

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

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

Colloquium	2,7	satisfactory	3	*
Bachelor Work Placement	1,8	good	14	*
Bachelor Seminar	1,5	very good	2	*
Bachelor Thesis	2,3	good	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

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](http://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**

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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 SYSTEM<sup>1</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>2</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* (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.

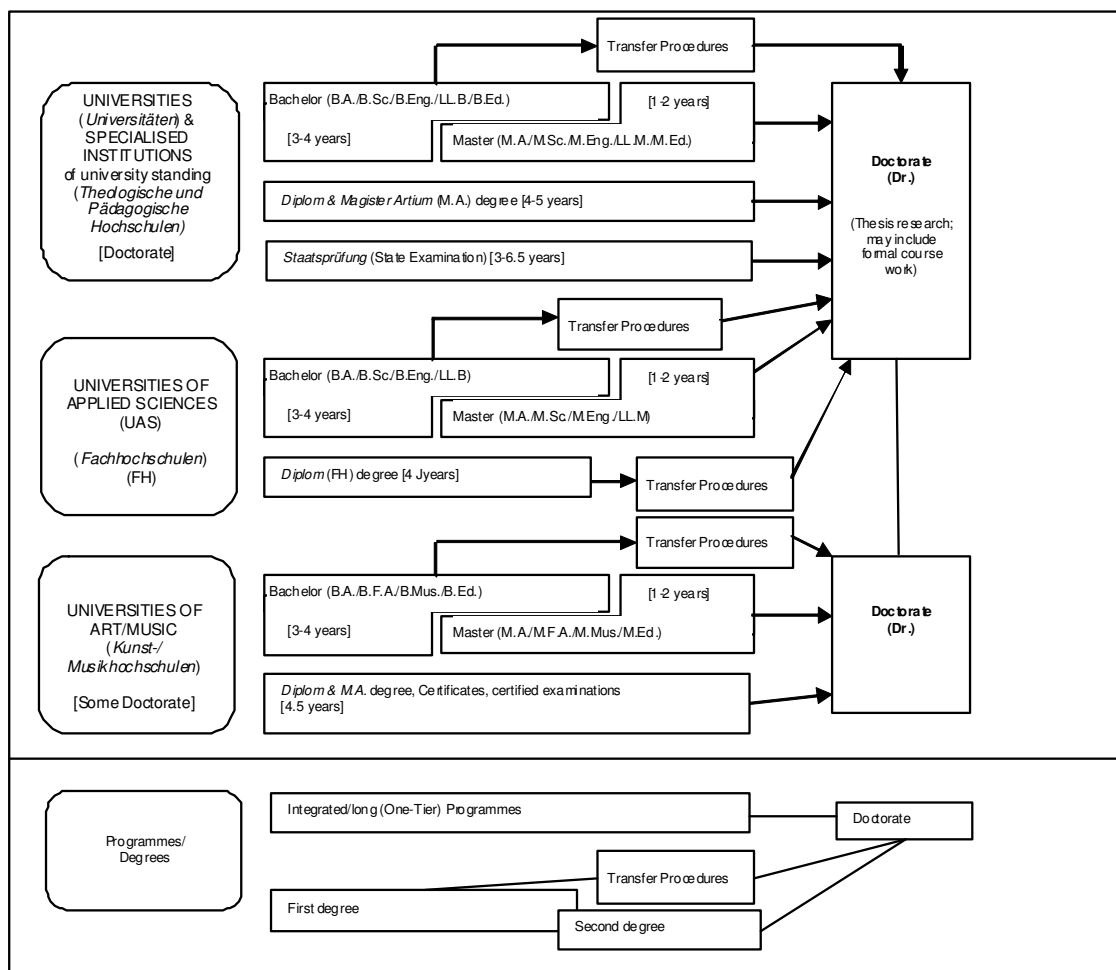
The German Qualification Framework for Higher Education Degree<sup>3</sup> describes the degrees of the German Higher Education System. It contains the classification of the qualification levels as well as the resulting qualifications and competencies of the graduates.

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).<sup>4</sup> 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.<sup>5</sup>

**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.<sup>6</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.).

##### 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.<sup>7</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 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](http://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.