

## Designate internal accreditations of accredited universities as an ongoing process

### 1 Introduction

If the reaccreditation process for the internal accreditation of a degree program at an accredited institution is delayed, or if the decision regarding it—including the associated quality report—is made only after the existing accreditation has expired, the institution may select the affected degree program(s) in a newly created application in ELIAS and have them automatically provisionally extended as part of an ongoing process until the decision on internal reaccreditation is made. Initial and concept accreditations cannot currently be extended nor can they be provisionally accredited as part of an ongoing procedure.

This does not extend the validity period of the accreditation. If successful, the university must therefore enter the reaccreditation retroactively. The automatic extension is based on a combined interpretation of § 26(2) and (3) MRVO. From

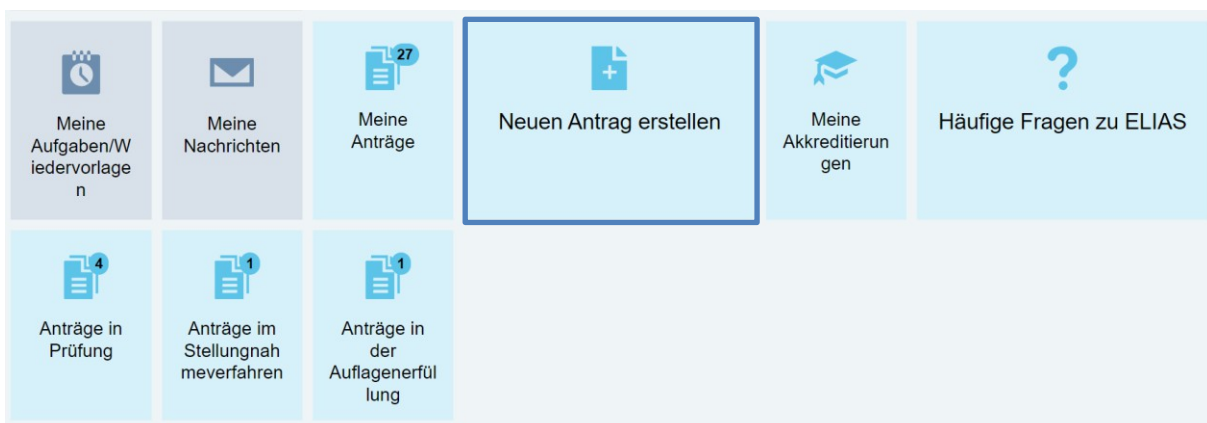
Section 26(2) of the MRVO establishes *uninterrupted follow-up accreditation* as the standard; Section 26(3), third sentence, of the MRVO indicates the intention that delays in the accreditation process should not be borne by the institution or the graduates.

By registering the ongoing procedure, it becomes apparent to the public that a degree program whose accreditation period is (soon) expiring is already in the reaccreditation process.

### 2 Process Description

To record an ongoing procedure for one or more degree programs in ELIAS, please proceed as follows:

1. First, create an application with the application type “*Enter an internal accreditation*” using the “*Create new application*” button in ELIAS:



2. After creating a request, you can already enter the information (if available) regarding the future internal accreditation of the respective degree program(s) under the "Request" tab. This includes:

- 3.1. *Application title and*
- 3.2. *Names of external reviewers*

The screenshot shows a web form titled "3 Antrag". It contains two main sections:

- 3.1 Antragstitel**: Includes a red pencil icon, a red arrow icon, and a red circle with an 'i' icon. Below the title is the label "Titel" and the text "[Keine Antwort]".
- 3.2 Bitte tragen Sie hier die Namen und Funktionen der Gutachter/innen ein, die an dem Akkreditierungsbericht/Gutachten mitgewirkt haben.**: Includes the same three icons as section 3.1. Below the text is "[Keine Antwort]".

3. Under section 3.3. *Selection of degree programs*, you can then select the degree program(s) that are currently undergoing the review process.

The screenshot shows a form titled "3.3 Auswahl Studiengänge". It features a "Studiengang hinzufügen" section with a red 'X' icon. Below this is a dropdown menu labeled "Studiengang\*" with the text "Studiengang auswählen" and a red arrow icon. At the bottom right, there are two buttons: "Hinzufügen" and "Abbrechen".

**Notes:**

- Although degree programs being accredited for the first time can also be selected in the application, the "ongoing process" designation only applies to degree programs that have already been accredited;
- The application will not be deleted and can remain pending until the accreditation information for the reaccreditation of the degree programs selected in the application can be entered;

- If the degree programs are accredited as a bundle, all degree programs included in the bundle can be selected in a single application and submitted later with the corresponding accreditation information;
- **The application must be created (but not submitted) in ELIAS before the current accreditation period for the relevant degree programs expires;** the application should only be submitted once all accreditation information for the relevant degree programs has been added.

To complete the process, you must click the "Mark as Ongoing Procedure" button.

### Eintragen einer Akkreditierung (intern)

◀ Zur Übersicht der Anträge

Laufendes Verfahren kennzeichnen

Antrag einreichen

Weitere Aktionen ▼

🔍 1 Antragstyp	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; background: none; cursor: pointer;" type="button"/>
🏛️ 2 Antragstellende Hochschule	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; background: none; cursor: pointer;" type="button"/>
💬 3 Antrag	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; background: none; cursor: pointer;" type="button"/>
📁 4 Antragsunterlagen	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; background: none; cursor: pointer;" type="button"/>

As a result, the public view will indicate that the degree program(s) listed in the application are still considered accredited even after the current accreditation period has expired and are currently undergoing the accreditation process.

The degree program is selected in the database, and the following information regarding accreditation is provided:

**Akkreditiert**

Ja

Akkreditierung verlängert bis zur Entscheidung des Akkreditierungsrates

Once the respective accreditation procedure(s) has/have been completed, the application already created in ELIAS, along with the associated degree programs, can be found under the "My Applications" tile and further processed or submitted as an internal accreditation.



A detailed process description for entering internal accreditations from accredited institutions can be found under [FAQ ELIAS 02](#).