

BYLAWS OF THE UNIVERSITY OF APPLIED SCIENCES BFI VIENNA

Provisions on the establishment and discontinuation of degree study programmes and certificate university programmes for continuing education

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Approval by provider/Approval date:	Schlattau, 15.06.2022
Approved by/Approval date:	UAS BFI Vienna Academic Council, 30.06.2022
Replaces the version from:	-----
Effective from:	30.06.2022

1. Establishment and discontinuation of degree study programmes

1.1 Establishment of degree study programmes

1.1.1 General

The establishment of study programmes follows a two-stage procedure. In stage 1 the provider and the Academic Council agree to set up a study programme. Stage 2 comprises the development of the study programme on the basis of the agreement reached and its accreditation by the Agency for Quality Assurance and Accreditation Austria.

The decision on the establishment of study programmes is made by resolution of the Academic Council in agreement with the provider prior to the development and accreditation of the study programme.

The establishment of new study programmes requires accreditation by the Agency for Quality Assurance and Accreditation Austria, to which an application for accreditation is to be submitted. The provisions of the FHG (Universities of Applied Sciences Act), HS-QSG (Act on Quality Assurance in Higher Education) and the Regulation on Accreditation for Universities of Applied Sciences, as amended from time to time, apply.

A written financing commitment by the BMBWF (Federal Ministry of Education, Science and Research) or by a corresponding financing partner under private law for the requested number of study places is required prior to submission of the application to AQ Austria.

1.1.2 Application for the establishment of study programmes to the Academic Council and the provider

The decision on the establishment of degree programmes is a decision of principle in agreement between the Academic Council and the provider. For this purpose, a brief written application is to be submitted to the Academic Council and the management as representative of the provider at an appropriate time before the intended submission date of an application for accreditation.

A corresponding application is also to be submitted to the BMBWF as a basis for decision-making on the approval of requested study places.

Submission of an application for accreditation to the Agency for Quality Assurance and Accreditation Austria is only possible after the approval of the establishment of the requested study programme by the Academic Council and the Supervisory Board.

1.1.3 Special features: Joint study programmes, jointly established studies, study programmes in other venues

The FHG allows for the establishment of "Joint Study Programmes" or "Jointly Established Studies". If the establishment of "Joint Study Programmes" or "Jointly Established Studies" is planned, this information must be included in the application to the Academic Council and the provider. If the degree programme is not to be held at the location of the institutional

accreditation, this must also be stated in the application for the establishment of a degree programme.

1.1.4 Programme development and accreditation

Study programmes are developed by "development teams", whose members reflect the orientation and core areas of the future programme. This group, entrusted with the development of the study programme to be accredited, possesses an autonomy corresponding to the higher education institutions and complies with FHG requirements. The development team consists of four members at least and is to be commissioned by the University of Applied Sciences. Two members must be scientifically proven by habilitation or by a qualification equivalent to this, and two must have proof of an activity in a professional field relevant to the UAS degree programme applied for.

The application for accreditation of study programmes, drawn up in accordance with the Regulation on Accreditation for Universities of Applied Sciences, must be submitted to the Agency for Quality Assurance and Accreditation Austria.

1.2 Discontinuation of degree study programmes

The decision on the discontinuation of degree programmes is made by the Academic Council in agreement with the provider. The application for discontinuation of a degree programme may be submitted by the Management or the Academic Management.

The deadlines for the discontinuation of the degree programme must allow students to complete their degree programme within the planned duration of study.

2. Establishment and discontinuation of certificate university programmes for continuing education

2.1 General

The establishment of certificate university programmes for continuing education shall be decided by the Academic Council in agreement with the provider.

The establishment of certificate university programmes for continuing education follows a two-stage procedure. Stage 1 of this procedure is the establishment of an agreement between the provider and the Academic Council to establish a certificate university degree programme. Stage 2 comprises its development on the basis of this agreement.

The decision on the establishment of a certificate university programme for continuing education higher education is made by decision of the Academic Council in agreement with the provider.

2.2 Application for the establishment of certificate university programmes for continuing education to the Academic Council and the provider

The application for a certificate university programme for continuing education pursuant to § 9 FHG follows a two-stage procedure.

First, a decision in principle on the establishment must be made in agreement between the college and the provider. For this purpose, a written short application is to be submitted to the Academic Council and the Management representing the provider at an appropriate time before the intended submission date of an accreditation application (long application) (see 1.1.2).

If the short application is approved, a written application is to be submitted to the Academic Council and the Management representing the provider at an appropriate time before the intended start of a certificate university programme for continuing education.

This internal application by means of a long application is not required if an ex ante accreditation by a quality assurance agency listed in the "European Quality Assurance Register for Higher Education" (EQAR) takes place.

2.3 Modification of certificate university programmes for continuing education

In the event of significant changes to certificate university programmes for continuing education, the Academic Council and Management are to be informed.

2.4 Discontinuation of certificate university programmes for continuing education

Die Entscheidung über die Auflassung von Hochschullehrgängen erfolgt durch das Kollegium im Einvernehmen mit dem Erhalter. Der Antrag auf Auflassung eines Hochschullehrgangs kann durch die Geschäftsführung der FH des BFI Wien GmbH, die Geschäftsführung der EEC GmbH oder die Akademische Leitung eingebracht werden.

The decision on the discontinuation of certificate university programmes for continuing education is made by the Academic Council in agreement with the provider. The application for the discontinuation of a programme can be submitted by the UAS BFI Vienna GmbH Management, EEC GmbH Management or the Academic Management.