
Prüfungsordnung für den Bachelorstudiengang Wirtschaftsingenieurwesen (Besonderer Teil)

Fakultät Ressourcenmanagement

Der Fakultätsrat der Fakultät Ressourcenmanagement der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde/n/Göttingen hat am 4. Juli 2018 die nachfolgende Änderung der Ordnung über den besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Wirtschaftsingenieurwesen beschlossen. Die Ordnung wurde am 9. Juli 2018 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 23. Juli 2018.

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§ 1 Hochschulgrad und Zeugnis

- (1) Der Studiengang schließt mit der Bachelorprüfung ab.
- (2) Nach bestandener Bachelorprüfung verleiht die Hochschule den Hochschulgrad „Bachelor of Engineering“ (abgekürzt B. Eng.). Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Anlage 1). Ein Muster des Bachelorzeugnisses enthält Anlage 2. Gleichzeitig mit dem Zeugnis wird der Studentin bzw. dem Studenten ein Diploma Supplement (Anlage 4) ausgehändigt.

§ 2 Dauer und Aufbau des Studiums

- (1) Die Regelstudienzeit des Bachelorstudiengangs Wirtschaftsingenieurwesen beträgt einschließlich der Anfertigung der Bachelorarbeit sieben Semester.
- (2) Der Gesamtumfang der Pflicht- und Wahlpflichtbereiche beträgt 210 Leistungspunkte (Credits). Der Studiengang setzt sich aus dreißig Modulen zusammen, die in Anlage 3 einschließlich des kalkulierten Workloads dargestellt sind.

§ 3 Module und Art der Prüfungsleistungen

- (1) Die Prüfungen werden studienbegleitend durchgeführt. Sie bestehen aus Prüfungen für die einzelnen Module und der Bachelorarbeit (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 einen technischen Studienschwerpunkt (Modul 16, 17, 21, 22), zwei Wahlpflichtmodule (Module 20 und 25) sowie zwei Angebote im Rahmen des Ergänzungsmoduls (Modul 28). Das Angebot der Studienschwerpunkte ergibt sich aus Anlage 3. Das Angebot der betriebswirtschaftlichen oder technischen Wahlpflichtmodule legt die Prüfungskommission fest. Auf Antrag können auch andere Lehrveranstaltungen der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde/Göttingen oder anderer Hochschulen als Studienschwerpunkt bzw. Wahlpflichtmodul absolviert werden. Über den Antrag entscheidet die Prüfungskommission unter Berücksichtigung der Zielsetzung des Studiengangs und des Arbeitsaufwandes (Leistungspunkte).

§ 4 Praxisprojekt

- (1) Im Rahmen des Moduls 29 absolvieren die Studierenden ein Praxisprojekt im zeitlichen Umfang von mindestens zwanzig Wochen. Näheres regelt die Ordnung für das Praxisprojekt (Modul 29).
- (2) Zum Modul 29 (Praxisprojekt) wird zugelassen, wer mindestens 90 Leistungspunkte, darunter die 60 Leistungspunkte für die Module 1 bis 10, nachgewiesen hat.

§ 5 Bachelorarbeit

- (1) Die Bearbeitungszeit für die Bachelorarbeit (Modul 30) umfasst acht Wochen.
- (2) Zur Bachelorarbeit wird zugelassen, wer mindestens 120 Leistungspunkte, darunter die 90 Leistungspunkte für die Module 1 bis 15, nachgewiesen hat.
- (3) Dem Antrag auf Zulassung zur Bachelorarbeit ist ein Vorschlag für den Themenbereich, dem das Thema für die Bachelorarbeit entnommen werden soll, beizufügen.

§ 6 Kolloquium

- (1) Zum Kolloquium (Modul 30) wird zugelassen, wer die Module 1 bis 29 erfolgreich absolviert und die Bachelorarbeit vorläufig bestanden hat.
- (2) Das Kolloquium soll innerhalb von sechs Wochen nach Abgabe der Bachelorarbeit durchgeführt werden, sofern die Anforderungen gemäß Absatz 1 erfüllt sind.

§ 7 Inkrafttreten/Übergangsbestimmungen

- (1) Diese Prüfungsordnung tritt am Tag nach ihrer hochschulöffentlichen Bekanntgabe in Kraft.
- (2) Sie gilt erstmalig für Studierende, die ihr Studium zum Wintersemester 2018/19 begonnen haben.
- (3) Mit Ablauf des Wintersemesters 2023/24 tritt die Prüfungsordnung des Bachelorstudiengangs Wirtschaftsingenieurwesen (Besonderer Teil) der Version 2014 außer Kraft. Die Studierenden setzen danach ihr Studium nach der vorliegenden Prüfungsordnung (Version 2018) fort. Über Ausnahmen, insbesondere infolge von gesetzlichen Schutzbestimmungen oder sonstigen unzumutbaren Härtefallsituationen, entscheidet die Prüfungskommission. § 6 (Anrechnung von Prüfungsleistungen) der Prüfungsordnung (Allgemeiner Teil) findet entsprechend Anwendung.

Anlage 1: Bachelorurkunde

BACHELORURKUNDE

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

verleiht mit dieser Urkunde

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

den Hochschulgrad **Bachelor of Engineering**
abgekürzt B. Eng.,
nachdem sie/er die Abschlussprüfung im Studiengang

Wirtschaftsingenieurwesen

bestanden hat.

Göttingen, den «Datum»

«Dekan/in»
Dekan/in

«Studiendekan/in»
Studiendekan/in

Dieser Studiengang wird gemeinsam mit der Fakultät Naturwissenschaften und Technik am Standort Göttingen angeboten.

Anlage 2: Bachelorzeugnis

BACHELORZEUGNIS

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

hat die Bachelorprüfung im Studiengang

Wirtschaftsingenieurwesen

der Fakultät Ressourcenmanagement in Göttingen
bestanden.

Thema der Bachelorthesis:

Abschlussprüfung	Credits	Gesamtnote
	000	0,0 (in Worten)

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

Göttingen, den «PruefDatum»

«Studiendekan/in»
Studiendekan/in

Dieser Studiengang wird gemeinsam mit der Fakultät Naturwissenschaften und Technik am Standort Göttingen angeboten.
Notenstufen: 1,0 bis 1,50 = Sehr Gut; 1,51 bis 2,50 = Gut; 2,51 bis 3,50 = Befriedigend; 3,51 bis 4,0 = Ausreichend

ANLAGE ZUM BACHELORZEUGNIS (TRANSCRIPT OF RECORDS)

Herr/Frau **Vorname Nachname**
 geboren am 00.00.0000 in Geburtsort

Module	Credits	Note
Mathematik/Statistik		
Mathematik I	6	0,0
Mathematik II/Statistik	6	0,0
Ingenieurwissenschaften		
Physik	6	0,0
Technische Mechanik	6	0,0
Thermodynamik	6	0,0
Werkstoffkunde und Chemie	6	0,0
Konstruktion/CAD	6	0,0
Energie- und Verfahrenstechnik	6	0,0
Elektrotechnik	6	0,0
Wirtschaftswissenschaften		
Grundlagen der Betriebs- und Volkswirtschaftslehre	6	0,0
Buchführung und Bilanzierung	6	0,0
Material- und Produktionswirtschaft	6	0,0
Kosten- und Erlösrechnung	6	0,0
Investitionsrechnung/Finanzwirtschaft und Steuerrecht	6	0,0
Marketing/Vertrieb	6	0,0
Projektmanagement I und Personalmanagement	6	0,0
Interdisziplinäre Module		
Wirtschafts- und Umweltrecht	6	0,0
Grundlagen des Qualitäts-, Umwelt-, Arbeitsschutz- und Energiemanagements/Immissionsschutzrecht	6	0,0
Business Administration and Engineering	6	0,0
Informatik I	6	0,0
Projektmanagement II und Informatik II	6	0,0
Technischer Studienschwerpunkt		
«Schwerpunkt 1»	6	0,0
«Schwerpunkt 2»	6	0,0
«Schwerpunkt 3»	6	0,0
«Schwerpunkt 4»	6	0,0
Wahlpflichtmodule		
«Wahlpflichtmodul 1»	6	0,0
«Wahlpflichtmodul 2»	6	0,0
Ergänzungsmodule		
«Ergänzungsmodul 1»	6	0,0
«Ergänzungsmodul 2»	6	0,0
Praxismodul		
Praxisprojekt	27	0,0
Bachelorarbeit und Kolloquium		
Thema: «Thema»	15	0,0

Göttingen, den «PruefDatum»

Anlage 3: Übersicht Module, Leistungspunkte, Workload

Modul-nr.	Semester	Bezeichnung des Moduls	Prüfungsart	Leistungspunkte	Gewichtung	Präsenzstudium	Selbststudium	Summe (Std.)
1	1. Semester	Mathematik I	K2	6	3%	90	90	180
2		Physik	K2*	6	3%	75	105	180
3		Technische Mechanik	K2	6	3%	75	105	180
4		Grundlagen der Betriebs- und Volkswirtschaftslehre	K2	6	3%	75	105	180
5		Buchführung und Bilanzierung	F1,5	6	3%	60	120	180
6	2. Semester	Mathematik II/ Statistik	K2	6	3%	90	90	180
7		Thermodynamik	K2	6	3%	60	120	180
8		Material- und Produktionswirtschaft	K2	6	3%	90	90	180
9		Kosten- und Erlösrechnung	F1,5	6	3%	60	120	180
10		Wirtschafts- und Umweltrecht	F2	6	3%	60	120	180
11	3. Semester	Werkstoffkunde und Chemie	K2*	6	3%	75	105	180
12		Konstruktion/CAD	K2*	6	3%	75	105	180
13		Energie- und Verfahrenstechnik	K2	6	3%	60	120	180
14		Investitionsrechnung/ Finanzwirtschaft und Steuerrecht	F1,5	6	3%	75	105	180
15		Grundlagen des Qualitäts-, Umwelt-, Arbeitsschutz- und Energiemanagements/ Immissionsschutzrecht	F2	6	3%	75	105	180
16	4. Semester	Technischer Studienschwerpunkt***	K2	6	3%	60	120	180
17		Technischer Studienschwerpunkt	K2	6	3%	60	120	180
18		Elektrotechnik	K2*	6	3%	75	105	180
19		Marketing/Vertrieb	F1,5 + H**	6	3%	75	105	180
20		Wahlpflichtfach	K2/M/H/R/PR	6	3%	60	120	180

Modul-nr.	Semester	Bezeichnung des Moduls	Prüfungsart	Leistungspunkte	Gewichtung	Präsenzstudium	Selbststudium	Summe (Std.)
21	5. Semester	Technischer Studienschwerpunkt	K2	6	3%	60	120	180
22		Technischer Studienschwerpunkt (Seminar)	R	6	3%	30	150	180
23		Informatik I	F1,5	6	3%	90	90	180
24		Projektmanagement I und Personalmanagement	F1,5	6	3%	90	90	180
25		Wahlpflichtfach	K2/M/H/R/PR	6	3%	60	120	180
26	6. Semester	Business Administration and Engineering	F2	6	3%	60	120	180
27		Projektmanagement II und Informatik II	K1 + H**	6	3%	60	120	180
28		Ergänzungsmodul	K2/M/H/R/PR	6	2%	60	120	180
29		Praxisprojekt	PA	12 15	3%	0	810	810
30	7. Semester	Bachelorarbeit mit Kolloquium		12 3	14%	0	450	450
Summe				210		1.935	4.365	6.300

* Zusätzlich Laborschein als Prüfungsvorleistung.

** Die integrierte Modulprüfung setzt sich aus einer Klausur (K) bzw. einer Fallstudie (F) und einer Hausarbeit (H) zusammen. Durch die Klausur bzw. Fallstudie werden 75 Prozent und durch die Hausarbeit 25 Prozent der Punkte erzielt.

*** Energietechnik oder Produktionstechnik

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)
Bachelor of Engineering– B.Eng.
Title Conferred
Bachelor of Engineering – Wirtschaftsingenieurwesen,
B.Eng. Wirtschaftsingenieurwesen
(Bachelor of Engineering–Business Administration and Engineering,
B.Eng. Business Administration and Engineering)
- 2.2 Main Field(s) of Study
Engineering and Management
- 2.3 Institution Awarding the Qualification (in original language)
HAWK Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminen/Göttingen
Fakultät Ressourcenmanagement (Faculty of Resource Management)
Studiengang Wirtschaftsingenieurwesen
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 (95%), English (5%)

3. Level of the Qualification

- 3.1 Level of Qualification
Bachelor programme, undergraduate, first degree

- 3.2 Official Length of Programme
7 semesters, 210 ECTS
- 3.3 Access Requirement(s)
General Higher Education Entrance Qualification or Entrance Qualification to Universities of Applied Sciences, 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 will be extended accordingly.
- 4.2 Programme Requirements
See Transcript of Records enclosed.
The following list is a brief overview of the main contents:
I: Required subject
- Mathematics and engineering: mathematics, statistics, physics, electronics, mechanical engineering, materials science, design, manufacturing, process engineering, power engineering, IT.
 - Business administration: production management, sourcing and logistics, marketing, financial accounting, management accounting, investment, finance, tax, organization, quality management, project management, human resource management, work-flow management, economics.
 - Law: business law, environmental law.
 - Social skills: communication, intercultural management.
- II: Major field of study
- Engineering: manufacturing or power engineering.
 - Business administration: logistics or marketing or quality management or environmental management.
- III: Practical training/bachelor thesis
- 20 weeks of practical training and bachelor thesis in cooperation with companies.
- 4.3 Programme Details
Please refer to the Final Examination Certificate (Bachelorzeugnis) for a list of courses and grades.
- 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; "Nicht ausreichend" (5,0) = Fail/Insufficient
Statistical distribution of grades: **grading table**
- 4.5 Overall Classification **0,0**
The final grade is based on the grades awarded during the study programme and that of the final thesis (with oral component). Please refer to the Final Examination Certificate (Bachelorzeugnis).

5. Function of the Qualification

- 5.1 Access to Further Study
The B.Eng. in Business Administration and Engineering entitles the holder to apply for admission to master's programmes.

5.2 Professional Status

The B.Eng. in Business Administration and Engineering entitles its holder to the legally protected professional title “Bachelor of Engineering” and to exercise professional work in the field(s) for which the degree was awarded.

6. Additional Information

6.1 Additional Information

Non-academic acquired competencies were credited in an amount of **00** credits in the following modules: ...

6.2 Additional Information Sources

www.hawk.de

7. Certification

This Diploma Supplement refers to the following original documents:

Bachelorurkunde (Degree Certificate) dated from	00.00.0000
Bachelorzeugnis (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).

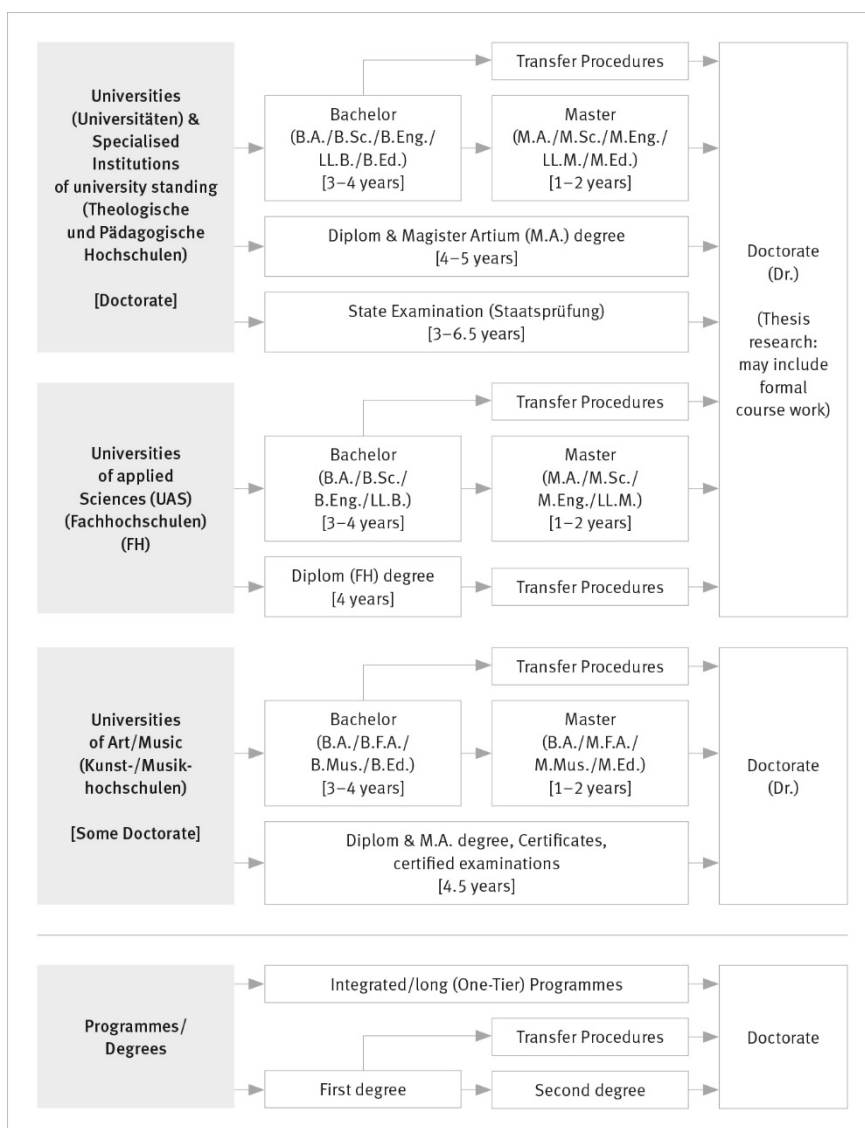
Within the framework of the Bologna-Process one-tier study programmes are successively being replaced by a two-tier study system. Since 1998, two-tier degrees (Bachelor and Master) have been introduced in almost all study programmes. This change is designed to provide enlarged variety and flexibility 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).

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- 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.
- x 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).