

Statute of Christian-Albrechts-Universität zu Kiel on crediting academic achievements and university degrees¹

of 12 May 2011

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According to §52 subparagraph 1, clause 2 of the Universities and Colleges Act of Schleswig-Holstein (HSG) in its published version of 28 February 2007 (GVOBl. Schl.-H. p.184), amended last on 4 February 2011 (GVOBl. Schl.-H. S. 34, ber. GVOBl. Schl.-H. S. 67), the following statute has been issued after the senate of Christian-Albrechts-Universität zu Kiel passed it on 9 February and 11 May 2011:

§1 Responsibility for crediting decisions, decision process

(1) All decisions on crediting academic achievements are made by the examination board that is responsible for the programme for which the achievements are to be credited. The examination board can confer the decision on degree equivalence upon a Master’s programme selection committee. The committee can assign the authority to decide to their chairman for all regular cases.

(2) The responsibility to decide on crediting didactics modules lies with the examination board responsible for the programme offering the respective module. In case of teacher training modules, the responsibility lies with either the Teacher Training Centre (Zentrum für Lehrerbildung, ZfL) for grammar school teachers or with the examination board of the economics programme at the Faculty of Economic and Social Sciences for vocational teachers. Decisions pertaining to the programme supplement profile (Profil “Fachergänzung”) are made by the Centre for Key Qualifications (Zentrum für Schlüsselqualifikationen, ZfS). For imported modules, the evaluation of the programme offering the respective module should be requested if in doubt.

(3) The decision has to be announced in writing within four weeks after all necessary documents have been submitted. In case of denial, the crediting decision has to be elucidated.

§2 Objections

Objections against crediting decisions can be filed in writing with the objections board of the faculty offering the programme within one month. The faculties implement objection boards that are not identical with the boards making crediting decisions. The objection boards decide on the objections raised. In case of an objection board being a collegiate body, it can confer the authority to decide upon their chairman for all regular cases.

§3 Crediting academic achievements

(1) Academic achievements obtained in a different programme at Christian-Albrechts-Universität zu Kiel, at another university or a university of applied sciences (Fachhochschule) in Germany, or at a recognized university outside Germany will be credited. The institution can deny crediting the achievement only if they differ significantly from the learning targets of the module substituted by the achievements to be credited. Denial of credits must not be based exclusively on a deviation in module names or volume of achievement.

(2) Section 1 also applies to achievements obtained in officially recognized distant learning programmes (Fernstudium) or at other officially recognized educational institutions. This is particularly true for accredited programmes at universities of cooperative education (Berufsakademien).

¹ This English version of the „Anerkennungssatzung der Christian-Albrechts-Universität zu Kiel“ is not a legally binding document but serves as a source of information for foreign students only.

- (3) For determining the equivalence of academic achievements obtained outside Germany, agreements endorsed by the Standing Conference of the State Ministers of Education and Cultural Affairs (KMK) and the University Rectors Conference (HRK), other bilateral agreements and international university partnership or cooperation agreements are to be applied.
- (4) For credited academic achievements the same number of points will be credited that are awarded for the modules of Christian-Albrechts-Universität zu Kiel which are to be substituted by the achievements in question.
- (5) If academic achievements are credited, the grades awarded for the module are to be carried over as long as grading systems are comparable. If grading systems are incomparable, achievements are to be credited ungraded. The calculation of module, area, subject and overall grades is adapted accordingly.
- (6) It is the student’s own responsibility to provide proof of all academic achievements according to subparagraph 1, clause 1 to the examination board or to the institution assigned by the board. All achievements that can be credited are credited ex officio. Potential gaps of knowledge are to be filled by the student self-reliantly. Failed trials are not considered.
- (7) The annotation of credited achievements in the Master’s diploma is licit.
- (8) The student is to be informed in writing about the volume and content of the credits.
- (9) For crediting knowledge gained outside academia, subparagraphs 1-8 are applied accordingly. If there are doubts on the equivalence of achievements to be credited, the examination board decides if a placement test has to be carried out.

§4 Recognition of degrees for admission to Master programmes

- (1) Qualifying degrees (berufsqualifizierende Abschlüsse) obtained at a university in Germany or at a recognized university outside Germany qualify the holder for entry into Master’s programmes. Conditions for admission to Master’s programmes are described in the respective examination regulations including the description of learning targets and qualifications the applicant has to have obtained with the preceding degree. Admission to the Master’s programme applied for can only be denied if there are substantial differences between the qualification and knowledge acquired with the preceding degree and the qualifications defined in the examination regulations of the Master’s programme, which makes a successful conclusion of the programme doubtful.
- (2) In case of a first qualifying degree (erster berufsqualifizierender Abschluss) acquired at a university outside Germany, the recommendations of the Zentralstelle für ausländisches Bildungswesen (ZAB) at the Secretariat of the Standing Conference of the State Ministers of Education and Cultural Affairs in Germany (KMK) have to be taken into account when determining if there are substantial differences to the respective German qualification.
- (3) If substantial differences have been found which can be levelled out by acquiring supplementary knowledge up to a maximum of 30 credit points, the examination board can confirm the equivalence of the degree with the condition to acquire the lacking knowledge within a set deadline. The student may do this by attending Bachelor modules if capacities of the programme allow or by other means, notably by self-study. If requirements are not met within the deadline, the recognition of the degree is revoked.
- (4) Degrees awarded by universities of cooperative education (Berufsakademien) are recognized if they are equivalent to a university degree with respect to the admission criteria laid down in the examination regulations of the respective Master’s programme.

§5 Entry into force

This statute enters into force on the day of its publication.

Permission according to §52 subparagraph 1, clause 1 HSG has been issued by the presidium of Christian-Albrechts-Universität zu Kiel in writing on 12 May 2011.

Kiel, 12 May 2011

Prof. Dr. Gerhard Foquet

Präsident der Christian-Albrechts-Universität zu Kiel

