

## **Korea Architectural Accrediting Board**

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## **KAAB International Service Policy**

### **For Professional Degree Programs in Architecture**

**2016 Edition**

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# **Korea Architectural Accrediting Board (KAAB)**

## **International Service Policy**

September, 2015

The KAAB (a member of Canberra Accord) is available to provide accreditation and other related services to architectural programs outside the Republic of Korea in three categories as follows:

### **I. KAAB Accreditation**

The Accreditation for an architectural program who meets all conditions and procedures described in the KAAB Conditions & Procedures.

### **II. KAAB Substantial Equivalency (KSE)**

The KAAB Substantial Equivalency (KSE) for an architectural program deemed appropriate.

### **III. KAAB Consultation**

Consultation to an accreditation/validation organization or an agency who intends to or are in the process of developing their own accreditation system and conditions & procedures.

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## **I. KAAB Accreditation**

The KAAB may award a KAAB Accreditation if an architectural program meets conditions and procedures described in the KAAB Conditions & Procedures with a premise of following adjustment.

### **1. Procedures for the KAAB Accreditation**

#### **1.1 Before formal procedures begin, architectural programs seeking for the KAAB Accreditation must:**

- File a written request for the KAAB mentorship
- Visit the KAAB and at least two KAAB accredited programs to get acquainted with KAAB Conditions & Procedures and process the KAAB accreditation
- Participate as an observer in an actual site visit by a KAAB accreditation visit team for at least two days

#### **1.2 Standard Calendar of Procedures:**

Programs who fulfilled the prerequisite process above must undertake the following process successfully for the completion of the KAAB accreditation process. For more details, refer to the KAAB Conditions & Procedures, 2013 edition, '4. Accreditation Procedure'

##### **1.2.1 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 Conditions and Procedures.

##### **1.2.2 Applying for Accreditation (1st month)**

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 Conditions and Procedures.

##### **1.2.3 Acceptance of Application for Accreditation and Visit Team Organization (2nd thru 6th month)**

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.

#### 1.2.4 Submission of the Architecture Program Report (APR) (7th month)

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

#### 1.2.5 Review of the Architecture Program Report (APR) (7th thru 9th month)

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.

#### 1.2.6 Site Visit of the Program (between 12th thru 14th month)

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.

#### 1.2.7 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.

#### 1.2.8 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.

#### 1.2.9 Deliberation of Terms and Conditions of Accreditation (within 16th month of the process initiation)

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.

#### 1.2.10 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: Three-Year, Conditional Two-Year, Temporary Suspension of Accreditation, or Revocation of Accreditation. The Board of Directors administers the re-examination process.

#### 1.2.11 Annual Report (AR)

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

### **2. Terms of the KAAB Accreditation**

Refer to the KAAB Conditions & Procedures, 2013 edition

### **3. Fee for the KAAB Accreditation**

- Non-refundable Fee for applying Candidacy Status is \$2,000 (U.S. dollars), due at the time of submission of Application for Candidacy Status
- Non-refundable Fee for initiating the KAAB Accreditation process fee is \$17,000 (U.S. dollars), due within a month from the day of acceptance of Application for Accreditation is made.
- Programs seeking the KAAB Accreditation are responsible for all travel expenses (international and domestic) and accommodations borne by the required visits documented in Procedures for the KAAB Accreditation. In addition to their own expenses for the required visit(s) to the KAAB, and KAAB accredited programs in the Republic of Korea. For observing the KAAB site visit, participating party must furnish own facilitator / translator including all subsequent expenses.
- Annual maintenance fee required for the KAAB Accreditation per program is \$1,800 (U.S. dollars), due at the time of submission of Annual Report.

### **4. Conditions for the KAAB Accreditation**

Please refer to the following applicable contents of the KAAB Conditions & Procedures for Professional Degree Program in Architecture, 2013 Edition, for the conditions for the KAAB Accreditation.

#### **4.1 Conditions for the KAAB Accreditation**

- KAAB Conditions & Procedures, 2.1 through 2.10 (criteria 01 through 30, with following adjustment for criterion 05)

# 05. Architectural history of local territory and tradition: Understanding of regional ideological heritage and cultural traditions.

#### **4.2 Additional Procedures for the KAAB Accreditation**

- KAAB Conditions & Procedures, 3.1 through 3.4
- KAAB Conditions & Procedures, 4.3 through 4.4, 4.7 through 4.9

## **II. KAAB Substantial Equivalency (KSE)**

The KAAB may award a KAAB Substantial Equivalency (hereafter KSE) to an architectural program outside the Republic of Korea. The KSE is not a KAAB accreditation. If a program is evaluated and awarded the KSE, the program is recognized to possess educational outcomes and standards which are substantially comparable to the programs fully accredited by the KAAB. The KSE can be awarded to a program which has a different educational format and teaching methods. Guidelines described below must be supplemented by Conditions & Procedures for KAAB. The KSE is not a full accreditation by KAAB.

A program which has fulfilled required processes documented by the KAAB, and is progressing with steady outcome by a mentorship of the KAAB, may be eligible for consideration for the KSE. With an initiation of the procedures for the KSE to a developing program, the KAAB intends to promote establishment of a complete system of architectural accreditation in the architectural community to which the program belongs by steady and continuous guidance and mentorship to a program. The KAAB can only consider awarding the KSE to a program which displays strong potential to maintain a certain level of educational outcome and has positive reputation within the educational and professional community of its territory. To apply for the KSE, a program must commit to the process required by the KAAB and meet with the criteria described in Procedures for the KAAB Substantial Equivalency.

### **1. Procedures for the KAAB Substantial Equivalency**

#### **1.1 Before formal procedures begin, architectural programs seeking for the KSE must:**

- File a written request for the KAAB mentorship
- Visit the KAAB and at least two KAAB accredited programs to get acquainted with KAAB Conditions & Procedures and process the KSE
- Participate as an observer in an actual site visit by a KAAB accreditation visit team for at least two days

#### **1.2 Standard Calendar of Procedures:**

Programs who fulfilled the prerequisite process above must undertake the following process successfully for the completion of the KSE process.

##### **1.2.1 Submission of Architectural Program Report for the KSE and fee**

The KSE process begins with submission of a written request for procedures for the Substantial Equivalency, and the required fee to the KAAB.

##### **1.2.2 Eligibility Determination and Request for Supplemental Information (1st thru 3rd month)**

Program applying for the KSE must submit an Architectural Program Report (APR), which will be reviewed initially by the KAAB accrediting committee to determine whether or not to grant eligibility for further procedures of the KSE. Upon eligibility being granted, the KAAB will form a site visit team for the KSE. The site visit team will consist of 3 members, appointed by the KAAB. The site visit team will carefully review the APR, and if necessary, request for supplemental information. The program must furnish with the supplemental information within a month from the day request is made.

#### 1.2.3 KSE Site Visit (5th thru 6th month)

A Four day site visit will be carried out by the KSE site visit team of the KAAB. The site visit team will conduct on site evaluation according to the Conditions & Procedures for the KSE. The program seeking the KSE must consider this as a full site visit.

#### 1.2.4 Delivery of the KSE (within 8th month of the process initiation)

In order to successfully qualify for KSE, a program must have a positive reputation within the educational and professional community of its territory. The KAAB Board of Directors delivers the final decision of KSE. The decision must be based on the visiting team report drafted by the KSE site visiting team members.

#### 1.2.5 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 KSE are not Five-Year. The Board of Directors administer the re-examination process.

#### 1.2.6 Annual Report

A KSE program (programs under KSE status) must submit an annual report with annual maintenance fee before the end of February each year.

## **2. Terms of the KAAB Substantial Equivalency:**

Final decisions for the KSE will be one of the followings:

### **2.1 KSE granted for 5 year term**

The KSE is granted for a full 5 years following the year of the visit when unmet conditions are deemed to be trivial and the program demonstrates a strong intention to correct the shortcomings.

### **2.2 KSE granted for 3 year term**



The KSE is granted for full 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 KSE visit team is fully convinced that the program has the capability to correct the deficiency.

A three (3) year term can be awarded only once to a specific program. KSE will be terminated if a program who was awarded a three (3) year term in the previous visit fails to be awarded a full five (5) year term in the next visit.

### **2.3 KSE not granted**

The KSE is not granted when the KSE site visit team is convinced that a program has failed to meet the KAAB Conditions and Procedures for the KSE.

## **3. Fee for the KAAB Substantial Equivalency**

- Non-refundable Fee for initiating the KSE process fee is \$5,000 (U.S. dollars), due at the time of submission of Architecture Program Report (APR).
- Programs seeking the KSE are responsible for all travel (international and domestic) and accommodation expenses borne by the required visits documented in Procedures for the KSE. In addition to their own expenses for the required visit(s) to the KAAB, and KAAB accredited programs in the Republic of Korea. For observing the KAAB Site Visit, participating party must furnish own facilitator / translator including all subsequent expenses.
- Annual maintenance fee required for the KSE per program is \$500 (U.S. dollars).

## **4. Conditions for the KAAB Substantial Equivalency**

Please refer to the following applicable contents of the KAAB Conditions & Procedures for Professional Degree Program in Architecture, 2013 Edition, for the conditions for the KSE.

### **4.1 Conditions for the KAAB Substantial Equivalency**

- KAAB Conditions & Procedures, 2.1 through 2.10 (criteria 01 through 30, with following adjustment for criterion 05)

05. Architectural history of local territory and tradition: Understanding of regional ideological heritage and cultural traditions.

### **4.2 Additional Procedures for the KAAB Substantial Equivalency**

- KAAB Conditions & Procedures, 3.1 through 3.4
- KAAB Conditions & Procedures, 4.3 through 4.4, 4.7 through 4.9

## **5. Request for Change KSE status to KAAB Accreditation**

A KSE program who want to change the KSE status into KAAB Accreditation must undertake the following process successfully for the completion of the KAAB accreditation process. For more details, refer to the KAAB Conditions & Procedures, 2013 edition, '4. Accreditation Procedure'

### **5.1. Procedures for the KAAB Accreditation**

#### **5.1.1 File a written request for KAAB Accreditation**

The KAAB Accreditation process begins with submission of a written request for procedures. Upon acceptance of the application, the program prepares an Architectural Program Report (APR).

#### **5.1.2 Submission of the Architecture Program Report (APR)**

While the program prepares an APR, the Accreditation Task Force Committee of the KAAB initiates the organization of a site visit team for the KAAB accreditation. The site visit team will consist of 5 members, appointed by the KAAB and 1 local facilitator appointed by the program. The site visit team will carefully review the APR, and if necessary, request for supplemental information. The program must furnish with the supplemental information within a month from the day request is made.

#### **5.1.3 Hereafter, refer to the "Procedures for the KAAB Accreditation", 2013 edition**

### **5.2 Terms of the KAAB Accreditation**

Refer to the KAAB Conditions & Procedures, 2013 edition

### **5.3 Fee for the KAAB Accreditation**

- Non-refundable Fee for initiating the KAAB Accreditation process fee is \$10,000 (U.S. dollars), due within a month from the day of acceptance of Application for Accreditation is made.
- Programs seeking the KAAB Accreditation are responsible for all travel (international and domestic) and accommodation expenses borne by the required visits documented in Procedures for the KAAB Accreditation.

- Annual maintenance fee required for the KAAB Accreditation per program is \$1,800 (U.S. dollars), due at the time of submission of Annual Report.

#### **5.4 Conditions for the KAAB Accreditation**

Please refer to the following applicable contents of the KAAB Conditions & Procedures for Professional Degree Program in Architecture, 2013 Edition, for the conditions for the KAAB Accreditation.

- KAAB Conditions & Procedures 2.1 through 2.10 (criteria 01 through 30, with following adjustment for criterion 05)

05. Architectural history of local territory and tradition: Understanding of regional ideological heritage and cultural traditions.

#### **5.5 Additional Procedures for the KAAB Accreditation**

- KAAB Conditions & Procedures, 3.1 through 3.4
- KAAB Conditions & Procedures, 4.3 through 4.4, 4.7 through 4.9

### **III. KAAB Consultation**

The KAAB offers consultation to an accreditation/validation organization or agency who intends to or are in the process of developing their own accreditation system and accreditation conditions & procedures. The consultation may be given according to the following procedure.

#### **1. Procedures for the KAAB Consultation**

- File a written request for the KAAB Consultation.
- A written request must outline the scope of expected consultation. The consultation is mainly consisted of following categories.
  - i. Consultation on issues in establishing accreditation system or accreditation board/agency
  - ii. Consultation on issues in regard to accreditation conditions and procedures (C&P)
  - iii. Offering Information & education session for KAAB or Canberra Accord C&P
- The KAAB may request a written document of proof after giving any consultation.
- The consultation visit must be based on an agenda agreed by participating parties and it may not extend beyond 2 working days.

#### **2. Fee for the KAAB Consultation**

- Non-refundable Fee for initiating the KAAB Consultation process fee is \$5,000 (U.S. dollars), due within a month from the day of acceptance of Application for KAAB Consultation is made.
- Programs seeking the KAAB Consultation are responsible for all travel (international and domestic) and accommodation expenses borne by applicant.
- The number of consultants from the KAAB may be determined according to the nature of the visit. Generally, the consultants may consisted of 2 or 3 members and 1 personnel from KAAB administration.

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