

## Principles for Writing Guidelines

To facilitate a consistent application of the University Accreditation Act (UniAkkG) the ÖAR interprets and elaborates the UniAkkG by setting down guidelines. The ÖAR uses the following as orientation:

- International standards as explicitly stipulated by the UniAkkG
- The University Act of 2002 which sets down the legal framework governing organization and study at public universities in Austria. The ÖAR assumes that the University Act of 2002 has laid down international standards that can be complied with to a maximum but not below a certain minimum.
- The stipulations of the Bologna Process
- The *European Standards and Guidelines for Quality Assurance in the European Higher Education Area*

Guidelines serve to describe both quality standards in keeping with the accreditation prerequisites contained in the UniAkkG and the principles governing the realization of the accreditation procedure taking into account the relevant General Administrative Procedure Law (AVG) and the code of practice for the parties involved in the procedure (applicant, experts and ÖAR.)

In one fixed item of the agenda (basic matter) of the meetings of the ACC the guidelines are regularly reworked and complemented with a view to their adequacy. All guidelines approved by the ÖAR are published.

In writing the guidelines the ÖAR generally grants the private universities the possibility to comment on them. This should ensure that the circumstances in question are addressed in their entirety and that the various views of institutions regarding the practical implementation of the guidelines could be taken into account.

The following procedure is generally intended for writing guidelines:

1. Written draft from the office
2. Discussion, reworking and approval of the draft guidelines at a meeting of the ÖAR
3. The draft guidelines are sent out to all private universities with ample time for comments to be made
4. Discussion and final approval of a guideline taking into consideration the comments submitted by the private universities at the following meeting of the ÖAR
5. Publication of the guideline