Accreditation Council for Chinese Business Education

Accreditation Handbook

Applying Procedures and Reviewing Standards

Chinese Management Association

September, 2023

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I. Missonary and Goals

Chinese Management Association (CMA) organized the Accreditation of Chinese Collegiate School of Business (ACCSB) in 2005. Several representative Chinese business and management scholars from abroad and the leaders of Taiwan's management education have been invited to constitute the ACCSB steering committee and set up the accreditation regulations. To execute the accreditation job, they assign an ACCSB working committee from senior management scholars in Taiwan. Over the past decade, ACCSB has been recognized as the most rigorous Chinese business and management education accreditation. Moreover, CMA has been recognized thrice as a qualified "Domestic Professional Accreditation Institution" by the Ministry of Education (ROC).

In the past few years, our work has diversified, giving accreditation and certification, including the Accreditation of Chinese Collegiate School of Business (ACCSB), the Accreditation of Chinese Collegiate Program of Business (ACCPB), the Quality Assurance Certificate in Program of Business (QACPB), and the Quality Assurance Certificate in Program of College (QACPC), as a result the organization ACCSB renamed as the "Accreditation Council for Chinese Business Education (ACCBE)" since August 2020.

i. Mission Statement

The mission of ACCBE is to provide support to collegiate Business Schools and their affiliated teaching units that use Chinese as the primary language of instruction. Our objective is to assist these schools in cultivating the development of business and management talents that can meet academic, professional, and contemporary requirements, while also embracing a perspective aligned with the

UN's SDGs and exhibiting good character. Through impartial and expert third-party accreditation, we motivate these schools to consistently enhance their education's quality.

ii. Accreditation Goals

1. To assist the school in reviewing its educational goals, strategies, teaching contents, administrative systems, performances, and quality assurance mechanisms in all departments and degree programs.

2. To provide the quality assurance of business education in public and facilitate the school to establish the capability of continuous improvement, thus building the public trust toward the professional quality of business education.

iii. Accreditation Applicants

A business school in the university (including technology universities) certified by the Ministry of Education in Taiwan, the business school located outside Taiwan approved by the local educational authorities but using Chinese as the primary teaching language, and the department(s) or degree program(s) in the above business school, can apply for accreditation.

iv. Accreditation Features and Characteristics

1. Focusing on the cultivation of students' management capabilities, character and ethics rather than on the delivery of knowledge of management only.

2. To cultivate management capabilities, the formal and informal courses, the management theories, and professional applications are emphasized simultaneously.

3. The accreditation not only reviews the contents of the accreditation items but also assesses the decision-making procedures and checks if the school/the program has a periodical review mechanism.

4. Domestic and overseas top Chinese management scholars are invited as quality gatekeepers for Chinese business education.

5. Senior and well-known management scholars in Taiwan business education are assigned as mentors for accreditation consulting.

6. During the accreditation period, the mentor provides continuous and close consulting and submits a recommendation for future development based on profound observation about the applicant school.

7. Document translation and international accommodations are cost-effective.

8. The accreditation is performed through more than just briefing, reviewing documents, and inspecting the facilities of teaching and research; multi-experts with multi-time visits, document checking, and deep interviews with the faculty, the students, and the staff determine it.

II. Application Process

i. Eligibility Review Phase

The Business School in the university (including technology universities) certified by the Ministry of Education in Taiwan, the overseas Chinese Business Schools approved by the local educational authorities, and part of associated departments or degree programs can be the candidates to apply for our accreditation.

ii. Required Documents

1. During the Eligibility Review Phase:

(1) The application of Eligibility Review : Samples of diplomas for various degree awards, curriculums, syllabuses, and, if necessary, excluding lists of professors who may have conflicts of interest with the applicants from the review committee's nominations.

(2) Receipt of the application fee.

2. During the Accreditation Review Phase:

(1) The accreditation application form: During the mentoring professors' consultation period, please submit three copies of the application form and its electronic file.

(2) Improvement Plan : For applicants who did not pass the Documentary Review or On-site Review, please submit three copies of the Improvement Plan and its electronic file.

(3) To enter the official Documentary Review Phase, please submit the final 5-7 copies of the application form along with its electronic file.

(4) Receipt of the application fee.

3. Midterm Evaluation Phase:

(1) Improvement Progress Report: For applicants who did not get un-conditional

pass (six years accreditation) should follow the rules and summit the Improvement Progress Report periodically. For details about the deadline of the submission, please refer to Section V,"Midterm Evaluation" in the Accreditation Handbook.

(2) Update Report: Please send the Update Report every two years for applicants certified for the six-year accreditation.

(3) Payment receipts of the Midterm Evaluation of Documentary Review, On-site Review, or Documentary plus On-site Review.

4. Re-Accreditation Phase:

(1) Re-accreditation Application: For applicants who were accredited by ACCSB previously, please submit 5-7 copies of Re-accreditation Application along with its electronic file ten months before expiration dates.

(2) Payment receipts of the Re-accreditation Application.

5. Others

(1) Petition: Applicants may request appeals due to violation of procedures or inconsistent fact findings.

(2) Receipt of the Appeal Fee.

iii. Application Deadline and Contact Information:

1. Deadline: January 31st and June 30th each year
2. Delivery Address: Suite 13-1, No. 4, Section 1, Roosevelt Road, Taipei 100
3. Contact Person: Melody Chang, Manager of Accreditation
4. Contact Phone: 886-2-33435424

Applicants should send required documents to ACCBE via posted mail or in-person delivery. All documents should be received by the deadline. Past-due or disqualified applications won't be accepted. (The Applying Procedures & Reviewing Standards of ACCSB can be downloaded from the official website of CMA).

III. Eligibility Review

i. Eligibility Review Process and Instruction

Please follow the Eligibility Review Process below for the accreditation of business schools (departments/degree programs):

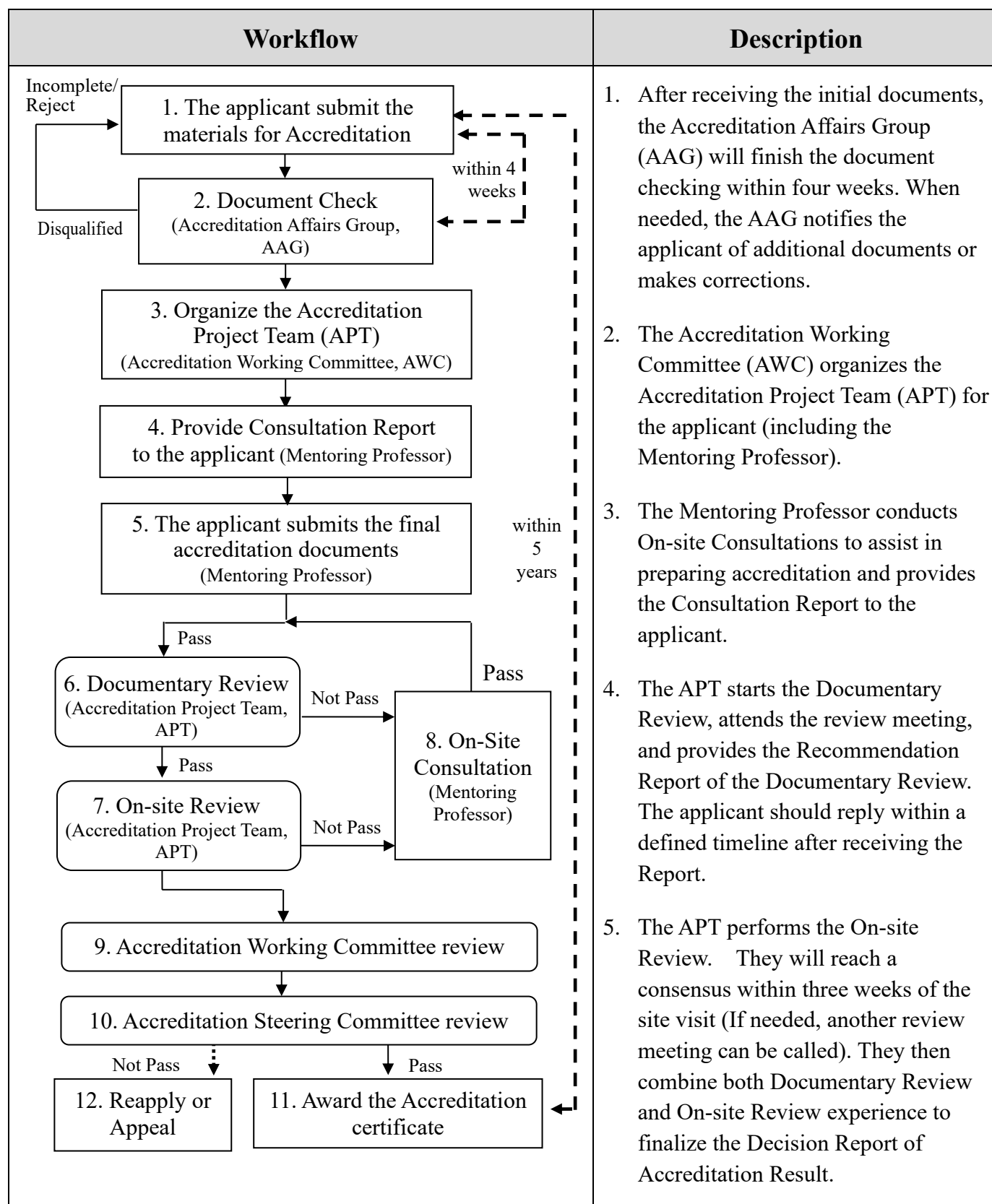| Process	Instruction
Incomplete / Reject **1. Apply for the Accreditation** Disqualified **2. Documents Checking** (Accreditation Affairs Group, AAG) Qualified Within 6 weeks Not Pass **3. Review of Eligibility** (Chairman of Accreditation Working Committee) Pass **4. Reply to the Applicant** (Accreditation Affairs Group, AAG)	1. Apply for the accreditation by January 31st and June 30th each year. 2. After receiving the application, the Accreditation Affairs Group (AAG) will check to ensure the required documents are in place in two weeks. The AAG will contact the applicant for missing or incorrect documents. 3. The Chairman of the Working Committee reviews and provides a "Final report of Eligibility Review." In questions, it may be sent to the Accreditation Working Committee (AWC) for review. 4. The AAG provides the Eligibility Review result to the applicant.

ii. Review Items and Contents

	Review Index
1.	(1) The Business School in the university should be certified to offer degree programs by the Ministry of Education in Taiwan. (2) The overseas Chinese Business Schools should be certified to offer degree programs by the local educational authority. (3) Part of the Business School can be the candidates to apply for our accreditation. (note 1)
2.	The credits of traditional business courses (see note 2) should meet the following ratio requirement against total graduation credits: (1) Bachelor Degree: greater than 25%. (2) Graduate Degree: greater than 50%.
3.	Our accreditation service does not include joint dual degrees issued by other schools outside our accreditation.

Note 1: Our accreditation service does not include degrees unauthorized by the government nor the setup for a temporary period purpose.

Note 2: The traditional business school courses include Accounting, Business Law, Decision Science, Finance Management(including Insurance, Real Estate, and Banking), Human Resources Management, Organizational Theory and Management, Management of Information Systems, Marketing Management, Operations Management, Organizational Behavior, Strategic Management, Supply Chain Management, Technology Management, and other extensional subjects from above courses.

IV. Initial Accreditation

i. The Initial Accreditation workflow and description

Workflow	Description
Incomplete/Reject 1. The applicant submit the materials for Accreditation 2. Document Check (Accreditation Affairs Group, AAG) within 4 weeks Disqualified 3. Organize the Accreditation Project Team (APT) (Accreditation Working Committee, AWC) 4. Provide Consultation Report to the applicant (Mentoring Professor) 5. The applicant submits the final accreditation documents (Mentoring Professor) within 5 years Pass Pass 6. Documentary Review (Accreditation Project Team, APT) — Not Pass Pass 8. On-Site Consultation (Mentoring Professor) 7. On-site Review (Accreditation Project Team, APT) — Not Pass 9. Accreditation Working Committee review 10. Accreditation Steering Committee review Not Pass Pass 12. Reapply or Appeal — 11. Award the Accreditation certificate	1. After receiving the initial documents, the Accreditation Affairs Group (AAG) will finish the document checking within four weeks. When needed, the AAG notifies the applicant of additional documents or makes corrections. 2. The Accreditation Working Committee (AWC) organizes the Accreditation Project Team (APT) for the applicant (including the Mentoring Professor). 3. The Mentoring Professor conducts On-site Consultations to assist in preparing accreditation and provides the Consultation Report to the applicant. 4. The APT starts the Documentary Review, attends the review meeting, and provides the Recommendation Report of the Documentary Review. The applicant should reply within a defined timeline after receiving the Report. 5. The APT performs the On-site Review. They will reach a consensus within three weeks of the site visit (If needed, another review meeting can be called). They then combine both Documentary Review and On-site Review experience to finalize the Decision Report of Accreditation Result.

Workflow	**Description**
	6. The Mentoring Professor will assist applicants who fail to pass by providing an Improvement Plan.
	7. Host an Accreditation Working Committee (AWC) Meeting to provide the Recommendation Letter of Accreditation Result and prepare the Decision Report of Accreditation Result. They are later sent to the Accreditation Steering Committee (ASC) Meeting for review.
	8. Host an ASC Meeting to finalize the accreditation result. Provides the Decision Letter of Accreditation Result and the Decision Report of Accreditation Result to the applicant.
	9. Authorize the accreditation certificate and publish the result on the website.
	10. The applicant may appeal based on a violation of procedures or inconsistent with the facts.

ii. Accreditation Index

(The Re-accreditation applicant can skip this process if no significant changes happen.)

Accreditation Dimension	Accreditation Specification	Accreditation Index
1. Education Goals and Positioning	1-1. Positioning and Featuring of the University and the Business School	1-1-1 The positioning and the educational goal at the university level 1-1-2 The organizational structure of the business school 1-1-3 The positioning, strategy, and long-term plan of the business school 1-1-4 The educational goal of the business school
	1-2. Positioning and Featuring of the Degree Programs	1-2-1 Competitive analysis and strategy development in each program 1-2-2 Competitive positioning, the educational goal, and the graduate's core competencies in each program 1-2-3 The graduate's core competencies and its assessment mechanism in each program
	1-3. Admission Target of the Degree Programs	1-3-1 The linkage between admission qualifications and the objective of talents cultivation in each program 1-3-2 The fairness and rigorousness of the admission procedure and the criteria in each program
	1-4. Graduation Requirements of the Degree Programs	1-4-1 The linkage between the graduation requirement and the objective of talents cultivation 1-4-2 The linkage between the educational goal and "the role and position" of graduates in the job market
2. Teaching and Learning	2-1. Management Mechanism and Regulations in Teaching and Learning	2-1-1 The structural analysis of the faculty of the business school 2-1-2 The mechanism of the faculty recruiting, counseling (including that for new faculty), promotion, and evaluation 2-1-3 The related regulations and systems for faculty development and training 2-1-4 The rewarding system for the improvement of teaching materials 2-1-5 The planning and utilization of the business school space and facilities 2-1-6 The student counseling policy 2-1-7 The facilitation of interaction between the faculty and students 2-1-8 The planning of financial aid and subsidies for students
	2-2. Curriculum Planning	2-2-1 Curriculum features and the design of the program (including the informal courses)

Accreditation Dimension	Accreditation Specification	Accreditation Index
	of the Degree Programs	2-2-2 Curriculum adjustment mechanism and its implementation
	2-3. Faculty Qualification and Engagement of the Degree Programs	2-3-1 Faculty structure and workload of the programs 2-3-2 Faculty quality of the programs 2-3-3 Faculty development ways of the programs
	2-4. Teaching Resources of the Degree Programs	2-4-1 Current spatial allocation status of the programs 2-4-2 Investment status of the educational facilities and resources supported by the programs
	2-5. Personality Development and Character Education of the Degree Program	2-5-1 Planning of formal courses for personality development and character modeling of the programs 2-5-2 Planning of informal courses for personality development and character modeling of the programs 2-5-3 Relevance between "the formal and informal courses for personality development and character modeling" and "the goals and core competencies" planned by the program
	2-6. Extracurricular and Students Club Activities	2-6-1 Content of the program's planning to promote the participation in extracurricular activities and clubs of the students
	2-7. Students Professional Learning	2-7-1 Facilitating mechanism to promote students' foreign language ability 2-7-2 The measures to strengthen students' practical competence
3. Research and Industry-Academia Cooperation	3-1. Supports for Academic Research and Industry-Academia Cooperation from University and the Business School	3-1-1 The research strategy and policy of the business school 3-1-2 Engagement situations of the research facility and research manpower of the university and business school
	3-2. Support for Academic Research and industry-academia Cooperation from the Department and Degree Programs	3-2-1 Relevance between the research subjects of the faculty with the positioning and the objective of talents cultivation of the programs 3-2-2 Engagement of research facilities and research manpower of the programs

Accreditation Dimension	Accreditation Specification	Accreditation Index
4. Administrative Supports	4-1. Administrative Support from the University and the Business School	4-1-1 Procedures and standards of recruiting, dispatching, training, and dismissing of administrative staff 4-1-2 Content and frequency of on-job training for the administrative staff 4-1-3 Operation of the administrative support system
	4-2. Administrative Support from the Department and Degree Programs	4-2-1 The quality and quantity of the administrative staff of the department and program
5. Services	5-1. Support System for the Faculty and Students to Join On- and Off-Campus Services	5-1-1 Rewarding systems of the university and the business school for the faculty and students' participation in on-campus service 5-1-2 Incentive systems of the university and the business school for the faculty and students' participation in off-campus service
6. Performance and Outcomes	6-1. Integration Degree of the Business School	6-1-1 The power of the business school on dispatching of manpower and expenditure deployment 6-1-2 The integration of the business school in aspects of teaching, research, industry-academia cooperation, and alumni liaison. 6-1-3 The integration of the business school on budgeting, space allocation, teaching facilities, and administrative deeds
	6-2. The Achievement of Education Goals and Positioning for the Degree Programs	6-2-1 Achievement of strategic positioning and objective of talents cultivation for the programs in the recent three (academic) years 6-2-2 Assessment results of graduates' core competencies 6-2-3 Analysis of the degree completion ratio of the students 6-2-4 Graduates' employment situation
	6-3. The Programs' Outcomes of Students Recruiting	6-3-1 Outcomes of the program's recruitment of target students
	6-4. The Programs' Outcomes of Faculty Development	6-4-1 Outcomes of the faculty's development training 6-4-2 Outcomes of the faculty's participating in on- and off-campus services 6-4-3 Outcomes of the faculty's research and industry-academia cooperation 6-4-4 Outcomes of the faculty's advancement in

Accreditation Dimension	Accreditation Specification	Accreditation Index
		practical areas or a second major 6-4-5 Other outcomes
	6-5. The Programs' Outcomes of Curriculum Development and the Performance of Students Learning	6-5-1 Curriculum design and development features of the program 6-5-2 Performances of students' learning in the professional field and the achievement rate of the graduation threshold 6-5-3 Personality development of students and outcomes of character education 6-5-4 Student counseling outcomes 6-5-5 Outcomes of students' participation in extra-curricular activities and services in and out of school 6-5-6 Education outcomes of graduate students
	6-6. The Performance of the Administrative Support System for the Programs	6-6-1 Financial support of the programs 6-6-2 Outcomes of students' obtaining financial aid or work/study grants 6-6-3 Outcomes of alumni feedback and donation 6-6-4 Establishment, application, and tracing of outcomes of the real-time feedback mechanism of the programs 6-6-5 Outcomes of on-the-job training of the administrative staff in the programs
7. Globalization (only applicable to applicants with such a goal)	7-1. School's Globalization Strategy and Performance	7-1-1 School's globalization positioning 7-1-2 The sources of faculty/student from aboard and globalization-related curriculum offered by the school 7-1-3 School's participation in international activities 7-1-4 School's resources involved in globalization
	7-2. Degree Program's Globalization Strategy and Performance	7-2-1 Degree program's globalization positioning 7-2-2 The sources of faculty/student from aboard and global content of the curriculum in the degree program 7-2-3 Degree program's participation in international activities 7-2-4 Degree program's resource involved in globalization

iii. On-Site Review Agenda

Schedule	Agenda	Participant	Notes
09:00-09:30	Preparation Meeting	The Accreditation Project Team (APT) Members	The applicant staff should not attend
09:30-10:00	School Presentation	1. Admin. and faculty representatives 2. The Accreditation Project Team (APT) Members	1. The APT members can ask questions to clarify 2. Admin. staffers answer questions
10:00-11:30	Degree Program Presentation		
11:30-12:00	Document Review	1. Admin. staff from school 2. The Accreditation Project Team (APT) Members	1. The APT members examine the corroborating document 2. Admin. staffers answer questions
12:00-13:00	The Accreditation Project Team (APT) Meeting and Lunch		
13:00-14:00	Observe classroom teaching and classroom facilities	1. Admin. staff from school 2. The Accreditation Project Team Members (APT)	1. Observe classroom teaching 2. Visit classroom/research space, facilities, and administrative resources
14:00-15:00	Interview with the faculty, Admin. Staff and students	1. Faculty, Admin. staff and Students 2. The Accreditation Project Team Members (APT)	To understand the process of curriculum design, teaching performance, admin service, student learning, and alumni achievement
15:00-15:10	Break		
15:10-16:00	Meet the President	1. The President of the applicant 2. The Accreditation Project Team Members (APT)	To understand the educational philosophy of the University, President's expectation of the B-school, the resource and support to B-school
16:00-16:10	Break		
16:10-17:30	Closing Meeting	1. Admin. and faculty representatives from school and degree programs 2. The Accreditation Project Team Members (APT)	The APT members offer their observation opinions and provide suggestions.
17:30-18:00	The Accreditation Project Team (APT) Meeting and Dinner		
18:00	Departure		

Note: The agenda is adjustable depending on needs.

iv. Accreditation Outcomes

The Initial Accreditation review concludes with the following six outcomes:

Accreditation of **C**hinese **C**ollegiate **S**chool of **B**usiness, *ACCSB*

Accreditation of **C**hinese **C**ollegiate **P**rogram of **B**usiness, *ACCPB*

Quality **A**ssurance **C**ertificate in **P**rogram of **B**usiness, *QACPB*

Accreditation Result	Description
Accredited with six years for the school/individual department ACCSB ACCPB	Provide an "Update Report" to the Accreditation Working Committee (AWC) every two years. Provide "Improvement Progress Report" based on recommendations of "Decision Report of Accreditation Result" ten months before the six-year expiration date.
Accredited with a 5-year period for the school/individual department and Midterm Evaluation in need (Documentary Review) ACCSB ACCPB	The applicant accredited with five years should provide a midterm "Improvement Progress Report" based on the recommendation from the "Decision Report of Accreditation Result" in the 6th month of the 3rd year. The AWC will set up an "Accreditation Tracking Team (ATT)" to review that report. Then, the ATT provides the "Recommendation Report of Tracking and Extension Documentation Review" to the AWC for approval. It's then sent to the Accreditation Steering Committee (ASC) chairman for approval. The applicant who did not pass the Midterm Evaluation will lose its accreditation after expiration.
Accredited with a 4-year period for the school/individual department and Midterm Evaluation in need (On-site Review) ACCSB ACCPB	The applicant accredited with four years should provide an "Improvement Progress Report" based on the recommendation from the "Decision Report of Accreditation Result" in the 6th month of the 2nd year. The AWC will set up an "Accreditation Tracking Team (ATT)" to review that report. Then, the ATT provides the "Recommendation Report of Tracking and Extension On-site Review" to the AWC for approval. It's then sent to the Accreditation Steering Committee (ASC) chairman for approval. The applicant who did not pass the Midterm Evaluation will lose its accreditation after expiration.

Accreditation Result	Description
Quality assurance system certification with four years QACPB	The applicant who passed the "Quality assurance system certification with four years" should provide the "Operation Report of Quality Assurance System" annually.
Quality assurance system certification with two years QACPB	The applicant who passed the "Quality assurance system certification with two years" should provide the "Operation Report of Quality Assurance System" annually.
Not passing Accreditation or QA system certification	The applicant can reapply for accreditation after one year or seek appeals within four weeks of receiving the "Decision Report of Accreditation Result."

v. Additional Notes

1. An applicant needing more time to complete the accreditation processes in time should apply for the approval of an extension or postponement.

2. The accreditation documentation should be simple and precise. To avoid lengthy and unrelated content, please read "The Applying Procedures & Reviewing Standards Accreditation Manual of ACCSB," as well as pages 10 to 13, which comprise the Accreditation Index section of the manual.

3. On-site Review:

   (1) The Accreditation Affairs Group (AAG) is responsible for the trip-related lodging, meals, and transportation arrangements of the Accreditation Project Team (APT). The applicant will assist with the transportation between the hotel and the school. Due to conflicts of interest, the applicant should not pressure the APT nor provide improper hospitality and gifts. Any communication with the APT should go through the AAG to ensure the fairness of reviews.

   (2) The applicant should ensure that unrelated people are not present to influence

the On-site Review.

(3) The applicant should prepare attendees' name cards and sign-in sheets. The completed sign-in sheets (copy) should be returned to the AAG after the On-site Review.

(4) Due to a tight schedule for the On-site Review, please have the participants attend scheduled meetings promptly.

(5) The applicant should designate a conference room (classroom) for the APT members' working and break purposes. The APT members should lock the room to avoid an unrelated person entering while they are absent.

(6) The APT shall rearrange the On-site Review and notify the applicant of the contingency plan if natural disasters occur, such as earthquakes, floods, typhoons, etc.

V. Midterm Evaluation

Only the school/individual department that passes accredited with a 5-year and 4-year period is subject to Midterm Evaluation.

i. The Workflow and Description for the "Accredited with a 5-year period for the school/individual department."

Workflow	Description
Schools/individual departments that accredited with a 5-year period	1. The Schools/individual departments accredited with five years should provide the midterm "Improvement Progress Report" in the 6th month of the 3rd year.
1. Provide the midterm "Improvement Progress Report" in the sixth month of the 3rd year	2. The Accreditation Working Committee (AWC) sets up the Accreditation Tracking Team (ATT) for the applicant.
2. Set up the Accreditation Tracking Team (ATT) from the Accreditation Working Committee (AWC)	3. The Accreditation Tracking Team (ATT) reviews the midterm "Improvement Progress Report" and provides a "Recommendation Report of Tracking and Extension Documentation Review."
3. Midterm "Improvement Progress Report" review (ATT)	4. The AWC reviews the report provided by the ATT.
4. Decision of the Accreditation Working Committee (AWC)	5. Get approval from the Accreditation Steering Committee (ASC) chairman.
5. Confirmation by the chairman of the Accreditation Steering Committee (ASC)	6. The applicant who passes the Midterm Evaluation gets the certificate extended.
Pass → 6. Certificate Extended / Not Pass → 7. Certificate Expired	7. The certificate expires at the end of the third year if the applicant fails to pass the Midterm Evaluation.

ii. The Workflow and Description for the "Accredited with a 4-year period for the school/individual department."

Workflow	Description
Schools/individual departments that accredited with a 4-year period ↓ 1. Provide the midterm "Improvement Progress Report" in the sixth month of the 2nd year ↓ 2. Set up the Accreditation Tracking Team (ATT) from the Accreditation Working Committee (AWC) ↓ 3. Midterm Evaluation On-site Review (ATT) ↓ 4. Decision of the Accreditation Working Committee (AWC) ↓ 5. Confirmation by the chairman of the Accreditation Steering Committee (ASC) Pass ↙ ↘ Not Pass 6. Certificate Extended 7. Certificate Expired	1. The Schools/individual departments accredited with four years provide the midterm "Improvement Progress Report" on the 6th month of the 2nd year. 2. The Accreditation Working Committee (AWC) sets up the Accreditation Tracking Team (ATT) for the applicant. 3. The Accreditation Tracking Team (ATT) reviews the midterm "Improvement Progress Report" and conducts an On-site Review to provide a "Recommendation Report of Tracking and Extension On-site Review." 4. The AWC reviews the report provided by the ATT. 5. Get approval from the chairman of the ASC. 6. The applicant who passes the Midterm Evaluation gets the certificate extended. 7. The certificate expires at the end of the second year if the applicant fails to pass the Midterm Evaluation.

VI. Re-accreditation Review

i. The workflow and Description for the Re-accreditation Review

Workflow	Description
	1. The applicant may apply for Re-accreditation Review 10 months before expiration. 2. The Accreditation Working Committee (AWC) will set up the "Re-accreditation Project Team (R-APT)" for reviews, including both Documentary Review and On-site Review. (If there are no new degree programs, mentoring is unnecessary.) The Re-accreditation Review process is the same as the Initial Accreditation process. 3. The additional new degree programs not reviewed by the Initial Accreditation process can be included in the Re-accreditation Review after paying the Accreditation Fee. The AWC will assign a Mentoring Professor to assist those new degree programs if needed. 4. The applicant may revise the submitted document once when it fails to pass initially. 5. The R-APT conducts the Documentary Review, calls the meeting for formal review, and provides the "Recommendation Report of Documentary Review". The applicant should reply within the timeline after receiving the

Workflow	**Description**
	Report.
	6. The R-APT performs the On-site Review. After reaching a consensus, the team will provide the "Recommendation Report of On-site Review." (If needed, another review meeting may be called).
	7. Call for the AWC meeting to decide the Re-accreditation result and prepare the "Decision Report of Re-accreditation Result."
	8. Call for the Accreditation Steering Committee (ASC) meeting to finalize the Re-accreditation Result. Provides the "Decision Letter of Re-accreditation Result" and the "Decision Report of Re-accreditation Result" to the applicant.
	9. Authorize the Re-accreditation certificate and publish the result on the website.
	10. The applicant may appeal based on violating procedures or inconsistency of factual findings.

ii. Re-Accreditation Outcome

Periodic Re-Accreditation includes the following five outcomes:

Accreditation of Chinese Collegiate School of Business, *ACCSB*

Accreditation of Chinese Collegiate Program of Business, *ACCPB*

Quality Assurance Certificate in Program of Business, *QACPB*

Outcome	Description
School/individual department Re-accredited with six years ACCSB ACCPB	Provide an "Update Report" to the Accreditation Working Committee (AWC) every two years. Provide an "Improvement Progress Report" based on recommendations of the "Decision Report of Re-Accreditation Result" ten months before expiration.
School/individual department Re-accredited with four years ACCSB ACCPB	
Quality assurance system certification with four years QACPB	The applicant who passed the "Quality assurance system certification with four years" should provide the "Operation Report of Quality Assurance System" annually.
Quality assurance system certification with two years QACPB	The applicant who passed the "Quality assurance system certification with two years" should provide the "Operation Report of Quality Assurance System" annually.

Outcome	Description
Not passing Re-accreditation or QA system certification	The applicant can reapply for accreditation after one year or seek appeals within four weeks of receiving the "Decision Report of Re-Accreditation Result."

iii. Additional Notes

1. The applicant who could not complete the Re-accreditation Review processes in time should apply for the approval of extension or postponement.

2. The re-accreditation documentation should be simple and precise. To avoid lengthy and unrelated content, please read "The Applying Procedures & Reviewing Standards Accreditation Manual of ACCSB," as well as pages 10 to 13, which comprise the Accreditation Index section of the manual.

3. On-site Review:

   (1) The Accreditation Affairs Group (AAG) is responsible for the trip-related lodging, meals, and transportation arrangements of the Re-accreditation Project Team (R-APT). The applicant will assist with the transportation between the hotel and the school. Due to conflicts of interest, the applicant should not pressure the R-APT nor provide improper hospitality and gifts. Any communication with the R-APT should go through the AAG to ensure the fairness of reviews.

   (2) The applicant should ensure that unrelated people are not present to influence the On-site Review.

   (3) The applicant should prepare attendees' name cards and sign-in sheets. The completed sign-in sheets (copy) should be returned to the AAG after the On-site Review.

   (4) Due to a tight schedule for the On-site Review, please have the participants attend scheduled meetings promptly.

   (5) The applicant should designate a conference room (classroom) for the R-APT members' working and break purposes. The Project Team members should lock the room to avoid an unrelated person entering while they are absent.

   (6) The R-APT shall rearrange the On-site Review and notify the applicant of the contingency plan in time if a natural disasters occur, such as earthquakes, floods, typhoons, etc.

VII. Appeals Process

i. Appeals Workflow and Description

Workflow	Description
1. The applicant may request appeal regarding the accreditation result 2. The Accreditation Appeals Committee (AAC) host the "Appeal Meeting" 3. Provide the "Decision Letter of Appeal Result". Succeed / Not Succeed 5. Set up a new Accreditation Project Team (APT)	4. Reply to the Applicant 6. Restart the new accreditation process	1. The applicant may request the accreditation appeal process with the Petition and payment receipt within thirty days of receiving the "Decision Letter of Accreditation Result." 2. The Accreditation Appeals Committee (AAC) shall host the Appeal Meeting within a month after receiving the appeal. 3. The AAC provides the "Decision Letter of Appeal Result." 4. Not Succeed: ACCBE replies with the review result to the applicant. 5. Succeed: Reorganize a new Accreditation Project Team. 6. The new APT will perform a Documentary Review or On-site Review.

ii. Additional Notes

The applicants may only appeal based on the following two reasons:

(1) Procedural violation: The process was not followed when the Accreditation Project Team (APT) Leader, Mentoring Professor, and APT Members performed their duties.

(2) Inconsistent factual findings: The facts or data quoted in the "Decision Report of Accreditation Result" are not accurate or correct.　However, if the inaccurate/incorrect data were provided by the applicant originally, this reason should not be accepted.

VIII. Accreditation Fee

There are eleven different fees: Eligibility Application Fee, Accreditation fee, Re-accreditation fee, Annual Accreditation Fee, Additional On-site Mentoring Fee, Additional fee for Documentary Review, Additional fee for On-site Review, Certificate Reissurance fee, Appeal fee, Midterm Evaluation fee for Documentary Review, and Midterm Evaluation fee for On-site Review.

Fee Types	Items		New Taiwan Dollars
Fixed Fee	Eligibility Application Fee (each)		$300,000-
Tier Pricing	Accreditation Fee	Up to 2 departments/degree programs	$500,000-
		3~4 departments/degree programs	$700,000-
		5~6 departments/degree programs	$900,000-
		7~8 departments/degree programs	$1,100,000-
		9~10 departments/degree programs	$1,300,000-
		11 and more departments/degree programs	$1,500,000-
		The above fees are half off during the Re-accreditation process.	
Fixed Fee	Annual Accreditation Fee (each year, each department/degree program)		$25,000-
Fixed Fee	Additional On-site Mentoring Fee (each)		$50,000-
Tier Pricing	Additional fee for Documentary Review (each)	Up to 2 departments/degree programs	$35,000-
		3~4 departments/degree programs	$49,000-
		5~6 departments/degree programs	$63,000-
		7~8 departments/degree programs	$77,000-
		9~10 departments/degree programs	$91,000-
		11 and more departments/degree programs	$105,000-
Tier Pricing	Additional fee for On-site Review (each)	Up to 2 departments/degree programs	$140,000-
		3~4 departments/degree programs	$196,000-
		5~6 departments/degree programs	$252,000-
		7~8 departments/degree programs	$308,000-
		9~10 departments/degree programs	$364,000-
		11 and more departments/degree programs	$420,000-
Fixed Fee	Certificate Reissurance fee (each)		$50,000-
Fixed Fee	Appeal fee (each)		$100,000-
Fixed Fee	Midterm Evaluation fee for Documentary Review (each)		$200,000-
Fixed Fee	Midterm Evaluation fee for On-site Review (each)		$300,000-