

Checklist for Joint Programmes

Preparation checklist for an accreditation application for joint study programmes

In order to verify the conditions for the accreditation of joint study programmes, the Accreditation Council requires information on the following points in written form. All information contained in the application must refer to the entire programme of study and not only to those parts which are delivered by the private university. In addition, the guidelines of the ÖAR regarding joint programmes are to be observed ([see link](#)).

For better legibility of the accreditation application, a standard cover sheet is to be included. This form is available for download from the Accreditation Council's website. The application initially consists of two copies in bound form (double-sided printed pages and consistently paginated) which are to be delivered in hard-copy to the ÖAR office. Additional copies in the required number are to be submitted where deemed necessary, after improving the application through the consultation process with the ÖAR.

- The partner institution(s), with whom the joint programmes (including information on legal status and accreditation of the institution(s)) will be carried out
- Cooperation agreement with the partner institutions
- Title of the programme of study
- Target and profile of the programme of study (content description)
- Orientation of the programme of study on the mission of the institution
- Level (BA, MA, Dr)
- Admission requirements and selection procedures for students
- Academic degree (exact wording) and type of award (which institution(s) award(s) the academic degree, and exemplar of the degree certificate(s))
- International comparability of the study programme and the academic degree
- Diploma supplement, in which the parts of the degree completed at participating institutions are presented in detail
- Duration and scope (semesters, ECTS*, semester hours)
- The form, structure and time flow of the entire study, including those units supplied by partner institutions are to be provided (full- or part-time, classic or distance learning, modular system, block seminars, etc.)

- Definition of the study units which are to be provided by the respective partner institutions
- Study plan of the entire programme of studies:
Among the modules and courses the following must be specified
 - Title
 - Content
 - Objectives and learning outcomes
(competencies and qualifications, knowledge and skills)
 - Forms of teaching and learning
 - Scope and workload (semester hours, ECTS*)
 - Lecturer(s)
 - Fundamental literature used in the programme of studies
- Examination rules (including the agreement of automatic and full recognition of the examination and scientific work that the partner institutions require of students)
- Language(s)
- Overall coordination of and people responsible for the programme of studies
- Permanent staff (name, qualifications, employment contract or pre-employment contract, assignment to courses or research areas)
- External lecturer (name, qualification, employment contract or pre-employment contract, assignment to courses or research areas)
- Ratio of scientific/artistic core staff (differentiated by categories of staff) to students
- Research related to the study programme (research projects and cooperations, and the names of the responsible persons)
- Organizational arrangements and administrative responsibilities for the implementation of the programme of studies
- Quality assurance:
 - Regulations regarding quality assurance procedures
 - Presentation of evaluation tools
 - Mechanisms for the implementation of quality assurance measures
- Number of study places
- Articles of traineeship
- Tuition fees
- Funding
- Configuration of facilities and equipment

* The system of ECTS-assignment has to be explained in terms of the different elements making up the workload.