

Rules of Procedure of the Accreditation Council

The Austrian Accreditation Council, called ÖAR in the following, decided on the following rules of procedure at its meeting on April 15, 2000 according to § 4 par. 9 of the University Accreditation Act, Federal Law Gazette (BGBl.) I No. 168/1999 (approved by the Federal Minister of Education, Science and Culture with the communication of May 17, 2000, Federal Law Gazette 53.825/21-I/D/3(VII/D/3)/2000). In the plenary meeting on 23/24 June 2008 the ÖAR adjusted the rules of procedure (approved by the Federal Minister of Science and Research with the communication of July 13 2008, GZ 32.500/0011-I/12/2008):

Convening meetings

§ 1. (1) Meetings of the Accreditation Council shall be convened by the President when called for. If he or she is unable to attend, the President shall be represented by the Deputy President in all matters. A meeting shall also be convened if this is called for by at least three members of the ÖAR who shall add a proposal for an agenda.

(2) All members shall be informed in writing at least two weeks prior to the date of the meeting of location and time and shall be supplied with the preliminary agenda and meeting documents.

(3) In principle, all members have to participate at the meetings of the ÖAR. If they should be unable to attend, they should inform the office about this as soon as possible.

(4) A member who is unable to attend can transfer his/her vote to another member. Transferring a vote must be done in writing. A member is not allowed to have more than two votes.

(5) A vote may only be transferred for those items on the agenda that were already included on the provisional agenda.

Agenda

§ 2. (1) The President shall set down the agenda.

(2) The ÖAR shall decide on the agenda at the beginning of its meeting.

(3) The agenda may be expanded during a meeting according to the provisions on establishing a quorum.

(4) The accreditation of an educational institution as a private university may not be decided upon if this item was not already on the preliminary agenda.

(5) The agenda must in any case include the following: establishing the quorum, approval of the minutes of the last meeting, report of the President, further reports, miscellaneous.

Meetings

§ 3. (1) The meetings are not public.

(2) The President oversees and closes the meeting. He/she must ensure that the rules of procedure are adhered to. He/she determines the order of the

communications and items to be deliberated on the basis of the agenda, gives the floor, establishes the quorum and announces the resolutions made.

(3) Each member of the ÖAR has the right to submit motions on a given item of the agenda.

(4) If decided by the ÖAR or the President experts or other persons offering information may be asked to attend the meetings. These persons are bound to confidentiality. These persons may only be present when items on the agenda referring to them are discussed.

(5) The grounds for biasedness of the General Administrative Procedure Act shall apply for members of the ÖAR and experts. A biased member has to leave the meeting for the duration of the deliberation on a given item.

Quorum

§ 4. (1) The ÖAR shall have a quorum if at least five members are present.

(2) In votes abstentions from voting shall not be permitted. A secret vote is to be held if this is called for by one of the members.

(3) A proposal shall be considered approved if at least five members of the ÖAR voted for it.

Vote in circulation

§ 5. (1) In matters not requiring further deliberation or in which due to urgency a resolution seems called for, resolutions in writing may be ordered by the President before the next meeting. The deadline for submitting an answer must be at least one week.

(2) The motion must be submitted in writing and include an explanation. The text must be written so that it can be voted on simply with a YES or NO.

(3) The vote is not effective if only one member calls for deliberation or another version of the motion. In this case the item is to be placed on the agenda of the next meeting.

(4) The motion is accepted if there is a general quorum. It is not possible to transfer a vote.

(5) The members must be informed of the result of the vote in writing at the next meeting.

Minutes

§ 6. (1) Minutes must be compiled for each meeting. The minutes must be signed the President and the office.

(2) The meeting minutes are resolution minutes. Here the location, the time the meeting began and ended, the names of the members in attendance, the motions and resolutions submitted as well as the results of the votes (indicating the number of votes) are to be rendered. The content of the reports and debates shall only be rendered to the extent that they are necessary for understanding the resolutions passed. The invitation to the meeting and the final agenda shall be added to the minutes.

(3) The completed minutes shall be sent to the members. Objections to the minutes shall be raised at the next meeting at the latest.

Rapporteur

§ 7. To prepare accreditation decisions a member of the ÖAR shall be appointed rapporteur. If necessary, the ÖAR shall appoint one or more experts for a site-visit of an applicant institution and for compiling of expert reports. The rapporteur is in charge of the site-visit at the applicant institution.

Outside Representative

§ 8. The President shall represent the ÖAR to the outside on all matters including PR and daily business.

Office

§ 9. The office is to be established by the Federal Minister responsible for implementing the University Accreditation Act and endowed with the necessary material and staff. It is in charge of supporting the ÖAR in carrying out its tasks and everyday agenda. The office answers only to the ÖAR. All applications and petitions must be first processed by the office.

Entry into force

§ 10. The rules of procedure shall come into effect on the day following the approval by the Federal Minister in charge of implementing the University Accreditation Act.