

## **Notification of a Significant Change to Internal Procedures<sup>1</sup> pursuant to § 28 MRVO (state regulations accordingly)**

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### **1 Introduction**

[FAQ 18](#), available on the Accreditation Council Foundation’s website, provides detailed information on substantive questions regarding the topic **of significant changes**. Section FAQ 18.11.1 is particularly relevant for entering a significant change decided by the institution into the Accreditation Council’s database. It explains that the decision as to whether a change is covered by the existing accreditation lies within the discretion of the institution and is not the responsibility of the Accreditation Council. However, the institution is obligated to promptly enter implemented significant changes into the Accreditation Council’s database.

Information on key program characteristics (see below) is particularly relevant because it is displayed in the public database and any significant changes to it must be made transparent.

These are:

- Program name;
- Degree level (Bachelor’s, Master’s, etc.);
- Master’s type (consecutive/professional);
- Degree title (B.A., M.A., M.Sc.);

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<sup>1</sup> At universities with institutional accreditation / under the alternative procedure.

- Program type (undergraduate/graduate);
- Type of teacher training;
- Study formats (full-time, part-time, dual, part-time while working...);
- Standard duration of study;
- Locations;

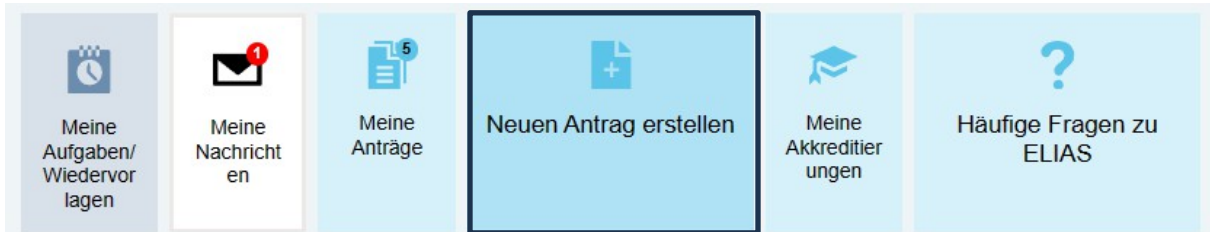
ECTS credits. This allows any person registered with the institution under a user role<sup>2</sup> to publish a significant change for accredited degree programs at their accredited institution (system accreditation or alternative procedure).

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<sup>2</sup> See [ELIAS FAQ 07](#).

## 2 Select application type

After logging into ELIAS, please click on the “Create New Application” tile on your ELIAS homepage. A selection of available application types will open. To report a significant change pursuant to § 28 MRVO, please select the application type “Report Significant Change (Internal).”



### Antragstyp auswählen

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Antragstypen (15)



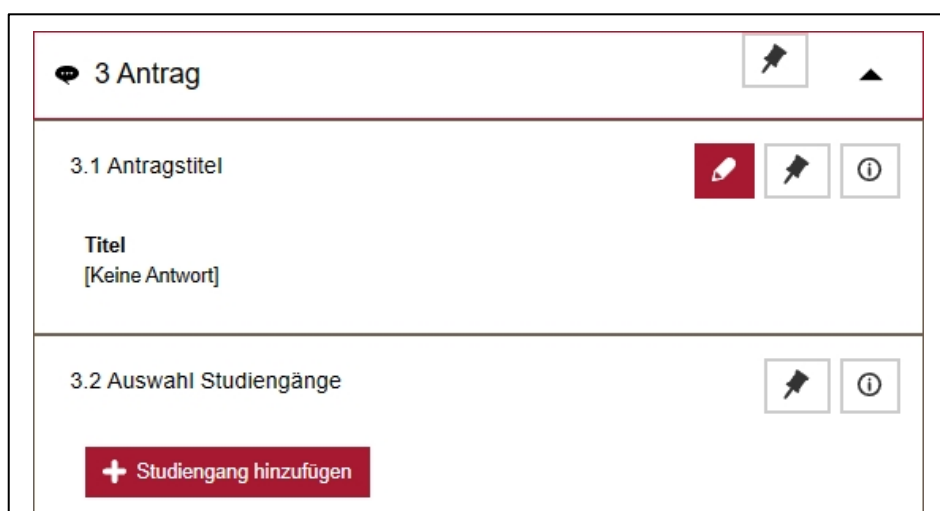
Titel	Suchbegriffe	
01. Programmakkreditierung - Begutachtung im Einzelverfahren		Antrag ausfüllen
02. Programmakkreditierung - Begutachtung im Bündel		Antrag ausfüllen
03.1 Akkreditierung eines Kombinationsstudiengangs		Antrag ausfüllen
03.2 Ergänzung eines Kombinationsstudiengangs durch die Aufnahme 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

### 3 Fill out the application

To fill out an application, follow essentially the same steps as when registering for accreditation (internal).

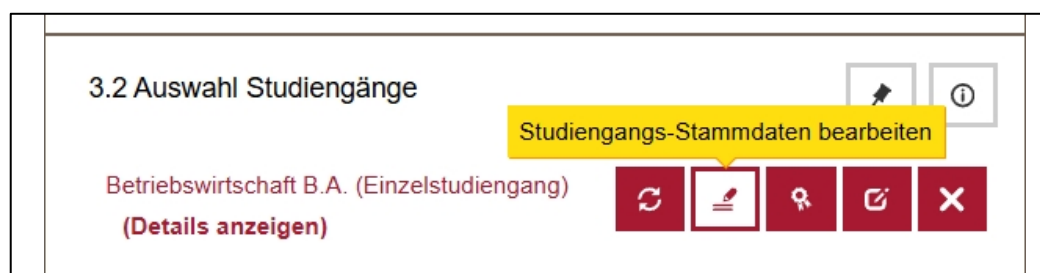
Under "*Application*," enter all necessary information regarding the significant change:

- Enter a title for the application. You are free to choose the title; feel free to use a system that is familiar within your institution.
- Select the affected degree programs by clicking "*Add Degree Program*." Significant changes to program-accredited degree programs that have not yet been internally accredited but are to be included in the internal process can be selected in the same way as degree programs that have already been internally accredited.



The screenshot shows a web interface for an application. At the top, it says "3 Antrag". Below this, there are two main sections: "3.1 Antragstitel" and "3.2 Auswahl Studiengänge". In section 3.1, the title is "[Keine Antwort]". There are icons for editing (pencil), locking (lock), and information (i) next to the title. In section 3.2, there is a red button labeled "+ Studiengang hinzufügen".

- If the program master data for your program has changed as part of the major change, you can edit it under the corresponding section. Please explain **any** changes you make to the program master data in the *explanation of major changes*.



This screenshot is a close-up of the "3.2 Auswahl Studiengänge" section. It shows a program entry: "Betriebswirtschaft B.A. (Einzelstudiengang)" with a link "(Details anzeigen)". To the right of the entry is a row of five red buttons: a refresh icon, an edit icon (pencil), a lock icon, a share icon, and a close icon (X). A yellow callout box points to the edit icon with the text "Studiengangs-Stammdaten bearbeiten".

- Enter the internal decision into the draft resolution by clicking on "*Edit Draft Resolution*."

### 3.2 Auswahl Studiengänge

Betriebswirtschaft B.A. (Einzelstudiengang)  
(Details anzeigen)

Beschlussvorlage bearbeiten



**Akkreditierungstyp**

[Keine Auswahl]

**Auflagen**

**Auflagenkategorien**

**Frist für die Auflagenerfüllung**

**Status**

[Keine Auswahl]

**Erläuterung zu wesentlichen Änderungen**

**Beschlussvorlage**

**Begründung**

**Akkreditierungsverfahren**

An der Hochschule intern akkreditiert

**Joint Degree**

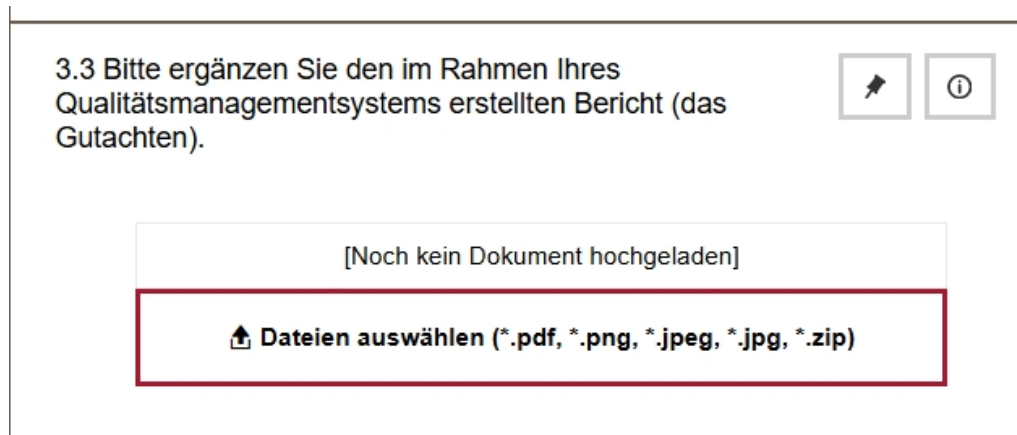
Nein

+ Studiengang hinzufügen

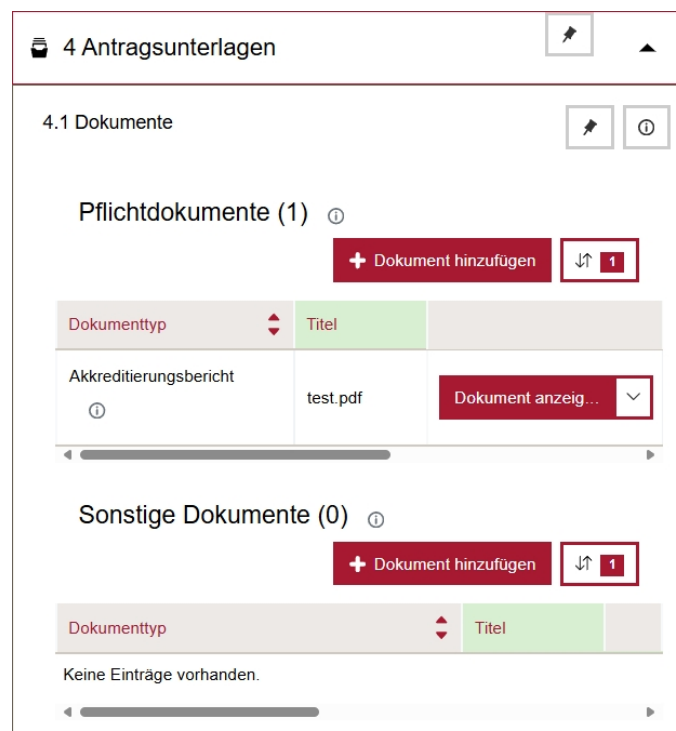
- Fill out the required fields under “*Edit Resolution Draft*” and save your entries:

- Any *conditions* and the *deadline for fulfilling them*. Please remember to also enter the fulfillment of the conditions in ELIAS as soon as it has been completed.
- *Status*: If the requirements have already been met at the time of entry, you can also select “*Change with requirements – Requirements met*” here.
- *Explanation of significant changes*: Please explain **each** change here, particularly changes that affect the program’s master data.
- If necessary, include a *draft resolution* and *justification*.

- Accreditation type (*Significant Change*) and Accreditation Procedure (*Accredited internally at the institution*) are already pre-filled.
- Upload the documents justifying the change to the degree program.



- If necessary, you can also submit additional documents after the application has been submitted under “*Application Documents*.” In this case, please notify the Accreditation Council Foundation’s office of the submission via a message in ELIAS. You will find the contact person under “Summary” once an assignment has been made.
- Under “*Application Documents*,” the required documents that you have already uploaded under “*Application*” are automatically displayed. If you wish to add additional attachments, you can do so under “*Additional Attachments*.”



- In the sidebar menu under "Related Applications," select "Link Application" to add the application number of the most recent accreditation application that addressed the degree program(s) now being (significantly) modified.

The screenshot shows a web interface for submitting an application. At the top, it says "Antrag Nr. [redacted] Eintragung einer wesentlichen Änderung (intern)". Below this are buttons for "Antrag einreichen", "Weitere Aktionen", and "Verlauf anzeigen". A light blue box contains a warning: "Vor dem Einreichen Ihres Antrags 10 025 662 muss dieser vollständig ausgefüllt werden. Sie können Ihre Eingaben während der Erfassung über 'Weitere Aktionen|Eingabe prüfen' jederzeit vorab prüfen ohne einzureichen." The form has four sections: "1 Antragstyp", "2 Antragstellende Hochschule", "3 Antrag", and "4 Antragsunterlagen". On the right sidebar, the "Verbundene Anträge" section is highlighted with a blue border and contains the text "Keine verbundenen Anträge. + Antrag verknüpfen".

#### 4 Submit Application

Once you have filled out the application, you can check that it is complete under "Further Actions." Then submit the application by clicking the "Submit Application" button.

This close-up shows the "Antrag einreichen" button in red and the "Weitere Aktionen" dropdown menu. The dropdown menu is open, displaying four options: "Vollständigkeit prüfen", "Antrag als Dokument (PDF) herunterladen", "Antrag markieren", and "Antrag löschen".

#### 5 Done!

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 reviewed for plausibility and completeness and then approved.