



DIPLOMA SUPPLEMENT

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international "transparency" and fair academic and professional recognition of qualifications (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 then original qualification to which this supplement is appended. It should be free from any value judgements, 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, Degree	Mustermann
1.2	First name	Max
1.3	Date of birth	01.01.1980
1.4	Student identification number	06/1/0398/005
2. INFORMATION IDENTIFYING THE QUALIFICATION		
2.1	Name of qualification, title conferred	Bachelor of Arts in Business BA
2.2	Main fields of study for the qualification	Export-oriented Management
2.3	Name and status of awarding institution	IMC Fachhochschule Krems Ges.m.b.H. University of Applied Sciences since 1. April 2002
2.4	Name and status of institution administering studies	IMC Fachhochschule Krems Ges.m.b.H. University of Applied Sciences since 1. April 2002
2.5	Languages of instruction / examination	English
3. INFORMATION ON THE LEVEL OF THE QUALIFICATION		
3.1	Level of qualification	Bachelor Degree (UNESCO ISCED Code 5A)
3.2	Official length of programme	6 semesters - 180 ECTS credits
3.3	Access requirements	Austrian school leaving certificate or equivalent plus specific entrance assessment; see also: Admission as described under section 8 „Fachhochschule programmes“
4. INFORMATION ON THE CONTENTS AND RESULTS GAINED		
4.1	Mode of study	Full-Time
4.2	Programme requirements	According to Study plan set out in the Antrag zum Fachhochschul (FH)-Bachelorstudiengang and accredited by the Fachhochschulrat (FHR) GZ 2006/754-dated 12.09.2006: <ul style="list-style-type: none">• one practical training semester (22 weeks) as integrate part of the programme• 2 foreign languages• two Bachelor papers/dissertations and oral Bachelor examination; For further references see: www.fh-krems.ac.at
4.3	Programme details (courses, modules or units studied, individual grades obtained)	180 ECTS credits Course modules of the curriculum: Business Administration, International Business Development, International Law, Human Resource Management See Curriculum (www.fh-krems.ac.at) and attached Transcript of courses and grades

4.4	Grading scheme, grade translation and Grade distribution guidance	<p>1 = Very good <i>Sehr gut</i> 2 = Good <i>Gut</i> 3 = Satisfactory <i>Befriedigend</i> 4 = Sufficient <i>Genügend</i> 5 = Fail <i>Nicht genügend</i> P = pass <i>Mit Erfolg bestanden</i></p> <p>Acc = accredited / <i>angerechnet</i> Apl = accredited upon previous learning / <i>angerechnet auf Basis von Vorstudien</i> Ael = accredited of experimental learning / <i>Anrechnung von Berufserfahrung</i></p> <p>Minimum pass mark: 60% of overall performance</p> <p>Overall qualifications: Passed with distinction (GPA <= 1,2) Passed with credit (GPA <= 1,4) Passed</p>
4.5	Overall classification achieved	passed with distinction
5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION		
5.1	Access to further study	Post-graduate academic or professional studies such as Master Programmes at Universities and Universities of Applied Sciences
5.2	Professional status conferred	Access to professions in the field of business according to the professional regulations, diploma in the sense of the directive relating to the recognition of professional qualifications 2005/36/EG
6. ADDITIONAL INFORMATION		
6.1	Additional information	Practical training semester: Doka Chile Encofrados Ltda. Santiago de Chile / RCH - Chile 04.02.2008 - 01.08.2008
6.2	Further information sources	www.fh-krems.ac.at www.fhr.ac.at www.bmwf.gv.at
7. CERTIFICATION OF THE SUPPLEMENT		
7.1	Date	08. Jänner 2010
7.2	Name Function Digitale signatur	Prof.(FH) Mag. Eva Werner on behalf of the Academic Board/ Vice-Rector (FH) Dokument zertifiziert durch Rektorat IMC FH-Krems <rektorat@fh-krems.ac.at>. Digitally signed by Rektorat IMC FH-Krems Date: 2010.01.08 08:51:49 +01:00 Reason: Signed by Prof.(FH) Mag. Eva Werner - Vice-Rector (FH) Location: Krems an der Donau, Austria

8. INFORMATION ON THE AUSTRIAN HIGHER EDUCATION SYSTEM : as of July 2008

Source: BMWF Federal Ministry of Science and Research
www.bmwf.gv.at

The Austrian post-secondary **university level sector** (Hochschulsektor) consists of

- **Universities** (Universitäten), maintained by the state;
- maintainers of **University of Applied Sciences** degree programs (Fachhochschul-Studiengänge) incorporated upon the basis of private or public law and subsidised by the state, with state accreditation (some of which are entitled to use the designation Fachhochschule);
- **Private Universities** (Privatuniversitäten), operated by private organisations with state accreditation;
- **University Colleges of Education** (Pädagogische Hochschulen) maintained by the state or operated by private organisations with state accreditation;
- **Universities of Philosophy and Theology** (Philosophisch-Theologische Hochschulen), operated by the Roman Catholic Church.

The **non-university post-secondary sector** (außeruniversitärer postsekundärer Sektor) consists of

- Academies for midwifery (Hebammenakademien);
- Clinical technical academies (Medizinisch-Technische Akademien);
- Military academies (Militärische Akademien);
- The school of international studies (Diplomatische Akademie);
- Certain training institutions for psychotherapists (Psychotherap. Ausbildungseinrichtungen);
- Conservatories (Konservatorien);
- Certain business schools (Wirtschaftsschulen).

The following text addresses exclusively the university level sector.

Overall Structure of University Level Higher Education

There are currently two different systems of degree programs in Austria: an older system without reference to the Bologna process and a newer one with reference to it.

Under the auspices of the **older system of diploma degree programs** (Diplomstudien), the first degree awarded is the diploma degree (Diplomgrad). An Austrian higher secondary school leaving certificate or its equivalent is the general qualification necessary for enrolling in a diploma degree program; conclusion of a diploma degree programme entitles degree holders to enrol in doctoral degree programs. A diploma degree (Diplomgrad) is awarded by Austrian universities after a course of study consisting of 240 to 360 ECTS credits. Full degree titles are gender specific designations: Magister for men; Magistra for women. Degree titles also include a general description of the field of study in which they were obtained, e.g. Magister philosophiae. In the fields of engineering, the degree titles are Diplom-Ingenieur/in. Degrees awarded in medicine and dentistry are exceptions to the above. The first degrees awarded after the completion of these degree programs consisting of 360 ECTS credits are Doctor medicinae universae and Doctor medicinae dentalis, respectively.

Graduates of University of Applied Sciences programmes that consist of 240 to 300 ECTS credits are awarded, analogous to university studies, a university of applied science diploma degree (Fachhochschul-Diplomgrad) contingent upon discipline: either a Diplom-Ingenieur/in (FH) for fields of engineering or Magister/Magistra (FH) in other fields of study.

The new system is based on the distinction between undergraduate and graduate studies. Upon completion of an undergraduate program (Bachelorstudium at universities; Fachhochschul-Bachelorstudiengang; Studiengang at university colleges of education; 180 ECTS credits), a bachelor's degree (designation: „Bachelor of/in ...“) is awarded. Upon completion of a graduate program (Masterstudium at universities comprising 120 ECTS credits or, respectively, Fachhochschul-Masterstudiengang comprising 60 to 120 ECTS credits), a master's degree (designation: „Master of/in ...“) is awarded. In the fields of engineering, the designation of the master's degree can also be „Diplom-Ingenieur/in“.

Recipients of these diploma degrees from the old regime or a master's degrees from the new regime (including the ones awarded in both cases by the universities of applied sciences) are entitled to enroll in doctoral degree programs (Doktoratsstudium) at universities. A doctoral degree (Doktorgrad with the designation Doktor/in“) is awarded after course of study consisting of 120 ECTS credits; the academic title of "Doctor of Philosophy", abbreviated as "PhD," is awarded after a research intensive course of study consisting of 180 to 240 ECTS credits.

In addition to the degree programs (ordentliche Studien) described above, there are non-degree programs (außerordentliche Studien) consisting of certificate university programs for further education (Universitätslehrgänge) and individual courses in scientific subjects, both at universities, certificate university of applied sciences programs for further education (Lehrgänge zur Weiterbildung) at universities of applied sciences, and certificate university college programs for further education (Hochschullehrgänge) at university colleges of education.

Diploma Degree Program (Diplomstudium)

Admission to a diploma degree programme is granted upon the basis of the Austrian higher secondary school leaving certificate (Reifezeugnis), its foreign equivalent, or the successful completion of a special university entrance qualification examination (Studienberechtigungsprüfung). Students of compulsory lower schools who have completed additional schooling in the form of apprenticeships as skilled workers also may take a vocationally based examination acknowledged as equivalent to the higher secondary school leaving certificate (Berufsreifeprüfung). Admission to diploma degree programmes in the arts is based on aptitude ascertained by admission examinations. Admission to university of applied sciences diploma degree programmes may also take place upon the basis of previous vocational or technical experience and qualifications of applicants. In some fields of study (in particular human medicine and dentistry, and university of applied sciences diploma degree programmes) admission is based on a selective admission process.

A degree programme may be divided into stages (Studienabschnitte). The length of each stage of the degree programme as well as the areas of study (Fächer) and content required are articulated in curricula that distinguish between required subjects (Pflichtfächer) and electives (Wahlfächer). Each stage concludes with a diploma examination (Diplomprüfung). University of applied sciences diploma degree programmes and some diploma degree programmes at universities include an internship or practical training. The approval of a diploma thesis (Diplomarbeit) is a prerequisite for admission to the concluding diploma examination.

Bachelor Degree Program (Bachelorstudium)

Admission to a bachelor degree programme is granted upon the basis on the Austrian higher secondary school leaving certificate (Reifezeugnis), its foreign equivalent, or the successful completion of a special university entrance qualification examination (Studienberechtigungsprüfung). Students of compulsory lower schools who have completed additional schooling in the form of apprenticeships as skilled workers may take a vocationally based examination acknowledged as equivalent to the higher secondary school leaving certificate (Berufsreifeprüfung). Admission to bachelor degree programmes in the arts is based on aptitude ascertained by admission examinations. Admission to university of applied sciences bachelor degree programmes may also take place upon the basis of previous vocational or technical experience and qualifications of applicants. In some fields of study (in particular university of applied sciences bachelor degree programmes and study programmes at university colleges of education) admission is based on a selective admission process.

Areas/Modules of study (Fächer/Module) are laid down in curricula. As a rule, two substantial bachelor's papers or projects (Bachelorarbeiten) must be completed in the process of completing degree programme requirements. University of applied sciences bachelor degree programmes and some bachelor degree programmes at universities include an internship or practical training. The programme can concludes with a bachelor's examination (Bachelorprüfung).

Master Degree Program (Masterstudium)

Admission to a Master degree program is granted on the basis of the successful completion of an Austrian bachelor degree program or a comparable post-secondary degree acknowledged being its equivalent.

Areas of study (Fächer) are articulated in curricula that distinguish between required courses and electives. The main emphasis of this program is the composition of a Master thesis and course work related to it. This degree program concludes with a Master's examination.

The approval of the Master's thesis is a prerequisite for admission to this examination.

At university colleges of education no master degree programs are offered.

Doctoral Degree Program (Doktoratsstudium)

Admission to a master degree programme is granted on the basis of the successful completion of an Austrian bachelor degree programme (Bachelorstudium), or a comparable post-secondary degree acknowledged being its equivalent.

Areas/Modules of study (Fächer/Module) are laid down in curricula. A main emphasis is the composition of a master's thesis (Masterarbeit). This degree programme concludes with a master's examination (Masterprüfung). The approval of the master's thesis (Masterarbeit) is a prerequisite for admission to this examination.

At Universities of Applied Sciences and at university colleges of education no doctoral degree programs are offered.

Evaluation of performance and grading system

According to the modalities for examinations outlined in the curricula, achievement may be evaluated upon the basis of oral and written exams or project related work. In principle oral examinations are open to the public.

Grades for examinations taken in individual courses:

- positive: 1 = sehr gut
2 = gut
3 = befriedigend
4 = genügend
mit Erfolg teilgenommen
- negative: 5 = nicht genügend
ohne Erfolg teilgenommen

Grades for comprehensive examinations covering materials from various subjects:

- positive: mit Auszeichnung bestanden
bestanden



**Bachelor / Fachhochschul-Bachelorstudiengang
Export-oriented Management / Exportorientiertes Management**



IMC FACHHOCHSCHULE KREMS, Piaristengasse 1, A-3500 Krems

Programme Number 0398

Austrian Bachelor accredited according to regulations of FHStG (340/1993 cv) by the Fachhochschulrat

Transcript of Records

Max MUSTERMANN

Student Identification Number: 06/1/0398/005

born 01.01.1980, studied at the above-mentioned institution from 18.09.2006 to 02.07.2009 and has achieved the following grades:

Semester 1	Subjects	Hrs/w	Grade	ECTS
	Accounting I	2	1	3
	Applied Computer Technologies I	2	2	2,50
	Business English I	2	2	2,50
	Corporate Structure and Organisation	1	3	1
	French I	2	2	3
	Introduction to Economics	2	2	2,50
	Introduction to Human Resource Management	1	2	1,50
	Introduction to Marketing	2	1	2,50
	Introduction to Private Law	2	4	3
	Principles of Business Administration	1	2	1
	Spanish I	2	1	3
	Trade History and Organisations	2	2	2,50
	Training Communication Competence	2	p	2

Semester 2			
Subjects	Hrs/w	Grade	ECTS
Accounting II	2	1	3
Applied Computer Technologies II	2	2	2,50
Business English II	2	2	2
Economic Areas I	1	2	1
French II	2	1	3
Geo Political Affairs	2	1	2
Human Resource Management I	1	1	1,50
International Economics	1	3	1,50
Introduction to Business Law	2	1	2,50
Introduction to Finance and Investment	2	1	2,50
Introduction to Scientific Working	1	1	1,50
Introduction to Statistics	1	1	1,50
Marketing and Sales	2	2	2,50
Spanish II	2	1	3

Semester 3			
Subjects	Hrs/w	Grade	ECTS
Advanced English	1	2	2
Applied Computer Technologies III	2	3	2
Economic Areas II	1	2	1
French III	2	2	3
International Management Methods	1	2	1,50
International Private Law	2	3	3
Introduction to Controlling	1	4	1,50
Introduction to Foreign Trade Techniques	1	1	1,50
Managerial Accounting	2	1	2,50
Marketing Research	2	2	3
Project and Process Management	2	1	2,50
Purchase and Logistics I	1	2	1,50
Spanish III	2	1	3
Training Managerial Competence I	2	2	2

Semester 4			
Subjects	Hrs/w	Grade	ECTS
Practical Training Semester		1	30

Semester 5			
Subjects	Hrs/w	Grade	ECTS
Advanced English - Scientific Writing	1	1	2
Applied Computer Technologies IV	2	1	2
Bachelor Seminar and Bachelor Thesis I	1	1	5
Economic Areas III	2	1	2
Export Marketing I	1	3	1,50
Foreign Trade Techniques I	2	2	2
French IV	2	1	3
International Financial Management I	2	2	2,50
International Public Law and Institutions	2	1	2,50
Purchase and Logistics II	2	2	2
Spanish IV	2	1	3
Training Intercultural Competence	2	1	1,50
Training Managerial Competence II	1	1	1

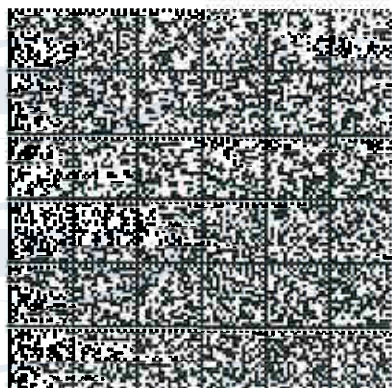
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Semester 6			
Subjects	Hrs/w	Grade	ECTS
Bachelor Seminar and Bachelor Thesis II	1	1	8
Export Marketing II	2	2	4
Foreign Trade Techniques II	1	3	3
French V	2	1	3
Human Resource Management II	2	1	3
International Financial Management II	2	1	3
International Strategies and Relations	2	1	3
Spanish V	2	1	3

The internship comprises at least 22 weeks (full-time) and has to be done in a field relevant to the study programme. / Das Berufspraktikum umfasst mindestens 22 Arbeitswochen (Vollzeit) und wird in einem studiumsrelevanten Tätigkeitsbereich absolviert.

Bachelor Thesis / Bachelorarbeit Off-Balance Sheet Financing in the Construction Industry	
Bachelor Exam / Bachelorprüfung	
Specialisation Area: International Management & Business	
Specialisation Area: International Law & Global Political Studies	
Language: Spanish	
Overall classification achieved:	passed with distinction

SAMPLE



Dokument zertifiziert durch Rektorat IMC FH-Krems <rektorat@fh-krems.ac.at>.

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Reason: Signed by Prof. (FH) Dr. Max Schachner - Programme Director
Location: Krems an der Donau, Austria