

GLOSSARY OF EDUCATION SYSTEM IN THE FEDERAL REPUBLIC OF GERMANY.

During the production of this manual several amendments passed into law. Because of technical reason it was not possible to integrate all amendments into the translations during the process. In case of differences between the German Glossary and the translated version, the German text is relevant.

Abendgymnasium

Evening Gymnasium

Evening classes for adults were started, as a second way to obtain a higher education. Adult matriculates attend for three years. The applicants should have a vocational qualification, or evidence that they have been employed permanently for the past three years. Applicants should also be in possession of a modern secondary school certificate or an equivalent qualification.

Abendhauptschule

Evening Secondary School

To enable adults to obtain a higher education. Evening classes for adults were introduced as a second way to qualify for a secondary school certificate (one year as a rule). The applicants must have proof of vocational employment.

Abendrealschule

Evening Modern Secondary School

To enable adults to obtain a higher education. Evening classes for adults were introduced as a second way to qualify for a modern secondary certificate (two years as a rule). The applicant must have a secondary school certificate.

Abendschule

Evening School

Evening Gymnasium, Evening Secondary School, Evening Secondary Modern School courses were introduced for adults to obtain a higher education. By attending evening classes a school certificate can be acquired.

Abgangszeugnis

School Leaving Certificate

A certificate awarded to students who have completed course 1 and 2 without attaining a pass mark.

Abitur

Final School Year Certificate

This certificate is awarded to students who have attended the Gymnasium for 13 years. This certificate entitles students an entrance to all institutions of higher education.

Abiturprüfung

Final Examination after 13 years at the Gymnasium

The certificate obtained after this final examination, which is given at the end of 12 or 13 years at a gymnasium. It entitles the student admission to all institutions of higher education. This certificate includes a written as well as an oral test in four subjects. A fifth subject may be required in some regions. Three different subjects such as language, literature and the arts as well as social science, maths and natural science technology have to be included.

Abschlusszeugnis der Berufsschule

Final Certificate of Vocational Education

This certificate is given after adequately completing the school part of the vocational training course. This certificate is given together with a qualified professional workers letter or a qualified salesman's letter. These letters are given so that the student will be able to find a suitable occupation, as the student now has a Secondary School or Secondary Modern School Certificate.

Akademische Berufe**Academic Professions**

Professions studied at universities that are awarded degrees or diplomas.

Akademisches Auslandsamt (AAA)**Academic Foreign Office**

An office at universities, which deals with all questions concerning studies in foreign countries. For example: bursaries and advice for students on acknowledgement of students' achievements in foreign countries when they return to Germany, as well as advice for foreign students who want to attend a German university.

Allgemeine Hochschulreife**General Higher Education Qualification**

Entitles holders admission to all higher education institutions. It is usually acquired by obtaining a certificate after 12 or 13 years at a Gymnasium.

Allgemeine Weiterbildung**General further education**

General further education which does not relate directly to any specific profession. Often further education and professional education are linked to each other. In this way learning of a foreign language can be done privately or it can be professionally motivated.

Amtliche Beglaubigung**Official Authentication**

An official stamp proves that the certificate is genuine, e.g. a photo copy of a certificate. This authentication can be obtained at an official office by paying a fee. In a foreign country the German Embassy, official offices or notaries have the authority for the authentication of documents. Foreigners' certificates are restrictively verified. The documents must have a certified German translation.

Anerkannter Ausbildungsberuf**Acknowledged apprenticed profession**

Due to a federal legal regulation it is a profession, which has a vocational training in two fields in the dual system i.e. in a business and at a vocational school on a part time basis. At present there are about 350 apprenticed professions, that are accepted officially by the state. Beside these there are more professions with vocational training programmes, which are acknowledged in some regions. Youths under 18 years may only be trained in acknowledged apprenticed professions.

Apostille**The "Apostille" is a special seal or stamp**

This special seal is used to simplify the procedure of stamping the certificates of foreign students by the German Embassy to prove their authenticity. This seal is automatically given when a certificate is proved genuine. This special seal issued by appointed officials and attached to the certificate or to a separate piece of paper, which is attached to the certificate. The Apostille can be used in the official language of the country displaying the certificate but it must retain the French name Apostille. However the German authorities decide if an Apostille is needed. Therefore there can be various proceedings.

The Federal Republic of Germany signed an agreement with certain countries: the Apostille agreement. Haager Agreement to exempt foreign public certificates from legalisation 5.10.1961-BGBl 1965 11, S. 876.

Arbeitserlaubnis Antrag**Employment Permit Application**

The application for work must be written by an established firm, offering regular employment by an established employer. The applications are made at the Aliens Registration Office. When the Aliens Registration Office accepts the agreement on all terms (waiting time, co-operation etc.) and generally agrees on all points the application is then given to the employment agency to verify. They can accept or reject it according to the employment market regulation. §§39 – 42 AufenthG.

The employment agency must prove that the work is legally correct (e.g. not immoral etc.) or if there is another unemployed person who should rather be employed, who has the right to work e.g. a German or EU citizen or an immigrant with permission to stay.

This is the priority test, as people with a "Duldung" always have a subordinate access to the employment market. The only exceptions are those with the right qualifications to qualify for the permission to stay.

Employers must have good reasons and clearly indicate why they want to employ this particular foreign applicant instead of a German or any other applicant.

Asylberechtigte

Acknowledged Asylum Applicants

Acknowledged asylum applicants are foreigners who have the right to asylum according to Art. 16 a constitutional law.

Asylbewerberleistungsgesetz (AsylbLG)

Social Welfare Law for Asylum Seekers

Since 1993 the amount and the type of social benefits given to asylum applicants was stipulated in the Fed. Rep. Of Germany with this law. Through changes in the immigration laws some groups of immigrants with a permission to stay are also affected by this law. The benefits allotted to asylum applicants are below the regular amount of social benefits. After 48 months under this special type of social benefits there is the possibility to get the same benefits as other social beneficiaries according to SGB XII.

Asylverfahrensgesetz (AsylVerfG)

Asylum Code of Law

This law regulates the procedure by which asylum is granted in the Fed. Rep. of Germany. It hereby stipulates the conditions of asylum according to Art. 16a GG. Together with the residence law and the accompanying decrees the largest part of the law for asylum applicants is formed. After acknowledgement as a refugee, their rights are defined according to international agreement which acknowledges the rights of refugees (GFK)

Aufenthaltserlaubnis §25 (3)

Residence Permit

With a Residence Permit according to §25 (3) of the Residence Law, the affected refugee has subsidiary protection and cannot be deported according to §60 (2)-(7) of the Residence Law. The Residence Permit according to §25 (3) AufenthG is insecure. The Residence Permit is limited (only 3 years) but it can be extended. On principle the authorities responsible for immigrants can change the conditions of the Residence Permit (e.g. by controlling their place of residence)

Aufenthaltserlaubnis §25 (5)

Residence Permit

A Residence Permit according to § 25 (5) of the Residence law should replace the so-called "Kettenduldungen". This should accommodate the fact that people are legally obliged to leave the country, but their departure is legally and literally impossible and therefore they cannot be deported or forced to leave. As a prerequisite for this type of permit, the reason of the person involved for not leaving is not self-inflicted, the deportation has been put off for 18 months and the reasons for a postponed deportation will remain for a foreseeable time i.e. at least 6 months. The permit to stay is restricted to only 3 years or mostly 1 to 2 years with a possibility of extension. In principle the authorities in control of the permits for immigrants can have their own conditions (e.g. such as where they may go or where they may live).

Aufenthaltsgestattung

Permission to stay status

§55 AsylVfG. This status is not a Residence Permit. This status is given after an asylum application has been made. For as long as the application is at the Government Office for Immigrants and Refugees and is being checked or legal proceedings are in process. This permit has many restrictions as to what a refugee may do. It expires when an incontestable decision has been made concerning asylum. (insecure residence status)

Aufenthaltstitel

Residence Title

To enter the Fed. Rep. of Germany legally and to stay, immigrants require permission to do so. When this permission is given, the person is given a permit to stay.

Following residence titles are valid:

1) Permanent Residence Permit

This permit has no time limit, or area restrictions and the person is allowed to apply for work.

2) Residence Permit

This permit always has a time limit, it is given for various reasons and can be extended if necessary.

(§§18-21 AufenthG) Asylum for the purpose of employment.

(§§22---26 AufenthG) Asylum because of human rights, humanitarian or political reasons.

(§§27-36 AufenthG) Asylum for family reasons.

(§§16-17 AufenthG) Asylum for education purposes.

3) Visa

There are different types of visas. An entry visa, a passing through visa, etc. Visas are granted by the German consulates and embassies in foreign countries, they may be granted or refused. Visas are usually only for a short term bound to certain conditions.

Aufenthaltsgesetz

Residence Law

The residence law is the principal law, which stipulates the requirements needed by immigrants to enter or to leave or to stay in Germany. Since 1st January 2005 this law has been enforced and replaces the previous immigrants law. This residence law is the largest part of the Immigration Act. This Act (Act to Control and Restrict Immigration and to Regulate the Residence and Integration of EU Citizens and Foreigners (Immigration Act) has changed many important parts of the immigrants law.

Ausbildungsabschlussprüfung

Vocational Final Examinations

The final examinations in the vocational dual education system is to assess if the student has acquired the practical and theoretical skills required. This examination is documented by a professional worker's letter, a salesman's letter or a technician's letter. This examination is given by the technical college and consists of a written as well as a practical test.

Ausbildungsordnung

Vocational Regulations

Legal regulations for business vocational training in an acknowledged vocational profession in the dual education system. Education regulations also exist in other fields (e.g. In the Civil Service).

Außerbetriebliche Ausbildung

External Vocational Training

This is for youths who have not found work or a place for vocational training on the vocational training market. Non-profit external educational institutes offer publicly financed training courses.

Bachelor

This is an academic qualification offered at universities or institutes of higher education. For this degree 3 to 4 years are needed. This is the first part of a professional qualification. Together with the Masters degree it belongs to the newly introduced system with different levels of examination. This is parallel to the traditional Diploma, Magister and State Examine.

BAföG (Bundesausbildungsförderungsgesetz)

Federal Training Assistance Act

This state grant for students is given for education and further study. This grant is given to enable students at school and university to study without taking loans, which they would have to pay back with interest. Adults past school going age can apply for a grant after 5 years of legal residence and work. On principle access to BaföG depends on the residence status. Requirements are regulated by § 8 Bundesausbildungsförderungsgesetz. Principally it is also possible to apply for a state grant to study, if you have a permit to stay §25(3). To study the applicant must have a German school leaving certificate or the equivalent from an institute of higher education.

Beglaubigte Übersetzung

Certified Translation

Official foreign documents that are required by authorities have to be translated. Certified translations are only allowed to be done by specially appointed translators who work for the law courts of the region in Germany. Here the translations are witnessed and signed.

Berufliches Gymnasium

Vocational Gymnasium

A three year education course in secondary level II beside a general education with Gymnasium upper level subjects, as well as vocational subjects e.g. Economics and Technology are included. This education course concludes with a general high school qualification. Applicants must show a more than average ability to study to qualify for entry into the Gymnasium Higher Level course.

Berufliche Weiterbildung

Vocational Further Education

Vocational further education enables the student to improve their education to supplement or to complete it. Hereby a vocational school final certificate is acquired, without any additional studies or qualifications. Except when a student changes schools. It is customary then only after a vocational examine or longer still, only possible, after working.

Berufsakademie

Vocational Academy

A tertiary education institute in some regions where a 3 year course in scientific subjects can be studied. An academy with practical vocational education in business which combines the dual system. Prerequisites for entry to the vocation academy is according to the laws of the region and the general subjects required for high school or technical high school certificate such as a training contract.

Berufsausbildungbeihilfe (BAB)

Vocational Education Financial Aid

Aid is given for education to students who must or who want to move into their own apartment. This aid is given for the duration of their study. The application can be made at the employment office. The money is paid at the start of the studies and is paid at the start of every month after the application was made. If a journey home is necessary this is paid for once a month. A "BahnCard" (train credit card) is also financed if the costs are then lower. If a "BahnCard" (train credit card) is not refunded and the cost of the journey home is lower than the amount stated, the normal price is refunded and not the reduced price. Officially stated in §§ 60 ff third Social Security Statutes (SGB). Access to BAB depends on the residence status.

Berufsfachschule

Full-time Vocational School

A full-time vocational school offers education on the secondary level with a wide spectrum of subjects as well as vocational subjects that extend for different periods. As a full time education institution students are educated and qualified for a variety of vocations. Entrance qualifications are stipulated by the course to be taken and the qualifications desired. Whether a secondary school or a modern secondary certificate is required.

Berufsgrundbildungsjahr

Vocational Basic Training Year

Basic vocational training on upper secondary level is one of 13 vocational fields, which may be counted as full-time instruction or in a corporate form, such as a combination of school and vocational training. The vocational basic training year can be counted as the first vocational training year in the dual system.

Berufsoberschule

Vocational Secondary School

The vocational secondary school II in some regions offers the student a vocational education, in the dual system, and a possibility to apply for a high school certificate. This can be acquired in two years by attending classes full-time, or over a longer time when done part-time in connection with a technical subject or with the study of a second language to attain a general high school certificate.

Berufsqualifizierender Abschluss

Vocational Qualifying Final Examination

This final examination in vocational training in the dual system in connection with fulfilling the general compulsory school attendance, until the end of the secondary standard I. It equips the student to practise as a qualified technician in one of the 350 acknowledged vocations. Most 2 year full-time students train at a polytechnic (secondary school II). A secondary school final examine is usually required for this training.

Berufsschule

Vocational School

Vocational schools on the Secondary Level II which as a rule offer education in connection to vocational training in the dual system. Classes are part-time in the form of general and vocational lessons for 2 to 3 years. Compulsory education has to be completed before the vocational training starts. Apart from this there are no other entrance requirements for training in the dual system. The vocational school and the firms involved are equal partners in the training. After completion of the vocational school a certificate is attained by an examination of the chambers. The certificate includes either the capability profile of a modern secondary school or a secondary school.

Berufsvorbereitungsjahr

Vocational preparatory year

During this year youths without a vocational contract are introduced to two or three vocational fields in fulltime classes. It prepares them for a vocational decision and a vocational training.

Beschäftigungsverfahrensverordnung (BeschVerfV)

Employment Regulation Proceedings

Regulations by which it is possible to take on an employment, which is subject to various conditions.

The employment is then not subject to consent:

§2BeschVerfV for the so called highly qualified, executives, etc.

§3BeschVerfV for families living in one household.

§4BeschVerfV if the employment fulfils a pedagogic, therapeutic and social requirement.

These regulations regulate the possibility of a employment permit without a priority test

- §6BeschVerfV if an employment permit expires after 1 year and an extension is applied for with the same employer and for the same employment.

- §7BeschVerfV. if a refusal would mean a special hardship under the particular circumstances of a single case

- §8 BeschVerfV Stipulates the possession of a residence permit stating that the applicant must have entered Germany before 18th birthday. If in such a case further requirements are fulfilled e.g. a German school leaving certificate, then an employment permit (§13BeschVerfV) without restrictions is granted.

- § 9 Besch VerfV also stipulates the possession of a residence permit and an extension of stay (3 years uninterrupted stay) in the Fed. Rep of Germany or a two year insured employment. (new regulation since August 2007) Then an employment permit (§13BeschVerfV) without restrictions is granted.

- § 10 Besch VerfV (since August 2007) allows persons with a "Duldung", who have been "tolerated" for longer than 4 years access to employment without a priority test. As long as there are no other reasons for exclusion.

Beschäftigungsverordnung (BeschV)

Employment Regulation

Regulation about the employment since 22nd November 2004 of new immigrants, which stipulates if they may be employed.

The employment of German nationals is paramount (§39 Abs 2 Nr 1b AufenthG).By allowing immigrants to be employed the integration ability, the economic and the political interests of the Fed. Rep. of Germany have to be considered. The interests of the Fed. Rep. of Germany in controlling the unemployment rate have to be considered.

Access to the labour market for applicants from non-European is on principle subject to the employment regulations for qualified and unqualified applicants. Permission must be granted by the labour administration.

BildungsinländerInnen

Immigrants who have acquired a High School Certificate in Germany or at a German school in a foreign country are permitted to study in the same way as Germans. Foreign students are treated the same as German students, who have completed their first study in Germany.

Diplom

Diploma

A tertiary education qualification final certificate, that can be acquired either at university or equivalent institute of higher education (especially in social or economic sciences and in natural science and engineering). On the other hand also at technical universities (in all subjects with the annex "Fachhochschule – FH") as well as at the Berufsakademie (with the annex "Berusakademie – BA").

Diplomprüfung

Diploma Examination

Final examine before receiving a diploma at the university or any other equivalent institute of higher education: technical university, Polytechnic Art School, Music School and Vocational School or Technical College and Vocational Academy.

The examine consists of a written thesis (dissertation) as well as an oral test or a written test or an art test in the creative subjects such as music or art.

Drittstaatenangehörige

Non-European Citizens

Non-European Citizens are people from countries not in the EU or in the EU economy area.

Duales System

Dual System

Education in two places i.e. Institute or Secondary School II (Vocational School) or tertiary training (Vocational Academy, Polytechnic) and in a business.

Duldung

Temporary withholding of deportation

§ 60a AufenthG - Temporary withholding of deportation This is not a permit to stay but only a document to prevent deportation, if the person's departure really is compulsory, but has to be delayed. This is an uncertain status. People live in fear of being deported. This status is always limited to between a few days or 6 months.

EU Freizügigkeit

EU Freedom of Movement

The EU freedom of movement regulates the possibility for citizens to find employment.

List of EU member states:

Full membership (EU 15): Belgium, Denmark, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Sweden, Spain and United Kingdom (England)

Countries that have joined since 1 May 2004 (EU-8 with limited rights): Czech Rep. Estonia. Hungary. Latvia. Lithuania. Poland and Slovakia, Slovenia - Citizens of Malta and Cyprus they all have unlimited freedom of movement.

New EU members since 1 January 2007: Bulgaria and Romania. Citizens of these two countries don't have full freedom of movement. In Germany they are only allowed to work if they have a so called EU employment permit from the employment office.

Europäische Union (EU)

European Union (EU)

The European Union is a union of 27 membership states with a common market. The present EU is based on a treaty brought into effect on 1 Nov. 1993. It is the umbrella organisation of the EU, the external and security politics and the working together of the police and judicial system in criminal cases.

Europäischer Wirtschaftsraum (EWR)

European Economic Region

The European economic region was established in 1993 with the member states of the EU as well as with the European Free Trade Zone states (EFTA) Iceland, Norway and Liechtenstein with the exception of Switzerland .

Erweiterter Hauptschulabschluss

Extended Secondary School Certificate

In some regions a general school leaving certificate is given after 10 years of school attendance and successfully passing the secondary level. This enables the candidate, on certain conditions to enter the vocational high school (Secondary level II). Synonymous with an extended vocational certificate.

Erweiterter Realschulabschluss

Extended Modern Secondary School Certificate

In some regions a general school certificate is given after 10 years. Precondition is attending the modern secondary school or the participation in the final examination or obtaining the required marks. The student is now entitled to the final modern school certificate and has the possibility to attend the vocational gymnasium. In some regions it is described as extended secondary final examination or qualified modern secondary school certificate.

Externenprüfung

External Examination

The external examination has certain prerequisites which are required for a vocational certificate without regular class attendance. Prerequisites are several years working experience in a vocation. Further prerequisites are stipulated in the training laws and in the trade workers laws. Various training firms offer courses and training courses for some vocations. This enables the student to be systematically prepared for the external final examination set by the chamber.

Facharbeiterbrief

Skilled Workers Certificate

Professional ability reference in the dual system after passing the final examination in an approved vocation. A Skilled Workers Certificate is given with the final certificate by the vocational school and is thereby a vocational qualification. It is compulsory for admission to a technical college to obtain a master qualification.

Fachaufsicht**Subject Supervision**

State supervision of observing public tasks is given in contrast to the judicial supervision, which deals with testing the judicial and appropriate value of trade. At school level supervision and teaching and advising is done by the staff.

Fachgebundene Hochschulreife**Specific higher education entrance qualification**

Admission to an institute of higher education in specific subjects. Can be attained in separate vocational courses on the Secondary II level.

Fachgymnasium**Specialized Gymnasium****Fachhochschule****Polytechnic**

An educational institute established in the 70s, which offers teaching and research in specific subjects such as engineering, economics, administration, social science and design. To be admitted to study at the polytechnic the student must have a higher secondary certificate. Because of the limited study places at almost all universities there is a restriction on the number of students admitted. The average marks and waiting time determine admission.

Fachhochschulreife**Polytechnic certificate**

A certificate, which entitles a student to study at a polytechnic or at a vocational academy in some regions. As a rule it is after 12 years at the technical high school, or for certain reasons at another vocational school as a fulltime student.

Fachoberschule**Technical College**

A vocational college on the secondary level, which offers a number of subjects to be studied for 1 or 2 years to acquire a certificate. In the two year course the first year is a practical course in business and teaching. Where as the second year is general and subject bound. At the end of the modern secondary studies or an extended secondary study or the equivalent final certificate the scholars may be admitted to the 2 year course. The 1 year course is for students who have already qualified in a vocation.

Fachoberschulreife**Technical College Certificate**

An intermediate final certificate equivalent to a school final certificate given at the end of a general public school at secondary level education after 10 years and the certificate given at a technical high school on secondary level II. For the admission to the technical college in some regions, a secondary final certificate is required.

Fachschule**Technical School**

School for further vocational study.

Fernuniversität-Gesamthochschule**Correspondence and Comprehensive University**

State university based in Hagen, which offers courses of study by correspondence only. The courses offered are those, which lead to a professional qualification (Diploma, Bachelor, Master) and other postgraduate courses.

Feststellungsprüfung**Ascertainment Examination**

Final examination after 2 semesters at a college for students without a German school certificate. In the framework of this examination the student is tested to find out if they are able to study on the German school leaving level. The applicant should also have a good command of the German language (Niveau B 2 till C1).

Formale Gleichwertigkeit**Formal Equivalence**

In the framework of equivalent testing foreign education references are divided into functional equivalence, material and formal equivalence.

Formal equivalent states where the foreign student studied before, what the admission qualification was and how long the study time was.

Funktionale Gleichwertigkeit

Functional Equivalence

In the framework of the equivalent testing of foreign education certificates a difference is made between formal, material and functional equivalence. Functional equivalence states that the applicant has the required final certificate in their land of origin. Functional equivalence states that this certificate is the required certificate for the study in Germany.

Materielle Gleichwertigkeit

Material Equivalence

In the framework of the equivalent testing foreign education certificates a difference is made between formal, functional and material equivalence. The material equivalence deals with the contents and evaluation of the final certificate, the study and explanation retrospectively in comparison with the education in Germany. Subsequently English and American B.A. degrees are only recognized as Preliminary Diploma (Vordiplom).

Gesellenbrief

Certificate of apprenticeship

At the end of the vocational training in the dual system, a document of approval of the final examination in the trade is put before the chamber. It is always shown together with the final certificate of the technical college. The certificate of apprenticeship is required to study further e.g. for the master qualification.

Gymnasium

Type of schooling on the secondary level I and 2 includes (as a rule 5-13 or 5-12 years) and a general education with the aim to study further at the University.

Hartz IV cf. SGB II Arbeitslosengeld II

Habilitation

Postdoctoral thesis/dissertation

In Germany, a "Habilitation" is a prerequisite to receiving a full professorship at a "full" university (as opposed to a university of applied sciences). It is equivalent to a PhD for postdocs. The first degree is (Magister, Lizentiat etc.) with which regular university studies are finished. Some people go on and get a second degree (Doktorat), means practically they write a book and pass an exam, but the 'Doktorat' is not the same as a Ph.D. for you can't teach as 'regular' professor at university. So people who want to be professor get a third degree (Habilitation), means that they write a second book and pass another examination. So 'Habilitation' refers to the degree, sometimes also to the book published or the (examination) process you have to pass for getting the degree.

Hauptschulabschluss

Secondary School Examination

General Education with a final examination after 9 years of school, but this can also be attained in other schools of secondary standard. This first general education examination is mostly acquired by students at technical schools in the dual system.

Hauptschule

Secondary school

A secondary school I, which offers a basic general education compulsory education unless another school is attended for 5 to 9 years.

Hochschule

University / College

An all inclusive term, which includes the vocational academy, technical college and university.

Hochschulprüfung

University examination

Examination at the end of studying. This examination is not from the state it is solely the responsibility of the university for Diploma, Bachelor and Master degrees

Hochschulreife**Higher education certificate**

Higher education certificate obtained as a school leaving qualification on completing the Secondary level II after 12 or 13 years cf. general high school qualification vocational and technical school qualifications.

Integrationskurs**Integration Course**

A state integration course offer. This course consists of a language and orientation course. The aim of this course is to enable immigrants to increase their knowledge of German language as well as general knowledge of German law, culture and history, especially the values of the Fed. Rep. of Germany: the principle rights, equality, tolerance and religious freedom. The right to attend and the formalities are regulated by §43-44 of the Residence Law and the Integration Course Decree.

Integrierte Haupt- und Realschule**Integrated Secondary and Modern Secondary Schools**

A type of Secondary School I in Hamburg where both the Secondary and the Modern Secondary school courses are offered.

Kammern**Chambers**

Professional corporations mostly publically-legally organized, which deal with independent members of professional associations and observe their interests. Examples of chambers are the following Doctors Chamber, Chemists Chamber, Attorneys Chamber, Architects Chamber. There are also Engineer, Science and Economy Chambers as well as Industry and Trade Chambers and Skills and Agricultural Chambers.

Kaufmannsgehilfenbrief**Industrial sales assistant certificate**

This document is given at the end of the vocational training concerning the final results of the examination in vocational training in the dual system. It is presented before the chamber. It is always given with the final examination certificate. This is a vocational qualification confirmation. This certificate is also a prerequisite for further vocational training at polytechnic.

Kenntnisprüfung**Knowledge Examination**

Many occupations are only allowed to be practised, if the knowledge examination is passed e.g. a homoeopath has to pass a test at the health bureau before being allowed to practise. A verbal language test or an intermediate test are also called knowledge exams.

Kindergeld**Children Allowance**

A state allowance paid to people raising children. It is paid according to age and number of children. This child allowance is paid monthly in Germany. It is 154 € for the first, second and third child. For a fourth or any further children 179 € is paid monthly. (since 1 Feb 2007)

Kirchliche Abschlussprüfung**Final Church Examination**

This examination is given at the end of a 4 year academic study either given by the catholic or evangelical theologians at the Theological College. This is a prerequisite for admission to serve in a church. Members of the clergy and university lecturers form the testing commission. Students who pass the examination and obtain their certificate may study further and obtain a doctors degree. Other possibilities for students who have passed their theological studies is to pass the state examination, the Diploma examination, Magister examination and Bachelor degree. In the catholic church there is also a licentiate test and general test which is a prerequisite for the university.

Kirchliche Hochschule**Church High School**

An institute for higher education in Theology. It is equivalent to the university. The evangelical church is responsible for this course.

Kolleg
College

Institution of secondary education to gain a school certificate. Adults can attend classes full-time to obtain the general high school pass. It can be compared to the evening gymnasium but the difference is that the students have to attend classes full-time and may not be employed.

Kultusministerium
Ministry of Culture/Education

The ministries of education and cultural affairs are the supreme authorities on regional level with regard to education, science and culture. Their work deals mainly with school, university and adult education. The cultivation of art and culture as well as the relationship between state and religious communities. (Cultural matters) In the majority of the regions beside the ministry for schools, they also have their own ministry for science and research.

Magistergrad
Master's Degree.

An academic degree given after passing the master's examination. It is given by the universities and equivalent high schools. This study has two main subjects or one main subject and two lower subjects.

Master
Master's Degree.

An academic degree which is given after the masters examination at the university or equivalent institution after the completion of the bachelors study. 1 or 2 years study is required to complete this degree. Together with the bachelor degree it forms part of a recently introduced graduation system of staggered examinations that run parallel to the traditional examinations (Diploma, Magister, State Examination).

Meisterbrief
Master craftsman's diploma

As a rule this certificate is given by the Chamber of Handicrafts to a trainee by a master testing committee. It certifies that the holder is capable of running a business and is able to train apprentices. The preparation for the examination can be done parallel to vocational occupation (evening classes of the chamber) or in a Technical School full-time or part-time. Prerequisite for entry to the examination is an apprenticeship examination (certificate of apprenticeship) and several years of practical experience.

Mittlerer Bildungsabschluss
Middle Education Examination.

The middle education final examination is a specific name used in some regions.

Nachrangiger Arbeitsmarktzugang
Subordinate access to employment

The employment permit at a specific place must be applied for at the aliens' registration office. It depends on the residence status. The aliens' registration office only gives permission when the state office for employment agrees (§39AufentG). The office for employment tests the employment market and the preference for Germans etc. for this employment (so-called priority test). An employment permit is also required for vocational training.

Pädagogische Hochschule
Teacher Training College

A type of school equivalent to the university, which offers courses for teachers in both primary and secondary education.

Philosophisch-Theologische Hochschule
Philosophical and Theological High school

High school institute of the catholic church for training theologians, which is equivalent to the university.

Polizeiliches Führungszeugnis
Certificate of Conduct

A document from the central German register in Bonn, which every person over 14 years is given when applied for. This certificate of conduct is signed officially to state if a person has been convicted or not. It is necessary if you have to inform a prospective employer, to prove that you have not been convicted. This document must be personally applied for from the local authority.

Postgraduate Studiengänge

Post Graduate Courses

Study courses that follow after a first university examination or supplement it (complementary and supplementary courses). Post graduate courses end with a certificate or another high school degree (Diploma, Magister, Master). They however, do not lead to a graduation.

Praxissemester

Practical Semester

Vocational internship during study at the polytechnic.

Promotion

A procedure towards attaining a doctor's degree, during which applicants must show their ability to undertake independent research. The promotion procedure as a rule requires the completion of a graduate course e.g. with a diploma, magister, master or state examination. This is a prerequisite for admission to the Promotion. The ability to do research independently is confirmed by completing a written thesis on a scientific theme (dissertation) and an oral examination (Rigorosum, Kolloquium or Disputation).

Prüfungsordnung

Examination Rules

Legal regulations of different types in schools and institutes of higher education determine the examination prerequisites, contents and procedure. According to the type of examination the ministry responsible decrees the conditions. In the case of the high school examination the high school decrees the conditions, which are then approved by the ministry of science.

Rahmenlehrplan

Structured Curriculum

Curriculum for the vocational subjects taught at the technical college in the framework of vocational training in the dual system. Curriculum plans are decided on at the conference of the ministries of culture after they have decided on the education rules for vocational studies. The regions then adjust their curricula accordingly.

Realschule

Modern Secondary School.

Type of Secondary school, as a rule with 5 to 10 years school, which enables the student to study further and allows for a change to a technical school and enables the student to qualify on a secondary level II.

Regelstudienzeit

Standard period of study

The study time for the first vocational qualifying examination at the university, technical high school and the vocational academy is stipulated in the rules and should last 8-10 semesters (4- 5) years and not longer, for the bachelor degree study 3-4 years and for the master degree 1-2years.

Reglementierte Berufe

Controlled Vocations or Professions

A vocation is controlled when one has to be in possession of a special qualification to be able to begin or to work in the vocation. Without this one is not allowed to practise.

Schulordnung

School Regulation

School regulations. The legal rules concerning the legal relationship between the scholar and the school (e.g. admission, promotion, examination procedure, assessment of achievement) and matters concerning school organisation and participation.

SGB III / Arbeitslosengeld I

Code of Social Law III / Unemployment Benefit I

The legal basis for Unemployment Benefit I (ALG I) is included in the third book of Social Law (SGB III). Entitlement rights: The right to claim unemployment benefits when unemployed is given firstly when an employed person becomes unemployed secondly when they have reported to the employment office and thirdly when the candidature time has been fulfilled. The candidature time according to (§123 SGBIII) is fulfilled when the person has worked for 360 days or

has contributed compulsory amounts to insurance and unemployment insurance fund (e.g. child upbringing, army service and social services).

SGB II / Arbeitslosengeld II

Unemployment Benefit II

Unemployment Benefit II (ALG II) is the basic aid for those who are needy and who are able to work. It was introduced in Germany on 1 Jan. 2005 by the so called "Hartz IV"-law. It is therefore colloquially referred to as Hartz IV. This (ALG II) covers - as suggested in the Hartz concept (2002) - the earlier unemployment benefit together with social aid at the existence minimum. In spite of the name of unemployment benefit, unemployment is not the requirement to apply for ALG II, it can also be to enhance another income (e.g. one's unemployment benefit I). The legal basis of the ALG II is the Second Book of the Code of Social Law (SGB II)

SGB XII

Code of Social Law XII

This book contains the regulations and instructions for social aid in Germany. In the fourth law for "modern public services in the employment market" (Hartz IV), the previous Fed. Rep. of Germany Code of Social Aid was dissolved and this enabled the employment aid and social aid to be joined from the 1st Jan. 2005. The legal basis for social aid now is the SGB XII.

Spätaussiedler/innen

Ethnic German Emigrant (German Resettlers from Eastern and Southern Europe)

Until 31 Dec 1992 a minority group of emigrants of German origin, who had lived for generations in Eastern Middle Europe, East Europe, South East Europe and Asia and wanted to return to Germany were considered emigrants by Fed. Govt. law for Exiles (BVFG). Since 1 Jan 1993 all immigrants who are German descendants are described as ethnic German emigrants.

Staatliche Abschlussprüfung

Final State Examination

Final state examination to end the studies at the vocational or technical college (1-2 or 3 years) or the vocational academy in Bavaria (at least 2 years). A written, oral and practical examination is included in this final test. A successful pass entitles the candidate to the title of Technician, Business Economist, Educator etc.

Staatsangehörigkeitsgesetz

Law of Citizenship

The law of citizenship of 22nd July 1913 was changed by a reformed law of citizenship on 15th July 1999. Citizenship is by birth (§4), or by adoption as a child (§ 5) (§ 6), by issuing the certificate §15 Abs 1 or 2 of the "Bundesvertriebenengesetz" (§ 7), by acceptance as German without German citizenship according to Article 116 Abs I of the national law (§ 40a), for immigrants by naturalization (§§ 8-16 and 40 b).

Staatsprüfung

State Examination

First state examination of universities for subjects leading to professions of public interest such as e.g. Medicine, Dentistry, Veterinary Science, Pharmacy, Food Chemistry, Law and all Teaching Degrees. By passing the first state examination an academic or professional certificate is attained. For prospective teachers and law students a further preparation study is compulsory after the first state examination. It ends after a second state examination.

Stipendium

Scholarship or Grant

Financial assistance is given to scholars, students or young scientists. Grants are given for political or social criteria and /or because of exceptional ability. In Germany an application has to be made to a foundation, which promotes gifted students.

Studienkolleg

Education College

The education colleges of higher education offer courses, which students can attend without German university qualifications and prepare themselves to enter a university or polytechnic. These courses focus on the required studies and end with the so-called ability examination.

Studium

Studies

To study at an institute of higher education the student must have the required qualifications:

To study at a university the general or subject specialized final certificate-(Abitur), at a technical college a technical college certificate is required. At certain institutes and for specific subjects instead of the final certificate other references are needed (vocational ability, artistic ability) to make studying possible.

At an academy and at university studying is also possible without "Abitur" for this a part of an internal examination must be written, which enables especially talented young people who because of some circumstances have not got the required final certificate to study. For many subjects there are admission restrictions e.g. Numerus Clausus. These restrictions are based on the average marks in the "Abitur". Throughout Germany there are many subjects with place restrictions. To do it fairly the study places are allotted by the ZVS in Dortmund. The new trend is for the institute to select who they want themselves. In addition there are restriction on subjects locally at Universities and Colleges..

Subsidär Geschützte

Subsidiary Protected

All people in Germany, who are given the assurance that they will not be deported (deportation protection/deportation forbiddance) because it is acknowledged by law or through the state office, that if deported to their home country, they may be tortured or executed or there may be other dangers to their freedom and life. Their deportation according to the European Human Rights Convention is not allowed. In these cases a deportation is not allowed cf. § 60 Abs.2-7 AufenthG and the aliens registration offices should give a permit to stay cf.§ 25 Abs 3 AufenthG. This permit is not given if departure into another secure state is possible. This is a state that may be entered without any of the above mentioned dangers or the danger of being deported into their country of origin.

Tabellarischer Lebenslauf

Curriculum Vitae (CV)

The curriculum vitae is a summary of education and training. It is usually written in a tabular form and chronologically listed. A CV usually includes a recent photo, personal details, school attendance, further education and studies, professional qualifications, work experience, other qualifications and additional knowledge (computer literacy, languages, drivers licence).

Technische Hochschule

Technical High School

A high school equivalent to the university, with traditional programmes of emphasis in natural science and engineering.

Tertiärer Bildungsbereich

Tertiary Education

Tertiary education includes all education offers, that generally prepare students who have high school certificates or technical high school certificates for higher qualified vocations. Institutes of tertiary training are universities etc.

Universität

University

An institute that provides full time tertiary education. At the university as a rule studies such as Theology, Spiritual Science, Law, Business Management, Medicine, Natural Sciences, Engineering and Education are offered. Admission is a final school examination certificate, special subject qualification or another equivalent qualification. The general high school certificate enables the student to study all subjects. In some subjects e.g. art and music or sport, an aptitude test is necessary. The special subject high school qualification stipulates the subjects. Additionally, professionally qualified applicants without school or high school qualifications can obtain special entry under special circumstances.

Vereidigte Übersetzer/innen

Sworn in Translators

Translators and interpreters have to be sworn in on oath, if they want to work officially in the law courts. Usually documents such as certificates, marriage certificates are only acknowledged, if translated by an officially appointed translator.

Verwaltungsfachhochschule

Advanced Technical College

A polytechnic financed by the federation or the region. The schools train in a special sector of administration and prepare the next generation to carry on in the service. These students have the status of officials on recall.

Visum-Visa-Sichtmerk

Visa (Visible Sign)

In Germany a visa is compulsory. However, there are exceptions. Citizens of some countries who do not need visas (e.g. EU country members). There are many different types of visas (§ 6 AufenthG).

- Visa of 3 month duration (short term visa) it is also called Schengen-Visa.
- Visa of longer duration, and allowing for employment purposes (longer than 3 months - a national visa).
- With a national visa entry requiring a longer stay and /or for the purpose of applying for work, is made possible. It normally requires the permission of the Alien Registration Office. The Alien Registration Office is the responsible authority at the place of future residence. The granting of a long term visa may require several months. A visa must always be applied for before the entering or passing through. It must be applied for at the embassy or the consulate. There a decision is made if a visa will be issued and whether entry into Germany may be allowed.

Volkshochschule

Adult education classes

An institute for the education of adults as a rule, publicly sponsored, with a spectrum offering many general and vocational subjects for further education.

Vorbereitungsdienst

Preparation Service

A preparatory time in a professional practice after the first state examination ending with a second state examination is specially for the teaching profession, but also for other careers in the public service.

Vorrangprüfung

Priority Test

A restricted employment permit may only be given to a foreign applicant when the employment market situation warrants permission. Permission is granted when the foreign employee is no threat to the employment market either in working structure, region or in economic divisions (global employment tests) and no German employee (also disadvantaged applicants) or privileged foreigners are available (Individual priority test). The working conditions for an immigrant employee must be the same as for a German employee. Through individual preference tests the authorities try to negotiate whether there is a privileged applicant for a certain job or not. Privileged applicants are Germans, EU citizens, EWR members, members of associated states, immigrants with an unrestricted residence permit and immigrants with permanent residence permit for Germany.

Weiterbildung

Further Education

Commonly called adult education. It is the main term for further education or training. One differentiates between general further education and vocational further education.

Weiterführende Schule

Further Study Schools

These are schools that are attended after Primary School.

Zeugnis der Allgemeinen Hochschulreife

General High School Certificate.

The certificate is given after attending the secondary school for 12 to 13 years and successfully passing the final examination. Apart from the final test results it also includes performance evaluation of the last two years of the Gymnasium. It is a right to admission at all universities and subjects.

Zeugnis der Fachgebundenen Hochschulreife

Final High School Certificate for specific subjects

Final examination certificate, that is given at the end of the secondary level II training in separate vocational courses. The student now has the right to study certain courses at university and equivalent institutions of higher education. The certificate is a prerequisite for the study at a High School for specific subjects..

ZVS

The Central Office for Allotting of Places to Study.

The main work of the central office of allotment (ZVS) is the procedure of allotting study places for the first semester at a state university. The main office is in Dortmund. The ZVS allots places throughout Germany for the following study courses: Biology, Medicine, Pharmacy, Psychology, Veterinary Science and Dentistry.

Zweiter Bildungsweg

Secondary Education

Institutes that offer adults the opportunity to obtain certificates of the following schools: Evening Secondary School, Evening Modern Secondary High School, Evening Gymnasium, College.