Chair shall strive to minimize the number of such meetings to avoid placing an excessive burden on the Panel members. The first meeting conducted by the entire Evaluation Panel shall be held before the initial Remote On-site Review and, based on the results of the document review of the Self-review Report and Supplementary Materials, shall confirm the "contents of the Remote Evaluation" and the



“contents and schedule of Visit On-site Review,” as well as roughly organize and share awareness of issues related to each program. Subsequently, for each Evaluation Team, the Lead Evaluator shall host web conference meetings of the entire team, with the participation of the Chair of the Evaluation Panel as necessary. During these meetings, the team shall organize and analyze findings obtained up to that point, proceed with judgments on the degree of compliance with the Criteria, organize remaining issues, and decide the content and schedule of subsequent evaluations. The Lead Evaluator shall endeavor to minimize the number of such meetings to avoid placing excessive burden on team members.

(2) Interview between Higher Educational Institution Stakeholders and the Evaluation Panel

At the first Remote On-site Review hosted by the Chair of the Evaluation Panel, an interview shall be conducted between stakeholders of the Higher Educational Institution and the Evaluation Panel. This interview serves as an introduction among participants and includes the final confirmation of the schedule and content of Remote On-site Review and Visit On-site Review, as well as the evaluation of common parts across all programs.

(3) Interview between the Program Manager and the Evaluation Team

The Evaluation Team shall conduct interviews with the Program Manager, with the Chair of the Evaluation Panel attending as necessary. During these interviews, the Evaluation Team asks questions regarding unclear points necessary for judging the degree of compliance with the Accreditation Criteria and requests responses. If needed, the Evaluation Team may also request the Program Operating Organization to provide evidential materials supporting the responses. The Program Manager may invite relevant program personnel to attend the interview to assist with explanations, if necessary.

(4) Interviews between the Evaluation Team and Program Staff, Students, and Alumni

The Evaluation Team, with the Chair of the Evaluation Panel attending as necessary, shall conduct interviews with various groups related to the program, including faculty, staff, and students. These interviews serve to verify the implementation status of the program, confirm the dissemination of information required by the Accreditation Criteria, and grasp general issues. In interviews with alumni, it is desirable to include working alumni.

(5) Review of Materials Accessible Remotely

The Chair of Evaluation Panel and the Evaluation Team confirm the degree of accordance of the items related to Accreditation Criteria by the review of evidential

documents at On-site. Confirm the documents related to the Learning Outcomes carefully, including benchmark which has already been achieved while taking account of correspondence relationship vis-à-vis respective items of the Learning Outcomes to be achieved.

(6) On-site tour of facilities and equipment

The Chair of the Evaluation Panel and the Evaluation Team shall verify the degree of compliance with relevant Evaluation Items regarding facilities and equipment related to the program that can be appropriately confirmed remotely.

#### 4.2.3 Visit On-site Review

The content and schedule of Visit On-site Review are not uniformly determined, as they are based on items that could not be confirmed prior to Visit On-site Review. However, as standard practice, the schedule is decided considering the following tasks and others. Among these tasks, items that the Evaluation Panel deems unnecessary (items already checked by document review or Remote Evaluation or judged confirmable without Visit On-site Review) do not necessarily have to be conducted during Visit On-site Review. In principle, Visit On-site Review is hosted by the Lead Evaluator. If the Chair of the Evaluation Panel judges that a Visit On-site Review for common parts of programs is necessary, the Chair shall, in principle, accompany one of the Evaluation Teams during their Visit On-site Review and participate in the relevant verification activities. Additionally, Sub-evaluators who have completed their training as Candidates for Evaluator shall, in principle, participate in Visit On-site Review during their first evaluation assignment. Candidates for Evaluator and other Sub-evaluators may participate in Visit On-site Review if the Evaluation Team Dispatching Organization deems it essential and the program stakeholder's consent.

(1) Meetings of the Evaluation Teams

When multiple Evaluation Teams conduct Visit On-site Reviews on the same day, they shall share necessary information prior to the evaluation and hold a meeting at the beginning of the day to share information about the evaluation activities. During the evaluation day, as necessary, brief meetings may be held among the Evaluation Teams to organize findings and share information. When multiple Evaluation Teams conduct Visit On-site Reviews on the same day, the Chair of the Evaluation Panel shall, in principle, participate in these Visit On-site Reviews. Hereafter, the "group of multiple Evaluation Teams as described above" or a "single Evaluation Team accompanied by the Chair of the Evaluation Panel" shall be referred to as the Evaluation Panel.

(2) Interview between the JABEE Responsible Officer, Program Manager, and the

### Evaluation Panel

At the start of Visit On-site Review day, the JABEE Responsible Officer, the Program Manager, and the Evaluation Panel shall share information about the planned activities. During the interviews in Visit On-site Review, questions shall be asked to judge the degree of compliance with Evaluation Items that could not be confirmed during Remote On-site Review, and responses shall be requested. The Evaluation Panel may request the Program Operating Organization to provide evidential materials supporting the responses. The Program Manager may invite relevant program personnel to attend to assist with providing the responses.

#### (3) Interviews with Program Staff, Students, and Alumni

The Evaluation Team, with the Chair of the Evaluation Panel attending as necessary, shall conduct interviews with faculty, staff, students, and other stakeholders related to the program. These interviews are intended to verify the implementation status of the program, confirm the dissemination of information required by the Accreditation Criteria, and grasp general issues. It is desirable that interviews with alumni include working alumni. Additionally, Sub-evaluators and Candidates for Evaluator who do not participate in Visit On-site Review may join the interviews via web conference.

#### (4) Review of Materials Accessible Only During Visit On-site Review

The Evaluation Team shall review materials that can only be accessed during Visit On-site Review and verify the degree of compliance with the relevant Evaluation Items. Particular attention shall be paid to materials related to learning and educational outcomes, carefully examining their correspondence to each item of the learning and educational achievement goals, including the level of attainment. However, the purpose of reviewing materials is to confirm that the achievement of learning and educational goals is evaluated according to established methods and criteria, and that the program is operated in an organized manner; detailed investigation of the materials themselves is not required. Therefore, to complete the review within the limited scheduled time, it is important to decide in advance the materials to be reviewed and the points of view for review.

#### (5) Inspection of Facilities and Equipment

The Evaluation Team shall conduct inspections of facilities and equipment closely related to the specific parts of the program deemed appropriate for verification during Visit On-site Review and verify the degree of compliance with the relevant Evaluation Items.

### 4.2.4 Exit Meeting

The Chair of the Evaluation Panel shall, in principle, hold a final meeting via web conference within one week after the completion of Visit On-site Reviews for all programs. The Chair shall act as the host of the meeting. The Chair of the Evaluation Panel and the Lead Evaluators shall cooperate to prepare the Program Review Report (Exit Meeting) and a concise summary report highlighting important points of the overall evaluation results of the entire Evaluation Panel. Prior to Exit Meeting, the Lead Evaluator shall send the Program Review Report (Exit Meeting) of the respective program to the Program Manager.

Exit Meeting shall be held privately, and, in principle, all members of the Evaluation Panel and relevant faculty and staff of the Higher Educational Institution shall participate. If the JABEE Responsible Officer or the Program Manager receives a request for attendance from persons other than the Evaluation Panel members, they shall decide whether or not to permit attendance. Relevant faculty and staff of the Higher Educational Institution may take brief notes and ask a small number of questions during the final meeting. At the final meeting, the Chair of the Evaluation Panel shall express appreciation on behalf of the Evaluation Panel for cooperation during the On-site Review and read the common part of Executive Summary report. Subsequently, the Lead Evaluator shall read the part of Executive Summary report concerning the specific portion of the program under their responsibility. The Executive Summary report shall first sufficiently highlight the program's strengths, then succinctly and comprehensively point out issues in the program in light of the Accreditation Criteria. Attention shall be paid to ensure that no important points regarding Evaluation Items judged as "Deficiency" or "Weakness" are omitted. Informal opinions not included in the Program Review Report shall be refrained from being stated. The Executive Summary report shall not be provided to the Higher Educational Institution or the Program Operating Organization. The Chair of the Evaluation Panel shall explain that the contents of the Program Review Report (Exit Meeting) and the Executive Summary report represent the current views of the Evaluation Panel and do not constitute the final decision regarding accreditation. If the Program Operating Organization judges that there are factual errors or other issues in the Program Review Report (Exit Meeting), it may submit a Supplementary Explanation Document to the Lead Evaluator. The Chair shall inform them that if submitting a Supplementary Explanation Document, it must be submitted to the Chair of the Evaluation Panel, the Lead Evaluator, and the Evaluation Team Dispatching Organization by the deadline specified in the appendix.

## 5. Preparation of Evaluation Report and Responsibility of each Stakeholder on Evaluation and Accreditation

### 5.1 Preparation of Evaluation Report

#### 5.1.1 Preparation of Program Review Report (Post On-site Review)

##### (1) Program Operating Organization

Appeal for factual error on Program Review Report (Exit Meeting) by Report for Additional Explanation (ref. 3.5.1 (8))

##### (2) Chair of the Evaluation Panel

(a) Acknowledgement of receipt of Report for Additional Explanation to the Program Operating Organization (ref. 3.5.1 (8))

(b) Coordination for Preparation of Program Review Report (Post On-site Review) (ref. 3.5.1 (9))

##### (3) Lead Evaluator

(a) Acknowledgement of receipt of Report for Additional Explanation to the Program Operating Organization (ref. 3.5.1 (8))

(b) Preparation of Program Review Report (Post On-site Review) and submission of it to the Program Operating Organization, to the Evaluation Team Dispatching Organization, to the Evaluation Committee by Field and to JABEE (Ref. 3.5.1 (9), 3.5.2 (4))

##### (4) Sub-evaluator

Cooperation on preparation on Program Review Report (Post On-site Review) (Ref. 3.5.1 (9), 3.5.2 (4))

##### (5) The Evaluation Team Dispatching Organization

(a) Acknowledgement of receipt of Report for Additional Explanation to the Program Operating Organization (ref. 3.5.1 (8))

(b) Receipt of Program Review Report (Post On-site Review) by the Lead Evaluator (ref. 3.5.1 (9), 3.5.2 (4))

#### 5.1.2 Preparation of Evaluation Team Report

##### (1) Program Operating Organization

(a) Motion to the contents of Review Report (Post On-site Review) by Written Opposition (ref. 3.5.1 (9), 3.5.2 (4))

(b) Measures taken for the items pointed out by the Review Report (Post On-site Review) and report of the improvement result by the measures (ref. 3.5.1 (10), 3.5.2 (5))

##### (2) Chair of the Evaluation Panel

(a) Acknowledgement of receipt of Written Opposition or Improvement Report to the Program Operating Organization (ref. 3.5.1 (10))

(b) Coordination for Preparation of Evaluation Team Report (ref. 3.5.1 (11))

##### (3) Lead Evaluator

- (a) Confirmation on Submission of Written Opposition or Improvement Report from the Program Operating Organization if any
- (b) Acknowledgement of receipt of Written Opposition or Improvement Report to the Program Operating Organization (ref. 3.5.1 (10), 3.5.2 (5))
- (c) Preparation of Evaluation Team Report and submission of it to the Program Operating Organization, to the Evaluation Team Dispatching Organization, to the Evaluation Committee by Field and to JABEE (Ref. 3.5.1 (11), 3.5.2 (6))
- (4) Sub-evaluator
  - Cooperation on preparation on Evaluation Team Report (Ref. 3.5.1(11), 3.5.2(6))
- (5) Evaluation Team Dispatching Organization
  - (a) Acknowledgement of receipt of Written Opposition or Improvement Report to the Program Operating Organization (ref. 3.5.1 (10), 3.5.2 (5))
  - (b) Receipt of Written Opposition or Improvement Report by the Lead Evaluator (ref. 3.5.1 (11), 3.5.2 (6))

#### 5.1.3 Preparation of Evaluation Report by Field

- (1) Evaluation Committee by Field
  - Preparation of Evaluation Report by Field and its submission to JABEE (ref. 3.6.1)
- (2) Chair of the Evaluation Panel
  - Attend the meeting of Evaluation Committee by Field and provide comments, if necessary (ref. 3.6.1)
- (3) Lead Evaluator
  - provide comments at the meeting of the Evaluation Committee by Field (ref. 3.6.1)

#### 5.1.4 Preparation of Final Evaluation Report and Draft of Accreditation and non-accreditation

- (1) Evaluation & Accreditation Coordination Committee
  - (a) Preparation 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
  - Provide comments at the meeting of the Evaluation & Accreditation Coordination Committee (ref. 3.6.2)
- (3) Chair of the Evaluation Panel
  - Provide comments at the meeting of the Evaluation & Accreditation Coordination

Committee (ref.3.6.2)

#### 5.1.5 Decision and Approval on Accreditation and Non-Accreditation

##### (1) Accreditation Commission

Determination on Accreditation and Non-accreditation and 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 (ref. 3.6.3)

#### 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 (ref. 3.2.2)
- (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) Selection of the Chair and the Deputy Chair of Evaluation Panel (ref. 3.3)
- (e) Appointment of the Chair and the Deputy Chair of Evaluation Panel and the Evaluation Team (ref. 3.3)
- (f) Notification of the Field of Accreditation, the Evaluation Team Dispatching Organization and composition of the Evaluation Panel (name of members and their brief resume) to the Program Operating Organization and forwarding the Documents for Evaluation (ref. 3.3)
- (g) Setting up the Member Page for the Evaluation Panel and Evaluation Team, and configuring accounts for web conferences.
- (h) Fact checks and coordination of appeal, if any to the Evaluation Team Dispatching Organization or the Evaluation Panel (ref. 3.3)
- (i) Preparation 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))
- (j) Determination on Accreditation and Non-accreditation and Term of Validity if accredited by the Accreditation Commission (ref. 3.6.3, 5.1.5 (1))
- (k) Notification of Accreditation and Non-accreditation and Term of Validity if accredited

by the determination of Accreditation Commission to the Program Operating organization (ref. 3.6.4)

- (l) Approval of Evaluation result of Accreditation and Non-accreditation by the Board of Directors and bearing its legal responsibility (ref. 2.2, 3.6.3, 5.1.5 (2))
- (m) Notification of the Accreditation and Non-accreditation by the Report of Evaluation and Accreditation Result (ref. 3.6.4)
- (n) Notification of Accreditation and Non-accreditation and result of evaluation to the Chair of the Evaluation Panel (ref. 3.6.4)
- (o) Decision by the Appeal Committee, if any by the Program Operating Organization (ref. 3.7)

(2) Evaluation Team Dispatching Organization

- (a) Contract of evaluation (ref. 2.2, 3.2.2)
- (b) Nomination of the Chair of Evaluation Panel (ref. 3.3)
- (c) Selection of the Evaluation Team (ref. 3.3)
- (d) Receipt of Self-review Report (ref. 3.5.1 (2), 3.5.2 (2))
- (e) Acknowledgement of Receipt of Report for Additional Explanation (ref. 3.5.1 (8), 5.1.1 (5)(a))
- (f) Acknowledgement of receipt of Written Opposition or Improvement Report (ref. 3.5.1 (10), 3.5.2 (5), 5.1.2 (5)(a))
- (g) Notification of Accreditation and Non-accreditation and evaluation result to the Lead Evaluator and Sub-evaluator (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) Appeal for coordination regarding the Evaluation Team Dispatching Organization or the Evaluation Panel (ref. 3.3)
- (c) Preparation and upload of the Self-review Report to JABEE website by the deadline (ref. 3.4.2, 3.5.1(2), 3.5.2 (2))
- (d) Preparation for responding to Remote On-site Review and Visit On-site Review (see Sections 3.2.1, 3.5.1 (6), and 4.2.1 (2)).
- (e) Actions during the implementation period of Remote On-site Review and Visit On-site Review (see Sections 4.2.2 and 4.2.3).
- (f) Preparation and Submission of Report for Additional Explanation, if necessary (ref. 3.5.1 (8), 5.1.1 (1))
- (g) Preparation and submission of Written Opposition or Improvement Report if necessity (ref. 3.5.1 (10), 3.5.2 (5), 5.1.2 (1))



(h) Appeal against result of Accreditation if necessary (ref. 3.7)

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## Appendix 1: Schedule of Processing for Evaluation

### 1. General Evaluation

Item No. to Refer	By whom	Item	The time schedule (Deadline)
3.5.1 (2)	Program Operating Organization	Submission of Self-review Report	Until the date as prescribed by JABEE per academic year
3.5.1 (7)	Program Operating Organization / Evaluation Panel	On-site Review	Between September and the second Tuesday of November
3.5.1 (8) 4.2.2 (7)	Program Operating Organization	Submission of Report for Additional Explanation	Within one week after the final interview
3.5.1 (9)	Evaluation Team	Submission of Program Review Report (Post On-site Review)	Within two weeks after the final interview
3.5.1 (10)	Program Operating Organization	Submission of Written Opposition or Improvement Report	Immediately contact to the Chair of Evaluation Panel, the Lead Evaluator and the Evaluation Team Dispatching Organization if decide to submit either document within four weeks after the final interview
3.5.1 (11)	Evaluation Team	Submission of Evaluation Team Report	Within six weeks after the final interview, unless otherwise the date is designated by the Evaluation Committee by Field

### 2. Document Evaluation

Item No. to Refer	By Whom	Item	The time schedule (Deadline)
3.5.2 (2)	Program Operating Organization	Submission of Self-review Report	Until the date as prescribed by JABEE per academic year
3.5.2 (4)	Evaluation Team	Submission of Program Review Report (Post On-site Review)	"Deadline for Submission of Document Evaluation" as prescribed by the Evaluation Committee by Field
3.5.2 (5)	Program	Submission of	Immediately contact the Lead

	Operating Organization	Written Opposition or Improvement Report	Evaluator and the Evaluation Team Dispatching Organization if decided to submit either document within two weeks after the receipt of Program Review Report (Post On-site Review)
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

Appendix 2: Methods and Formats for Delivery and Receipt of Evaluation-Related Documents among Relevant Parties.

The exchange of electronic files of evaluation-related documents among the Program Operating Organization, The Chair of the Evaluation Panel, The Lead Evaluator, Evaluation Team Dispatching Organization, The Chair of the Evaluation Committee by Field, and JABEE shall be conducted through uploading and downloading on the communication board for the relevant program and evaluation team on the JABEE Member Page. (The aforementioned parties are granted access rights to the communication board and can download uploaded electronic files.)

The standard methods of sending and document formats for evaluation-related documents among the parties are shown in the table below. If the Member Page cannot be used, exchange of documents via email is also permitted. However, in such cases, adequate measures to ensure confidentiality of the information, such as password protection of documents, must be taken with full attention.

Doc. Item No. to Ref	Recipient	Program Operating Organization	Chair of Evaluation Panel/ Lead Evaluator (Evaluation Team)	Evaluation Team Dispatching Organization	Evaluation Committee by Field	JABEE
Program Review Report (Prior to On-site Review) 3.5.1(4)		The Excel File shall be exchanged via the Member Page.	(Prepared by)	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.
Program Review Report (Exit Meeting at On-site Review) 3.5.1(7) 4.2.2(7)		The PDF files of the "Cover Page" sheet and the "Evaluation Result & Remarks" sheet shall be received via the Member Page.	(Prepared by)	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.
Report for Additional Explanation 3.5.1(8)		(Prepared by)	Received via the Member Page.	Received via the Member Page.	—	—
Program Review Report (Post On-site Review) 3.5.1(9)		The PDF files of the "Cover Page" sheet and the "Evaluation Result & Remarks" sheet shall be received via the Member Page.	(Prepared by)	The entire MS-Excel file or the PDF file provided to the Program Operating Organization shall be received via the Member Page.	The entire MS-Excel file or the PDF file provided to the Program Operating Organization shall be received via the Member Page.	The entire MS-Excel file or the PDF file provided to the Program Operating Organization shall be received via the Member Page.

Written Opposition/ Improvement Report 3.5.1(10)	(Prepared by)	Received via the Member Page.	Received via the Member Page.	—	—
Evaluation Team Report 3.5.1(11)	—	(Prepared by)	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.	The Excel File will be received via the Member Page.

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Addendum: Explanation of Terminology (Omitted)

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