Appendix 2: Regulation for special entry requirements/
Aptitude tests for Master’s degree programme entrance

*Explanations:*

*This appendix regulates the procedures to determine aptitude, particularly for Master’s degree programmes where admission is non-restricted.* *Applicants who, during the procedure to determine aptitude, have been deemed able must be admitted.*

* 1. Apart from the first professional qualification, admission requires

*(Here the specific admission requirements as set out in § 9 Paragraph 8 of the Framework Regulations are to be regulated.* *The paragraphs below are to be adopted as long as they are relevant to the chosen admission requirements.* *A combination of several aspects of admission requirements is also possible, whereby the number of aptitude points necessary to determine aptitude in tests needs to be established.* *The formulation of the regulations is to be adapted accordingly.)*

* 1. The application needs to be accompanied by …
	*(Here it necessary to regulate which documents, either as simple or certified copies, must be submitted with the application, in compliance with the special admission requirements: for example, statements of motivations or language certificates)*
	2. The examination committee for the Master’s degree programme checks that all requirements have been met in compliance with Articles 1 and 2 and then continues with further proceedings. The committee may appoint one or several admissions committees to carry out this task. An admissions committee consists of at least two professors authorised as examiners of the Master’s degree programme, an scientific employee authorised to act as an examiner as well as a student enrolled on the Master’s degree programme who participates in an advisory role. The professorial majority must be maintained. If the examining board appoints several admissions committees for the same Master’s degree programme, a common vote regarding the criteria for assessment, usually under the chairmanship of the chair of the examination committe, takes place at the beginning of the selection procedure. The examination or admission committee can also call on other members of staff for support.
	3. The committee awards the (*letter of recommendation or motivational letter*) with aptitude points in compliance with § 42 paragraphs 3 and 4[[1]](#footnote-1), according to the apparent level of motivation and aptitude for the Master’s degree programme. An overall grade is formed consisting of 40%\* of said number of points and 60%\* of the number of points achieved with the first degree. Admission requires a total point count of at least … . \* *Example*
	4. Applicants are sent a written invitation for an interview within an appropriate time frame. Those who do not attend cannot request a new date. The interview is undertaken individually, is not public and should last between 20 and 30 minutes. In justified exceptional cases it can be conducted as a long-distance call, where possible as a video call; this applies, in particular, when the applicant has his or her place of residence in a foreign country or is abroad due to service obligations or social commitments.
	5. During the interview applicants have the opportunity to explain their motivation and give reasons for their aptitude for the Master’s degree programme. The interview is recorded by a professorial member of the committee, stating the name of the applicant, the duration of the conversation, the questions asked and the answers given as well as the general course of the conversation.
	6. The result of the interview is graded with aptitude points according to § 42 paragraphs 3 and 4, based on how convincing the demonstration of aptitude and motivation for the degree programme was. Former studies, professional or practical experiences can also form part of it. An overall grade is formed consisting of 40%\* of said number of points and 60%\* of the number of points achieved with the first degree. Admission requires a total point count of at least … .

 \* *Example*

* 1. Applicants are sent a written invitation for an aptitude test within an appropriate time frame. Those who do not attend cannot request a new date. The test serves to determine the aptitude for the Master’s degree programme using the following criteria:
* … *(list criteria)*
* …

Details, in particular the nature of tasks set and the duration of examinations, are decided by the committee.

* 1. The result of the aptitude test is graded with aptitude points according to § 42 paragraphs 3 and 4. An overall grade is formed consisting of 40%\* of said number of points and 60%\* of the number of points achieved with the first degree. Admission requires a total point count of at least … . \* *Example*

Appendix 3: Catalogue of the minor fields of study

|  |  |
| --- | --- |
| Degree programme | Faculty |
| American Studies | FB 10 |
| Archaeology and History of the Roman Provinces | FB 09 |
| Archaeology and Cultural History of the Middle East | FB 09 |
| Archaeology of Coins, Money and the Economy in Antiquity | FB 09 |
| Archeometry | FB 09 |
| Business Management | FB 02 |
| Empirical Linguistics | FB 09 |
| English Studies | FB 10 |
| Educational science / paedagogics | FB 04 |
| Ethnology | FB 08 |
| Geography | FB 11 |
| German Studies | FB 10 |
| History | FB 08 |
| History and the Philosophy of Science | FB 08 |
| Greek Philosophy | FB 09 |
| Japanese Studies | FB 09 |
| Jewish Studies | FB 09 |
| Catholic Theology | FB 07 |
| Classical Archaeology | FB 09 |
| Cultural Anthropology and European Ethnology | FB 09 |
| Art-Media-Cultural Education | FB 09 |
| History of Art | FB 09 |
| Latin Philology | FB 09 |
| Musicology | FB 09 |
| Philosophy | FB 08 |
| Political Science | FB 03  |
| Religious Studies | FB 07 |
| Roman Studies | FB 10  |
| Sinology | FB 09 |
| Scandinavian Studies | FB 10 |
| Sociology | FB 03 |
| Languages and Cultures of South East Asia  | FB 09 |
| Economics | FB 02 |
| Pre-History and Early History | FB 09 |

Appendix 4: Model list of import and export modules

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Original degree programme  | Module (Title, Number) | FB [Number] | Summer semester /Winter semester | CP |
| Cultural Anthropology and European Ethnology | Global Economies | FB 09 | SS 2014 | 30 |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Services for the degree programme | Module (title, number) | FB [Number] | Summer semester /Winter semester | CP |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Appendix 5: Model for the description of modules; minimum information requirements

|  |
| --- |
| Module [number]: Module name (compulsory module/optional compulsory module) CP |
| 1st | Contents: |
|  |  |
| 2nd | Study results/competency goals: |
|  |  |
| 3rd | Prerequisites for participation: |
|  |  |
| 4th  | [Possible] Mode of teaching and learning: |
|   |  |
|  |  |
| 5th | Degree programmerecords: |
|  | Attendance records: |  |
| Performance records: |  |
| Pre-examination performances: |  |
| 6th | Module examination: Form/duration |
|  | Module examination consisting of:  |  |
|  | Cumulative module examination consisting of: |  |
| 7th | Module grade: |
|  | Forming the module grade in cumulative module examinations |

Appendix 6: Model of module manual

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[number /abbreviated designation]****[Engl.** **Module designation]** | **[Name of the module]** | **Compulsory module/optional compulsory module** | **[…] CP (total) = […] h[…]** | **[…] SWS** |
| **Contact studies****(…) SWS / (…) h** | **Private study****(…) h** |
| **Contents** |
|  |  |
| **Study results / competency goals** |
|  |  |
| **Admission requirements for the module or individual courses of the module** |
|  |  |
| **Recommended prerequisites** |
|  |  |
| **Assignment of the module (degree programme / faculty)** |  |
| **Applicability of the module** **for other courses**  |  |
| **Frequency of the offer** |  |
| **Duration of the module** |  |
| **Module supervisor** |  |
| **Study records / possibly as pre-examination performances** |  |
|  | **Attendance records**  |  |
|  | **Performance records** |  |
| **Mode of teaching / studying** |  |
| **Language of instruction / examination language** |  |
| **Module examination** | **Final /period / if necessary contents** |
|  | **Concluding module examination** **consisting of:** |  |
|  | **cumulative module examination consisting of:** |  |
|  | **Forming the module grade for cumulative module examinations** |  |
|  |  | LV form | SWS | CP | Semester |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Name of event | [Abbr.] | … | … | X |  |  |  |  |  |
| Name of event | [Abbr.] | … | … | X |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Module examination |  |  | … |  |  |  |  |  |  |
| Total |  | … | … |  |  |  |  |  |  |

**Transcript of Records Examining Board of the Faculty**
  **abc**

1st October 2013

Vorname und Name */ first name and surname*

Geburtsdatum und -ort */ date of birth and place of birth*

Matrikelnummer */ matriculation number*

Studiengang */ degree programme*

Abschlussgrad */ degree awarded*

gemäß der Ordnung vom */ in compliance with the set of regulations dated*

Fachsemester */ semester*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Note/ Status*grade/status* | Semester/ *semester* | CP*CP* | SWS*SWS* | Anmerkung*remark* |
| **Module*****module*** |  |  |  |  |  |
|  Seminar  *seminar*  |  |  |  |  |  |
|  Modulprüfung *module examination* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Ergebnis der Masterprüfung : bestanden  | Gesamtnote: gut (2,0) Gesamt-CP: 120 |
| Result of the Master Examination : pass | Grade (overall): good (2,0) CP (overall): 120 |

|  |  |
| --- | --- |
| Frankfurt am Main, den…                          |  |
|  | abc, Chair of the Examining Board |

###### **Faculty**

 **Bachelor certificate**

<Title>

<First name> <Surname>

born on <date of bitrh>

in <place of birth >

has completed the examinations of the Bachelor’degree programme <**name of degree programme**> at the Johann Wolfgang Goethe University in Frankfurt am Main in compliance with the set of regulations dated … in the version from … with the degree awarded

<**name of degree awarded**> .

and passed on the basis of the overleaf listed examination performances with the overall grade

<**overall grade**> (<grade>).

.

The final examination performance was delivered on …………… Thereby a scientific study course was concluded within a standard study period of ……….. semesters (xxx credits).

Frankfurt am Main, <date>

The Chair
of the examination committee <seal>

or

the Dean of Studies
for the faculty She / he has successfully completed the required examinations in the following modules:

Title of the module: Grade: Remarks:

The Bachelor thesis with the topic:

………………………………………………………………………………………………………………………………………

was awarded the grade ………………………………....

###### **Faculty**

 **Bachelor certificate**

<Title>

<First name> <Surname>

born on <date of bitrh>

in <place of birth >

has passed the examinations of the Bachelor degree programme

 <**name of degree programme**> at the Johann Wolfgang Goethe University Frankfurt am Main with the degree awarded <**designation of the degree awarded>**

and, on the basis of the examination performances for the Bachelor main subject <**name of degree programme**>
and the Bachelor minor subject <**name of degree programme**>and listed overleaf with the overall grade

<**overall grade text**> (<grade with decimals>).

.

The final examination performance was delivered on …………… Thereby a scientific study course was concluded within a standard study period of ……….. Semesters (xxx credits).

Frankfurt am Main, <date>

The chair
of the examination committee <seal>

or

the Dean of Studies
for the faculty

She / he has successfully completed the required examinations in the following modules:

In the main subject <**name of degree programme**> in compliance with the set of regulations dated … in the version from …

Title of the module: Grade: Remarks:

Overall grade in the main subject: <overall grade text> ( <grade with a decimal point>)

Minor grade <**name of study course**>

Title of the module: Grade: Remarks:

Overall grade in the minor field of study: <overall grade text> ( <grade with a decimal point>)

Minor grade <**name of study course**>

Title of the module: Grade: Remarks:

Overall grade in the minor field of study: <overall grade text> ( <grade with a decimal point>)

The Bachelor thesis with the topic:

………………………………………………………………………………………………………………………………………

was awarded the grade ………………………………....


###### **Faculty …………………………**

 **Master’s certificate**

<Title>

<First name> <Surname>

born on <date of bitrh>

in <place of birth >

has completed the examinations of the Master’s degree programme <**name of degree programme**> at the Johann Wolfgang Goethe University in Frankfurt am Main, in compliance with the set of regulations dated … in the version from … with the degree awarded

<name of degree awarded>

and passed on the basis of the overleaf listed examination performances with the overall grade

<**overall grade**> (<grade>).

.

The final examination performance was delivered on …………… Thereby a scientific study course was concluded within a standard study period of ……….. Semesters (xxx credits).

Frankfurt am Main, <date>

Chair Dean

of the Examination Committee <seal> of the faculty ………………………….

She / he has successfully completed the required examinations in the following modules:

Title of the module: Grade: Remarks:

The Master’s thesis with the topic:

………………………………………………………………………………………………………………………………………

was awarded the grade ….........................................

###### **Faculty**

 **D i p l o m a**

The faculty <name of faculty> of the Johann Wolfgang Goethe University in Frankfurt am Main awards

<Title>

<First name> <Surname>

born on <date of bitrh>

in <place of birth >

subsequent to passing the Bachelor examination <**date of last examination performance**> in the degree programme <**name of degree programme**> the academic grade

**<name of degree awarded>**

Frankfurt am Main, dated <date the Bachelor degree was awarded>

The Chair Dean or

of the Examination Committee Dean of Studies

 of the faculty…..................

<seal>

###### **Faculty**

 **D i p l o m a**

The faculty <**name of faculty**> of the Johann Wolfgang Goethe University in Frankfurt am Main awards

<Title>

<First name> <Surname>

born on <date of bitrh>

in <place of birth >

subsequent to having passed the Master’s examination on <day of last examination> in the degree programme <**name of degree programme**> the academic degree

**<name of degree awarded>**

Frankfurt am Main, dated <date of the Master’s diploma>

The Chair Dean or

of the Examination Committee Dean of Studies

 of the faculty…..................

<seal>



|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| Diploma SupplementThis 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. |

 | Diploma supplementDiese Diploma Supplement-Vorlage wurde von der Europäischen Kommission, dem Europarat und UNESCO/CEPES entwickelt. Das Diploma Supplement soll hinreichende Daten zur Verfügung stellen, die die internationale Transparenz und angemessene akademische und berufliche Anerkennung von Qualifikationen (Urkunden, Zeugnisse, Abschlüsse, Zertifikate, etc.) verbessern. Das Diploma Supplement beschreibt Eigenschaften, Stufe, Zusammenhang, Inhalte sowie Art des Abschlusses des Studiums, das von der in der Originalurkunde bezeichneten Person erfolgreich abgeschlossen wurde. Die Originalurkunde muss diesem Diploma Supplement beigefügt werden. Das Diploma Supplement sollte frei sein von jeglichen Werturteilen, Äquivalenzaussagen oder Empfehlungen zur Anerkennung. Es sollte Angaben in allen acht Abschnitten enthalten. Wenn keine Angaben gemacht werden, sollte dies durch eine Begründung erläutert werden. |

**1st** **Holder of the Qualification / Angaben zur Inhaberin/zum Inhaber der Qualifikation**

1.1 Name/Familienname First Name/Vorname

**Mustermann Max**

1.2 Date, Place, Country of Birth / Geburtsdatum, Geburtsort, Geburtsland

**1965-01-01, Musterstadt, Germany / 01.01.1965 in Musterstadt, Deutschland**

1.3 Student ID Number / Matrikelnummer

**1234567**

**2nd** **Qualification / Angaben zur Qualifikation**

2.1 Name of Qualification (full, abbreviated)/ Bezeichnung der Qualification (ausgeschrieben, abgekürzt)

**“Bachelor of Arts (B.A.)“**

2.2 Main Field of Study / Hauptstudienfach

**Ethnology**

2.3 Institution awarding the qualification / Name der Einrichtung, die die Qualifikation verliehen hat

**Johann Wolfgang Goethe University Frankfurt am Main**

Status (Type / Control) / Status (Typ / Trägerschaft)

**University, state institution / Universität, staatlich**

Institution Administering Studies / ausgebender Fachbereich

**Faculty of Philosophy and History /Fachbereich Philosophie und Geschichtswissenschaften**

2.4 Language of instruction/examinations / Unterrichts- und Prüfungssprache

**German/Deutsch**

**3rd** **Level of qualification / Angaben zum Niveau der Qualifikation**

3.1 Level / Niveau

**first degree / erster berufsqualifizierender Abschluss**

3.2 Official length of programme/Regelstudienzeit

**3 years, 180 ECTS credits / 3 Jahre (6 Semester), 180 credit points (ECTS)**

3.3 Admission requirements/Zulassungsvoraussetzung

A gneral hgher eucation etrance qalification (HEEQ)l for details see 8.4/befähigt zur Aufnahme von weiterqualifizierenden Studiengängen

**4.** **Contents of studies and results obtained / Angaben zu Studieninhalten und -erfolg**

4.1 Mode of study / Form des Studiums

**Full or part-time study/Vollzeit- oder Teilzeitstudium**

4.2 Programme requirements and qualification profile of the graduate/ Studieninhalte und Qualifikationsziele

**The programme provides lectures, exercises, laboratory work, and seminars complemented by intensive work at home and research in the framework of the Bachelor thesis.** **The scheduled instructions contain a full course in ...**

**The breadth of ...**

4.3 Programme details/Angaben zum Studium

**see attached “Transcript of Records” /siehe beigefügtes Transcript of Records**

4.4 Grading scheme/ Notensystem und Hinweise zur Vergabe von Noten

|  |  |  |
| --- | --- | --- |
| **Grade** |  | **Note** |
| 1.0 – 1.2 | excellent |  | 1.0 – 1.2 | mit Auszeichnung |
| 1.3 – 1.5 | very good  |  | 1.3 – 1.5 | Sehr gut |
| 1.6 – 2.5 | good  |  | 1.6 – 2.5 | Gut |
| 2.6 – 3.5 | satisfactory  |  | 2.6 – 3.5 | Befriedigend |
| 3.6 – 4.0 | sufficient  |  | 3.6 – 4.0 | Ausreichend |
| > 4.1 | fail |  | > 4.1 | Nicht ausreichend |

To achieve a differentiated assessment of examination results, individual grades can be raised or lowered by 0.3 to intermediate values; the grades 0.7, 4.3, 4.7 and 5.3 are excluded. If the examination performance is marked by two examiners the resultant grade will be the average of the two evaluations.

When forming the grade for the module examinations, only the first decimal point is considered; all others are deleted without rounding off.

ECTS – Grading Scheme

|  |  |  |
| --- | --- | --- |
| Overall grades | Total number within the reference group | Percentage of graduates within the reference group |
| up to 1.5 (very good) |  |  |
| from 1.5 to 2.5 (good) |  |  |
| from 2.5 to 3.5 (satisfactory) |  |  |
| from 3.5 to 4.0 (sufficient) |  |  |

\* The comparison group for the determination of both the percentage distribution of the graduates and their relative ECTS- grades consists of the graduates of the last three years before graduation.

\* The decisive time period taken into account for determination of the ECTS grade is the previous three years of study.

*No ECTS grade will be awarded until these comparative data are available.*

4.5 Overall grade / Gesamtnote

<<Overall GradeTxt\_E>> (<<Overall Grade>>)

Based on the weighted (according to credits) average of grades received during the study course and the final thesis (examinations 165 ECTS, thesis incl. Project Planning 15 ECTS --- for details see Transcript of Records attached)

Basierend auf den gewichteten Noten, wie sie während des Studiums und der Abschlussarbeit erworben wurden, errechnet sich die Gesamtnote wie folgt:

**5.** **FUNCTION OF THE QUALIFICATION/Angaben zum Status der Qualifikation**

5.1 Access to Further Studies/Zugang zu weiterführenden Studien

**Qualifies for application to admission to M. A. studies in …, …. or …**

**Der Abschluss befähigt zur Aufnahme eines weiteren qualifizierenden Abschlusses mit dem Abschlussziel M.A. in …, … oder …**

5.2 Professional status/Beruflicher Status

This degree entitles its holder to the legally protected professional title of a “Bachelor of Arts” (B.A.) and to perform professional work in the field of ...

**6.** **Additional information/Zusätzliche Informationen**

6.1 Additional information/Weitere Angaben

see appendix (provided by the graduate)

6.2 Further information sources/Informationsquellen für ergänzende Angaben

On the institution *http://www.physik.uni-frankfurt.de*, *http://www.uni-frankfurt.de/studium/ssc*

On the programme *http://www.physik.uni-frankfurt.de/mpcs*

**7.** **Certification/Zertifizierung**

|  |
| --- |
| This diploma supplement refers to the following original documents:/ Dieses Diploma Supplement nimmt Bezug auf folgende original Dokumente:  |
| Bachelor diploma issued / Bachelor Urkunde vom  |
| Certificate of examination issued /Bachelorzeugnis vom  |
| Transcript of Records issued / Transcript of Records vom  |
|  |
|  |
|  |
| Certification date:/Datum der Zertifizierung  |
| Offizielles Siegel | Vorsitzende/r des Prüfungsausschusses |

**8.** **National Higher Education System /Angaben zum nationalen Hochschulsystem**

The information on the national higher education system on the following pages provides a context for the qualification and the type of institution that awarded it.

Die Informationen über das nationale Hochschulsystem auf den folgenden Seiten geben Auskunft über den Grad der Qualifikation und den Typ der Institution, die sie vergeben hat.

**8.** **INFORMATION ON GERMAN HIGHER EDUCATION**

 **SYSTEM**[[2]](#endnote-1)

**8.1 Types of institutions and institutional status**

Higher education (HE) studies in Germany are offered at three types of higher education institutions (HEI)*.*[[3]](#endnote-2)

*- Universitäten* (Universities), including various specialised institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.

*- Fachhochschulen* (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 a distinct application-oriented focus and professional character of studies, which include integrated and supervised work assignments in industry, enterprises or other relevant institutions.

*- Kunst- und Musikhochschulen* (Universities of Art/Music) offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

Higher education institutions are either state or state-recognised institutions. In their operations, including the 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, a scheme of first- and second-level degree programmes (Bachelor and Master) was introduced to be offered parallel to or instead of integrated "long" programmes. These programmes are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

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 *federal states* in the Federal Republic of Germany (KMK).[[4]](#endnote-3) 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.[[5]](#endnote-4)

**8.** **Information on the university system in**

 **Germany**[[6]](#endnote-5)

**8.1 Die unterschiedlichen Hochschulen und ihr institutioneller Status**

Die Hochschulausbildung wird in Deutschland von drei Arten von Hochschulen angeboten.[[7]](#endnote-6)

*- Universitäten*, einschließlich verschiedener spezialisierter Institutionen, bieten das gesamte Spektrum akademischer Disziplinen an. Traditionell liegt der Schwerpunkt an deutschen Universitäten besonders auf der Grundlagenforschung, so dass das fortgeschrittene Studium vor allem theoretisch ausgerichtet und forschungsorientiert ist.

*- Fachhochschulen* konzentrieren ihre Studienangebote auf ingenieurwissenschaftliche und technische Fächer, wirtschaftswissenschaftliche Fächer, Sozialarbeit und Design. Der Auftrag von angewandter Forschung und Entwicklung impliziert einen klaren praxisorientierten Ansatz und eine berufsbezogene Ausrichtung des Studiums, was häufig integrierte und begleitete Praktika in Industrie, Unternehmen oder anderen einschlägigen Einrichtungen einschließt.

*- Kunst- und Musikhochschulen* bieten Studiengänge für künstlerische Tätigkeiten an, in Bildender Kunst, Schauspiel und Musik, in den Bereichen Regie, Produktion und Drehbuch für Theater, Film und andere Medien sowie in den Bereichen Design, Architektur, Medien und Kommunikation.

Hochschulen sind entweder staatliche oder staatlich anerkannte Institutionen. Sowohl in ihrem Handeln einschließlich der Planung von Studiengängen als auch in der Festsetzung und Zuerkennung von Studienabschlüssen unterliegen sie der Hochschulgesetzgebung.

* 1. **Studiengänge und -abschlüsse**

In allen drei Hochschultypen wurden die Studiengänge traditionell als integrierte „lange“ (einstufige) Studiengänge angeboten, die entweder zum Diplomoder zum Magister Artiumführen oder mit einer Staatsprüfung abschließen.

Im Rahmen des Bologna-Prozesses wird das einstufige Studiensystem sukzessive durch ein zweistufiges ersetzt. Seit 1998 besteht die Möglichkeit, parallel zu oder anstelle von traditionellen Studiengängen gestufte Studiengänge (Bachelor und Master) anzubieten. Dies soll den Studierenden mehr Wahlmöglichkeiten und Flexibilität beim Planen und Verfolgen ihrer Lernziele bieten, sowie Studiengänge international kompatibler machen.

Abschnitte 8.4.1, 8.4.2 bzw. Tab. 1 gibt eine zusammenfassende Übersicht.

* 1. **Anerkennung/Akkreditierung von Studiengängen und Abschlüssen**

Um die Qualität und die Vergleichbarkeit von Qualifikationen sicher zu stellen, müssen sich sowohl die Organisation und Struktur von Studiengängen als auch die grundsätzlichen Anforderungen an Studienabschlüsse an den Prinzipien und Regelungen der Ständigen Konferenz der Kultusminister der Länder (KMK) orientieren.[[8]](#endnote-7) Seit 1999 existiert ein bundesweites Akkreditierungssystem für Studiengänge unter der Aufsicht des Akkreditierungsrates, nach dem alle neu eingeführten Studiengänge akkreditiert werden. Akkreditierte Studiengänge sind berechtigt, das Qualitätssiegel des Akkreditierungsrates zu führen.[[9]](#endnote-8)

**Table 1:** **Institutions, Programmes and Degrees in German Higher Education / Tabelle 1:** **Institutionen, Studiengänge und Abschlüsse im Deutschen Hochschulsystem**

Integrated/long (one-tier) programmes

Doctorate

Transfer procedures

**Doctorate**

**(Dr.)**

(Thesis research; may include formal course work)

*Diploma* (FH) degree [4 years]

*Diploma & M.A.* degree, certificates, certified examinations

[4.5 years]

**Doctorate**

**(Dr.)**

UNIVERSITIES
(*Universitäten*) &

SPECIALISED INSTITUTIONS

of university standing

(*Theological and Educational Colleges)*

[Doctorate]

[Doctorate]

Universities of Applied Sciences (uas)

(*fachhochschulen*)

(FH)

Universities of Art/Music

(*Kunst-/ Musikhochschulen*)

[Some Doctorate]

*Diploma & Magister Artium* (M.A.) degree [4-5 years]

Staatsprüfung (state examination) [3-6.5 years]

Master (M.A./M.Sc./M.Eng./LL.M./M.Ed.)

[1-2 years]

Bachelor (B.A./B.Sc./B.Eng./LL.B./B.Ed.)

[3-4 years]

Master (M.A./M.Sc./M.Eng./LL.M)

[1-2 years]

Bachelor (B.A./B.Sc./B.Eng./LL.B)

[3-4 years]

Master (M.A./M.F.A./M.Mus./M.Ed.)

[1-2 years]

Bachelor (B.A./B.F.A./B.Mus./B.Ed.)

[3-4 years]

Transfer procedures

Transfer procedures

Transfer procedures

Programmes/

Degrees

First degree

Second degree

Transfer procedures

Integrierte/lange (einstufige) Studiengänge

Promotion

 Besondere Zulassungsregelungen

**Promotion**

**(Dr.)**

(Dissertation / evtl. einschließlich strukturiertes Promotions-studium)

Diplom (FH) Grad [4 Jahre]

Diplom & M.A. Grad, Zertifikate, zertifizierte Prüfungen

[4.5 Jahre]

**Promotion**

**(Dr.)**

UNIVERSITÄTEN
und diesen

gleichgestellte

SPEZIALISIERTE INSTITUTIONEN

(*Theologische und Pädagogische Hochschulen)*

Promotion

[Doctorate]

Fachhoch-schulen

(FH)

Kunst- und Musik-hochschulen

[Promotion teilweise möglich]

Diplom & Magister Artium (M.A.) Grad [4-5 Jahre]

Staatsprüfung [3-6.5 Jahre]

Master (M.A./M.Sc./M.Eng./LL.M./M.Ed.)

[1-2 Jahre]

Bachelor (B.A./B.Sc./B.Eng./LL.B./B.Ed.)

[3-4 Jahre]

Master (M.A./M.Sc./M.Eng./LL.M)

[1-2 Jahre]

Bachelor (B.A./B.Sc./B.Eng./LL.B)

[3-4 Jahre]

Master (M.A./M.F.A./M.Mus./M.Ed.)

[1-2 Jahre]

Bachelor (B.A./B.F.A./B.Mus./B.Ed.)

[3-4 Jahre]

Besondere Zulassungsregelungen

Besondere Zulassungsregelungen

Besondere Zulassungsregelungen

Studiengänge und

Abschlüsse

Erster Abschluss

Zweiter Abschluss

Besondere Zulassungsregelungen

**8.4 Organization and structure of studies**

The following programmes apply to all three types of institutions. Bachelor and Master’s degree 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 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 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. Degree programmes leading to the Bachelor degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.[[10]](#endnote-9)

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.).

**8.4.2 Master**

Master is the second degree after another 1 to 2 years. Master degree programmes must be differentiated by the profile types “more practice-oriented” and “more research-oriented”. Higher education institutions define the profile of each Master study programme.

The Master degree programme includes a thesis requirement. Degree programmes leading to the Master degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.[[11]](#endnote-10)

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 or which do not build on the preceding Bachelor study programmes in terms of their content, may carry other designations (e.g. MBA).

**8.4.3 Integrated "Long" Programmes (one-tier):**

 **Diploma degrees, Magister Artium, state examination**

An integrated study programme is either mono-disciplinary (diploma 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 diploma 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 state examination. The level of qualification is equivalent to the Master level.

- Integrated studies at *universit*ies (U) last 4 to 5 years (diploma degree, Magister Artium) or 3 to 6.5 years (state examination). The diploma 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

- 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 diploma/Magister degrees, the integrated study programme awards include Certificates and certified examinations for specialised areas and professional purposes.

- For the legal, medical, pharmaceutical and teaching professions are completed by a state examination.

The three qualifications (diploma, Magister Artium and Staatsprüfung) are academically equivalent. 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 diploma (FH) degree. 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.

**8.5 Doctorate**

Universities as well as specialised 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 diploma, a state examination, or a foreign equivalent. Particularly qualified holders of a Bachelor or a diploms (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.

**8.4 Organisation und Struktur der Studiengänge**

**8.4.1 Bachelor**

In Bachelorstudiengängen werden wissenschaftliche Grundlagen, Methodenkompetenz und berufsfeldbezogene Qualifikationen vermittelt. Der Bachelorabschluss wird nach 3 bis 4 Jahren vergeben.

Zum Bachelorstudiengang gehört eine schriftliche Abschlussarbeit. Studiengänge, die mit dem Bachelor abgeschlossen werden, müssen gemäß dem Gesetz zur Errichtung einer Stiftung zur Akkreditierung von Studiengängen in Deutschland akkreditiert werden.[[12]](#endnote-11)

Studiengänge der ersten Qualifikationsstufe (Bachelor) schließen mit den Graden 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.) oder Bachelor of Education (B.Ed.) ab.

**8.4.2 Master**

Der Master ist der zweite Studienabschluss nach weiteren 1 bis 2 Jahren. Masterstudiengänge sind nach den Profiltypen „stärker anwendungsorientiert“ und „stärker forschungsorientiert“ zu differenzieren. Die Hochschulen legen für jeden Masterstudiengang das Profil fest.

Zum Masterstudiengang gehört eine schriftliche Abschlussarbeit. Studiengänge, die mit dem Bachelor abgeschlossen werden, müssen gemäß dem Gesetz zur Errichtung einer Stiftung zur Akkreditierung von Studiengängen in Deutschland akkreditiert werden.

Studiengänge der zweiten Qualifikationsstufe (Master) schließen mit den Graden Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (LL.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) oder Master of Education (M.Ed.) ab. Weiterbildende Masterstudiengänge, sowie solche, die inhaltlich nicht auf den vorangegangenen Bachelorstudiengang aufbauen können andere Bezeichnungen erhalten (z.B.MBA)

**8.4.3 Integrierte „lange“ einstufige Studiengänge:**

 **Diplom, Magister Artium, Staatsprüfung**

Ein integrierter Studiengang ist entweder mono-disziplinär (Diplomabschlüsse und die meisten Staatsprüfungen) oder besteht aus einer Kombination von entweder zwei Hauptfächern oder einem Haupt- und zwei Nebenfächern (Magister Artium). Das Vorstudium (1,5 bis 2 Jahre) dient der breiten Orientierung und dem Grundlagenerwerb im jeweiligen Fach. Eine Zwischenprüfung (bzw. Vordiplom) ist Voraussetzung für die Zulassung zum Hauptstudium, d.h. zum fortgeschrittenen Studium und der Spezialisierung. Voraussetzung für den Abschluss sind die Vorlage einer schriftlichen Abschlussarbeit (Dauer bis zu 6 Monaten) und umfangreiche schriftliche und mündliche Abschlussprüfungen. Ähnliche Regelungen gelten für die Staatsprüfung. Die erworbene Qualifikation entspricht dem Master.

- Die Regelstudienzeit an Universitäten beträgt bei integrierten Studiengängen 4 bis 5 Jahre (Diplom, Magister Artium) oder 3 bis 6,5 Jahre (Staatsprüfung). Mit dem Diplom werden ingenieur-, natur- und wirtschaftswissenschaftliche Studiengänge abgeschlossen. In den Geisteswissenschaften ist der entsprechende Abschluss in der Regel der Magister Artium (M.A.). In den Sozialwissenschaften variiert die Praxis je nach Tradition der jeweiligen Hochschule. Juristische, medizinische, pharmazeutische und Lehramtsstudiengänge schließen mit der Staatsprüfung ab.

- Das Studium an Kunst- und Musikhochschulen ist in seiner Organisation und Struktur abhängig vom jeweiligen Fachgebiet und der individuellen Zielsetzung. Magisterabschluss gibt es bei integrierten Studiengängen Zertifikate und zertifizierte Abschlussprüfungen für spezielle Bereiche und berufliche Zwecke.

- Die drei Qualifikationen (Diplom, Magister Artium und Staatsprüfung) sind akademisch gleichwertig. Sie bilden die formale Voraussetzung zur Promotion. Weitere Zulassungsvoraussetzungen können von der Hochschule festgelegt werden, s. Abschnitt 8.5.

- Die Regelstudienzeit an Fachhochschulen (FH) beträgt bei integrierten Studiengängen 4 Jahre und schließt mit dem Diplom (FH) ab. Fachhochschulen haben kein Promotionsrecht; qualifizierte Absolventen können sich für die Zulassung zur Promotion an promotionsberechtigten Hochschulen bewerben, s.

**8.5 Promotion**

Universitäten sowie gleichgestellte Hochschulen und einige Kunst- und Musikhochschulen sind promotionsberechtigt. Formale Voraussetzung für die Zulassung zur Promotion ist ein qualifizierter Masterabschluss (Fachhochschulen und Universitäten), ein Magisterabschluss, ein Diplom, eine Staatsprüfung oder ein äquivalenter ausländischer Abschluss. Besonders qualifizierte Inhaber eines Bachelorgrades oder eines Diplom (FH) können ohne einen weiteren Studienabschluss im Wege eines Eignungsfeststellungsverfahrens zur Promotion zugelassen werden. Die Universitäten bzw. promotionsberechtigten Hochschulen regeln sowohl die Zulassung zur Promotion als auch die Art der Eignungsprüfung. Voraussetzung für die Zulassung ist außerdem, dass das Promotionsprojekt von einem Hochschullehrer als Betreuer angenommen wird.

**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 “Sufficient" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

In addition institutions may already use the ECTS grading scheme, which operates with the levels A (best 10 %), B (next 25 %), C (next 30 %), D (next 25 %), and E (next 10 %).

**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 (Fachgebundende Hochschulreife) allow for admission to particular disciplines. Access to Fachhochschulen (UAS) is also possible with a Fachhochschulreife, which can usually be acquired after 12 years of schooling. Admission to universities of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

Higher Education Institutions may [in](http://dict.leo.org/se?lp=ende&p=/Mn4k.&search=in) [certain](http://dict.leo.org/se?lp=ende&p=/Mn4k.&search=certain) [cases](http://dict.leo.org/se?lp=ende&p=/Mn4k.&search=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]; Lennéstrasse 6, D-53113 Bonn; Fax: +49[0]228/501- 229; Tel: +49[0]228/501-0

- Central Office for Foreign Education (ZaB) as German NARIC; www.kmk.org; Email: zab@kmk.org

- "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (www.kmk.org/doku/bildungswesen.htm;
Email: 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](http://www.hrk.de);

 Email: 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](http://www.higher-education-compass.de)).

**8.6 Benotungsskala**

Die deutsche Benotungsskala umfasst üblicherweise 5 Grade (mit zahlenmäßigen Entsprechungen; es können auch Zwischennoten vergeben werden): „Sehr gut“ (1), „Gut“ (2), „Befriedigend“ (3), „Ausreichend“ (4), „Nicht ausreichend“ (5). „very good (1), „Gut“ (2), „satisfactory (3), „sufficient (4), „fail (5). Zum Bestehen ist mindestens die Note „Ausreichend“ (4) notwendig. Die Bezeichnung für die Noten kann in Einzelfällen und für den Doktorgrad abweichen.

Außerdem verwenden Hochschulen zum Teil bereits die ECTS-Benotungsskala, die mit den Graden A (die besten 10%), B (die nächsten 25%), C (die nächsten 30%), D (die nächsten 25%) und E (die nächsten 10%) arbeitet.

**8.7 Hochschulzugang**

Die Allgemeine Hochschulreife (Abitur) nach 12 bis 13 Schuljahren ermöglicht den Zugang zu allen Studiengängen. Die Fachgebundene Hochschulreife ermöglicht den Zugang zu bestimmten Fächern. Das Studium an Fachhochschulen ist auch mit der Fachhochschulreife möglich, die in der Regel nach 12 Schuljahren erworben wird. Der Zugang zu Kunst- und Musikhochschulen kann auf der Grundlage von anderen bzw. zusätzlichen Voraussetzungen zum Nachweis einer besonderen Eignung erfolgen.

Die Hochschulen können in bestimmten Fällen zusätzliche spezifische Zulassungsverfahren durchführen.

**8.8 Informationsquellen in der Bundesrepublik**

- Kultusministerkonferenz (KMK) (Ständige Konferenz der Kultusminister

 der Länder in der Bundesrepublik Deutschland); Lennéstr.

 Bonn; Fax: +49(0)228/501-229; Tel.: +49(0)228/501-0

- Zentralstelle für ausländisches Bildungswesen (ZaB) als deutsche

 NARIC; www.kmk.org; E-Mail: zab@kmk.org

- „Dokumentations- und Bildungsinformationsdienst” als deutscher

 Partner im EURYDICE-Netz, für Informationen zum Bildungswesen in

 Deutschland (www.kmk.org/doku/bildungswesen.htm; E-Mail:

 eurydice@kmk.org)

- Hochschulrektorenkonferenz (HRK); Ahrstr. 39, D-53175 Bonn; Fax:

 +49(0)228/887-110; Tel.: +49(0)228/887-0; www.hrk.de; E-Mail:

 post@hrk.de)

- „Hochschulkompass“ der Hochschulrektorenkonferenz, enthält

 umfassende Informationen zu Hochschulen, Studiengängen etc.

 Deutschland (www.hochschulkompass.de E-Mail:

1. The reference to § 42 paragraphs 3 and 4 is to be adapted according to the order of paragraphs of the respective set of regulations. [↑](#footnote-ref-1)
2. The information covers only aspects directly relevant to purposes of the Diploma Supplement. All information current as of 1 December 2007. [↑](#endnote-ref-1)
3. *Berufsakademien* (universities of cooperative education) are not considered as higher education institutions, they only exist in some of the *Länder* (federal states). 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 degree programmes which are recognised as an academic degree if they are accredited by a German accreditation agency. [↑](#endnote-ref-2)
4. Common structural guidelines of the *Länder* as set out in Article 9 Clause 2 of the Framework Act for Higher Education (HRG) 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 15.6.2007). [↑](#endnote-ref-3)
5. “Law establishing a Foundation ‘Foundation for the Accreditation of Study Programmes in Germany’”, entered into force as from 26.2.2005, GV. NRW. NRW. 2005, no. 5, p. 45 in connection with the Declaration of the *federal states* 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 *federal states* in the Federal Republic of Germany of 16.12.2004. [↑](#endnote-ref-4)
6. Die Information berücksichtigt nur die Aspekte, die direkt das Diploma Supplement betreffen. Informationsstand 1.12.2007.

 See note no. 4. [↑](#endnote-ref-5)
7. Berufsakademien sind keine Hochschulen, es gibt sie nur in einigen Bundesländern. Sie bieten Studiengänge in enger Zusammenarbeit mit privaten Unternehmen an. Studierende erhalten einen offiziellen Abschluss und machen eine Ausbildung im Betrieb. Manche *Berufsakademien* bieten Bachelorstudiengänge an, deren Abschlüsse einem Bachelorgrad einer Hochschule gleichgestellt werden können, wenn sie von einer deutschen Akkreditierungsagentur akkreditiert sind. [↑](#endnote-ref-6)
8. vii HRG für die Akkreditierung von Bachelor- und Masterstudiengängen (Beschluss der Kultusministerkonferenz vom 10.10.2003 i.d.F. vom 15.06.2007). [↑](#endnote-ref-7)
9. „Gesetz zur Errichtung einer Stiftung ‚Stiftung zur Akkreditierung von Studiengängen in Deutschland’“, in Kraft getreten am 26.02.05, GV. NRW. NRW. 45, in Verbindung mit der Vereinbarung der Länder zur Stiftung „Stiftung: Akkreditierung von Studiengängen in Deutschland“ (Beschluss der Kultusministerkonferenz vom 16.12.2004). [↑](#endnote-ref-8)
10. [↑](#endnote-ref-9)
11. [↑](#endnote-ref-10)
12. Siehe Fußnote Nr. 4 [↑](#endnote-ref-11)