



Agency for
Quality Assurance
and Accreditation
Austria

Supplement to the Rules of Procedure
of the Board of 16 January 2012

Rules of Procedure of the Secretariat

RoP Secretariat

adopted at the 9th meeting on 14 December 2012,
amendments on 4 July 2014,
last amended at the 64th meeting on 16 December 2020

2020

Imprint:

Board of AQ Austria - Agency for Quality Assurance and Accreditation Austria

Franz-Klein-Gasse 5, 1190 Wien

office@aq.ac.at, www.aq.ac.at

Vienna, adopted by the Board at its 9th meeting on 14 December 2012,

amendments on 4 July 2014,

last amended at its 64th meeting on 16 December 2020, version 1.1

Supplement to the Rules of Procedure of the Board of 16 January 2012

Rules of Procedure of the Secretariat

(RoP Secretariat)

Pursuant to § 9 para. 3 in conjunction with § 10 para. 5 of the Act on Quality Assurance in Higher Education (Hochschul-Qualitätssicherungsgesetz, HS-QSG), F. L. G. I no. 74/2011, last amended by the Federal Act published in F. L. G. I no. 77/2020, the Board of the Agency for Quality Assurance and Accreditation Austria (AQ Austria) adopts the following

Rules of Procedure of the Secretariat

§ 1. Organisation of the Secretariat

The organisational structure of the Secretariat comprises the following areas:

1. accreditation
2. audit, consulting and evaluation
3. analyses and development
4. internal administration

as well as the

5. unit for legal matters / notification of foreign degree programmes
6. unit for international contacts

§ 2. Responsibilities of the Secretariat

(1)

The Secretariat supports the bodies of the Agency for Quality Assurance and Accreditation Austria to fulfil their tasks.

(2)

The responsibilities of the Secretariat include preparations for the tasks of the Board as listed in § 9 para. 1 subparas. 1–8 and 11–15 HS-QSG as well as implementing Board resolutions and supporting other bodies of AQ Austria, in any case:

1. developing and carrying out institutional as well as programme accreditations;
2. developing and carrying out audits and evaluations of higher education organisations and offerings;
3. counselling educational institutions in matters of quality assurance and quality enhancement;
4. carrying out analyses and development activities, including in the context of projects;
5. reporting to the National Council by way of the competent Federal Minister;
6. developing and implementing the notification procedures for degree programmes of foreign educational institutions;
7. providing legal advice and answering enquiries;
8. developing and implementing quality assurance procedures abroad;
9. international cooperation in the area of quality assurance and quality enhancement;
10. supporting the General Meeting, the Governing Committee and the Appeals Committee in executing their tasks;
11. drawing up a financial plan and the annual accounts;
12. providing statistical data.

§ 3. Managing Directors

(1)

The Managing Director manages the day-to-day business of the Agency for Quality Assurance and Accreditation Austria in coordination with the President and is Head of the Secretariat.

(2)

The President authorises the Managing Director to represent the Agency for Quality Assurance and Accreditation Austria to external bodies within the scope of his/her managing power. Entering into agreements that exceed a volume of € 5,000 requires the approval of the Managing Director as well as the Deputy Managing Director. Entering into agreements that exceed a volume of € 10,000 requires the President's approval.

(3)

The rights and obligations of the competent Federal Ministry vis-à-vis government employees notwithstanding, the President authorises the Managing Director to act as the immediate supervisor of Secretariat employees. The President shall be responsible for concluding contracts and advertising as well as recruiting staff for the Secretariat. The Managing Director shall make suggestions to the President regarding the advertisement and recruitment of staff for the Secretariat as well as regarding the conclusion of employment contracts.

(4)

The Managing Director is assigned the following areas of responsibility (see the organisation chart attached):

- Area 1: accreditation
- Area 2: audit, consultancy and evaluation
- Area 3: analyses and development
- unit for legal matters / notification of foreign degree programmes
- unit for international contacts

The following area of responsibility is assigned to the Deputy Managing Director:

- Area 4: internal administration

(5)

The Managing Director and the Deputy Managing Director shall represent each other in the event that one or the other is unavailable (on holiday or sick leave, or absence for other reasons).

§ 4. Entry into force

(1)

These Rules of Procedure supplementary to those of the Board shall enter into force upon the Board's resolution.

(2)

Pursuant to § 12 para. 1 subpara. 3 HS-QSG, the Rules of Procedure shall be provided to the General Meeting for a statement.

