

**HAWK Hildesheim/Holzminden/Göttingen
Faculty of Social Work and Health**

**Diploma Supplement
Bachelor of Arts – Social Work**

This diploma supplement model was developed by the European Commission, the European Council and UNESCO/CEPES. This diploma supplement is designed to provide sufficient data to improve the international transparency and suitable academic and professional authentication of qualifications (records, transcripts, diplomas, certificates, etc.). The diploma supplement describes features, level, context, content as well as the type of degree of study that was successfully conferred to the person mentioned in the original document. The original transcript has to be enclosed with the diploma supplement. The diploma supplement should be devoid of judgments, equivalency statements or recommendations regarding authentication. It should contain specifications in all eight sections. If no specifications are given, corresponding reasons ought to be provided.

1. Information on the bearer of the qualification

- 1.1 Surname / 1.2 First name
- 1.3 Date of birth, place of birth, country of birth
- 1.4 Student identification number or code of the student

2. Details about qualification

- 2.1 Description of qualification (long version, abbreviated)

**Bachelor of Arts Social Work
(B. A. Social Work)**

- 2.2 Description of title (long version, abbreviated)
Main subject(s) of study regarding qualification

Social Work including Social Pedagogy

- 2.3 Name of institution that awarded the qualification

**HAWK University of Applied Sciences and Arts
Hildesheim/Holzminden/Göttingen
Faculty of Social Work and Health
Bachelor of Arts degree program Social Work, Hildesheim site**

Status (type / funding body)

- 2.4 Name of institution that offered the course of study

**HAWK University of Applied Sciences and Arts
Hildesheim/Holzminden/Göttingen
Faculty of Social Work and Health
Bachelor of Arts degree program Social Work, Hildesheim site**

Status (type / funding body)

- 2.5 Language(s) of instruction / examination
German 90%, English 10%

3. Details about level of qualification

3.1 Level of qualification

The degree program B.A. Social Work in Hildesheim is comprised of 180 credits in six semesters. The successful attainment of this degree allows for admittance to a master's program according to respective requirements. It further enables one's admittance to the professional internship program, which is a prerequisite for state recognition as social worker / social education worker or rather social worker.

Practice oriented training during the Bachelor program encompasses a total of 12 months. The first part (internships during the program) is integrated into different modules of the degree program Social Work and is completed within the prescribed period of study. The second part (the professional internship program) can only be begun after the successful obtainment of the Bachelor's degree. This professional internship program lasts an average of six months and does not count towards the prescribed period of study.

3.2 Duration of studies (prescribed period of study) Six semesters

3.3 Entry requirement(s)

- As entry requirements for the degree program Bachelor of Arts Social Work apply the requirements for entry in accordance with §18 NHG.
- An additional requirement is a pre-university work placement of eight weeks (at least 300 hours) (full-time internship corresponding to agreed hours of work) under professional supervision (usually that of a social education worker, social worker) in an institution of social work or social pedagogy, proven through a certified copy.
- Applicants who neither possess a German entrance qualification for higher studies nor have obtained a degree at a German institution of higher education have to further have sufficient command of the German language. Verification of this knowledge for entry into a degree program will be ascertained by a passing grade of the German language examination (*Deutsche Sprachprüfung*) that needs to be completed with at least DSH-2 or an equivalent result.

4. Details about content and achieved results

4.1 Form of study

The Bachelor of Arts degree program Social Work in Hildesheim is a full-time course of study. Phases of attendance in instruction take place mainly in weekly conducted units of instruction. Moreover, units of instruction can be held in block seminars. Part-time study is possible upon request. The introduction of models of part-time study shall enable students to combine family, work and study phases more efficiently than in the past.

4.2 Requirements of the graduate's degree program / qualification profile

The course of study is divided into the following parts of study:

- area of study 1: basic principles of social work
- area of study 2: academic research and writing
- area of study 3: framework requirements of social work
- area of study 4: forms of action
- area of study 5: fields of action and projects
- area of study 6: general studies

The first area of study contains the following modules:

- discipline and profession
- professional identity formation
- psychology in the field of social work
- upbringing, education and socialization
- planning, organization, management
- professionalism and career entry

The second area of study contains the following modules:

- mentoring: techniques of study and working at the university
- empirical social and childhood research
- bachelor thesis

The third area of study contains the following modules:

- law in society and state
- law in selected areas of social work
- law in selected fields of action in social work
- society, economy, social policy I & II (introduction, extended studies)

The fourth area of study contains the following modules:

- communication and interaction
- resource-oriented case work: case management (introduction, extended studies)
- community work and social work with groups (introduction, extended studies)
- culture / aesthetic education (introduction, extended studies)
- negotiation and counseling I & II

4.3 Details about the degree program

The undergraduate degree program Bachelor of Arts is comprised of 180 credits and has a duration of six semesters. 180 credit points are equivalent to 5,400 hours consisting of the following components: 1,800 hours of attended hours of instruction, 3,600 hours of self-study including 750 hours of practical training, 24 academic assessments including 8 ungraded ones, 16 graded assessments plus 30 hours of exam revision. There are two additional exam revisions in the general studies module.

The acceptance or admittance of students is possible for the summer and winter semesters, respectively. According to current status as of January 2011, students are required to pay tuition in the amount of 500 Euros per semester.

Within the framework of internet-based teaching and study methods as well as the adoption of new media, elements of “online study” are already being purposefully integrated into appropriate seminars. These didactic elements will continually be expanded in the future (e-learning, blended learning).

4.4 Grading system and remarks about the awarding of grades

Total workload:	5,400 hours
Total credits:	180 ECTS
Credits for B.A. thesis:	15 ECTS (12 B.A. thesis and 3 for the colloquium)
Phase of attendance:	120 contact hours per week a semester / 1,800 hours
Self-study phase:	3,600 hours (including 750 hours of practical training)

4.5 Cumulative grade

180 ECTS

Grading key: 1,0 – 1,5 = very good; 1,6 – 2,5 = good; 2,6 – 3,5 = satisfactory; 3,6 – 4,0 = sufficient

ECTS grading scale: A = the best 10%, B = the next 25%, C = the next 30 %, D = the next 25%, E = the remaining 10%

5. Information about the status of the qualification

Within the scope of the Bachelor of Arts degree program students acquire basic competences that qualify them to work professionally and responsibly in their professional experience. The successful completion of the degree program Bachelor of Arts Social Work allows for admittance to a master’s program according to respective requirements. It further enables one’s admittance to the professional internship program, which is a prerequisite for state recognition as social worker / social education worker or rather social worker.

5.1 Access to continuing studies

The degree Bachelor of Arts in the program of study Social Work qualifies for the obtainment of the Master of Arts.

5.2 Professional status

The Bachelor of Arts studies lead to the first degree of professional qualifications and first academic degree of higher education.

The degree Bachelor of Arts in the program of study Social Work qualifies for positions in the areas of pedagogy and social pedagogy commensurate with the position of certified social education workers including the upper grade of civil service. The degree allows the graduate to hold the title “state-certified social worker / social education worker”.

6. Additional information

6.1 Additional information

The degree Bachelor of Arts in the program of study Social Work qualifies for (social) educational occupations.

6.2 Sources of information for supplementary details

Further details can be found on the HAWK homepage: www.hawk-hhg.de

7. Certification

This diploma supplement is in reference to the following original documents:

Award certificate of the academic degree from [date]

Examination record from [date]

Date of certification

Official stamp / seal

Signature chairperson of the examination committee / dean

8. Information about the national system of higher education

The information about the national system of higher education found on the following pages provides details on the level of qualification and the type of the institution that issued it.

8. Information on the German system of higher education¹

8.1 The various kinds of universities and their institutional status

Tertiary education in Germany is offered by three kinds of universities:²

- Universities, including different specialized institutions, offer the entire range of academic disciplines. Traditionally, German universities put the main emphasis on basic research so that more advanced studies are mostly theoretically oriented and research-oriented.
- Universities of applied sciences concentrate their offered fields of study on engineering and technical subjects, business sciences, social work and design. The mandate of applied research and development implies a clearly practically-oriented approach and a practical focus of studies, which often includes integrated and accompanying internships in the industry, companies or other pertinent institutions.
- Art schools and conservatories offer courses of study for artistic occupations in visual arts, acting and music in the areas of stage direction, film production and scripting for theater, film and other media as well as in the areas of design, architecture, media and communication.

Institutions of higher education are either state or state-approved establishments. Both in their actions including the planning of degree programs and the establishment and granting of degrees they are subject to the legislation of higher education.

8.2 Degree programs and degrees

In all three types of institutions of tertiary education degree programs are traditionally offered as integrated "long" (single-tier) programs that lead either to a diploma or a traditional Master of Arts (*Magister Artium*) or finish with a state examination.

Within the framework of the Bologna process the single-tier education system is gradually being replaced with a two-tier one. Since 1998 there is the option of offering tiered degree programs (Bachelor and Master) parallel to or instead of traditional programs. This is intended to give students more choices and flexibility in planning and pursuing their study goals as well as make degree programs more internationally compatible.

The degrees of the German tertiary education system including their attribution to the stages of qualification as well as the accompanying qualification goals and competences of graduates are described in the framework of qualifications for German tertiary degrees.³

For details see sections 8.4.1, 8.4.2 or rather 8.4.3. Chart 1 gives a summarizing overview.

8.3 Recognition / accreditation of degree programs and degrees

In order to ensure the quality and comparability of qualifications, the organization and structure of degree programs as well as the fundamental requirements regarding tertiary degrees must be aligned with the principles and rules of the Permanent Conference of Ministers for Education of States (KMK).⁴ Since 1999 there exists a nationwide system of accreditation for degree programs under the supervision of a Council of Accreditation, according to which all newly introduced degree programs are accredited. Accredited degree programs are authorized to administer the quality seal of the Council of Accreditation.⁵

¹ This information only incorporates those aspects that affect the diploma supplement directly. Status of information: July 1, 2010.

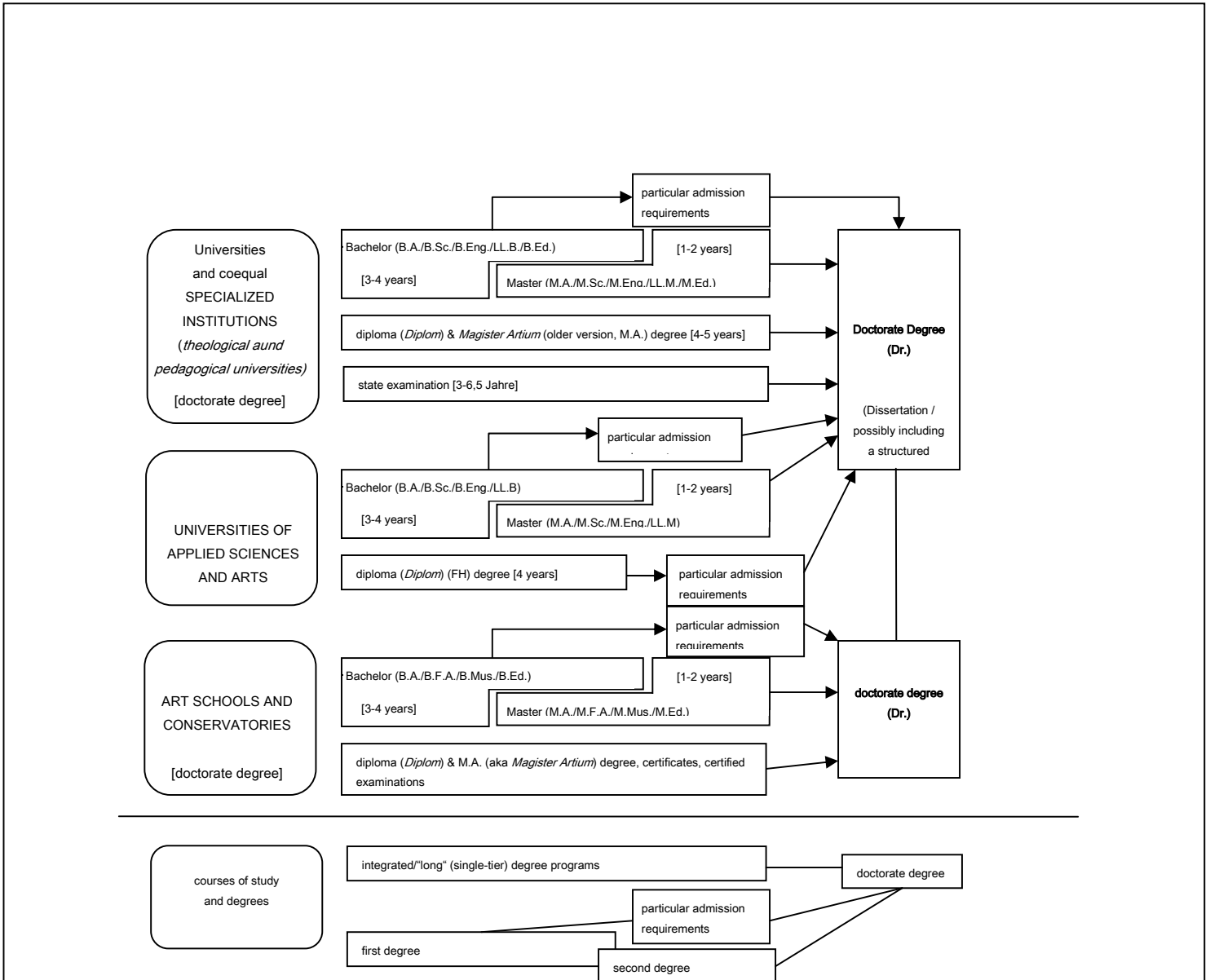
² Vocational universities (Berufsakademien) are not institutions of higher education and exist only in some German states. They offer degree programs in close relation with private companies. Students receive an official degree and complete an apprenticeship in a company. Some vocational universities offer Bachelor degrees whose obtainment can be equivalent to a Bachelor degree at an institution of higher education, if they have been accredited by a German agency of accreditation.

³ Framework of qualifications for German degrees of higher education (resolution of the conference of ministers of education from April 21, 2005).

⁴ Structural specifications for all German states for the accreditation of Bachelor and Master degree programs (resolution of the conference of ministers of education from October 10, 2003 in the edition from February 4, 2010).

⁵ „Law regarding the establishment of a foundation called 'Foundation for the accreditation of degree programs in Germany'", taking effect on February 26, 2005, General Assembly. North Rhine Westfalia. 2005, no. 5, page 45, in connection with the resolution of states regarding the foundation called "Foundation for the accreditation of degree programs in Germany" (resolution of the conference of ministers of education from December 16, 2004).

Table 1: Institutions, degree programs and degrees in the German education system



8.4 Organization and structure of degree programs

The following degree programs can be offered by all three kinds of institutions of higher education. Bachelor and Master degree programs can be studied subsequently, at different institutions, at different kinds of institutions and with phases of employment between the first and second stage of qualification. Modules and the European system for the accumulation and transfer of credit points (ECTS) are applied in planning, with a semester being equivalent to 30 credit points.

8.4.1 Bachelor

In Bachelor of Arts programs, academic fundamentals, methodological competence and qualifications specific to occupations are conveyed. The degree Bachelor of Arts is awarded after three to four years.

Part of the Bachelor program is a written final thesis. Degree programs awarding the Bachelor of Arts degree have to be accredited according to the legislation for the establishment of a foundation for the accreditation of degree programs in Germany.⁶

Degree programs at the first stage of qualification (Bachelor) finish with the degrees Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.) or Bachelor of Education (B.Ed.).

8.4.2 Master

The Master is the second degree after an additional one to two years. Master programs can be divided into the profile types "application-oriented" and "research-oriented". The respective institutions determine their profile.

Part of the Master program is a written final thesis. Degree programs awarding the Master of Arts degree have to be accredited according to the legislation for the establishment of a foundation for the accreditation of degree programs in Germany.⁷

Degree programs at the second stage of qualification (Master) finish with the degrees Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (LL.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) or Master of Education (M.Ed.). Continuing Master programs can get other designations (e.g. MBA).

8.4.3 Integrated "long" single-tier degree programs: Diploma degrees, *Magister Artium* (traditional Master of Arts), *Staatsprüfung* (state examination)

An integrated study is either tied to a single discipline (diploma degrees and most state examinations) or consists of a combination of two majors or one major and two minors (*Magister Artium*). The preliminary studies portion (1.5 to 2 years) serves to broaden the students' orientation and acquisition of fundamentals in respective fields. An intermediate examination (or rather *Vordiplom*) is required for admittance to the advanced study period, that is, advanced studies and specialization. The submission of a written final thesis (duration of up to six months) and extensive written and oral examinations are prerequisites for obtaining the degree. Similar regulations apply to the state examination. The obtained qualification is equivalent to a Master's degree.

- The prescribed period of study at *universities* amounts to 4 to 5 years for integrated courses of study (diploma, *Magister Artium*) or 3 to 6.5 years (state examination). Degree programs in engineering as well as the natural and business sciences conclude with the diploma. The corresponding degree in the humanities is generally the *Magister Artium* (M.A.). In the social sciences, practices vary according to the tradition of respective institutions. Judicial, medical and pharmaceutical degree programs finish with a state examination. This also holds for educational degrees in some countries.

The three qualifications (diploma, *Magister Artium* and state examination) are academically equivalent. They form the formal preconditions for the conferral of a doctorate. Additional preconditions can be set forth by the institution (see section 8.5).

- The prescribed period of study at *universities of applied sciences* amounts to 4 years for integrated courses of study and concludes with the diploma (FH) degree. Universities of applied sciences do not have the right to confer a doctorate; qualified graduates can apply for a doctorate program at institutions with the right to confer doctorate degrees (see section 8.5).
- Academic studies at art schools and conservatories depend on the respective field of study and individual objectives in their organization and structure. Apart from the diploma and *Magister* degrees, these integrated courses of study award certificates and certified examinations for particular areas and occupational purposes.

8.5 Doctorate degrees

Universities as well as coequal institutions of tertiary education and some art schools and conservatories have the right to confer doctorate degrees. Formal requirements for admittance to a doctorate program are a qualifying Master's degree (Universities of applied sciences and universities), a *Magister* degree, a diploma, a state examination or an equivalent foreign degree. Particularly qualified Bachelor or diploma (FH) graduates can be admitted to a doctorate program without further obtained degrees by means of an aptitude test procedure. The universities and coequal institutions of tertiary education regulate both the admission to a doctorate program and the kind of aptitude test. Prerequisite for admittance is further that the doctoral project is supervised by a professor.

8.6 Grading scale

The German grading scale customarily encompasses five grades (with numeral equivalents; half-grades can also be given): "very good" (1), "good" (2), "satisfactory" (3), "unsatisfactory" (4), "unsatisfactory" (5). At least the grade "satisfactory" (3) is required in order to pass. The designation of grades can deviate in isolated cases and for the doctorate degree.

In addition, institutions of higher education partly employ an ECTS grading scale.

8.7 Admission to institutions of higher education

The general qualification for university entrance (*Abitur*) after 12 to 13 years of schooling qualifies high school graduates for admission to all fields of study. The subject-linked university entrance qualification (*fachgebundene Hochschulreife*) enables access to selected subjects. Studies at universities of applied sciences are also possible with the university of applied sciences entrance qualification (*Fachhochschulreife*) that is generally administered after 12 years of schooling. Admittance to art schools and conservatories can be granted on the basis of other, or rather additional requirements as proof of special aptitude.

Institutions of higher education can conduct additional specific admission procedures in specific cases.

⁶ See footnote no. 5.

⁷ See footnote no. 5.

8.8 Sources of Information in the Federal Republic of Germany

- Conference of Ministers of Education:

Kultusministerkonferenz (KMK) (Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland); Lennéstr. 6, D-53113 Bonn; Fax: +49(0)228/501-229; Tel.: +49(0)228/501-0

- Central Office for Foreign Education

Zentralstelle für ausländisches Bildungswesen (ZaB) als deutsche NARIC; www.kmk.org; E-Mail: zab@kmk.org

- Information Service for Documentation and Education

„Dokumentations- und Bildungsinformationsdienst“ als deutscher Partner im EURYDICE-Netz, für Informationen zum Bildungswesen in Deutschland

<http://www.kmk.org/dokumentation/zusammenarbeit-auf-europaeischer-ebene-im-eurydice-informationsnetz.html>;

E-Mail: eurydice@kmk.org

- Conference of University Presidents

Hochschulrektorenkonferenz (HRK); Ahrstr. 39, D-53175 Bonn; Fax: +49(0)228/887-110; Tel.: +49(0)228/887-0; www.hrk.de; E-Mail: