
Prüfungsordnung für den Bachelorstudiengang Soziale Arbeit berufsbegleitend (Besonderer Teil)

Fakultät Management, Soziale Arbeit, Bauen

Der Fakultätsrat der Fakultät Management, Soziale Arbeit, Bauen der HAWK Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminden/Göttingen hat am 15. Juni 2022 die Ordnung über den Besonderen Teil der Prüfungsordnung für den Bachelorstudiengang Soziale Arbeit berufsbegleitend beschlossen. Die Ordnung wurde am 30. August 2022 vom Präsidium der Hochschule gemäß § 37 Absatz 1 Satz 3 Ziffer 5b) NHG genehmigt. Die hochschulöffentliche Bekanntmachung erfolgte am 1. September 2022.

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§ 1 Dauer und Verlauf des Studiums

- (1) Die Regelstudienzeit des Bachelorstudiengangs Soziale Arbeit beträgt acht Semester.
- (2) Das Studium setzt sich aus 15 Pflichtmodulen sowie vier Wahlpflichtmodulen im Umfang von 180 Credits zusammen. Eine Modulübersicht inklusive Angaben zum Workload wird in Anlage 1 aufgezeigt.

§ 2 Prüfungen

- (1) Die für die Bachelorprüfung zu erbringenden Prüfungen werden studienbegleitend erbracht und ergeben sich ebenso wie die Prüfungsarten aus der Modulübersicht (Anlage 1).
- (2) Die Gesamtnote wird aus den Modulnoten gebildet und nach den auf das Modul entfallenden Credits gewichtet (siehe Anlage 1). Ausschließlich für Praxisanteile vergebene Credits werden bei der Gewichtung der Noten nicht berücksichtigt.
- (3) Ist eine Studienleistung als Prüfungsvorleistung (PVL) vorgesehen, so ist das Bestehen dieser Prüfungsvorleistung neben dem Vorliegen der Voraussetzungen gemäß § 8 des Allgemeinen Teils der Prüfungsordnung für die Zulassung zur Noten bildenden Modulabschlussprüfung erforderlich.
- (4) In Ergänzung zu § 7 Absatz 1 der Prüfungsordnung Allgemeiner Teil gilt: Eine Prüfungsleistung kann, mit Ausnahme der Bachelorarbeit, jeweils bis spätestens 14 Tage vor dem Prüfungstermin bzw. bei schriftlichen Arbeiten 14 Tage vor der gesetzten Erbringungsfrist der Prüfungsleistungen ohne Angabe von Gründen bei der Prüfungsverwaltung abgemeldet werden, sofern die oder der Studierende erstmalig zu dieser Prüfungsleistung antritt.

§ 3 Einstufungsprüfung

- (1) Weisen Studierende einschlägige Aus- und Weiterbildungen nach, können sie die Zulassung zu einer Einstufungsprüfung für folgende Module beantragen:
 - Handlungsformen
 - Rechtliche und sozialstaatliche Grundlagen
 - Individuum und Gesellschaft
 - Erziehung, Bildung, Sozialisation
 - Organisation und Verwaltung Sozialer Arbeit
 - Diversität
- (2) Über die Zulassung zur Einstufungsprüfung entscheidet die Prüfungskommission.
- (3) Die Einstufungsprüfung findet vor Beginn des Regelsemesters statt.
- (4) Über das Ergebnis der Einstufungsprüfung wird ein schriftlicher Bescheid erteilt.
- (5) Wird diese Prüfung nicht bestanden, erfolgt die ordnungsgemäße Prüfung im Studienverlauf. Einen Fehlversuch der Einstufungsprüfung gibt es nicht.

§ 4 Praxisphasen, Staatliche Anerkennung

- (1) In den Studiengang Soziale Arbeit berufsbegleitend ist Praxis im Gesamtumfang von 1.080 Stunden (36 Credits) integriert. Die studienintegrierte Praxis wird parallel über die gesamte Dauer des Studiums erbracht und ist Bestandteil spezifisch ausgewiesener Module (siehe Anlage 1).

- (2) Die Praxisphase hat mit den dazu gehörenden Lehrveranstaltungen einen Gesamtumfang von 1.980 Stunden Workload und umfasst damit 66 Leistungspunkte (Credits).
- (3) Näheres regelt die die Praxisordnung in ihrer jeweils gültigen Form.
- (4) Aufgrund der studienintegrierten Praxis (1080 Stunden, 36 Credits) kann die staatliche Anerkennung im Sinne der Niedersächsischen Verordnung über die staatliche Anerkennung von Berufsqualifikationen auf dem Gebiet der Sozialen Arbeit (Einphasiges Modell) auf Antrag bei der Fakultät (Prüfungsverwaltung) erworben werden (siehe § 1 Absatz 1 Ziffer 2 sowie § 14 SozHeilKindVO v.17. Mai 2017).

§ 5 Bachelorarbeit und Kolloquium

- (1) Die Bachelorarbeit ist eine Prüfungsleistung im gleichnamigen Modul bestehend aus einer schriftlichen Abschlussarbeit und einem dazugehörigen Kolloquium. Die Abschlussarbeit hat einen Umfang von zwölf Credits, das mündliche Kolloquium hat einen Umfang von drei Credits.
- (2) Die Bearbeitungszeit für die Abschlussarbeit beträgt neun Wochen. Sie soll den Umfang von 40 Seiten nicht wesentlich überschreiten.
- (3) Zur Prüfungsleistung Bachelorarbeit wird zugelassen, wer im Rahmen des Bachelorstudienganges Soziale Arbeit berufsbegleitend mindestens 120 Credits erbracht und die noch ausstehenden Prüfungsleistungen angemeldet hat. Näheres regelt die Studienkommission.
- (3) Dem Antrag auf Zulassung zur Bachelorarbeit ist ein Vorschlag für den Themenbereich, dem das Thema für die Bachelorarbeit entnommen werden soll und eine Erklärung, ob die Bachelorarbeit als Einzel- oder Gruppenarbeit vergeben werden soll, beizufügen.
- (4) Das Kolloquium soll in der Regel in der Prüfungswoche am Ende des Semesters durchgeführt werden, zu dem die Bachelorarbeit abgegeben worden ist.
- (5) Die endgültige Note der Bachelorarbeit ergibt sich aus der Bewertung der schriftlichen Abschlussarbeit und des mündlichen Kolloquiums. Beide Teile müssen bestanden sein. Bei der Ermittlung der Gesamtnote werden schriftliche und mündliche Note im Verhältnis 3:1 gewichtet.
- (6) Die oder der Erstprüfende kann auch Lehrkraft für besondere Aufgaben oder ein anderes lehrendes Mitglied oder Angehörige/r der Fakultät sein, wenn der/die Zweitprüfende zur Gruppe der Professor/innen (lehrende/r Professor/in oder Verwalter/in einer Professur) gehört.

§ 6 Hochschulgrad, Zeugnis

- (1) Der Studiengang schließt mit dem Kolloquium zur Bachelorarbeit ab.
- (2) Die Hochschule verleiht zum Abschluss den Hochschulgrad Bachelor of Arts, abgekürzt B.A. Hierüber stellt die Hochschule eine Urkunde mit dem Datum des Zeugnisses aus (Muster siehe Anlage 2). Ein Muster des Bachelorzeugnisses enthält Anlage 2. Gleichzeitig mit dem Zeugnis wird der/dem Studierenden ein englisches Diploma Supplement in der jeweils aktuellen HRK-Vorlage ausgehändigt.

§ 7 Inkrafttreten und Übergangsregelungen

- (1) Diese Prüfungsordnung tritt am Tag nach ihrer hochschulöffentlichen Bekanntmachung in Kraft.
- (2) Sie gilt erstmalig für Studierende, die ihr Studium zum Sommersemester 2023 begonnen haben.

Anlage 1: Modulübersicht

Modul-Nr.	Modulname	Credits/Semester								Workload	PVL ²	PL/ SL ²
		1	2	3	4	5	6	7	8			
Ba 1	Wissenschaftliches Arbeiten	3								90		PF ²
Ba 2	Professionelle Identitätsbildung und Praxisreflexion	3	3	3	3					360 + 540	PR, PD, H	PB + Praxis
		18 ³										
Ba 3	Kommunikation/ Interaktion und Gesprächsführung	9								270		PF ²
Ba 4	Disziplin und Profession	3	3							180	PR	M
Ba 5	Konzepte und Methoden der Beratung		6							180		RT
Ba 6 ¹	Methoden der Einzelfallhilfe		6	6						360	R / RT	FS
Ba 7 ¹	Methoden der sozialen Gruppenarbeit		6	6						360	RT	SB
Ba 8	Rechtliche und sozialstaatliche Grundlagen			9						270		H
Ba 9	Erziehung, Bildung & Sozialisation				9					270		PF
Ba 10 ¹	Medienpädagogik				6	6				360	PF	MP
Ba 11 ¹	Sozialraumorientierung				6	6				360	PF	PF
Ba 12	Handlungsfelder der Sozialen Arbeit und Praxisreflexion					6	6	3		450 + 420	PF, PF	PF + Praxis
						14 ³						
Ba 13	Diversität					6				180		H
Ba 14	Organisation und Verwaltung Sozialer Arbeit						6			180		H
Ba 15	Angewandte Rechtsgebiete						6			180		H / K2
Ba 16	Forschung							6		180		EP
Ba 17	Individuum und Gesellschaft							6		180		H
Ba 18	Professionelle Profilbildung und Praxisreflexion							3	3	180 + 120	KE	PB ² + Praxis
						4 ³						
Ba 19	Bachelorarbeit								15	450		AA

¹ Wahlpflichtmodul (Ba 6 oder 7 + Ba 10 oder 11), ² unbenotet, ³ Credits Praxis (siehe auch § 2 Abs. 2 Satz 2)

Abkürzung	Bezeichnung ⁴
PVL	Prüfungsvorleistung (unbenotet)
SL	Studienleistung (unbenotet)
PL	Prüfungsleistung (benotet)
/	<i>oder</i>
AA	Abschlussarbeit mit Kolloquium
EP	Empirisches Projekt
FS	Fallstudie
H	Hausarbeit
HB	Exkursions-/Hospitationsbericht
K1/K2	Ein- bzw. zweistündige Klausur
KE	Konzeptentwicklung
M	Mündliche Prüfung
MOD	Moderation
MP	Mediales oder künstlerisches Produkt
PA	Projektarbeit
PB	Praxis-/Projektbericht
PD	Praktikumsdokumentation
PR	Präsentation
PF	Portfolio
R	Referat
SB	Sitzungsbetreuung
RT	Rollentraining

⁴ Der Umfang kann ggf. von den Angaben in der Prüfungsordnung Allgemeiner Teil abweichen und ist durch die Prüfenden zu Semesterbeginn bekanntzugeben.

Anlage 2: Bachelorurkunde (Muster)

BACHELORURKUNDE

Die HAWK
Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holzminden/Göttingen
Fakultät Management, Soziale Arbeit, Bauen

verleiht mit dieser Urkunde

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

den Hochschulgrad **Bachelor of Arts**
abgekürzt B.A.,
nachdem die Abschlussprüfung im Studiengang

Soziale Arbeit berufsbegleitend

bestanden wurde.

Holzminden, den «Datum»

«Dekan*in»
Dekan*in

«Studiendekan*in»
Studiendekan*in

Anlage 3: Bachelorzeugnis (Muster)

BACHELORZEUGNIS

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

hat die Bachelorprüfung im Studiengang

Soziale Arbeit berufsbegleitend

der Fakultät Management, Soziale Arbeit, Bauen
bestanden.

Thema der Bachelorarbeit:

	Credits	Gesamtnote
Gesamtbewertung	000	0,0 (in Worten)

Die Gesamtnote ergibt sich aus den Modulnoten gemäß Anlage zum Bachelorzeugnis.

Göttingen, den «PruefDatum»

«Studiendekan*in»
Studiendekan*in

ANLAGE ZUM BACHELORZEUGNIS

Studiengang

Vorname Nachname
geboren am 00.00.0000 in «Ort»

Module	Credits	Note
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Pflicht- und Wahlpflichtmodule

0,0
0,0
0,0
0,0
0,0
0,0
0,0
0,0
0,0
0,0

Bachelorarbeit

0,0

Gesamtnote

Anlage 4: Diploma Supplement (Muster)

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. Information identifying the holder of the qualification

1.1	Family name(s)	Nachname	1.2	First name(s)	Vorname
1.3	Date of birth	oo.oo.oooo	1.4	Student ID Number or code	oooooo

2. Information identifying the qualification

2.1 Name of Qualification and (if applicable) title conferred (in original language)

Bachelor of Arts – Soziale Arbeit, B.A.
Bachelor of Arts – Social Work, B.A. Social Work

2.2 Main field(s) of study for the qualification

Social Work and Social Pedagogy

2.3 Name and status of awarding institution (in original language)

HAWK Hochschule für angewandte Wissenschaft und Kunst
Hildesheim/Holz Minden/Göttingen
Fakultät Management, Soziale Arbeit, Bauen
Status (Type / Control)

University of Applied Sciences and Arts / State Institution

2.4 Name and status of institution administering studies (in original language)

[as above]

2.5 Language(s) of instruction/examination

German

3. Information on the level and duration of the qualification

3.1 Level of the qualification

Bachelor programme, undergraduate, first degree, by research with thesis

3.2 Official duration of programme in credits and/or years

Four years, 8 semesters, 180 ECTS

3.3 Access requirement(s)

General Higher Education Entrance Qualification or Entrance Qualification to Universities of Applied Sciences, or foreign equivalent. Work experience in a field of social work.

4. Information on the programme completed and the results obtained

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 learning outcomes

See Transcript of Records enclosed.

Graduates are familiar with the basic principles and the theoretical background to Social Work. They can use them to reflect on their professional actions and explain the tasks and responsibilities of Social Work to others. The focus is on the formation of professional identity, communication and interaction, Social Work as a profession and a discipline, education and socialisation, organisation and administration of Social Work, the individual and society and the formation of a professional profile.

Graduates are confident in dealing with the basics of scientific work and can use these in a targeted manner to deal with issues on the basis of scientific questions and research skills. They are able to deal with studies in a well-founded and critical manner. In the course of working on their Bachelor's thesis and preparing for oral examinations, graduates have learned to use scientific methods in a confident and sophisticated manner.

Graduates find it easy to incorporate the social framework and functioning of the welfare state into their actions. They are able to explain it to colleagues, clients and members of other professions. In particular, they can also incorporate legal regulations, sociopolitical and sociological frameworks and deal with diversity in an inclusive manner.

Graduates master techniques and methods of counseling, casework, group education, community work and social-spatial Orientation, media design and communication. They are able to transfer them to their work in the different fields of Social Work.

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

Please refer to the Certificate (Bachelorzeugnis) for a list of courses and grades.

4.4 Grading system and , if available, grade distribution table

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

Statistical distribution of grades: **grading table**

4.5 Overall classification of the qualification **o,o**

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 Certificate (Bachelorzeugnis).

When there are no marks given, not enough results are available yet to determine ECTS-grades.

5. Information on the function of the qualification

5.1 Access to further study

Qualifies to apply for admission for master programs – Prerequisite: In compliance with the requirements of the respective universities or universities of applied sciences and arts.

5.2 Access to a regulated profession (if applicable)

The Bachelor degree in Social Work entitles its holder to the legally protected professional title "Bachelor of Arts" and to exercise professional work to work as a state-recognised social work/social pedagogy practitioner in accordance with German legislation. This includes the executive ranks of the civil service, following a professional internship. Please see state registration.

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 Further information sources

www.hawk.de

7. Certification

This Diploma Supplement refers to the following original documents:

Document on the award of the academic degree

(Bachelorurkunde) **00.00.0000**

Certificate (Bachelorzeugnis) **00.00.0000**

Transcript of Records dated from

Certification Date: **00.00.0000**

(Official Seal / Stamp)

Dean of Studies

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 institution that awarded it.

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 (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-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's and Master's) have been introduced in almost all study programmes. This change is designed to provide enlarged variety and flexibility for students in planning and pursuing educational objectives; it also enhances international compatibility of studies.

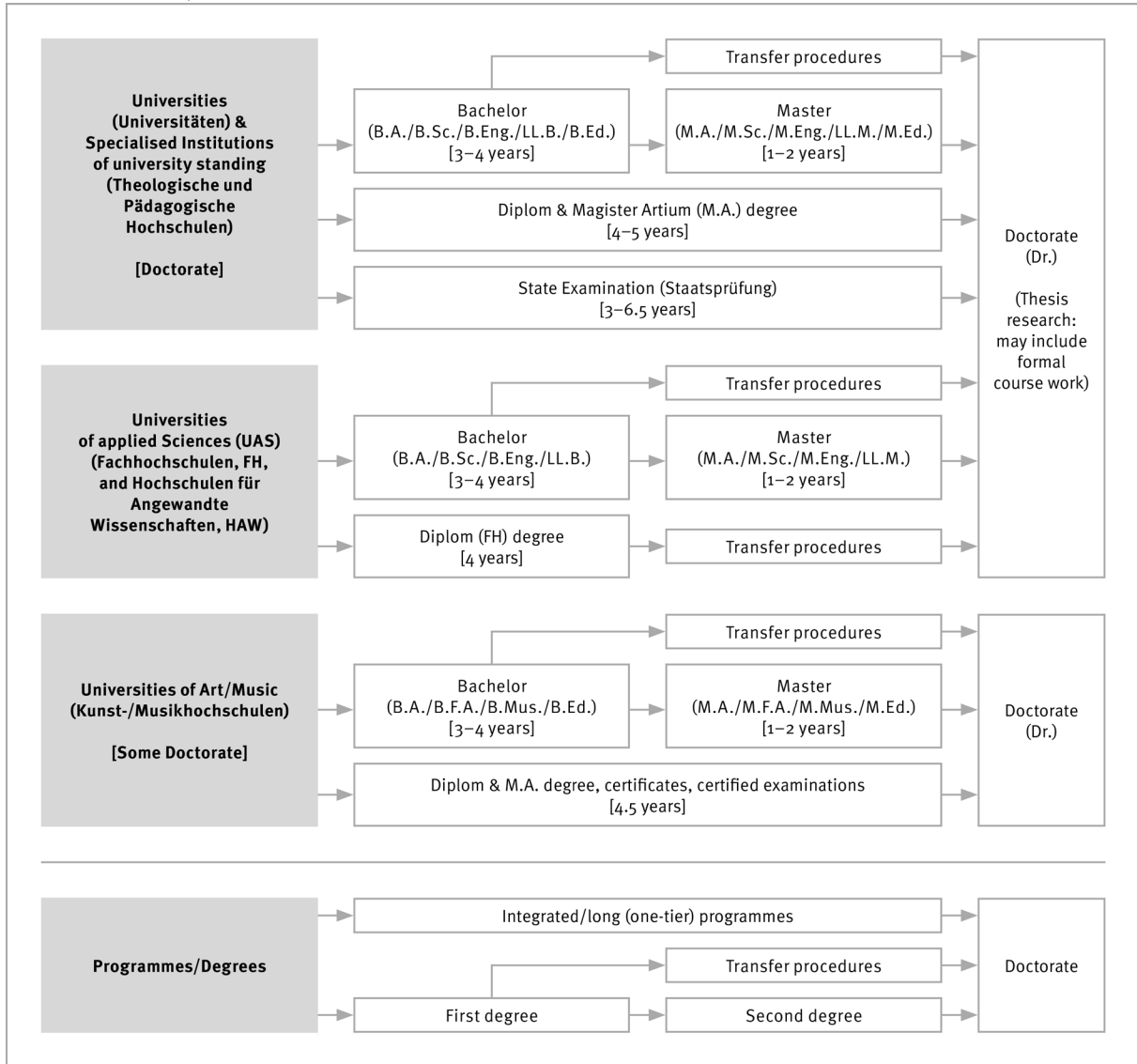
The German Qualifications Framework for Higher Education Qualifications (HQR)ⁱⁱⁱ describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong Learning^{iv} and the European Qualifications Framework for Lifelong Learning^v.

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).^{vi} 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.^{vii}

Table 1: Institutions, programmes and degrees in German higher education



8.4 Organisation 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.

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.^{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'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 degree must be accredited according to the Interstate study accreditation treaty.^{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's 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 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.

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. *Meis-*

ter/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.^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; 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)

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

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} 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).

^{vii} Interstate Treaty on the organisation 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.

^{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).