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## **Rules of Procedure of the Accreditation Council**

(Resolution of the Accreditation Council of 24.02.2006, amended on 30.11.2006, 31.10.2008, 08.12.2009 and 21.06.2010)

### **§ 1 Mission and composition**

The mission and composition of the Accreditation Council are established in § 7 of the Law Establishing the Foundation “Foundation for the Accreditation of Study Programmes in Germany” (ASG).

### **§ 2 Chair**

(1) The Accreditation Council elects a chairperson and a vice-chairperson. Chairperson and vice-chairperson may not belong to the group of members pursuant to § 7 para. 2 no. 1 or no. 2 of the Law Establishing the Foundation “Foundation for the Accreditation of Study Programmes in Germany”.

(2) The chairperson heads the meetings of the Accreditation Council and represents the Accreditation Council internally and externally. In the case of hindrance, the chairperson is represented by the vice-chairperson.

### **§ 3 Meetings**

(1) The Accreditation Council meets at least twice annually.

(2) Two weeks prior to the meetings of the Accreditation Council, written invitations are sent by the chairperson with a preliminary agenda. The dates for the meetings are set by the Accreditation Council.

(3) The meetings of the Accreditation Council are not public. Expressions of opinions and voting of individual members may not be shared with third parties or the public.

(4) The representative of the agencies only takes part in agenda items affecting the activity of individual accreditation agencies when these agencies do not raise an objection before the meeting.

(5) The Accreditation Council constitutes a quorum when at least half of the voting members are present or the present voting members carry at least half of the votes of the voting members.

(6) Decisions of the Accreditation Council require the majority of its members. In the case of a voting tie, the vote of the chairperson decides.

(7) Proxy voting pursuant to § 5 para. 3 of the statutes must be arranged one work day before the meeting at the latest in writing to the head office.

(8) The Accreditation Council institutes a three-member Appeals Commission, which consults on appeals of agencies against decisions of the Accreditation Council on the accreditation and reaccreditation of agencies pursuant to § 2 para. 1 ASG, the revocation of accreditation pursuant to § 5 para. 2 ASG, and decisions relating to the monitoring of accreditations pursuant to § 2 para. 1 no. 4 ASG, and presents a recommendation for a decision to the Accreditation Council for the final decision. The commission comprises two members of the Accreditation Council and one external member.

To prepare its decisions, the Accreditation Council may employ further working groups and include external experts in these working groups.

(9) The chairperson of the Foundation Council or his/her vice-chairperson, the managing director, and further representatives of the head office participate in the meetings with an advisory vote. Further individuals invited by the chairperson may also participate with an advisory vote.

(10) The head office is to prepare meeting minutes for the meetings of the Accreditation Council, which are then to be signed by the head office and the chairperson, and approved in the respective subsequent meeting of the Accreditation Council. The approved meeting minutes are made available to the Foundation Council.

#### **§ 4 Decisions outside of meetings**

(1) By resolution of the Accreditation Council, decisions on individual matters or certain types of matters may also be taken by circulation procedure.

(2) The chairperson may also initiate decisions by circulation procedure, provided a voting member of the Accreditation Council does not object to the procedure.

(3) In matters that may not be postponed and in which a decision of the Accreditation Council cannot be reached in time, the chairperson decides after having consulted with the vice-chairperson. The chairperson is to immediately inform the members of the Accreditation Council of the urgent decision, its reason, and the manner in which it was performed.

#### **§ 5 Reporting**

Decisions of the Accreditation Council are reported to the Foundation Council by the chairperson or, if this person is unavailable, by his/her vice-chairperson or an individual commissioned by the chairperson in a suitable manner.

#### **§ 6 Deviations**

Should the Accreditation Council desire to deviate from the Rules of Procedure in exceptional cases, this requires the agreement of all present members.

#### **§ 7 Entry into force**

The Rules of Procedure enter into force on their adoption by the Accreditation Council.