

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. HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2 First Name

Mustermann, Hans

1.3 Date, Place, Country of Birth

1974-06-23, Musterhausen

1.4 Student ID Number or Code

1263

2. QUALIFICATION

2.1 Name of Qualification (full, abbreviated; in original language)

Bachelor of Arts (B.A.)

Title Conferred (full, abbreviated; in original language)

Does not apply

2.2 Main Field(s) of Study

Administrative Economics with the specializations:

- **Controlling**
- **Financial Management**
- **Marketing**
- **Human Resource Management**
- **Quality Assurance**
- **Project Management**

2.3 Institution Awarding the Qualification (in original language)

Hochschule Harz - Hochschule für angewandte Wissenschaften (FH)

Status (Type / Control)

University of Applied Sciences / State University

2.4 Institution Administering Studies (in original language)

Hochschule Harz - Hochschule für angewandte Wissenschaften (FH)

Status (Type / Control)

University of Applied Sciences / State University

2.5 Language(s) of Instruction/Examination

German and English

3. LEVEL OF THE QUALIFICATION

3.1 Level

graduate/first professional qualifying degree with degree thesis

3.2 Official Length of Programme

3.5 years with 7 semesters

3.3 Access Requirements

Before beginning the studies, one of the following conditions for admission must be fulfilled:

- **General Higher Education Entrance Qualification**
- **Specialised Higher Education Entrance Qualification**
- **General Higher Education Entrance Qualification for Universities of Applied Science**
- **University Administered Entrance Exam**
- **A qualification for entrance to higher education deemed equivalent by the Land Saxony-Anhalt.**

4. CONTENTS AND RESULTS GAINED

4.1 Mode of Study

Full-time, on-campus programme

4.2 Programme Requirements/Qualification Profile of the Graduate

The course of studies Administrative Economics imparts to the graduates a solid education in the fields of economy, law, social and administrative sciences. Moreover it provides graduates with basic competencies in English / Business English and in information and communication technologies.

The contents of the course of studies Administrative Economics are designed to combine theoretical imparting of knowledge with practical professional qualifications and activities. Thereby students analyse new scientific findings in their concrete practical application in administrations, public institutions and in the private sector.

Methodical-analytical abilities as well as key qualifications, which are particular to this occupational area, are delivered in various teaching and learning forms. The semester-wide project as well as the two semesters long compulsory elective modules play a fundamental role. With the help of selected partners from the economy, the students analyse specific economical issues and develop solutions.

Moreover, practical projects form the graduates' communicative competence, capacity for team work and problem-solving skills. The insight into administrative work and intermunicipal collaboration as well as the accomplishment of comprehensive practical courses during the entire study period lead to a better understanding of the necessity of civic involvement. Some terminable projects during the practical courses enhance personality development just as university projects enhance independent problem-solving abilities.

Administrative economists with an economically oriented education and a solid basic legal training are in demand at the classical public administration as well as at non profit organisations and private institutions which work closely with the government authorities. The goal of this course of studies is therefore to enable graduates to deal with administrative processes on a highly communicative level, to solve economical problems constructively, to develop social benefits and bring together and balance different interests. For this purpose, the course of studies imparts the students with essential legal, economical, political and social scientific knowledge as well as with the necessary linguistic, organisational and communicative competencies.

In the course of studies, the following forms of examination are utilised: written examination (knowledge verification), term paper (knowledge application, scholarly work), presentation (knowledge presentation, communicative competence), Bachelor's thesis (scholarly work),

colloquium (scholarly disputation of the Bachelor's thesis).

Controlling:

The compulsory elective course Controlling runs parallel to the module Controlling. The graduates can analyse and apply the presented instruments and methods of controlling. They master the preparation and presentation of complex issues of organisational controlling for the organisational management.

Financial Management:

Based on the module Financial Management, the graduates can evaluate single investments, investment programmes and financing options from an economic viewpoint. They can apply financial mathematical methods on the basis of practice models and have the ability to make economic comparisons of different financing options.

Marketing:

Based on the module Marketing, the graduates have deep theoretical knowledge. They can apply the fundamental marketing instruments to a practical case. They master key instruments of market research, particularly interview techniques as well as basics of communication policy (press work and presentation techniques).

Human Resource Management:

Based on the modules Human Resource Management and Employment and Public Services Law, the graduates can apply methods of personnel management in practice. Allowing for social values and a personnel-economical approach, they have the ability to analyse and develop employee appraisal, personnel development and remuneration systems.

Quality Assurance:

The graduates know the most important quality management norms and principles and can apply these in practice. They can describe, analyse and independently develop quality management concepts.

Project Management:

The graduates know the fundamental instruments of project management and can apply these to practical cases. They are familiar with project planning, controlling and management as well as with time and crisis management.

4.3 Programme Details

Courses Taken	Grade	Performance Appraisal	ECTS-Credits	ECTS-Grade
Administrative Sciences	3,6	sufficient	5	*
General Economic Principles	1,9	good	5	*
Sources and Principles of Law	2,8	satisfactory	5	*
Europe	1,4	very good	5	*
Foreign Language	1,1	very good	5	*
Municipal Administration and Economy	3,5	satisfactory	5	*
Social Sciences	1,3	very good	5	*
Introduction to Management Accounting	3	satisfactory	5	*
Civil Law	2,5	good	5	*
Social Research	2,2	good	5	*
Municipal Administrative Proceedings	3,1	satisfactory	5	*
Regulatory Law and Planning Law	2,4	good	5	*
Human Resources Management	3,2	satisfactory	5	*
Marketing	3,9	sufficient	5	*

Financial Management	1,4	very good	5	*
Psychology	2,7	satisfactory	5	*
Public Finance	1,9	good	5	*
Business Law	1,7	good	5	*
Work Placement	2,7	satisfactory	25	*
Practical Placement: Complementary Course	3,3	satisfactory	5	*
Controlling	2,2	good	5	*
Multi-Semester Project	1,2	very good	10	*
Professional Field Orientation: Controlling	3,6	sufficient	10	*
Professional Field Orientation: Financial Management	3	satisfactory	10	*
Professional Field Orientation: Marketing	2,7	satisfactory	10	*
Professional Field Orientation: Human Resource Management	1,4	very good	10	*
Professional Field Orientation: Quality Assurance	1,7	good	10	*
Professional Field Orientation: Project Management	1,5	very good	10	*
	2,4	good	10	*
Work Placement	2,4	good	15	*
Administrative Studies	2	good	5	*
Labour and Employment Law	3,7	sufficient	5	*
Colloquium	2,7	satisfactory	3	*
Bachelor Work Placement	3,4	satisfactory	14	*
Bachelor Seminar	3,3	satisfactory	2	*
Bachelor Thesis	2,9	satisfactory	11	*
Theme:	Hier steht dann der Titel der Bachelor- bzw. Masterarbeit in englisch, soweit vorhanden, sonst in deutsch			

* Not calculated due to an inadequate number of cases.

4.4 Grading Scheme

HS Harz Grade	Performance appraisal
1,0 - 1,3	Very good
1,7 - 2,0 - 2,3	Good
2,7 - 3,0 - 3,3	Satisfactory
3,7 - 4,0	Sufficient
5,0	Non-sufficient/Fail

The calculation of the ECTS-grade results from an examination cohort of the three preceding semesters. In order to be calculated, the ECTS-grade requires at least 20 examination events in the examination cohort.

See below section 8.6

4.5 Overall Classification (in original language)

2,2 (good)

ECTS-Grade: C

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

The course of studies prepares students to self dependently fulfil the specific demands in the economy. Moreover, the Bachelor course of studies enables the admission to master degree programmes with concentration in Public Management and the preparation for a position in science and in the higher grade of the civil service.

5.2 Professional Status

In accordance with the decree issued by the Interior Ministry of the state of Saxony-Anhalt dated 17.8.2010, ref. 16.11-03120/10, the programme of study fulfils the requirements of the position paper of the permanent conference of interior ministers and senators of the states of the Federal Republic of Germany (IMK) of 23./24.6.2005 regarding the equivalence of bachelor's programmes and qualifications with diploma programmes and qualifications at universities of applied sciences within the context of education and training for the higher grade general (non-technical) administrative service. Successful completion of the course of study qualifies the graduate to secure a first entry level post in service class 2 of the general administrative service (formerly higher grade general administrative service).

6. ADDITIONAL INFORMATION

6.1 Additional Information

The graduate has proved extracurricular achievements.

6.2 Further Information Sources

**www.hs-harz.de
+49 3943 659 400**

7. CERTIFICATION

This Diploma Supplement refers to the following original documents:

Document of the granting of the degree dated 2014-02-17

Urkunde über die Verleihung des Grades vom 17.02.2014

Examination Certificate dated 2014-02-17

Zeugnis vom 17.02.2014

Transcript of Records dated 2014-02-17

Transcript of Records vom 17.02.2014

Certification Date: 2014-02-17

Chairman Examination Committee

University Seal

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 that awarded it.

8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEM¹

8.1 Types of Institutions and Institutional Status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).²

- *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* (Universities of Applied Sciences) 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 a distinct application-oriented focus and professional character of studies, which include 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, a scheme of first- and second-level degree programmes (Bachelor and Master) was introduced to be offered parallel to or instead of integrated "long" programmes. These programmes are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

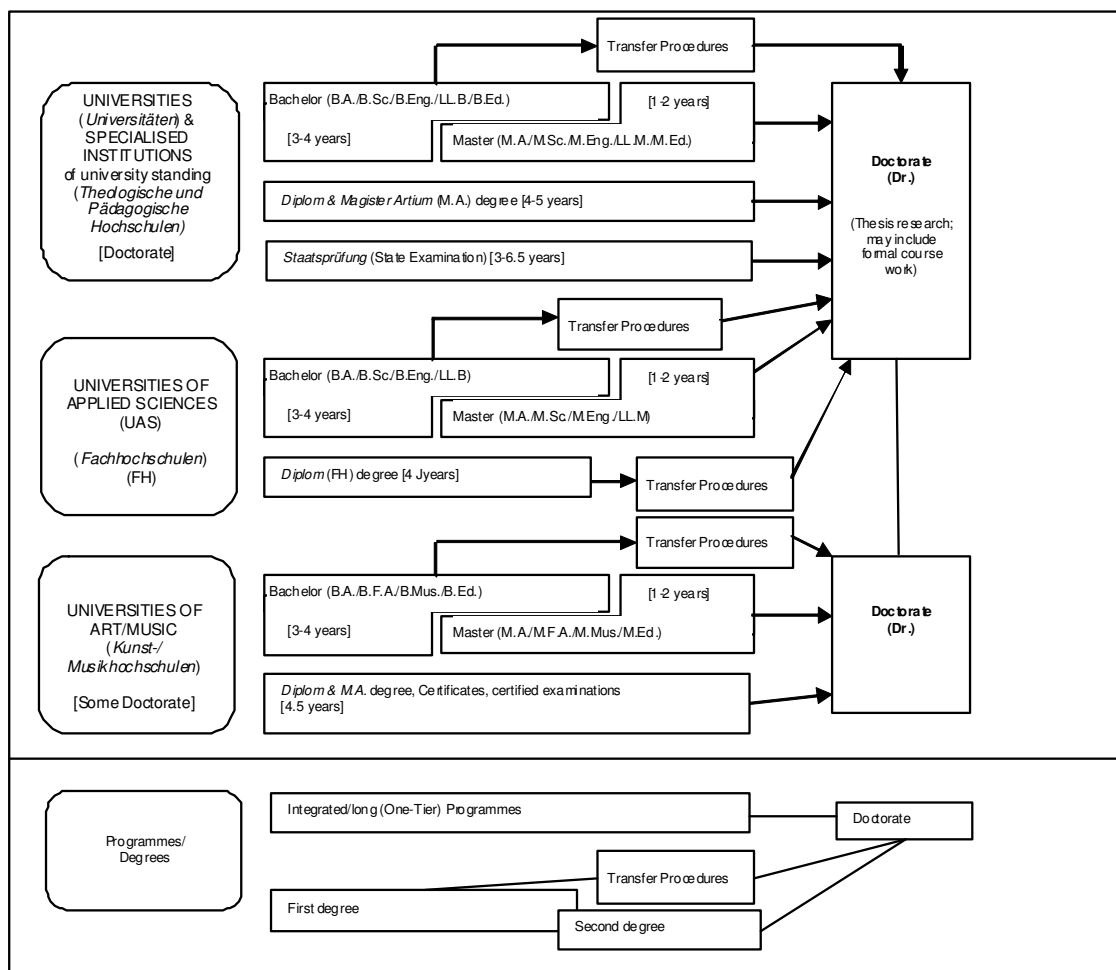
The German Qualification Framework for Higher Education Degree³ describes the degrees of the German Higher Education System. It contains the classification of the qualification levels as well as the resulting qualifications and competencies of the graduates.

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 organization 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).⁴ In 1999, a system of accreditation for programmes of study has become operational under the control of an Accreditation Council at national level. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the quality-label of the Accreditation Council.⁵

Table 1: Institutions, Programmes and Degrees in German Higher Education



8.4 Organization and Structure of Studies

The following programmes apply to all three types of institutions. Bachelor's and Master's study courses 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 organization 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 degree study programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor degree is awarded after 3 to 4 years.

The Bachelor degree programme includes a thesis requirement. Study courses leading to the Bachelor degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.⁶

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.).

8.4.2 Master

Master is the second degree after another 1 to 2 years. Master study programmes may be differentiated by the profile types "practice-oriented" and "research-oriented". Higher Education Institutions define the profile.

The Master degree study programme includes a thesis requirement. Study programmes leading to the Master degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.⁷

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 study programmes which are designed for continuing education may carry other designations (e.g. MBA).

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 specializations. 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 level.

- Integrated studies at *Universitäten (U)* last 4 to 5 years (*Diplom* degree, *Magister Artium*) or 3 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. 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)*/Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree. While the *FH/UAS* are non-doctorate granting institutions, qualified graduates 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 organization, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, the integrated study programme awards include Certificates and certified examinations for specialized areas and professional purposes.

8.5 Doctorate

Universities as well as specialized institutions of university standing and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master (UAS and U), a *Magister* degree, a *Diplom*, a *Staatsprüfung*, or a foreign equivalent. Particularly qualified holders of a Bachelor 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.

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 institutions partly already use an ECTS grading scheme.

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. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen* (UAS) is also possible with a *Fachhochschulreife*, which can usually be acquired after 12 years of schooling. Admission to Universities of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

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]; Lennéstrasse 6, D-53113 Bonn; Fax: +49[0]228/501-229; Phone: +49[0]228/501-0
- Central Office for Foreign Education (ZaB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org
- "Documentation and Educational Information Service" as German EUR YDICE-Unit, providing the national dossier on the education system (<http://www.kmk.org/dokumentation/zusammenarbeit-auf-europaeischer-ebene-im-eurydice-informationsnetz.html>); E-Mail: eurydice@kmk.org
- Hochschulrektorenkonferenz (HRK) [German Rectors' Conference]; Ahnrstrasse 39, D-53175 Bonn; Fax: +49[0]228/887-110; Phone: +49[0]228/887-0; 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)

- 1 The information covers only aspects directly relevant to purposes of the Diploma Supplement. All information as of 1 July 2010.
- 2 *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 recognized as an academic degree if they are accredited by a German accreditation agency.
- 3 German Qualification 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 21.04.2005).
- 4 Common structural guidelines of the *Länder* for the accreditation of Bachelor's and Master's study courses (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 10.10.2003, as amended on 04.02.2010).
- 5 "Law establishing a Foundation 'Foundation for the Accreditation of Study Programmes in Germany'", entered into force as from 26.2.2005, G.V. NRW, 2005, nr. 5, p. 45 in connection with the Declaration of the *Länder* to the Foundation "Foundation: Foundation for the Accreditation of Study Programmes in Germany" (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16.12.2004).
- 6 See note No. 5.
- 7 See note No. 5.