

## **Notification of a Significant Change in Program Accreditation pursuant to § 28 MRVO (State Regulations as applicable)**

### Contents

1	Introduction.....	1
2	Select application type .....	2
3	Fill out the application.....	3
4	Submit application .....	5
5	Done!.....	6

### **1 Introduction**

[FAQ 18](#), available on the Accreditation Council Foundation's website, provides detailed information on substantive questions regarding the topic of *substantial changes*.

Individuals logged into ELIAS under a user role<sup>1</sup> assigned by the institution may report a substantial change for degree programs at their institution that have already been accredited by the Accreditation Council under the new regulations.

---

<sup>1</sup> See [ELIAS FAQ 07](#).

## 2 Select application type

After logging into ELIAS, please click on the "Create New Application" tile on your ELIAS home page. A list of available application types will open. To report a material change under Section 28 of the MRVO, please select application type 07: "Notification of (Material) Change."



### Antragstyp auswählen

Filter

Antragstypen (14)

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

1 - 10 von 14 Pro Seite: 10 | 25 | 50 | 100

1 2

### 3 Fill out the application

To fill out an application, follow essentially the same procedure as when submitting an application for program accreditation or an extension of the deadline.

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

- *Application Title* ( ): Enter an *application* title. 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.*” Only those degree programs that have already been accredited under the new regulations will be displayed.<sup>2</sup>

The screenshot shows a web interface for an application. At the top, it says "3 Antrag" with a speech bubble icon. Below this, there are two main sections:

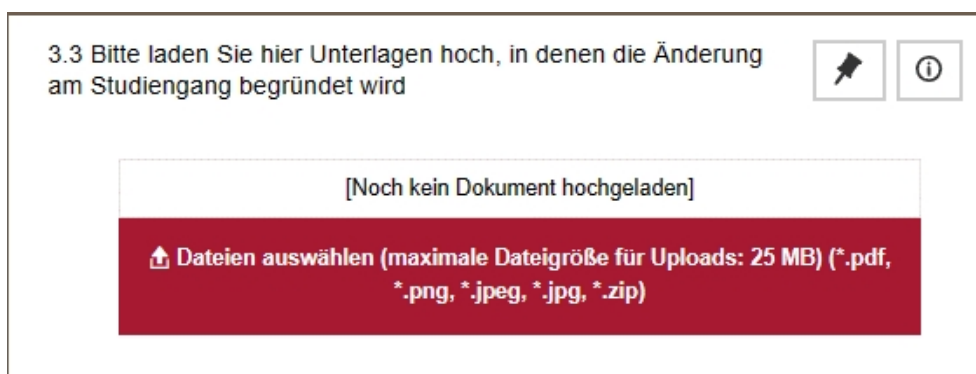
- 3.1 Antragstitel**: This section has a red pencil icon, a pin icon, and an information icon. Below the title, it says "Titel" and "[Keine Antwort]".
- 3.2 Auswahl Studiengänge**: This section has a pin icon and an information icon. Below it is a red button with a white plus sign and the text "Studiengang 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 also explain **any** changes you make to the program master data in the justification for the major change.

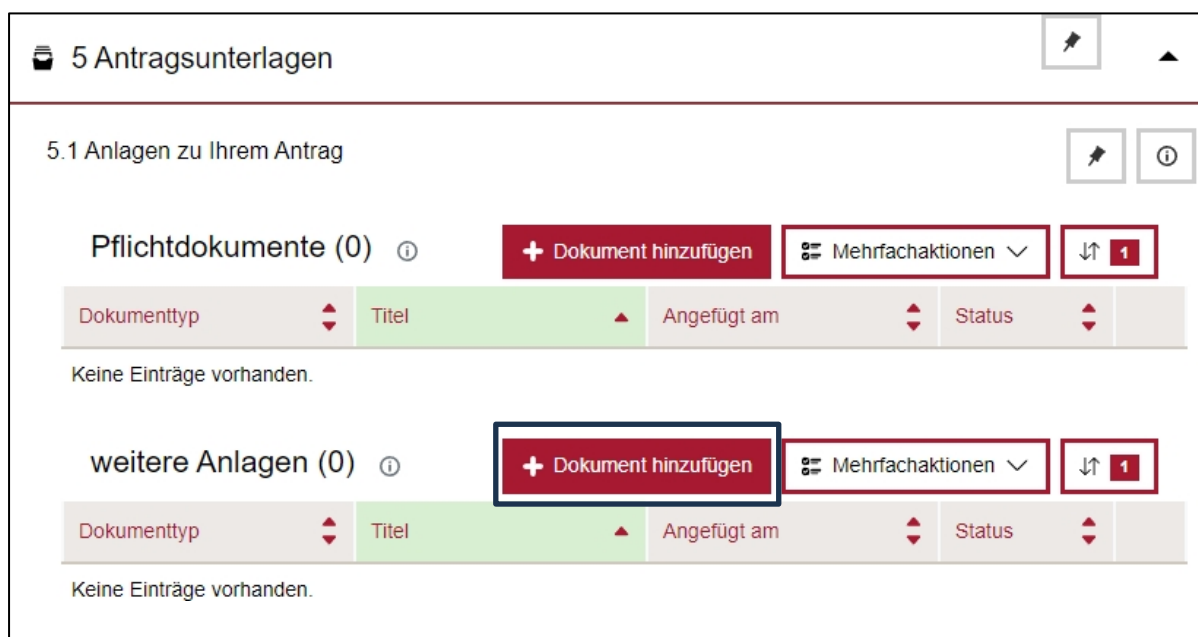
This is a close-up of the "3.2 Auswahl Studiengänge" section. It shows the text "Bauingenieurwesen M.Eng. (Einzelstudiengang)" with a link "(Details anzeigen)" below it. To the right of the text are four red icons: a refresh icon, a pencil icon, a share icon, and a close icon. A yellow tooltip with the text "Studiengangs-Stammdaten bearbeiten" points to the pencil icon. Below the text is a red button with a white plus sign and the text "Studiengang hinzufügen".

<sup>2</sup> If your degree program was accredited under the old law, please contact the accrediting organization—in this case, typically the competent agency—to report the substantial change.

- Upload the documents justifying the change to the degree program. In your notification of change, you must provide evidence-based proof that the criteria of the model law or the relevant state regulation are still met under the changed conditions. You should outline your change in a brief letter and provide justification for it. Please be sure to include the revised program documents and other supporting evidence with your application, and clearly mark the passages that have been changed.



- If necessary, you can still submit additional documents under "Application Documents" even after the application has been submitted. In this case, please notify the Accreditation Council Foundation's office of the additional submission via a message in ELIAS. Once the application has been assigned, you will find the contact person listed under the *summary*.
- The required documents that you have already uploaded under "Application" are automatically displayed under "Application Documents." If you wish to add additional attachments, you can do so under "Additional Attachments."



- If possible, please enter the application number of the most recent accreditation application that addressed the degree program(s) now being (significantly) modified under “*Linked Applications*” in the sidebar menu.

07. Meldung (wesentliche) Änderung

Antrag auf wesentliche Änderung einreichen

Zur Übersicht der Anträge

Weitere Aktionen ▾

Antrag auf wesentliche Änderung erfassen

1 Antragstyp

2 Antragstellende Hochschule

3 Antrag

4 Bescheide

5 Antragsunterlagen

Akkreditierungsrat

1 Antrag stellen

2 Antrag prüfen

3 Follow-Up

Gehe zu

Antragsteller Europäische Fachhochschule

Antragsbearbeitung

Es wurden noch keine Ansprechpartner festgelegt

Antrag auf wesentliche Änderung erfassen

Meine Notizen

Nachrichten

Verbundene Anträge

Keine verbundenen Anträge.

+ Antrag verknüpfen

#### 4 Submit Application

Once you have completed the application, you can check for completeness under “*Further Actions*.” Then submit the application by clicking the “*Submit Application for Substantial Change*” button.

Antrag Nr. [redacted]

07. Meldung (wesentliche) Änderung

Zur Übersicht der Anträge

Antrag auf wesentliche Änderung einreichen

Weitere Aktionen ▾

Antrag auf wesentliche Änderung erfassen

Vollständigkeit prüfen

Antrag als Dokument (PDF) herunterladen

Antrag markieren

Antrag löschen

## **5 Done!**

The application submission is complete with this final step. Your application is now with the Accreditation Council Foundation's office for processing. Your application will first undergo a preliminary review and then be assigned for application review. The application review is typically conducted by the person who previously processed the last accreditation application for the program or programs for which the significant change is now being submitted.