

**Examination and Study Rules for the Distance Learning Masters Programme
Lighting Design - Architectural Lighting and Design Management
of the University of Wismar
University of Applied Sciences: Technology, Business and Design**

dated 22 May 2015

last amended by the Fifth Statute for the Amendment of the Examination and Study Regulations for the Distance Learning Masters Programme Lighting Design - Architectural Lighting and Design Management of Hochschule Wismar, University of Applied Sciences: Technology, Business and Design dated 19 July 2019

(The amendment applies to students who will be enrolled from the winter semester 2019/2020. Students who started their studies prior to the effective date of this amendment may apply to continue and complete their studies in accordance with the amended version).

Table of Contents

I. General Provisions

§ 1 Scope

II. General

§ 2 Standard Period of Study

§ 3 Degree

§ 4 Entrance Requirements

III. Examinations

§ 5 Examination Committee

§ 6 Types of Examinable Assignments

§ 7 Sitting Module Examinations

§ 8 Assessment of the Individual Examination Requirements, Grading Procedure

§ 9 Retaking of Examinations

IV. Master's Thesis, Oral Defence

§ 10 Master's Thesis, Oral Defence

§ 11 Pass in Master's Examination and Grading Procedure for Overall Grade

V. Study Rules

§ 12 Object of the Study Rules

§ 13 Aim of the Study Programme

§ 14 Start of Studies

§ 15 Structure of the Study Programme

§ 16 Contents of the Study Programme

§ 17 Teaching and Study Formats

§ 18 Student Counselling Service

VI. Final Clauses

§ 19 Provisional Regulations

§ 20 Entry into Force

Annexes

Annex 1 Examination Plan

Annex 2 Study Plan

Annex 3 Diploma Supplement

I. General Provisions

§ 1 Scope

(§ 1 Framework Examination Regulations)

These Examination and Study Rules are applicable for the advanced distance learning programme Master Lighting Design - Architectural Lighting and Design Management at the University of Wismar, University of Applied Sciences: Technology, Business and Design. The Framework Examination Rules of the University of Wismar shall be applicable where no specific regulations are contained in these Examination and Study Rules.

II. General

§ 2 Standard Period of Study

(§ 2 Framework Examination Regulations)

The standard period of study is five semesters. It includes the theoretical semesters, the module examinations, as well as the time required for writing the master's thesis.

§ 3 Degree

(§ 3 Framework Examination Regulations)

For the successful master's exam the academic degree "Master of Arts" (M.A.) is awarded.

§ 4 Entrance Requirements

(§ 4 Framework Examination Regulations)

(1) Admission to the Master's Distance Learning Course Lighting Design - Architectural Lighting and Design Management is open to students who have completed a first professional degree in one of the following fields:

1. design studies such as architecture, interior design, design or theatre arts, as well as one year of relevant qualified professional experience after the first university degree qualifying for a profession
2. engineering studies such as mechanical engineering, electrical engineering or computer science, as well as two years of relevant qualified work experience after the first university degree qualifying for a profession, or
3. economic studies such as business administration, business informatics or business law, as well as a relevant qualified professional experience of two years after the first university degree qualifying for a profession,

and design skills related to lighting. Proof of the creative abilities must be provided in the form of a portfolio.

(2) Applicants must submit the following documents (TOEFL test or equivalent) to prove their written and oral English language proficiency:

1. a score of 80 points achieved on the internet-based TOEFL test or
2. the equivalent of 6.0 on the IELTS test.

Applicants whose native language is English or who obtained their Bachelor's degree at an institution where the language of teaching is English, as well as applicants whose main language of professional practice is English, do not need to provide such proof. The Examination Committee shall decide on any questions arising in this context.

(3) In case of doubt, the examination committee shall decide whether the admission requirements are fulfilled. In such cases, the examination committee may recommend/request participation in a selected intensive seminar (workshop).

III. Examinations

§ 5

Examination Committee

(§ 5 Framework Examination Regulations)

The University will establish an examination committee for the distance learning programme. It shall be responsible for all relevant tasks and decisions in connection with examinations and the examination procedure, as well as any further tasks as described in these Rules.

§ 6

Types of Examinable Assignments

(§ 6 Framework Examination Regulations)

(1) Type and scope of examinable assignments are specified in the Examination Plan (Annex 1). The following types of examinations can be passed:

- a) Oral exam,
- b) Written exam (90 minute test),
- c) Seminar paper, exercise paper,
- d) Report/presentation,
- e) Draft project/project work.
- f) Assessments
- g) Alternative exams can be:
 - other written work,
 - other oral accomplishments,
 - experimental works.

(2) A report is a substantive systematic work on a topic or subject area in the teaching and study context of the course. The examination requirement shall consist of a written paper, as well as an oral presentation of the results with a following discussion. Form, extent, and time of examination requirements shall be determined by the respective lecturer.

(3) With the project work, students shall prove their ability to develop, implement and present problem solving strategies, action guidelines and concepts, as well as their ability to work in teams. The processing time for project work shall be at least six weeks and six months at the most. Processing time and scope of the project work shall be determined by the respective lecturer.

§ 7

Sitting Module Examinations

(§ 12 Framework Examination Regulations)

Registration for a module examination shall take place when starting the examination.

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

(1) Examination requirements shall be graded as follows:

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 deficiencies.

(2) If a module exam consists of several examinable assignments, the module grade shall be calculated on the basis of the average of the grades awarded for the individual examinable assignments, taking into account their weight according to the credit points:

$$\text{Module grade} = \frac{\text{Total (examination requirement * CR)}}{\text{(Total CR)}}$$

(3) All exams taken as an assessment are graded "pass" or "fail".

(4) The grades for written examinable assignments must be communicated at the latest four weeks after the respective examination has been taken.

§ 9
Retaking Examinations
(§ 19 Framework Examination Regulations)

Module examinations that have been failed for the first time shall be considered not taken (free trial) if they have been taken within the standard study period and at the regular examination dates according to the Examination Plan (Annex 1).

IV. Master's Thesis, Oral Defense

§ 10
Master's Thesis, Oral Defense
(§§ 20 and 21 Framework Examination Regulations)

(1) The registration for the master's thesis shall be possible for students who have earned at least 72 credit points.

(2) The processing time for the master's thesis is 20 weeks. The master's thesis shall normally be written during the fifth semester. The examination committee may in exceptional cases extend the period for writing the master's thesis for the distance learning programme by two weeks at the most upon substantiated request. The written request must be submitted to the chairman of the examination committee for the distance learning programme.

Such exceptional cases include in particular:

1. Longer periods of illness,
2. Pregnancy and
3. Calls for military service or reserve training.

In case of illness, the candidate must submit an official medical certificate explaining the nature of the health problem and its effects on his/her ability to work on the master's thesis. The request shall be addressed to the chairman of the examination committee and submitted to the examination office in written form.

(3) The topic of the thesis can only be changed once and only during the first four weeks of the processing period. The chairman of the examination committee shall ensure that the candidate receives the new topic within a period of six weeks.

(4) The master's thesis must be submitted in English language.

(5) Two written copies of the master's thesis, as well as one electronic copy stored on a medium suitable for electronic data processing must be submitted to the examination office in due time.

(6) The grading procedure should not exceed a period of four weeks.

(7) If the difference between the grades awarded by the assessors is higher than 2.0, the chairman of the examination committee shall appoint a third assessor, who shall decide on the final grade within the scope of the grades proposed by the first and second assessor.

(8) Only candidates who have earned at least 99 credit points will be admitted to the colloquium.

(9) The colloquium grade shall count as 25 % 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 weighted module grades and the weighted grade of the master's thesis. The master's thesis grade shall count as 1/3, and the average grade of the module exams as 2/3 of the final grade.

(2) Only the first decimal place shall be taken into account for the final grade; all other decimals shall be 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 organization of their studies. At the same time, it serves as a basis for student counselling and curriculum planning by the faculty.

§ 13

Aims of the Study Programme

(1) The distance learning Masters Programme Lighting Design - Architectural Lighting and Design Management is designed as a part-time and career-integrated distance learning

programme, where students are expected to study independently and attend regular in-class lectures.

(2) With the Distance Masters Programme, the University of Wismar conveys the background of the discipline and enables students to analyse also complex problems independently in the context of the design project, to develop appraisals and solutions on a scientifically sound basis and realize them in a social/entrepreneurial environment.

§ 14 Start of Studies

Students can take up their studies in the winter semester. The transfer of credits and recognition of exams or comparable achievements (particularly according to sec. 40 para. 2 of the Higher Education Act of Mecklenburg-Western Pomerania) shall be possible in coordination with the persons responsible for the respective modules.

§ 15 Structure of the Study Programme

(1) The program consists of five semesters. In each semester 24 credits are awarded according to the European Credit Transfer System (ECTS), i. e. a total of 120 credits; one credit equals a student workload of 25 hours.

(2) The study programme is structured in modules. Modules are self-contained teaching units summarizing thematically related contents. The successful completion of a module is documented by a module exam which must be passed in order to earn the credit points for the respective module.

§ 16 Contents of the Study Programme

The curriculum consists of the compulsory modules described in the module handbook and the elective modules of the specializations Architectural Lighting and Heritage Lighting.

§ 17 Teaching and Study Formats

(1) The following teaching and study formats are used:

1. Seminars: teaching through lectures, dialogues and discussions,
2. Case studies and projects: problem-oriented and project-related work on realistic tasks/cases,
3. Video conferences: preparation for exams and discussion of open questions. These conferences are recorded for students who cannot be present.

(2) The study plan (Annex 2) contains further information on the teaching and study formats used in the modules.

(3) In-class lectures for the individual modules shall be offered once per semester. These lectures shall be complemented by e-learning offers (online lectures and seminars).

§ 18
Student Counselling Service

(1) The division Student and Academic Affairs of the University of Wismar shall be available for counselling services regarding all general and academic questions.

(2) Students can also obtain information on all questions on courses offered at the University of Wismar from student services.

(3) Any specific questions regarding organization and examinations shall be answered by the Design Faculty. Counselling for the respective field of studies should particularly take place before the course studies begin, in the case of failed examinations, and before changing the study programme.

(4) Advising on specific modules shall be provided by the persons responsible for the modules.

VI. Final Provisions

§ 19
(Transitional Regulations)

§ 20
Entry into Force

The Rector of
the University of Wismar
University of Applied Sciences: Technology, Business and Design
Prof. Dr. Bodo Wiegand-Hoffmeister

Annex 1 Examination Plan

Modules	1st Semester		2nd Semester		3rd Semester		4th Semester		5th Semester		CR
	Exam	CR	Exam	CR	Exam	CR	Exam	CR	Exam	CR	
CM 1 Design Criteria	Ass.	3	WE (90)	3							6
CM 2 Daylighting	Ass.	6	AER	3							9
CM 3 Artificial Lighting	Ass.	6	AER	3							9
CM 4 Design Project I: Conceptual Design	Ass.	3	DP 6	6							9
CM 5 Design Methods 1: Basics	Ass.	3	AER	3							6
CM 6 Lighting Application and Sustainability	Ass.	3	AER	6							9
CM 7 Strategic Management					DP (3)3	6					6
CM 8 Design Project II: Detailed Lighting Design					Ass.	6	DP (12)	3			9
CM 9 Design Methods 2: Visualisation and Calculation					AER	6					6
CM 10 Design and Economics							DP (3)	6			6
Specialization A: Architectural Lighting											
EM 11 Project Management					Ass.	3	DP (6)	6			9
EM 12 Design Project III: Selected Lighting Design Principles					Ass.	3	DP (6)	6			9
EM 13 Design Methods 3: Branding and Marketing							AER	3			3
Specialization B: Heritage Lighting											
EM 14 Project Management Heritage Lighting					Ass.	3	DP (6)	6			9
EM 15 Design Project III: Selected Lighting Design Principles Heritage Lighting					Ass.	3	DP (6)	6			9
EM 16 Design Methods 3: Branding and Marketing Heritage Lighting							AER	3			3
CM 17 Thesis Seminar									AER	3	3
CM 18 Master Thesis and Colloquium									DP (24) OD (20)	18 3	21
Total CR		24		24		24		24		24	120

- CM Compulsory Module
 EM Elective Modules
 WE (x) Written Examination (minutes)
 AER Alternative Examinable Assignments
 Ass. Assessment
 DP (x) Design Project/Project Work (processing time weeks)
 OD (x) Oral Defense (processing time minutes)
 CR Credits

The students decide on one of the two specializations:

- Architectural Lighting,
- Heritage Lighting

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 Arts (M.A.)

2.2 Main field(s) of study for the qualification

Architectural Lighting and Design 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

Higher degree

3.2 Official duration of programme in credits and/or years

120 Credits, 2.5 years (including thesis)

3.3 Access requirement(s)

The access requirement for the master's course is a bachelor's degree, a diploma, or master's degree from a national or international institution of higher education, in a related department, and at least 180 credits in the course.

Additionally, participants must have at least 12 months of relevant job experience, acquired after the completion of this first academic qualification.

4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED

4.1 Mode of study

Part time

4.2 Programme learning outcomes

The aim of the professional Master's course is to train lighting designers comprehensively. The combination of 'Lighting Design' and 'Design Management' provides students with the creative and technical knowledge to manage lighting design projects as well as the economic and marketing aspects necessary to manage offices professionally.

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 (written and oral) 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

Qualifies the bearer of the M.A. degree for admission to doctoral work (thesis research).

5.2 Access to a regulated profession (if applicable)

The M.A. degree qualifies its holder to exercise independent and responsible professional work in the fields of Architectural Lighting and Design Management.

6. ADDITIONAL INFORMATION

6.1 Additional information

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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's Degree Certificate (Masterurkunde)

Master's 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.

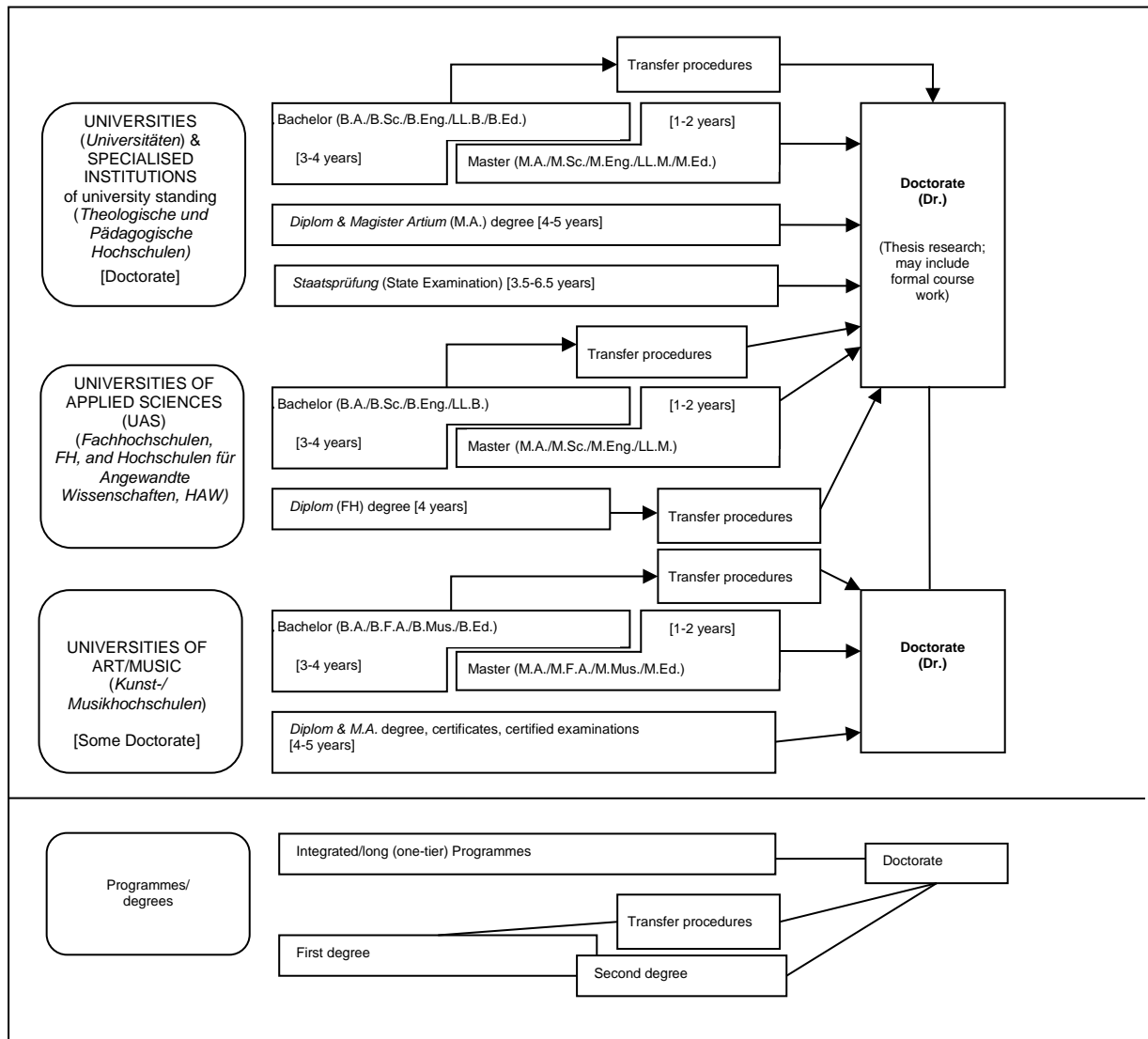
The German Qualifications Framework for Higher Education Qualifications (HQR)³ describes the qualification levels as well as the resulting qualifications and competences of the graduates. The three levels of the HQR correspond to the levels 6, 7 and 8 of the German Qualifications Framework for Lifelong 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.⁵

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 (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'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).