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# **Organisational regulations of the Commission of the Swiss Agency of Accreditation and Quality Assurance (AAQ) for procedures on behalf of third parties (OReg-CommAAQ)**

of 8 December 2023

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*The Swiss Accreditation Council,*

based on Article 7 paragraph 2 of the Agreement between the Confederation and the cantons on cooperation in higher education of 26 February 2015 (ZSAV-HS)<sup>1</sup> and Article 15 paragraph 1 letter d of the Organisational Regulations of the Swiss Accreditation Council of 12 March 2015 (OReg-SAC)<sup>2</sup>,

*issues the following Regulations:*

## **Art. 1**            Tasks

<sup>1</sup> The Commission AAQ is the decision-making authority in the procedures carried out by the Swiss Agency of Accreditation and Quality Assurance (AAQ) on behalf of third parties. In particular, these are certifications according to HS-QSG in Austria and evaluations.

<sup>2</sup> The Commission AAQ appoints the Review Commission AAQ, which, within the framework of AAQ quality assurance procedures at national and foreign educational institutions, evaluates objections from educational institutions directly involved in the procedure.

## **Art. 2**            Secretariat

AAQ runs the secretariat of the Commission AAQ.

## **Art. 3**            Composition

The commission AAQ consists of the members of the Accreditation Council.

## **Art. 4**            Term of office

The members and the President are elected for a term of office of 4 years. Re-election is permissible.

## **Art. 5**            Duties of the President

The President of the Commission AAQ

<sup>1</sup> SR 414.205

<sup>2</sup> [www.akkreditierungsrat.ch](http://www.akkreditierungsrat.ch) > Documents > Legal basis

- a. chairs the meetings of the Commission AAQ;
- b. coordinates the decision-making process and brings about decisions;
- c. ensures compliance with the resolutions of the Commission AAQ.

**Art. 6** Meetings of the Commission AAQ

<sup>1</sup> The Commission AAQ meets four times a year.

<sup>2</sup> The meetings shall be attended by the members of the Commission AAQ, the person taking the minutes and the project managers.

<sup>3</sup> Members shall have the right to propose motions and vote. These rights shall be exercised in person.

<sup>4</sup> The meeting documents shall be sent to the members and other participants at least two weeks before the meeting.

<sup>5</sup> The negotiations of the Commission AAQ are not public.

**Art. 7** Decision-making procedure

<sup>1</sup> Each member of the Commission AAQ shall have one vote.

<sup>2</sup> The Commission AAQ has a quorum if more than half of its members are present.

<sup>3</sup> Members may abstain from voting.

<sup>4</sup> The members shall recuse themselves if they have a direct interest in any business.

**Art. 8** Decisions by correspondence

<sup>1</sup> Decisions by correspondence of the Commission AAQ are permissible if no member requests that the matter be dealt with at a meeting.

<sup>2</sup> Decisions reached by correspondence require a qualified majority of more than half of the votes.

**Art. 9** Minutes

<sup>1</sup> The meetings of the Commission AAQ shall be minuted with the wording of all resolutions in an official language of the Swiss Confederation.

<sup>2</sup> The minutes shall be approved by the Commission AAQ.

<sup>3</sup> Decisions by correspondence shall be included in the next minutes.

**Art. 10** Recusal

The rules on recusal pursuant to Article 10 of the Federal Act on Administrative Procedure of 20 December 1968 (APA)<sup>3</sup> shall apply to the Presidium and the members of the Commission AAQ.

<sup>3</sup> SR 172.021

**Art. 11** Commencement

These regulations come into force on 1 January 2024.