

Recording Compliance with Requirements in the Accreditation Database for Accredited Institutions of Higher Education

The following process description explains how accredited higher education institutions record compliance with requirements. A prerequisite for this is that the accreditations of the relevant degree programs were carried out as part of your institution's internal accreditation process.

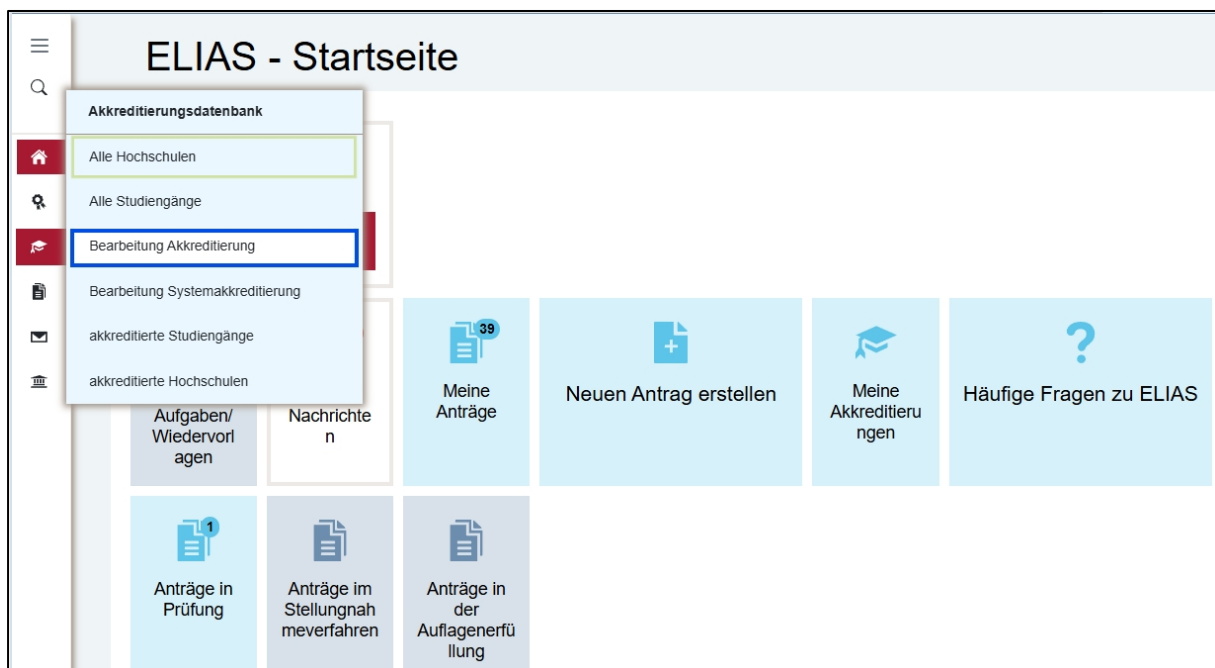
The following are considered accredited higher education institutions:

- system-accredited institutions of higher education,
- institutions that have been accredited through an alternative procedure,
- institutions accredited under an experimental clause (old law).

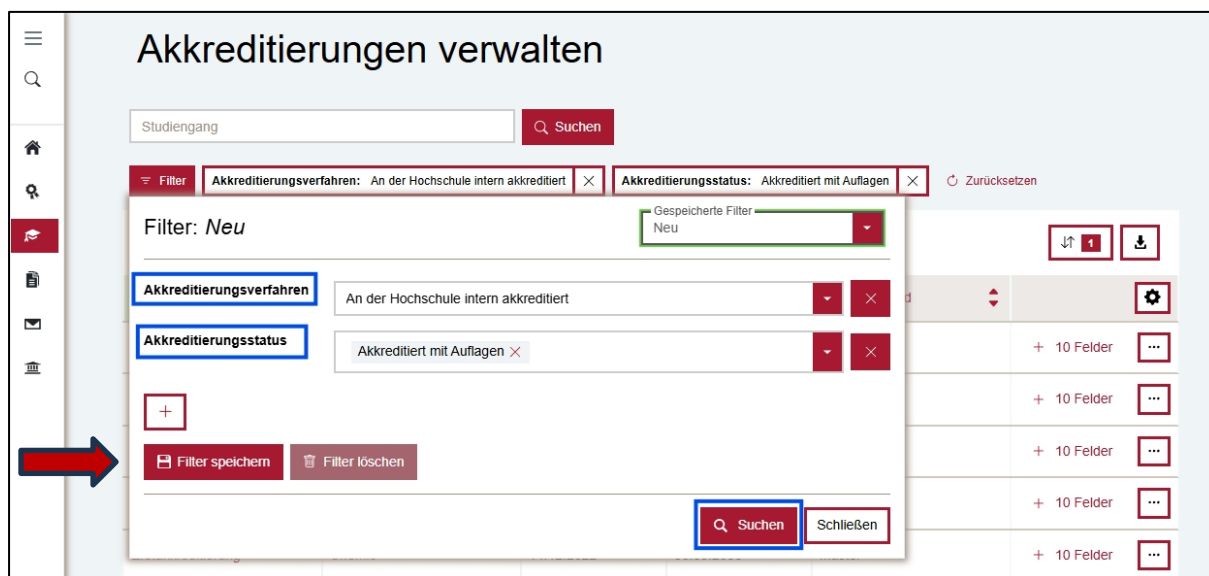
Note: You cannot enter compliance with requirements for program-accredited degree programs (under the old law). Please contact the agency that oversaw the process.

To enter the fulfillment of requirements for an internally accredited program in ELIAS, please proceed as follows:

- Under *Accreditation Database*, select the menu item *Edit Accreditation*.



- Using the search function, you can search specifically for individual degree programs or use the filter function to display all internal accreditations with the status "Accredited with conditions." To do this, click on "Filter" and then on the "+" to add a new filter.

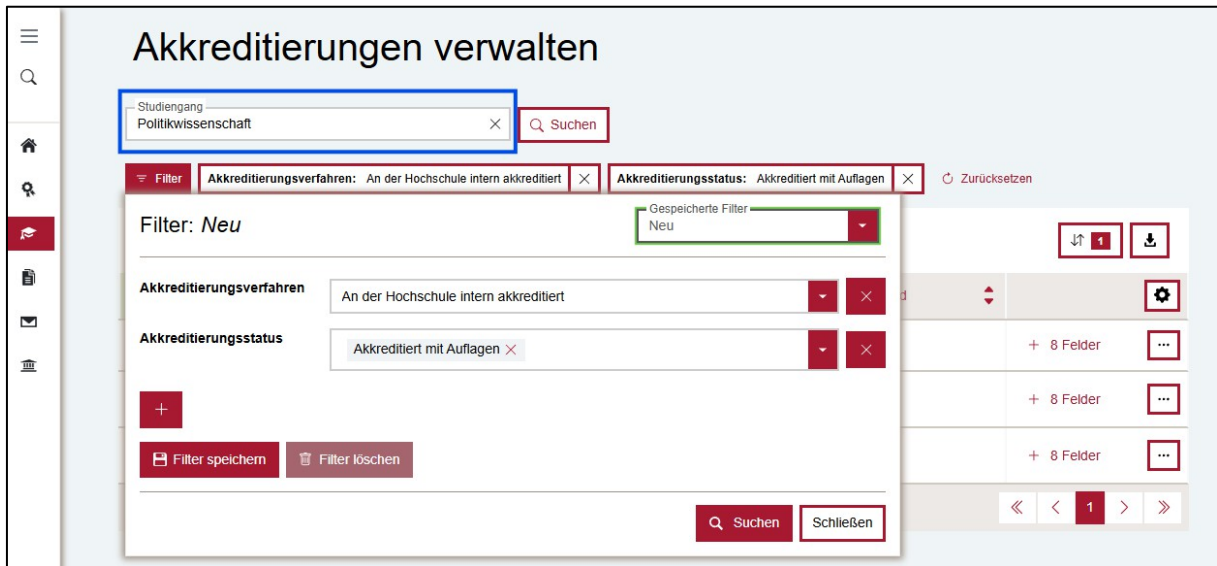


- You can save your search under any name using the *Save Filter* button. This saves you from having to re-enter all filter criteria. The next time you log in, you can access the search via *Saved Filters*



- The results will show you all internally accredited degree programs that were accredited with conditions. You can go through the list and record the fulfillment (or partial fulfillment) of each condition in the database.
- Alternatively, you can search directly for a specific degree program in the "Edit Accreditation" section.
- Start the search and then select the desired degree program by clicking on the *accreditation type* next to the program name. This opens the accreditation for which the condition fulfillment is to be entered.

! **Important:** If you click on the name of the degree program instead, you will be taken to the public view of the database. There is no option to edit requirement fulfillments there.



- The corresponding accreditation record will be displayed, including the options “*Edit Requirements Fulfillment*” and “*Replace Report*” (available only for degree programs accredited within the institution’s internal QM system).



- In the “*Edit Accreditation*” section, you also have the option to retroactively add compliance records for previous accreditations.

Example: For the "Applied Political Science" degree program, there are two accreditation processes, both of which have the status "Accredited with Conditions." You can enter the corresponding fulfillment of conditions for both processes.

The screenshot shows the 'Akkreditierungen verwalten' (Manage Accreditations) interface. At the top, there is a search bar with 'Studiengang: Politikwissenschaft' and a 'Suchen' button. Below the search bar, there are filter buttons: 'Filter', 'Akkreditierungsverfahren: An der Hochschule intern akkreditiert', and 'Akkreditierungsstatus: Akkreditiert mit Auflagen'. A 'Zurücksetzen' button is also present. The main content area displays a table with 3 rows of accreditation records. The table has columns for 'Typ', 'Studiengang', 'Akkreditiert ab', 'Akkreditiert bis', 'Abschlussgrad', and a column with '+ 8 Felder' and a settings icon. The records are:

Typ	Studiengang	Akkreditiert ab	Akkreditiert bis	Abschlussgrad	
Erstakkreditierung	Politikwissenschaft	12.12.2024	30.09.2032	Master	+ 8 Felder
Erstakkreditierung	Angewandte Politikwissenschaft	01.10.2021	30.09.2024	Master	+ 8 Felder
Reakkreditierung	Angewandte Politikwissenschaft	01.10.2024	30.09.2024	Master	+ 8 Felder

At the bottom of the table, there is a pagination bar showing '1 - 3 von 3' and 'Pro Seite: 10 25 50 100'. There are also navigation arrows and a '1' button.

- Clicking the "Edit Condition Fulfillment" field opens a modal window. If all conditions are met, simply check the box next to "Tasks Fully Fulfilled." If conditions are only partially met, this can be documented in the "Comment on Condition Fulfillment" field.
- Clicking on "Enter Condition Fulfillment" applies the selection, and the condition fulfillment/partial condition fulfillment is displayed in the public

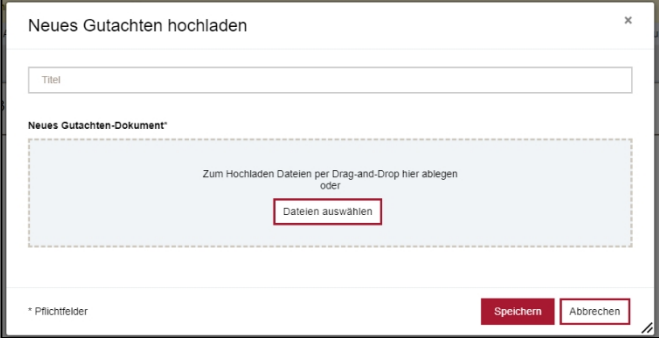
The screenshot shows the 'Auflagenerfüllung bearbeiten' (Edit Condition Fulfillment) modal window. It contains a checkbox for 'Auflagen vollständig erfüllt'. Below this, there is a text area for 'Kommentar zur Auflagenerfüllung' with a rich text editor toolbar. At the bottom, there are buttons for 'Auflagenerfüllung eintragen' and 'Abbrechen'.

The screenshot shows the 'Auflagen erfüllt' (Conditions Fulfilled) status display. It includes a 'Nein' (No) option, a 'Kommentar zur teilweisen Auflagenerfüllung' (Comment on partial condition fulfillment) section, and a note about the deadline for condition fulfillment.

view of the database. A comment regarding partial requirement fulfillment is also published.

Note: As long as full compliance has not been submitted, the "Requirements Met" entry remains set to "No."

- If desired, an updated accreditation report (an updated quality report) can be uploaded via the *"Upload Report"* field. To do this, clicking the button opens a new



The screenshot shows a web form titled "Neues Gutachten hochladen" with a close button (x) in the top right corner. It contains a text input field labeled "Titel". Below this is a section titled "Neues Gutachten-Dokument*" which includes a dashed border area for file uploads. Inside this area, the text reads "Zum Hochladen Dateien per Drag-and-Drop hier ablegen oder" followed by a button labeled "Dateien auswählen". At the bottom left of the form, there is a note "* Pflichtfelder". At the bottom right, there are two buttons: "Speichern" (Save) and "Abbrechen" (Cancel).

Window. Here you can enter a document title and add the corresponding document to the accreditation record using drag-and-drop or by *clicking* the *"Select Files"* button. To do this, click *"Save"* after you have selected all the desired documents.