

## Evaluation

### Legal Basis

In accordance with § 4 Abs 4 Z 3 of the Austrian Accreditation Act, any private university shall document the results of evaluation procedures regarding quality of research and teaching activities in an annual report to the accreditation council. The private university should conduct such procedures on an annual basis, at a minimum, however, every second year. The accreditation council provides details of these legal requirements below:

### Evaluation as part of the institutions' quality management

- The responsibility for the set-up of a quality management system and the selection of methodological resources lies with the private university.
- The quality management system of the private university has to take into account the specifications of the *European Standards and Guidelines* (ESG), part 1 and part 2.
- Internal and external evaluations have to be part of the quality management system of the private university. The evaluations should cover research, teaching and procedures of quality assurance. The special focus of the respective evaluation should be defined by the private university with regard to objectives and purpose of the internal quality assurance procedures (see ESG, point 2.7)
- Within the first period of accreditation, one evaluation must be conducted (no later than after two years) with external experts. Subsequently evaluations with external experts have to be undertaken on a cyclical basis (see ESG, point 2.7)
- The results of internal and external evaluations and of other quality assurance measures shall be used to continuously enhance the quality of its teaching and research activities.

### Methodological Principles for External Evaluation

Implementation of the external evaluations shall be guided by internationally recognised schemes and especially by the specifications of the ESG, part 2. The procedure shall be composed of the following phases:

- Self-evaluation by the institution
- External evaluation by a review team
- Evaluation report
- Follow-up procedure

### Self-evaluation by the institution

The report on self-evaluation must comprise all quality-relevant processes and stress the following aspects:

- Assessment of the current situation
- Analysis of the current situation with a view to defined goals, requirements, and expectations

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- Proposals for improvement, and measures planned
- Summary analysis of strengths and weaknesses

**External evaluation by a review team**

The review team must be composed of internationally renowned specialists. They have to be independent and impartial.

**Evaluation report**

The review team shall submit a written evaluation report which shall be sent to the responsible bodies of the private university.

**Follow-up procedure**

The private university shall draft a plan, based upon the report, on how to implement the evaluation report's recommendations in terms of content and timeframe.