

Checklist

General requirements for the accreditation of educational institutions as private universities

According to § 2 the application must include proof that the following general requirements and basic criteria will be fulfilled according to § 2 University Accreditation Act (UniAkkG):

1. The applicant institution must be a legal person based in Austria.
2. The applicant institution must offer at least two academic programmes or parts of them in one or more academic or artistic discipline(s) that must complete with an academic degree, in accordance with international standards for full-time programmes of at least three years. At the first application, curricula for the planned academic programmes have to be submitted.
3. The applicant institution has to employ academic or artistic staff for the planned academic programmes in the essential study fields which has to correspond to international standards. At the time of the first application, legally binding preliminary contracts must already exist for the planned academic programmes in sufficient extent.
4. The necessary staff, space and material equipment for the planned educational institution must be supplied. At the time of application, legally binding preliminary contracts must already exist between the institution and its teaching staff.

5. The educational institution must carry out its activities according to the following principles (for general citizens' rights, see the Federal Constitution RGBI.Nr. 142/1867):
- The freedom of the sciences and their teaching;
 - The freedom of the arts, the propagation of the arts and their teaching;
 - The interrelationship of research and teaching; and
 - The diversity of artistic and academic theories, methods and schools of thought.

To enable the Accreditation Council to check the fulfilment of the accreditation requirements according to the law the applicant has to provide the following information in written form. The documents have to include pagination and a table of content.

Structure and Organisation

- Description of the institution
- Mission statement
- Legal form, statutes and constitution, organigram
- Organisation of administrative decision-making structures
- Organisation of academic decision-making structures
- Budget and financial plans (calculation of income and expenditure) for at least five years with details of financial sources (including equity capital)
- Name, qualification, length and type of employment of the academic/artistic staff (permanent staff and external professors)
- Overview of the allocation of the academic/artistic staff according to the academic courses and field of research (separate list of the permanent staff and external professors)

- Guidelines for employment of professors
- Guidelines for postdoctoral thesis/Habilitation (if intended)
- Donations for the academic/teaching staff
- Qualification, function, length and type of employment of the non-academic staff
- Equipment (rooms, library and IT infrastructure, etc)
- If the applicant institutions part of a foreign or an international educational institution or the franchisee of one, further details are required about this institution (including its accreditation) in order to establish the relationship between it and the applicant institution.

Research, co-operation and evaluation

- Planned research at the applicant institution as well as current research projects and partnerships
- Documentation of planned projects involving international co-operation in research and teaching
- Type of internal evaluation and quality assurance procedures
- Accreditation applications to foreign authorities and their results.

Academic programmes/students

- Description (name) of the academic programmes
- Goal and profile of the academic programmes (description of the content)
- Level (BA, MA, Dr.)
- Entry requirements and admissions procedures for students
- Academic degree (exact wording)
- Length and workload (semester, ECTS, hours per semester)
- Type, structure and cycle (full time or part time training, on-campus or distance learning, module system etc.)

- Person in charge of the academic programme
- Curricula
 - for every course it has to be specified:
 - description (name)
 - content
 - learning outcomes, skills and competences (oriented towards existing schemes of the European Higher Education Area)
 - teaching and learning models
 - length and workload (hours per semester, ECTS)
 - teaching staff
 - basic course literature
- Examination regulations
- Type of legal relationship planned between the private university and its students
- Number of student places or, in the case of existing establishments, the development of numbers of student places, new students, numbers studying and graduates in the previous three to five years
- Amount of study fees
- Scholarships allocated and/or negotiated by the applicant institution
- An overall account of the education offered by the applicant institution.