

# **Guideline for the recognition of competencies acquired outside of university and prior learning for the course of study Business in the dual practice system at the Jade University of Applied Sciences Wilhelmshaven**

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## **1. Introduction and legal framework**

In order to strengthen the permeability between work and study, the conferences of the Ministers of Education and Cultural Affairs in the resolutions of 28.06.2002 and 18.09.2008 in conjunction with the Lower Saxony Higher Education Act (NHG) of 26.02.2007, last amended by Article 12 of the Act of 20.12.2016 (Nds. GVBl. 20/2016 p. 308) and §15 General Part of the Examination Regulations for Bachelor's degree programs at Jade University of Applied Sciences Wilhelmshaven/ Oldenburg/ Elsfleth dated 16.11.2004 last amended on 21.10.2014 (VerkBl. No. 56/2014 dated 24.11.2014), provide for the crediting of competencies acquired outside of higher education. On this basis, the Department of Business and Economics has adopted the following guidelines for the Business and Economics dual degree program:

## **2. Aim and Purpose**

- (1) This guideline serves to improve permeability between non-university education, further education and training and university degree programs. The focus of this guideline is on the general crediting of vocationally acquired competences towards study achievements, examination achievements and credit points.
- (2) For students who have participated in continuing education, modules can be recognized within the framework of this guideline whose learning outcomes they have already achieved as part of their qualifications. This results in lump-sum crediting of study periods, examination achievements and credit points without individual examination.

### **3. Scope**

- (1) These guidelines apply to the blanket crediting of periods of study, examinations and credits in the degree program in Business Administration in the dual practice system in the Department of Business Administration at Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth, as defined in more detail in § 15 Crediting of periods of study, examinations and credits, Part A BPO.
- (2) The guideline is to be applied to the following competences acquired outside the university, i.e. outside Jade Hochschule Wilhelmshaven:
  - a) Commercial Specialist (IHK)
  - b) Business Administrator (IHK)
  - c) Business Economist IHK
  - d) Certified specialist for commercial business management in accordance with the Crafts Code
  - e) Preparation for Part III of the Master Craftsman Examination
  - f) Certified commercial specialist in accordance with the Crafts Code
  - g) Certified business administrator in accordance with the Crafts Code
- (3) In the event of changes in the professional qualifications and training qualifications by the external providers of the said professional qualifications and training qualifications, changes may result in the lump-sum crediting.
- (4) All other crediting procedures according to §15 Part A BPO remain unaffected by this guideline. The use of educational qualifications for the purpose of university entrance qualification remains unaffected.

### **4. Prerequisites for lump-sum crediting**

In order to use the flat-rate crediting procedure in the degree program Business in Practice dual, the following prerequisite must be fulfilled prior to enrollment in the aforementioned degree program at Jade University:

Successful completion of one of the professional qualifications or training degrees listed in 3.(2) above.

## 5. Extent of the lump-sum crediting

The lump-sum crediting is as follows:

### a) Business administrator IHK

Through a successful professional qualification as a Business administrator, modules of the 1<sup>st</sup> to 4<sup>th</sup> semester are credited to the student in the amount of 30 credit points.

### b) Business Manager IHK

The student will be credited with modules of the 1<sup>st</sup> to 4<sup>th</sup> semester amounting to 35 credit points for a successful professional qualification as a business administrator.

### c) Business economist IHK

Through a successful professional qualification as a business economist, modules of the 1<sup>st</sup> to 4<sup>th</sup> semester are credited to the student in the amount of 40 credit points.

### d) Certified specialist for business management according to the Crafts Code

Through a successful professional qualification as a certified specialist for commercial management in accordance with the Crafts Code, the student is credited with modules of the 1<sup>st</sup> to 4<sup>th</sup> semester to the extent of 20 credit points as a lump sum.

### e) Preparation for Part III of the Master Craftsman Examination

By successfully qualifying for Part III of the Master Craftsman Examination, the student is credited with modules of the 1<sup>st</sup> to 4<sup>th</sup> semester in the amount of 25 credit points as a lump sum.

### f) Certified business economist according to the German Crafts Code

Through a successful professional qualification as a certified commercial specialist in accordance with the Handcrafts Code, the student will be credited with modules from the 1<sup>st</sup> to 4<sup>th</sup> semester to the extent of 30 credit points as a lump sum.

### g) Certified Business Administrator according to the Crafts Code

With a successful professional qualification as a certified business economist according to the Crafts Code, the student will be credited with modules of the 1<sup>st</sup> to 4<sup>th</sup> semester amounting to 40 credit points.

## 6. Transfer/conversion of grades from vocational qualifications or educational certificates

Credited modules are shown as such on the final certificate.

If a comparable grading system is available, the grades from the professional qualifications or educational qualifications will be transferred to the creditable performance in the Business in Practice dual degree program. In the case of incomparable grading systems, the remark "passed" is included.

| <b>Professional qualification</b>                            | <b>Module in the Business in Practice dual degree program</b><br><b>[credit points]</b> |
|--|---|
| Business Administrator IHK<br>(see framework plan from 2015) | Fundamentals of Business [5]  |
|  | Scientific methods [5]  |
|  | Business- Investment and Financing [5]  |
|  | Cost and performance accounting [5]   |
|  | Professional training [5]   |
|  | Human Resources Management [5]  |
| Business Manager IHK<br>(see framework plan from 2015)       | Fundamentals of Business [5]  |
|  | Scientific methods [5]  |
|  | Accounting and Closing Techniques [5]   |
|  | Business Administration - Investment and Financing [5]                                  |
|  | Cost and performance accounting [5]   |
|  | Human Resources Management [5]  |
|  | Private Business Law A [5]  |
| Business economist IHK (see framework plan from 2016)        | Fundamentals of Business [5]  |
|  | Scientific methods [5]  |
|  | Business – Investment and Financing[5]  |
|  | Accounting  |
|  | Fundamentals of Controlling [5]   |
|  | Private Business Law A [5]  |
|  | Corporate governance [5]  |
|  | Human Resources Management [5]  |

|   |   |
|---|---|
| Certified specialist for business management HWK                    | Fundamentals of Business [5]            |
|   | Accounting and Closing Techniques [5]   |
|   | Private Business Law A [5]              |
|   | Corporate governance [5]                |
| Preparation for Part III of the Master craftsman examination        | Accounting and Closing Techniques [5]   |
|   | Fundamentals of Business [5]            |
|   | Private Business Law A [5]              |
|   | Corporate governance [5]                |
| Certified Business Administrator in accordance with the Crafts Code | Employment and social security law [5]  |
|   | Fundamentals of Business [5]            |
|   | Accounting and Closing Techniques [5]   |
|   | Business - Investment and Financing[5]  |
|   | Private Business Law A [5]              |
|   | Corporate governance [5]                |
| Qualified business economist after the craftsman's apprenticeship   | Human Resources Management [5]          |
|   | Fundamentals of Business [5]            |
|   | Accounting and Closing Techniques [5]   |
|   | Cost and performance accounting [5]     |
|   | Business – Investment and Financing [5] |
|   | Fundamentals of controlling [5]         |
|   | Private Business Law A [5]              |
|   | Corporate governance [5]                |
| Human Resources Management [5]                                      |   |

## **7. Transitional arrangements and entry into force**

This guideline applies for the first time to students who will be enrolled at Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth in the winter semester 2018/2019 for the degree programme Business Administration in a Dual System.

The guidelines come into force on 13.06.2017.

Adopted by the Departmental Council for Economics on 13.06.2017.

## **Appendix 1: Schematic procedure for lump-sum crediting**

### **Business administrator, certified specialist for commercial management in accordance with the German Crafts Code**

|              |   |
|--------------|---|
| Until 15.09. | Enrolment and application for credit at the Jade University of Applied Sciences for the dual degree programme in Business Administration. The application for credit can be found in Annex 2 of this guide.<br><br>Participation in the regular online application procedure. |
| From 20.09.  | Start of studies  |

## Annex 2: Application for lump-sum crediting

Application for a flat-rate crediting procedure for students with a vocational qualification or training qualification for the degree programme Business in the dual practice network

Surname, First name: \_\_\_\_\_

Address: \_\_\_\_\_

Registrationnumber: \_\_\_\_\_

I hereby apply for lump-sum credit and classification in the corresponding semester on the basis of my competence acquired outside of higher education as a (please mark with a cross where applicable)

- Business Administrator IHK
- Commercial Specialist IHK
- Business economist IHK
- Certified specialist for commercial business management according to the Crafts Code
- Preparation for Part III of the Master Craftsman Examination
- Certified commercial specialist in accordance with the German Crafts Code
- Certified business economist in accordance with the German Crafts Code

for the degree programme in Business and Economics in the dual system in accordance with the guidelines for the recognition of competences acquired outside of higher education and prior learning for the degree programme in Business and Economics in the dual system at the Jade University of Applied Sciences Wilhelmshaven.

The evidence required for the credit

- Certificate of vocational qualification or training qualification and
- Evidence of the length of employment of relevant professional relationships

A copy of these documents is attached to this application.

\_\_\_\_\_  
(Date, Signature Student)

- The requirements for the lump-sum credit and classification in the corresponding subject semester are fulfilled. The relevant evidence has been provided.
- The requirements are not fulfilled.

\_\_\_\_\_  
(Date, Signature Student)