

The Ethics Codes for Examiners

Approved by the Executive Committee, September 15, 2006

Applicable in the year 2008

Individuals assigned as member of examination team must conduct themselves in accordance with the following Ethics Codes for Examiners.

1. Confidentiality of information

Individuals assigned as member of examination team (team chair, examiners, and observers) must not transmit nor reveal the contents of documents and information obtained during the accreditation process to any third party other than the responsible regular committees at JABEE and/or at the Examination Team Dispatching Organizations.

2. Handling of document and information (Prohibition of usage other than for the designated objective)

Self-Inspection Reports, relevant writings (confidential documents) and information obtained during the accreditation process shall be considered privileged information only for the purpose of accreditation. Materials submitted for examination by an applicant institution must not be circulated, rented out, or copied to distribute to the third party without authorization of the applicant institution concerned. Confidential documents include Self-Inspection Reports, Examination Reports, and documents designated by JABEE and the Examination Team Dispatching Organizations. When it is uncertain whether a material is regarded as confidential or not, it must be confirmed with JABEE or the Examination Team Dispatching Organizations.

3. Assignment of examiners and avoidance of conflict of interest

Individuals assigned as examiners shall alert to the possibility of conflict of interest and shall disclose any real or potential conflict of interest. The followings show rules about avoidance of conflict of interest.

- 1) Individuals as current and past faculty members, honorary professors, part-time lecturers, graduate and etc., who have an interest in the program concerned, must not participate in accreditation process for the programs concerned.
- 2) Current administration officers and presidents of universities authorized by School Education Law must not participate in accreditation process as examiners.
- 3) Current administration officers and principals of colleges of technology authorized by School Education Law established by “Institute of National College of Technology, Japan” or other incorporated schools must not participate in accreditation process as examiners.
- 4) Current faculty members belong to colleges of technology authorized by School Education Law must not participate in accreditation process as team chair or vice-team chair for programs at any colleges of technology established by the same body corporate.

4. Withdrawal of examiners from specific discussion or decision

During accreditation process, individuals must withdraw themselves from any portion of discussions or decisions that may constitute conflicts of interest for the individuals or for any organizations where the individuals involved. Individuals must not participate in such discussion or decision.

5. Fair examination and judgment

Conduct fair examinations and make fair judgments, taking the position to improve the quality of engineering education in conjunction with the applicant institutions concerned.

Appendix: Storage of confidential documents

Confidential documents must be stored for a settled time period that is stipulated by the responsible regular committees at JABEE and/or at the Examination Team Dispatching Organizations.

STATEMENT

I have received and read “JABEE The Ethics Codes for Examiners”.
I understand the contents and follow these codes.

Print Name

Affiliation

Signature

Date