Higher Education Evaluation and Accreditation Council of Taiwan

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Amended by the 12th Board Meeting of the 1st Board of Directors, Oct 5, 2007
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Amended by the 4th Board Meeting of the 2nd Board of Directors, Jun 17, 2009

Article 1: Pursuant to the ROC Civil Code and The Ministry of Education Guidelines for the Establishment and Supervision of Associations for Educational Affairs, this Council is founded and names as “The Higher Education Evaluation and Accreditation Council of Taiwan (Hereinafter referred to as “the HEEACT”)

Article 2: The goal of the HEEACT is to improve the quality of higher education in Taiwan. Its responsibilities include:

(1) Collection and analysis of data regarding higher education evaluation in developed countries.
(2) Research on benchmarks for higher education evaluation.
(3) Research and planning of a higher education evaluation system in Taiwan.
(4) Establishment of a talent pool and database for higher education evaluation in Taiwan.
(5) Provide training classes to train reviewers.
(6) Organize various evaluations and assessments.
(7) Assist university colleges in applying for international certification.
(8) Charity educational work that is in line with HEEACT’s mission statement.

Article 3: The HEEACT has a total of 30,300,000 NTD in funds, all of which are contributed by the Ministry of Education and all national and private universities in Taiwan. The HEEACT may continue to accept donations after it completes legal registration as a judicial person.

Article 4: The address of the HEEACT is 7F., No. 179, Sec. 1, Heping E. Rd., Da-an Dist., Taipei City 106, Taiwan (R.O.C.). If the need arises, the HEEACT may establish branch offices in Taiwan and other countries with the approval from the Ministry of Education.

Article 5: The HEEACT’s governing body is its Board of Directors. The HEEACT Board’s responsibilities are as follows.
(1) To nominate and dismiss board chairman.
(2) To nominate and dismiss executive officers.
(3) To raise, manage and use the HEEACT’s funds.
(4) To view and approve important regulations regarding the HEEACT.
(5) To evaluate and approve the HEEACT’s annual budget and accounting.
(6) To manage the real estate and funds of the HEEACT.
(7) To review and approve the HEEACT’s projects and to monitor the implementation of such projects.
(8) To manage issues that fall into the board’s area of activities pursuant to relevant laws.

Article 6: The HEEACT board comprises fifteen to nineteen members, including:

(1) Eight representatives from various organizations, who also serve as ex-officio directors. The members includes:
   a. Two representatives from the Ministry of Education.
   b. Two representatives each from the Association of National Universities of Taiwan, the Association of Private Universities and Colleges and the Association of Private Universities and Colleges of Technology, Taiwan.

(2) There shall be three to four representatives from the industry who have shown a strong interest in the quality of higher education.

(3) There shall include four to seven scholars and experts proposed by the Ministry of Education in view of their professional backgrounds.

(4) The HEEACT Board of Directors shall organize a preparatory meeting within thirty days of successful appointment of directors and elect a chairman therein. Once established, the board shall submit this Articles of Association, the preparatory board meeting minutes to the competent authority for approval, and proceed to acquire legal personality through registration.

Article 7: The term of the HEEACT’s Board of Directors is three years. Elections shall be held three months before the end of each term. Each board member may be reelected once. The handover process shall abide by the schedule and regulations. If the term of the previous board expires before new board members are chosen, the previous board shall continue to serve until the new board takes over. If a board member is unable to finish his or her term, the board may elect another member to serve out the rest of the term.
Article 8: The chairman of the HEEACT’s board shall be elected by the board members. The chairman is responsible for managing board affairs, presiding over board meetings and representing the board.

Article 9: The HEEACT’s board shall meet at least twice a year, and emergency meetings may be held if necessary. During a board meeting, all members shall be present. If a substitute is needed, an application in writing is required. The board meeting may only commence when over half of the board members are in attendance. All resolutions passed at the meeting require the approval of over half the attending board members. However, under the rules regarding decisions on important issues as listed in Article 5, paragraph 1, subparagraphs 1 to 6, over two-thirds of the board members are required to attend for a meeting to be held, and the approval by over half of the total number of board members as well as the competent authority is required to pass a resolution. The same applies to important decisions on the board’s powers and responsibilities as listed in subparagraph 8 of Article 5.

The board shall be notified and the agenda be sent to all board members at least ten days before discussion of the aforementioned important issues. The board shall apply for a representative from the Ministry of Education to attend the meeting in accordance with regulations. Records of the meeting shall be submitted to the Ministry of Education. If the chairman does not hold board meetings in accordance with regulations, and more than one third of the board members put forth an application in writing stating the purpose of the meeting and a petition stating the reasons for holding a meeting, the chairman is required to hold a board meeting within ten days after receiving such an application/petition. If no meeting is held after ten days, board members may file for approval with the Ministry of Education and hold a meeting themselves.

Article 10: The HEEACT has three to five supervisors, including:

1. One to two representatives from government agencies, i.e., the Accounting Director of the Ministry of Education or other related government personnel.
2. Two to three scholars and experts from the fields of financial accounting or financial law.

Article 11: The term for supervisors is three years. If supervisors from government agencies are transferred or change posts during their term, the HEEACT may
contact the Ministry of Education for a replacement representative. If a
supervisor from the scholars and experts side cannot fulfill their term, the
HEEACT board shall choose another representative whose term shall last fro
the reminder of the previous supervisors’ term.

Article 12: The responsibilities of supervisors include:
(1) Auditing the funds of the HEEACT.
(2) Supervising the finances of the HEEACT.
(3) Auditing the accounting books of the HEEACT.

Article 13: The HEEACT’s board members and supervisors are non-paying jobs,
excluding fees for attending meetings and transportation.

Article 14: The HEEACT has one president who in nominated by the chairman, elected by
the board and approved by the competent authority. The HEEACT may
conduct division of labor and hire scholars and experts to act as consultants.
These consultants have three-year terms and are recruited based upon
recommendations from the president and approval from the competent
authority.
In order to conduct evaluations on medical, nursing and other specialized
departments, the HEEACT may establish medical evaluation committees,
Taiwan nursing education evaluation committees and other related evaluation
committees. The organizational structure and mission of these committees
shall be stipulated separately. Evaluation committees may be established
according to needs.

Article 15: If any of the HEEACT’s board members are transferred or change jobs
during their terms, those appointed by government agencies shall have their
replacements appointed by the same agencies. Board members who are
scholars and industry experts shall have their replacements chosen under the
rules in Article 6, paragraph 1, subparagraph 3. The terms of the replacement
members will be the remainder of the previous member’s terms. If a new
chairman is required, a new board member shall be chosen according to the
aforementioned rules, then the new board shall elect a new chairman.

Article 16: The HEEACT underwriting and fiscal year is from January 1 to December 31
of each year. The HEEACT board shall evaluate the below items before
reporting to the Ministry of Education.
(1) The yearly plan, budget and expenditures shall be reported to the
(2) The yearly work results, revenue, expenditures and financial listings shall be reported to the Ministry of Education before February of the next year. A briefing of the above results and financial items shall be conducted when necessary.

The Ministry of Education shall use the yearly work results report as a reference in allocating the budget for the HEEACT in the next year.

If the HEEACT’s work is not up to standards or if there is a major mistake, the Ministry of Education may request that the board make improvement or change the president.

Article 17: The funds the HEEACT requires for its operations should in principle come from accrued interests and the donations the fund received after it has legal personality. The management and use of funds registered under the court shall be supervised by the Ministry of Education. The management and usage methods of the fund include:

(1) Saving the funds in a financial institution.
(2) Purchasing bonds and short-term notes and bills.
(3) Purchasing real estate for the HEEACT.
(4) Making investments that can help the HEEACT increase its funds. The investments, made in line with the principle of risk aversion, must have the approval of the board, and the invested amount cannot exceed half of the HEEACT’s total funds.

When managing and using funds in accordance with subparagraphs 3 and 4 of the preceding Article, the minimum cash amount that is required to keep the funds running as stipulated by the Ministry of Education need not be taken into account. The funds of the HEEACT may not be deposited in the accounts of board members or loaned to board members, other individuals or non-financial institutions.

Article 18: No divesture of the funds, real estate and important assets of the HEEACT is allowed unless approved by the board and the competent authority. Any changes to the board, the HEEACT’s funds and other important areas due to operational needs or other factors have to go through the court in accordance with regulations.
Article 19: The Articles of Association shall be submitted to the competent authority for approval after it is passed by the HEEACT’s board. Any matters not mentioned herein shall be dealt with under related laws and regulations.

Article 20: The Articles of Association shall be implemented after the HEEACT receives legal personality.
Regulations Governing HEEACT Accreditation

Adopted by the 8th Board Meeting of the 1st Board of Directors, Oct 17, 2006
Amended by the 10th Board Meeting of the 1st Board of Directors, May 18, 2007
Amended by the 14th Board Meeting of the 1st Board of Directors, Apr 1, 2008
Amended by the 1st Board Meeting of the 2nd Board of Directors, Sep 3, 2008
Amended by the 2nd Board Meeting of the 2nd Board of Directors, Dec 30, 2008
Amended by the 4th Board Meeting of the 2nd Board of Directors, Jun 17, 2009

Article 1: The Higher Education Evaluation & Accreditation Council of Taiwan (hereinafter referred to as “HEEACT”) has established these Regulations to ensure efficient and effective higher education evaluation and accreditation.

Article 2: These Regulations apply to departments/programs that have undergone on-site evaluation.

Article 3: The HEEACT has an Accreditation Review Committee, which consists of field-based Conveners and Ministry of Education delegates, and is chaired by a chairperson elected by the Committee members in attendance. Under the Accreditation Review Committee is a Preliminary Accreditation Review Subcommittee, which consists of field-based Conveners, planning personnel, and two notable figures specializing in related fields of study and deemed most likely to make impartial judgment. The Preliminary Accreditation Review Subcommittee is chaired by a Convener.

Article 4: The Accreditation Review Committee has the following duties:
(1) Review the suggested accredited status report submitted by the Preliminary Accreditation Review Subcommittee, decide on the final accredited status, and turn the resolutions into the accredited status report.
(2) Advise on accreditation procedures.
(3) Decide on other accreditation-related issues.

Article 5: The Preliminary Accreditation Review Subcommittee has the following duties:
(1) Review and discuss the site-visit report and other related documents submitted by the visiting reviewers.
(2) Write the suggested accredited status report and submit it to the Accreditation Review Committee for further review and final judgment.
(3) Review and discuss other accreditation-related issues.

Article 6: Programs evaluated are declared “accredited” “accredited conditionally” or “denial” Programs graded “accredited conditionally” must receive follow-up evaluation the next year. Programs graded “denial” must repeat the evaluation the next year. Programs graded “accredited” or declared so in follow-up and
repeated evaluation are entitled to a five-year accredited status valid from the
date of the first result announcement.

Article 7: Deleted.

Article 8: Subsequent to on-site evaluation, the following tasks are carried out:

(1) Following on-site evaluation, the Convener assembles the visiting team to
complete the site-visit draft report or the follow-up evaluation draft report.
These draft reports should be written based on the evaluated program’s
self-evaluation report or self-improvement plan, and the material review,
interviews, on-site observations and questionnaire surveys conducted at the
site visit.

(2) The HEEACT collects the draft reports from the visiting team and sends it to
the evaluated program. After receiving the draft reports, the evaluated
program may lodge an objection to HEEACT before a set deadline.

(3) The HEEACT, after receiving the objection lodged by the evaluated
program, refers the objection to members of the visiting team for further
discussion. The visiting team provides additional comments in response to
the objection and finalizes the site visit report or follow-up evaluation
report.

(4) The HEEACT gathers the self-evaluation report or self-improvement plan,
site visit report or follow-up evaluation report, objection form, and the
additional comments in response to program’s objection, and hand over
these documents to the Preliminary Accreditation Review Subcommittee
for further review and discussion. Finally, the Preliminary Accreditation
Review Subcommittee writes the suggested accredited status report.

(5) The HEEACT hands over the suggested accredited status report submitted
by the Preliminary Accreditation Review Subcommittee to the
Accreditation Review Committee for deliberations. Finally, the
Accreditation Review Committee writes the accredited status report.

Article 9: The accreditation results are dealt with as follows:

(1) The HEEACT reports on the program evaluation and accreditation to the
HEEACT Board of Directors and submits the accredited status report to the
Ministry of Education for ratification. After ratified by the Ministry, the
results are issued to the evaluated program by post.

(2) After receiving the accredited status report, the evaluated program may file
an appeal to the HEEACT within one month if it disagrees with the accredited status, with the school of that program acting on the program’s behalf. The HEEACT refers the appeal to the Appeal Committee for further review. The school of the evaluated program is notified of the final decision by post.

Article 10: The organization and duties of the Appeal Committee are prescribed elsewhere. Article 11: These Regulations, and any amendments hereto, shall come into force upon approval by the HEEACT Board of Directors.
Higher Education Evaluation & Accreditation Council of Taiwan (HEEACT)

Guidelines for Selection and Appointment of Field-based Conveners, Planning Committee Members and Evaluating Committee Members for Higher Education Evaluation and Accreditation.

Adopted by the 5th Board Meeting of the 1st Board of Directors, May 23, 2006
Amended by the 2nd Meeting of the 2nd Board of Directors, Dec. 30, 2008
Amended by the 4th Meeting of the 3rd Board of Directors, June 17, 2009

Article 1: The Higher Education Evaluation & Accreditation Council of Taiwan (hereinafter referred to as “HEEACT”) has established the following Guidelines to ensure efficient and effective selection and appointment of field-based evaluation conveners, members of the Planning committee and evaluating committee (hereinafter referred to respectively as Conveners, Planners, and Reviewers).

Article 2: Roles and Responsibilities:

(1) Conveners shall be delegated to the organization, consultation and revision of evaluation criteria and the recommendation of Reviewers.

(2) Planners shall be delegated to assist the Conveners in the establishment of evaluation criteria and the recommendation of Reviewers.

(3) Reviewers shall be delegated to carry out evaluation in accordance to HEEACT regulations and HEEACT annual agenda.

Article 3: Convener candidates must meet one of the following qualifications:

(1) The candidates must have outstanding achievements in respective disciplines, have previously held posts as university president, college dean or positions of equivalent duties.

(2) The candidates must have widespread recognition in respective disciplines and have previously held posts as department heads or positions of equivalent duties.

Article 4: Planners must meet one of the following requirements:

(1) Must have outstanding academic achievements in respective disciplines and have previously held posts as deans or department heads.

(2) Must have outstanding academic recognition in respective disciplines and have previously held posts as department heads.

Article 5: Reviewers should be highly respectable participants in respective disciplines and meet one of the following requirements:
(1) Must be a university professor.*
(2) Must have relevant industrial experiences and held posts as executive officers.

*Priorities are given to heads of departments or those with relevant experiences; the board reserves the right to select associate professors as committee members in certain fields lacking sufficient number of full professors.

Article 6: Selection and Appointments:

(1) Convener: Candidates must be recommended by the HEEACT or HEEACT board members. Official appointment is then contingent upon approval by the board and participation in the HEEACT Evaluation Seminar.

(2) Planner: Candidates must be recommended by the HEEACT or HEEACT board members. Official appointment is then contingent upon approval by the board and participation in the HEEACT Evaluation Seminar.

(3) Reviewer: Candidates must be recommended by the HEEACT, HEEACT board members, Conveners or Planners. Official appointment is then contingent upon approval by the board and participation in the HEEACT Evaluation Seminar.

Article 7: Conveners and committee members have tenures of one year. Consecutive terms must be approved by the board.

Article 8: Conveners, Planners, and Reviewers must avoid conflicts of interest and honor the principle of confidentiality. Those who have violated HEEACT regulations in this regard shall be asked to improve, and incidences of this kind be taken into account for future appointment considerations.

Article 9: The Guidelines and all amendments thereof shall come into force upon approval by the HEEACT board.
Higher Education Evaluation & Accreditation Council of Taiwan
Standards for Higher Education Evaluation Appeal and Review

Adopted by the 10th Board Meeting of the 1st Board of Directors, May 18, 2007
Amended by the 11th Board Meeting of the 1st Board of Directors, June 13, 2007
Amended by the 13th Board Meeting of the 1st Board of Directors, Dec 12, 2007
Amended by the 15th Board Meeting of the 1st Board of Directors, June 11, 2008
Amended by the 1st Board Meeting of the 2nd Board of Directors, Sep 3, 2008
Amended by the 2nd Board Meeting of the 2nd Board of Directors, Dec 30, 2008

Chapter 1 General Principle

Article 1: The Higher Education Evaluation & Accreditation Council of Taiwan (hereinafter referred to as “HEEACT”), in order to protect the rights and interests of evaluated schools (department/programs), pursuant to the 10th article of the Regulations Governing HEEACT Accreditation, hereby formulated the Standards for Higher Education Evaluation Appeal and Review (hereinafter referred to as “the Standards”).

Chapter 2 Organization

Article 2: The HEEACT, in order to review appeals filed by evaluated departments/programs, has set up the “Appeals and Review Committee” (hereinafter referred to as “the Appeals Committee”). The Appeals Committee consists of nine to fifteen members on a two-year, non-paying term. The CEO of HEEACT nominates university teachers specializing in legal or education evaluation fields, or reputable members of society as possible candidates. Those who are approved by the HEEACT board shall then be appointed as members of the Appeals Committee. If for any reason, an Appeals Committee member cannot continue to serve, the board will follow the aforementioned procedure and appoint a successor who will serve until the term of the original member expires.

Article 3: The Appeals Committee chairperson shall be elected by committee members, and is responsible for convening and presiding over meetings. The chairperson has a term of two years with no restrictions on consecutive terms. The chairperson can appoint a committee member as the proxy when s/he is unable to preside over meetings. In the absence of specific proxy appointment, the members in attendance at the meeting shall recommend one member to preside at the meeting.

Article 4: For the Appeals Committee’s resolution regarding appeals cases to be valid, it
must be approved by at least two thirds of the members present at a review meeting attended by at least half of the committee members.

**Chapter 3 Filing an appeal**

Article 5: If a department, graded as “accredited conditionally” or “denial” under the HEEACT accreditation, disagrees with the result, it may ask the school to which it belong to file a written appeal on its behalf within 30 days after the school receives the accredited status report. Appealing schools shall pay a basic appeal process fee. Each appeal costs NT$60,000 and under no circumstances can the appealing school demand a refund thereafter. Within 7 days after the HEEACT receives the appeal, it shall be forwarded to Appeals Committee.

Article 6: The appealing school/department should follow the HEEACT’s procedure by filling out the application form (see attachment) wherein the applicant has to check “Violation of the due process.”, “Factual inconsistency.” or other “Reasons for Appeal” and spell out specific reasons or relevant facts thereunder. Departments that fail to do so will be notified by the Appeals Committee that its appeal will not be processed. The same applies to departments that fail to pay the basic appeal fee. “Violation of the due process” means that the evaluation process has blatantly violated “Regulations Governing HEEACT Accreditation” and hence causes a negative impact on the appealing school/department’s evaluation result. The term “Factual inconsistency” means that the data and information that the evaluation result is based on do not truly reflect the actual situation of the school/department during evaluation and hence lead to a negative evaluation result. However, if the information provided by the appealing school/department during the evaluation is insufficient or incorrect, then it cannot file an appeal on the ground of “Factual inconsistency.”

**Chapter 4 Appeals Review**

Article 7: The Appeals Committee shall convene within 30 days starting from the 2nd day after it receives the appeal. The committee should deliberate whether the HEEACT accreditation has violated the due process or whether the accredited status report proves inconsistent with the facts.

Article 8: The appealing school may withdraw the appeal by submitting a written request before it receives HEEACT’s “Appeal Review Report.” With the appeal withdrawn, the Appeals Committee will terminate the review process and does not need to formulate an appeal resolution report. The Appeals Committee will
send to the appealing school a written notice to the above effect. After withdrawing the appeal, the same school cannot file another appeal based on the same ground.

Article 9: In principle, Appeal Committee meetings will not be open to the public. In the review process, resolutions are passed by simple majority vote among committee members. Relevant personnel from the institution, reviewers, scholars and experts may be asked to provide additional reference information.

Article 10: The Appeals Committee members who have an interest in an appeal case should avoid attending the meetings and shall not be involved in the review of the case. Institutions that have well-grounded reasons to believe that certain members of the Appeal Committee may be biased may petition the Committee to disallow such members’ involvement in the review of their appeal case by citing specific reasons and facts. The aforementioned petition is decided by simple majority vote among Appeals Committee members. Throughout the review process, the Appeals Committee members shall not come into contact with the appealing school, its representatives or other stakeholders unless otherwise approved by simple majority vote at a committee meeting.

Chapter 5   Resolution of Appeal

Article 11: The resolution of the Appeals Committee shall be reached within four months after the first Committee meeting. If necessary, the review period may be extended, and the institution shall be notified of such extension. Extensions shall only be made once, and must not be longer than two months unless thus warranted by special circumstances.

Article 12: Once a final resolution is made on the appeal case, the Appeals committee shall prepare the Appeal Review Report based on the resolution. The HEEACT issues the report to the institution by post, and submits the report to the Ministry of Education for ratification.

Article 13: The Appeal Review Report shall state the following clearly:

1. The name, address, and president of the institution (department or graduate program), or the name, title, and dwelling of its legal representative.
2. The resolution of appeal (appeal rejected, appeal upheld, appeal dismissed)
3. Statements made by the appealing institution (department or graduate
institute), and the HEEACT’s responses, jointly known as “summary appeal and summary response.”

(4) Reasons behind the resolution.

(5) Chairperson and committee members who are involved in the final resolution of appeal.

Article 14: When an appeal is upheld, the HEEACT may decide to conduct a second on-site evaluation or initiate another review of the appealing school’s documents for evaluation within one month after receiving the Appeal Review Report. The HEEACT may also change the accredited status without doing either of the above. The appealing school shall be notified by the HEEACT in writing of decisions reached in accordance with the preceding rules.

Article 15: The second on-site evaluation and another review of written documents prepared by the evaluated school shall be conducted pursuant to the provisions of Regulations Governing HEEACT Accreditation.

Article 16: The HEEACT shall prepare the Appeal Status Execution Report in accordance with a new round of deliberation by the Accreditation Review Committee. The original copy shall be issued to the institution concerned by post, with a carbon copy sent to the Appeals Committee; in the meantime, the report is submitted to Ministry of Education for ratification.

Article 17: The Appeal Status Execution Report shall include the following:

(1) The process of the second on-site evaluation or the review of written documents compiled by the institute.

(2) The comments on the second on-site evaluation or the review report.

(3) The accreditation result based on another round of deliberation by the Accreditation Review Committee.

Article 18: The institution concerned shall file no more appeals to the HEEACT against the Appeal Review Report and the Appeal Status Execution Report.

Chapter 6 Supplementary Provisions

Article 19: Members of the Appeals Committee shall be obligated to keep confidentiality of any information about the appeal case. Unless resolved otherwise by the Appeals Committee, no public disclosure is allowed.

Article 20: These Regulations and any amendments hereto shall come into force upon approval by the HEEACT Board of Directors.