



Rules and Procedures on Program Accreditation Sub-committees

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Chapter I General Provisions

Article 1 To ensure the engineering education accreditation work goes smoothly, these Rules and Procedures have been formulated in accordance with the *Bylaw of China Engineering Education Accreditation Association*, and *Policy and Procedure of Engineering Education Accreditation*, and in light of the actual situation.

Article 2 These Rules and Procedures are applicable to the Program Accreditation Sub-committees (the Sub-committees) established by China Engineering Education Accreditation Association (CEEAA) in various categories.

Chapter II The Program Accreditation Sub-committees and Their Responsibilities

Article 3 The Sub-committees are engineering education accreditation branches established by CEEAA for corresponding categories, comprised of members by evaluators from the engineering education and industrial community, as well as personnel from competent authorities, professional societies and industry associations (federations), etc. The Sub-committees shall set up a Secretariat to take care of the daily work and accept guidance from the Secretariat of CEEAA.

Article 4 The Sub-committees shall normally have no more than 15 members, including 1 director, 1~3 deputy directors and 1 secretary-general. The members shall be widely representative and reasonably structured, with about half from the engineering education community, and no less than one

third being engineering technologists from enterprises.

Article 5 Members of the Sub-committees shall serve a term of five years, normally with a maximum of two consecutive terms. At the election upon expiration of office terms, more than one third of the members shall be reelected in principle. The personnel composition of the Sub-committees may be adjusted by CEEAA if necessary.

Article 6 The Sub-committees shall carry out work in accordance with *the Bylaw of China Engineering Education Accreditation Association, Policy and Procedure of Engineering Education Accreditation* and relevant documents, with the main responsibilities including:

(1) Formulating and amending the complementary program criteria and their own work documents, which are subject to approval by the Academic Committee before being released by CEEAA;

(2) Recommending program evaluators in their categories to participate in the qualification training (including theoretical training and on-site visit/virtual review probation) organized by the Secretariat of CEEAA to acquire the qualification required by the Academic Committee of CEEAA to enter the pool of evaluators;

(3) Organizing routine training for program evaluators in their categories;

(4) Formulating the work plan according to the unified requirements of CEEAA and submit it to CEEAA for the record;

(5) Reviewing the request for evaluation from institutions according to the

requirements of CEEAA, and advising on whether to accept the request;

(6) Providing instructions for programs whose request for evaluation has been accepted on accreditation preparation and on writing a self-study report under the unified arrangements of the Secretariat of CEEAA;

(7) Drawing up a list of on-site visit/virtual review team members to be assigned by CEEAA (the list may be adjusted by the Secretariat of CEEAA if necessary);

(8) Reviewing the self-study report of the program, the on-site visit/virtual review report, feedback from the institutions, and writing an accreditation report that contains proposals for accreditation decisions;

(9) Monitoring and inspecting the accreditation status of accredited programs;
and

(10) Completing other tasks assigned by CEEAA.

Article 7 Funds of the Sub-committees mainly come from:

(1) Appropriations from the Secretariat of CEEAA; and

(2) Grants from affiliated institutions and competent authorities of the Secretariat of Sub-committees.

Chapter III Establishment and Administration of the Program

Accreditation Sub-committees

Article 8 The establishment of a Sub-committee in a certain category shall meet the following conditions and requirements:

- (1) Accreditation in the category is supported by relevant government departments, professional societies and industry associations (federations);
- (2) The proposed director and deputy director have strong influence in the category and have the energy and passion for accreditation;
- (3) There are specific units and relevant departments related to the category, who are willing to undertake the daily work as affiliated institutions of the Secretariat of the Sub-committee to be established;
- (4) There is a stable team of program evaluators that can meet the needs of the work; and
- (5) There are a dedicated office space and full- and part-time staff, including at least one full-time staff.

Article 9 The establishment of the Secretariat of a Sub-committee shall meet the following requirements:

- (1) The Secretariat should have an affiliated institution, which may be influential and authoritative professional societies, industry associations (federations), institutions or other units or organizations; priority shall be given to professional societies or industry associations (federations) that have ever participated in the establishment of professional qualification certificate systems for professional and technical personnel in the corresponding categories, or institutions with strong industry influence;
- (2) The affiliated institution of the Secretariat shall have specific departments or organs to be responsible for corresponding work, and shall have be capable

to undertake the daily work of the Secretariat, including a certain number of full- and part-time staff, fixed office space, necessary equipment and financial support;

(3) The Secretariat shall consist of full-and part-time staff appointed by affiliated institutions, the Sub-committee and relevant departments and units, including no less than one full-time staff (appointed by affiliated institutions) and no less than two part-time staff. The personnel composition shall be representative of the industry;

(4) The Secretariat shall have one Secretary-General, who shall be a member of the Sub-committee, to preside over its work.

Article 10 Before establishment of a Sub-committee in a certain category, a Sub-committee (in preparation) shall be established first and at least a two-year preparatory period is needed.

Article 11 To apply for establishment of a Sub-committee (in preparation), the following materials shall be submitted to the Secretariat of CEEAA:

(1) A written application for establishment of a Sub-committee (in preparation), including descriptions about the accreditable categories, institutions and personnel composition that meet the requirements of these Rules and Procedures;

(2) The establishment plan (including personnel composition and division of work, personnel composition of the Secretariat of the Sub-committee (in preparation), the list of evaluators preliminarily recommended, office location and conditions, and financial sources);

(3) Documents certifying that the proposed affiliated institution of the Sub-committee (in preparation) is willing to undertake the work of the Secretariat, and a brief introduction of the affiliated institution and corresponding organs and their competency;

(4) Documents certifying that the establishment of the Sub-committee (in preparation) is supported by the higher competent authority of the affiliated institution and relevant departments, units and organizations in the category, including their commitments to supporting and participating in the accreditation work of the Sub-committee (in preparation) and to supporting the affiliated institution in undertaking the work of the Secretariat; and

(5) Necessary work regulations and documents of the Sub-committee (in preparation), including documents further certifying that the conditions and requirements set forth in Chapter II and Articles 8 and 9 of Chapter III of these Rules and Procedures are met.

Article 12 The Secretariat of CEEAA shall, together with the Academic Committee, review the materials received, and pay a visit to the affiliated institution, including soliciting opinions of the competent authorities of the affiliated institution. After the review and visit, a proposal will be made and submitted to the Council of CEEAA for deliberation. Based on the proposal, the Council will decide whether to approve the establishment of the Sub-committee (in preparation).

Article 13 The Sub-committee (in preparation) shall complete the following tasks within the two-year preparatory period according to relevant

requirements of Sub-committees:

- (1) Run the Sub-committee (in preparation) and its Secretariat on a trial basis, and improve relevant working mechanisms;
- (2) Formulate complementary program criteria and relevant work documents during the first preparation year; set up a work team composed of sufficient and competent evaluators;
- (3) Conduct trial accreditation of relevant programs in at least two institutions during the second preparation year;
- (4) At the end of the preparatory period, make proper adjustments to the personnel composition of the Sub-committee and its Secretariat, to the complementary program criteria, work regulations and documents, and to affiliated institutions of the Secretariat and the composition of the team of evaluators; and
- (5) Submit a work report on preparations at the end of the preparatory period.

Article 14 To apply for the formal establishment of a Sub-committee, the following materials shall be submitted to the Secretariat of CEEAA:

- (1) A written application for establishment of a Sub-committee, including descriptions about the accreditable categories, institutions and personnel composition that meet the requirements of these Rules and Procedures, and a work report on preparations;
- (2) The establishment plan adjusted based on the preparations (including personnel composition and division of work, personnel composition of the

Secretariat of the Sub-committee, composition of the team of evaluators, office location and conditions, and financial sources);

(3) Complementary program criteria improved based on the preparation work;
and

(4) The work regulations and documents of the Sub-committee adjusted based on the preparation work.

Article 15 The Secretariat of CEEAA shall, together with the Academic Committee, review the materials received, while taking into account the preparation work. After the review, a proposal will be made and submitted to the Council of CEEAA for deliberation. Based on the proposal, the Council will decide whether to approve the establishment of the Sub-committee.

Article 16 The Sub-committee shall establish necessary work regulations and financial management regulations according to the unified requirements of CEEAA, and timely hold meetings to discuss important matters concerning accreditation. The meetings shall be timely informed to the Secretariat of CEEAA.

Article 17 The Sub-committee shall restructure or adjust its personnel composition according to the change of creditable categories. The restructuring or adjustment plan shall be submitted to the Council and then to CEEAA for approval. The personnel composition of the Sub-committees may also be adjusted by the Council when it considers necessary.

Chapter IV Work Regulations of the Program Accreditation

Sub-committee

Article 18 The Sub-committee shall develop its own work regulations in accordance with *the Bylaw of China Engineering Education Accreditation Association, Policy and Procedure of Engineering Education Accreditation*, and in light of the actual situation. The work regulations shall include relevant contents of Articles 19 to 23 below and meet relevant requirements.

Article 19 Standardized procedures for revising complementary program criteria and work documents, including procedures for soliciting opinions from relevant industry organizations or departments and major institutions, and for group discussion and information submission.

Article 20 Standardized accreditation procedure, including the following contents and requirements:

(1) Procedures for reviewing the request for evaluation and the self-study report, including the form of collective review, the number of members participating in the review, the basis upon which a decision or comments are made, the way in which the decision or comments are submitted to the Secretariat and notified to the institutions. As to the review of the self-study report, the timetable shall also be included;

(2) Requirements for instructions to be given to institutions subject to accreditation for the first time. They are only applicable to programs seeking initial accreditation. Institutions shall take the initiative to apply for such instructions to the Secretariat of CEEAA. The Secretariat will entrust the

Sub-committee to assign evaluators to the institutions for instructions. Upon completion of the instruction, evaluators shall submit a record of instructions to the Sub-committee and the Secretariat of CEEAA. All expenses arising from the instructions shall be borne by the institutions. Instructing evaluators shall no longer serve as on-site visit/virtual review team members for the corresponding programs, and shall avoid relevant accreditation processes such as decision review of the corresponding programs. Instructing evaluators shall also comply with the disciplinary requirements for accreditation;

(3) Procedures for recommending on-site visit/virtual review team members, including the basis upon which the team members are recommended, the special requirements for team members, the composition of the team, the consistency between the professional background of team members and the programs to be accredited, and the reporting procedures;

(4) Requirements for on-site visit/virtual review. Without violating the general requirements of accreditation, the Sub-committee may formulate specific rules for on-site visit/virtual review;

(5) Standardized procedures for making an proposal for accreditation decisions and developing an accreditation report, including requirements on report drafting, the form of the review meeting, the number of members participating in the review, and procedures for making and submitting a proposal for accreditation decisions; and

(6) Requirements for urging the accredited programs to make continuous improvements, including the requirements for paying return visits and

reviewing the improvement reports from programs.

Article 21 Regulations for managing program evaluators in the category, including regulations related to recommendation, routine training, management and assessment of evaluators.

Article 22 Meeting regulations, including the requirements on meeting form, attendance, resolution formation, the report and conveying of meeting.

Article 23 Necessary work regulations for the Secretariat of the Sub-committee, including regulations on use of accreditation funds, and document circulation and management.

Article 24 The work regulations formulated by the Sub-committee shall be reported to the Secretariat of CEEAA for the record. For those that do not meet the general accreditation requirements, the Secretariat has the right to request the Sub-committee to make adjustments.

Chapter V Discipline and Supervision

Article 25 The Sub-committee shall strictly comply with the regulations on engineering education accreditation, and submit to supervision from the Board of Supervisors of CEEAA, social agencies and individuals.

Article 26 The Council of CEEAA may inspect the work of the Sub-committee when it considers necessary. If the Sub-committee is found to have violated relevant regulations or acted improperly, the Council may, according to the severity of the circumstances, order it to correct its actions or circulate a notice of criticism, and demand rectifications within a time limit, etc.

Article 27 If the Sub-committee violates the provisions on engineering education accreditation, thus causing adverse social influence and seriously damaging the reputation of engineering education accreditation, the Council of CEEAA has the right to, based on opinions of the Board of Supervisors, restructure or dismiss the Sub-committee.

Chapter VI Supplementary Provisions

Article 28 The formulation and amendment of these Rules and Procedures shall be adopted by the Council of CEEAA, and approved and released by CEEAA.

Article 29 These Rules and Procedures are subject to interpretation by CEEAA.

Article 30 These Rules and Procedures shall take effect as of the date of release.