

Guidelines for Re-accreditation Applications

Conditions and assessment criteria

With the application for re-accreditation, proof needs to be provided that accreditation requirements have been met and evidence delivered that these requirements will continue to be met in the next accreditation period. The application, on the one hand, needs to describe the current state of the institution, in order to evaluate the implementation of policies and development plans that were tendered for the preceding accreditation period. On the other hand, the current stand of development plans should also be set out.

The annual reports of the private university are another important criterion in the reaccreditation procedure. The ÖAR can select focus areas from the annual reports for the assessment process, which the institution will be informed of in advance and from which samples will be selected for in-depth examination.

Application and procedures

Re-accreditation after the expiration of the accreditation period is not automatic but must be requested by the private university, otherwise the accreditation is void. In principle, re-accreditation applies the same procedures as for the initial accreditation process. To ensure legal compliance, the proposal for re-accreditation should be tabled at least one year before the expiration of accreditation. The legal costs, as for initial accreditation, are to be borne by the applicant.

The application documents (initially only two copies in bound form with double-sided printing and consistently paginated) are to be brought to the office. When appropriate, additional copies are to be presented, in the required number, after the application has been improved in consultation with the ÖAR office.

The application shall provide an overview of the development of the institution, and contain development data for the individual courses, for which the ÖAR provides electronic forms. These can be downloaded from the website of the Accreditation Council at: [Cover sheet re-accreditation](#); [Courses of study development synopsis](#).

Test areas

In order to provide the Accreditation Council the opportunity to examine the conditions for renewal of accreditation within the means of the law, test areas have been defined by the ÖAR on which the applicant has to provide the appropriate written information. **Each test area must be illustrated, on the one hand, by documentation of evidence and on the other complemented by a self-assessment in terms of a SWOT analysis.**

The following audit areas are to be considered:

1 Mission statement and development plan

- Objectives and perspectives in teaching and research (Mission Statement)
- Development plan (past and future accreditation periods)

2 Organisation and Management

- Internal control and decision making structures, constitution (including appointment procedures and - if existing - habilitation procedures) including identification of any changes made since the last accreditation
- If the institution is part of a foreign educational institution, details of such an institution (including accreditation) and the relationship to it (organisation structures, distribution of responsibility and decision making competence).
- If the institution has other locations, details of organisation structures, distribution of responsibilities and decision making competence

3 Quality Management

- Defined quality objectives and quality assurance system
- Principles and functionalities of the internal information, communication and data management system
- Results of external evaluations in the last accreditation period and their implementation
- Accreditation procedures of foreign agencies and their results

4 Financing, spatial and material resources

- Budget and financial situation and plan (revenue and expenditure accounts) for the next accreditation period with information on the sources of financing (including equity)
- Facilities (rooms, library and information technology infrastructure, etc.)

5 Staff

- Staff development
- Appointment policy as well as implemented appointment and postdoctoral procedures
- Promotion of junior staff and human resources development

6 Courses of studies and course management

- Overview on the individual courses of studies (see [form](#))
- Entry requirements, credit transfer policy, selection procedures
- Modularisation
- Definition and verification of learning outcomes
- Educational Concepts (including e-learning and distance learning, if existing)
- Student workload and workload distribution
- Test system and test forms
- Scholarships
- Student services and course guidance
- Education contract

7 Research and international cooperation

- Research in the institution as well as current research projects and collaborations
- Grant expenditures
- Research strategy
- Involvement of students in research
- Strategies and measures for internationalisation in research and teaching

When the private university has other **locations**, they must be accounted for and considered separately in the individual test areas.