



Agentur für
Qualitätssicherung
und Akkreditierung
Austria

Guidelines for International Accreditation of Higher Education Institutions and Degree Programmes (Bachelor, Master and PhD)

(Adopted by the Board of AQ Austria in its 52nd meeting on 13 February 2019)

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1 Objective and outcome

This Guideline outlines the international accreditation that AQ Austria applies for institutional accreditation of higher education institutions and as well for degree programmes. AQ Austria offers higher education institutions in the European Higher Education Area (EHEA) or degree programmes thereof a possibility to be awarded with the certificate of AQ Austria. By granting international accreditation to higher education institutions or to degree programmes AQ Austria confirms compliance with international standards. These standards are derived from the core principles laid down in the EHEA and the European Standards and Guidelines for Quality Assurance in Higher Education (ESG).

A higher education institution can apply for an institutional accreditation or for an accreditation of degree programmes. With regard to degree programmes this Guideline is applicable for Bachelor, Master and PhD Programmes.

The *Guideline* is applicable to higher education institutions which degree programmes have already been completed by a student cohort. This *Guideline* is not applicable for higher education institutions or degree programmes seeking *initial accreditation*.

The Criteria regarding the accreditation of institutions takes into account the institutional tasks and objectives of a higher education institution. Therefore, the criteria address the institutions mission and strategy, governance, resources (funding and infrastructure, staff), teaching and learning, research and development, quality management, student support and public information.

Consequently the AQ Austria's *Guidelines* for the international accreditation of degree programmes take into account relevant tools applicable in the EHEA, such as the Framework for Qualifications for the the European Higher Education Area (FQ-EHEA), the European Credit Transfer System (ECTS), the Diploma Supplement (DS) and the Lisbon Recognition Convention.

If a higher education institution or its degree programmes reviewed complies with AQ Austria's criteria, the institution or the degree programmes will be accredited and, consequently, be awarded the certificate of AQ Austria.

Receiving international accreditation in accordance with this *Guideline* does not entail the statutory recognition of degree programmes in Austria's higher education system which is restricted to higher education institutions under Austrian law.

International accreditation is valid for a period of six years. Granting accreditation may be contingent on certain conditions whose fulfilment must be documented within nine months.

2 Eligibility

The *Guideline* is applicable to higher education institutions from a country within the EHEA that is recognized by the responsible national authorities as higher education institution (HEI) with permit to offer programmes and degrees at the level of the National Qualifications Framework (NQF) like the one(s) submitted for international accreditation. The *Guideline* is applicable only to programmes at Bachelor-, Master and doctoral level that have already been completed by at least one student cohort.

3 Procedure

3.1 Agreement

- (1) The HEI and AQ Austria shall enter into an agreement about the conduct of an international accreditation. The contract includes the terms of reference for the procedure e.g. legal frameworks, timeline, language used in the procedure (English or German), number of experts, length of the site-visit, costs.
- (2) AQ Austria calculates costs, which include the services of AQ Austria (review coordination, review administration) as well as all costs for experts. Travel, accommodation and subsistence costs will be estimated in the calculation. Real costs derived from e.g. a kick-off or and site-visits for experts will be subject to payment upon request of AQ Austria.
- (3) If required, the costs for experts who will assess the fulfillment of conditions after the accreditation decision are subject to a separate calculation.

3.2 Application and Self-Assessment Report (SAR)

The HEI submits a self-assessment report electronically to AQ Austria. The self-assessment report shall demonstrate how the HEI complies with the criteria pursuant to chapter 4, or 5, or 6 respectively

3.3 Pre-screening

The review coordinator screens the self-assessment report as regards its completeness. In case relevant information is missing the HEI is given an appropriate deadline to supplement the material.

3.4 Review Panel

- (1) The Board shall appoint experts for the review.
- (2) Through the composition of the expert panel, the Board shall ensure that all aspects relevant for the procedure will be reviewed, taking into account any specific features of the HEI or the programme. The Board shall take into account special requirements on a case-by-case basis; it shall aim for diversity in the composition of the expert panel, and ensure that their current activities cover the following fields of competence:
 1. proven scientific and artistic qualifications in the disciplines core to the applicant institution's course offerings;
 2. research activities in the relevant disciplines and familiarity with the academic research at universities;

3. verifiable international experience obtained through professional activity abroad;
4. verifiable knowledge of a professional field relevant for the applicant institution's course offerings obtained through relevant work experience;
5. experience in quality management and quality assurance in higher education;
6. experience in higher education management and organisational structures;
7. experience in teaching as well as in the development, implementation, and evaluation of curricula;
8. student experience in a discipline of the university's course offerings.

With regard to programme accreditations and changes thereto, no 1, 2, 4, 7, and 8 apply to the discipline of the respective degree programme; no 6 does not apply.

- (3) The Board may appoint experts in addition to the expert panel for subject-specific external review reports as regards specific subjects if it considers this necessary in order to sufficiently take account of the range of subjects of the HEI in the evaluation of the criteria.
- (4) The experts must be unbiased. They shall declare in writing that there are no grounds for bias and that they will keep confidential all facts they become aware of in relation with their work as experts. Reasons for bias include, for example:
 1. employment or any other contractual relationship with the applicant institution within the last five years;
 2. applications to the applicant institution within the last five years;
 3. involvement/co-operation with the applicant institution or their bodies within the last five years;
 4. personal research co-operation or co-operation with persons linked to the applicant institution within the last five years;
 5. examinations taken or degrees obtained at the applicant institution within the last five years;
 6. or proximity to persons linked to the applicant institution.
- (5) The secretariat shall inform the HEI about the experts and shall grant the HEI two weeks to raise objections, for example concerning the unbiasedness of the experts. Reasons for objections shall be given in writing. The HEI does not have the right to propose experts.
- (6) The secretariat shall support the activities of the expert panel throughout the accreditation procedure. Except for the site visit, communication between the HEI and the expert group shall take place exclusively via the secretariat.
- (7) The secretariat shall prepare the experts for their activities, and shall support them in carrying out their activities.

As preparation, AQ Austria takes care that the peers receive all application documents, all information necessary for their activities as experts, the relevant legal bases as well as all documents necessary for the organisation and administration of the procedure in good time before the site visit.

As a further step, a virtual or telephone conference is held in timely manner prior to the site visit. This conference serves various purposes, such as providing the opportunity for the review panel members to meet and to become acquainted with the procedural background, to provide room for discussing the first impressions of the application and of issues regarding the degree programme, clarifying the role of the experts and allocating tasks, content-wise preparation and organisation of the site visit, etc.

AQ Austria takes care that the review panel and the project-coordinator responsible for the procedure will have an opportunity to meet, generally as part of a preliminary discussion on the evening before the site visit. The focus lies on the concrete schedule for the site visit, which shall be the result of the preparations, on an indepth discussion of the impressions of the application, on the discussion of questions regarding the HEI or the degree programme and on the content-related coordination within the expert panel regarding their tasks and responsibilities as to the site visit and the preparation of the expert report.

The experts are to be informed about the application and the applicant institution as well as about the aspects of the application meriting special scrutiny to guarantee that the experts retain the greatest possible objectivity.

3.5 Site visit

- (1) The review includes a site visit of the experts to the HEI.
- (2) The following principles for the organisation and conduct of a site visit of the applicant institution shall apply:
 1. The agenda shall be tailored to the specific requirements of the procedure and be coordinated with the applicant institution.
 2. The experts, staff of the secretariat as well as representatives of the applicant institution shall participate in the site visit. The applicant institution shall be free to select its representatives. The student representation, where applicable, shall select a student representative.
 3. All relevant groups of the applicant institution shall be heard, and the individual groups shall be able to present their positions autonomously and uninfluenced.
 4. The staff of the secretariat shall support the experts in their activities and make sure that the site visit is proceeding properly.

Peers, project-coordinator of the agency as well as representatives of the higher education institution participate in the site visit.

The peers name to the project-coordinator those groups with which they intend to have talks. The higher education institution selects suitable persons for each group and ensures that knowledgeable persons are available for all subject areas. The student representatives shall be selected by the students' council of the higher education institution.

All relevant groups of the higher education institution are heard and the individuals have the opportunity to present their positions freely and uninfluenced.

As a rule, peers also inspect the facilities and the infrastructure of the higher education institution.

The peers are responsible for ensuring the evidence from the talks and will be supported by the project-coordinator who guarantees a correct and proper course of the site-visit.

3.6 Review Report

- (1) On the basis of the insights gained from the application documents and the site visit, the experts shall draw up a joint review report, consisting of statements and assessments with regard to the criteria pursuant to sections 2 (institutional accreditation) or section 3 (degree programme accreditation) and, if applicable, of references to good practice or recommendations for further development, respectively.
- (2) The report shall be drawn up respecting the diversity of the experts' opinions, while at the same time aiming at a broad consensus in order to provide common findings and assessments with regard to the criteria and a summary assessment. If experts' opinions differ on an issue and cannot be eliminated, the differences shall be expressed in the report.
- (3) If subject-specific external review reports pursuant to section 5 paragraph 3 were commissioned, the experts shall take them into consideration when drawing up the review report.
- (4) The secretariat shall send the review report to the applicant institutions and grant it a reasonable period to comment on the report. Within the framework of the comment, the applicant institution may point out, in particular, factual mistakes. Upon receiving the comment, the secretariat shall forward it to the expert panel. The experts shall review the comment and, if required, modify the review report. If changes are made, the secretariat shall send the final review report to the applicant institution for information.

Statements are based on the provided evidence (Self-Assessment report plus additional written material provided prior or during the site visit if needed and oral testimonies during interviews).

Explicit reference to the written documents, oral testimonies (of higher education staff, students etc.), and any other available evidence when and if applicable should be made.

If a standard has been assessed as "partially met" this means that deficiencies were detected that will lead to conditions. If accreditation is granted subject to conditions, their fulfilment must be documented in writing within nine months. Accreditation will be denied if at least one standard has been assessed as "not met".

Recommendations are weaker than conditions. They do not necessarily need to be fulfilled for a standard to be met.

3.7 Decision

- (1) The decision of the Board on accreditation and modifications thereto shall be based on the self-assessment report, the review report, and the comment of the HEI. The Board may accredit the HEI/the programme or reject accreditation.
- (2) The Board accredits the applicant institution/the programme if the criteria are "fully complied with".
- (3) The Board may accredit the HEI/the programme with conditions if criteria have been assessed as "partially complied with" and identified deficiencies are likely to be resolved within nine months.

- (4) The Board shall reject accreditation if at least one criterion is "not complied with". A criterion is not complied with if a deficiency identified cannot be resolved within nine months.
- (5) The notification of the decision shall contain the following information as a minimum:
1. the term of accreditation;
 2. the name of the applicant institution;
 3. title of the degree programme/s, type, mode of delivery, total workload (in ECTS credits), duration (in semesters), language and exact wording of the academic degree(s) to be awarded (including its/their abbreviation);
 4. site(s) at which the degree programme(s) is/are held;
 5. any conditions

3.8 Publication of the findings of the procedure

- (1) After the procedure has been completed, AQ Austria shall publish a report on the outcomes of the accreditation procedure on its website for the entire accreditation period. The report on the outcomes shall be easily accessible and contains the Board's decision, including reasons, the final review report (incl. the experts' names as well as the institutions they are employed at) and the HEI's comment (the latter only following their approval).
- (2) The HEI shall publish the report on the outcomes on their website; the HEI has to ensure that the report on the outcomes shall be easily accessible for the entire accreditation period.

3.9 Fulfilment of Conditions

- (1) In case the accreditation was granted with conditions the HEI submits to AQ Austria within nine months evidence that comprise all relevant information to assess whether the conditions have been fulfilled.
- (2) The Board shall decide if the assessment of whether the conditions have been fulfilled shall entail a site visit to the HEI or if a written documentation explaining the measures taken by the HEI is sufficient. AQ Austria shall issue a certificate to the applicant institution.
- (3) In case the HEI fails to prove fulfilment of conditions, the Board shall revoke the accreditation.

3.10 Changes in the accredited higher education institution and in accredited degree programmes

- (1) If the HEI introduces substantial changes to the institution or a degree programme in the following aspects and if the HEI intends to uphold the accreditation status a modification of the accreditation decision is required:
1. change of the legal status of the HEI or its name;
 2. modifications to the curriculum, if they result in significant changes of the profile, the name, or the degree mode of the degree programme, changes of the total workload (in ECTS credits), the duration (in semesters), or of the language and/or the exact wording of the academic degree to be awarded (including its abbreviation);
 3. changes of the site or the sites at which the degree programme is offered

- (2) The HEI shall apply for approval of the changes and submit all relevant information required to assess whether the changes are suitable to meet AQ Austria's criteria. If necessary, AQ Austria will involve experts when assessing the changes and will decide whether the accreditation criteria are complied with. If experts are involved in assessing the changes the HEI will be required to refund the costs.

3.11 Appeals

- (1) The HEI may submit a written appeal to AQ Austria if it considers that the procedure and / or accreditation decision does not comply with the rules of this Guideline.
- (2) The appeal will be dealt with by the Appeals Commission of AQ Austria, which will report to the Board of AQ Austria and the HEI on the results of its investigations and, where appropriate, recommend suitable measures.
- (3) The final decision is the responsibility of the Board of AQ Austria. The assessment of the Appeals Commission is not binding for the Board of AQ Austria. The Board has to justify its decision in case it does not follow the Appeals Committee's recommendation.

4 Criteria for International Institutional Accreditation

Profile and Objectives

Criterion 1.1

The HEI has an institutional profile and has derived academic objectives in the fields of teaching and learning as well as research.

Criterion 1.2

The HEI uses a defined process of monitoring the achievement of objectives in the fields of teaching and learning as well as research.

Governance

Criterion 2

Based on a balanced system of academic self-administration, operational and strategic management functions, the HEI's organisational structure ensures the autonomy of the HEI as well as the freedom of science and teaching.

Design, approval and further development of degree programmes

Criterion 3

The HEI has defined processes for the design, approval, and quality assurance of degree programmes, which involve the relevant stakeholder groups.

Counselling and support for students

Criterion 4.1

The HEI provides adequate support structures on the subjects and relating to the organisation of studies as well counselling for students.

Criterion 4.2

The HEI shall provide for a procedure for handling student complaints.

Research

Criterion 5.1

The HEI's research and development activities are oriented towards its profile and its objectives. For this purpose, it has developed a concept, which comprises at least strategic goals as well as measures for their implementation.

Criterion 5.2

The HEI performs activities in research according to the academic standards and the respective disciplinary cultures.

Criterion 5.3

The HEI provides for institutionally anchored research collaborations with partners from the higher education area and, where appropriate, from outside higher education within the country and abroad which are adequate to the respective disciplinary cultures.

Criterion 5.4

The HEI's full-time scientific staff is involved in the research activities in their specific discipline.

Criterion 5.5

The HEI promotes research activities by providing for appropriate organisational or structural framework conditions.

Criterion 5.6

The HEI ensures a transfer of knowledge to the economy and society.

Staff

Criterion 6.1

The HEI has sufficient scientific staff, as well as sufficient non-academic staff for carrying out its tasks in accordance with the strategy.

Criterion 6.2

The relation between full-time scientific staff and students shall be appropriate regarding the profile of the respective degree programme. Full-time staff means employees working at least 50% of their working hours in salaried employment at the HEI.

Criterion 6.3

The scientific staff is qualified according to the requirements of the respective post.

Criterion 6.4

The prioritisation of the full-time scientific staff's teaching, research, and administrative activities ensures adequate participation in teaching in degree programmes and leaves sufficient time for research.

Criterion 6.5

The HEI has implemented transparent and quality-driven recruitment procedures for hiring full-time and part-time scientific staff as well as non-academic staff.

Criterion 6.6

The HEI provides adequate further training and staff development measures.

Funding

Criterion 7

The HEI has a viable and sustainable financial plan which ensures the performance of its tasks in accordance with the development plan. Provisions have been made to fund expiring degree programmes.

Infrastructure

Criterion 8

The HEI's facilities and equipment are quantitatively and qualitatively adequate to ensure the performance of its tasks in accordance with the development plan. In the case that the HEI draws on external resources, their authorisation to use them has been contractually secured.

Co-operations

Criterion 9

The HEI maintains collaborations beyond Criterion 5.3 with higher education institutions and, if appropriate, partners outside higher education in the home country and abroad matching their profile and also promoting the mobility of students and staff.

Quality Management

Criterion 10.1

The HEI uses a quality management system, which has been incorporated in the institution's strategic management. Based on the HEI's objectives, it ensures that the quality of learning and teaching as well as of research, and of the administration are assessed on a regular basis.

It furthermore guarantees that the accreditation criteria are met and promotes the HEI's enhancement.

Criterion 10.2

The HEI periodically and systematically collects information on the quality of learning and teaching as well as research as well as supporting tasks performed within quality management procedures.

Criterion 10.3

The HEI assesses the effectiveness of its quality management system on a regular basis and enhances it as required, drawing on the knowledge of internal and external experts.

Criterion 10.4

The HEI has implemented structures and procedures to ensure that the rules of good scientific practice are adhered to.

Information

Criterion 11

The HEI publishes easily accessible and up-to-date information on its activities on its website, including, as a minimum, the curricula and study regulations as well as examination regulations, and an outline of the quality management system.

5 Criteria for Accreditation of Bachelor- and Master- Programmes

Development and quality assurance of the degree programme

Criterion 1

The degree programme was developed using a predefined procedure for the development and establishment of degree programmes which involves relevant stakeholder groups.

Degree programme and programme management

The following criteria are to be applied with consideration of a diverse student population. In the case of degree programmes with distinctive features or special profiles, these determining features have to be considered in the self-assessment report. Distinctive features or special profile are e.g. compulsory internships, work-based degree programmes (dual), degree programmes with part-time organization, distance learning courses, etc.

Criterion 2.1

The degree programme is oriented towards the profile and the objectives of the HEI.

Criterion 2.2

The profile and the intended learning outcomes of the degree programme have been clearly defined. They include scientific, personal, and social competences; they meet the professional requirements and are in accordance with the respective level of the National Qualification Framework. As regards regulated professions, the HEI shall describe if and under which preconditions access to those professions is ensured.

Criterion 2.3

The name of the degree programme and the academic degree correspond to the degree programme's profile.

Criterion 2.4

The content and the structure of the curriculum ensure that the intended learning outcomes are achieved while linking research and teaching.

Criterion 2.5

The didactic concept of the degree programmes' modules ensures that the intended learning outcomes are achieved and promotes the students' active participation in the learning process.

Criterion 2.6

The workload related to the individual modules ensures that the intended learning outcomes can be achieved within the stipulated duration of studies, and in case of degree programmes for working students takes into account the professional occupation. The European Credit Transfer System (ECTS) is applied correctly. A bachelor programme will amount to a total student workload of 180-240 ECTS-credits; a master programme will amount to 90-120 ECTS-credits and is not be less than 60 ECTS-credits at second cycle level.

Criterion 2.7

The HEI has adopted examination rules. The examination methods are suitable to assess whether and to what extent the intended learning outcomes have been achieved.

Criterion 2.8

The issuance of a diploma supplement is guaranteed.

Criterion 2.9

The admission requirements and the admission procedure have been clearly defined and ensure a fair and transparent selection of the applicants.

Criterion 2.10

The procedures for recognition of academic competences and, if applicable, non-academic competences in terms of crediting towards examinations or parts of a degree programme

have been clearly and transparently defined. When recognising or crediting academic competences, the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) shall be considered.

Staff

Criterion 3.1

The HEI shall provide for sufficient scientific and artistic staff as well as sufficient non-academic staff for carrying out its tasks.

Criterion 3.2

Full-time professors cover the core-disciplines of the degree programme/s.

Criterion 3.3

The relation between full-time scientific or artistic staff and students shall be appropriate regarding with the profile of the respective degree programme. Full-time staff means employees working at least 50% of their working hours in salaried employment at the private university.

Criterion 3.4

The scientific staff or the artistic staff, respectively, is qualified according to the requirements of the respective post.

Criterion 3.5

The prioritisation of the full-time scientific or artistic staff's teaching, research, and administrative activities ensures adequate participation in the teaching activities within the degree programmes and leaves sufficient time for research and development or the development and appreciation of the arts.

Criterion 3.6

Teaching, research and administrative and support staff of the degree programme have access to staff development measures.

Funding

Criterion 4

The funding of the degree programme is ensured. Provisions have been made to fund the degree programme when expiring.

Infrastructure

Criterion 5

The HEI provides quantitatively and qualitatively adequate facilities and equipment for the degree programme. In the case that the HEI draws on external resources, their authorisation to use them has been contractually secured.

Research and development

Criterion 6.1

The full-time scientific staff assigned to the degree programme is involved in relevant research and development activities.

Criterion 6.2

The research activities of the full-time scientific staff assigned to the degree programme are in accordance with the academic standards and the respective disciplinary culture.

Quality assurance

Criterion 7

The degree programme is subject to a regular quality assurance and enhancement process.

Counselling and Support for Students

Criterion 8.1

The HEI provides adequate support structures on the subjects and relating to the organisation of studies as well counselling for students.

Criterion 8.2

The HEI shall provide for a procedure for handling student complaints.

National and international co-operation

Criterion 9.1

In line with the degree programme's profile, national and/or international co-operation projects with higher education institutions or institutions outside the higher education sector have been established.

Criterion 9.2

The co-operation projects encourage and support the mobility of students and staff.

6 Criteria for Accreditation of doctoral programmes

Development and quality assurance of the doctoral degree programme

Criterion 1.1

The doctoral programme was developed using a predefined procedure for the development and establishment of degree programmes which involves relevant stakeholder groups.

Research environment

Criterion 2.1

The HEI has developed a research concept, to which the doctoral degree programme corresponds, and a development plan, which comprises development measures for the doctoral programme.

Criterion 2.2

The HEI has defined a research focus for the doctoral programme, which covers the broadness of the respective discipline as regards content and methods. The activities in the research focus correspond to university-standards as well as to the respective disciplinary culture, and guarantees international visibility.

Criterion 2.3

The HEI has employed full-time professors qualified in the discipline relevant for the doctoral programme who cover the broad range of the discipline's content and methods. Full-time staff means employees working at least 50% of their working hours in salaried employment at the private university.

Criterion 2.4

The HEI maintains institutionally anchored co-operation projects in research and development or the development and appreciation of the arts, which are relevant for the doctoral programme and adequate for the respective subject culture.

Criterion 2.5

The HEI promotes research and development activities by providing for appropriate organisational or structural framework conditions.

Criterion 2.6

The HEI's research infrastructure as well as its facilities and equipment are adequate on a quantitative and a qualitative basis for operating the doctoral programme. In the case that the HEI draws on external resources, their authorisation to use them has been contractually secured.

Supervision and counselling services

Criterion 3.1

HEI shall conclude agreements with the doctoral students, which govern the respective rights and duties of the HEI, the doctoral students and their supervisors.

Criterion 3.2

The HEI shall enable the doctoral students to engage in an intensive dialogue internally and externally with scientists, by collaborating with higher education institutions and, if applicable, partners outside higher education nationally and abroad, and promote the participation of doctoral students in national and international symposia.

Criterion 3.3

The HEI shall provide the doctoral students with adequate counselling services, which are tailored to the specific doctoral programme.

Doctoral programme and doctoral programme management

The following criteria shall be applied while taking into account a heterogeneous student body, In the case of doctoral programmes with special profile elements, the descriptions shall furthermore address these characteristics defining the profile. Special profile elements of doctoral programmes are, for example, distance-learning doctoral programmes or joint doctoral programmes.

Criterion 4.1

The HEI enters into agreements with the doctoral students, which define the rights and obligations of the private university, the doctoral students and their supervisors.

Criterion 4.2

The name of the doctoral programme and the academic degree correspond to the doctoral programme's profile.

Criterion 4.3

The content and structure of the curriculum ensure that the intended learning outcomes are achieved and that teaching and research are interlinked.

Criterion 4.4

The workload related to the individual modules ensures that the intended learning outcomes, and especially preparing a doctoral thesis, are achieved within the stipulated duration of studies. The European Credit Transfer System (ECTS) is applied correctly, in any case to the curricular parts of the doctoral programme (courses).

Criterion 4.5

Regulations for doctoral programmes have been established. The examination methods are suitable to assess whether and to what extent the intended learning outcomes have been achieved.

Criterion 4.6

A "diploma supplement" will be issued.

Criterion 4.7

The admission requirements and procedures have been clearly defined and ensure a fair and transparent selection of the applicants.

Criterion 4.8

The procedures for recognition of academic competences and, if applicable, non-academic competences in terms of crediting towards examinations or parts of a degree programme have been clearly and transparently defined. When recognising or crediting academic competences, the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) shall be considered.

Staff

Criterion 5.1

HEI has sufficient scientific staff as well as sufficient non-academic staff for operating the doctoral programme.

Criterion 5.2

The scientific staff is qualified according to the requirements of the activities provided for in the doctoral programme. It is involved in the research and development or the development and appreciation of the arts of the respective subject and performs research and development activities, which are in accordance with university-standards and the respective disciplinary culture. The majority of the scientific or artistic staff assigned to the supervision of theses has experience in this field.

Criterion 5.3

The benchmark for an adequate faculty/student ratio for the supervision of doctoral theses is eight doctoral students per supervisor (full-time equivalent).

Criterion 5.4

The prioritisation of the full-time scientific or artistic staff's teaching, research, and administrative activities ensures that there is sufficient time for research and development or the development and appreciation of the arts as well as the supervision of doctoral students.

Criterion 5.5

The HEI provides for personnel development measures aimed at the supervision of doctoral students.

Funding

Criterion 6

The funding of the doctoral programme is ensured. Provisions have been made to fund the doctoral programme when expiring.

Quality assurance

Criterion 7

The doctoral programme is subject to a regular quality assurance and enhancement process. The quality assurance measures also comprise adequate structures and procedures to ensure that the rules of good scientific practice are adhered to.

7 Entry into force

This Guideline shall enter into force on 13 March 2019

7.1 Annex: Relevant Links

Convention on the Recognition of Qualifications concerning Higher Education in the European Region: (<https://www.coe.int/en/web/conventions/full-list/-/conventions/treaty/165>)

Diploma Supplement: (<https://euopass.cedefop.europa.eu/documents/european-skills-passport/diploma-supplement>)

ECTS Users Guide 2015: (https://euopass.cedefop.europa.eu/sites/default/files/ects-users-guide_en.pdf)

European Standard and Guidelines for Quality Assurance in Higher Education: (https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf)

Framework for Qualifications of the European Higher Education Area (http://ecahe.eu/w/images/7/76/A_Framework_for_Qualifications_for_the_European_Higher_Education_Area.pdf)

Regulated professions - European Union Directive 2005/36/EC (<https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32005L0036>) or (https://ec.europa.eu/growth/single-market/services/free-movement-professionals/qualifications-recognition_en)

7.2 Annex: Flow-chart of the procedure



