

Examination and Study Rules
for the Distance Learning Master's Programme International Logistics and Trade
of the University of Wismar
University of Applied Sciences: Technology, Business and Design

dated 17 January 2020

On the basis of sec. 2 para. 1 in conjunction with sec. 13 para. 5, sec. 38 para. 1 and sec. 39 para. 1 of the Higher Education Act of the State Mecklenburg-Vorpommern in the version of the publication dated 25 January 2011 (*Landeshochschulgesetz*- GVOBl. M-V p. 18), last amended by Article 1 of the act dated 26 November 2019 (GVOBl. M-V p. 705), and sec. 1 para. 2 of the Framework Examination Regulations of the University of Wismar, University of Applied Sciences: Technology, Business and Design dated 19 October 2012 (Official Gazette BM M-V p. 1159), last amended by the Fourth Statutes for the Amendment of the Framework Examination Regulations of the University of Wismar, University of Applied Sciences: Technology, Business and Design dated 24 September 2019 (University Gazette of the University of Wismar, special edition dated 8 October 2019) the University of Wismar, University of Applied Sciences: Technology, Business and Design adopted the following study and examination rules:

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I. General Provisions

§ 1 Scope

(§ 1 Framework Examination Regulations)

These Examination and Study Rules are applicable for the distance learning Master's programme International Logistics and Trade of the University of Wismar, University of Applied Sciences: Technology, Business and Design. The Framework Examination Regulations of the University shall be directly applicable where no specific regulations are contained in these Examination and Study Rules.

II. General

§ 2 Standard Period and Structure of Study (§ 2 Framework Study Regulations)

The standard period of study is four semesters. It can be extended to five semesters if less than 210 credits have been earned with the first academic degree qualifying for a profession, taking account of any relevant professional practice. It includes the theoretical semesters, the module examinations of the core and elective courses, as well as the time required for writing the master's thesis.

§ 3 Degree (§ 3 Framework Examination Regulations)

The academic degree "Master of Business Administration (MBA)" is awarded upon passing the master's exam.

§ 4 Entrance Requirements (§ 4 Framework Examination Regulations)

(1) For admission to the Distance Learning Master's Study Programme International Logistics and Trade, a first academic degree in a course of study in an economic discipline such as logistics, business administration, political economy or industrial engineering at a national or international university must have been completed with at least 210 credits. Furthermore, at least two years of pertinent professional practice in related fields relevant to the study programme and acquired after completion of the first academic degree are required for admission.

(2) If a candidate cannot submit proof of 210 credits earned, a maximum of 30 credits can be compensated by a qualified relevant professional practice of 20 weeks upon application.

(3) Missing credits can also be earned through the additional modules offered in the programme. Missing credits must have been acquired by the date of admission to the Master's thesis at the latest.

(4) Applicants must furnish proof of spoken and written English language proficiency of at least level C1 of the Common European Framework of Reference for Languages. Applicants who are native English speakers or who have already completed a study

programme with English as the language of instruction do not need a separate language certificate.

III. Examinations

§ 5 **Examination Committee** (§ 5 Framework Examination Regulations)

The University of Wismar shall form an examination committee for the distance learning programme. It shall be responsible for all tasks and decisions concerning the examination procedure, as well as for any further tasks as described in these rules.

§ 6 **Types of Examinable Assignments** (§ 6 Framework Examination Regulations)

(1) The following types of examinable assignments can be passed in accordance with the study plan (Annex 1) as well as the module handbook:

1. Written examinations (§ 7 Framework Examination Regulations),
2. Oral examinations (§ 8 Framework Examination Regulations) and
3. Alternative examinable assignments (§ 9 Framework Examination Regulations) include:
 - homework,
 - project work,
 - other written assignments,
 - presentations,
 - colloquia,
 - participation in simulation games/workshops/case studies,
 - role plays,
 - computer programmes.

(2) Students shall be informed by the examination committee about the type and scope of examinable assignments provision of the study materials, at the latest, however, two weeks after the start of the semester.

§ 7 **Sitting Module Examinations** (§ 12 Framework Examination Regulations)

Candidates need to register for the module examinations. Registration shall take place at the start of the examination. For alternative examinable assignments, registration shall take place upon receipt of the topic.

§ 8 **Assessment of Individual Examinable Assignments, Grading Procedure** (§ 16 Framework Examination Regulations)

(1) The following marks and grades are used for assessment:

- | | | |
|---------------|-------------|---|
| 1,0; 1,3 | = very good | = outstanding performance, |
| 1,7; 2,0; 2,3 | = good | = performance, which lies clearly above the average requirements, |

2,7; 3,0; 3,3	=	satisfactory	=	performance, which corresponds to the average requirements,
3,7; 4,0	=	sufficient	=	performance, which despite its deficiencies, still satisfies the requirements despite deficiencies,
5,0	=	insufficient	=	performance, which by virtue of substantial deficiencies does not satisfy the requirements.

(2) The modules PM 1.5 “Global Trade, the Society and the Environment”, PM 2.3 “Transition and Change Management”, PM 2.5 “Digitalisation, Business Processes and New Business Models” and PM 3.5 “Leadership and Innovation” will be graded “pass” or “fail”.

(3) The grades for written examinations must be communicated four weeks after the respective examination has been taken latest.

§ 9

Retaking Examinations

(§ 19 Framework Examination Regulations)

Module examinations that have been failed can be repeated twice.

IV. Master's Thesis, Oral Defence

§ 10

Master's Thesis, Oral Defence

(§§ 20 and 21 Framework Examination Regulations)

(1) Registration for the master's thesis shall be possible for students who have earned at least 52 credits.

(2) The processing time for the master's thesis is 20 weeks. The examination committee may in individual cases extend the period by six weeks at the most upon substantiated request. In exceptional cases, such as prolonged illness, the total extension period should not exceed half the processing time.

(3) The master's thesis topic can only be rejected once and within the first four weeks of the processing time. The chairperson of the examination committee shall ensure that the candidate receives the new topic within six weeks.

(4) The master's thesis must be written in English or German. The colloquium shall also be held in English or German.

(5) Two written copies of the master's thesis plus one digital version in a format suited for further processing must be submitted to the examination office in due time.

(6) The assessment procedure should be completed within four weeks.

(7) If the difference between the grades awarded by the reviewers is greater than 2.0, the chairperson of the examination committee shall appoint a third reviewer who shall determine the final grade within the framework of the assessment proposals of the first and second reviewers.

(8) Only students who have earned 60 credits shall be admitted to the colloquium. The colloquium shall last at least 30 minutes and at the most 45 minutes.

(9) The colloquium grade shall count for 30 % of the master's thesis grade.

§ 11
Pass in Master's Examination and Grading Procedure for Overall Grade
(§ 22 Framework Examination Regulations)

- (1) The total grade shall be composed of the module grades weighted by credits and the weighted overall grade of the master's thesis. The master's thesis grade shall count as 1/3, the module examinations grade as 2/3 of the total grade.
- (2) For the total grade, only the first digit after the comma shall be counted, all other digits are deleted without rounding.

V. Study Rules

§ 12
Object of the Study Rules

The purpose of these Study Rules is to provide students with information and advice for a reasonable organisation of their studies. At the same time, it serves as a basis for study-related student counselling and curriculum planning by the Faculty of Economics.

§ 13
Aims of the Study Programme

- (1) The distance learning master's programme International Logistics and Trade is designed as an extra-occupational, career-integrated study programme. It is composed of independent studies, online teaching, and regular in-class lectures.
- (2) The Faculty of Economics at the University of Wismar conveys a broad economic expertise with application-oriented teaching. The master's programme described here is designed to convey application-oriented, theoretical specialist knowledge, as well as the ability to identify practice-relevant problems in a responsible manner, and to develop possible solutions applying this theoretical knowledge and using own experiences. Furthermore, it trains the ability to weigh the chosen solutions in a critical manner and implement the chosen solution in practice successfully. At the end of the study programme, students shall be able to work on problems from the field of international supply chain management in an independent and application-oriented manner based on scientific findings and a combination of prior (professional) experience and the experience gained during their studies.
- (3) The distance learning master's programme International Logistics and Trade shall enable students
 - to reflect on the effects of current global trends, such as dematerialization and digitalization for global (maritime) value chains, and
 - to derive from this entrepreneurial transformation requirements for the enhancement of personal and organizational resilience and ability to change.

The competences to be developed especially include the ability

- to identify and influence the organizational competitiveness and to handle uncertainties and ambivalences,
- to observe the different environments of a company; recognize trends (climate change, digitalization, urbanization, instability of social/political structures, etc.) and identify their networks,

- to analyse these and draw entrepreneurial conclusions for the strategic development of the own organisation, as well as
- the ability to reflect the organizational strategy of the own company in view of sustainability, uncertainties, and high rapid global development dynamics.

(4) The aim of the study programme in the form of a distance learning programme is to provide access to location-independent and thus also extra-occupational and family-friendly studies with modern methods of knowledge transfer, study letters, and e-learning offers in combination with presence-based block seminars and lectures.

§ 14 Start of Studies

Enrolment shall normally take place in the fall semester.

§ 15 Structure of the Study Programme

(1) The study programme is structured in four semesters with different modules. Modules are self-contained teaching units. The successful completion of the modules is documented by a module examination which must be passed successful to earn credit points for the respective module.

(2) The number of attendance hours, the individual modules, as well as the type of courses per semester are described in the study plan (Annex 2).

§ 16 Contents of the Study Programme

The courses offered in the Master's Distance Learning Programme International Logistics and Trade include the modules described in more detail in the module handbook.

§ 17 Teaching and Learning Forms

(1) Learning forms include:

1. In-class seminars: Onsite and/or synchronous or asynchronous online teaching, or telephone conferences,
2. Independent study: autonomous analysis of study- and exam-relevant contents using the study materials and asynchronous online support provided, including preparation and follow-up of the teaching contents of in-class seminars.

(2) The composition of teaching and learning forms in the individual modules, as well as the number of hours per semester required to complete them are described in the study plan (Annex 2).

§ 18 Student Counselling Service

- (1) The Admissions and Examination Office of the University of Wismar shall be available to all students for counselling services regarding general questions, as well as the organisational structure regarding their studies.

- (2) The University of Wismar shall also provide information on the study programmes offered by the University in the scope of their general counselling services.
- (3) The Faculty of Economics organized subject-specific student counselling. The subject-specific counselling services shall be used especially at the beginning of studies, in the case of failed exams and in the case of a change in course studies.
- (4) Advice in case of questions concerning individual modules shall be provided by the persons responsible for the respective modules.

VI. Final Clauses

§ 19 (Entry into Force)

Annex 1 Examination Plan

Modules		Additional Modules		1st Semester		2nd Semester		3rd Semester		4th Semester		Credits
		Exam	CR	Exam	CR	Exam	CR	Exam	CR	Exam	CR	
1.1	International General and Strategic Management			WE 120 or AER	4							4
1.2	International Economics			WE 120 or AER	4							4
1.3	Trade Finance			WE 120 or AER	4							4
1.4	International Supply Chain Management			WE 120 or AER	4							4
1.5	Global Trade, the Society and the Environment			WE 120 or AER	4							4
2.1	Data Analytics and Statistics in Information Systems					WE 120 or AER	4					4
2.2	International Contract and Trade Law					WE 120 or AER	4					4
2.3	Transition and Change Management					WE 120 or AER	4					4
2.4	Port Organisation and Management					WE 120 or AER	4					4
2.5	Digitalisation, Business Processes and New Business Models					WE 120 or AER	4					4
3.1	Academic Research and Writing							AER	4			4
3.2	International Tax and Customs Strategy							WE 120 or AER	4			4
3.3	Public Relations and Stakeholder Management							WE 120 or AER	4			4
3.4	Green Shipping and Sustainable Logistics							WE 120 or AER	4			4
3.5	Leadership and Innovation							WE 120 or AER	4			4
4	Master Thesis + Colloquium										30	30
Total CR					20		20		20		30	90

Module		Additional Modules		1st Semester		2nd Semester		3rd Semester		4th Semester		Credits
		Exam	CR	Exam	CR	Exam	CR	Exam	CR	Exam	CR	
Additional Modules *												
AM 1	Intercultural Studies	AER	6									
AM 2	Business Communication	AER	6									
AM 3	Business Simulation	AER	4									
AM 4	Transfer Project	AER	10									
AM 5	Excursion	AER	4									
Total Extended Studies			30		20		20		20		30	120

Explanation:

AER Alternative Examinable Assignments

CR Credits

WE Written Exam

AM Additional Module

The time units after WE are indicated in minutes.

* § 4 para. 3 of the admission requirements: Missing credits can also be earned in the additional modules offered within the scope of the study programme. Missing credits must have been earned at the latest by the time of registration for the master's thesis.

Annex 2 Study Plan

Modules		Additional Modules		1st Semester		2nd Semester		3rd Semester		4th Semester		Credits
		Hours (S + IS)	CR	Hours (S + IS)	CR	Hours (S + IS)	CR	Hours (S + IS)	CR	Hours	CR	
1.1	International General and Strategic Management			13 + 87	4							4
1.2	International Economics			13 + 87	4							4
1.3	Trade Finance			13 + 87	4							4
1.4	International Supply Chain Management			13 + 87	4							4
1.5	Global Trade, the Society and the Environment			18 + 82	4							4
2.1	Data Analytics and Statistics in Information Systems					13 + 87	4					4
2.2	International Contract and Trade Law					13 + 87	4					4
2.3	Transition and Change Management					13 + 87	4					4
2.4	Port Organisation and Management					13 + 87	4					4
2.5	Digitalisation, Business Processes and New Business Models					18 + 82	4					4
3.1	Academic Research and Writing							13 + 87	4			4
3.2	International Tax and Customs Strategy							13 + 87	4			4
3.3	Public Relations and Stakeholder Management							13 + 87	4			4
3.4	Green Shipping and Sustainable Logistics							13 + 87	4			4
3.5	Leadership and Innovation							18 + 82	4			4
4	Master Thesis + Colloquium									750	30	30
Total CR					20		20		20		30	90

Modules		Additional Modules		1st Semester		2nd Semester		3rd Semester		4th Semester		Credits
		Hours (S + IS)	CR	Hours (S + IS)	CR	Hours (S + IS)	CR	Hours (S + IS)	CR	Hours	CR	
Additional Modules *												
AM 1	Intercultural Studies	8 + 142	6									
AM 2	Business Communication	8 + 142	6									
AM 3	Business Simulation	3 + 97	4									
AM 4	Transfer Project	8 + 242	10									
AM 5	Excursion	8 + 92	4									
Total Extended Studies			30		20		20		20		30	120

Student workload indicated separately for seminars (synchronous and asynchronous online teaching, on-site courses, telephone consultation hours) and independent studies.

Explanation:

- CR Credits
- AM Additional Module
- IS Independent Studies
- S Seminars

* § 4 para. 3 of the admission requirements: Missing credits can also be earned in the additional modules offered within the scope of the study programme. Missing credits must have been earned at the latest by the time of registration for the master's thesis.

Hochschule Wismar
University of Applied Sciences: Technology, Business and Design

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) / 1.2 First name(s)

N.N.

1.3 Date of birth (dd/mm/yyyy)

N.N.

1.4 Student identification number or code (if applicable)

Not for public interest

2. INFORMATION IDENTIFYING THE QUALIFICATION

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

Master of Business Administration (MBA)

2.2 Main field(s) of study for the qualification

Logistics, Trade, Transport, Supply Chain Management

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

Hochschule Wismar, University of Applied Sciences: Technology, Business and Design

University of Applied Sciences / State Institution

2.4 Name and status of institution (if different from 2.3) administering studies (in original language)

-

2.5 Language(s) of instruction/examination

English

3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION

3.1 Level of the qualification

Second degree

3.2 Official duration of programme in credits and/or years

90 Credits, 2 years (including thesis)

3.3 Access requirement(s)

A first academic degree in a field of study such as logistics, business administration, economics or industrial engineering, obtained at a national or international university

A minimum of two years of practical experience in the extended subject area of the intended Master's programme. Practical experience has to be gained after the first degree.

4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED

4.1 Mode of study

Part time

4.2 Programme learning outcomes

The program is designed to empower students to reflect on the impact of current global trends such as dematerialisation and digitisation on global (maritime) value chains and to derive entrepreneurial transformation requirements to increase personal and organizational resilience and the ability to change.

Competences to be developed include in particular the following skills:

- to recognise the influence on organisational competitiveness and how to deal with uncertainties and ambivalences,
- to observe the different environments of a company; to identify trends (climate change, digitisation, urbanisation, instability of social/political structures, etc.) and to recognise their interconnectedness,
- to analyse them and to draw entrepreneurial conclusions for the strategic development of one's own organization, as well as the ability to,
- the reflection of the organizational strategy of the own company against the background of sustainability, uncertainties and high global development dynamics.

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

See Final Examination Certificate (Masterzeugnis) for a list of the subjects offered for final examinations and for the thesis topics, including evaluations.

4.4 Grading system and, if available, grade distribution table

General grading scheme cf. Sec. 8.6

4.5 Overall classification of the qualification (in original language)

N.N.

Based on weighted average of grades in examination fields.

ECTS – Grading Table

The reference quantity constitutes “xx” completed courses in the period from “dd/mm/yyyy” until “dd/mm/yyyy”. The grading table is created after the completion of each semester; this means the graduates of the current semester are not included.

Grade	As a percentage %	Number	Grade range
1,0 to 1,5	0.00	0	very good
1,6 to 2,5	0.00	0	good
2,6 to 3,5	0.00	0	satisfactory
3,6 to 4,0	0.00	0	sufficient

The individual values are shortened to two decimal places. The sum of percentages may therefore differ slightly from 100%.

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study

The degree meets the requirements for an admission to doctoral work (thesis research).

5.2 Access to a regulated profession (if applicable)

The MBA in International Logistics and Trade degree qualifies its holder to exercise independent and responsible professional work like executive, senior staff, or project manager with a specialization in the fields Logistics, Trade, Transport and Supply Chain Management.

6. ADDITIONAL INFORMATION

6.1 Additional information

-

6.2 Further information sources

On the institution: <http://www.hs-wismar.de>

On the programme: <http://www.wings.hs-wismar.de>

For national information sources cf. Sect. 8.8

7. CERTIFICATION

This Diploma Supplement refers to the following original documents:

Awarded Master Degree Certificate (Masterurkunde)

Master Degree Certification (Masterzeugnis)

Certification Date:

Chairwoman/Chairman
Examination Committee

(Official Stamp/Seal)

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 SYSTEM¹

8.1 Types of Institutions and Institutional Status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).²

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

- *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (Universities of Applied Sciences, UAS) concentrate their study programmes in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies an application-oriented focus of studies, which includes integrated and supervised work assignments in industry, enterprises or other relevant institutions.

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

Higher Education Institutions are either state or state-recognised institutions. In their operations, including the organisation of studies and the designation and award of degrees, they are both subject to higher education legislation.

8.2 Types of Programmes and Degrees Awarded

Studies in all three types of institutions have traditionally been offered in integrated "long" (one-tier) programmes leading to *Diplom-* or *Magister Artium* degrees or completed by a *Staatsprüfung* (State Examination).

Within the framework of the Bologna-Process one-tier study programmes are successively being replaced by a two-tier study system. Since 1998, two-tier degrees (Bachelor's and Master's) have been introduced in almost all study programmes. This change is designed to enlarge variety and flexibility for students in planning and pursuing educational objectives; it also enhances international compatibility of studies.

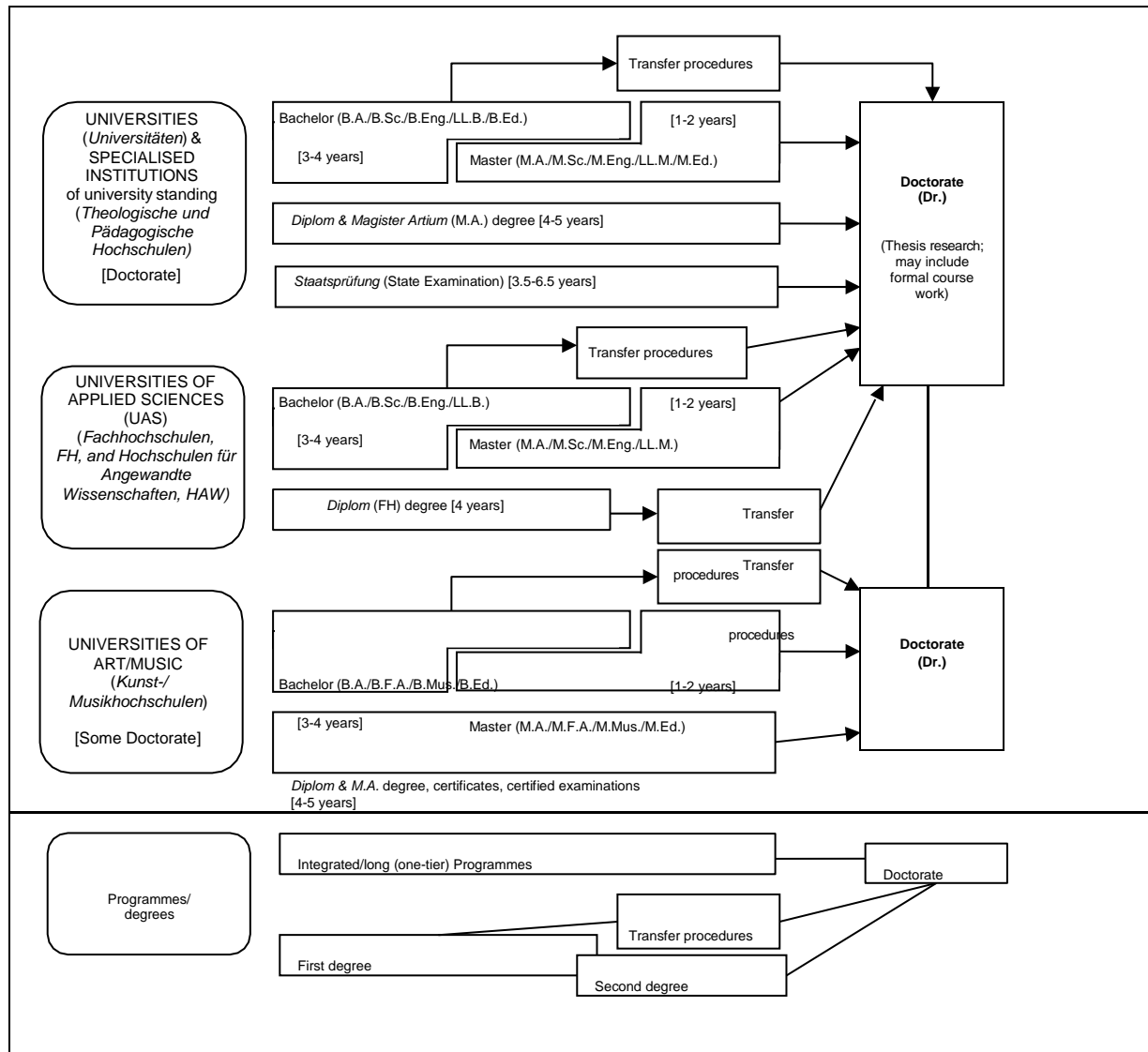
The German Qualifications Framework for Higher Education Qualifications (HQR)³ describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong Learning⁴ and the European Qualifications Framework for Lifelong Learning⁵.

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

8.3 Approval/Accreditation of Programmes and Degrees

To ensure quality and comparability of qualifications, the organisation of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK).⁶ In 1999, a system of accreditation for Bachelor's and Master's programmes has become operational. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the seal of the Accreditation Council.⁷

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.⁸

First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.) or Bachelor of Education (B.Ed.).

The Bachelor's degree corresponds to level 6 of the German Qualifications Framework/ European Qualifications Framework.

8.4.2 Master

Master is the second degree after another 1 to 2 years. Master's programmes may be differentiated by the profile types "practice-oriented" and "research-oriented". Higher Education Institutions define the profile.

The Master's degree programme includes a thesis requirement. Study programmes leading to the Master's degree must be accredited according to the Interstate study accreditation treaty.⁹

Second degree programmes (Master) lead to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (LL.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) or Master of Education (M.Ed.). Master's programmes which are designed for continuing education may carry other designations (e.g. MBA).

The Master's degree corresponds to level 7 of the German Qualifications Framework/ European Qualifications Framework.

8.4.3 Integrated "Long" Programmes (One-Tier): Diplom degrees, Magister Artium, Staatsprüfung

An integrated study programme is either mono-disciplinary (*Diplom* degrees, most programmes completed by a *Staatsprüfung*) or comprises a combination of either two major or one major and two minor fields (*Magister Artium*). The first stage (1.5 to 2 years) focuses on broad orientations and foundations of the field(s) of study. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the *Magister Artium*) is prerequisite to enter the second stage of advanced studies and specialisations. Degree requirements include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*. The level of qualification is equivalent to the Master's level.

- Integrated studies at *Universitäten (U)* last 4 to 5 years (*Diplom* degree, *Magister Artium*) or 3.5 to 6.5 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the natural sciences as well as economics and business. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical and pharmaceutical professions are completed by a *Staatsprüfung*. This applies also to studies preparing for teaching professions of some *Länder*. The three qualifications (*Diplom*, *Magister Artium* and *Staatsprüfung*) are academically equivalent and correspond to level 7 of the German Qualifications Framework/European Qualifications Framework. They qualify to apply for admission to doctoral studies. Further prerequisites for admission may be defined by the Higher Education Institution, cf. Sec. 8.5.

- Integrated studies at *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (Universities of Applied Sciences, UAS) last 4 years and lead to a *Diplom (FH)* degree which corresponds to level 6 of the German Qualifications Framework/European Qualifications Framework. Qualified graduates of FH/HAW/UAS may apply for admission to doctoral studies at doctorate-granting institutions, cf. Sec. 8.5.

- Studies at *Kunst- and Musikhochschulen* (Universities of Art/Music etc.) are more diverse in their organisation, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, the integrated study programme awards include certificates and certified examinations for specialised areas and professional purposes.

8.5 Doctorate

Universities as well as specialised institutions of university standing, some of the FH/HAW/UAS and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master's degree (UAS and U), a *Magister* degree, a *Diplom*, a *Staatsprüfung*, or a foreign equivalent. Comparable degrees from universities of art and music can in exceptional cases (study programmes such as music theory, musicology, pedagogy of arts and music, media studies) also formally qualify for doctoral work. Particularly qualified holders of a Bachelor's degree or a *Diplom (FH)* degree may also be admitted to doctoral studies without acquisition of a further degree by means of a procedure to determine their aptitude. The universities respectively the doctorate-granting institutions regulate entry to a doctorate as well as the structure of the procedure to determine aptitude. Admission further requires the acceptance of the Dissertation research project by a professor as a supervisor.

The doctoral degree corresponds to level 8 of the German Qualifications Framework/ European Qualifications Framework.

8.6 Grading Scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

In addition, grade distribution tables as described in the ECTS Users' Guide are used to indicate the relative distribution of grades within a reference group.

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialised variants (*Fachgebundene Hochschulreife*) allow for admission at *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to study programmes at *Fachhochschulen (FH)/Hochschulen für Angewandte Wissenschaften (HAW)* (UAS) is also possible with a *Fachhochschulreife*, which can usually be acquired after 12 years of schooling. Admission to study programmes at Universities of Art/Music and comparable study programmes at other higher education institutions as well as admission to a study programme in sports may be based on other or additional evidence demonstrating individual aptitude.

Applicants with a qualification in vocational education and training but without a school-based higher education entrance qualification are entitled to a general higher education entrance qualification and thus to access to all study programmes, provided they have obtained advanced further training certificates in particular state-regulated vocational fields (e.g. *Meister/Meisterin im Handwerk, Industriemeister/in, Fachwirt/in (IHK), Betriebswirt/in (IHK) und (HWK), staatlich geprüfte/r Techniker/in, staatlich geprüfte/r Betriebswirt/in, staatlich geprüfte/r Gestalter/in, staatlich geprüfte/r Erzieher/in*). Vocationally qualified applicants can obtain a *Fachgebundene Hochschulreife* after completing a state-regulated vocational education of at least two years' duration plus professional practice of normally at least three years' duration, after having successfully passed an aptitude test at a higher education institution or other state institution; the aptitude test may be replaced by successfully completed trial studies of at least one year's duration.¹⁰

Higher Education Institutions may in certain cases apply additional admission procedures.

8.8 National Sources of Information

- *Kultusministerkonferenz (KMK)* [Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany]; Graurheindorfer Str. 157, D-53117 Bonn; Phone: +49[0]228/501-0; www.kmk.org; E-Mail: hochschulen@kmk.org
- Central Office for Foreign Education (ZAB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org
- German information office of the *Länder* in the EURYDICE Network, providing the national dossier on the education system; www.kmk.org; E-Mail: Eurydice@kmk.org
- *Hochschulrektorenkonferenz (HRK)* [German Rectors' Conference]; Leipziger Platz 11, D-10117 Berlin, Phone: +49 30 206292-11; www.hrk.de; E-Mail: post@hrk.de
- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programmes of study, etc. (www.higher-education-compass.de)

¹ The information covers only aspects directly relevant to purposes of the Diploma Supplement.

² *Berufsakademien* are not considered as Higher Education Institutions, they only exist in some of the *Länder*. They offer educational programmes in close cooperation with private companies. Students receive a formal degree and carry out an apprenticeship at the company. Some *Berufsakademien* offer Bachelor courses which are recognised as an academic degree if they are accredited by the Accreditation Council.

³ German Qualifications Framework for Higher Education Degrees. (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16 February 2017).

⁴ German Qualifications Framework for Lifelong Learning (DQR). Joint resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany, the German Federal Ministry of Education and Research, the German Conference of Economics Ministers and the German Federal Ministry of Economics and Technology (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 15 November 2012). More information at www.dqr.de

⁵ Recommendation of the European Parliament and the European Council on the establishment of a European Qualifications Framework for Lifelong Learning of 23 April 2008 (2008/C 111/01 – European Qualifications Framework for Lifelong Learning – EQF).

⁶ Specimen decree pursuant to Article 4, paragraphs 1 – 4 of the interstate study accreditation treaty (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 7 December 2017).

⁷ Interstate Treaty on the organization of a joint accreditation system to ensure the quality of teaching and learning at German higher education institutions (Interstate study accreditation treaty) (Decision of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 8 December 2016), Enacted on 1 January 2018.

⁸ See note No. 7.

⁹ See note No. 7.

¹⁰ Access to higher education for applicants with a vocational qualification, but without a school-based higher education entrance qualification (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 6 March 2009).