Name of the higher education institution

Template to file the application for the accreditation procedure according to HEdA

Report of DATE

Declaration of comprehensiveness and accuracy

We hereby declare the comprehensiveness and accuracy of the data presented in this report.

Names of the persons responsible for the drafting:

Signatures:

Table of content

1 Higher education institution XY 4

2 Admission requirements for accreditation procedure 5

3 Annexes 7

# Higher education institution XY

*(Briefly present your institution – max. one page.)*

# Admission requirements for accreditation procedure

Article 4 paragraph 1 letters a-i of the HEdA Accreditation Ordinance defines the requirements for accreditation procedure. Letter g was repealed by No I of the O of the Higher Education Council of 26 November 2020, with effect from 1st of January 2021.

**a. The higher education institution respects the principles of freedom and the unity of teaching and research.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: legal texts founding the mandate of the institution; ex. of professors’ job description, regulations; charter; documents showing how teaching and research are linked; documents setting the financing principles of research; examples of internal and external sources for the financing of research. Clearly list the joined annexes.)*

**b. The higher education institution corresponds to one of the following types of higher education institutions: tier-one university / university of applied sciences or university of teacher education.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: legal texts founding the mandate of the institution; strategy; reference to the qualifications framework nqf.ch-HS; documents showing the positioning of the institution at tertiary A level, namely in terms of study programmes structure (cf. Bologna Guidelines for Universities and for UAS and UTE) and of research (peer review for publication and external funding, international partnerships, etc.); documents showing the qualification level of permanent academic staff; criteria for the evaluation of diploma thesis. Clearly list the joined annexes.)*

**c. The higher education institution fulfils, when applicable, the admission requirements for the first level of studies in accordance with articles 23-25 and 73 HEdA. Universities of applied sciences shall fulfil the regulations on the structure of studies according to article 26 HEdA.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: admission regulations; legal texts founding the mandate of the institution. Clearly list the joined annexes.)*

**d. The higher education institution has a quality assurance system in place (art. 30 para. 1 let. a HEdA).**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: brief description of the quality assurance system; results of external evaluations. Clearly list the joined annexes.)*

**e. The higher education institution is compatible with the European Higher Education Area.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: structure of the study programmes (bachelor / master according to the Bologna degree structure); ECTS or equivalent; mobility; examples of diplomas with Diploma Supplement. Clearly list the joined annexes.)*

**f. The higher education institution has infrastructure and staff in Switzerland for teaching, research and services appropriate to its type and profile.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: brief description of the infrastructures; list of possible operational duties mandated to third parties; personnel statistics according to the different status and contracts; ratio teaching staff-student. Clearly list the joined annexes.)*

**g. …**

**h. The higher education institution has the resources to continue its operations over the long-term (art. 30 para. 1 let. c HEdA) and taken measures to ensure that its students can complete a study programme.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Examples of possible supports to back up your affirmations: financial statements of the last three years; statements of account; budgets; auditors’ report; projects for short and mid-term development or investment; measures taken to ensure that students can continue their studies in case of closure of the institution. Clearly list the joined annexes.)*

**i. The higher education institution is a legal entity in Switzerland.**

*(Briefly describe – max. ½ page – how your institution fulfils this requirement. Example of possible supports to back up your affirmations: copy of the registration at the trade register.)*

# Annexes

*(List the annexes that support your declarations. The documents, clearly labelled, must be joined to the report.)*