

# Conditions for the crediting of achievements and the attainment of a certificate as part of the Kassel Graduate Programme

This document regulates the recognition of achievements in the further qualification programme “Kassel Graduate Programme,” which were obtained within and outside the University of Kassel, as well as the conditions for attaining a certificate as part of the programme.

## 1 Creditability of internal and external events

### 1.1 *Internal events*

As a rule, events in relation to one of the modules of the Kassel Graduate Programme, which were completed in faculties or institutions of the University of Kassel, can be claimed for the certificate following a content review.

The following conditions apply to the recognition of achievements obtained in faculties or institutions of the University of Kassel:

- As a rule, courses are credited with the actual number of hours of the respective workshop, which can be gathered from the certificate of participation.
- However, a maximum of 20 points may be credited for each event. This is also the case if an event was completed throughout a semester and thus encompasses significantly more hours.
- In particular, no lectures may be credited in the mandatory module; only workshops may be credited here.
- No more than two years may have passed since participation in creditable workshops.

### 1.2 *External events*

Events in relation to one of the modules of the Kassel Graduate Programme, which were completed at other universities or with non-university providers such as private institutions, may be claimed for the certificate in certain cases to the extent of a maximum of eight work units, following a content review. In principle, these events may only be credited following individual consultation with the Coordination Office for the Kassel Graduate Programme at the University of Kassel.

The following conditions apply to the recognition of achievements not obtained as part of the Kassel Graduate Programme:

- As a rule, courses are credited with the actual number of hours of the respective workshop, which can be gathered from the certificate of participation.
- They may only be credited as mandatory elective modules, but not as a mandatory module.

- The achievements must have been obtained within the framework of a graduate qualification at a university or in an equivalent programme. Achievements from an undergraduate degree cannot be recognised.
- The achievements must relate to one of the modules of the programme or be pertinent to the competencies required for the programme. This must be set forth in writing.
- The competencies obtained or to be obtained must be equivalent to the competencies covered in a module.
- No more than two years may have passed since participation in creditable workshops.
- The achievements must be substantiated by written proofs of performance (e.g. a certificate of participation). The certificate for the creditable qualification must clearly state its duration and the content covered.
- External events may be credited as a mandatory elective event with a maximum of eight hours – otherwise, with the actual number of hours of the creditable event. The workshop duration is to be rounded up or down arithmetically to the nearest full hour.

### 1.3 *What do you need to do?*

- Submit proof of performance (the original document) to the Coordination Office of the Kassel Graduate Programme. Please send your request for an appointment to [graduertenakademie@uni-kassel.de](mailto:graduertenakademie@uni-kassel.de)
- Please note that no more than two years may have passed since the creditable events.

## 2 **Attainment of the certificate**

Participants may request the certificate by sending an email to the Coordination Office of the programme ([graduertenakademie@uni-kassel.de](mailto:graduertenakademie@uni-kassel.de)). The certificate will be issued if at least 60 points have been achieved. In this context, modules must have been completed from each of the three phases “Entry,” “Qualification” and “Completion” and from at least four of the five competence fields of the qualification phase. Moreover, one event must have been completed in the module “Rules on good scientific practice/Scientific ethics/Theories and methods of scientific knowledge.”

The Kassel Graduate Programme is to be completed during the doctorate, i.e. within 5 years.

### **Contact:**

University of Kassel  
 Graduate Academy  
 Gianna Dalfuß or Christiane Zwingers,  
 Phone: +49 561 804-2427 or -3241  
 Email: [graduertenakademie@uni-kassel.de](mailto:graduertenakademie@uni-kassel.de)