

## Annual Reports of Private Universities

### **Annual development reports of private universities in accordance with section 4 para. 4 of the University Accreditation Act (UniAkkG)**

As it is the task of the Accreditation Council to ensure a continuous quality assurance of accredited private universities, the latter are required to automatically submit an annual report in accordance with section 4 para. 4 of the above Act. The report is to enable the Accreditation Council to examine the continued compliance with the accreditation requirements. In evaluating these reports, it may become necessary for the Accreditation Council to conduct reviews under section 4 para. 3 of the University Accreditation Act. At the same time, these annual reports are used by the Council as a basis for the decision on reaccreditation.

### **Reporting period**

The reporting period usually covers one full academic year (winter and summer semester). The financial section of the report should provide information on the business year under review. The annual report must generally be submitted no later than 30 November of the current year. Recently accredited private universities only need to submit a report on the first full academic year.

### **Format**

To facilitate the drafting of reports and to ensure a better readability and comparability of the reports, all reporting private universities are advised to use a standardised format.

The report should be submitted both as a printed document (2 copies) and in an electronic version and generally should not exceed 20 pages (plus attachments).

All data on students and academic or administrative staff must be based on actual figures and not on planned numbers of student places and permanent posts.

### **1 Information on current development status**

The report must invariably contain information on the following:

#### 1.1 Students

- 1.1.1 Number of student places, new students and graduates in the period under review<sup>1</sup>
- 1.1.2 Ratio between numbers of academic staff and students (specifically in regard to bachelor's, master's, and doctor's theses)
- 1.1.3 Average length of studies and drop-out rates
- 1.1.4 Results of monitoring of graduate careers (where available)

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<sup>1</sup> These data do not have to be displayed in the report. It is sufficient to convey them to Statistik Austria.

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- 1.1.5 Participation in student mobility programs
- 1.1.6 Scholarships awarded or arranged by the educational institution
- 1.1.7 Amount of study fees
  
- 1.2 Academic personnel
  - 1.2.1 Permanent academic staff
    - Name
    - Category of personnel (e.g. Univ.-Prof./research assistant/postdoc research assistant)
    - employment ratio in research and teaching
  - 1.2.2 Non-permanent academic staff
    - Name
    - Qualification (professor/PhD)
    - Extent of teaching
  - 1.2.3 Table of assignments of permanent and non-permanent academic staff to specific courses and departments
  - 1.2.4 Changes of staff in report period
  - 1.2.5 Documentation of appointment procedures for professors in report period
  - 1.2.6 Documentation of post-doctoral teaching qualification procedures in report period (where required)
  - 1.2.7 Measures to promote new employment and personnel development
  
- 1.3 Finance
  - 1.3.1 Documentation of current financial situation
  - 1.3.2 Budget and financial plans (calculation of income and expenditure) for at least five years, complete with details of financial sources (including equity capital)
  
- 1.4 Research, cooperation
  - 1.4.1 Research within the institution as well as past and present research projects and cooperations
  - 1.4.2 Revenues from R&D projects/from projects of the advancement and appreciation of the arts and expenditures for research financed by third-party funds
  - 1.4.3 Strategic research planning
  - 1.4.4 International cooperation (university-wide agreements, network partners, program partners)
  - 1.4.5 Cooperation with other academic institutions, with the professional environment, and with the relevant societal actors
  
- 1.5 Quality assurance
  - 1.5.1 Organisation and tools of internal quality assurance
  - 1.5.2 Results of internal or external evaluations (expert reviews)
  - 1.5.3 Measures to implement the results of internal and external quality reviews
  - 1.5.4 Accreditation requests submitted to foreign authorities and their outcomes (where available)

## 1.6 Development areas

- 1.6.1 Implementation of development plan submitted with application for initial accreditation or reaccreditation
- 1.6.2 Documentation of clear profile structure and development plan for the institution

## 2 Information on major changes since initial application or previous annual report

Information on the following items must only be included in the report if any major changes have been implemented or intended since the time of the initial accreditation or the previous annual report.

### 2.1 Structure, organisation

- 2.1.1 Legal status, bylaws and regulations, organisational chart
- 2.1.2 Organisation of decision-making structures within the administration
- 2.1.3 Organisation of decision-making structures in academic matters

### 2.2 Administrative personnel (Qualification, function, duration and level of employment for non-academic staff)

### 2.3 Infrastructure (Facilities and equipment (rooms, library and IT infrastructure, etc.))

### 2.4 Study programmes/students

- 2.4.1 admissibility requirements for students, admission procedure and admission contract of the educational institution
- 2.4.2 Changes of curriculum which are not subject to accreditation<sup>2</sup>
- 2.4.3 Exam regulations
- 2.4.4 Educational programs that are offered by the institution but are not covered by the accreditation

## 3 Changes which are subject to a review

Regardless of the annual reports, any modification plans in the following areas must invariably be submitted to the Accreditation Council for prior examination/for inclusion in accreditation notification. These changes must be documented in the following annual report.

- 3.1 Designation of institution
- 3.2 Designation and level (Ba/Ma/Dr), profile, objectives of courses offered
- 3.3 Duration, number of hours, ECTS
- 3.4 Designation of academic degrees to be earned
- 3.5 Denotations of academic staff
- 3.6 Regulations pertaining to appointments and post-doctoral teaching qualifications
- 3.7 Establishing sites or changing sites

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<sup>2</sup> for changes of study programme which are subject to accreditation see 3.2 to 3.4