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

Operating Rules for the Overseas Higher Education Accreditation

Approved at the 13th meeting of the fifth-term Board of Trustees on June 21, 2021

1. In order to conduct overseas higher education accreditation (hereinafter "Overseas Accreditation"), the Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter "the Council") hereby promulgated the *Operating Rules for the Overseas Higher Education Accreditation* pursuant to Article 9 of *Regulations Governing the Overseas Higher Education Accreditation*.

2. Application for purposes of Overseas Accreditation
   (1) An applying unit (hereinafter "applicant") shall be a program or department at universities, colleges and junior colleges (hereinafter "institutions").
   (2) An institution to which an applicant belongs shall complete one application form and submit it to the Council for applying Overseas Accreditation.

3. Preparation
   (1) After receiving an application form, the Overseas Accreditation Working Group (hereinafter "Working Group") shall decide whether to accept or decline the application, convene an initial online meeting to discuss matters related to the application, and hold workshops to explain the implementation of accreditation to the applicant.
   (2) The Council, accepting the application, shall sign an Overseas Accreditation contract with the institution to which the applicant belongs.
   (3) The Working Group shall appoint reviewers and hold a reviewer workshop to explain the HEEACT Overseas Accreditation Handbook, roles and responsibilities of reviewers, and related matters that ought to be notified.

4. Document review
   (1) The applicant must submit a self-assessment report (hereinafter "SAR") to the Council by a specified time limit. The Working Group shall conduct an initial review of the SAR and may request supplemental documents.

(2) After the initial review over the formality aspect of the SAR is completed, the Working Group shall forward related documents for reviewers' document review. Reviewers may propose inquiries regarding the SAR to the applicant.
(3) The applicant shall submit a written response to the above inquiries proposed by reviewers within ten working days from the next day after the receipt of the notice containing such inquiries.
(4) The Working Group shall convene a document review meeting for reviewers before conducting a site visit to discuss over the applicant's SAR, the written response to the proposed inquiries, and supplemental documents submitted by the applicant. The reviewers may propose inquiries regarding the SAR to the applicant again, requesting the applicant to respond during the site visit.

5. Preparation for site visit
(1) After confirming the date and format of a site visit (whether conducting on-site visit or virtual site visit), the Council shall notify the applicant for preparation.
(2) The Council shall hold a workshop to explain the arrangement of the site visit to the applicant.
(3) The Council shall provide the applicant with a list of reviewers prior to the site visit, and confirm the schedule and list of interviewees for the site visit with the applicant.
(4) The applicant shall prepare related documents during an on-site visit to verify its SAR and the alleged implementation results. If a site visit is conducted virtually, related documents shall be accessible online as demanded to submit by reviewers.
(5) The applicant must arrange a facility tour during an on-site visit. If a site visit is conducted virtually, the applicant must present an overview of the actual conditions of its facilities and equipment through a video.

6. Site visit
(1) Reviewers shall execute a site visit in accordance with the schedule, complete the tentative draft of Review Report, and make the recommendation respecting accreditation results.
(2) If a scheduled on-site visit is not possible for the Panel to conduct due to natural disasters (such as caused by pandemic, earthquake, flood, typhoon), or unexpected events (force majeure), the Council shall re-arrange an on-site visit plan or execute a virtual site visit, instead, and shall notify the reviewers

and the applicant as to such re-arrangements to take contingency measures.

7. Applicant's Feedback to the Review Report
   The applicant may submit a written feedback within ten working days from the next day after the receipt of the tentative draft of Review Report. The Council shall respond to the applicant's feedback after collecting opinions from reviewers, and shall submit such response to the Accreditation Recognition Committee as the reference for reviewing accreditation results as suggested by reviewers.

8. Confirmation of the Review Report and accreditation results
   (1) In accordance with the *Regulations Governing the Overseas Higher Education Accreditation*, the Council shall organize an Accreditation Recognition Committee to confirm the Review Report in considering the tentative draft thereof and determine the accreditation results.
   (2) The Accreditation Recognition Committee shall report the accreditation results to the Board of Trustees, and notify the applicant of the Review Report and accreditation results.

9. Announcement of accreditation results
   (1) An applicant will be granted with either of the following three types of accreditation results: "Accredited with a validation period of 6 years", "Accredited with a validation period of 3 years", and "Failed in accreditation".
   (2) The accreditation results of those accredited units will be announced on the Taiwan Quality Institution Directory (TQID) website.
   (3) Should an applicant object to the accreditation results for which the Council is commissioned to conduct, it may file a written appeal to the Council within thirty days from the next day after receipt of the notice of the accreditation results. The Council has promulgated the *Regulations Governing the Review of Appeals against Results of Overseas Higher Education Accreditation*.

10. Follow-up after the announcement of accreditation results
    (1) Accredited with a validation period of 6 years: After three years of being accredited, the accredited unit shall submit a self-improvement report which describes the implementation of related improvement measures and the resulting consequences so as to be taken as the reference for the next cycle of accreditation.

(2) Accredited with a validation period of 3 years: After two years of being accredited, the accredited unit shall submit a self-improvement report which describes the implementation of related improvement measures and the resulting consequences so as to be taken as the reference for the next cycle of accreditation.
(3) Failed in accreditation: The applicant may make improvements, and re-organize related data, and re-apply for Overseas Accreditation, however, which shall be taken as a new application.

11. These Operating Rules shall take effect upon approval by the Board of Trustees of the Council.