HAWK
HOCHSCHULE
FÜR ANGEWANDTE WISSENSCHAFT UND KUNST
Hildesheim/Holzminden/Göttingen
University of Applied Sciences and Arts

Prüfungsordnung für den Bachelorstudiengang Konservierung und Restaurierung (Besonderer Teil)

Fakultät Bauen und Erhalten

Der Fakultätsrat der Fakultät Bauen und Erhalten der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminden/Göttingen hat am 12. Mai 2021 die Änderung der Ordnung über den Besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Konservierung und Restaurierung beschlossen. Die Ordnung wurde am 8. Juni 2021 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 10. Juni 2021.

Inhaltsübersicht

§ 1 Dauer und Verlauf des Studiums

(1) Die Regelstudienzeit des Bachelorstudiengangs Konservierung und Restaurierung beträgt sechs Semester.

(2) Die verbindliche Wahl einer Vertiefungsrichtung erfolgt im zweiten Semester jeweils bis zum 15. Mai in schriftlicher Form.

(2) Der Gesamtumfang der Pflicht- und Wahlpflichtbereiche beträgt 180 Leistungspunkte (Credits). Ein möglicher Studienverlauf wird in Anlage 1 aufgezeigt.

(4) Innerhalb des Studiums wählen die Studierenden Wahlpflichtmodule im Umfang von insgesamt 81 Leistungspunkten. Studierende müssen zusätzlich aus dem Angebot der zentralen Einrichtung HAWK plus Wahlpflichtmodule im Umfang von sechs Leistungspunkten auswählen.

§ 2 Prüfungen

(1) Prüfungen werden studienbegleitend erbracht und ergeben sich ebenso wie die Bearbeitungszeit für die jeweiligen Prüfungs- und Studienleistungen aus der Modulübersicht (Anlage 1). Neben der Art der Prüfung ist in den Modulbeschreibungen bei zusammengesetzten Modulprüfungen die Gewichtung ausgewiesen, mit der die Gesamtmodulnote zu berechnen ist.

(2) Die Prüfungsanforderungen sind in der Anlage 1 enthalten und ergeben sich aus den Qualifikationszielen der Modulbeschreibungen.

(3) Prüfungen können neben den erforderlichen auch in anderen Wahlpflichtfächern abgelegt werden.

(4) Ist in den Modulbeschreibungen eine Prüfungsvorleistung (PVL) vorgesehen (z.B. für die Teilnahme an Praktika im Labor oder in den Werkstätten), so ist das Bestehen dieser Prüfungsvorleistung neben dem Vorliegen der Voraussetzungen gemäß § 8 des Allgemeinen Teils der Prüfungsordnung für die Zulassung zur Noten bildenden Modulabschlussprüfung erforderlich. Prüfungsvorleistungen sind nicht benotete Prüfungen (Studienleistungen), für die im Falle des Nichtbestehens § 15 des Allgemeinen Teils der Prüfungsordnung gilt. § 15 Absatz 2 ist bei Prüfungsvorleistungen nicht bindend.

§ 3 Praxisphase

(1) Die Praxisphase im fünften Semester (Modul BK 5-1) dauert 18 Wochen.

(2) Zur Praxisphase (Modul BK 5-1) wird zugelassen, wer bis dahin mindestens 90 Leistungspunkte erreicht hat. Näheres regelt die Studienkommission.

§ 4 Bachelorarbeit und Kolloquium

(1) Die Bearbeitungszeit für die Bachelorarbeit (Modul BK 6-4) beträgt neun Wochen.

(2) Die Studienkommission der Konservierungs- und Restaurierungsstudiengänge der Fakultät legt den Zeitraum für die Anmeldung, die Termine für den Beginn und für die Abgabe der Abschlussarbeiten fest. Die Abgabe der Arbeit muss in der Regel persönlich erfolgen.

(3) Zur Bachelorarbeit wird zugelassen, wer bis dahin mindestens 120 Leistungspunkte erreicht hat und die Module des ersten bis einschließlich vierten Semesters erfolgreich absolviert hat. Näheres regelt die Studienkommission. Prüfungsanforderungen sind in Anlage 1 enthalten und ergeben sich aus den Qualifikationszielen der Modulbeschreibungen.

(4) Dem Antrag auf Zulassung zur Bachelorarbeit ist ein mit den Prüfenden abgestimmter Vorschlag zum Thema der Bachelorarbeit und eine Erklärung, ob die Bachelorarbeit als Einzel- oder Gruppenarbeit vergeben werden soll, beizufügen.

(5) Als Zweitprüfende werden auf Antrag in begründeten Ausnahmefällen auch Personen zugelassen, die keinen entsprechenden akademischen Abschluss haben. Dieser Antrag muss mindestens vier Wochen vor der Anmeldung bei der Prüfungskommission gestellt werden.

(6) Zum Kolloquium wird zugelassen, wer bis dahin alle Pflichtmodule sowie Wahlpflichtmodule im Umfang von 69 Leistungspunkten erfolgreich absolviert hat, und wessen Bachelorarbeit (Modul BK 6-4) von beiden Prüfenden vorläufig mit mindestens ausreichend bewertet wurde.

(7) Das Kolloquium soll in der Regel innerhalb von sechs Wochen nach Abgabe der Bachelorarbeit durchgeführt werden.

(8) Das Kolloquium gliedert sich in zwei Teile von in der Regel jeweils 15 bis 20 Minuten Dauer:
Erster Teil: Präsentation der Arbeit durch die/den Studierende/n,
Zweiter Teil: Befragung der/des Studierenden durch die Prüfenden.
Die Gesamtdauer beträgt mindestens 30 und höchstens 40 Minuten. Bei sehr kurzen Präsentationen (unter 15 Minuten Dauer) darf die Befragung durch die Prüfenden entsprechend ausgedehnt werden, so dass die Prüfung insgesamt mindestens 30 Minuten dauert. Bei einer Gruppenarbeit verlängern sich diese Zeiten entsprechend.

(9) Die Gewichtung von Bachelorthesis und Kolloquium für die Modulnote beträgt 3 zu 1.

§ 5 Hochschulgrad, Zeugnis

(1) Der Studiengang schließt mit dem Kolloquium zur Bachelorarbeit ab.

(2) Die Hochschule verleiht zum Abschluss den Hochschulgrad Bachelor of Science, abgekürzt B.Sc. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Anlage 2). Ein Muster des Bachelorzeugnisses nebst Anlage enthält Anlage 3. Gleichzeitig mit dem Zeugnis wird der/dem Studierenden ein Diploma Supplement (Anlage 4) ausgehändigt.

§ 6 Inkrafttreten

(1) Der Besondere Teil der Prüfungsordnung 2020 wird wie folgt geändert:
- § 1 Absatz 2: Anpassung der Frist
- Anlagen 1 und 3: Korrekturen Modulangaben

(2) Diese Änderung tritt zu Beginn des Wintersemesters 2021/2022 in Kraft. Die übrigen Vorschriften der bisherigen Prüfungsordnung 2020 gelten weiterhin. Entsprechend der Änderung erfolgt die Neubekanntmachung.

Anlage 1: Modulübersicht

Sem.	Modul-Nr.	Modulgruppe	Modulname	LP	P/WP	Prüfungsart Gewichtung
1. Semester	BK 1-1	Projektarbeit 1	Künstlerische Techniken	6	WP	ST
	BK 1-2	Präventive Konservierung 1	Grundsätze der Präventiven Konservierung	6	P	ST
	BK 1-3	Materialwissenschaft 1	Anorganische Chemie und Materialien	3	P	K2
	BK 1-4	Wissenschaftliches Arbeiten 1	Grundsätze Wissenschaftliches Arbeiten	3	P	ST
	BK 1-5	Kunstwissenschaft und Kunsttheorie	Kunstgeschichte 1, Restaurierungsethik	6	P	R oder ST
	BK 1-7	Werkstoffkunde 1	Herstellung und Gewinnung	3	P	TN
	BK 1-8	Individuelles Profilstudium/HAWK plus	*Auswahl (empfohlen: Presenting in English)*	3	WP	TN
	Summe			**30**		
2. Semester	BK 2-1	Projektarbeit 2	Historische Techniken, Kopie	6	WP	ST
	BK 2-2	Präventive Konservierung 2	Bauphysik-Grundlagen	6	P	ST
	BK 2-3	Materialwissenschaft 2	Organische Chemie und Materialien	3	P	K2
	BK 2-4	Wissenschaftliches Arbeiten 2	Zustandsuntersuchung, Dokumentation	3	P	TN
	BK 2-5	Kunstwissenschaft und Kunsttheorie 2	Kunstgeschichte 2, Restaurierungsgeschichte	6	P	R oder ST
	BK 2-6	Konservierungs- und Restaurierungstechniken 1	Untersuchungs- und Messtechnik	3	P	TN
	BK 2-7	Werkstoffkunde 2	Veredelungstechniken, Objektaufbau	3	P	K2
	Summe			**30**		
3. Semester	BK 3-1x	Projektarbeit 3	Konservierungspraxis	6	WP*	ST
	BK 3-2	Präventive Konservierung 3	Mikrobiologe – Grundlagen	6	P	K1
	BK 3-3	Materialwissenschaft 3	Polymerchemie – Grundlagen	3	P	TN
	BK 3-5	Kunstwissenschaft und Restaurierungstheorie 3	Europäische Kunstgeschichte	3	P	R oder ST
	BK 3-6x	Konservierungs- und Restaurierungstechniken 2	Stabilisierende Konservierung	6	WP*	ST
	BK 3-7x	Werkstoffkunde 3	*fachspezifisch*	6	WP*	K2 oder ST

Sem.	Modul-Nr.	Modulgruppe	Modulname	LP	P/WP	Prüfungsart Gewichtung
	Summe			**30**		
4. Semester	BK 4-1x	Projektarbeit 4	Restaurierungspraxis	6	WP*	ST
	BK 4-2	Präventive Konservierung 4	Ausstellung und Präsentation	6	P	ST
	BK 4-3	Materialwissenschaft 4	Materialklassifizierung und Strahlenuntersuchung	6	P	ST
	BK 4-6x	Konservierungs- und Restaurierungstechniken 3	Methoden der Restaurierung	12	WP*	ST
	Summe			**30**		
5.	BK 5-1x	Projektarbeit 5	Praxisphase (18 Wo.)**	30	WP	PA
	Summe			**30**		
6. Semester	BK 6-1x	Projektarbeit 6	Thesisvorbereitung	3	WP	R
	BK 6-4	Wissenschaftliches Arbeiten	Bachelorthesis mit Kolloquium	12	P	AA (3:1)
	BK 6-6x	Konservierungs- und Restaurierungstechniken 4	Objektarbeit	12	WP*	PA
	BK 6-8	Individuelles Profilstudium/HAWK plus	*Auswahl*	3	WP	TN
	Summe			**30**		

*Wahlpflichtmodule in der jeweiligen Vertiefungsrichtung x

** In einer zweiten Vertiefungsrichtung ist eine kürzere Praxisphase abzuleisten (14 Wochen, 24 LP).

Abkürzung	Bezeichnung
AA	Abschlussarbeit mit Kolloquium
K1, K2	ein-/zweistündige Klausur
ST	Studienarbeit mit Kolloquium
R	Referat
PA	Projektarbeit mit Kolloquium
TN	Teilnahmebestätigung (Studienleistung)
P/WP	Pflicht-/Wahlpflichtmodul

Anlage 2: Bachelorurkunde (Muster)

BACHELORURKUNDE

Die HAWK
Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminden/Göttingen
Fakultät Bauen und Erhalten

verleiht mit dieser Urkunde

«Vorname» «Nachname»

geboren am «Geburtsdatum» in «Geburtsort»

den Hochschulgrad **Bachelor of Science**
abgekürzt B.Sc.,
nachdem die Abschlussprüfung im Studiengang

Konservierung und Restaurierung

bestanden wurde.

Hildesheim, den «Datum»

«Dekan*in»
Dekan*in

«Studiendekan*in»
Studiendekan*in

Anlage 3: Bachelorzeugnis (Muster)

BACHELORZEUGNIS

«Vorname» «Nachname»
geboren am «Geburtsdatum» in «Geburtsort»

hat die Bachelorprüfung im Studiengang

Konservierung und Restaurierung
(Vertiefungsrichtung x)

der Fakultät Bauen und Erhalten in Hildesheim
bestanden.

Thema der Bachelorthesis:

	Credits	**Gesamtnote**
Gesamtbewertung	**000**	**0,0 (in Worten)**

Die Gesamtnote ergibt sich aus den Modulnoten gemäß Anlage zum Bachelorzeugnis.

Hildesheim, den «PruefDatum»

«Studiendekan*in»
Studiendekan*in

ANLAGE ZUM BACHELORZEUGNIS (TRANSCRIPT OF RECORDS)

Vorname Nachname
geboren am 00.00.0000 in Geburtsort

Module	**Credits**	**Note**
Pflichtmodule		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
Wahlpflichtmodule		
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
		0,0
Bachelorarbeit und Kolloquium		
Thema: «Thema»		0,0

Hildesheim, den «PruefDatum»

Anlage 4: Diploma Supplement (Muster)

DIPLOMA SUPPLEMENT

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. Information identifying the holder of the qualification

1.1	Family name(s)	**Nachname**	1.2	First name(s)	**Vorname**
1.3	Date of birth	**00.00.0000**	1.4	Student ID Number or code	**000000**

2. Information identifying the qualification

2.1 Name of Qualification and (if applicable) title conferred (in original language)
Bachelor of Science/B.Sc. –Konservierung und Restaurierung

2.2 Main field(s) of study for the qualification
Polychrome Wooden Objects and Paintings;
Furniture, Wooden Objects and Material Combinations;
Archive Material, Book and Graphic;
Stone Objects and Architectural Surfaces

2.3 Name and status of awarding institution (in original language)
HAWK Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminden/Göttingen
Fakultät Bauen und Erhalten (Faculty of Architecture, Engineering and Conservation)
University of Applied Sciences and Arts / State Institution

2.4 Name and status of institution administering studies (in original language)
[as above]

2.5 Language(s) of instruction/examination
German

3. Information on the level and duration of the qualification

3.1 Level of the qualification
Bachelor programme, undergraduate, first degree, by research with thesis

3.2 Official duration of programme in credits and/or years
Three years, 6 semesters, 180 ECTS

3.3 Access requirement(s)
General Higher Education Entrance Qualification or Entrance Qualification to Universities of Applied Sciences, or foreign equivalent. A 12 months pre-study internship.

4. Information on the programme completed and the results obtained

4.1 Mode of Study
Full Time Study
In the event of part-time study (individual application required), the official length of the programme will be extended accordingly.

4.2 Programme learning outcomes

In the first semester, the joint two-semester basic study course provides interdisciplinary knowledge in preventive conservation (including the basics of physics), in natural sciences (inorganic and organic chemistry), in scientific work and documentation (including digital methods), in art science and restoration theory, in materials science and technology. The project work comprises courses that train precise craftsmanship skills in the handling of materials and tools. In the first semester, courses must be chosen from the field of artistic techniques and in the second semester from the field of historical techniques. In addition, the individual profile course "HAWK plus" is integrated into the first semester. These courses always include topics such as social commitment and personality development. In the second semester, the module Conservation and Restoration Techniques is added, with the interdisciplinary basics of condition analysis and measurement technology. The two basic semesters provide the foundation of the necessary knowledge and skills for in-depth studies in a subject area from the 3rd semester onwards. At the beginning of the 2nd semester, students commit themselves to a binding specialisation. There is a choice of conservation and restoration:

- Polychrome Wooden Objects and Paintings
- Furniture, Wooden Objects and Material Combinations
- Archive Material, Book and Graphic
- Stone Objects and Architectural Surfaces

In the 3rd semester, the course imparts subject-specific knowledge and skills in three module groups, namely in materials science and technology as well as in conservation and restoration technology and project work with a focus on methods of stabilising conservation in theory and practical application. Three subject areas continue to be taught in an interdisciplinary manner: preventive conservation (basics of microbiology), materials science with a focus on polymer chemistry and adhesives, art science and restoration theory. In the 4th semester, the main focus is on teaching subject-specific knowledge and skills in conservation and restoration through comprehensive lectures and supervised technical training. Other important subjects will include conservation aspects of exhibitions and presentations as well as lectures and exercises on material classification and radiation analysis. During the curricularly anchored practical phase outside the university with a duration of 18 weeks in the 5th semester of the standard study period, students can apply and test the knowledge, skills and competences they have acquired so far. The 6th semester is almost exclusively designed for in-depth studies. In this semester the Bachelor's thesis is written. In addition, the student's own object work is completed and special treatments are presented and carried out in greater depth under the guidance of lecturers.

4.3 Programme details, individual credits gained and grades/marks obtained

Please refer to the Certificate (Bachelorzeugnis) for a list of courses and grades.

4.4 Grading system and , if available, grade distribution table

Absolute grading scheme: “Sehr Gut” (1,0; 1,3) = Very Good; “Gut” (1,7; 2,0; 2,3) = Good; “Befriedigend” (2,7; 3,0; 3,3) = Satisfactory; “Ausreichend” (3,7; 4,0) = Pass; “Nicht ausreichend” (5,0) = Fail

Statistical distribution of grades: **grading table**

4.5 Overall classification of the qualification **0,0**

The final grade is based on the grades awarded during the study programme and that of the final thesis (with oral component). Please refer to the Certificate (Bachelorzeugnis).

When there are no marks given, not enough results are available yet to determine ECTS-grades.

5. Information on the function of the qualification

5.1 Access to further study

Qualifies to apply for admission for master programmes – Prerequisite: In compliance with the requirements of the respective universities or universities of applied sciences and arts.

5.2 Access to a regulated profession (if applicable)

The Bachelor-degree in Conservation and Restoration entitles its holder to the legally protected professional title “Bachelor of Science” and to exercise professional work in the field(s) for which the degree was awarded.

6. Additional information

6.1 Additional information

Non-academic acquired competencies were credited in an amount of **00** credits in the following modules: ...

6.2 Further information sources

www.hawk.de

7. Certification

This Diploma Supplement refers to the following original documents:

Document on the award of the academic degree

(Bachelorurkunde)	**00.00.0000**
Certificate (Bachelorzeugnis)	**00.00.0000**
Transcript of Records dated from	
Certification Date:	**00.00.0000**
(Official Seal / Stamp)	Dean of Studies

8. National higher education system

The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education institution that awarded it.

8. Information on the German higher education system[i]

8.1 Types of institutions and institutional status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).[ii]

- *Universitäten* (Universities) including various specialized institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.
- *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (Universities of Applied Sciences, UAS) concentrate their study programmes in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies an application-oriented focus of studies, which includes integrated and supervised work assignments in industry, enterprises or other relevant institutions.
- *Kunst- und Musikhochschulen* (Universities of Art/Music) offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

Higher Education Institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to higher education legislation.

8.2 Types of programmes and degrees awarded

Studies in all three types of institutions have traditionally been offered in integrated "long" (one-tier) programmes leading to *Diplom*- or *Magister Artium* degrees or completed by a *Staatsprüfung* (State Examination).

Within the framework of the Bologna-Process one-tier study programmes are successively being replaced by a two-tier study system. Since 1998, two-tier degrees (Bachelor's and Master's) have been introduced in almost all study programmes. This change is designed to provide enlarged variety and flexibility for students in planning and pursuing educational objectives; it also enhances international compatibility of studies.

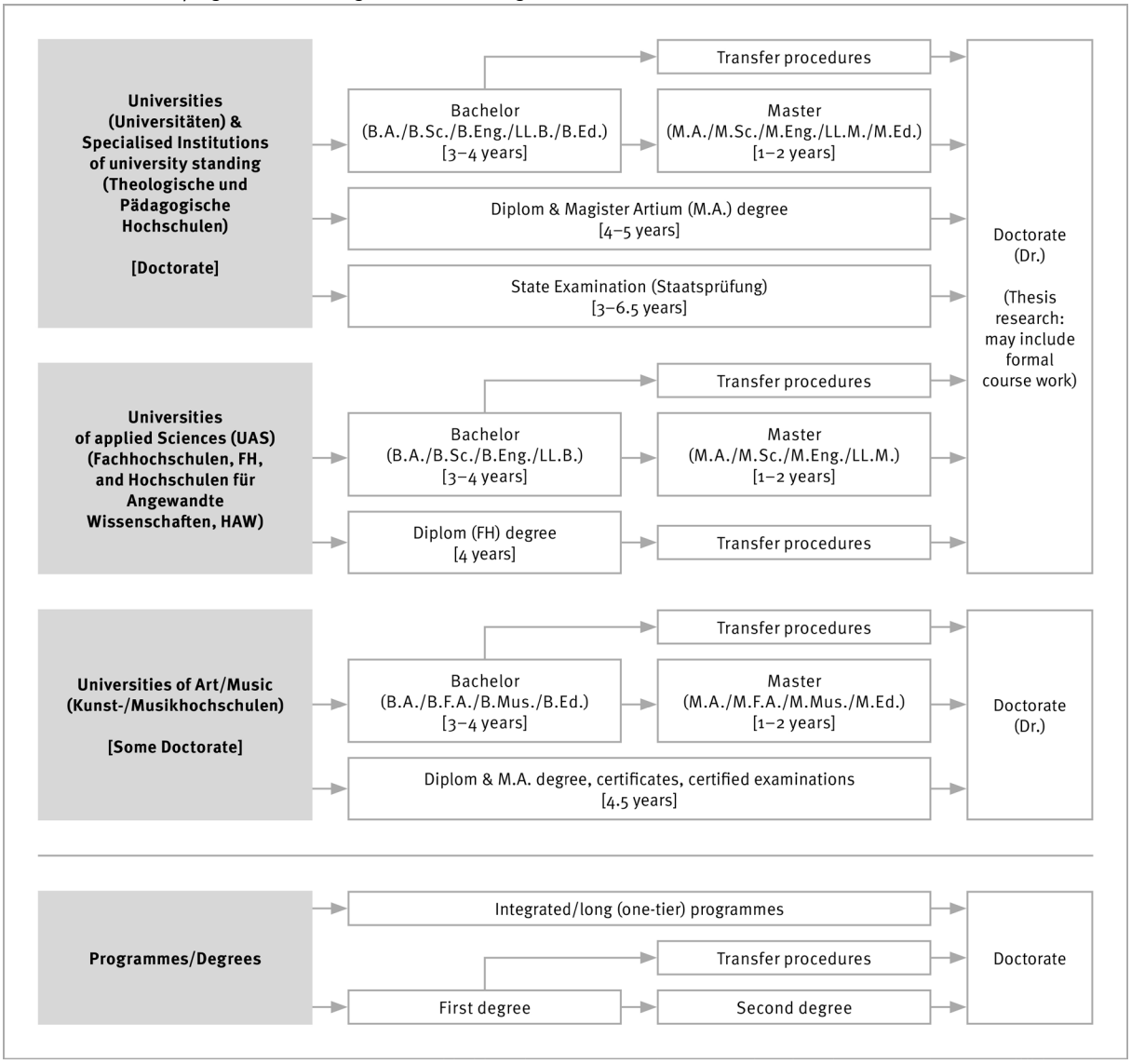
The German Qualifications Framework for Higher Education Qualifications (HQR)[iii] describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong Learning[iv] and the European Qualifications Framework for Lifelong Learning[v].

For details cf. Sec. 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of programmes and degrees

To ensure quality and comparability of qualifications, the organisation of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK).[vi] In 1999, a system of accreditation for Bachelor's and Master's programmes has become operational. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the seal of the Accreditation Council.[vii]

Table 1: Institutions, programmes and degrees in German higher education



8.4 Organisation and structure of studies

The following programmes apply to all three types of institutions. Bachelor's and Master's study programmes may be studied consecutively, at various higher education institutions, at different types of higher education institutions and with phases of professional work between the first and the second qualification. The organisation of the study programmes makes use of modular components and of the European Credit Transfer and Accumulation System (ECTS) with 30 credits corresponding to one semester.

8.4.1 Bachelor

Bachelor's degree programmes lay the academic foundations, provide methodological competences and include skills related to the professional field. The Bachelor's degree is awarded after 3 to 4 years. The Bachelor's degree programme includes a thesis requirement. Study programmes leading to the Bachelor's degree must be accredited according to the Interstate study accreditation treaty.[viii]

First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.) or Bachelor of Education (B.Ed.). The Bachelor's degree corresponds to level 6 of the German Qualifications Framework/ European Qualifications Framework.

8.4.2 Master

Master is the second degree after another 1 to 2 years. Master's programmes may be differentiated by the profile types "practice-oriented" and "research-oriented". Higher Education Institutions define the profile. The Master's degree programme includes a thesis requirement. Study programmes leading to the Master degree must be accredited according to the Interstate study accreditation treaty.[ix]

Second degree programmes (Master) lead to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.),

Master of Laws (L.L.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) or Master of Education (M.Ed.). Master's programmes which are designed for continuing education may carry other designations (e.g. MBA).

The Master degree corresponds to level 7 of the German Qualifications Framework/ European Qualifications Framework.

8.4.3 Integrated "long" programmes (one-tier): *Diplom* degrees, *Magister Artium, Staatsprüfung*

An integrated study programme is either mono-disciplinary (*Diplom* degrees, most programmes completed by a *Staatsprüfung*) or comprises a combination of either two major or one major and two minor fields *(Magister Artium)*. The first stage (1.5 to 2 years) focuses on broad orientations and foundations of the field(s) of study. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the *Magister Artium*) is prerequisite to enter the second stage of advanced studies and specialisations. Degree requirements include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*. The level of qualification is equivalent to the Master's level.

- Integrated studies at *Universitäten (U)* last 4 to 5 years (*Diplom* degree, *Magister Artium*) or 3.5 to 6.5 years *(Staatsprüfung)*. The *Diplom* degree is awarded in engineering disciplines, the natural sciences as well as economics and business. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical and pharmaceutical professions are completed by a *Staatsprüfung*. This applies also to studies preparing for teaching professions of some *Länder.*

The three qualifications (*Diplom, Magister Artium* and *Staatsprüfung*) are academically equivalent and correspond to level 7 of the German Qualifications Framework/ European Qualifications Framework.

They qualify to apply for admission to doctoral studies. Further prerequisites for admission may be defined by the Higher Education Institution, cf. Sec. 8.5.

- Integrated studies at *Fachhochschulen (FH)/ /Hochschulen für Angewandte Wissenschaften (HAW)* Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree which corresponds to level 6 of the German Qualifications Framework/ European Qualifications Framework.

Qualified graduates of FH/HAW/UAS may apply for admission to doctoral studies at doctorate-granting institutions, cf. Sec. 8.5.

- Studies at *Kunst- and Musikhochschulen* (Universities of Art/Music etc.) are more diverse in their organisation, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, the integrated study programme awards include certificates and certified examinations for specialised areas and professional purposes.

8.5 Doctorate

Universities as well as specialised institutions of university standing, some of the FH/HAW/UAS and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master's degree (UAS and U), a *Magister* degree*,* a *Diplom*, a *Staatsprüfung*, or a foreign equivalent. Comparable degrees from universities of art and music can in exceptional cases (study programmes such as music theory, musicology, pedagogy of arts and music, media studies) also formally qualify for doctoral work. Particularly qualified holders of a Bachelor's degree or a *Diplom (FH)* degree may also be admitted to doctoral studies without acquisition of a further degree by means of a procedure to determine their aptitude. The universities respectively the doctorate-granting institutions regulate entry to a doctorate as well as the structure of the procedure to determine aptitude. Admission further requires the acceptance of the Dissertation research project by a professor as a supervisor.

The doctoral degree corresponds to level 8 of the German Qualifications Framework/ European Qualifications Framework.

8.6 Grading scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

In addition, grade distribution tables as described in the ECTS Users' Guide are used to indicate the relative distribution of grades within a reference group.

8.7 Access to higher education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialised variants (*Fachgebundende Hochschulreife*) allow for admission at *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to study programmes at *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (UAS), is also possible with a *Fachhochschulreife*, which can usually be acquired after 12 years of schooling. Admission to study programmes at Universities of Art/Music and comparable study programmes at other higher education institutions as well as admission to a study programme in sports may be based on other or additional evidence demonstrating individual aptitude.

Applicants with a qualification in vocational education and training but without a school-based higher education entrance qualification are entitled to a general higher education entrance qualification and thus to access to all study programmes,

provided they have obtained advanced further training certificates in particular state-regulated vocational fields (e.g. *Meister/Meisterin im Handwerk, Industriemeister/in, Fachwirt/in (IHK), Betriebswirt/in (IHK) und (HWK), staatlich gebrüfte/r Techniker/in, staatlich geprüfte/r Betriebswirt/in, staatlich geprüfte/r Gestalter/in, staatlich geprüfte/r Erzieher/in).* Vocationally qualified applicants can obtain a *Fachgebundende Hochschulreife* after completing a state-regulated vocational education of at least two years' duration plus professional practice of normally at least three years' duration, after having successfully passed an aptitude test at a higher education institution or other state institution; the aptitude test may be replaced by successfully completed trial studies of at least one year's duration.[x]

Higher Education Institutions may in certain cases apply additional admission procedures.

8.8 National sources of information

- *Kultusministerkonferenz (KMK)* [Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany]; Graurheindorfer Str. 157, D-53117 Bonn;
  Phone: +49[0]228/501-0, www.kmk.org; E-Mail: hochschulen@kmk.org
- Central Office for Foreign Education (ZaB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org
- German information office of the *Länder* in the EURYDICE Network, providing the national dossier on the education system; www.kmk.org; E-Mail: eurydice@kmk.org
- *Hochschulrektorenkonferenz* (HRK) [German Rectors' Conference]; Leipziger Platz 11, D-10117 Berlin,
  Phone: +49 30 206292-11; www.hrk.de; E-Mail: post@hrk.de
- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programmes of study, etc. (www.higher-education-compass.de)

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[i] The information covers only aspects directly relevant to purposes of the Diploma Supplement.

[ii] *Berufsakademien* are not considered as Higher Education Institutions, they only exist in some of the *Länder*. They offer educational programmes in close cooperation with private companies. Students receive a formal degree and carry out an apprenticeship at the company. Some *Berufsakademien* offer Bachelor courses which are recognised as an academic degree if they are accredited by the Accreditation Council.

[iii] German Qualifications Framework for Higher Education Degrees. (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16 February 2017).

[iv] German Qualifications Framework for Lifelong Learning (DQR). Joint resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany, the German Federal Ministry of Education and Research, the German Conference of Economics Ministers and the German Federal Ministry of Economics and Technology (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 15 November 2012). More information at www.dqr.de

[v] Recommendation of the European Parliament and the European Council on the establishment of a European Qualifications Framework for Lifelong Learning of 23 April 2008 (2008/C 111/01 – European Qualifications Framework for Lifelong Learning – EQF).

[vi] Specimen decree pursuant to Article 4, paragraphs 1 – 4 of the interstate study accreditation treaty (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 7 December 2017).

[vii] Interstate Treaty on the organisation of a joint accreditation system to ensure the quality of teaching and learning at German higher education institutions (Interstate study accreditation treaty) (Decision of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 8 December 2016), Enacted on 1 January 2018.

[viii] See note No. 7.

[ix] See note No. 7.

[x] Access to higher education for applicants with a vocational qualification, but without a school-based higher education entrance qualification (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 6 March 2009).