

Checklist for Academic Programmes

To enable the Accreditation Council to check the fulfilment of the accreditation requirements for academic programmes the applicant has to provide the following information in written form. The Accreditation Council provides a cover sheet for the application that is online available at the website of the Accreditation Council. The documents have to be submitted in two hard copies (paperback, double sided and with pagination) to the office of the Accreditation Council. Additional copies in the required number have to be submitted after a possible correction of the document (if necessary) in consultation with the office.

1 Academic Programmes and Student Management

- Description (name) of the academic programme
- Goal and profile of the academic programme (description of the content)
- Orientation of the academic programme on the mission statement of the institution
- Level (BA, MA, Dr.)
- Entry requirements and admissions procedure for students
- Academic degree (exact wording)
- Diploma supplement
- Length and workload (semester, ECTS¹, hours per semester)
- Type, structure and cycle (full time or part time training, module system etc.)
- Curricula
for every course it has to be specified:
 - description (name)
 - content
 - learning target and outcomes (competences and qualifications, knowledge and skills)
 - teaching and learning models
 - length and workload (hours per semester, ECTS)
 - teaching staff
 - basic course literature
- Examination regulations
- International comparability of the academic programme and the academic degree

2 Staff

- Person in charge of the academic programme
- Permanent staff (name, qualification, (preliminary) contract of employment, length and type of employment, allocation to the courses and fields of research)
- External staff (name, qualification, (preliminary) contract of employment, length and type of employment, allocation to the courses and fields of research)

¹ The allocation of ECTS has to be described according to the different elements of the workload.

- Ratio between numbers of academic/artistic staff (differentiated according to the staff category) and students

3 Research

- Research related to the academic programme (research projects and –co-operations and persons in charge)

4 Quality management

- Quality assurance:
 - Policies and arrangements for quality assurance procedures
 - Description of evaluation instruments
 - Mechanisms for the implementation of quality assurance measures

5 Financing, Space and Equipment

- Number of student places
- Type of the legal relationship between the private university and its students
- Study fees
- Financing
- Space resources and material equipment

6 Distance Learning, E-Learning or Blended Learning

If the academic programmes are based on distance learning, e-learning or blended learning the following points have to be taken into account additionally:

ad Academic Programmes and Student Management

- allocation of face-to-face provision and supervised/not supervised self-study
- specific forms of communication and media and examples of course material which make the realisation of the didactic concept comprehensible

ad Staff

- human resources planning must provide information on which tasks are carried out by which positions:
 - subject-specific contents of course material
 - development of a didactic concept
 - pedagogical-didactic support for teachers
 - technical development (production of digital, interactive course material)
 - tutor employment (work organisation, communication, support in time-based course completion)
 - IT support for teachers and students
 - IT service for technical support
- qualification of teaching staff and tutors regarding the special didactic and technical requirements

ad Space and Equipment

- study centres for face-to-face provision and student assessment
- hardware and software incl. licences
- infrastructure of IT-/distribution department regarding the special requirements of the teaching plan