



International Joint Accreditation

Handbook

for Higher Education Institutions

2024 Edition

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1 Project Overview

1-1 Collaborative Agencies

The **Japan University Accreditation Association (JUAA)** was established in 1947 by 46 national, public, and private universities, taking several U.S. accreditation agencies as a model. JUAA is a voluntary organization of higher education institutions (HEIs) which mission is “to promote to qualitative improvement of higher education institutions in Japan through the voluntary efforts and mutual assistance of member institutions and to contribute to international cooperation such as educational and research activities in higher education institutions.” When the School Education Act of Japan was revised in 2002, JUAA became the first certification and accreditation agency certified by the Minister of Education, Culture, Sports, Science and Technology, and has continued to engage in accreditation activities for HEIs. JUAA conducts certified evaluation and accreditation for institutions and professional graduate schools and accreditation for schools of veterinary medicine and dentistry.

The **Taiwan Assessment and Evaluation Association (TWAEA)** was founded in 2003 as a non-profit organization dedicated to the development of evaluation mechanism that meets policy requirements and practical needs. On the basis of an unbiased position with objective and fair perspectives, TWAEA has built up a solid reputation in the implementation of evaluation system and has been widely recognized as a professional evaluation agency. From 2004 onwards, TWAEA has been engaged in evaluation projects commissioned by the Ministry of Education in Taiwan. Along with all other quality assurance agencies for higher education, TWAEA was officially recognized as a certified evaluation agency since 2009. In addition to actively participating in international quality assurance organizations in recent years, TWAEA also engages in a range of international cooperation and exchange activities.

The **Office for National Education Standards and Quality Assessment (ONESQA)** has been established to comply with the stipulation of the 1999 National Education Act. It is an academic body specializing in educational quality assessment that will enhance the quality of education throughout Thailand and enable the educational institutions to provide quality education to the Thai learners who will be endowed with virtue, competence, and happiness. Furthermore, ONESQA aims to attain quality of its operation by placing emphasis on the importance of streamlining the assessment system, thereby improving assessment methods, and strengthening the recognition of the developed standards. In 2018, the new Ministerial Regulation on Quality Assurance for Education has been officially announced to use as a framework for internal and external quality assessment which will allow each institution to evaluate the performance and circumstances based on their own educational quality standards and criteria as well as self-development plan. Hence educational institutions will decide their own institutional QA system that will fit to their purposes and context while the External Quality Assessment (EQA) will verify and audit education quality and standard of the institutions. Moreover, EQA will recognize individual differences of educational institutions and serve as empowerment for them to maximize their potentials and to encourage them to align with the international standards.

The **Mongolian National Council for Education Accreditation (MNCEA)** was established in 1998 as an independent external agency by the government decision. MNCEA is administrated by the “Law of Mongolia on Education”, “Law of Mongolia on Higher Education”, “Law of Mongolia on Technical & Vocational Education”, and “Rule of the Quality Assurance Agency” – endorsed by the government and other relevant laws. The mission of MNCEA is to support the quality of academic provision, to safeguard national standards for tertiary (higher and vocational-technical) education institutions and academic programs and to strengthen a visibility of Mongolian tertiary education at the international level.

1-2 Project Background

The “International Joint Accreditation Standards Project” (hereafter referred to as the “iJAS Project”) is for collaborating agencies to provide joint evaluation and accreditation services to HEIs around the world, especially those institutions which make internationalization as their development strategy. The promotion of international joint accreditation will enhance quality assurance agencies’ mutual understanding of each other’s higher education environments and lead to greater international cooperation.

In 2018, JUAA and TWAEA launched the iJAS Project for universities and colleges in Japan and Taiwan. HEIs that take part in this project and pass the accreditation process will not only be recognized by an international accreditation organization, but can also use it to emphasize the globalization of their education. The implementation of this project provides higher education in Japan and Taiwan with a guarantee on the internationalization of their education quality.

In 2021, the project has been expanded to include ONESQA joining the international joint accreditation as a member agency. In 2024, MNCEA took part in this project for the first time to work collaboratively with a common goal. The framework and standards will be integrated to create synergy within the respective regions through knowledge exchange on international joint accreditation.

The anticipated benefits for the participating institutions are as follow.

- ⊕ Improve the international superiority and strengthen the competitiveness of the institution by recognizing international quality assurance. Provide a reference for the making of international cooperation agreements on mutual recognition of academic credits (proof of academic equivalence), dual degree system, and exchange/overseas students.
- ⊕ Participation in international quality assurance system will enhance the depth and breadth of the institution from an international assessment perspective and generate a greater range of suggestions for improvements.

- ⊕ The credibility of the professional assessment body in their region will provide institutions with a quick way to open up international markets so that more international students can be enrolled.

Overall, the promotion of international joint accreditation contributes to building a more interconnected and collaborative global higher education landscape, benefiting students, institutions, and societies worldwide.

1-3 Project Goals

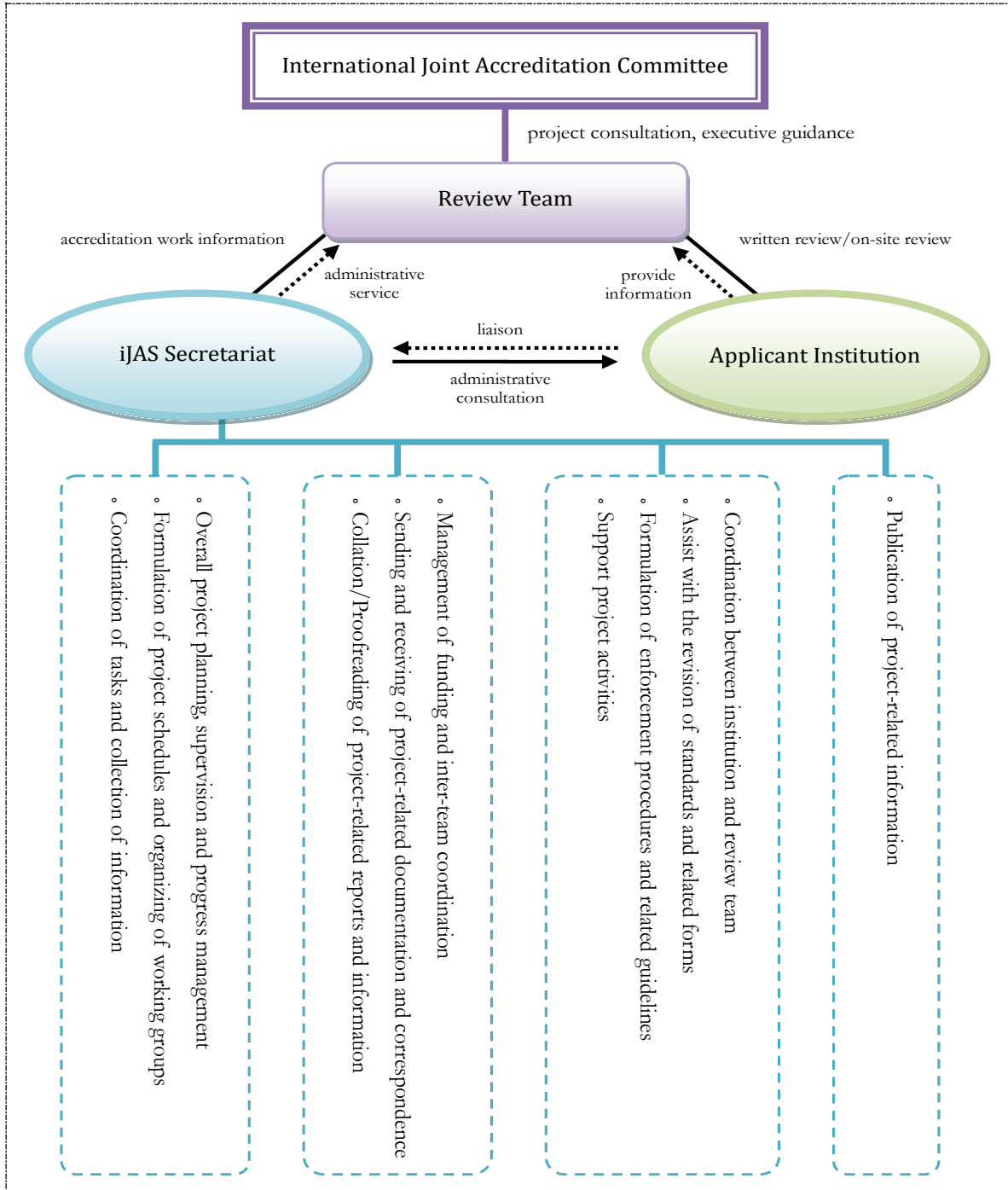
Promoting international joint accreditation for higher education serves several important goals and benefits. These goals are aimed at enhancing the quality of education, fostering collaboration among quality assurance agencies, and developing global standards. Here are some key goals:

- ⊕ Enhance the international recognition and credibility of higher education institutions.
- ⊕ Facilitate the internationalization of higher education in a manner that meets the emerging needs and challenges.
- ⊕ Sustain continuous improvement by encouraging institutions to meet and exceed established standards.
- ⊕ Encourage collaboration and partnerships between educational institutions from different countries.
- ⊕ Foster the exchange of knowledge, resources, and expertise among quality assurance agencies, promoting a global perspective in education.
- ⊕ Facilitate the mobility of students, academics, and professionals by creating a common framework for accreditation.

1-4 Organizational Structure

Under the “Rules Concerning International Joint Accreditation” (Annex 3-1), the “International Joint Accreditation Committee” (hereafter referred to as the “Accreditation Committee”) shall be set up by this project to ensure the evaluation process in full and smoothly. Then, “Review Team” shall be formed for each applicant institution based on their nationality, features, and attributes under the Accreditation

Committee. Furthermore, to provide support for the iJAS Project, JUAA and TWAEA as the two founding agencies jointly establish a Secretariat (hereafter referred to as the “iJAS Secretariat”). The planned organizational structure for the project is as follows.



[Figure 1] Project Organizational Structure

2 Standards and Accreditation Process

2-1 Accreditation Standards and Indicators

[Table 1] International Joint Accreditation Standards and Indicators

Standard 1: Mission, Goals & Strategy	
1-1	The university appropriately defines its mission and goals. In addition, it appropriately defines the goals of each school and department in light of the university's mission and goals.
1-2	The university appropriately specifies its mission and goals and the goals of each school and department in written university rules or other rules equivalent thereof, made known to university staff and students, and made public to society.
1-3	The university establishes mid- and long-term plans and other measures with a view to the future of the university, and in order to realize its mission and goals, and the goals of each school and department.
1-4	The university defines a strategy on internationalization in line with its mission and goals.
Standard 2: Internal Quality Assurance	
2-1	The university specifies university-wide policies and procedures for internal quality assurance.
2-2	The university puts in place a university-wide system responsible for promoting internal quality assurance.
2-3	The internal quality assurance system is effectively functioning based on the policies and procedures.
2-4	The university appropriately publishes information on educational and research activities, the results of self-studies and self-evaluation, finance and other various activities of the university to achieve accountability to society.
2-5	The university regularly verifies the adequacy of the internal quality assurance system through reviews and evaluation and utilizes the results of such reviews and evaluation to make improvements.

Standard 3: Teaching & Learning

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| 3-1 | The university specifies and publishes policies on degree award, curriculum design and implementation, and student admission in order to realize its mission and goals. It ensures that these policies are appropriately linked and consistent with each other. |
| 3-2 | The university systematically designs the curriculum and offers courses suitable for each degree program based on the policies for curriculum design and implementation. |
| 3-3 | The university clarifies the ideal image of faculty members and the policy for organizing faculty organization. It develops faculty organizations based on this policy to implement educational and research activities by the schools and departments. |
| 3-4 | The university implements various measures to stimulate students' learning and effectively provide education. |
| 3-5 | The university appropriately implements evaluation of students' learning outcomes, granting of credits and awarding of degrees. |
| 3-6 | The university appropriately assesses and evaluates learning outcomes as specified in the policy on degree award. |
| 3-7 | The university appropriately admits students based on student admission policy. It puts student support systems in place and offers appropriate student services so that students can concentrate on learning and lead stable campus lives. |
| 3-8 | The university specifies policies for ensuring the environment and conditions for students' learning and educational and research activities by faculty members. Based on such policies, the university must have sufficient school sites and buildings and maintain facilities and equipment necessary for educational and research activities. It must also have a library and systems for providing academic information services and ensure they are functioning appropriately. |

Standard 4: Faculty

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| 4-1 | The university implements systematic and multifaceted Faculty Development (FD) programs to promote the qualitative improvement of faculty members and faculty organization. |
| 4-2 | The university recruits, hires and promotes faculty members and evaluates their performance appropriately in accordance with rules and regulations. |
| 4-3 | Faculty members incorporate the outcomes of research and development and/or cooperation with industry into education to offer enhanced learning opportunities to the students. |

Standard 5: Social Connection

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| 5-1 | The university specifies policies on social cooperation and contribution to appropriately share educational and research outcomes of the university with society. Furthermore, it implements specific measures for social cooperation and contribution based on the policies. |
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Standard 6: Governance

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| 6-1 | The university specifies policies on the administration of the university as necessary for realizing its mission and goals and the mid- and long-term plans established with a view to the future of the university. |
| 6-2 | The university must be administered appropriately based on the policies. |
| 6-3 | The university establishes administrative organizations that properly function to undertake work related to the operation of the legal entity and university, support for educational and research activities, and other necessary work. It also puts measures in place to motivate and promote the qualitative improvement of administrative staff members to ensure the effective administration of the university. |

The six standards established by the iJAS Project serve as the fundamental criteria, and in the event that a newly applying institution takes into account specific considerations in its features, additional indicators may be added. In response to requirements of the government in the respective regions, additional indicators referred to as “iJAS Plus” will be introduced. In this context, the additional indicators will be applicable exclusively to the HEIs in their respective regions. To ensure the appropriateness of the process, the addition of indicators shall be confirmed by the Accreditation Committee for completeness.

2-2 Accreditation Process

[Table 2] International Joint Accreditation Process

Stage	Activity	Details
Preparation	Application submitted by the institution	The institution submits the application to the iJAS Secretariat for processing.
	Accreditation information submitted by the institution	Accreditation information (SAR and supporting documents) is submitted by the institution.
Review	Document Review	A document review is conducted by the Review Team. A “Request for Clarification List” shall be provided to the institution 5 weeks before the on-site review.
	The institution provides its response and explanation to the “Request for Clarification List”	The institution responds to the “Request for Clarification List” 2 weeks before the on-site review, and the iJAS Secretariat sends its written responses to the Review Team.
	On-site Review	The Review Team visits the institution for the on-site review.
	Produce the draft report of accreditation	The draft of the accreditation report is produced by the Review Team and sent to the institution by the iJAS Secretariat.
	Opinion Statement by the institution	The institution reflects the “factual errors” in the draft report for the Review Team to reassess.
Report	Approval of accreditation results	The Review Team submits the accreditation report and accreditation results recommendation to the Accreditation Committee, so that the report can be verified, and the results approved.
	Announcement of accreditation results and presentation of the certification	The accreditation report and accreditation results shall be sent to the institution by the iJAS Secretariat.
	Appeal by the institution	Appeal application is submitted by the institution to the “International Joint Accreditation Appeal Committee” for review to see if the accreditation results need to be adjusted or remain unchanged.

2-3 Submit the Application

The institution sends an Application form (Annex 3-2) to the iJAS Secretariat by specified deadline.

2-4 Prepare the Self-Assessment Report (SAR) and Supporting Documents

The institution shall write a SAR in English based on the accreditation standards. Six copies of the written documentation and electronic files are to be provided for the document review. The electronic files can be uploaded to the iJAS Cloud, and the access link to the cloud will be provided to the institution in a separate email, one week prior to the submission deadline.

The aim of this project is to assist the institution realize self-growth and improvement. It is advisable for the institution to consider the accreditation standards and the indicators in the light of their own mission, educational goals, and development strategy. Quantitative data or qualitative descriptions should be used when writing the self-assessment report to provide a basis for the accreditation examination. The notice for writing the self-assessment report is as the follows.

- ⊕ The SAR is to be written in English and based mainly on conditions at the time of writing. Any future plans or practices can be included as well.
- ⊕ The contents of the SAR should present the institution's overall operations and performance in terms of the international joint accreditation standards. These shall include: (1) Description of current conditions, (2) good practice/features, (3) improvement/problems and difficulties, and (4) action plan/improvement strategies. (see also Annex 3-3)
- ⊕ The SAR should consist mainly of qualitative descriptions, supplemented with specific quantitative data as supporting evidence. There is no need to submit quantitative forms separately.
- ⊕ The SAR should not exceed 100 pages in length and should use a font size of 12. Attachments are to be provided as electronic files and do not count towards the page limit.

Submitted Information	Description of Information
⊕ Self-assessment report in English	Maximum length of 100 pages. 6 copies of the written documentation and electronic file.
⊕ Relevant attachments (institutions may choose what to provide)	<p>No restrictions on page count. Those that can be electronic are uploaded to the cloud; those that cannot be electronic are submitted in six copies.</p> <p>※If the quantitative data relating to institution operations has been disclosed on the website, the institution can simply provide the link in the relevant explanation, without the need for additional printing and distribution.</p>

2-5 Review Team

2-5-1 Review Team Composition

The Review Team is to be established to conduct document analysis and on-site visits under the Accreditation Committee. Senior professors with administrative experience or senior administrative staff related to evaluation/quality assurance activity, or top industry executives should in principle be invited to serve on the Review Team.

In principle, the Review Team consists of five members, including one representative from the location of the applicant HEI and four members from other regions. In case of special circumstances, such as iJAS Plus (mentioned in p.8), the addition of 1-2 members will be considered based on actual conditions.

2-5-2 Reviewers Selection Principles

- ⊕ Previous experience or current appointment as a tier-1 executive including president, vice-president, dean of academic affairs, dean of general affairs, dean of student affairs, or dean of research & development;
- ⊕ Professor with relevant practical experience in higher education administration or institutional research;
- ⊕ Senior administrative staff or staff related to self-evaluation activity;
- ⊕ Industry representative in executive position (business owner, senior manager, director, etc.) familiar with higher education.

2-5-3 Conflicts of Interest

The Review Team members are recommended by each collaborative agency in the iJAS Project, compiled by the iJAS Secretariat, submitted for approval by the Accreditation Committee, and then provided to the evaluated HEI to express its opinions, thus avoiding conflicts of interest.

Reviewers shall uphold the ideals of professionalism, respect, fairness, and impartiality by maintaining confidentiality and building trust. They shall also comply with the code of ethics, maintain a professional attitude, follow the code of conduct, and carry out all the accreditation tasks to ensure the credibility of the accreditation results. The iJAS Secretariat will distribute a declaration of impartiality and non-disclosure agreement among the Review Team members to prevent any possible conflicts of interest and ensure the confidentiality of the information.

2-6 On-Site Review

On-site review will take a full day to provide more time for communication and exchange opinion. Reviewers will carry out the on-site review based on the self-assessment information provided by the institution undergoing accreditation and the supporting information on the site.

2-6-1 On-Site Review Itinerary

[Table 3] On-Site Review Timetable

Time	Activity	Description
09:00-9:30	Preparatory meeting	<ul style="list-style-type: none"> • Review Team members arrive at the institution for preliminary communication • Review and discuss items requiring clarification • Confirm the route for campus tour

Time	Activity	Description
09:30-10:30	Introductions and briefing on institution affairs	<ul style="list-style-type: none"> Review Team and institution personnel introduce themselves to each other The institution delivers a presentation on its development and accomplishments
10:30-11:30	Examination of information	<ul style="list-style-type: none"> Review Team examines the relevant data on display
11:30-12:30	Campus tour	<ul style="list-style-type: none"> Tour of teaching activities and facilities
12:30-13:30	Lunch and discussion	<ul style="list-style-type: none"> Lunch and brief meeting
13:30-15:30	Interview with faculty, staff, and student representatives	<ul style="list-style-type: none"> Review Team has interview with the president, tier-1 executives, teachers, administrative staff, and student representatives
15:30-16:00	Verification and confirmation of data/Supplementary explanation by institution	<ul style="list-style-type: none"> Review Team engages in discussion and collation of opinions Review Team communicates and clarifies any questions with the institution regarding the written information and what they examined on the day
16:00-17:30	Authoring of report	<ul style="list-style-type: none"> Review Team holds discussion to reach a consensus and writes the preliminary draft of the accreditation report
17:30-18:00	General forum	<ul style="list-style-type: none"> Review Team exchanges opinions with the institution

2-6-2 Key Points in the On-Site Review

⊕ Briefing by the institution

The institution briefly describes its development and accomplishments based on the international joint accreditation standards and indicators. If time permits, the Review Team can further inquire about the clarification points raised before the on-site visit, and the institution can provide relevant information in response. In addition,

reviewers may ask questions regarding the pre-review documentation and the presentation content on the day of the visit.

⊕ **Examination of information**

The Review Team should allocate sufficient time for the examination of all related information prepared on the day. During this session, personnel from the evaluated institution can assist from the sidelines at the event venue to facilitate reviewers in quickly obtaining the necessary information.

⊕ **Campus tour**

The institution shall prepare a recommended route for the campus tour and provide it to the Review Team for discussion during the preparatory meeting so that the actual route for the tour can be decided upon.

⊕ **Interview with faculty, staff, and student representatives**

The interview for the president shall take the form of a joint discussion. The interview for Tier-1 executives, faculty, administrative staff, and students shall take the form of a joint discussion or one-to-one interview.

⊕ **Verification and confirmation of data / Supplementary explanation by institution**

The Review Team members shall communicate and clarify with the institution any questions they may have regarding the written documents, on-site information, and interviews. The institution can also provide supplementary explanations on related information. If there are no questions raised, then the time is used for discussion by reviewers.

⊕ **General forum**

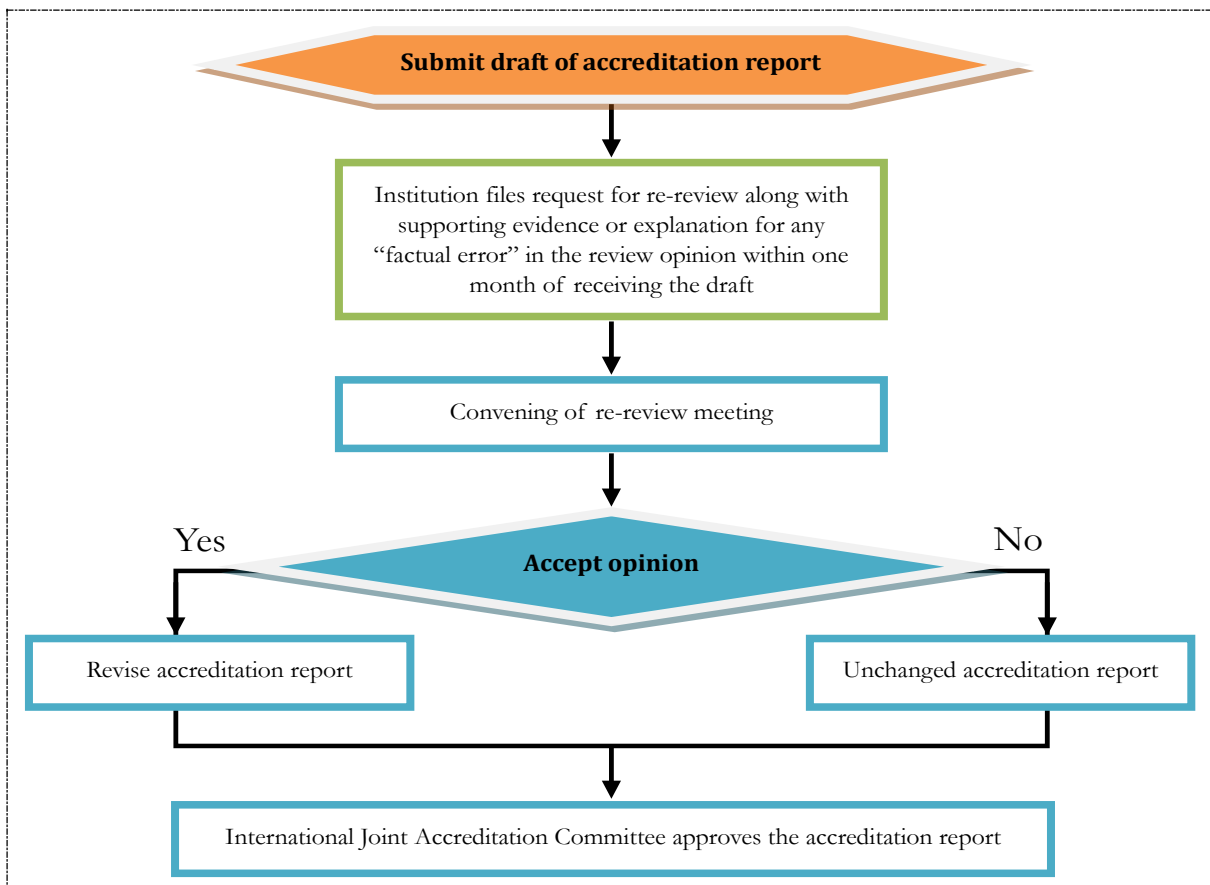
During the final session on the day of the on-site visit, the Review Team will exchange information and discuss their observations with the evaluated institution.

Reviewers will also inquire if there are any outstanding matters that need to be addressed before their departure to ensure a thorough completion of the on-site review process.

2-7 Opinion for the Draft Report by Institution

To ensure equitable treatment, if the institution believes after receiving the preliminary draft of the accreditation report that the review opinion contains any “factual errors,” the institution can submit the opinion to the Accreditation Committee within the specified time period. The Review Team will refer to the content of the opinion submitted by the institution to check the information and write a response to the opinion. (Annex 3-4)

The process for statement of opinion and the response is as shown below.



[Figure 2] Opinion Statement Process

2-8 Accreditation Results

Accreditation results can be “accredited” or “not accredited” in accordance with the International Joint Accreditation Standards.

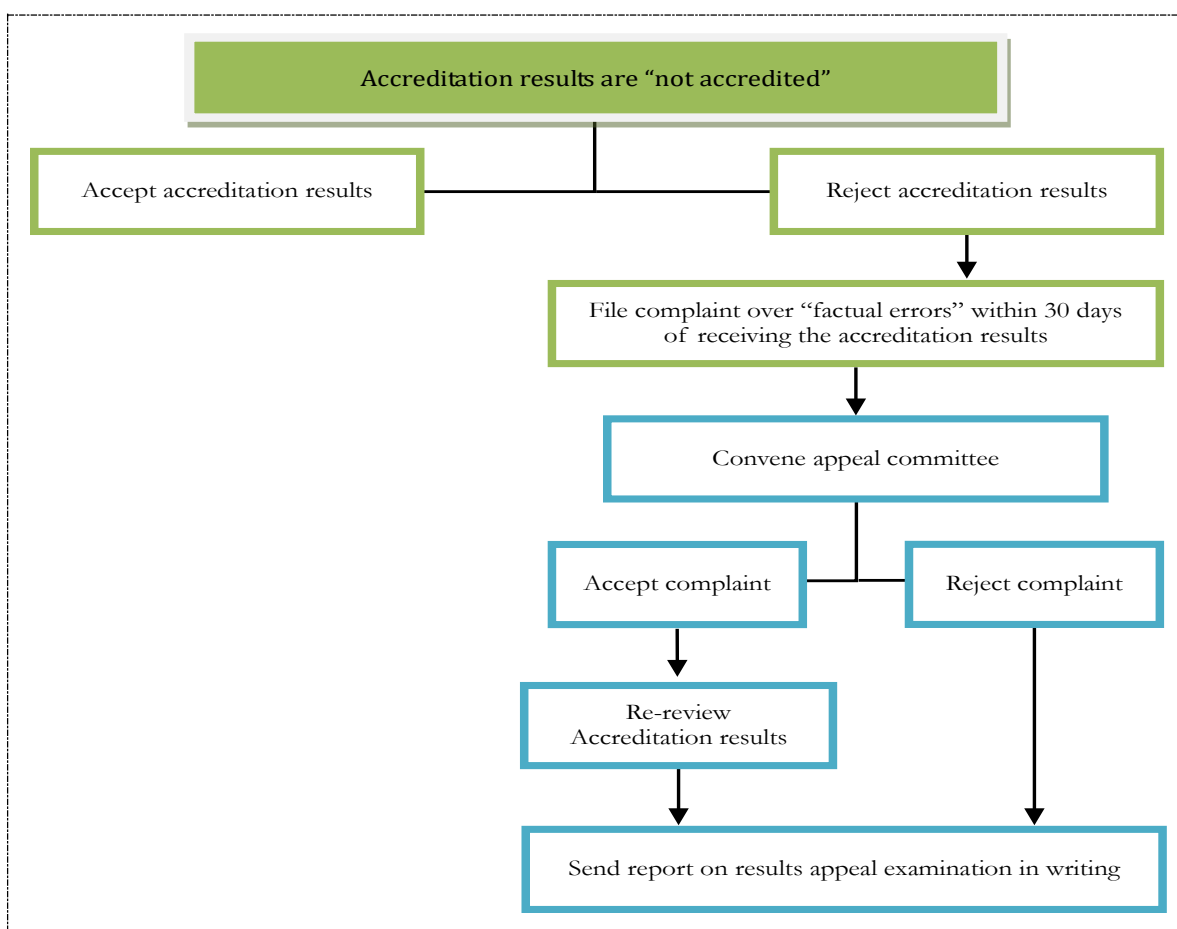
The accreditation period starts from the date of on-site review. The valid of accreditation is 6 years. Once accreditation results have been approved by the Accreditation Committee, a certificate in English shall be issued accordingly. Furthermore, the results will be published on the website and in relevant public documents. The information will also be disseminated on suitable occasions.

[Table 4] Explanation of the International Joint Accreditation Results

Accreditation Results		Description	Remarks
Accredited	Valid for 6 years	<ul style="list-style-type: none"> ⊕ Fully meets with all requirements for international joint accreditation standards, sufficient supplementary information was provided, and can continue to maintain steady growth. 	<ul style="list-style-type: none"> ⊕ Accreditation period starts from the date of on-site review ⊕ Institutions may re-submit their application one year before the accreditation expires.
Not Accredited		<ul style="list-style-type: none"> ⊕ Did not achieve the educational goals in a definite manner and does not satisfy the basic requirements for international joint accreditation standards. 	<ul style="list-style-type: none"> ⊕ If the institution wishes to dispute the accreditation results after it is received, they may file an appeal within 30 days. ⊕ Only the applicant institution is notified, and there is no public announcement.

2-9 Appeal Process

If the institution would like to dispute the accreditation results after it is received, they may file an appeal within 30 days. Appeals may be submitted by the institution if it does not accept the accreditation results, and only one appeal may be made. Appeals may also only be submitted over “factual errors” in the content of the accreditation report. The appeal process is as shown in the following diagram.



[Figure 3] Appeal Process

2-10 Fees and Logistics

2-10-1 Accreditation Fees

The fee structure for accreditation includes review fee and on-site visit expenses. The review fee charged by the iJAS Secretariat cover the honoraria for Accreditation Committee/Review Team members, reviewers training expenses, and administrative

management fees. The travel and lodging expenses for on-site visit are directly borne by the applicant institution.

The applicant institution 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 fees paid will not formally be refunded.

2-10-2 Logistics and Support

The transportation for reviewers traveling to the country of the evaluated institution is coordinated and arranged by the iJAS Secretariat. Then, the receipts or invoices will be provided to the institution, which is responsible for reimbursing the expenses. The institution is responsible for the practical organization of the local transportation, accommodation, and meal for on-site visit, including booking and payment arrangements.

2-11 Other Items of Interest

2-11-1 Before On-Site Review

- ⊕ The institution shall ensure that its website is working normally during the review period. The institution's "transportation routes" and "campus map" should also be placed on the website for reference.
- ⊕ The Review Team will provide a "Request for Clarification List" 5 weeks before the on-site review. The institution should provide its response to the items in the "Request for Clarification List" 2 weeks before the on-site review.
- ⊕ The institution is asked to prepare the SAR and its evidencing materials on the day of the on-site review for the convenience of the Review Team.
- ⊕ The iJAS Secretariat will assist the Review Team and the institution undergoing accreditation in confirming the itinerary for the on-site visit and the representatives to be interviewed.

2-11-2 On-Site Review Period

- ⊕ All the activities listed in the published itinerary for the on-site review should in principle be conducted.

- ⊕ The institution is asked to carry out the necessary planning and preparations for the on-site review itinerary. The personnel involved for each phase should be personnel involved in related activities.
- ⊕ To protect the interests of the evaluated institution and the Review Team, if there are any changes in the review process and timetable, then an agreement on change of itinerary should be signed by both parties to ensure that the review itinerary is completed in full.
- ⊕ While the on-site review is in process, the institution shall not allocate venues with audio or video recording equipment for the review and interviewers. No audio/video recording or photos should be made throughout the review. Any exemptions require the prior consent of the Review Team members.
- ⊕ Review information provided on the day should be arranged in the order of the international joint accreditation standards for ease of reading. If the relevant supporting information has been digitized for storage, the institution shall present them as a computer index.
- ⊕ If the institution would like to make any amendments or additions to the SAR on the day of the on-site review, a copy can be collected by the accompanying assistant with the consent of the institution once it has been confirmed by the Review Team.
- ⊕ To avoid excessive travel times and impacting the operation of the institution, boxed lunches at the review venue should be arranged if possible. There is no need for accompanying institution personnel either.
- ⊕ The iJAS Secretariat will provide the members of the Review Team with identification badges on the day of the on-site review. The institution is asked to help guide the reviewers driving themselves to the review venue and arrange for parking.
- ⊕ The institution is asked to refrain from providing any form of reception, hospitality, or gifts (e.g. souvenirs, presents) to avoid impacting the fairness and impartiality of the accreditation results.
- ⊕ During the accreditation process, the institution shall not contact the Accreditation Committee and Review Team members in private to ask about the accreditation results.

3 Annex

3-1 Rules Concerning International Joint Accreditation

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 SECRETARIAT

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.

3-2 Application Form**International Joint Accreditation****[Part 1] Basic Information**

Name			
Number of teaching units		Total number of students	
Teaching organization			
Teaching unit name	School system	Number of students	Year established
1.	1. 2. 3.	1. 2. 3.	1. 2. 3.
2.			
3			

[Part 2] Contact Information

Contact person	Name		Title	
	Services unit		Email	
	Telephone	() Extension	Fax	()

I, the undersigned (name) (position) representative of (institution) confirm the application of my institution to go through the International Joint Accreditation.

President: (Signature/Stamp) Date: YYYY / MM / DD

3-3 Format of Self-Assessment Report

International Joint Accreditation
XX University
 (Size 28, Times New Roman)

Self-Assessment Report
 (Size 24, Times New Roman)

(Cover page can be of your own design)

President		Signature/ Stamp		(Please stamp with official seal)
Management		Signature/ Stamp		
Contact details				
Name		Title		
Telephone				
Fax				
Mobile				
Email				
Date	YYYY / MM / DD			

I. Abstract

II. History of XX University

III. Self-Assessment

Chapter 1 [Standard 1: Mission, Goals & Strategy]

- 1-1 Defines Its Mission and Goals
- 1-2 Publicity
- 1-3 Mid- and Long-term Plans
- 1-4 Strategy for Internationalization

Examples of Good Practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

Chapter 2 [Standard 2: Internal Quality Assurance]

- 2-1 Policy for Internal Quality Assurance and Procedures
- 2-2 Organization of the Quality Assurance
- 2-3 Efficiency of the System
- 2-4 Result Accountability
- 2-5 Mechanism of Review

Examples of Good Practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

Chapter 3 [Standard 3: Teaching & Learning]

- 3-1 Policies to the Objectives
- 3-2 Curriculum Design Structure
- 3-3 Faculty Organization and Development
- 3-4 Measurements of Student Learning Outcomes
- 3-5 Evaluations of Student Learning Outcomes
- 3-6 Accountability of Student Learning Outcomes Evaluations
- 3-7 Student Support Systems
- 3-8 The Quantity and Maintenance of Facilities and Equipment

Examples of good practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

Chapter 4 [Standard 4: Faculty]

- 4-1 Faculty Development System
- 4-2 Faculty Recruitment and Evaluation
- 4-3 Industry Cooperation

Examples of good practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

Chapter 5 [Standard 5: Social Connection]

5-1 Policies and Implementations

Examples of good practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

Chapter 6 [Standard 6: Governance]

- 6-1 Administrative Policies
- 6-2 Mechanism
- 6-3 Implementations

Examples of good practice

Examples identified as good practice in

- i.
- ii.

Areas for Improvement

The university's evaluation processes have identified the following as areas requiring improvement.

- i.
- ii.

Action Plan

IV. Other

V. Conclusion

3-4 Format for Opinion Statement



International Joint Accreditation

Instructions on Writing Opinion Statement

1. If you believe there are any “**factual errors**” such as **misunderstandings by the reviewers or any parts that do not match the actual situation**, you can submit your opinion using the form below. **There is “no need” to respond to every opinion issued by reviewers.**
2. Do not make a request for re-review regarding corrective action taken or proposed for future implementation in response to the opinions issued in the draft accreditation report. Matters that fall outside of the scope will not be addressed.
3. The explanations in the institution’s request for review should be succinct and in list form. The explanation for **each point** should not exceed **one page** in length (suggestions of a similar nature can be consolidated) and placed under the corresponding accreditation opinion. Any supporting information should be included as an attachment (and indexed for ease of reference). The request for re-review should be written in **English using the Times New Roman font in size 12**. Please expand the form if there is insufficient space. (Please refer to the sample below).
4. Please send **XX printed copies** of the “Opinion Statement” to the iJAS Secretariat and upload the **electronic file to the iJAS Cloud** before **YYYY/MM/DD**.



International Joint Accreditation

XX University

Opinion Statement

President	
Signature	
Application date	YYYY / MM / DD

This application has a total of ___ pages (including this page)

Accreditation Report Items to Opinion Statement	
Accreditation standards	1. Mission, Goals & Strategy
Item requiring corrective action and recommended corrective action	3. ○○○○ should establish..... Complementary measures.....
Attachments	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explanation is as follows	
<p>1. On YYYY/MM/DD, the school.....</p> <p>2. The school..... (Attachment 1)</p>	

3-5 Appeal Format



International Joint Accreditation

Instructions for Writing of Appeal Application

1. The institution may submit an appeal application once the results of the international joint accreditation have been announced.
2. Please state all the inaccuracies and reasons under each reason for appeal. The appeal will be rejected otherwise.

An “inaccuracy” is where the data, information or other content used to arrive at the “accreditation results” is different from the actual conditions at the appealing school during its assessment period. Where the inaccuracy was due to the omissions or errors in the information provided by the appealing school at the time of examination, then this may not be used as the reason for appeal.

3. The author of the appeal application should use a list format with bullet points. **Use the Times New Roman font in 12 pt size for English text.** Please expand the fields as necessary if there is insufficient space on the form. Any supporting information should be included with the appeal application when it is submitted.
4. Please send **XX printed copies** of the “Appeal Application” to the iJAS Secretariat and upload the **electronic file to the iJAS Cloud** before **YYYY/MM/DD**.



International Joint Accreditation

XX University

Appeal Application

President	
Signature	
Date of Appeal	YYYY / MM / DD

This application has a total of ___ pages (including ___ pages of attachments)

Abstract of accreditation report	Description of grounds for complaint	Title of supporting information attached

3-6 Further Information and Contacts

Should there be any further queries or questions concerning this project, please get in contact with the iJAS Secretariat.

Japan University Accreditation Association (JUAA)

2-7-13 Ichigayasadohara-cho Shinjuku-ku, Tokyo 162-0842, Japan

TEL: +81-3-6228-1315

FAX: +81-3-3260-3667

EMAIL: intl@juaa.or.jp

Taiwan Assessment and Evaluation Association (TWAEA)

5F-1, No.3, Nanhai Rd., Zhongzheng District, Taipei City 10066, Taiwan

TEL: +886-2-3343-1177

FAX: +886-2-2394-7261

EMAIL: ijas@twaea.org.tw



International Joint Accreditation Standards



Japan University Accreditation Association (JUAA)

2-7-13 Ichigayasadohara-cho Shinjuku-ku, Tokyo 162-0842, Japan

TEL: 81-3-6228-1315 EMAIL: intl@juaa.or.jp

Website: <https://www.juaa.or.jp>



Mongolian National Council for Education Accreditation (MNCEA)

No. 9B, Lagshan Center, Prime Minister Amar Street 6th Khoroo, Sukhbaatar District, Ulaanbaatar 14192, Mongolia

TEL: 976-7010-9391 EMAIL: secretariat@mncea.edu.mn

Website: <http://mncea.edu.mn>



Office for National Education Standards and Quality Assessment (ONESQA)

24th Floor, Phayathai Plaza Building, 128 Phayathai Road, Ratchathewi, Bangkok 10400, Thailand

TEL: 662-216-3955 EMAIL: inter@onesqa.or.th

Website: <https://www.onesqa.or.th/en>



Taiwan Assessment and Evaluation Association (TWAEA)

5F-1, No.3, Nanhai Rd., Zhongzheng District, Taipei City 100231, Taiwan

TEL: 886-2-3343-1177 EMAIL: ijas@twaea.org.tw

Website: <https://www.twaea.org.tw>
