Admission for institutional accreditation pursuant to Art. 4 (1) HEdA Accreditation Ordinance dated 28.05.2015

1. The Higher Education Institution or other institution in the higher education sector (hereinafter HEI) submits (by post or electronically by email) a well-reasoned application to the Office-SAC. The application includes details of the accreditation agency (hereinafter agency) chosen to conduct the accreditation procedure.

2. The Office-SAC forwards the application to the agency chosen by the HEI, with instructions to review it.

3. The agency assesses whether the HEI provides evidence that it meets the requirements for admission to the process of institutional accreditation.

4. Agency submits its recommendation for admission to institutional accreditation pursuant to Art. 4 (1) of the HEdA Accreditation Ordinance, incl. assessment report, to the Office-SAC.

5. The presidency prepares to discuss the matter at the SAC meeting.

6. The SAC makes a decision in favour of admission if the HEI meets the requirements for admission to the process of institutional accreditation pursuant to Art. 4 (1).

7. If the requirements of Art. 4 (1) are not met, the Accreditation Council decides against admission.

8. If questions about the agency's recommendation need to be answered in order to make a decision, the matter is referred back to the agency for further clarification.

9. The Accreditation Council informs the HEI and the agency of the accreditation decision.

HEdA: Federal Act on Funding and Coordination of the Swiss Higher Education Sector dated 30.09.2011
HEI: The higher education institution or other institution of higher education sector pursuant to Art. 29 HEdA and Art. 8 HEdA accreditation guidelines: 1) university; 2) university institute; 3) university of applied sciences; 4) university of applied sciences institute; 5) university of teacher education or other institution of higher education
Office-SAC: Office of the Swiss Accreditation Council
SAC: Swiss Accreditation Council