KAAB Conditions & Procedures

For Professional Degree Programs in Architecture

2013 Edition

한국건축학교육인증원

Korea Architectural Accrediting Board

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1. Introduction of the KAAB and an Overview of the Accrediting Procedure

1.1 Introduction to the Korean Architectural Accreditation Board

(1) Mission of KAAB

Professional degree programs in architecture are responsible for the education of future architects who are challenged with the complex and diverse architectural need of society. The methods of education of the programs may vary, but it is prudent to establish a standard, which establishes a level of competence and understanding required to become a registered architect.[1] The Korea Architectural Accrediting Board (KAAB, hereafter) was established in January 2005 with the mission of establishing such a standard criteria and the accreditation of professional degree programs in architecture. The KAAB further aspires to contribute to the construction industry and society as a whole through the improvement of architectural education for future professionals.

(2) Introduction of the Architectural Accreditation

The KAAB was established by the Federation of Institutes of Korean Architects (FIKA), and is collaboration between the three major architecture-related institutes in Korea: the Architectural Institute of Korea, the Korean Institute of Registered Architects, and the Korean Institutes of Architects. The KAAB was approved by the Ministry of Construction and Transportation (what is now, the Ministry of Land, Infrastructure and Transport) as an incorporated body in 2005. The first version of KAAB conditions and procedures was officially published in 2005, and a formal accreditation procedure began in the fall of the same year when an application for accreditation was submitted. In accordance with the established criteria and guidelines, the KAAB carries out accreditation site visits and consults on architectural education to professional architecture programs.

The KAAB is organized as a corporation in order to maintain independence and autonomy. It is stipulated in the Architects Act that a degree from an accredited professional architectural degree program is required prior to taking the qualification examination for an architect's license. The KAAB is also expected to act as the sole

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[1] It is stipulated in the Architects Act of Korea that a professional degree from an accredited program is a part of eligibility requirement for qualifying examination for an architecture license to practice.

evaluation/accreditation agency for higher education in architecture. It is through such an institutional establishment that the KAAB is recognized as a credible accrediting system.

The KAAB encourages individual programs to voluntarily acquire accreditation in order to improve and maintain a high level of educational quality. In order to guarantee fairness and transparency, the review process is conducted by a peer review team composed of volunteers from the three architectural institutes. The accreditation process is based on the following principles in order to guarantee the enhancement of education quality, fairness of accreditation, and autonomy of each individual program: all of which are the values that the KAAB aspires to achieve.

- The KAAB is independently operated.
- The three architectural institutes constituting the KAAB are responsible for the constant improvement of the KAAB through self-evaluation.
- Accreditation is based on a Visit Team Report submitted by the accreditation team's visit to the program.
- Evaluation and accreditation will be conducted fairly and transparently by a site Visit Team, composed of members representing the three architectural institutes, with participation of representatives of the program being accredited.
- Accreditation is based on understanding of and agreement with the conditions and procedures of the accreditation published by the KAAB.

The KAAB promotes the enhancement of architectural education through its accreditation, evaluation method, and independent operation, and is pursuing the development of a self-appraisal model for the accreditation and evaluation of higher education – a goal shared by the nation. The KAAB conditions, procedures and guidelines are fair, transparent, and professional enough to be recognized not only domestically but also internationally, leading to recognition of the UNESCO-UIA Validation Council for Architectural education and acceptance as a signatory of the Canberra Accord[2].

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[2] The Canberra Accord was signed in Canberra, Australia by seven accrediting systems of Australia, Canada, China, Mexico, Korea, USA, and Common Wealth Architects Association (CAA) to mutually recognize the academic qualities based on comparability of accrediting systems and equivalency of the programs in terms of satisfying the academic requirements for the practice of architecture at the professional level.

1.2 Overview of the Accreditation Process

▪ **Applying for Candidacy status for Accreditation**

An architecture program seeking candidate status for accreditation submits its application to the KAAB to demonstrate that the program satisfies the requirements of the KAAB Procedures and Conditions version, or KAAB C&P.

▪ **Submission of Application for Accreditation**

An architecture program seeking accreditation submits its application for accreditation to the KAAB according to the procedures stipulated in 4.1.3 Accreditation Procedure of the KAAB C&P.

▪ **Acceptance of Application for Accreditation and Visit Team Organization**

The KAAB reviews the application for completeness before it accepts the application. Upon acceptance of the application, the program prepares an Architectural Program Report (APR) while the Accreditation Task Force Committee of the KAAB initiates the organization of a site visit team. The visiting team, composed of five (5) members including a team chair, determines a site visit schedule with input from the program. The Accreditation Task Force Committee of the KAAB informs the site visit team members of their responsibilities and obligations.

▪ **Submission of the Architecture Program Report (APR)**

The program submits its APR containing relevant information and data required for accreditation. Architectural Program Report of the KAAB C&P in Chapter 3 describes the items to be included in an APR in detail.

▪ **Review of the Architecture Program Report (APR)**

After reviewing the APR, the visiting team may request additional information from the program if necessary. Upon approval of the APR by the visiting team, the Accreditation Task Force Committee of the KAAB initiates the preparation for the visit process.

▪ **Site Visit of the Program**

Upon determination of a site visit schedule, the program prepares the necessary materials and facilities required for the site visit. (Refer to section 4.3 Visiting Team for materials and facilities required by the visiting team.) The visiting team proceeds with the site visit according to the predetermined schedule.

- **Submission of the Visiting Team Report (VTR)**

Upon the conclusion of a site visit, the visiting team prepares a draft of a Visiting Team Report (VTR). The program has the right to review the VTR draft and bring up objections. The visiting team and the program discuss any revisions and/or corrections on the draft VTR resulting from the initial review. All team members must agree on the final version of the VTR. The visiting team chair submits the finalized VTR and the Recommendation of Accreditation to the KAAB and recommends the terms and conditions of accreditation. The Recommendation of Accreditation must be confidential.

- **Site Visit Evaluation**

Upon conclusion of a site visit, the visited program prepares and submits an Evaluation of the Site Visit to assess whether the visit was conducted appropriately and with due process.

- **Deliberation of Terms and Conditions of Accreditation**

The Accrediting Committee of the KAAB deliberates and decides on the terms and conditions of accreditation based on the data and information submitted, the final draft of the VTR, and the Confidential Recommendation of Accreditation submitted by the Visit Team. The decision of the Accrediting Committee is submitted to the Board of Directors for the final decision which is delivered to the program.

- **Appeals by the program**

The program may appeal to the Board of Directors of the KAAB for re-examination of the decision if the terms of accreditation are: Conditional Two-Year, Temporary Suspension of Accreditation, or Revocation of Accreditation. The Board of Directors administers the re-examination process.

- **Annual Report**

An accredited degree program (programs under accreditation status) must submit an annual report before the end of February each year.

- **Continuous Accreditation**

An accredited degree program must apply for continuous accreditation before the terms of accreditation have expired in order to maintain accreditation status.

2.   Conditions for Accreditation

Architectural education has two basic purposes:
To produce competent, creative, critically minded and ethical professionals and
designers/builders; to produce good world citizens who are intellectually mature,
ecologically sensitive and socially responsible.
UNESCO/UIA Charter for Architectural Education, 2001

As the Union of International Architects (UIA) defines a clear framework for the
education of architects, architects should be capable of responding in a positive way to
the challenges facing society in the new century, and be able to work towards
continuous self-development across diverse cultural heritages.

Architectural education must be carried out with a clear and firm understanding of the
multi-faceted characteristics of architecture. At the same time, it is imperative to
establish definite criteria on which diverse programs can be systematically verified and
identified.

Accreditation is a quality assurance mechanism to recognize professional architectural
programs. Within the context of the international trend of architectural education above,
the KAAB establishes study criteria and guidelines for professional degree programs in
architecture. The KAAB aspires to foster professionals in architectural design who has
appropriate level of knowledge in dynamics of related industries, who can perform
his/her expertise with creativity, ethical values, and leadership. The KAAB's criteria and
guidelines are equivalent to those of international standards set forth by the UNESCO-UIA
Charter in Architectural Education and the Canberra Accord. This will lead to the mutual
recognition of academic qualification within countries that have comparable accreditation
systems. As proclaimed by the new national Architect's Law which is in effect, only the
individual with accredited professional degree by the KAAB has the right to enter the
internship process which is pre-requisite for taking examination of registered architect in
the Republic of Korea.

The architectural program seeking accreditation by the KAAB must be a degree
program consists of academic study at, or in association with a university/tertiary-level
institution sufficient to display performance of education as described in this chapter.
The period of academic study must be not less than the equivalent of five years full-
time studies. The conditions for accreditation is structured in 3 parts, consisted of 43
criteria in total.

Part I. KAAB Perspectives on Architectural Education

Part II. Educational Program and Resources

Part III. Educational Outcome

Part I. KAAB Perspectives on Architectural Education

2.1   KAAB Perspectives on Architectural Education

2.1.1 Architectural Education and the Institution

> The program must be in line with other educational and research institutions contributing to its university, and the university must support the program for mutual benefit. The program must devote itself to fulfilling the educational missions and goals promoted by the university.

The program must address the following issues:
- Elements of contribution to educational & founding goal of the university as a

whole in conjunction with its future vision.

- Criteria for the appointment and management of faculty members of the program within the context of the university policy, and criteria for student admissions.
- Support system of the college/university for human and other physical resources.

2.1.2 Architecture Education and the Students

The program must support and encourage students to assume leadership roles during their school years and later, during professional practice after graduation. The program must also provide students with an international environment to prepare themselves to embrace cultural diversity.

The following issues must be addressed for this mission:
- In variety of decision making, development of a collective decision-making process with respect to other opinions and through discussions and mutual cooperation.
- Provision of access to vital information related to the future of the students.
- Provision of opportunities to participate in domestic and international practice and other related disciplines.
- Provision of an environment that inspires and encourages creativity, self-confidence, and sense of self-promotion in the students.

2.1.3 Architecture Education, Qualification to Practice, and Registration

The program must create an environment in which students prepare for internship, license to practice, and registration. It also nurtures students to correctly understand the basic principles of accreditation for professional degree programs in architecture. As it is the responsibility of the professional architectural programs, it is necessary to promote the intents and system of architectural accreditation leading to professional licensure.

The following points must be addressed for this mission:
- Means to provide internship opportunities.
- Appropriate education for internship requirements for licensure and procedure for registration, concept of continuing education after registration.
- Plans to educate students on professional ethics and the responsibility of

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registered architects to society

- Inclusion of the KAAB statement in section 4.7 of the KAAB C&P that explains the principle and effectiveness of accreditation of a professional degree program in architecture, and whether the program opens the list of public information to public in regard to its accreditation. (Refer to section 4.7 for details.)

2.1.4 Architectural Education and the Profession

Professional degree programs must prepare students to be responsive to the needs of a changing world, and help them adapt to the constantly changing role of architects. They must also face the challenges created by the rapidly shifting cultural environment, requirements of clients and regulations, and the ever-expanding body of knowledge.

The following points need to be addressed:

- Communication and interaction with the professional community.
- Understanding of the importance and necessity of collaboration with professional consultants of related discipline.
- Understanding the roles and responsibilities of related disciplines in the profession.
- Capabilities to coordinate clients, public and private enterprises and reconcile the conflicts between them
- Acquisition and cultivation of professional ethics and obligations for faithful and devoted practice

2.1.5 Architecture Education and Society

Professional degree programs must produce competent students who have a broad understanding of current social and environmental issues, and be able to produce a plan to respond to these issues in the practice of architecture and urban planning.

Programs are required to make a concrete description to respond to the following points:

- Understand the role of architecture in society and reconcile the conflict of interests among various interest groups regarding the spatial environment
- Cultivation of a body of knowledge of architecture to effectively respond to

social and environmental predicaments
- Understanding of ethics and professional obligations involved in the decision-making process on the issues of built environment
- The understanding of professional practice based on public interest and good citizenship

Part II. Educational Program and Resources

2.2 Self Assessment System of Professional Degree Program

Professional degree programs must maintain a self-assessment system in order to attain educational objectives and maintain an appropriate level of program operation and its educational outcome. The self-assessment procedure of the program should also be able to sufficiently respond to the perspectives of architectural education and other accreditation conditions.

The assessment procedure should include composition of faculty members and student recruiting (solicitation) plan, survey, and reflection of opinions of graduates. It must be understood that mere evaluation of class work alone is not sufficient to assess the overall achievement of the program objectives.

A creative and practical assessment procedure is essential to prepare for a site visit. The APR must address not limited to, but inclusive of the following points.
- Overall description of the program's self-assessment procedure
- Relationship of the program objectives to the self-assessment procedure
- Relationship of the program self-assessment procedure with the program's operation plan and mid to long-term development plan
- Opinions of faculty members, students and graduates on curriculum and learning environment with respect to the perspectives described above.
- Appropriate analysis and evident of application for improvements from class evaluation materials for core classes
- The program's strength expressed as a result of self-assessment and reflection of the results to enhance the continued development of the program.
- Other self-assessment procedure related items.

2.3   Degree and Curriculum

Curriculums of professional degree programs must be arranged in such a way that graduates of the program have the ability to think critically and compete successfully in the context of fast-changing society. Admissions for all incoming transfer student must be carefully judged under the effort of program's intent of sound maintenance of student performance for all student body. The program's quality of student performance should not be compromised by any incoming transfer student. The program must possess a systematic effort with evident for this matter.

In case of admitting incoming transfer student into the program, any admission decision must be made under a careful and systematic curricular evaluation process by the program. The program must be able to present with clear evident for any permission of equivalent credit.

Only the individuals with accredited professional degree can enter internship process which is pre-requisite to architectural examination to become registered architects. The accredited professional degree program consists of academic study at, or in association with a university/tertiary-level institution sufficient to display expected performance of a professional architect. The period of academic study must be not less than the equivalent of five years full-time studies, which must be consisted of general education and professional studies.

The title of degree must be one of the following, distinguished from non-accredited degree program.
- Bachelor of Architecture (B. Arch)
- Master of Architecture (M. Arch)

The APR must address not limited to, but inclusive of the following points.
- Degree conferred and description of the degree.
- Description on the frame of curriculums including liberal arts subjects, mandatory/elective subjects.
- Matrix to demonstrate a systematic structure for completion of course works toward the professional degree and management system of academic record of each individual student.
- A system of monitoring each student's curriculum.
- Curriculum objectives for each academic year or different levels of students
- Course description of individual subject and evaluation method of student works. (course syllabus in APR supplement)
- Description of studio curses and general lecture courses, as well as the

relationship in between and intended educational outcome.
- Statistics on number of students with pass / failure / retake in each courses offered by the program.

2.4   Student Information

> The program must admit qualified students and provide them with every opportunity to learn in a rich, educational environment.

The APR must address 1) general statistics of the students, 2) whether the program has a policy to provide students with the opportunity to learn, study and develop themselves and 3) admissions policies and procedures that include clear criteria for admission and in-coming transfer. The APR must address not limited to, but inclusive of the following points.
- The admission criteria for new and in-coming transfer students in consideration of the character of educational goal of the program.
- If the program is graduate level, academic backgrounds and general statistics of newly admitted students.
- The ratio of full-time faculty to number of students, and basic data for ratio calculation.
- The ratio of number of admissions to number of applications, the ratio of the number of transfer students to applications for transfer, the ratio of students' quota against registered students, and the average number of years taken to graduate.
- Distribution of leaflets or booklets to introduce the accreditation system for professional degree programs.
- Introduction to students' support service including, but not limited to, academic or personal counsel, employment, assessment of student progress, and opportunities for internship.
- Proof that the program provided students with opportunities for field trips and group activities in and out of school.
- Statistics on the quota of students, number of registrations, number of transfer students by class or academic year, semester, and overall number.
- Number of students who passed and failed, and the ratio of pass to fail, by class or academic year and overall number.

2.5 Human Resources and Operating System

> The professional degree program must have appropriate human resources with management system to support educational goal of the program.

The APR must address not limited to, but inclusive of the following points.
- A number of students per instructor in each design studio.
- Number of studio hours and teaching hour count per 1 credit hour.
- Teaching workload of full-time faculty member (undergraduate and graduate teaching combined)
- Following information on faculty members in the program.
    1. Name, academic background/experience, date employed, rank and position.
    2. Name of courses in charge. (both undergraduate & graduate)
    3. Resume and recent achievements. (as APR supplements)
- Lecturer (Adjunct Faculty) for teaching design studio, lecture course, guest critics etc.
    1. Name, academic background / experience.
    2. Name of courses in charge.
- Staff members for the program
    1. Name, date employed, rank, and position.
    2. Tasks responsible for per each person.

2.6 Physical Resources

> Professional degree programs must have sufficient physical resources to support education goal of the program.

The APR must provide descriptions and sufficient background data on the items listed below. The data must include plan (w/ furniture), location, floor area, and quantity. The APR must address not limited to bot inclusive of the following points.
- Space appropriate for individual design studio work and studio class
- Space appropriate for design presentation, review, display of works, and group discussion
- Space appropriate for class of computer information technology, facilities for plotting
- Space and facilities appropriate for modeling exercises
- Status of other physical resources equipped for the program

2.7 Information Resources

> Professional degree programs must have appropriate information resources to support educational goal of the program.

The APR must address not limited to, but inclusive of the following points.
- List of accessible library(ies) and its type
- Number of books, printed materials and periodicals available in each library
- Quantity of visual and non-printed materials available in each library
- Information search system available in each library
- Sufficient funding to enable continuous updates and improvements in collection

2.8 Financial Resources

> Professional degree programs must disclose information on the financial statement, as well as financial support given by the institution to other comparable programs within the same institution.

The APR must address not limited to, bot inclusive of the following points.
- Program budget, endowments, scholarships and other related items
- Annual expenditures per undergraduate and graduate architecture program student, compared to the students of the other programs in the institution

2.9 Research Development

> The program must describe the academic and research activities that enhance the quality of education in support of the mission of the program and demonstrate the achievements of the activities.

The APR must address not limited to, but inclusive of the following points.
- List of research projects and respective grants.
- In nexus with educational goal of the program, demonstration of the relationship between the curriculum and the research projects with notable results.

Part III. Educational Outcome

2.10 Student Performance Criteria (SPC)

The Student Performance Criteria (SPC) is composed of 30 criteria in 5 categories including communication, cultural context, design, technical area and professional practice. It starts with the basic foundation of knowledge and technology, and progressively expands to the professional technical area and the role and the responsibility of architect in society.

The SPC establishes a minimum achievement level for graduates of professional degree programs seeking an opportunity to carry on an internship for eventual attainment of a license to practice architecture. Professional degree programs must prove that the graduates of the program successfully completed the compulsory courses to satisfy all the provisions of the 30 criteria. It must also demonstrate that the courses and subjects of transfer students, whose academic experience and records/credits were recognized and accepted, are equivalent to the respective subjects and courses of the program.

Each SPC item has one of the two achievement levels listed below:

- **Understanding:** Students must acquire, comprehend, and be well acquainted with information. Students can correctly paraphrase or summarize information without necessarily relating it to other material or seeing its fullest implications.
- **Ability:** Students must be capable of manipulating and relating specific information acquired to achieve tasks. Students should be able to select the correct information suitable to the given situation, and facilitate it to resolve the particular problems on hand.

Professional degree programs assess whether its curriculum fulfills the provisions of the SPC established by the KAAB and the program's capability to carry out the objectives and the contents of the curriculum. The KAAB encourages a professional degree program to devise a creative and unique system by which the provisions of the SPC can be successfully fulfilled. The KAAB aspires to recognize successful systems as role models.

The SPC is an indispensible part of an APR. The APR nust address not limited to, but inclusive of the following points.

- Subjects or courses offered in response to each criterion of the SPC, and detailed descriptions of the relationship between subjects or courses.
- Detailed descriptions of how the courses offered fulfill the mission and objectives of the program.
- Presentation of a matrix to demonstrate the relationship between the SPC and the compulsory courses for professional degree.

[Communication]

01. Oral and Literal Communication
    Ability to communicate architectural ideas in writing and speech, and the ability to communicate in a foreign language.

02. Various means of expression
    Ability to express architectural ideas appropriately by means of various media such as sketch, model, drawing, writing, and digital drawing.

[Cultural Context (History-Behavior-Environment)]

03. Architecture, Science, Technology, and Fine Art
    Understanding of the relationship among architecture, science, technology, and fine art.

04. World History of Architecture and Tradition
    Understanding of architectural history of the world and the diversity of tradition.

05. History of Korean Architecture and Tradition
    Understanding of the unique philosophy of Korean architecture and cultural tradition.

06. Architecture and Society
    Understanding of the relationship and mutual influence of history, society, region, and policy.

07. Human behavior

Understanding of theories and methodologies that identify the relationship between physical environment and human behavior.

08. Sustainable Architecture and City

Understanding of the sustainability of architecture and city.

[Design]

09. Form and Spatial Organization

Understanding of the basic principles of 2D and 3D forms and design, architectural composition and ability to apply these principles to design a building.

10. Analysis and Programing

Ability to collect various information and precedents related to architectural design problem and to write a program based on the result of the analysis.

11. Historical and Cultural Context of a Site

Ability to extract a design concept based on the understanding of the various historical and cultural context of a site; analyze and evaluate them systemically; and apply them concretely in their project.

12. Site Preparation

Ability to formulate a design concept based on the understanding of the cultural and historical context of a site, systematically analyze and assess the acquired data and information acquired, and implement the findings into the design resolution.

13. Barrier Free Design

Ability of design a building to meet the various requirement of diverse building users including elderly, the infirm, and handicapped/disability.

14. Safety, Fire Protection and Emergency Egress

    Ability to design a safe building based on the basic principles of building safety, fire protection and security and in consideration of safety of human life, evacuation, and/or emergency egress.

15. Integration of Building Systems in Design

    Understanding of a building system and its constituent elements such as building structure, building envelop, composition of building mechanical and electrical service and other building components, and the ability to integrate them into his/her design.

16. Design of Addition/Alternation, Repair, and Maintenance

    Ability to assess and make changes or maintain the form or functions of existing buildings to renovate, rebuild, remodel and/or repair.

17. Design of Architecture and City

    Understanding of the basic principles of the housing design, urban planning, and urban design; and ability to critically assess city and urban planning and to utilize the outcomes in the design process.

18. Integrated Design

    Ability to assess the various elements and components that constitute a building necessary in all the design stages; to integrate them into a design of a building; and to produce a design document with a critical explanation.

[Engineering/Technology]

19. Principles of Building Structural Engineering

    Understanding of the basic theories and principles of forces and building structure.

20. Structural System

    Understanding of various systems of building structure system and their application in design.

21. Sustainable Means of Environment Control

Understanding of sustainable means of environment control and cyclic process of nature.

22. Environment Control Systems

Understanding of the basic principles of the environment system and the assessment method of thermal, light, sound, environment and energy management.

23. Building Service Systems

Understanding of the basic principles and selection of appropriate building service systems such as mechanical, electrical, communication, and disaster protection system.

24. Application of Computer Technology

Understanding of the utilization and application of computer technology in the design process including, for instance, a building information modeling system.

25. Building Materials and Recycling

Understanding of the manufacturing process and application of building materials based on the basic knowledge on characteristics of materials, building components, traditional way of usage, material standards; as well as recyclability, maleficence, and other control measure of building materials.

26. Construction Procedure and Construction Management

Understanding of construction procedure and construction management to effectively facilitate physical, human, and technical resources within a local context.

[Professional Practice]

27. Ethics of Architects and Professional Obligation

Understanding of the ethics, responsibility and professional obligations to client and society.

28. Project Carry out and Role of Architects

    Understanding of the role of architects, such as leadership, collaboration and coordination that are required in all the stages of design process.

29. Building Code and Regulation

    Understanding of construction laws and regulations related to public safety and welfare, property rights, building codes and regulations, design, construction and practice, and the legal responsibility and liability of architects.

30. Operation and Management of Architectural Practice

    Understanding of the basic facts and management skills required in the operation of an architecture practice office.

3. Architecture Program Report (APR)

The APR describes the overall educational environment of a professional degree program in architecture, such as educational circumstances and various resources. The APR serves as a fundamental data point for the visiting team to prepare a site visit and is utilized as a reference during a site visit. It is recommended that faculty members, students, major administrative staffs and practicing architects collaborate to produce a comprehensive APR.

While the KAAB does not suggest any particular format or give out any specific forms to fill, it encourages the program to creatively produce a complete document within the defined guidelines. However, the KAAB maintains the right to reject any APR that does not conform to the special notes.

- APR and Supplement must be no more than 200 pages each, printed on both sides of A4 size paper.
- Digital file must be in either .hwp (Hangul) or MS Word file and the total size of file for both APR and Supplement combined must not exceed 100 MB.
- The following information must appear on the cover of the APR: the Title (APR), names of program, the professional degree conferred, the program representative and the year of accreditation.

The following list illustrates the contents and order of an APR.

3.1. Program Overview

3.1.1. History and Description of the Institution
Description of the history and chronology of the institution

3.1.2. Mission of the Institution
Description of the mission of the institution

3.1.3. Program History
Description of the history and chronology of the program

3.1.4. Program Mission
Description of the mission of the program

3.1.5. Strategic Plans for the Program

Description of the program's operational organization, management, system, regulations, development direction, development plan details, mid and long-range development plan.

3.2. Progress Since the Previous Site Visit

3.2.1. The Program Response to Deficiencies

The Program must systematically and objectively demonstrate the program's response to the deficiencies reported in the previous visit. If the program's response to deficiencies has been reported in the program's annual report, the response under this item may simply be a summary of the responses reported in the annual report. The response must be in the following order.

(1) Summary of the deficiencies
(2) Summary of program's response

In case of an initial accreditation, programs must systematically and objectively demonstrate the program's response to the deficiencies and recommendations from the process of applications for candidacy and accreditation.

3.2.2. Program Response to the Change of KAAB C&P

The KAAB C&P is a living document that will be revised and updated periodically with due process. In order to maintain accredited status, a program must be prepared to respond to the revisions and updates. Professional degree programs must demonstrate in detail that the program actively responded to the revisions and updates within the context of the program's characteristics and in consideration of any outstanding circumstances.

3.3. Program Response to the KAAB Conditions and Procedures

A professional degree program must respond to each of the 10 criteria enumerated in section *2* and the requirements described in the subsections. The program must also demonstrate the result of the program's self-assessment, a detailed plan of execution of, and proof that the program adequately satisfied the criteria listed in the section 2 (*Conditions for Accreditation* of the KAAB C&P(2013)). The conditions for accreditation are enumerated below. Refer to section 2. *Conditions for Accreditation* for detail.

Part I. KAAB P Perspectives on Architectural Education

2.1   KAAB Perspectives on Architectural Education

2.1.1 Architectural Education and the Institution

2.1.2 Architecture Education and the Students

2.1.3 Architecture Education, Qualification to Practice, and Registration

2.1.4 Architectural Education and the Profession

2.1.5 Architecture Education and Society

Part II. Educational Program and Resources

2.2   Self Assessment System of Professional Degree Program

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2.4   Student Information

2.5   Human Resources and Operating System

2.6   Physical Resources

2.7   Information Resources

2.8   Financial Resources

2.9   Research Development

Part III. Educational Outcome

2.10   Student Performance Criteria (SPC)

3.4 Supplements

While an APR describes critical facts and items considered to be instrumental in the evaluation of the program, a supplement contains information and data as reference materials to support the facts and the items described in the APR. Supplements typically contain the following information.

- Admission policy for new freshmen and transfer students
- Regulations and codes for program operation and administration
- Course Descriptions
- Resumes of faculty members
- Annual statistics related to program operation

4.   Accreditation Procedure

The procedure for KAAB Accreditation is as follows:
- Application for Candidacy status for Accreditation (For programs currently not in the status of accreditation)
- Application for Accreditation
- Submission of APR to the KAAB
- Site visit of Visit Team
- Site Visit Team submits Visit Team Report (VTR) and Confidential Recommendation of Accreditation (CRA)
- Deliberation and final decision of the VTR and CRA by Accreditation Committee
- Annual Report Process

4.1.   Application for Accreditation

The KAAB accredits professional degree programs in architecture of tertiary level educational institutions such as graduate and/or undergraduate level programs, whose educational mission is to attain program accreditation and maintain accredited status. A professional degree program seeking KAAB accreditation must be a high-level educational institution that is recognized by domestic and/or international governments or other authorities, to confer professional degrees to students who successfully complete a minimum 5-year full-time program. That is, a professional degree program seeking accreditation must be either a minimum 5-year program at undergraduate level and/or a minimum 2-year program at graduate level. All the students in the program must meet the requirements of the KAAB C&P. A Professional degree program seeking KAAB accreditation must be one of the following:

1. 5-year Bachelor of Architecture Degree Program
2. Architecture Bachelor/Master Integrated Degree Program
3. Master of Architecture Degree Program

A professional degree program applying for initial accreditation, must at the time of applying for accreditation, have students who will graduate the next semester after successful completion of a minimum 5-year full-time program. For example, a program can apply for accreditation in the fall semester of 2014, if the program has students who are scheduled to graduate in 2015 after completion of 5-year full-time program.

4.1.1. Conditions for Application

A professional degree program seeking accreditation must demonstrate that the program satisfies the minimum requirement of the KAAB C&P. After review and examination of an application for candidacy status for accreditation of the program, the KAAB   grants a *candidacy status for accreditation* to the program. The procedure for review and examination of candidacy of a program is similar to that of accreditation, but easier in terms of intensity. Candidacy status for accreditation is merely a prerequisite for accreditation and does not have any effect on the outcome of accreditation.

An undergraduate program that has offered professional degree curriculums for less than 3 years since its establishment, or a graduate program who has offered professional degree curriculums for less than 2 years since its establishment, are not eligible to apply for candidacy status for accreditation.

An application for candidacy status for accreditation can be filed in either March or September.

4.1.2. Candidacy Status for Accreditation Application Procedure

(1) Submission of Application of Candidacy status for Accreditation
    A professional degree program must submit to KAAB its application of candidacy status for accreditation by filling the application form on the KAAB website at www.kaab.or.kr, which contains the following items:
    ▪ Name of and introduction to the program and the institution
    ▪ Response to the findings of any previous accreditation
    ▪ Introduction of the program's organization
    ▪ Status of faculty members
    ▪ Status of students
    ▪ Curriculum overview
    ▪ Current courses and classes
    ▪ Status of physical resources
    ▪ Volumes of books and periodicals in professional fields
    ▪ Addendum

(2) Evaluation of Application for Candidacy
    Through a careful review and examination of application for candidacy, the KAAB

Accreditation Committee makes a decision to approve or reject candidacy status for accreditation. Upon approval of the candidacy, the KAAB informs the program of its candidacy status and recommendations. The program must demonstrate the program's response to these recommendations at the time of application for accreditation. The candidacy status for accreditation status remains effective for three (3) years from the date of approval.

If the application for candidacy is rejected, the KAAB informs the program of its rejection, along with recommendations to improve the program and reasons for rejection. Professional degree programs that are rejected for candidacy may re-apply after one (1) year from the date of rejection. At the time of re-application for candidacy status for accreditation, the program must demonstrate the program's response to the recommendations.

The application for candidacy and the results of the application remain confidential.

(3) Follow-up of Application for Candidacy
Professional degree programs under candidacy status may apply for accreditation in either April or October while its candidacy status remains effective.

4.1.3. Accreditation Application Procedure

(1) Submission of Application for Accreditation
Professional degree programs under candidacy status may apply for accreditation to the KAAB by completing and submitting the application form on the KAAB website, www.kaab.or.kr. An application must include the following items:
  - Name of and introduction to the program and the institution to which the program belongs
  - Response to the findings of any previous accreditation
  - Introduction of the program's organization
  - Status of faculty members
  - Status of students
  - Curriculum overview
  - Current courses and classes
  - Status of physical resource
  - Volumes of books and periodicals in professional fields
  - Addendum

A professional degree program that is currently under accredited status and seeking continuous accreditation, must apply for continuing accreditation by completing the application form on the KAAB website, www.kaab.or.kr and follow the procedure in item (3) of this section.

(2) Evaluation of Application for Accreditation
The KAAB Accreditation Committee reviews and examines the program's response and recommendations made during the examination of the program's candidacy status for accreditation. If the accreditation committee finds the response unsatisfactory and anticipates a negative result in accreditation, the committee returns the application with the reasons of return.

(3) Follow-up of Application for Accreditation
Professional degree programs whose application for accreditation is approved must submit the KAAB prescribed accreditation fee within one month and an APR within five (5) months from the date of approval. If the program fails to pay the fee within the prescribed period, the approval for accreditation is revoked and the program must re-apply before the program's candidacy status for accreditation has expired.

Upon approval of the application for accreditation and payment of the accreditation fee, the KAAB Accreditation Task Force Committee organizes an accreditation visiting team, which will proceed with the review of the APR and prepare for a site visit.

(4) Non-Submission of APR
If the program whose application for accreditation is approved finds it difficult to submit its APR within the said five (5) months from the date of approval, the program must file a statement explaining why it is delayed and request an extension of the submission period up to one (1) month maximum. The KAAB accreditation visit task force committee judges the appropriateness of the reasons for extension before it approves an extension.

If a program's application for accreditation is approved, but the program fails to submit its APR within the prescribed period, the KAAB informs the program that the approval for accreditation of the program may be revoked at its discretion. If and when an approval for accreditation is revoked, the program must re-apply for

accreditation before the program's candidacy status for accreditation status expires. If a program that applies for continuous accreditation fails to submit its APR within the required period, the KAAB informs the program on its discretion that the approval for continuous accreditation may be revoked. However, KAAB may confer the program with a *Temporary Suspension of Accreditation* provided that the program submits a statement of reasons for non-submission of its APR and supporting materials and they are verified and confirmed. In this case, the KAAB Accreditation Task Force Committee informs the non-submission of the APR and transmits the statement of reasons and material(s) to the Accreditation Committee. The Accreditation Committee finds the statement of the reasons for non-submission valid and acceptable and the supporting materials valid, the Accreditation Committee makes a final decision and informs the program of the final decision.

If a professional degree program terminates the accreditation process after its submission of APR, the program must re-apply for accreditation before its candidacy status for accreditation status expires.

(5) Refund of Accreditation Fee
If the accreditation process is terminated and the program must re-apply for accreditation, the KAAB will refund the remaining portion of the accreditation fee to the program, except for expenses incurred to process the follow-up procedure up to the point of termination.

4.2.   Evaluation of Application for Accreditation

4.2.1.   Reception of Application

On receiving an APR from the program, the KAAB must immediately distribute the APR and the APR review form to the visiting team chair and the members. The visiting team must report the result of the APR review to the KAAB within one (1) month from the date of reception of the APR.

(1) Request for Extension of Submission Deadline
The KAAB, at its own discretion, may extend the deadline for submission of APR at the request of the program. A program that needs to extend the deadline must file its request prior to fifteen (15) days of the deadline date. The period of

extension cannot exceed thirty (30) days from the deadline.

4.2.2. APR Review

The primary purpose of the review of an APR is to confirm the clarity and completeness of the APR, not to evaluate the quality of the program. The process is intended to provide an opportunity for the visiting team to get acquainted and familiarize themselves with the characteristics of the program. In order to help enhance the clarity and completeness of the APR, the visiting team may request additional information.

The accreditation visiting team reviews the APR in terms of "Sufficient information," "Insufficient information" which requires supplementation, and "No information." The result of the review is reported as "Approved," "Approved with request of additional data," "Conditional acceptance with request of additional data," and "Rejection."

(1) Approval
    If the APR is approved, the visiting team files the report with the KAAB. The KAAB informs the program of the decision and coordinates with the visiting team and the program to establish a visiting schedule.

(2) Approval with Request for Additional Information
    If the APR is approved with request for additional information, the visiting team may decide whether the additional information must be submitted prior to or during the site visit. If the requested information must be submitted prior to the site visit, the program must submit the information within one (1) month from the date of request. The KAAB coordinates with the visiting team and the program to determine the visit schedule.

(3) Conditional Acceptance with Request for Additional Information
    If the APR contains several unclear or insufficient parts, but is amendable and acceptable in overall quality, the visiting team may render a *Conditional acceptance with request for additional information*. Upon notice of the decision from the KAAB, the program must submit the requested additional information or evidence within one (1) month from the day of notice. If the visiting team finds the information and evidence submitted by the program sufficient and satisfactory, the visiting team may change its decision to *Approved*. The KAAB then coordinates with the visiting team and the program to establish a visit schedule.

(4) Rejection of the APR

If the visiting team finds it difficult to confirm the program's compliance with the requirements of the KAAB C&P and/or the program fails to deliver critical facts and convincing information, the visiting team may reject the APR and inform the KAAB of its decision. The KAAB informs the program of the rejection and reasons for rejection, and requests re-submission of a new APR within a period agreed upon by the KAAB and the program. If the new report is found satisfactory, the APR is approved and the KAAB coordinates with the visiting team and the program to establish a visit schedule. If the new APR is rejected again, the program may not re-apply for accreditation for one (1) year from the date of the second rejection.

4.2.3. Follow-Up

(1) Submission of Additional Information

The additional data and information requested by the visiting team must be submitted within the prescribed period. The KAAB may extend the submission of the requested data and materials upon consultation with the visiting team chair if the overall schedules of the accreditation procedure allows.

(2) Non-Compliance with the Request for Additional date and information

If the additional information and date are not submitted within the prescribed date agreed upon between the KAAB and the program, the KAAB, at its own discretion, may settle the matter in accordance with the provision in the section 4.1.3 (4) Non-Submission of APR.

(3) KAAB Action for Response

Upon request or notice of the visiting team, KAAB must coordinate with the program to respond to the request and notice within 10 working days from the date of the request or notice.

4.3.   Accreditation Visiting Team

Upon approval, the KAAB Accreditation task Force Committee organizes an accreditation visiting team. The visiting team's responsibilities include reviewing the APR, conducting a site visit, and drafting a Visiting Team Report (VTR) and a Confidential Recommendation of Accreditation.

4.3.1. Visiting Team Organization

(1) Candidates for the Visiting Team

The KAAB Accreditation task Force Committee compiles a list of candidates for the visiting team at the beginning of each calendar year. The three (3) member institutes constituting the KAAB, the Architectural Institute of Korea (AIK), the Korean Institute of Architects (KIA) and the Korea Institute of Registered Architects (KIRA) nominate candidates representing their respective institutes. In addition, the KAAB reserves the right to nominate its own candidates who are considered to be experts in accreditation. The candidates must be able to serve as a visiting team member for a minimum of 4 years. The member institutes reserve the right to withdraw its nomination of a candidate at any time.

(2) **Assembling Visiting Team**

A visiting team is assembled by the KAAB Accreditation task Force Committee and appointed by the KAAB president. A visiting team consists of five (5) members selected from the list of candidates and includes a chair, (2) practicing architects and three (3) educators in architecture and related disciplines. The chair must have sufficient experience in accreditation and at least two of the members must have previous experience as a visiting team member. The KAAB Accreditation Task Force Committee must consider the following criteria in the selection of team members.

- Availability for accreditation visit
- Any conflicts of interest
- Appropriateness of the members in terms of academic degree type, scale of the candidate program, program mission and main objective, academic system and others
- Completion of the KAAB training course for visiting team members
- Past experience as a visit team member (including as an observer)

The assembly of a visiting team is finalized with the consent of the candidate program. The program has a right to appeal as defined in item (5) of this section. Once the assembly of a visiting team is finalized with the consent of the program, however, the program has no right to appeal or reject the team.

(3) Selection of the Team Chair

The Team chair is appointed by the KAAB president at the nomination of the

Accreditation Task Force Committee and is subject to the consent of the candidate program. A team chair must be experienced in accreditation and have participated in site visits as a team member a minimum of 3 times. The KAAB maintains a list of qualified educators and practitioners.

(4) Conflicts of Interest

The KAAB Accreditation Task Force Committee must assemble a visiting team in consideration of the following points so that the team avoids any potential conflicts of interest with the candidate program.

- Any personnel who currently is or has been employed by the program must be excluded.
- He/she must have sufficient qualifications that the program recognizes.
- He/she does not necessarily share the same architectural philosophy but should be capable of understanding the program's perspectives.
- He/she must possess balanced and diverse viewpoints on architectural education.
- Practicing architects must have educational experience.

(5) Appeal and Rejection of Program

Upon completion of a visiting team, the KAAB transmits the list of the visiting team members along with their resumes for the program's review. The program retains a right to protest the list on the basis of conflict of interests and make an appeal to the KAAB Accreditation Task Force Committee to replace up to two team members including the chair. If the appeal of the program is considered reasonable, the KAAB Accreditation Task Force Committee accepts the appeal and replaces the requested member(s). The appeal can be made only once.

If the program does not approve the visiting team after the working through the above appeals procedure, the KAAB considers that the program has no intention to go through the rest of the accreditation procedure and therefore rejects the accreditation.

(6) Confirmation of Visiting Team Members

After resolving any challenges raised by the program, the KAAB Accreditation task Force Committee confirms the list of team members and the chair of the team. The confirmed list is delivered to the program and the KAAB notifies the confirmation to the members of the visiting team.

4.3.2. Responsibilities of the Visiting Team

KAAB accreditation is conducted through the participation of the program and continuous communication with leaders and faculty members of the program during a site visit, as opposed to the generally accepted reviews and evaluation procedures as described in the section 1.1 (Introduction to the KAAB Accreditation). It is a process designed to result in a proposal that encourages the development of the program through regularly scheduled site visits. Since the team must review a vast amount of information in a short period of time and the potentially diverse views and opinions of team members must be consolidated, team members are obliged to be actively and positively involved in the whole process of site visit and make a conscious effort to promote and participate in communications and discussions.

The KAAB bears the obligation to notify the visiting team members of the following responsibilities:

- Each and every member of a visiting team must fully understand the KAAB C&P and must thoroughly review the APR to familiarize him/herself with the program. It is also recommended that team members must be acquainted with the review process of the KAAB, VTR format, and his/her fellow members by reviewing their resumes prior to the site visit if necessary.
- Visiting team members must keep the information acquired prior to, during, or after an accreditation visit strictly confidential, including the contents of the APR.
- While a team member may make a subjective judgment of his/her own depending on his/her own view, he/she should be aware at all times that he/she is a member of a team. A VTR must reflect the consensus of the team under the leadership of the chair and each team member must make every effort to reach a consensus.
- Accreditation visits consist of a variety of issues. Each member of the team must be familiar with his/her roles and responsibilities for each item and perform his/her task faithfully.
- During a site visit, a team member must verify the questions he/she found during the review by thoroughly communicating with faculty members and/or administrative staff members of the program.
- It is recommended that team members provide their own office supplies and a computer during a site visit.

4.3.3. Responsibilities of Team Chair

The chair of a visiting team represents the KAAB and the visiting team. His/her responsibility begins when he/she is selected as a chair of the visiting team and includes leading the visiting team to conduct the entire accreditation procedure and guide his/her team members to reach a consensus to a VTR. His/her responsibilities also include:

- Review and completion of APR review form
- Coordination with the program and the Accreditation Task Force Committee to finalize the visit schedule and the program proposed.
- Discussion of the accreditation procedures in preparation of the scheduled site visit. Failure to do so may lead the program to file an appeal afterward due to failure to follow the procedure.
- Visitation of the program one or two weeks prior to the scheduled site visit, to check out the accreditation visiting team room and request, if necessary, adjustment of arrangement of the team room and the exhibition.
- Decision on observers' participation in the accreditation process, roles and responsibilities within the team.
- Coordination of team members to draft and finalize the VTR and Confidential Recommendation of Accreditation. It is also the responsibility of the chair to submit the final VTR and Confidential Recommendation of Accreditation signed by the members of the team within the prescribed date.
- Carrying on the follow-up measures defined in the section 4.4 of the KAAB C&P and, if necessary, representing his/her team in the response to the request of the program for revision of VTR.
- Monitoring team members and observers to check that they conduct their respective responsibilities according to the KAAB C&P and due process and protocols stipulated in the guidelines for the accreditation visiting team. The chair has the authority to dismiss a team member or observer, if he/she is found be causing an excessive disruption in the accreditation work and/or continuous violation of the protocols and guidelines.
- Delivering the missions and purpose of the KAAB accreditation faithfully to the head of the institution and the program.

4.3.4. Observer

The KAAB encourages the program to nominate an observer in order to ensure the

transparency and objectivity of the accreditation process and nurture prospective accreditation members. If the program plans to nominate an observer, the program must consult with the team chair to acquire his/her approval. The visiting team chair makes a decision with respect to the conflict of interests - whether to accept the nomination and informs the KAAB of the name of the observer.

The KAAB may also nominate observer(s) in the following categories:
- A soon-to-be team member for the sake of his /her on-hand experience and/or a person nominated by the program that is scheduled to apply for accreditation
- A person nominated by a member institute of the KAAB
- A foreign expert from other accrediting/validating agencies or a visitor
- A person employed by or related to KAAB.

Without prior consent of the candidate program, no foreign visitor may participate in the accreditation as an observer. In the case that it is necessary to nominate an observer to comply with the request of an international accreditation system under the agreement of mutual recognition of academic qualification, the KAAB reserves the right to nominate an additional observer through consultation with the candidate program. Upon the decision of the observer, curriculum vitae of the observer(s) selected must be distributed to the KAAB, visiting team chair, and the candidate program.

The observation system is an official part of the KAAB accreditation procedure. All observers are obliged to participate in the process of accreditation, including, but not limited to, pre-accreditation visit training, accreditation visit and orientation. Observers may not disrupt the accreditation process with his/her own personal schedule or other disorderly behavior.
An observer may participate in all the accreditation activities and discussions and bring up his/her opinions during accreditation process. However, an observer has no right to participate in the decision-making process on the individual items in the VTR and visiting team meetings to make decisions on important issues such as recommendation of the accreditation. The team chair must decide and inform observers of their responsibilities, roles and the level of participation at the first meeting of an accreditation visit.

An excessive behavior or protection of an observer in blind support of the program, or disclosure of information and/or contents of a closed discussion without discretion, may constitute a severe infringement of protocols and obligations by observers. Should this

take place, the team chair has the right to limit the participation of such observers.

The following person is not eligible to be an observer:

- Someone who has already assigned as a team member or an observer to difference site visit team in the same visiting semester.
- Someone who is currently under a business contract or may have a business relationship in the near future with the program to be visited.
- Someone who already served as team chair of past KAAB site visit team.

4.3.5. Site Visit Preparation

(1) Transmission of Information from the KAAB to Visiting Team

Once the accreditation visiting team is finalized, the KAAB must send the following information to all members of the visiting team. Additionally, a team member, may request an APR and/or VTR of other programs as a reference.

- Contact information of team members
- Latest version of the KAAB C&P
- Latest version of Student Performance Criteria
- APR of the program to be visited
- VTR's from the previous visit(s) and annual reports of the program (only applicable for continuing accreditation)
- A template for VTR
- A form of Confidential Recommendation of Accreditation Terms

(2) Review of APR and Submission of Review Result

Refer to the description in section 4.2 of this C&P for definitions and procedures.

(3) Establishment of Visiting Schedule

The Accreditation visiting team must consult with KAAB and the program to be visited. The program proposes more than two different dates to allow flexibility for the visiting team in making its selection. The length of the accreditation visit is four (4) days and three (3) nights and must take place during a semester while the program is in session. It is a visiting team chair's responsibility to finalize the schedule and the accreditation workspace through a series of consultations with the team members and the program. The chair informs the finalized schedule to his/her team members and the KAAB.

(4) Agenda of Accreditation Visit

Below is a typical mandatory agenda of an accreditation visit:

- Entrance team meeting
- Entrance meeting with president and other executive officers of the university
- Meeting with the head of the program and the faculty members
- Meeting with visiting professors and lecturers
- Meeting with the students of the program
- Tour of facilities of the program
- Review of exhibit
- Meeting with alumni (or practitioners in the region if needed)
- Observation of studio, lecture and seminar
- Writing VTR & Confidential Recommendation of accreditation term
- Exit meeting with president and executives of the university
- Exit Meeting with the students and all members of the program

The above is a list of suggested but not mandatory agenda. The items to be reviewed may vary depending on the characteristics of a program. The team chair must work with the program to establish the best schedule based on the characteristics of the program. In doing so, the chair must:

- Be flexible enough to accommodate the characteristics of the program.
- Allocate adequate time for each agenda.
- Secure sufficient time for team meetings for discussion of the result of the review.
- Allocate adequate time for the program to furnish requested materials and proper responses
- Allocate adequate time for preparing draft VTR and Confidential Recommendation of Accreditation Terms

4.3.6. Responsibility of Program for Visit

The program must discover a creative means to demonstrate its curricular content and the evidence of student performances effectively. The program must demonstrate and convince the visiting team members that its education meets the provisions of the KAAB C&P and its curriculum satisfies the Student Performance Criteria. To get acquainted with the various methods, the KAAB strongly suggests that professional degree programs participate in the workshop organized by the KAAB.

It may be prudent for the program to organize the curriculum and exhibits in progressive order so that the visiting team members can grasp and comprehend the relationship between the studio classes and general subjects.

(1) Visiting Team Room

It is strongly suggested to establish a visiting team room within or near the program. All the outputs of the students and exhibits of the other subject courses must be displayed in the team room, and the visiting team must carry out all of its tasks in the team room. Before the visiting team proceeds with the first agenda, the chair must inspect the availability of all materials and items necessary to conduct an accreditation, and if necessary, request corrections or additional items.

The agenda of the accreditation visit and curriculum vitae of visiting team members and observers must be posted near the team room.

A team room must be:
- Secured for confidentiality. It is the team chair's responsibility to manage security.
- Equipped with an adequate level of sound-proofing and ventilation.
- Furnished with a conference table large enough to accommodate all the team members and observers and chairs, preferably in the same space as the students' class output and supporting materials and information.
- Furnished with enough chairs to have a meeting with lecturers.
- Equipped with a telephone, a desktop computer with Internet connection, a laser printer and copier, a beam projector and a screen, power outlets, and wired or wireless Internet service.
- Equipped with heating and cooling systems.
- Furnished with a paper-shredding machine.

Office supplies and other miscellaneous supplies and fixtures may be furnished with a mutual agreement between the team chair and the program. No additional items are allowed in the team room other than the items listed above.

(2) Course material display

The program must display in the team room all the mandatory courses and electives offered by the program. It may be prudent to display the general electives and studio courses separately, but in a consistent manner and in such a way that the overall flow

of the courses may be easily traced and cross-referenced. All the displayed materials must be cross-referenced to the course matrix and the respective student performance criteria.

All the materials displayed must be those from the immediate past two (2) semesters. For example, if accreditation takes place in the fall of 2011, the materials displayed must be those from the spring semester of 2011 and the fall semester of 2010.

The display should demonstrate:
- Position of the course within the course matrix and cross-reference to students' performance criteria.
- Course syllabus (refer to Appendix 5 of Guideline for Accreditation Visit)
- Lecture notes, references and other distributed materials
- Documents related to class attendance
- Documents related to class evaluations by students
- Videotapes or other digital media of students' presentation
- Documents related to student field trips with descriptions of purpose of the trips
- Grading scores of the course displayed and distribution of the scores

(3) Students' Work Output

The output of the students' work must include course materials, quiz, test, and the related final output of the students' work. All the students' work output displayed must be original copies that carry real names and clearly marked grades.

It is not practical to display the outputs of all the students, and therefore, only adequate numbers of sample outputs are selected to represent the groups of highest achievement and the lowest to meet a minimum standard. The two groups of samples must be marked distinctively to be distinguished from each other.

It is recommended that students' work be displayed on a vertical wall with a priority given to the highest achievements. In any case, all displayed material must be within the team room.

The display must include:
- Textbooks, references, lecture notes and other related course materials.
- Educational field trips with statement of purpose and schedules stipulated in the course syllabus.
- Adequate number of student work samples in relation to the size of the display space, number of courses to be displayed, and importance of material.

- Distribution of the grades of all the students registered in the class.

Suggestions for display of general subject output:
- Tests, quizzes, answer sheets and reports must be sampled for display to represent groups of high, medium and low scores. The rest must be stored safely and available at the request of the visiting team.
- Presentation materials must be hard copies. If it is not possible to print out hard copies, presentation by means of digital equipment may be acceptable with the prior agreement of the team chair.
- In case of group work, credits for each contributor must be clearly marked.
- All student work output since the last accreditation visit must be stored in either real copies or in digital form. Digital image files must have an adequate level of resolution in either .jpg or .pdf files. A computer that can produce the images must also be furnished in the team room.

Suggestions for display of studio work
- Only the drawings and iconic models originally made for class presentation can be displayed for the accreditation visit. The number of or proportion of drawings and models are at the discretion of the program based on the nature and significance of the project.
- It is prohibited to re-work or reproduce for the sake of the accreditation visit. It is also prohibited to mount on a panel and/or artificially regulate the size for a unified look just for the accreditation visit. Reproduction may be allowed only when the original work is destroyed and/or damaged. In this case, the program bears a burden to prove that this is the case.
- All other project outputs and digital format outputs must be displayed as they were presented in the class or at the time of critique and evaluation during the semester. Digital devices may be used for presentation.
- If a studio class was divided into separate groups to work on a project with the same goal and contents in the same academic year, the program may use its discretion to select the outputs for the sake of efficient and meaningful display. It is suggested that the team room not be crowded with too much student work output.
- In the case of a group work, credits for each contributor must be clearly marked.
- All the student work outputs since the last accreditation visit must be stored in either real copies or in digital form. Digital image files must be an adequate

level of resolution in either .jpg or .pdf files. A computer that can produce the images must also be furnished in the team room.

(4) Faculty member work display

The program may display faculty member work and achievements voluntarily within or near the team room, in order to help the visiting team members get acquainted with the faculty members. The work and achievements to be displayed must be fairly recent, preferably produced within the past 3 years.

4.3.7. Accreditation Visit

The accreditation visit is a part of the accreditation process to help better understand the program by physically visiting the program. The visit provides team members with an opportunity to verify the APR and make first-hand observations of details and intangible aspects of the program that are otherwise hard to detect. The team examines documents related to institutional support for the program, reviews student and faculty work, and conducts random interviews and a tour of the facilities to confirm facts that may not be verified through the APR.

Before proceeding with the agenda, the team chair must consult with the program to reach a mutual agreement on the agenda, in order to avoid potential appeal by the program due to an error in procedure. He/she must also discuss with the program prior to making any decisions on the change or alteration of the agenda.
It is the program's responsibility to monitor whether the visit proceeds according to the agenda as agreed upon. If the program finds any irregularity or deviation in the procedure, the program must verify it with the team chair, who is responsible in examining and resolving the problem(s) rendered by the program. The team chair will not be responsible for procedural error(s) that may have taken place during the accreditation visit but were not protested by the program.

(1) Accreditation Visit Agenda

The agenda listed below are all mandatory but may be organized in different order depending on the situation.

- Entrance Meeting
  The entrance meeting is the first official agenda item of an accreditation visit. Team members review the KAAB C&P, the procedure and content of the

interview with various personnel in the program, site visit protocols, and other general items regarding the accreditation work.

- Review of the APR

  Team members discuss the issues generated during the review of the APR and enumerate and prioritize the issues to be cleared during the visit. The team chair revises or adjusts the agenda to reflect the result of the meeting.

- Tour of the Facilities

  The team takes a tour to observe the facilities used by the program such as the building that the program occupies, community facilities and if necessary, media center, workshops, laboratories, and computer facilities. Interviews with personnel responsible for the facilities are also recommended.

- Meetings with the Program Head

  Meeting(s) with the program head are held to discuss issues raised during the review of the APR, questions about the program's strategic plans, review changes made since the last visit, any adjustments to the visit agenda, and any additional information requested by the team. It is strongly suggested that faculty members of all ranks and levels participate in the meeting with Visit Team members. Professors in other related discipline may also participate in the meeting.

- Entrance Meeting with Chief Academic and Administrative Officers of the Institution

  The meeting with the president/provost and other administrative officers of the institution allows the visiting team to collect the different perspectives held by the different constituencies of the institution. Subjects include the program's strengths and weaknesses, issues raised in the APR, relationships between the program and other programs in the institution, and expectations for the program and the accreditation visit. This meeting should provide an opportunity to explore the institution's mid to long-range plan to support the program, and the importance of the program within the institution.

- Meeting with Students

  The participation of a full spectrum of students representing different academic years is recommended. Faculty members (of any program) should not be

allowed in this meeting. The meeting may begin with a brief presentation of the KAAB mission and the implications of accreditation before the team engages in a dialogue with students. The meeting is expected to provide an opportunity to explore the program from the students' point of view and confirm various facts. The meeting concludes with listening to students' suggestions.

- Meetings with Alumni and Local Practitioners
  Through casual contact with alumni and practicing architects, the team explains KAAB missions and the significance of accreditation. The meeting is instrumental to understanding the alumni's view of the program and to grasp the current position of the program within the community.

- Review of Student Work Outputs
  The main task is to review/evaluate the program against the SPC. Since the team members end up spending most of their time in the team room, the review and evaluation of the students' work should be carried on at the same time. The Visit Team may request additional clarification or supplemental materials if necessary.

- Observations of Studios, Lectures, and Seminars
  The team members may make a schedule to share the responsibility of observing different types of classes and studios.

- Review of Academic Records
  The visiting team reviews different types of academic records and any supplements the team requests. If necessary, the team may request a meeting with a person responsible for the record in question. The records that the team may request include:
  - Grade reports from specific semesters or courses
  - Students' class evaluation for certain courses
  - Transcripts of recent graduates
  - Evidence and documents in support of procedures for transfer students at all grade levels as well as an example case(s) of actual transfer students
  - Documents in support of the administrative criteria and procedures for faculty evaluations, reappointment, promotion and documents supporting the workload of full-time faculty members
  - Documents in support of the operation of the program and management of

students

- Documents with regard to regulations and procedures for admission, graduation, and leave of absence from the program
- Records and minutes of the meeting of various committees in the program the faculty members of the program participate in
- Additional information on budget

- Daily Team Meeting
  The team members meet every evening to exchange the result of the day's work and review the progress of the visit, adjustment of assignments, and any need for additional information.

- Draft of VTR and Confidential Recommendation of Accreditation Term
  On the last evening of the visit, the team members meet to draft a VTR and the Confidential Recommendation of Accreditation Terms. It is the team chair's responsibility to make a final decision but it is highly recommended that he/she should make every effort to reach a consensus among the team members in the deliberation of each and every item on a VTR template.

- Exit Meetings with Chief Academic Officers of the Institution, Faculty, and Students
  The team chair reviews the Visit Team's findings at separate exit meetings for program heads, faculty, and students. The review should include conditions "well met" and "not met" as well as a summary of overall findings. For the sake of transparency, the team must leave a printed copy of the summary with the program. Since the official site visit is concluded at this point, the Visit Team members are not obligated to answer any questions the program brings up but must go on with the rest of the procedures of the accreditation visit.

- Exit Meeting with President/Chief Academic Officer and Administrative Officers of the Institution
  The team chair begins the meeting with a remark of appreciation for the effort of the institution for the accreditation visit, and goes on with a brief report of the findings. It is not necessary to elaborate on details in this meeting. Any questions from the participants of the institution must be discouraged.
  The Visit Team must leave the institution soon after the exit meetings are over. It is strictly prohibited to be entertained by the program or institution after the meeting.

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(2) Early Termination of Accreditation Visit

When and if the team chair is convinced that the visit must be terminated in the middle of the visit due to negligence of the program or other unexpected complications, the chair must discuss the matter with his/her members to decide whether the visit should terminated. A decision to terminate an accreditation visit must be unanimous. The final decision should be made after consultation with the program being visited, administrative officers of the institution, and president of the KAAB.

The team chair must then call for a meeting with the head of the program and the person who is responsible for the operation of the program to explain the options:

1. Terminate the accreditation visit and resume the accreditation visit at an appropriate time in the future.
2. Continue the accreditation visit, but advise the program to that a negative result may be stipulated on the final VTR.

If it is found that the program is not fully prepared and it is sensible to adjust the visit schedule, the KAAB may use its discretion to apply the procedure described in the item (4) of the section 4.1.2 of the KAAB C&P, *Non Submission of APR*.

4.4. Follow-up of the Visit

4.4.1. Writing VTR (Visiting Team Report)

The VTR must describe the visiting team's assessment of the program's educational quality in a concise and consistent manner. A VTR is the single most important factor in the Accreditation Committee's deliberation to decide an accreditation term. A VTR may be instrumental in reinforcing the weakness of the program and/or to advance its status within the institution. It may also be useful to provide future students with the integrity and characteristics of the program.

The Visit Team also submits its Confidential Recommendation for Accreditation Terms to the Accreditation Committee.

The VTR is first drafted during the accreditation visit according to the KAAB template for VTR. The team chair must distribute the second draft of the VTR to his/her team members for their review within ten (10) days from the date the accreditation visit is concluded. Team members must respond with their comments and revisions within ten

(10) days from the date they receive the draft. The team chair must submit the final version of the VTR signed by all the team members to the KAAB within thirty (30) days from the date the accreditation visit concluded.

Contents of a VTR follow:

(1) Summary of Accreditation Visit
- Comments of the Visit Team

The team addresses the overall comments on the program and the summary of the relationship of the program's educational objectives to the institution's founding mission and how the program operates to carry on the missions. The strengths and weaknesses of the program are confirmed through the visit as stated in the main part, and conclude with a suggestion to improve and further develop the program.

- List of Selected Conditions/Criteria "Well Met" and "Not Met"

Select only the conditions fully agreed upon by the team members. No other description is provided other than the number of the condition and its contents. The grounds and/or explanation for the decision are described in the space provided next to the respective condition.

A condition/criterion can be selected to the list of "well met" if it is assessed to be in line with the mission of the institution and deserves distinction as the strength of the program. The program may use these conditions/criteria to enhance its status in and out of the institution.

When a condition/criterion that must be improved to develop the program is included on the "not met" list of conditions/criteria, the reasons and explanation for the reassessment is also described in the space provided next to the respective condition/criterion. The program must respond to the selected "not met" list of the conditions/criteria in its annual report to the KAAB.

The selection of conditions/criteria "not met" is very sensitive to the program and extra caution must be taken in the selection of the conditions/criteria "not met" and the selection must be made with due process. (Refer to the section 1.2 Assessment of the sub-items of the guidelines for accreditation visiting team.)

- Causes of Concern

Assessment of the conditions/criteria is classified either "met" or "not met" and there is no other level between the two. Nevertheless, even if a condition/criteria is

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assessed as "met" at the time of accreditation, the condition/criterion may likely deteriorate if it remains at the current level in the future, and further, there may be a case when assessment may be partially "met" and partially "not met" due to the complexity of the condition/criterion itself. The conditions/criteria in this category may be listed as "causes of concern." Improvement of the conditions/criteria in this category should encourage the program to make a better effort for further development and provide sufficient opportunities to students. A clear, simple and succinct description based on the facts must be provided in the space next to the respective conditions/criteria.

The program must report its response to the selected list of "not met" and causes of concern in its annual report.

(2) Responses to Previous Visits

The program visited for continued accreditation must satisfactorily respond to the conditions/criteria not met and/or causes of concern.

The annual report of the program to the KAAB must demonstrate an improvement plan in response to the comments of the Visit Team, conditions/criteria identified as not met and/or and the negative comments on each individual condition/criterion assessed as "not met" on the VTR of the past visit, as well as the result of the improvement plan. The summary of these annual reports, especially the result, must be included on the APR for the next accreditation application. The Visit Team verifies and assesses the results described on the APR at the time of its site visit, which must be included in the VTR.

For a first time accreditation, a program without a previous visit may, instead, respond to the comment on the review of its application for accreditation. The KAAB will provide the response of the program to the team chair prior to his/her team's site visit.

The items (3) to (12) listed below should be assessed in accordance with Section 2. Conditions for Accreditation of the KAAB C&P.

(3) Response to KAAB Perspectives on Architectural Education
(4) Self-Assessment Program of the Professional Degree Program
(5) Degree and Curriculum Offered
(6) Information on Students
(7) Human Resources and Operating System
(8) Physical Resources

(9) Information Resources

(10) Financial Resources

(11) Research and Development

(12) Students Performance Criteria

Visiting team assesses and comments on each criterion of the SPC in accordance with the accreditation conditions and procedures and the *Assessment of Subsections of Conditions and Procedures* of the Guideline for Accreditation Visit.

(13) Addendums

The KAAB summarizes the contents of the APR and the result is handed over to the accreditation Visit Team.

(14) Signature of the Team Members

The site Visit Team chair and the members complete the first draft and of VTR and sign the names on the visiting team report signature sheet attached to the VTR template before the conclusion of the site visit. The team chair finalizes the VTR through consultation with his/her team members and submits the final version of the VTR completed with the signature sheet.

4.4.2. Confidential Recommendation of Accreditation Term

After the completion of the first draft of the VTR, the site Visit Team draws up a Confidential Recommendation of Accreditation Term to confidentially recommend the terms of accreditation to the accreditation committee. For the sake of confidentiality, the observers must not be allowed to participate in this meeting.

The recommendation of the accreditation term must be decided by the consent of all the members of the Visit Team and the reasons of the decision must be described. The procedure for making decisions on the term of accreditation is similar to the assessment of conditions/criteria procedure. The final decision must not be made at the unilateral insistence of any member of the team including the chair. The final decision must be reached through a mutual agreement of the team members.

The team must make an overall judgment based on the assessment of each individual condition and criteria on the VTR. Each member of the team states his/her own opinion. He/She must support his/her claim with objective and precise grounds to persuade

others and lead them to an agreement to his/her own judgment. If it is found to be very difficult to reach an agreement and the division of opinions persists, the team chair must make an every effort to mediate the different opinions to reach a consensus. If necessary, the final decision may be reached by means of a majority vote. If necessary, the pros and cons arguments during the decision-making process, as well as the final decision-making procedures, may be stated on the confidential recommendation.

The confidential recommendation of accreditation term must be signed by all the members.

4.4.3. Evaluation of the Accreditation Visit

(1) Evaluation by the Candidate Program

Upon the conclusion of the site visit, the program draws up and submits to the KAAB an evaluation report of the site visit process. The evaluation report is confidential to encourage an honest and truthful evaluation of the program on the visit process. The evaluation report may be instrumental in the improvement of the overall accreditation conditions and procedures. Accreditation committee may utilize evaluation report in determining of final accrediting decision if deemed necessary.

Depending on the significance of the contents of the evaluation report, the evaluation report may be reflected in the final decision-making process of the accreditation committee.

The report includes:
- Comments on the performance of the Visit Team
- Communication before the visit
- Credibility on review of data
- Proper execution of critical procedures
- Response to the characteristics of the program
- Fairness toward various members of the program
- Quality of the exit meeting
- Overall quality of the accreditation visit.
- Communication with the KAAB
- Positives and/or negatives in the accreditation visit process.

(2) Accreditation Team Report

Upon the conclusion of the site visit, the Visit Team reports on the overall performance

of the program, the site Visit Team, and the KAAB throughout the accreditation process – from the assembly of the Visit Team to submission of the VTR. The report is submitted to the KAAB and the accreditation task force committee, who review the comments and suggestions on the report to improve the accreditation process.

The team report will be kept protected to promote free and open comments and suggestions by team members and observers. Team members and observers are encouraged to express not only the overall comments but also sensitive comments not included in the VTR. Depending on the significance of the report, the accreditation task force committee may transmit the comments to the accreditation committee who may consider it in the final decision-making process.

Accreditation Team Report is separately prepared for team chair, team members, and observers accordingly. The furnished report will be referenced for following:

- Performances of all members will be reference for future team formation
- Site visit self-assessment materials to develop education material for future site visit team members
- Evidence to modify or improve accreditation procedures for future site visits. Corrections may be executed immediately or apply for future KAAB C & P update depending on urgencies and nature of needs

4.4.4 Expense Reimbursement

(1) Accommodation and Travel Expenses for Visit

The KAAB is responsible for the expenses of the Visit Team members and observers nominated by the KAAB. The program is responsible for the travel expenses for the observers the program nominates including transportation, accommodation and meals. If additional Visit Team members beyond the five regular members are required to perform the accreditation for two programs in an institution, the program must be responsible for the expenses for the additional team members. The program is also responsible for the local transportation for official business of the Visit Team.

Travel expenses to other locations outside of Seoul are also a responsibility of the KAAB. Transportation expenses will be calculated based on economy class fare for air travel and express train for surface travel. Other transportation expenses will be based on "Travel expenses Standards for Public Service Personnel".

(2) Reimbursement of Expense

Immediately following the site visit, the Visit Team members must complete a

reimbursement form for transportation, meal and hotel expenses. The completed form must be submitted to the KAAB with original copies of the receipts attached within 30 days after the conclusion of the site visit.

It is a general rule that the KAAB settles the request for reimbursement within 15 days from the receipt of the request.

4.4.5 Confirmation of the VTR

The accreditation task force committee transmits a copy of the final draft of the VTR in order for the program to validate the contents of the VTR. The program must respond to the request of validation within 15 days from the date of its receipt. The program may request a correction of errors based on the truthfulness of the facts on the VTR but may not protest the comments or the result of the assessments on the VTR. No response from the program within the said 15 days is taken to mean that the program has no objections to the VTR. Should the program make critical objections and request any significant changes in the VTR, the contents of the protest must be distributed to all the members of the Visit Team and verification. The entire process of this procedure is recorded and attached to the VTR for preservation.

4.4.6 Decision of Accreditation

(1) Deliberation of Decision.

The Accreditation Committee deliberates based on the VTR, Confidential Recommendation of Accreditation Terms submitted by the site Visit Team, as well as other information and materials submitted by the program.

The decision of the terms of accreditation is based on whether:
- The program has a working self-assessment system and makes a reasonable effort to achieve the program objectives.
- The program established a rational procedure to improve the deficiencies identified before the site visit with proper evidence. (deficiencies identified at the application of accreditation for initial accreditation)
- The program offers an overall learning environment that satisfies the KAAB conditions for a professional degree program.
- The program is producing graduates who successfully completed the program according to the provisions of the Student Performance Criteria.
- The program has the resources to maintain an adequate level of achievement.

- The term of accreditation awarded to the program is comparable with other terms of accreditation awarded previously to other programs in terms of equivalency and consistency.
- All site visit procedure was properly executed by the review of Accreditation Team Report

The accreditation committee makes the decision on the terms of accreditation based on the result of the deliberation. The decision of the terms of the accreditation committee is submitted to the board of directors for the ratification of the board. In case final accreditation decision differs from Confidential Recommendation of Accreditation Terms by the team, the accreditation committee may request adjustment with a written request to the board. Refer to item (4) below for further information.

(2) Terms of Accreditation

The terms of accreditation are:

- Full Accreditation of Five-Year Term
  Accreditation is valid for a full five (5) years following the year of the visit when unmet conditions are trivial and the program demonstrates a strong intention to correct the shortcomings.
- Accreditation of Three-Year Term
  Accreditation is valid for a full three (3) years following the year of the visit when considerable deficiency is found, but the program demonstrates a strong intention to correct the deficiency, and the Visit Team is fully convinced that the program has the capability to correct the deficiency. A three-year term is awarded when a specific condition or criterion is found to be unmet and/or causes concern three (3) consecutive times. If the program is awarded either conditional two-year or three–year term again in the next accreditation site visit, the program must acquire a full five-year term in the accreditation visit after the next accreditation visit. Otherwise, the program's accreditation is terminated.
- Conditional Two-Year Term
  Accreditation is valid for 2 years following the year of the visit with conditions when considerable deficiency is found as in the case of the above three-year term, but the program fails to demonstrate a strong intention and means to correct the deficiency. The Visit Team stipulates the list of the items to be satisfactorily rectified by the time of the next visit. The accreditation to the program is terminated if the program fails to acquire either three-year or five-year accreditation in the next accreditation visit.

- Temporary Suspension of Accreditation

  Temporary suspension of accreditation is awarded when an accreditation Visit Team is convinced that a program has failed to adequately prepare for an accreditation visit. In order to support its decision, the accreditation Visit Team must prepare and provide the program a list of deficiencies that must be rectified before the next visit. The accreditation visit may be rescheduled at a proper time in the future when the program is convinced that the deficiency has been rectified and the program is adequately prepared for an accreditation visit. The rescheduled accreditation visit must be made within one (1) year from the day the term is awarded.

- Rejection/Revocation of Accreditation

  The accreditation visit may be terminated and a rejection/revocation of accreditation may be awarded, when the Visit Team finds during the visit that condition(s)/criteria do not comply with the KAAB C&P, there exist irrevocable deficiencies, and/or when the program fails to submit its APR within the required period.

(3) Rectification of the Terms of Accreditation

The board of the KAAB rectifies the final terms of accreditation submitted by the accreditation committee and informs the program of its terms of accreditation provided that the terms of accreditation coincides with the Confidential Recommendation of Accreditation Terms of the Visit Team. If the terms of accreditation from the two decisions contradict each other, the board selects and appoints one of its members as an arbitrator. The arbitrator then summons the Visit Team chair and the representative of the accreditation committee to mediate the contradiction between the two. The arbitrator must resolve the contradiction and submit the results of arbitration to the board of directors. The board rectifies the result and informs the term of accreditation to the program.

The notice to the program is made in January for the accreditation(s) conducted during the fall semester and July for accreditation conducted during the spring semester. The KAAB announces the result of the accreditation along with the list of the programs accredited on its website for public announcement.

(4) Adjustment of the Terms of Accreditation

The accreditation committee makes the decision on the terms of accreditation based on the result of the deliberation by the visit team. But the committee may find concrete

reason to make different term decision. In case the committee needs to adjust the term of accreditation, it may be requested to the board of directors in writing. The following process describes the arbitration procedure by the board of directors.

- On written request by the accreditation committee, the board of directors appoints one arbitrator among board members. The arbitrator forms a committee of arbitration.
- A representative from accreditation committee, the team chair of the site visit team must participate as members of the committee of arbitration. The arbitrator chairs the committee. The committee seeks the result of the arbitration.
- The arbitrator reports the outcome of the committee in written form to the board of directors. The board of the directors reviews the outcome and makes final decision.
- The final arbitration decision must be made by the board of directors within 20 days of written request submitted by the accreditation committee.

The ratified arbitration decision by the board of directors is final. The all members of the site visit team and the accreditation committee must bound to the decision.

4.4.7 Appeals and Arbitration

A program receiving either Temporary Suspension of Accreditation or Revocation of Accreditation may protest the decision rendered by the KAAB.

A program that wishes to appeal the terms rendered must file its application for appeal within 15 days of reception of the accreditation decision. The appeal is allowed for all terms of accreditation decision except Five-Year Term. The application must be followed by the submission of the necessary paperwork explaining the grounds for the appeal within 30 days of the receipt of the decision. Any delinquency by the program in providing necessary information to the KAAB or the visiting team does not constitute grounds for appeal.

Upon receipt of the program's application for appeal, the chairman of the KAAB board of directors calls for a board of directors meeting to examine and adjudicate the appeal. The program and the accreditation committee are represented by two delegates each and make an argument to support their position.

The members of the board of directors must make its decision within 3 days after the close of the meeting. The decision of the board is informed to both the program and the

accreditation committee in writing. The decision of the board is final. The entire process of the appeal must be concluded within one hundred (100) days from the day the application for appeal is filed. The candidate program is responsible for all appropriate direct expenses incurred by the appeal process which includes but is not limited to the expenses for the board meeting, travel expenses, accommodations and meals.

4.5 Annual Report

4.5.1 Purpose of the Annual Report

All the programs accredited by the KAAB must file an annual report to the KAAB. The purpose of the annual report is two-fold. 1) For the accredited program to reflect upon the previous year and to encourage the ongoing process of self-improvement. 2) For KAAB to monitor the ongoing improvement efforts and achievements of the program and incorporate all changes into the next accreditation visit.

The annual report must demonstrate, in writing, that the program has established a clear and definite plan to respond to the comments and conditions/criteria assessed as not met and/or causes of concern.   In addition, the report must outline the execution and achievements of the plan. The KAAB will aggregate and analyze the data and make the findings available to professional degree programs.

4.5.2 Contents and Procedure of Annual Report

The Annual Report must demonstrate at the minimum the following:
- Summary of responses
- Responses to comments of the Visit Team
- Enumeration of conditions/criteria well met
- Responses to conditions/criteria not met
- Responses to conditions/criteria assessed as causes of concern
- Statistics on human and physical resources
- Application/non application of concentrated evaluation

The KAAB Accreditation Committee must review the annual report and transmit a review of the report to the program within two (2) months from the day of the receipt of the annual report. The KAAB files and reviews annual reports as one of the key materials for the next accreditation visit to the respective programs.

The Accreditation Committee reviews the Annual Report for:
1. Completeness of the report.
2. Opinion of the Accreditation Committee to the program's responses to the conditions/criteria assessed as not met or causes of concern by the most recent accreditation Visit Team.
3. Recommendation of any items that must be included in the next annual report in addition to the mandatory items, if applicable.

In order to maintain its accreditation status, an accredited program must submit to KAAB its Annual Report and the annual accreditation maintenance fee by the end of February of that year. If the program wishes to extend its submission date, it may request in writing of grounds two weeks before its original submission date. The submission deadline may be extended for two weeks if granted by the KAAB. No further extension is allowed. The report and the fee must also be submitted in the year an accreditation visit is planned for continuing accreditation.

If a program fails to submit Annual Report within the requested deadline or the report is found to be deficient, the accrediting committee may request a focused visit to the program. By the request, the Accrediting Task Force of KAAB may form a focused visit team and may determine the size of the team according to the magnitude of apparent deficiencies. Refer to "4.6 Focused Evaluation" for the procedure of the focused visit. The Board of Directors may adjust accreditation status to temporary suspension by the outcome of the focused visit to the program.

4.6. Focused Evaluation

4.6.1 Purpose of Focused Evaluation

The Focused Evaluation process is designed to evaluate accreditation term of the program through a focused visit and review the program's progress in correcting the deficiencies. By the benefit of the efficient focused visit, it aims to improve the quality of the program by minimizing the negative effects of the program's deficiencies effectively in timely manner.
The Focused Evaluation is conducted for following purposes.
(1) Extension of Accrediting Term
The terms of accreditation can be extended by receiving a Focused Evaluation by a written request by the program. With a progress made by self-assessment on improvements for previously noted deficiencies, the KAAB may grant a Focused

Evaluation for the program who seeks extension of accrediting term.

(2) Change of nomenclature

If a program's nomenclature for the accredited degree program needs to be changed, the program may request a Focused Evaluation. (for example: from B. Arch to M. Arch)

(3) Adding another accrediting seeking program

If an institution seeks to possess additional accredited program within the institution in addition to existing, it may request in writing for a Focused Evaluation for the new program. To be qualified for a Focused Evaluation for the new program, the new program must furnish the KAAB with adequate evidences displaying equivalent qualities to already accredited program within the institution.

(4) Special circumstances

In order to satisfy any changes in law or regulatory needs by government or governing body, a program may request a Focused Evaluation to meet the changes and maintain the previously ratified accrediting term by the KAAB.

If a program receives revocation of accreditation by the result of any focused evaluation listed above, the program must confer with the procedures of application for accreditation for continued accreditation.

4.6.2 Procedure of Focused Evaluation

(1) Application

A program may request a Focused Evaluation for the purposes listed in item 4.6.1. The KAAB must initiate evaluating major changes in the program or improvements of deficiencies through annual reports and submitted materials of the program on receipt of written request for a Focused Evaluation. If the KAAB grants for a Focused Evaluation, the Accrediting Task Force is notified the nature of granted focused visit and preparation for a focused visit initiates. If a written request for a Focused Evaluation is rejected, the program must confer with the procedures of application for accreditation for continued accreditation.

(2) Focused Evaluation Team

The Accrediting Task Force forms team members for the Focused Evaluation according to the nature of focused visit. All team members must have previous site visit

experiences; minimum of one each must represent academic and practitioners. Including team chair, the team members are composed of three. The program has a right to appoint a team member from previous site visit to the program as an observer to the focused visit. The program has right to request to one team member of the focused visit team to be re-selected on the grounds of conflict of interest. All designated tasks and obligations of team chair and members are identical to regular site visit.

(3) Focused Evaluation Site Visit

The site visit for a Focused Evaluation generally completes in one day but may not extend beyond 2 days. Display methods, quantity, content of review materials, and detailed site visit agenda must be pre-discussed and agreed in between the team chair and the program in advance.

(4) Result of Focused Evaluation

The Focused Evaluation visit team must draft a VTR and a Confidential Recommendation of Accreditation Terms as per the same method and procedure of regular site visit. Procedures following the focused site visit are identical to regular site visit.

4.6.3 The Result of Focused Evaluation

The process for the final decision and terms of accreditation is the same as the process described in the subsection (4) Deliberation of Decision of Section *4.4.6 Decision of Accreditation.*

The final outcome of Focused Evaluation is one of the following:

(1) Extension of Accrediting Term
- Extension of Terms of the Current Accreditation Terms

If the final result of the Focused Evaluation process proves to be satisfactory, the current terms of accreditation are expended to full five-year accreditation.
- Extension of Terms of Accreditation and Focused Evaluation

If the result of the process reveals material deficiencies and it is necessary to confirm the intention of the program, the current term is extended to full five-year accreditation with the provision that another Focused Evaluation is required within the next one year.
- Return of the Application

If the program fails to respond adequately to the conditions/criteria assessed as not

met or causes of concern, and the KAAB determines that a Focused Evaluation is not effective, the KAAB returns its application to the program to terminate the process.

(2) Change of nomenclature
▪ Maintain the Current Accreditation Terms
The program maintains without any changes to the terms of current accreditation previously ratified by the KAAB.

▪ Maintain the Current Accreditation Terms and Focused Evaluation
The program maintains without any changes to the terms of current accreditation previously ratified by the KAAB. The result of the process reveals material deficiencies and it is necessary to confirm the intention of the program, the KAAB orders another Focused Evaluation within the next one year

▪ Return of the Application
If the program fails to respond adequately to the conditions/criteria assessed as not met or causes of concern, and the KAAB determines that a Focused Evaluation is not effective, the KAAB returns its application to the program to terminate the process. The program must confer with the procedures of application for accreditation for continued accreditation.

(3) Adding another accrediting seeking program
Refer to contents of "(2) Change of nomenclature"

(4) Special circumstances
Refer to contents of "(2) Change of nomenclature"

4.7 Opening of Information for Public

4.7.1 Promotion of Architectural Accreditation

Professional degree programs in architecture accredited by KAAB are obliged to provide an adequate architectural education in support of the mission of KAAB and to promote the accreditation system for professional degrees in architecture. The support and promotion are the responsibility of the program's host institution and is necessary to facilitate appropriate and consistent information for admission of new students. The professional degree offered by programs accredited by the KAAB is recognized

globally by other comparable accreditation systems through mutually recognized agreements. The accredited programs are also obliged to provide consistent and appropriate information to the public regarding the compatibility and portability of academic qualifications among the comparable accreditation systems.

Therefore, the KAAB strongly suggests that the promotional booklets, website and other media of accredited programs carry the following language regarding the intention of the accreditation for professional degree programs.

> *(Name of the Program) fully complies with the provisions of the procedures and Conditions of the KAAB. Our program offers a professional degree, a bachelor (master) of architecture, accredited by the KAAB, a signatory member of the Canberra Accord and a recognized organization by UNESCO-UIA Validation Council for Architectural Education. The accredited degree is a mandatory requirement to satisfy the eligibility for qualification examination for architectural practice. Programs for professional degrees in Korea are either a 5-year undergraduate professional degree program or a 2-plus year master's professional degree program. The accreditation status of these programs must be maintained through periodic accreditation visits conducted according to KAAB Conditions and Procedures. The terms of accreditation offered as a result of an accreditation visit include full 5-Year Accreditation, 3-Year Accreditation, 2-Year Conditional Accreditation, Rejection/Revocation of Accreditation and Temporary Termination of Accreditation. The next accreditation visit for bachelors (masters) degree offered by our program is scheduled to take place in the year of 0000.*

It is also strongly suggested that the accredited program use a consistent name on all official documents. The examples are:

Name of the Degree offered: Bachelor of Architecture (B. Arch.) or,
Master of Architecture (M. Arch.)

Name of the Program includes: 000 program (KAAB Accredited)

The program web homepage should carry the KAAB Logo and provide a link to the KAAB web homepage: www.kaab.or.kr.

4.7.2 Information on Accreditation Process

(1) Announcement of Information on KAAB Conditions and Procedures (C&P)

All constituents of professional degree programs in architecture, including faculty, staff, students and students' parents, must be aware of the information on KAAB Conditions and Procedures at all times, and accredited programs are obliged to announce information through appropriate means. Students of professional degree programs must be familiar with this information because it affects the operation of curriculum and participation of students in the programs.

(2) Public Announcement of Terms of Accreditation

All accredited programs are obliged to help the public understand the current status of the program through a public announcement of the terms of accreditation of the program. In order to demonstrate transparency of the accreditation process, programs are also obliged to provide within the program:
- APR presented for the latest accreditation visit
- VTR of the latest accreditation visit
- Latest official letter from the KAAB informing the terms of accreditation
- All annual reports and documents on the KAAB review of the annual reports

With the consent of the KAAB, some sensitive materials and information such as financial data and curriculum vitae can be omitted from the APR on request of the program. At the same time, the KAAB must file APR's of all the programs to make it available for public review, provided that all materials are kept within the KAAB office at all times. No report may be lent out and no transmission of any material by any means is allowed.

4.8 KAAB Workshop and Training of Accreditation Visit Team Members

KAAB Accreditation of professional degree programs is a qualitative assessment process based on site visit in consideration of special characteristics of architectural education. It is a social service that relies on active participation of voluntary accreditation visit members. The KAAB accreditation method is not a one-sided evaluation process. Rather, it is a peer review process in support of the spirit of the KAAB missions. The programs being accredited are encouraged to actively participate in the assessment process and make every effort to persuade the accreditation Visit Team members. The program being accredited must be well prepared with a deep understanding of conditions and procedures.

On the other hand, it is a very difficult task for a non-experienced person to review APR's and the materials displayed during a site visit. In order to provide opportunities for non-experienced volunteers, the KAAB offers training courses and workshops to educate potential members.

4.8.1 Workshop for professional degree programs in architecture

The KAAB does not bear any responsibility to train programs, except for the KAAB Conditions and Procedures published for the programs, and the member institutes constituting the KAAB. The KAAB, however, offers a workshop for programs to get familiar with how to draft an APR. The workshop is usually organized separately in conjunction with the annual conference of the Architectural Institute of Korea every year. The KAAB must invite to the workshop all the deans or heads of the programs that are scheduled to be accredited the following year. The invitation must be mailed out at least two weeks before the day the workshop takes place.

The KAAB strongly encourages not only program related personnel but also candidates for accreditation Visit Team members in the pool of candidates.

4.8.2 Workshop and Training Course for Candidates to Accreditation Member

(1) Training Courses for Accreditation Visit Team Member
The KAAB periodically offers workshops and training courses for various groups of personnel related to KAAB accreditation. All potential accreditation Visit Team members, or candidates for accreditation Visit Team members, nominated to the pool of the candidates, are required to take a Basic Training course before his/her nomination to an accreditation Visit Team member. Further, a candidate, upon his/her nomination to an accreditation Visit Team, must complete a required Practical Training course before the scheduled accreditation visit as stipulated in the subsection 4.3.1. All training course records for each and every candidate are required to be maintained by KAAB to verify his/her completion of the required training courses. The Accreditation Task Force Committee reserves the right to replace any member on an accreditation Visit Team, if he/she has not completed the required training courses.

The training courses for team members by the KAAB are categorized as Fundamental Training, Practical Training, Special Training, Maintenance Training, Retraining, and Nonscheduled Training.

- Fundamental Training : A training conducted for all nominated candidates for team members from the KAAB member associations. Contents include general introduction and purpose of accrediting system and fundamentals of the site visits.
- Practical Training : A training conducted to site visit team members. The details of conditions and procedures for accreditation, related issues, and guidelines for the site visit agenda are discussed.
- Special Training : An information or training session conducted by invited experts of neighboring accreditation agencies for personnel of the KAAB, all candidate team members, and team members.
- Maintenance Training : A training conducted to announce and discuss periodic changes that are made to the KAAB C&P for all candidate team members, and team members.
- Retraining : A training conducted to candidate members who have not been appointed as site visit team for extended period of time.
- Nonscheduled Training : A training conducted for individuals who couldn't attend regularly scheduled training session.

(2) Workshop for Site Visit Team Chairs

The KAAB organizes a workshop for site Visit Team chairs to attain a consensus on the issues that are commonly encountered during an accreditation visit. All Visit Team chairs are strongly encouraged to attend the workshop. The Accreditation Task Force Committee may replace a chair who has not attended the workshop on its discretion.

The workshop is intended to:
- Discuss significant issues and potential predicaments before an upcoming accreditation site visit.
- Agree upon the interpretation and application of the KAAB C&P if they differ.
- Try to reach a consensus or consistency in the process of accreditation, assessment and various accreditation team reports.

(3) Workshops and Training Courses Organized by Member Institutes

The member institutes constituting KAAB are required to actively participate in the KAAB activities, including nomination of candidates to the pool of accreditation Visit Team members. They also bear a responsibility to organized and educate their members with their own program(s).

4.9 Procedure for Revision of Conditions and Procedures and
   Annual Review of Accreditation Business

The KAAB plans to periodically update the KAAB C&P every five (5) years with the year 2010 as a base point. The procedure follows:

(1) Common Principle in Revising the KAAB C&P
▪ Any revision for the KAAB C&P must be an outcome of agreement by the member institutes of the KAAB.
▪ All procedures for revision of the KAAB C&P must be transparent and according to public document.
▪ Not only the member institutes of the KAAB, revision agenda for the C&P should be open to general public by means of pre- announced public hearing session. All finalized revisions are subjected to ratification by the KAAB Board of Directors.
▪ The revision procedure of the KAAB C&P is conducted every 5 years.

(2) Public Conference for Revising the KAAB C&P
▪ Every two and four years after the current C&P is announced, the KAAB must host a public conference for revising the C&P. All member institutes of the KAAB and general public are asked to participate in submitting issues and agenda of revising current C&P. Through an open discussion session, all issues may organize into concrete agenda for revision. The end result must be uploaded to website for public review
▪ The panel for the open discussion session at the conference is consisted of two to three members nominated by the member institutes, and two nominated by the KAAB. One of the two panel member nominated by the KAAB chairs the discussion.
▪ The public conference with open discussion session must be a pre-announced event. It must be pre-noticed to head of member institutes of the KAAB.
▪ The end results of the two public conferences are subjected to be documented and submitted to the revision committee of the KAAB C&P.

(3) The Main Body of Revision
▪ The KAAB C&P Revision Committee is organized to carry on the revision/update of the KAAB C&P. The committee consists of two (2) to three (3) members nominated by the member institutes, that is, the Architectural Institute of Korea, the Korean Institute of Registered Architects, and the Korean Institute of Architects,

and two (2) members nominated by KAAB. The total number of members may not exceed eleven (11). Once the final member of the committee is selected, it is notified to the KAAB Board of Directors.

▪ The chair of the KAAB Accreditation Committee assumes the chair of the Revision Committee.

(4) Periodic Revision to the KAAB C&P Procedure

▪ The KAAB must request nominations in writing of the revision members to the three (3) member institutes 18 months prior to the scheduled date of the public announcement of the revised version. The first meeting of the revision committee must take place at least 16 months prior to the scheduled date of the public announcement of the revised version.

▪ The accreditation committee chair, assisted by the KAAB secretariat, collects, organizes, and submits to the revision committee the requests for revision proposed by various constituents and other necessary updates accumulated in past two Public Conferences and the site visits.

▪ Under the responsibility of the revision committee chair, the revisions committee is divided into appropriate numbers of subcommittees to carry on respective revisions and update tasks of appropriately grouped items of the C&P.

▪ The KAAB secretariat prepares a public hearing of the revised draft of the KAAB C&P at least six (6) months prior to the scheduled date of the public announcement. The member institutes, professional degree programs in architecture, and the general public are encouraged to attend the public hearing.

▪ The outcome from public hearing must be documented the KAAB and must be publically displayed.

▪ The revision committee, if necessary, may have additional meetings to reflect the comments and results of the public hearing on the revision. The chair of the accreditation committee, with the consent of the members of the committee, draws up the final draft.

▪ The final draft must be in public display at the KAAB website and must be submitted to the KAAB board of directors for ratification at least four (4) months prior to the date of public announcement.

▪ The final version of the revised KAAB C&P that is ratified by the board of directors must be published by the scheduled date in hard copy and on the KAAB web homepage, www.kaab.or.kr.

(5) Special Revision to the KAAB C&P Procedure

- For special circumstances, revisions to the KAAB C&P can be made due to amendments in national law provisions and etc. Under this circumstances, the president of the KAAB reserves right to request for special revision to the C&P.
- Agenda for special revision also requires the process of public hearing, and also requires ratification by the Board of Directors of the KAAB.
- Ratified special revision must be in public display on the website and must be notified to all accredited programs.

4.9.2 Annual Review of Accreditation Business

The KAAB board of directors organizes an annual meeting at the beginning of each year for overall review of the accreditation visits, accreditation decisions, and other agenda related to important accreditation business of the year. The annual meeting aims to standardize the process and organize the overall accreditation business of the KAAB for further development.

Annual Meeting

- The annual meeting reviews all accreditation and related business that took place in the year.
- The comments and the result of the annual meeting contribute to the improvement of the KAAB accreditation and related business in support of the KAAB mission. Resolutions that must be reflected in the revision of KAAB C&P are passed on to the accreditation committee to be considered in the next scheduled revision of the KAAB C&P.
- The annual review meeting takes place in January every year.

Appendix

Criteria of Evaluation for Applications of Candidacy Status & Accreditation

	Criteria of evaluation	
	Application for Candidacy Status for Accreditation	**Application for Accreditation**
	(Application is subjected to rejection if any items in this category applicable)	
Reasons for Rejection	- Fail to display autonomy of the architectural program within the institution - The program curriculum deemed not sufficient to meet criteria of conditions of the KAAB - Fail to display proper guidance and follow-up on student's curricular management to meet SPC. - Multiple deficiencies categorized as causes of concern are not expected to be amended until next evaluation term. - Fail to respond on request for further evidences or support materials - Insufficient evidence of improvements on previously noted deficiencies in case of re-application for candidacy status for accreditation.	- All items listed in Reasons for Rejection for 'Application for Candidacy Status for Accreditation'. - Not sufficient evidence of improvements on noted deficiencies at prior Application for Candidacy Status for Accreditation. - Multiple deficiencies categorized as causes of concern are not expected to be amended until next formal site visit.
Causes of Concern	- Insufficient handling of curriculum aimed for stated educational goal of the program. - Insufficient curricular management for each student which may cause misguided course taking. - Insufficient rules and criteria for admitting incoming transfer student into the program. - At program furnished SPC Matrix, there is(are) doubtful arrangement(s) of intended course(s) per educational goal(s). - Not sufficient information for criteria 2.4. 2.5, 2.6, 2.7. - Weak evidence of improvements on previously noted items in case of re-application. - Other concerns found in application review.	- All items listed in Reasons for Causes of Concern for 'Application for Candidacy Status for Accreditation'. - Insufficient evidence in efforts of aiming for specialization or characterization of the accreditation seeking program. - Weak evidence of improvements on noted deficiencies at prior Application for Candidacy Status for Accreditation. - Other concerns found in application review.

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