



Rules Concerning International Joint Accreditation

Revised on January 31, 2024

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

These Rules provide for matters necessary to jointly implement university accreditation (hereinafter referred to as “Joint Accreditation”) pursuant to the Memorandum of Understanding between the listed member agencies.

Article 2 Higher Education Institutions Subject to Joint Accreditation

Higher Education Institutions (hereinafter referred to as “HEIs”) subject to Joint Accreditation are HEIs that have been established under the laws and regulations of the respective countries.

Article 3 Commencement of Joint Accreditation

If a request for Joint Accreditation is received, the International Joint Accreditation Committee (hereinafter referred to as the “Accreditation Committee”) will commence the assessment for Joint Accreditation.

Article 4 Accreditation Method

Accreditations are to be conducted through document analysis based on self-assessment reports and other necessary materials prepared in accordance with the separately provided International Joint Accreditation Standards (hereinafter referred to as the “Standards”) as well as through site visits.

Article 5 Accreditation Results

Accreditation results are certified as “accredited” or “non-accredited” based on the Standards.

Article 6 Accreditation Cycle

HEIs certified as meeting the Standards that wish to be certified on a continuous basis will receive the next accreditation within six years after receiving the previous accreditation.

CHAPTER II MEMBER AGENCIES

Article 7 Eligibility

Member agencies are those that have a proven performance in the university evaluation in their respective countries and that meet the following requirements.

1. Support the purpose of Joint Accreditation.
2. Engage in the Joint Accreditation project.
3. Review their own organization and activities constantly and make efforts to enhance themselves in order to achieve the mission and purpose of their own activities.

Article 8 Accession of New Member Agencies

Agencies may submit a letter of intent and an overview of their agency to the iJAS Secretariat (defined in CHAPTER V) if they wish to become an affiliate. Accession is reviewed by the Accreditation Committee. After approval, the secretariat of each agency reports to its Board of Trustees/Executive Board.

CHAPTER III INTERNATIONAL JOINT ACCREDITATION COMMITTEE

Article 9 Establishment of the Joint Accreditation Committee

The Accreditation Committee is to be established as a collegial body of all member agencies to carry out Joint Accreditation.

Article 10 Composition and Term of Office of Accreditation Committee Members

1. The Accreditation Committee is composed of nine to fifteen committee members.
2. The iJAS Secretariat consults member agencies to nominate representatives. The representatives will be recruited by the member agencies from experts who possess rich experiences in higher education in their respective countries.
3. If there is a vacancy among the committee members, it shall follow the procedures set out in paragraph 2 of this Article and fill the vacancy.
4. The term of office of each committee member is three years. There shall be no limit on consecutive terms.

5. The term of office of a replacement committee member is the remaining term of the predecessor of that committee member.

Article 11 Committee Chair and Vice-Chair

1. The Accreditation Committee consists of one committee chair and one committee vice-chair.
2. The committee chair and vice-chair are elected by the committee members. At the point, the committee chair and vice-chair will be selected from different countries.
3. The committee chair is in charge of the duties of the Accreditation Committee.
4. The committee vice-chair assists the committee chair, and if the committee chair is unable to perform the duties or if the office of the committee chair is vacant, the committee vice-chair will act in the place. In the case of a vacancy, a new committee chair shall be appointed as soon as practicable.

Article 12 Holding of Accreditation Committee Meetings

1. The committee chair shall convene Accreditation Committee meetings; provided, however, that the committee chair must convene an Accreditation Committee meeting no later than forty-five days if one-third or more of the committee members so request.
2. In the case of the preceding paragraph, the Accreditation Committee may hold a meeting using the web conference system if the committee chair deems it necessary.
3. In the case referred to in the preceding paragraph 1, the committee chair may substitute a resolution of the Accreditation Committee by obtaining the approval of the committee members in writing or by other means, without convening an Accreditation Committee meeting if the committee chair deems it necessary.
4. No Accreditation Committee meeting may be held without the attendance of half or more of the committee members.
5. Decisions of the Accreditation Committee are to be made by a majority of the committee members in attendance, and in the event of a tie, the committee chair shall make that decision.

Article 13 Exclusion of Interested Parties

1. No Accreditation Committee member may participate in deliberations or decisions related to the Joint Accreditation of the HEI to which that member belongs.
2. If any committee member falls under the preceding paragraph, that member will not be included in the committee members in attendance under Article 12 paragraph 3.

Article 14 No Proxies for Accreditation Committee Members

The duties of an Accreditation Committee member may not be performed by a proxy.

CHAPTER IV REVIEW TEAM

Article 15 Establishment of the Review Team

The Review Team is to be established to conduct document analysis and site visits under the Accreditation Committee.

Article 16 Composition of the Review Team

1. In principle, the Review Team is to be composed of five members.
2. In principle, one of the members in the preceding paragraph will be selected by the Accreditation Committee from the country of the Applicant HEI (defined in CHAPTER VI).
3. The four members in paragraph 1 other than the member selected in paragraph 2 will be selected by the Accreditation Committee from among countries other than the country of the Applicant HEI.
4. If there is a vacancy among the Review Team members, the Accreditation Committee shall fill that vacancy in accordance with the procedures in paragraph 2 or paragraph 3 (as applicable).
5. The Review Team member cannot be the expert from the Applicant HEI.

Article 17 Chief of Review Team

1. The Review Team is to have one chief.
2. The chief is to be appointed by the Accreditation Committee from among the members. At that time, the member selected in paragraph 2 of the preceding article may not be appointed as the chief.
3. The chief shall convene the Review Team meeting in accordance with the instructions of the Accreditation Committee chair.

Article 18 No Proxies for Reviewers

The duties of a reviewer may not be performed by a proxy.

CHAPTER V SECTRETARIAT

Article 19 Establishment of the iJAS Secretariat

To promote Joint Accreditation, the Japan University Accreditation Association and the Taiwan Assessment and Evaluation Association as the two founding agencies jointly establish a Secretariat.

The duties of the iJAS Secretariat are to:

1. Policy Development: The Secretariat formulates draft policies for Joint Accreditation, including standards, criteria, and guidelines.
2. Coordination and Planning: The Secretariat coordinates, plans, and oversees Joint Accreditation tasks, providing transparent updates and reports to stakeholders.
3. Quality Assurance: The Secretariat ensures accreditation process integrity, conducting periodic evaluations and addressing deficiencies.
4. Capacity Building: The Secretariat organizes workshops and training for personnel and reviewers in Joint Accreditation, enhancing competencies.
5. International Collaboration: The Secretariat collaborates with other agencies, fostering global recognition of Joint Accreditation through knowledge-sharing.

CHAPTER VI JOINT ACCREDITATION PROCEDURES

Article 20 Submission of Materials

1. A HEI that applies for Joint Accreditation (hereinafter referred to as an “Applicant HEI”) shall submit an application form and prescribed materials to the iJAS Secretariat by the specified date.
2. An Applicant HEI shall submit any additional materials other than those set out in the preceding paragraph if so requested by the Accreditation Committee or the Review Team.

Article 21 Withdrawal of Application

1. An Applicant HEI may withdraw its application on or after the day on which the Accreditation Committee starts the accreditation process. When an application is withdrawn, the accreditation fee paid will not formally be refunded.
2. Any request in the preceding paragraph must be made in writing.

Article 22 Training of Committee Members and Reviewers

The iJAS Secretariat shall plan training for committee members and reviewers on evaluation practices. The member agencies shall provide training in an appropriate manner in accordance with the accreditation schedule.

Article 23 Document Analysis

The Review Team shall carry out document analysis based on the materials submitted by each Applicant HEI.

Article 24 Site Visits

The Review Team shall carry out site visits in which all of the Review Team members participate based on the document analysis.

Article 25 Preparation of Accreditation Results (Draft by Review Team)

The Review Team chief shall prepare the accreditation results (draft by Review Team) by the specified date based on the document analysis and site visit.

Article 26 Statement of Opinion

1. The iJAS Secretariat shall present the accreditation results (draft by Review Team) in the preceding article to the Applicant HEI.
2. After receiving the accreditation results (draft by Review Team), the Applicant HEI may state its opinion on any factual error or other matters in the accreditation results (draft by Review Team) to the Review Team in writing by the specified date.
3. If the Applicant HEI states its opinion under the preceding paragraph, the Review Team chief shall hold a Review Team meeting and deliberate on whether to adopt that opinion.
4. As a response to the stated opinion, the decision on whether to adopt that opinion, together with the reason therefor, is to be promptly conveyed to the Applicant HEI.

Article 27 Determination of the Accreditation Results

1. After the procedures in the preceding article are complete, the Review Team chief shall submit the accreditation results (final draft) to the Accreditation Committee.
2. The Accreditation Committee shall deliberate on the accreditation results (final draft) and confirm the accreditation results.
3. Each member agency reports the accreditation results to its own Board of Trustees/Executive Board.

CHAPTER VII ANNOUNCEMENT OF ACCREDITATION RESULTS

Article 28 Notification of Accreditation Results

After obtaining the decision of the Accreditation Committee on the accreditation results, the iJAS Secretariat shall promptly notify the Applicant HEI of those results.

Article 29 Announcement of Accreditation Results

Each member agency shall announce the accreditation results on their respective websites.

CHAPTER VIII REVIEW OF APPEALS AGAINST ACCREDITATION RESULTS

Article 30 Appeal Committee

An appeal is to be reviewed by reviewers from countries other than the country of the Applicant HEI.

Article 31 Review Procedures

Appeal review procedures are to be separately provided.

CHAPTER IX CERTIFICATE OF ACCREDITATION

Article 32 Certificate of Accreditation

A Certificate of Accreditation is to be delivered to any Applicant HEI that has been accredited as meeting the Standards as a result of the Joint Accreditation.

CHAPTER X ACCREDITATION FEE

Article 33 Accreditation Fee

An accreditation fee is to be separately stipulated upon consultation among each member agency.

CHAPTER XI REVISION OF THE STANDARDS

Article 34 Establishment of and Revisions to the Standards

The Standards are established and revised by the Accreditation Committee.

CHAPTER XII MISCELLANEOUS

Article 35 Revisions to and Abolition of these Rules

Revisions to and abolition of these Rules are to be made by the Accreditation Committee.