

**Examination and Study Regulations
for the Master's Distance Study Programme in Business Systems
of the University of Wismar
University of Applied Sciences: Technology, Business and Design**

dated 18.07.2014

amended by the First Statute for the Amendment of the Examination and Study Regulations for the Master's Distance Study Programme in Business Systems of the University of Wismar, University of Applied Sciences: Technology, Business and Design, dated 18.12.2015

List of Contents

I. General provisions

§ 1 Scope

II. General

§ 2 Standard period of study

§ 3 Degree

§ 4 Prerequisites for admission to examination

III. Examinations

§ 5 Examinations Committee

§ 6 Types of examinable assignments

§ 7 Written examinations

§ 8 Sitting for module examinations

§ 9 Assessment of individual examinable assignments, grading procedure

§ 10 Retaking examinations

IV. Master's thesis, oral defence

§ 11 Master's thesis, oral defence

§ 12 Pass in Master's examination and grading procedure for overall grade

V. Study Regulations

§ 13 Purpose of the Study Regulations

§ 14 Study objectives

§ 15 Start of study

§ 16 Course organisation

§ 17 Study content

§ 18 Forms of teaching and learning

§ 19 Student Advisory Service

VI. Final clauses

§ 20 Transitional regulations

§ 21 Entry into force

Appendices:

Appendix 1 Examination Schedule

Appendix 2 Study Schedule

Appendix 3 Diploma Supplement

I. General provisions

§ 1

Scope

(§ 1 Framework Examination Regulations)

(1) These Examinations and Study Regulations govern the Master's Distance Study Programme in Business Systems at the University of Wismar, University of Applied Sciences: Technology, Business and Design. The Framework Examination Regulations of the University of Wismar must be applied directly, if these Examinations and Study regulations do not contain examination- specific provisions.

(2) The Master's examination forms the basis for the professional qualification of degree of Master's Distance Study in Business Systems. The Master's examination ascertains whether the candidates possess a connected overview of their subject and have the ability to apply scientific methods and insights. They are able to define and to interpret doctrines from the study area and demonstrate the competences required to enter professional practice, enabling them to process complex tasks and issues and to operate independently in the area of Information Technology in the commercial or administrative environment.

II. General

§ 2

Standard period of study

(§ 2 Framework Examination Regulations)

The standard period of study for the postgraduate degree of Master's in Business Study Systems by Distance Study is four semesters. This includes the theoretical study semester, the examinations and the period allowed for working on the Master's thesis and the related oral defence.

§ 3

Degree

(§ 3 Framework Examination Regulations)

If the examination for the degree of Master is passed, the student is awarded the academic degree of Master of Business Systems (MBS).

§ 4

Prerequisites for admission to examination

(§ 4 Framework Examination Regulations)

(1) The prerequisite for admission to the postgraduate Master's Distance Study Programme in Business Systems is a first academic degree in economic sciences with a minimum standard period of study of seven semesters, which has been obtained at a State-recognised national or international university. By way of exception applicants may be admitted on request, if they have been awarded a first academic degree in economic sciences with a minimum standard period of study of six semesters by a State-recognised national or international university, plus additional professional experience placements of 1½ years in full-time education or 3 years in part-time education or if they have gained a total of 30 ECTS by attending taught courses at the University of Wismar before embarking on the course of study. The Examinations Committee shall decide on exceptional cases in due execution of their discretion.

Furthermore, for admission it is generally required that the applicant provide evidence of relevant professional experience placements in a discipline-related area, subsequent to

the award of the first academic degree. This professional experience may not also be taken into consideration to compensate for lack of credits.

Applicants must submit appropriate documents (TOEFL, or an equivalent language certificate) as proof of their command of oral and written English. A level is recommended that is equivalent to 80 points of the internet based TOEFL or equivalent to 6.0 in IETS. A language level is equivalent to 80 points Recommended Internet-based TOEFL or 6.0 IELTS. Applicants, whose mother tongue is English or who have obtained their bachelor's degree at an institution whose language of instruction is English, do not require proof of language proficiency. In cases of doubt the Examinations Committee shall decide whether the admissions requirements have been satisfied.

(2) If the applicant is not able to submit the documents required as evidence pursuant to Paragraph 1, the Examinations Committee may permit the candidate to demonstrate his command of English by other means.

(3) In cases of doubt the Examinations Committee shall decide, whether the admission requirements have been satisfied.

III. Examinations

§ 5

Examinations Committee

(§ 5 Framework Examination Regulations)

(1) An Examinations Committee for distance study has been formed at the University of Wismar. It is responsible for all the tasks and decisions in the examination system pertaining to examinations procedures and for any other tasks assigned to it by the Regulations.

(2) The Examinations Committee consists of seven members - four professors, one lecturer and two students. If there are no Lecturers available, this seat is occupied by a member of the Group of Professors. A substitute member must be appointed from the relevant group for each of these members. The tenure of office of the student member of the Examinations Committee is one year; the tenure of office of the other members of the Examinations Committee is three years. Re-appointment is permitted. The members of the Examinations Committee exercise their office on the expiry of a period of tenure until successors have been appointed and have taken up office.

(3) The Chairperson, the Vice Chairman and other members of the Examinations Committee are appointed by the relevant Faculty Board from the faculty which is responsible for the respective distance study degree course. Similarly, substitute member are appointed for the members of the Examinations Committee. The Chairperson and the Vice Chairperson must be professors. The Examinations Committee is quorate when, in addition to the Chairperson or Vice Chairperson and two other professors, at least two other members with voting rights are present. Decisions are taken by simple majority. In the case of a tied vote the Chairperson, and in the Chairperson's absence, the Vice Chairperson shall have the casting vote. The student members of the Examination Committee shall have no right to vote in material examination decisions, in particular concerning pass and fail criteria and concerning the recognition of study periods or examination and study performance. The student members of the Examinations Committee shall not participate in consultancy and decision-taking concerning the specification of examination tasks for their own examinations.

(4) The Examinations Committee shall ensure that the provisions of the Examination Regulations are complied with. The Examinations Committee shall report regularly to the Faculty, at least once per year, concerning the development of examination and study periods, including the actual periods for working on the Master's thesis and concerning the distribution of subject and overall marks and grades. The Vice Chancellor's Office of

the University of Wismar shall publish the Examination Committee Report in an appropriate manner. The Examinations Committee shall make suggestions for the reform of the Examinations and Study Regulations and of the Examination Schedule.

§ 6
Types of examinable assignments
(§ 6 Framework Examination Regulations)

(1) The following types of examinable assignments may be scheduled in accordance with the Examination Schedule (Appendix 1):

1. written examinations
2. oral examinations,
3. project work,
4. alternative examinable assignments may be:
 - reports
 - other written dissertations
 - thesis
 - project work.

Alternative examinable assignments may also be specified as examinations within the rhythm of the semester calendar outside the examination periods specified by the University.

For each module the students shall be informed at the beginning of the semester of the type of examination applicable to them and the scope of such examinations.

(2) A report is to be compiled within the context of the learning content of the taught courses. It includes the independent, systematic appraisal of a topic or topic area from the relevant taught course including the relevant literature. The discussion on the respective issue shall be broached and advanced in a short lecture, lasting 15 to 30 minutes.

(3) The candidates will have to demonstrate during an oral examination that they have knowledge of the relationships within the area being examined and can classify specific issues into these relationships. In addition, the candidates' breadth of knowledge of the examination area shall be established. The oral examination will last a minimum of 15 minutes and a maximum of 45 minutes per candidate.

(4) Project work shall demonstrate the ability to develop, implement and present solutions to problems and guidelines for action as well as, where required, the ability to work in a team. In this examination the candidates should demonstrate that they can define targets in a relatively large assignment and can develop approaches to solutions and concepts. The processing time for projects is a minimum of two weeks and a maximum of six months. The processing time and the scope of project work shall be specified by the relevant teacher.

§ 7
Written examinations
(§ 7 Framework Examination Regulations)

Generally, and at least in the case of a re-sit examination, written examination, are to be assessed by two examiners.

§ 8
Sitting module examinations
(§ 12 Framework Examination Regulations)

(1) Only those candidates, who have registered for the respective module examination, shall be entitled to have their work assessed. The latest time for registration is entry to the examination room.

(2) Registration for a module examination may be withdrawn up to one week prior to the relevant examination date by an informal written declaration to the Examinations Office; the reasons for withdrawal do not have to be stated.

§ 9
Assessment of individual examinable assignments, grading procedure
(§ 16 Framework Examination Regulations)

(1) All examinable assignments are to be assessed as follows

1.0; 1.3	= very good	= an outstanding performance
1.7; 2.0; 2.3	= good	= a performance considerably above the average requirements
2.7; 3.0; 3.3	= satisfactory	= a performance, equating to the average requirements
3.7; 4.0	= sufficient	= a performance, which, despite its deficiencies still satisfies the requirements
5.0	= not sufficient	= a performance, which, by reason of its deficiencies, does not satisfy the requirements

(2) The assessment of a written examination must be made public within four weeks, at the latest however, six weeks, after the examination has been sat by the candidates.

(3) If a module examination consists of several examinable assignments, the subject mark/grade is calculated from the mean of the marks, weighted in accordance with credits, for the individual examinable assignments. If a module examination consists of a written examination and an alternative examinable assignment, the written examination is allocated a weighting of 70 % and the alternative examinable assignment a weighting of 30 %.

§ 10
Retaking examinations
(§ 19 Framework Examination Regulations)

(1) Module examinations, which the candidate has not passed at the first attempt, shall be deemed not to have been sat, if they were sat within the standard study period and in accordance with the Examination Schedule (Appendix 1) (free attempt).

(2) The Master's thesis and the oral defence may be repeated once if the assessment of the first attempt was worse than "sufficient" (4.0). The topic must be allocated at the latest six weeks subsequent to the notification of the Master's thesis to the Examinations Committee.

IV. Master's thesis, oral defence

§ 11

Master's thesis, oral defence

(§ 20 and § 21 Framework Examination Regulations)

- (1) A candidate, who has obtained at least 60 credits, may be admitted to the Master's thesis.
- (2) The Master' thesis is usually undertaken in the fourth semester. 20 weeks are allowed for the preparation of the Master's thesis. In individual cases on the basis of a justified application to the Examinations Committee for Distance Study, the preparation time may be extended, by way of exception, by a maximum of four weeks. The application must be submitted in writing to the Chairperson of the Examination Committee for Distance Study.
- (3) The candidate must be given the opportunity to propose referees for the work and a topic, without there being any entitlement that these proposals be taken into consideration.
- (4) The topic may be returned only once and on request within two weeks. The reason claimed for the return must be asserted and substantiated promptly in writing. The Examination Committee for Distance Study shall take a decision on the request, having heard the opinion of the relevant examiner. A topic for the Master's thesis is issued by the Office, if a candidate, who has obtained the credits required for the compulsory module in the Examination Schedule (Appendix 1), has failed to submit a proposal for the topic within four weeks of the last module examination.
- (5) The master's thesis can be produced in the form of a group project, if the individual candidate's contribution to be assessed is clearly distinguishable and assessable by virtue of the provision of sections, page numbers or other objective criteria.
- (6) The Master's thesis must be written in German or in English. On the request of the candidate and with the agreement of the supervisor the Examinations Committee for Distance Study may allow the Master's thesis to be written in a language other than German or English; in this case the thesis must contain a summary in German. The request must be submitted in writing to the Chairperson of the Examinations Committee for Distance Study.
- (7) The Master's thesis must be submitted within the stipulated period in three copies, plus one copy stored on a medium suitable for electronic data processing, to the Examinations Office of the University of Wismar.
- (8) The assessment procedure should not exceed four weeks. If the difference between the marks awarded by the referees is greater than 2.0, the Chairperson of the Examinations Committee for Distance Study shall appoint a third referee, who shall determine the final mark on the basis of the assessments of the first and second referees.
- (9) Only candidates, who have obtained 65 credits, shall be admitted to the oral defence.
- (10) The mark from the oral defence is determined from the arithmetical mean of the individual assessments. It counts as 25 % of the marks for the Master's thesis.

§ 12
Pass in Master's examination and grading procedure for overall grade
(§ 22 Framework Examination Regulations)

- (1) The Master's examination consists of:
 - the required module examinations and
 - the Master's thesis, including the oral defence.
- (2) The overall grade is calculated from the marks for all the modules and the mark for the Master's thesis. The module marks count as two thirds and the Master's thesis with oral defence counts as one third of the marks making up the overall grade.

V. Study Regulations

§ 13
Purpose of the Study Regulations

The Study Regulations are intended to give the students information and guidance, so that they can plan their study in a reasonable manner. They also form the basis for providing advice and support to the students and for the planning of course by the Faculty of Economic Sciences.

§ 14
Study objectives

- (1) The study objective for the Master's Distance Study Programme is that, at the end of the course of study, the student is awarded the academic degree of Master in Business Study Systems by Distance Study (MBS).
- (2) Master's Distance Study Programme has been conceived as a distance study course, supporting professional development and integrated into professional practice, in which the participants, as well as undertaking independent study, must attend regular courses, requiring their attendance.
- (3) Study for the Master's degree at the University of Wismar develops the competence to undertake independent, scientific work and thus lays the foundation for the development and/or application of the student's independent ideas. The course of study concentrates on transmitting the methodology of the subject and on the development of the student's theoretical and analytical ability. At the end of the course of study the students are also able to apply the knowledge they have acquired in new situations, with which they are not conversant, and to make decisions and develop scientifically-based solutions based on incomplete or restricted information. They can also analyse complex problems in context and in doing so take into consideration scientific, social or even ethnic insights.

§ 15
Start of study

This course of study may be begun in the winter or in the summer semester. The decision concerning this will be taken by the Examinations Committee for Distance Study.

§ 16 Course organisation

- (1) This course of study is organised in modules. Modules are self-contained teaching units, the successful completion of which is recorded by means of a module examination. Successful performance in a module examination is the prerequisite for the award of credits in accordance with the European Credit Transfer System (ECTS).
- (2) The number of semester week hours, the individual modules and the type of taught courses per semester can be found in the Study Schedule (Appendix 2). On-line support is offered for every module.
- (3) The language of instruction for all modules is usually English.

§ 17 Study content

The range of subjects in the Master's Distance Study Programme in Business Systems includes the following modules:

Research and Information Technology in Business
Business Process Design
IT Management and Controlling
Integrative Industrial Thought
Knowledge Management
Database Systems and Data Management
Computer Models for Business Decisions
Business Systems Project 1
Software Systems Design and Development
Enterprise Resource Planning Systems
Business Systems Project 2
Elective subject 1
Elective subject 2
Introduction to Research

The choice of the two elective subjects may be made from the following list of modules:

Human Resource Information Systems
Marketing Decision Systems
Supply Chain Management
Economic Policy
Contemporary Issues in BIS
Applied e-Business
Multimedia-Applications in Business

§ 18 Forms of teaching and learning

- (1) The taught courses are:
 - Tuition in seminars: delivery of the curriculum content through lectures and seminars,
 - Seminars: Working with specialist areas through discussions, where applicable based on reports from the participants,
 - Exercises: Working on and going more deeply into the curriculum content in theory and in practical applications,

- Case studies and projects: Dealing with tasks/cases related to problems or projects in step with actual practice,
- video conferences: synchronous on-line instruction to deliver contents such as examination preparation and to discuss unresolved issues
- Asynchronous on-line modules: Teaching units to deliver curriculum content.

(2) The Study Schedule (Appendix 2) specifies the type of course in which the individual modules are delivered.

(3) As a rule taught courses are held once per semester and module. They are supported by e-learning elements (in particular by on-line elements).

§ 19 Student Advisory Service

(1) All students are entitled to seek advice on the general matters concerning their study from WINGS - Wismar International Graduation Services GmbH.

(2) As part of the general Student Advisory Service, the University also provides information on the opportunities it offers for postgraduate study.

(3) Advice on issues of course design including all matters specifically to do with examinations is offered by the relevant faculty. The Student Advisory Service should be consulted in particular at the beginning of a course of study, where the student has failed an examination and where the student has moved from one course or university to another.

(4) Advice on issues concerning individual subject modules is the responsibility of the respective module course leaders.

VI. Final clauses

§ 20 (Transitional regulations)

§ 21 (Entry into force)

Appendix 1 Examination Schedule

PM No.	Module	1. Sem.		2. Sem.		3. Sem.		4. Sem.		Σ
		Exam	CR	Exam	CR	Exam	CR	Exam	CR	
PM01	Research and Information Technology in Business	K120/APL	5							5
PM02	Business Process Design	K120/APL	5							5
PM03	IT Management and Controlling	K120/APL	5							5
PM04	Integrative Industrial Thought	K120/APL	5							5
PM05	Knowledge Management			K120/APL	5					5
PM06	Database Systems and Data Management			K120/APL	5					5
PM07	Computer Models for Business Decisions			K120/APL	5					5
PM08	Business Systems Project 1			PA	5					5
PM09	Software Systems Design and Development					K120/APL	5			5
PM10	Enterprise Resource Planning Systems					K120/APL	5			5
PM11	Business Systems Project 2					PA	5			5
PM12	Elective subject 1					K120/APL	5			5
PM13	Elective subject 2					K120/APL	5			5
PM14	Master-Thesis and Colloquium							Thesis and Colloquium	25	25
	Total		20		20		25		25	90

Explanation:

CR Credits

PM Mandatory Module

PA Project

K written Examination

APL Alternative Examination

The slash means "or". After "K" the time is listed as the amount of minutes.

The students are informed at the beginning of a semester which type of examination is relevant for the module.

Elective subject 1 and Elective subject 2 have to be selected from the following list:

Human Resource Information Systems

Marketing Decision Systems

Supply Chain Management

Economic Policy

Contemporary Issues in BIS

Applied e-Business

Multimedia-Applications in Business

Appendix 2 Curriculum

PM No.	Module	1. Sem.		2. Sem.		3. Sem.		4. Sem.		Σ
			CR		CR		CR		CR	
PM01	Research and Information Technology in	125 (8+8+109)*	5							5
PM02	Business Process Design	125 (8+8+109)	5							5
PM03	IT Management and Controlling	125 (8+8+109)	5							5
PM04	Integrative Industrial Thought	125 (8+8+109)	5							5
PM05	Knowledge Management			125 (8+8+109)	5					5
PM06	Database Systems and Data Management			125 (8+8+109)	5					5
PM07	Computer Models for Business Decisions			125 (8+8+109)	5					5
PM08	Business Systems Project 1			100 (8+8+84)	5					5
PM09	Software Systems Design and Development					125 (8+8+109)	5			5
PM10	Enterprise Resource Planning Systems					125 (8+8+109)	5			5
PM11	Business Systems Project 2					100 (8+8+84)	5			5
PM12	Elective subject 1					125 (8+8+109)	5			5
PM13	Elective subject 2					125 (8+8+109)	5			5
PM14	Master-Thesis and Colloquium							600 (0+20+580)	25	25
	Total	500	20	475	20	600	25	600	25	90

Explanations:

* (P+C+S) = Number of contact hours (P) + number of hours for coaching using the internet (C) + number of hours for self- study (S)

PM = Mandatory module

CR = Credits

Appendix 3

Diploma Supplement

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. HOLDER OF QUALIFICATION

- 1.1 Family Name:
N.N.
- 1.2 First Name:
N.N.
- 1.3 Date, Place, Country of Birth:
N.N.
- 1.4 Student ID Number or Code:
not of public interest

2. QUALIFICATION

- 2.1 Name of Qualification (full, abbreviated; in original language):
Master of Business Systems (MBS)
Title Conferred (full, abbreviated; in original language):
Master of Business Systems
- 2.2 Main Field(s) of Study:
Information technology (IT) in business and administration: management of IT including IT projects, data and knowledge management, business process management
- 2.3 Institution Awarding the Qualification (in original language):
Hochschule Wismar, University of Applied Sciences: Technology, Business and Design
Wismar Business School
Status (Type / Control)
University of Applied Sciences / State Institution
- 2.4 Institution Administering Studies:
[same]
- 2.5 Language of Instruction/Examination:
English

3. LEVEL OF THE QUALIFICATION

3.1 Level:

Master, Level 7 of European Qualification Framework

3.2 Official Length of Programme:

2,0 years including master thesis

3.3 Access Requirements:

Prerequisite for admission to the non-consecutive Master's program Business System is a first academic degree in a business area with a minimum standard study period of seven semesters at a national or international university. Furthermore, one year of professional experience in a related field after the first academic degree is required.

In case of doubt the examination board decides, whether the conditions for approval are met.

4. CONTENTS AND RESULTS GAINED

4.1 Mode of Study:

second time, 2 years

4.2 Programme Requirements / Qualification of a graduate:

Conceptual skills and abilities in management and strategic use of information technology in an enterprise are taught. Students obtain competencies in business process management, as well as in methods, techniques and procedures for information or knowledge management in order to align information-processing strategies with corporate objectives. In the programme skills are applied to real-world problems of companies. Working on these interdisciplinary case studies participants train specific problem-solving skills. At the end of the programme, students are able to apply their knowledge to new or unfamiliar situations and are able to develop science-based solutions and decisions even under incomplete or limited information. Graduates are able to analyse complex problems in its context, including academic, social, but also ethical aspects.

4.3 Programme Details:

See Final Examination Certificate (Master-Zeugnis) for a list of the subjects offered for final examinations (written and oral) and for the thesis topics, including evaluations.

4.4 Grading Scheme:

General grading scheme cf. Sec. 8.6

4.5 Overall Classification (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 01/09/2013 until 31/08/2015. 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
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The individual values are shortened to two decimal places. The sum of percentages may therefore differ slightly from 100%.

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study:

Qualifies the bearer of MBS degree for admission to doctoral work (thesis research)

5.2 Professional Status:

The MBS degree qualifies for independent, autonomous and management activities in the strategic management of information processing technologies in business or administration.

6. ADDITIONAL INFORMATION

6.1 Additional Information:

-

6.2 Further Information Sources:

On the institution: www.hs-wismar.de

On the programme:

http://www.wings.hs-wismar.de/de/fernstudium_master/business_systems

For national information sources cf. Sect. 8.8

7. CERTIFICATION OF THE SUPPLEMENT

This Diploma Supplement refers to the following original documents:

Awarded Masters Degree Certificate (Masterurkunde)

Master Degree Certification (Masterzeugnis)

Certification Date: «ErstDatumL»

(Official Stamp/Seal)

«PrüfVorsitz»
Chairman
Examination Committee

8. NATIONAL HIGHER EDUCATION SYSTEM: Germany

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 Control

Higher education (HE) studies in Germany are offered at three types of *Hochschulen*²

- *Universitäten* (Universities), including various specialized institutions, comprise the whole range of academic disciplines. In the German tradition, universities are also institutional foci of, in particular, basic research, so that advanced stages of study have strong theoretical orientations and research-oriented components.
- *Fachhochschulen* (Universities of Applied Sciences): Programs concentrate 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 one or two semesters of integrated and supervised work assignments in industry, enterprises or other relevant institutions.
- *Kunst- und Musikhochschulen* (Colleges of Art/Music, etc.) offer graduate 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.

¹ The information covers only aspects directly relevant to purposes of the Diploma Supplement. All Information as of 1 Jun 2000.

² Hochschule is the generic term for higher education institutions.

HE institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to HE legislation.

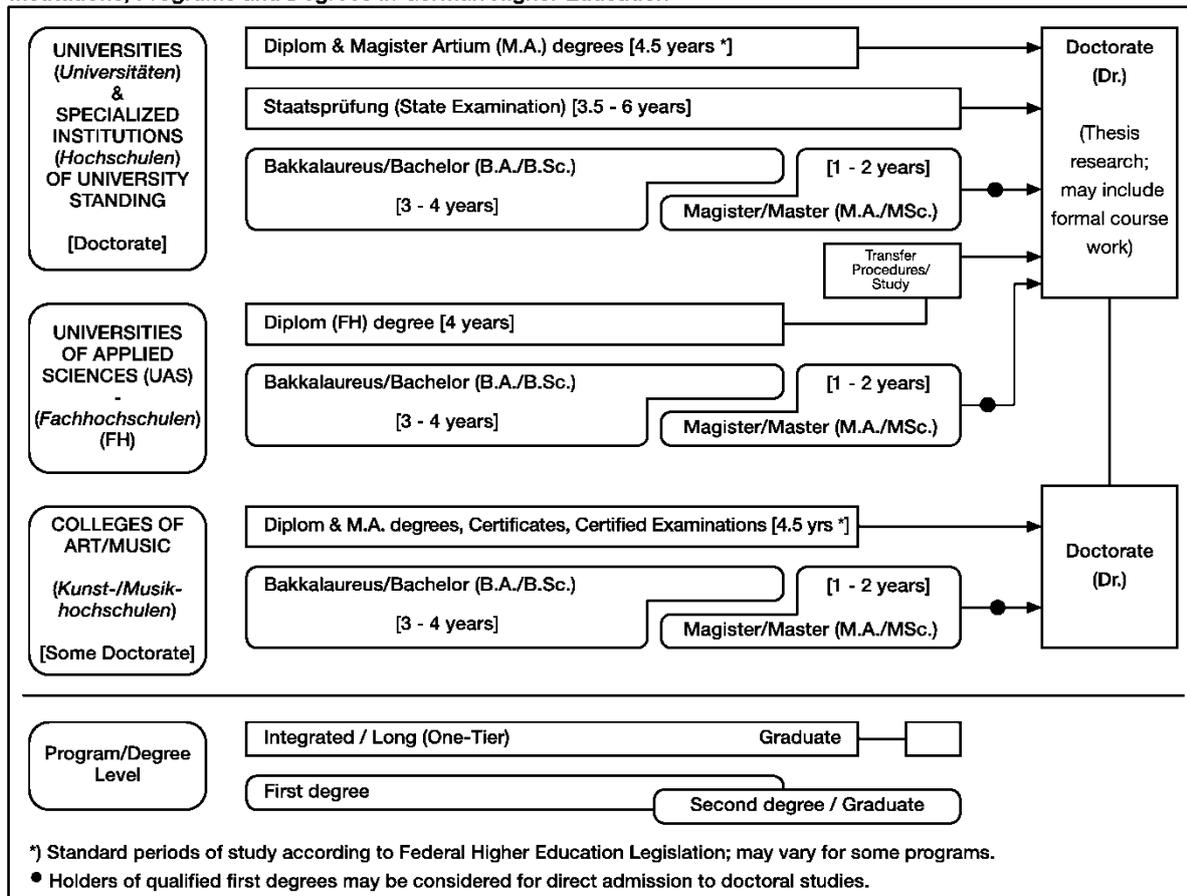
8.2 Types of programs and degrees awarded

- Studies in all three types of institutions are traditionally offered in integrated "long" (one-tier) programs leading to *Diplom-* or *Magister Artium* degrees or completion by a *Staatsprüfung* (State Examination).
- In 1998, a new scheme of first- and second-level degree programs (*Bakkalaureus/Bachelor* and *Magister/Master*) was introduced to be offered parallel to or *in lieu* of established integrated "long" programs. While these programs are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they enhance also international compatibility of studies.
- For details cf. Sec. 8.41 and Sec. 8.42, respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of Programs and Degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations jointly established by the Standing Conference of Ministers of

Institutions, Programs and Degrees in German Higher Education



Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK) and the Association of German Universities and other Higher Education Institutions (HRK). In 1999, a system of accreditation for programs of study has become operational under the control of an Accreditation Council at national level. Programs and qualifications accredited under this scheme are designated accordingly in the Diploma Supplement.

8.4 Organization of Studies

8.41 Integrated "Long" Programs (One-Tier):

Diplom degrees, Magister Artium, Staatsprüfung

Studies are either mono-disciplinary (single subject, *Diplom* degrees, most programs completed by a *Staatsprüfung*) or comprise a combination of either two major or one major and two minor fields (*Magister Artium*). As common characteristics, in the absence of intermediate (first-level) degrees, studies are divided into two stages. The first stage (1.5 to 2 years) focuses - without any components of general education - on broad orientations and foundations of the field(s) of study including propaedeutical subjects. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the M.A.) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements always 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*.

- Studies at *Universities* last usually 4.5 years (*Diplom* degree, *Magister Artium*) or 3.5 to 6 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the exact/natural and economic sciences. 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, pharmaceutical and teaching professions are completed by a *Staatsprüfung*. The three qualifications are academically equivalent. As the final (and only) degrees offered in these programs at graduate-level, they qualify to apply for admission to doctoral studies, cf. Sec. 8.5.
- Studies at *Fachhochschulen (FH)* /Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree. While the *FH/UAS* are non-doctorate granting institutions, qualified graduates may pursue doctoral work at doctorate-granting institutions, cf. Sec. 8.5.
- Studies at *Kunst- and Musikhochschulen* (Colleges of Art/Music, etc.) are more flexible in their organization, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, awards include Certificates and Certified Examinations for specialized areas and professional purposes.

8.42 First/Second Degree Programs (Two-tier):

Bakkalaureus/Bachelor, Magister/Master degrees

These programs apply to all three types of institutions. Their organization makes use of credit point systems and modular components. First degree programs (3 to 4 years) lead to *Bakkalaureus/Bachelor* degrees (B.A., B.Sc.). Graduate second degree programs (1 to 2 years) lead to *Magister/Master* degrees (M.A., M.Sc.). Both may be awarded in dedicated form to indicate particular

specializations or applied/professional orientations (B./M. of ... ; B.A., B.Sc. or M.A., M.Sc. in ...). All degrees include a thesis requirement.

8.5 Doctorate

Universities, most specialized institutions and some Colleges of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified *Diplom* or *Magister/Master* degree, a *Staatsprüfung*, or a foreign equivalent. Admission further requires the acceptance of the Dissertation research project by a supervisor. Holders of a qualified *Diplom (FH)* degree or other first degrees may be admitted for doctoral studies with specified additional requirements.

8.6 Grading Scheme

The grading scheme 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. Some institutions may also use the ECTS grading scheme.

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling gives access to all higher education studies. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen(UAS)* is also possible after 12 years (*Fachhochschulreife*). Admission to Colleges of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

8.8 National Sources of Information

- *Kultusministerkonferenz (KMK)* [Standing Conference of 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; with
 - Central Office for Foreign Education (ZaB) as German NARIC and ENIC; www.kmk.org; E-Mail: zab@kmk.org
 - "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (EURYBASE, annual update, www.eurydice.org; E-Mail eurydice@kmk.org).
- *Hochschulrektorenkonferenz (HRK)* [Association of German Universities and other Higher Education Institutions]. Its "Higher Education Compass" (www.higher-education-compass.hrk.de) features comprehensive information on institutions, programs of study, etc. Ahrstrasse 39, D-53175 Bonn; Fax: +49/[0]228 / 887-210; E-Mail: sekr@hrk.de