Handbook for Evaluation and Accreditation of Veterinary Education Programs

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The “veterinary education accreditation” is a voluntary system to conduct evaluation of veterinary medical education in conjunction with current international standards to improve its quality. If the standards are satisfied, veterinary education furnishes an autonomous system for further development. In Western countries, accreditation is already widespread, and has significantly contributed to the improvement of veterinary education. Where the standards are satisfied veterinary licenses can be recognized between different nations if there is a mutual recognition agreement (MRA).

With growing competition and free trade, we need to look for new ways to thrive in a world of free movement of veterinarians between nations. The marker of this is the “One World-One Health” and “Day one Skills” drive being pursued by international organizations and prominent educational institutions, including the World Veterinary Association (WVA) and World Organization for Animal Health (OIE). Thus, instead of being focused on specific subjects, veterinary education needs to be focused on outcomes and competencies.

Evaluation and accreditation is suitable system for these conditions. Accreditation will improve the quality of veterinary education, and lay the foundation for veterinary education institutions to become internationally recognized. Accreditation and evaluation is only intended to improve the quality of education.

Accreditation and evaluation of veterinary education will mean that veterinarians will meet heightened expectations. This includes independently providing treatment without additional guidance or supervision, undertaking their veterinary duties, and contributing to public welfare as veterinary professionals.

The Accreditation Board for Veterinary Education in Korea (ABOVE-K) and accreditation standards for veterinary education itself were established in November 2010 after numerous meetings and public hearings with the agreement of Korean Veterinary Education Association (KoVEA), Korean Association of Veterinary College Deans (KAVCOD), and Korean Veterinary Medical Association (KVMA). In 2011, ABOVE-K was recognized as an accreditation body from the Ministry of Agriculture, Food and Rural Affairs that is in charge of the license of veterinarians. From 2012, ABOVE-K has begun to evaluate and accredit veterinary schools in Korea.

ABOVE-K is an organization which is available to any country. Therefore, anyone who has wanted to be evaluated and accredited its school and educational programs could request an evaluation and accreditation anytime.
Our vision is to enhance the professional competencies by impartial evaluation and quality assurance of veterinary education on the basis of the veterinary accreditation standards. And our missions for achieving visions of the ABOVE-K are to ensure the quality of veterinary education.

The purpose of this handbook publication is to spread and promote the accreditation for veterinary education all over the world as well as Asia.

Heungshik S. Lee, DVM, MS, Ph.D
Executive Director

Accreditation Board for Veterinary Education in Korea
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1. Accreditation Board for Veterinary Education in Korea

1-1. Background

The Accreditation Board for Veterinary Education in Korea (ABOVE-K) was established to ensure the qualitative equality of Korea’s veterinarians with veterinarians in countries around the world, and to foster the veterinarians needed by Korea. To this end, ABOVE-K establishes standards for veterinary medical education, and evaluates and accredits veterinary medical education in line with such standards.

ABOVE-K is dedicated to improving the quality of Korea’s veterinary educational facilities, and to promoting growth in the number of veterinary educators that can meet the standards of the global era. By producing highly trained veterinarians, ABOVE-K can bring the benefits of superior quality veterinary services to Korean society by helping to provide safer livestock products and to increase productivity in the animal husbandry, promoting public health, and improving animal health and welfare.

1-2. Goals

- Qualitative improvement in veterinary medical education and services
- Comprehensive research, development, and evaluation of veterinary education
- Research on policies and systems related to veterinary medicine
- Development of the veterinary and animal husbandry, and improvement of national interests and public welfare

1-3. Brief History

- 2011/ 6/10: Attained authorization as a foundation by the Ministry of Agriculture, Food and Rural Affairs that is in charge of the license of veterinarians.
- 2010/11/29: Formed the General Assembly for establishment of ABOVE-K held jointly by the Korean Veterinary Education Association (KoVEA), the Korean Association of Veterinary College Deans (KAVCOD), and the Korean Veterinary Medical Association (KVMA)
- 2010/10/ 7: Public hearing for Accreditation Standards jointly held by KoVEA, KAVCOD, and KVMA
- 2010/ 5/11: Agreement to form an implementation committee at a meeting held by KoVEA, KAVCOD, and KVMA
- 2010/ 4/24: Decision to pursue establishment of ABOVE-K at a joint meeting of KoVEA and KAVCOD
- 2010/ 3/24: Research report on the introduction of a veterinary medicine education accreditation system by KoVEA
- 2009/10/29: Panel discussion on the establishment of ABOVE-K by KoVEA
- 2009/ 4/24: Consultation on standards for a veterinary accreditation system for Asia at the General Assembly of the Asian Association of Veterinary Schools (AAVS)
- 2008/12/ 8: Discussion in detail on the establishment of ABOVE-K at the Korea Veterinary Forum
- 2008/ 7/17: Discussion on establishment of ABOVE-K at the KAVCOD
- 2007/12/ 3: Hosting the National Conference of Korean Veterinarians for rapid implementation of an accreditation system by KVMA
1-4. **Activities**

- Accreditation and evaluation for veterinary education
- Research and development of the National Licensing Examination
- Support for veterinary medical education research
- Research and suggestion for veterinary medical policy and systems
- Undertaking of veterinary education projects by the government
- International co-operation and collaboration for accreditation of veterinary education

1-5. **Visions**

- ABOVE-K will enhance the professional competencies by impartial evaluations and quality assurance of veterinary education.

1-6. **Missions**

- The missions of the ABOVE-K are to; evaluate veterinary education, improve accreditation system, train accreditation specialists, develop accreditation criteria, ensure veterinary education quality, establish social accountability and vitalize international co-operations.

1-7. **Organization**

ABOVE-K is composed of a Board of Directors, Executive Director, standing committees (Executive Committee, Evaluation Committee, Accreditation Committee, Standard Committee Appeals Committee) and Secretariat.

Executive Director is approved by the Board of Directors upon the recommendation of the Chairman of Board. Chairs and members of standing committee are appointed by the Executive Director. The term of Executive Director shall be three years but standing committees are five years and may be extended. The details are provided in Appendix A.
- Board of Directors: Convening the General Assembly
- Executive Director: Overseeing general business
- Executive Committee: Assisting ABOVE-K business
- Evaluation Committee: Control of the evaluation process
- Accreditation Committee: Final decision on Evaluations
- Appeals Committee: Re-evaluation to appeals
- Standard Committee: Review of accreditation criteria
- Evaluation Team: Written and on-site visit evaluation
2. Accreditation

2-1. Accreditation Standards

Accreditation standards for veterinary education are composed of five areas that are similar to the AVMA and EAEVE standards. The evaluation elements and evaluation factors for the organization and finances, curriculum, students, faculty, and facilities and resources are as follows. The details are provided in Appendix B.

<table>
<thead>
<tr>
<th>Evaluation Areas</th>
<th>Evaluation Elements</th>
<th>No. of Evaluation Factors</th>
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</thead>
<tbody>
<tr>
<td>1. Organization and finances</td>
<td>1.1 Educational Purpose</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Organization</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>1.3 Strategy and planning</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>1.4 Implementation and budget</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>sub-total</td>
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<td>9</td>
</tr>
<tr>
<td>2. Curriculum</td>
<td>2.1 Educational goals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2.2 Curriculum design</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2.3 Pre-clinical curriculum</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2.4 Clinical curriculum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2.5 Professional ethics curriculum</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.6 Clinical training support</td>
<td>1</td>
</tr>
<tr>
<td>sub-total</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>3. Students</td>
<td>3.1 Fairness of admission policy</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>3.2 Student guidance system</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3.3 Welfare system and facilities</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3.4 Career and outcome</td>
<td>2</td>
</tr>
<tr>
<td>sub-total</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>4. Faculty</td>
<td>4.1 Basic and clinical full-time faculty</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>4.2 Education, research and community service activities</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4.3 Support for self-development</td>
<td>4</td>
</tr>
<tr>
<td>sub-total</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>5. Facilities and resources</td>
<td>5.1 Educational facilities and resources</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5.2 Research facilities and equipment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>5.3 Management of facilities and equipment</td>
<td>1</td>
</tr>
<tr>
<td>sub-total</td>
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<td>7</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>
# Evaluation Factors for Area 1 (Organization & Finances)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organization &amp; Finances</td>
<td>1.1. Educational purpose</td>
<td>1.1.1. The candidate institution has a purpose of education, described in detail, which clearly reflects the educational philosophy of its university.</td>
</tr>
<tr>
<td></td>
<td>1.2. Organization</td>
<td>1.2.1. There is a structure for communications between the candidate institution and its affiliated university.</td>
</tr>
<tr>
<td></td>
<td>1.2. Organization</td>
<td>1.2.2. The candidate institution maintain valid proceedings and methods to designate appointees to the positions of Dean and Associate Dean, etc. with the requisite education, academic activities, experience, careers and leadership to realize its purpose of education.</td>
</tr>
<tr>
<td></td>
<td>1.2. Organization</td>
<td>1.2.3. The structures and proceedings for policy decisions on the operations of the candidate institution are functioning properly.</td>
</tr>
<tr>
<td></td>
<td>1.2. Organization</td>
<td>1.2.4. The candidate institution has a veterinary medical curriculum and an administrative structure of veterinary medical teaching hospital (VMTH) that maintains consistency and high quality in its veterinary medical education.</td>
</tr>
<tr>
<td>2. Strategy and planning</td>
<td>1.3.1. The candidate institution has feasible mid- and long-term development plans and it has secured the necessary organizational and financial resources to effectively achieve its plans.</td>
<td></td>
</tr>
<tr>
<td>3. Implementation and budget</td>
<td>1.3.2. The candidate institution has outcome indicators for its development plans.</td>
<td></td>
</tr>
<tr>
<td>4. Implementation and budget</td>
<td>1.4.1. The candidate institution performs regular evaluations of the degree of fulfillment of its mid- to long-term development plans.</td>
<td></td>
</tr>
<tr>
<td>4. Implementation and budget</td>
<td>1.4.2. The candidate institution has appropriate financing, and it has a management structure that discloses the formation of its administrative budgets, the budgets themselves, as well as settlements and accounts etc. to its members and to outside parties</td>
<td></td>
</tr>
</tbody>
</table>
### Evaluation Factors for Area 2 (Curriculum I)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.</td>
<td>Educational goals</td>
<td>2.1.1. The candidate institution has educational goals that describe in detail the competencies-knowledge, skills, and attitudes required by students who have undergone its curriculum.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.1.2. The candidate institution strives to properly reflect its educational goals in its actual curriculum, and are such efforts properly evaluated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.1.3. Spending for laboratory classes and clinical practice per student at appropriate levels.</td>
</tr>
<tr>
<td>2.2.</td>
<td>Curriculum design</td>
<td>2.2.1. The candidate institution develops and operates its curriculum based on design principles and learning outcome drawn from research on higher education.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2.2. The candidate institution implements education that cultivates students’ abilities to apply their veterinary knowledge and skills and to solve problems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2.3. The candidate institution uses proper teaching method to increase learning outcome and cultivate a proactive attitude of self-directed learning.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2.4. The candidate institution evaluates whether its curriculum is achieving its educational goals, and it is making the necessary improvements.</td>
</tr>
<tr>
<td>2.3.</td>
<td>Pre-clinical curriculum</td>
<td>2.3.1. The candidate institution has provided basic veterinary medical courses required in understanding the fundamental structures and functions of animals and the causes of animal disease. An evaluation of student achievement in basic veterinary medicine courses uses diverse methods to assess their knowledge, skills, and attitudes in connection with clinical practice.</td>
</tr>
</tbody>
</table>
### Evaluation Factors for Area 2 (Curriculum II)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.</td>
<td>Clinical curriculum</td>
<td><strong>2.4.1.</strong> Clinical practice is based on primary veterinary care (general practice) as its educational goal, and all pre-clinical and clinical courses are connected to securing competencies of primary care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2.4.2.</strong> Evaluations of clinical education assess clinical competences including knowledge, skills, and attitudes, and the accuracy and degree of performance ability in undertaking clinical practice are verified in an integrated manner throughout the entire process of clinical practice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2.4.3.</strong> Clinical practice guidelines are provided, and these guidelines include basic techniques, handling of medical equipment and instructions on their uses, etc. There is designated on-site faculty member supervising the clinical practice, and guidance, monitoring, and feedback is provided to students.</td>
</tr>
<tr>
<td>2.5.</td>
<td>Professional ethics curriculum</td>
<td><strong>2.5.1.</strong> The candidate institution provides lectures on diverse subjects with respect to professional conducts such as animal welfare and medical ethics, etc., related with veterinary medicine. The candidate institution maintains opportunities of field experience related with professional education, veterinary volunteer program, and community service programs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2.5.2.</strong> The candidate institution properly evaluates students’ outcome in its professional ethics curriculum.</td>
</tr>
<tr>
<td>2.6.</td>
<td>Clinical training support</td>
<td><strong>2.6.1.</strong> The candidate institution has veterinary medical teaching hospital (VMTH) for clinical practice, and VMTH has sufficient facilities and educational systems for students’ clinical practice.</td>
</tr>
</tbody>
</table>
### Evaluation Factors for Area 3 (Students)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Fairness of admission policy</td>
<td></td>
<td>3.1.1. The candidate institution has detailed written standards and policies for admission and selection of students.</td>
</tr>
<tr>
<td>3.2. Student guidance system</td>
<td></td>
<td>3.2.1. The candidate institution has counseling and mentoring systems to provide academic and campus life guidance for students. This system is operated professionally, and the results appropriately are applied.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.2.2. The candidate institution has vigorous on and off campus student activities including participation at academic presentations, conference and community veterinary medical service, and it provides appropriate support and maintains guidance systems for such activities.</td>
</tr>
<tr>
<td>3.3. Welfare system and facilities</td>
<td></td>
<td>3.3.1. Sufficient information is provided with respect to student financial support.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.3.2. There are diverse scholarships available to encourage student learning.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.3.3. The candidate institution is aware of the demand for dormitory/student housing, and it is appropriately managing student housing issues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.3.4. Student welfare facilities are evenly distributed, and it meets appropriate levels.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.3.5. The candidate institution provides personnel or systems to counsel and oversee student healthcare.</td>
</tr>
<tr>
<td>3.4. Career and outcome</td>
<td></td>
<td>3.4.1. The candidate institution maintains programs that provide career guidance and information sharing to help students seek out diverse careers and develop their experience.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.4.2. The candidate institution strives to improve the pass rates of its graduates on the National Veterinary Licensing Examination (NVLE) and the employment rates of its graduates.</td>
</tr>
</tbody>
</table>
### Evaluation Factors for Area 4 (Faculty)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
</table>
| 4.1. | Basic and clinical full-time faculty | 4.1.1. The candidate institution maintains valid and fair proceedings for appointment, promotion, and tenure of faculty.  
4.1.2. The candidate institution has an appropriate number of full-time faculties. |
| 4.2. | Education, research and community service activities | 4.2.1 The educational activities of faculty are appropriate.  
4.2.2. The domestic and international research achievements (original articles, books, academic conference, research fund, patents, and technology transfers etc.) of full-time faculty are appropriate.  
4.2.3. The candidate institution operates research programs that reflect the latest issues in veterinary medicine as well as social demand, and it provides opportunities for students to learn during the process of pursuit of research.  
4.2.4. The candidate institution has an affiliated research institute and conducts academic activities. |
| 4.3. | Support for self-development | 4.3.1. The candidate institution has prepared opportunities for continuing education regarding veterinary education to faculty, and faculty participation is at appropriate levels.  
4.3.2. The candidate institution provides financial support to faculty for overseas training, and domestic and foreign academic conferences.  
4.3.3. Evaluations of faculty performance are assessed based on the three categories; education, research, and community service. Its assessment is conducted by strict evaluation criteria.  
4.3.4. There are sufficient number of research and teaching assistants to support faculty. |
## Evaluation Factors for Area 5 (Facilities and Resources)

<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation Elements</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Educational facilities and resources</td>
<td>5.1.1. The candidate institution maintains sufficient facilities and equipment to undertake veterinary education, and it effectively operates such facilities and equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.1.2. The candidate institution has an independent veterinary medical library for student and faculty (or a separate space within the university’s central library) with sufficient academic resources, and electronic academic information systems can be conveniently accessed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.1.3. Faculty, staffs and students of the candidate institution conveniently can share information, communicate their opinions, and freely access educational information via the on-line web system.</td>
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<tr>
<td></td>
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<td>5.1.4. In addition to the veterinary medical teaching hospital (VMTH), the candidate institution provides ranch, farm, slaughterhouse, and emergency medical services for student training in animal diagnosis/treatment and livestock sanitations, or such services can be used fully through the Memorandum of Understanding (MOU).</td>
</tr>
<tr>
<td>5.2</td>
<td>Research facilities and equipment</td>
<td>5.2.1. The candidate institution provides sufficient office space with appropriate interior facilities for faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.2.2. The candidate institution provides sufficient space, facilities, equipment and support for faculty research.</td>
</tr>
<tr>
<td>5.3</td>
<td>Management of facilities and equipment</td>
<td>5.3.1. The candidate institution has administrative system and personnel to effectively manage and operate facilities and equipment for veterinary education and research. It has secured the budget and results for maintenance and management of facilities and equipment, processing of surplus equipment, safety management, and general maintenance.</td>
</tr>
</tbody>
</table>
2-2. Accreditation Status

The cycle of accreditation for veterinary education is in principle five years. Terms and conditions of accreditation are classified into five types: full accreditation (5 years), limited accreditation (2 years), provisional accreditation (within 2 years), unsatisfactory accreditation and revocation of accreditation. Full accreditation is granted when the candidate institution fully meets the criteria set by the accreditation standards. However, the accreditation period may be extended or shortened by the degree of compliance with accreditation standards.

2-3. Accredited Benefits

The accreditation system gives assurance to the public, veterinary students, veterinary schools, the government and the international community as follows;

- The public can trust the quality of veterinary service.
- Students are well educated in quality assurance.
- Schools have established a self-evaluation system.
- The government gets objective information for financial support.
- The international community is promoted to pursue exchanges through MRA.

2-4. Evaluation and Accreditation Procedure

☐ Accreditation of a candidate institution shall adhere to the following proceedings from initial application up to the final judgment.

☐ Application for accreditation evaluation: Submission of an application shall be in accordance with the accreditation schedule for the relevant year at each college.

☐ Receipt of the self-evaluation report: The candidate institution shall independently perform evaluation to determine compliance with the evaluation criteria presented by ABOVE-K, and shall put the results into a report and submit it to ABOVE-K.

☐ Formation of the evaluation team: Evaluation Committee members shall be selected and an Evaluation Team shall be formed.

☐ Self-evaluation report and on-site evaluation report: Evaluation shall be performed on the self-evaluation report submitted by each candidate institution in application of the accreditation standards. Any matters that must be confirmed with respect to the details of the self-evaluation report and the written evaluation shall be directly confirmed at the candidate institution.

☐ Deliberations on the preliminary and final evaluation report: After the conclusion of the on-site evaluation, a preliminary evaluation report shall be prepared, ensuring that judgments on similar matters are not contradictory. After deliberations, the final evaluation report shall be drafted.

☐ Approval: Approval shall be in accordance with the results of the final evaluation report.
- Review of the evaluation report: Review of the final evaluation report at the candidate institution.

- Acceptance of the results of review: When there are no objections, the results of review of the final evaluation report shall be accepted as the final results.

- Request for appeal: If there is an objection, the candidate institution shall present its objection and the cause thereof to ABOVE-K, and shall request re-deliberation on the final evaluation report.

- Receipt of appeal: If there is an appeal, ABOVE-K shall accept the request and convene the Appeals Committee.

- Notification of the results of appeal: The Appeals Committee shall go over the details of the objection submitted by the candidate institution and shall perform a final evaluation. The Appeals Committee shall then notify the candidate institution of its accreditation status.

*SER: Self-Evaluation Report*

3-1. Self-Evaluation Report

The self-evaluation report (hereafter “SER”) constitutes essential information collected by the candidate institution through in-depth analysis and evaluation of its overall education, research, community service, faculty, students, facilities and resources, finances, administrative status, and developmental planning in accordance with the Accreditation Standards presented by ABOVE-K. Accordingly, the SER constitutes highly critical data in the accreditation evaluation, and is the base data for the following accreditation procedures to be undergone in the order presented.

3-2. Requirements for the SER

The SER is the base data for the written and on-site evaluations, and is an important part of the accreditation evaluation process. The SER discloses the efforts by the candidate institution to manage and improve the quality of its basic veterinary medical education programs as well as the results thereof, and must be guaranteed as to its credibility and propriety. Accordingly, the SER must include the candidate institution’s administrative units, its strong and weak points, and its goals. The SER can be prepared using the forms presented for this purpose by ABOVE-K, or may otherwise be independently prepared by the candidate institution, provided that the table format presented by ABOVE-K must be used.

In order to more smoothly conduct the written evaluation in advance of the on-site evaluation by the evaluation team, the SER shall include base data for the candidate institution, as well as any other data needed in evaluation.

3-3. Considerations when Preparing the SER

(1) If no particular time frame has been specified for the submission of data, base data shall be for the last three years. (e.g.: base data for a candidate institution evaluated in 2012 shall be from March 1, 2009 to February 28, 2012). (2) Universities that divide their curricula into pre-vet and veterinary courses in a six-year program must include the curriculum and conditions of their pre-vet education in the base data. (3) All standards are mandatory criteria to be met by all candidate institutions. (4) “Addenda” shall refer to data within the reference data attached to the candidate institution’s SER, and “submitted documentation” shall refer to data confirmed by an evaluation committee member during on-site evaluation. “On-site confirmation” data is data that cannot be submitted, but must be confirmed by a committee member during on-site evaluation.

3-4. Purpose for Self-Evaluation Research

Self-evaluation research is intended to shed the maximum light on the characteristics, strengths, weaknesses, and problems of the candidate institution through systematic analysis and evaluation of its educational conditions, and its purpose is to thoroughly understand and improve the candidate institution. In other words, self-evaluation research determines the degree to which accreditation evaluation standards have been satisfied by the candidate institution, and by confirming and improving deficient areas, can become a driver for the candidate institution’s development.
3-5. **Proceedings for Self-Evaluation Research**

Proceedings for self-evaluation research can be divided into four stages.

**Preparation for self-evaluation research**

**Performance of self-evaluation research**

**Drafting of the report of results of self-evaluation research**

**Application of self-evaluation research results**

The following explains the self-evaluation research proceedings for each stage. More detailed proceedings can be determined by the Self-Evaluation Committee (hereafter “SEC”).

**Stage 1: Preparation for self-evaluation research**

First, a SEC must be formed, and the appropriate budgets must be secured. The SEC should include main faculty from the candidate institution.

Second, SEC shall be formed. SEC members shall be designated for each evaluation area, and a SEC shall be formed with an administrative role.

Third, a self-evaluation research plan shall be established. SEC members shall establish an evaluation plan for each evaluation area, and a SER shall be prepared after data is collected and the evaluation is performed.

Important considerations in the self-evaluation research plan include promotion of awareness of the need for self-evaluation research among faculty and other related parties, and promotion of the value of self-evaluation as an opportunity for development of the candidate institution.

**Stage 2: Performance of the self-evaluation research**

If organizations, performance plans, and budgets for the self-evaluation are secured by the candidate institution, the evaluation must then be performed. When performing the evaluation, detailed data must be collected in accordance with the self-evaluation research guidelines upon provision of a briefing on self-evaluation to the research committees and related parties.

**Stage 3: Drafting of the SER**

The candidate institution shall collect results it has independently evaluated, and shall draft a SER. The SER shall be drafted for each evaluation area, and shall be supplemented and revised upon final collection of data. The final SER shall be drafted according to the format presented by ABOVE-K, and shall be presented to the office of ABOVE-K upon completion.
Stage 4: Use of the evaluation results

The goal of self-evaluation research shall be understanding of the unique characteristics of the candidate institution through the evaluation process. The candidate institution shall confirm whether the curriculum is operating in accordance with those characteristics, and if deficiencies are discovered, shall revise such deficiencies for the improvement of its education. The results of the self-evaluation research are to be used not only for the written and on-site evaluation performed by ABOVE-K, but shall also be used internally to promote awareness of the candidate institution’s veterinary education among faculty, students, and other related parties, as well as for the improvement of the candidate institution’s educational conditions and curriculum.

3-6. Format and Drafting Guidelines for the SER

1) Foreword

This shall be drafted by the highest person in charge at the candidate institution. The foreword shall indicate that sufficient data has been collected for the self-evaluation research and that such data has been prepared based on facts and has been accurately assessed. The foreword shall include the meaning and assessments of change and development at the candidate institution to be induced by the self-evaluation and the on-site evaluation. In addition the foreword shall include messages of congratulation to faculty and organizations that have assisted in its preparation.

2) Section 1: Introduction

The introduction shall delineate the entire process of the self-evaluation, from planning (including goals, content, and methods etc.) to evaluation and the preparation of the report. The introduction shall also record in detail the preparations and planning for the evaluation, the collection of data, the formation of the planning and research committees, the distribution of roles therein, the credibility of analysis and evaluation, and the means for ensuring such credibility.

3) Section 2: Self-evaluation research results

These guidelines present the standards for accreditation evaluation in each area as delineated in the forms, and the disclosures required thereby. The self-evaluation research results shall refer to the disclosures in the results of the self-evaluation research for each accreditation standard, and shall be accurately presented, and shall also record efforts for improvement and development plans for any areas found deficient.

4) Section 3: Overview and discussion

The evaluation results for each area shall be assembled and a conclusion shall be deduced. The characteristics, strengths, and problems of the candidate institution shall be indicated, and solutions and development directions shall be presented. Suggestions on the results of the self-evaluation and future development directions shall also be included.
5) Addenda: Data required by the evaluation standards

Data required for evaluation presented for each evaluation area shall be prepared in the addenda. Books and other data shall be prepared and submitted for the on-site evaluation.

3-7. SER Submission Guideline

1) Paper size
   • Size: A4, both sides

2) Binding
   • SER: 15 copies
   • Addenda: 15 copies (separately bound for each area)
   • One compact disc: SER and the addenda in electronic format
   • Other: The SER and the addenda shall be separately bound, and addenda shall be separately bound for each area.

3) Submission and inquiries
   • Site: ABOVE-K
     Veterinary Science Building, 8-6 Hwangsaeful-ro 319beon-gil, Bundang-gu, Seongnam-si, Gyeonggi-do 463-824, KOREA
     • Inquiries: email: kvma@kvma.or.kr / Call center +82-31-702-8686
     • Homepage: www.abovek.or.kr/eng/

3-8. SER Forms

• The SER shall be prepared in reference to the forms presented below. If a table form is provided by ABOVE-K among the reference data, the form shall be attached to the data.

• Tables presented in the text and addenda may be adjusted for size, and lacking any separate instructions to the contrary, required items may not be added, removed, or revised.

• Tables inserted within the text may not be substituted for required disclosures. Even if data can be presented in tabular format, such data must be explained in text form.
(Name) University College of Veterinary Medicine

Self-evaluation Report

M:_____ D:___, 20_ _

(Name) University College of Veterinary Medicine
Self-evaluation Report

Submitted to ABOVE-K
for Accreditation of the Veterinary Education
of (Name)University College of Veterinary Medicine

This report has been drafted accurately in accordance with the first cycle accreditation evaluation standards of ABOVE-K, and has been confirmed as containing no false data or intentional errors.

Date of submission: MMMM DD, 20__

Affirmed by

Dean (Name), (Name) College of Veterinary Medicine (Signature) (Seal)
President(name), (Name)University (Signature) (Seal)
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A-1. BYLAWS

Section 1: General Provisions

Article 1 (Purpose): The purpose of this foundation is to perform research, development, and evaluation of veterinary and related education to improve the quality of veterinary education and veterinary clinical services, and contribute to the development of the veterinary and animal husbandry and the promotion of national and public welfare through research on policies and systems related to veterinary medicine.

Article 2 (Name): The name of this foundation shall be the Accreditation Board of Veterinary Education in Korea (hereafter as “ABOVE-K”).

Article 3 (Office): The place of business of ABOVE-K shall be located at the Veterinary Science Building at 272-5 Seohyun-dong, Bundang-gu, Seongnam -si, Gyeonggi-do, Korea.

Article 4 (Business): ① ABOVE-K shall perform the following items to fulfill the purpose delineated in the foregoing Article 1.

1. Matters in measuring and evaluating the general educational processes (including pre-veterinary, basic, post-graduate, and lifelong veterinary education etc. in consultation with the Ministry of Education), educational institutions, and educational programs for veterinary medical education.

2. Research and policy development on Korean National Veterinary Licensing Examination.

3. Research on veterinary licensing and related matters, and development of relevant policies.

4. Accreditation of veterinary education and educational institutions.

5. Support for research on veterinary education.

6. Research and development on, and support for veterinary clinical medicine policies and systems.

7. Projects requested by the government and related organizations regarding veterinary education.

8. Other necessary matters for fulfillment of the purpose of ABOVE-K.

② Other matters necessary in the performance of the items in the foregoing Item ① shall be defined separately.
Section 2: Membership

Article 5 (Members): ABOVE-K’s members shall consist of groups, universities, individuals, government departments, and industries that support the purpose of ABOVE-K.

Article 6 (Rights and Duties of Members): Members of ABOVE-K may participate in and speak at its General Assembly, and may participate in its resolutions, and are duly endowed with rights to participate in its business, as well as obligations to comply with its bylaws and to remit its membership fees.

Article 7 (Admission and Withdrawal of Membership): Any entity desiring admission to or withdrawal from membership in ABOVE-K shall present the requisite admission or withdrawal form, and shall be admitted or withdrawn upon approval by the Board of Directors.

Article 8 (Disciplinary Measures on Members): Members of ABOVE-K who defame its reputation or who fail to fulfill their obligations as members may be subject to disciplinary action upon a resolution by the Board of Directors.

Section 3: Executive Officers

Article 9 (Number and Categories of Executive Officers):

1. Chairman of the Board of Directors (hereafter as “the Board”): One person
2. Executive Director of ABOVE-K: One person
3. Up to 20 members of the Board (including the Board Chairman and the Executive Director)
4. Auditors: Two

In principle, executive officers should not be in a full time status; provided that the Board has authority to pass a Board’s resolution for designating certain numbers of executive officers in full time status.

Article 10 (Appointment and Term of Employment of Executive Officers): A member of Board shall be appointed by a majority vote of standing members of the Board, and the following persons shall be regarded as the Board’s ex officio.

1. The President of the Korean Veterinary Medicine Association
2. The President of the Korean Veterinary Education Association
3. The President of the Korean Association of Veterinary College Deans
4. The Chairman of Board of Trustees of the Korean Society of Veterinary Science
5. The Executive Director of ABOVE-K
6. The Commissioner of the Animal and Plant Quarantine Agency
7. One person recommended by the Minister of Agriculture, Food and Rural Affairs, and one person appointed as a representative for the public interest by the Board of Directors
8. The President of the Korean Society of Veterinary Clinics

② The Chairman of the Board shall be elected among the members of the Board by a majority vote of standing board members

③ If the Chairman of the Board is unable to fulfill his or her duties due to unforeseen circumstances, the Executive Director shall assume the duties of the Chairman until the new Chairman is elected and qualified.

④ If there is a vacancy that occurs during the term of an elected Board member, a special election shall be held within two months of the date of commencement of the vacancy, and when a vacancy occurs due to the end of term, a replacing member shall be elected prior to the closure of the relevant term.

⑤ The term of a member of the Board shall be three years and a member may serve consecutive terms; provided that an ex officio member shall be appointed for the duration of their term in their corresponding external position, and a specially elected member shall serve for the remainder of the unfinished term.

**Article 11 (Executive Officers’ Compensation):** To conduct the amicable operation of the business of ABOVE-K, executive officers are non-compensatory, except a few designated full-time officers; provided that the legitimate business related expenses may be provided when necessary.

**Article 12 (Duties of Members of the Board):**
① The Chairman of the Board shall convene the meeting of the Board, and shall act as the Chairman thereof.

② A member of the Board shall attend the Board meeting, and shall deliberate and resolve matters related to the business of ABOVE-K.

③ A member of the Board for the official court certification can be chosen among the Chairman of the Board, Executive Director, or an elected member of the Board.

**Article 13 (Duties for Auditors):** The Auditors shall undertake the following duties

1. Auditing of the status of the assets of ABOVE-K
2. Investigations on the operations and business of ABOVE-K
3. Presentation of reports and opinions to the Board of Directors in respect of the foregoing Items 1 and 2.
4. Attendance at Board meetings and statement of opinions therein.
Article 14 (Appointment and Duties of the Executive Director): ① The Board shall appoint an Executive Director when the Chairman of the Board selects and recommends a candidate to the Board for approval.

② The Executive Director shall be the chief administrative officer who represents ABOVE-K and shall oversee its daily business.

③ When the Executive Director’s position is vacant, a special election shall be held by the Board. During the period of the vacancy, the most senior member of the Board shall assume the duties of the Executive Director.

Article 15 (Grounds for Disqualification of Executive Officers): Persons corresponding to any of the following shall be disqualified from becoming an executive officer of ABOVE-K.

1. An individual who is declared as an incompetent or a limited competent person

2. An individual who has been convicted of a crime where the sentence is imprisonment or above, where less than two years has elapsed from the date whereupon the sentence has been concluded (including where the sentence is regarded as having been de facto concluded) or from the date where the sentence has been waived.

3. An individual convicted of a crime whose sentence is imprisonment or above, whose sentence has been suspended, and whose term of suspension has not yet elapsed.

4. An individual who has lost qualifications or whose qualifications have been suspended under the law or under a court verdict.

5. Persons who have failed to attend more than one half of the meetings of ABOVE-K without just cause

Article 16 (Dismissal of Executive Officers): Executive Officers of ABOVE-K who correspond to any of the following may be dismissed by a vote of two-thirds of standing members of the Board.

1. Officers who have defamed the reputation of ABOVE-K by violating its Bylaw or its regulations

2. Officers who have induced a significant loss to ABOVE-K through willful misconduct or gross negligence

3. Officers who are unable to fulfill their duties with other reasons

Section 4: General Assembly

Article 17 (General Assembly): ① The General Assembly shall be the highest decision making body of ABOVE-K.

② The General Assembly shall be established by the attending members.
③ The General Assembly shall be convened upon a resolution of the Board.

④ Resolutions of the General Assembly shall be established by the vote of a majority of attending members.

⑤ The General Assembly shall decide on the drafting and amendment of the bylaw and matters presented by the Board.

⑥ The General Assembly shall elect auditors.

⑦ Members of the General Assembly may delegate attendance and voting rights to the Chairman of the Board by a Letter of Proxy.

Section 5: Board of Directors

Article 18 (Composition of the Board of Directors): ① The Board of Directors shall consist of the Chairman and the members of the Board and the Executive Director.

② Auditors may attend and has right to speak at the Board meetings.

Article 19 (Functions of the Board of Directors): The Board shall deliberate and resolve the following matters:

1. Budget preparation and execution, account settlements, loan management, and acquisition, disposal, control assets of ABOVE-K

2. Matters of drafting and amendment of miscellaneous regulations

3. Matters regarding dissolution of ABOVE-K

4. Matters regarding business plans and operations

5. Approval of admission and withdrawal of membership

6. Matters convening of the General Assembly

7. Other matters adjudged by the Chairman as pertinent to the operations of ABOVE-K and presented to the Board for their consideration

Article 20 (Convening of the Board of Directors): ① Board meetings shall be divided into regular and special meetings.

② Regular meetings shall be held on one occasion in the first half of every year, and special meetings shall be convened by the Chairman of the Board upon the request of the Chairman or the Executive Director, or upon the request of one-third or more of standing members of the Board.
The Chairman of the Board shall specify the agenda, date, and location of the Board meeting, and shall provide notification to each member of the Board 7 days prior to the hosting of the meeting; provided that this shall not apply for special meetings convened for urgent matters.

**Article 21 (Quorum for a Board Resolution):** ① Board meetings shall be established by the attendance of a majority of standing members of the Board, and resolutions shall be established by the vote of a majority of attending members of the Board.

② A member of the Board may delegate attendance and voting rights by proxy to the Chairman; provided that such proxy votes must not account for more than half of standing members of the Board.

**Article 22 (Grounds for Exclusion from Resolutions):** A member of the Board shall be excluded from participation in deliberations or resolutions on any of the following grounds.

1. Deliberations and resolutions on the appointment or the dismissal of a member of the Board where the member of the Board is oneself.

2. Matters where money or property is exchanged that directly involve the member of the Board in question.

**Article 23 (Written Resolutions):** In regard to a matter adjudged as minor by the Chairman of the Board among the situations in the foregoing Item 7 of the Article 19, the Board may resolve it via a written letter, telephone, or electronic mail; provided that the Chairman must report such resolutions in writing to the Board at the very next regular Board meeting.

**Article 24 (Minutes of Board Meetings):** Minutes shall be kept of resolutions made by the Board. The minutes shall record the progress of Board meetings and shall be stored at the office of ABOVE-K after being signed and sealed by the Chairman of the Board.

### Section 6: Assets and Accounting

**Article 25 (Classification of Assets):** ① The assets of ABOVE-K shall be classified into the “permanent endowment” and “ordinary assets,” and shall be maintained accordingly.

② The permanent endowment shall be those assets among the assets of ABOVE-K resolved as to be incorporated into the permanent endowment by the Board.

③ Assets incorporated into the permanent endowment shall be listed in a separate addendum to the Supplementary Provisions of this Bylaw.
“Ordinary assets” shall be all assets other than the permanent endowment in the foregoing Item ②.

Article 26 (Management of Assets): ① in regard to disposal of the permanent endowment of ABOVE-K through its sale, bestowal, leasing, exchange, or provision as security or the forfeiture of the bearing of obligations or rights with respect to the permanent endowment, the resolution shall be determined by the vote of a two-thirds majority of standing members of the Board.

② Matters with respect to the maintenance, operation, and management of the permanent endowment or the ordinary assets of ABOVE-K other than as specified in the foregoing Item ①, it shall be determined by the Board.

Article 27 (Management of the Fund): ① A fund system may be established to procure funds needed for the operation of ABOVE-K.

② Necessary matters, with respect to the formation, management, and operation of the in the foregoing Item ①, shall be defined in separate regulations through a resolution of the Board.

Article 28 (Operating Funds): Operating funds for ABOVE-K shall be procured via membership fees, business revenue, governmental subsidies and other related and supporting groups’ financial supplements and donations.

Article 28–1 (Disclosure of Fund Raising Data): Funds raised through annual donations and the results of fund raising activities shall be disclosed by the end of March of the succeeding fiscal year on the ABOVE-K homepage.

Article 29 (Reporting of Business Results and Business Plans): ABOVE-K shall report the following documents to the Minister of Agriculture, Food and Rural Affairs within two months of the end of every fiscal year upon a resolution of the Board of Directors, and the business plan and income and expenditure budget plan for the next business year shall be reported prior to the commencement of the fiscal year upon a resolution of the Board of Directors; provided that matters with respect to evaluation and accreditation of veterinary medical education shall be reported to both the Minister of Education and the Minister for Agriculture, Food and Rural Affairs.

1. One copy of the business plan and income & expenditure budget plan for the following business year

2. One copy of the business results and income & expenditure financial statement for the relevant business year

3. One copy of the list of current assets as of the end of the relevant business year.

Article 30 (Fiscal Year): The fiscal year for ABOVEK shall be in accordance with the fiscal year of the government of the Republic of Korea.

Article 31 (Handling of Surpluses): Any surplus left over from any fiscal year shall be
first used to cover losses carried over from the previous year; and any remaining funds shall be used to repay loans or shall be added to the fund upon a resolution by the Board of Directors, or shall be carried over to the following fiscal year.

Section 7: Organization

Article 32 (Composition of the Executive Committee): ① The Executive Director shall form an Executive Committee to support the business of ABOVE-K.

② The Executive Committee shall consist of approximately 10 members, and shall be appointed by the Executive Director; provided that members of the Committee shall include persons recommended by the Korean Veterinary Medical Association, the Korean Veterinary Education Association, the Korea Association of Veterinary College Deans, and the Korean Society of Veterinary Science.

Article 33 (Functions of the Executive Committee): The Executive Committee shall assist the Executive Director with respect to the following matters.

1. Matters of progressions of the ABOVE-K business.
2. Matters of business plans, preparing budgets and compiling expenditure reports.
3. Matters entrusted by the Chairman of the Board of Directors and the Board.
4. Matters of asset management and operation
5. Matters of appointment of employees
6. Matters of general affairs and accounting
7. Other work related matters

Article 34 (Committees): ① The Executive Director may form committees for the purpose of smooth conduct of ABOVE-K’s business, and the term of each committee member shall be separately defined.

② An Executive Committee member may become the chair of each committee.

③ Matters with respect to the operation of committees, including the composition of each committee and their jurisdiction shall be defined in separate regulations.

Article 35 (Executive Office): ① The Executive Director shall maintain an executive office to undertake the duties of ABOVE-K, and may hire employees.

② Necessary matters with respect to the organization of the office and with respect to the hiring of employees, promotions, compensation, and duties, etc. shall be defined in separate regulations upon a resolution of the Board of Directors.
Section 8: Supplementary Provisions

Article 36 (Revision of the Bylaws): Any changes in the Bylaws of ABOVE-K must be approved by a resolution of the General Assembly and must be approved by the Minister of Agriculture, Food and Rural Affairs.

Article 37 (Report of Dissolution): ABOVE-K may be dissolved upon the approval of three-fourths of members attending the General Assembly, and such dissolution shall be reported to the Minister of Agriculture, Food and Rural Affairs.

Article 38 (Distribution of Remaining Assets): If ABOVE-K is dissolved, any remaining assets shall be donated to the national or local government or other non-profit institutions upon a resolution of the Board of Directors and an approval of the Minister of Agriculture, Food and Rural Affairs.

Article 39 (Application of Rules): Matters not regulated herein or matters contravening the Civil Code or the Rules on Establishment and Supervision of Non-profit Organizations under the Jurisdiction of the Minister of Agriculture, Food and Rural Affairs and Associated Directors (hereafter “Rules”) shall defer to the Civil Code or the Rules.

Article 40 (Enactment of Regulations): Necessary regulations for the performance of the duties of ABOVE-K shall be separately defined by the Executive Committee.

Addendum

① (Date of Execution): This Bylaws shall be in effect from the date of receipt of authorization from the relevant Ministers.
A-2. VETERINARY EDUCATION ACCREDITATION REGULATIONS

Article 1 (Purpose):

The purpose of these regulations is to regulate the matters and proceedings set forth in Article 4.1.4 of the Charter of the Accreditation Board for Veterinary Education in Korea.

Article 2 (Definitions):

① Institutions eligible for accreditation shall consist of colleges of veterinary medicine located in the Republic of Korea.

② Accreditation shall involve verification of veterinary education programs established independently by universities pursuant to Article 11.2 of the Higher Education Act, and shall be attained from a specialized accrediting institution in accordance with the Accreditation Standards.

Article 3 (Accreditation Standards):

① The Board of Directors of the Accreditation Board of Veterinary Education in Korea (hereafter “ABOVE-K”) shall be responsible for drafting and amending the Accreditation Standards.

② When drafting or amending the Accreditation Standards, the Board shall receive suggestions for two weeks from various committees within ABOVE-K, deans of veterinary colleges, and university evaluation experts.

③ The Board shall provide notification of the Accreditation Standards to deans of colleges of veterinary medicine, and shall post them on the homepage of ABOVE-K.

④ The Board may review the propriety of the Accreditation Standards annually.

Article 4 (Cycle of accreditation):

① The cycle of regular accreditation for accredited institutions shall in principle be five years.

② Aside from the regular accreditation mentioned in the foregoing Item ①, accreditation may be extended or curtailed upon requests from government organizations etc.

Article 5 (Categories and terms of accreditation):

Categories and terms of accreditation shall be classified into the following:

① Full accreditation (5 years): Full accreditation granted when the candidate institution has fully met the criteria set forth in the Accreditation Standards.

② Limited accreditation (2 years): Limited accreditation when the candidate institution has fallen significantly short of meeting the Accreditation Standards; provided that the candidate institution intends to improve its qualifications within two years, and presents written reports of improvement and undergoes interim visits by an evaluation team to confirm the candidate institution’s qualifications.
³ Provisional accreditation (within 2 years): Temporary accreditation granted for no more than two years when a newly established college has not met the criteria set forth in the Accreditation Standards but has undertaken more than one-half of all the programs.

⁴ Unsatisfactory accreditation: The candidate institution has not met the criteria set forth in the Accreditation Standards.

⁵ Revoked accreditation: Accreditation is revoked by the accreditation committee (upon due process) in cases where fraud is confirmed after the completion of the accreditation evaluation.

Article 6 (Newly established colleges):
Newly established colleges can undergo provisional accreditation up to the time when the first student graduates, whereupon the regular accreditation cycle shall apply.

Article 7 (Accreditation proceedings):
Accreditation proceedings shall be pursued in the following order.
1. Selection of a candidate institution
2. Research on the self-evaluation of the candidate institution
3. Written evaluation and on-site evaluation
4. Statement of deficiencies in meeting the Accreditation Standards
5. 14 day response statement
6. Drafting of a preliminary evaluation and review
7. Response to the preliminary evaluation
8. Drafting of the final evaluation
9. Final decision on accreditation and closure
10. Notification and announcement of results

Article 8 (Accreditation evaluation and decision on accreditation):
Accreditation evaluation and decisions on accreditation shall be undertaken independently by both the Evaluation Committee and the Accreditation Committee, and matters with respect to operation of both committees shall be separately defined.

Article 9 (Qualifications and terms for committee members):
① Qualifications for the members of the committees delineated in the foregoing Article 8 shall be as follows:
1. Persons with a Ph.D. and five or more years of experience in veterinary education
2. Persons working in veterinary medicine for ten years or more upon attaining a license as a veterinarian, including in veterinary treatment, public health, and livestock sanitation inspection.

3. Persons working for ten years or more in a field other than veterinary medicine

The term of committee members in the foregoing Item ① shall be five years; provided that committee members ex officio shall be appointed for the duration of their term in their corresponding external post.

**Article 10 (Notification of results):**

1. If the Accreditation Deliberations Committee provides final approval of the accreditation results, the Director of ABOVE-K shall provide notification thereof to the relevant candidate institution within 14 days.

2. The Director of ABOVE-K may provide notification of results upon request or demand by a public agency.

**Article 11 (Use of results):**

Accreditation results may be used as research data for the purposes of qualitative development of veterinary education and the qualitative improvement of colleges of veterinary medicine.

**Article 12 (Management of results):**

1. Applying institutions shall present a self-evaluation report once a year in accordance with the category of their accreditation during its term, and matters with respect to this shall be separately defined.

2. The Director may request an on-site evaluation when deemed necessary in addition to the written evaluation.

3. The Director may maintain, cancel, or amend the category or duration of accreditation.

**Article 13 (Storing of data):**

1. Each committee Chairman must store lists and records of evaluations, reports, minutes, and emails with respect to accreditation deliberations and evaluations for eight years.

2. Records regarding accreditation shall be distinguished with classifying marks and serial numbers.

3. Data may be stored in part or in whole in electronic format.

**Article 14 (Improvement of accreditation systems):**

ABOVE-K shall establish detailed goals for improvement of the accreditation evaluation system every year, and shall make efforts to undertake the following business.
① Before/after studies on satisfaction with evaluation on interested parties

② Workshops and consultation on educational accreditation, veterinary education improvement, and evaluation

③ Formation of an accreditation evaluation committee member group and training and education

④ Collection of opinions via social networks and disclosure of data

⑤ Exchange of information with domestic and foreign educational accreditation institutions

SUPPLEMENTARY PROVISIONS

1. (Date of execution) These regulations shall be enforced from the date of their resolution by the Board of Directors.
A-3. VETERINARY EDUCATION EVALUATION COMMITTEE
OPERATING GUIDELINES

Article 1 (Purpose):
The purpose of these regulations is to regulate matters and proceedings set forth with respect to the operation of the Evaluation Committee (hereafter “Committee”) pursuant to Article 34.1 of the Bylaws of the Accreditation Board for Veterinary Education in Korea (hereafter “ABOVE-K”) and Article 8 of the Veterinary Education Accreditation Regulations.

Article 2 (Formation of the Committee):
① The Committee Chair shall be appointed by the Director of ABOVE-K.
② The Committee members shall consist of approximately 10 persons recommended by the Chair and appointed by the Director pursuant to Article 9 of the Veterinary Education Accreditation Regulations.
③ If the accreditation evaluation schedule for the candidate institution is confirmed, the Chair shall appoint an Evaluation Team Leader from among the committee members.

Article 3 (Matters of Deliberations and Duties):
① The Chair shall review the accreditation evaluation application and submit the same for the accreditation evaluation meeting.
② The Evaluation Team Leader shall review the self-evaluation report from the candidate institution and shall oversee the on-site inspection, and shall implement prior training and follow-up evaluation for the purpose of performing the duties of the evaluation committee members.
③ The Evaluation Committee shall oversee the following matters.
1. Selection of candidate institutions
2. Deliberations on the written evaluation statement
3. Deliberations on the on-site visit evaluation statement
4. Drafting of the final evaluation statement
5. Other matters related to the Committee

Article 4 (Meetings):
① The Committee shall be convened according to the accreditation evaluation schedule.
② The Chair shall provide notification of the meeting agenda to each Committee member seven days prior to the hosting of the committee meeting.
The Committee shall pay for Committee members’ travel, lodging, and other miscellaneous expenses incurred in the course of evaluation duties.

Article 5 (Candidate Institutions)

1. Notification of eligibility for accreditation evaluation shall be provided to candidate institutions within 30 days of receipt of the application for accreditation evaluation.

2. Colleges that have received notification of eligibility for accreditation evaluation shall remit the fees specified by ABOVE-K within 14 days.

3. Candidate institutions that have had their accreditation revoked or denied shall be delayed for a reevaluation for the next two years.

Article 6 (Evaluation to Self-study report)

1. Evaluation to self-study report shall be performed by individual members for their respective fields, and by the evaluation team as a whole.

2. Matters to be confirmed via on-site evaluation shall be recorded in detail in the evaluation statement for self-study report.

3. Evaluation for self-study report shall be concluded within 60 days.

Article 7 (Sorts for Evaluations):

1. Grades for written and on-site evaluations shall be “Exemplary,” “Qualified,” “Insufficient,” and “Unqualified.”

2. Accreditation shall be granted when grades for all accreditation standards are “Qualified” or above.

3. If grades are at “Insufficient” in only one area among the five areas in the accreditation standards, the accreditation period shall be reduced and accreditation shall be granted.

4. Limited accreditation shall be granted for candidate institutions with grades of “Insufficient” in two areas among the five areas in the accreditation standards.

5. Grades of “Unqualified” in one area among the five areas in the accreditation standards shall result in denial of accreditation.

Article 8 (Evaluation Team):

1. The Evaluation Team leader shall comply with the provisions of Article 9 of the Veterinary Education Accreditation Regulations, and shall select an Evaluation Team members consisting of four persons who have undergone at least four hours of accreditation evaluation training.

2. The Evaluation Team shall undertake written evaluation of the candidate institution’s self-evaluation and conduct the corresponding on-site evaluation.
③ Evaluation shall be performed on an individual member basis for each area in the accreditation standards and by the evaluation team as a whole.

④ The Evaluation Team leader may record any deficiencies in meeting accreditation standards in detail in the Statement of Required Improvements on the last day of the on-site evaluation.

⑤ The on-site visit evaluation shall concluded within three days.

⑥ The candidate institution may submit a Response Statement to the Statement of Required Improvements (hereafter “Response”) within 14 days to the Evaluation Team leader.

⑦ The content of the Response shall consist solely of documented concrete facts and capabilities, and shall not include plans or expected results.

⑧ The Team leader shall conclude the accreditation evaluation within 30 days of receipt of the response.

Article 9 (Continuing Education and Training):

① Education and training on accreditation evaluation shall be implemented under the supervision of the Committee for the purpose of fair and smooth conduct of accreditation evaluations.

② Continuing education shall be implemented for those drafting self-evaluation statements and applicants to the Evaluation Committee.

③ Drafters of self-evaluation statements shall be persons recommended by the candidate institution, while applicants to the Evaluation Committee shall be sought via open tender.

④ Continuing education may be in person, on-site, or via distance learning system.

⑤ The effective term of validity for continuing education shall be good two years.

⑥ Continuing education shall include the current status of educational accreditation both domestic and overseas, vision, purpose, accreditation standards, judgment standards, drafting of reports, and ethical values and attitudes etc.

⑦ The details and results of continuing education shall be stored in physical or electronic form.

Article 10 (Resolutions):

① The Committee shall be established with the attendance of a majority of standing members and resolutions shall be made through the vote of a majority of attending members, and in the event of a tie, the resolution shall be regarded as denied.
② Committee members, who have graduated from, or who are employed by the candidate institution, or who have a direct family relationship etc. with the candidate institution, shall not participate in resolutions.

**Article 11 (Reporting of Results):**

① If the Committee closes the accreditation evaluation, the Chair shall send a preliminary evaluation to the Accreditation Committee.

**Article 12 (Maintenance of Confidentiality):**

All Committee and Team members shall maintain confidentiality with respect to the details of deliberations by the Committee and any and all facts learned in the process of the accreditation evaluation.

**SUPPLEMENTARY PROVISIONS**

1. 1. (Date of execution) These regulations shall be enforced from the date of their resolution by the Board of Directors.
A-4. VETERINARY EDUCATION ACCREDITATION COMMITTEE OPERATING GUIDELINES

Article 1 (Purpose):

The purpose of these guidelines shall be to regulate matters and proceedings with respect to operations of the Accreditation Committee (hereafter “Committee”) pursuant to Article 34.1 and 34.3 of the Bylaws of the Accreditation Board for Veterinary Education in Korea (hereafter “ABOVE-K”) and Article 8 of the Veterinary Education Accreditation Regulations.

Article 2 (Composition):

① The Chair of the Committee shall be the Executive Director of ABOVE-K (hereafter “the Director”).

② The Committee shall consist of approximately ten persons appointed by the Chair pursuant to Article 9 of the Veterinary Education Accreditation Regulations.

③ The Evaluation Team leader may attend the Committee meeting but shall not have voting rights.

Article 3 (Matters deliberated and obligations)

① The Committee shall approve the accreditation results in accordance with its judgment of the fairness and propriety of the accreditation evaluation proceedings with respect to the preliminary and final evaluation statements sent by the Evaluation Committee.

② If a problem is adjudged to have occurred in the process of the accreditation evaluation as a result of deliberations on the final evaluation statement or the filing of an objection, a reevaluation of the candidate institution may be requested from the Evaluation Committee.

Article 4 (Meetings):

① The Committee shall be convened at least once a year in accordance with the schedule for accreditation evaluations.

② The Chair of the Committee shall provide notification of the meeting schedule to each Committee member seven days prior to committee meetings.

③ Travel, food, lodging and other expenses incurred by Committee members in the process of deliberations shall be remitted by the Committee.

Article 5 (Resolutions):

① The Committee shall be established by the attendance of a majority of the standing committee members, and resolutions shall be established by the vote of a majority of attending members, and in case of a tie, the resolution shall be regarded as denied.
Committee members who have graduated from, who are employed by the candidate institution, or who have a direct family relationship, etc. with the candidate institution shall not participate in resolutions for the relevant candidate institution.

**Article 6 (Preliminary Accreditation):**

1. If the Committee approves the preliminary evaluation, the Director shall notify the candidate institution within 14 days.

2. The candidate institution may request an appeal only one time, within 30 days of receipt of the preliminary accreditation results.

**Article 7 (Appeals):**

1. If the candidate institution appeals the results of the accreditation evaluation, the Director shall temporarily form an Appeals Committee that shall perform deliberations within 90 days.

2. The Chair of the Appeals Committee shall be the Director.

3. The Appeals Committee shall consist of approximately ten persons, including both veterinarians and non-veterinarians recommended by the Chair, and at least 50% of Appeals Committee members shall consist of persons qualified as per Article 9.2 and 9.3 of the Accreditation Regulations.

4. The agenda for deliberations by the Appeals Committee shall be confirmation of the propriety and fairness of the accreditation evaluation, and the confirmation of facts in the evaluation statement and appeal statement.

5. The Appeals Committee shall be the final decision regarding the accreditation evaluation.

**Article 8 (Final Approval):**

1. If the Committee approves the results of the accreditation evaluation, the Director shall inform the results to the candidate institution within 14 days.

2. The Director may report the results to related organizations if necessary.

**Article 9 (Maintenance of Confidentiality):**

All Committee members shall maintain confidentiality with respect to the details of deliberations by the Committee and any and all facts learned in the process of the accreditation evaluation.

**SUPPLEMENTARY PROVISIONS**

1. (Date of execution) These regulations shall be enforced from the date of their resolution by the Board of Directors.
A-5. EXECUTIVE COMMITTEE OPERATING GUIDELINES

Article 1 (Purpose):

The purpose of these guidelines shall set the regulation of guidelines with respect to the formation and operations of the Executive Committee (hereafter “Committee”) pursuant to Articles 32 and 33 of the Bylaws of the Accreditation Board of Veterinary Education in Korea (hereafter “ABOVE-K”).

Article 2 (Appointment of Committee Members and Term):

① Committee members shall be appointed pursuant to Article 32 of the Bylaws of ABOVE-K, and the Executive Director (hereafter “Director”) of ABOVE-K shall serve as the Chair of the Committee.

② The Director as the Chair shall designate administrative manager among the Committee members for the purpose of the smooth undertaking of operations of the Committee.

③ The term of appointment for Committee members shall be five years and may be extended.

Article 3 (Duties):

① Pursuant to Article 33 of the Bylaws of ABOVE-K, duties of committee members shall be assistance in the duties of the Director.

② Pursuant to Article 34 of the Bylaws of ABOVE-K, Committee members may become the Chairperson of an individual committee under the auspices of ABOVE-K.

③ Pursuant to Article 40 of the Bylaws of ABOVE-K, the Committee may enact guidelines necessary in the performance of the business of ABOVE-K.

Article 4 (Dismissal of Committee Members):

A Committee member may be dismissed upon the vote of a majority member of the Committee for any of the following reasons.

① Submission of a letter of resignation in written form or via electronic mail

② Violation of the Bylaws and/or Regulations of ABOVE-K, or inducing of significant losses to ABOVE-K, or defamation to its reputation

③ Failure to attend the Committee meetings on three consecutive occasions

Article 5 (Meetings):

① Regular meetings shall be held once each half-year, while special meetings may be convened by a request of the Chair or the request of one-third or more of Committee members.
The Chair shall specify the agenda, time, and location, etc. of Committee meetings, and shall notify each Committee member five days prior to the hosting of the Committee meeting; provided that this shall not apply for special meetings convened under urgent circumstances.

Agenda items deemed of low significance by the Chair may be resolved in writing, through electronic mail, or via videoconferencing; provided that such resolutions shall be reported to the Committee at the next meeting.

Article 6 (Quorum for Resolutions):

1. The Committee shall be established by the attendance of a majority of standing members, and resolutions shall be made through the vote of a majority of attending members; provided that in the event of a tie the outcome shall be determined by the Chair.

2. Committee members may delegate their attendance and voting rights to the Committee in written form of proxy or through electronic mail.

Article 7 (Minutes):

The Committee shall prepare minutes of resolutions made thereby, and shall record the details of proceedings in the minutes, and such minutes shall be signed, sealed, and stored by the Chair.

Article 8 (Compensation to Committee Members):

The Committee shall not provide any compensation to a committee member; provided that miscellaneous expenses may be remitted thereto if necessary.

SUPPLEMENTARY PROVISIONS

1. (Date of execution) These regulations shall be enforced from the date of their resolution by the Board of Directors.
Today, veterinary education is shifting from a focus on what and how faculty teach to a focus on what students learn and what they do with what they learn. Accordingly, veterinary education is now tasked with providing visible results that can meet social demand for veterinary treatment and care. It is no longer sufficient for veterinary education to merely present a list of required subjects in a curriculum; it must now show how effectively it uses the resources it has been provided with. Accreditation systems should be independently adopted by the colleges of veterinary medicine and allow objective analysis of the strengths and weaknesses of the colleges, and provide recommendations and advice on ways to change and improve them. Veterinary education accreditation standards determine whether the educational conditions and quality of courses at colleges of veterinary medicine allow their graduates to undertake their duties as veterinarians in animal treatment, public health, and inspection of livestock sanitation. By improving educational conditions and the quality of veterinary curriculum, and by providing standards for veterinary education, Korea’s veterinary education can receive international recognition, allowing movement of veterinarians between countries pursuant to a Mutual Recognition Agreement (hereafter “MRA”).

1. These accreditation standards shall apply to all colleges of veterinary medicine (hereafter “candidate institutions”), and constitute the second revision (upon amendment in October of 2011) pursuant to the Veterinary Education Accreditation Regulations.

2. Details of the Accreditation Standards

(1) “Base data,” shall consist of data for the last three years, unless another time period for submission of data has been specified (e.g. base data for candidate institutions evaluated in 2012 shall be from February 1, 2009 to February 28, 2012).

(2) Universities that divide their curricula into pre-vet and veterinary courses in a six-year program must include the curriculum and conditions of their pre-veterinary education in the base data.

(3) All standards herein are mandatory criteria to be met by all candidate institutions.

(4) “Addenda” shall refer to data within the reference data attached to the candidate institution’s self evaluation report, and “submitted documentation” shall refer to data confirmed by an evaluation committee member during on-site evaluation. “On-site confirmation” data shall refer to data that cannot be submitted, but must be confirmed by a committee member during on-site evaluation.

3. These accreditation standards may be amended or supplemented through the designated proceedings as necessary.
DEFINITION OF TERMS

Addenda: “Addenda” shall refer to data within the reference data submitted separately along with the candidate institution’s self-evaluation report, and bound into separate volumes by area. The addenda may be submitted as documents or data currently in use or existing at the candidate institution, and shall be submitted in the forms or tables required by the Accreditation Board for Veterinary Education in Korea (hereafter “ABOVE-K”).

Submitted documentation: “Submitted documentation” shall refer to lists and data submitted by the candidate institution to the on-site evaluation team. Submitted documentation shall constitute documents and data existing at the candidate institution and reviewed on-site in cooperation with the candidate institution’s accreditation liaison officer, and constitute necessary data for response to inquiries.

On-site confirmation: “On-site confirmation” shall refer to the confirmation of data through direct due diligence, observation, and interviews conducted on the premises of the candidate institution by an on-site evaluation team from ABOVE-K. The candidate institution shall designate a time wherein the on-site evaluation team can visit and observe the relevant locations, and shall arrange interviews with the candidate institution’s liaison officer and other related persons in advance.

Professional ethics: Veterinary education alone cannot foster veterinarians with the values and attitudes needed as a veterinary professional. Accordingly, along with pursuing excellence in the knowledge and skills of veterinary medicine, candidate institutions must provide education and experience in “professional ethics,” i.e. the sense of ethics and social responsibility required of veterinary professionals.

Primary care: “Primary care” shall refer to overall veterinary medical services that include preventive health and treatment of animals, inspection activities of and livestock sanitation and public health services.

Student activities: “Independent student activities” shall refer to student council activities, miscellaneous club activities, and academic exchange groups independently formed, organized, and operated by students.

Mentoring system: “Mentoring systems” shall refer to systems that encourage student development (e.g. academic, career, and personal development) through the provision of regular exchanges between faculty and students, and between graduates and current students etc., under systematic programs and regulations.

Educational philosophy: “Educational philosophy” shall refer to the abstract and conceptual details of the candidate institution’s highest sense of purpose, and shall encompass the candidate institution’s values, philosophy, and theoretical approach to all aspects of society. “Educational philosophy” denotes a mental framework wherein the purpose of education is established, and as such, cannot be measured or evaluated in regards to degree of completion.
**Purpose of education:** “Purpose of education” shall refer to the high-level concepts for the following “educational goals,” and shall include the specific details and directions established by the candidate institution for the objective of realizing the foregoing “educational philosophy.”

**Educational goals:** “Educational goals” refers to the list of abilities and qualifications expected of students who have successfully undergone the veterinary curriculum via a specific process of study, experience, and education for the objective of attaining the aforementioned “purpose of education.” Educational goals can be objectively tested and measured in a predetermined amount of time.

**Study goals:** “Study goals” shall refer to cognitive, behavioral, and affective results expected for students that can be attained over a relatively short period of time as a result of completion of a specific subject or program, and are goals described in terms of specific actions.

**Competencies:** “Competencies” shall refer to the composite knowledge, skills, and attitudes required by individuals for the appropriate performance of duties entrusted thereto, i.e. the knowledge and skills etc. required for performance of one’s duties as a veterinarian.

**Accreditation:** “Accreditation” shall refer to the determination by an accrediting institution (e.g. ABOVE-K) as to whether a candidate institution has met mutually agreed upon standards with respect to its curriculum and overall operations.

**Recognition:** “Recognition” shall refer to activities by the government to confirm whether an accrediting institution has satisfied basic conditions for the performance of evaluations upon review of the propriety of the accrediting institution’s basic eligibility, administrative and financial capabilities, and accreditation evaluation standards and proceedings.

**Full-time equivalent (FTE):** Faculty shall be divided into full-time and part-time staff, and part-time staff shall be converted into “full-time equivalent” staff in accordance with their rates of work participation (e.g. two part-time staff at 50% of the hours of full-time staff shall be equivalent to one full-time staff)
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1. Organization and Finances

1.1. Educational Purpose

**EVALUATION CRITERIA:**

The candidate institution must have a clear purpose of education that reflects both the educational philosophy of its affiliated university, as well as the intended results of the education that provides; and such purpose of education must present the general direction of education at the candidate institution.

1.1.1. The candidate institution has a purpose of education, described in detail, which clearly reflects the educational philosophy of its university.

**DESCRIPTION GUIDELINES:**

The candidate institution must describe its sense of purpose with respect to the academic and social contributions it pursues as well as the educational philosophy of its affiliated university.

**REFERENCE DATA:**

**SUBMITTED DOCUMENTATION:**

1-1. Information on the educational philosophy of the candidate institution’s affiliated university
1-2. Information on the purpose of education of the candidate institution

**ON-SITE CONFIRMATION:**

1. Interviews with students
1.2. Organization

EVALUATION CRITERIA:

The candidate institution must maintain an effective decision making structure for the fulfillment of the duties and responsibilities required in the attainment of its purpose of education, and must select personnel for this purpose with the requisite capabilities under fair proceedings.

1.2.1. There is a structure for communications between the candidate institution and its affiliated university.

DESCRIPTION GUIDLINES:

If the candidate institution is one institution among others at a university, it shall describe the decision making structure that exists with respect to the finances and academics of both itself and the university (or university foundation), and explain its own rationale and democratic nature as a college of veterinary medicine. Furthermore, the candidate institution must describe the systems in place to convey its requests and opinions to its affiliated university, and explain the institutional apparatus that exists to protect the independence and autonomy of its operations between the affiliated university and the veterinary medical teaching hospital.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

1-3. Regulations on decision making for the candidate institution and its affiliated university

ON-SITE CONFIRMATION:

1. Interviews with the dean, university president, and chairman of the foundation

1.2.2. The candidate institution maintain valid proceedings and methods to designate appointees to the positions of Dean and Associate Dean, etc. with the requisite education, academic activities, experience, careers and leadership to realize its purpose of education.
DESCRIPTION GUIDLINES:

The candidate institution shall describe the qualifications, proceedings of appointment, and term etc. of appointees to the positions of Dean and Associate Dean, etc., and shall describe the powers and responsibilities of the Dean, Associate Dean, and other appointees.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

1-4. Regulations and guidelines on the qualifications, powers, and responsibilities of the Dean and Associate Dean, etc.

1.2.3. The structures and proceedings for policy decisions on the operations of the candidate institution are functioning properly.

DESCRIPTION GUIDLINES:

The candidate institution shall present its structure and proceedings for decision making in its operations, including with respect to education, policy, and human resources, and shall describe the division of roles and the results of activity for its administrative bodies, including the general faculty meeting, and individual committees. The candidate institution shall also describe the extent to which decisions made in such administrative bodies are reflected in its operations.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

1-5. Minutes of individual committee meetings and general faculty meetings, and results of activities
1-3. Regulations on decision making at the candidate institution and its affiliated university

1.2.4. The candidate institution has a veterinary medical curriculum and an administrative structure of veterinary medical teaching hospital (VMTH) that maintains consistency and high quality in its veterinary medical education.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the department overseeing its veterinary medical curriculum and veterinary medical teaching hospital (VMTH) education and research support, as well as the VMTH director, and shall further describe what systems are in place to oversee education and research at the hospital, as well as the results of projects that have been pursued. The candidate institution shall also describe the systems in place to induce effective communications between itself and VMTH with respect to education and research (including regular meetings etc.), as well as the results of enforcement thereof.
REFERENCE DATA:

ADDENDA:

1-1. Data on the administrative structure for the veterinary medical curriculum and educational and research support at VMTH (i.e. the decision making system, personnel, and supervisory duties), and budget and settlement data

SUBMITTED DOCUMENTATION:

1-6. Data on activities for departments overseeing education and research
1-7. Meeting notes etc. for administrative bodies connecting the candidate institution and VMTH
1.3 Strategy and planning

<table>
<thead>
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<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution must establish realistic mid to long-term plans to attain its purpose of education and effectively distribute the requisite resources. The candidate institution must also show concrete efforts to realize its plans.</td>
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</table>

1.3.1. The candidate institution has feasible mid- and long-term development plans and it has secured the necessary organizational and financial resources to effectively achieve its plans.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the establishment of its mid to long-term development plans and the process of consultation thereof, and shall describe the establishment of programs and the methods of operation for the attainment of such plans. The candidate institution shall also describe the composition, roles, authority, responsibilities, and operations of administrative bodies (including committees) for attainment of its mid to long-term goals, as well as detailed plans for procurement of budgets for the foregoing, and shall further describe the institutional apparatus in place that regularly reviews and supplements the plans to enable response to changes in the environment.

REFERENCE DATA:

ADDENDA:

1-2. Documents and promotional information that describe the candidate institution’s mid to long-term development plans
1-3. Plan for securing mid to long-term financing and description of the formation of the development committee

SUBMITTED DOCUMENTATION:

1-8. Minutes of the candidate institution’s development committee
1-9. Regulations and related data for administrative bodies that establish and implement development plans (i.e. committees and administrative systems)
1-10. Minutes of the meetings of the foregoing administrative bodies and results of activities

1.3.2. The candidate institution has outcome indicators for its development plans.
DESCRIPTION GUIDLINES:

The candidate institution shall disclose its mid to long-term development plans as well as its outcome indicators for educational programs in line with the establishment of its specific goals.

REFERENCE DATA:

ADDENDA:

1-4. Educational goals and outcome indicators for the candidate institution

SUBMITTED DOCUMENTATION:

1-11. Data regarding outcome indicators of the candidate institution
1.4 Implementation and budget

<table>
<thead>
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<th>EVALUATION CRITERIA:</th>
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<td>The candidate institution must perform regular evaluations to determine whether its operation plans have been implemented according to reasonable processes, and whether such plans have been successfully fulfilled.</td>
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1.4.1. The candidate institution performs regular evaluations of the degree of fulfillment of its mid- to long-term development plans.

DESCRIPTION GUIDELINES:

The candidate institution shall describe the time of evaluation of development plans, the persons in charge of evaluation, the main parties involved, and the performance indicators used etc., and shall also provide detailed case studies where the results of evaluation were used to improve performance. The candidate institution must also prove that all data on education goals, including data on quality management, evaluation data, and operations data is systematically managed and that education is effectively implemented.

If there has been a self-evaluation or a visit by an evaluation team, the candidate institution shall describe any significant changes that have taken place thereafter. Changes in the candidate institution’s organization, significant decisions made by the university, and main issues currently being faced or resolved by the candidate institution, shall each be respectively classified as “factual data,” “comments (strengths and weaknesses),” and “suggestions for improvement.”

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

1-12. Operations performance indicators used by the candidate institution
1-13. Evaluation of educational programs and matters for improvement at the candidate institution

1.4.2. The candidate institution has appropriate financing, and it has a management structure that discloses the formation of its administrative budgets, the budgets themselves, as well as settlements and accounts etc. to its members and to outside parties.
DESCRIPTION GUIDLINES:

The candidate institution shall describe its proceedings for devising its budgets, their connection with its business plans, and its efforts to establish budgets for its mid to long-term development plans. The candidate institution shall also present a schematic chart for reporting of settlements and accounts with respect to its finances and budget, and shall present detailed case studies of reporting of settlements and accounts. Furthermore, the candidate institution shall record in detail the proceedings and time of settlement evaluation, issues uncovered in the process of settlement evaluation, and efforts to apply the settlement evaluation results to improve performance.

REFERENCE DATA:

ADDENDA:

3-4. Current status of budgets and settlements in support of student activities (chart)

SUBMITTED DOCUMENTATION:

1-14. Details on implementation of the budget development.
1-15. Meeting agenda of the candidate institution’s budget appropriation
1-16. Data from collected opinions for devising the candidate institution’s budget
1-17. Results of evaluation of settlements for the last three years and data on application of results
3-5. Evidentiary data on budgets and settlements in support of student activities

ON-SITE CONFIRMATION:

1. Results of performance of the facilities management budget
2. Curriculum

2.1. Educational goals

<table>
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<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution shall describe the scope and details of the veterinary curriculum (hereafter “curriculum”) to be undertaken by its students in light of its educational goals and the competences required by the veterinarians of the future. Such educational goals and competences must be concretely reflected in the actual curriculum.</td>
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2.1.1. The candidate institution has educational goals that describe in detail the competencies-knowledge, skills, and attitudes required by students who have undergone its curriculum.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its educational goals and academic outcome indicators, as well as the process wherein such educational goals were established, the evaluation of results, and any reorganized proceedings. The candidate institution shall also describe its own specialization programs as well as the competences it expects of graduates who have undergone its curriculum.

Educational goals: This shall refer to the detailed list of capabilities expected of students who have successfully undergone the veterinary education offered by the candidate institution in order to objectively measure the results of education.

Sample educational goals

Graduates must be able to understand the symptoms of animal diseases, and be familiar with all the details of general management of the diagnosis and treatment thereof.

Graduates must be able to apply all universal infection control regulations throughout all clinical proceedings.

REFERENCE DATA:

ADDENDA:

2-1. Documentation of the candidate institution’s educational goals and academic outcome indicators (or competences)
2.1.2. The candidate institution strives to properly reflect its educational goals in its actual curriculum, and such efforts are properly evaluated.

DESCRIPTION GUIDLINES:

The candidate institution shall explain how each educational goal is realized within the individual subjects in its curriculum. The candidate institution must also regularly evaluate progress in the attainment of its educational goals, and must verify what improvements may be made in its curriculum using the results of such evaluations, based upon which it must supplement its educational goals. Educational programs must consist of subjects that can solve real problems, and students must attain a certain number of credits in specialty areas within a particular subject to graduate from the candidate institution.

REFERENCE DATA:

ADDENDA:

2-1. Structure of educational relationships for the educational goals of the candidate institution
2-2. Subjects and methodologies that realize the educational goals and specialty education programs (chart)
2-3. All subjects for each school year (chart)

2.1.3. Spending for laboratory classes and clinical practice per student at appropriate levels.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the details of its budget for the last three years for the experimental and clinical training it uses to provide practical experience for its students in light of its educational goals. The candidate institution must assess spending on experimental and clinical training per student, (i.e. “total practical training expenses ÷ total number of students” among total student expenses in the budget) and submit the results, while describing the effects of its practical training, as well as areas for improvement.

REFERENCE DATA:

ADDENDA:

2-4. Table of criteria for allocation of experimental and clinical training expenses per student
### 2.2. Curriculum design and management

<table>
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<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution shall design its curriculum by systematically devising and organizing the content of its educational and learning activities in light of its educational goals. The candidate institution shall also present educational methods that can increase learning effects, and shall demonstrate regular efforts to evaluate and improve its curriculum.</td>
</tr>
</tbody>
</table>

#### 2.2.1. The candidate institution develops and operates its curriculum based on design principles and learning outcome drawn from research on higher education.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the principles it has used to develop its existing curriculum, and the reasoning behind and the proceedings used for any recent restructuring thereof. The candidate institution shall also describe the structure of its curriculum (e.g. “integrated curriculum,” “problem-based learning curriculum,” “basic and elective curriculum,” and any clinical training programs, etc.) and the means with which it coordinates between basic and clinical subjects, and theoretical and practical education. Furthermore, the candidate institution’s curriculum cannot be a simple list of courses, but must clearly specify the relationship between prerequisites, post requisites, and other classes.

The candidate institution shall disclose the ratio of hours of theory classes versus of practical training (including clinical training), as well as the ratio of hours of clinical versus non-clinical practicum. “Theory classes” as used herein refers to the total number of hours of lecture classes provided to all students per year. The candidate institution shall disclose if there are any agreements between itself and farms, breeding centers, operating animal hospitals, veterinary related government organizations, meat processing or milk plants, pharmaceutical plants, zoos, and outside research institutions etc., relating to support of veterinary medical education. The candidate institution shall also indicate whether such support is provided only to certain selected students, or to all of its students, and shall describe the details of the education provided.

* Extramural placement shall not be included in hours of practical training.

**REFERENCE DATA:**

**SUBMITTED DOCUMENTATION:**

2-2. Principles for design and development of the curriculum of the candidate institution, and information on development proceedings (minutes of meetings and other related data, MOU etc.)
2.2.2. The candidate institution implements education that cultivates students’ abilities to apply their veterinary knowledge and skills and to solve problems.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its curriculum in terms of its coordination of basic, clinical, and professional ethics related subjects. The candidate institution shall also explain the details of the relevant subjects, and explain how the objectives of professionalism related education are achieved in the makeup of the faculty and in student evaluations (via the drafting of survey questions etc.).

REFERENCE DATA:

ADDENDA:

2-4. Relevant subjects offered in the curriculum (chart)
2-5. Current status of meetings for relevant subjects offered in the curriculum (chart)
2-6. Lecture plan for relevant subjects offered
2-7. Student feedback on relevant subjects

2.2.3. The candidate institution uses proper teaching method to increase learning outcome and cultivate attitude of self-directed learning.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the ways in which its teaching methods (e.g. lectures, problem based learning, class projects, discussions, and class presentations) are applied in the subjects it offers. The candidate institution shall also describe its reasons for choosing the teaching methods currently in place, the educational results thereof, and the degree of student achievement, as well as the way in which time is allotted within the curriculum to allow students to reflect on and review what they have learned, and to develop a proactive attitude toward learning.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

2-3. Educational data used in the practice of class methodology and results thereof
2-4. Results of student evaluation on class methodology and interviews

2.2.4. The candidate institution evaluates whether its curriculum is achieving its educational goals, and it is making the necessary improvements.
DESCRIPTION GUIDLINES:

The candidate institution shall describe the methods it uses to evaluate and assess the capabilities and fitness of upcoming graduates. The candidate institution shall also disclose the details of its method of evaluation of its curriculum (including surveys/lecture evaluations for students and faculty, survey questions, evaluation cycles, and means of data collection etc.), and shall describe the most recent instance where it has improved the curriculum by applying the results of its regular curriculum evaluations.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

2-5. Evaluations undertaken by upcoming graduates, and analysis of graduation exams (including thesis evaluations when theses have been prepared)
2-6. Surveys on lectures and curriculum, and results of survey analysis
2-7. Curriculum evaluation and minutes of meetings held to improve the curriculum
2.3. Pre-clinical curriculum

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA:</th>
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<tbody>
<tr>
<td>The candidate institution’s curriculum must provide a balanced distribution of subjects in terms of both content and time, so that students can acquire knowledge of basic veterinary medicine and experimental techniques with respect to the primary diseases that affect animals, and their associated pathology, diagnosis, and treatment, by understanding the normal structures of animals, and their functions, interactions, and underlying principles.</td>
</tr>
</tbody>
</table>

2.3.1. The candidate institution has provided basic veterinary medical courses required in understanding the fundamental structures and functions of animals and the causes of animal disease. An evaluation of student achievement in basic courses uses diverse methods to assess their knowledge, skills, and attitudes in connection with clinical practice.

DESCRIPTION GUIDLINES:

The candidate institution shall describe how and in what school year, basic veterinary medicine classes required for understanding the fundamental structures, functions, and causes of animal disease are established and provided, and shall describe the ways in which each basic veterinary medicine class provides education in light of each educational goal. The candidate institution shall also describe how its evaluation of its basic veterinary education is connected to clinical practice, and shall disclose its method of evaluation of students’ knowledge, skills, and attitudes in respect of each basic veterinary subject. In addition, the candidate institution shall describe the criteria for grading used in each evaluation method.

REFERENCE DATA:

ADDENDA:

2-8. Subject curriculum for basic veterinary medicine courses (chart)
2-9. Lecture plans for basic veterinary medicine subjects
2-10. Faculty overseeing practical training in basic veterinary medicine and practical training guidance plans

SUBMITTED DOCUMENTATION:

2-8. Homework and reports for each basic veterinary medicine subject
2-9. Exam contents (midterms / finals/ other exams)
2-10. Lecture evaluations for each subject, and results analysis table for student lecture evaluations

ON-SITE CONFIRMATION:

1. Interviews with students
2.4. Clinical curriculum

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA:</th>
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<tbody>
<tr>
<td>The candidate institution’s clinical curriculum shall provide a balanced distribution of content and class time to enable acquisition of the basic knowledge and skills required to resolve issues in animal disease. In addition, the candidate institution must provide choices in practical training locations and educational methods that allow students to directly experience such education, and objectively evaluate the knowledge and techniques acquired by students.</td>
</tr>
</tbody>
</table>

2.4.1. Clinical practice is based on primary veterinary care (general practice) as its educational goal, and all pre-clinical and clinical courses are connected to securing competencies of primary care.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its learning goals for primary veterinary care (general practice), and shall describe the time of introduction, number of credits, class hours, and practical training involved in each course in light of its learning goals. The candidate institution shall specify the number of students per class per faculty member wherein students directly participate in clinical training. Extramural placement of less than six months can be included in the curriculum. The candidate institution must also disclose the minimum number of on-site training hours in clinical practice for each animal species, and the number of clinical cases allocated to each student.

REFERENCE DATA:

ADDENDA:

2-11. Clinical subject curriculum (chart)
2-12. Clinical subject lecture plans
2-13. Clinical training organizational table and clinical training method data for each subject

SUBMITTED DOCUMENTATION:

2-11. Clinical training execution data for each subject
2-12. Student evaluation statements on clinical training and results

ON-SITE CONFIRMATION:

1. Interviews with students
2.4.2. Evaluations of clinical education assess clinical competencies including knowledge, skills, and attitudes, and the accuracy and degree of performance ability in undertaking clinical practice are verified in an integrated manner throughout the entire process of clinical practice.

DESCRIPTION GUIDLINES:

The candidate institution shall describe how it performs evaluations of students in each clinical subject in respect of their knowledge, skills, and attitudes, and shall disclose its grading criteria for each evaluation method. In addition, the candidate institution shall describe how it evaluates students’ abilities in patient diagnosis, communication with patient guardians, and decision making ability.

REFERENCE DATA:

ADDENDA:

2-14. Table of evaluation methods for clinical subjects

SUBMITTED DOCUMENTATION:

2-13. Student evaluation results (student chart recording results attained by the evaluator, and case evaluation data etc.)
2-14. Distribution table of student grades for clinical training evaluations

ON-SITE CONFIRMATION:

1. Interviews with students in clinical training evaluations
2. Curriculum area

2.4.3. Clinical practice guidelines are provided, and these guidelines include basic techniques, handling of medical equipment and instructions on their uses, etc. There is designated on-site faculty member supervising the clinical practice, and guidance, monitoring, and feedback is provided to students.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the formation and process for drafting the clinical training guidelines, as well as the proceedings and details thereof (including basic techniques, use of medical instruments, management of the treatment environment, dialogue with patient’s guardians, and legal/ethical issues). The candidate institution shall also describe how it handles training with respect to diagnosis, treatment, waste disposal, hygiene, and disinfection. In addition, the candidate institution shall provide detailed descriptions of the faculty member responsible for the clinical training site and/or the full-time veterinarian exclusively responsible for education, and shall disclose the list of trainees, as well as the timing and method used for providing guidance, monitoring, and feedback to students.
REFERENCE DATA:

ADDENDA:

2-15. Guidelines and organizational table for clinical training for each subject
2-16. Names of the faculty responsible for the clinical training site, the full-time veterinarian
        exclusively responsible for education, and the list of trainees

SUBMITTED DOCUMENTATION:

2-15. Primary care clinical training guidelines and current status of distribution thereof
2-16. Clinical training performance data for each subject
2-17. Student evaluations and evaluation results for clinical training

ON-SITE CONFIRMATION:

1. Results of lecture evaluations when interviewing students
2.5. Professional ethics curriculum

**EVALUATION CRITERIA:**

Veterinary education cannot achieve its educational goals solely by imparting knowledge of and providing training in natural science. Accordingly, in addition to instruction in veterinary medicine, the candidate institution must provide education and experience with respect to professional and ethical standards, including instruction on effective communication with patients’ guardians, and other members of the treatment team, and in social and cultural matters required for the undertaking of veterinary duties.

2.5.1. The candidate institution provides lectures on diverse subjects with respect to professional conducts such as animal welfare and medical ethics, etc., related with veterinary medicine. The candidate institution maintains opportunities of field experience related with professional education, veterinary volunteer program, and community service programs.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the subjects in its curriculum that handle issues of animal welfare and medical ethics, including animal welfare in veterinary medicine, ethics and responsibilities of veterinarians, professional conducts, and critical thinking. The candidate institution shall also describe its learning goals and educational methods with respect to the relevant subjects, and shall describe its methods and efforts for securing the faculty that oversee research, development, and operations in its professional ethics education. Furthermore, the candidate institution shall describe the field experience education it provides, and the categories and methods of operating its community service programs as they relate to its professional ethics instruction, as well as related student participation rates and administrative and financial support.

**REFERENCE DATA:**

**ADDENDA:**

2-17. Professional ethics subject curriculum (chart)
2-18. Professional ethics subject lecture plans
2-19. Description of field experience education and community service programs for the last three years (organization chart)
2-18. Surveys on student response and analysis of results
2-19. Field experience education and community service program plans and results

2.5.2. The candidate institution properly evaluates students’ outcome in its professional ethics curriculum.

DESCRIPTION GUIDLINES:

The candidate institution shall furnish its records of evaluation of student achievement in its professional ethics curriculum, and describe the methods of evaluation thereof, and shall provide the results of lecture evaluations.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

2-20. Class output in the professional ethics curriculum (student reports, exam data)
2-21. Student impressions regarding the professional ethics curriculum

ON-SITE CONFIRMATION:

1. Interviews with students
2.6. Clinical training support

**EVALUATION CRITERIA:**

The candidate institution shall secure sufficient animal hospital facilities and clinical cases to provide clinical training to students, as well as sufficient student use facilities and operating systems to increase educational effects.

2.6.1. The candidate institution has veterinary medical teaching hospital (VMTH) for clinical practice, and VMTH has sufficient facilities and educational systems for students’ clinical practice.

**DESCRIPTION GUIDELINES:**

The candidate institution shall describe the overall scale of the animal hospital, its role as a veterinary medical teaching hospital, the status of its facilities and equipment for clinical training, and its clinical cases for education. If the clinical training facilities are not the exclusive property of the candidate institution, the candidate institution shall explain the legal and systemic basis it maintains for operating clinical training for students, and shall describe its decision making structure with respect to education. The candidate institution shall also describe the overall scale of the student clinic and the conditions of operation for clinical training. Furthermore, the candidate institution shall describe the term of extramural clinical training, the number of clinical practice animals (farm and companion animal) per student, and the goals and results of animal autopsies.

Also, the candidate institution shall describe the current status of patient intake and allocation, and shall describe the regulations of the student clinic with respect to patient protection and management (e.g. information on the student clinic and patient’s guardian agreements etc.). The candidate institution shall also disclose its regulations on infection control in the student clinic.

**REFERENCE DATA:**

**ADDENDA:**

2-20. Veterinary college’s facilities status table for clinical training

**ON-SITE CONFIRMATION:**

1. Scale, and facilities and equipment of VMTH, and clinical cases
2. Status of student use space in VMTH and current use
3. Confirmation of exclusive supervisory personnel for clinical training
4. Current status of maintenance and management for facilities and equipment for clinical training at VMTH
5. Scale of the student clinic and associated facilities and equipment
6. Regulations on the student clinic and operating status
3. Student

3.1. Fairness and validity of admission policy

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<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution shall prepare and comply with written guidelines that specify detailed criteria and proceedings that enable the fair selection of outstanding students with strong aptitude and potential. Admissions policy shall be devised to provide opportunities for people from diverse backgrounds.</td>
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</table>

3.1.1. The candidate institution has detailed written standards and policies for admission and selection of students.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its policies for consideration and admission of students, the detailed criteria thereof, the background and principles underlying the admissions process, and other detailed matters, and shall disclose the results of its admissions policies for the last three years. The candidate institution shall also describe any considerations it provides to applicants from diverse backgrounds in its admissions policy and process (including to students from different regions, socioeconomic backgrounds, and nationalities etc.). The curriculum for veterinary education shall in principle be undertaken over six years; provided that such curriculum may be provided via an integrated course of two years of pre-vet and four years of veterinary education, and separate pre-vet and veterinary courses (four years of veterinary education), and such curricula shall be separately classified.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

3-1. Data on admissions for the past three years in accordance with each screening method and summary of main points of recruitment
3.2. Student guidance systems

**EVALUATION CRITERIA:**

The candidate institution must maintain and operate systems and institutions for effective academic and college life guidance for students, and must show interest in and perform appropriate guidance of student directed autonomous activities.

3.2.1. The candidate institution has counseling and mentoring systems to provide academic and campus life guidance for students. This system is operated professionally, and the results appropriately are applied.

**DESCRIPTION GUIDLINES:**

If the candidate institution maintains a faculty advising system, mentoring system, and/or an on-campus professional counseling system (including a professional counseling research center), the college must describe the details thereof, and provide related data and results for the last three years. The candidate institution must also describe its system for student guidance, and the degree of satisfaction with this system.

**REFERENCE DATA:**

**ADDENDA:**

3-1. Data on student guidance systems
3-2. Status of operations of faculty advising/mentoring systems

**SUBMITTED DOCUMENTATION:**

3-2. Case studies on operation of the faculty advising/mentoring system (including records of counseling)
3-3. Data on the professional counseling system (professional counseling research center and researchers)

3.2.2. The candidate institution has vigorous on and off campus student activities including participation at academic presentations, conference and community veterinary medical service, and it provides appropriate support and maintains guidance systems for such activities.
DESCRIPTION GUIDLINES:

The candidate institution shall describe independent student research, voluntary veterinary medical services, and community service activities for the last three years, as well as overseas exchange activities, and the number of students participating in them, and shall disclose the details of its support for on and off-campus student activities.

REFERENCE DATA:

ADDENDA:

3-3. Current status of research, community medical service, and club and student learning scholarship activities (chart)

SUBMITTED DOCUMENTATION:

3-4. Data on student learning scholarship service, research, community medical service, and club activities
3.3. Welfare systems and facilities

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution shall maintain appropriate student welfare systems, including scholarships, and shall furnish information thereon. The candidate institution must also strive to create a conducive academic atmosphere by maintaining dormitories, healthcare centers, and other welfare facilities, and must make systematic efforts to manage and maintain student health and wellbeing.</td>
</tr>
</tbody>
</table>

3.3.1. Sufficient information is provided with respect to student financial support.

DESCRIPTION GUIDLINES:

The candidate institution shall disclose its means of informing students regarding tuition & fees, the cost of textbooks and lab, and equipment expenses etc. to all students upon admittance, and prior to the commencement of every school year and every semester. The candidate institution shall also describe its regulations and other detailed matters with regard to how it informs students about financial support needed for education expenditures and miscellaneous student loan systems.

REFERENCE DATA:

ADDENDA:

3-5. Information regarding student financial support

3.3.2. There are diverse scholarships available to encourage student learning.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the criteria for selection of scholarship recipients and any other relevant characteristics, and shall disclose the names of the scholarships, the number of recipients, and the amount paid in each category, for the last three years.

REFERENCE DATA:

ADDENDA:

3-6. Current status of internal/external scholarships and recipients of scholarships (chart)
SUBMITTED DOCUMENTATION:

3-6. List of students who have received internal or external scholarships

3.3.3. The candidate institution is aware of the demand for dormitory/student housing, and it is appropriately managing student housing issues.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the current status of its dormitory/student housing facilities, its rate of provision of housing versus demand, and whether it provides priority in housing to students from other regions (including the actual rate of housing provided versus the number of applicants), and if no housing is currently supplied, shall disclose any plans to secure housing.

REFERENCE DATA:

ADDENDA:

3-7. Current status of use of dormitory/student housing (chart)
3-8. Current status of use of dormitory/student housing by students who are a distance away from other regions (chart)

3.3.4. Student welfare facilities are evenly distributed, and it meets appropriate levels.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the current status of its student welfare facilities (men’s and women’s lounges, student meeting rooms, club rooms, personal lockers, exercise facilities, cafeterias, shops, and vending machines etc.).

REFERENCE DATA:

ON-SITE CONFIRMATION:

1. Welfare and convenience facilities

3.3.5. The candidate institution provides personnel or systems to counsel and oversee student healthcare.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its systems for counseling and management of student health (healthcare center, nurse’s office, and direct access to hospital facilities etc.), and the related personnel, as well as the current status of use thereof, and shall further describe its
systems for diagnosis of student health (including mental health and infectious diseases) as well as its systems for prevention and management of infectious diseases.

**REFERENCE DATA:**

*SUBMITTED DOCUMENTATION:*

3-7. Systems for student health management and counseling, and data on related personnel
3-8. Information and brochures on vaccination for infectious diseases

*ON-SITE CONFIRMATION:*

1. Interviews with students
3.4. Career and outcome

EVALUATION CRITERIA:

The candidate institution must operate programs that provide guidance and information to aid students in choosing careers, and shall provide support for graduates and upcoming graduates to pass the Korean National Veterinary Licensing Examination (NVLE), and to gain employment.

3.4.1. The candidate institution maintains programs that provide career guidance and information sharing to help students seek out diverse careers and develop their experience.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the kinds of programs it maintains to support entry of its graduates into fields other than a veterinary clinician. (The other fields include careers at the animal/fisheries quarantine/inspection agency, governmental/provincial/county/municipal veterinary offices, public/private veterinary research centers, livestock sanitation inspection stations, slaughter houses, zoo, the Korean Racing Authority, food sanitation field, and public health agencies, etc.) and the results of operation of such programs. If the candidate institution maintains student career support programs via lectures and counseling at the referenced locations, it shall describe the details thereof and provide case studies of career counseling provided.

REFERENCE DATA:

ADDENDA:

3-9. Current status of career support programs

SUBMITTED DOCUMENTATION:

3-9. Operation results for supported programs

3.4.2. The candidate institution strives to improve the pass rates of the National Veterinary Licensing Examination (NVLE) and the employment rates of its graduates.
DESCRIPTION GUIDLINES:

The candidate institution shall disclose its passing rates of NVLE for the last three years for both currently enrolled students and for graduates, and shall describe its efforts at improvement upon comparison and analysis with the passing rates of all other colleges of veterinary medicine nationwide every year. The candidate institution shall also provide information on the employment rates of its graduates for the last three years.

REFERENCE DATA:

ADDENDA:

3-10. Careers and current employment status of graduates for the last three years (chart)
3-11. Current pass rates for the national veterinary licensing examination for the last three years (chart)
3-12. Data from analysis of passing rates for the national veterinary licensing examination for the last three years
4. FACULTY

4.1. Basic and clinical full-time faculty

<table>
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<tr>
<th>EVALUATION CRITERIA:</th>
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<tbody>
<tr>
<td>The candidate institution shall secure an appropriate number of competent full-time faculty to ensure provision of a thorough veterinary education, and shall provide necessary support for smooth performance of educational and research activities</td>
</tr>
</tbody>
</table>

4.1.1. The candidate institution maintains valid and fair proceedings for appointment, promotion, and tenure of faculty.

DESCRIPTION GUIDLINES:

The candidate institution shall describe its conditions for applicants to become full-time faculty, and shall disclose the relevant criteria and proceedings for appointment. The candidate institution shall also describe its tenure guarantee for full-time faculty if eligible, and its criteria for promotion and the current status thereof.

REFERENCE DATA:

Submitted documentation

4-1. Documents disclosing qualifications for applicants to full-time faculty positions, appointment criteria and proceedings, and tenure and promotion criteria

4.1.2. The candidate institution has an appropriate number of full-time faculties.

DESCRIPTION GUIDLINES:

The candidate institution shall disclose the number of full-time faculties it currently maintains in each area of specialty, and shall arrange them by gender, age, job title, university origin where educated and terminal degree attained. The candidate institution shall also describe the current status of hiring of full-time faculty for the last three years.

REFERENCE DATA:

ADDENDA:

4-1. Current status of full-time faculty (chart)
4.2. Education, research, and community service activities

**EVALUATION CRITERIA:**

The candidate institution must strive to provide administrative and financial supports so that faculty can effectively undertake educational, research, and community service activities.

4.2.1 The educational activities of faculty are appropriate.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the number of lecture hours per week per full-time faculty member, as well as the number of hours of basic veterinary science classes, and hours of pre-clinical and clinical class lectures per full-time faculty member (clinical training hours shall be based on the number of hours put into actual treatment activities rather than the number of hours on the time schedule). For integrated subjects where more than one faculty member is involved, only the actual number of hours spent in lectures and/or clinical training shall be submitted. Finally, student guidance, thesis guidance, and field guidance shall be specified in terms of the actual hours put in.

**REFERENCE DATA:**

**ADDENDA:**

4-2. Results of lectures supervised by full-time and adjunct faculty members (chart)

**SUBMITTED DOCUMENTATION:**

4-2. Clinical care schedule of the veterinary medical teaching hospital.
   - Timetable for the curriculum for the entire class levels of veterinary students and lecture plans
     (using data from the foregoing 2.2 “Curriculum Area”—Addenda: 2-4, 2-6, 2-8, 2-10, 2-12, 2-14, 2-19, 2-20)
   - Data for advice and counseling on thesis, field practicum, and other student guidance

4.2.2. The domestic and international research achievements (original articles, books, academic conference, research fund, patents, and technology transfers etc.) of full-time faculty are appropriate.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the average number of papers published domestically and internationally and the average number of research fellowships per faculty member for the last three years {provided that the average number of points per faculty member shall be the number of points per research result divided by the number of authors (N)}
Ratings for domestically published research shall be as follows:

1. Paper published on domestic journal indexed by the National Research Foundation --- 1 point
2. Registration of a domestic patent (invention) --- 1 point
3. Domestically specialized academic journal --- 1.5 points
4. Translation (book only) --- 0.5 points
5. Receipt of research fellowship --- 1 point for every 20 thousand US dollar

Ratings for internationally published research journal shall be as follows.

1. Publication of a paper in an international academic journal indexed on SCI, SCIE, SCOPUS, Medline, PMC etc. --- 3 points
2. Registration of an international patent (invention) --- 3 points
3. International publication of a specialized scholarly book --- 4.5 points
4. Paper announced at an international scholarly conference --- 0.3 points

REFERENCE DATA:

ADDENDA:

4-3. List of domestic and foreign published papers, books, academic announcements, receipt of fellowships, patents, and technology transfers etc., and accompanying evidentiary data for the last three years (chart)

4.2.3. The candidate institution operates research programs that reflect the latest issues in veterinary medicine as well as social demand, and it provides opportunities for students to learn during the process of pursuit of research.

DESCRIPTION GUIDLINES:

The candidate institution shall describe research projects currently underway, and shall describe papers or results attained from such projects. The candidate institution shall also describe the provision of learning opportunities to students from the content of the latest research (e.g. education on research results through lectures, and provision of opportunities to participate as research assistants).

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

4-4. Research project papers and results

ON-SITE CONFIRMATION:

1. Interviews with students
4.2.4. The candidate institution has an affiliated research institute and conducts academic activities.

DESCRIPTION GUIDLINES:

The candidate institution shall indicate whether it operates an affiliated research institute, and shall describe the current status of its operations (including full-time personnel) and the current status of research and scholarly activities by faculty therein for the last three years (including the number and amount of research fellowships).

REFERENCE DATA:

ADDENDA:

4-3. Academic conferences hosted at the affiliated research institute and the related details of expense support for the last three years
4-4. Details of research fellowships supported at the affiliated research institute for the last three years

SUBMITTED DOCUMENTATION:

4-5. Details on operations for the affiliated research institute for the last three years (data from meetings and budgeting/settlement related data)
4-6. Evidentiary data for payment of research fellowships at the affiliated research institute for the last three years
4.3. Support for self-development

<table>
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<tr>
<th>EVALUATION CRITERIA:</th>
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<tr>
<td>The candidate institution must provide opportunities for participation in miscellaneous training and continuing education for the development of faculty education, research, and clinical activity capabilities. The candidate institution must also maintain reasonable faculty performance evaluation systems, and apply them in motivating and compensating faculty to promote the excellence of the candidate institution.</td>
</tr>
</tbody>
</table>

4.3.1. The candidate institution has prepared opportunities for continuing education regarding veterinary education to faculty, and faculty participation is at appropriate levels.

DESCRIPTION GUIDLINES:

Out of the professional veterinary and general educational sessions that was self-imposed by the candidate institution for the last three years, the candidate institution shall denote the veterinary related programs, and shall describe the intentions and objectives of plans, the location of training, the time, the participants, and other important details.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

4-7. Data from seminars and workshops related to veterinary education for the last three years (booklets, list of program, participants, etc.)

4.3.2. The candidate institution provides financial support to faculty for overseas training, and domestic and foreign academic conferences.

DESCRIPTION GUIDLINES:

The candidate institution shall indicate whether it maintains a financial support system for encouragement of faculty participation in pursuing overseas study and domestic and foreign academic conferences (including registration fees, airfare, room & board, essential activity fees, etc.), and if so, shall record the results of such support for the last three years. If the candidate institution runs a sabbatical year (for research) system it shall describe the details and results thereof.

REFERENCE DATA:

ADDENDA:

4-5. Table of financial support details for long-term and short-term overseas training for the last three years (Table format provided by ABOVE-K)
4-6. Regulations on financial support systems for encouragement of faculty participation in short term academic conferences
4-8. Financial support results data for long-term and short-term overseas study/training for the last three years

4.3.3. Evaluations of faculty performance are assessed based on the three categories; education, research, and community service. Its assessment is conducted by strict evaluation criteria.

DESCRIPTION GUIDLINES:

The candidate institution shall present the faculty performance evaluation format (education, research, community service) for the previous year, and shall describe the details of evaluation, the criteria, and the results, as well as the application thereof. The candidate institution shall also describe the methods it uses to evaluate qualitative excellence in educational activities, and its methods of commending and encouraging faculty with outstanding educational activities.

REFERENCE DATA:

ADDENDA:

4-7. Faculty performance evaluation system and current status (evaluation criteria, and actual evaluation data, etc.)

4.3.4. There are sufficient number of research and teaching assistants to support faculty.

DESCRIPTION GUIDLINES:

The candidate institution shall disclose the list of personnel assisting education and research by office and relevant field, and shall disclose the ratio of education and research support provided in accordance with personnel affiliation, as well as the number of support employees for each faculty employee.

REFERENCE DATA:

ADDENDA:

4-8. Current status of personnel supporting faculty research and education
5. FACILITIES AND RESOURCES

5.1. Educational facilities and resources

**EVALUATION CRITERIA:**

The candidate institution shall maintain basic and supporting educational facilities to ensure the performance of the outstanding faculty activities required to achieve its educational goals, and shall maintain the necessary personnel resources to manage these facilities.

5.1.1. The candidate institution maintains sufficient facilities and equipment to undertake veterinary education, and it effectively operates such facilities and equipment.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the operating status of its lecture halls, laboratories, small group study rooms (problem based learning rooms etc.), veterinary medical teaching hospital, quarantine facilities for animals with infectious disease, educational support facilities (computer labs, club rooms, exercise/fitness facilities etc.) and other facilities needed in the operation of its proprietary curriculum, for lectures, problem-based learning (PBL), discussions, and classes etc., as well as the interior conditions of its premises (including lighting, heating/air conditioning, noise-proofing, data processing facilities), and its custodial conditions (personnel and budgets, etc.). The candidate institution shall also describe the basic facilities and laboratory equipment furnished at the laboratories for the operation of the curriculum.

**REFERENCE DATA:**

**ADDENDA:**

5-1. Distribution table for lecture halls and laboratories
5-2. List of tools & equipment for each laboratory

**ON-SITE CONFIRMATION:**

1. Confirmation of educational support facilities, including lecture halls, laboratories, clinical facilities, small group study rooms (PBL rooms etc.), computer labs, club rooms, and exercise/fitness facilities etc.
2. Confirmation of interior conditions for each educational facility
5.1.2. The candidate institution has an independent veterinary medical library for student and faculty (or a separate space within the university’s central library) with sufficient academic resources, and electronic academic information systems can be conveniently accessed.

DESCRIPTION GUIDLINES:

The candidate institution shall disclose whether it has secured a veterinary medical library for its students, and shall describe the current status of its possessed books, academic journals, and non-printed data (CD ROMs and on-line databases etc.) and the current status of its operations personnel, while providing details on the its budget for the last three years. The candidate institution shall also describe the current status of its electronic academic information systems and the access procedures for such systems.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

5-1. List of possessed books and non-book resources
5-2. Budgetary data for purchase of veterinary medical books and non-book resources for the last three years

ON-SITE CONFIRMATION:

1. Scale of the veterinary medical library, current status of facilities, status of possessed books and other resources
2. Current status of electronic scholarly information systems

5.1.3. Faculty, staffs and students of the candidate institution conveniently can share information, communicate their opinions, and freely access educational information via the on-line web system.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the current status of its scholarly, administrative, and other data systems, and their state of use, and shall describe total associated budgets for the last three years, including the budget per person.

REFERENCE DATA:

SUBMITTED DOCUMENTATION:

5-3. Structure of data and curriculum management systems and manuals

ON-SITE CONFIRMATION:

1. Case studies on use of educational data systems
2. Data on use of educational data systems

5.1.4. In addition to the veterinary medical teaching hospital (VMTH), the candidate institution provides ranch, farm, slaughterhouse, and emergency medical services for student training in animal diagnosis/treatment and livestock sanitations, or such services can be used fully through the Memorandum of Understanding (MOU).

DESCRIPTION GUIDLINES:

The candidate institution shall describe the current status and status of use of ranch, farm, slaughterhouse, and emergency medical services for training in animal diagnosis/treatment and livestock sanitation, and shall disclose the total related budget and the budget per student for such services for the last three years.

REFERENCE DATA:

ON-SITE CONFIRMATION:

1. Current status of use of ranch, farm, slaughterhouse, and emergency treatment services
5.2. Research facilities and equipment

**EVALUATION CRITERIA:**

The candidate institution must secure sufficient space and facilities for individual faculty offices to ensure the effective conduct of research by full-time faculty members.

5.2.1. The candidate institution provides sufficient office space with appropriate interior facilities for faculty.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe the securing of individual research space for full-time faculty and the conditions of interior facilities, including interior lighting, heating and air-conditioning, ventilation, illumination, and telephone and computer networks, etc. The candidate institution shall also record its rate of provision of individual research spaces for full-time faculty.

**REFERENCE DATA:**

**ON-SITE CONFIRMATION:**

1. Status of securing faculty research space and confirmation of the surrounding environment

5.2.2. The candidate institution provides sufficient space, facilities, equipment and support for faculty research.

**DESCRIPTION GUIDLINES:**

The candidate institution shall describe research topics for each subject (for each faculty member) and the corresponding laboratory, the current status of shared laboratories, the current status of equipment for each laboratory and shared laboratory, and the management status thereof. The candidate institution shall also disclose the extent to which equipment needed in the pursuit of research is secured for its research laboratories.

**REFERENCE DATA:**

**SUBMITTED DOCUMENTATION:**

5-4. List of research laboratories and shared laboratories, and list of faculty using each laboratory, and list of equipment for each laboratory
ON-SITE CONFIRMATION:

1. Status of research laboratories for each individual faculty member and each clinical subject
2. Status of equipment for each research laboratory and management status thereof
3. Status of equipment for each shared research lab and management status thereof
5.3. Management of facilities and equipment

<table>
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<tr>
<th>EVALUATION CRITERIA:</th>
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<td>The candidate institution must manage and operate facilities and equipment resources so that they are effectively and easily used by its constituents for education and research activities.</td>
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5.3.1. The candidate institution has administrative system and personnel to effectively manage and operate facilities and equipment for veterinary education and research. It has secured the budget and results for maintenance and management of facilities and equipment, processing of surplus equipment, safety management, and general maintenance.

DESCRIPTION GUIDLINES:

The candidate institution shall describe the operating conditions of its research facilities, lecture halls, laboratories, small group study rooms (PBL room etc.), and the interior conditions (lighting, heating and air-conditioning, and data processing) and management status thereof, as well as the organization and personnel that manage and operate basic facilities and equipment. The candidate institution shall also describe the operations and enforcement results of the budgets it uses for maintenance, repair, and management of research facilities, lecture halls, labs, and small group study rooms (PBL room etc.).

REFERENCE DATA:

ADDENDA:

5-3. Regulations on requests for use and management of facilities and equipment

ON-SITE CONFIRMATION:

1. Confirmation of facilities and equipment management employees
2. Details on management of facilities and equipment (use, repair, replacement, inspection, etc.)