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# **Prüfungsordnung für den Bachelorstudiengang Betriebswirtschaft berufsbegleitend (Besonderer Teil)**

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**Fakultät Management, Soziale Arbeit, Bauen**

Die nachfolgende Prüfungsordnung Besonderer Teil für den Bachelorstudiengang Betriebswirtschaft berufsbegleitend der Fakultät Management, Soziale Arbeit, Bauen tritt gemäß Fakultätsratsbeschluss vom 8. November 2023 und Genehmigung des Präsidiums vom 5. Dezember 2023 nach ihrer hochschulöffentlichen Bekanntmachung in Kraft. Die hochschulöffentliche Bekanntmachung erfolgte am 7. Dezember 2023.

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## **§ 1 Dauer und Verlauf des Studiums**

- (1) Die Regelstudienzeit des Teilzeit-Bachelorstudiengangs Betriebswirtschaft berufsbegleitend beträgt neun Semester.
- (2) Der Gesamtumfang der Pflicht- und Wahlpflichtmodule beträgt 180 Leistungspunkte (Credits). Das Studium setzt sich aus Pflichtmodulen im Umfang von 155 Leistungspunkten sowie Wahlpflichtmodulen im Umfang von 25 Leistungspunkten zusammen. Studienverlauf und Workload der einzelnen Module werden in Anlage 1 aufgezeigt.

## **§ 2 Prüfungen**

- (1) Die für die Bachelorprüfung zu erbringenden Prüfungen werden studienbegleitend erbracht und ergeben sich aus der Modulübersicht (Anlage 1).
- (2) Ist eine Studienleistung als Prüfungsvorleistung (PVL) vorgesehen, 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.
- (3) Abweichend von § 15 Absatz 2 der Prüfungsordnung Allgemeiner Teil findet keine Pflichtanmeldung zur ersten Wiederholungsprüfung statt. Eine nicht bestandene Modulprüfung nach § 15 Absatz 1 der Prüfungsordnung Allgemeiner Teil soll jedoch in der Regel im Rahmen der regulären Prüfungstermine innerhalb der nächsten beiden Semester in der gleichen Art und Dauer wiederholt werden.

## **§ 3 Praxisprojekt**

- (1) Voraussetzung für die Belegung des Moduls Praxisprojekt (Modul 45) ist das Bestehen des Moduls Unternehmenspolitisches Projekt (Modul 40).

## **§ 4 Bachelorarbeit und Kolloquium**

- (1) Die Bearbeitungszeit für die Bachelorthesis (Modul 46) beträgt siebzehn Wochen.
- (2) Abweichend von § 10 Absatz 7 der Prüfungsordnung Allgemeiner Teil wird verfügt: Wenn eine oder mehrere Verlängerungen der Bearbeitungsfrist sich zu einer Gesamtverlängerung von mehr als 28 Kalendertagen bei der Bachelorthesis summieren, entscheidet die Prüfungskommission, ob und in welchem Umfang einem Verlängerungsantrag stattgegeben werden kann oder ob die Prüfungsaufgabe fehlversuchsfrei eingezogen wird
- (3) Eine Zulassung zum Modul Bachelorarbeit (Modul 46) ist möglich, wenn das Modul Praxisprojekt (Modul 45) erfolgreich abgeschlossen ist und nicht mehr als zehn weitere Leistungspunkte bzw. zwei Modulprüfungen offen sind.
- (4) Der Anmeldung zur Prüfungsleistung Bachelorthesis ist eine Bescheinigung der Prüfungsverwaltung über das Erfüllen der Zulassungsvoraussetzungen beizufügen. Die Anmeldung ist an den/die Erstprüfende/n zu richten. Abweichend von § 21 Absatz 5 der Prüfungsordnung Allgemeiner Teil erfolgt die Ausgabe des Themas und der Bearbeitungszeit nebst Abgabefrist durch den/die Erstprüfende/n. Die Prüfungsverwaltung ist über die Ausgabe des Themas zu benachrichtigen, damit die Ausgabe aktenkundig gemacht werden kann.
- (5) Das Modul Bachelorarbeit umfasst 20 Credits, wobei auf die Bachelorthesis zwölf Credits, das Kolloquium drei Credits und das Begleitseminar fünf Credits entfallen. Das Begleitseminar ist unbenotet. Die Modulnote errechnet sich aus Bachelorthesis und Kolloquium mit einer Gewichtung von 4 zu 1.

Abweichend zu § 3 Absatz 6 der Prüfungsordnung Allgemeiner Teil fließt die so ermittelte Modulnote mit 15 Leistungspunkten in die Berechnung der Gesamtnote ein.

- (6) In Abänderung zu § 21 Absatz 4 Satz 3 der Prüfungsordnung Allgemeiner Teil gilt: Erst- oder Zweitprüfende sollen in der Regel Professor/in oder Verwalter/in einer Professur sein.

### **§ 5 Hochschulgrad, Zeugnis**

- (1) Der Studiengang schließt in der Regel mit dem Kolloquium zur Bachelorarbeit ab.
- (2) Die Hochschule verleiht zum Abschluss den Hochschulgrad Bachelor of Arts, abgekürzt BA. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Anlage 2). Ein Muster des Bachelorzeugnisses enthält Anlage 3. Gleichzeitig mit dem Zeugnis wird der/dem Studierenden ein Diploma Supplement der jeweils aktuellen HRK-Vorlage entsprechend (Anlage 4) ausgehändigt.

### **§ 6 Inkrafttreten und Übergangsregelungen**

- (1) Diese Prüfungsordnung tritt zum Sommersemester 2024 in Kraft.
- (2) Studierende, die sich zum Zeitpunkt des Inkrafttretens gemäß Studienverlaufsplan im 6. Fachsemester oder höher befinden, setzen ihr Studium nach der Prüfungsordnung Besonderer Teil 2020 (Fassung 2022) fort.  
Studierende, die sich gemäß Studienverlaufsplan im 5. Fachsemester oder niedriger befinden, werden in diese Ordnung überführt.  
Über Ausnahmen entscheidet auf begründeten Antrag, der innerhalb von drei Monaten nach Inkrafttreten dieser Prüfungsordnung zu stellen ist, die Prüfungskommission. § 6 der Prüfungsordnung Allgemeiner Teil findet entsprechend Anwendung.

## Anlage 1: Modulübersicht

### a) Module im Studienverlauf

Modul-Nr.	Modulname	Leistungspunkte/Semester									Work-load	Prüfungsform <sup>1</sup>
		1	2	3	4	5	6	7	8	9		
15	Einführung in die allgemeine BWL	5									150	K/PA/PR
16	Rechnungswesen I	5									150	K/PA
17	Einführung in die Wirtschaftsmathematik	5									150	K/PA
18	VWL I	5									150	K/PA
19	Rechnungswesen II		5								150	K/PA
20	Wirtschaftsrecht I		5								150	K/PA
21	VWL II		5								150	K/PA
33	Wirtschaftsinformatik I		5								150	K/PA
23	Statistik			5							150	K/PA
24	Business English			5							150	M/PR/PA/K
25	Controlling I			5							150	K/PA
xx	<i>Wahlpflichtmodul I</i>			5							150	K/PA/PR
27	Marketing				5						150	K/PA
29	Controlling II				5						150	K/PA
xx	<i>Wahlpflichtmodul II</i>				5						150	K/PA/PR
37	Wirtschaftsinformatik II				5						150	PA/PO/PR
22	Betriebliche Steuerlehre					5					150	K/PA
28	Supply Chain Management					5					150	K/PA
xx	<i>Wahlpflichtmodul III</i>					5					150	K/PA/PR
xx	<i>Wahlpflichtmodul IV</i>					5					150	K/PA/PR
30	Projektmanagement						5				150	K/PA
35	Personalmanagement						5				150	K/PA
NEU	Investition und Finanzierung						5				150	K/PA
38	Unternehmensplanspiel						5				150	K/PA/PR
39	Strategisches Management							5			150	K/PA/M
40	Unternehmenspolitisches Projekt							5			150	PA/PR
41	E-Business							5			150	K/PA/PR/M
43	Prozessmanagement							5			150	K/PA/M
xx	<i>Wahlpflichtmodul V</i>								5		150	K/PA/PR
44	Nachhaltige Wirtschaftsentwicklung								5		150	K/PA/PR
45	Praxisprojekt								10		300	PA/PR
46	Bachelorarbeit und Kolloquium									5+ 12 +3	600	BS <sup>2</sup> , AA, Koll.

<sup>1</sup> Die Modulprüfung kann aus einer oder mehreren der angegebenen Prüfungsformen bestehen.

<sup>2</sup> unbenotet

b) Wahlpflichtmodule<sup>3</sup>

Modul-Nr.	Name	LP	Workload	Prüfungsform
32	Wirtschaftsrecht II	5	150	s.o.
50	Management von KMU und Familienunternehmen	5	150	s.o.
51	Verhaltensökonomik	5	150	s.o.
52	Gründungsmanagement	5	150	s.o.
53	IT-Recht	5	150	s.o.
54	Innovationsmanagement	5	150	s.o.
61	Künstliche Intelligenz	5	150	s.o.
xx	...			

<sup>3</sup> Das konkrete Modulangebot richtet sich nach Studierendenzahlen und Personalverfügbarkeit und wird rechtzeitig zu Semesterbeginn bekanntgegeben. Die Liste der Wahlpflichtmodule ist nicht abschließend; es können nachfrageorientiert weitere Module hinzukommen.

c) Abkürzungen für die Prüfungsformen

Abkürzung	Bezeichnung
/	Der Schrägstrich trennt alternative Varianten der vorgesehenen Prüfungsformen.
AA	Abschlussarbeit (Thesis)
BS	Begleitseminar (Teilnahmebestätigung)
Koll.	Kolloquium
K	Klausur (K1: 1 Stunde oder K2: 2 Stunden)
M	Mündliche Prüfung
PA	Projektarbeit
PO	Poster
PR	Präsentation

## Anlage 2: Bachelorurkunde (Muster)

# BACHELORURKUNDE

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**Die HAWK**  
**Hochschule für angewandte Wissenschaft und Kunst**  
**Hildesheim/Holzminden/Göttingen**  
**Fakultät Management, Soziale Arbeit, Bauen**

verleiht mit dieser Urkunde

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

den Hochschulgrad **Bachelor of Arts**  
abgekürzt BA,  
nachdem die Abschlussprüfung im Studiengang

**Betriebswirtschaft berufsbegleitend**

bestanden wurde.

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Holzminden, den «Datum»

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«Dekan\*in»  
Dekan\*in

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«Studiendekan\*in»  
Studiendekan\*in

## Anlage 3: Bachelorzeugnis (Muster)

### BACHELORZEUGNIS

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

hat die Bachelorprüfung im Studiengang

**Betriebswirtschaft berufsbegleitend**

der Fakultät Management, Soziale Arbeit, Bauen  
bestanden.

**Thema der Bachelorthesis:**

	<b>Credits</b>	<b>Gesamtnote</b>
<b>Gesamtbewertung</b>	<b>000</b>	<b>0,0 (in Worten)</b>

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

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Holzminen, den «PruefDatum»

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«Studiendekan\*in»  
Studiendekan\*in





## Anlage 4: Diploma Supplement (Muster)

# DIPLOMA SUPPLEMENT

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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)	<b>Nachname</b>	1.2	First name(s)	<b>Vorname</b>
1.3	Date of birth	<b>oo.oo.oooo</b>	1.4	Student ID Number or code	<b>oooooo</b>

### 2. Information identifying the qualification

- 2.1 Name of Qualification and (if applicable) title conferred (in original language)  
Bachelor of Arts – B.A. Betriebswirtschaftslehre
- 2.2 Main field(s) of study for the qualification  
Business Administration
- 2.3 Name and status of awarding institution (in original language)  
HAWK Hochschule für angewandte Wissenschaft und Kunst  
Hildesheim/Holzminde/Göttingen  
Fakultät Management, Soziale Arbeit, Bauen  
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  
Four and a half years, 9 semesters, 180 ECTS
- 3.3 Access requirement(s)  
General Higher Education Entrance Qualification or Entrance Qualification to Universities of Applied Sciences, or foreign equivalent.

### 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  
The online program of studies in „Business Administration“ qualifies for the future needs of highly-qualified academic trained staff for the middle and higher management. In addition to a broad base of education, the program mainly comprises

a business administration oriented course content and conveys a fundamental comprehension of operational and economical relationships. The program of study pursues the goal of imparting fundamental knowledge for professional qualification, which will qualify the students to work successfully in economical occupations in corporations, administration and organizations. In addition to core competencies in function, analytics, interdisciplinary and management expertise, the didactical arrangement of this program strengthens skills in media and communication, flexibility, self-education and time-management.

- 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 programs – 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 of Arts degree in Business Administration entitles its holder to the legally protected professional title "Bachelor of Arts" 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](http://www.hawk.de)

## 7. Certification

This Diploma Supplement refers to the following original documents:

Document on the award of the academic degree (Bachelorurkunde)	<b>00.00.0000</b>
Certificate (Bachelorzeugnis)	<b>00.00.0000</b>
Transcript of Records dated from	

Certification Date:	<b>00.00.0000</b>
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(Official Seal / Stamp)

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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<sup>i</sup>**

### **8.1 Types of institutions and institutional status**

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).<sup>ii</sup>

- *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.

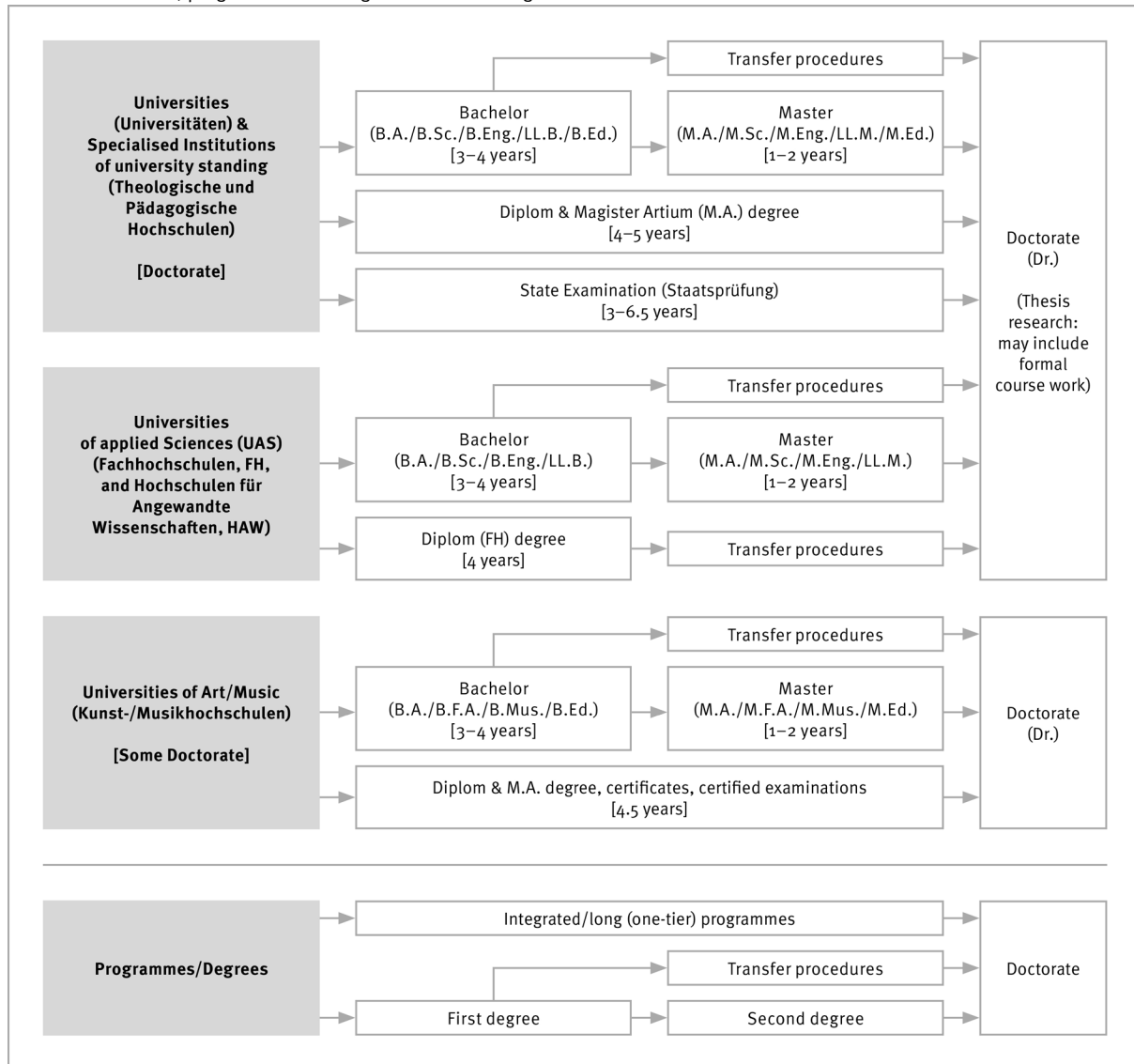
The German Qualifications Framework for Higher Education Qualifications (HQR)<sup>iii</sup> describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework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

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).<sup>vi</sup> 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.<sup>vii</sup>

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.<sup>viii</sup>

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.<sup>ix</sup>

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 (*Fachgebundene 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. *Meis-*

ter/Meisterin im Handwerk, Industriemeister/in, Fachwirt/in (IHK), Betriebswirt/in (IHK) und (HWK), staatlich geprüfte/r Techniker/in, staatlich geprüfte/r Betriebswirt/in, staatlich geprüfte/r Gestalter/in, staatlich geprüfte/r Erzieher/in). Vocationally qualified applicants can obtain a *Fachgebundene 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.<sup>x</sup>

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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<sup>i</sup> The information covers only aspects directly relevant to purposes of the Diploma Supplement.

<sup>ii</sup> *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.

<sup>iii</sup> 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).

<sup>iv</sup> 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

<sup>v</sup> 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).

<sup>vi</sup> 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).

<sup>vii</sup> 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.

<sup>viii</sup> See note No. 7.

<sup>ix</sup> See note No. 7.

<sup>x</sup> 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).