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# **Prüfungsordnung für den Masterstudiengang Internationale Soziale Arbeit in Forschung und Praxis (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/Holzminden/Göttingen hat am 11. April 2024 die Ordnung über den Besonderen Teil der Prüfungsordnung für den Masterstudiengang Internationale Soziale Arbeit in Forschung und Praxis beschlossen. Die Ordnung wurde am 16. April 2024 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 17. April 2024.

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

- (1) Die Regelstudienzeit des Masterstudiengangs Internationale Soziale Arbeit in Forschung und Praxis beträgt vier Semester.
- (2) Das Studium setzt sich aus 13 Pflichtmodulen inklusive eines individuellen Vertiefungsmoduls im Gesamtumfang von 120 Credits zusammen.
- (3) Auslandsaufenthalte zur Internationalisierung sind im dritten Semester möglich und werden durch individuelle Learning Agreements begleitet.
- (4) In Rahmen der individuellen Vertiefung (Modul MAS 13) muss eine Auslandsexkursion absolviert werden, wenn nicht ein Gastaufenthalt, ein Auslandssemester oder eine internationale Forschungsarbeit durchgeführt wird.

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

- (1) Die für die Module 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).
- (3) Ist in der Modulübersicht (Anlage 1) 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) Als Voraussetzung für die Zulassung zu den Modulprüfungen des dritten Semesters sind Englischkenntnisse in Wort und Schrift auf dem Niveau B2 des gemeinsamen europäischen Referenzrahmens für Sprachen nachzuweisen (sofern Englisch nicht Muttersprache ist).
- (5) 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 Masterthesis, 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**

Im Masterstudiengang sind 150 Stunden Praxiszeit zu erbringen oder durch Berufspraxis nach erfolgreichem Abschluss des Bachelorstudiengangs, nachzuweisen (siehe PB). Die Praxiszeiten können in Handlungsfeldern der Sozialen Arbeit, im Studiengang als Forschungsprojekte in der Praxis oder in Fach- und Leitungsbereichen integriert sein. Die Anerkennung der Praxisphase erfolgt auf Antrag der/des Studierenden und wird von der Studiengangsleitung/Studiengangskoordination anerkannt. Die Praxisphase schließt inkl. begleitetem Projektseminar und Projektbericht (PB) sowie der Nachweise der beruflichen Praxis in Form von Beurteilungen und Zeugnissen, nach zwei Semestern mit 20 Credits ab. Die Praxisphasen müssen bis zur Anmeldung der Masterthesis erbracht sein.

#### **§ 4 Masterthesis und Kolloquium**

- (1) Die Masterthesis ist eine Prüfungsleistung im gleichnamigen Modul (20 Credits), wobei auf die schriftliche Abschlussarbeit 17 Credits, auf das mündliche Kolloquium ein Credit und die begleitenden Lehrveranstaltungen je ein Credit entfallen.
- (2) Die Bearbeitungszeit für die Abschlussarbeit beträgt sechs Monate. Sie soll den Umfang von 60 Seiten nicht wesentlich überschreiten.
- (3) Zur Prüfungsleistung Masterthesis wird zugelassen, wer im Rahmen des Masterstudienganges Internationale Soziale Arbeit in Forschung und Praxis mindestens 80 Credits erbracht und die noch ausstehenden Prüfungs- bzw. Studienleistungen angemeldet hat. Für die Zulassung soll ferner das Modul 8 erfolgreich abgeschlossen sein. Näheres regelt die Prüfungskommission.
- (4) Dem Antrag auf Zulassung zur Masterthesis ist ein Vorschlag für den Themenbereich, dem das Thema für die Masterthesis entnommen werden soll und eine Erklärung, ob die Masterthesis als Einzel- oder Gruppenarbeit vergeben werden soll, beizufügen.
- (5) Das Kolloquium soll in der Regel in der Prüfungswoche am Ende des Semesters durchgeführt werden, in dem die Masterthesis abgegeben worden ist.
- (6) Die endgültige Note der Masterthesis 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 Masterthesis ab.
- (2) Die Hochschule verleiht zum Abschluss den Hochschulgrad Master of Arts, abgekürzt M.A. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Muster siehe Anlage 2). Ein Muster des Masterzeugnisses 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 2027/28 in diese Ordnung überführt. Über Ausnahmen entscheidet auf begründeten Antrag die Prüfungskommission.

## Anlage 1: Modulübersicht

Nr.	Modulname	Credits/Semester				Workload	Prüfungsart
		1	2	3	4		
MAS 01	Grundlagen der Forschung und Transfer	10				300	PB/EP <sup>1</sup>
MAS 02	Soziale Arbeit als Makropraxis in internationalen Kontexten	10				300	R/H/M <sup>1</sup>
MAS 03	Stärkenperspektive in der Sozialen Arbeit	5				150	PF/R/MP <sup>2</sup>
MAS 04	Gestaltung von institutionellen Bildungsprozessen	5				150	H <sup>2</sup>
MAS 05	Vertiefung Sozialforschung (Qualitative Methoden)		5			150	R/H/PF <sup>2</sup>
MAS 06	Disziplin und Professionsentwicklung		10			300	R/H/M <sup>1</sup>
MAS 07	Institutionen und Organisationen		5			150	R/H/M <sup>1</sup>
MAS 08	(Internationale) Projekte		10	10		600, davon 150 h Praxis	PB <sup>1,3</sup>
MAS 09	Vertiefung Sozialforschung (Quantitative Methoden)			5		150	R/H/PF <sup>2</sup>
MAS 10	Internationale Konzepte zu Diversity und Social Justice			10		300	R/H/M/SB <sup>1</sup>
MAS 11	Inklusion und Teilhabe			5		150	R/H/M <sup>1</sup>
MAS 12	Masterthesis				20	600	AA <sup>1</sup> + Koll <sup>1</sup> + 2 BS <sup>2</sup>
MAS 13	Individuelle Vertiefung				10	300	diverse <sup>2</sup>

<sup>1</sup> benotet

<sup>2</sup> unbenotet

<sup>3</sup> inkl. Praxiszeiten

Abkürzung	Bezeichnung
AA	Abschlussarbeit (Umfang: i.d.R. 60-80 Seiten)
BS	Begleitseminar bzw. begleitende Lehrveranstaltung
EP	Empirisches Projekt: Entwicklung, Planung, Durchführung und Auswertung eines Forschungsprojektes; Präsentation im Plenum (Dauer: i.d.R. 30-45 Min.), Dokumentation (Umfang: i.d.R. 10-15 Seiten)
H	Hausarbeit (Umfang: i.d.R. 15-25 Seiten)
Koll	Kolloquium (Dauer: mindestens 30 und maximal 45 Minuten)
M	Mündliche Prüfung auf der Basis eines Thesenpapiers (Dauer: mindestens 15 und maximal 30 Minuten)
MP	Mediales, pädagogisches oder künstlerisches Produkt: Erstellung und Präsentation des Produkts bzw. der Konzept- und Durchführungsbeschreibung, schriftliche Ausarbeitung (Umfang: i.d.R. 10-15 Seiten)
PB	Praxis-/Projektbericht: Dokumentation und Reflexion aus dem Handlungsfeld (der Sozialen Arbeit). Bei Anerkennung beruflicher Tätigkeiten als Praxiszeit, entspricht der Bericht der schriftlichen Darstellung des in der Praxis erworbenen Fach- und Erfahrungswissen (Umfang: i.d.R. 15-20 Seiten)
PF	Portfolio (Umfang des schriftlichen Anteils: i.d.R. 15-20 Seiten)
R	Referat: mündlicher Vortrag inkl. Plenumsdiskussion (Dauer: i.d.R. 30-45 Minuten), schriftliche Ausarbeitung (Umfang: i.d.R. 8-12 Seiten)
SB	Sitzungsbetreuung (Dauer: i.d.R. 45-60 Minuten), schriftliches Konzept und Ergebnissicherung (Umfang: i.d.R. 5-10 Seiten)

## Anlage 2: Masterurkunde (Muster)

### MASTERURKUNDE

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

verleiht mit dieser Urkunde

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

den Hochschulgrad **Master of Arts**  
abgekürzt M. A.,  
nachdem die Abschlussprüfung im Studiengang

**Internationale Soziale Arbeit in Forschung und Praxis**

bestanden wurde.

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Hildesheim «Datum»

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«Dekan\*in»

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«Studiendekan\*in»

## Anlage 3: Masterzeugnis (Muster)

### MASTERZEUGNIS

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

hat die Masterprüfung im Studiengang

#### **Internationale Soziale Arbeit in Forschung und Praxis**

der Fakultät Soziale Arbeit und Gesundheit in Hildesheim  
bestanden.

#### **Thema der Masterarbeit:**

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

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

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Hildesheim, den «PruefDatum»

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«Studiendekan\*in»

# ANLAGE ZUM MASTERZEUGNIS

## 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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**Masterarbeit**

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)

Master of Arts – Internationale Soziale Arbeit in Forschung und Praxis, M.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

Master programme, graduate, second degree, by research with thesis

3.2 Official duration of programme in credits and/or years

Two years, 4 semesters, 120 ECTS

3.3 Access requirement(s)

General Higher Education Entrance Qualification or Entrance Qualification to Universities of Applied Sciences, or foreign equivalent.

Bachelor's degree in social work or related fields (three years, with 180 ECTS credits), 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

Social Work as a profession and a discipline is in the focus of the master study program. According to the *Qualifizierungsrahmen Soziale Arbeit (QR SozArB Version 6.0)* Master students demonstrate a comprehensive knowledge and understanding of the scientific foundations of social work. Graduate students are able to apply methods of qualitative and quantitative social research in selected fields of action. They have in-depth theoretical knowledge and are able to analyse theories, models and methods of social work in a national and international context according to the current scientific discussions. Graduate students can use the theoretical and empirical background to reflect on their professional actions. Graduates explain and justify the tasks and responsibilities to other professionals and service users. On the basis of social and communication theories graduate students can identify systematic structural exclusion processes and elaborate opportunities for participation. In addition to the theoretical education and research methodology training, a special focus lies on the personal and professional development. Graduates apply critical reflection skills with regard to professional practice and their experiences. They know strengths-based and solution-oriented strategies for the macro, meso and micro-level of social work and can use them to implement changes for more wellbeing, inclusion and social justice.

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

Please refer to the Certificate (Masterzeugnis) 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 (Masterzeugnis).

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

The M.A. in Social Work entitles the holder to apply for admission for a doctoral thesis. according to respective regulations covering doctoral programmes.

#### 5.2 Access to a regulated profession (if applicable)

The M.A. in Social Work qualifies the holder to higher positions in fields of social work and social education including positions in the administrative rank of "Höherer Dienst" (higher ranking positions in civil service).

### 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

(Masterurkunde) **00.00.0000**

Certificate (Masterzeugnis) **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<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.

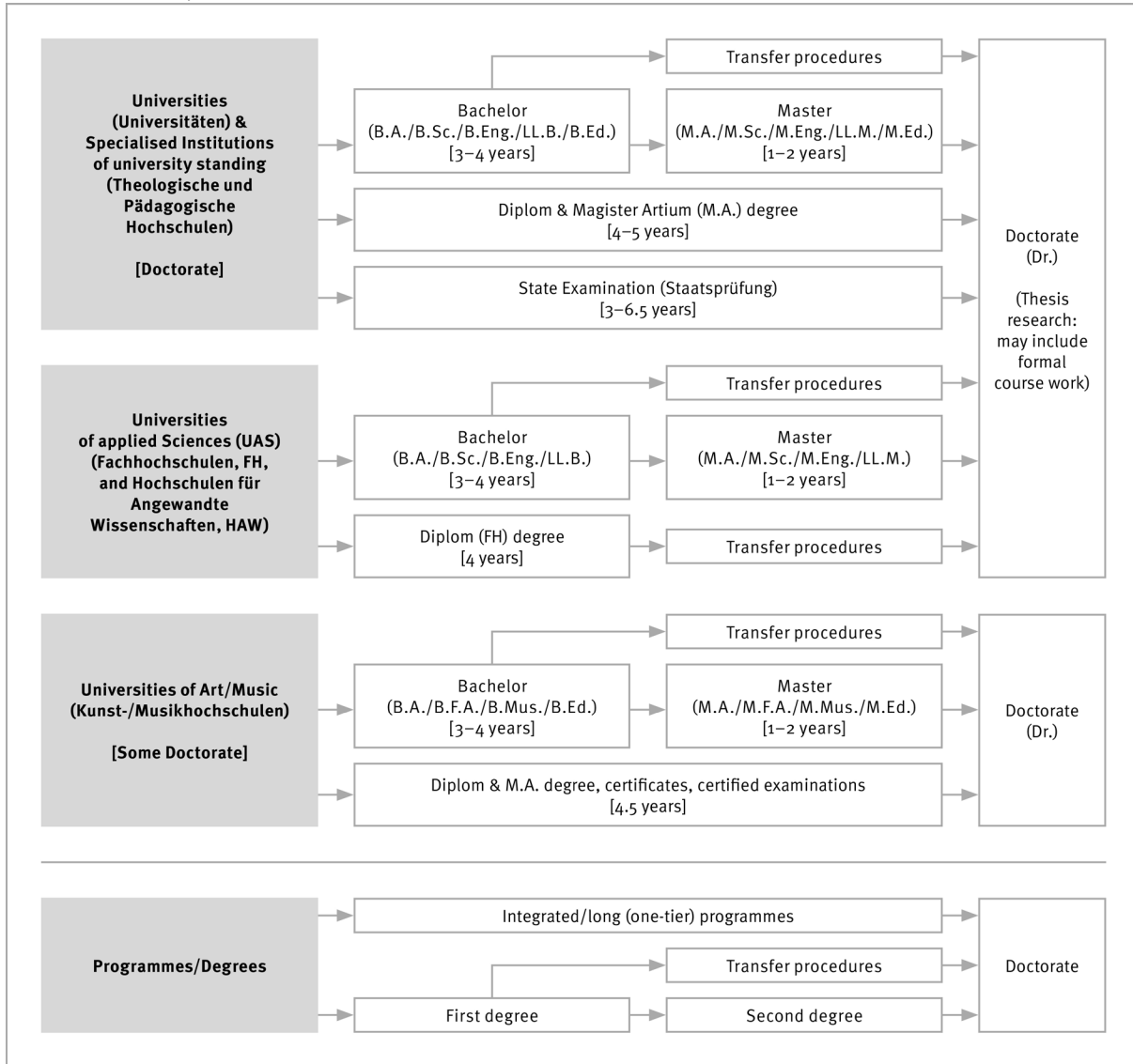
The German Qualifications Framework for Higher Education Qualifications (HQR)<sup>iii</sup> describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework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

<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).