STIFTUNG Akkreditierungsrat

Process Description As of 08/2026

Registration of a Deadline Extension for Internally Accredited Degree Programs

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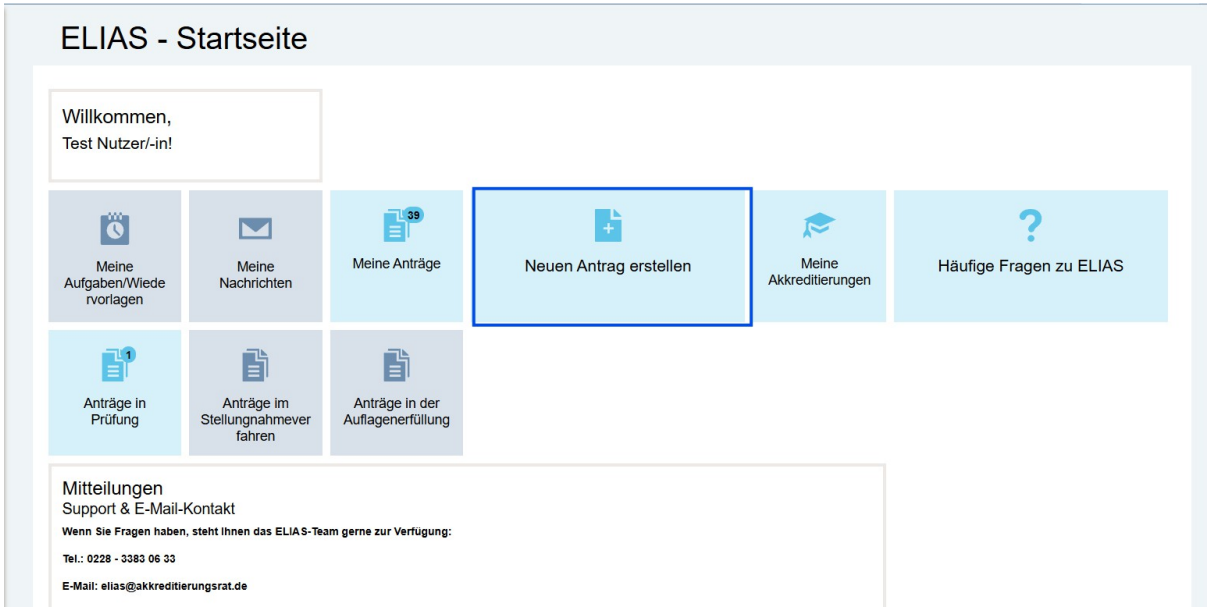
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1 Introduction

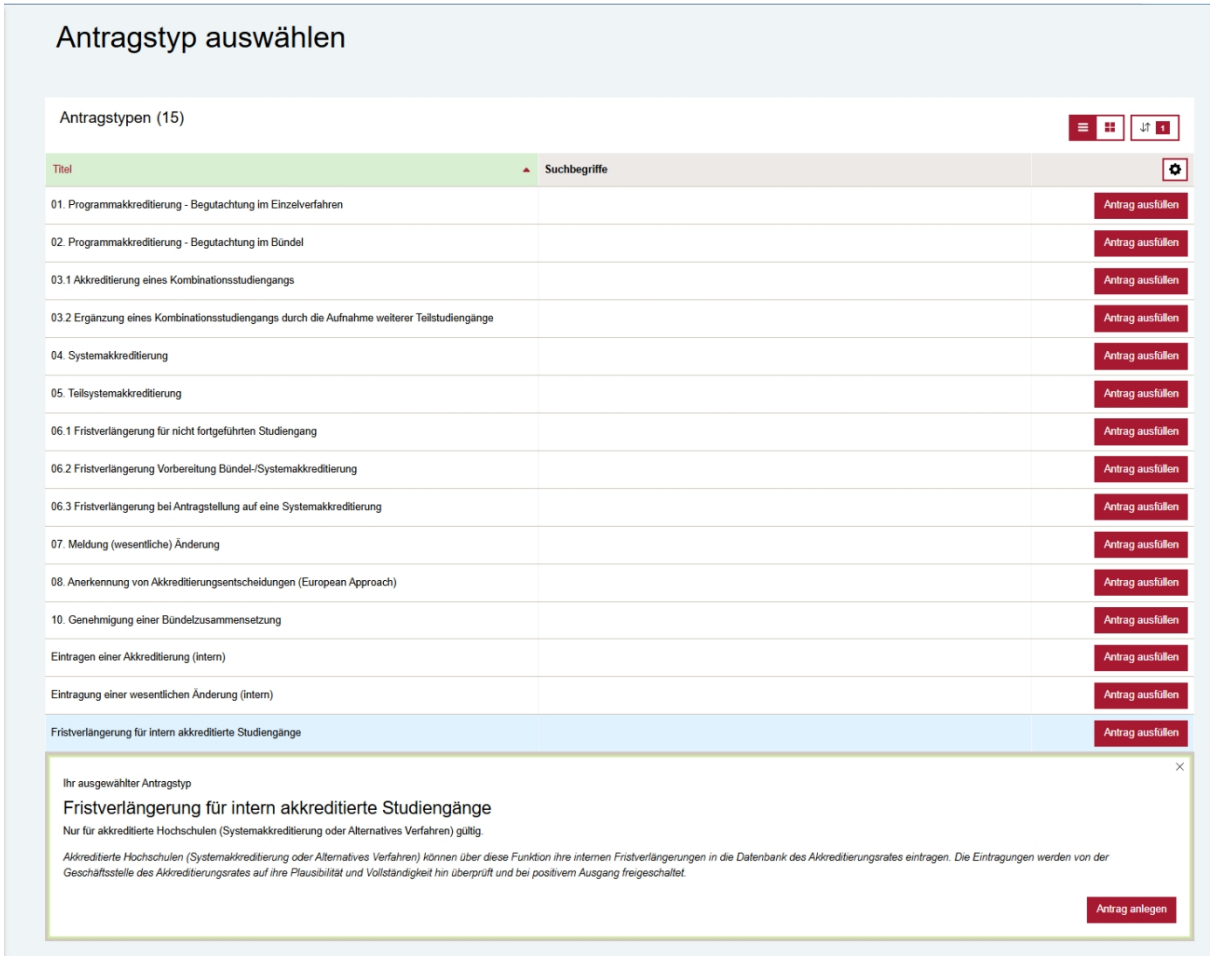
Accredited institutions of higher education can use this function to enter their internal deadline extensions into the Accreditation Council's database (provisional extensions during the ongoing reaccreditation process are not affected by this, as they are counted toward the reaccreditation of the respective degree program—see ELIAS FAQ 11 for more information). As a general rule, 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 guidance 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:



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



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 (*Applying 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.

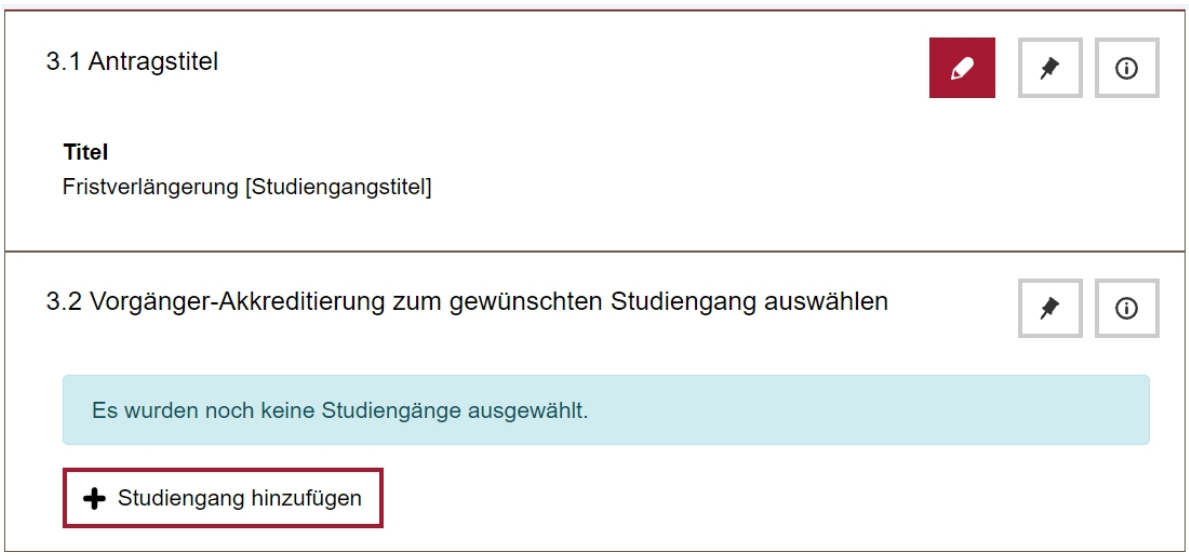


Tab No. 3 (*Application*) consists of the following two sections

a) 3.1 *Application title* and
b) 3.2 the option to select 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., "Deadline Extension [Program Name]," and confirm your entry by clicking the *"Save"* button.

Under 3.2, first click the *"+ Add Degree Program"* button:



In the window that opens, first specify under *“Accreditation Type*” that this is a ***deadline extension***. In the search bar under *“Accredited Degree Program,”* select the relevant degree 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.



In the view that appears next, 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 the middle of the three red icons, to the right of the program name; this opens the view shown below:





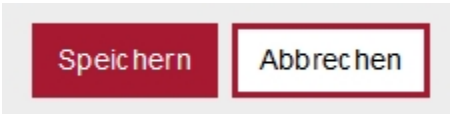
4 Information on Filling in the Fields

Status	Since this is a renewal of the previous accreditation, this field can be carried over. If the status is *"Accredited (with conditions)*," compliance with the conditions has not yet been recorded in the source record. In this case, please contact the office briefly atelias@akkreditierungsrat.de .
Agency Involved	As a general rule, no agency is involved in an internally granted extension of the deadline. Therefore, deselect the agency by opening the dropdown menu and clicking on the selected agency again.
Accrediting Organization	As a general rule, no agency is involved in an internally granted deadline extension; the university itself is now the *accrediting organization*. Therefore, deselect the agency by opening the drop-down 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: – Deadline extension for discontinued degree program – Deadline extension as part of a bundled accreditation – Extension of the deadline as part of a system accreditation – Extraordinary extension of the deadline According to MRVO § 26 (with corresponding state regulations), the exceptional extension of the deadline must be taken into account. This means that the next accreditation period follows immediately after the last (re)accreditation.
Accreditation Process	If the source data record still refers to a degree program that was accredited as part of program accreditation, select the value "*Internally accredited at the system-accredited institution*" here. If the degree program had already been internally accredited previously, this value should already be selected correctly.
Accrediting Institution	ELIAS automatically enters the name of your institution here.
Accredited as of	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.

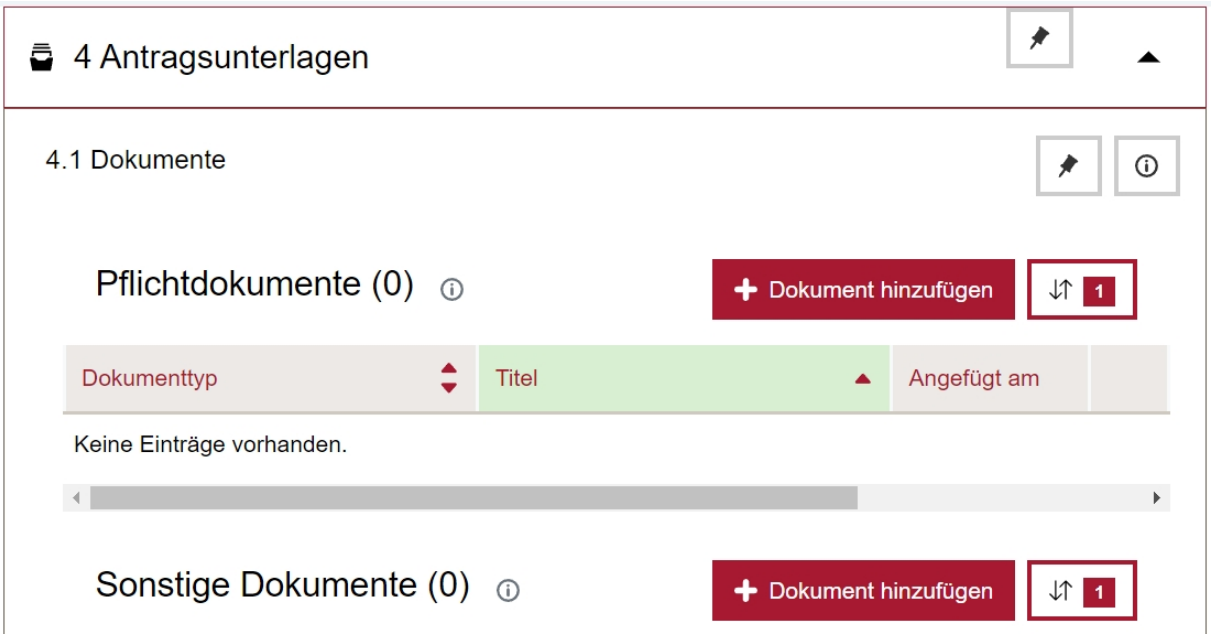
5 Complete Application

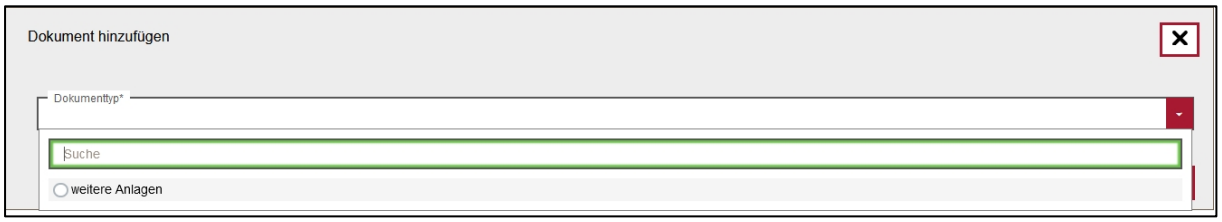
Finish editing by clicking the *Save button*.



ELIAS will now display your entries in an overview, exactly as they will be entered into the record.

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





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

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