

Regulation of College Evaluation-Accreditation

Chapter 1 General Provisions

Article 1 (Objectives) This regulation is to establish items related to work for college accreditation (referred to as accreditation) by the Korea Accreditation Board for Vocational Higher Education (KAVE).

Article 2 (Significance and goals of accreditation)

① Accreditation shall indicate judging whether a college satisfies basic requirements as a higher educational institution and pronouncing the results to the public to give it social reliability.

② The accreditation defined in this regulation shall indicate the “accreditation of institution” that evaluates and accredits overall operation of a college such as education, research, organization, operation, facility, and equipment defined by each item of Article 2 of the Higher Education Act established by Item 2 of Article 3 “Notification of recognition agency criteria for accreditation of higher education.”

③ The specific goals of the accreditation shall be as follows.

1. To assure quality of vocational education
2. To promote institutional accountability
3. To support improvements in vocational education quality
4. To present information of consumers of vocational education
5. To secure international equivalence and availability of vocational education quality
6. To find out and expand successful cases of vocational education

Article 3 (Criteria of accreditation)

① The criteria of accreditation shall be established to contain items that should be included in self-evaluation of colleges and overall operation of colleges in order to improve qualitative level of colleges and shall include the criteria of the following items.

1. Qualitative and quantitative criteria of items of self-evaluation by colleges based on the rules of self-evaluation of higher education institutions

2. Criteria related to mission and development plans of college, educational resources, cooperation between firms and colleges, students, faculty, library, and information, management and finance, educational facilities and sources, and accountability and educational improvements of colleges

3. Criteria that may help to improve specialized educational and research outcomes of colleges

4. Criteria of achievements shown by college students or graduates

5. Criteria appropriate for legislation related to higher education
6. Criteria that may show capabilities and development of colleges
7. Criteria that may show requirements by the persons concerned of higher education institutions (including students, parents, industry, faculty, government, community)

8. Other criteria defined by KAVE

② The criteria of accreditation shall be consistently modified and supplemented to improve qualitative levels of colleges.

③ KAVE shall provide fair and transparent procedures for periodical inspection and improvements of the criteria of accreditation.

Article 4 (Subjects of accreditation) The subjects of accreditation shall be colleges defined by Item 4 of Article 2 of the Higher Education Act

Article 5 (Accreditation interval) The cycle of accreditation shall be five years in principle.

Article 6 (Schedule and procedure of accreditation)

① KAVE shall provide specific schedule and procedure for accreditation.

② The schedule of accreditation for the relevant year shall be from the day of submitting the application form of accreditation to the day of judging final accreditation.

③ The schedule and procedure of accreditation shall be notified to the public and colleges with appropriate methods such as publications and the Internet (websites), including the following items.

1. Working out a plan for accreditation
2. Notice and receipt of application
3. Education and training of persons in charge of college accreditation
4. College consulting
5. Cultivating pool, education, and training for evaluators
6. Preparing and submitting report of self-evaluation by colleges
7. Organizing evaluators (team)
8. Written evaluation of reports of self-evaluation by colleges
9. Site visit evaluation
10. Preparing and examining evaluation report
11. Mediating among the evaluators
12. Judging final accreditation and notifying the examination results
13. Issuing accreditations
14. Applying reexamination and Reexamination
15. Follow-up measure and inspection

④ KAVE, if necessary for smooth operation of accreditation, may discuss with the relevant college to change the schedule or procedure of the specific accreditation.

Article 7 (Methods of accreditation)

① KAVE shall provide specific criteria of practice, modes, and procedures by steps of examination for accreditation and make efforts to conduct accreditation with proper methods of the criteria.

② The methods of accreditation shall include written evaluation of reports of self-evaluation by colleges, site visit evaluation, formal objection of colleges, and methods and procedures of judgment and review by the Committee for College Accreditation (the Accreditation Committee).

③ When necessary, other methods of accreditation shall be decided by the Accreditation Committee..

Chapter 2 Procedures and Judgment of Accreditation

Article 8 (Application of accreditation and qualification)

① A college applicable to Article 4 should submit an application form of accreditation within the period designated by KAVE in order to receive the accreditation of KAVE.

② A college should satisfy all the following items to apply for accreditation.

1. A college turning out graduates

2. A college without merger of colleges or corporate change within the period of examination for accreditation

③ KAVE may set a limit on application on colleges that are to apply accreditation in the relevant year. However, specific conditions of this limit may be decided separately by the Director.

Article 9 (Re-application and limitation in re-application)

① Colleges applicable to the each following item may conduct re-application in the following year.

1. Colleges that are judged to be “non-accredited”

2. Colleges that are judged to be under “cessation of examination” or “canceling accreditation”

3. Colleges that request “withdrawal of examination”

② Colleges cannot conduct re-application during the period of suspension of accreditation.

③ Colleges judged to be under “conditional accreditation” or “postponement of accreditation” cannot conduct re-application during the period of “complementary examination”

Article 10 (Withdrawal of examination)

- ① Colleges that are selected to be the subjects of examination of the year by KAVE (“colleges for examination”) may request withdrawal of examination in written form before the end of site visit evaluation. However, withdrawal of examination may be possible at any time when the examination for accreditation cannot be completed by merger of colleges, etc.
- ② In case of the request of withdrawal of examination mentioned in ①, KAVE shall delete the record of examination of the relevant college and notify the results to the college.
- ③ KAVE shall report to the Accreditation Committee of the withdrawal of examination of the relevant college.

Article 11 (Commission)

- ① Colleges that are to apply for accreditation shall pay a commission decided by KAVE.
- ② Items related to work associated with the commission shall be separately provided.

Article 12 (People in charge of accreditation)

- ① Related to evaluation activity of KAVE, colleges for examination shall have people in charge of accreditation who are wholly responsible for smooth progress and mutual communication.
- ② Those in charge of accreditation in colleges should cooperate in monitoring or investigation in order to enhance quality of the accreditation of KAVE and self evaluation.
- ③ Those in charge of accreditation should compulsorily participate in designated education and training presented by KAVE.
- ④ Colleges for examination shall notify KAVE when changes are made to the people in charge of accreditation.
- ⑤ Other roles and duties of those in charge of accreditation may be separately determined by the Director.

Article 13 (Education and training of accreditation)

- ① KAVE should conduct education and training of practice, work, and in-depth work periodically in order to enhance the professionalism of the people in charge of accreditation in colleges and evaluators.
- ② KAVE shall develop and be furnished with relevant handbooks or manuals such as methods of writing up self evaluation reports associated with the education and training of those in charge of college accreditation.
- ③ KAVE shall develop and be furnished with relevant handbooks, manuals, or training programs such as materials describing accreditation work in detail

associated with the education and training of the evaluators.

④ Other education and training operations may be separately determined by the Director.

Article 14 (Consulting and monitoring of colleges)

① KAVE may support consulting while performing self evaluation of colleges.

② KAVE may organize a consulting team to support college consulting.

③ KAVE may conduct monitoring periodically in order to promote quality of overall operation of accreditation and college support.

④ KAVE may utilize the people in charge of accreditation in college, external relevant agencies, and experts for monitoring.

Article 15 (Submitting self evaluation report) The colleges for examination should write up and submit a self evaluation report within a period designated by KAVE.

Article 16 (evaluator pool)

① KAVE shall secure a sufficient evaluator pool with professionalism and capabilities for stable operation of accreditation and an objective, fair evaluation.

② Organizing the evaluator pool shall be an open process, and for professionals in member colleges or external relevant agencies.

③ The evaluator pool shall be organized on a regular or constant basis.

Article 17 (evaluation team)

① KAVE shall organize an evaluation team in charge for written evaluation and site visit evaluation of colleges for examination.

② evaluators of the year shall be selected from those who completed evaluator education and training presented by KAVE.

③ The evaluation team shall include five or fewer evaluators per college.

④ The evaluation team shall in principle include one professional from the industry or private or related finance and accounting for objectivity of accreditation results, except when specific reasons exist such as an insufficient pool of evaluators.

⑤ The leader of the evaluation team shall be elected among the evaluators of the team (teammates).

⑥ The term of the team leader and evaluators shall be as the requested period designated by KAVE, and consecutive terms may be served.

⑦ The Director shall fill a vacancy among selected candidate evaluators in the evaluation team.

⑧ evaluators shall comply with duties of secrecy and evaluator ethics separately established by KAVE.

Article 18 (Restrictions in participation, exclusion, and avoidance of evaluators)

- ① An evaluator in an evaluation team cannot participate in accreditation activity on the college he or she belongs to.
- ② Colleges for examination may request exclusion of an evaluator who is judged to have carried out unfair examination or treatment in the process of KAVE accreditation.
- ③ KAVE shall reflect the request mentioned in ② when organizing an evaluation team, except cases lacking validity for exclusion or a second request for exclusion by the college.
- ④ KAVE may avoid evaluators who may be judged to be likely to conduct biased evaluation because of certain specific relations or concerns with the relevant college or work of KAVE accreditation.

Article 19 (evaluation and examination)

- ① KAVE shall organize and operate evaluation teams and committees related to evaluation for fair and objective examination of colleges for examination.
- ② The evaluation team
- ③ The evaluation practical committee shall conduct examination of evaluation reports submitted by the evaluation team.
- ④ The Accreditation Committee shall perform final judgment of accreditation of the college for examination based on the results of review submitted by the evaluation practical committee.

Article 20 (Written evaluation)

- ① The evaluation team shall conduct a written evaluation of the self evaluation report submitted by colleges and write up a written evaluation result table.
- ② The leader of the evaluation team may request items to be supplemented or additional data to be provided to the relevant college through KAVE when the self evaluation report of the college for examination is insufficient.

Article 21 (Site visit evaluation)

- ① The evaluation team shall conduct site visit evaluations by visiting colleges for examination to write up a site visit result table.
- ② The leader of the evaluation team may request relevant data and opinion of the college in order to identify facticity of the self evaluation report submitted by the college, items required to be supplemented in the written evaluation, or additionally requested materials.

Article 22 (Cessation of examination)

- ① KAVE may suspend examination of accreditation when the leader of the evaluation team and the Director agree that examination of accreditation of a

college for examination cannot be continued any further.

- ② The leader of the evaluation team should report to KAVE the results of all the examination activities until the decision of cessation and reasons for the cessation.
- ③ The Director shall report the cessation of examination for accreditation and the reasons to the Accreditation Committee.
- ④ When deciding upon cessation, KAVE shall notify the relevant college of the results of cessation and the reasons.

Article 23 (Requesting materials) KAVE may request relevant materials necessary for procedures and examination for accreditation and the college for examination should accept the request when there is no specific reason. In this case the period used for the request shall be excluded from the period established in Paragraph 4 of Article 6.

Article 24 (Mediation of evaluation) KAVE may host a meditation meeting or a workshop to minimize examination deviation between the evaluation team and the evaluators.

Article 25 (Submitting evaluation report) The leader of the evaluation team shall write up an evaluation report by collecting the written evaluation of the college, the results of site visit evaluation, and opinions of the team for submitting it to KAVE.

Article 26 (Examination of evaluation practical committee)

- ① The Director shall submit the evaluation report by the evaluation team to the evaluation practical committee for examination.
- ② The evaluation practical committee shall examine the evaluation report objectively and fairly, prepare the results of the examination, and submit the results with the evaluation report to the Accreditation Committee.
- ③ The college for examination may explain the evaluation report of the evaluation team. In this case, the evaluation practical committee should examine the report by referencing the materials of explanation by the relevant college.

Article 27 (Judgment and notification of results by Accreditation Committee)

- ① The Accreditation Committee shall decide accreditation of colleges for examination by reviewing the results of examination of the evaluation practical committee and notify the results to KAVE.
- ② KAVE shall send the results of judgment by the Accreditation Committee to the relevant college with the report of the final evaluation.
- ③ The Accreditation Committee may postpone judgment when the college has special reasons that make the final judgment difficult to carry out.

Article 28 (Types and categories of accreditation judgment)

- ① Types of accreditation judgment shall be categorized to be “accreditation,” “conditional accreditation,” “postponement of accreditation,” and “non-accreditation.”
- ② The categories of accreditation shall include “accreditation” and “conditional accreditation” mentioned in ①.
- ③ The criteria of judging by type in accreditation shall be as seen in [Attached Table 1].

Article 29 (Term of validity of accreditation)

- ① The term of validity of accreditation shall be five years from the date of judgment by the Accreditation Committee. However, the term of validity of “conditional accreditation” shall be one year from the date of judgment.
- ② When a college that had been judged as “conditional accreditation” or “postponement of accreditation” has been judged as “accreditation” via specified examination, the term of validity shall be from the date of judgment to the period of validity of the accreditation for the college of the first judged accreditation.
- ③ When a college of “conditional accreditation” as seen in ② has been judged as “postponement of accreditation” via specified examination and then as “accreditation” via another examination, the term of validity shall be from the date of judgment to the period of validity of the accreditation for the college of the first judged accreditation.
- ④ The term of accreditation validity of a college judged as “canceling accreditation” shall be forfeited from the date that KAVE notifies the cancellation to the relevant institution in written form.
- ⑤ A college with “suspension of accreditation” shall be suspended of accreditation during the period designated by KAVE within the accreditation period.

Article 30 (Application of Reexamination)

- ① A college having objections to the judgment by the Accreditation Committee can apply for reexamination within two weeks from the date notified of the results.
- ② The college cannot apply for reexamination again on the results of judgment by the Accreditation Committee after the application of reexamination.
- ③ A college for follow-up inspection cannot apply for reexamination on the judgment by the Accreditation Committee.

Article 31 (Reexamination)

- ① KAVE should request reexamination to the reexamination committee when an application for reexamination by the relevant college is received.
- ② The reexamination committee shall conduct written evaluation and site visit evaluation on the whole criteria of the accreditation for the relevant college within

two months of the date of receipt of the application. If necessary, the committee may hear opinions of the evaluation team for the relevant college and the explanation of the college.

③ The reexamination committee may request submission of additional materials related to evaluation of the relevant college, if necessary. The college should accept the request when there is no specific reason not to do so. In this case the period used for the request shall be excluded from the period established in ②.

④ The Accreditation Committee shall review the reexamination results of the reexamination committee to finally judge accreditation for the college and notify the results to KAVE.

⑤ The notification of the judgment results in ④ shall be applied by Paragraph 2 and 3 of Article 27.

Article 32 (Issuing accreditations)

① The Director shall issue accreditation to the colleges judged as “accredited” (colleges of accreditation).

② The accreditation shall have a distinct mark showing accreditation.

③ The accreditation shall have “name of college of accreditation,” “type of accreditation,” “the result of judgment,” “period of validity,” and “Recognition agency.”

Article 33 (Publication of final judgment)

① KAVE shall notify the final judgment to the relevant college in written form and report to the Minister of Education, Science and Technology in written form.

② In terms of the final judgment, KAVE may pose opinions on recommendation, advice, maintenance, and improvement.

③ The results of the final judgment shall be published via proper methods such as publications or the Internet (website).

Chapter 3 Follow-up inspection, etc.

Article 34 (time and period of follow-up inspection)

① Colleges of accreditation shall receive one follow-up inspection during a period designated by KAVE two years after the date of accreditation.

② Follow-up inspection indicates evaluating whether colleges of accreditation have maintained conditions of accreditation, and the period of the inspection shall be within one year.

Article 35 (Procedure and method of follow-up inspection) The procedure and method of follow-up inspection shall be partially applied by Article 6 and 7.

Article 36 (Examination of follow-up inspection)

- ① KAVE shall separately organize an evaluation team for follow-up inspection of colleges of accreditation.
- ② The Director shall prepare a report of follow-up inspection by collecting opinions of evaluators and submit it to the evaluation practical committee. When there are opinions presented, they should be contained for the submission.
- ③ The evaluation practical committee shall submit the report of follow-up inspection and the results of the examination to the Accreditation Committee. If necessary, opinions of the relevant college may be attached.

Article 37 (Judgment of follow-up inspection)

- ① The Accreditation Committee shall review the results of the examination by the evaluation practical committee, having finally judged the relevant college, and notify the results to KAVE.
- ② The types of judgment of the follow-up inspection shall include “satisfying,” “correction recommended,” “insufficient,” and “unsatisfying.”
- ③ The criteria of follow-up inspection shall be as seen in [Attached Table 2].

Article 38 (Notification of follow-up inspection results)

- ① KAVE shall notify the results of judgment by the Accreditation Committee to the relevant college in written form.
- ② The results mentioned in ① shall be reported to the Minister of Education, Science and Technology in written form.

Article 39 (Measures of correction)

- ① KAVE may take measures of correction when a college of accreditation is judged as “correction recommended” or “insufficient” as per the results of the follow-up inspection.
- ② KAVE should notify the measures of correction to the president of the relevant college in written form.

Article 40 (Measures of conditional accreditation and postponement of accreditation)

- ① A college judged as “conditional accreditation” or “postponement of accreditation” should submit a plan of complementation of facts, recommendations, and advice based on the results of the evaluation within a period designated by KAVE.
- ② A college judged as “conditional accreditation” or “postponement of accreditation” should submit a report of completing complementation within a period designated by KAVE.

③ KAVE shall complete supplementary examination of a college judged as “conditional accreditation” or “postponement of accreditation” within twelve months after the notification of judgment.

④ KAVE shall organize an evaluation team for supplementary examination of a college judged as “conditional accreditation” or “postponement of accreditation.” The organization of an evaluation team shall be applied by Article 17.

⑤ The evaluation team shall prepare a report of evaluation to submit it to the evaluation practical committee after evaluating the relevant college. If necessary, opinions of the relevant college can be attached.

⑥ The evaluation practical committee shall submit the result of review of the evaluation report to the Accreditation Committee. In this case, explanation of its relevance can be reflected and other opinions can be presented.

⑦ Notification of the results of examination should be done within four weeks after the decision of the Accreditation Committee.

Article 41 (Follow-up monitoring)

① After accreditation, KAVE may consistently conduct monitoring and checking on the relevant college of the conditions and items to be confirmed described in the final evaluation report and the results of examination or items to be met and maintained established by KAVE.

② KAVE may use the results of the monitoring mentioned in ① in determining whether the efficiency and effectiveness of the accreditation for the relevant college should be maintained.

Article 42 (Renewal examination)

① A college of accreditation shall undergo a renewal examination before the date of the termination of accreditation efficiency in order to maintain the effectiveness of the accreditation.

② Application of renewal examination is possible from one year before the date of the termination of accreditation efficiency.

③ Methods of renewal examination shall be applied by Article 6 and Article 7.

Chapter 4 Utilization of Accreditation Results and Suspension and Cancellation of Accreditation Effectiveness

Article 43 (Utilization of accreditation results)

① The accreditation results can be utilized in administrative and financial support of the government based on the facts of accreditation according to Paragraph 2 of Article 11 of the Higher Education Act.

② A college of accreditation may substitute accreditation by self evaluation for the

year based on Paragraph 2 of Article 3 of the rules of self-evaluation of higher education institutions.

③ A college of accreditation may use the fact of accreditation in its promotion (including advertisements, promotion materials, and Internet webpage).

④ In addition to ③, a college of accreditation should clarify the fact that it was “accredited by the Korea Accreditation Board for Vocational Higher Education” and “period of efficiency of accreditation” in case of notification and utilization internally and externally.

Article 44 (Suspension of Accreditation)

① KAVE may halt the accreditation for a certain period when each of the following cases is applicable to a college of accreditation (including conditional accreditation).

1. Merger of colleges

2. Changes in location of the college

3. Changes in incorporations of the college

4. Cases where normal education is not possible due to a dispute within the college, etc.

5. When the college is selected to be under administrative/financial restriction by the government

6. Cases where the Accreditation Committee decides upon suspension of accreditation

② Suspension of accreditation shall indicate halt of accreditation effectiveness for a certain time in the remaining accreditation period, and the duration shall be decided by KAVE.

③ When the accreditation effectiveness is halted by reasons provided in ③, KAVE should notify the duration and the reasons for suspension to the college in written form.

Article 45 (Canceling Accreditation)

① KAVE may cancel accreditation for a college of accreditation on each of the following items.

1. A college judged as “unsatisfying” as a result of follow-up inspection

2. A college judged to have not carried out or to have been insufficient in follow-up measures of KAVE as a result of follow-up monitoring

3. A college that did not conduct the measures of correction of KAVE

4. A college whose submitted self evaluation report or supporting evidence is not consistent with the fact even after “accreditation.”

5. A college whose accreditation is canceled by KAVE because of other reasons

② Canceling accreditation indicates annulment of accreditation and of the effectiveness period, and KAVE should notify the cancellation to the president of

the college in written form and withdraw the issued accreditations.

③ Canceling accreditation should be reported to the Minister of Education, Science and Technology.

Article 46 (Report of Alterations)

① Colleges for examination and colleges of accreditation should report to KAVE cases of alterations such as merger of colleges, changing corporations or locations, disputes within the college, and changes in facilities.

② Importance and reporting items of alterations provided in ① shall be separately decided by the Director, and, based on the gravity of the alterations, suspension of accreditation or canceling accreditation of the relevant college may be decided, if necessary.

Chapter 5 Others

Article 47 (Allowance, travel expenses, etc.)

① KAVE may pay allowance or travel expenses within the limit of the budget for examination activities of the evaluators and the members.

② The criteria of payment of allowance or travel expenses related to the operation of KAVE may be separately decided by the Director.

Article 48 (Managerial regulations, etc.) Detailed items that are not established in this Regulation or that are needed shall be established as additional rules for enforcement.

Article 49 (Revision and abolition) Revision and abolition of this Regulation shall be reviewed and decided by the Accreditation Committee.