
Prüfungsordnung für den Bachelorstudiengang Arboristik (Besonderer Teil)

Fakultät Ressourcenmanagement

Der Fakultätsrat der Fakultät Ressourcenmanagement der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde/n/Göttingen hat am 30. April 2024 die nachfolgende Ordnung über den besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Arboristik beschlossen. Die Ordnung wurde am 14. Mai 2024 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 17. Mai 2024.

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§ 1 Dauer und Verlauf des Studiums

- (1) Die Regelstudienzeit des Bachelorstudiengangs Arboristik beträgt sechs Semester.
- (2) Der Gesamtumfang der Pflicht- und Wahlpflichtbereiche beträgt 180 Leistungspunkte (Credits). Der Studiengang setzt sich aus 29 Pflichtmodulen (GPM1 bis GPM9 und APM1 bis APM20) sowie Wahlpflichtmodulen im Umfang von 18 Credits zusammen. Ein möglicher Studienverlauf inklusive des kalkulierten Workloads der Module wird in Anlage 1 dargestellt.
- (3) Studierende müssen aus dem Angebot der zentralen Einrichtung HAWK plus Wahlpflichtmodule im Umfang von sechs Credits auswählen. Studierende können sich auch aus anderen Studiengängen Wahlpflichtangebote zusammenstellen, sofern diese als sinnvolles Element im Hinblick auf den Studiengang Arboristik zu bewerten sind. Über die Anerkennung entscheidet auf Antrag die Prüfungskommission.

§ 2 Prüfungen

- (1) Die für die Bachelorprüfung zu erbringenden Prüfungen werden studienbegleitend erbracht und ergeben sich aus der Modulübersicht (Anlage 1). Die Gesamtnote des Bachelorzeugnisses wird aus den benoteten Modulen ermittelt. Mit Ausnahme der Module GPM1, APM17 und APM18 erfolgt die Gewichtung der benoteten Module proportional zu den entsprechend ausgewiesenen Credits: Das Modul GPM1 geht mit 9 Credits in die Gesamtnote ein, das Modul APM17 mit 12 Credits und das Modul APM18a/b mit 18 Credits.
- (2) Prüfungen können neben den erforderlichen auch in anderen Wahlpflichtfächern abgelegt werden.
- (3) Ist eine 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. Prüfungsvorleistungen sind nicht benotete Studienleistungen, für die im Falle des Nichtbestehens die Regelungen des § 15 der Prüfungsordnung Allgemeiner Teil nicht zur Anwendung kommen.
- (4) Bei Modulprüfungen mit der Prüfungsart Projektarbeit findet die zweite Wiederholungsprüfung in der ursprünglich im Modul vorgesehenen Prüfungsart statt. Sie wird von zwei Prüfer/inne/n bewertet und gilt als bestanden, wenn sie von beiden Prüfer/inne/n mit mindestens „ausreichend“ bewertet wird.

§ 3 Betreutes studienintegriertes Praktikum

- (1) Das studienintegrierte Praktikum im Studiengang Arboristik dauert drei Monate.
- (2) Zum studienintegrierten Praktikum (Modul APM17) wird zugelassen, wer bis dahin mindestens 78 Credits erreicht hat. Wird das Praktikum in einem Baumpflegebetrieb absolviert, müssen die Module APM5 und APM14 erfolgreich abgeschlossen sein. Näheres regelt die Praktikumsordnung in ihrer jeweils gültigen Fassung sowie die Prüfungskommission.

§ 4 Bachelorarbeit mit Kolloquium

- (1) Die Bearbeitungszeit für die Bachelorarbeit (Modul APM18a/b) beträgt acht Wochen.
- (2) Zur Bachelorarbeit wird zugelassen, wer mindestens 120 Credits erreicht und die Module GPM1 bis GPM9 erfolgreich absolviert hat. Näheres regelt die Prüfungskommission.

- (3) Dem Antrag auf Zulassung zur Bachelorarbeit ist ein Vorschlag für den Themenbereich, dem das Thema für die Bachelorarbeit entnommen werden soll und eine Erklärung, ob die Bachelorarbeit als Einzel- oder Gruppenarbeit vergeben werden soll, beizufügen.
- (4) Ergänzend zu § 21 Absatz 4 der Prüfungsordnung Allgemeiner Teil gilt: Eine Betreuung der Abschlussarbeit durch zwei externe Prüfende ist ausgeschlossen.
- (5) Die Voraussetzungen für die Zulassung zum Kolloquium regelt § 22 Absatz 2 der Prüfungsordnung Allgemeiner Teil.
- (6) Bachelorthesis und Kolloquium müssen jeweils bestanden sein.

§ 5 Hochschulgrad, Zeugnis

- (1) Der Studiengang schließt mit dem Kolloquium zur Bachelorarbeit ab.
- (2) Die Hochschule verleiht zum Abschluss den Hochschulgrad Bachelor of Science, abgekürzt B.Sc. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Anlage 2). Ein Muster des Bachelorzeugnisses enthält Anlage 3. Gleichzeitig mit dem Zeugnis wird der Studentin oder dem Studenten ein Diploma Supplement (Anlage 4) der jeweils aktuellen HRK-Vorlage entsprechend 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) Mit Ablauf des Wintersemesters 2029/30 tritt die Prüfungsordnung 2018 außer Kraft. Die Studierenden setzen danach ihr Studium nach der Prüfungsordnung 2024 fort. Über Ausnahmen, insbesondere infolge von gesetzlichen Schutzbestimmungen oder sonstigen unzumutbaren Härtefallsituationen, entscheidet die Prüfungskommission. § 6 des Allgemeinen Teils der Prüfungsordnung findet entsprechend Anwendung.

Anlage 1: Modulübersicht

Nr.	Modulname	Credits/Semester						Workload	Prüfungsart
		1	2	3	4	5	6		
APM1	Kommunikation und Konfliktmanagement	3						90	K2/M
GPM1	Standortsökologische Grundlagen	3	6					90 180	FP ¹ , K3/M ^{2,5}
GPM2	Zoologie, Entomologie, Grundlagen Pathologie	3						90	K1/M
GPM3	Naturwissenschaftliche Grundlagen	6						180	K4/M ²
GPM4	Botanik I	6						180	BÜ/M
GPM5	Recht I	3						90	K2
GPM6	Grundlagen der Betriebswirtschaftslehre	3						90	K1,5/M
GPM7	GIS, Kartografie, Vermessung	3						90	BÜ/M/K1,5
APM2	Erfassung und Kontrolle von Bäumen		3	6				90 180	BÜ ⁴ + K2/M
APM3	Botanik II		6					180	BÜ/M
APM4	Gehölzpathologie		3	3				90 90	BÜ/M
APM5	Baumpflegetechnik und Arbeitslehre		6					180	K2/BÜ/M
GPM08	Recht II		3					90	K2
GPM09	Rechnungswesen		3					90	K1,5
APM6	GIS-Anwendungen in der Stadt- und Landschaftsplanung			6				180	K2/M/BÜ
APM7	Urbane Standortkunde			6				180	R + M ³
APM8	Gehölzökologie und Holzverwendung			3				90	R
AWPM	Wahlpflichtmodul			6				180	<i>individuell</i>
APM9	Produktion und Pflanzung von Gehölzen				6			180	K3/BÜ/M ²
APM10	Planung und Bewirtschaftung von urbanem Grün				6			180	BÜ
APM11	Schutz und Pflege von Gehölzen				9			270	BÜ ⁴ + K2/M
APM12	Naturschutz und Artenschutz im urbanen Raum				3			90	K1/BÜ/M
AWPM	Wahlpflichtmodul				6			180	<i>individuell</i>

APM13	Urbane Wald-, Baum- und Umweltpolitik: Entscheidungsgrundlagen und Verwaltung					6		180	BÜ/PA/M
APM14	Arbeitstechnik					3		90	K1/BÜ/M
APM15	Gehölzwertermittlung					3		90	K2/BÜ/FS
APM16	Wissenschaftliches Arbeiten					3		90	P/EXP + LR/BÜ
APM17	Studienintegriertes Praktikum					15		450	PA ⁵
APM18a/b	Bachelorarbeit und Kolloquium					12 3		450	(AA + Koll) ⁵
APM19	Sachverständigenwesen					6		180	BÜ/FS/P
APM20	Managementmethoden und Personalführung					3		90	K1/PA
AWPM	Wahlpflichtmodul					6		180	<i>individuell</i>

¹ Studienleistung (unbenotet)

² Um eine Studienzeiterverlängerung zu verhindern, kann in Einzelfällen die Prüfungskommission eine mündliche Prüfung beschließen.

³ Beide Prüfungsleistungen müssen separat bestanden werden.

⁴ Prüfungsvorleistung

⁵ Gewichtung für die Ermittlung der Gesamtnote abweichend von den Credits (s. § 2 Abs. 1).

Abkürzung	Bezeichnung
AA	Abschlussarbeit
BÜ	Berufspraktische Übung
EXP	Exposé
FP	Feldbodenkundliche Profilansprache
FS	Fallstudie
H	Hausarbeit
K1/K1,5/K2/K3/K4	ein-/eineinhalb-/zwei-/drei-/vierstündige Klausur
Koll	Kolloquium
LR	Literaturrecherche
M	Mündliche Prüfung
P	Projekt
PA	Projektarbeit
R	Referat
/	oder

Anlage 2: Bachelorurkunde (Muster)

BACHELORURKUNDE

Die HAWK
Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminde/Göttingen
Fakultät Ressourcenmanagement

verleiht mit dieser Urkunde

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

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

Arboristik

bestanden wurde.

Göttingen, den «Datum»

«Dekan*in»
Dekan*in

«Studiendekan*in»
Studiendekan*in

Anlage 3: Bachelorzeugnis (Muster)

BACHELORZEUGNIS

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

hat die Bachelorprüfung im Studiengang

Arboristik

der Fakultät Ressourcenmanagement in Göttingen
bestanden.

Thema der Bachelorarbeit:

	Credits	Gesamtnote
Gesamtbewertung	000	0,0 (in Worten)

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

Göttingen, den «PruefDatum»

«Studiendekan*in»
Studiendekan*in

ANLAGE ZUM BACHELORZEUGNIS

Studiengang

Vorname Nachname
geboren am 00.00.0000 in «Ort»

Module	Credits	Note
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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

Individuelles Profilstudium

0,0
0,0

Bachelorarbeit

0,0

Gesamtnote

Anlage 4: Diploma Supplement (Muster)

DIPLOMA SUPPLEMENT

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

1. Information identifying the holder of the qualification

1.1	Family name(s)	Nachname	1.2	First name(s)	Vorname
1.3	Date of birth	oo.oo.oooo	1.4	Student ID Number or code	oooooo

2. Information identifying the qualification

2.1 Name of Qualification and (if applicable) title conferred (in original language)

Bachelor of Science –Arboristik, B.Sc. Arboristik

2.2 Main field(s) of study for the qualification

Arboriculture

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

HAWK Hochschule für angewandte Wissenschaft und Kunst

Hildesheim/Holzminden/Göttingen

Fakultät Ressourcenmanagement

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's 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.

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 study programme provides the arboricultural knowledge and decision-making skills for management and consultancy posts within private consultancy practices, tree care companies, municipalities or governmental bodies.

The course is focused on delivering contemporary approaches to tree management informed by the latest academic research. It equips students with the ability to effectively gather information, solve problems, make decisions and communicate their opinions.

Students learn how to integrate a knowledge of tree biology, plant pathology and soil science for effective tree management. Tree identification, surveys and the inspection of individual trees are key elements of the course as are tree law, tree protection, safe working practices and the social, environmental, economic and aesthetic benefits of trees. This qualifies students to manage tree populations from individual trees to woodland communities, and to understand the underlying principles behind the management practices. Issues of environmental sustainability are emphasized throughout the course.

The course covers a wide range of current arboriculture issues, including

- Mathematics and statistics
- Soil science
- Plant science, applied tree biology and ecology
- Tree pathology
- Tree care
- Legal framework of tree management
- Tree inventories, basic and advanced tree assessment and risk management
- Tree production and establishment in urban environments
- GIS
- Business administration and economics
- Nature conservation in urban areas
- Environmental planning in urban green spaces.

18 credits of personal choice.

12 weeks of practical training and a bachelor thesis.

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-degree in arboriculture entitles its holder to the legally protected professional title "Bachelor of Science" and to exercise professional work in the field(s) for which the degree was awarded.

6. Additional information

6.1 Additional information

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

6.2 Further information sources

www.hawk.de

7. Certification

This Diploma Supplement refers to the following original documents:

Document on the award of the academic degree

(Bachelorurkunde) **00.00.0000**

Certificate (Bachelorzeugnis) **00.00.0000**

Transcript of Records dated from

Certification Date: **00.00.0000**

(Official Seal / Stamp)

Dean of Studies

8. National higher education system

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

8. Information on the German higher education systemⁱ

8.1 Types of institutions and institutional status

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

- *Universitäten* (Universities) including various specialized institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.

- *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (Universities of Applied Sciences, UAS) concentrate their study programmes in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies an application-oriented focus of studies, which includes integrated and supervised work assignments in industry, enterprises or other relevant institutions.

- *Kunst- und Musikhochschulen* (Universities of Art/Music) offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

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

8.2 Types of programmes and degrees awarded

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

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

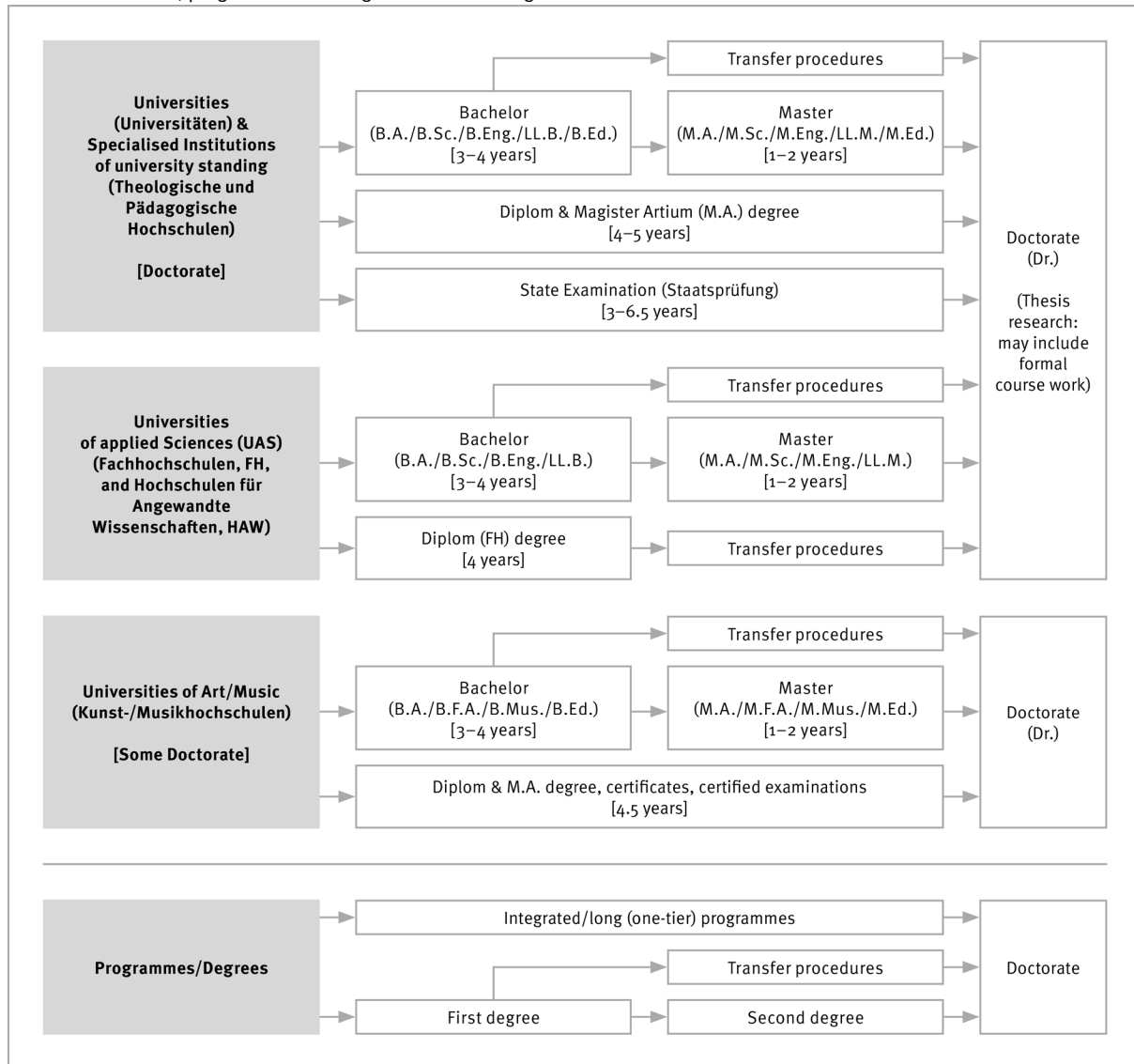
The German Qualifications Framework for Higher Education Qualifications (HQR)ⁱⁱⁱ describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong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

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

8.3 Approval/Accreditation of programmes and degrees

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

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



8.4 Organisation and structure of studies

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

8.4.1 Bachelor

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

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

8.4.2 Master

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

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

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

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

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

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

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

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

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

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

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

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

8.5 Doctorate

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

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

8.6 Grading scheme

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

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

8.7 Access to higher education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialised variants (*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.^x

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

8.8 National sources of information

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

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

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

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

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

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

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

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

^{viii} See note No. 7.

^{ix} See note No. 7.

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