

Hans Mustermann

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 of Birth

1990-01-01, Wernigerode

1.4 Student ID Number - Enrolment Code

21800

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2. QUALIFICATION

2.1 Name of qualification and title conferred (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

Dual-study branch of the Business Administration study programme with the specializations:

- Financial Statements
- Taxation and Auditing
- Management Accounting
- Business Law
- Management Control
- Financial Risk Management
- B2B Management
- Consumer Goods Marketing
- Personnel Management
- Change Management
- Logistics Management
- Strategic Innovation's Management
- Requirements Engineering
- International Accounting
- International Tourism Management
- Management Accounting
- Strategy and Organisation Development
- Online Management

2.3 Institution Awarding the Qualification (in original language)

Hochschule Harz - Hochschule für angewandte Wissenschaften

Status (Type and Control)

University of Applied Sciences / State University

2.4 Institution Administering Studies (in original language)

Hochschule Harz - Hochschule für angewandte Wissenschaften

Status (Type and Control)

University of Applied Sciences / State University

2.5 Language(s) of Instruction and Examination

German

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3. LEVEL OF THE QUALIFICATION

3.1 Level

EQF/DQF level 6; graduate/first professional qualifying degree with degree thesis

3.2 Official duration of programme in credits and years

8 semesters, 210 ECTS

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

Furthermore, a study contract or a training and a learning contract with a partner company entitled to provide vocational training is an essential prerequisite.

4. CONTENTS AND RESULTS GAINED

4.1 Mode of Study

Dual Studies: on-campus programme with integrated vocational training.

4.2 Programme learning outcomes

Graduates of the dual-study branch of the Business Administration study programme are prepared to assume (junior) management tasks in companies and other types of organisations. They address job-related issues in an independent and appropriate manner, and solve managerial problems which may arise. The graduates have familiarised with their host company's setting and completed different tasks there during their vocational training assignments and during the work experience periods.

They have a broad and integrated methodic and expert knowledge in the area of business administration and management. They have the individual skill-set to communicate and collaborate with colleagues and business partners effectively. The graduates have the knowledge, skills and ability to assume management tasks in a large variety of companies and institutions after a short period of practical professional experience.

In particular, the graduates have acquired the following competences:

Management competence:

The graduates know the significant theories, principles and methods of business administration. They use the specific terminology appropriately and understand the features, interdependencies and limits of the different approaches. They have comprehensive and state-of-the art knowledge in the area of general management complemented by expert knowledge in their professional fields. They apply a holistic approach to the different facets of the complex business operations. They identify interfaces and synergies and take advantage putting those in a broad, interdisciplinary context.

Methodical and instrumental competence:

The graduates master a broad spectrum of state-of-the-art methods and tools relating to business administration. They handle with ease many technical and methodological applications and tools required in management settings. Thus they are able to identify problems and to suggest approaches to solving those, taking into consideration economic, social and ethic aspects. For that, they select and apply appropriate methods and tools adequately. Graduates have experienced the use of methods, tools and approaches in the specific setting of their host company.

Systemic competence:

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The graduates combine methodic and expert competences to cope with the complexity of real world issues. They gather, evaluate and interpret relevant information in order to derive scientifically sound judgements from that information, which take into account social, scientific and ethical considerations. They align and adapt approaches to current needs and changing outside conditions. The graduates have proven a good command during their involvement in their host company's operations.

Personal competence:

The graduates act independently in working and learning environments; they constantly enlarge their knowledge and skills. In doing so, they reflect on the economic, social and cultural impact of their objectives and actions. They collaborate willingly and give assistance to colleagues' further professional and individual development. They formulate, argue, and defend positions and solutions to problems. For that, they use common techniques for presenting findings and facilitating meetings, also in English and in intercultural settings. During the assignment in their host company, the graduates have practiced intensively their acquired skills under real working conditions.

Financial Statements:

The graduate is able to prepare the annual financial statements of an enterprise, even under complex circumstances, and thereby is able to realize the aims of the enterprise's accounting policy. He/she knows the basic procedures for deriving the consolidated annual statement from the individual annual statements of the relevant companies. He/she knows the differences between the regulations of German commercial law and those of the international accounting regulation systems and understands how to prepare an annual statement according to IFRS.

The graduate possesses specialist competency regarding terms as well as the regulations for inclusion and valuation. He/she can make connections between the different areas of external accounting as well between national and international accounting practices. The graduate possesses comprehensive competence regarding the application of sensible approaches and the use of inclusion and valuation methods to prepare various types of annual financial statements.

Taxation and Auditing:

The graduates have a comprehensive knowledge on international taxation and underlying legislation involving German tax legislation applicable to non-residents and double taxation agreements. Hence the graduates qualify for positions dealing with international taxation in theory and practice. They are familiar with legal and professional standards and principles of auditing.

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.

Business Law:

The graduate is able to find all the laws and regulations pertaining to the areas of consumer protection law, securities and exchange law, employee participation, Internet law and marketing law and to apply them, along with the basic principles developed by jurisprudence, to practical cases. For this, he/she has developed the required specialist and methodological competencies.

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Management Control

The graduates are competent to assume operational and scientific responsibilities in the area of management control. They have a comprehensive and state-of-the-art methodical and expert knowledge of management control. They apply terminology, features of usual approaches of management control independently with respect to the underlying interdependencies and limits. They provide support to cope with management problems by supplying relevant data, information and analysis. They integrate diverse planning and control aspects that focus on the strategic business value in the long run and – in parallel - on efficient business operations ensuring solvency and payoff in the short run. They integrate social, environmental and sustainability factors into economic considerations.

Financial Risk Management:

Graduates have a broad knowledge of risk types, indicators, approaches to risk valuation (VAR) and underlying legal aspects. They identify interdependencies and link independently operations of management control and risk management. They know the principles of bank operations' control taking into consideration the parallel implementation of multiple objective like liquidity, cost-effectiveness, risk prevention and solvency. They take investment decisions taking into calculation risk parameters and respecting findings of decision theory.

B2B Management:

The graduates apply a strategic and operational tool-kit to draft purchase and procurement concepts in the B2B field. They work with SAP/R3 enterprise resource planning software for analytic purposes and use the outcomes to explore B2B consumer behaviour and to support marketing operations.

Consumer Goods Marketing:

The graduates have a comprehensive knowledge in the area of brand management. They draft marketing concepts and embed target systems, brand identity, brand positioning, branding, brand strategies, brand stretching, brand alliances, brand leadership. They know how psychological applications can affect advertising, perception and consumers' behaviour and use their knowledge to design advertising and to assess advertising's effectiveness.

Personnel Management:

The graduates apply methods of personnel management to the diverse operations based on a comprehensive methodic and expert knowledge. This covers the full range of operations from HR planning, recruitment, allocation, management, administration and release. During the process they take into consideration current trends, behavioural aspects and business matters. They select and use appropriate tools and instruments to explore arising (problematic) issues and to suggest problem solving measures.

Change Management:

The graduates are familiar with the theoretical principles of recent organisational developments, in particular the people-centred change management methods referring to promoting agents, flow of information, the "iceberg" concept, participatory leadership as well as process and conflict management. They manage change processes independently according to the company's priorities. To design, guide and monitor change processes they use state-of-the-arts techniques like SPOT analysis, interviews and questionnaires, communication and workshops.

Logistics Management:

The graduates are competent to assume responsibilities for logistic operations starting from incoming orders, IT process monitoring, flow of materials processing to the distribution of services and manufactured products. They work with SAP/R3 enterprise resource planning software for the planning of quantity, capacity, schedules, order release and control. They classify procurement objects and (re)configure procedures related to diverse operational processes.

Strategic Innovation's Management:

The graduates are familiar with significant concepts, models and approaches of strategic innovation management. They have a comprehensive methodic and expert knowledge in strategy development and in planning courses of supportive actions. Hence they analyse and assess the relevant framework conditions for strategic management operations. They manage the innovation process alongside its different stages according to the company's specific setting and strategy.

Requirements Engineering

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Graduates are familiar with the fundamental concepts, tasks, approaches, operating modes and procedures of requirements management. They assess, select and apply pros and cons of alternative methods and techniques.

International Accounting:

The graduates have a firm understanding of the regulations on accounting as defined by German Commercial Law and of the International Accounting Regulation Systems (IFRS). They know the main differences between both related to content and underlying concept, and record business transactions accordingly. They have a comprehensive and state-of-the-art methodical and expert knowledge of fundamental models of business valuation. They apply the procedures and rules of how to prepare consolidated financial statements, financial statement analysis and business valuation. They analyse (consolidated) financial statements according to national and international accounting principles, report on the outcomes and provide justifications in case of discrepancies.

International Tourism Management:

The graduates are familiar with the key features, players and processes of international tourism management. They observe global and local site trends, provide differentiated scenarios for future opportunities and risks, and appraise international tourism policy decisions. Within the international sustainability management core graduates compare and assess how tourism activities affect resources, society and environment. They analyze carefully the advantages and disadvantages of assessed outcomes. Graduates collaborate with ease in multilingual teams and in an international business setting. They plan, assess and defend independently long term analysis and short term action plans.

Management Accounting:

The graduates assess, recommend and use operational and strategic tools of management control in a sound and holistic manner for forecasting and accounting purposes. They know how to analyse discrepancies against company's priorities properly and they recommend follow-up actions independently. They handle with ease MS Excel and expert accounting software like SAP to address several types of cases. They (re)configure planning processes according to the company's strategy. They monitor milestones and objectives, suggest and take corporate management decisions.

Strategy and Organisation Development:

Graduates are familiar with concepts and corporate strategy approaches of modern organisational development in various branches. They analyse and design the framework conditions for change processes and select appropriate methods for this purposes. They include internal company factors as well as external competitive conditions in the preparation of strategic company decisions.

Online Management:

The graduates design websites and social media profiles. They analyse web dynamics, optimize search engine marketing and handle GPS applications with ease. They assess the usefulness and feasibility of online and offline business models and combine them where appropriate. They compile digital business models all along the touristic value added chain and embed online techniques such as netnography, selfie analysis and mobile ethnographics. They check applicability and limits of using gamification, crowdfunding, crowdsourcing and co-creation.

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4.3 Programme details, individual credits gained and grades/marks obtained

Courses taken	Grade	Performance Appraisal	ECTS credits
Fundamentals Business Administration	2,3	good	9
Business Mathematics	2,3	good	5
Business Law	2,0	good	5
Financial Accounting	1,7	good	5
Marketing	2,0	good	5
Statistics	1,7	good	5
Computer Applications 1	2,0	good	5
Principles of Economics	1,7	good	6
Taxation	2,3	good	5
Cost Accounting	1,7	good	5
Law and Balance Sheets	2,0	good	5
Business Finance	2,0	good	5
Economics	2,0	good	5
Logistic Management	2,3	good	5
Human Resource Management	2,0	good	5
Corporate Management	2,0	good	5
Business English I	2,3	good	5
Work Placement or Study Abroad		passed	
Work Placement or Study Abroad		passed	

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4.3 Programme details, individual credits gained and grades/marks obtained

Courses taken	Grade	Performance Appraisal	ECTS credits
Business English II	1,7	good	5
Computer Applications 2	2,3	good	5
Techniques and Methods of Scientific Work	2,0	good	5
Project Studies	2,3	good	5
Compulsory Elective Course	2,3	good	5
Business English III	2,0	good	5
Professional Field Orientation: Financial Statements	1,7	good	
Professional Field Orientation: Management Accounting	2,3	good	
Professional Field Orientation: Business Law	1,7	good	
Professional Field Orientation: Controlling	2,0	good	
Professional Field Orientation: Financial Risk Management	2,3	good	
Professional Field Orientation: B2B	1,7	good	
Professional Field Orientation: Consumer Goods Marketing	2,0	good	
Professional Field Orientation: Personnel Management	1,7	good	
Professional Field Orientation: Change Management	2,0	good	
Professional Field Orientation: Logistic Management	2,0	good	
Professional Field Orientation: Taxation and Auditing	2,0	good	
Professional Field Orientation: Strategic Innovation Management	2,3	good	
Professional Field Orientation: Requirements Engineering	1,7	good	10

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4.3 Programme details, individual credits gained and grades/marks obtained

Courses taken	Grade	Performance Appraisal	ECTS credits
Professional Field Orientation: Business Administration - International Accounting	2,0	good	
Professional Field Orientation: Management Accounting	2,3	good	
Professional Field Orientation: Online Management	1,7	good	
Professional Field Orientation: International Tourism Management	1,7	good	
Professional Field Orientation: Strategy and Organisation Development	1,7	good	
Work Placement		passed	17
Colloquium	1,7	good	1
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Bachelor Thesis	2,3	good	12
Theme: Hier steht dann der Titel der Bachelor- bzw. Masterarbeit			
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		Total ECTS credit points	210

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4.4 Grading Scheme and Grade Distribution of Overall Performances

The distribution of grades for overall performances has been calculated based on the overall performance results in this programme of study since its opening (2016).

Number of Graduates: 123

HS Harz grade	Performance	Performance appraisal	Performance appreciation	Grade Distribution	Cumulation
1,0	95 - 100 %	Very good	An excellent performance	10 %	10 %
to 1,3	90 - 94 %			5 %	15 %
to 1,7	85 - 89 %	Good	A performance significantly above average standard	7 %	22 %
to 2,0	80 - 84 %			10 %	32 %
to 2,3	76 - 79 %			18 %	50 %
to 2,7	72 - 75 %	Satisfactory	An average performance	15 %	65 %
to 3,0	68 - 71 %			13 %	78 %
to 3,3	63 - 67 %			12 %	90 %
to 3,7	58 - 62 %	Sufficient	A performance which meets minimum requirements despite of shortcomings	8 %	98 %
to 4,0	50 - 57 %			2 %	100 %

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4.5 Overall Classification of the qualification (in original language)

gut (2,3)

At degree awarding date, this overall performance was among the best 50 % referring to 123 graduates of this study programme since its opening (2016).

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

Qualification for admission to master's programmes.

5.2 Access to regulated professions

Entfällt.

6. ADDITIONAL INFORMATION

6.1 Additional Information

6.2 Further Information Sources

www.hs-harz.de
+49 3943 659 200

7. CERTIFICATION

This Diploma Supplement refers to the following original documents:

Urkunde über die Verleihung des Grades issued on 05.05.2021

Prüfungszeugnis issued on 05.05.2021

Transcript of Records issued on 05.05.2021

Certification Date: 2021-05-05

Chairperson Examination Committee

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.

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8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEM [1]

8.1 Types of Institutions and Institutional Status

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

- Universitäten (Universities) including various specialised 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 (FH)/Hochschulen für Angewandte Wissenschaften (HAW) (Universities of Applied Sciences, UAS) 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 an application-oriented focus of studies, which includes 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-recognised institutions. In their operations, including the organisation 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, two-tier degrees (Bachelor's and Master's) have been introduced in almost all study programmes. This change is designed to enlarge variety and flexibility for students in planning and pursuing educational objectives; it also enhances international compatibility of studies.

The German Qualifications Framework for Higher Education Qualifications (HQR)[3] describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong Learning [4] and the European Qualifications Framework for Lifelong Learning [5].

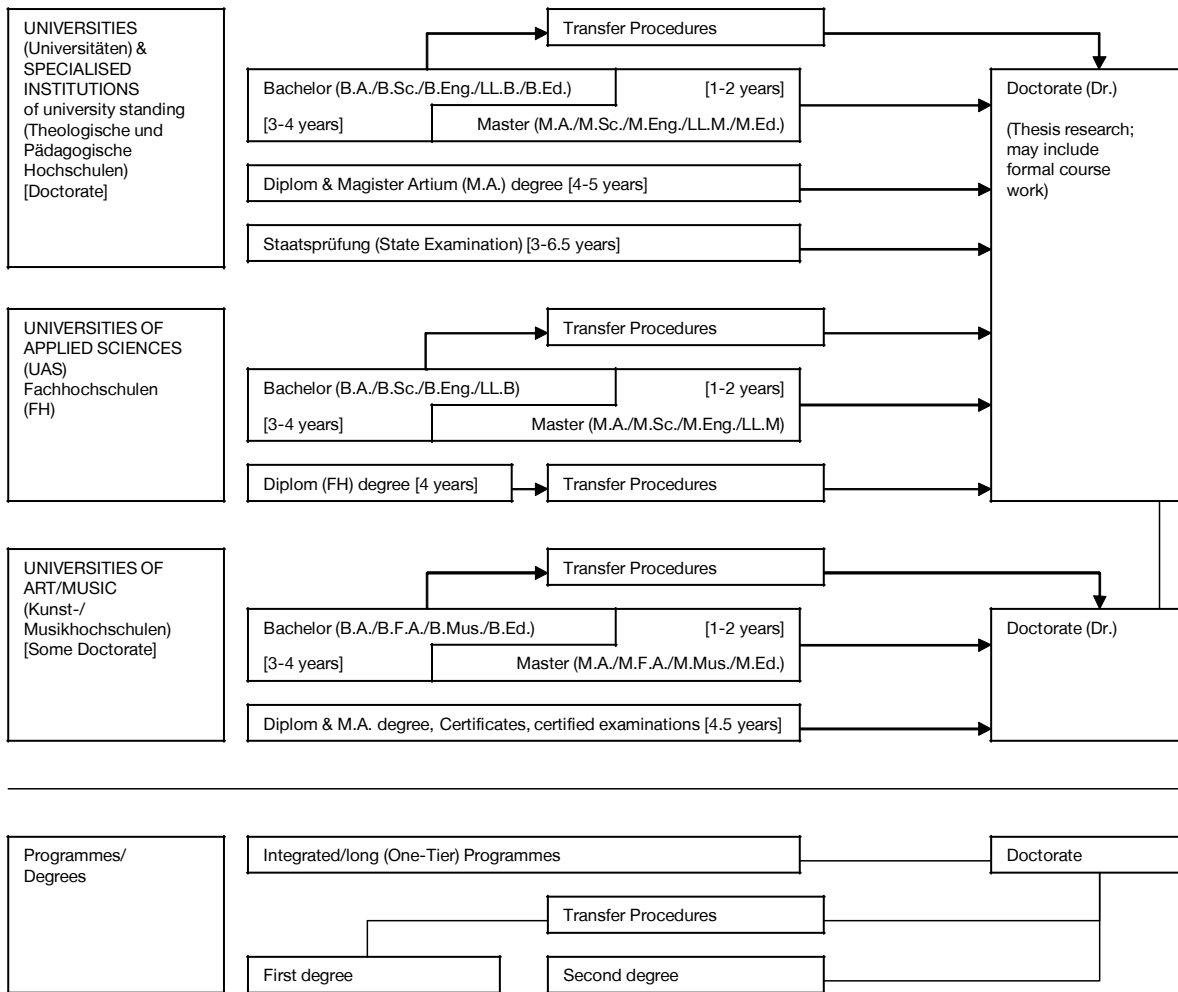
For details cf. Sec. 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of Programmes and Degrees

To ensure quality and comparability of qualifications, the organisation 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).[6] In 1999, a system of accreditation for Bachelor's and Master's programmes has become operational. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the seal of the Accreditation Council.[7]

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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 programmes 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 organisation 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.

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8.4.1 Bachelor

Bachelor's degree programmes lay the academic foundations, provide methodological competences and include skills related to the professional field. The Bachelor's degree is awarded after 3 to 4 years.

The Bachelor's degree programme includes a thesis requirement. Study programmes leading to the Bachelor's degree must be accredited according to the Interstate study accreditation treaty.[8]

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.).

The Bachelor's degree corresponds to level 6 of the German Qualifications Framework/ European Qualifications Framework.

8.4.2 Master

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

The Master's degree programme includes a thesis requirement. Study programmes leading to the Master's degree must be accredited according to the Interstate study accreditation treaty.[9]

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

The Master's degree corresponds to level 7 of the German Qualifications Framework/ European Qualifications Framework.

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 specialisations. 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's level.

- Integrated studies at Universitäten (U) last 4 to 5 years (Diplom degree, Magister Artium) or 3.5 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 and correspond to level 7 of the German Qualifications Framework/European Qualifications Framework.

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)/Hochschulen für Angewandte Wissenschaften (HAW) (Universities of Applied Sciences, UAS) last 4 years and lead to a Diplom (FH) degree which corresponds to level 6 of the German Qualifications Framework/European Qualifications Framework.

Qualified graduates of FH/HAW/UAS 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 organisation, depending on the field and individual objectives. In addition to Diplom/Magister degrees, the integrated study programme awards include certificates and certified examinations for specialised areas and professional purposes.

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8.5 Doctorate

Universities as well as specialised institutions of university standing, some of the FH/HAW/UAS and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master's degree (UAS and U), a Magister degree, a Diplom, a Staatsprüfung, or a foreign equivalent. Comparable degrees from universities of art and music can in exceptional cases (study programmes such as music theory, musicology, pedagogy of arts and music, media studies) also formally qualify for doctoral work. Particularly qualified holders of a Bachelor's degree 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.

The doctoral degree corresponds to level 8 of the German Qualifications Framework/ European Qualifications Framework.

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, grade distribution tables as described in the ECTS Users' Guide are used to indicate the relative distribution of grades within a reference group.

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. Specialised variants (Fachgebundene Hochschulreife) allow for admission at Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW) (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to study programmes at Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW) (UAS) is also possible with a Fachhochschulreife, which can usually be acquired after 12 years of schooling. Admission to study programmes at Universities of Art/Music and comparable study programmes at other higher education institutions as well as admission to a study programme in sports may be based on other or additional evidence demonstrating individual aptitude.

Applicants with a qualification in vocational education and training but without a school-based higher education entrance qualification are entitled to a general higher education entrance qualification and thus to access to all study programmes, provided they have obtained advanced further training certificates in particular state-regulated vocational fields (e.g. Meister/Meisterin im Handwerk, Industriemeister/in, Fachwirt/in (IHK), Betriebswirt/in (IHK) und (HWK), staatlich geprüfte/r Techniker/in, staatlich geprüfte/r Betriebswirt/in, staatlich geprüfte/r Gestalter/in, staatlich geprüfte/r Erzieher/in).

Vocationally qualified applicants can obtain a Fachgebundene Hochschulreife after completing a state-regulated vocational education of at least two years' duration plus professional practice of normally at least three years' duration, after having successfully passed an aptitude test at a higher education institution or other state institution; the aptitude test may be replaced by successfully completed trial studies of at least one year's duration.[10]

Higher Education Institutions may in certain cases apply additional admission procedures.

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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]; Graurheindorfer Str. 157, D-53117 Bonn; Phone: +49[0]228/501-0; www.kmk.org; E-Mail: hochschulen@kmk.org
- Central Office for Foreign Education (ZAB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org
- German information office of the Länder in the EURYDICE Network, providing the national dossier on the education system; www.kmk.org; E-Mail: Eurydice@kmk.org
- Hochschulrektorenkonferenz (HRK) [German Rectors' Conference]; Leipziger Platz 11, D-10117 Berlin, Phone: +49 30 206292-11; www.hrk.de; E-Mail: post@hrk.de
- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programmes of study, etc. (www.higher-education-compass.de)

[1] The information covers only aspects directly relevant to purposes of the Diploma Supplement.

[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 recognised as an academic degree if they are accredited by the Accreditation Council.

[3] German Qualifications 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 16 February 2017).

[4] German Qualifications Framework for Lifelong Learning (DQR). Joint resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, the German Federal Ministry of Education and Research, the German Conference of Economics Ministers and the German Federal Ministry of Economics and Technology (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 15 November 2012). More information at www.dqr.de

[5] Recommendation of the European Parliament and the European Council on the establishment of a European Qualifications Framework for Lifelong Learning of 23 April 2008 (2008/C 111/01 – European Qualifications Framework for Lifelong Learning – EQF).

[6] Specimen decree pursuant to Article 4, paragraphs 1 – 4 of the interstate study accreditation treaty (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 7 December 2017).

[7] Interstate Treaty on the organization of a joint accreditation system to ensure the quality of teaching and learning at German higher education institutions (Interstate study accreditation treaty) (Decision of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 8 December 2016), Enacted on 1 January 2018.

[8] See note No. 7.

[9] See note No. 7.

[10] Access to higher education for applicants with a vocational qualification, but without a school-based higher education entrance qualification (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 6 March 2009).