

**JABEE Rules & Procedures
for Evaluation and Accreditation**
Applicable in the year 2023 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 2023 and later” is official.
English translation is for informational purpose.

JABEE

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JABEE Rules & Procedures for Evaluation and Accreditation Applicable in the year 2023 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 degree for the graduates of the program and apply to one of the following curriculums. Neither allocation of faculty/college nor categories of bachelor 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 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. 2022, scope of academies, institutions and colleges are as follows:
(http://www.niad.ac.jp/n_gakui/ninteisisetsu/index.html)

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

- (c) The curriculum consisting of in total 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 degree, grants master degree to the graduates of the program and apply to the one of the following curriculums. Neither allocation of Major nor categories of master 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 degree to the students for graduation of the program,
- (b) The curriculum consisting of either 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 and master degree, grants bachelor and master 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 degree which will be granted to the graduates are questioned:

- (a) The curriculum which are consisted 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 differentiated 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 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

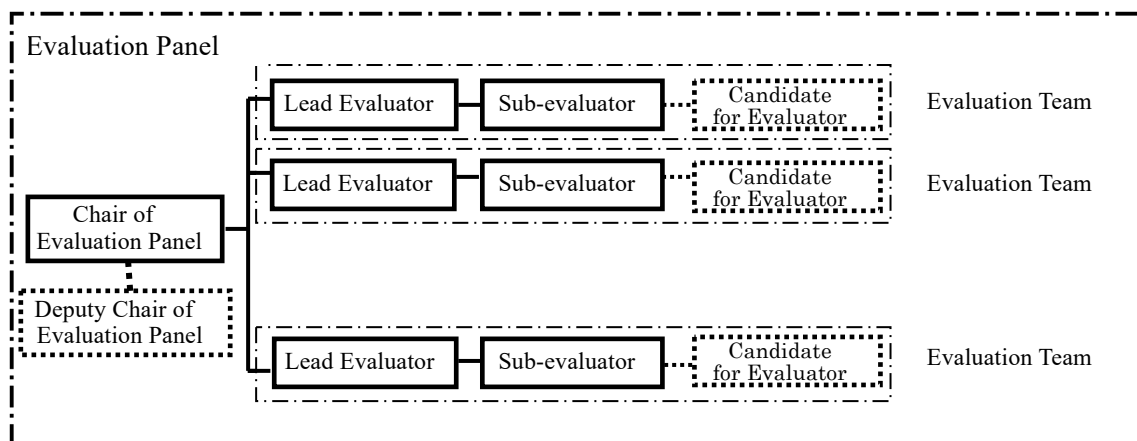
The program shall be evaluated if the program satisfies Accreditation Criteria (common and Category- and Discipline-specific Criteria) applicable in the academic year and be accredited based on its result.

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 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 Visit. 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 implemented by the review of Self-review Report and On-site Visit on evaluation items and by holistic judgement of "Large Category of Review†" based on the results of evaluation items. The evaluation items are selected from review items which correspond vis-a-vis respective accreditation criterion. Depending on the type of evaluations (ref. 2.6), there are cases: all Review Items are evaluated as Evaluation Item and only a designated part of Review Items are evaluated as Evaluation Item. Also, if designated Evaluation items for Interim Evaluation (ref. 2.6.2) do not require confirmation or judgment by On-site Visit, evaluation could be implemented only by Self-review Report (hereinafter referred to as "Document Evaluation†") without On-site Visit.

"Degree of Accordance†" of the Program vis-a-vis Accreditation Criteria is judged by each Evaluation item and Large Categories of Review shall be judged based on its result at the evaluation. The results of the evaluation shall be recorded in Program Review Report† and Evaluation Report† as defined separately. The description of the terminology is as follows:

- (1) Satisfy: (abbreviated as "S" in Program Review Report (Exit Meeting at On-site Visit/ Post-On-site Visit) and Evaluation Report.
Review Item or Large Category of Review meets Accreditation Criteria.
- (2) Weakness: (abbreviated as "W" in Program Review Report (Exit Meeting at On-site Visit/ Post-On-site Visit) 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 at On-site Visit/ Post-On-site Visit) 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 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. 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 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 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

Evaluation of the program which is not accredited at the time of application is called “New Evaluation”. The program shall be accredited with a term of validity of six-year if there are only “Satisfy” in Large Categories of Review as the result of New Evaluation. The program must be evaluated under “Continuous Evaluation” to maintain accreditation until the academic year after the final year of term of validity† (hereinafter referred to as “final year of term of validity”).

The program shall be accredited with a shortened term of validity of normally three-year if there is “weakness” in any of Large Categories of Review. The program must be evaluated under “Interim Evaluation” to maintain accreditation until the academic year after the final year of term of validity (normally in the third year).

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

2.6.2 Interim Evaluation

Evaluation to continue accreditation status within the academic year after the final year of term of validity for the program with shortened term of validity (normally in the third year)

is called "Interim Evaluation". Interim evaluation is implemented by either General Evaluation (With Visit) or Document Evaluation (Without Visit). When JABEE notifies the program operating organization the result of accreditation (Accreditation with shortened term of validity) at the previous evaluation, JABEE will also notify the term of validity, evaluation items for the Interim Evaluation and the method of Interim Evaluation (General Evaluation (With Visit) or Document Evaluation (Without Visit)).

If the Interim Evaluation does not include "Deficiency" in the judgment result of Large Category of Review, the term of validity of Accreditation will be given for a maximum of six-year in extension to the original term of validity in total from the last implemented Evaluation other than the Interim Evaluation (New Evaluation or Continuous Evaluation of Accreditation). Namely, the total term of validity of accreditation shall be six-year with newly granted three-year of term of validity including academic year of application of Interim Evaluation, if the term of validity granted as the result of previously implemented evaluation as mentioned above is three years. If the Accreditation Commission approves as necessary, the total term of validity of accreditation less than six-year as the result of previously implemented evaluation as mentioned above may be granted if there is no "Deficiency" but "Weakness" in any of Large Categories of Review. In this case, the Program should take Interim Evaluation again within academic year after the final year of term of validity to maintain accreditation status.

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

2.6.3 Continuous Evaluation

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

Determination of Accreditation or Non-accreditation and term of validity based on Continuous Evaluation shall be treated as equivalent as New Evaluation. However, if during the process of Continuous Evaluation, the Evaluation & Accreditation Coordination Committee determines that another evaluation is necessary and the program so wishes to be evaluated again, the decision for Continuous Evaluation may be withheld and the program will be re-evaluated in the academic year following the year in which the Continuous Evaluation of Accreditation was implemented (ref. 3.6.2).

If a program during valid term of accreditation requests and is accredited for a

Continuous Evaluation prior to the final academic year of validity, the new accreditation term of validity and evaluation results will be valid for a maximum of six-year beginning with the year in which the evaluation is implemented. On the other hand, the term of validity of accreditation and the evaluation results based on the previous evaluation is valid so that the program could be evaluated under continuous evaluation again for the following academic year of final academic year of validity if the continuation of accreditation by above mentioned continuous evaluation is not approved.

2.6.4 Show Cause Evaluation

During the process of Continuous Evaluation, if the Evaluation & Accreditation Coordination Committee determines that another evaluation is necessary for the program with "Deficiency" in the judgement result in the Large Category of Review and the program so wishes to be evaluated again in the academic year following the year in which the Continuous Evaluation was implemented is called "Show Cause Evaluation".

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

3. Procedures for Evaluation and Accreditation

3.1 Methods for Different Types of Evaluation

- (1) New Evaluation, Continuous Evaluation and Show Cause Evaluation shall be implemented by General Evaluation (With Visit).
- (2) Interim Evaluation shall be implemented by either General Evaluation (With Visit) or Document Evaluation (Without Visit). When JABEE notifies the program operating organization the result of accreditation (evaluation determined as next evaluation to be Interim Evaluation) at the previous evaluation, JABEE will also notify the term of validity, evaluation items for the Interim Evaluation and the method of Interim Evaluation (General Evaluation (With Visit) or Document Evaluation (Without Visit)).

3.2 Application for Accreditation and Acceptance

3.2.1 Application for Accreditation

The Program Operating Organization sought to be accredited by JABEE shall submit

application for accreditation with prescribed form. Program which will be evaluated by one of evaluations; New Evaluation, Interim Evaluation and Continuous Evaluation, shall meet "Requirement for Acceptance of Evaluation and Accreditation" of applicable academic year as defined separately. For the Application for Accreditation, the Program Operating Organization shall assign a person responsible for the application for accreditation (hereinafter referred to as "Person in Charge of JABEE Matter†") and person responsible for the program (hereinafter referred to as "Person in Charge of the Program†") and other staff for necessary task. Person in Charge of JABEE Matter is usually the president of the institution, Dean of the faculty or the graduate school, or person in charge of curriculum in the faculty or graduate school. Person in Charge of JABEE Matter and Person in Charge of the Program shall be the Main contact and make efforts on smooth implementation of the evaluation including preparation of necessary documents and communication between related parties. Person in Charge of JABEE Matter and Person in Charge of the Program may designate appropriate substitute to delegate operations.

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

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

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

The Evaluation & Accreditation Coordination Committee determines Field of

Accreditation, Evaluation Methods and the Evaluation Team Dispatching Organization for programs accepted to be evaluated and entrusts the Evaluation Team Dispatching Organizations to implement evaluations. The Evaluation Team Dispatching Organizations shall be determined in consultation with associated Engineering Societies as necessary including cases in which the contents of program cover multiple fields. Note that the Evaluation Team Dispatching Organization shall be one of Full Member Societies of JABEE. The Evaluation & Accreditation Coordination Committee assembles Evaluation Panel.

3.3 Composition of the Evaluation Panel and Motion to Adjust

The Evaluation Panel is composed of the Chair of Evaluation Panel, who implement evaluation, Deputy Chair of Evaluation Panel, who may be added, if necessary, Lead Evaluators for respective programs and Sub-evaluator as well as Candidate for evaluator, who may be added, if necessary. JABEE requests to nominate candidate for the Chair of Evaluation Panel to the Engineering Academic Society prior to form the Panel, if assigning the Chair or the Deputy Chair of the Evaluation Panel exclusively. Engineering Academic Society nominates candidate of the Chair of Evaluation Panel to JABEE in accordance with the "Evaluation Panel Composition Criteria". JABEE appoints, through approval of the Evaluation & Accreditation Coordination Committee, the Chair of Evaluation Panel as well as the Deputy Chair of the Evaluation Panel, if necessary, based on the selection of candidates. The Evaluation Team Dispatching Organization selects Lead Evaluator and Sub-evaluator in accordance with "Evaluation Panel Composition Criteria" and JABEE appoints them through approval of the Evaluation & Accreditation Coordination Committee. JABEE may select the Chair or Deputy Chair of Evaluation Panel, Lead Evaluator or the Sub-evaluator through consultation with the Evaluation & Accreditation Coordination Committee if necessary. The Candidate for Evaluator, who is anticipated to be an Evaluator, may also be included in the Panel. The Evaluation Team Dispatching Organization may assign Candidate for Evaluator, who qualifies "Evaluation Panel Composition Criteria" and "Qualification of Candidate for Evaluator", into the Evaluation Panel based on the approval of Chair of Evaluation Panel.

The Evaluation Team Dispatching Organization is required to maintain the roster of Lead Evaluator, Sub-evaluator and Candidate for Evaluator to be able to compose the Evaluation Team smoothly. The Evaluation Team Dispatching Organization may reflect the assessment result of performance record of Lead Evaluator and Sub-evaluator to the roster if necessary.

JABEE may make an observer, who is recognized as eligible, to accompany with the

Evaluation Panel based on the approval of Chair of Evaluation Panel and the Person in charge of JABEE Matter. Requirements and confidentiality for the observer are as defined separately.

The Chair of Evaluation Panel takes initiative of the evaluation and coordinates comprehensive evaluation results at the same time mainly serves evaluation for items commonly applied to overall Higher Education Institution (university, Faculty, graduate course and/or advanced course in College of Technology). The Chair of the Evaluation Panel also appropriately coordinates evaluation results of respective programs with the Lead Evaluators. The Deputy Chair of the Evaluation Panel assists Chair of the Evaluation Panel and substitutes its position in case of accident. The Lead Evaluator leads the Evaluation Team and closely works with the Chair of Evaluation Panel and the Evaluation Team Dispatching Organization. The Sub-evaluator assists the Lead Evaluator. The Candidate for Evaluator shall participate evaluation to gain the experience to be an evaluator in the future. The Candidate for Evaluator is not permitted to review or evaluate by its own will although may make comments within the Evaluation Panel by the request of Chair of Evaluation Panel or the Lead Evaluator.

The Observer is required to behave in accordance with the confidentiality as defined separately. The Chair of the Evaluation Panel may accept request, based on the consultation with the Evaluation Team, Higher Education Institution and the parties involved in the Program Operating Organization, from the observer within the limitation of confidentiality and interference.

JABEE notifies Field of Accreditation, Evaluation Team Dispatching Organization and the composition of the Evaluation Panel (Names and brief resume) to the Higher Education Institution and sends Evaluation-related documents. The higher Education Institution may file an appeal against a part of or whole Evaluation Team Dispatching Organization or the composition of Evaluation Panel as unqualified and ask realignment, if there is legitimate rationale, to JABEE within the period as prescribed by JABEE. JABEE, in cooperation with the Evaluation Team Dispatching Organization, reconfirms the fact and coordinates its appeal if there is any.

3.4 Evaluation Items and Evaluation Methods

3.4.1 Evaluation Items

Evaluation shall be implemented for the Evaluation Items as follows.

- (1) Evaluation items for the New Evaluation and Continuous Evaluation shall cover all the Review Items which correspond to Accreditation Criteria in the academic year of application for evaluation. Continuous Evaluation shall focus on concept of “to

continuously develop the professional education program by encouraging application of better educational methods” as defined in 3.1 of Chapter 3 “Standpoint of Accreditation” from “JABEE Fundamental Framework for Accreditation of Professional Education Programs” and specifically regard to the items pointed out in the past six-year of evaluations for accreditation.

- (2) Evaluation items for the Interim Evaluation shall be the Review Items determined as “Weakness” or in some case “Deficiency” at the previous New, Continuous, Interim, or Show Cause Evaluation. However, the Evaluation & Accreditation Coordination Committee determines Evaluation items if the correspondence between the Accreditation Criteria applied for the academic year of application and the Evaluation Items are unclear. Note that the Program Operating Organization could designate Review Items (hereinafter referred to as “reference items”) other than evaluation items if they prefer to add for the evaluation.
- (3) Evaluation items for the Show Cause Evaluation shall be the Review Items determined as “Deficiency” at the previous Continuous Evaluation. However, the Evaluation & Accreditation Coordination Committee determines Evaluation items if the correspondence between the Accreditation Criteria applied for the academic year of application and the Evaluation Items are unclear.

3.4.2 Evaluation Methods and Judgment

Judgement is made based on evaluation of whether the evaluation items meet Accreditation Criteria. Note that the reference items are evaluated at the Interim Evaluation, however, judgment on “Satisfy”, “Weakness” or “Deficiency” shall not be made.

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

3.5 Flow of Evaluation (With Visit)

The Chair of the Evaluation Panel is the only person who is allowed to contact to the Higher Education Institution directly and the Lead Evaluator is the only person who is allowed to contact to the Program Operating Organization although, depends on the

contents, the Chair of the Evaluation Panel contact to the Program Operating Organization directly. Deputy Chair of the Evaluation Panel, Sub-evaluator and Candidate for the Evaluator are not allowed to directly contact to the Higher Education Institution and the Program Operating Organization. Additionally, Contacts for important matters to the Higher Education Institution such as, change of evaluation result by analysis of Accreditation Criteria, should be handled by the name of the Chair of the Evaluation Panel and the communication between Evaluation Team and the Program Operating organization should be handled by the name of Lead Evaluator (including E-mail). The Chair of the Evaluation Panel and Lead Evaluator as well as Higher Education Institution and the Program Operating Organization shall enhance safe archive of the data and the prevention of information leak of copied documents. Also, The Chair of the Evaluation Panel and Lead Evaluator as well as Higher Education Institution and the Program Operating Organization manage and archives documents used for evaluation based on “Detailed Regulation for implementation of usage, archive and destruction of evaluation documents”. The standard communication methods and document formats related to the exchange of Program Review Report/ Evaluation Report, Report for Additional Explanation, Written Opposition and Improvement Report among those involved in the Evaluation shall be described in the Appendix 2. The Chair of the Evaluation Panel and Lead Evaluator shall enhance smooth implementation on evaluation by communicating with Evaluation Team Dispatching organization and JABEE when necessary.

3.5.1 General Evaluation (With Visit)

New Evaluation, Continuous Evaluation, Show Cause Evaluation and some of Interim Evaluation are implemented in a form of General Evaluation (With Visit) by the following flow of (1) to (9). Communication between Person in Charge of JABEE Matter and the Chair of Evaluation Panel as mentioned in following (1) to (9) equivalently apply to the communication between Person in Charge of the Program and the Lead Evaluator if the Panel is composed of single evaluation team. refer Appendix 1 “Processing Schedule of Evaluation” as mentioned in the bottom section of this document for the specific processing schedule of following (1) to (9).

- (1) The Chair of the Evaluation Panel discusses the time schedule of evaluation with the Higher Education Institution (normally with Person in Charge of JABEE Matter however, it shall be Person in Charge of the Program if the Panel is composed of single evaluation team. Ditto).
- (2) The Program Operating Organization prepares Self-review Report in cooperation with Person in Charge of JABEE Matter then uploads it on n JABEE Website by the

Deadline. The Chair of Evaluation Panel, Lead Evaluator, Sub-evaluator and Candidate for Evaluator download the Self-review Report from JABEE Website. The Program Operating Organization sends Self-review Report to Evaluation Team Dispatching Organization and JABEE, If the program is unable to upload it to JABEE website. The forms and the number of sets of copy of Self-review Report to be sent are determined in consultation with the Evaluation Team Dispatching Organization and JABEE. The Evaluation Team Dispatching Organization sends Self-review Report to the Lead Evaluator and Sub-evaluator and JABEE does the same to Chair of Evaluation Panel respectively.

- (3) The Chair of the Evaluation Team mainly handles common items which are indicated in the Self-review Reports of all programs under the panel whereas, the Evaluation Team mainly handles the program-oriented items. Differentiation is not necessary between common and program-oriented items if the Panel is composed of single evaluation team.
- (4) The Chair of Evaluation Panel carefully examines the Self-review Report in accordance with the roles as described in (3) above and summarizes it to the Program Review Report (prior to the On-site Visit). The Chair of the Evaluation Panel raises questions to the Higher Education Institution (normally Person in Charge of JABEE Matter) directly. The Chair of the Evaluation Panel also request minimum support documents (herein after referred to as "support documents") if necessary. Communication between the Chair of Evaluation Panel and the Person in Charge of JABEE Matter shall be shared with respective Evaluation Team under the Panel.
- (5) The Lead Evaluator examines the Self-review Report in accordance with the roles as described in (3) above and summarizes it to the Program Review Report (prior to the On-site Visit). The Lead Evaluator raises questions to the Higher Education Institution (normally Person in Charge of the Program) directly based on prior consensus from the Chair of Evaluation Panel. The Lead Evaluator also request minimum support documents if necessary. The Lead Evaluator completes the Program Review Report (prior to the On-site Visit) in full with coordination of the Chair of Evaluation Panel and submits it to the Evaluation Team Dispatching Organization, Evaluation Committee by Field and JABEE.
- (6) The Chair of the Evaluation Panel and the Lead Evaluator decide in consultation with Person in Charge of JABEE Matter and the Person in Charge of the Program the time schedule of On-site Visit after the Evaluation Panel having determined things to be confirmed at the On-site Visit. Person in Charge of JABEE Matter and Person in Charge of the Program organize and prepare related evidential documents which

include items as written in Self-review Report (examination questions, answer sheet, production, and textbook etc.) required for the On-site Visit. Person in Charge of JABEE Matter is expected to enhance smooth implementation of the On-site Visit by informing its protocol among those involved in the Evaluation based on close communication with the Person in Charge of the Program.

- (7) The Evaluation Panel generally implements On-site Visit within the period as prescribed in the appendix 1. The Chair of the Evaluation Panel prepares the Executive Summary of comprehensive evaluation results. The Lead Evaluator prepares the Executive Summary of evaluation results of the program at the completion of the evaluation to the Program Review Report (Exit Meeting at On-site Visit) based on the consultation with the Sub-evaluator. Program Review Report (Exit Meeting at On-site Visit) and Executive Summary shall be prepared agree upon sufficient discussion between The Chair of Evaluation Panel and the Lead Evaluator and its Final judgment shall be made by the responsibility of the Chair of Evaluation Panel. The chair of Evaluation Panel expresses Panel's gratitude for the cooperation on evaluation and reads out executive summary which covers comprehensive evaluation results at debriefing session. The Chair of the Evaluation Team hands in copy of the Program Review Report (Exit Meeting at On-site Visit) to the Program Operating Organization and reads out executive summary which covers evaluation results of the program. The Lead Evaluator submits Program Review Report (Exit Meeting at On-site Visit) to the Evaluation Team Dispatching Organization, the Evaluation Committee by Field and to JABEE after completion of On-site Visit.
- (8) The Program Operating Organization is allowed to appeal for contents of Program Review Report (Exit Meeting at On-site Visit) to the Lead Evaluator in writing (Hereinafter referred to as "Report for Additional Explanation†") if the Program Operating Organization considers there are factual errors. Also note that the Program Operating Organization is required to submit Report for Additional Explanation to the Chair of the Evaluation Panel, Lead Evaluator and the Evaluation Team Dispatching Organization by the date as prescribed in Appendix 1, if such case applies. The Chair of the Evaluation Panel, Lead Evaluator and the Evaluation Team Dispatching Organization shall immediately acknowledge its receipt to the Program Operating Organization. Additionally, the treatment of the Report for the Additional Explanation is not disclosed to the Program Operating Organization.
- (9) The Lead Evaluator prepares Program Review Report (Exit Meeting at On-site visit) and Program Review Report (Post On-site Visit) by taking consideration on Report for Additional Explanation in consultation with the Chair of the Evaluation Panel and the

Sub-evaluator and submit them to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Evaluation Committee by Field and JABEE by the date as prescribed in Appendix. The Sub-evaluator immediately reports recommendation for modification of elaboration to the contents as described in the Program Review Report (Exit Meeting at On-site Visit) to the Lead Evaluator and contributes for the preparation on Program Review Report (Post On-site Visit).

- (10) The Program Operating Organization may file an appeal by Written Opposition in writing with the Lead Evaluator if there is an objection for the contents of Program Review Report (Post On-site Visit) (hereinafter referred to as "Written Opposition"). The Program Operating Organization may also file an appeal of measures and its improved result by the Improvement Report (hereinafter referred to as "Improvement Report") with the Lead Evaluator if the remedial actions are immediately taken against the items pointed out in the Program Review Report (Post On-site Visit). The Program Operating Organization is required to immediately contact to the Chair of the Evaluation Panel, Lead Evaluator and the Evaluation Team Dispatching Organization if the Program Operating Organization intends to submit Written Opposition or Improvement Report and it should be submitted by the deadline as prescribed in the appendix 1. The Chair of the Evaluation Panel, Lead Evaluator and the Evaluation Team Dispatching Organization shall immediately acknowledge its receipt to the Program Operating Organization. The Lead Evaluator may ask for confirmation on the contents of Written Opposition or Improvement Report to the Program Operating Organization if necessary. Additionally, the treatment of the Written Opposition or Improvement Report is not disclosed to the Program Operating Organization.
- (11) The Lead Evaluator prepares Evaluation Team Report by taking consideration on Program Review Report (Post On-site Visit) and Written Opposition or Improvement Report in consultation with the Chair of the Evaluation Panel and the Sub-evaluator and submits it to the Evaluation Team Dispatching Organization, the Evaluation Committee by Field and JABEE by the date as prescribed in Appendix 1. The Sub-evaluator immediately reports suggestion for modification in detail if needed on Program Review Report (Post On-site Visit) by taking consideration on Written Opposition or Improvement Report and contributes the Lead Evaluator to completes the Evaluation Team Report. Additionally, the Lead Evaluator immediately prepares the Evaluation Team Report based on the Program Review Report (Post On-site Visit) if Written Opposition or Improvement Report is not submitted by the Program Operating Organization and submits it to the Evaluation Team Dispatching Organization, to the Evaluation Committee by Field and to JABEE. The Evaluation Team Report shall be

prepared agree upon sufficient discussion between the Lead Evaluator and the Chair of Evaluation Panel and its Final judgment shall be made by the responsibility of the Chair of Evaluation Panel.

3.5.2 Document Evaluation (Without Visit)

Some of the Interim Evaluation are implemented in a form of Document Evaluation by (1) to (6) as follows and generally the panel is composed of single evaluation team. Note that specific schedule of handling of following (1) to (6), refer Appendix 1 “Processing Schedule of Evaluation” as mentioned in bottom parts of this document.

- (1) The Lead Evaluator discusses the time schedule of evaluation with the Program Operating Organization (normally with Person in Charge of the Program).
- (2) The Program Operating Organization prepares Self-review Report and uploads it on JABEE Website by the Deadline. The Lead Evaluator, Sub-evaluator and Candidate for Evaluator download the Self-review Report from JABEE Website. The Program Operating Organization sends Self-review Report to Evaluation Team Dispatching Organization and JABEE, If the program is unable to upload it to JABEE website. The forms and the number of sets of copy of Self-review Report to be sent are determined in consultation with the Evaluation Team Dispatching Organization and JABEE. The Evaluation Team Dispatching Organization sends Self-review Report to the Evaluation Team.
- (3) The Evaluation Team carefully examines the Self-review Report and summarizes it to the Program Review Report (prior to the On-site Visit). The Lead Evaluator raises questions to the Program Operating Organization (normally Person in Charge of the Program) directly. The Lead Evaluator also request minimum support documents if necessary. Note that it is not necessary to make document of items related to On-site Visit in Program Review Report (prior to the On-site Visit) in the case of Document Evaluation. The Lead Evaluator submits the Program Review Report (prior to the On-site Visit) to the Evaluation team Dispatching Organization, the Evaluation Committee by Field and JABEE.
- (4) The Lead Evaluator in consultation with the Sub-evaluator prepares the Program Review Report (Post On-site Visit) based and Evaluation Result and sends it to the Program Operating Organization, the Evaluation Team Dispatching Organization, the Evaluation Committee by Field and JABEE by the deadline as prescribed by the Evaluation Committee by Field (hereinafter referred to as “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 for the contents of Program Review Report (Post On-site Visit). The Program Operating Organization may also submit Improvement Report to file an appeal of measures and its improved result with the Lead Evaluator if the remedial actions are immediately taken against the items pointed out in the Program Review Report (Post On-site Visit). The Program Operating Organization is required to immediately contact to the Lead Evaluator and the Evaluation Team Dispatching Organization if the Program Operating Organization intends to submit Written Opposition or Improvement Report and it should be submitted by the deadline as prescribed in the appendix 1. The Lead Evaluator and the Evaluation Team Dispatching Organization shall immediately acknowledge its receipt to the Program Operating Organization. The Lead Evaluator may ask for confirmation on the contents of Written Opposition or Improvement Report to the Program Operating Organization if necessary. Additionally, handling of the Written Opposition or Improvement Report is not disclosed to the Program Operating Organization.

- (6) The Lead Evaluator prepares Evaluation Team Report by taking consideration on Program Review Report (Post On-site Visit) and 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 date as prescribed in Appendix 1. The Sub-evaluator immediately reports suggestion for modification in detail if needed on Program Review Report (Post On-site Visit) by taking consideration on Written Opposition or Improvement Report and contributes the Lead Evaluator to completes the Evaluation Team Report. Additionally, the Lead Evaluator immediately prepares the Evaluation Team Report based on the Program Review Report (Post On-site Visit) if Written Opposition or Improvement Report is not submitted by the Program Operating Organization and submits it to the Evaluation Team Dispatching Organization, to the Evaluation Committee by Field and to 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 base 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 result 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 base 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 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 Coordination 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 does 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 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 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 Visit

4.1 Purpose and Items of On-site Visit

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

4.2 Rules and Procedures for On-site Visit

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

4.2.1 Preparation prior to the On-site Visit

On-site Visit can be efficiently implemented within a short duration of time by prior confirmation of all possible items and by careful preparation prior to the On-site Visit. Tasks and time schedule prior to the On-site Visit are as follows.

- (1) Confirm the modality of mutual contact among the Program Operating Organization,

the Evaluation Panel, and the Evaluation Team Dispatching Organization.

- (2) The Chair of the Evaluation Panel decides the date of On-site Visit based on the coordination with the Lead Evaluator and the Person in Charge of JABEE Matter. The final decision of the duration of On-site Visit shall be made after items to be confirmed at the On-site Visit have been determined, however, make a three days and two nights time schedule available to implement On-site Visit at the initial stage. The Chair of the Evaluation Panel notifies the date of the On-site Visit to the Lead Evaluators and ask them to report itinerary, including the arrival and departure dates, and the way of contact throughout the journey to the Chair of the Evaluation Panel. The Chair of the Evaluation Panel informs itinerary of all Evaluation Panel to the Person in Charge of JABEE Matter. Person in Charge of JABEE Matter, if needed, arranges accommodation of the Evaluation Panel and other necessary arrangements for the evaluation (transportation between nearby station to the higher education institution, accommodation, meeting room or essential goods to be used by the Evaluation Panel) in consultation with the Chair of the Evaluation Panel.
- (3) The Chair of Evaluation Panel takes care of common items among Evaluation Teams as indicated in the Self-Review Report and the Evaluation Teams take care of the program-oriented specific items of the respective programs.
- (4) The Chair of the Evaluation Panel describes items unable to confirm meeting the Accreditation Criteria, items requesting support documents, document to be confirmed at the On-site Visit, and interviewees at the On-site Visit through the "Unconfirmed Items and Arrangement Requests" Worksheet in the Program Review Report (prior to On-site Visit) as for the common items of respective programs and sends it to the Person in Charge of JABEE matter 6 weeks prior to the On-site visit. The Chair of the Evaluation Panel requests the Person in Charge of JABEE Matter to submit support documents as much as possible 3 weeks prior to the On-site Visit which can be submitted in advance. Communication between the Chair of Evaluation Panel and the Person in Charge of JABEE Matter shall be shared among all Evaluation Teams under the Panel.
- (5) The Lead Evaluator encourages Sub-evaluator to fully read Self-review Report and to prepare worksheet "Unconfirmed items and arrangement requests" from the Program Review Report (prior to the On-site Visit) based on the confirmation of reception of Self-review Report from the Program Operating Organization and request Sub-evaluator to return it to the Lead Evaluator 8 weeks prior to the On-site Visit.

- (6) The Lead Evaluator consolidates worksheet of the Program Review Report (prior to the On-site Visit) submitted by the Sub-evaluator with regard to items unable to confirm meeting the Accreditation Criteria, items requesting support documents, document to be confirmed at the On-site Visit, and interviewees at the On-site Visit into the "Unconfirmed items and arrangement requests" and submit it to the Person in Charge of Program 6 weeks prior to the On-site Visit. The Lead Evaluator also request the Person in Charge of the Program to describe in the response worksheet from the Program Review Report (prior to the On-site Visit) the progress of arrangement of documents and candidates for the interview and ask to return it 4 weeks prior to the On-site Visit. The Lead Evaluator also request the Person in Charge of Program to submit support documents as much as possible 3 weeks prior to the On-site Visit which can be submitted in advance.
- (7) The Chair of the Evaluation Panel consults with Lead Evaluator of the respective programs and determines to shorten the duration of On-site Visit to 2 days and 1 night, if possible, at this moment, and fixes the dates in consultation with the Person in charge of JABEE Matter then feedback the result to the Lead Evaluator. The Lead Evaluator notifies the final dates of On-site Visit to the Sub-evaluator, Candidate for Evaluator and the Evaluation Team Dispatching Organization.
- (8) The Chair of the Evaluation Panel and the Lead Evaluator examine the contents of response worksheet from the Program Review Report (prior to the On-site Visit) and fill out the worksheet of On-site Visit Plan from the Program Review Report (prior to the On-site Visit) by documents to be confirmed at On-site Visit, draft contents of interview, and estimated time allocated for respective items at On-site Visit and send it to the Sub-evaluator and Candidate for Evaluator, then request their feedback 3 weeks prior to the On-site Visit. The Lead Evaluator finalizes On-site Visit Plan worksheet of the Program Review Report (prior to On-site Visit) based on comments from the Sub-evaluator and Candidate for Evaluator and sends it to the Chair of the Evaluation Panel.
- (9) The Chair of the Evaluation Panel completes the On-site Visit Plan worksheet of Program Review Report (prior to the On-site Visit) by taking consideration of comments and support documents from the respective Lead Evaluators. The Chair of the Evaluation Panel determines to shorten the duration of On-site Visit to 2 days and 1 night, if possible, at this moment, and fixes the dates in consultation with the Person in charge of JABEE Matter then feedback the result to the Lead Evaluator. The Lead Evaluator notifies the final dates of On-site Visit to the Sub-evaluator, Candidate for Evaluator and the Evaluation Team Dispatching Organization 2

weeks prior to the On-site Visit.

- (10) The Chair of the Evaluation Panel prepares the time schedule of On-site Visit based on the On-site Visit Plan worksheet of Program Review Report and send it to the Program Operating Organization and the Lead Evaluators and request confirmation on the contents and point out the problems 2 weeks prior to the On-site Visit. The Chair of the Evaluation Panel prepares modification based on the comments.
- (11) The Lead Evaluator prepares a draft of the Program Review Report (Exit Meeting at On-site Visit) and Executive Summary in advance based on Self-review Report, Program Review Report (prior to the On-site Visit) and support documents sent from the Program Operating Organization preliminarily. The Chair of Evaluation Panel prepares a draft of Executive Summary which covers comprehensive evaluation results based on the degree of progress of respective programs at the time of prior to On-site Visit. All the information shall be shared among the Chair of Evaluation Panel, Lead Evaluator, Sub-evaluator and Candidate for Evaluator.
- (12) The Chair of the Evaluation Panel makes final confirmation on the date and contents of schedule for On-site Visit with the Person in Charge of JABEE Matter and the Lead Evaluator 1 week prior to the On-site Visit. The Chair of the Evaluation Panel also confirm the modality of contact in emergency among Evaluation Panel.

4.2.2 During On-site Visit

The contents and the schedule of On-site Visit cannot be generalized as they are determined based on the contents of items which could not be confirmed prior to the On-site Visit. The following are the standard tasks. The Evaluation Panel not necessarily need to implement all the tasks (items determined to be able to review without implementation). The Candidate for Evaluator shall be in accordance with “Guidelines for the Conduct of Candidates for Evaluators” provided separately.

(1) Meetings of the Evaluation Panel

The Chair of the Evaluation Panel holds several meetings during On-site Visit to consolidate and share the information on evaluation results among the Evaluation Panel. The first meeting shall be held as soon as the Evaluation Panel has assembled at on-site and confirm the contents and schedule of On-site Visit based on the evaluation on Self-review Report and support documents and consolidate and share the information and understanding on problems of the respective programs. Meetings shall be held by the respective programs as appropriate with

participation of the Chair of the Evaluation Panel, if necessary to consolidate and analyze the findings during the evaluation while proceeding judgement on degree of accordance to the Accreditation Criteria and consolidating the problems remain unsolved to determine the contents and the time schedule of further evaluation. A meeting shall be held at the end of On-site Visit to prepare the final version of the program review report (Exit Meeting at On-site Visit) and the Executive Summary based on the consolidation and analysis of findings from the On-site Visit comprehensively.

(2) First meeting between the Program-related Party and the Evaluation Panel

The first meeting shall be held among Person in Charge of JABEE Matter, Person in Charge of the Program, Program Related Parties and the Evaluation Panel immediately after the Evaluation Panel arriving at the Education Institution. This meeting is to introduce each other and make final confirmation on the contents and the schedule of On-site Visit.

(3) Meeting with Person in Charge of the Program

Meeting shall be held between the Evaluation Team and the Person in Charge of the Program with attendance of the Chair of the Evaluation Panel, if necessary to clarify unclear points for making judgement on the degree of accordance to the Accreditation Criteria. The Evaluation Team may request to provide evidential documents to the Program Operating Organization, if necessary, which backup their explanation. The Person in Charge of the Program may be accompanied with Program-related Parties.

(4) Interview with Program-Related Parties and the Students

The Evaluation Team interviews with the Program-related Parties of all levels and students with attendance of the Chair of the Evaluation Panel, if necessary to confirm the actual implementation condition of the program, status of items required by the Accreditation Criteria to make well-known and the identification of general problems of the program.

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

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

(7) Exit Meeting at On-site Visit

The Chair of Evaluation Panel and the Higher Education Institution hold the Exit Meeting at On-site Visit for the following contents in closed debriefing session. The Person in Charge of JABEE Matter and/or the Person in Charge of the Program have a right of selection of attendees to the meeting besides Evaluation Panel. Attendees from Higher Education Institution are permitted to take memos and to raise limited number of questions during the session.

The Chair of Evaluation Panel, representing the Evaluation Panel, expresses gratitude for cooperation and read out comprehensive Executive Summary which covers all Evaluation Panel. The Lead Evaluator reads out the major items noted in the Executive Summary and the Program Review Report (Exit Meeting at On-site Visit) followed by handing in the Program Review Report (Exit Meeting at On-site Visit) to the Program Operating Organization. First, the Lead Evaluator shall sufficiently address the strength of the program and point out problem of the program vis-à-vis Accreditation Criteria comprehensively yet briefly. Evidences and remarks associated with the Evaluation Items judged as “Deficiency” or “Weakness” shall be included into the contents of Program Review Report (Exit Meeting at On-site Visit) to be read out. Refrain from stating unofficial comment, such as annotation, if it is not described in the Executive Summary. Executive Summary shall not be handed in.

The Chair of the Evaluation Panel explains that the Executive Summary is the observation of the Evaluation Panel at the moment and is not the final determination of the Accreditation or Non-accreditation. The Chair of the Evaluation Panel informs the Program Operating Organization that they may appeal for contents of Program Review Report (Exit Meeting at On-site Visit) to the Lead Evaluator by “Report for Additional Explanation” in writing, if the Program Operating Organization considers there are factual errors, and also informs them that they are required to submit the Report for Additional Explanation, if submitting, to the Chair of Evaluation Panel, the Lead Evaluator and the Evaluation Team Dispatching Organization by the deadline as prescribed.

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 Visit)

(1) Program Operating Organization

Appeal for factual error on Program Review Report (Exit Meeting at On-site Visit) 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 Visit) (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 Visit) 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 Visit) (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 Visit) 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 Visit) 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 Visit) 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 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 Evaluation & Accreditation Coordination Committee (ref.3.6.2)
- (3) Chair of the Evaluation Panel
 - Provide comments at the meeting of 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) Fact checks and coordination of appeal, if any to the Evaluation Team Dispatching Organization or the Evaluation Panel (ref. 3.3)
- (h) 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))
- (i) Determination on Accreditation and Non-accreditation and Term of Validity if accredited by the Accreditation Commission (ref. 3.6.3, 5.1.5(1))
- (j) 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)

- (k) 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))
 - (l) Notification of the Accreditation and Non-accreditation by the Report of Evaluation and Accreditation Result (ref. 3.6.4)
 - (m) Notification of Accreditation and Non-accreditation and result of evaluation to the Chair of the Evaluation Panel (ref. 3.6.4)
 - (n) 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), 5.1.2(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 of On-site Visit (ref. 3.2.1, 3.5.1(6), 4.2.1(2))
 - (e) Handling During On-site Visit (ref. 4.2.2)
 - (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 necessary (ref. 3.5.1 (10), 3.5.2(5), 5.1.2(1))
 - (h) Appeal against result of Accreditation if necessary (ref. 3.7)

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 Visit	Between September and 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 day of On-site Visit
3.5.1 (9)	Evaluation Team	Submission of Program Review Report (Post On-site Visit)	Within two weeks after the final day of On-site Visit
3.5.1 (10)	Program Operating Organization	Submission of Written Opposition or Improvement Report	Immediately contact to the Chair of Evaluation Panel, Lead Evaluator and the Evaluation Team Dispatching Organization if decided to submit either document within four weeks after the final day of On-site Visit
3.5.1 (11)	Evaluation Team	Submission of Evaluation Team Report	Within six weeks after the final day of On-site Visit 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 Visit)	“Deadline for Submission of Document Evaluation” as prescribed by the Evaluation Committee by Field

3.5.2 (5)	Program Operating Organization	Submission of Written Opposition or Improvement Report	Immediately contact to the Lead 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 Visit)
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: Method of sending and format of Evaluation-related documents among those involved in the Evaluation

General Method of sending and format of Evaluation-related documents among those involved in the Evaluation are described in the following table. Documents exchange via email communication are permitted if unable to utilize JABEE website. Note to pay full attention for information security such as protection by the password.

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 Visit) 3.5.1(4)		Submit Excel File via upload to JABEE website	(Prepared by)	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website
Program Review Report (Exit Meeting at On-site Visit) 3.5.1(7) 4.2.2(7)		Hand in the Printed cover page and Evaluation Result & Remarks WS	(Prepared by)	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website
Report for Additional Explanation 3.5.1(8)		(Prepared by)	Submit via upload to JABEE website	Submit via upload to JABEE website	—	—
Program Review Report (Post On-site Visit) 3.5.1(9)		Convert cover page and Evaluation Result & Remarks WS into PDF and submit via upload to JABEE website	(Prepared by)	Submit PDF, which was handed in to the Program, or Excel file via upload to JABEE website	Submit PDF, which was handed in to the Program, or Excel file via upload to JABEE website	Submit PDF, which was handed in to the Program, or Excel file via upload to JABEE website
Written Opposition/ Improvement Report 3.5.1(10)		(Prepared by)	Submit via upload to JABEE website	Submit via upload to JABEE website	—	—
Evaluation Team Report 3.5.1(11)		—	(Prepared by)	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website	Submit Excel File via upload to JABEE website

Addendum: Explanation of Terminology (Omitted)