

# 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

**794**

## 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

**Tourism Management with the specializations:**

- **Tour Operator and Travel Agency Management**
- **Hotel Management**
- **Destination Management**
- **Tourism Markets and Marketing**
- **Mobility and Transport Carrier Management**
- **Business Travel Management**
- **International Tourism Management**
- **Consumer Goods Marketing**
- **Controlling**
- **B2B Management**
- **Management Accounting**

### 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 Sciences**
- **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 accredited Bachelor course of studies "Tourism Management" has the goal of imparting to the graduates specific specialized competencies that are appropriate for supporting the management of companies and organisations in the tourism sector actively, independently, practically and in a solution-oriented manner. In order to attain this goal, the conveyance of key qualifications (social competencies, capacity for teamwork, presentation and moderation techniques, project management) and well as language skills (including intercultural competence) assume a major role. With this course of studies, the graduate has laid the foundation for gaining access to management tasks in the tourism sector after a short period of practical professional experience.**

**The graduate has demonstrated a wide and integrated knowledge and understanding of the scientific fundamentals of his/her area of study. He/She possess a critical understanding of the most important theories, principles and methods of his/her study program, and is able to deepen his knowledge vertically, horizontally and laterally.**

**In detail, the graduate has acquired the following competencies:**

##### **Instrumental Competency:**

**Ability to apply his knowledge and understanding to the operations in tourism and service sector companies and to work out and/or further develop solutions to problems and arguments.**

##### **Systemic Tourism Management Competencies**

- **Ability to gather, evaluate and interpret relevant information relating to tourist industry,**
- **Ability to derive scientifically sound judgements from that information, which take into account social, scientific and ethical knowledge**
- **Ability to independently design post graduate learning processes**

##### **Communicative Competencies**

- **is able to formulate, argue, and defend positions and solutions to problems related to tourism**
- **can exchange information, ideas, problems, and solutions with specialists and lay persons**
- **can assume responsibility in a team.**

##### **Tour Operator and Travel Agency Management:**

**In the centre of this professional field orientation stands the examination of tourism business processes (tour operators and travel intermediaries) under the specific conditions of a dynamically changing market. On the basis of the knowledge of strategic challenges as well as operative activities in the tourism industry, the graduate can assume responsibilities and duties inside the management of a tour operator or travel intermediary but can also in addition develop alternatives of action as the basis for strategic decisions.**

**The graduate has an overview of the interplay of operational activities inside and outside of the value-added chain and can judge the opportunities and risks of various business models in the tourism industry (including among others, traditional tour operators vs. Integrated tourism companies; franchising systems/cooperation models vs. Independent travel agents). The significance of the technical environment of the tourism industry (including among others, computer reservation and back office systems, internet portals, dynamic packaging, social media) can be assessed for the networking of internal business processes as well as within the interplay of the tourism value-added chain.**

**Hotel Management:**

The graduate knows the structures and developments of the hospitality market and knows how to arrange this and to react to it. He is trusted with the process of the strategical planning and the meaning hanging together with it of the positioning for the Hospitality. He knows the suitable marketing instruments and knows how to use this within the scope of the surgical planning actually. He is aware of the typically specific identification numbers and cost structures in the Hospitality and able to value and to generate suitable solution.

The graduate knows the calculation models within the scope of accomodation and Food & Beverages and is familiar with the instrument of the Yield management. He is familiar with the contact of the current reservation systems and knows the standards matching for the Hospitality. By the application of case studies and projects specific for hotel the graduate is able not only to strengthen his problem consciousness and to generate solution attempts his social competence separates to develop team orientation and communication knowledge.

**Destination Management:**

Graduates of this module will have gained a familiarity with destination management, in particular from the point of view of incoming visitors. Modern legal and organisational forms and conceptual frameworks (mission statements, marketing concepts, action plans) will have been presented as central areas of focus. The graduate will be able to devise solutions of their own on the basis of applied case studies that relate to both German and foreign destinations (federal states, regions, cities, towns and resorts).

The graduate will also have been made aware of the relationship between tourism and health and the significance of health and spa tourism. Moreover, the graduate will have learned to differentiate the health tourism market by offer, consumers and influencing factors. The graduate will have dealt with aspects of health tourism management and been made aware of the factors for success in the wellness sector.

Furthermore, graduates will have become familiar with the role of the leisure industry within tourism and be able to assess its specific features on both supply and demand sides. Through applied domestic and international examples, the graduate will have learned about selected aspects of leisure management and marketing and know how to put them into practice. This module is rounded off by an analysis of the economic, socio-cultural and ecological effects of tourism in target areas with the graduate receiving particular training in sustainable approaches.

**Tourism Markets and Marketing:**

The graduate knows the most important tourism markets from the demand and supply side, including the customer groups "55plus" and family tourism as well as sport and active tourism. He knows about consumer behaviour and how travel decisions take place and is able to judge the extent to which products are marketable. Therefore, the graduate himself has the capability of developing tourism products, and can judge which distribution channels are respectively the most promising, whereby he is especially knowledgeable about direct channels (internet etc.) Since efficient communication policies belong to the marketing of products, the graduate can judge the efficiency of various communication measures and plan their implementation. Similarly, service quality is inseparable from tourism products. The graduate has acquired the ability to act in a customer oriented manner; he knows how customer dissatisfaction arises, and has been trained with regard to improving his capacity for empathy.

**Mobility and Transport Carrier Management:**

The graduate has acquired an overview of the essential market segments and trends of the industry as well as historical developments and become acquainted with approaches that transcend individual forms of transport in tourism transport (e.g. mobility management). In addition, he knows about important institutions in the individual transportation markets, has acquired an overview of the essential functions in the observed common carriers (esp. bus, rail, airlines, rental cars, cruises) and became acquainted with the appropriate instruments of marketing management to attain the corporate targets on the individual transportation markets and can assess their effectiveness. He is familiar with the legal framework as a precondition for

understanding business decisions.

A focal point of the educational program lies in the management of airlines, so that the graduate knows the strategic options of the company positioning, has acquired the particular features of the different business models as well as an overview of the characteristics of the network management of airlines. The graduate has internalised the sustainable development of air traffic and has learned about the environment in which airlines operate as well as the future developments and challenges facing the air travel industry. He has learned about the application of yield management to the air transport industry. This knowledge has been strengthened through practical training in the system "Rembrandt".

#### **Business Travel Management:**

After completing this professional field orientation, the graduate knows the particularities and structures in the business travel market, important features of business travel behaviour and the demands that the business traveller puts onto the service provider. In addition, he knows the providers of specific business travel services, is familiar with the procedural sequence of a business trip, knows the essential responsibilities and duties of a travel manager and has received - as a normal user and as a travel manager - an insight into the use of an Internet booking engine (cytric).

In addition, the graduate is familiar with the phenomena "Conventions and Conferences" as well as "Trade Fairs", since he has come to know the domestic and international convention and trade fair markets (including important convention location, conference venues and trade fair venues) as well as important management duties and responsibilities.

#### **International Tourism Management:**

Graduates are acquainted with the fundamental aspects and the key players of the international tourism market. They understand the international tourism sector and have acquired the necessary qualifications to work in an intercultural management environment. Graduates comprehend the effects of globalization on the tourism industry and the development of international tourism markets and organizations. They can relate this to the corresponding policies and differentiate potential development paths in the international tourism sector. The module on international sustainable management develops the students' ability to evaluate influences of tourism on regional resources, local communities and the ecological environment. Graduates are able to critically combine sustainability management with international tourism activities. Moreover, graduates have learned in the cross-cultural management module to work in intercultural teams and projects. Finally, the module of international business development strategies enables graduates to analyze, plan and implement business plans and strategies in an international tourism environment.

#### **Consumer Goods Marketing:**

The graduate possesses comprehensive knowledge in the areas of brand management (fundamentals of brand management, target systems, brand identity, brand positioning, branding, brand strategies, brand stretching, brand alliances, brand management) as well as in the design and perception of advertising (psychological aspects of the effects of advertising, advertising design, forms, advertising performance control).

The graduate has learned to solve problems of consumer goods marketing via small case studies. He/she can work on solutions in a team and present these solutions in a plenum.

#### **Controlling:**

The graduate possesses basic knowledge of controlling. He/she is able to create budgets, conduct deviation analysis, introduce appropriate countermeasures, develop a controlling system in small and medium-sized companies and work with the instruments of ecological controlling.

He/she has learned to recognize and formulate the basic conditions for economic success as well as to make decisions in complex situations marked by uncertainty, develop and realize targets and strategies in an economic-ecological environment, keep perspective in difficult situations, practice efficient communication through

visualisation, apply the basics of marketing, perform cost, profitability, budget, controlling and product calculations, to think and act beyond the boundaries of controlling, to develop capabilities to structure and solve problems, convert figures into practical knowledge and decisions, make decisions in a team and with the use of PC-supported planning models.

**B2B Management:**

Based on the fundamentals of B2B-marketing, advanced theories relating to purchasing behaviour, strategic planning as well as operative and international marketing are taught.

Applying strategic and operative instruments, the graduate can develop sales as well as procurement concepts while thereby taking into consideration the particularities of B2B-management. He/she is able to use SAP/R3 for the purpose of analysis.

**Management Accounting:**

The graduate is independently able to:

- determine and use data necessary to business work and management related to revenues, performance, costs, contribution margins and profits.
- calculate, using the instruments of cost accounting, profits, inventories for finished and unfinished goods, internal costs and activities as well as equivalence co-efficient costing.
- determine cost type, cost objects and cost centres in terms of full cost and direct cost accounting.
- conceive, implement and realize the calculation of direct costing and contribution costing, planning, control and analysis of costs, contribution margins and profitability, hourly rate costing, activity-based costing, target costing and target-costing management systems.

In the course of studies, the following forms of examination are utilized: 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).

#### 4.3 Programme Details

Courses Taken	Grade	Performance Appraisal	ECTS-Credits	ECTS-Grade
Business Administration for Students of Tourism Management	2	good	7	*
Statistics and Computer Applications	3,1	satisfactory	7	*
Fundamentals of Tourism Management	2,5	good	8	*
Fundamentals of Tourism	3	satisfactory	5	*
English for Tourism	3	satisfactory	5	*
International Competence	3,7	sufficient	5	*
Business Mathematics	2,8	satisfactory	5	*
Business Finance	2,3	good	5	*
Business Law	2,9	satisfactory	5	*
Financial Accounting	2,7	satisfactory	5	*
Introduction to Sales and Communications	4	sufficient	5	*
Cost Accounting	2,1	good	5	*
Principles of Economics	3,1	satisfactory	6	*
General Conditions for Corporate Management in Tourism	1,2	very good	5	*
Case Study in Tourism	3,3	satisfactory	5	*
Marketing and Methodology	2,1	good	7	*
Work Placement or Study Abroad	1	very good		*

Finance Management and Controlling	2,6	satisfactory	5	*
Project Work I	2,8	satisfactory	5	*
Project Work II	3,8	sufficient	5	*
Foreign Language IV	3,8	sufficient	5	*
Foreign Language V	3,7	sufficient	5	*
Perspectives of Tourism Management	2,1	good	5	*
Professional Field Orientation: Tour Operator and Travel Agency Management	2,3	good		*
Professional Field Orientation: Hotel Management	2,7	satisfactory		*
Professional Field Orientation: Destination Management	1,1	very good		*
Professional Field Orientation: Tourism Marketing	1,3	very good		*
Professional Field Orientation: Business Travel Management	3,4	satisfactory		*
Professional Field Orientation: Mobility and Transport Carrier Management	3,3	satisfactory		*
Professional Field Orientation: International Tourism Management	3	satisfactory		*
	3,6	sufficient		*
Professional Field Orientation: Consumer Goods Marketing	3,5	satisfactory		*
Professional Field Orientation: Controlling	3,6	sufficient		*
Professional Field Orientation: B2B	1,2	very good		*
	3,4	satisfactory		*
Bachelor's Degree	3,7	sufficient		*
Work Placement	1,6	good	17	*
Colloquium	2,7	satisfactory	1	*
Bachelor Thesis	4	sufficient	12	*
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 graduate has attained the ability to further his knowledge in programs at the level of Master's. Due to his comprehensive fundamental education in business studies, he can be recommended for the admission to MBA courses of study as well as to other master degree programmes with concentrations in tourism management.**

### 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 659 200**

## 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 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.

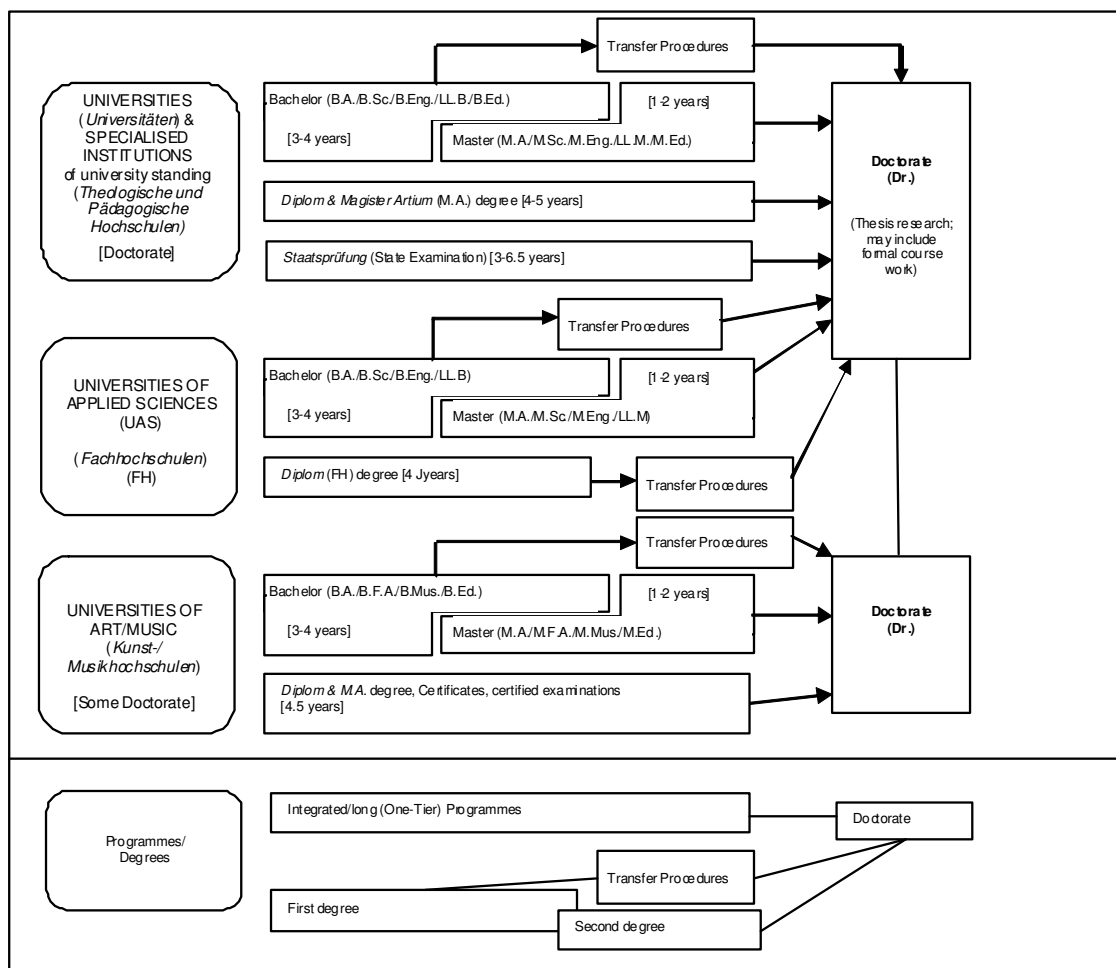
The German Qualification Framework for Higher Education Degree<sup>3</sup> describes the degrees of the German Higher Education System. It contains the classification of the qualification levels as well as the resulting qualifications and competencies of the graduates.

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.