

General Incorporated Association
Japan Accreditation Council for Medical Education
Basic Rules for Evaluation
Detailed Rules for Evaluators

Chapter 1 General Provisions

(Purpose)

Article 1 These regulations stipulate the necessary matters concerning external evaluation teams and evaluators in accordance with the Basic Rules for Evaluation of the General Incorporated Association, Japan Accreditation Council for Medical Education.

Chapter 2 External Evaluation Team

(Authority)

Article 2 The evaluation team has the following authority in the external evaluation of medical schools.

- (1) Conducting detailed examination of self-evaluation reports and other documents prepared by medical schools.
- (2) Conducting question-and-answer sessions and site visits at medical schools.
- (3) Preparing draft evaluation reports.

(Composition)

Article 3 The external evaluation team shall be composed in consideration of the experience and track record of the evaluators.

2 The external evaluation team shall be composed in consideration of conflicts of interest with regard to the medical school to be evaluated.

3 The necessary matters concerning the composition and conflicts of interest of the external evaluation team shall be separately stipulated.

Chapter 3 Evaluators

(Duties)

Article 4 Evaluators shall perform duties within the authority of the evaluation team as stipulated in Article 2.

(Appointment of Evaluators)

Article 5 Evaluators shall be academic staff or academic experts with professional knowledge and experience in medical education from medical schools.

2. Evaluators shall be nominated by the Chairperson of the Evaluation Committee to the Evaluation Division, and shall be appointed by the Executive Board after confirming that they meet the requirements stipulated in the previous Paragraph.
3. Regular members of the Japan Accreditation Council for Medical Education (hereafter referred to as “the Council”) may recommend to the Chairperson of the Evaluation Committee any of the following as evaluators
 - (1) Academic staff of a regular member of JACME, who hold a responsible position in their educational activities.
 - (2) Staff of a regular member of JACME, who are involved in internal quality assurance.
 - (3) Staff of a regular member of JACME, who have expertise in educational activities.

(Obligations of Evaluators)

Article 6 Evaluators must attend training sessions on evaluator training conducted by the Training and Support Committee in order to participate in external evaluations.

(Term, Resignation, Dismissal)

Article 7: The term of evaluators shall be no more than two years. However, this shall not preclude reappointment.

2. If an evaluator wishes to resign before the end of their term of office, they must notify the Council immediately.
3. If an evaluator engages in behavior that lacks integrity, the Evaluation Committee will report this to the Evaluation Division, which will confirm the suitability of the evaluator in question and the Executive Board may dismiss them.

Supplementary Provisions

This detailed regulation will go into effect on June 27, 2025.