

Registration of an extension of the deadline for internally accredited degree programs

Contents

1	Introduction.....	1
2	Submitting the application and selecting the application type.....	1
3	Filling out the application.....	3
4	Information on filling out the fields.....	5
5	Submit the application.....	6

1 Introduction


Accredited institutions of higher education can use this feature to enter their internal deadline extensions into the Accreditation Council’s database (provisional extensions granted during the ongoing reaccreditation process are not affected by this, as they count toward the reaccreditation of the respective degree program—see [ELIAS FAQ 11](#) for more information). In principle, the reaccreditation process must be initiated in a timely manner before the end of the current accreditation period (Section 26(2) MRVO). In the event that an extension of the accreditation period for degree programs is necessary, the legal basis can be found in § 26(3) of the Model Regulation. Further assistance regarding deadline adjustments is provided in [FAQ 04](#) of the Accreditation Council.


2 Submit Application and Select Application Type


After logging in, submit the application by clicking the “*Create New Application*” button:


ELIAS - Startseite


Willkommen,
Test Nutzer/-in!


 Meine Aufgaben/Wiederholungen


 Meine Nachrichten


 Meine Anträge


 Neuen Antrag erstellen

 Meine Akkreditierungen

 Häufige Fragen zu ELIAS

 Anträge in Prüfung

 Anträge im Stellungnahmeverfahren

 Anträge in der Aufgabenerfüllung

Mitteilungen

Support & E-Mail-Kontakt

Wenn Sie Fragen haben, steht Ihnen das ELIAS-Team gerne zur Verfügung:

Tel.: 0228 - 3383 06 33

E-Mail: elias@akkreditierungsrat.de

Below, select the application type "*Extension of Deadline for Internally Accredited Programs*," which allows you to submit internally granted deadline extensions to the Accreditation Council's database:

Antragstyp auswählen

Antragstypen (15)

Titel	Suchbegriffe	
01. Programmakkreditierung - Begutachtung im Einzelverfahren		Antrag ausfüllen
02. Programmakkreditierung - Begutachtung im Bündel		Antrag ausfüllen
03.1 Akkreditierung eines Kombinationsstudiengangs		Antrag ausfüllen
03.2 Ergänzung eines Kombinationsstudiengangs durch die Aufnahme weiterer Teilstudiengänge		Antrag ausfüllen
04. Systemakkreditierung		Antrag ausfüllen
05. Teilsystemakkreditierung		Antrag ausfüllen
06.1 Fristverlängerung für nicht fortgeführten Studiengang		Antrag ausfüllen
06.2 Fristverlängerung Vorbereitung Bündel-/Systemakkreditierung		Antrag ausfüllen
06.3 Fristverlängerung bei Antragstellung auf eine Systemakkreditierung		Antrag ausfüllen
07. Meldung (wesentliche) Änderung		Antrag ausfüllen
08. Anerkennung von Akkreditierungsentscheidungen (European Approach)		Antrag ausfüllen
10. Genehmigung einer Bündelzusammensetzung		Antrag ausfüllen
Eintragen einer Akkreditierung (intern)		Antrag ausfüllen
Eintragung einer wesentlichen Änderung (intern)		Antrag ausfüllen
Fristverlängerung für intern akkreditierte Studiengänge		Antrag ausfüllen

Ihr ausgewählter Antragstyp

Fristverlängerung für intern akkreditierte Studiengänge









Nur für akkreditierte Hochschulen (Systemakkreditierung oder Alternatives Verfahren) gültig.

Akkreditierte Hochschulen (Systemakkreditierung oder Alternatives Verfahren) können über diese Funktion ihre internen Fristverlängerungen in die Datenbank des Akkreditierungsrates eintragen. Die Eintragungen werden von der Geschäftsstelle des Akkreditierungsrates auf ihre Plausibilität und Vollständigkeit hin überprüft und bei positivem Ausgang freigeschaltet.

Antrag anlegen

3 Filling out the application

The application process essentially follows the procedure already described in detail in [FAQ ELIAS 02](#). Tabs 1 (*Application Type*) and 2 (*Applicant Institution*) are automatically filled in by the application system. Only if you wish to add an additional contact person can you do so under Tab 2; see [FAQ ELIAS 10](#).






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

Tab No. 3 (*Application*) consists of the following two sections

- a) 3.1 *Application title* and
- b) 3.2 the selection option for the corresponding previous accreditation, which has now been extended internally.

Since the *Application Title* field under 3.1 is a required field, please enter the desired title here, e.g., “Extension of Deadline [Program Name],” and confirm your entry by clicking the **Save** button.

Under 3.2, first click the “+ Add Program” button:

3.1 Antragstitel			
Titel Fristverlängerung [Studiengangstitel]			
3.2 Vorgänger-Akkreditierung zum gewünschten Studiengang auswählen			
Es wurden noch keine Studiengänge ausgewählt.			
+ Studiengang hinzufügen			

In the window that opens, first specify under "Accreditation Type" that this is an **extension of the accreditation period**. In the search bar under "Accredited Program," select the relevant program. To start the search, click the magnifying glass icon on the right side of the search bar. Confirm your selection by clicking the "Save" button.

3.2 Vorgänger-Akkreditierung zum gewünschten Studiengang auswählen

Es wurden noch keine Studiengänge ausgewählt.

Studiengang hinzufügen

Die mit *Sternchen versehenen Felder sind Pflichtfelder.

Akkreditierungsart*
Fristverlängerung

Akkreditierter Studiengang*
Digitale Medienkommunikation (M.A. 30.11.2015 bis 30.09.2021)

Speichern Abbrechen

In the view that now appears, the system initially imports all data from the previous accreditation, so you must now adjust this data in accordance with the internal decision to extend the accreditation.

To edit the information, click on the middle of the three red icons, to the right of the program name; the view shown below:



Angaben zur aktuellen Akkreditierung eintragen

Die mit *Sternchen versehenen Felder sind Pflichtfelder.

Status*
Akkreditiert (Auflagen erfüllt)

Beteiligte Agentur
AQAS - Agentur für Qualitätssicherung durch Akkreditierung von Studiengängen

Akkreditierende Organisation
AQAS - Agentur für Qualitätssicherung durch Akkreditierung von Studiengängen

Akkreditierungstyp
Erstakkreditierung

Akkreditierungsverfahren
Im Rahmen der Programmakkreditierung akkreditiert

Akkreditierende Hochschule

Akkreditiert ab
01.10.2021

Akkreditiert bis
30.09.2021

4 Information on filling in the fields

Status	Since this is a renewal of the previous accreditation, this field can be carried over. If the status is " <i>Accredited (with conditions)</i> ," the fulfillment of the conditions has not yet been entered in the source record. In this case, please contact the office briefly at elias@akkreditierungsrat.de .
Agency Involved	As a rule, no agency is involved in an internally granted extension of the deadline. Therefore, deactivate the agency selection by opening the dropdown menu and clicking on the selected agency again.
Accrediting organization	As a rule, no agency is involved in an internally granted deadline extension; the university itself is now the <i>accrediting organization</i> . Therefore, deselect the agency by opening the dropdown menu and clicking on the selected agency again.
Accreditation Type	Specify here what type of deadline extension this is. Various options are available in the dropdown menu: <ul style="list-style-type: none"> - Deadline extension for discontinued degree program - Deadline extension as part of a bundled accreditation - Extension of the deadline in the context of a system accreditation - Extension For deadline extensions that do not correspond to any of the proposed procedures, the <i>Extension</i> option is available.
Accreditation procedure	If the source record still refers to a degree program that was accredited as part of the program accreditation process, select the option " <i>Internally accredited at the system-accredited institution</i> " here. If the degree program has already been internally accredited, this option should already be selected correctly.
Accrediting institution	ELIAS automatically inserts the name of your institution here.
Accredited from	Enter the start date of the extension here.
Accredited until	Enter the end date of the extension here.

The remaining fields (*Conditions, Summary Evaluation, Profile, Information on the Cycle of Internal Evaluation/Accreditation*) also contain the information from the previous data record. As a rule, this data can be carried over.

5 Complete Application

Finish editing by clicking the Save.



ELIAS now displays your entries in an overview, exactly as they will be written to the record.

To verify the accuracy of the information entered in ELIAS, please upload the university's extension notice/decision under the "Other Documents" section of Tab 4 (*Application Documents*). To do this, click "+ Add Document" under "Other Documents" and select the document type "Additional Attachments."

The screenshot shows a web interface for document management. At the top, there's a header '4 Antragsunterlagen' with a folder icon and a search icon. Below this, there's a sub-section '4.1 Dokumente' with a search icon and an information icon. The main content area is divided into two sections: 'Pflichtdokumente (0)' and 'Sonstige Dokumente (0)'. Each section has a '+ Dokument hinzufügen' button and a '1' icon. Below the 'Pflichtdokumente' section, there's a table header with columns 'Dokumenttyp', 'Titel', and 'Angefügt am'. The table content is empty, with the text 'Keine Einträge vorhanden.' below it. A horizontal scrollbar is visible at the bottom of the table area.

The screenshot shows a dialog box titled 'Dokument hinzufügen' with a close button (X) in the top right corner. Inside the dialog, there's a dropdown menu labeled 'Dokumenttyp*' with a red arrow pointing down. Below the dropdown is a search input field with the placeholder text 'Suche'. At the bottom left, there's a radio button labeled 'weitere Anlagen'.

You can then upload the relevant document(s) via drag & drop or using the “*Select Files*” function. Please note the supported file formats and the maximum file size for documents.

You can now submit your application to the Accreditation Council’s office by clicking the “*Submit Application*” button. Here, the application will be reviewed and approved, making the entry visible in the database.