

# **Bye-Laws for the Accreditation Committee of EQANIE**

## **§ 1 Accreditation Committee**

The Accreditation Committee was set up by decision of the EQANIE Executive Board, dated March 15<sup>th</sup>, 2010. The Accreditation Committee can establish permanent and project-related working groups to implement its tasks. These bye-laws define rules for the functioning and internal coordination of the Accreditation Committee.

## **§ 2 Members**

1. The members of the Accreditation Committee are appointed by the EQANIE Executive Board.
2. The Members of the Accreditation Committee make their judgments individually and independently and are not bound by instructions.
3. The members of the Accreditation Committee declare at the end of their 3-year term whether in principle they are willing to accept a non-recurring re-election. The Accreditation Committee can submit proposals to the Executive Board on how an adequate balance can be reached between experienced and newly appointed members.

## **§ 3 Tasks**

The Accreditation Committee assumes the following tasks assigned to them by decision of the Executive Board:

- Responsibility for accreditation activities (e.g. proposal / recommendation of candidates applying as auditors, selection of auditors and composition of audit teams, review of accreditation reports, decisions on the award of the Euro-Inf Quality Label, decisions on conditions for accreditation)
- Decision on whether an accreditation procedure is initiated or not and acceptance / non-acceptance of accreditation requests in borderline cases
- Definition and further development of the procedures within the limits set by the Euro-Inf Framework Standards and Accreditation Criteria for Informatics Programmes
- Proposals for the further development of the Euro-Inf Framework Standards and Accreditation Criteria for Informatics Programmes
- Development of procedures for the authorisation of (national, regional, or other) Quality Assurance agencies applying for authorization to award the "Euro-Inf Bachelor" and/or "Euro-Inf Master" Quality Label to degree programmes in informatics.
- Assessment of Institutions applying for authorisation
- Recommendation to the Executive Board regarding the authorisation of institutions for the award of the "Euro-Inf Bachelor" and/or "Euro-Inf Master" Quality Label
- Recommendation to the Executive Board to include or reject applications as EQANIE auditors

## **§ 4 Working groups**

1. The Accreditation Committee sets up permanent or project-related working groups as needed. The latter may be assigned tasks of implementation or preparing proposals for decision.
2. Project-related working groups are set up as needed and are assigned a concrete task of limited duration that is linked to the tasks of the Accreditation Committee as outlined under § 3.

- 1 3. The members of the permanent or project-related working groups are as a rule  
2 nominated from among the members of the Accreditation Committee.
- 3 4. The Accreditation Committee can co-opt complementary members to the permanent or  
4 project-related working groups which are not from among its members. The latter have  
5 no vote.

## 7 **§ 5 Chair**

- 8 1. The members of the Accreditation Committee elect a chair and vice-chair from among  
9 themselves.
- 10 2. The chair is elected for a duration of 3 years based on the majority of the votes cast
- 11 3. The chair of the Accreditation Committee has the following tasks:
  - 12 a. Preparation of the sessions of the Accreditation Committee in cooperation with the  
13 Secretariat of EQANIE
  - 14 b. Preparation of decisions in cases of conflicts or problems on behalf of the  
15 Accreditation Committee
  - 16 c. Chairing of the meetings
- 17 4. The Vice-Chair of the Accreditation Committee has the following tasks:
  - 18 a. Chairing of the meetings in the absence of the Chair
  - 19 b. Assuming responsibility when the chair is not available for decision taking at short  
20 notice
  - 21 c. Providing advice to the Chair (sounding board)

## 24 **§ 6 Sessions of the Accreditation Committee**

- 25 1. The Accreditation Committee meets three times a year. The Secretariat invites members  
26 to the meetings on behalf of the chair by indicating the venue, time and agenda.
- 27 2. The session calendar of the Accreditation Committee is updated in every session for the  
28 next two or three sessions.
- 29 3. An extraordinary session of the Accreditation Committee may be convened, at the  
30 discretion of the Chair with at least four weeks notice, if requested in written form to the  
31 Secretariat by at least a third of its members.
- 32 4. The sessions of the Accreditation Committee and its working groups are closed to the  
33 public. Expressions of opinions and voting by individual members must not be  
34 communicated to third parties or the public.
- 35 5. Resolution minutes of the meetings of the Committee are prepared by the Secretariat of  
36 EQANIE.
- 37 6. Representatives of the Secretariat attend the meetings of the Accreditation Committee  
38 and its working groups in advisory capacity.

## 40 **§ 7 Decision making**

- 41 1. Decision making during the sessions:
  - 42 a. The Accreditation Committee is quorate if at least half of its voting members are  
43 present.
  - 44 b. In the absence of a quorum, the person chairing the session can decide to interrupt  
45 the session if it is to be expected that a quorum will be achieved within the  
46 scheduled duration of the meeting. Also, without expectations for restitution of the  
47 quorum items can be preliminarily discussed and those items be dealt with that do  
48 not require a decision, provided that all Committee members agree. The person

1 chairing the session closes the session if he/she does not consider as given the  
2 preconditions described in the first sentence. In the event of a closure of the  
3 session the Chair may convene a new session of the Accreditation Committee under  
4 an unchanged agenda for the 20th working day at latest following the closure of the  
5 session. In this event the Accreditation Committee shall be quorate regardless of  
6 the number of members present in person or by proxy. With the call for such a  
7 second meeting information shall be provided about the facilitated quorum.

8 c. The decisions of the Committee are taken by simple majority vote of the members  
9 present. Abstentions shall count as votes not cast.

10 d. In the case of equality of votes, the vote of the person chairing the meeting is  
11 decisive.

12 2. Decision making by email:

13 α. Decisions of the Accreditation Committee on particular/specific questions can be  
14 taken via a voting procedure by email, unless a member objects to the procedure.

15 β. Decisions in this procedure are taken by simple majority of the Committee  
16 members.

17 γ. The Chair shall take an express decision on matters not to be delayed and where a  
18 decision of the Accreditation Committee cannot be taken in due time. The reasons  
19 for taking an express decision and its result shall be immediately communicated to  
20 the Accreditation Committee, but in the following session at the latest.

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23 **§ 8 Preparation and Taking of Accreditation Decisions**

24 1. Decisions on Accreditation are based upon the version of the "Euro-Inf Framework  
25 Standards and Accreditation Criteria for Informatics Degree Programmes" valid at the  
26 time of submission of the accreditation request.

27 2. Decisions on accreditation are to be taken by the Accreditation Committee. This  
28 competence is not transferable to a working group or the Chair.

29 3. Accreditation decisions are prepared on the basis of the preparatory work of experts  
30 (audit teams). In the run-up to the Committee session, the members are provided with  
31 the accreditation report, a curriculum overview on the study programmes under review,  
32 as well as a summary of the accreditation procedure by the Secretariat of EQANIE. The  
33 Committee members prepare for participation in the sessions on the basis of these  
34 documents.

35 4. Decisions on accreditation are taken via voting in line with § 7 para. 1, as a rule on the  
36 basis of discussing the written documentation. The latter may be explained in further  
37 detail by a member of the Accreditation Committee or a member of the audit team or a  
38 representative of the Secretariat of EQANIE. Committee members being involved in an  
39 accreditation procedure as auditor may act in a purely advisory capacity only. They do  
40 not participate in the respective voting. Explanations on the written documentation may  
41 also be given by phone.

42 5. The following simplified rules shall be applied in decision taking on accreditation  
43 requests, unless a Committee member or a representative of the EQANIE Secretariat  
44 raises objections against the simplified procedure:

45 a. In the event of a unanimous recommendation by the audit team to grant  
46 accreditation without requirements, the decision shall be taken en bloc, without a  
47 detailed report and without further discussion (Category 1).

48 b. In the event of a recommendation by the audit team to grant accreditation with  
49 requirements of exclusively a formal type, the decision shall be taken without a  
50 detailed report and without detailed discussion or phone consultation of the speaker  
51 / a member of the audit team. An oral report is made by a Committee member (if

1           having participated in the audit) or the representative of the Secretariat (Category  
2           2).

3   6. A decision on the prolongation of an accreditation with requirements which has been  
4   granted for a shorter period is taken en bloc in the event that the fulfillment of the  
5   requirements are unanimously confirmed and recommendation by the audit team to  
6   cancel the limitation of the accreditation.

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9   **§ 9    Avoidance of Conflicts of Interest**

10   1. Service as a member of the EQANIE Accreditation Committee creates situations that may  
11   result in conflicts of interest or questions regarding the objectivity and credibility of the  
12   accreditation process. The Committee members undertake to behave in a professional  
13   and ethical manner, to disclose real or perceived conflicts of interest, and to withdraw  
14   themselves from discussions or decisions related to real or perceived conflicts of  
15   interest.

16   2. The intent of this policy is to: maintain credibility in the accreditation process and  
17   confidence in the decisions of the Accreditation Committee, assure fairness and  
18   impartiality in decision-making, disclose real or perceived conflicts of interest, and act  
19   impartially and avoid the appearance of impropriety.

20   **§ 10 Documentation**

21   Documentation is submitted to the Accreditation Committee in electronic form.

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23   **§ 11 Amendments of these Bye-Laws**

24   Amendments of these Bye-Laws are subject to decision by the Accreditation Committee.

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26   **§ 12 Entry into force**

27   These Bye-Laws were adopted by the Accreditation Committee on May 19th, 2010 and  
28   acknowledged by the Executive Board of EQANIE. They enter into force immediately.