

# AACSB Accreditation Provisional Office Guidelines for College of Business Management at Chihlee University of Technology

Passed at the 3<sup>rd</sup> College Affairs meeting in the first semester (2024) on 5 28, 2024

Article 1 To obtain accreditation from the Association to Advance Collegiate Schools of Business (AACSB Accreditation), the College of Business Management (hereinafter referred to as the College) establishes the Provisional Office of AACSB Accreditation (hereinafter referred to as the Office) to improve the College's quality of education, international cooperation, and competitiveness.

1.為獲得國際商管學院促進協會（AACSB Accreditation）認證，商務管理學院（以下簡稱學院）成立 AACSB 認證臨時辦公室（以下簡稱辦公室），以提升學院的教育品質、國際合作和競爭力。

Article 2 The priority of the Office is to promote AACSB Accreditation-related work and to obtain and maintain acceptable AACSB Accreditation qualifications.

2.辦公室的首要任務是推動與 AACSB 認證相關的工作，並獲得和維持 AACSB 的認證資格。

Article 3 The Office organization is as follows:

3.辦公室架構如下：

(1)The college dean designates a director who is in charge of the application for AACSB Accreditation Eligibility and a deputy director who assists the director in writing reports related to it.

(1)辦公室主任由學院院長指定，負責申請 AACSB 認證資格，另指定 1 名副主任協助撰寫報告相關事宜。

(2)The Office sets up one secretary to collect AACSB Accreditation-related data, work with the director to collect and analyze curricular data and help compile application documents.

(2)辦公室設置 1 名執行秘書，負責蒐集 AACSB 認證相關資料，與主任合作收集和分析課程資料，協助編製申請文件。

Article 4 The Office establishes the AACSB Accreditation Committee, which consists of the dean, research institute director, the office director, and the department heads. The Committee is responsible for planning and overseeing AACSB Accreditation, with the dean as the convener and chairperson.

4.辦公室設立 AACSB 認證委員會，由院長、所長、辦公室主任及各系

系主任組成。委員會負責規劃和監督 AACSB 認證，院長為召集人與主席。

Article 5 The Office sets up the AACSB Accreditation Task Force, which consists of the director, the deputy director, the secretary, and participating faculties from departments. AACSB Accreditation Task Force members will help with the preparation of the accreditation eligibility application. The director acts as the convener and chairperson.

5.辦公室成立 AACSB 認證工作小組，由辦公室主任、副主任、執行秘書和各系教師共同組成。AACSB 認證工作小組成員將協助準備認證資格申請。辦公室主任擔任召集人和主席。

Article 6 The office expenses are funded by the budget allocated by the College of Business Management. Procedures for routine expenses, equipment procurement, and reimbursement are carried out in accordance with the school's procurement and reimbursement regulations.

6.辦公室經費由商管學院申請相關預算。有關經常門費用、設備採購及核銷等相關程序，依學校採購及核銷流程規定辦理。

Article 7 These guidelines shall be announced and implemented after approval by the institute's council meeting. The same procedure applies to any amendments.

7.本要點經本院院務會議通過後公告實施，修正時亦同。