Preparation Guide for
Self-review Report

Applicable in the years 2012 -

Year Applied: 2014-

JABEE

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1. Preamble

　　This document "Preparation Guide for Self-review Report" is to indicate principle for Higher Education Institutions (hereinafter referred to as "HEIs") to prepare Self- review Report. Self-review Report is critically important document for the Engineering Education Program (hereinafter referred to as "Program"), which prefers to be accredited, to explain to the evaluator by indicating evidential document that the program meets Accreditation Criteria so it is expected for the program to prepare understandable one for the evaluator. Another purpose of preparing Self-review Report is to identify the problems during process of preparation to link for the future improvement. Note that intention, analysis and supplement of the Accreditation Criteria and key to the Evaluation are described in the "Criteria Guide", "Rules & Procedures for Evaluation and Accreditation" so make sure to refer them at the time of preparation of the Self-review Report. Additionally, "Examination Guide" is originally made for the reference of Evaluators however, the document includes concept of Examination therefore, it is worth referring in terms of preparation of the Self-review Report.

　　Self-review Report is consisted of Part 1 Summary, Part 2 Result, Part 3 Attachments and Table 2 (excel). Please describe brief and understandable way in accordance with following explanation. Note that the program is expected to fully pay attention at the time of preparation of the Self-review Report. None of replacement, modification or additional submission of the self-review Report is accepted after the date of submission of Self-review Report except submission of check list,

　　Additionally, Self-review Report is only used for Evaluation and Accreditation so that is not used for any other purpose, unless otherwise permitted by the educational institutions.

　　Most of the information related to the implementation of the education which is applied for basis of the Self-review Report shall be the documents for the Program Operating Organization to publicize to the society in a positive manner. From the perspective on facilitating these information to be publicized proactively, it is intended to reduce the administrative burden of preparation of the Self-review Report by utilizing it as maximum as possible at the evaluation if the Program Operating Organization is publicizing documents related to the Evaluation.

1.1 Form of Submission

Submission of the Self-review Report shall be in the form of electronic data prescribed as follows in principle. Submission shall be done by uploading necessary files to the JABEE website. Please consult with JABEE secretariat if prescribed submission is found to be technically difficult. Documents which include personal information out of all Evidential Documents shall only be used as documents to be confirmed at the On-site Evaluation and expected to take consideration on not to attach with Self-review Report.

The page shall be numbered and PDF functions such as "bookmark" or "hyperlink within the document" shall be effectively utilized to minimize time for evaluator searching section need to confirm as little as possible.

Name of Doc.	Template	Form of Submission
Part 1 Summary	MS Word File	• Fill in necessary items on the template, convert and submit it by PDF format
Part 2 Result	MS Excel File	• Fill in necessary items on the template, convert and submit it by PDF format
Part 3 Attachments	MS Word File MS-Excel File (Table 2)	• Fill in necessary items on the template, convert it into the PDF format and submit it together with other attachments also converted into PDF format
Table 2	MS Excel File	• In terms of Table 2, convert excel file template into the PDF format which includes necessary items filled in at the previous section. It should be included into Part 3 Attachments and submitted however, original file in excel file shall also be submitted.

2. Part 1 (Summary)

2.1 Program Information

Please describe the following information regarding the program to be evaluated and accredited

(1) Name of Higher Education Institution

• Write English name of HEIs where the program belongs. Write name of the department if the program is consisted of several courses within the department and

write name of superior organization, such as Faculty if department itself is the program or the program is consisted of several departments　Affiliated Faculty and Department of the program shall also be written in English.

(2) Program Title

- ✦ Write the program title. It is expected for the program to name in a way appropriately represent field of engineering and understandable to the society at large. JABEE prescribes list of program titles which are recommended from each representative field of engineering as field appropriate. Select one program title which describes the contents of the program most appropriate. The program title is required to be differentiated from other programs exist in same HEI. Specifically, the program title must be clearly different from the program which is not under the scope of accreditation. Also, if there is only one program in the department, program title shall be same as the department in principle. If the program title does not apply any of the program titles recommended to choose from the representative field of engineering mentioned above, please consult with JABEE.

(3) Name of Degree

- Describe anticipated title of degree (e.g. Bachelor of Engineering) of the graduate of the program which will be listed on the Diploma and Certificate of Completion of the program.

(4) Contact Information

- Name, affiliation, complete mailing address, Tel, Fax and e-mail address of "person in charge of JABEE matter (mostly it is head of the Faculty or responsible personnel of the instruction department)" who is in charge of contact with the Chair of Evaluation Team and "person in charge of the program"

2.2 Summary of the Program

- Briefly describe summary of the program in one to two pages in order to help understand the contents prior to read Self-review Report. For example, briefly explain history and/or progress of reorganization until recently, relationship between career path of the graduates and profile of professionals to be fostered, character and/or benchmark of the Learning Outcomes and features of the curriculum for the department or courses which the program belongs

2.3 Recent Educational Improvement

- Briefly describe how the review in accordance with Criterion 1-3 of educational activities

are implemented based on the evaluation result of students degree of achievement of the Learning Outcomes and to correspond to change in society. Additionally, describe measures taken for the improvement if there is any item determined as requires improvement based on its evaluation result. If the program determines that current educational activities have no problem so there is no need for improvement based on the evaluation result, please briefly explain its basis.

- Briefly describe recent educational improvement including points would like to publicize. Refer measures for educational improvement taken for the things pointed out at the past evaluation if the program has evaluated and accredited by JABEE. Furthermore, describe if there are things would like to publicize in a positive manner in terms of education of the applicable program, or research presentation, external presentation, symposium or request of lecture from other educational institutions

2.4 Executive Summary of Self-review Report (Result)

- Sum up the Self-review Report (Part 2 Result) and briefly describe the general situation of the program correspond to the Accreditation Criteria. Please also refer remarkable points for evaluation and accreditation such as items which are specifically and highly in accord with Accreditation Criteria or items need further reinforcement.

3. Self-review Report (Part 2 Result)

Accreditation or Non-accreditation of the program shall be determined based on the inspection of Self-review Report, verification of its basis at the On-site Evaluation and Evaluation of whether the program meets JABEE Accreditation Criteria (hereinafter referred to as "Accreditation Criteria"). In terms of Self-review Report (Part 2 Result), prepare the list which includes Self-review Result of degree of accordance to the Accreditation Criteria, Explanation of degree of accordance to the Accreditation Criteria, Improvement and/or change made since previous Evaluation (only the case if the program is evaluated in the past) and name of evidential documents and its location (evidential documents number described in Table 5 and 6 or URL of Web page) regarding review items correspond to the Accreditation Criteria into the Excel format template. In case of Interim Evaluation, the program is only required to fill in Self-review Result of evaluation items which apply for Interim Evaluation however, it is permitted for the program to fill in Self-review Result of the referential items depending on determination of the program.

- For the column of "Self-review Result ", describe by "X" or "XX" or "R" from the perspective of the program in accordance with following indication in terms of degree

of accordance to the Accreditation Criteria

XX   The program meets all requirements of Criterion and even has implemented additional efforts for improvement

X   The program meets all requirements of Criterion

R   Although the program meets most of requirements of Criterion, there is a room for improvement

- Describe basis of Self-review Result filled in at the column of "Self-review Result" for the column "Explanation of degree of accordance to the Accreditation Criteria". Description shall be Brief (max. 200 words).

- In terms of "improvement or change made since the previous evaluation" column, describe all other improvement or change in addition to the improvement or changes made for the items judged as W or C at the previous evaluation. Description shall be Brief (max. 200 words). It is not necessary for the program to fill in at the column of "improvements or changes made since the previous evaluation" if Evaluation this time applies New Evaluation.

- Describe the name of documents which are used for basis of contents filled in at the column of "Explanation of degree of accordance to the Accreditation Criteria" and its location to the column of "evidential documents". Name the document in detail for the most of the contents to be assumable. In case if using part of booklet as evidential documents, add note of information such as page, chapter or section number of applicable part in addition to the description of the name which associates contents with its section.

4. Self-review Report (Part 3 Attachments)

Documents referred at Self-review Report which is not disclosed at Web page shall be submitted as attachments together with Self-review Report as indicated below

- For evidential documents which requires to examine with sufficient time shall be attached to the Self-review Report as attachments and for evidential documents which only need confirmation at on-site or confidential documents inappropriate to attach to the Self-review Report including personal information shall be indicated at the time of On-site Evaluation. Additionally, in terms of evidential documents with large volume, representative sample could be attached to the Self-review Report and rest of them could be made as documents to be confirmed at the On-site Evaluation.

- In terms of evidential documents, there is no need to attach document itself to the Self-review Report if the program fill in URL of the web page where its applicable

evidential document is uploaded to the column of "evidential documents" of "Self-review Report (Part 2 Result)". Set hyperlink to the URL to jump to the page of evidential documents directly. Note that the Program Operating Organization shall be able to include evidential documents to the attachments if it is determined as important even the evidential document is publicized.

- In principle, it is required for the Program Operating Organization to prepare evidential documents based on their determination in order to prove that the rules or systems which they prepare is probable with effectiveness. Additionally, these evidential documents are the fundamental documents which shall be utilized to implement continuous improvement based on educational review by accumulation so the program shall take account the evidential documents are also the references necessary for their own sake.

- It is all up to the program to determine what kind and how many evidential documents to prepare. Additionally, in terms of academic records, such as answer sheet of the examination or report etc., to indicate the Learning Outcomes, the program is only required to prepare academic record of subjects required to prove achievement of the Learning Outcomes out of all subjects of the program throughout all academic years and in principle, only representative sample of passing grade in major subjects in current two years. Note that "representative sample" here implies academic records extracted by the program to prove appropriate evaluation of the achievement of the Learning Outcomes for the particular subject based on the determination of the program. For detail, refer 4.2.

4.1 Result Examinations since past six years
- Copy of the "Evaluation Result" including its title page which is sent together with result of Accreditation or Non-accreditation. If Examination this time does not apply New Evaluation, there is no need to attach.

4.2 Preparation of Table 1 "Correspondence of the Learning Outcomes and (a) to (i) of Criterion 1(2)"
- Prepare Table 1 which indicates Correspondence of the Learning Outcomes and (a) to (i) of Criterion 1(2)". In terms of description regarding relation of correspondence, mark "XX" for the Learning Outcomes which mainly include knowledge and abilities from (a) to (i) of Criterion 1(2) and mark "X" for the Learning Outcomes which include some of knowledge and abilities from (a) to (i) of Criterion 1(2). Note that if the program prepares similar information by different format, the program is allowed to attach it as Table 1 at

the time of submission.

4.3 Preparation of Table 2 "Learning Outcomes and their Evaluation Methods/Evaluation Criteria"

Prepare Table 2 which indicates correspondence of the Learning Outcomes and their Evaluation Methods/Evaluation Criteria. Please describe large item of the Learning Outcomes, small item of the Learning Outcomes (leave it blank if small item is undefined), related Items of (a) to (i) of Criterion1 and its Correspondence and Evaluation Methods/Evaluation Criteria to the Table 2. In terms of description regarding degree of correspondence between small item of the Learning Outcomes and (a) to (i) of Criterion 1, mark "XX" which mainly corresponds and mark "X" which corresponds some. Attach related items of (a) to (i) of Criterion 1 extracted by each item in addition to indicating all large items of the Learning Outcomes sequentially-presented. For the preparation of Table 2, it is useful to utilize excel template as prescribed by JABEE.

4.4 Preparation of Table 3 "Description of Policies on Curriculum Design for the Learning Outcomes"

- Briefly explain intended Flow of the Courses in Table 4 to help understand fundamental principle of how to make students achieve each Leaning Outcomes and how to evaluate degree of its achievement.

4.5 Preparation of Table 4 "Flow of the Courses necessary to achieve the Learning Outcomes"

- Indicates each Learning Outcome and related subjects by each academic year and indicates relation of contents among subjects one to other by drawing lines. Mark "X" for the subject which is positioned as important to achieve corresponding learning Outcome and mark "XX" for the subject which is positioned as specifically important to achieve the corresponding Learning Outcomes. Note that if the program prepares similar information by different format, the program is allowed to attach it as Table 4 at the time of submission.

4.6 Preparation of Table 5 "List of attachments for Self-review Report"

- Prepare the list of attachments of the Self-review Report and allocate organization number to each of them. It is ideal that the order of item of Criterion correspond to the order of description however, it is acceptable if some appears back and forth.

4.7 Preparation of Table 6 "List of documents to be Confirmed at the On-site Evaluation"

- Prepare list of the documents to be confirmed at the On-site Evaluation and allocate organization number to each of them. It is ideal that the order of item of Criterion correspond to the order of description however, it is acceptable if some appears back and forth.

4.8 Attached Documents

- Attach attachments in accordance with order of the list of Table 5. In principle, the attachments shall be organized into one PDF file followed by Table 1 to 6 however, it could be divided into several files due to the reason of large file size.

4.9 Preparation of Evidential documents "Numerical Data Related to the Program"

- It shall be used as statistical date by JABEE so the cooperation to attach data as much as possible is appreciated.

5. Documents to be Confirmed at On-site Examination

Explanation of preparation in terms of Documents to be Confirmed at On-site Evaluation shall be described as follows:

5.1 Preparation of Academic Record

5.1.1 Case Excepts Architectural and Architectural Engineering Education Programs at Bachelor Level

- Evidential documents to confirm benchmark achieved by the graduates such as, academic record, examination questions and answers, report and undergraduate thesis etc. is important of all Documents to be confirmed at On-site Examination. Specifically for the bottom line academic records on the boundary of passing or failing apply to scope of examination, it is expected for the Program to prepare and organize them in a way easier for the Examination Team to be able to examine such as labelling. Note that the program shall prepare at least current 2 years representative sample of bottom line academic records for the major subjects such as answer sheet in principle (copy is acceptable). "Bottom line academic records" indicates answer sheet with evaluation of good for "excellent, very good and good" or with evaluation of C for "A, B and C". Additionally, "representative Sample" indicates academic records extracted for the Program Operating Organization to prove appropriate evaluation of the degree of achievement of the applicable subject based on determination as necessary. Also, it is expected for the Program to attach information of how the standard of passing or failing is determined. Note that the program is recommended to prepare some answer sheets

with good evaluation result for the reference in addition to the answer sheet of bottom line academic record. In principle, it is required for the Program to prepare at least representative sample of bottom line academic record which is put emphasis on largely at the time of evaluation and clarify "how to take consideration on the result of examination for the evaluation" if passing or failing is determined based on the result of multiple kinds or times of examinations.

5.2 Degree of Achievement of Substantial Graduates

- In order to confirm achievement of the Learning Outcomes by the students of the program at the time of completion of the program, it is required to evaluate evidential documents in terms of degree of achievement of the Learning Outcomes of the students who have already completed the program (graduates of the program). If there is no graduates exist at the time of evaluation such as due to the case of newly established program, explain degree of achievement of the Learning Outcomes of the program applying for accreditation by substituting substantial graduates. Substantial Graduates indicates students who graduated with education as substantially equivalent to the program applying for accreditation and whose knowledge and abilities acquired at the time of completion of the program applying for accreditation are able to estimate. 70% to 80% of knowledge and abilities required for completion of the program applying for accreditation is its indicator of completion of Substantial Graduates The program applying for accreditation shall indicate that the substantial graduates have achieved almost all of the Learning Outcomes by explaining difference between the education provided for the substantial graduates and the program applying for the accreditation and how its difference affects degree of contribution to achieve the leaning Outcomes in terms of knowledge and abilities of the substantial graduates according to the Learning Outcomes of the program applying for accreditation based on the evidential documents if the program is intended to explain by the degree of achievement by the substantial graduates. Additionally, the program is expected to ensure sufficient achievement of the Learning Outcomes by the students of the program applying for accreditation at the time of completion of the program by explaining whether any measure to supplement Learning Outcome is implemented by the education of the program to the substantial graduates, if there is any haven't achieved by the substantial graduates.