3 Format for Opinion Statement

**TWAEA - JUAA - ONESQA**

**International Joint Accreditation**

**Instructions on Writing Opinion Statement**

1. If you believe there are any “**factual errors**” such as **misunderstandings by the committee members or any parts that do not match the actual situation**, you can submit the opinion in accordance with the “Regulations Governing International Joint Accreditation Complaints.” **There is “no need” to respond to every opinion issued by committee members.**
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 of the regulations governing complaints will not be processed.
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 mail (send) **XX printed copies** of the “Opinion Statement” and one **electronic file on CD-ROM or USB drive** (one per school) to the Taiwan Assessment and Evaluation Association / Japan University Accreditation Association / Office for National Education Standards and Quality Assessment before **20XX\XX\XX (X).**

**TWAEA - JUAA - ONESQA**

**International Joint Accreditation**

XX University

Opinion Statement

|  |  |
| --- | --- |
| **President** |  |
| **Signature** |  |
| **Application date** | **YYYY / MM / DD** |

This application has a total of \_\_\_ page (including this page)

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| **Accreditation Report Items to Opinion Statement** | |
| **Accreditation standards** | **1. Mission, Goals & Strategy** 1: Mission, Goals & Strategy |
| **Item requiring corrective action and recommended corrective action** | 3. ○○○○ should establish.... Complementary measures... |
| **Attachments** | ☑Yes □ No |
| **Explanation is as follows** | |
| 1. On YYYY/MM/DD, the school....  2. The school.... (Attachment 1) | |