

國立高雄餐旅大學國際觀光學士學位學程自我評鑑實施要點

106 年 8 月 23 日第 381 次行政會議通過本校『法規提案審議作業規範』第六點(法規最末條條文統一修正)

107 年 6 月 20 日 106 學年度第 2 學期第 4 次院務會議修正通過

115 年 9 月 24 日 115 學年度第 1 學期第 2 次院務會議修正通過

- 一、為提升國際觀光學士學位學程（以下簡稱本學程）為增進辦學績效、教育品質，追求卓越、永續發展之目標，依據「國立高雄餐旅大學自我評鑑實施辦法」第三條之規定，實施自我評鑑制度訂定「國立高雄餐旅大學國際觀光學士學位學程自我評鑑實施要點」（以下簡稱本要點）。
- 二、本學程成立自我評鑑委員會，負責推動及執行自我評鑑相關事宜，成員包含學程主任及所屬全體教師，由學程主任擔任主席。
- 三、本委員會須有代表二分之一（含）以上出席，始得會議；出席委員二分之一以上同意始得作成決議。主席應故無法主持會議時，由出席委員互推一人代理之。
- 四、本學程自我評鑑採內部評鑑及外部評鑑。
 - (一) 內部評鑑配合外部評鑑期程辦理，並以實地訪視方式實施。
 - (二) 外部評鑑實施以每五年為一週期，由校外評鑑委員擔任委員，實際評鑑項目視當次評鑑所需而定，評鑑內涵及參考效標參考教育部評鑑相關規定修正。以確實反映本校學程之執行成效及教學品質。
- 五、本學程辦理自我評鑑之項目、表冊格式、程序及作法，悉遵照本校自訂之特色項目及教育部頒布最新版之科技大學評鑑相關作業規定與表冊等辦理。
- 六、辦理本學程自我評鑑之內部評鑑時，應遴聘校內或校外人士評鑑委員 3 名(含)以上擔任評鑑委員並經本學程自我評鑑委員會審議通過後，依行政程序簽請國際學院院長同意，並轉陳校長同意後聘任，主任委員由委員互推之。

評鑑委員除應遵守利益迴避原則外，並應具備下列資格之一：

 - (一) 曾經擔任過教育部主辦或委辦之技術校院校務類或專業類評鑑委員，或完成財團法人高等教育評鑑中心基金會或教育部認可之國內外專業評鑑機構所辦理之評鑑研習課程。
 - (二) 具高等教育教學經驗之教師，以及專業領域之業界代表組成。
- 七、本學程應將評鑑結果改善方案列入單位年度計畫，其改善結果，由所屬學院自我評鑑小組管考，並將做為本系進行系務推動及教學品質改善之參考。
- 八、本學程評鑑所需之經費，由學校編列年度預算支應之。
- 九、本要點如有未盡事宜，悉依教育部與本校相關規定辦理。
- 十、本要點經學程、院務會議通過，陳請院長核定後實施，修正時亦同。

本規章負責單位：國際學院國際觀光學士學位學程

Directions for Self-Evaluation Implementation of the International Bachelor Program in Tourism Management, National Kaohsiung University of Hospitality and Tourism

Article 1

1. In order to enhance the administrative effectiveness and educational quality of the International Bachelor Program in Tourism (hereinafter referred to as “the Program”), and to pursue excellence and sustainable development, these Guidelines for the Implementation of Self-Evaluation of the International Bachelor Program in Tourism, National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as “the Guidelines”) are established in accordance with the Self-Evaluation Implementation Regulations of National Kaohsiung University of Hospitality and Tourism.
2. The Program shall establish a Self-Evaluation Committee to promote and execute self-evaluation matters. Members include the Program Director and all faculty members of the Program, with the Program Director serving as the Chair.
3. A quorum of at least one-half of the total members present is required to convene a meeting. Resolutions shall be adopted by the approval of a majority of the present members. If the Chair is unable to preside over the meeting due to certain reasons, an acting chair shall be elected from among the attending members.
4. The Program shall conduct self-evaluation through internal evaluation and external evaluation.
 - (1) Internal evaluation shall be conducted in coordination with the external evaluation schedule and implemented through on-site review.
 - (2) External evaluation shall be conducted once every five years. External evaluators shall be invited from outside the University to serve as evaluation committee members. The specific evaluation items shall be determined according to the needs of each evaluation cycle, and the evaluation content and reference indicators shall be based on those issued by the Ministry of Education.
5. The evaluation items, form formats, procedures, and practices for conducting the Program's self-evaluation shall fully comply with the University's self-defined feature items and the latest operational regulations and forms for technological university evaluations promulgated by the Ministry of Education.
6. When conducting internal evaluation for the Program's self-evaluation, at least three evaluation committee members (internal or external personnel) shall be selected and appointed. Upon approval by the Program's Self-Evaluation Committee, the appointments shall be submitted through administrative procedures to the Dean of the International College and subsequently to the University President for approval. The Convener shall be elected from among the committee members.

Evaluation committee members shall comply with conflict-of-interest avoidance principles and possess at least one of the following qualifications:

- (1) Having served as an evaluation committee member for institutional or professional evaluations organized or commissioned by the Ministry of Education, or having completed evaluation training courses conducted by domestic/foreign professional evaluation agencies recognized by the Higher Education Evaluation and Accreditation Council of Taiwan (HEACT) or the Ministry of Education.

- (2) Faculty members with higher education teaching experience, along with industry representatives in relevant professional fields.
7. The Program shall incorporate improvement plans based on evaluation results into the department's annual plan. The outcome of these improvements shall be monitored and managed by the College Self-Evaluation Subcommittee, serving as a reference for driving department operations and improving teaching quality.
 8. The funds required for the Program's evaluation shall be budgeted and supported by the University annually.
 9. Any matters not covered in these Directions shall be handled in accordance with relevant regulations of the Ministry of Education and the University.
 10. These Directions shall take effect upon passage by the Program Council and College Council and approval by the Dean of the College. The same procedure applies to any future amendments.

Responsible Unit: International Bachelor Program in Tourism Management, International College