財團法人高等教育評鑑中心基金會
Higher Education Evaluation and Accreditation Council of Taiwan

Ethical Guidelines for Reviewers

Approved at the 11th meeting of the second-term Board of Trustees on December 6, 2010
Revisions approved at the 13th meeting of the third-term Board of Trustees on June 17, 2014

Article 1

The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated these Guidelines in order to ensure the fairness and impartiality of the evaluation process, as well as to promote the public credibility of accreditation results.

Article 2

The term “Reviewer” refers to members of the Accreditation Recognition Committee, the Preliminary Accreditation Committee, Accreditation Recognition Committee of Program accreditation, and reviewers conducting an on-site visit (including on-site visits for institutional and program accreditation).

Article 3

Reviewers must identify with the spirit and philosophy behind accreditation, and maintain an impartial attitude when performing work related to accreditation in order to uphold the integrity of Reviewers, and guarantee the public credibility of accreditation results.

Article 4

Reviewers must recuse themselves in order to avoid any conflict of interest based on their professional position, and sign the Agreement on Reviewer’s Ethics and Recusal Due to Conflicts of Interest, in order to guarantee the fairness and impartiality of evaluation.

Article 5

Reviewers must adhere to principles of confidentiality. They may not discuss publicly or privately, any of the information obtained for, or used in, the review to determine accreditation results.

Article 6

Reviewers must keep their identity confidential before conducting an on-site visit and avoid direct contact with the institution or program to be evaluated. If communication is required for purposes related to

accreditation, it must be handled or relayed through the Council.

Article 7

Reviewers conducting an on-site visit must not hint at, or make known, any information related to their recommended accreditation results.

Article 8

Reviewers must avoid political interference, and guard against the intrusion of political elements that could affect the fairness and impartiality of evaluation.

Article 9

Reviewers must maintain a detached professional attitude; they may not accept any solicitations, inappropriate entertainment, or gifts.

Article 10

Reviewers must maintain an objective, neutral position, and guard against the influence of their subjective views or personal bias when evaluating an institution or program.

Article 11

Reviewers must display a positive, constructive attitude. They must adopt a professional point of view when diagnosing and assisting institutions and programs in the improvement of educational quality.

Article 12

When conducting an evaluation, Reviewers must collect information through multiple sources, meticulously assess its accuracy, and avoid taking information out of context.

Article 13

Reviewers must fully cooperate with, mutually respect, and communicate with one another in order to build a consensus on matters related to accreditation.

Article 14

Reviewers must respect other Reviewers. Without prior consent, a Reviewer may not quote or disclose the professional opinions of another Reviewer. Reviewers must avoid inquiring into, or criticizing the views of other Reviewers, or private matters unrelated to accreditation.

Article 15

Reviewers must attend the On-Site Visit Briefing Session hosted by the Council before conducting an on-site visit. They must understand the goals, meaning, and itinerary of accreditation, and adhere to important Council guidelines with respect to accreditation.

Article 16

Reviewers conducting an on-site visit must maintain an attitude of respect for the profession, and read the self-assessment report and related information provided by the institution or program being evaluated before the on-site visit. Reviewers must carefully observe and record details of the current state of affairs at the institution during the on-site visit, which will serve as the basis of their on-site visit report.

Article 17

During an on-site visit, Reviewers must be present the entire time and fulfill their professional responsibilities to the greatest extent possible. Reviewers must avoid arriving late, leaving early, privately arranging for a representative to act as Reviewer in his/her place, or unilaterally reducing the number of sites to be inspected.

Article 18

Reviewers must display sincerity and moderation in their behavior during an on-site visit. Behavior includes attitude as well as physical and verbal actions. Reviewers should listen to the explanations and responses of personnel at the institution or program being evaluated with patience and an open mind.

Article 19

During an on-site visit, Reviewers must not copy or secretly remove any information for private use (e.g., photocopying, photographing, or storing information).

Article 20

Reviewers must display professionalism during the on-site visit; they must not use a false pretext to request that the institution or program provide information unrelated to accreditation.

Article 21

Reviewers have the responsibility to familiarize themselves with the Guidelines and to act in accordance with them when facing, handling, and resolving ethical issues.

Article 22

These Guidelines shall take effect upon approval by the Board of Trustees of the Council.