



# HEEACT

Higher Education Evaluation and  
Accreditation Council of Taiwan

## HEEACT Accreditation-related Regulations

財團法人高等教育評鑑中心基金會

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# Section I: Institutional Accreditation



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Higher Education Evaluation and Accreditation Council of  
Taiwan

## Regulations Governing Accreditation Procedures for Higher Education Institutions

Approved at the 12<sup>th</sup> meeting of the second-term Board of Trustees on March 17, 2011  
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Revisions approved at the 15<sup>th</sup> meeting of the fourth-term Board of Trustees on December 14, 2016

### Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated these Regulations in order to effectively manage the accreditation of higher education institutions.

### Article 2

Accreditation procedures are applicable to institutions that have already received an on-site visit as part of the accreditation process.

### Article 3

The Council will form an Accreditation Recognition Committee, composed of eleven to fifteen members. The Association of Private Universities and Colleges, the Association of Public Universities of Taiwan, and the Council will recommend nominees. A nominee will be appointed as a member after the approval of the Board of Trustees. The Chairperson will be chosen by committee members in attendance.

### Article 4

The tasks of the Accreditation Recognition Committee are as follows:

1. To review recommendations for accreditation, submitted by the On-Site Review Panel when determining an accreditation result;
2. To provide consultation services on the subject of institutional evaluation and accreditation; and
3. To assist with other matters related to the evaluation and accreditation of institutions.

## Article 5

At least one-half of Committee members must be in attendance in order to hold a meeting. A resolution may only be passed with the support of a majority of members in attendance.

## Article 6

Each accreditation standard is granted an individual accreditation result. There are three possible results: accredited, conditionally accredited, or denial. An institution that is conditionally accredited must implement improvement measures within one year after accreditation results are announced and then receive a follow-up accreditation review. An institution that is denied accreditation must implement improvement measures and undergo re-accreditation one year after the original accreditation results are announced. An institution that was accredited, passed follow-up accreditation, or passed re-accreditation will be accredited for a period of six years, effective from the date of the original announcement of accreditation results.

## Article 7

After an on-site visit for institutional accreditation has been completed, the follow-up procedures are as follows:

1. While still at the institution, the Reviewers will discuss and confirm the On-Site Visit Report or the Checklist for Follow-Up Improvements based on the institution's Self-Assessment Report or Institutional Improvement Action Plan, as well as information collected through interviews, observations, and surveys during the on-site visit;
2. The Council will collect and send the On-Site Visit Report, or the Checklist for Follow-Up Improvements, to the institution. After receiving the Report or Checklist, an institution may send feedback on the Report or Checklist to the Council by a specified deadline;
3. After receiving feedback from the institution, the Council will forward this to the On-site Review Panel that conducted the on-site visit. The Reviewers will discuss the appeal, prepare a written response, and complete the On-Site Visit Report or the Checklist for Follow-Up Improvements; and
4. The Council will submit the following documents to the Accreditation Recognition Committee to determine accreditation results: the institution's Self-Assessment Report or Self-Improvement Plan and Progress Report; the On-Site Visit Report or the Checklist for Follow-Up Improvements; the institution's Application for Providing Feedback to the On-Site Visit Report; the On-Site Review Panel's Comments; and Recommendations for Accreditation. The

Accreditation Recognition Committee may invite related personnel to provide testimony while determining accreditation results.

#### Article 8

Accreditation results for institutional accreditation will be handled as follows:

1. The Council will submit a report detailing how institutional accreditation is being executed to the Board of Trustees, report accreditation results to the Ministry of Education, and provide written notification to the institution that underwent the accreditation process; and
2. After receiving accreditation results, an institution may lodge an appeal at the Council within one month if it contests the results. The Council will forward all relevant information to the Appeal Review for a decision.

#### Article 9

Matters related to the organization of the Appeal Review Committee and the review of appeals will be handled in accordance with *Regulations Governing the Review of Appeals of Institutional Accreditation Results and Other Quality Assurance Related Queries*.

#### Article 10

The Regulations are promulgated and implemented following the approval of the Board of Trustees.



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## **Regulations Governing Follow-Up Accreditation and Re-Accreditation of Higher Education Institutions**

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Revisions approved at the 12<sup>th</sup> meeting of the fourth-term Board of Trustees on March 16, 2017

### **Article 1: Source of Regulations**

Follow-up accreditations and re-accreditations of universities and junior colleges are handled in accordance with the Institutional Accreditation Implementation Plan effective in the year of accreditation.

### **Article 2: Goals**

Goals include providing follow-up accreditation or re-accreditation to institutions that were granted an accreditation result of “conditionally accredited” or “denial,” and providing a reference to the Ministry of Education when creating policies for higher education.

### **Article 3: Accreditation Schedule**

The year following the announcement of accreditation results forms the self-improvement and self-assessment period.

The follow-up accreditation or re-accreditation of an institution that was evaluated during the first half of the year will occur between March and May of the following year; follow-up accreditation or re-accreditation of an institution that was evaluated during the second half of the year will occur between October and December of the following year.

### **Article 4: On-Site Visit**

An on-site visit for the follow-up accreditation or re-accreditation of an institution lasts in principle for one day. One to three Reviewers are assigned for each accreditation standard.

### **Article 5: Accreditation Results**

One of three possible results is granted after follow-up accreditation and re-accreditation: accredited, conditionally accredited, or denial. Decisions on accreditation are made as follows: the Reviewers provide written recommendations on accreditation. After the completion of appeal



procedures, which may be launched by the institution that was evaluated, relevant documents are then forwarded to the Accreditation Recognition Committee for a decision. The Committee draws up an Accreditation Result Report, which is then reported to the Board of Trustees of the Council, and submitted to the Ministry of Education for its records.

#### Article 6

The Regulations are promulgated and implemented following the approval of the Board of Trustees.



## **Guidelines Governing the Appointment of Reviewers and Accreditation Recognition Committee Members for Institutional Accreditation**

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Revisions approved at the 9<sup>th</sup> meeting of the fourth-term Board of Trustees on June 21, 2016  
Revisions approved at the 11<sup>th</sup> meeting of the fourth-term Board of Trustees on December 8, 2016

1. The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated the Guidelines in order to effectively manage the appointment of Reviewers and Accreditation Recognition Committee Members for institutional accreditation.
2. The duties of Accreditation Recognition Committee Members and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: provide consultation related to accreditation procedures of the Council, and review and decide accreditation results; and
  - (2) Reviewers: conduct the on-site visit and related work, in accordance with the Council’s regulations and annual work plan.
3. An Accreditation Recognition Committee Member must meet one of the following requirements. A Member must:
  - (1) Have a respected reputation within academia as well as previous experience as a university president or equivalent position;
  - (2) Have a respected reputation within his/her field of expertise, be familiar with university administrative affairs, and have the ability to operate and consider issues from a macro-level; and
  - (3) Have previous or current experience as a member on one of the Council’s Planning Committees for the program accreditation process, or as an Institutional Reviewer.
4. A Reviewer must meet one of the requirements below. A Reviewer must:

- (1) Hold the position of professor, have a respected reputation within academia or experience in institutional evaluation, and previous or current experience as a primary administrator, college dean, or equivalent position; and
  - (2) Have a respected reputation within his/her field of expertise or rich experience within the industry and previous or current experience as an executive administrator or equivalent position.
5. Appointment procedures for Accreditation Recognition Committee Members and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: The Accreditation Recognition Committee is composed of eleven to fifteen Members. Candidates will be recommended by the Association of Private Universities and Colleges, the Association of National Universities of Taiwan or the Council. A candidate will be appointed after the approval of the Board of Trustees; and
  - (2) Reviewers: Candidates will be recommended by the institution under evaluation and the Council. A candidate will be appointed after the approval of the Board of Trustees and the completion of Council training.

If there is a vacancy on the Committee described in subparagraph one above, a replacement Member may be nominated based on need. The replacement will be appointed after the decision has been approved at a meeting of the Board of Standing Committee and then submitted to the Board of Trustees for record-keeping. The replacement member will serve out the remainder of the original Member's term
6. Accreditation Recognition Committee Members and Reviewers serve the following term-lengths:
  - (1) An Accreditation Recognition Committee Member serves one term of one year. After the term expires and the Member has taken the required training courses, the Board of Trustees may approve his/her reappointment; and
  - (2) A Reviewer serves one term of one year and receives training at set intervals. If a Reviewer meets requirements, he/she may be reappointed and dispatched based on an assessment of accreditation needs.
7. Accreditation Recognition Committee Members and Reviewers must adhere to principles of confidentiality and the avoidance of conflicts of interest. A Member or Reviewer who violates these principles must be requested to amend their actions, and the matter will be taken into account when considering reappointment.

8. The Guidelines are promulgated and implemented following the approval of the Board of Trustees.



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## **Regulations Governing the Handling of Feedback Provided by Higher Education Institutions**

Approved at the 12<sup>th</sup> meeting of the second-term Board of Trustees on March 17, 2011  
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Revisions approved at the 13<sup>th</sup> meeting of the third-term Board of Trustees on June 17, 2014  
Revisions approved at the 8<sup>th</sup> meeting of the fourth-term Board of Trustees on March 29, 2016

### Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated these Regulations in order to protect the rights and interests of universities and colleges being evaluated (hereinafter “the institutions”).

### Article 2

An evaluated institution that receives the On-Site Visit Report or the Checklist for Follow-Up Improvements (hereinafter “the Report”) may provide feedback to the Council within fourteen working days if it believes that one of the following situations exists:

1. A violation of procedure occurred during the on-site visit;
2. Data, information, or written content in the initial report does not conform to the actual state of affairs at the institution, meaning the initial report does not conform to the facts; and
3. The institution is providing supplementary documentation along with a request for revision due to a lack of sufficient information provided during the on-site visit and subsequently included in the Report.

### Article 3

An institution must complete the Application for Providing Feedback to the On-Site Visit Report and submit it to the Council by the specified deadline. Late applications will not be considered.

### Article 4

Within twenty-five days, beginning from the day after the deadline to provide feedback, the Council may invite Reviewers to attend a discussion and provide testimony, and then mail the result of the proceedings to the institution.

#### Article 5

After soliciting the opinions of Reviewers, the Council will forward the following documents to the Accreditation Recognition Committee in order to determine accreditation results: the institution's Self-Assessment Report or the Self-Improvement Plan and Progress Report; the On-Site Visit Report or the Checklist for Follow-Up Improvements; the Application for Providing Feedback to the On-Site Visit Report; the Comments Form; and Recommended Accreditation Results.

#### Article 6

When necessary, an institution may be requested to provide supplementary explanations in writing during the handling of feedback.

#### Article 7

Feedback for the Report may be provided only one time.

#### Article 8

All personnel involved in handling feedback must strictly adhere to principles of confidentiality.

#### Article 9

The Regulations are promulgated and implemented following the approval of the Board of Trustees.

## Section III: HEEACT Program Accreditation



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Higher Education Evaluation and Accreditation Council of  
Taiwan

### Regulations Governing the HEEACT Program Accreditation of Higher Education Institutions

Approved at the 14<sup>th</sup> meeting of the fourth-term Board of Trustees on September 14, 2017  
Revisions approved at the 16<sup>th</sup> meeting of the fourth-term Board of Trustees on March 19, 2018

#### Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated these Regulations in order to manage work related to the accreditation of quality assurance at universities and junior colleges.

#### Article 2

HEEACT Program Accreditation refers to a university or junior college commissioning the Council to conduct an external evaluation of its quality assurance. The evaluation process includes the appointment of Reviewers; the conducting an on-site visit; and the granting of an accreditation result.

#### Article 3

HEEACT Program Accreditation is aimed at domestic universities, junior colleges, universities of technology, technical schools, and vocational schools whose establishment was approved by the Ministry of Education, and which confer an associate bachelor’s degree, bachelor’s degree, master’s degree, or doctoral degree, and other degree programs.

#### Article 4

The Council establishes Accreditation Recognition Committees for different academic disciplines. A Committee assists in making revisions to the accreditation process, recommending Reviewers, and reviewing and determining accreditation results for programs that belong to the academic discipline for which the Committee is responsible.

#### Article 5

The Council conducts HEEACT Program Accreditation over the following

five stages:

1. Preparatory stage: includes announcements, acceptance of applications the appointment of Reviewers, and organization of committees;
2. Document review stage: includes an initial review of the institution/program's Self-Assessment Report, document review by an On-Site Visit Panel, institution/program response to matters awaiting clarification and submission of supplementary documents, and a meeting of the On-Site Visit Panel to review documents;
3. On-Site Visit stage: includes the arrangement of the itinerary for the on-site visit, performance of the on-site visit, completion of the On-Site Visit Report, and recommended accreditation results;
4. Decision stage: includes accepting and reviewing an institution's feedback, Comment Form to the feedback drawn up by the On-Site Visit Panel, the convening of the Accreditation Recognition Committee responsible for the relevant academic discipline, and the finalization of accreditation results; and
5. Follow-up and improvement stage: includes the acceptance of the Self-Improvement Plan and Progress Report from programs granted accreditation and applications to extend accreditation status.

#### Article 6

There are three possible accreditation results:

1. Accredited- 6 years;
2. Accredited-3 years; and
3. Re-accreditation required.

#### Article 7

If a program objects to the accreditation result, it may lodge an appeal at the Council within thirty days from the day after it received the accreditation result. The Council will handle the appeal in accordance with *Regulations Governing the Review of Appeals of Institutional Accreditation Result and Other Quality Assurance Related Queries*.

#### Article 8

In order to manage accreditation, the Council has formulated *Enforcement Rules for the HEEACT Program Accreditation of Higher Education Institutions* and *Enforcement Rules for the Collection of HEEACT Program Accreditation Fees*.

#### Article 9

The Regulations are promulgated and implemented following the approval of the Board of Trustees. The same procedure will be followed for each



amendment.



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Higher Education Evaluation and Accreditation Council of  
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## **Enforcement Rules for the HEEACT Program Accreditation of Higher Education Institutions**

Approved at the 324<sup>th</sup> Executive Committee Meeting on September 12, 2017  
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### Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated the Enforcement Rules in accordance with Article 8 of *Regulations Governing the HEEACT Program Accreditation of Higher Education Institutions* in order to manage work related to the accreditation of quality assurance.

### Article 2

The accreditation schedule and related documents will be published on the website of the Council and updated when changes are made.

### Article 3: Applying for accreditation

1. An applicant may be a single department, a graduate program, a degree-granting program, or a combined department/graduate program. The latter category is further subdivided into one department and one graduate program, or one department with more than one graduate program. An applicant must select the academic discipline to which it belongs from the Council’s list of academic disciplines;
2. An applicant must prepare the HEEACT Program Accreditation Application Form. An application may be for the accreditation of a department, discipline, or college/school. The institution to which the applicant belongs will collect the application packages of all its programs that are applying and mail them together to the Council; and
3. After receiving an application, the Council will notify the institution that the documents are being reviewed. The institution must submit its Self-Assessment Report and related fees by the deadline.

### Article 4: Planning and Preparation

1. After receiving an application package, the Council will immediately begin planning operations for accreditation;
2. An Accreditation Recognition Committee, responsible for the academic discipline to which the applicant belongs, will be organized,

and Reviewers will be appointed to serve on the On-Site Visit Panel (hereinafter “the Panel”); and

3. The Council will plan out administrative operations and may hold an information session at the institution based on an assessment of need.

#### Article 5: Review of the Self-Assessment Report

1. After receiving an applicant’s Self-Assessment Report, the Council will examine the format of the documents and may draw up a list of missing documents for the applicant to submit;
2. After documents have been reviewed to ensure they conform to the required format, they will be submitted to the On-Site Visit Panel for review. The On-Site Visit Panel may draw up a list of matters awaiting clarification;
3. After receiving the list of matters awaiting clarification, the applicant must provide a written response within seven days from the day after receiving the list; and
4. The On-Site Visit Panel will convene a meeting before conducting an on-site visit, in order to review and discuss the applicant’s Self-Assessment Report, its response to matters awaiting clarification, and the supplementary documents, and to finalize its written report on the document review. The On-Site Visit Panel may also draw up a list of further matters requiring clarification. If the On-Site Visit Panel believes that the supplementary documents are still insufficient to properly conduct an on-site visit, it may request the applicant to supply further documentation. Such a request may be made no more than once, and the date of the on-site visit may be delayed based on an assessment of the situation.

#### Article 6: Preparations for an On-Site Visit

1. After confirming the date of an on-site visit, the Council will notify the institution by mail to make preparations;
2. The Council will provide the institution with the list of Reviewers on the On-Site Visit Panel three working days before the on-site visit, and confirm with the applicant the itinerary and the list of personnel to be interviewed;
3. The applicant will prepare relevant documents for the on-site visit to substantiate the results of the Self-Assessment Report and its effectiveness in the different accreditation standards; and
4. Transportation, living arrangements, and related fees for Reviewers conducting the on-site visit will be arranged and covered by the Council.

#### Article 7: Execution of the On-Site Visit

1. The On-Site Visit Panel will conduct the on-site visit in accordance with the itinerary, and present the On-Site Visit Report as well as its recommendations for accreditation;
2. During the on-site visit, the applicant must ensure that any person not involved in the accreditation process does not participate. The applicant may not use any means to influence the visit, including audio recording, visual recording, photographs, or text. The On-Site Visit Panel and the applicant must strictly observe principles for avoiding a conflict of interest; gifts and improper entertainment are prohibited; and
3. If an on-site visit cannot be conducted on schedule because of an earthquake, flood, typhoon, or other force majeure, the Council may reschedule the on-site visit, and notify the On-Site Visit Panel and the applicant of response measures.

#### Article 8: Guidelines for Providing Feedback

After receiving the On-Site Visit Report, an applicant may submit an Application for Providing Feedback to the On-Site Visit Report within ten working days from the day after receipt. After soliciting the opinions of the On-Site Visit Panel, the Council will submit all related information to the Accreditation Recognition Committee to serve as a reference for determining accreditation results.

#### Article 9: Confirming the Report and Accreditation Results

1. The Accreditation Recognition Committee, responsible for the academic discipline in question, will be convened to finalize the On-Site Visit Report and accreditation results; and
2. The Council will notify the Board of Trustees of the situation vis-à-vis accreditation, and notify the applicant by mail of the On-Site Visit Report and accreditation results.

#### Article 10: Announcement of Accreditation Results

1. There are three possible accreditation results: accredited for a period of six years, accredited for a period of three years, or re-accreditation required;
2. Accreditation status is effective from the date that accreditation results are announced;
3. The accreditation status of an applicant that passes re-accreditation begins from the date that its accreditation status is announced and lasts for whatever time remains of the accreditation cycle;
4. If an applicant accredited for a period of three years applies to extend its accreditation status and is granted a result of accredited for a period of three years, the new result serves as an unbroken extension of the

- original period of accreditation;
5. If an applicant disputes the accreditation result, it may lodge an appeal at the Council within thirty days, beginning the day after results were announced. The Council will convene the Appeal Review Committee to handle the appeal; and
  6. The accreditation results of an accredited program will be published on the Council's website and on the Taiwan Quality Institution Directory (TQID) website and promoted at appropriate occasions.

#### Article 11: Follow-Up Procedures after the Announcement of Accreditation Results

1. The first three years after accreditation results are announced from the self-improvement stage;
2. Accredited for a period of six years: Following the three-year self-improvement stage, the institution will submit its Self-Improvement Plan and Progress Report to the Council, which will be used as a reference during the following cycle of accreditation;
3. Accredited for a period of three years: An applicant wishing to extend its accreditation status must apply to do so six months before its accreditation status expires. An application to extend accreditation may be made only once. Following the three-year self-improvement period, the institution will submit its Self-Improvement Plan and Progress Report to the Council. The Council will review the documents and, based on need, may conduct an on-site visit in order to extend accreditation status. An applicant that is not granted an extension may not apply to restart the accreditation procedure; and
4. Re-accreditation required: After implementing improvements and reorganizing its information, the applicant may apply to restart the accreditation procedure within one year. Such an application may be made only once per accreditation cycle. An applicant making the application after the one-year deadline will be considered a new applicant.

#### Article 12: Change of Program Information

1. If an applicant changes its name or organizational structure, it must submit an Application to Change Program Information and provide documents related to its new name and specifics of its reorganization, as well as the letter of permission from the Ministry of Education, in order to confirm that the applicant still conforms to accreditation guidelines; and
2. After receiving the application package, the Council will convene a meeting in order to conduct a preliminary review aimed at judging whether or not a document review or on-site visit is required, and then

inform the applicant of the decision via mail. The Council will collect the fees for follow-up procedures based on the result of the initial review.

#### Article 13

The Enforcement Rules are promulgated and implemented following the approval of the Executive Committee. The same procedure will be followed for each amendment.



## **Guidelines Governing the Appointment of Accreditation Recognition Committee Members and On-Site Reviewers for the HEEACT Program Accreditation of Quality Assurance**

Revisions approved at the 14<sup>th</sup> meeting of the fourth-term Board of Trustees on September 14, 2017

Revisions approved at the 16<sup>th</sup> meeting of the fourth-term Board of Trustees on March 19, 2018

Revisions approved at the 2<sup>nd</sup> meeting of the fifth-term Board of Trustees on September 19, 2018

1. The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated the Guidelines in order to effectively manage the appointment of Accreditation Recognition Committee Members and Reviewers to conduct accreditation of quality assurance for which the Council was commissioned, as well as to handle related training and reappointment.
2. The powers of the Accreditation Recognition Committee and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: an Accreditation Recognition Committee for each academic discipline is composed of one Council representatives and four other experts from the relevant academic discipline. The chair should be elected by the committee members. The Committee assists the Council to make revisions on the accreditation process; recommend candidates to serve as Reviewers; and review and determine accreditation results for programs belonging to the academic discipline, for which it is responsible; and
  - (2) Reviewers: conduct the on-site visit and perform other evaluation and accreditation-related work in accordance with the Council’s regulations and annual work plan.
3. Members of the Accreditation Recognition Committee must possess a professional reputation within their academic discipline, and meet one of the requirements below. A Member must either:
  - (1) Have academic prestige within his/her respective field as well as previous experience as a primary administrator, administrative Trustee, Trustee of an academic program, or an equivalent position; and

- (2) Have professional prestige within his/her respective industrial field as well as previous experience in an executive position or an equivalent position.
4. A Reviewer conducting an on-site visit of a general university, vocational school, or technical college must have professional prestige within his/her academic discipline and meet one of the requirements below. A Reviewer must either:
  - (1) Hold the position of associate professor or above; experience as a primary academic administrator, administrative director, or director of an academic program is preferred; and
  - (2) Possess significant industry experience and have previous experience in an executive position.

If there is an insufficient number of instructors holding the position of associate professor, due to the nature of the academic discipline to which a junior college belongs, an instructor holding the position of assistant professor may be appointed instead after the appointment has been approved at a Board of Standing Committee' Meeting.
5. Appointment procedures for Accreditation Recognition Committee Members and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: Candidates will be recommended by the Board of Trustees and the Council. After review and confirmation, the appointment will be reported to the Board of Standing Committee and then approved by the Board of Trustees;
  - (2) Reviewer candidates: Candidates will be recommended by institutions and the Council. After review and confirmation by the Council, the subsequent appointment will be reported to the Board of Standing Committee and approved by the Board of Trustees; and
  - (3) Reviewers: Candidates must complete Council training before serving as Reviewers and conducting an on-site visit.

If a vacancy opens for one of the positions described in subparagraphs one or two above, a replacement candidate may be appointed based on need. It will be reported to the Board of Standing Committee and then to the Board of Trustees for record-keeping. The replacement member will serve out the remainder of the original Member's term.
6. Accreditation Recognition Committee Members and Reviewers serve the following term-lengths:
  - (1) The term of an Accreditation Recognition Committee Member lasts until the accreditation results are announced for the programs



which underwent the accreditation process. Once a term expires, a Committee Member may be reappointed after the approval of the Board of Trustees. If an appeal by an institution/program is deemed valid, Members of the original Accreditation Recognition Committee will review the appeal; and

- (2) A Reviewer's term lasts until accreditation results are announced. Once the term expires, a Reviewer may be reappointed after approved by the Board of Trustees.
7. The decision to reappoint a Reviewer will be based on a consideration of the following:
    - (1) The effort invested in accreditation-related work;
    - (2) Professional attitude during the on-site visit;
    - (3) Identification with the Council's accreditation philosophy;
    - (4) Adherence to the Council's principles of ethics, confidentiality and the avoidance of conflicts of interest;
    - (5) Adherence to the Council's ethical guidelines for Reviewers;
    - (6) Feedback from personnel at the institution/program evaluated;
    - (7) Personal health conditions; and
    - (8) Other factors.
  8. Accreditation Recognition Committee Members and Reviewers must adhere to principles of ethics and the avoidance of conflicts of interest. A Member or Reviewer who violates these principles must be requested to amend their actions, and the matter will be taken into account when considering reappointment.
  9. The Guidelines are promulgated and implemented following the approval of the Board of Trustees. The same procedure will be followed for each amendment.



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Taiwan

## Enforcement Rules for the Collection of HEEACT Program Accreditation Fees

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Revisions approved at the 344<sup>th</sup> Executive Committee Meeting on September 10, 2019

### Article 1

The Enforcement Rules were formulated in accordance with Article 8 of *Regulations Governing the HEEACT Program Accreditation of Higher Education Institutions*.

### Article 2

HEEACT Program Accreditation fees are classified into the following twelve categories:

1. Application fee: covers administrative costs, the initial document review, and associated costs. The application fee is calculated based on the number of programs at an institution applying for the accreditation;
2. Document review and on-site visit fee: covers administrative costs, the document review, the on-site visit, and related expenses of the applied program. The document review and on-site visit fee is paid per program;
3. Re-Accreditation fee: covers administrative costs, the document review, the on-site visit, and associated costs of restarting the accreditation procedure after a program was initially granted a result of “re-accreditation required”;
4. Document review and on-site visit postponement fee for a newly accredited program: this fee covers the additional document review, on-site visit, administrative costs, and related fees for a new class under the program;
5. Document review fee required for the extension of accreditation status: if a program was accredited for a period of three years and applies to extend its accreditation status, this fee covers the costs of the document review, administrative costs, and related costs;
6. On-site visit fee required for the extension of accreditation status: if a program was accredited for a period of three years and applies to extend its accreditation status, this fee covers administrative costs and related expenses associated with the on-site visit;

7. Appeal hearing fee: covers the review of an appeal as well as administrative costs and related expenses;
8. Accreditation certificate replacement fee: covers the administrative costs of replacing an accreditation certificate for a program during an accreditation cycle;
9. Initial document review fee required for a change of program information: covers the initial document review, administrative costs, and related fees for a program that was accredited and is changing its name or reorganizing;
10. Document review fee required for a change of program information: covers the document review, administrative costs, and related fees for a program that was accredited and is changing its name or reorganizing;
11. Document review and on-site visit fee required for a change of program information: covers the document review, on-site visit, and related fees for a program that was accredited and is changing its name or reorganizing; and
12. Consultation fees: covers any on-campus consultations required after the two free consultations provided by the Council.

### Article 3

All fees must be paid in New Taiwanese Dollars. Remittance or transfer fees must be paid by the institution/program applying. A breakdown of fee payments is provided in the table below.

### Article 4

Fees must be paid by the deadline set by the Council. Failure to pay by the deadline without a valid reason will incur an overdue charge. The overdue charge is calculated as one percent of the fee for every seven working days past the deadline.

### Article 5

Applicants must select one of the payment options below:

1. Check: the check must be made out to the Higher Education Evaluation and Accreditation Council of Taiwan; and
2. Remittance: Beneficiary Bank: Chang Hwa Commercial Bank; Account Number: 5130-01-002957-00; Name of Beneficiary: Higher Education Evaluation and Accreditation Council of Taiwan.

### Article 6

If an applicant cancels the application after paying an accreditation fee, it must notify the Council in writing within seven working days from the day after the fee was paid. The Council will provide a refund of fifty percent (50%). No refund will be granted for a late application.

#### Article 7

A program that was accredited for a period of three years may pay the document review fee required for the extension of accreditation status, or on-site visit fee, required for the extension of accreditation status. This payment can be made at the same time as the application to extend accreditation status is submitted.

#### Article 8

A program that was granted an accreditation result of “re-accreditation required” may pay the re-accreditation fee when applying to restart the accreditation procedure.

#### Article 9

An accredited program that applies for a replacement copy of its accreditation certificate must pay the accreditation certificate replacement fee when applying. An application to replace an accreditation certificate may be made only once and must be made during the valid accreditation cycle.

#### Article 10

If an applicant lodges an appeal, the appeal hearing fee must be paid at the same time as the official appeal application is mailed.

#### Article 11

The Enforcement Rules are promulgated and implemented following the approval of the Executive Committee. The same procedure will be followed for each amendment.



## **Guidelines Governing the Overseas Program Accreditation and Quality Assurance Training Program**

Approved at the 345<sup>th</sup> Executive Committee Meeting on October 9, 2019

1. To effectively conduct overseas program accreditation and quality assurance (QA) training, the Higher Education Evaluation and Accreditation Council of Taiwan (HEEACT) has stipulated the Guidelines Governing the Overseas Program Accreditation and Quality Assurance Training Program (hereinafter referred to as “the guidelines”).
2. After the director receives the overseas accreditation and QA training application and request, the HEEACT shall immediately initiate the commission receiving operation mechanisms and establish an Overseas Quality Assurance Operation Committee.
3. The Overseas Quality Assurance Operation Committee includes the executive directors, deans, researchers, and relevant case officers, who are responsible for relevant accreditation and planning processes. The committee will conduct a comprehensive evaluation of the institution’s properties, scale, language, location, commissioning client, operation mode, and the charge of the commissioned task. The HEEACT will complete the relevant resolutions within 2 months.
4. After confirming to undertake the application, if no other major issues are pending to be discussed, the HEEACT shall complete the contract signing process within 3 months and list the commission as an ongoing QA project. The project process shall be reported during each office affair joint meeting and executive team meeting for management purposes.
5. Overseas Program accreditation:
  - (1) Overseas accreditation shall be conducted according to the Regulations Governing the HEEACT Program Accreditation of Higher Education Institutions. In principle, the overseas accreditation shall last for 18 months from the contract signing day to the result announcement. This duration may change depending on the commissioning unit’s requirements;
  - (2) The charge for overseas program accreditation for each program is NT\$800,000 at minimum. However, this charge may change

- according to the scale and location of the commission project; and
- (3) The overseas program accreditation results are announced on the HEEACT website and the Taiwan Quality Institution Directory website.
6. Overseas QA training courses:
    - (1) In principle, the overseas QA training courses should start within 12 months after the signing date of the contract. The design and modification of the course content shall be conducted according to the commissioning unit's requirements; and
    - (2) Overseas QA training courses may have different charges according to the course contents. The charge for each case shall be approved by the executive director.
  7. The guidelines are implemented after approval in the executive team meeting; the same procedures will be implemented for any further amendments.
  8. The guidelines are promulgated and implemented following the approval of the Executive Committee. The same procedure will be followed for each amendment.

## Section IV: Recognition of Self-Accreditation



財團法人高等教育評鑑中心基金會

Higher Education Evaluation and Accreditation Council of  
Taiwan

### Regulations Governing the Recognition of Self-Accreditation

Approved at the 15<sup>th</sup> meeting of the fourth-term Board of Trustees on December 14, 2017

Approved at the 18<sup>th</sup> meeting of the fourth-term Board of Trustees on June 11, 2018

Revisions approved at the 3<sup>rd</sup> meeting of the fifth-term Board of Trustees on December 18, 2018

#### Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated these Regulations in order to support universities and colleges in effectively undertake the recognition of self-accreditation of higher education institutions.

#### Article 2

Recognition of self-accreditation means that a higher education institution has created self-accrediting mechanisms, corresponding to Council guidelines; conducted accreditation; and then submitted accreditation results to the Council for recognition.

#### Article 3

A higher education institution applying for recognition of self-accreditation must meet one of the following conditions:

1. The institution is a university or college whose pilot self-accrediting mechanisms and accreditation results were previously granted recognition from the Ministry of Education, Taiwan;
2. The institution is a university of technology or technical college whose pilot self-accrediting mechanisms and accreditation results were previously granted recognition from the Ministry of Education, Taiwan;
3. At least eighty percent of the institution’s programs that were evaluated during the most recent cycle of program accreditation was with the result of ‘Accredited’;
4. At least eighty percent of the institution’s programs that were evaluated during the most recent cycle of comprehensive accreditation

- of the professional categories were with the result of ‘Accredited’; and
5. At least eighty percent of the institution’s programs that were evaluated during the most recent cycle of comprehensive accreditation of the professional categories were accredited with the result of ‘Level-One’.

#### Article 4

A higher education institution is the basic unit for applying for the recognition of self-accrediting. For recognition of the self-accreditation mechanism, it is based on the rules and regulations the university or college established for such a process. Recognition of the self-accreditation result is aimed at ensuring that the procedures are utilized and results are produced through self-accreditation correspond to the institution’s Self-Accreditation Action Plan.

#### Article 5

A higher education institution may apply to the Council in two stages: the first stage is for the recognition of self-accrediting mechanisms; the second stage is for the recognition of accreditation results.

1. Higher education institutions applying for recognition of self-accrediting mechanisms must submit a Self-Accreditation Action Plan. Self-accreditation procedures must correspond with the requirements below:
  - (1) Regulations governing self-accreditation have been formulated and approved by the administrative meetings or academic affairs meetings;
  - (2) A steering committee has been established to oversee self-accreditation. The composition and duties of the steering committee, as well as the term lengths of members, must be clearly specified in regulations. A minimum of three-fifths of Steering Committee members must be external members;
  - (3) The position of the on-site reviewer must be held by an instructor with teaching and research experience at a higher education institution, or, based on need, by an industry representative from a relevant field. A minimum of two-thirds of appointed reviewers must be external. The appointment of reviewers must adhere to principles of professional ethics and the avoidance of conflicts of interest. The number of reviewers required for each standard of the application must be clearly specified in the related regulations;
  - (4) Categories and standards of self-accreditation must include goals and curriculum; faculty and teaching; students and learning; and institutional effectiveness and self-improvement mechanisms;
  - (5) The self-accreditation schedule must include the on-site visit and



- mechanisms to provide feedback. The on-site visit must include a brief presentation given by the applicant program; document review; inspection of site and facilities; and meetings and discussions with relevant personnel. In order to protect the rights and interests of the program being evaluated, feedback mechanisms must clearly stipulate which documents are required and which department is responsible for handling feedback;
- (6) There are support systems in place, as well as a budget to finance regular funding, personnel, and administrative support for the management of self-accreditation. Training mechanisms are in place for all university personnel involved in the self-accreditation process (including planners and administrators);
  - (7) There are clear practices to manage self-accreditation results, announcements, and follow-up procedures; and
  - (8) There are a routine review and improvement of the planning, implementation, and assessment of self-accreditation.
2. After the Council has recognized self-accrediting mechanisms, the applicant institution must conduct self-accreditation in accordance with its Self-Accreditation Action Plan and then submit a Self-Accreditation Report in order to start for the recognition of its accreditation results. The Self-Accreditation Report must include the following information:
- (1) Self-accreditation regulations and complete minutes of meetings which discussed the revision, announcement, and promotion of regulations;
  - (2) The invitation, in accordance with self-accreditation regulations, of steering committee members and on-site reviewers, and a complete list of all steering committee members and reviewers, as well as their academic backgrounds, professional experience, and the details of their appointment;
  - (3) Current situation vis-à-vis self-accreditation, including time management, support systems, and scheduling mechanisms;
  - (4) Accreditation results of the department, graduate institute, or program need to be provided by the universities or colleges to the Council. The needed documents include a copy of the on-site visit report and a clear explanation of judging criteria used to determine the accreditation result. In addition, accreditation results are made publicly available in accordance with the details specified in the Self-Accreditation Action Plan;
  - (5) A clear explanation of how the department, graduate institute, or program is following-up on the accreditation result and making improvements; and
  - (6) The individual or department commissioned to review and revise

self-accreditation procedures and to track and assist with improvements made by the department, graduate institute, or program based on accreditation results.

#### Article 6

After receiving an application for the recognition of self-accrediting, the Council will handle the application in accordance with the following regulations:

1. Initial Review: The university or college need to submit an application, a Self-Accreditation Action Plan, and a Self-Accreditation Report for recognition, the Council will complete an initial review to ensure that all required documents and information are present. If any documents are missing, the institution will be notified to submit them within seven days;
2. Review: The Self-Accrediting Mechanism Recognition Working Group or Accreditation Result Recognition Working Group will conduct a review of written documents or attend the brief presentation given by the program as a means to determine an initial recognition result; and
3. Recognition: The Council will confirm the recognition result submitted by the Self-Accrediting Recognition Committee, and then mail written notification of the result to the institution.

#### Article 7

The Council must convene a Self-Accrediting Recognition Committee to manage the recognition of self-accreditation mechanisms and result. Under the Self-Accrediting Recognition Committee, two types of working groups should be set up, including Self-Accrediting Mechanism Recognition Working Groups and Accreditation Result Recognition Working Groups. Self-Accrediting Mechanism Recognition Working Groups will be assessing the Self-Accreditation Action Plans and Accreditation Result Recognition Working Groups will be assessing the Self-Accreditation Reports for recognition. These assessment reports will then be submitted back to the Self-Accrediting Recognition Committee for final recognition result.

1. The Council will assemble an Accreditation Recognition Committee to manage the recognition of accreditation results. The Accreditation Result Recognition Committee is composed of seven to nine members, based on the size and type of institution. Two members will be Council representatives. Five to seven representatives will be the public and private associations of the universities and college of Taiwan. The position of Chair is held by a Council representative. Members of the

Self-Accrediting Mechanism Recognition Committee or Accreditation Result Recognition Committee serve one term of two years and may be reappointed;

2. Each Self-Accrediting Mechanism Recognition Working Group will be formed by three to five professionals for the field of the program. The working group members will be assigned according to mission in order to accomplish the accreditation process of the university and college; and
3. Each Accreditation Result Recognition Working Group will be formed by three to nine professionals for the field of the program. The working group members will be assigned according to mission in order to accomplish the accreditation result recognition process of the university and college.

#### Article 8

The Self-Accrediting Recognition Committee may only convene a meeting if more than two-third of members are present. In principle, a decision is passed by consensus. When necessary, a decision may be passed by vote. A decision must earn the support of a minimum of two-thirds of members in attendance.

#### Article 9

Recognition is valid for a period of six years.

#### Article 10

A higher education institution whose accreditation results are not granted recognition may lodge an appeal through the applicant program, or as required based on accreditation standard. The Council will handle the appeal in accordance with the *Regulations Governing the Review of Appeals of Institutional Accreditation Results and Other Quality Assurance Related Queries*.

#### Article 11

After the Council has granted recognition for the self-accrediting mechanisms and accreditation results of an institution, including all accreditation results of each program, the higher education institution must set up a quality assurance section on the quality assurance webpage of its website to announce its self-accrediting mechanisms and accreditation results.

#### Article 12

All recognized self-accreditation results will be announced publicly in the Taiwan Quality Institution Directory.

### Article 13

Associated fees for the recognition of self-accreditation are managed in accordance with *Enforcement Rules for the Collection of Recognition Fees*.

### Article 14

The Regulations are promulgated and implemented following the approval of the Board of Trustees. The same procedure will be followed for each amendment.



## Enforcement Rules for the Collection of Self-Accreditation Recognition Fees

Approved at the 325<sup>th</sup> Executive Committee Meeting on October 31, 2017  
Revisions approved at the 330<sup>th</sup> Executive Committee Meeting on April 13, 2018  
Revisions approved at the 338<sup>th</sup> Executive Committee Meeting on January 3, 2019  
Revisions approved at the 346<sup>th</sup> Executive Committee Meeting on November 5, 2019

### Article 1

The Enforcement Rules were formulated in accordance with Article 14 of *Regulations Governing the Recognition of Self-Accreditation*.

### Article 2

Recognition fees are classified into the following nine categories:

1. Self-Accreditation Recognition Application fee: covers administrative costs, the initial document review, and associated costs. The application fee is charged to the higher education institution as a whole. There are two types of application fee: (1) for institutions who previously participated; and (2) for new applicants;
2. Self-Accreditation Recognition Application Fee for the recognition review of self-accrediting mechanisms and accreditation results: covers administrative costs, document review, the review of the presentation, and other relevant costs. The fee is paid by the department, graduate institute, or program applying for recognition;
3. Self-Accreditation Re-Recognition of self-accrediting mechanism fee: covers the costs of restarting the recognition procedure if the self-accrediting mechanism of a higher education institution was granted a result of “Denial”;
4. Self-Accreditation Result Recognition postponement fee: covers the costs of restarting the procedure to grant recognition of self-accreditation results after a department, graduate institute, or program adds a new program or program level;
5. Follow-up Recognition fee: covers the costs of restarting recognition procedures after follow-up efforts at the institution produce a new accreditation result for a department, graduate institute, or program.
6. Appeal hearing fee: covers the review of an appeal as well as administrative costs and related expenses;
7. Recognition certificate replacement fee: covers the administrative costs of replacing a recognition certificate while the period of

- recognition is still valid;
8. The fee to alter the scope of recognition: covers associated fees to alter the scope of recognition after a department, graduate institute, or program which earned recognition changes its name or reorganizes; and
  9. Consultation fees: covers any on-campus consultations required in excess of the free consultations provided by the Council.

### Article 3

All Self-Accreditation Recognition fees must be paid in New Taiwan dollars. Remittance or transfer fees must be paid by the institution/program applying. A breakdown of fee payments is provided in the table below.

### Article 4

Self-Accreditation Recognition Fees must be paid by the deadline set by the Council. Failure to pay by the deadline, without a valid reason provided, will incur an overdue charge. The overdue charge is calculated as one percent of the fee for every seven working days past the deadline.

### Article 5

Self-Accreditation Recognition applicants must select one of the payment options below:

1. Check: the check must be made out to the Higher Education Evaluation and Accreditation Council of Taiwan; and
2. Remittance: Beneficiary bank: Chang Hwa Bank; account number: 5130-01-002957-00; the name of beneficiary: Higher Education Evaluation and Accreditation Council of Taiwan.

### Article 6

If an applicant institution/program cancels the application after paying a recognition fee, it must notify the Council in written format within seven working days from the day after the fee was paid. The Council will provide a refund of fifty percent (50%). No refund will be granted for a late application.

### Article 7

A department, graduate institute, or program that applies for a replacement copy of its recognition certificate must pay the replacement fee when applying. An application to replace a certificate may be made only once and must be made while the period of recognition is still valid.

### Article 8

If an applicant failed to be recognized and lodges an appeal, the appeal hearing fee must be paid at the same time as the official appeal application is mailed.

#### Article 9

The Enforcement Rules are promulgated and implemented following the approval of the Executive Committee. The same procedure will be followed for each amendment.





