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|  |  | **Guidelines on Writing Self-Evaluation Study Report**  |  |  |
|  |  |  |  |  |

(2021)

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| 1. **1**
 |  | **Overview of the Accreditation Process**  |

**A. Subject and Scope of Accreditation**

 ∙ Subject

 - All medical colleges and medical schools (collectively “medical schools”) in Korea

 ∙ Scope

 - The basic medical education (“BME”) program

**B. Types of Accreditation and Evaluation Method**

 ∙ Types of Accreditation

|  |  |  |
| --- | --- | --- |
| **Classification** | **Type** | **Description** |
| Existing Medical School | Accreditation | When a medical school has satisfied accreditation standards (accreditation period : 6, 4 or 2 years) |
| Non-Accreditation | When a medical school fails to satisfy accreditation standards or did not receive accreditation without due reason, or when intentionally falsified facts were discovered after obtaining accreditation  |
| Newly Founded Medical School | Preliminary accreditation | When a newly founded medical school satisfies the relevant accreditation standards |
| Non-preliminary accreditation | When a newly founded medical school fails to satisfy the relevant accreditation standards |
| Provisional accreditation  | When a newly founded medical school that has started education satisfies the relevant accreditation standards |
| Non-provisional accreditation | When a newly founded medical school that started education fails to satisfy the relevant accreditation standards |

 ∙ On-site Survey

 - On-site surveys are generally conducted for each evaluation area collectively by the Site Survey Team. However, in cases such as where the campus is separated from the teaching hospital or where there are multiple teaching hospitals separated from the medical school, the Site Survey Team may temporarily separate into sub-groups during the evaluation process. Whether the medical school satisfies each evaluation standard shall be determined by discussion and consensus among all members of the Site Survey Team.

**C. Accreditation Procedure**

 ∙ Accreditation Procedure: 1) Medical school applies for accreditation, 2) Medical school conducts self-evaluation study and submits report, 3) Document evaluation and on-site survey, 4) Write (draft) final evaluation report, 5) Medical school reads the final evaluation report, 6) Final evaluation report submitted, 7) Accreditation Committee reaches decision and the results are notified, 8) Re-evaluation upon request, 9) Accreditation results are publicly announced

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| --- | --- | --- |
| **Step** |  | **Evaluation Activity** |
|  |  |  |
| Application |  | Medical schools to be evaluated are determined and evaluation schedules are notified  |
|  | ▼ |
|  | Medical school submits application for BME accreditation  |
|  | ▼ |
| Self-Evaluation |  | Provide medical school with a briefing on BME accreditation  |
|  | ▼ |
|  | Conduct a workshop on writing a self-evaluation study report  |
|  | ▼ |
|  | The self-evaluation study report and student report are submitted |
|  | ▼ |
| Evaluation  |  | Site Survey Team members are selected and appointed |
|  | ▼ |
|  | Site Survey Team workshop |
|  | ▼ |
|  | Document evaluation |
|  | ▼ |
|  | On-site survey |
|  | ▼ |
|  | Final evaluation report is written and reviewed  |
|  | ▼ |
| Accreditation |  | Determine accreditation type and period/Notify results  |
|  | ▼ | ▽ |
|  | Submit re-evaluation application |
|  | ▽ |
|  | Select Re-evaluation Team and Conduct re-evaluation |
| ▽ |
| Write re-evaluation result report  |
|  | ▽ |
|  | Decision by Board of Directors and notification of results  |
|  | ▽ |
|  | Accreditation result is publicly announced |

 **<Figure> Accreditation Procedure**

∙ Description of activities for each stage of the accreditation process : The accreditation process is divided into 1) Self-evaluation study by the medical school, 2) document evaluation, 3) on-site survey, 4) preparation and submission of final evaluation report, 5) determination of accreditation type and period, and public announcement of results, as described in detail below:

**<Table> Timeline and Description of Activities for Each Stage of the Accreditation Process**

| **Stage** | **Timeline** | **Description** |
| --- | --- | --- |
| Self-Evaluation Study | 1 year prior to expiration of the accreditation period | ∙ The medical school submits an accreditation application to KIMEE. |
| Before July of the year when evaluation is to be conducted | ∙ KIMEE provides the medical school with a briefing on the accreditation process and a workshop on writing a self-evaluation study report. ∙ The medical school submits its self-evaluation study report by end of July. (or a submission date designated by KIMEE) |
| Document Evaluation  | Before the on-site survey | ∙ KIMEE organizes the site survey team and holds a workshop. ∙ KIMEE determines the on-site survey dates through consultation with the medical school. ∙ The site survey team conducts document evaluation of the self-evaluation study report submitted by the medical school. ∙ The site survey team requests for submission of additional material specific to each medical school based on results of the document evaluation.∙ The medical school prepares and reviews overall matters necessary for the on-site survey. |
| On-site Evaluation  | During the on-site survey | ∙ Duration of on-site survey: 4 days∙ The on-site survey is performed collectively by the site survey team, or if necessary, by dividing the site survey team into sub-groups.∙ Upon completion of the on-site survey, the site survey team submits the (draft) final evaluation report to KIMEE. |
| Preparing Final Evaluation Report | After on-site survey | ∙ After reviewing the (draft) final evaluation report, KIMEE sends the draft report to the medical school. ∙ The medical school submits its opinion regarding the (draft) final evaluation report to KIMEE. ∙ The site survey team discusses whether to reflect the opinions expressed by the medical school. ∙ The site survey team submits its final evaluation report to KIMEE. |
| Determination and Public Announcement of Accreditation Type and Period | Determine accreditation type and period | ∙ The accreditation type and period are determined and the results are notified to the medical school within seven (7) days. ∙ KIMEE sends the final evaluation report to the medical school.  |
| After accreditation | ∙ KIMEE publicly announces the accreditation result 15 days after the decision. ∙ If the medical school applies for re-evaluation, the accreditation decision is announced after procedures have been completed.∙ The medical school submits improvement plans according to the self-evaluation study and on-site survey results within three (3) months from receiving notification of accreditation results. ∙ In order to maintain its accreditation, the medical school submits a mid-term study evaluation report including improvement results every two (2) years. ∙ A medical school whose non-accreditation has been deferred must be re-evaluated within one (1) year.∙ A medical school that receives a non-accreditation decision shall be subject to measures according to the Regulation on Evaluation and Accreditation of Higher Education Institutions and the Enforcement Decree of the Higher Education Act.  |

❑ Steps of the Self-Evaluation Study

 ∙ One (1) year before expiration of the accreditation period: A medical school seeking to receive accreditation submits an accreditation application to KIMEE one (1) year before expiration of its existing accreditation.

 ∙ Before July of the year when the evaluation is to be performed : KIMEE provides the medical school with a briefing on the accreditation process and a workshop on how to write a self-evaluation study report. The medical school prepares its self-evaluation study report and submits it together with the student report to KIMEE by end of July of the year or by the submission date designated by KIMEE.

❑ Document Evaluation

 ∙ Before the on-site survey: KIMEE organizes the site survey team and holds a workshop. KIMEE also determines the on-site survey dates through consultation with the medical school. The site survey team conducts a document evaluation based on the self-evaluation study report submitted by the medical school and prepares a list of additionally requested material for each medical school, which is passed on to KIMEE. KIMEE notifies the medical school of the list of additionally requested material. The medical school prepares and checks overall matters for the on-site survey including preparing copies of relevant material to be examined by the site survey team based on the self-evaluation study report.

❑ On-site Survey

 ∙ On-site survey period : During the on-site survey, the site survey team members conduct collective evaluation of each evaluation area. If necessary, the site survey team may perform evaluation by separating into sub-groups. On the last day of the on-site survey, the site survey team discusses the overall results of the on-site survey. Upon completion of the on-site survey, the site survey team submits a (draft) final evaluation report to the KIMEE Secretariat.

❑ Finalizing the Final Evaluation Report

 ∙ After the on-site survey: After reviewing the (draft) final evaluation report submitted by the site survey team, KIMEE sends the draft report to the medical school to receive its opinion. The medical school’s opinions are delivered to the site survey team, which discusses whether to reflect the opinions of the medical school, and submits the final evaluation report to KIMEE.

❑ Determination and Public Announcement of Accreditation Type and Period

 ∙ Determination of the accreditation type and period: Based on the self-evaluation study report, the evaluation results reported by the site survey team regarding compliance with each accreditation standard and the final evaluation report, the Accreditation Committee determines the accreditation type and period. KIMEE notifies the result to the medical school within seven (7) days from the accreditation decision and sends the final evaluation report to the medical school.

 ∙ KIMEE publicly announces the accreditation result 15 days after the accreditation decision. If the medical school has applied to re-evaluation, the result is publicly announced after the procedure is completed.

 ∙ Accredited medical school: A medical school that has been accredited must write and submit an improvement plan based on the accreditation results within three (3) months from receiving notification of its accreditation, and submit a mid-term evaluation study report including improvement results every two years to maintain its accreditation.

 ∙ Medical school whose non-accreditation has been deferred: receive re-evaluation within one (1) year

 ∙ Non-accredited medical school: receive measures according to the Regulation on Evaluation and Accreditation of Higher Education Institutions and the Enforcement Decree of the Higher Education Act

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| **2** |  | **Guidelines for the Self-Evaluation Study**  |

**A. Meaning**

 ∙ A self-evaluation study is conducted by a medical school itself to analyze and evaluate its own compliance status of the accreditation standards presented by KIMEE.

 ∙ The purpose of a self-evaluation study is to identify areas needing improvement and to find solutions for insufficiencies by analyzing and evaluating the education environment and education program of the medical school in a systematic manner.

**B. Procedure**

 ∙ The self-evaluation study is divided into the following stages: preparation, evaluation, report writing and utilization of evaluation results

 ∙ During the preparation stage, the medical school must organize a Self-Evaluation Study Planning Committee (“Planning Committee”) and secure the necessary budget. The Planning Committee must include key administrators of the medical school and/or university that support evaluation projects. The Self-Evaluation Study Committee (“Study Committee”) must form study committees for each of the nine evaluation areas and establish respective study plans. Each study committee must establish an implementation plan for its self-evaluation study.

 ∙ During the self-evaluation stage, the Study Committee first conducts a briefing session about the self-evaluation study for members of the medical school and then conducts the self-evaluation by collecting detail material based on the self-evaluation accreditation standards and the Guideline on Writing a Self-Evaluation Study Report.

 ∙ During the report writing stage, the self-evaluation study report is written based on the material collected by the medical school and the results of the self-evaluation. The Self-Evaluation Study Committee members each write the sections for their respective evaluation area, which are then compiled, revised and supplemented to complete the self-evaluation study report. The final self-evaluation study report is edited according to the format presented by KIMEE and submitted to the KIMEE Secretariat.

 ∙ During the result utilization stage, the medical school operates its education program according to its own characteristics based on the self-evaluation process and results; and improves any insufficiencies to enhance the quality of its medical education. The self-evaluation study result should be used not only for the document evaluation and on-site survey by KIMEE but also as basic material to enhance the awareness of medical school education among key stakeholders and to improve the education environment and education program of the medical school.

**<Table> Key Activities for Each Stage of the Self-Evaluation Study**

| **Stage** | **Description of Key Activities** | **Relevant Organizations** |
| --- | --- | --- |
| Preparation | ∙ Secure plan and budget for the self-evaluation study ∙ Establish organizations to perform self-evaluation : Planning Committee, Study Committee for each Area, define role and responsibility for each committee ∙ Establish self-evaluation study plan : basic policy, purpose, scope and subjects, scheduling, material collection method and evaluation method, etc.  | ∙ Self-evaluation study organizations ∙ Planning Committee, Study Committee  |
| Evaluation | ∙ Review overall basic plan ∙ Review accreditation standards ∙ Collect and analyze material ∙ Evaluation activity by each evaluation committee member ∙ Continuous consultation with university administration regarding evaluation ∙ Continuous consultation with relevant departments regarding evaluation related matters  | ∙ Departments in charge of self-evaluation∙ Study Committee, Planning Committee∙ Relevant department of the medical school  |
| Report Writing  | ∙ Write the self-evaluation study report∙ Collect opinions regarding the self-evaluation study report∙ Submit the self-evaluation study report to KIMEE | ∙ Departments in charge of self-evaluation∙ Study Committee, Planning Committee∙ Relevant department of the medical school |
| Utilizing Evaluation Results | ∙ Utilize the self-evaluation study results at each medical school level ∙ Reflect results of the self-evaluation study in the medical school’s development plan  | ∙ Departments in charge of self-evaluation∙ Relevant department of the medical school |

**C. Organization and operation**

 ∙ Organizing the Self-Evaluation Planning Committee and securing necessary budget

 - The Self-Evaluation Planning Committee shall consist of around 10 members including key administrators of the medical school and/or university. The Planning Committee establishes the basic direction and strategy for the self-evaluation, secures budget, provides support for the effective performance of the evaluation and encourages improvement in the medical school’s education based on the evaluation results.

 ∙ Organization and operation of the Self-Evaluation Study Committee

 - The Self-Evaluation Study Committee should consist of faculty members that possess expertise in each evaluation area. The Self-Evaluation Study Committee shall train its members to be equipped with expertise of each relevant area.

 - The Self-Evaluation Study Committee shall provide its members with working-level staff in charge of evaluation affairs or assistants, in addition to the Study Committee members. The composition may differ depending on the size, professional resources and financial resources of each medical school.

D**. Self-evaluation Study Report**

 1) How to write the report

 ∙ The medical school should write the self-evaluation study report based on the accreditation standards presented by KIMEE.

 ∙ The editorial guidelines should be followed and the content should be written in a concise and clear manner using a deductive structure.

 ∙ The self-evaluation study report must be written to enable the site survey team to verify whether the medical school’s self-evaluation has sufficiently examined the evaluation items and content of the accreditation standards. The medical school may use various approaches depending on its own characteristics to demonstrate satisfaction of the accreditation standards.

 2) Key contents and description methods for each chapter

 ∙ Preface

 - Statement that the self-evaluation study report has been written based on facts

 - May include expression of appreciation for faculty members and organizations that have contributed to the evaluation

 ∙ Chapter 1 : Introduction

 - Describe the purpose, content and method for each stage of the self-evaluation study such as planning, evaluation and report writing.

 - Describe the composition and the roles and responsibility of the Planning Committee and the Study Committee.

 ∙ Chapter 2 : Current Status of the Medical College (or Medical School)

 - Comprehensively describe matters such as the administrative organization and organization chart, history, student, faculty and staff, major facilities and equipment as well as development plan.

 ∙ Chapter 3 : Self-Evaluation Study Result

 - First describe the accreditation standard for each area, and then describe the details of the self-evaluation findings for each accreditation standard as well as whether the standard has been satisfied

 **-** Regarding each accreditation standard, clearly describe whether the threshold for each standard has been satisfied and present supporting materials

 - Describe the improvement efforts and development plan regarding areas pointed out as insufficiencies or as needing improvements in the self-evaluation study and mid-term evaluation.

 ∙ Chapter 4 : Synthesis and Discussion

 - Comprehensively summarize the self-evaluation study results of each evaluation area and describe the conclusion

 - Highlight the characteristics and strengthens of the medical school, present improvement plans for any insufficiencies and make suggestions to the university administration and foundation for future development

 **∙ Attachments** : material to demonstrate satisfaction of accreditation standards

 - Attach material necessary to determine satisfaction of accreditation standards for each evaluation area

 3) Writing Instructions

 ∙ In principle, the self-evaluation study report covers the outcomes achieved during the recent two-year period from the reporting date.

 - e.g.) If the reporting date of the self-evaluation study is February 28, 2021, the report would cover developments that happened between March 1, 2019 and February 28, 2021

 ∙ Material to support the findings of the self-evaluation study report should be provided as attachments, notwithstanding, however, that materials that cannot be included in the report as an attachment should be prepared on-site at the medical school to be verified by the site survey team members during the on-site survey.

 ∙ Confirm that the statistics and figures in the self-evaluation study report are consistent.

 4) Structure and Submission

 ∙ Length of the Self-Evaluation Study Report

 - The self-evaluation study report shall be no longer than **300 pages. (or 150 pages if printed double side**) (excluding the attachments)

 - The self-valuation study report shall use A4 paper size, and be edited according to the following specifications (relevant to the length of the report):

(1) Page margins: top 20 mm, bottom 15 mm, left 30 mm, right 30 mm

 header 15 mm, footer 15 mm, binding 0 mm

(2) Text font size and font style: 11 point, *batang* font family (such as *batang, Hancom batang, Hamchorong batang*)

(3) Paragraphs: indention 3, line space 200, justified paragraph alignment

- number of copies to be submitted: 10 copies

- file storage medium: USB memory stick

 ∙ Format Guide for the Self-Evaluation Study Report

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| --- |
| **1. Mission and Achievements (Gothic fonts, 15pt. Bold)****1.1 Mission (*Batang* fonts, 13pt. Bold)****K.1.1.1 The Medical School determines the school mission ….(*batang* font, 11pt. Bold)****\* Main text (*batang* fonts, 11pt, deductive structure)** Deductive summary - Summarize the key findings and describe the self-evaluation study result regarding whether accreditation standards have been satisfied. [e.g.] The medical school has a stated mission, which has been established through systematic efforts. The medical school’s mission is communicated through channels including the website and promotional material. Describe details - Provide systematic description based on material essential to determining whether the accreditation standard has been satisfied. Present tables or figures that can effectively show the relevant results.**\* Attachment** - Attach material essential to determining whether accreditation standards have been satisfied**\* Material to be prepared on premises**  - Material that cannot be attached to the report should be made available to the site survey team during the on-site survey. |

**❑ Cover Page for the Self-Evaluation Study Report**

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| ○○ Medical College (or Medical School)2○○○ Self-Evaluation Study Report Date of Submission MM-DD-2○○○Self-Evaluation Study Committee, ○○ Medical College (or Medical School)  |

**❑ Inner Cover of the Self-Evaluation Study Report**

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| --- |
| 2○○○ Self-Evaluation Study Report of ○○ Medical College (or Medical School)  We affirm that this report has been prepared accurately according to the 2○○○ accreditation standards of the Korean Institute of Medical Education Evaluation and does not include any false information or intentional errors. MM-DD, 2○○○Dean of ○○ Medical College (Medical School) (*seal affixed*)President of ○○ University (*seal affixed*) |

**❑ Opposing Page to the Inner Cover of the Self-Evaluation Study Report**

|  |
| --- |
| 2○○○ Self-Evaluation Study Report of ○○ Medical College (or Medical School) Self-Evaluation Planning Committee(affiliation, title) (name) (work responsibility)(affiliation, title) (name) (work responsibility)Self-Evaluation Study Committee(affiliation, title) (name) (work responsibility)(affiliation, title) (name) (work responsibility) |

**❑ Table of Contents**

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