



# Rules and Procedures on Supervision, Arbitration, and Violation Treatment of Engineering Education Accreditation

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## Chapter I. General Provisions

Article 1 To consolidate the supervision of engineering accreditation to ensure fair and impartial accreditation, and standardize the accreditation supervision, arbitration, and violation determination and handling processes, as well as safeguard the legitimate rights and interests of the accrediting program and its institution, program evaluators and accreditation organizations, the regulations are established in accordance with the *Bylaw of China Engineering Education Accreditation Association*, the *Policy and Procedure of Engineering Education Accreditation* and relevant documents.

Article 2 These regulations apply to the supervision on accrediting programs and its institutions, program evaluators, subcommittees, and relevant personnel in conducting accreditation, arbitration of disputes, and determination and handling of violations.

Article 3 The "accrediting program and its institution," as mentioned in these regulations, refer to the programs that are going to be accredited in the current year or are within the validity period of accreditation and their institutions. The "program evaluators," as mentioned in these regulations, refer to program evaluators, probationary evaluators, coordinators, and probationary coordinator, assigned for an on-site visit/virtual review to the institutions, and also program evaluators under training. The "accreditation organizations" as mentioned in these regulations refer to the Program Accreditation Sub-committees and their secretariats and affiliated institutions, including the working committees, the Council, Secretariat, Board of Supervisors, as well as

relevant societies (associations) that are entrusted to conduct accreditation, provide accreditation training services or directly participate in accreditation. "Relevant personnels" refers to the members or staff of the above organizations.

Article 4 The supervision, arbitration, and violation determination and handling of accreditation shall be based on clear facts, concrete evidence, and standard procedures and in compliance with applicable provisions.

## **Chapter II. Supervision, Appeal, and Arbitration**

Article 5 Supervision of engineering accreditation. The Board of Supervisors shall supervise the accreditation work by observing the accreditation process from time to time, randomly reviewing the qualification of program evaluators, attending the plenary meeting of the Council, etc. The spot checks conducted by the Board of Supervisors on the annual engineering accreditation must reach a certain percentage.

Article 6 Receipt and handling of complaints from the public. Social agencies or individuals who object to any materials related to the accrediting programs or to any act of the accreditation organizations, on-site visit/virtual review teams may file a complaint with the Board of Supervisors. The complaint from social agencies shall bear the official stamp, and that from individuals shall bear the real name. The Board of Supervisors shall keep confidential about the complaint of social agencies and individuals. In light of specific circumstances of the complaint, the Board of Supervisors shall investigate individuals or units. Individuals or units under suspicion must respond in writing to the issues and

provide supporting materials. Following an investigation into the problems complained, the Board of Supervisors shall propose a follow-up and publicize it, depending on the nature of the problems.

Article 7 Appeal and arbitration. If the institution with the accrediting program disagrees with the accreditation decision or any decision made during the accreditation process (rejection of the request, non-compliance of the self-study report, suspension of accreditation after an on-site visit/virtual review, or suspension in other cases) after communicating with relevant organizations, the institution has the right to appeal to the Board of Supervisors within 30 days upon receipt of the decision. If no appeal is filed within the period, the institution will be deemed to accept the decision. The institution shall submit the appeal in writing (stamped with the official seal), stating the reasons in detail and providing relevant documents in support of the appeal. The Board of Supervisors shall submit a proposal to uphold or modify the previous accreditation decision within 60 days upon receipt of the appeal. The decision of the Board of Supervisors should be final and binding on both the appealing institution and the Council. CEEAA will announce the final decision.

### **Chapter III. Avoidance, Confidentiality, and Disciplinary Requirements**

Article 8 Avoidance. All members of CEEAA accreditation organizations who have a significant relationship with the institution to which the accrediting program belongs shall avoid relevant accreditation activities. The members of the CEEAA accreditation organizations, the members of the on-site visit/virtual review teams, and the institution involved shall take the initiative to propose

the person and reason for avoidance. Avoidance is necessary under the following circumstances: the persons are working in the institution to which the accrediting program belongs; the persons have a long working experience with the institution concerned as a full- or part-time employee; the persons or any of their immediate family members are working on a cooperative project with or have any other interest with the institution concerned; the persons have provided accreditation coaching, consulting or lecturing services for the accrediting program or for relevant programs in the year of accreditation; the persons have a significant relationships with the accrediting program, or the persons fall into other circumstances necessitating avoidance.

Article 9 Confidentiality. Members of the CEEAA accreditation organizations and the on-site visit/virtual review teams shall maintain accreditation confidentiality and shall not share internal discussions or other confidential information. Materials submitted by the program and the institution shall not be made public unless official permission has been obtained.

Article 10 Disciplinary requirements.

All members of CEEAA accreditation organizations and all members of on-site visit/virtual review teams shall strictly abide by relevant accreditation policies and conduct accreditation work fairly and objectively. The accrediting program and its institution should ensure the authenticity and originality of the materials in the Self-study report and relevant documents.

## **Chapter IV. Measures and Procedures for Handling Violation**

Article 11 For handling violations by programs and institutions, the corresponding treatments can be adopted depending on the severity of the violation.

Article 12 For handling violations by program evaluators, the corresponding treatments can be adopted depending on the severity of the violation.

Article 13 For handling violations by accreditation organizations and relevant personnel, the corresponding treatments can be adopted depending on the severity of the violation.

Article 14 Procedures for handling violation. Violation of the avoidance, confidentiality, and disciplinary requirements in the accreditation process shall be handled by the Board of Supervisors based on the following procedures:

(1) The Secretariat of CEEAA collects information on violations through various channels, including the supervision relating to accreditation and complaints from the public.

(2) The Secretariat of CEEAA reports the violation to the Board of Supervisors;

(3) The Board of Supervisors orders the setting up of an investigation team, consisting of members from the Secretariat, the Board of Supervisor, and/or members from the Academic Committee, the Accreditation Decision Advisory Committee, and the Program Accreditation Sub-committees, to conduct an investigation and present preliminary investigation findings;

(4) The Board of Supervisors decides on the violation handling procedures based on discussions at the video or on-site meetings and informs relevant institutions or personnel of the decision.

(5) The Board of Supervisors informs the Council or relevant units of decision.

## **Chapter V. Supplementary Provisions**

Article 15 These regulations shall take effect as of the date of adoption.

Article 16 The addition, amendment, and abolition of any provisions of these regulations shall be subject to discussion and approval by the Board of Supervisors before taking effect.

Article 17 These regulations are subject to interpretation by the Board of Supervisors of CEEAA.