

General Incorporated Association, Japan Accreditation Council for Medical
Education
Basic Rules for Operation

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Chapter 1: General Provisions

(Purpose)

Article 1: These rules shall prescribe the necessary matters concerning the operation of the General Incorporated Association Japan Accreditation Council for Medical Education (hereinafter referred to as “the Council”).

(Operational Business)

Article 2: Operational business shall be carried out by the Management Division and its subsidiary organizations based on the business plan resolved at the General Assembly.

2 The subsidiary organizations of the Management Division shall consist of the International Relations Committee, Finance Committee, Research and Analysis Committee, and Public Relations Committee.

Chapter 2: Management Division

(Purpose)

Article 3: The Management Division shall be established as a specialized committee that oversees the operation of the Council and is responsible for various issues related to its operation.

(Authority)

Article 4: The Management Division shall conduct the following operations.

- (1) Negotiations, collaboration and cooperation with WFME and other relevant organizations outside Japan
- (2) Matters related to surveys of trends in accreditation of medical education in various countries
- (3) Matters relating to finance
- (4) Matters relating to research and analysis of evaluation content and processes, and proposals for improvements based on these
- (5) Matters relating to public relations
- (6) Appointment of members of each committee of the Management Division
- (7) Preparation of amendments to the Basic Rules for Operation
- (8) Other matters as instructed by the Executive Board

(Chairperson of the Management Division)

Article 5: The Chairperson of the Management Division shall be nominated by the President and appointed by the Executive Board.

2 The Chairperson of the Management Division shall oversee the Management Division as its representative.

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

(Management Division Members)

Article 6: The Management Division Members shall consist of the chairs of each committee of the Management Division.

(Term of Committee Members)

Article 7: The term of office of the Management Division Chair and Management Division Members shall be two years or less. However, reappointment shall not be precluded.

2. When a Management Division Member resigns before the end of their term of office, the term of office of the Management Division Member appointed to fill the vacancy shall be the remaining term of office of the predecessor.

(Holding of Management Division Meetings)

Article 8: In principle, the Management Division shall hold regular meetings twice a year.

2. Irregular Management Division meetings shall be held in the event of any of the following circumstances

(1) When the Management Division Chair deems it necessary

(2) When a request for a meeting is made in writing by Management Division members stating the purpose of the meeting

(Convening)

Article 9: The Management Division shall be convened by the Chair of the Management Division.

2. The Chair of the Management Division shall serve as the chairperson of the Management Division.

(Quorum)

Article 10: The Management Division shall not be able to open proceedings or make decisions unless a majority of the Management Division members are present.

(Voting)

Article 11: The Management Division shall make decisions by a majority vote of the members present, and in the event of a tie, the chair shall make the decision.

(Written Voting)

Article 12: Members of the Management Division who are unable to attend a meeting of the Management Division for unavoidable reasons may vote in writing on matters that have been notified to them in advance.

2. In the case of the preceding paragraph, the provisions of the preceding two articles shall apply, and the members of the Management Division in question shall be deemed to be present.

(Minutes)

Article 13: Minutes shall be prepared for the proceedings of the Management Division.

Chapter 3: International Relations Committee

(Purpose)

Article 14: The International Relations Committee shall be established under the

Management Division as a committee to consider matters related to correspondence, negotiations, collaboration and cooperation with foreign countries in the operation of the Council.

(Authorities)

Article 15: The International Relations Committee shall have the following authorities.

- (1) Matters concerning the application procedures for WFME evaluation and recognition renewal
 - (2) Matters concerning negotiations and collaboration/cooperation with overseas related organizations
 - (3) Collection of information on accreditation of medical education in various countries
 - (4) Matters concerning the dissemination of information and the preparation of documents to overseas countries
2. The International Relations Committee deliberates on matters necessary for the execution of the projects listed in the preceding paragraph, and also responds to inquiries from the Executive Board and expresses its opinions at Executive Board meetings.

(Composition)

Article 16: The International Relations Committee shall be composed of academic staff or academic experts from national, public, and private faculties of medicine and medical universities (hereinafter referred to as medical schools) who have professional knowledge of quality assurance in the field of medical education or who can review English texts related to medical education.

(Chairperson)

- Article 17: The International Relations Committee shall have a chairperson. The president shall nominate a chairperson, who shall be elected by the Executive Board.
- 2 The chairperson of the International Relations Committee shall appoint a vice-chairperson from the committee members to assist the chairperson.

(Election of Committee Members)

Article 18: The members of the International Relations Committee shall be nominated by the chairperson of the Management Division and elected by the Executive Board.

(Term of Committee Members)

Article 19: The term of the chair and members of the International Relations Committee shall be two years or less. However, reappointment shall not be precluded.

2. If a member of the International Relations Committee resigns before the end of their term, the term of the replacement International Relations Committee member appointed to fill the vacancy shall be the remaining term of the predecessor.

(Holding of Committee Meetings)

Article 20: The International Relations Committee shall hold regular meetings twice a year, which shall be convened by the Committee Chair.

2 The Committee Chair may call irregular committee meetings at the request of the President, the Management Division Chair, or committee members.

(Chair)

Article 21: Meetings of the International Relations Committee shall be chaired by the Committee Chair. In the event that the Committee Chair is absent, the Vice-Chair shall act in their place.

(Minutes)

Article 22: Minutes must be prepared for the proceedings of the International Relations Committee.

Chapter 4: Finance Committee

(Purpose)

Article 23: The Finance Committee shall be established under the Management Division as a committee in charge of various matters related to the finances of the Council.

(Authorities)

Article 24: The Finance Committee shall have the following authorities.

- (1) Matters concerning the budget proposal
- (2) Matters concerning the settlement of accounts proposal
- (3) Matters concerning the examination of admission fees, membership fees, and evaluation fees
- (4) Other matters concerning finance

2 The Finance Committee shall deliberate on matters necessary for the execution of the projects listed in each item of the preceding paragraph, and shall also respond to

consultations from the Executive Board and express its opinions at Executive Board meetings.

(Composition)

Article 25: The Finance Committee shall, in principle, be composed of academic staff from medical schools. or academic experts with professional knowledge of quality assurance in the field of medical education.

(Chair)

Article 26: The Finance Committee shall have a chair. The chair shall be nominated by the president and appointed by the Executive Board.

2 The Finance Committee chair shall appoint a vice-chair from among the committee members to assist the chair.

(Election of Committee Members)

Article 27: Finance Committee members shall be nominated by the chair of the Management Division and elected by the Executive Board.

(Term of Committee Members)

Article 28: The term of the Finance Committee chair and members shall be no longer than two years, and they may be reappointed.

2. If a Finance Committee member resigns before the end of their term, the term of office for the replacement Finance Committee member appointed to fill the vacancy shall be the remaining term of office of the previous member.

(Holding of Committee Meetings)

Article 29: The Finance Committee shall be held on an ad hoc basis, and the chairperson shall convene the meeting.

(Chairperson)

Article 30: Meetings of the Finance Committee shall be chaired by the Committee chairperson. In the event that the chairperson is absent, the vice-chairperson shall act in their place.

(Minutes)

Article 31: Minutes shall be prepared for the proceedings of the Finance Committee.

Chapter 5: Research and Analysis Committee

(Purpose)

Article 32: The Research and Analysis Committee shall be established under the Management Division as a committee that conducts research and analysis of the content and process of the evaluation of medical educational programs conducted by the Council, and makes recommendations based on the results of this research and analysis.

(Authorities)

Article 33: The Research and Analysis Committee shall have the following authorities

- (1) Research and analysis of evaluation content and evaluation processes
 - (2) Research and analysis of site visit conditions at universities undergoing evaluation
 - (3) Recommendations for improvements based on the above
2. The Research and Analysis Committee shall deliberate on matters necessary for the execution of the projects listed in the preceding paragraph. In addition, it shall respond to consultations from the Executive Board and express its opinions at Executive Board meetings.

(Composition)

Article 34: The Survey and Analysis Committee shall be composed of academic staff from medical schools or academic experts with professional knowledge of accreditation of medical education and quality assurance in medical education.

(Chairperson)

Article 35: The Survey and Analysis Committee shall have a chairperson. The chairperson shall be nominated by the president and appointed by the Executive Board.

2 The chairperson of the Survey and Analysis Committee shall appoint a vice-chairperson from the committee members to assist the chairperson.

(Election of Committee Members)

Article 36: The Research and Analysis Committee members shall be nominated by the Management Division Chair and elected by the Executive Board.

(Term of Committee Members)

Article 37: The term of the Research and Analysis Committee Chair and members shall be no more than two years, and reappointment shall not be precluded.

2. If a Research and Analysis Committee member resigns before the end of their term, the term of the replacement Research and Analysis Committee member elected to fill the vacancy shall be the remaining term of office of the previous member.

(Holding of Committee Meetings)

Article 38: The Research and Analysis Committee shall be held on an ad hoc basis, and the chairperson shall convene the meeting.

(Chairperson)

Article 39: Meetings of the Research and Analysis Committee shall be chaired by the Committee chairperson. In the event that the chairperson is absent, the vice-chairperson shall act in his/her place.

(Minutes)

Article 40: Minutes shall be prepared for the proceedings of the Research and Analysis Committee.

Chapter 6: Public Relations Committee

(Purpose)

Article 41: The Public Relations Committee shall be established under the Management Division as a committee in charge of public relations activities and various activities related to public relations.

(Authorities)

Article 42: The Public Relations Committee shall have the following authorities

- (1) Editing and publishing the Council's public relations magazine
- (2) Maintaining and managing the website
- (3) Other public relations activities such as press conferences

2 The Public Relations Committee shall deliberate on matters necessary for the execution of the projects listed in the preceding paragraph, and shall also respond to consultations from the Executive Board and express opinions at Executive Board meetings.

(Composition)

Article 43: The Public Relations Committee shall be composed of academic staff from medical schools, or academic experts with professional knowledge of quality assurance in the field of medical education.

(Chairperson)

Article 44: The Public Relations Committee shall have a chairperson. The chairperson shall be nominated by the president and appointed by the Executive Board.

2 The chairperson of the Public Relations Committee shall appoint a vice-chairperson from among the committee members to assist the chairperson.

(Election of Committee Members)

Article 45: Public Relations Committee members shall be nominated by the chair of the Management Division and elected by the Executive Board.

(Term of Committee Members)

Article 46: The term of the Public Relations Committee chair and committee members shall be no more than two years, and reappointment shall not be precluded.

2. If a Public Relations Committee member resigns before the end of their term, the term of the replacement Public Relations Committee member elected to fill the vacancy shall be the remaining term of the predecessor.

(Holding of Committee Meetings)

Article 47: The Public Relations Committee shall be held on an ad hoc basis, and the chairperson shall convene the meeting.

(Chairperson)

Article 48: Meetings of the Public Relations Committee shall be chaired by the Committee chairperson. In the event that the chairperson is absent, the vice-chairperson shall act in their place.

(Minutes)

Article 49: Minutes shall be prepared for the proceedings of the Public Relations Committee.

(Rules Concerning Management)

Article 50: In addition to what is stipulated in these rules, any matters necessary for the management of the Council shall be separately stipulated by the Management Division.

(Amendments)

Article 51: Amendments to these rules shall be made by the Executive Board based on a proposal from the Management Division.

Supplementary Provisions

These regulations came into effect on December 11, 2015.

Supplementary Provisions

These regulations came into effect on November 22, 2021.