

Checklist for Institutions

General requirements for the accreditation of educational institutions as private universities

According to § 2 the application must include proof that the following general requirements and basic criteria will be fulfilled according to § 2 University Accreditation Act (UniAkkG):

1. The applicant institution must be a legal person based in Austria.
2. The applicant institution must offer at least two academic programmes or parts of them in one or more academic or artistic discipline(s) that must complete with an academic degree, in accordance with international standards for full-time programmes of at least three years. At the first application, curricula for the planned academic programmes have to be submitted.
3. The applicant institution has to employ academic or artistic staff for the planned academic programmes in the essential study fields which has to correspond to international standards. At the time of the first application, legally binding preliminary contracts must already exist for the planned academic programmes in sufficient extent.
4. The necessary staff, space and material equipment for the planned educational institution must be supplied. At the time of application, legally binding preliminary contracts must already exist between the institution and its teaching staff.
5. The educational institution must carry out its activities according to the following principles (for general citizens' rights, see the Federal Constitution RGBI.Nr. 142/1867):
 - The freedom of the sciences and their teaching;
 - The freedom of the arts, the propagation of the arts and their teaching;
 - The interrelationship of research and teaching; and
 - The diversity of artistic and academic theories, methods and schools of thought.

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. Mission Statement

- Objectives and perspectives in teaching and research (mission statement)

2. Organisation, Management and Planning

- Description of the institution
- Legal form (proof of the legal person)
- Constitution
 - including at least the following elements:
 - Organisation of administrative decision-making structures
 - Organisation of academic decision-making structures
 - Guidelines for employment of professors
 - Guidelines for postdoctoral thesis/Habilitation (if intended)
 - intended designations for the academic staff
- If the applicant institution forms part of a foreign educational institution further information on the home institution (including its accreditation) and the relationship between home and applicant (branch) institution is required (organisational structures, distribution of responsibilities and decision-making competences).
- If the applicant institution intends to establish branch campuses further details are required in terms of organisational structures, distribution of responsibilities and decision-making structures.
- Development plan in accordance with the mission statement and the financial plan

3. Quality Management

- Description of the quality assurance system
- Requests for applications at foreign authorities and their results

4. Financing, Space and Equipment

- Budget and financial plans (calculation of income and expenditure) for at least five years with details of financial sources (including equity capital)
- Equipment (rooms, library and IT infrastructure, etc)

5. Staff

- Name, qualification, (preliminary) contracts of employment of the academic/artistic staff (information time exposure of the teaching staff for teaching, examination and consulting tasks as well as activities in administration and research and salary)
- Name, qualification, (preliminary) contracts of employment as well as length and type of employment of the external staff/professors
- Overview of the allocation of the academic/artistic staff according to the academic courses and field of research (separate list of the permanent staff and external professors)
- Qualification, function, length and type of employment of the non-academic staff

6. Academic Programmes and Student Management

- Description (name) of the academic programmes
- Goal and profile of the academic programmes (description of the content)
- Orientation of the academic programme on the mission statement of the institution
- Level (BA, MA, Dr.)
- Entry requirements and admissions procedures for students
- Academic degree (exact wording)
- Diploma supplement
- Length and workload (semester, ECTS*, hours per semester)
- Type, structure and cycle (full time or part time training, on-campus or distance learning, module system etc.)
- Person in charge of the academic programme
- Curricula
for every course it has to be specified:
 - description (name)
 - content
 - learning targets 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
- Type of legal relationship planned between the private university and its students
- Number of student places or, in the case of existing establishments, the development of numbers of student places, new students, numbers studying and graduates in the previous three to five years
- Ratio between numbers of academic/artistic staff (differentiated according to the staff category) and students
- Amount of study fees
- Scholarships allocated and/or negotiated by the applicant institution
- Student service (office hours, tutoring, individual consulting etc.)
- Further academic programme (accreditation not obligatory) of the applicant institution (if existing)

7. Research and international Co-operation

- Research within the applicant institution as well as current research projects and co-operations
- Documentation of projects involving international co-operation in research and teaching

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

8 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 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

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 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