

Regulations of the Swiss Accreditation Council on the recognition of agencies for the accreditation according to HEdA

(Regulations on recognition of agencies)

of 11 December 2015 (Status as of 18 December 2020)

The Swiss Accreditation Council,

based on Article 21 paragraph 7 and on Article 32 of the Higher Education Act of 30 September 2011¹ (HEdA) and Article 3 of the HEdA Accreditation Ordinance of 28 May 2015² (HEdA Accreditation Ordinance),

issues the following regulations:

1. Section 1 General provisions

Art. 1 Object

These Regulations specify the requirements and the procedure for the recognition of accreditation agencies (agencies), which will be entitled to carry out procedures of accreditation in accordance with HEdA.

Art. 2 Requirements

The Swiss Accreditation Council (Accreditation Council) recognizes Swiss or foreign agencies if they meet the following requirements:

- a. the agency is capable and commits to carry out accreditation procedures according to the Ordinance of the Higher Education Council on accreditation within the Higher Education Sector (HEdA Accreditation Ordinance);
- b. the agency has a guide for accreditation for the implementation of accreditation procedures in accordance with HEdA, which includes the four-level evaluation scale of the Quality Standards and their explanations³;

¹ SR 414.20

² SR 441.205.3

alternatively, the agency commits to use the guide of the Swiss Agency of Accreditation and Quality Assurance (AAQ);

- c. in its application for recognition, the agency shall undertake to consult the Accreditation Council before appointing an expert group. The Accreditation Council may comment on the suitability of the intended persons with regard to the respective procedure on the basis of the information provided by the agency on the composition of this group. However, it cannot prescribe a nominative composition of the expert group;
- d. for institutional accreditation, the agency shall charge the higher education institutions both under public and private law at least the direct costs in accordance with Article 4 of the SAC Fees Ordinance (FeeO-SAC)⁴. The charging of indirect costs in accordance with the SAC Fees Ordinance is only possible for higher education institutions under private law;
- e. for the programme accreditation, the agency shall charge public and private higher education institutions at least the direct and indirect costs in accordance with Article 5 of the SAC Fees Ordinance;
- f. the agency is included in the European Quality Assurance Register for Higher Education (EQAR).

Art. 3 Filing of the application

¹ The agency shall file an application to the Accreditation Council in writing for recognition as an agency which

- a. carries out institutional accreditation;
- b. carries out programme accreditation.

² The application shall set out that the agency will meet the requirements under Article 2 of these Regulations. In particular, the agency sets out

- a. how it puts together the group of experts under article 13 HEdA Accreditation Ordinance;
- b. how it assures that there is adequate knowledge of the Swiss higher education landscape in the group of experts.

Art. 4 Assessment of the application

¹ The presidency of the Accreditation Council assesses the application of the agency.

² If the presidency comes to the conclusion that the agency fulfils the requirements, it shall invite the agency to present itself to the Accreditation Council at one of its meetings.

³ Accreditation Guide of the Swiss Agency of Accreditation and Quality Assurance (AAQ) for institutional accreditation and Guide of the Swiss Agency of Accreditation and Quality Assurance (AAQ) for programme accreditation

⁴ SR 414.205.6

Art. 5 Recognition

¹ After the hearing of the agency, the Accreditation Council decides on the recognition.

² The Accreditation Council shall list the agency on the list of recognized agencies on its website.

Art. 6 Duration of recognition

The recognition is valid for a period of five years.

Art. 7 Monitoring of the agency's procedures

The Accreditation Council assures the monitoring of the agency's procedures in the course of its decision making process.

Art. 8 Withdrawal of recognition

The Accreditation Council may withdraw the recognition of the agency after hearing the agency, if

- a. the agency does no longer fulfil the requirements under Article 2 of these Regulations;
- b. the monitoring of the agency's procedures shows significant deficiencies.

Art. 9 Reconsideration

The agency may file an application for reconsideration with the Accreditation Council regarding decisions on recognition or withdrawal of recognition under these Regulations.

Art. 10 Costs

¹ The Accreditation Council shall charge for the recognition a one-time fee excluding value added tax (VAT) of CHF 2'500.

² The Accreditation Council shall charge a fee of 10% of the flat-rate fee for the procedure of accreditation in accordance with Article 4 respectively 5 in conjunction with Article 3 of the SAC Fees Ordinance.

Art. 11 Commencement

These Regulations come into force on 1 January 2021