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. 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
7805

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 Management and eGovernment

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 goal of the course of studies is to impart to the graduates the professional competence for
the public sector, the latest information and communication technology and media as well as
the conceptually-methodical organisational management and process skills, in order
- to plan, organise and implement communication of the public sector as well as information
and communication technology and media in administrative actions
- to functionally organise, manage and control administrative and service processes with the
appropriate modes of communication and media
- to develop concepts of new organisational patterns and modes of communication
and co-operation
- to assume an intermediary function between the users and (external) specialists
- to develop perspectives into virtual administrative structures and concrete entry
strategies of the administrations

In detail, the graduate has the following qualifications and competencies:
- command of basic knowledge in computer science, law and administrative sciences,
- command of application software, databases and programming language,
- command of important concepts, methods and processes for the collection, analysis,
management, evaluation and visualisation of administrative processes and organisational
forms,
- knowledge of system analysis and modelling,
- knowledge of administrative and planning processes as well as of their socio-economic
conditions

The graduate can precisely describe tasks and solution methods of a problem. The course of
studies imparts students with relevant competencies related to the vocational field in the
compulsory elective modules and specialising courses during the major phase. Practical
courses in the 4th and 7th semester take up a central position as elements related to the
vocational field. According to the choice of the course specialisation, the graduate has become
acquainted with the concrete requirements in the professional practice and has deepened the
theoretical and practical knowledge. The compulsory elective part includes modules with
exercise and practice courses, where students learn key qualifications like team work,
communication in small groups and social competency as well as presentation and moderation
techniques and language skills.

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), design work (knowledge application, software application), Bachelor’s thesis (scholarly work), colloquium (scholarly disputation of the Bachelor’s thesis).

4.3 Programme Details

<table>
<thead>
<tr>
<th>Courses Taken</th>
<th>Grade</th>
<th>Performance Appraisal</th>
<th>ECTS-Credits</th>
<th>ECTS-Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Sciences</td>
<td>3</td>
<td>satisfactory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>General Economic Principles</td>
<td>1,9</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Sources and Principles of Law</td>
<td>2,7</td>
<td>satisfactory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Europe</td>
<td>2,3</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2,2</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Basics of Computer Sciences in the Public Administration</td>
<td>2,4</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>1,8</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Introduction to Management Accounting</td>
<td>4</td>
<td>sufficient</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Civil Law</td>
<td>3,9</td>
<td>sufficient</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social Research</td>
<td>1,7</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3,3</td>
<td>satisfactory</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Media and Web Engineering I</td>
<td>2,4</td>
<td>good</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Computer Networks</td>
<td>3,7</td>
<td>sufficient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>3,1</td>
<td>satisfactory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>1,1</td>
<td>very good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Geodata Management</td>
<td>1</td>
<td>very good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Municipal Administrative Proceedings</td>
<td>2,5</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Organisation and Process Management</td>
<td>1,9</td>
<td>good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Media and Web Engineering II</td>
<td>1</td>
<td>very good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Data Management</td>
<td>3,4</td>
<td>satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Management - eGovernment</td>
<td>1,3</td>
<td>very good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Security in Computer Networks</td>
<td>3,4</td>
<td>satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT and Media Law</td>
<td>3,4</td>
<td>satisfactory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Knowledge and Communications Management</td>
<td>2,9</td>
<td>satisfactory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Web Services and Infrastructures</td>
<td>1,4</td>
<td>very good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Placement Semester</td>
<td>2,4</td>
<td>good</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Practical Placement: Complementary Course</td>
<td>1,1</td>
<td>very good</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: IT Management, IT Project Management</td>
<td>3,2</td>
<td>satisfactory</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: Communication and Cooperation in Administrations</td>
<td>3,1</td>
<td>satisfactory</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: Change Management - eGovernment</td>
<td>2,2</td>
<td>good</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: eGovernment and Geographic Information Processing</td>
<td>2,4</td>
<td>good</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: Networked Administration and Administrative Processes</td>
<td>3,5</td>
<td>satisfactory</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Professional Field Orientation: Strategic Information Management</td>
<td>2,2</td>
<td>good</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Multi-Semester Project</td>
<td>2,5</td>
<td>good</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
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

Does not apply

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
Certificate of the granting of the degree 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.
Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI): universities, Fachhochschulen (Universities of Applied Sciences), and Kunst- und Musikhochschulen (Universities of Art/Music).

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 Degree 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). Since 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.

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

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>Bachelor (BA, B.Sc, B.Eng., LL.B/B.Ed.)</th>
<th>Master (M.A./M.Sc., M.Eng., LL.M./M.Ed.)</th>
<th>Doctorate (Dr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universities</td>
<td>3-4 years</td>
<td>1-2 years</td>
<td>Thesis research; may include formal coursework</td>
</tr>
<tr>
<td>Specialised INST.</td>
<td>[Doctorate]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universities of APPLIED SCIENCES (UAS)</td>
<td>Bachelor (BA, B.Sc, B.Eng., LL.B)</td>
<td>Master (M.A./M.Sc., M.Eng., LL.M.)</td>
<td>Diploma (Ph.D.) degree (4 years)</td>
</tr>
<tr>
<td>Fachhochschulen (FH)</td>
<td>3-4 years</td>
<td>1-2 years</td>
<td>Transfer Procedure</td>
</tr>
<tr>
<td>Universities of ART/MUSIC (Kunst- / Musikhochschulen)</td>
<td>Bachelor (BA, B.F.A., B.Mus., B. Ed.)</td>
<td>Master (M.A./M.F.A., M.Mus., M.Ed.)</td>
<td>Diploma &amp; M.A. degree, Certificates, certified examinations (4-5 years)</td>
</tr>
</tbody>
</table>

**Programmes/ Degrees**

- Integrated/long (One-Tier) Programmes
- First degree
- Second degree
- Doctorate
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 is based on modular components and 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. First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Law (B.L.), 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 profiles. 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. Second degree programmes (Master) lead to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (LL.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)

An integrated study programme is either mono-disciplinary (Diplom degree, most programmes completed by a Staatsprüfung) or comprises a combination of either two major or one major and two minor fields (Master 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-Prüfung for Diplom degrees, Zwischenprüfung or credit requirements for the Magister Artium) is prerequisite to enter the second stage of advanced studies and specialization. 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 Kunsthochschulen 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; interim designations may be given): "Sehr Gut" (1) = Very Good; "Gut" (2) = Good; "Befriedigend" (3) = Satisfactory; "Genügend" (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 requirements or 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]; Lenndtstraße 6, D-53113 Bonn; Fax: +49[0]228/501-2299; Phone: +49[0]228/501-0
- Central Office for Foreign Education (ZaB); eurydice@kmk.org; E-Mail: zab@kmk.org
- Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system, etc. (www.higher-education-compass.de)
- "Higher Education Compass" of the German Rectors' Conference (HRK) [German Rectors' Conference; Lennéstraße 39, D-53175 Bonn; Fax: +49[0]228/887-110; Phone: +49[0]228/887-0; www.hrk.de E-Mail: p.a@hrk.de
- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programmes of study, etc. (www.higher-education-compass.de)