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# **Prüfungsordnung für den Bachelorstudiengang Immobilienwirtschaft und -management (Besonderer Teil)**

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**Fakultät Management, Soziale Arbeit, Bauen**

Der Fakultätsrat der Fakultät Management, Soziale Arbeit, Bauen der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminden/Göttingen hat am 5. November 2024 die nachfolgende Änderung der Ordnung über den Besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Immobilienwirtschaft und -management beschlossen. Die Ordnung wurde am 5. November 2024 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 7. November 2024.

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

- (1) Die Regelstudienzeit des Bachelorstudiengangs Immobilienwirtschaft und -management beträgt sechs Semester.
- (2) Der Gesamtumfang der Pflicht- und Wahlpflichtbereiche beträgt 180 Leistungspunkte (Credits). Das Studium setzt sich aus Pflichtmodulen im Umfang von 159 Leistungspunkten sowie Wahlpflichtmodulen im Umfang von 21 Leistungspunkten zusammen. Mögliche Studienprofile können im Rahmen der „Immobilienwirtschaftlichen Projekte“ festgelegt werden. Der Studienverlauf wird in Anlage 1 aufgezeigt. Den Workload der einzelnen Module veranschaulicht ebenfalls die Anlage 1.
- (3) Studierende müssen aus dem Angebot der zentralen Einrichtung HAWK plus Wahlpflichtmodule im Umfang von sechs Leistungspunkten auswählen.

## **§ 2 Prüfungen**

- (1) Die für die Bachelorprüfung zu erbringenden Prüfungen werden studienbegleitend erbracht. Der Modulübersicht (Anlage 1) ist zu entnehmen, welche Prüfungsformen einem Modul zugeordnet sind und ob es sich um Prüfungs- oder Studienleistungen handelt. Bei zusammengesetzten Modulprüfungen ist die Gewichtung ausgewiesen, mit der die Gesamtmodulnote zu berechnen ist.
- (2) Ist eine Studienleistung als Prüfungsvorleistung (PVL) vorgesehen, so ist das Bestehen dieser Prüfungsvorleistung neben dem Vorliegen der Voraussetzungen gemäß § 8 des Allgemeinen Teils der Prüfungsordnung für die Zulassung zur Noten bildenden Modulabschlussprüfung erforderlich.
- (3) Abweichend von § 15 Absatz 2 der Prüfungsordnung Allgemeiner Teil findet keine Pflichtanmeldung zur ersten Wiederholungsprüfung statt. Eine nicht bestandene Modulprüfung nach § 15 Absatz 1 der Prüfungsordnung Allgemeiner Teil soll jedoch in der Regel im Rahmen der regulären Prüfungstermine innerhalb der nächsten beiden Semester in der gleichen Art und Dauer wiederholt werden.

## **§ 3 Praxismodul**

- (1) Die Zulassung zum Praxismodul (Modul IW6\_600) erfolgt auf Antrag, welcher in Form einer Modulanmeldung innerhalb der hierfür lt. Semesterzeitplan vorgesehenen Fristen in der Prüfungsverwaltung einzureichen ist.
- (2) Zum Praxismodul wird zugelassen, wer bis dahin alle Module der ersten beiden Fachsemester bestanden hat. Näheres regeln Modulübersicht sowie Praxisleitfaden in ihrer jeweils gültigen Fassung.

## **§ 4 Bachelorarbeit und Kolloquium**

- (1) Die Bearbeitungszeit für die Bachelorarbeit (Modul IW6\_900) beträgt sechs Wochen.
- (2) Eine Zulassung zum Modul Bachelorarbeit ist erst möglich, wenn alle Leistungspunkte bis auf die Leistungspunkte der Abschlussarbeit selbst, die Leistungspunkte der Module des Abschlussesemesters sowie die Leistungspunkte eines weiteren Moduls erbracht sind. Das offene Modul darf nicht aus den ersten beiden Fachsemestern stammen. Für das im letzten Fachsemester angesiedelte Praxismodul muss die Zulassung erteilt worden sein. Es muss ferner durch einen aussagekräftigen Nachweis (z.B. Praktikumsvertrag) erkennbar sein, dass der Pflichtteil des Praktikums rechtzeitig vor Ausgabe des Bachelorthemas abgeschlossen sein wird. Dieser Nachweis ist gemeinsam mit dem Zulassungsantrag zur Bachelorarbeit in der Prüfungsverwaltung einzureichen.

- (3) Im Antrag auf Zulassung zur Bachelorarbeit (Modulanmeldung) ist der Themenbereich der Aufgabenstellung für die Bachelorarbeit sowie die bzw. der Erstprüfende zu nennen. Es ist ferner die Unterschrift der bzw. des Erstprüfenden einzuholen.
- (4) Eine Zulassung zum Kolloquium ist bereits dann möglich, wenn die Modulprüfung im gemäß Absatz 2 zulässigerweise noch offenen weiteren Fachmodul aussteht.

### **§ 5 Hochschulgrad, Zeugnis**

- (1) Der Studiengang schließt mit dem Kolloquium zur Bachelorarbeit oder mit dem Abschluss des im gemäß § 4 Absatz 2 zulässigerweise noch offenen Fachmoduls 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 (Muster Anlage 2). Ein Muster des Bachelorzeugnisses enthält Anlage 3. Gleichzeitig mit dem Zeugnis wird der/dem Studierenden ein Diploma Supplement (Muster Anlage 4) 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 in diese Ordnung überführt. Über Ausnahmen entscheidet auf begründeten Antrag, der innerhalb von drei Monaten nach Inkrafttreten dieser Prüfungsordnung zu stellen ist, die Prüfungskommission. Für Wiederholungsprüfungen gilt § 15 Absatz 2 der Prüfungsordnung Allgemeiner Teil.

## Anlage 1: Modulübersicht

Modul-Nr.	Modulname	Leistungspunkte/Semester						Work-load	Prüfungsform/ Gewichtung
		1	2	3	4	5	6		
IW1_310	Volks- und Immobilienwirtschaftslehre	6						180	K2
IW1_010	Wirtschaftsmathematik und Statistik	6						180	K2 (6 LP)/ K1+K1 (je 3 LP)
IW1_020	Digitalisierung und Informationsmanagement	6						180	K2 (4 LP) + EA* (2 LP)/ ST (4 LP) + EA* (2 LP)
IW1_210	Grundlagen des nachhaltigen Entwerfens	6						180	K2/PF/PR/ST
IW1_110	Grundlagen des Immobilienrechts	6						180	K2
IW2_320	Betriebswirtschaftslehre		6					180	K2 (6 LP)/ K1+ST (je 3 LP)
IW2_410	Immobilienfinanzierung		6					180	K2+R (je 3 LP)
IW2_415	Immobilien-Research		6					180	K1+R/K1+PA/K1+PR/ K1+FS (je 3 LP)
IW2_220	Grundlagen der Baukonstruktion		6					180	K2
IW2_120	Immobilien- und Grundstücksrecht		6					180	K2
IW3_420	Real Estate Accounting			6				180	K2
IW3_425	Immobilien-Investitionsrechnung			6				180	K1+ST+PR*/K1+PA+PR* (je 2 LP)
IW3_430	Immobilien-Projektentwicklung			6				180	PA+PR (je 3 LP)
IW3_8xx	Wahlpflichtfach <i>(nach aktuellem Plan)</i>			3				90	ST
IW3_130	Immobilienpezifisches Vertragsrecht			6				180	K2
IW3_230	Projektmanagement			3				90	K1
IW4_435	Facility Management				6			180	K2
IW4_440	Wohnungswirtschaft und -bestandsmanagement				6			180	K2
IW4_5xx	Immobilienwirtschaftliches Projekt <i>(nach aktuellem Plan)</i>				6			180	<i>individuell</i>
IW4_450	Immobilienbewertung				6			180	K1+ST (je 3 LP)
IW4_445	Immobilien-Assetmanagement und -Controlling				6			180	K1,5 (4 LP) + FS (2 LP)/ K2 (6 LP)/FS (6 LP)
IW5_330	Wertorientierte Unternehmensführung und Personalmanagement					6		180	R/PR/PA/FS
IW5_455	Immobilien-Marketing und -Vertrieb					6		180	R/K2/K1+R (je 3 LP)
IW5_460	Immobilien-Portfolio- und Risikomanagement					6		180	K1,5 (4 LP) + FS (2 LP)/ K2 (6 LP)/FS (6 LP)
IW5_5xx	Immobilienwirtschaftliches Projekt <i>(nach aktuellem Plan)</i>					6		180	<i>individuell</i>
IW5_7xx	Individuelles Profilstudium					3		90	<i>individuell</i>
IW5_7xx	Individuelles Profilstudium					3		90	<i>individuell</i>
IW6_600	Praxismodul						18	480	PB+PR*
IW6_900	Bachelorthesis						12		AA + Koll.

Abkürzung	Bezeichnung (ggf. Umfang)
/	oder
*	unbenotete Studienleistung (alle anderen: benotete Prüfungsleistung)
AA	Abschlussarbeit
FS	Fallstudie FS (2 LP): mündl. Vortrag auf Grundlage einer schriftlichen und/oder medialen Ausarbeitung FS (6 LP): vertiefte schriftliche Auseinandersetzung
IR	Internetrecherche
K1/K2	Klausur (1 bzw. 2 Stunden)
Koll	Kolloquium
LB	Laborbericht
M	Mündliche Prüfung
PR	Präsentation
PA	Projektarbeit
PB	Praktikumsbericht
PF	Portfolio
R	Referat
RP	Erstellung und Dokumentation von Rechnerprogrammen
ST	Studienarbeit
EA	Experimentelles Arbeiten

## Anlage 2: Bachelorurkunde (Muster)

# BACHELORURKUNDE

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

verleiht mit dieser Urkunde

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

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

**Immobilienwirtschaft und -management**

bestanden wurde.

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Holzminden, den «Datum»

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«Dekan\*in»  
Dekan\*in

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«Studiendekan\*in»  
Studiendekan\*in

## Anlage 3: Bachelorzeugnis (Muster)

### BACHELORZEUGNIS

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

hat die Bachelorprüfung im Studiengang

**Immobilienwirtschaft und -management**

der Fakultät Management, Soziale Arbeit, Bauen  
bestanden.

**Thema der Bachelorarbeit:**

<b>Abschlussprüfung</b>	<b>Credits</b>	<b>Gesamtnote</b>
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	<b>000</b>	<b>0,0 (in Worten)</b>
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Die Gesamtnote ergibt sich aus den Modulnoten gemäß Anlage zum Bachelorzeugnis.

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Holzminen, den «PruefDatum»

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«Studiendekan\*in»  
Studiendekan\*in

# ANLAGE 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 Science – Immobilienwirtschaft und -management, B.Sc.
- 2.2 Main field(s) of study for the qualification  
Real Estate Economics and Management
- 2.3 Name and status of awarding institution (in original language)  
HAWK Hochschule für angewandte Wissenschaft und Kunst  
Hildesheim/Holzminden/Göttingen  
Fakultät Management, Soziale Arbeit, Bauen  
University of Applied Sciences and Arts / State Institution
- 2.4 Name and status of institution administering studies (in original language)  
[as above]
- 2.5 Language(s) of instruction/examination  
German

#### 3. Information on the level and duration of the qualification

- 3.1 Level of the qualification  
Bachelor programme, undergraduate, first degree, by research with thesis
- 3.2 Official duration of programme in credits and/or years  
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  
Major purpose of the undergraduate programme „Real Estate Economics and Management“ is the training and education of future specialists in real estate economics and management. The course is structured in the way that students will receive a

general knowledge in real estate including aspects of technique and law. Students have to learn characteristics and instruments of all phases of real estate life cycle. With this knowledge graduates of this programme are prepared to gain professional careers in the field of Real Estate.

The study programme prepares the student to

- know the economic, technical and legal framework of Real Estate Economy,
- learn entrepreneurial thinking and acting relating to Real Estate Economy,
- have profound knowledge of Real Estate lifecycle,
- receive IT-knowledge in Real Estate,
- be able to apply theoretical knowledge to practise,
- be working on case studies you will gain practical solutions by joined-up thinking and application-oriented methods,
- be working in small groups you will receive major qualifications like motivation, self-discipline, capacity for teamwork and assertiveness,
- Fieldtrips will get the students in close contact with representatives of leading companies of Construction and Real Estate Economy and
- permanent cooperation with associated companies will allow the students to get a high amount of practical experience.

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 Real Estate Economics and Management 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](http://www.hawk.de)

**7. Certification**

This Diploma Supplement refers to the following original documents:

Document on the award of the academic degree

(Bachelorurkunde) **00.00.0000**

Certificate (Bachelorzeugnis) **00.00.0000**

Transcript of Records dated from

Certification Date: **00.00.0000**

(Official Seal / Stamp)

\_\_\_\_\_  
Dean of Studies

**8. National higher education system**

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

## **8. Information on the German higher education system<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.

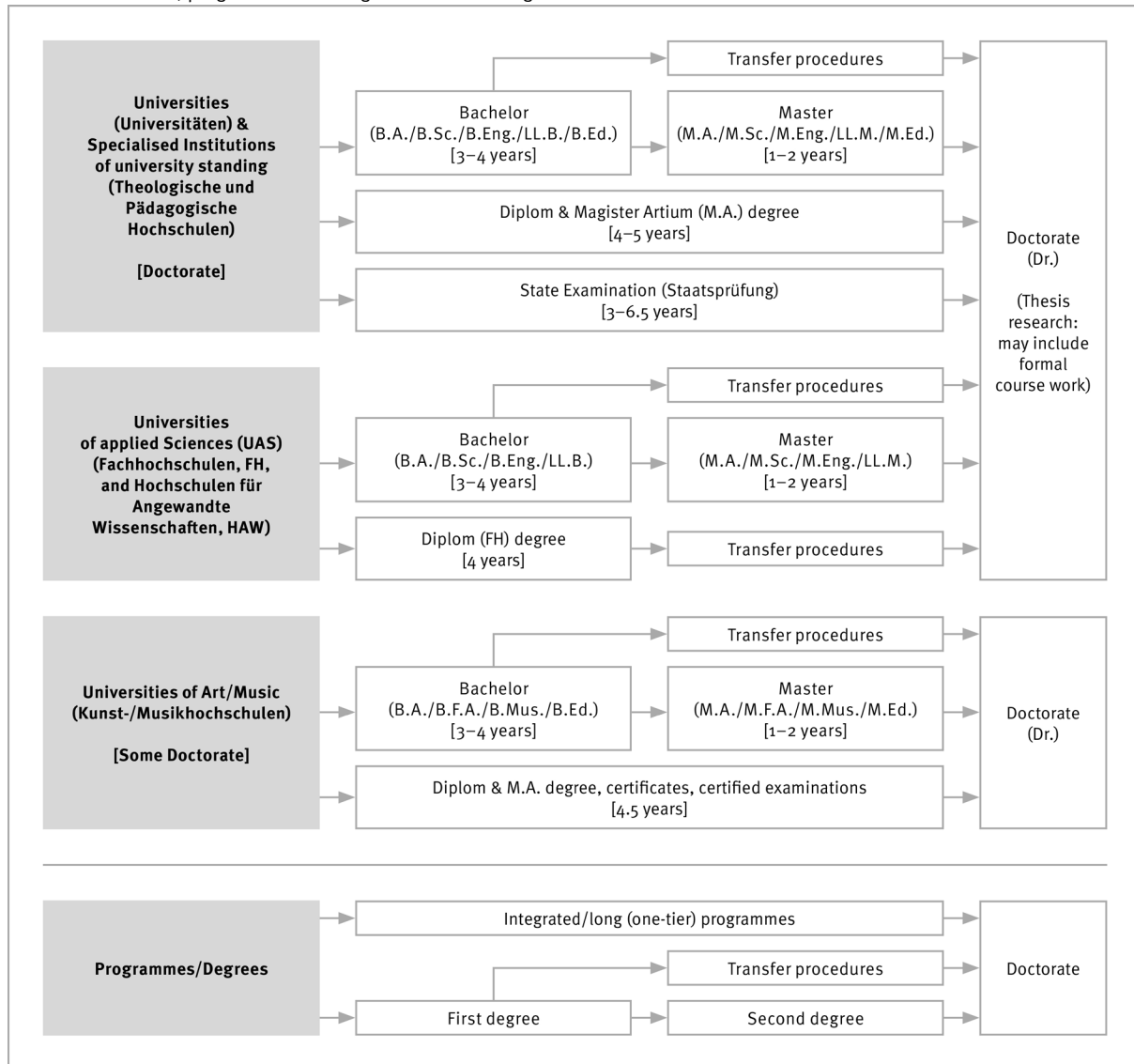
The German Qualifications Framework for Higher Education Qualifications (HQR)<sup>iii</sup> describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework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

<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).