

CHARTER Database on Education and Training Programmes

Instructions for Users

Link: <https://charter.visuelles.xyz/>

Please note in general: If you experience any difficulties with logging in to the database or have any other questions, please contact charter_et_database@akbild.ac.at. Moreover, note that most fields can be filled out intuitively or contain explanations in the database. Therefore, these Instructions are meant as a reference, rather than a step-by-step guide. If a field is not relevant to your programme or the information is not available to you, please leave it blank.

Register / create an account

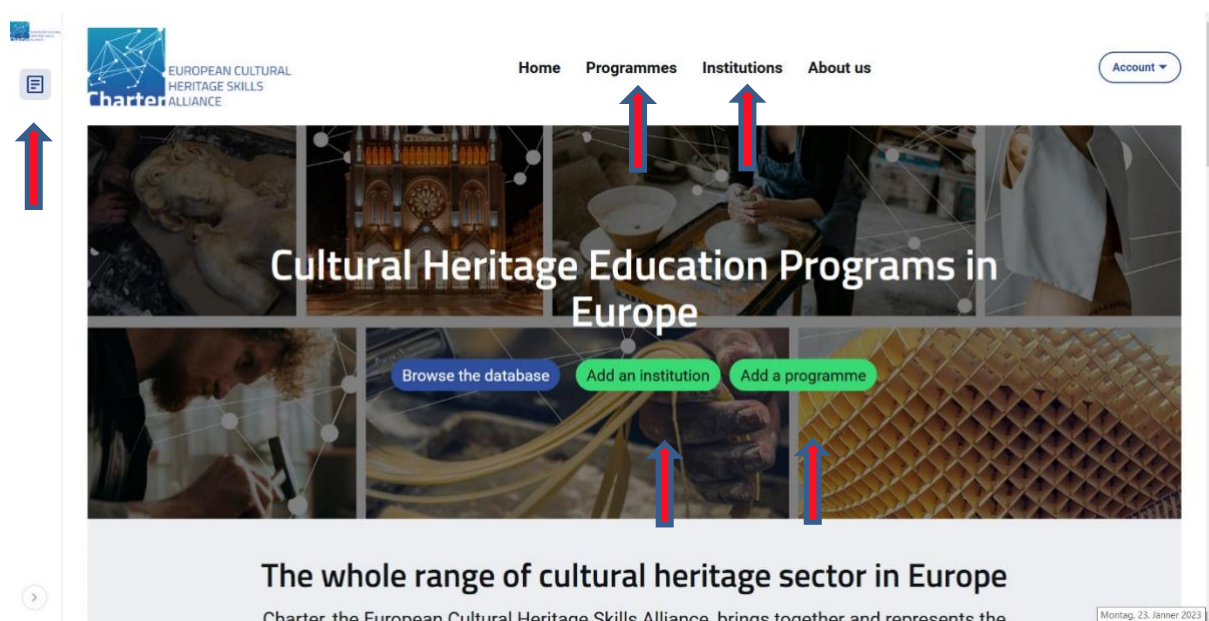
Go to <https://charter.visuelles.xyz/>

On the right hand corner click on "Register"

- You will be prompted to enter your email address and your username
- Click on "Create new account"
- You will get an email with a link for a one-time login – click on the link
- Create a password, confirm and save it
- You are ready now to enter an institution / a programme

Those of you who already created an account for the database can use that account again. If you do not remember your password, please use the "forgot password"-function. If you haven't created an account so far, please do so now.

This is what you see when you log in:



- You can add a programme by clicking on the green button in the center of the screen or on the menu button on top.
- You can add an institution by clicking on the green button in the center of the screen or on the menu button on top.

Please note:

Before a programme can be added, the institution must already be entered. The first step is therefore to add the institution if it does not already exist. Hence, we advise you to start by checking if this is the case.

Please note:

It is essential to fill in the address and in particular the country where the institution is located. In case of more than one institution offering the programme, the institution which is awarding the qualification must be entered.

When entering data you can save and then interrupt your work any time and come back later to continue. To do so you have to open your entry and click the button "Edit". During all that period your entry will not be visible in the database. Once you have finished you have to change the status to "review" by clicking the review button. Your entry will then be checked for integrity, accurateness and consistency. After that it will be published and visible for all users of the database.

Please see the next pages for an overview of the data fields, explanations and one example on how to fill out the database.

Thank you very much for your contribution!

Institution	Explanation	Example (Academy of Fine Arts Vienna)
Country	Please select the country from the list in which the institution is located.	Austria
Region	You have the option to fill in the region in which the institution is located. If you choose to fill out this field, please use the English name for the region.	
Name of institution/E&T provider in English	Please fill in the name of the institution in English. By "institution" we mean the organisation which provides the education and training (= the E&T provider).	Academy of Fine Arts Vienna
Name of the institution /E&T provider in original language		Akademie der bildenden Künste Wien
Institution type	Select a type of institution	Higher education institution
Optional description of institution	You have the option here to describe the institution. This field is particularly useful if you think that none of the options for institution type apply.	As Austria's most traditional art university, the Academy of Fine Arts Vienna has been an important educational institution for artists for over 325 years. We offer our approximately 1,500 students a range of curricula that span from painting and sculpture to photography, video, performance, and conceptual art and also include architecture, stage design, as well as conservation and restoration. We offer the full range of Bachelor, Master, Diploma and Doctoral studies.
Address	Please fill in the physical address of the institution. (Note: Should the physical address of the institution and the programme delivery differ, you will have the option to indicate this under "Programme".)	Schillerplatz 3, 1010 Wien, Austria
Link	Please provide a web link to the institution here.	https://www.akbild.ac.at
	Under "E&T programme", you will be invited to fill out the following fields:	
E&T programme	Explanation	Example
Name of programme (English)	Name of the E&T programme in English	Conservation and Restoration
Name of the programme in original language		Konservierung und Restaurierung
Web link to the E&T programme		https://www.akbild.ac.at/en/studies/study-programs/copy_of_conservation-and-restoration?set_language=en
Programme description		The study program Conservation and Restoration is devoted to the conservation of works of art and of cultural artifacts which merit regard as irreplaceable documents owing to their respective historical, artistic and cultural value, and whose conservation is therefore of public interest. The education offered by the Academy of Fine Arts, Vienna, is considered to be comprehensive with respect to the general basics and the intellectual superstructure of the discipline, while also providing specialist training in the given framework of the study focuses offered: -Conservation - Restoration of Paintings / Sculptures-Conservation - Restoration of Objects – Focus on Wood//historic musical instruments-Conservation - Restoration of Paper /Photographs / Books / Archive Material-Conservation - Restoration of Mural Paintings/ Architectural Surfaces-Conservation - Restoration of Modern and Contemporary Art

Is the programme a joint degree programme?	A joint degree is a programme which is offered in cooperation by two or several institutions leading to <u>one</u> degree that is jointly awarded by the participating institutions.	No
		Note: If you select "yes" here, the database will ask you to fill out all institutions which are collaborating in this joint degree. You can search if these other institutions are already in the database by typing in the names in English. If they are not yet in the database, you will be asked to create a new institution and will be re-directed to the "create institution" section.
Double degree	A double degree is a programme offered in cooperation by two institutions leading to <u>two</u> degrees, which are awarded separately by the two institutions.	No
		Note: If you select "yes" here, the database will ask you to fill out the institution with which are collaborating in this double degree. You can search if this other institution is already in the database by typing in the name in English. If it is not yet in the database, you will be asked to create a new institution and will be re-directed to the "create institution" section.
Joint delivery	This applies when a programme is delivered jointly by two or more institutions leading to <u>one</u> degree that is awarded by the main partner only.	No
		Note: If you select "yes" here, the database will ask you to fill out all institutions which are collaborating in this joint delivery. You can search if these other institutions are already in the database by typing in the names in English. If they are not yet in the database, you will be asked to create a new institution and will be re-directed to the "create institution" section.
Cooperation with other institutions	Please explain here the nature of your cooperation – be it a joint or double degree or a joint delivery of the programme – with (an) other institution(s).	
Address of E&T delivery (if different from the institution)	Please use this field if the programme is delivered in a different city or country than that of the institution. For instance this applies to branch campuses of the institution.	
Qualification provider	The qualification provider is the organization which awards a qualification. In most cases, the qualification provider will be similar to the institution. If this is the case, please select the institution here. If not, please add a new institution and then select it as qualification provider.	Academy of Fine Arts Vienna
Does the E&T programme lead to a formal qualification?		Yes
Education category (HE/VET/HE-VET)	Please select here the education category of your programme.	HE
Education format	Please indicate the education format of the programme	Formal
Programme type	Please select the type of programme 1. Initial E&T: general or vocational education and training carried out in the initial education system, usually before entering working life. Initial education and training can be carried out at any level in general or vocational education (full-time school-based or alternate training) or apprenticeship pathways. 2. Continuing Education and Training: education or training after initial education and training – or and training after entry into working life.	Initial E&T

	3. Continuing professional development (CPD) describes training on core professional skills and is usually organised by membership organisations or professional institutes in a non-formal way.	
VET qualification	If your programme leads to a VET qualification, please choose one here. If that is not the case, select "none". If your programme leads to a qualification or equivalent not listed here, please select "other" and fill in the name of this qualification in English and the original language.	None
Academic degree	If your programme leads to an academic degree, please choose one. If that is not the case, select "none". If your programme leads to a degree or equivalent not listed here, please select "other" and fill in the name of this degree in English and the original language.	Master
One time event or regular basis	Please select what applies	Programme takes place on a regular basis
Frequency	Please explain the frequency of the programme taking place.	The programme starts every year in the autumn.
Last time the programme took place (start date)		1 October 2022
Number of annual graduates	Please state the number of graduates of this programme per year for the last year that was not affected by the Covid 19 pandemic.	10
Statistics/formal status		
Cultural Heritage Area	Please select 1 to 3 of the cultural heritage areas to characterize the E&T programme and rank the areas in order of importance.	1. Safeguarding and preservation 2. Knowledge 3. Crafts and traditional knowledge
Cultural Heritage Functions	Please select 1 core function and up to 2 supplementary functions to describe the activities or tasks for which the programme trains its students.	Core: Preservation and safeguarding Supplementary: R&D and education; Recognition
ESCO - Occupation	Please type in the ESCO occupation code which is most relevant for graduates of your programme and note that you can list several ESCO codes here. ESCO (European Skills, Competences, Qualifications and Occupations) is the European multilingual classification of Skills, Competences and Occupations. It works as a dictionary, describing, identifying and classifying professional occupations and skills relevant for the EU labour market and education and training. Search for the number and name of the standard occupation(s)/qualification(s) that your education and training programme leads to on the ESCO website. If this is not specified please leave it blank. https://ec.europa.eu/esco/portal	2651.2 art restorer 2621.3 conservator
National Occupational Classification (NOC) in original language	It relates to the statistical standard for occupational/professional profiles at national level, it mirrors the ISCO-08 (International Standard Classification of Occupations). The list or catalogue is usually issued by a national/regional regulatory and/or statistics body, and can be found on the web by searching for "NOC+ISCO-08+country" (same as for ISCO). If possible, add a hyperlink. If this is not specified, please leave it blank.	2651 RestoratorIn und KonservatorIn

NOC link	If the previous category was answered, provide the link to the national catalogue/list where the profile is described and coded. If this is not possible, please leave it blank.	https://bis.ams.or.at/bis/StammberufDetail.php?noteid=704&query=2651&phrase_search=1
Does the programme lead to a regulated profession?	Regulated profession: A profession is called regulated if its access, scope of practice or its title is regulated by law. This includes: - Professions with automated recognition of qualifications on European level; - Professions regulated on a national level; and - Activities that are regulated in some or all Member States.	No
EQF	Please state the EQF level of the qualification your programme leads to. The European Qualification Framework (EQF) is a common framework for European qualifications. Please note that in CHARTER we are only concerned with levels 3 – 8 of the EQF. For more information, please see: https://www.cedefop.europa.eu/en/projects/european-qualifications-framework-eqf	7
NQF	The EQF often, though not always, corresponds to the country's NQF (National Qualifications Framework) system. Comments should be inserted in the cell, stating if and what NQF level is equivalent to the EQF. This information is usually issued by National Agencies on Qualifications, Ministries of Education or similar bodies. If this is not specified please leave it blank. For more information, see also https://www.cedefop.europa.eu/files/8611_en.pdf	7
ISCED level of programme	ISCED-F 2013 defines the fields of education and training. See http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf . Very often education and training providers use the ISCED classification to report to their national authorities. Hence, the numbers can be found out via internal data management of these institutions. If this is not specified, please leave it blank.	0288 Inter-disciplinary programmes and qualifications involving arts and humanities
Characterization of the E&T programme		
Credit system	Please select the credit system used in your programme. If you click "other", you will be asked to explain this system.	ECTS
Number of credits		300
Student work load (hours)	Please state the nominal student workload for the whole programme in hours. The student workload comprises not only the time required for face to face teaching (=contact hours), but also the time students must spend on independent study, writing papers or performing other tasks necessary to complete the programme. Example: When your programme uses ECTS you can calculate the student workload by multiplying the ECTS of the whole programme with the number of hours that one ECTS is attributed to in your national/regional legislation (usually between 25 and 30 hours).	7500
Contact hours	State the number of required contact (face to face teaching) hours for the education	3038

	programme. If this is not known, leave it blank. Often, the number of contact hours can be derived from the curriculum. If you have any comments on contact hours, you may state them in a separate field.	
Duration unit	Please select the unit of duration here	semesters
Duration	Please state the minimum programme duration for full time study	10
Study format	Please select the study format	Full time
Are there access requirements?		Yes
Access requirements Description	Please describe the elements of the access requirements	Applicants must have completed secondary school. The following skills and competencies are the subject of the admission test: observation skills (nature studies/drawing), artistic sensitivity and artistic-manual skills, basic knowledge in natural sciences basic knowledge and understanding of art history, communication skills (oral and written)
Teaching language	Please select the language of instruction. If the language is not listed, select "other" and type in the language.	German
Programme learning outcomes	Please state the learning outcomes for the programme in terms of what a student should know, understand and is able to demonstrate upon completion of the programme. In case there are formal documents, please refer to them, if not, please state the learning outcomes in your own words. If you are not aware of any learning outcomes, please leave it blank.	The study program Conservation and Restoration is devoted to the conservation of works of art and of cultural artifacts which merit regard as irreplaceable documents owing to their respective historical, artistic and cultural value, and whose conservation is therefore of public interest. In a wider context, the conservation of our cultural heritage is defined as a part of Human Rights. (See: Our Creative Diversity. Report of the UNESCO World Commission on Culture and Development. 1996) The fundamental role of the conservator-restorer is the preservation of cultural heritage for the benefit of present and future generations. The conservator-restorer contributes to the perception, appreciation and understanding of cultural heritage in respect of its environmental context and its significance and physical properties. The education offered by the Academy of Fine Arts, Vienna, is considered to be comprehensive with respect to the general basics and the intellectual superstructure of the discipline, while also providing specialist training in the given framework of the study focuses offered: Conservation - Restoration of Paintings / Sculptures Conservation - Restoration of Objects - Focus on Wood//historic musical instruments Conservation - Restoration of Paper / Photographs / Books / Archive Material Conservation - Restoration of Mural Paintings / Architectural Surfaces Conservation - Restoration of Modern and Contemporary Art.
Proportion of VET (practice) element (in % of workload)	Please state the proportion of the study programme that is dedicated to professional or vocational practice relative to the full student workload. If the exact number is not available, use an estimated number and add that it is an estimation. If it is unknown, leave it blank.	63%
Is there a mandatory practical training?	Please select what applies. If you've clicked yes, you are invited to explain the nature of the practical training.	In the course of the programme, a total of 400 hours of practical work is mandatory during the periods of vacation. The practice must take place in conservation-restoration workshops of museums, of the Federal Monuments Authority or in private institutions, whose working methods correspond to the goals and rules of conservation-restoration as described in the curriculum.
Mode of delivery of education / training	Please select the primary mode of delivery.	Presence

Required qualification of teachers/trainers in the core subjects	Please state the necessary qualifications of teachers who teach the core subjects in this study programme and refer to the legal framework, if applicable (e.g. master craftsperson qualification, university professorship, PhD).	Teachers in the core subjects have to be university professors according to § 97 of the University Act of 2002.
Quality assurance obligations of the programme/institution	Please explain the quality assurance obligations for the institution/programme in question. If there are no quality assurance obligations, please explain how you ensure the quality of the programme with voluntary measures (e.g. regular course evaluations, feedback collected from graduates). If no quality assurance/evaluation activities take place on a regular basis, please state, please leave it blank or explain why this is so.	All Austrian higher education institutions have to undergo an institutional certification (audit) every seven years. The certification process must be based on the European Guidelines for Quality Assurance in the European Higher Education Area. Academy of Fine Arts Vienna underwent its first audit in 2021. See: https://www.akbild.ac.at/porta_en/university/quality-development/audit In addition, the department for conservation and restauration underwent a peer review in 2016/17. https://www.akbild.ac.at/porta_en/university/quality-development/review-akbild/peer-review-at-the-ibk?set_language=en&cl=en
Tuition costs	Please state the tuition costs for the whole programme	Tuition fee of € 363.36 per semester prescribed by law. This amounts to € 3633.6 for the minimum five-year programme length.
Are grants available?	If you select "yes" here, you will be invited to describe the available grants.	Yes, national needs-based study grants and some internal grants for specific projects.
Notes, comments	Please use this field to add any information that you consider relevant to the programme and was not asked for in the other fields.	