

## **Guidelines for the Selection and Formation of Examination Team**

These guidelines stipulate "Guidelines for the Selection and Formation of Examination Team" mentioned in "4.3. Composition of Examination Team and Requests for Adjustments" of "Procedures and Methods of Examination and Accreditation."

### **1. Formation of Examination Team**

- (1) A team should consist of one Team Chair and, in principle, 2-4 examiners. For Interim examination or Re-examination, a team should consist of one Team Chair and, in principle, one examiner.
- (2) In principle, one examiner with practical experience should be included.
- (3) For Interim examination or Re-examination, it is preferable to include the chair or examiner who examined the same program at the previous examination.
- (4) As needed, other observers can be added. However, "observers attending as trainee to become a team examiner" cannot be added to teams for Interim examination and Re-examination.
- (5) In those cases where plural programs in an Applicant Institution are examined, the number of examiners can be adjusted with the consent of Coordinating Committee of Examination and Accreditation.

### **2. Qualification of Team Chair**

- (1) Team chair must meet the requirements as an examiner as specified in Section 3 below.
- (2) In principle, team chair must have the experience as team chair or examiner more than once in the last five years.

### **3. Qualifications of the Examiner**

- (1) In principle, the person must be a member of the Engineering Societies which is a regular member of the Japan Accreditation Board for Engineering Education (JABEE).
- (2) In principle, should be over 40 years old and must have adequate professional knowledge in the designated academic area.
- (3) The person must be fully competent in educating engineers in the designated area and must be eager for continuous academic improvement.
- (4) The person must be familiar with the contents of "Criteria for Accrediting Japanese Engineering Programs", "Procedure and Methods of Examination and Accreditation", "Manual of Examination and Accreditation", "Guide to Preparing Self-Inspection Report"

and "Self-Inspection Report I and II" .

- (5) The person must have the required analyzing capabilities and communication skills, and also fully comprehend the Ethics Code of Examiners.
- (6) The person must be willing to work as an examiner and to obtain further training by attending seminars, etc. which are organized by JABEE or by Engineering Societies, regular member of JABEE.
- (7) In principle, the person must have experience as an observer more than once in Initial Examination, Examination for Continuous Accreditation, or Examination of Program Changes. It is desirable to have the experience as team chair or examiner more than once in the last five years.