

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

2. QUALIFICATION

2.1 Name of qualification and title conferred (in original language)

Bachelor of Science (B.Sc.)

Title Conferred (full, abbreviated; in original language)

Does not apply

2.2 Main Field(s) of Study

Business Psychology with the specializations:

- Personnel Development
- Personnel Selection
- Change Management / Organisational Development
- Coaching
- Advertising and Consumer Psychology
- Market Research
- Consumer Goods Marketing
- Event Management Planning

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

Hans Mustermann

3. LEVEL OF THE QUALIFICATION

3.1 Level

EQF Level 6 (graduate / first professional qualifying degree with degree thesis)

3.2 Official duration of programme in credits and years

3.5 years with 7 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.

4. CONTENTS AND RESULTS GAINED

4.1 Mode of Study

Full-time, on-campus programme

4.2 Programme learning outcomes

Graduates of the accredited study programme have solid managerial competence combined with a strong empirical-psychological competence to assume (junior) management positions in companies. They apply effectively the diverse specific methods and tools requested to intervene in areas with decision overlaps in a psychological, professional manner. They have experienced the use of a large set of tool, techniques and approaches while working at real cases requested by enterprises.

Psychological and managerial knowledge:

- To know psychological methods, techniques and approaches
- To understand core business operations and management methods
- To be acquainted with theory and research outcomes related to general, social and personality psychology as well as methodology
- To have an overview of practical applications such as market and consumer psychology, industrial and organizational psychology

Operational competence:

- To apply the psychological knowledge to areas with intensive human interactions with and within companies
- To apply and transpose research outcomes to company specific situations related to general, pedagogical, health and HR psychology issues
- To structure complex and conflictual management settings focussing on empirical-psychological aspects and based on available data and documentation.

Systemic and business psychological competence:

- To identify and to (re)configure decision overlaps of managerial and psychological issues
- To integrate project planning tools, creativity techniques and SPSS statistical software
- To gather, evaluate and interpret relevant company specific information
- To derive scientifically sound judgments from that information, which take into account social, scientific and ethical considerations as well as diversity and gender issues
- To draft independently proposals, respecting psychological-methodical guidelines, of how to solve problems in a business psychological context
- to continue learning processes independently

Communicative Competence:

Hans Mustermann

- To interact goal-oriented with individuals and groups within the company as well as with stakeholders
- To formulate, argue, and defend positions and solutions to problems in a professional manner, in German and English
- To exchange information, ideas, problems, and solutions with specialists and lay persons
- To assume responsibility in a team facilitated by project management tools.

Personnel Development:

The professional field orientation "Personnel Development" has the goal to qualify the graduate so that he/she is able to develop, implement and evaluate personnel development measures on his/her own. The graduate knows the theoretical fundamentals, practical concepts and procedures as well as more recent approaches (e.g. e-learning, self-organized learning) and solutions for actual problems (e.g. for the consequences of demographic developments). He/she can develop measures like trainings based on objective needs assessments, is able to conduct and evaluate them and ensure transfer and quality standards. The graduate gains practical experience in this regard during his/her academic studies.

Personnel Selection:

The professional field orientation "Personnel Selection" has the goal to qualify the graduate so that he/she is able to plan, conduct and evaluate measures for selecting personnel on their own. The graduate knows the theoretical fundamentals, all of the common standard procedures (e.g. assessment centre) as well as more recently developed approaches (e.g. multi-modal interviews). He/she is able to conduct job analyses, can arrange appropriate systems for personnel selection and ensure quality standards through evaluations. The graduate gains practical experience in this regard during his/her academic studies.

Change Management / Organisational Development:

The professional field orientation "Change management" has the goal to qualify graduates as internal or external consultants for initiating, conducting and evaluating change management projects in business practice. The graduate can distinguish between various approaches to change management (professional opinions, expert consulting, systemic consulting, business process re-engineering) and can judge the suitability of using each in specific situations. Particular emphasis is given to the psychology-oriented approach "Organisational Development".

Coaching:

Graduates have a good command of a coaching approach together with the underlying theories and intervention toolkit. They provide guidance in consulting processes independently and suggest appropriate intervention measures. They encourage solutions which focus on processes and interactions. They assess the quality of selected intervention measures and assure the quality of their implementation.

Advertising and Consumer Psychology:

The professional field orientation "Advertising and Consumer Psychology" includes various aspects of consumer behaviour and advertising design. One of the primary areas of concentration addresses the unconscious processes of consumer psychology (automatic associations, unconscious motives and attitudes). Current methods for studying unconscious motives and cognitions are learned and actively practiced. Other areas of concentration include the following topics: Interaction between seller and customer, which essentially treats the interpersonal aspects of influence and negotiation, and Advertising Design, especially Print Advertisement Design. A special emphasis is placed on elaborating upon the psychological aspects of the treated topics with the use of current research findings. Thereby, the basic knowledge learned in the previous courses is extended and consolidated.

Market Research:

The professional field orientation "Market Research" has the goal to place graduate in the position where he/she can independently realize a market research process with the phases of "data collection" and "data analysis" with the aid of a computer. Thereby, he/she becomes familiar with the common commercial software products in these areas. A special point is made to emphasise the dangers that can be caused by an unconsidered use of statistics programmes, which could compromise an otherwise acceptable approach. The graduate gains his/her own practical experience in conducting market research projects during his/her academic studies.

Hans Mustermann

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.

Event Management Planning:

The graduates apply the usual management and marketing tools to the diverse types of events. They plan and organise events focussed on specific target groups, monitor and evaluate their success systematically. As part of a strategic sponsorship management they raise external funding and ensure the appropriate use of the funds.

Hans Mustermann

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

Courses taken	Grade	Performance Appraisal	ECTS credits
Basics of Business Psychology	2,0	good	5
Business Management Seminar	2,3	good	5
Business Mathematics	2,3	good	5
Psychology of Personality and Diagnosis	1,7	good	5
General Psychology	2,3	good	5
Professional English I	1,7	good	5
Business Law	2,0	good	5
Basics of Economics and Business Administration 2	2,0	good	5
Methods of Business Psychology 1	2,3	good	5
Business Finance	2,0	good	5
Methods of Business Psychology 2	2,3	good	5
Social Psychology	2,3	good	5
Business Psychology 3	1,7	good	5
Market Research	1,7	good	5
Work and Organisational Psychology	2,0	good	5
Basics of Marketing	2,0	good	5
Market and Consumer Psychology	2,0	good	5
Human Resource Management	2,0	good	5
Work Placement or Study Abroad		passed	

Hans Mustermann

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

Courses taken	Grade	Performance Appraisal	ECTS credits
Leadership	2,0	good	5
Management Accounting and Control	2,3	good	7
Practical Project	1,7	good	8
Selected Topics of Business Psychology	2,3	good	5
Professional English II	1,7	good	5
Professional Field Orientation: Personnel Development	2,0	good	
Professional Field Orientation: Personnel Selection	2,3	good	
Professional Field Orientation: Change Management	1,7	good	
Professional Field Orientation: Coaching	2,0	good	
Professional Field Orientation: Advertising and Consumer Psychology	2,3	good	
Professional Field Orientation: Market Research for Business Psychologists	2,0	good	
Professional Field Orientation: Consumer Goods Marketing	2,0	good	
Professional Field Orientation: Event Management Planning	2,0	good	
Work Placement		passed	17
Colloquium	1,7	good	1

Hans Mustermann

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

Courses taken	Grade	Performance Appraisal	ECTS credits
Bachelor Thesis	2,0	good	12
Theme: Hier steht dann der Titel der Bachelor- bzw. Masterarbeit			
Total ECTS credit points			210

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 (2005).

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 %

Hans Mustermann

4.5 Overall Classification of the qualification (in original language)

gut (2,0)

At degree awarding date, this overall performance was among the best 50 % referring to 123 graduates of this study programme since its opening (2005).

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

The graduate has attained the ability to further their knowledge in programs at the level of Master's in either in business or psychology oriented master degree programmes.

5.2 Access to regulated professions

Does not apply.

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.

Hans Mustermann

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].

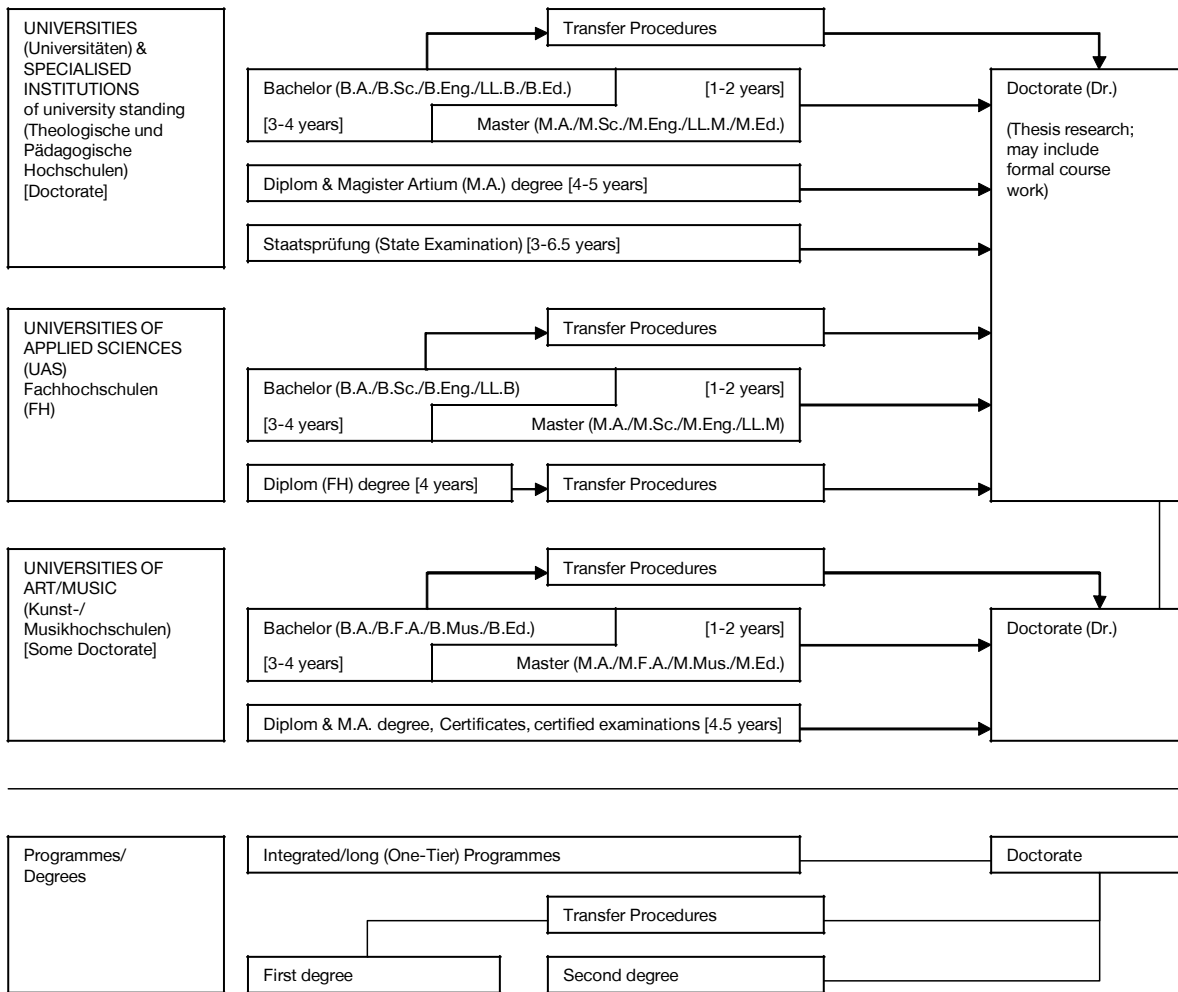
For details cf. Sec. 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

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]

Hans Mustermann

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.

Hans Mustermann

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.

Hans Mustermann

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.

Hans Mustermann

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).