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
   6483

2. QUALIFICATION

2.1 Name of Qualification (full, abbreviated; in original language)
   Master of Arts (M.A.)

   Title Conferred (full, abbreviated; in original language)
   Does not apply

2.2 Main Field(s) of Study
   Tourism and Destination Development

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
   Second foreign language: French, Spanisch or Russian
3. LEVEL OF THE QUALIFICATION

3.1 Level

This Master’s degree programme builds on a first-cycle university degree also conferring a professional entry qualification, and is a focused postgraduate qualification for professional and research purposes. The Master’s degree gives access to higher-level civil service careers.

3.2 Official Length of Programme

2 years with 4 semesters

3.3 Access Requirements

The prerequisite for admission is successful completion of a university degree in a tourism-specific or business and economics discipline with a grade no lower than “good” (grade 2 on a scale of 1-5). In exceptional cases with reasoned justification, especially if a candidate has many years of relevant experience in a senior role or extensive academic publications, the admissions committee may accept a lower grade than “good”. A qualification of equivalent value from another country likewise meets the admission criteria.

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 fundamental objective of the programme is to educate personalities who, having completed the postgraduate curriculum tailored to the tourism sector, are equipped to assume management roles in business and administrative areas of the tourism industry. The Master’s degree examination is intended to assess whether the student has acquired the requisite abilities and qualifications to work independently on the basis of postgraduate-level academic learning and methods, has a grasp of the interdisciplinary aspects of the subject, and has gained the ability to undertake independent academic work as well as to apply specialist and scientific findings in cross-disciplinary contexts.

The graduate has acquired the following detailed competencies:

Specialist Competence:

This Master’s programme places the emphasis on designing concepts which include new ideas for sustainable development of tourist destinations and service providers. The graduate is familiar with the development and marketing of innovative products. Course elements of special importance are the teaching of information management and e-business, and language training in business English and Spanish or French. The graduate has demonstrated a broad and integrated knowledge and understanding of the academic "state of the art" that forms the foundation of his or her field of learning. The graduate has a critical understanding of the most important theories, principles and methods of his or her programme of studies and is in a position to reinforce and integrate his or her knowledge vertically, horizontally and laterally.

Methodological Competence / Instrumental Competence:

The graduate knows and has mastered the full spectrum of technical applications (tools) that he or she will be expected to use in the reality of today’s workplace (appropriate use of standard software, statistical evaluation software, presentation, appropriate use of the Internet and intranet, analysis and structuring techniques, problem analysis and evaluation, creativity techniques, etc.) and has already taken part in practical projects in real situations during the course. The graduate is able to apply his or her knowledge and understanding to the work carried out in service companies and by internal service units within a company, and to the development and refinement of solutions and arguments.

Systemic Tourism Industry Competencies:

The graduate is able to gather, evaluate and interpret information relevant to the tourism sector, as a basis for drawing academically substantiated conclusions which take account of
social, academic and ethical insights. He or she is also able to structure postgraduate-level learning processes independently.

Communicative and Social Competencies:
The graduate has the German and English language skills to articulate viewpoints and solutions to problems in his or her discipline and to defend these in debate (intercultural competencies), to exchange information, ideas, problems and solutions with field specialists and non-experts, and to take responsibility within a team. The graduate is equipped with competencies in soft skills and techniques such as moderation, teamwork and presentation. Thus the graduate has also acquired personal competencies that are critical to professional success, and can make effective use of social interaction in professional practice.

Leadership Competencies:
Graduates are accustomed to working independently, taking the initiative and collaborating with others. They have not just a theoretical but a working knowledge of leadership behaviour, motivational practices and employee orientation. On the basis of their ability to understand themselves and others, they are able to operate confidently and sensitively in social networks, winning support for their objectives from dialogue partners and motivating their cooperation.

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>Tourism Development</td>
<td>1,8</td>
<td>good</td>
<td>9</td>
<td>*</td>
</tr>
<tr>
<td>Controlling and Quality Management in Tourism</td>
<td>2,2</td>
<td>good</td>
<td>6</td>
<td>*</td>
</tr>
<tr>
<td>Media Skills</td>
<td>3</td>
<td>satisfactory</td>
<td>5</td>
<td>*</td>
</tr>
<tr>
<td>Management Competence</td>
<td>1,8</td>
<td>good</td>
<td>6</td>
<td>*</td>
</tr>
<tr>
<td>Foreign Language I (Business English and one Compulsory Elective Level 1: French, Spanish or Russian)</td>
<td>3,9</td>
<td>sufficient</td>
<td>4</td>
<td>*</td>
</tr>
<tr>
<td>International Tourism</td>
<td>1,7</td>
<td>good</td>
<td>9</td>
<td>*</td>
</tr>
<tr>
<td>Markets and Products</td>
<td>2,9</td>
<td>satisfactory</td>
<td>10</td>
<td>*</td>
</tr>
<tr>
<td>Strategic Marketing</td>
<td>1,4</td>
<td>very good</td>
<td>6</td>
<td>*</td>
</tr>
<tr>
<td>Project Management</td>
<td>1,6</td>
<td>good</td>
<td>1</td>
<td>*</td>
</tr>
<tr>
<td>Foreign Language II (Business English and one Compulsory Elective Level 2: French, Spanish or Russian)</td>
<td>2,4</td>
<td>good</td>
<td>4</td>
<td>*</td>
</tr>
<tr>
<td>Practical Project I</td>
<td>2,3</td>
<td>good</td>
<td>10</td>
<td>*</td>
</tr>
<tr>
<td>Practical Project II</td>
<td>2,8</td>
<td>satisfactory</td>
<td>6</td>
<td>*</td>
</tr>
<tr>
<td>Research Project</td>
<td>2,2</td>
<td>good</td>
<td>10</td>
<td>*</td>
</tr>
<tr>
<td>Foreign Language III (Business English and one Compulsory Elective Level 1: French, Spanish or Russian)</td>
<td>1,2</td>
<td>very good</td>
<td>4</td>
<td>*</td>
</tr>
<tr>
<td>Master Seminar/Colloquium</td>
<td>1,5</td>
<td>very good</td>
<td>5</td>
<td>*</td>
</tr>
</tbody>
</table>
Master Thesis 3.6 sufficient 25 *
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

<table>
<thead>
<tr>
<th>HS Harz Grade</th>
<th>Performance appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 - 1.3</td>
<td>Very good</td>
</tr>
<tr>
<td>1.7 - 2.0 - 2.3</td>
<td>Good</td>
</tr>
<tr>
<td>2.7 - 3.0 - 3.3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.7 - 4.0</td>
<td>Sufficient</td>
</tr>
<tr>
<td>5.0</td>
<td>Non-sufficient/Fail</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

5.2 Professional Status

6. ADDITIONAL INFORMATION

6.1 Additional Information

The graduate has proved extracurricular achievements.

6.2 Further Information Sources

Website: www.hs-harz.de
Phone: +49 (0) 3943 659-200
7. CERTIFICATION

This Diploma Supplement refers to the following original documents:

- Document of the granting of the degree dated 2014-02-17
  (Dokument 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 SYSTEM

8.1 Types of Institutions and Institutional Status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEIs):

- **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 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 of university standing (Universitäten) or specialised institutions (Fachhochschulen). In their operations, including the organization of studies and general degree requirements, they are both subject to the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) for quality assurance.

8.2 Types of Programmes and Degrees Awarded

Studies in all three types of institutions have traditionally been offered in integrated “brev” (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 “brev” 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 degrees 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.

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

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>Programme Type</th>
<th>Degree</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universities</strong></td>
<td>Bachelor (BA, B.Sc./B.Eng./LL.B./B.Ed.)</td>
<td>Diplom &amp; Magister Artium (MA)</td>
<td>4-5 years</td>
</tr>
<tr>
<td><strong>Universities</strong></td>
<td>Master (M.A./M.Sc./M.Eng./LL.M./M.M.Ed.)</td>
<td>Staatsprüfung (State Examination)</td>
<td>3-6.5 years</td>
</tr>
<tr>
<td><strong>Universities</strong></td>
<td>Doctorate (Dr.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Universities of Applied Sciences</strong></td>
<td>Bachelor (BA, B.Sc./B.Eng./LL.B.)</td>
<td>Diplom (FH)</td>
<td>4-5 years</td>
</tr>
<tr>
<td><strong>Universities of Applied Sciences</strong></td>
<td>Master (M.A./M.Sc./M.Eng./LL.M.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Universities of Applied Sciences</strong></td>
<td>Doctorate (Dr.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Universities of Art/Music</strong></td>
<td>Bachelor (BA, B.F.A./B.Mus./B.Ed.)</td>
<td>Diplom &amp; M.A. degree</td>
<td>4 years</td>
</tr>
<tr>
<td><strong>Universities of Art/Music</strong></td>
<td>Master (M.A./M.F.A./M.Mus./M.Ed.)</td>
<td>Certificates, certified examinations</td>
<td>4.5 years</td>
</tr>
<tr>
<td><strong>Universities of Art/Music</strong></td>
<td>Doctorate (Dr.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transfer Procedures**

Bachelor degrees or completed by a State Examination may include formal course work.

**Doctorate (Dr.)**

Thesis research; may include formal course work.
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 may be divided into 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. First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Health (B.H.Sc.), 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 courses 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 education 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 degree, 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-Hauptprüfung 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 at 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 FHUAS 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 doctoral-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): “Ausreichend (1) = Very Good; "Gut (2) = Good; "Befriedigend (3) = Satisfactory; "Genügend (4) = Sufficien; "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); Lenndstrasse 6, D-53113 Bonn; Fax: +49(0)228/501-228; Phone: +49(0)228/301-0
- Central Office for Foreign Education (ZAb) as German NARIC; www.lmk.org; E-Mail: zab@lmk.org
- "Documentation and Educational Information Service” as German EURYDICÉ-Unit, providing the national dossier on the education system Artium. [http://www.eurydice.org/documents/eurydicenewsletters/eurydicenewsletter-english-im-eurydicio-informationsnetz.html]; E-Mail: eurodyce@lmk.org
- Hochschulrektorenkonferenz [HRK] (German Rectors’ Conference); Ahrstrasse 39, D-53175 Bonn; Fax: +49(0)228/887-110; Phone: +49(0)228/887-0; www.hrk.de; E-Mail: pres@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 Berausakademare 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 Berausakademare offer Bachelor courses which are recognized as an academic degree if they are accredited by a German accreditation agency.
6 See note No. 5.
7 See note No. 5.