

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

Chapter 1 General Provisions

(Purpose)

Article 1 These bylaws stipulate the necessary matters concerning the accreditation of medical schools in accordance with the Basic Rules for Evaluation of the General Incorporated Association, Japan Accreditation Council for Medical Education.

(Type of evaluation)

Article 2 The types of evaluation conducted by the Evaluation Division and its subsidiary organizations of the Japan Accreditation Council for Medical Education (hereinafter referred to as “the Council”) are as follows.

(1) Main review

(2) Additional review

(3) Communication to medical schools that received a “Non-Accreditation” result

2 The main review is conducted for medical schools that have received an “Accreditation” result from the Council or for medical schools that have not been accredited by the Council.

3 The additional review is conducted for medical schools that have received a “conditional accreditation” result.

(Evaluation results)

Article 3 The evaluation results shall be clearly stated in the evaluation report (final version), including the judgment, the characteristics of the educational activities of the medical school and points that require improvement.

2 The judgment shall be “compliant”, “partially compliant”, “non-compliant”, or “evaluation not conducted”.

3 The details of the matters to be clearly stated in the evaluation report (final version) shall be separately determined by the Evaluation Committee.

(Accreditation based on the main review)

Article 4 In the main review, if it is judged that the medical school is generally conducting its educational program appropriately based on the evaluation standards,

the accreditation result shall be “Accreditation”.

- 2 The accreditation period for a medical school that has received the “Accreditation” result in the preceding Paragraph shall be seven years.
- 3 The start of the accreditation period for the “Accreditation” in Paragraph 1 shall be from the first day of the month following the month in which the Executive Board meeting that conducted the accreditation evaluation was held.

#### (Conditional Accreditation)

Article 5 In the event that the evaluation of a medical school indicates that the educational activities of the institution are partially being conducted appropriately based on the evaluation standards with many areas that need to be improved, the accreditation result will be “Conditional Accreditation”.

- 2 The accreditation period for medical schools that have received a “Conditional Accreditation” result will be three years.
- 3 The start date of the accreditation period for “Conditional Accreditation” will be the first day of the month following the month in which the Executive Board meeting that conducted the accreditation evaluation was held.
- 4 An additional review of medical schools that have received “Conditional Accreditation” will be conducted within three years.

#### (Accreditation based on additional review)

Article 6 If it is judged that improvements have been made appropriately in the additional review, the accreditation result shall be changed to “Accreditation”.

- 2 The period of accreditation for the medical schools that have received the result of “Accreditation” in the preceding Paragraph shall be four years from the day after the period of “Conditional Accreditation” has ended.

#### (Non-Accreditation)

Article 7 If there are many areas that are not in accord with the evaluation standards or if it is determined that improvements have not been made appropriately in the additional review, or if the self-evaluation report (final version) and other documents are not submitted, the accreditation result will be “Non-Accreditation” from the day after the period of “Conditional Accreditation” expires.

#### (Criteria for Judgement)

Article 8 The criteria for judgement of “Accreditation”, “Conditional Accreditation”

and “Non-Accreditation” will be stipulated separately.

(Pending Review)

Article 9 In the event that a decision is made of “Pending Review” during the evaluation process, the medical school under evaluation shall submit a self-evaluation report (final version) and other documents again, and the schedule for question-and-answer sessions and on-site inspections at the medical school shall be changed.

2 The necessary matters for “Pending Review” shall be specified separately.

(Suspension of Deliberation)

Article 10 If a judgment of “Suspension of Deliberation” is made during the evaluation process, hearings will be held with the relevant parties at the medical school in question, and facts will be collected regarding any inappropriate educational activities that have not been included in the self-evaluation reports (final version).

2 If the absence of issues is confirmed through the hearings in the previous Paragraph, deliberation will be resumed.

3 If it is discovered that inappropriate educational activities are being carried out as a result of the hearing in Paragraph 1, deliberations shall be resumed after the medical school in question has improved its educational activities in light of the evaluation standards.

4 The necessary matters for “Suspension of deliberation” shall be stipulated separately.

## Chapter 2: Main Review

(Application)

Article 11 A medical school that intends to undergo accreditation must submit an application for evaluation to the president by the designated date.

2 A medical school that has submitted an application for evaluation must submit a self-evaluation report and other documents to the Council by the designated date.

(Document Review)

Article 12 The evaluation team will conduct a review of the self-evaluation report and other documents (hereinafter referred to as “document review”).

2 If there are unclear points in the educational activities of the medical school as a result of the document review, the evaluation team may send questions to the medical school and request additional information.

3 The medical school must submit responses to the questions in the preceding Paragraph and present the additional information.

(Site Visit)

Article 13 After the document review in the previous Article, the evaluation team will conduct a site visit, including question-and-answer sessions and on-site inspections at the medical school (hereinafter referred to as “site visit”). During the site visit, the evaluation team will check the educational activities based on the contents of the self-evaluation report and other documents, as well as the responses to questions and additional information.

(Procedures after the Site Visit)

Article 14 The procedures after the site visit shall be carried out in the following manner.

- (1) Based on the document review and site visit, the external evaluation team shall prepare a draft evaluation report.
- (2) The Evaluation Committee shall review the draft of the evaluation report prepared by the external evaluation team. Then, the draft is sent to the medical school.
- (3) The medical school checks the content of the draft evaluation report and submits any opinions or appeals.
- (4) If there are any opinions or appeals from the medical school regarding the draft, the Appeals Review Committee deliberates on the content and reports the results of the review to the Evaluation Division.
- (5) Based on the questions and appeals submitted by the medical school regarding the draft evaluation report, and the appeals review report from the Appeals Review Committee, the Evaluation Division will discuss revisions to the evaluation report and the results of the accreditation, and submit a report to the Executive Board.
- (6) The Executive Board will issue the final version of the report of the external evaluation and the results of the accreditation based on the report submitted by the Evaluation Division, and send it to the medical school.
- (7) The medical school will confirm the final version of the evaluation report and the results of the accreditation, and submit any comments or appeals they may have.
- (8) If the medical school has any comments or appeals regarding the final version of the evaluation report and the results of the accreditation, the Appeals Review Committee, Evaluation Division, or Executive Board and its subsidiary organizations will address the appeal.
- (9) The Executive Board will finalize the evaluation and accreditation.

2. Comments and appeals in items 3 and 7 of the previous Paragraph must be submitted within one month of receipt of the evaluation report or the accreditation results. The medical school must clearly state the content and reasons for the comments or appeals.
3. Procedures after the site visit shall be as specified in Appendix 1 in addition to this Article.

### Chapter 3 Additional Review

#### (Application)

Article 15 Medical schools that intend to undergo additional review must submit an application for additional review and evaluation to the president by the designated date.

- 2 Medical schools that wish to undergo additional review must submit a self-evaluation report (final version) and other documents to the Council by the designated date.

#### (Document Review)

Article 16 The evaluation team will conduct a detailed review of the self-evaluation report and other documents (hereinafter referred to as “document review”).

- 2 If there are unclear points in the contents, the evaluation team may send questions to the medical school and request additional materials necessary for the evaluation.
- 3 The medical school must submit responses to the questions in the preceding Paragraph and present the additional materials.

#### (Site Visit)

Article 17 After the document review in the previous Article, the evaluation team will conduct question-and-answer sessions and on-site inspections (hereafter referred to as “site visit”) at the medical school. During the site visit, the implementation status of educational activities will be confirmed based on the self-evaluation report (final version) and other documents, as well as the responses to questions and the content of additional materials.

#### (Procedures after the site visit)

Article 18 The procedures after the site visit shall be carried out in the following manner.

- (1) Based on the document analysis and site visit, the external evaluation team shall prepare a draft evaluation report.

- (2) The Evaluation Committee shall examine the draft of the evaluation report prepared by the external evaluation team and send it to the medical school as the draft evaluation report.
  - (3) The medical school will check the content of the draft evaluation report and submit any comments or appeals they have.
  - (4) If the medical school have any comments or appeals regarding the draft evaluation report, the Appeals Review Committee will deliberate on the content and report the results of their deliberations to the Evaluation Division.
  - (5) Based on the comments and appeals submitted by the medical school regarding the draft evaluation report, and the appeals review report from the Appeals Review Committee, the Evaluation Division will consider additions and revisions to the evaluation report and the results of the accreditation, and submit a report to the Executive Board.
  - (6) The Executive Board will consider the final version of the evaluation report and the results of the accreditation, based on the report submitted by the Evaluation Division, and send it to the medical schools.
  - (7) The medical school will examine the final version of the evaluation report and the results of the accreditation, and submit any comments or appeals they may have.
  - (8) If the medical school has any comments or appeals regarding the final version of the evaluation report and the results of the accreditation, the Appeals Review Committee, Evaluation Division, or Executive Board and its subsidiary organizations will discuss the issue, depending on the content of the opinions or objections.
  - (9) The Executive Board will confirm the evaluation and accreditation results based on the final version of the evaluation report, and comments or appeals to the accreditation results submitted by the medical school, as well as the response to the previous item.
- 2 Comments or appeals in items 3 and 7 of the previous Paragraph must be submitted within one month of receiving the evaluation report or the accreditation results. If there are any comments or appeals, the medical school must clearly state the content and reasons for the comments or appeals.
- 3 The procedures after the site visit shall be as specified in Appendix 2 in addition to this Article.

#### Chapter 4: Responses of medical schools to the result of "Non-Accreditation"

(Application for review)

Article 19 Medical schools that receive the result of "Non-Accreditation" may apply for review after making appropriate improvements in flaws. At least two years from the first day of the month following the date of the Executive Board's decision of "Non-Accreditation" shall be required for the improvements.

2 If a medical school that received the result of "Non-Accreditation" intends to undergo this review by the Council, it must submit to the Council an implementation plan for improvement based on the evaluation report.

3 Based on the evaluation plan of the Council, the period required for improvement as described in Paragraph 1, and the implementation plan for improvement as described in the preceding Paragraph, the Council will deliberate on the timing of application for this review and notify the medical school.

4 Upon notification of the time for application for evaluation in the preceding Paragraph, the medical school shall submit an application for evaluation to the president by the designated date, as stipulated in Article 11.

5 Necessary matters regarding the evaluation procedures for medical schools that received the result of "Non-Accreditation" are specified separately.

#### Supplementary Provisions

1. These detailed rules will go into effect on June 27, 2025.

2. The Detailed Rules for the Implementation of the Basic Rules for the Evaluation (enacted on March 26, 2018) shall be abolished.







