



## Enforcement Rules for the HEEACT Program Accreditation of Higher Education Institutions

Approved at the 324th Executive Committee Meeting on September 12, 2017  
Revisions approved at the 330th Executive Committee Meeting on April 13, 2018  
Revisions approved at the 369<sup>th</sup> Executive Committee Meeting on March 2, 2022  
Revisions approved at the 377<sup>th</sup> Executive Committee Meeting on November 9, 2022  
Revisions approved at the 383<sup>rd</sup> Executive Committee Meeting on May 9, 2023  
Revisions approved at the 391<sup>st</sup> Executive Committee Meeting on December 6, 2023

### 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. 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 postponed 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.

#### 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 self-improvement stage, the institution shall 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 between two years and two and a half years after the announcement of its accreditation result. An application to extend accreditation may be made only once per accreditation cycle. Following the self-improvement period, the institution shall submit its Self-Improvement Plan and Progress Report to the Council. The Council will review the documents and conduct an on-site visit in order to determine the extension of accreditation status. An applicant that is not granted an extension may not apply to restart the accreditation procedure; and
4. Re-accreditation required: One year after the announcement of its accreditation result, the applicant may apply to restart the accreditation procedure after implementing improvements and reorganizing its information. 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

The Enforcement Rules are promulgated and implemented following the approval of the Executive Committee.