

Japan University Accreditation Association

Regulations Regarding the Fair Implementation of Third-Party Evaluations

Established on September 14, 2016

Revised on September 7, 2018

Revised on September 27, 2019

Revised on January 31, 2024

Article 1 Purpose

These Regulations set forth matters to be observed by evaluators, staff members of the Japan University Accreditation Association (“JUAA”) Secretariat and persons related to an applicant university in order to ensure the fair and proper conduct of third-party evaluations (“Third-Party Evaluations”) set out in Article 4, Paragraph 1, Item a of the Japan University Accreditation Association Articles of Incorporation.

Article 2 Definitions

1. In these Regulations, an “evaluator” means any of the following persons:
 - (1) Members and secretaries of all committees involved in Third-Party Evaluations
 - (2) Chiefs and members of subcommittees and panels established under the committees in the preceding item
 - (3) Special university evaluators
 - (4) All members of the Appeal Committee involved in Third-Party Evaluations
2. In these Regulations, a “persons related to an applicant university” means a person who currently falls under any of the following categories or who has done so within the past three years:
 - (1) Officers or full-time faculty and staff members of a university applying for a Third-Party Evaluation
 - (2) Officers or full-time faculty and staff members of a university planning to apply for a Third-Party Evaluation
 - (3) Officers or full-time staff members of a corporation operating a university that falls under Item (1) or (2)

Article 3 Responsibilities of Evaluators

Evaluators shall fully understand the purpose and significance of Third-Party Evaluations, consider it their mission to contribute to the improvement of university quality and education, and engage in evaluation activities in a fair and sincere manner.

Article 4 Responsibilities of Staff Members of the JUAA Secretariat

Staff members of the JUAA Secretariat shall, for the purpose of ensuring the smooth implementation

of Third-Party Evaluations, provide necessary assistance, perform coordination, and carry out other required duties, and shall execute these responsibilities in a fair and sincere manner.

Article 5 Responsibilities of Persons Related to an Applicant University

1. Persons related to an applicant university shall conduct self-assessments in a sincere manner, and shall prepare or compile self-assessment reports and other evaluation materials that are free from misrepresentation.
2. Persons related to an applicant university shall cooperate in site visits and other necessary procedures to ensure that evaluators can conduct the evaluation appropriately.

Article 6 Prohibited Acts

1. Persons related to an applicant university shall not engage in any of the following acts toward evaluators assigned to evaluate that university or staff members of the JUAA Secretariat. Furthermore, evaluators and staff members of the JUAA Secretariat shall not request such acts from persons related to an applicant university.
 - (1) Giving money or goods (including farewell, congratulatory, or condolence gifts, funeral flowers, and other items of similar nature)
 - (2) Lending goods or real property free of charge (including those for which a person related to an applicant university bears the cost)
 - (3) Providing services free of charge (including those for which a person related to an applicant university bears the cost)
 - (4) Providing entertainment or hospitality
 - (5) Engaging in recreational activities or playing golf together
 - (6) Traveling together (excluding travel for official purposes)
2. Notwithstanding the preceding paragraph, persons related to an applicant university may engage in the following acts:
 - (1) Donating promotional items or commemorative goods (bearing the logo of the university or corporation) intended for general public distribution; provided, however, that the face value of any gift certificates must not exceed 3,000 yen
 - (2) Providing items for use during visits by evaluators or staff members of the JUAA Secretariat, as part of their official duties, to universities or corporations that operate universities that have applied or plan to apply for a Third-Party Evaluation
 - (3) Providing vehicles for use during visits by evaluators or staff members of the JUAA Secretariat, as part of their official duties, to universities or corporations that operate universities that have applied or plan to apply for a Third-Party Evaluation, if use of a vehicle is deemed reasonable due to surrounding traffic conditions or other circumstances
 - (4) Providing tea and refreshments at meetings or other gatherings attended by evaluators or staff members of JUAA Secretariat in the course of their official duties
 - (5) Providing food and drink or eating and drinking together at a standing reception attended by many people

- (6) Providing simple refreshments or eating and drinking together at meetings attended by evaluators or staff members of the JUAA Secretariat in the course of their official duties
 - (7) Eating and drinking together with evaluators or staff members of the JUAA Secretariat, provided each party bears their own expenses
3. If an evaluator or a staff member of the JUAA Secretariat purchases goods, receives a lease of goods or real property, or receives services from a person related to an applicant university, and the consideration for such goods, lease or services is significantly lower than the fair market value at the time of such conduct, the difference between the consideration and the fair market value shall be deemed to be a gift between the person related to an applicant university and the evaluator or the staff member of the JUAA Secretariat.

Article 7 Exceptions

Where an evaluator or a staff member of the JUAA Secretariat has a private relationship (meaning a relationship that is not related to the status of evaluator, staff member of the JUAA Secretariat or person related to an applicant university; the same applies below) with a person related to an applicant university, the evaluator or the staff member of the JUAA Secretariat may engage in the acts listed in each item of Paragraph 1 of the preceding article, notwithstanding the provisions of that paragraph, only if it is determined that such acts are not likely to raise doubts or distrust from society regarding the fair implementation of evaluation activities and business operations, in light of the circumstances of any conflict of interest arising from their official duties, the history and current status of that private relationship, and the nature of the acts they intend to perform.

Article 8 Acceptance of Lectures, Instruction, and Related Activities with Remuneration

Evaluators and staff members of the JUAA Secretariat shall obtain prior approval from the Executive Director of the JUAA before accepting remuneration from a person related to an applicant university for delivering lectures, leading discussions or training, providing instruction or expertise concerning JUAA evaluations, or engaging in writing, supervision, or editing of publications.

Article 9 Prohibition of Using Evaluation Information for Unintended Purposes

Evaluators shall not use information obtained through evaluation activities for any purpose other than Third-Party Evaluations.

Article 10 Prohibition of Divulgence of Evaluation Information

1. Evaluators shall not divulge to any third party any information obtained from self-assessment reports and other materials submitted by the applicant university, or through site visits or other evaluation activities. This provision shall remain in effect even after the completion of the evaluation activities.
2. The provisions of the preceding paragraph shall not apply to any of the following information:
 - (1) The fact that the evaluator has been appointed as a member or in an equivalent capacity under any item of Article 2, Paragraph 1

- (2) Publications and other materials created by JUAA for public disclosure and authorized by JUAA to be disclosed
- (3) The names of all universities, faculties, graduate schools, and other equivalent academic units that applied for Third-Party Evaluations in the relevant fiscal year after JUAA has publicly disclosed the results of the Third-Party Evaluations for that fiscal year
- (4) The names and affiliations of all evaluators who participated in Third-Party Evaluations for the relevant fiscal year after JUAA has publicly disclosed the results of the Third-Party Evaluations for that fiscal year

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Persons related to an applicant university shall not divulge any of the following information to third parties.

- (1) Draft evaluation results and other documents prepared by evaluators or JUAA that are not intended for public disclosure
- (2) Evaluation results, names of evaluators, and other information prior to the date of publication
- (3) Statements or other remarks made by evaluators during site visits

Article 11 Return and Deletion of Evaluation Materials

1. Evaluators shall promptly return to JUAA the self-assessment reports and other materials sent by JUAA upon completion of the evaluation activities.
2. Notwithstanding the provisions of the preceding paragraph, evaluators shall delete materials downloaded as electronic data from their computers or other devices.

Article 12 Retention and Disposal of Evaluation Materials

JUAA shall retain one copy of the self-assessment reports and other materials submitted by the university applying for accreditation for the purpose of future Third-Party Evaluations, and shall appropriately dispose of all other copies to prevent unauthorized disclosure.

Article 13 Miscellaneous Provisions

Any revisions and abolition of these Regulations shall be made by the Board of Trustees.

Supplementary Provisions (September 14, 2016)

1. These Regulations come into effect on April 1, 2018.
2. With the enforcement of these Regulations, the “Japan University Accreditation Association Ethical Regulations for Evaluators and Staff Members of the JUAA Secretariat” (revised on March 9, 2012) and the “Japan University Accreditation Association Regulations on Confidentiality” (revised on March 9, 2012) shall be abolished.

Supplementary Provisions (September 7, 2018)

These Regulations come into effect on September 7, 2018.

Supplementary Provisions (September 27, 2019)

These Regulations come into effect on September 27, 2019.

Supplementary Provisions (January 31, 2024)

These Regulations come into effect on April 1, 2024.