
Prüfungsordnung für den konsekutiven Masterstudiengang Urbanes Baum- und Waldmanagement (Besonderer Teil)

Fakultät Ressourcenmanagement

Der Fakultätsrat der Fakultät Ressourcenmanagement der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminden/Göttingen hat am 31. Januar 2018 die nachfolgende Änderung der Ordnung über den besonderen Teil der Prüfungsordnung für den konsekutiven Masterstudiengang Urbanes Baum- und Waldmanagement beschlossen. Die Ordnung wurde am 19. März 2018 gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG vom Präsidium der Hochschule genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 13. April 2018.

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§ 1 Hochschulgrad und Zeugnis

- (1) Der Studiengang schließt mit der Masterprüfung ab.
- (2) Nach bestandener Abschlussprüfung an der Fakultät Ressourcenmanagement verleiht die HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde n/Göttingen den Grad „Master of Science“, abgekürzt M.Sc. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Anlage 1). Ein Muster des Masterzeugnisses enthält Anlage 2. Gleichzeitig mit dem Zeugnis wird der/dem Studierenden ein Diploma Supplement ausgehändigt (Anlage 4).

§ 2 Dauer und Aufbau des Studiums

- (1) Die Regelstudienzeit des Masterstudiengangs Urbanes Baum- und Waldmanagement beträgt einschließlich der Anfertigung der Masterarbeit vier Semester.
- (2) Der Gesamtumfang der Pflicht- und Wahlpflichtbereiche beträgt 120 Leistungspunkte (Credits). Das Studium setzt sich aus 13 Pflichtmodulen und Wahlpflichtmodulen im Umfang von 12 Kreditpunkten zusammen, die in Anlage 3 einschließlich des kalkulierten Workload dargestellt sind.

§ 3 Module und Art der Prüfungsleistungen

- (1) Die Prüfungen werden studienbegleitend durchgeführt. Sie bestehen aus Prüfungen für die einzelnen Module und der Masterarbeit (als Abschlussarbeit) mit Kolloquium. Die Prüfungsleistungen, deren Prüfungsarten sowie die Bearbeitungszeit und die Gewichtung der Module bzw. der einzelnen Prüfungsleistungen ergeben sich aus Anlage 3.
- (2) Innerhalb des Studiums wählen die Studierenden im Umfang von zwölf Credits Wahlpflichtveranstaltungen (Module Nr. 10a, 10b, 11 und 15). Das Angebot an Wahlpflichtveranstaltungen legt die Prüfungskommission fest. Auf Antrag können auch andere Lehrveranstaltungen der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde n/Göttingen oder anderer Hochschulen als Wahlpflichtmodul absolviert werden. Über den Antrag entscheidet die Prüfungskommission unter Berücksichtigung der Zielsetzung des Studiengangs und des Arbeitsaufwandes (Credits).
- (3) Die Bildung der Gesamtnote ergibt sich aus den Noten für die einzelnen Module, die entsprechend der Leistungspunkte gewichtet werden.

§ 4 Masterarbeit

- (1) Die Bearbeitungszeit für die Masterarbeit (Modul UPM 13) beträgt vier Monate.
- (2) Zur Masterarbeit wird zugelassen, wer mindestens 72 Credits nachgewiesen hat.
- (3) Dem Antrag auf Zulassung zur Masterarbeit ist ein Vorschlag für den Themenbereich, dem das Thema für die Masterarbeit entnommen werden soll, beizufügen.

§ 5 Kolloquium

- (1) Zum Kolloquium wird zugelassen, wer die Module UPM 1 bis 12 erfolgreich absolviert und den schriftlichen Teil der Masterarbeit (Modul UPM 13) vorläufig bestanden hat.
- (2) Das Kolloquium soll innerhalb von sechs Wochen nach Abgabe der Masterthesis durchgeführt werden, sofern die Anforderungen gemäß Absatz 1 erfüllt sind.

§ 6 Inkrafttreten, Übergangsvorschriften

- (1) Diese Prüfungsordnung tritt am Tag nach ihrer hochschulöffentlichen Bekanntmachung in Kraft.
- (2) Sie gilt erstmalig für Studierende, die ihr Studium zum Wintersemester 2017/18 begonnen haben.

Anlage 1: Masterurkunde

MASTERURKUNDE

Die **HAWK**
Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminde/Göttingen
Fakultät Ressourcenmanagement

verleiht mit dieser Urkunde

Frau/Herr **«Vorname» «Nachname»**
geboren am «Geburtsdatum» in «Geburtsort»

den Hochschulgrad **Master of Science**
abgekürzt M.Sc.,
nachdem sie/er die Abschlussprüfung im Studiengang

Urbanes Baum- und Waldmanagement

bestanden hat.

Göttingen, den «Datum»

«Dekan/in»
Dekan/in

«Studiendekan/in»
Studiendekan/in

Anlage 2: Masterzeugnis

MASTERZEUGNIS

Frau **«Vorname» «Nachname»**
geboren am «Geburtsdatum» in «Geburtsort»

hat die Abschlussprüfung im Studiengang

Urbanes Baum- und Waldmanagement

bestanden.

Thema der Masterthesis:

«Thema»

| Abschlussprüfung | Credits | Einzelnote |
|-------------------------|----------------|---------------------|
| Masterarbeit | 30 | «Note» |
| Gesamtbewertung | 120 | «Gesamtnote» |

Die Gesamtnote ergibt sich aus den Modulnoten (gemäß Anlage zum Masterzeugnis), die im Verhältnis der auf sie entfallenden Credits gewichtet werden.

ECTS-Grade* **«ECTS»**

* Wenn kein Eintrag erscheint, dann ist zur Ermittlung des ECTS-Grades zurzeit keine aussagekräftige Kohorte vorhanden.

Göttingen, den «Datum»

«Studiendekan/in»
Studiendekan/in

Notenstufen für die Gesamtnote: 1,0 bis 1,5 = Sehr Gut; 1,6 bis 2,5 = Gut; 2,6 bis 3,5 = Befriedigend
Notenstufen; 3,6 bis 4,0 = Ausreichend
ECTS Grading Scale: A = die besten 10%, B = die nächsten 25%, C = die nächsten 30%, D = die nächsten 25%, E = die restlichen 10%

ANLAGE ZUM MASTERZEUGNIS (TRANSCRIPT OF RECORDS)

Herr **«Vorname» «Nachname»**
geboren am **«Geburtsdatum»** in «Geburtsort»

Module im Studiengang **Urbanes Baum- und Waldmanagement** Credits Note

| | | |
|---|----|--------|
| Ökosystemleistungen urbaner Wälder und Baumbestände | 6 | «Note» |
| Kommunikation und Konfliktmanagement | 6 | «Note» |
| Kommunale Organisation und Verwaltung | 6 | «Note» |
| Verkehrssicherung und Risikomanagement an Bäumen in der Stadt | 6 | «Note» |
| Walddynamik, Waldbau und Holzaushaltung und -verwendung im urbanen Wald | 6 | «Note» |
| Angewandte Baumbiologie und Pathologie | 6 | «Note» |
| Personalführung | 6 | «Note» |
| Politische Willensbildung | 6 | «Note» |
| Pflege, Gestaltung und Entwicklung von Wäldern und Bäumen im urbanen Grün | 6 | «Note» |
| Waldinventur und Forstplanung, Holzernte | 6 | «Note» |
| Produktion, Pflanzung und Pflege von Gehölzen | 6 | «Note» |
| Stadt- und Landschaftsplanung | 6 | «Note» |
| Fördermittelmanagement | 6 | «Note» |
| Praxisprojekt | 12 | «Note» |
| Wahlpflichtmodule | 12 | «Note» |
| Masterthesis und Kolloquium | 30 | «Note» |

Anzahl der erreichten Credits insgesamt Σ **120** **«Gesamtnote»**

Notenstufen für die Modulnote: 1,0; 1,3 = Sehr Gut; 1,7; 2,0; 2,3 = Gut; 2,7; 3,0; 3,3 = Befriedigend; 3,7; 4,0 = Ausreichend

Notenstufen für die Gesamtnote: 1,0 bis 1,5 = Sehr Gut; 1,6 bis 2,5 = Gut; 2,6 bis 3,5 = Befriedigend; 3,6 bis 4,0 = Ausreichend

Anlage 3: Module/ Workload

| Modul | Modulname | ECTS | SWS | Workload | Prüfungsart |
|--------------------------|---|------------|-----------|--------------|---|
| UPM 1 | Ökosystemleistungen urbaner Wälder und Gehölze | 6 | 4 | 180 | Referat (30 %), mündliche Prüfung (70 %) |
| UPM 2 | Kommunikation und Konfliktmanagement | 6 | 4 | 180 | Berufspraktische Übung |
| UPM 3 | Kommunale Organisation und Verwaltung | 6 | 4 | 180 | Referat (als Vorleistung, 30%), Klausur (K 2, 70 %) |
| UPM 4 | Verkehrssicherung und Risikomanagement an Bäumen in der Stadt | 6 | 5 | 180 | Klausur (K 2) |
| UPM 5a | <i>für Studierende aus dem arboristischen Bachelorstudiengang:</i> Walddynamik, Waldbau und Holzaushaltung und -verwendung im urbanen Wald | 6 | 5 | 180 | Berufspraktische Übung |
| UPM 5b | <i>für Studierende aus forstlichen Bachelorstudiengängen:</i> Angewandte Baumbiologie und Pathologie | 6 | 5 | 180 | Berufspraktische Übung |
| Summe 1. Semester | | 30 | 22 | 900 | |
| UPM 6 | Personalführung | 6 | 4 | 180 | Klausur (K 2) |
| UPM 7 | Politische Willensbildung | 6 | 4 | 180 | Klausur (K 2, 60 %), Projektarbeit (40 %) |
| UPM 8 | Pflege, Gestaltung und Entwicklung von Wäldern und Bäumen im urbanen Grün | 6 | 4 | 180 | Klausur (K 2) |
| UPM 9a | <i>für Studierende aus dem arboristischen Bachelorstudiengang:</i> Waldinventur und Forstplanung, Holzernte | 6 | 5 | 180 | Klausur (K 3) |
| UPM 9b | <i>für Studierende aus forstlichen Bachelorstudiengängen:</i> Produktion, Pflanzung und Pflege von Gehölzen | 6 | 5 | 180 | Klausur (K 3) |
| | Wahlpflichtmodule | 6 | | 360 | |
| Summe 2. Semester | | 30 | 17 | 900 | |
| UPM 10 | Stadt- und Landschaftsplanung | 6 | 5 | 180 | Projektarbeit (80 %), Präsentation (20 %) |
| UPM 11 | Fördermittelmanagement | 6 | 4 | 180 | Projektarbeit |
| UPM 12 | Praxisprojekt: Mitarbeit in Projekten einer öffentlichen Verwaltung oder Interessensverbänden | 12 | 3 | 360 | Projektarbeit (80 %), Präsentation (20 %) |
| | Wahlpflichtmodule | 6 | | 360 | |
| Summe 3. Semester | | 30 | 12 | 1.080 | |
| UPM 13 | Masterthesis und Kolloquium | 30 | | 900 | |
| Summe 4. Semester | | 30 | | 900 | |
| Gesamt | | 120 | 51 | 3.600 | |

Anlage 4: Diploma Supplement

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 | Nachname |
| 1.2 | First Name | Vorname |
| 1.3 | Date, Place, Country of Birth | oo.oo.oooo, Geburtsort, Land |
| 1.4 | Student ID Number or Code | oooooo |

2. Qualification

- 2.1 Name of Qualification (in original language)
Master of Science – M.Sc.
Title Conferred
Master of Science – Urbanes Baum- und Waldmanagement,
M.Sc. Baum- und Waldmanagement
(Master of Science – Urban Tree- and Forest Management,
M.Sc. Urban Tree- and Forest Management)
- 2.2 Main Field(s) of Study
Urban Tree- and Forest Management
- 2.3 Institution Awarding the Qualification (in original language)
HAWK Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminden/Göttingen
Fakultät Ressourcenmanagement (Department of Resource Management)
Studiengang Urbanes Baum- und Waldmanagement
Status (Type / Control)
University of Applied Sciences and Arts / State Institution
- 2.4 Institution Administering Studies (in original language)
[as above]
Status (Type / Control)
[as above]
- 2.5 Language(s) of Instruction/Examination
German (about 85-95%), English (about 5-15%)

3. Level of the Qualification

- 3.1 Level of Qualification

- Master's programme, second degree, by research with thesis
- 3.2 Official Length of Programme
Two years, 4 semesters, 120 ECTS
- 3.3 Access Requirement(s)
Bachelor's degree in Forestry (Fostwirtschaft oder Forstwissenschaft) or Arboriculture (Arboristik) (three years, with 180 ECTS credits), or foreign equivalent.
- 4. Contents and Results gained**
- 4.1 Mode of Study
Full Time Study
In the event of part-time study (individual application required), the official length of the programme is extended accordingly.
- 4.2 Programme Requirements/ Qualification Profile of the Graduate
See Transcript of Records enclosed.
The course extends student's existing expertise to the full range of skills and knowledge of social, technical and strategic tree and forest management. The programme encourages debate and critical evaluation of current practices and research within this field. The course enables students to reflect on current issues and develop problem solving skills which encourage originality of thought on current issues within Arboriculture and Urban Forestry.
The MSc provides core competencies in:
- Urban ecology (including ecosystem services, wildlife)
 - Forest and greenspace management (including forest health, arboriculture, plant selection and maintenance, risk management, conservation)
 - Recreation and well-being, human dimensions, and cultural values
 - Climate change, sustainability and conservation of green infrastructure networks
 - Organization and management of public administrations
- All graduates will learn important transferable skills in:
- Planning and design methods
 - Community engagement and communications
 - Policy, economics, legal and professional practice
 - Developing new strategic approaches
- 4.3 Programme Details
Please refer to the Final Examination Certificate (Masterzeugnis) for subjects offered in written and oral examinations and topic of thesis, including evaluations.
- 4.4 Grading Scheme
Absolute grading scheme: "Sehr Gut" (1,0; 1,3) = Very Good; "Gut" (1,7; 2,0; 2,3) = Good; "Befriedigend" (2,7; 3,0; 3,3) = Satisfactory; "Ausreichend" (3,7; 4,0) = Pass/Sufficient; "Nicht ausreichend" (5,0) = Fail/Insufficient
Relative grading scheme: levels A (best 10%); B (next 25%); C (next 30%); D (next 25%); E (lowest 10%)
- 4.5 Overall Classification **0,0**
The final grade is based on the grades awarded during the study programme and that of the master thesis (with oral component). Please refer to the Final Examination Certificate (Masterzeugnis).
- 5. Function of the Qualification**
- 5.1 Access to Further Study
The M.Sc. in Urban Tree- and Forest Management entitles the holder to apply for admission for a doctoral thesis according to respective regulations covering doctoral pro-

grammes.

5.2 Professional Status

The M.Sc. in Urban Tree- and Forest Management entitles its holder to the legally protected professional title “Master of Science” and to exercise professional work in the field(s) for which the degree was awarded.

6. Additional Information

6.1 Additional Information

6.2 Additional Information Sources

www.hawk.de

7. Certification

This Diploma Supplement refers to the following original documents:

Masterurkunde (Degree Certificate) dated from **00.00.0000**

Masterzeugnis (Final Examination Certificate) dated from **00.00.0000**

Transcript of Records dated from **00.00.0000**

Certification Date: **Ort, 00.00.0000**

(Official Seal / Stamp)

Chairman Examination Committee

8. Information on the German Higher Education Systemⁱ

8.1 Types of Institutions and Institutional Status

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

- *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 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-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, two-tier degrees (Bachelor and Master) have been introduced in almost all study programmes. This change is designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

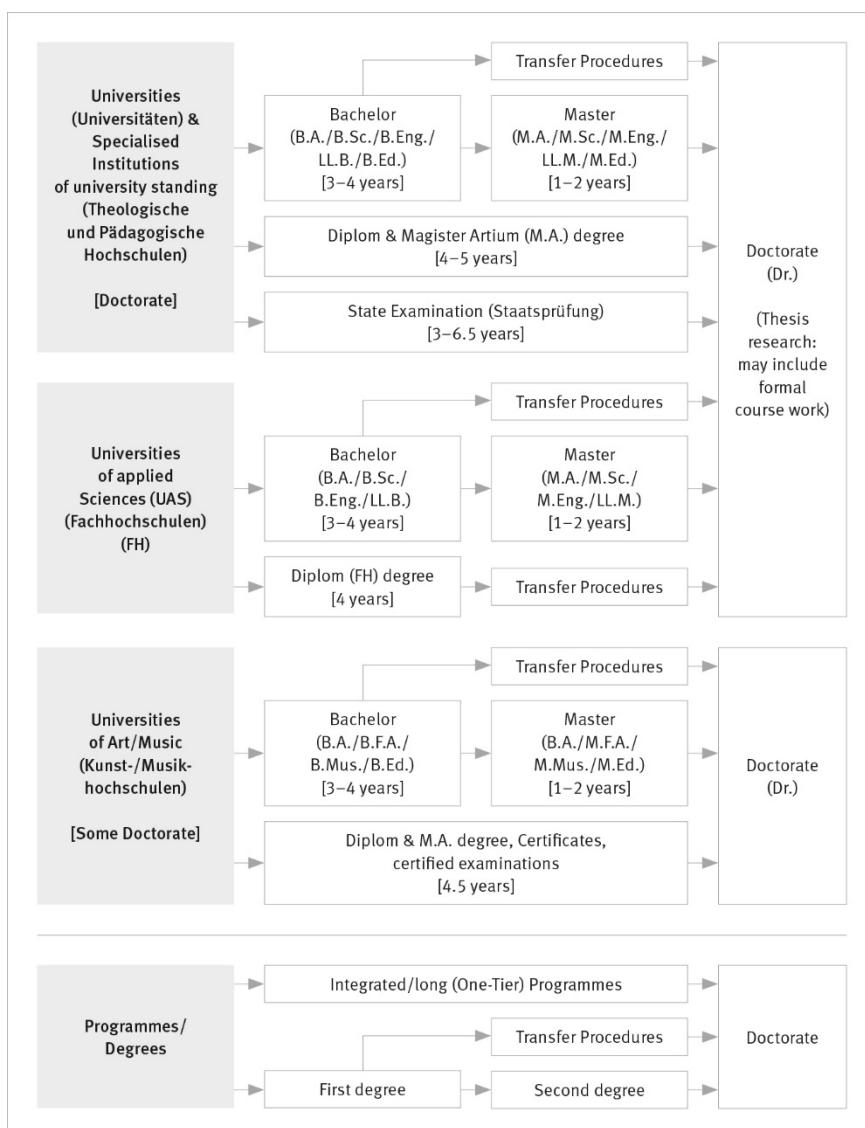
The German Qualifications Framework for Higher Education Degreesⁱⁱⁱ, the German Qualifications Framework for Lifelong Learning^{iv} and the European Qualifications Framework for Lifelong Learning^v describe the degrees of the German Higher Education System.

They contain 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).^{vi} 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.^{vii}



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.^{viii} 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 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 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.^{ix} 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). The Master 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 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 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)*/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.

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. 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 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. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission at *Fachhochschulen* (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to study programmes at *Fachhochschulen* (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 vocational qualification 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 und HWK), staatlich geprüfte/r Betriebswirt/in, staatliche 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.^x

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]; Graurheindorfer Str. 157, D-53117 Bonn; Fax: +49[0]228/501-777; Phone: +49[0]228/501-0
- 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]; Ahrstrasse 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)

ⁱ The information covers only aspects directly relevant to purposes of the Diploma Supplement.

ⁱⁱ *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.

ⁱⁱⁱ 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).

^{iv} 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

^v 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).

^{vi} 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).

^{vii} "Law establishing a Foundation 'Foundation for the Accreditation of Study Programmes in Germany'", entered into force as from 26 February 2005, GV. NRW. 2005, No. 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 December 2004).

^{viii} See note No. 7.

^{ix}See note No. 7.

* 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).