

# **Guidelines for the recognition of extracurricular skills and prior learning for the Banking and Insurance Management (dual) degree program at the Jade University of Applied Sciences**

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

In order to strengthen the permeability between work and study, the Conferences of 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 the Bachelor's degree programs at Jade University Wilhelmshaven/ Oldenburg/ Elsfleth dated 16.11.2004, last amended on 21.10.2014 (VerkBl. No. 56/2014 dated 24.11.2014), provide for the recognition of competences acquired outside of higher education. On this basis, the Department of Business and Society has adopted the following guidelines for the Banking and Insurance Management (dual) degree program:

## **2. Aim and purpose**

- (1) This guideline serves to improve the permeability between non-university initial, continuing and further education and university degree courses. The focus is on the flat-rate crediting of vocationally acquired skills for coursework, examinations and credit points.
- (2) For students who have participated in further education courses, modules whose learning outcomes they have already achieved as part of their qualifications can be recognized within the framework of these guidelines. This results in flat-rate recognition of study periods, examinations and credit points without the need for a case-by-case assessment.

### 3. Scope of application

- (1) These guidelines apply to the general crediting of periods of study, examinations and credit points in the Banking and Insurance Management (dual) degree program in the Department of Business and Society at Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth as defined in more detail in § 15 Crediting of periods of study, examinations and credit points Part A BPO.
- (2) The guidelines apply to the following competences acquired outside the Jade University of Applied Sciences Wilhelmshaven:
  - a) Bank clerk, insurance and finance clerk
  - b) Insurance specialist, certified specialist for insurance brokerage
  - c) Savings Bank Specialist for Customer Advice (KBL)
  - d) Banking specialist (IHK, Sparkassenakademie, Frankfurt School/Bankakademie and BankColleg)
  - e) Savings bank business economist
  - f) Bank business economist (IHK, BankColleg)
  - g) Specialist in insurance and finance or insurance specialist
- (3) Changes in the professional qualifications and training qualifications by the external providers of the aforementioned professional qualifications and training qualifications may result in changes to the flat-rate crediting.
- (4) All other crediting procedures in accordance with §15 Part A BPO remain unaffected by these guidelines. The use of educational qualifications for the purpose of university entrance qualifications remains unaffected.

## **4. Requirements for flat-rate crediting**

In order to use the flat-rate credit transfer procedure in the Banking and Insurance Management (dual) degree program, the following requirement must be met before enrolling in the above-mentioned degree program at Jade University of Applied Sciences:

Successful completion of one of the professional qualifications or training qualifications listed under 3 (2).

## **5. Scope of the flat-rate crediting**

The flat-rate crediting is as follows:

- a) Bank clerk, insurance and finance clerk  
Successful training as a bank clerk or insurance and finance clerk means that the practical transfer modules I-III are credited as a lump sum.
- b) Insurance specialist, certified specialist for insurance mediation  
The practical transfer modules I-III are credited as a lump sum if you successfully complete the professional qualification as an insurance specialist or certified insurance broker.
- c) Savings Bank Specialist for Customer Advice (KBL)  
The modules of the 1<sup>st</sup> and 2<sup>nd</sup> semesters as well as the practical transfer modules II-III are credited as a lump sum for a successful professional qualification as a Sparkassenfachwirt/-in für Kundenberatung (KBL).
- d) Bankfachwirt/-in (IHK, Sparkassenakademie, Frankfurt School/Bankakademie), Specialist BankColleg  
The modules of the 1<sup>st</sup> to 3<sup>rd</sup> semesters and the practical transfer module III are credited as a lump sum if you successfully complete a professional qualification as a Bankfachwirt/-in or Fachwirt/-in BankColleg.
- e) Bank/Savings Bank Business Economist, Bank Business Economist BankColleg  
The modules of the 1<sup>st</sup> to 4<sup>th</sup> semester are credited as a lump sum if you have a successful professional qualification as a banker/savings bank clerk or bank business administrator BankColleg.
- f) Insurance specialist, insurance and finance specialist  
The modules of the 1<sup>st</sup> to 4<sup>th</sup> semester are credited as a lump sum if you have successfully completed a professional qualification as an insurance and finance specialist.

## **6. Transfer/conversion of grades from professional qualifications or training qualifications**

Credited modules are shown as such on the degree certificate.


If a comparable grading system is available, the grades from the professional qualifications or training qualifications are transferred to the creditable performance in the Banking and Insurance Management (dual) degree program. In the case of incomparable grading systems, the note "passed" is included.

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

These guidelines apply for the first time to students enrolled on the Banking and Insurance Management (dual) degree program at Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth in the 2018/2019 winter semester.

The guidelines enter into force on 27.11.2020.

Decided by the Examination Board for Business and Society on 27.11.2020.

  
Prof. Dr. Kirspel

## Appendix 1: Schematic procedure for flat-rate crediting

**Bank/Savings Bank Business Administrator, Bank Business Administrator BankColleg, Insurance Specialist or Insurance and Finance Specialist, Banker, Insurance and Finance Specialist, Savings Bank Specialist for Customer Advice, Insurance Specialist, Certified Specialist for Insurance Brokerage**

Until 15.09.	Enrolment and application for credit transfer at Jade University of Applied Sciences for the Banking and Insurance Management (dual) degree program.  The application for credit transfer can be found in Appendix 2 of these guidelines. Participation in the regular online application procedure.
From the 20.09.	Start of studies

**Banking specialist (IHK, Sparkassenakademie and Frankfurt School/Bankakademie), Specialist BankColleg**

Until 15.01.	Enrolment and application for recognition of professional qualifications at the Jade University of Applied Sciences for the Banking and Insurance (dual) degree program. The application for recognition can be found in Appendix 2 of these guidelines.  Participation in the regular online application process.
From the 01.03.	Start of studies

## Attachement 2: Application for flat-rate crediting

Application for a flat-rate credit transfer procedure for students with a professional qualification or training qualification for the Banking and Insurance Management (dual) degree program

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

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

Registration number: \_\_\_\_\_

I hereby apply for general crediting and placement in the appropriate semester on the basis of my competence acquired outside the university as a (please tick as appropriate)

- ☐ Savings bank specialist for customer advisory services (KBL)
- ☐ Banking specialist (IHK, Sparkassenakademie and Frankfurt School/Bankakademie), Fachwirt/-in BankColleg
- ☐ Bank business economist, savings bank business economist, BankColleg business economist
- ☐ Insurance specialist, insurance and finance specialist
- ☐ Bank clerk, insurance and finance clerk
- ☐ Insurance specialist, certified specialist for insurance brokerage

for the Banking and Insurance Management (dual) degree program in accordance with the Guidelines for the Recognition of Competences and Prior Learning Achievements Acquired Outside of Higher Education for the Banking and Insurance Management (dual) degree program at Jade University of Applied Sciences Wilhelmshaven.

The evidence required for crediting:

- Certificate of professional qualification or training qualification and
- Proof of length of employment in the banking, finance or insurance industry

are attached to this application as a copy.

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

- ☐ The requirements for general crediting and placement in the relevant semester have been met. The relevant evidence is available.
- ☐ The requirements are not met.

\_\_\_\_\_  
(Date, Signature Examination board)