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## **Prüfungsordnung für den Bachelorstudiengang Soziale Arbeit (Besonderer Teil)**

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**Fakultät Soziale Arbeit und Gesundheit**

Der Fakultätsrat der Fakultät Soziale Arbeit und Gesundheit der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde n/Göttingen hat am 20. September 2023 die Ordnung über den Besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Soziale Arbeit beschlossen. Die Ordnung wurde am 10. Oktober 2023 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 4. April 2024.

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

- (1) Die Regelstudienzeit des Bachelorstudiengangs Soziale Arbeit beträgt sechs Semester.
- (2) Das Studium setzt sich aus 21 Pflichtmodulen sowie dem individuellen Profilstudium (IPS) im Umfang von 180 Credits zusammen. Studierende müssen aus dem Angebot der zentralen Einrichtung HAWK plus Lehrveranstaltungen im Umfang von sechs Credits auswählen. Eine Modulübersicht inklusive Angaben zum Workload wird in Anlage 1 aufgezeigt.
- (3) Im vierten oder fünften Semester, dem Mobilitätsfenster, können Studierende folgende Optionen wählen:
  - a) Auslandssemester: Die Studierenden absolvieren ein Semester an einer ausländischen Hochschule. Während des Auslandssemesters müssen Leistungen im Äquivalent von 30 Leistungspunkten nach dem European Credit Transfer and Accumulation System erlangt werden. Die Anerkennung der erbrachten Leistungen erfolgt in der Regel aufgrund eines Transcripts of Records der Gasthochschule auf Englisch, das durch die Studierenden beizubringen ist.
  - b) Verbleib an der Hochschule: Die Studierenden bleiben regulär an der Hochschule und absolvieren die Module entsprechend der Studienstruktur für das vierte bzw. fünfte Semester.

## **§ 2 Aufbau, Anmeldung, Art und Umfang der Prüfungen**

- (1) Die für die Bachelorprüfung zu erbringenden Prüfungen werden studienbegleitend erbracht und ergeben sich ebenso wie die Prüfungsarten, der Workload und die Credits aus der Modulübersicht (Anlage 1).
- (2) Die Gesamtnote wird aus den Modulnoten gebildet und nach den auf das Modul entfallenden Credits gewichtet (siehe Anlage 1). Abweichend von § 3 Absatz 6 der Prüfungsordnung Allgemeiner Teil bleiben Credits für Praktika unberücksichtigt.
- (3) 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.
- (4) Ergänzend zu § 7 Absatz 1 der Prüfungsordnung Allgemeiner Teil gilt:
  1. Die Anmeldung erfolgt in zwei Schritten:

Die Anmeldung erfolgt erst bei den Prüfenden.  
Die verbindliche Anmeldung für ein Modul erfolgt online bei der Prüfungsverwaltung.  
Wird eine Prüfung nicht ordnungsgemäß angemeldet, gilt sie als nicht unternommen.
  2. Eine modulabschließende Prüfungs-/Studienleistung kann, mit Ausnahme der Bachelorthesis, jeweils bis spätestens 14 Tage vor dem Prüfungstermin bzw. bei schriftlichen Arbeiten 14 Tage vor der gesetzten Erbringungsfrist ohne Angabe von Gründen bei der Prüfungsverwaltung abgemeldet werden, sofern die oder der Studierende erstmalig zu dieser Prüfungs-/Studienleistung antritt.

## **§ 3 Praxisphasen**

- (1) In den Studiengang Soziale Arbeit ist eine berufspraktische Tätigkeit in der Sozialen Arbeit im Gesamtumfang von 750 Stunden (25 Credits) integriert. (siehe Anlage 1).
- (2) Näheres regelt die Praktikumsordnung in ihrer jeweils gültigen Form.

#### **§ 4 Bachelorthesis und Kolloquium**

- (1) Die Bachelorthesis ist eine Prüfungsleistung im gleichnamigen Modul (15 Credits), wobei auf die schriftliche Abschlussarbeit 12 Credits, auf das mündliche Kolloquium zwei Credits und die begleitende Lehrveranstaltung ein Credit entfallen.
- (2) Die Bearbeitungszeit für die Abschlussarbeit beträgt neun Wochen. Sie soll den Umfang von 45 Seiten nicht wesentlich überschreiten.
- (3) Zur Prüfungsleistung Bachelorthesis wird zugelassen, wer im Rahmen des Bachelorstudienganges Soziale Arbeit mindestens 135 Credits erbracht und die noch ausstehenden Prüfungs- bzw. Studienleistungen angemeldet hat. Näheres regelt die Prüfungskommission.
- (4) Dem Antrag auf Zulassung zur Bachelorthesis ist ein Vorschlag für den Themenbereich, dem das Thema für die Bachelorthesis entnommen werden soll und eine Erklärung, ob die Bachelorthesis als Einzel- oder Gruppenarbeit vergeben werden soll, beizufügen.
- (5) Das Kolloquium soll in der Regel in der Prüfungswoche am Ende des Semesters durchgeführt werden, zu dem die Bachelorthesis abgegeben worden ist.
- (6) Die endgültige Note der Bachelorthesis ergibt sich aus der Bewertung der schriftlichen Abschlussarbeit und des mündlichen Kolloquiums. Beide Teile müssen bestanden sein. Bei der Ermittlung der Modulnote werden schriftliche und mündliche Note im Verhältnis 3:1 gewichtet.

#### **§ 5 Hochschulgrad, Zeugnis**

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

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

- (1) Diese Prüfungsordnung tritt am Tag nach ihrer hochschulöffentlichen Bekanntmachung in Kraft.
- (2) Sie gilt erstmalig für Studierende, die ihr Studium zum Wintersemester 2024/25 begonnen haben.
- (3) Studierende, die bereits vor dem Wintersemester 2024/25 ihr Studium begonnen haben, werden zum Wintersemester 2028/29 in diese Ordnung überführt. Über Ausnahmen entscheidet auf begründeten Antrag die Prüfungskommission.

## Anlage 1: Modulübersicht

Nr.	Modulname	Credits/Semester						Workload	PVL	Prüfungsart
		1	2	3	4	5	6			
S01	Einführung in das Studium	6						180		PF <sup>2</sup>
S02	Einführung in die Profession der Sozialen Arbeit	10	5					450 <sup>3</sup>		SB/MOD <sup>2,4</sup>
S03	Erziehung und Bildung in der Sozialen Arbeit	6						180		PF <sup>2</sup>
S04	Recht in Staat und Gesellschaft	6						180		K1 <sup>2</sup>
S05	Theorien und Geschichte		4	5				270		M <sup>1</sup>
S06	Gesellschaft, Sozialpolitik, Sozialwirtschaft I		6					180		R <sup>2</sup>
S07	Psychologische Maßnahmen zur Prävention und Intervention		9					270		PÜ <sup>1</sup>
S8.1	Handlungskonzepte und Strategien der Sozialen Arbeit		6					180		H/PF/FS/R <sup>1</sup>
S8.2	Handlungskonzepte und Strategien in der Sozialen Arbeit- Vertiefung			6				180		H/PF/FS/R <sup>1</sup>
S09	Kinder- und Jugendhilfe u. Existenzsicherungsrecht			6				180		K1,5 <sup>1</sup>
S10	Empirische Sozialforschung			3	6			270	PF	EP <sup>1</sup>
S11	Gesprächsführung und Beratung			6	6			360		PF <sup>1,4</sup>
S12	Projekte			6	6			360 <sup>3</sup>	SB/PR/MOD	PB <sup>1,4</sup>
S13	Menschenrechte und Diskriminierung: Handlungsfelder der Sozialen Arbeit				9			270		H/R/MP <sup>1</sup>
S14	Recht in ausgewählten Handlungsfeldern der Sozialen Arbeit				6			180		K1,5 <sup>1</sup>
S15	Vertiefungspraktikum					15		450 <sup>3</sup>		PB <sup>1,4</sup>
S16	Gesellschaft, Sozialpolitik, Sozialwirtschaft II					6		180		R/H <sup>1</sup>
S17	Individuelles Profilstudium (HAWK Plus)					6		180		<i>Diverse</i> <sup>2</sup>
S18	Individuelle Vertiefung						6	180		<i>Diverse</i> <sup>2,4</sup>
S19	Organisation und Management						6	180		H/MP/R <sup>1</sup>
S20	Bachelorthesis						15	450	EXP	AA <sup>1</sup> + Koll <sup>1</sup> + BS <sup>2</sup>
S21	Profession und Berufseinstieg						3	90		R/H/K1 <sup>2</sup>

<sup>1</sup> benotet

<sup>2</sup> unbenotet

<sup>3</sup> inkl. Praxiszeiten (300/150/300 Stunden = 750 Stunden = 25 CP)

<sup>4</sup> Anwesenheitspflicht

Abkürzung	Bezeichnung
AA	Abschlussarbeit (Umfang: i.d.R. 40-45 Seiten)
BS	Begleitseminar bzw. begleitende Lehrveranstaltung
EP	Empirisches Projekt: Entwicklung, Planung, Durchführung und Auswertung eines Forschungsprojektes; Präsentation im Plenum (Dauer: i.d.R. 15-30 Minuten), Dokumentation (Umfang: i.d.R. 8-10 Seiten)
EXP	Exposé: schriftliche Fassung (Umfang: i.d.R. 3-5 Seiten) und mündlicher Vortrag (Dauer: i.d.R. 10-15 Minuten)
FS	Fallstudie: Mündlicher Vortrag (Dauer: i.d.R. 30-45 Minuten) inkl. angeleiteter Reflexion im Plenum und schriftliche Ausarbeitung (Umfang: i.d.R. 5-8 Seiten)
H	Hausarbeit: (Umfang: i.d.R. 8-15 Seiten)
K1/K1,5	Klausur (Dauer: i.d.R. 60/90 Minuten)
Koll	Kolloquium (Dauer: mind. 30 - max. 45 Minuten)
M	Mündliche Prüfung auf Basis eines Thesenpapiers (Dauer: mind. 15 – max. 30 Minuten)
MOD	Moderation (Dauer des mündlichen Beitrages: i.d.R. 15-30 Minuten, Umfang des schriftlichen Konzeptes und der Ergebnissicherung i.d.R. 3-5 Seiten)
MP	Mediales, pädagogisches oder künstlerisches Produkt: Erstellung und Präsentation des Produkts bzw. der Konzept- und Durchführungsbeschreibung, schriftliche Ausarbeitung (Umfang: i.d.R. 8-10 Seiten)
PB	Praktikums-/Projekt-/Praxisbericht (Umfang: i.d.R. 10-20 Seiten)
PF	Portfolio (Umfang des schriftlichen Anteils: i.d.R. 5-15 Seiten)
PR	Präsentation: mündlicher Beitrag (Dauer: i.d.R. 15-20 Minuten), schriftliche Auswertung (Umfang: i.d.R. 3-5 Seiten)
PÜ	Praktische Übung: Konzeption und Durchführung und/oder Präsentation einer Interventions-, Präventions- oder Diagnosemaßnahme mit schriftlicher Darstellung der zentralen Erkenntnisse (Umfang: i.d.R. 5-8 Seiten)
R	Referat: mündlicher Vortrag inklusive Plenumsdiskussion (Dauer: i.d.R. 20-45 Minuten), schriftliche Ausarbeitung (Umfang: i.d.R. 5-10 Seiten)
SB	Sitzungsbetreuung (Dauer: i.d.R. 40-50 Minuten), schriftliches Konzept und Ergebnissicherung (Umfang: i.d.R. 3-5 Seiten)

## Anlage 2: Bachelorurkunde (Muster)

# BACHELORURKUNDE

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**Die HAWK**  
**Hochschule für angewandte Wissenschaft und Kunst**  
**Hildesheim/Holzminde/Göttingen**  
**Fakultät Soziale Arbeit und Gesundheit**

verleiht mit dieser Urkunde

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

den Hochschulgrad **Bachelor of Arts**  
abgekürzt B. A.,  
nachdem die Abschlussprüfung im Studiengang

**Soziale Arbeit**

bestanden wurde.

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Hildesheim, 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

### Soziale Arbeit

der Fakultät Soziale Arbeit und Gesundheit  
bestanden.

#### Thema der Bachelorarbeit:

	Credits	Gesamtnote
<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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Hildesheim, den «PruefDatum»

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«Studiendekan\*in»  
Studiendekan\*in

# ANLAGE ZUM BACHELORZEUGNIS

## Studiengang

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**Vorname Nachname**  
geboren am 00.00.0000 in «Ort»

<b>Module</b>	<b>Credits</b>	<b>Note</b>
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**Pflicht- und Wahlpflichtmodule**

0,0  
0,0  
0,0  
0,0  
0,0  
0,0  
0,0  
0,0  
0,0  
0,0

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**Individuelles Profilstudium**

0,0  
0,0

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**Bachelorarbeit**

0,0

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**Gesamtnote**

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## 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 – Soziale Arbeit, B.A.

2.2 Main field(s) of study for the qualification

Social Work and Social Pedagogy

2.3 Name and status of awarding institution (in original language)

HAWK Hochschule für angewandte Wissenschaft und Kunst

Hildesheim/Holzwinden/Göttingen

Fakultät Soziale Arbeit und Gesundheit

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. Work experience in a field of social work.

#### 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

See Transcript of Records enclosed.

Graduates are familiar with the basic principles and the theoretical background to Social Work. They can use them to reflect

on their professional actions and explain the tasks and responsibilities of Social Work to others. The focus is on the formation of professional identity, communication and interaction, Social Work as a profession and a discipline, education and socialisation, organisation and administration of Social Work, the individual and society and the formation of a professional profile.

Graduates are confident in dealing with the basics of scientific work and can use these in a targeted manner to deal with issues on the basis of scientific questions and research skills. They are able to deal with studies in a well-founded and critical manner. In the course of working on their Bachelor's thesis and preparing for oral examinations, graduates have learned to use scientific methods in a confident and sophisticated manner.

Graduates find it easy to incorporate the social framework and functioning of the welfare state into their actions. They are able to explain it to colleagues, clients and members of other professions. In particular, they can also incorporate legal regulations, sociopolitical and sociological frameworks and deal with diversity in an inclusive manner.

Graduates master techniques and methods of counseling, casework, group education, community work and social-spatial Orientation, media design and communication. They are able to transfer them to their work in the different fields of Social Work.

- 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 **o,o**  
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 degree in Social Work entitles its holder to the legally protected professional title "Bachelor of Arts" and to exercise professional work to work as a state-recognised social work/social pedagogy practitioner in accordance with German legislation. This includes the executive ranks of the civil service, following a professional internship. Please see state registration.

## 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.

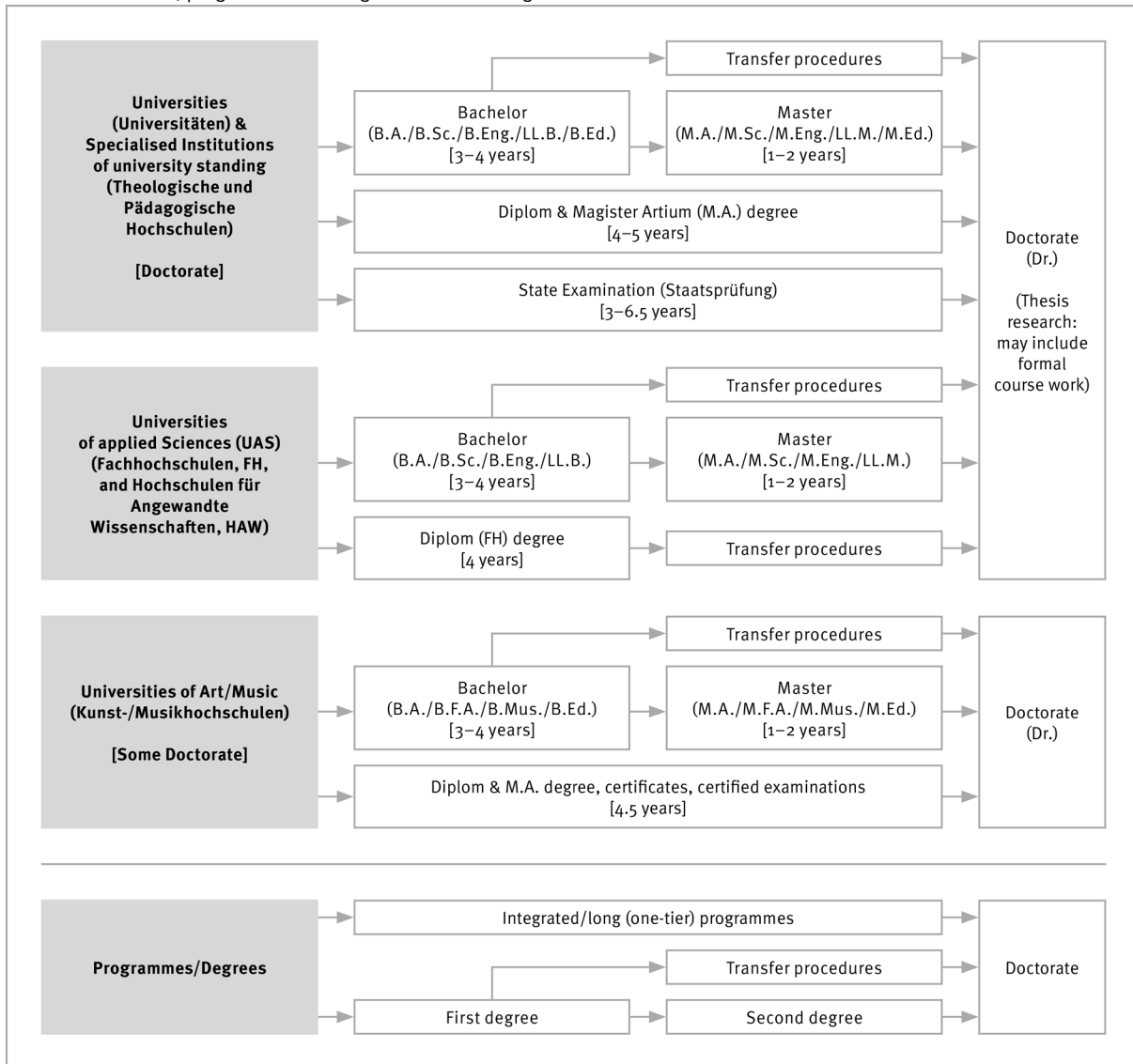
The German Qualifications Framework for Higher Education Qualifications (HQR)<sup>iii</sup> describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework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