

EXAMINATION REGULATIONS
for the joint Masters course
Maritime Operations
at the Western Norway University of Applied Sciences und
the University of Applied Sciences Emden/Leer

The Department of Maritime Studies of the University of Applied Sciences Emden/Leer resolved the following examination regulations for the Masters course “Maritime Operations” on 20.06.2017 in accordance with section 44 para. 1 sentence 2 of the Niedersächsisches Hochschulgesetz (NHG) [Lower Saxony Higher Education Act]. This was approved by the presidium of the University of Applied Sciences Emden/Leer in accordance with section 37 para. 1 S. 3 no. 5 b NHG on 06.09.2017. These examination regulations cover the University of Applied Sciences Emden/Leer’s part in the joint Masters course.

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§ 1 Scope

These examination regulations apply to the joint Masters course Maritime Operations at the Western Norway University of Applied Sciences in Haugesund and the University of Applied Sciences Emden/Leer. They concern the examinations taken at the University of Applied Sciences Emden/Leer.

§ 2 Course Specifications, Entrance Requirements and Matriculation

(1) Those who meet the entrance requirements according to the valid admission and registration order are admitted to the joint Masters course Maritime Operations.

(2) The students will be enrolled at both Universities of Applied Sciences.

(3) Should a student be exmatriculated from the partner university for reasons pertaining to the student, then the student is also exmatriculated from the University of Applied Sciences Emden/Leer.

§ 3 Aims of the Course

(1) The aim of the course is to obtain a further degree with professional qualifications by completing a Masters examination which builds on a completed undergraduate degree with professional qualifications. Students will show a high level of professional and academic knowledge in the examination.

(2) Graduates of the course Maritime Operations have:

- broad and deep knowledge of a variety of disciplines which provide an interdisciplinary overview of the maritime environment and off-shore technology and their processes; in the fields of maritime technology, operation of ships and maritime structures and their safety and risk assessment.
- Graduates can understand and identify the challenges of the maritime industry and reflect on a scientific basis.
- Graduates can use scientific methods and implements to overcome the maritime challenges, for example, system analysis, cost/benefit analysis, optimisation as well as risk assessments.
- Moreover, graduated can assess and analyse the sustainability of the technologies developed, and suggest the most environmentally friendly solutions which are best for saving resources with regards to maritime technical systems, products and processes.
- When managing complex tasks and processes, graduates can independently initiate interdisciplinary, scientific collaboration based on comprehensive knowledge of maritime technology and the maritime industry, its regulations and laws.
- Graduates assume responsibility for their own scientific work and consolidation.

§ 4 Academic Degree

After the Masters examination has been passed, the Western Norway University of Applied Sciences and the University of Applied Sciences Emden/Leer confer the academic degree "Master of Science", shortened to: "M.Sc.". The universities will issue a document (appendix

2) including a certificate (appendix 2) in English. Furthermore, a Diploma Supplement will also be issued.

§ 5 Duration and Structure of the Course

(1) The study period within which the course can be completed is 4 semesters including the Masters examination (standard period of study).

(2) The course is formed of modules. Modules are independent units of study which are thematically and temporally complete and which lead to a partial qualification which refers to the respective aim of the Masters course.

(3) According to the ECTS guidelines (European Credit Transfer and Accumulation System) 60 credit points are awarded per academic year. The workload for full-time study is fixed at 1,600 study hours per academic year. Therefore, one credit point represents 26.67 hours of study for the students.

(4) The curriculum provides 2 semesters to build on basic knowledge. It is mandatory to complete the first semester at the Western Norway University of Applied Sciences in Haugesund and the second semester at the University of Applied Sciences Emden/Leer. These first two semesters prepare the students with knowledge of methods which is then built on in the third and fourth semesters. Students can choose the follow-on modules for the third semester:

- Offshore and Subsea Operations at the Western Norway University of Applied Sciences in Haugesund
- Sustainable Maritime Operations at the University of Applied Sciences Emden/Leer

The Master thesis which forms the final degree in the fourth semester must be completed by all students and covers an in-depth examination of scientific work as part of what the student built on in the third semester.

§ 6 Modules and Credit Points

(1) Modules combine different forms of learning and teaching (e.g. lectures, seminars, exercises, projects, independent study). They usually last one semester, and no longer than two semesters. The workload associated with a module may extend into non-teaching periods.

(2) The type and scope of the examination for a module is set out in appendix 1. A combination of two suitable examination types is allowed. The content and structure of a module can be found in the module handbook. The regulations in the module handbook were resolved by the Board of Examiners and are to be made available to students in a suitable manner. Resolutions are to be provided with interim arrangements and a date for when they come into force, where required.

(3) The credit points ascribed to each module can be found in the module description and in appendix 1.

(4) 90 ECTS need to be obtained overall. In addition, the Master thesis is worth 30 ECTS. The proportion of the individual modules of the whole is regulated in appendix 1 which also recommends order the modules should be taken in.

§ 7 Examinations

(1) The following kinds of examination may be set:

- Written exam (para. 2)
- Oral exam (para. 3)
- Seminar paper (para. 4)
- Presentation (para. 5)
- Creation and recording of computer programs (para. 6)
- Test on a computer (para. 7)
- Project report (para. 8)
- Portfolio (para. 9)

(2) A written exam consists of a written exercise dealing with a suitable set task using the common methods used in the subject within a limited time period under supervision and using aids which have been specified in advance. Written exams can also be in the form of a multiple-choice exam. Written exams may also be taken electronically. Students will be given sufficient time before the exam to familiarize themselves with the electronic examination system. Data protection provisions are to be adhered to.

(3) The oral exam takes place in front of two examiners (panel exam) as an individual exam or as a group exam for up to three students at the same time. The essential objects of the examination and assessment of the performance is to be recorded in the proceedings. It is to be signed by the examiners. Oral exams usually last 30 minutes per student. Written tasks may be included as part of the oral exam to a reasonable extent if this does not invalidate the nature of the examination.

(4) A seminar paper is an independent written exercise dealing with a subject specific or interdisciplinary task. In suitable cases solutions can be given orally for the examiner to assess.

(5) A presentation is an oral lecture usually lasting 30 minutes with subsequent discussion of an independent and advanced written discourse (usually 20 pages including bibliography) of a problem relating to the course with reference to and evaluation of the relevant literature.

(6) The creation and recording of computer programs usually covers

1. The description of the task and its boundaries
2. Developing theoretical premises for dealing with the task, in particular, the choice of suitable methods with reference to and evaluation of the relevant literature
3. Formulating the algorithms used in a suitable computer language
4. Testing the program with several exemplary datasets and review the results for correctness
5. The program documentation, in particular stating the methods used, a description of the solution process, the program log (source program) and the result log
6. Demonstrating the program.

(7) In a test on the computer a task must be completed on the computer in a set time (usually 45 or 90 minutes).

(8) A project report is a coherent textual or media account of the problems, the problem analysis and the results of a project as well as the method used, and is usually between 12 and 15 pages or maximum 15 slides. The project is to be presented in the report in the way

which is typical for the professional activity. Collaboration during the project will also be assessed.

(9) A portfolio covers a certain number of up to five pieces of work (e.g. log, research paper, review, learning diary, short presentation, exercises, short written test). Examination according to para 1 are not permitted in a portfolio. The portfolio is assessed as a whole.

(10) Suitable types of exams can be permitted in the form of group work. The individual's contribution which is to be assessed as an exam must meet the examination requirements and the individual examination must be clearly defined by sections, page numbers or other objective criteria and be evaluated on its own merit.

§ 8 Examination Process

(1) The task set for the exam will be established by the examiner (cf. section 16).

(2) Should the student prove that they are not able to partially or fully sit the exam in the prescribed form due to a prolonged illness or disability, they are permitted by the Board of Examiners to produce results over an extended period or produce equivalent results in another form. In addition, a doctor's note may be rested for submission.

§ 9 Pass, Fail, Resits

(1) To pass an exam, a grade of "adequate" is required. If an exam is assessed by two examiners, both have to grade it as "adequate" at least for it to pass. [Section 19 para. 2 and 3](#) apply respectively. You will pass a module when all of the exams required for the module have been passed. Should you fail even one exam of a module even and fail the last resit and therefore not pass the module you will not pass the Masters examination in the course Maritime Operations.

(2) Failed exams can be resat twice (resits). A written resit exam taken for the second time can only be graded "insufficient" (5.0) after a supplementary oral exam. The supplementary oral examination will be conducted by two examiners, [section 19 para. 2](#) applies respectively. The exam will be graded "adequate" (4.0) if the supplementary oral exam is passed. A supplementary oral exam cannot be taken if the last written exam is based on [section 18](#).

(3) Resits are to take place at the latest in the semester following the failed attempt. If there are several examination periods in one semester the resit can take place in one of the examination periods following the failed attempt in the same semester.

(4) Attempts to sit an exam in the same course in the Federal Republic of Germany will be credited against the opportunity to resit the exam according to para 2.

(5) It is not possible to resit an exam which has been passed.

§ 10 Application Deadlines, Exam Periods, Course Deadlines

(1) The student will be registered for the first and second resit of an exam by the authority charged by the Board of Examiners.

(2) Students have the option to retract the registration for the exam at the latest by the date set by the Board of Examiners. The Board of Examiners decides in which form and from which authority the registration is to be retracted. Students can only withdraw from a resit exam in accordance with [section 18](#).

(3) Students who are enrolled on the course concerned and can verify a standard course of study will be admitted to sit the examinations.

(4) Upon request to the Board of Examiners students may claim protection periods as stated in section 3 para. 2 and section 6 para 1 of the Maternity Protection Act (MuSchG) as well as the regulations on parental leave in sections 15, 16 of the Act on child benefits and parental leave (Bundeselterngeld- und Elternzeitgesetz BEEG). In addition, upon request to the Board of Examiners the periods of involvement in bodies provided for by statute and statutory organs of the self-governance of the Western Norway University of Applied Sciences in Haugesund and the University of Applied Sciences Emden/Leer will be considered with up to two semesters.

(5) Admission to the examination is granted by the Board of Examiners. Admission will be revoked if the admission requirements are not met. Special notice will be issued if admission is revoked.

(6) The examination periods will be publicised by the universities.

§ 11 The Publicity of Oral Examination

Students who are soon to sit the same examination and other members of the university who can claim a legitimate interest are permitted to observe the examination upon request. This, however, does not extend to when the student is briefed and provided with his or her results. The person sitting the exam is permitted to exclude people from observing the examination upon request. For colloquiums, company mentors are permitted to observe by request from the student taking the exam.

§ 12 Master Thesis

(1) The Master thesis should show that the student is able to handle a maritime issue on a scientific basis within a given time period. The type and scope of the Master thesis must correspond with the aim of the course (§ 3) and with the time period. The Master thesis can be completed as groupwork. The Master thesis should usually be made available to the university libraries of the partner universities.

(2) A maritime issue should be dealt with in the Master thesis. You can be assigned to any member of the university teaching staff in the faculty/field. With permission of the Board of

Examiners the topic can be set by a member of the university teaching staff who is not a member of this faculty/field. This does not affect [section 16 para. 2](#).

(3) The Board of Examiners issues the topic. Upon request the Board of Examiners ensure that the students receive the topic for the Master thesis in good time. With the issuance of the topic the examiner who set the topic (first examiner) and another examiner (second examiner) will be appointed. The first examiner has to be professor at one of the partner universities. While the thesis is being completed the student will be supervised by the first examiner.

(4) The topic of the Master thesis can only be returned once within the first three weeks of the thesis period.

(5) The hand-in deadline for the thesis has to be recorded. In the thesis, the student must affirm in writing that he or she completed the work – or the respectively marked section of the work in a group project – independently and used no other sources or tools than those stated.

(6) The thesis will be reviewed and assessed by the examiners within six weeks of their hand-in. [Section 19 paras. 2, 3, 5 and 6](#) apply respectively.

(7) The time between the topic being issued and the thesis hand-in date is four months. In individual cases the Board of Examiners can extend the thesis period up to five months on duly motivated request. [Section 10 para. 4](#) applies respectively.

(8) Students are to hand in four hard copies of the Master thesis and one in digital form for the exam files. The submission location is decided by the Board of Examiners.

§ 13 Registration and Permission for the Master Thesis

(1) Students who have passed all of their exams for semester 1 to 3 according to appendix 1 and at least was matriculated at the semester before registering for the Master thesis at the Western Norway University of Applied Sciences in Haugesund and the University of Applied Sciences Emden/Leer for the appropriate course.

(2) The Board of Examiners may permit a student to undertake their Master thesis upon request if the student has passed module exams of totally at least 80 credit points. Exceptions can be made with petition to the Board of Examiners.

(3) Students are to request permission to undertake the Master thesis (message) in writing from the Board of Examiners. The Board of Examiners sets the messaging deadline. The message must also include:

- 1) A suggestion for the first and second examiners,
- 2) A suggestion for the topic area which the topic for the Master thesis will be taken from as well as a request for issuing the topic as group work if applicable.

§ 14 Passing, Failing the Masters Examination, Resits

(1) The Masters exam has been passed when all of the modules and the Master thesis are graded with a minimum of “adequate”.

(2) The overall grade for the Masters examination is calculated from the average grade for the determined modules as well as the Master thesis weighted by credit points. The grades calculated according to [section 19 para. 4 sentence 1](#) (number to two decimal places) will be considered in the calculations for the total grade. In the certificate, the total grade will be given using the grades as stated in [section 19 para. 3](#) “very good”, “good”, “satisfactory”, “adequate”, the numeral result to two decimal places will be stated in brackets.

(4) The Masters examination is ultimately failed if one module or the Master thesis is graded “insufficient” and there are no more chances to resit.

(5) The Master thesis can be resat once if it is graded insufficient, there are no second resits. The topic may be returned for the resit only if this was not done in the first thesis. [Section 9 para. 4](#) applies respectively.

§ 15 Board of Examiners

(1) A Board of Examiners is elected at the University of Applied Sciences Emden/Leer to organise the examinations and observe the tasks set by the examination regulations. It is made up of five members, three of which represent the university teaching staff, one represents research staff and one student representative from the course. The member of each group will be chosen by the faculty council of the participating faculty or field by status groups. The term is two years, one year for students. The chair and vice chair must be members of the teaching staff. Student members have an advisory vote on the assessment and imputation of examinations and credits.

Tasks which affect the management of the joint course will be handled by a steering committee in accordance with the cooperation agreement. The steering committee is made of equal numbers of representatives from both partner universities. The cooperation agreement regulates the full particular.

(2) The Board of Examiners ensure that the examinations are carried out; the members can take part in the examinations as observers. The Board of Examiners will ensure that the provisions of the *Niedersächsischen Hochschulgesetzes* (NHG), and these examination regulations are observed. It will report to the faculty/field regularly about the development of examinations and study periods; this is where they will go into the adherence of the standard study period and examination deadlines in particular and present the distribution of individual and overall grades. The report will be published in a suitable manner by the university.

(3) The Board of Examiners makes its resolutions with a majority of valid votes made; abstentions do not count as votes made. In the case of a draw the vote of chair or, in his or her absence, the vice chair decides the ballot. The Board of Examiners has a quorum when the majority of its members, including the chair or vice chair and another member who is eligible to vote, is present.

(4) Minutes are to be taken during the meetings of the Board of Examiners, the essential objectives and resolutions of the Board of Examiners are to be recorded in the minutes.

(5) The Board of Examiners can assign the authority granted to the chair or vice chair on a revocable basis. Opposition decisions and decisions that decide on the continuation of studies are not delegable. In addition, tasks relating to the organization and performance of examinations and credits pursuant to § 17 are transferable within the meaning of sentence 1. The chair prepares the resolutions of the Board of Examiners and implements them. The chair reports to the Board of Examiners about these activities regularly. The Board of Examiners or the authority charged by them keeps the examination files.

(6) The meetings of the Board of Examiners are not public. The members of the Board of Examiners and their representatives are subject to official secrecy. Provided they are not public sector employees they must be sworn to secrecy by the chair.

§ 16 Examiners

(1) The examiners as considered to be assigned by the Board of Examiners with the approval of the examination plan. Only the members and associated of the Western Norway University of Applied Sciences and the University of Applied Sciences Emden/Leer can be named who are appointed in the examination subject concerned for independent teaching. When required this also applies when the authority for independent teaching is only granted for a branch of the examination subject. Teaching staff for certain tasks and experienced persons with profession experience and training can be assigned to hold the examinations for certain areas of the examination. Persons assigned as examiners must at least hold the qualification being established in the examination or an equivalent qualification.

(2) The Master thesis and the resits taken for the last time are to be assessed by at least two examiners in the terms of paragraph 1. Section 7 para. 3 remains unaffected. Presentations in accordance with section 7 para. 5 in the sentence 2 are not considered examinations.

(3) Students can suggest an examiner to hold the oral exam or to supervise the Master thesis irrespective of the rule in paragraph 4. The suggestion is to be complied with provided there is no important reasons to prevent this or the burden on the suggested examiner is too much. The suggestion does not entail entitlement.

(4) Provided the examinations are performed alongside the course, the teacher who sets the examination according to paragraph 1 sentence 2 to 4 is the examiner without being specifically named as such. This also applies to examinations for classes which are lead by several teachers. If there are more examiners available than needed for holding the exam, then the examiner will be assigned by the Board of Examiners.

(5) The Board of Examiners ensures that students are made aware of the name of the examiner at least two weeks before the date of the respective examination.

(6) Section 15 para. 5 applies respectively.

§ 17 Crediting of Study Periods and Examinations

(1) Study periods, credits including vocational activities and other examination in the same or a related Masters course in the Federal Republic of Germany will be credited without the

establishing of equivalency to the respective results in the Masters course Maritime Operations upon request.

(2) Study periods, credits including vocational activities and other examination in the same or a related Masters course will be credited upon request provided that they essentially do not differ in content, scope and requirements from the Masters course Maritime Operations. This does not entail a schematic comparison, rather, an overall consideration and overall assessment in regard of the meaning of it for the aim of the course according to section 3.

(3) Equivalence agreements approved by the Conference of Ministers for Cultural Affairs and the Conference of University Rectors or existing international agreements establish the equivalence of courses studied abroad. If no such agreements have been made or continuing crediting has been requested, the Board of Examiners decides upon the equivalence. To explain the issue and the legal position, a statement from the Central Office for Foreign Education can be obtained. Differing crediting regulations due to agreements with foreign universities remain unaffected.

(4) Results achieved at other foreign universities during the course will be recognised upon request if the student had the modules' eligibility for recognition confirmed by the Board of Examiners in the form of a "Learning Agreement" before starting the semester abroad. The student must submit the necessary documentation for the recognition of the modules.

(5) Vocational activities conducted outside of the course will be credited provided their equivalence is established in accordance with paragraphs 1 and 2. The crediting of examinations according to sentence 1 is only possible for exams totalling 30 credit points.

(6) Paragraphs 1 and 2 apply respective to study periods, credits and examinations in state correspondence courses or state sponsored facilities for correspondence courses.

(7) If the credits and examination are credited then the grades – provided the grading systems are comparable – will be assumed and calculated towards to the total grade. For non-comparable grading systems, the comment "pass" will be stated and the result will not be counted towards to total grade. Provided there are respective agreements with foreign universities then grade conversion is permissible. A note marking the crediting is permitted on the certificate.

(8) The Board of Examiners decides on crediting. Crediting is excluded if it was not requested before the registration of the respective examination. The decision regarding crediting is made on the basis of appropriate information about the features of the credits according to [section 17 paragraph 2 sentence 1](#), should it be requested. The petitioner is usually responsible for preparing this information. If recognition is denied them this must be justified and the petitioner should be instructed on measures of how to gain its recognition in the future if possible. If recognition is denied or no decision is made, then the petitioner can lodge an appeal according to [section 24 paragraph 2](#) within an appropriate period.

§ 18 Absence, Withdrawal, Cheating, Breach of Regulations

(1) A result is deemed "insufficient" if the student

- (a) does not attend an examination without good reason or
- (b) withdraws from the examination after the examination has begun or
- (c) does not sit the resit of an examination within the period designated for resits.

(2) The reasons for the withdrawal or absence must immediately be presented in writing to the Board of Examiners or the authority charged by it and substantiated, otherwise the examination concerned will be graded “insufficient”. In case of illness a doctor’s note must be presented stating the duration that the student will be unable to attend examination and which was issued no later than the day of the examination. A medical officer’s note is to be presented to the Board of Examiners provided the illness is not obvious. Should the reasons be recognised a new date will be set, usually the next regular examination date.

(3) Should the hand-in date for an examination not be met without good reasons then it will be graded “insufficient”. Paragraph 2 applies respectively. If there are good reasons then the Board of Examiners, under conditions of equal opportunities and the precedence of academic achievement over compliance with regulations, decides whether the hand-in date for the examination is to be deferred, whether the deferred hand-in can be considered for assessment or if a new task will be set.

(4) Should the student influence the result of his or her examination through cheating or using non-permitted aids, cooperate in cheating, disrupt the standard running of an examination, harm the intellectual property of others for the purpose of conscious cheating or use the published material of a third party without stating the source/authorship and pass it off as his or her own work (plagiarism), then the examination concerned will usually be graded “insufficient” (5.0). In cases of particularly serious or repeated cheating the examination can be assessed as “ultimately failed”. The student will continue the examination unless the invigilator decides that the student needs to be temporarily excluded. The assessment according to sentence 1 will affect the student and will be recorded. The board of Examiners decides whether the affected examination is graded “insufficient” (5.0) or “ultimately failed”. Before this decision is made the student has the chance to attend a hearing.

(5) If the misconduct is recognised after completing the examination and the course of study is not at an end, the examination will therefore be assessed as “insufficient” (5.0).

(6) The student is given the opportunity to make a statement before the decision is made.

(7) An examination performance can be checked by means of suitable plagiarism detection software for possibly unrecognized acquired text passages or other sources

§ 19 Assessing the Examinations and Forming the Grade

(1) The individual examinations will be marked promptly by the respective examiner. Written examination is usually marked 6 weeks after the examination at the latest. The examiner marks the examination according to the customary rubric. For examinations sat at the University of Applied Sciences Emden/Leer the evaluations apply according to (2), for examinations at at the Western Norway University of Applied Sciences the ECTS grades apply. The grades can be calculated using the key in (6).

(2) The following grades are to be used for the grading at the University of Applied Sciences Emden Leer, the entire grading scale is to be used.:

1.0; 1.3 = very good = particularly outstanding

1.7; 2.3	2.0; =	good	=	Considerably above the average requirements
2.7; 3.3	3.0; =	satisfactory	=	Meets the average requirements in every respect
3.7; 4.0	=	adequate	=	Meets the minimum requirements despite its shortcomings
5.0	=	insufficient	=	Do not meet the requirements due to considerable shortcomings

Should the examination be graded by two examiners then the average grade of the examiners' two individual grades will form the result.

The grade:

on average	up to 1.50	=	very good
on average	from 1.50 to 2.50	=	good
on average	from 2.50 to 3.50	=	satisfactory
on average	from 3.50 to 4.00	=	adequate
on average	from 4.00	=	insufficient

When calculating the average, the first two decimal places after the decimal point will be considered, all other decimal places will be excluded without rounding.

(3) If a module consists of several examinations the module grade is calculated from the average grade of the individual examinations weighted by credit points as according to paragraph 2 or 3 (to two decimal points). The module grade will be stated on the certificate according to paragraph 2 or 3.

(4) When forming the total grade, paragraphs 2 to 3 apply respectively.

(5) The important considerations in deciding the grades will be documented appropriately and added to the examination documents.

(6) For calculating the grades in ECTS grades according to the Norwegian grading system, the following table applies:

to 1.80	=	A	=	outstanding
from 1.80 to 2.30	=	B	=	very good
from 2,30 to 2.70	=	C	=	good
from 2.70 to 3.20	=	D	=	satisfactory
from 3.20 to 4.00	=	E	=	sufficient
from 4.00	=	F	=	fail

§ 20 Certificate, Masters Certificate and Diploma Supplement

(1) Those who have successfully participated in and earned the required credit points for the modules required for the course according to appendix 1, including the Master thesis, have successfully completed the Masters course.

(2) The candidates promptly receive a certificate of results according to appendix 2, following the German and Norwegian grading systems.

(3) The certificate contains the date that the last examination was sat. It is signed by the respective Heads of the University. A diploma supplement is attached to the certificate written in English according to appendix 2.

(4) If the candidate fails the Masters course overall, he or she will receive a certificate issued by the examination office detailing his or her results including all unsuccessful attempts or a certificate detailing all exams passed. This also applies when students leave the Western Norway University of Applied Sciences in Haugesund and the University of Applied Sciences Emden/Leer having passed parts of the course.

§ 21 Invalidity of the Masters Examination

(1) Should cheating take place and this is only discovered after the certificate is issued, the Board of Examiners can retroactively correct the grade concerned and declare the examination concerned fully or partially “failed”.

(2) If the requirements for the permission to sit an exam were not met without the student wanting to cheat and this was first discovered after the certificate was issued, the shortcomings are resolved by the passing of the examination. If permission was wrongly obtained with intent then the examination can be graded as “insufficient” and the Masters exam declared “failed”.

(3) The student is to have the opportunity to explain the situation to the Board of Examiners before the decision is made.

(4) Incorrect examination certificates are to be retracted and a correct one reissued if applicable. The Masters certificate is also retracted with the incorrect examination certificate if the exam is declared “failed” due to cheating. A decision is excluded according to paragraphs 1 and 2 sentence 2 after a period of 5 years has passed since the date of the examination certificate.

§ 22 Access to the Examination File

(1) Students are granted to see the written examination paper, the examiner’s remarks and the minutes of the examination upon request after the completion of each examination. The request can be made within one year after the examination certificate is issued or after notice is given of the failing of the examination by the Board of Examiners. The board will set the date and time of the inspection.

(2) Students can be informed of partial results before the completion of an examination.

§ 23 The Board of Examiners Publishing within the University

(1) The Board of Examiners will publish these examination regulations and notify the students in an appropriate manner that these examination regulations apply to them.

(2) The board of examiners can decide that the decisions and other measures taken in accordance with these regulations are to be made public to the university in a manner which is customary to the location. Data protection regulations are to be considered in doing so.

§ 24 Case-By-Case Decisions, Appeal Proceedings

(1) Unfavourable decisions and other encumbering administrative acts which are affected by these examination regulations are to be published according to section 41 of the Niedersächsisches Verwaltungsverfahrensgesetz [Low Saxony Administrative Procedures Act].

(2) Decisions pertaining to the grading of an exam can be appealed against according to sections 68 et seq of the Niedersächsischen Verwaltungsgerichtsordnung in connection with section 8a of the Niedersächsisches Ausführungsgesetz zur Verwaltungsordnung [Lower Saxony Administrative Court Procedures Code] within one month after notice has been given.

(3) The Board of Examiners decides on the appeal. Provided that the appeal is aimed that the grading of an examiner the board of examiners decides after a review according to paragraph 4.

(4) If the candidate presents solid substantiated objections against the examination specific evaluation and professional assessment of an examiner, the board of examiners will forward this objection to the examiner to review. If the examiner changes the assessment according to the request, then the board of examiners will redress the objection. Otherwise the Board of Examiners will review the decision on the basis of the statement of the examiner in particular to see whether:

1. The examination procedure was not conducted properly
2. In the evaluation an incorrect issue is assumed
3. Universal grounds for assessment were not heeded
4. An acceptable solution reasoned with weighty consecutive arguments was marked as incorrect
5. The examiner was led by irrelevant considerations.

The same applies if the appeal is lodged against the grade of several examiners.

(5) Provided the board of examiners

- Have not already redressed the objection in a case of violation according to paragraph 4 sentence 3 numbers 1 to 5 in the stage of the proceedings or
- Are presented solid substantiated objections against the examination specific evaluation and professional assessment

without the examiner changing his or her decision then the examination will be re-assessed by another examiner who has not been involved in the examination or the oral exam will be repeated. The new grade is not permitted to be lower than the original grade.

(6) The decision regarding the objection should be made within one month. If the objection is not redressed, the management of the university is informed.

(7) The “Steering Committee” decides and advises on competing local regulations regarding this course.

§ 25 Commencement

These rules will come into effect on the day after they have been made known in the University of Applied Sciences Emden/Leer announcements.

Appendix 1 List of Modules with Credit points and examination

Educational Units	Semester	Form of Examination	ECTS-credits
Unit			
Philosophy of Sciences, Research Design and Methods	1*	Portfolio	10
Maritime HTO (Human- Technology-Organization) and Cultural Understanding	1*	Portfolio	10
Ship Stability	1*	Written exam, 5 hours	10
Scientific Approach of Complex Problems	2	Written exam, 2 hours, project thesis	10
Financial Business Administration and Cost Accounting	2	Written exam, 3 hours, student presentation, 0,5 hours	6
Ship Propulsion Systems	2	Written exam, 4 hours, exercises, thesis paper	6
Quality and Risk Management	2	Portfolio	6
Applied Approach to Tools of Optimization and Simulation	2	Portfolio	6
			6
			6
Alternative Profile 1: Sustainable Maritime Operations (30ECTS)			
Technical Aspects of Sustainable Maritime Operations	3	Portfolio	6
Operational Aspects of Safe and Environmental Shipping	3	Portfolio	6
Economic Aspects of Safe and Environmental Shipping	3	Portfolio	6
			6
Maritime Project	3	Term paper	12
Alternative Profile 2: Offshore and Subsea Operations (30 ECTS)			
Subsea Systems and Operations	3*	Written exam, 5 hours, project report	10
Introduction to Sea-Keeping	3*	Oral exam, 1 hour	10
Ship Operation- and Maintenance Systems	3*	Written exam, 4 hours, Portfolio (reports etc.)	10
Master thesis			
Master thesis	4**		30

*) The examination modalities of the Western Norway University of Applied Sciences apply

***) The examination modalities of the Western Norway University of Applied Sciences may apply

**WESTERN NORWAY UNIVERSITY OF APPLIED SCIENCES
and
University of Applied Sciences Emden/Leer**

Appendix 2

**Diploma and
Diploma Supplement**

Master in Maritime Operations



Western Norway
University of
Applied Sciences



DIPLOMA

NN

**Born: dd.mm.yyyy
are**

Date: dd.mm.yyyy

awarding the joint degree Master of Sciences (M.Sc)

in

Maritime Operations

The Western Norway University of Applied Sciences and the University of Applied Sciences Emden/Leer, Faculty of Maritime Studies, give this certificate.

Place and date:

**Signature
President**
University of Applied
Sciences Emden/Leer

**Signature
Rector**
The Western
Norway
University of
Applied
Sciences

Master in Maritime Operations is allocated pursuant to Regulations concerning degrees and vocational education, protected titles and nominal length of study at universities and colleges of 16.12.2005. **Master in Maritime Operation** is a qualification in the second cycle of the National Qualifications Framework in higher education, established by the Ministry of Education 20.03.2009.

Nominal length of study for the degree is two years and has a scope of 120 credits.

The study program's learning outcome and content

Central themes in the master programme are related to **maritime operations**, which provide the students with a solid foundation for both working in the maritime industry and further studies on a PhD level.

Learning outcomes:

Knowledge:

The candidate:

1. has advanced knowledge in the academic field of **maritime operations, giving an overview of the maritime environment**
2. has specialized insight in **maritime operations** and its processes
3. can apply knowledge to new areas **related to maritime operations**
4. has thorough knowledge of theories and methods in the field of maritime operations
5. can analyse academic problems related to the maritime field on the basis of history, tradition, distinctive characters and the place in society of the maritime industry
6. has thorough knowledge of theories about environmental friendly systems and can discuss these **in an operational view**
7. can apply his/her knowledge about the clues of safe and environmental **maritime operations to the academic field**

Skills:

The candidate:

1. can analyse existing theories, methods and interpretations e.g. system analysis, cost benefit analysis, optimisation and risk assessment, in the field of **maritime operations**
2. can deal critically with various sources of information both in the maritime and related fields and use them to structure and formulate scholarly arguments relevant for **maritime operations**
3. can use relevant methods for research and scholarly development to **work independently on practical and theoretical problems related to maritime operations**
4. can carry out an independent, limited research or development project under supervision and in accordance with applicable norms for research ethics
5. can analyze existing methods and interpretations in the maritime field and work independently on practical and theoretical problems relevant for **maritime operations.**

General competence:

The candidate:

1. can apply his/her knowledge and skills in new areas in order to carry out advanced assignments and projects
2. can communicate extensive independent work and Masters language and terminology **related to maritime operations**, incl. rules, legislation and classification as well as knowledge of maritime technology and innovation
3. can contribute to new thinking and innovation processes within the maritime field and independently initiate and implement academic and interdisciplinary collaboration
4. can analyze relevant academic, professional and research ethical problems related to the maritime field
5. can assume responsibility for own academic development and specialization **and qualify for the PhD-program in nautical operations**
6. can communicate about academic issues, analyses and conclusions related to **maritime operations** with both specialists or the general public

"Basic for Diploma"

The Western Norway University of Applied Sciences

**University of Applied Sciences
Hochschule Emden-Leer**

Name: <First name Surname>

Date of birth: <ddmmyyyy>

Degree: Master of Sciences (M.Sc)

Studieprogramme: Master in Maritime Operation

Degree received: < ddmmyyyy>

Course code	Course Name	ECTS	Semester	Grade
XXXXXXXX	Philosophy of Sciences, Research Design and Methods	10	Fall	
XXXXXXXX	Maritime HTO (Human- Technology- Organization) and Cultural Understanding	10	Fall	
XXXXXXXX	Ship Stability	10	Fall	
XXXXXXXX	Scientific Approach of Complex Problems	6	Spring	
XXXXXXXX	Financial Business Administration and Cost Accounting	6	Spring	
XXXXXXXX	Ship Propulsion Systems	6	Spring	
XXXXXXXX	Quality and Risk Management	6	Spring	
XXXXXXXX	Applied Approach to Tools of Optimization and Simulation	6	Spring	

Profile" Offshore and subsea operations"/"Sustainable maritime operations"

XXXXXXXX	Profile courses	30	Fall	
			
			

Masterthesis "Title"

Course code	ECTS	Semester	Grade
XXXXXXXX	Masterthesis	30	Spring

Haugesund <dd.mm.yyyy>

Signature <case officer>

Leer <dd.mm.yyyy>

Signature <case officer>

The assessment for examinations, tests, evaluation of papers or other assessments will be pass / fail or a graded scale of five marks for passing:

A or 1-1,8 outstanding; B or 1,9- 2,3 very good; C or 2,4-2,7 good; D or 2,8-3,2 Satisfactory; E or 3,3 - 4 sufficient; F or 4,1 Fail

1,0; 1,3 very good, 1,7; 2,0; 2,3 good, 2,7; 3,0; 3,3 satisfactory, 3,7; 4,0 sufficient, 5 fail (German grading scale)



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 qualification (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 judgments, 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 Given name(s):

1.3 Date of birth (day/month/year):

1.4 Student identification number or code:

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification (in original language):

Master in Maritime Operation. The titles Bachelor, Master and PhD are protected by law in Norway.

2.2 Main field(s) of study for the qualification:

- Maritime Operations

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

The Western Norway University of Applied Sciences, a government-funded university college. The quality assurance system was evaluated and approved by the Norwegian Agency for Quality Assurance in Education in 2009.

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

Høgskulen på Vestlandet and Hochschule Emden-Leer

2.5 Language(s) of instruction/examination:

English

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification:

Level 7, The European Qualifications Framework for Lifelong Learning
Second Cycle, The Framework for Qualifications of the European Higher Education Area

3.2 Official length of the program:

2 years in fulltime mode (120 ECTS)

3.3 Access requirements:

3-year bachelor's degree or similar

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:

Full time.

4.2 Program requirements

Upon completing the program, candidates may expect to have achieved the following learning outcomes, in accordance with the European Qualifications Framework:

Knowledge:

The candidate:

1. has advanced knowledge in the academic field of maritime operations, giving an overview of the maritime environment
2. has specialized insight in maritime operations and its processes
3. can apply knowledge to new areas related to maritime operations
4. has thorough knowledge of theories and methods in the field of maritime operations
5. can analyse academic problems related to the maritime field on the basis of history, tradition, distinctive characters and the place in society of the maritime industry
6. has thorough knowledge of theories about environmental friendly systems and can discuss these in an operational view
7. can apply his/her knowledge about the clues of safe and environmental maritime operations to the academic field

Skills:

The candidate:

1. can analyse existing theories, methods and interpretations e.g. system analysis, cost benefit analysis, optimisation and risk assessment, in the field of maritime operations
2. can deal critically with various sources of information both in the maritime and related fields and use them to structure and formulate scholarly arguments relevant for maritime operations
3. can use relevant methods for research and scholarly development to work independently on practical and theoretical problems related to maritime operations
4. can carry out an independent, limited research or development project under supervision and in accordance with applicable norms for research ethics
5. can analyze existing methods and interpretations in the maritime field and work independently on practical and theoretical problems relevant for maritime operations.

General competence:

The candidate:

1. can apply his/her knowledge and skills in new areas in order to carry out advanced assignments and projects
2. can communicate extensive independent work and Masters language and terminology related to maritime operations, incl. rules, legislation and classification as well as knowledge of maritime technology and innovation
3. can contribute to new thinking and innovation processes within the maritime field and independently initiate and implement academic and interdisciplinary collaboration
4. can analyze relevant academic, professional and research ethical problems related to the maritime field
5. can assume responsibility for own academic development and specialization and qualify for the PhD-program in nautical operations
6. can communicate about academic issues, analyses and conclusions related to maritime operations with both specialists or the general public

4.3 Program details:

See enclosed transcript

4.4 Grading scheme and, if available, grade distribution guidance:

The Norwegian scale of grades is based on the European ECTS grading scale, with letters from A to F or Passed/Failed. There is only one grade for failed, F. The Germany scale of grades is based on numbers from 1-4 or Passed/Failed. Failed is 4.1 and lower. Some assignments, field work or similar work may be graded Completed/Not completed. Both grade systems are taking into the Diploma and the Transcript of records.

4.5 Overall classification of the qualification (in original language):

Not applicable.

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION**5.1 Access to further study:**

The master's degree is at an academic level that's sufficient for application to third cycle degree in nautical operations.

5.2 Professional status:

The award entitles the holder to practice unregulated professions requiring graduate competences

6. ADDITIONAL INFORMATION**6.1 Additional information:**

The candidate has completed an exchanged period of study at <Name of institutions>. See Transcript of Records for more information

6.2 Further information sources:

Høgskulen på Vestlandet, <http://www.hvl.no/en>

Norwegian Agency for Quality Assurance, <http://www.nokut.no/en/>

Hochschule Emden – Leer, <http://www.hs-emden-leer.de/en/startseite.html>

7. CERTIFICATION OF THE SUPPLEMENT**7.1 Date:**

Date of original qualification: xx.xx.xxxx

7.2 Signature:

Date:

Name and signature:

Capacity: (The official post of the certifying individual)

8. INFORMATION ON THE NORWEGIAN AND GERMAN HIGHER EDUCATION SYSTEM

8.1 Information on the Norwegian higher education system

Higher education

All public and private higher education in Norway is subject to Act No 15 of 1 April 2005 relating to Universities and University College.

Higher education institutions comprise of universities, specialized university institutions, university colleges and various higher education institutions with recognized study programs, www.nokut.no/Accredited_Institutions.

Norway introduced bachelor's, Masters and Ph.D. degrees in 2002. Regulations covering these degrees, professional qualifications/titles awarded by the institutions and prescribed length of study are codified in Royal Decree number 1574 of 16 December 2005 (www.lovdata.no). Within the framework of the Bologna-Process a scheme of first and second level degree program was introduced in 1998 in Germany.

Accreditation and evaluation

All institutions of higher education are subject to the authority of the Ministry of Education and Research. The Norwegian Agency for Quality Assurance in Education (NOKUT), an independent national agency for the accreditation and evaluation of higher education is responsible for assessing the quality of study programmes and institutions. The agency has accreditation powers for all higher education in Norway.

Admission requirements for higher education

Minimum requirement for admission to higher education is the successful completion of Norwegian upper secondary education (3 years of schooling). Upon graduation pupils are presented with Upper Secondary School Leaving Certificate. In Germany the General Higher Entrance Qualification after 12 or 13 years of schooling allows for admission to all higher educational studies.

Alternatively, admission may be gained by means of other qualifications recognized as being equivalent to the general matriculation standard. Some fields of study have additional entrance requirement.

Degrees and qualification

Bachelor's degree study programmes lay the academic foundations, provide methodological skills and lead to qualifications related to professional field.

The nominal length of studies required to obtain this degree is three years of study (180 ECTS). In some study in Germany the bachelor degree required four years of study.

The master degree is normally obtained after two years of study (120 ECTS), following the completion of a bachelor's degree. An important part of this degree is the independent work/thesis, earning between 30 and 60 ECTS of studies.

The Doctoral Philosophiae degree (Ph.D.) is awarded after three years of study, following the completion of a Masters degree or a six-year professionally oriented degree/ qualification. Doctoral programs are offered by all universities and specialized institutions, by some state institutions, by some state university college and also by a few private institutions.

8.2 Information on the German higher education system

8.2.1 Types of Institutions and Institutional Status

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

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

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

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

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

8.2.2 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 and Master) have been introduced in almost all study programmes. This change is designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

The German Qualifications Framework for Higher Education Degreesⁱⁱ, the German Qualifications Framework for Lifelong Learningⁱⁱⁱ and the European Qualifications Framework for Lifelong Learning^{iv} describe the degrees of the German Higher Education System. They contain the classification of the qualification levels as well as the resulting qualifications and competencies of the graduates.

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

8.2.3 Approval/Accreditation of Programmes and Degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK).^v In 1999, a system of accreditation for programmes of study has become operational under the control of an Accreditation Council at national level. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the quality-label of the Accreditation Council.^{vi}

8.2.4 Organization and Structure of Studies

The following programmes apply to all three types of institutions. Bachelor's and Masters study courses may be studied consecutively, at various higher education institutions, at different types of higher education institutions and with phases of professional work between the first and the second qualification. The organization of the study programmes makes use of modular components and of the European Credit Transfer and Accumulation System (ECTS) with 30 credits corresponding to one semester.

Bachelor

Bachelor degree study programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor degree is awarded after 3 to 4 years.

The Bachelor degree programme includes a thesis requirement. Study courses leading to the Bachelor degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.^{vii}

First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Sciences (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 degree corresponds to level 6 of the German Qualifications Framework/ European Qualifications Framework.

Master

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

The Master degree study programme includes a thesis requirement. Study programmes leading to the Master degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.^{viii}

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

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

Doctorate

Universities as well as specialized institutions of university standing and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master (UAS and U), a *Magister* degree, a *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 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.

8.2.5 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.

8.2.6 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. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission at Fachhochschulen (UAS), universities and equivalent higher education institutions, but only in particular disciplines. Access to study programmes at Fachhochschulen (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 vocational qualification 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 und HWK), staatlich geprüfte/r Betriebswirt/in, staatliche 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.^{ix} Higher Education Institutions may [in certain cases](#) apply additional admission procedures.

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- i *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 recognized as an academic degree if they are accredited by a German accreditation agency.
- ii 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 21 April 2005).
- iii 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
- iv 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).
- v Common structural guidelines of the *Länder* for the accreditation of Bachelor's and Masters study courses (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 10.10.2003, as amended on 04.02.2010).
- vi "Law establishing a Foundation 'Foundation for the Accreditation of Study Programmes in Germany'", entered into force as from 26 February 2005, GV. NRW. 2005, No. 5, p. 45 in connection with the Declaration of the *Länder* to the Foundation "Foundation: Foundation for the Accreditation of Study Programmes in Germany" (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16 December 2004).
- vii See note No. 7.
- viii See note No. 7.
- ix 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).