

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

Table of Contents

Chapter 1.	General Rules
Chapter 2.	Evaluation Division
Chapter 3.	Evaluation Committee
Chapter 4.	Standards and Procedures Review Committee
Chapter 5.	Appeals Review Committee
Chapter 6.	Training and Support Committee
Chapter 7.	Others
Supplementary Provisions	

Chapter 1. General Rules

(Purpose)

Article 1 These rules shall prescribe the matters necessary for the evaluation services of the General Incorporated Association, Japan Accreditation Council for Medical Education (hereinafter referred to as "the Council").

(Evaluation)

Article 2 The evaluation of medical schools in the accreditation procedure shall be carried out by the Evaluation Division and its subsidiary committees in accordance with the plan approved by the General Assembly.

2 The subsidiary committees of the Evaluation Division consist of the Evaluation Committee, the Standards and Procedures Review Committee, the Appeals Review Committee, and the Training and Support Committee.

3 An evaluation team shall be established under the Evaluation Committee. The external evaluation team shall consist of evaluators. Acts for the external evaluation team and the evaluators shall be determined separately.

(Procedure)

Article 3 Evaluation shall be conducted in accordance with the Japanese Standards for Quality Improvement in Basic Medical Education (Evaluation Standards).

2 The evaluation is based on a close examination of the self-evaluation report and related documents prepared by the medical school under review (document review), as well as

question-and-answer sessions and on-site inspections at the medical school (site visit).
The site visit shall be conducted through the following methods.

- 3 Matters necessary for the method of conducting evaluations shall be determined separately.

(Results and handling of evaluation and accreditation)

Article 4 The results of the evaluation after document review and site visit shall be compiled into an evaluation report.

- 2 The final result of accreditation shall be "accreditation", "conditional accreditation", or "non-accreditation".

- 3 If, during the evaluation process, the self-evaluation report and related documents prepared by the medical school are deemed insufficient and it is deemed difficult to conduct the evaluation, the evaluation will be "pending review".

- 4 If, during the evaluation process, it is discovered that a medical school is conducting inappropriate educational activities which are not described in the self-evaluation report, the evaluation shall be suspended as "deliberation suspension".

- 5 If, during the evaluation process, the time required for evaluation exceeds the accreditation period already granted to the medical school an "extension" may be granted to the existing accreditation period to allow for the evaluation to be completed.

- 6 The actions and results stipulated in paragraphs 1 through 5 above shall be finalized by decision of the Executive Board.

- 7 Matters concerning the results of evaluation and accreditation shall be determined separately.

(Publication of evaluation results)

Article 5 The results of evaluation and accreditation as stipulated in the preceding Article shall be notified to the medical school concerned promptly after the decision of the Executive Board.

- 2 After the Executive Board decides the result of accreditation as stipulated in Paragraphs 2 to 5 of the preceding Article, the Council shall issue a certificate to the medical school.

- 3 The evaluation report as stipulated in Paragraph 1 of the preceding article, the results of accreditation as stipulated in Paragraph 2, and the status of "extension" as stipulated in Paragraph 5 shall be publicized and disseminated on the Council's website.

(Annual report)

Article 6 After the start of the accreditation period, medical schools that have received the results of "accreditation" or "conditional accreditation" shall submit an annual report on their educational activities and improvement reports for each fiscal year to the Council by the end of August of the following year.

2 Contents to be included in the annual report shall be prescribed separately.

(Confidentiality obligation)

Article 7 All officers and employees of the Council and those involved in the evaluation shall have confidentiality obligations with respect to information obtained from the medical school and its related parties. The Evaluation Division shall not disclose such information unless it is deemed necessary for the implementation and publication of the evaluation.

Chapter 2. Evaluation Division

(Purpose)

Article 8 The Evaluation Division shall be established to conduct evaluation of medical schools.

(Authority)

Article 9 The Evaluation Division shall have the following authority

- (1) Planning and formulation of plans and policies for evaluation activities
- (2) Formulation and revision of evaluation standards
- (3) Discussion and revision of evaluation reports
- (4) Consideration of responses to opinions and appeals from medical schools to the evaluation report
- (5) Consideration of accreditation results
- (6) Responses of medical schools to the result of "non-accreditation"
- (7) Selection of candidates to serve on the Evaluation Committee, Standards and Procedures Review Committee, Appeals Review Committee, and Training and Support Committee
- (8) Preparation of amendments to the basic regulations for evaluation
- (9) Other matters as directed by the Executive Board

2 The Evaluation Division may confirm the facts of the matters stipulated in Items 3 through 5 of the preceding Paragraph through hearings with the relevant medical

school, or conduct on-site verification with the relevant medical school as necessary.

- 3 The Evaluation Division may confirm the facts of the matters stipulated in Items 3 through 5 of Paragraph 1 through interviews with the members of the external evaluation team that conducted the external evaluation of the relevant medical school, as necessary.
- 4 The Evaluation Division shall submit for consideration by the Executive Board the opinions and appeals stipulated in 1.4, if the content of such opinions and appeals do not fall under the authority of the Evaluation Division.

(Composition)

Article 10 The Evaluation Division shall consist of the chairs of each committee of the Evaluation Division and academic experts, who shall be appointed by the Executive Board.

- 2 Academic experts shall be those involved in the program evaluation of medical education, educational activities and management at medical schools, , as well as external experts.

(1) At least two persons involved in the program evaluation of medical education and educational activities and management at medical schools shall be from national universities, at least one from a public university, and at least two from private universities.

(2) There shall be no less than one and no more than two outside experts.

(Chairperson of the Division)

Article 11 The Evaluation Division shall have a Chairperson. The President shall appoint the Chairperson of the Division with the approval of the Executive Board.

- 2 The Chairperson of the Division shall represent the Evaluation Division and oversee the division.

- 3 The Chairperson of the Division shall appoint a Vice-Chairperson from among the members of the division to assist the Chairperson.

(Term of the committee members)

Article 12 The term of members of the Evaluation Division shall be two (2) years or less. However, reappointment shall not be precluded.

- 2 If any member of the Evaluation Division resigns or is dismissed during his/her term of office, the term of office of the person appointed to fill the vacancy shall be the remaining term of his/her predecessor.

(Division meetings)

Article 13 The Evaluation Division shall be convened by the Chairperson.

2 The Evaluation Division shall meet three times each year.

3 An extraordinary Evaluation Division meeting shall be held when one of the following events occurs

(1) When the Chairperson of the Division deems it necessary

(2) When a member of the Evaluation Division requests the meeting in writing stating the purpose of the meeting.

4 Members of the Evaluation Division may not be appointed by proxy.

(Chair)

Article 14 The Evaluation Division shall be chaired by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall act in his/her place.

2 In the event that the Chairperson stipulated in the preceding Paragraph has a conflict of interest with the medical school in the deliberation of Article 9.1.3 to 9.1.6, the Vice-Chairperson shall chair the meeting.

3 In the event that both the Chairperson and the Vice-Chairperson have a conflict of interest with the medical school in the deliberation of Article 9.1.3 to 9.1.6, the Chairperson of the Division shall appoint a chair.

(Quorum)

Article 15 The Evaluation Division shall not hold a meeting and make a decision unless a majority of its members are present.

(Voting)

Article 16 The deliberations of the Evaluation Division shall be decided by a majority of the members participating in the deliberations, except as otherwise provided, and in the event of a tie, the Chair shall decide.

2 Members of the Evaluation Division may not participate in the deliberations of Article 9.1.3 through 9.1.6 if the deliberations are related to a medical school with which they are affiliated or in which they have an interest.

(Minutes)

Article 17 Minutes shall be prepared of the proceedings of the Evaluation Division.

Chapter 3. Evaluation Committee

(Purpose)

Article 18 The Evaluation Committee shall be established under the Evaluation Division as a committee to formulate and implement plans and policies related to evaluation and related tasks, prepare draft evaluation reports, and provide support to the medical school after accreditation.

(Authority)

Article 19 The Evaluation Committee shall have the following authority

- (1) Planning and formulation of plans and policies for conducting evaluations
- (2) Report formatting for external evaluation
- (3) Drafting evaluation reports (draft v4)
- (4) Management and use of annual reports
- (5) Consideration of the appointment or dismissal of evaluators
- (6) Formation of external evaluation teams for the evaluation of medical schools
- (7) Preparation of a manual on the supervision of the external evaluation team.
- (8) Handling of matters that do not fall under the charge of any other committee of the Evaluation Division with respect to evaluation operations and related incidental tasks.

(Composition)

Article 20 The Evaluation Committee shall consist of academic staff of medical schools or academic experts who have professional knowledge of program evaluation of medical education and shall be appointed by the Executive Board.

2 The Evaluation Committee shall be composed of evaluators selected in accordance with the following classifications

- (1) Academic staff of medical school selected by the regional classification of Hokkaido, Tohoku, Kanto/Koshinetsu, Tokai/Hokuriku, Kinki, Chugoku/Shikoku, Kyushu/Okinawa districts.
- (2) Evaluators with professional knowledge of program evaluation of medical education

3 In the event of a vacancy on the Evaluation Committee, the vacancy shall be filled in accordance with its classification.

(Chairperson)

Article 21 The Evaluation Committee shall have a Chairperson. The Chairperson shall be appointed by the President with the approval of the Executive Board.

2 The Chairperson shall appoint a Vice-Chairperson from among the committee members to assist the Chairperson.

(Term of the committee members)

Article 22 The term of the members of the Evaluation Committee shall be two (2) years or less. However, reappointment shall not be precluded.

2 In the event that any member of the Evaluation Committee resigns or is dismissed during his/her term of office, the term of office of the person appointed to fill the vacancy shall be the remaining term of his/her predecessor.

(Committee meetings)

Article 23 Evaluation Committee meetings shall be held from time to time and shall be convened by the Chairperson.

2 No member of the Evaluation Committee may be replaced by a proxy.

(Chair)

Article 24 The Evaluation Committee shall be chaired by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall act in his/her place.

2 In the event that the Chairperson stipulated in the preceding Paragraph has a conflict of interest with the medical school in the review stipulated in Article 19, Paragraph 1, Item 3, the Vice-Chairperson shall chair the meeting.

3 In the event that both the Chairperson and the Vice-Chairperson have a conflict of interest with the medical school in the review referred to in Article 19.1.3, the Chairperson shall appoint a chair.

(Voting)

Article 25 Except as otherwise provided, the Evaluation Committee's evaluation shall be decided by a majority of the members participating in the evaluation, and in the event of a tie, the Chairperson shall decide.

2 Members of the Evaluation Committee may not participate in the review of Article 19.1.3, 4, and 6 if the review relates to a medical school with which they are affiliated or in which they have an interest.

(Minutes)

Article 26 Minutes shall be kept of the proceedings of the Evaluation Committee.

Chapter 4. Standards and Procedures Review Committee

(Purpose)

Article 27 The Standards and Procedures Review Committee shall be established under the Evaluation Division as a committee to prepare drafts of evaluation standards and guidelines for evaluation procedures for medical schools in order to carry out evaluation and related tasks.

(Authority)

Article 28 The Standards and Procedures Review Committee shall have the following authority

- (1) Drafting of evaluation standards
 - (2) Preparation of guidelines for medical schools regarding evaluation procedures
 - (3) Creation of a format for self-evaluation reports prepared by medical schools
 - (4) Preparation of guidelines for evaluators regarding evaluation procedures
- 2 The following procedure shall be used to develop or revise the evaluation standards in the first item of the preceding Paragraph.
- (1) Drafts are prepared by the Standards and Procedures Review Committee.
 - (2) The Evaluation Division discusses the drafts and submits them to the Executive Board.
 - (3) The Executive Board discusses and approves the proposal.
 - (4) If necessary, the draft is posted on the Council's website for public comment, and revised accordingly.
 - (5) The evaluation standards are formally disclosed after deliberation and approval by the General Assembly
- 3 If the proposed revision of the evaluation standards in Section 1.1 is a minor change, the procedures in Items 1 through 3 of the preceding Paragraph may be taken to officially release the revised standard.
- 4 The requirements listed in Items 2 through 4 of Paragraph 1 shall be implemented after being decided by the Standards and Procedures Review Committee.

(Composition)

Article 29 The Standards and Procedures Review Committee shall consist of academic staff of medical schools, or academic experts with professional knowledge of standards for evaluation and accreditation of medical education, and shall be appointed by the Executive Board.

(Chairperson)

Article 30 The Standards and Procedures Review Committee shall have a Chairperson.

The Chairperson shall be appointed by the President with the approval of the Executive Board.

2 The Chairperson shall appoint a Vice-Chairperson from among the committee members to assist the Chairperson.

(Term of the committee members)

Article 31 The term of the members of the Standards and Procedures Review Committee shall be two (2) years or less. However, reappointment is not precluded.

2 In the event that a member of the Standards and Procedures Review Committee resigns or is removed from the committee during his/her term, the term of office of the person appointed to fill the vacancy shall be the remaining term of his/her predecessor.

(Committee meetings)

Article 32 The Standards and Procedures Review Committee shall be held from time to time and shall be convened by the Chairperson.

2 No proxy may serve as a member of the Standards and Procedures Review Committee.

(Chairs)

Article 33 The Standards and Procedures Review Committee shall be chaired by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall act in his/her place.

(Quorum)

Article 34 The Standards and Procedures Review Committee shall not meet and vote unless a majority of its members are present.

(Voting)

Article 35 The agenda of the Standards and Procedures Review Committee shall be decided by a majority of the members present, except as otherwise provided, and in the event of a tie, the Chairperson shall make the decision.

(Minutes)

Article 36 Minutes shall be kept of the proceedings of the Standards and Procedures

Review Committee.

Chapter 5. Appeals Review Committee

(Purpose)

Article 37 An Appeals Review Committee shall be established under the Evaluation Division to review the request of corrections and appeals submitted by medical schools to the evaluation results compiled in the evaluation report.

2 The request of corrections and appeals to be reviewed by the Appeals Review Committee shall be as follows

(1) Correction regarding the names of unique activities, systems, committees, centers, etc. in the medical school.

(2) Misperceptions of fact concerning the educational activities of the medical school.

(3) Interpretation of the standards.

3 The Appeals Review Committee shall submit the requests or appeals for consideration by the Evaluation Division, if they do not fall under the preceding paragraph.

(Authority)

Article 38 The Appeals Review Committee shall examine the requests of corrections or appeals by medical schools to determine whether or not they are justified, and report the results of the examination to the Evaluation Division.

(2) The Appeals Review Committee may confirm the facts of the matters stipulated in the preceding Paragraph through hearings with the medical school, or may conduct on-site verification as necessary.

3 The Appeals Review Committee may confirm the facts of the matters stipulated in Paragraph 1 through hearings, as necessary, with the evaluators of the external evaluation team that conducted the external evaluation of the relevant medical school.

4 The Appeals Review Committee may confirm the facts of the matters stipulated in Paragraph 1 through hearings with the Chairperson of the Evaluation Committee as necessary.

(Composition)

Article 39 The Appeals Review Committee shall consist of academic staff of medical schools or academic experts with professional knowledge of program evaluation of medical education and shall be appointed by the Executive Board.

2 Members of the Appeals Review Committee may not concurrently serve on the

Evaluation Committee.

(Chairperson)

Article 40 The Appeals Review Committee shall have a Chairperson. The Chairperson shall be appointed by the President with the approval of the Executive Board.

2 The Chairperson shall appoint a Vice-Chairperson from among the committee members to assist the Chairperson.

(Term of the committee members)

Article 41 The term of office of the members of the Appeals Review Committee shall be two years or less. However, reappointment is not precluded.

2 If a member of the Appeals Review Committee resigns or is removed from the committee during his/her term, the term of office of the person appointed to fill the vacancy shall be the remaining term of his/her predecessor.

(Committee meetings)

Article 42 The Appeals Review Committee shall be convened by the Chairperson.

2 The Appeals Review Committee shall meet three times each year.

3 An ad hoc meeting of the Appeals Review Committee shall be held when one of the following events occurs

(1) When the Chairperson deems it necessary

(2) When a member of the Appeals Review Committee requests the meeting in writing stating the purpose of the meeting.

4 No member of the Appeals Review Committee may be represented by a proxy.

(Chair)

Article 43 The Appeals Review Committee shall be chaired by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall act in his/her place.

2 If the Chairperson has a conflict of interest with the medical school under review, the Vice-Chairperson shall chair the meeting.

3 If both the Chairperson and Vice-Chairperson have a conflict of interest with the medical school under review, the Chairperson shall appoint a chair.

(Voting)

Article 44 The deliberations of the Appeals Review Committee shall be made by unanimous consent of all the members participating in the review. However, if the

Chairperson determines that it is difficult to reach unanimous agreement, the decision shall be made by a majority of the members participating in the examination, and in the event of a tie, the Chairperson shall make the decision.

2 Members of the Appeals Review Committee may not participate in the review of a medical school if they are affiliated with or have an interest in the medical school under review.

3 If a member of the Appeals Review Committee is an evaluator on the external evaluation team that conducted the external evaluation of the relevant medical school, he/she may not participate in the review.

(Minutes)

Article 45 Minutes shall be kept of the proceedings of the Appeals Review Committee.

(Preparation of appeals review report)

Article 46 The Chairperson shall prepare an appeals review report on the results of the review and submit it to the Evaluation Division Chairperson.

Chapter 6. Training and Support Committee

(Purpose)

Article 47 For the operation of the program evaluation of medical education, a Training and Support Committee shall be established under the Evaluation Division as a committee for training evaluators, preparing self-evaluation reports, and planning and conducting other training sessions related to the evaluation of medical education.

2 The training sessions planned and conducted by the Training and Support Committee shall be seminars, workshops, and other forms of trainings, whose target audience is primarily academic staff of medical schools.

(Authority)

Article 48 The Training and Support Committee shall have the following authority

- (1) Planning and implementation of training sessions
- (2) Preparation of training programs and materials
- (3) Lectures and instruction at workshops

(Composition)

Article 49 The Training and Support Committee shall consist of academic staff of medical schools or academic experts with professional knowledge of program evaluation of medical education and shall be appointed by the Executive Board.

(Chairperson)

Article 50 The Training and Support Committee shall have a Chairperson. The Chairperson shall be appointed by the President with the approval of the Executive Board.

2 The Chairperson shall appoint a Vice-Chairperson from among the committee members to assist the Chairperson.

(Term of the committee members)

Article 51 The term of members of the Training and Support Committee shall be two (2) years or less. However, reappointment shall not be precluded.

2 If a member of the Training and Support Committee resigns or is removed during his/her term, the term of office of the person appointed to fill the vacancy shall be the remaining term of his/her predecessor.

(Committee meetings)

Article 52 The Training and Support Committee shall be held from time to time and shall be convened by the Chairperson.

2 No member of the Training and Support Committee may be a proxy.

(Chair)

Article 53 The Chairperson shall chair the Training and Support Committee meetings. In the absence of the Chairperson, the Vice-Chairperson shall act in his/her place.

(Quorum)

Article 54 The Training and Support Committee shall not hold an agenda or make a decision unless a majority of its members are present.

(Voting)

Article 55 The agenda of the Training and Support Committee shall be decided by a majority of the members present, except as otherwise provided, and in case of a tie, the Chairperson shall make the decision.

(Minutes)

Article 56 Minutes shall be kept of the proceedings of the Training and Support Committee.

Chapter 7. Others

(Evaluation Fee)

Article 57 Medical schools applying for evaluation and accreditation by JACME shall pay the separately specified evaluation fee.

(Various items related to evaluation)

Article 58 In addition to the provisions of these Basic Rules for Evaluation, matters necessary for evaluation shall be determined separately by the Evaluation Division and its subsidiary organizations.

Supplementary Provisions

These Rules and Regulations shall be enacted on December 11, 2015 and shall come into effect on the same date.

Supplementary Provisions

These Rules and Regulations shall come into effect as of March 27, 2017.

Supplementary Provisions

These Rules and Regulations shall come into effect as of November 22, 2017.

Supplementary Provisions

These Rules and Regulations shall come into effect as of March 26, 2018.

Supplementary Provisions

These Rules and Regulations shall come into effect as of January 15, 2019.

Supplementary Provisions

These Rules and Regulations shall come into effect as of March 28, 2019.

Supplementary Provisions

These Rules and Regulations shall come into effect as from June 27, 2025.