

Process Description

As of 06/2025

## **Registration of internal accreditations by accredited institutions**

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### **Notes**

Accredited institutions of higher education are defined as

- System-accredited institutions
  - Higher education institutions accredited under the alternative procedure
  - Higher education institutions accredited under the experimental clause (old law)
- The entry of internal (re)accreditations by accredited higher education institutions is also possible even if a program's accreditation history has not yet been fully mapped or corrected.
- This registration is NOT an application for program accreditation. It merely involves submitting the current accreditation information for a degree program. The data is formally reviewed and approved by the office. No substantive review of the information is conducted.
- If quality reports are uploaded, the following applies:
- Only one report needs to be uploaded per application.
  - All degree programs that were accredited or evaluated in the report must be assigned to the application.
  - If the report relates exclusively to a single degree program, a separate application must be submitted for that program.
  - Bundled procedures (similar to program accreditation) constitute an exception: In this case, a single comprehensive report is prepared and attached to the application.

## Entering an internal accreditation (via the "Select Study Program" option)

Select the desired degree program from the menu and select *all degree programs*.

Studiengänge verwalten

Name

Studiengänge (42)

Name	Lehramtstyp	Kombinationsstudiengang	Studientyp	Abschlussgrad	
Agrarwirtschaft, B.Sc.			grundständig	Bachelor/Bakkalaureus	+ 6 Felder
Agrarwirtschaft dual, B.Sc.			grundständig	Bachelor/Bakkalaureus	+ 6 Felder

The degree program is displayed. v

Agrarwirtschaft, B.Sc.,

Übersicht

Studiengang: Agrarwirtschaft

<b>Akkreditiert</b> Ja <small>Akkreditierungsdaten ansehen</small>	<b>Aufnahme des Studienbetriebs</b>
<b>Laufendes Akkreditierungsverfahren</b> Nein	<b>Aufnahmekapazität pro Semester oder Jahr</b>
<b>Name</b> Agrarwirtschaft	<b>Durchschnittliche Anzahl von StudienanfängerInnen pro Semester oder Jahr</b>
<b>Abschlussgrad</b> Bachelor/Bakkalaureus	<b>Durchschnittliche Anzahl von AbsolventInnen pro Semester oder Jahr</b>
<b>Abschlussbezeichnung</b> B.Sc.	<b>ECTS-Punkte</b> 210
<b>Studientyp</b> grundständig	<b>Erfolgsquote</b>
	<b>Durchschnittliche Studiendauer (in Semestern/Trimestern/Quartalen)</b>
	<b>Anzahl der weiblichen Studierenden</b>
	<b>Anzahl der männlichen Studierenden</b>

Select the "Enter Accreditation for System-Accredited University" option in the upper right corner. Alternatively, you can enter an accreditation via the application type; see section 4, "Entering an Internal Accreditation" (via the "Application" dropdown). A new application will be created.

Antrag Nr. 10 023 341 ☆

Eintragen einer Akkreditierung (intern)

Vor dem Einreichen Ihres Antrags 10 023 341 muss dieser vollständig ausgefüllt werden. Sie können Ihre Eingaben während der Erfassung über "Weitere Aktionen|Eingabe prüfen" jederzeit vorab prüfen ohne einzureichen.

1 Antragstyp

2 Antragstellende Hochschule

3 Antrag

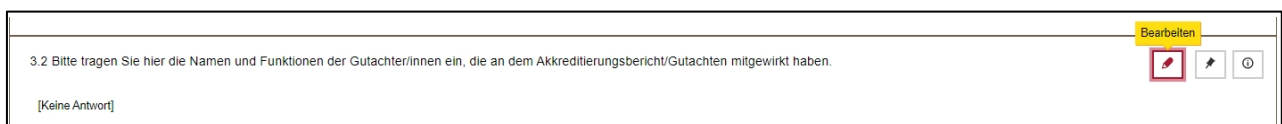
4 Antragsunterlagen

## Filling out an application

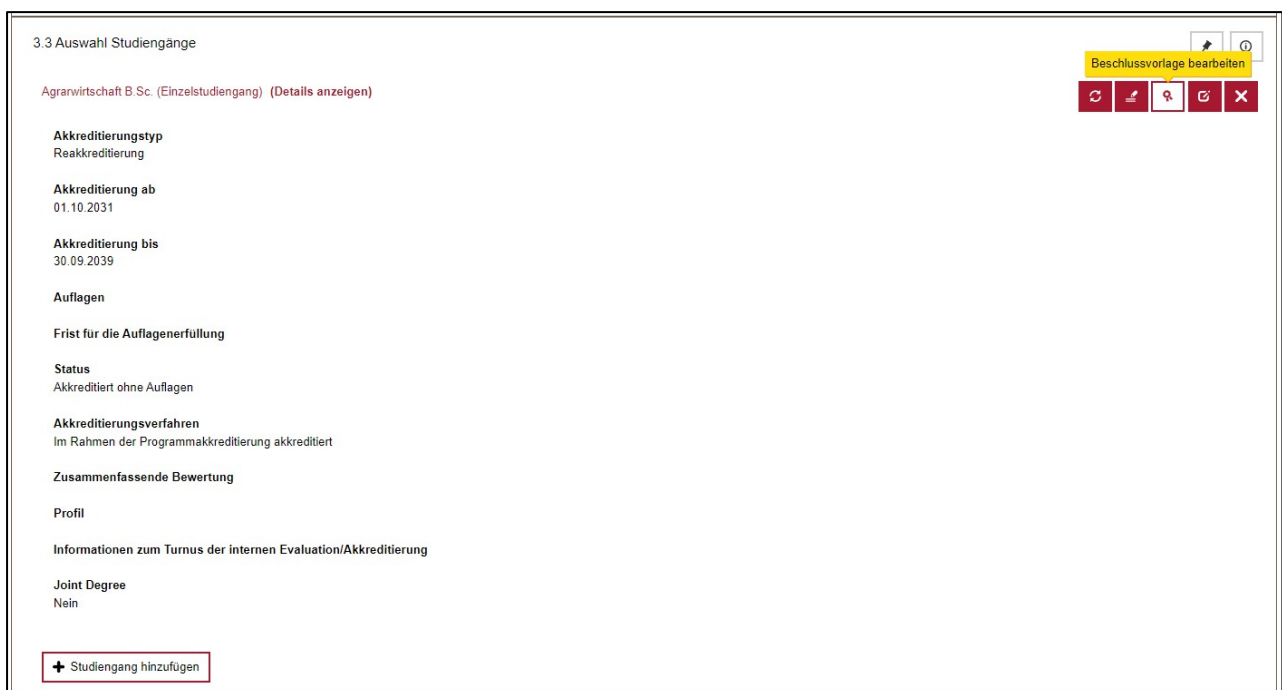
Under **3.1 Application Title**, use the pen icon to enter the application title. This makes it easier to locate the application when multiple applications are submitted. The application titles can be displayed in the list of applications (under “My Applications”). This provides each institution with an overview of the applications already submitted in the application list.



Under **3.2**, use the pen icon to enter the names and roles of the reviewers.





Enter the internal decision in the draft resolution, by clicking on **Edit the draft resolution**.




- Fill in the required fields and save your entries. Please note that fields marked with an \* are required.
- Check whether the degree program contains all information relevant for the registration of the accreditation. Detailed information on the publication of internal accreditations can be found under FAQ 3 on the Accreditation Council’s website.

Upload the quality report under 3.4. Further details on the requirements for publication can be found in the Accreditation Council's [resolution](#) dated March 19, 2025.

3.4 Bitte ergänzen Sie den im Rahmen Ihres Qualitätsmanagementsystems erstellten Bericht (das Gutachten).  

[Noch kein Dokument hochgeladen]









 **Dateien auswählen (\*.pdf, \*.png, \*.jpeg, \*.jpg, \*.zip)**

Once you have completed the application, you can have it checked for completeness under “Further Actions.” Then submit the application by clicking the “Submit Application” button.

### Eintragen einer Akkreditierung (intern)

[Zur Übersicht der Anträge](#) Laufendes Verfahren kennzeichnen Antrag einreichen Weitere Aktionen ▾

Vor dem Einreichen Ihres Antrags 10 024 398 muss dieser vollständig ausgefüllt werden. Sie können die Erfassung über "Weitere Aktionen|Eingabe prüfen" jederzeit vorab prüfen ohne einzureichen.

 1 Antragstyp	 ▾
 2 Antragstellende Hochschule	 ▾
 3 Antrag	 ▾
 4 Antragsunterlagen	 ▾

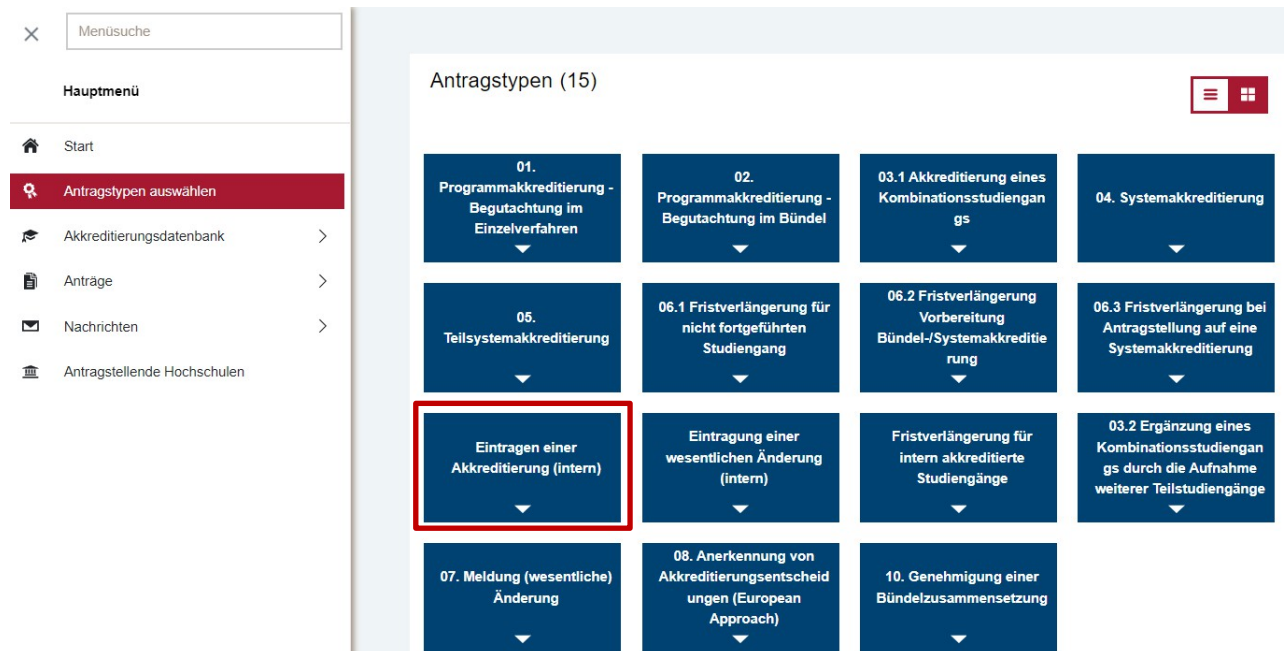
- Vollständigkeit prüfen
- Antrag als Dokument (PDF) herunterladen
- Antrag markieren
- Antrag löschen

The application submission is complete with this final step. Your application is now being processed by the office of the Accreditation Council Foundation. Your application will be checked for plausibility and completeness and then activated.

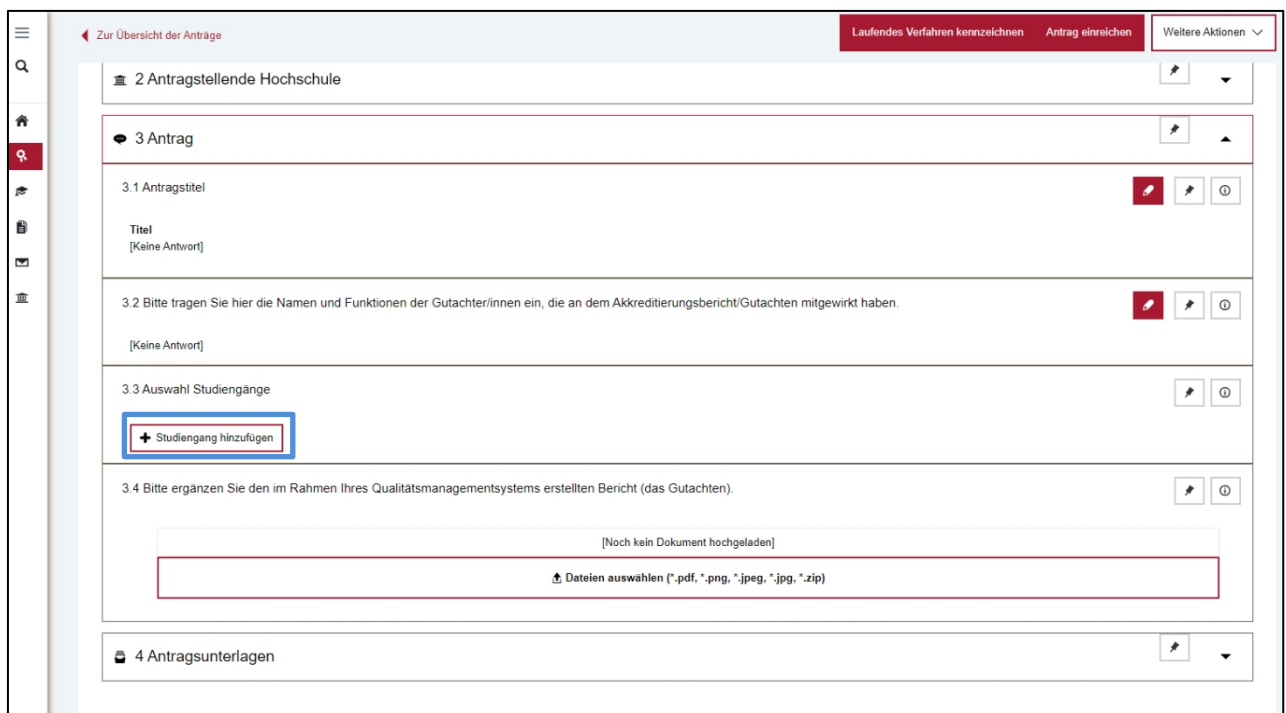
By clicking the “Mark as ongoing procedure” button, you can ensure that no accreditation gap occurs in the database in the case of a retroactive internal reaccreditation. A process description for this can be found in [ELIAS FAQ 11](#).

## Entering an Internal Accreditation (via the "Application" dropdown)

An application can also be submitted directly by selecting the application type—this is particularly recommended for bundled procedures: To do so, select the application type “Enter an Accreditation (Internal).”



Under 3.3 Select Study Programs, you can add the study programs listed in the respective quality report.



All further processing steps are identical to Procedure 2. *Registration of an internal accreditation (via program selection)* – Subchapter: Filling out an application

### Editing icons under 3.3 in the application

The following editing icons are visible for each degree program in the editing screen: *Update*



*of master data (refresh)* have you in parallel at while submitting *the* application, you have made changes

and adjusted the program information, you can update the adjusted information in the application with a single click. This way, the application adopts the current information from the database.



*Editing program information.* Alternatively, you can edit or update the program information directly in the application using the button mentioned



*Enter the accreditation decision.* See Chapter 2 for more information.



*Edit the accreditation type (concept, initial, reaccreditation).* Use this button , you can the universities set degree program . This information then appears in the list of applications (under the "My Applications" section), allowing universities to filter applications by accreditation type or keep track of how many applications involve initial, conceptual, or reaccreditation.



*Remove the degree program from the application.*