By-laws of the “Accreditation Agency for Study Programs in Engineering, Informatics, Natural Sciences and Mathematics” ASIIN

§ 1. Name, Location, Fiscal Year
(1) The Association is recorded in the register of Associations as „Akkreditierungsagentur für Studiengänge der Ingenieurwissenschaften, der Informatik, der Naturwissenschaften und der Mathematik“ (ASIIN) (Accreditation Agency for Study Programs in Engineering, Informatics, Natural Sciences and Mathematics).
(2) The Association is based in Düsseldorf.
(3) The fiscal year of the Association is the calendar year.

§ 2. Purpose of the Association
(1) In compliance with superordinate provisions of the European Qualification Framework, the federal legislator, the Standing Conference of Ministers of Education and Cultural Affairs (KMK) and the Accreditation Council, the Accreditation Agency establishes
   a) Procedures and criteria for the evaluation of degree programmes in engineering, informatics, natural sciences and mathematics at German higher education institutions. In the case of degree programmes at foreign universities, the Agency considers the relevant national superordinate provisions in addition to the European Qualification Framework.
   b) Procedures and criteria for the evaluation of quality management systems at German higher education institutions. In the case of evaluation at foreign universities, the Agency considers the relevant national superordinate provisions besides the European Qualification Framework.
   c) The Accreditation Agency enters into agreements with other national or international accreditation institutions on the cooperation and mutual recognition of accreditation procedures and criteria, and of accredited degree programmes.

All activities of the Accreditation Agency serve the assurance and further development of the standards and quality of education. To this end, ASIIN accredits degree programmes and quality management systems and confers a certificate upon successful completion of the procedure.

(2) The Association exclusively and directly pursues non-profit purposes in terms of the section “Tax-privileged Purposed” of the German Revenue Code. The Association does not pursue goals for its own economic interests. Resources of the Association are only used for tasks in compliance with these By-laws. The members do not receive any remuneration from resources of the Association. No person is to benefit from expenditures unrelated to the purpose of the Association and from disproportionately high remuneration.

(3) The members of the Board and the members of the panels of the Association participating in the accreditation procedures carry out their function on an honorary basis.
§ 3. Membership
(1) The members of ASIIN have formed four Member Groups:

- Coordination Group of the universities, organised by the by the Akkreditierungsverbund für Ingenieurstudiengänge e.V. – AVI (voluntary union of national and foreign universities of applied sciences focusing on engineering sciences)
- Coordination Group of Universities of Applied Sciences
- Trade Associations and umbrella organisations of the trade partners (industrial Associations)
- Technical and scientific Associations and processional organisations.

The Faculties and Departments of the universities are urged to contribute to the realisation of the tasks of the Accreditation Agency, in particular through the Coordination Group of the Universities, and respectively through the Coordination Group of the Universities of Applied Sciences.

(2) Membership is decided by the Board and starts at the beginning of the quarter following the decision on the membership.

(3) Membership ends with a written notice of resignation to the Board, whereby the notice of termination takes effect at the end of the calendar year and must be submitted three months prior to the end of the year, at the latest. Membership can also be terminated by resolution of the Board or by termination of the legal status of the member.

(4) A member may be excluded after hearing and effective immediately upon resolution of the Board in the case of breach of the By-laws, damage to the reputation or interests of the Association, or respectively, if the member fails to pay the membership fee after repeated and unsuccessful reminder. The excluded member may submit appeal against the ruling of the Board within thirty days upon notice served. The General Assembly will decide on the appeal. If a member resigns or is excluded from membership, this member will renounce all claims to the assets of the Association. The termination of the membership does not release the member from obligations valid through the time of resignation.

§ 4. Financial Resources
(1) The Accreditation Agency is financed by:

- Membership fees raised annually from new members, and in the case of new members, pro rata temporis
- Contributions and donations
- Assets and proceeds derive
- Income resulting from the work of the Accreditation Agency

(2) The Association may raise contributions to finance particular projects.

(3) The Board may decide on waiver and reductions of the membership fee

(4) The costs for accreditations incurred by the Association are billed to the university applying for accreditation.

§ 5. Organs of the Association
The organs of the Association are the General Assembly, the Board, the Accreditation Commissions for Degree Programmes, the Accreditation Commission for Quality Management Systems, the Technical Committees, the Board of Complaint and ASIIN Headquarters.
§ 6. General Assembly

(1) At the General Assembly, the Member Groups have an equal number of votes. Within the Member Groups, the individual members have an equal number of votes.

(2) The principle of allocation of votes can only be changed with a majority of ¾ of the total number of all Member Groups.

Each member is represented by a person assigned for substitution. A member can also authorise another member of the same Member Group to exercise his or her voting rights per proxy.

(3) The General Assembly will have a quorum if more than half of the total number of votes is represented. If the Assembly does not attain a quorum, another General Assembly must be convened with the same agenda with a period of notice of at least 14 days. In this case, a quorum will be considered as constituted irrespective of the total numbers of votes actually present. The letter of invitation must include a reference to the reduced requirements for the quorum at the second General Assembly.

(4) When constituting the quorum, the General Assembly decides on the majority of valid votes. Abstentions of votes are disregarded. The By-laws can only be amended with a majority of ¾ of the total number of votes of all Member Groups.

(5) The regular General Assembly takes place on an annual basis, as possible in the second quarter of the calendar year. An extraordinary General Assembly may be convened by the Board if it meets the interests of the Association.

(6) The General Assembly is convened by the Board in writing subject to a period of six week; the written notice includes the agenda, which is determined by the Board. Members and Member Groups may submit further applications to the agenda in writing to the Board up to two weeks prior to the General Assembly. The General Assembly is entitled to determine amendments to the agenda set by the Board.

(7) The General Assembly is responsible for the following issues:

- Formal approval of the members of the Board
- Approval of the budget plan for the next fiscal year submitted to the Board
- Acceptance of the annual report of the Board
- Relief of the Board
- Fixing of the amount and due date of the annual member’s fees and contributions. When deciding on it, each paying member has one vote, deviating from § 6 No. 1
- Resolutions on amendments to the By-laws and dissolution of the Association
- Resolutions on important issues regarding the Association, e.g. the limitation or expansion of activities of the Association
- Resolutions on By-laws.

(8) The General Assembly is chaired by the Chairman of the Board, and in case of absence, by the Deputy Chairman

(9) An extraordinary General Assembly is convened by the Chairman of the Board, either by resolution of the Board or by application of 1/5 of the members or ¼ of the votes, if possible, subject to a period of six weeks

(10) The resolutions of the General Assembly must be recorded in the minutes and signed by the respective chair of the General Assembly.
§ 7. Board

(1) The Board consists of 12 persons. Each Member Group appoints three representatives for a term of three years to the Board. The General Assembly confirms the members of the Board. A second term of office is possible. At the time of their appointment, the members of the Board shall actively carry out their profession and not be older than 65 years.

(2) The Board has a quorum, if at least 2/3 of its votes are represented. A member of the Board may exercise the vote of one Board member at the most for one meeting and by written conferral of the vote. In the case of parity of votes, the vote of the Chairman is counted twice.

(3) The Board remains in office until the Board is newly constituted.

(4) The Chairman of the Board and his Deputy are elected by the Board for a term of office of three years. A one-time re-election is permissible. The Chairman is appointed on a rotating basis by the first two and the last two Member Groups according to § 3 Article 1. The Deputy Chairman always belongs to a different grouping.

(5) The Chairman of the Board and the Deputy Chairman jointly represent the Accreditation Agency for Study Programs in Engineering Informatics, Natural Sciences and Mathematics.

(6) Tasks of the Board:

- Appointment of the Accreditation Commissions
- Appointment of the Board of Complaint for decisions on accreditation
- Recruiting of organisations as members of the Association which are relevant for participation in the accreditation
- Resolution on agreements with other national and international accreditation institutions
- Resolutions on acceptance and exclusion of members.
- For particular fields of activity the Board may appoint special representatives as defined in § 30 BGB. Those representatives have the sole power of representation in all cases. Their power of representation extends to all legal transactions and measures.

The Board is responsible for all issues of the Association, as long as they are not assigned to other organs of the Association in these By-laws.

(7) Directly concerned persons or members of ASIIN may appeal against resolutions of the Board. These appeals will be discussed in the next General Assembly.

§ 8. Accreditation Commission for Degree Programmes

(1) The Accreditation Agency ASIIN has an Accreditation Commission for Degree Programmes. This Accreditation Commission may establish regular and project-related working groups for the implementation of its tasks. The method of operation, the internal coordination and the responsibilities of the working groups are stipulated in the by-laws of the Accreditation Commission.

(2) The members of the Accreditation Commission are appointed by the Board.

a) The members are independent with regard to their specialist field and not bound to instructions.

b) The Commission comprises each a third of representatives from universities/universities of technology, universities of applied sciences and industry, or respectively professional practice. These are complemented by student representatives of the universities/universities of applied sciences, as well as (international) consultants and representatives of employees.

c) The term of office is three years, and in the case of student members, two years. A one-time re-election is possible.
d) The exchange of human resources within the Accreditation Commission takes place by a "rolling system", whereby one third of the members is newly-appointed in the course of three years.

e) When appointing members of the Accreditation Commission it must be taken care that if possible all degree programme in engineering, informatics, natural sciences and mathematics to be accredited are each represented by one or two specialists.

f) The Board may also appoint members for the Accreditation Commissions, who dispose of an academic or non-academic qualification ranging outside of the disciplines represented by ASIIN.

g) The Board may appoint consulting members into the Accreditation Commission. Consulting members have the right to speak and submit applications, but they do not have any voting rights.

(3) The Accreditation Commission has the following duties:

a) Determination of the Procedural Guidelines and Standards for the accreditation of degree programmes in engineering, informatics, natural sciences, mathematics and related disciplines in accordance with § 2 (1a).

b) Taking necessary measures for the international acceptance of accredited degrees.

c) Appointment of Audit Teams for the degree programmes to be accredited. When appointing an Audit Teams, the suggestions of the Technical Committees must be duly considered.

d) Decision on the accreditation of the degree programmes based on the expert opinion of the Audit Teams and statement of the Technical Committees.

e) Maintenance and publication of a list of accredited degree programmes

f) Appointment of Technical Committees

g) Instruction and training of Auditors

h) Reporting to the Board on the activities of the Commission.

(4) The Procedural Guidelines and Standards for Accreditation may only be defined with a majority of votes from representatives of universities/universities of technology, universities of applied sciences, and industry, including the student representatives and employee’s organisations.


(1) The Accreditation Agency ASIIN has an Accreditation Commission for Degree Programmes Quality Management Systems. This Accreditation Commission may establish regular and project-related working groups for the implementation of its tasks. The method of operation, the internal coordination and the responsibilities of the working groups are stipulated in the by-laws of the Accreditation Commission.

(2) The members of the Accreditation Commission are appointed by the Board.

a) The members are independent with regard to their specialist field and not bound to instructions.

b) The Commission comprises each a third of representatives from universities/universities of technology, universities of applied sciences and industry, or respectively professional practice. These are complemented by student representatives of the universities/universities of applied sciences, as well as (international) consultants and representatives of employees.

c) The term of office for members of the Accreditation Commission is three years, and in the case of student members, two years. A one-time re-election is possible.
d) When appointing members of the Accreditation Commission it must be taken care that an interdisciplinary cooperation is reached and that competencies in the area of quality management/quality assurance are represented in the Accreditation Commission.
e) All members of the Accreditation Commission have voting rights.

(3) The Accreditation Commission for Quality Management Systems has the following duties:

a) Definition of the Procedural Guidelines and Standards for the Accreditation of Systems in Accordance with § 2 (1b)
b) Taking necessary measures for the international acceptance of accredited systems
c) Naming and appointment of Audit Teams for the systems to be accredited
d) Decision on the accreditation of systems based on the expert opinion of the Audit Teams
e) Maintenance and publication of a list of accreditation decisions
f) Instruction and training of the Auditors
g) Reporting to the Board on the activities of the Commission

(4) The Procedural Guidelines and Standards for Accreditation may only be defined with a majority of votes from representatives of universities/universities of technology, universities of applied sciences, and industry, including the student representatives and employee's organisations.

§ 10. Technical Committees

(1) The Accreditation Commission for Accreditation establishes Technical Committees for the different subject areas.

(2) Composition of the Technical Committees:

a) The Technical Committees shall be made up of one third each of representatives of universities/universities of technology, universities of applied sciences and industry, including one student representative. An additional student of the other type of university may be appointed. In case of an unbalanced representation of degree programmes at universities and universities of applied sciences, an exception of the one third party in accordance with Clause 1 can be made.

b) When appointing the Technical Committees, the Accreditation Commission adequate consideration may be given to the proposals of pertinent organisations (faculty/departments/conferences and Associations) and of the ASIIN Member Groups.

c) The term of office of members of the Technical Committees is three years, and in the case of student members, two years. A one-time re-election is possible.

d) The exchange of human resources within the Accreditation Commission takes place by a “rolling system”, whereby a third of the members is newly-appointed in the course of three years.

(3) The Technical Committees have the following duties:

a) Naming of Auditors for the accreditation procedures and appointment of the speaker of the Auditors
b) Development and revision of standards, compilation of documentation, and instruction of Auditors
c) Addressing technical and specialist questions of accreditation
d) Acceptance and revision of the Audit reports
e) Opinion on reports of the Audit Teams to the Accreditation Commission
f) Participation in the training of the Auditors.
§ 11. Board of Complaint
(1) The ASIIN Board of Complaint is made up of six persons consisting of:
   - One member of each Accreditation Commission, proposed by the Commission.
   - A representative from a member organisation of ASIIN, proposed by the organisation. This is not a member of one of the other organs of the Association.
   - One member of the German Accreditation Council, invited by ASIIN and proposed by the Accreditation Council, and alternatively, a member of one organisation involved with quality assurance at universities, invited and proposed by ASIIN.
   - One representative of another Accreditation Agency in Germany or abroad.
   - One student.
(2) The Board of Complaint has the responsibility to evaluate the complaints submitted by universities regarding a decision of the Accreditation Commissions within an accreditation procedure and to determine the resulting consequences. The complaint procedure applied in this case is stipulated in the By-laws of the Board.

§ 12. Headquarters
(1) Headquarters is managed by the Chief Executive Officer (CEO) of the Association. He is responsible for managing all the entire work of the Accreditation Agency in accordance with § 2 of this By-laws, and to ensure the compliance with uniform principles in the work and management of the Association and its planes.
(2) The CEO is responsible to the Association for administering the assets and accounts, as part of the duties assigned to him.
(3) The CEO of the Association is appointed by the Board.
(4) Headquarters staff may only have a consultative role in the panels with honorary members.

§ 13. Accountants
(1) The General Assembly elects two accountants from among its members, who do not belong to another panel of the Association, for a term of office of three years. These are confirmed annually by the General Assembly.
(2) The accountants review the annual report in accordance with guidelines of the General Assembly and report the result to the General Assembly.

§ 14. Dissolution of the Association
(1) The Association can only be dissolved in a General Assembly with ¾ of the total votes of the members. If less than 3/4 of all member votes are present, a new General Assembly held at the earliest eight weeks later at the earliest, may decide on dissolution of the Association without regard of the number of votes present. The invitation to the General Assembly must include reference regarding the reduced quorum requirements.
(2) If the Association is dissolved or if the tax-privileged purposes of the Association are discontinued, the Association's assets will be transferred to a tax-privileged body to be used in the promotion of education and training.