

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

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

- (1) Team should consist of one Team Chair and, in principle, 2-4 examiners.
- (2) In principle, one examiner with practical experience should be included.
- (3) As needed, other observers can be added.
- (4) In those cases where plural programs in an Applicant Institution are examined, the number of examiners can be adjusted with the consent of Criteria and Procedure Committee.

### **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 examiner more than once.

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

- (1) In principle, the person must be a member of the Academic Societies and Associations 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 "Accreditation Criteria", "Procedure and Methods of Accreditation and Examination", "Self-Inspection Report" and "Guide to Preparing Self-Inspection Report".
- (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 the Academic Societies and Associations, regular member of JABEE.
- (7) In principle, the person must have experience as an observer more than once.