Fee Regulations of the Swiss Accreditation Council  
(FeeReg-SAC)  
of 12 March 2015

The Swiss Accreditation Council,

based on Article 35 para. 2 of the Federal Act of 30 September 2011 on the Funding and Coordination of the Higher Education Sector (HEdA)\(^1\), on Article 2 para. 2 let. d no. 1 of the Federal-Cantonal Agreement of 26 February 2015 on Cooperation in Higher Education (FCA-CHE)\(^2\)

issues the following Regulations:

Section 1: General provisions

Art. 1 Object

These Regulations cover the fees to be charged for institutional and programme accreditation set forth in HEdA as well as the rates to be applied for services rendered by the Swiss Agency of Accreditation and Quality Assurance (Accreditation Agency) to third parties.

Art. 2 Cost-covering fees

Based on Article 35 para. 1 HEdA, cost-covering fees shall be charged for accreditation procedures set forth in HEdA. Here, a distinction shall be drawn between:

- a. direct fees, in particular the fees paid to assessors, their expenses and the expenses of Accreditation Agency employees in relation to on-site visits;
- b. indirect fees, in particular the expenditure of the Swiss Accreditation Council (Accreditation Council) and the Accreditation Agency in relation to accreditation procedures.

Direct fees shall be taken into account for higher education institutions and other institutions within the higher education sector whose sponsors are required under FCA-CHE\(^3\) to contribute funding to the Accreditation Council and to the Accreditation Agency. Both direct and indirect fees shall be taken into account for all other higher education institutions and other institutions within the higher education sector.

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\(^1\) SR 414.20

\(^2\) SR 414.205

\(^3\) SR 414.205
Section 2: Fees for procedures set forth in HEdA

Art. 3 Institutional accreditation

1 Direct fees for an institutional accreditation procedure set forth in HEdA with 5 assessors, a one-day preparatory meeting and a 2.5-day on-site visit shall amount to a lump-sum of CHF 32,000 (excl. VAT).

2 Indirect fees for an institutional accreditation procedure with a one-day preparatory meeting and a 2.5-day on-site visit shall amount to a lump-sum of CHF 27,000 (excl. VAT).

3 For a larger group of assessors and/or a longer on-site visit, the fees shall be adjusted according to the schedule of fees for services rendered by the Accreditation Agency to third parties (Art. 5).

4 The fees for translation of reports into English and any other revision work shall not be included in the lump-sum fees; they shall be charged on the basis of the given workload.

Art. 4 Programme accreditation

1 Direct fees for a programme accreditation procedure set forth in HEdA with 5 assessors and a 1.5-day on-site visit amount to a lump-sum of CHF 13,000 (incl. VAT).

2 Indirect fees for a programme accreditation procedure procedure set forth in HEdA with 5 assessors and a 1.5-day on-site visit amount to a lump-sum of CHF 20,000 (incl. VAT).

3 For larger or smaller groups of assessors and/or longer or shorter on-site visits, the fees shall be adjusted according to the schedule of fees for services rendered by the Accreditation Agency to third parties (Art. 5).

4 The fees for translation of reports into English and any other revision work shall not be included in the lump-sum fees; they shall be charged on the basis of the given workload.

Section 3: Fees charged for services rendered to third parties

Art. 5 Remuneration of assessors

1 The following fees shall be charged by assessors who conduct accreditation and other quality assurance procedures on behalf of third parties:

   a. Daily fee for on-site visit by members of group of assessors incl. preparatory work and follow-up, gross, CHF 800;

   b. Daily fee for on-site visit by head of group of assessors incl. preparatory work and follow-up, gross, CHF 1,200;

   c. Lump-sum fee for revision work without on-site visit (incl. report), gross, CHF 800;
d. Lump-sum fee for drafting of report by group of assessors, gross, CHF 1,600;
e. Lump-sum fee for other activities carried out during accreditation procedures (e.g. preliminary examination, revision work without report by group of assessors) covering 1/2 day, gross, CHF 400.

2 All social insurance contributions and taxation (incl. withholding tax) of assessors who legally reside abroad shall be paid by the assessors themselves.

Art. 6 Expenses of assessors

1 Expenses refer to all costs incurred while rendering services, in particular:
   a. Travel costs: the use of public transport in 1st class shall be refunded and any discounted fares shall be taken into account.
   b. Flight costs: economy class fares for flights within Europe shall be refunded. Flights outside of Europe shall be refunded only after obtaining prior approval from the Accreditation Agency.
   c. Food costs: if not already included in the hotel fare, up to CHF 15 for breakfast, CHF 30 for lunch and CHF 45 for dinner shall be refunded.
   d. Hotel costs: the costs of staying overnight at a mid-range hotel, found and booked by the Accreditation Agency, shall be refunded.

2 Other expenses shall also be refunded in justified cases.

3 Refunds shall be made on the basis of receipts submitted.

Art. 7 Calculation basis for services rendered by Accreditation Agency employees

1 For services rendered by Accreditation Agency employees, rates are calculated on the basis of infrastructure contributions as well as ordinary operating costs. These rates are:
   a. Hourly rate for Director, CHF 200 (excl. VAT);
   b. Hourly rate for the person managing the accreditation procedure, CHF 140 (excl. VAT);
   c. Hourly rate for work done by the Secretariat, CHF 80 (excl. VAT).

2 Extraordinary material and operating costs shall be paid by the applicant.
Section 4: Commencement

Art. 8
These Regulations\textsuperscript{4} shall retroactively come into effect on 1 January 2015.

\textsuperscript{4} In keeping with Art. 35, para 2 HEdA, the current draft of the Fee Regulations of the Swiss Accreditation Council were approved by the Higher Education Council on 28 May 2015.