

Accreditation regulations of the Technische Hochschule Ingolstadt

Version 5 from 29 July 2024

Disclaimer: *The translation was created automatically with deepl and serves only as an aid. Legally binding is always the original German version*

Based on Art. 9 sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), as amended, Technische Hochschule Ingolstadt issues the following statutes:

Contents

Preamble	2
Scope of application	2
Part 1: Central roles, tasks and responsibilities	2
§ 1 Central roles, tasks and responsibilities	2
Part 2 Accreditation procedure	3
§ 2 Application for ERST accreditation	3
§ 3 Application for RE accreditation	5
§ 4 Application for accreditation of a substantial change	6
§ 5 Examination of the formal and technical criteria	9
§ 6 Meeting of the Accreditation Commission	9
§ 7 Debate on accreditation and publication	10
§ 8 Procedure for conditions and recommendations	11
Part 3: Complaints and appeals procedure	12
§ 9 Procedure with complaints and appeals	12
Part 4: Transitional provisions and entry into force	13
§ 10 Transitional provisions	13
§ 11 Entry into force	14
Attachments	14
Document history	15

Preamble

As part of internal quality assurance, internal accreditation procedures are carried out for all study courses offered at Technische Hochschule Ingolstadt, whereby a distinction is made between FIRST accreditation, RE accreditation and accreditation of a change. The FIRST accreditation concerns the accreditation of a new study course; the RE accreditation concerns the extension of the accreditation of an existing study course; the accreditation of a change is the accreditation of a significantly changed study course. The decision on accreditation is the responsibility of the Accreditation Commission. The President issues the accreditation. The regulations govern the procedures, roles and responsibilities in the accreditation process.

Scope of application

The accreditation regulations are valid for all internal accreditation procedures as part of the system accreditation of Technische Hochschule Ingolstadt.

Part 1: Key roles, tasks and responsibilities

§ 1 Central roles, tasks and responsibilities

- (1) The Accreditation Commission is responsible for all study courses to be assessed as part of internal quality assurance. It decides on the accreditation of new study courses, on the RE accreditation of existing study courses and on the accreditation of significant changes. It appoints the members of the Advisory Board to review the technical and content-related criteria in accordance with the Bavarian Study Accreditation Ordinance (BayStudAkkV). When discussing the accreditation, it can issue binding measures (conditions) or recommendations and checks the proper fulfilment of the conditions and recommendations issued. If the conditions are not fulfilled, it can withdraw accreditation. The Accreditation Commission is independent of instructions and is only bound by the criteria laid down in these statutes.
- (2) The Senate establishes an Accreditation Commission to carry out the internal accreditation procedures for the study courses offered at Technische Hochschule Ingolstadt. The Accreditation Commission consists of seven members as follows:
 - a. five university lecturers¹, one university lecturer from five different faculties of the university is proposed as a member of the Accreditation Commission by the respective faculty council,
 - b. a student who is nominated by the Student Representation and

¹ University lecturers here and in the following refers to university lecturers in accordance with the Bavarian Higher Education Innovation Act Chapter 5 Section 2 (professors).

- c. a research associate who is nominated by the Senate.
- (3) The members are appointed by the Senate for three years. A one-time reappointment is permitted.
 - (4) The student representative (§ 1 para. 2 no. b) receives an expense allowance of up to € 200 per meeting day. The costs shall be borne by the university.
 - (5) The Accreditation Commission elects a university lecturer from among its members as chairperson.
 - (6) If a member of the Accreditation Commission resigns prematurely, the Senate appoints a replacement member for the remaining term of office on the recommendation of the relevant committee; in the event of a temporary resignation, the replacement member is appointed for the duration of the member's absence.
 - (7) The Vice-President for Teaching (VP Teaching) pays attention to the accreditation periods of the study courses and the associated application deadlines in accordance with these statutes and prepares the binding accreditation planning. He or she convenes the meetings of the Internal Accreditation Commission and participates in them without voting rights. He or she informs the faculties and study courses about the accreditation after the accreditation procedure has been completed.
 - (8) The Quality Management Representative (QMB) bears overall responsibility for system accreditation and the quality management system in academic studies and teaching. He or she is supported in his or her work by the St SQ colleagues responsible for the accreditation procedures and can assign tasks to them. The QMB is responsible for the proper filing of the accreditation documents, checks whether the formal criteria according to BayStudAkkV have been met and attends both the meetings of the Accreditation Commission and the meetings of the Advisory Board.

Part 2 Accreditation procedure

§ 2 Application for ERST accreditation

- (1) The FIRST accreditation is carried out for newly introduced study courses.
- (2) The aim of the FIRST accreditation is to confirm for the first time that the subject-related content and formal criteria according to BayStudAkkV (accreditation) have been fulfilled.
- (3) The dean of studies must submit the application for FIRST accreditation for a new study course to the VP Teaching no later than the first day of the penultimate semester of the first cohort of the study course to be accredited. The transitional provisions according to § 10 must be observed.

- (4) The application for ERST accreditation (Annex 1) must be submitted together with the accreditation-relevant documents (No. a - h) to the VP Teaching via the system provided for this purpose:
- a. The needs analysis prepared with external experts from academia and practice, which was developed as part of the degree programme concept. If the needs analysis is not documented in detail in the degree programme concept (see b.), the relevant minutes or statements must be enclosed with the application for FIRST accreditation. At least one external university lecturer and three representatives from practice must have been involved in the needs analysis.
 - b. The final degree programme concept approved by the (Faculty) Board of Studies, Senate and University Council (Annex 2).
 - c. The study and examination regulations reviewed by the Legal Office, adopted by the (Faculty) Board of Studies, Senate and University Council and approved by the President (Annex 3).
 - d. The module handbook (Annex 4), the content of which has been reviewed by the programme director, approved by the Dean of Studies and approved by the (Faculty) Board of Studies.
 - e. The Diploma Supplement (see Annex 3 of the General Examination Regulations), the content of which has been checked by the programme director and approved by the Dean of Studies.
 - f. All previous status reports of the study course.
 - g. The proposal for the appointment of the advisory board members approved by the (academic) faculty council (Annex 5) as well as the signed declarations of impartiality and declarations of consent of the proposed advisory board members.
 - h. Cooperation agreements, if the study course or parts of it are offered in cooperation with university or non-university partners.
- (5) The accreditation-relevant documents are prepared as part of the programme development process. During the process, the dean of studies ensures that the review and approval process is completely fulfilled by the described actors and committees and ensures that the written confirmations and final documents are filed properly.
- (6) The application for FIRST accreditation, including the associated accreditation-relevant documents and authorisations, are checked for completeness by the VP

Teaching. If the application does not include all relevant documents, the VP Teaching will set a deadline for the submission of the missing documents.

- (7) If the documents are complete, the VP Teaching convenes a meeting of the Accreditation Commission to appoint the members of the Advisory Board. The Accreditation Commission examines the suitability and impartiality of the members of the Advisory Board proposed by the Faculty Council on the basis of the programme profile (Annex 6). The chairperson informs the members of the advisory board of their appointment.
- (8) The further procedure is governed by §§ 5 - 7.

§ 3 Application for RE accreditation

- (1) RE accreditation is carried out for already accredited study courses before their accreditation period ends.
- (2) The aim of RE accreditation is to reconfirm the fulfilment of the subject content and formal criteria according to BayStudAkkV for the study courses (accreditation).
- (3) The dean of studies must submit the application for RE accreditation of a study course to the VP Teaching no later than the first day of the penultimate semester in which the accreditation ends. The transitional provisions according to § 10 must be observed.
- (4) If the University Council has already decided to discontinue the study course and it is no longer possible for new students to enroll in the study course at the next regular start date, the Accreditation Commission may extend the accreditation without a formal and subject-related examination until the expected graduation of the students remaining in the study course. The granted extension can be extended once again, provided that students remain on the study course after the first extension has expired.
- (5) The application for RE accreditation (Annex 1) must be submitted to the VP Teaching together with the accreditation-relevant documents (no. a - g) and their written resolutions:
 - a. The updated study programme concept (Annex 2).
 - b. The Study and Examination Regulations (SPO) reviewed by the Legal Office, adopted by the (Faculty) Board of Studies, Senate and University Council and approved by the President (Annex 3).

- c. The module handbook (Annex 4), the content of which has been checked by the programme director, approved by the Dean of Studies and approved by the (Faculty) Board of Studies.
 - d. The Diploma Supplement reviewed by the programme director and approved by the Dean of Studies (see Annex 3 of the General Examination Regulations).
 - e. All previous status reports of the study course since the last accreditation.
 - f. The proposal for the appointment of the advisory board members approved by the (academic) faculty council (Annex 5) as well as the signed declarations of impartiality and declarations of consent of the proposed advisory board members.
 - g. Cooperation agreements, if the study course or parts of it are offered in cooperation with university or non-university partners.
- (6) The dean of studies ensures that the review and approval process is completely fulfilled by the described actors and committees and ensures that the written confirmations and final documents are filed properly.
- (7) Applications for RE accreditation are reviewed by the VP Teaching with regard to a continuous accreditation period. If there are less than six months between the submission of the application and the end of the accreditation period, the VP Teaching will inform the Accreditation Commission and the President. In view of the upcoming accreditation procedure, the President may extend the granted accreditation once by up to six months.
- (8) Applications for accreditation, including the associated accreditation-relevant documents and authorisations, are checked for completeness by the VP Teaching. If the application does not include all relevant documents, the VP Teaching will set a deadline for the submission of the missing documents.
- (9) If the documents are complete, the VP Teaching convenes a meeting of the Accreditation Commission to appoint the members of the Advisory Board. The Accreditation Commission examines the suitability and impartiality of the members of the Advisory Board proposed by the Faculty Council on the basis of the programme profile (Annex 6). The chairperson informs the members of the advisory board of their appointment.
- (10) The further procedure is governed by §§ 5 - 7.

§ 4 Application for accreditation of a material change

- (1) If a study course is substantially changed, the accreditation of the substantial change must be carried out.
- (2) As a rule, no significant changes should be made before a first cohort has completed the study course. The Accreditation Commission decides on deviations from the principle. The FIRST accreditation procedure should include the significant changes in the event of a deviation from the principle.
- (3) Significant changes include in particular
 - a. Changing the objectives of the degree programme, the name of the degree programme, the language of instruction and examination and the degree level.
 - b. Changing the curriculum and examination forms for more than two core modules (no elective modules) in the Master's degree programme and three core modules (no elective modules) in the Bachelor's degree programme.
- (4) When changing or expanding the special profile claim according to § 12 para. 6 BayStudAkkV of an established study course, it is not to be assumed that there is a significant change, especially if it involves the (re-)inclusion of the "dual studies (programme)" label or the implementation of a full-time study course on a part-time basis. The Accreditation Commission can use the defined university-wide standards to check for itself whether the study course fulfils the subject-related content criteria. The Accreditation Commission can convene a digital advisory board meeting focussing on the profile feature to form an opinion (shortened advisory board meeting). In the case of a shortened advisory board meeting, the further procedure for accreditation corresponds to the usual procedure.
- (5) The Accreditation Commission decides whether a significant change has been made in consultation with the Legal Office following the Senate's resolution on the amended SPO. The Dean of Studies is informed by the VP Teaching about the existence of the significant change and the need for accreditation. The VP Teaching shall set a deadline for the Dean of Studies to apply for accreditation in accordance with Section 4 (7) of these Statutes.
- (6) The aim of accreditation of a substantial change is to reconfirm that the modified study courses fulfil the subject-related content and formal criteria according to BayStudAkkV (accreditation).
- (7) The Dean of Studies must submit the application for accreditation of a significant change to a study course to the VP Teaching no later than the first day of the penultimate semester of the first cohort to begin their academic studies in accordance with the amended SPO.

- (8) The application for accreditation (Annex 1) must be submitted together with the accreditation-relevant documents (No. a - g) and their written resolutions to the VP Teaching via the system provided for this purpose:
- a. The concept for changing the study course approved by the (Academic) Faculty Council, Senate and University Council (Annex 9).
 - b. The Study and Examination Regulations (Annex 3), amended if necessary, reviewed by the Legal Office, adopted by the (Academic) Faculty Council, Senate and University Council and approved by the President.
 - c. The updated module handbook (Annex 4), the content of which has been checked by the programme director, approved by the Dean of Studies and approved by the (Faculty) Board of Studies.
 - d. The Diploma Supplement reviewed by the programme director and approved by the Dean of Studies (see Annex 3 of the General Examination Regulations).
 - e. All previous status reports of the study course since the last accreditation.
 - f. The proposal for the appointment of the advisory board members approved by the (academic) faculty council (Annex 5) as well as the signed declarations of impartiality and declarations of consent of the proposed advisory board members.
 - g. Cooperation agreements, if the study course or parts of it are offered in cooperation with university or non-university partners.
- (9) The dean of studies ensures that the review and approval process is completely fulfilled by the described actors and committees and ensures that the written confirmations and final documents are filed properly.
- (10) Applications for accreditation, including the associated accreditation-relevant documents and authorisations, are checked for completeness by the VP Teaching. If the application does not include all relevant documents, the VP Teaching will set a deadline for the submission of the missing documents.
- (11) If the documents are complete, the VP Teaching convenes a meeting of the Accreditation Commission to appoint the members of the Advisory Board. The Accreditation Commission checks the suitability and impartiality of the members of the Advisory Board proposed by the Faculty Council on the basis of the programme profile (Annex 6). The chairperson informs the members of the advisory board of their appointment.
- (12) The further accreditation procedure is governed by §§ 5 - 7.

§ 5 Examination of the formal and technical criteria

- (1) The QMB uses the "Formal Criteria" check catalogue (Annex 7) to check whether the formal criteria according to BayStudAkkV have been fully taken into account in the study course and prepares the resolution proposals for the Internal Accreditation Commission.
- (2) The QMB then invites students to the advisory board meeting. Using the "Subject-specific content criteria" inspection catalogue (Annex 8), the advisory board checks whether the subject-specific content criteria according to BayStudAkkV have been fully taken into account in the study course. In the event of non-compliance, the members of the advisory board will issue guidelines.
- (3) The QM informs the Chair of the Accreditation Commission and the VP Teaching about the meeting of the Advisory Board that has taken place and the result of the review of the subject-related criteria and the result of the review of the formal criteria. The review of the formal criteria by the QMB and the review of the subject-related criteria should generally be completed within four months of the application being submitted.

§ 6 Meeting of the Accreditation Commission

- (1) The VP Teaching convenes the meeting of the Accreditation Commission for the accreditation of the study course and provides the members of the Accreditation Commission with the application documents and the minutes of the Advisory Board meeting, including the review catalogue with assessment of the subject-related content criteria and the "Formal Criteria" review catalogue.
- (2) The application for accreditation is presented by the QMB at the meeting of the Accreditation Commission. The QMB presents the proposed resolutions on the fulfilment of the formal criteria as well as the information and requirements of the Advisory Board on the fulfilment of the technical and content-related criteria.
- (3) The Accreditation Commission adopts the resolution on the accreditation of the study course. To this end, it decides on the proposed resolutions on the fulfilment of the formal criteria as well as on the implementation of the information and requirements of the Advisory Board as recommendations and conditions, whereby it can only issue conditions and recommendations that deviate from the requirements of the Advisory Board in justified cases.
 - a. Accreditation is to be granted if the quality requirements for accreditation are met in principle, the study course has no major deficiencies and the formal and subject-related criteria are met or existing deficiencies can probably be remedied within 12 months according to the assessment of the Accreditation Commission.

- i. Accreditation under recommendations is to be awarded if the quality requirements for accreditation are met, but potential for development can be identified, which the study course should address for continuous further development.
 - ii. Accreditation subject to conditions is to be granted if quality requirements for accreditation are fulfilled in principle, but deficiencies in accreditation-relevant topics are recognisable which, at the discretion of the Accreditation Commission, can be remedied within twelve months. Conditions are binding instructions.
 - b. Accreditation must be rejected if the quality requirements for accreditation are not met because the study course has major deficiencies or the majority of the formal and subject-related criteria are not met and the deficiencies are not expected to be remedied within 12 months according to the assessment of the Accreditation Commission.
- (4) The decision according to para. 3 is made by resolution of the Accreditation Commission. These are passed by a majority of the voting members. In the event of a tie, the application is deemed to have been rejected.
- (5) Only the members of the Accreditation Commission are authorised to vote. If there are doubts about the impartiality of a member, the Accreditation Commission decides on the voting authorisation of the member concerned by a simple majority of the members entitled to vote without the participation of the member concerned. Doubts about impartiality exist in particular if study courses of the member's own faculty are affected. A quorum exists if at least three university lecturers who are not biased and the student representative are present. If students are unable to attend at short notice, their vote on the resolutions must be obtained in writing after the meeting. If no feedback is received by the deadline, an abstention is assumed.
- (6) The QMB documents the resolutions of the Accreditation Commission in the minutes. The minutes are agreed with the chairperson and sent to the members of the Accreditation Commission and the VP Teaching.

§ 7 Debate on accreditation and publication

- (1) The VP Teaching informs the President about the resolutions of the Accreditation Commission.
- (2) Based on the resolutions of the Accreditation Commission, the President of THI awards or rejects accreditation of the study course (with/without conditions) . The President can only deviate from the decision of the Accreditation Commission in particularly justified cases.

- a. Accreditation without conditions: The study course is accredited for 16 semesters (8 years). For FIRST accreditations and accreditations of significant changes, the accreditation period begins retroactively at the beginning of the semester in which the application was submitted. In the case of RE accreditation, the accreditation period begins on the first day after the end of the original accreditation period.
 - b. Accreditation with conditions: The study course is accredited for 16 semesters, subject to fulfilment of the conditions. For FIRST accreditations and accreditations of significant changes, the accreditation period begins retroactively at the beginning of the semester in which the application was submitted. In the case of RE accreditation, the accreditation period begins on the first day after the end of the original accreditation period.
 - c. Rejection of accreditation: If the quality requirements for accreditation are not met because the study course has major deficiencies or the majority of the formal and subject-related criteria are not met and the deficiencies are not expected to be remedied within twelve months according to the assessment of the Accreditation Commission, accreditation will not be granted.
- (3) If accreditation is rejected, no new students may be accepted and enrolled on the study course. The study course must undergo a substantial revision and initiate a programme accreditation procedure. The study course may only accept new students after successful accreditation. Any accreditation periods that are still valid will be withdrawn.
- (4) After the President has discussed the accreditation, the VP Teaching informs the faculty and the Accreditation Commission about the result and the conclusion of the accreditation procedure.
- (5) The accreditation decision is published to the Accreditation Council and the public in the ELIAS database. The QMB publishes the resolution of the Accreditation Commission including any conditions and recommendations as well as the review catalogues formal and technical content criteria (Annex 10).

§ 8 Procedure for conditions and recommendations

- (1) The conditions imposed must be fulfilled within the specified period of twelve months after the accreditation has been granted. The documents for fulfilment of the conditions must be submitted to the VP Teaching at the latest by the deadline (Annex 11).
- (2) In justified cases, the regular period of twelve months can be extended once by a maximum of a further six months. Applications for extensions must be submitted to the VP Teaching no later than four weeks before the deadline for fulfilment of the

conditions. The Accreditation Commission shall decide on the extension of the deadline; the VP Teaching shall inform the parties involved of the resolution.

- (3) The Accreditation Commission examines the fulfilment of the conditions and decides on the successful fulfilment of the conditions in due time.
 - a. If the condition is fulfilled on time, the successful fulfilment of the conditions is confirmed by the Accreditation Commission by resolution. The President formally declares fulfilment of the conditions.
 - b. If the condition is not fulfilled within the deadline and no measures have been taken to implement the condition, the fulfilment of the conditions is not confirmed by the Accreditation Commission. The President formally declares the non-fulfilment of the conditions. If the conditions are not fulfilled on time, programme accreditation is immediately initiated for the study course. The conditional accreditation will be withdrawn.
- (4) If, in the course of fulfilling the conditions, the decision to discontinue the study course has been made and has already been decided by the University Council that it is no longer possible to enrol new students in the study course at the next regular start, the Accreditation Commission may refrain from fulfilling the conditions and extend the accreditation until the expected graduation of the students remaining in the study course. The extension granted may be extended once again, provided that students remain on the study course after the first extension has expired.
- (5) Evidence that the recommendations made have been addressed must be provided at the latest during the subsequent accreditation process.
- (6) The decision to fulfil the conditions is published to the Accreditation Council and the public in the ELIAS database. The QMB publishes the resolution of the Accreditation Commission on the fulfilment of conditions.

Part 3: Complaints and appeals procedure

§ 9 Procedure with complaints and objections

- (1) Complaints or objections against the accreditation decision can be submitted in writing to the VP Teaching during the accreditation procedure and up to two weeks after notification. The VP Teaching informs the Accreditation Commission about the complaint or objection and convenes a meeting of the Accreditation Commission.
- (2) The VP Teaching invites the representatives of the study course and the faculty to a mediation meeting and has a mediating role. The members of the Advisory Board may be invited to the mediation meeting or asked to submit a written statement.

- (3) If the Commission withdraws or amends the resolutions, or if the Faculty withdraws the complaint or objection, the proceedings shall be deemed amicably resolved.
- (4) If no solution can be found, the VP Teaching commissions at least two external reviewers (university lecturers) and asks them for their opinion. When selecting the reviewer, the selection criteria for professors from other universities and the impartiality regulations of the advisory board regulations must be observed.
- (5) After receiving the opinion, the VP Teaching invites the representatives of the study course and the faculty to a new mediation meeting.
- (6) If the Commission withdraws or amends the resolutions, or if the Faculty withdraws the complaint/appeal, the complaint is resolved amicably.
- (7) If no solution can be found at the second mediation meeting, programme accreditation for the study course must be initiated immediately. The accreditation granted will be withdrawn.

Part 4: Transitional provisions and entry into force

§ 10 Transitional provisions

- (1) In deviation from the dates specified in § 2 para. 3, the application for FIRST accreditation can be submitted until 1 October 2025 as follows: The dean of studies must submit the application for FIRST accreditation for a new study course to the VP Teaching no later than the first day of the last subject-related semester of the first cohort of the study course to be accredited.
- (2) In deviation from the dates specified in § 3 para. 3, the application for RE accreditation can be submitted until 1 October 2025 as follows: The dean of studies must submit the application for RE accreditation of a study course to the VP Teaching preferably at the beginning of the semester in which the accreditation ends, but no later than on the last day of the accreditation period.

§ 11 Enter into force

- (1) These regulations were adopted by the Senate on 29 July 2024 and approved by the President. They enter into force on 01 October 2024.

Ingolstadt, 29 July 2024

signed

Prof Dr Walter Schober

President

signed.

Prof Dr Christian Stummeyer

Chairman of the Senate

Attachments

Appendix 1 Application for accreditation

Appendix 2 Template study programme concept

Appendix 3 Templates academic study and examination regulations

Appendix 4 Template module handbook

Appendix 5 Proposal for the appointment of the advisory boards

Appendix 6 Submission of declaration of impartiality for advisory boards

Appendix 7 Template test catalogue formal criteria

Appendix 8 Template test catalogue for technical content criteria

Appendix 9 Concept template for changing the degree programme

Appendix 10 Template Publication Accreditation

Appendix 11 Application for fulfilment of conditions

Appendix 12 Application for extension of the fulfilment of conditions

Document history

Ver- sion	date	Crea- tion	Authorisa- tion	Changes
1	13.06.2022	St SQ	HL	
2	25.10.2022	St SQ / QMB	President	• Sharpening due to feedback from the Accreditation Council
3	23.01.2023	St SQ / QMB	President / Senate	• Adaptation of accreditation procedures to the guidelines of the Accreditation Council
4	02.10.2023	St SQ / QMB	President / Senate	• Regulation on the reimbursement of expenses for student representatives in the AK • Transmission of the declarations of impartiality upon application • Ability to vote if students are unable to attend
5	29.07.2024	St SQ / QMB	President / Senate	• Prioritisation of application deadlines after coordination with StMWK; adjustment of transition periods • Dealing with changes to the special profile requirement • New annexes: Application for fulfilment of conditions and application for extension of fulfilment of conditions