

FDZ-LifBi

## **NEPS Glossary**

Version November 2018

Research Data

Copyrighted Material  
Leibniz Institute for Educational Trajectories (LIfBi)  
Wilhelmsplatz 3, 96047 Bamberg  
Director: Prof. Dr. Sabine Weinert  
Executive Director of Research: Dr. Jutta von Maurice  
Executive Director of Administration: Dr. Robert Polgar  
Bamberg; November 16, 2018

## Research Data Documentation

The *NEPS Research Data Documentation Series* presents resources prepared to support the work with data from the National Educational Panel Study (NEPS).

This release of the NEPS Glossary was prepared by the staff of the Research Data Center at Leibniz Institute for Educational Trajectories (Forschungsdatenzentrum, FDZ-LIfBi). It represents a major collaborative effort. *The contribution of the following persons is gratefully acknowledged:*

Dietmar Angerer  
Nadine Bachbauer  
Daniel Bela  
Gregor Czerner  
Simon Dickopf  
Daniel Fuß  
Lydia Kleine  
Tobias Koberg  
Sven Pelz  
Benno Schönberger  
Mihaela Tudose  
Katja Vogel

*For the support in writing this manual, special thanks go to:*

Leo Ahrens (University of Bamberg)

Leibniz Institute for Educational Trajectories (LIfBi)  
Research Data Center (FDZ)  
Wilhelmsplatz 3  
96047 Bamberg, Germany

E-mail: [fdz@lifbi.de](mailto:fdz@lifbi.de)  
Web: <https://www.neps-data.de/en-us/datacenter>  
Phone: +49 951 863 3511



# Contents

<b>1 Foreword</b>	<b>1</b>
<b>2 Introduction</b>	<b>3</b>
<b>3 NEPS Glossary</b>	<b>4</b>
<b>4 Index</b>	<b>21</b>
<b>5 References</b>	<b>23</b>

# 1 Foreword

The National Educational Panel Study (NEPS) is a study carried out by the Leibniz Institute for Educational Trajectories (LIfBi) at the University of Bamberg. The NEPS provides longitudinal data on the development of competencies, educational processes, educational decisions, and returns to education in formal, nonformal and informal contexts throughout the life span.

The panel data are provided to researchers in the form of Scientific Use Files. All files are available in recent Stata and SPSS format with German and English variable labels and value labels. Data stored in Stata format contain both languages within one file. You can easily switch between these languages using the `label language` command.

```
label language en // to switch into English  
label language de // to switch into German
```

SPSS files are delivered separately for both languages.

The *NEPS Glossary* is part of the *NEPS Research Data Documentation Series*. It is based on the documentation of the translation process of all previously translated NEPS data and therefore has a direct data reference. It serves as a transparency tool for the NEPS data and fulfills three functions.

First, the *NEPS Glossary* intends to ensure a more consistent and uniform translation of the NEPS data. Thus, it is not a final template but rather a dynamic concept that will be continually adapted and extended in the course of the future translation process.

Furthermore, the *NEPS Glossary* should contribute to a better understanding of the NEPS data, that mainly consist of short variable labels and value labels. These contain numerous NEPS-specific terms and abbreviations that extend throughout the data and are not necessarily self-explanatory, especially for researchers who deal with the NEPS data for the first time. The *NEPS Glossary* explains the most important and frequently used terms and abbreviations in the NEPS data.

Finally, the *NEPS Glossary* intends to promote the usability of the NEPS data at the international level. One characteristic of the NEPS data is that many variables relate to the German educational and occupational system. Consequently, the according variable labels and value labels contain terminologies such as different school types, school-leaving qualifications and occupation-related expressions that are specific to Germany and often hard to classify in the international context. The *NEPS Glossary* explains education-related and occupation-related terms in the NEPS context.

For further information on the German educational and occupational system see European Centre for the Development of Vocational Training, 2008, Federal Institute for

## 1 Foreword

Vocational Education and Training, 2018, Federal Ministry of Education and Research, 2010, GESIS - Leibniz-Institut für Sozialwissenschaften, 2018, German Education Server, 2018 and Federal Employment Agency, 2018. Further sources of information are the webpages of the ministries of Education and the Arts of the individual federal states. The references listed here are only a selection of the most frequently consulted sources from a variety of online information sources.

In the following, the *NEPS Glossary* and its handling are introduced more closely.

# 2 Introduction

The *NEPS Glossary*, as part of the *NEPS Research Data Documentation Series*, serves as a supplementary information source to the NEPS data. It contains definitions of and further information about special terminology related to the German educational and occupational system as well as the NEPS-specific terms and abbreviations that are used frequently throughout the NEPS study.

### Description of the *NEPS Glossary*

The *NEPS Glossary* is based on internal translation guidelines to ensure consistency and completeness. It contains definitions of specific terms related to German educational and occupation system as well as of frequently used terms and concepts of the NEPS study.

Each entry consists of up to four parts: (1) the unique term that is defined; (2) a concise definition; (3) additional information about the term or concept; (4) the German equivalent. If an untranslated German term is used in the study (e.g. Abitur [university entrance qualification]), no German equivalent is stated. If a term is already defined in another entry, an internal hyperlink to the definition is provided in the PDF. The *NEPS Glossary* is sorted alphabetically.

### Guidelines on using this *NEPS Glossary*

The *NEPS Glossary* is equipped with internal hyperlinks that help you to navigate around the entries. The internal links are provided in all entries that contain another entry of this *NEPS Glossary* in the definition. You can simply click on the hyperlinks to be directed to the according entry. All internal hyperlinks can be identified by **this** text color.

### Comments and future changes to the *NEPS Glossary*

The *NEPS Glossary* is work in progress. We would be very grateful to receive suggestions about which additional terms to include and/or comments about the entries. Please also do not hesitate to contact us if you have any questions. You can contact the Research Data Center via email at [fdz@lifbi.de](mailto:fdz@lifbi.de).

## 3 NEPS Glossary

### Abitur

Abitur is the entrance qualification for universities.

Obtained after successfully completing education in a **Gymnasium** or a similar institution and passing the Abitur examination.

**Synonym:** Allgemeine Hochschulreife

**See also:** Fachgebundene Hochschulreife and Fachhochschulreife

### Administrative class

Administrative class is the highest civil service category in Germany.

The career of German civil servants is determined by their **civil service category**. Civil servants with high responsibilities such as leading ministry workers are part of the administrative class.

**German equivalent:** Höherer Dienst (Beamte)

### Advanced course

Advanced course is a school subject in that detailed and extensive knowledge is taught.

In the **upper Gymnasium level**, students choose **basic courses** and advanced courses. In comparison, advanced courses have considerably more weekly lessons and a larger scope.

**See also:** Gymnasium

**German equivalent:** Leistungsfach; Leistungskurs

### All-day school

All-day school is a school that is attended by its students for most of the day.

Besides lessons, all-day schools offer lunch, homework tutoring, and leisure time activities. Students typically leave between 4 to 5 p.m. until

when attendance is mandatory. Often, voluntary after-hour care is offered as well.

**German equivalent:** Ganztagschule

### Allgemeine Hochschulreife

Allgemeine Hochschulreife is another term for **Abitur**.

**Synonym:** Abitur

**See also:** Fachgebundene Hochschulreife and Fachhochschulreife

### Alternative school

Alternative school is a private school where students can fulfill their mandatory school service and that is authorized to award state-recognized school-leaving qualifications. The school curricula of alternative schools correspond to those of the public schools.

**See also:** Complementary school

**German equivalent:** Ersatzschule

### Alternative service

Alternative service is a work program that was a substitute for mandatory military service.

Young adults who refused to fulfill military service got the chance to work in organizations with a social, ecological, or cultural focus instead. After military service was made voluntary in 2011, alternative service was institutionalized as **voluntary service**.

**Synonym:** Community service

**German equivalent:** Wehersatzdienst

### Apprenticeship

Apprenticeship is an alternative term for **vocational training**, typically used when referring to learning a trade or craft.

**Synonym:** Vocational training



**German equivalent:** Lehre; Ausbildung; Berufsausbildung

#### Arbeitslehre

Arbeitslehre is a school subject with the aim to prepare students for vocational life.

The subject was introduced in schools in the former GDR. The term Arbeitslehre is increasingly being replaced by modernized terms such as 'Arbeit-Wirtschaft-Technik' (work-economy-technology).

#### Aufbaugymnasium

Aufbaugymnasium is a type of **Gymnasium** that can be attended after obtaining **Mittlere Reife** and leads to a regular **Abitur**.

#### Basic course

Basic course is a school subject in which fundamental knowledge is taught.

In the **upper Gymnasium level**, students choose basic courses and **advanced courses**. In comparison, basic courses have considerably less weekly lessons and a smaller scope.

**See also:** **Gymnasium**

**German equivalent:** Grundfach; Grundkurs

#### Basic vocational training year

Basic vocational training year is, as **vocational preparatory year**, a federal preparatory **apprenticeship** program.

It gives school-leavers and graduates who did not find an **apprenticeship** position or who are not pursuing subsequent school education the opportunity to attend a **vocational school** for one year. The basic vocational training year is regarded as the first year of **vocational training** and can be credited accordingly. It corresponds to the educational level of **Realschule**.

**German equivalent:** Berufsgrundbildungsjahr

#### Berufsakademie

Berufsakademie is a university of cooperative education offering a **dual course of study**.

#### Berufsfachschule

Berufsfachschule is a full-time **vocational school** (also called Fachschule).

#### Berufsoberschule

Berufsoberschule (BOS) is a **vocational school** at the upper secondary level.

Depending on the federal state, students can obtain the **Fachhochschulreife**, **fachgebundene Hochschulreife**, or **allgemeine Hochschulreife** in second-chance education here.

#### Bezirksregierung

Bezirksregierung is a district government, i.e. the middle level of the administration of the Länder (German federal states).

Most federal states are subdivided into districts that are governed by a Bezirksregierung. Their administrations are the intermediate political level between state and county governments.

#### Board of Trustees

Board of Trustees is a board of directors of a non-profit organization like a university, trust, or charity.

**German equivalent:** Kuratorium

#### Brigadier

Brigadier was a leader of a work unit in the former GDR.

#### Bundesland

Bundesland is a federal state in Germany.

Germany is subdivided into 16 federal states. Compared to other European countries, they are relatively autonomous with respect to the Federal Government, especially in the field of education. Germany's education institutions are fragmented because of this. However, they generally lead to the same leaving certifications.

#### Career information center

Career information center is another term for **job information center**.

**Synonym:** **Job information center**

#### Certificate of allgemeine Hochschulreife

Certificate of allgemeine Hochschulreife is the certificate of general **higher education** entrance qualification.

**See also:** Allgemeine Hochschulreife

**German equivalent:** Zeugnis der allgemeinen Hochschulreife

#### Civil service category

Civil service category is the category that determines responsibilities and pay levels of civil servants.

There are four civil service categories that can be sorted hierarchically, **subclerical class**, **clerical class**, **executive class** and **administrative class**. Professions are distributed into the categories based on required educational or vocational qualifications.

**German equivalent:** Laufbahngruppe

#### Civil service examination

Civil service examination is the final exam for the different classes of German civil service careers.

The career of German civil servants is determined by their **civil service category**.

**German equivalent:** Laufbahnprüfung

#### Clerical class

Clerical class is the middle civil service category in Germany.

The career of German civil servants is determined by their **civil service category**. Civil servants with intermediate responsibilities such as government secretaries are part of the clerical class.

**German equivalent:** Mittlerer Dienst

#### Commercial school

Commercial school is a **vocational school** that prepares students for professions in commerce and administration.

**German equivalent:** Handelsschule

#### Community service

Community service is another term for **alternative service**.

**Synonym:** Alternative service

**German equivalent:** Zivildienst

#### Complementary school

Complementary school is private school that offers education with a special focus on vocational education, music, sports, art, theater, etc. and that is not authorized to award state-recognized school-leaving qualifications. Students of a complementary school can acquire their state-recognized school-leaving qualification as external examinees at a public school.

**See also:** Alternative school

**German equivalent:** Ergänzungsschule

#### Comprehensive school

Comprehensive school is a type of secondary school that bundles several school types in one school instead of splitting them up into several institutions.

There are two types of comprehensive schools. In cooperative comprehensive schools, students are separated into **Hauptschule**, **Realschule**, and **Gymnasium** branches of the school. In integrated comprehensive schools, students can attend courses from all three branches based on their performance. For example, a student that does well in Math but whose performance in German is deficient might attend a Gymnasium level Math course and a Hauptschule level German course.

**See also:** Integrierte Haupt- und Realschule and Gemeinschaftsschule

**German equivalent:** Integrierte/kooperative Gesamtschule

#### Computer-assisted personal interview (CAPI)

Computer-assisted personal interview (CAPI) is an interviewing technique in which the interviewer uses a computer to answer the questions.

CATI is similar to the **computer-assisted telephone interview (CATI)**, except that the interview takes place in person instead of over the telephone. The method is usually preferred over a telephone interview when the questionnaire is long and complex. It has been classified as a personal interviewing technique because an interviewer is usually present to serve as a host and to guide the respondent.

If the respondent himself/herself uses a computer to answer the questions, the interviewing technique is called computer-assisted self interview (CASI).

#### Computer-assisted telephone interview (CATI)

Computer-assisted telephone interview (CATI) is a telephone surveying technique in which the interviewer follows a script provided by a software application.

CATI is a structured system of microdata collection by telephone that speeds up the collection and editing of microdata and also permits the interviewer to educate the respondents on the importance of timely and accurate data. The software is able to customize the flow of the questionnaire based on the answers provided, as well as information already known about the participant.

#### Computer-assisted web interview (CAWI)

Computer-assisted web interview (CAWI) is an internet surveying technique in which the interviewee follows a script provided in a website.

The program allows for the questionnaire to contain pictures, audio and video clips, links to different web pages, etc. The website is able to customize the flow of the questionnaire based on the answers provided, as well as information already known about the participant. It is considered to be a cheaper way of surveying since one doesn't need to use people to hold surveys.

#### Context person

Context persons are persons in the context of a **target person** who are questioned about additional information about target persons. For example in SC3, the context persons are parents, teachers and school principals.

**German equivalent:** Kontextperson

#### Continuing education

Continuing education is a vocational education that extends or deepens preexisting vocational skills or knowledge.

**German equivalent:** Weiterbildung

#### Cooperative state university

Cooperative state university is a state university offering a **dual course of study**.

**German equivalent:** Duale Hochschule

#### Core subject

Core subject is a major or main subject in a degree program.

**German equivalent:** Kernfach; Kernkompetenzfach

#### Data protection

Data protection is the legal protection from abusive data use.

Germany has comparatively strict data protection legislation. Therefore, data protection is a recurring theme in the **NEPS** study.

**German equivalent:** Datenschutz

#### Diplom

Diplom is a German tertiary education degree from the pre-Bologna system; equivalent to a Master's degree.

#### Distance learning

Distance learning is a degree course that does not require regular physical presence in university facilities.

Students learn with provided learning material, for example received via mail. Presence is only necessary for certain exams and seminars.

**See also:** **Distance education university**

**German equivalent:** Fernstudium

#### Distance education university

Distance education university is a university offering **distance learning** courses.

**German equivalent:** Fernuniversität

#### Domain-specific cognitive competences

Domain-specific cognitive competences are cognitive capabilities of **target persons** that are specific to certain topics ('domains').

Reading, mathematical and scientific competences are frequently tested in the **NEPS** study.

**German equivalent:** Domänenspezifische kognitive Kompetenzen

#### Dual education system

Dual education system is the German vocational education system that integrates work experience and **vocational schooling** or **higher education**.

**See also:** Dual vocational training

**German equivalent:** Duales Ausbildungssystem

#### Dual Oberschule

Dual Oberschule is a former type of school in Rhineland-Palatinate offering basic and intermediate secondary education.

**German equivalent:** Duale Oberschule

#### Dual vocational training

Dual vocational training is a **vocational training** integrating work experience and education in **vocational schools**.

**See also:** Dual education system

**German equivalent:** Duale Ausbildung

#### Dual course of study

Dual courses of study are offered by some **higher education** institutions covering tertiary education with a distinguished practical orientation. Theoretical education is supplemented by vocational training in a company.

**See also:** Berufsakademie; Cooperative state university

**German equivalent:** Duales Studium

#### Educational standards

Educational standards are standards that define what skills and knowledge students should obtain in certain grades and subjects.

**German equivalent:** Bildungsstandards

#### Employment information center

Employment information center is another term for **job information center**.

**Synonym:** Job information center

#### European Voluntary Service

European Voluntary Service is a EU program facilitating a year of voluntary social work, especially for students who recently finished their school education.

**German equivalent:** Freiwilliges Europäisches Jahr

#### Evening Gymnasium

Evening Gymnasium is an **evening school** offering night classes and leading to the school leaving qualification **Abitur**.

**See also:** Gymnasium

**German equivalent:** Abendgymnasium

#### Evening Hauptschule

Evening Hauptschule is an **evening school** offering night classes and leading to the school leaving qualification of the **Hauptschule**.

**German equivalent:** Abendhauptschule

#### Evening Realschule

Evening Realschule is an **evening school** offering night classes and leading to the school leaving qualification of the **Realschule**.

**German equivalent:** Abendrealschule

#### Evening school

Evening school is an education institution for adults that holds classes in the evening or at night to accommodate people who work during the day.

**German equivalent:** Abendschule

#### Executive class

Executive class is the elevated civil service category in Germany.

The career of German civil servants is determined by their **civil service category**. Civil servants with elevated responsibilities such as police chiefs are part of the executive class.

**German equivalent:** Gehobener Dienst

#### Extended Hauptschulabschluss

Extended Hauptschulabschluss is a special kind of leaving certificate of the **Hauptschule** in some federal states.

The qualification is awarded to students that achieve high grades in the Hauptschule, usually after grade 10. In contrast to **qualifying Hauptschulabschluss**, no additional examination is required. The extended Hauptschulabschluss improves the chance to be accepted into a **vocational training** program and qualifies students to be accepted into certain vocational schools.

**German equivalent:** Erweiterter Hauptschulabschluss

#### Extended Oberschule

Extended Oberschule is a type of school in the former GDR leading to a **university entrance qualification**.

**German equivalent:** Erweiterte Oberschule (EOS)

#### Extended Realschule

Extended Realschule is a type of school in Saarland offering basic secondary education.

The school type is a combination of **Hauptschule** and **Realschule**. Students can obtain the leaving certificate of the **Hauptschule** or the leaving certificate of the **Realschule**.

**German equivalent:** Erweiterte Realschule

#### Fachabitur

Fachabitur is the entrance qualification for universities of applied sciences and a restricted list of university courses.

The eligibility for university courses is usually based on the subjects attended in school.

**Synonym:** Fachgebundene Hochschulreife

**See also:** Allgemeine Hochschulreife and Fachhochschulreife

#### Fachakademie

Fachakademie is a type of school in Bavaria offering advanced vocational education and the possibility to obtain the entrance qualification for universities of applied sciences.

**See also:** University of applied sciences

#### Fachgebundene Hochschulreife

Fachgebundene Hochschulreife is another term for **Fachabitur**.

**Synonym:** Fachabitur

**See also:** Allgemeine Hochschulreife and Fachhochschulreife

#### Fachhochschulreife

Fachhochschulreife is the entrance qualification for **higher education** courses offered by universities of applied sciences.

**See also:** Allgemeine Hochschulreife and Fachgebundene Hochschulreife

#### Fachoberschule

Fachoberschule (FOS) is a **vocational school** at the upper secondary level leading to the entrance qualification for universities of applied sciences.

#### Fachpraktiker

Fachpraktiker is a term for apprentices that do not satisfy eligibility criteria for theoretical schooling in **vocational training** or an **apprenticeship** because of a disability.

The term can be loosely translated to 'specialized practitioners.' As this term suggests, the education of a Fachpraktiker focusses on applied skills rather than theoretical knowledge.

#### Fachschule

Fachschule is a school for continuing vocational training.

#### Faculty

Faculty is the teaching staff of a school.

Rarely also refers to the teaching and research staff of a university or a group of university departments concerned with a major division of knowledge.

**German equivalent:** Lehrkörper; Lehrerkollegium

#### Federal Employment Agency

Federal Employment Agency is the German Federal Employment Agency. The agency is mainly responsible for job place-ments, assistance of the unemployed, as well as managing the unemployment funds. Its main office is located in Nuremberg.

**German equivalent:** Bundesagentur für Arbeit

#### Foreman

Foreman is a master craftsman or **Master**.

Highest vocational qualification in craft, art, technical, and agricultural professions.

**German equivalent:** Meister

#### Gemeinschaftsschule

Gemeinschaftsschule is a type of **comprehensive school** in some federal states such as Schleswig-Holstein, Baden-Wuerttemberg, etc.

#### Gesamthochschule

Gesamthochschule is a combination of a university and a **university of applied sciences**.

#### Grundschule

Grundschule is an elementary school offering primary education.

#### Grundstudium

Grundstudium is the basic study period of the first two years in **higher education** (basically in **Diplom** programs) where the core curriculum is taught. In connection with Bachelor's and **Master's degree** programs, this term is rather unusual.

**See also:** Hauptstudium

#### Gymnasium

Gymnasium is a type of school leading to upper secondary education and the **Abitur**.

#### Habilitation

Habilitation is a post-doctoral academic qualification that qualifies its holders to hold lectures and bear the title 'habil.' (habilitatus).

The habilitation is the highest university examination in Germany and some other countries. It is necessary for becoming a professor.

#### Half-day school

Half-day school is a type of school where students only attend school during the morning. It typically involves extensive homework in the afternoon.

**German equivalent:** Halbtagschule

#### Halligschule

Halligschule is a type of school in that students from several grades are schooled in one to two classrooms.

Typically, five to eight grades are schooled together. The schooling approach is only applied in rural areas with a lack of students.

#### Hartz 4

Hartz 4 is the fourth pillar of the **Hartz reforms**. Colloquial term for unemployment benefits. The official term is Arbeitslosengeld II.

#### Hartz reforms

Hartz reforms is a German policy bundle that significantly reformed the German labor market and unemployment benefit legislation.

The reform bundle deregulated irregular employment and reformed **continuing education** (pillars I-III). Furthermore, it severely weakened unemployment benefits. Social welfare and long-time unemployment benefits were merged, resulting in reduced replacement rates for the long-term unemployed. Additionally, conditions for receiving unemployment benefits were tightened.

**German equivalent:** Hartz Reformen; Gesetz für moderne Dienstleistungen am Arbeitsmarkt

#### Hauptschule

Hauptschule is a school for basic secondary education. The school leaving qualification of Hauptschule is called Hauptschulabschluss (in some federal states also called Berufsbildungsreife or Berufsreife).

#### Hauptstudium

Hauptstudium is the main study period in **higher education** after the **Grundstudium** (basically in **Diplom** programs) where the curriculum focuses on different specialization modules. In connection with Bachelor's and **Master's degree** programs, this term is rather unusual.

#### Higher education

Higher education is the post-secondary education in a higher education institution such as a university or **university of applied sciences**.

**German equivalent:** Hochschulbildung

#### Hospitation

Hospitation is the sitting in on classes. Attendance of a supervisor of a class held by a teacher candidates in **Referendariat**. The supervisor analyzes and assesses the class in order to give advice to the teacher candidate.

In the **NEPS** study, sitting in on classes exclusively refers to a school context.

#### ICT literacy

ICT literacy are skills and knowledge in information and communications technology (ICT).

The term ICT refers to technologies such as computers, the internet, and smartphones. Due to rapid technological change, the demands of ICT to its users is constantly changing.

**German equivalent:** Computerwissen

#### Impact fellows

Impact fellows are participants in short-term research institution programs that aim at preparing graduate students and post-docs for an application of their skills in practical situations and/or influencing public debates

#### Induction year

Induction year is another term for **probationary year**

**Synonym:** Probationary year

#### Integrierte Haupt- und Realschule

Integrierte Haupt- und Realschule is a type of **comprehensive school** in some federal states such as Hamburg, Mecklenburg-Western Pomerania, etc. offering basic and intermediate secondary education. It includes both, **Hauptschule** and **Realschule** branches in one institution.

#### Job center

Job center is an institution providing services to the long-term unemployed.

Job centers were introduced with the **Hartz reforms**. They are joint institutions of the **Federal Employment Agency** and municipal providers. Their task is to reintegrate long-term unemployed into the labor market and to provide social welfare benefits.

**German equivalent:** Jobcenter

#### Job information center

Job information center is a public institution providing information on **vocational training** and



higher education opportunities, continuing education, and the labor market.

**Synonym:** Employment information center

**German equivalent:** Berufsinformationszentrum; BIZ

#### Journeyperson

Journeyperson is a trained craftsperson that completed vocational training and passed the final examination.

**German equivalent:** Geselle (m); Gesellin (f)

#### Kindergarten

Kindergarten is a preschool care facility for children.

German kindergartens follow an educational approach based on playing, singing, practical activities such as drawing, and social interaction as part of the transition from home to school.

#### Kolleg

A Kolleg offers full-time classes for adults leading to the **Abitur**.

#### Kollegstufe

Kollegstufe is the Bavarian designation of the last two years of Gymnasium. In other federal states also known as 'reformierte Oberstufe'.

**See also:** Upper Gymnasium level

#### Kommune

Kommune is a local authority unit; municipality.

#### Kursarbeit

Kursarbeit is the written examination in Thuringia that covers an extensive period of the **upper Gymnasium level**.

#### Language of origin

Language of origin is another term for mother tongue.

Language that a person has been exposed to from birth or shortly thereafter.

**German equivalent:** Muttersprache

#### Magister

Magister is a German degree in tertiary education from pre-Bologna system; level equivalent to a **Master's degree**.

#### Master

Master is a master craftsman or a **foreman**; sometimes colloquially for **Master's degree**

#### Master's degree

Master's degree is a graduate academic degree awarded by universities of applied sciences and universities upon completion of a degree course.

**German equivalent:** Masterabschluss

#### Medical intern

Medical intern is a young physician in compulsory practical training.

The completion of an 18-month phase as a physician in practical training was necessary to obtain full license to practice medicine in the period from 1988 to September in Germany. Since 2004, physicians who have successfully completed their studies have immediately received their license to practise medicine and the status of assistant physician when taking up employment in a clinic.

**German equivalent:** Arzt im Praktikum

#### Medical specialist training

Medical specialist training is a specialist training for physicians.

After obtaining their degree, physicians enter professional life as assistant physicians in clinics. Concurrently, they start a medical specialist training to specialize in a medical field such as dermatology. Training is commonly completed after five to six years of practical work.

**German equivalent:** Ausbildung zum Facharzt

#### Members of Consortium

Members of Consortium are in the NEPS context the Members of the **NEPS Consortium**.



**See also:** NEPS Consortium

**German equivalent:** Konsortialpartner

#### Metacognition

Metacognition denotes higher order thinking skills.

The term means cognition about cognition or thinking about thinking. A person engages in metacognition, e.g., when she notices the effect of emotions on her rationality or when she notices that learning something is difficult. Metacognitive skills influence the ability to learn and understand.

**German equivalent:** Metakognition

#### Metadata

Metadata are data that provide information about other data; in colloquial terms, “data about data”.

Information about the construct of an item. Provided information is, e.g., about how and when the data were created or their file size, or the interviewer executing a survey.

**German equivalent:** Metadaten

#### Mittelschule

Mittelschule is a type of school in Bavaria and Saxony offering basic and intermediate secondary education.

#### Mittelstufenschule

Mittelstufenschule is a type of school in Hesse with special focus on vocational education offering basic and intermediate secondary education.

#### Mittlere Reife

Mittlere Reife (also Mittlerer Schulabschluss, Mittlerer Abschluss, Mittlerer Bildungsabschluss) is a school leaving certificate of a school, offering intermediate secondary education such as **Realschule**, **Wirtschaftsschule**, **Werkrealschule**, etc.

#### Mode effect study

Mode effect study is a study that inquires whether a switch from a particular survey administration mode to another has a significant effect on its results.

It is known that administration modes such as paper questionnaires and telephone or face-to-face interviews can lead to different answers even though the same questions were asked. Mode effect studies aim to assess the magnitude of this distortion in particular research fields.

**German equivalent:** Mode-Effect-Studie

#### NEPS

NEPS means National Educational Panel Study.

Name of the research project that provides the data this glossary is about. The project analyzes educational processes in Germany from early childhood to late adulthood.

**German equivalent:** Nationales Bildungspanel

#### NEPS Consortium

NEPS Consortium is a group of experts that conducts the **NEPS** study.

The consortium is composed by research institutes, groups of researchers, and individual researchers with an interdisciplinary profile. Besides the IflBi, it has members from all over Germany in order to integrate the theoretical and methodological approaches of various disciplines.

**See also:** **Members of Consortium**

**German equivalent:** NEPS-Konsortium

#### NEPS Scientific Board

NEPS Scientific Board is an institution that oversees the work of the **NEPS Consortium**

The scientific board meets yearly to discuss and evaluate the work of the **NEPS Consortium** and give scientific advice concerning the further development of the project. The members of the board are scientists from Germany and abroad. Besides the researchers, there are

three representatives with permanent guest status from the German Research Foundation (German: Deutsche Forschungsgemeinschaft, DFG), the Federal Ministry of Education and Research (German: Bundesministerium für Bildung und Forschung, BMBF), and the Conference of Ministers of Education and Cultural Affairs (German: Kultusministerkonferenz, KMK).

**German equivalent:** Wissenschaftlicher Beirat

#### Oberschule

Oberschule is a types of schools offering secondary or vocational education.

The term Oberstufe is used differently in German states. In most states, it refers to basic and intermediate secondary education. The designation is used in Baden-Württemberg, Bavaria, Brandenburg, Bremen, Lower Saxony, and Saxony.

#### One-euro job

One-euro job is a federal labor market program with the aim of integrating unemployed people into the labor market.

The working time is 15-30 hours per week such that the program participant still has enough time to look for a regular full-time employment. The program was introduced with the **Hartz reforms**. It is primarily aimed towards the long-time unemployed and people who experience difficulties in finding employment, e.g., refugees. Participants are paid about one Euro per hour in addition to their unemployment benefits.

**German equivalent:** Ein-Euro-Job; Arbeitsgelegenheit mit Mehraufwandsentschädigung

#### Paper and pencil interview (PAPI)

Paper and pencil interview (PAPI) is a questioning technique in which the respondents fill out one or more paper questionnaires in or without the presence of the interviewer.

#### Pilot study

Pilot study is a large preliminary study conducted by **NEPS** to evaluate feasibility, time, cost, adverse events, and effect size (statistical variability) to predict the appropriate sample size

and improve the study design prior to the main study.

**German equivalent:** Großpilotstudie

#### Plant foreman

Plant foreman is a qualified manager in an industrial-technical vocation.

The plant foreman manages the production process. He or she acts as a link between upper management and workers on the shop floor.

**German equivalent:** Werkmeister

#### Polytechnic Secondary School

Polytechnic Secondary School is a type of school in the former GDR entitled to take up qualified vocational training as a skilled worker and to study at a **Berufsfachschule**.

**German equivalent:** Polytechnische Oberschule (POS)

#### Principal

Principal is the headmaster of a school.

**German equivalent:** Rektor; Schulleiter

#### Probationary year

Probationary year is a one-year practical work that social workers and pedagogues must do after **higher education** to be awarded their vocational qualification.

The probationary year is only mandatory in some federal states. People from other pedagogical care occupations who completed **vocational training**, e.g. educators, often also have to do a probationary year.

**Synonym:** Induction year

**German equivalent:** Anerkennungsjahr

#### Production foreman

Production foreman is a **Master** in an industrial occupation.

**German equivalent:** Industriemeister

#### Prospective teacher

Prospective teacher is a student studying or training to become a teacher.

Vocational education for teachers consists of **higher education** and **vocational training** in Germany. Prospective teachers must first complete University education for teaching professions. Subsequently, they train applied teaching in a school and accompanying seminars. Each of the two steps is concluded.

**German equivalent:** Lehramtskandidat(in)

#### Qualifying Hauptschulabschluss

Qualifying Hauptschulabschluss is a special kind of leaving certificate of the **Hauptschule**.

At the end of grade 9, **Gymnasium**, **Realschule**, or **Hauptschule** students can obtain a qualifying leaving certificate of the **Hauptschule**. The qualification is awarded after successfully completing an additional voluntary examination. Students, who complete this examination with a certain average grade, can then attend grade 10 to obtain **Mittlere Reife**. The qualifying Hauptschulabschluss also improves the chance to be accepted into a **vocational training** program.

**German equivalent:** Qualifizierender Hauptschulabschluss

#### Realschule

Realschule is an intermediate secondary school. The school leaving qualification of Realschule is called **Mittlere Reife**.

#### Realschule plus

Realschule plus is a type of **Realschule** in Rhineland-Palatinate.

Beginning in 2009, the federal state integrated the **Hauptschule** and **Realschule** as well as the **Regionale Schule** into one school type, the Realschule plus. Since then, Rhineland-Palatinate has a two-tiered school system supplemented by the **comprehensive school**.

#### Referendariat

Referendariat is a **vocational training** for **administrative class** workers after university graduation.

Mainly undertaken by aspiring teachers and judges.

#### Regelschule

Regelschule is a designation for German schools offering general education that are operated by the state.

In general, this entails public **Grundschule**, **Hauptschule**, **Realschule**, **Gymnasium**, and **comprehensive school**. However, the school type **special needs school** is not included.

#### Regionale Schule

Regionale Schule is a type of school in some federal states such as Mecklenburg-Western Pomerania, Rhineland-Palatinate etc. offering basic and intermediate secondary education.

The Regionale Schule integrates **Hauptschule** and **Realschule**.

**Synonym:** Regionalschule

#### Regionalschule

Regionalschule is another term for **regionale Schule**.

**Synonym:** Regionale Schule

#### Registered civil partnership

Registered civil partnership is the former German marriage equivalent for same-sex couples.

Registered civil partnerships were mostly equipped with the same rights as spouses. However, there were slight differences. People in registered civil partnerships were, e.g., not allowed to adopt children. In 2017, the German parliament decided to open marriage to same-sex couples.

**German equivalent:** Eingetragene Lebenspartnerschaft

#### Remedial class

Remedial class is a special class for learners with special needs.

**See also:** Remedial teaching

**German equivalent:** Förderkurs

#### Remedial teaching

Remedial teaching is education for learners with special needs.

**See also:** Remedial class

#### Rudolf Steiner school

Rudolf Steiner school is another term for **Waldorf school**.

**Synonym:** Waldorf school

#### Second-chance education

Second-chance education covers educational programs for adults who want to obtain a school leaving qualification that they previously did not obtain after leaving secondary education.

**German equivalent:** Zweiter Bildungsweg

#### Sekundarabschluss I

Sekundarabschluss I is a type of school-leaving qualification in Lower Saxony leading to school leaving qualification of **Hauptschule** or **Realschule**.

#### Sekundarschule

Sekundarschule is a type of school offering secondary education.

Several German states introduced the Sekundarschule. The term is used differently in those states.

#### Short-time working

Short-time working is an industrial agreement under which working times for certain workers are reduced in financially difficult times for the firm.

The firm-level agreement must be negotiated between employers and workers represented by unions, works councils, or themselves. Its aim is

to preserve the workforce in recessions or other times of insufficient commissions.

**German equivalent:** Kurzarbeit

#### Skilled worker

Skilled worker is a worker who obtained technical or craft skills in an **apprenticeship** or through relevant work experience.

**German equivalent:** Facharbeiter (*m*), Facharbeiterin (*f*)

#### Special education classes

Special education classes are part of a special needs education for mentally or physically disabled children.

**German equivalent:** Förderschulunterricht

#### Special education teacher

Special education teacher is a teacher at a **special needs school**.

**German equivalent:** Förderschullehrer

#### Special needs kindergarten

Special needs kindergarten is a kindergarten for mentally or physically disabled children.

**German equivalent:** Förderkindergarten

#### Special needs school

Special needs school is a type of school for children with special educational needs due to severe learning difficulties, physical disabilities, or behavioral problems.

For example, in most German states there are dedicated special needs schools for blind and deaf pupils as well as for mentally disabled pupils.

**German equivalent:** Förderschule; Sonderschule

#### Staatsexamen

Staatsexamen is an examination organized by a state authority for prospective teachers and lawyers to be allowed to practice their professions.

#### Stadtteilschule

Stadtteilschule is a type of school in Hamburg offering secondary education.

The school integrates the **Hauptschule**, **Realschule**, and **comprehensive school**. Students can obtain all school-leaving qualifications up to the **Abitur** based on their performance and commitment.

#### Student financial aid

Student financial aid is the federal financial aid for students.

Egalitarian program that supplies loans at favorable conditions to **higher education** students or people undergoing **vocational training**.

**German equivalent:** BAföG-Förderung; Bafög [coll.]

#### Studienrat

Studienrat are teachers that are part of the **administrative class**.

A Studienrat teaches students in secondary education. The term is obsolescent and not used in all German states. Furthermore, the precise use of the term differs between states.

#### Subclerical class

Subclerical class is the lower civil service category in Germany.

The career of German civil servants is determined by their **civil service category**. Civil servants performing simple tasks such as mailmen are part of the subclerical class.

**German equivalent:** Einfacher Dienst

#### Target group

Target group includes all **target persons** of a specific group, e.g. students in grade 9 in SC4.

**German equivalent:** Zielgruppe

#### Target person

In the context of **NEPS**, target person (TP) is a person that plays a key role in a substudy. Every **NEPS** starting cohort (SC) has its own target persons. For example in SC3, target persons are stu-

dents who were sampled in grade 5 in 2010. Additionally to target persons, different **context persons** such as parents, educators, teachers etc. are questioned.

**German equivalent:** Zielperson

#### Teacher training

Teacher training is a vocational education for teachers consisting of university education and **Referendariat**.

**German equivalent:** Lehrerausbildung

#### Temporary employment

Temporary employment is an employment situation where the working arrangement is limited to a certain period of time based on the needs of the employing organization.

Workers are usually employed by a temporary employment company that subsequently assigns them to other firms. Firms demand temporary workers to cut costs and flexibilize employment relationships.

**German equivalent:** Zeitarbeit

#### Temporary worker

Temporary worker is a worker in **temporary employment**.

**German equivalent:** Zeitarbeiter

#### Time stamp (TS)

Time stamp (TS) includes data that contains information on the exact time taken by **target persons** to complete **NEPS** studies such as questionnaires.

**German equivalent:** Zeitstempel

#### Training regulations

Training regulations are federal regulations that govern how the German **dual education system** is to be conducted.

The regulations entail, among other things, the contents of the program and the official designation of the qualification.

**German equivalent:** Ausbildungsordnung

#### University entrance qualification

University entrance qualification is a school leaving qualification that entitles graduates to enrol in **higher education** programs.

There are different educational paths to an university entrance qualification. The most common one is the **Abitur** which provides holders with a general university entrance qualification. In addition, students can obtain the **Fachhochschulreife** and **fachgebundene Hochschulreife**.

**German equivalent:** Hochschulreife

#### University of applied sciences

University of applied sciences is a **higher education** institution with a focus on the application of academic research rather than theoretical reasoning.

**German equivalent:** Fachhochschule

#### Upper Gymnasium level

Upper Gymnasium level is the upper level of secondary education (final three years) in a **Gymnasium**.

**See also:** Kollegstufe

**German equivalent:** Gymnasiale Oberstufe

#### Verbundene Haupt- and Realschule

Verbundene Haupt- and Realschule (sometimes also called **zusammengefasste Haupt- and Realschule**) is a type of school in some federal states offering basic and intermediate secondary education. In the **verbundene Haupt- and Realschule**, the educational programmes of the Hauptschule and the Realschule are interlinked pedagogically and/or organisationally as interrelated school branches.

**Synonym:** Zusammengefasste Haupt- and Realschule

#### Vicariate

Similar to the **Referendariat** for aspiring teachers and judges, the vicariate is a preparatory service for the profession of pastor (in the protestant church); the vicariate is thus the second part of pastor training in Germany. Requirement for

admission to the vicariate is a completed degree in protestant theology with the first theological or first ecclesiastical examination.

**German equivalent:** Vikariat

#### Vocational college

Vocational college is an education institution that offers upper secondary education or **vocational training**.

Vocational colleges refer to different institutions depending on the federal state. In some states, they offer school-based vocational training; in others, they award students with a school-leaving qualification equivalent to the **Fachhochschulreife**.

**German equivalent:** Berufskolleg

#### Vocational Gymnasium

Vocational Gymnasium is a type of school that offers secondary education with a specific vocational focus. Students can obtain the **Fachhochschulreife** there.

**German equivalent:** Berufliches Gymnasium

#### Vocational preparatory year

Vocational preparatory year is, as **basic vocational training year**, a federal preparatory apprenticeship program.

In contrast to the **basic vocational training year**, the vocational preparatory year cannot be taken into account as the first year of vocational training. However, school drop-outs have the opportunity here to catch up on their school leaving certificate of **Hauptschule**. In North Rhine-Westphalia, this is known as the "vocational orientation year". It therefore corresponds to educational level of **Hauptschule**.

**German equivalent:** Berufsvorbereitungsjahr; Berufsorientierungsjahr

#### Vocational school

Vocational school is a school offering vocational education.

Vocational schools offer the school-based training of the **dual education system**.

**German equivalent:** Berufsschule

#### Vocational training

Vocational training is an education program that teaches participants core skills and knowledge of a certain profession.

The German vocational training system is highly standardized and internationally acclaimed. Most often it is performed in the form of **dual education system** but it can also be entirely school- or firm-based.

**Synonym:** Apprenticeship

**German equivalent:** Berufsausbildung; Ausbildung; Lehre

#### Volksschule

Volksschule is a former type of school that offered basic secondary education. Depending on federal state, this school type was replaced by **Hauptschule** in the 1960s/1970s.

#### Volontariat

Volontariat has several meanings. What is meant in this context is a traineeship in journalism and publishing. There is no minimum educational background required. In practice, however, trainees with a university (of applied sciences) degree are preferred.

#### Voluntary ecological year

Voluntary ecological year is a voluntary work program for school graduates and young adults with an ecological focus.

Participants work for non-profit organizations that perform work that is beneficial for the environment. The program is funded both by participating organizations and federal states.

**German equivalent:** Freiwilliges Ökologisches Jahr

#### Voluntary service

Voluntary service is a voluntary work program for school graduates and young adults.

Participants work for organizations that perform tasks or services that are beneficial to the com-

mon good. The program is funded both by participating organizations and federal states.

**German equivalent:** Freiwilligendienst

#### Voluntary social year

Voluntary social year is a voluntary work program for school graduates and young adults with a social focus.

Participants work for non-profit organizations that perform social work and services. The program is funded both by participating organizations and federal states.

**German equivalent:** Freiwilliges Soziales Jahr

#### Waldorf school

Waldorf school is a type of school in that students are taught based on the anthroposophical theories by Rudolf Steiner.

Waldorf schools offer primary and secondary education that is a recognized alternative to mandatory school education. Compared to state schools, the education is aimed more towards executing artistic or technical projects and less towards intellectual-cognitive knowledge and skills.

**Synonym:** Rudolf Steiner school

**See also:** Alternative school

**German equivalent:** Waldorfschule

#### Werkrealschule

Werkrealschule is a type of school in Baden-Württemberg offering basic and intermediate secondary education in combination with basic vocational education.

#### Wirtschaftsschule

Wirtschaftsschule is a type of school in Bavaria offering intermediate secondary education with a focus on commerce.

#### Zusammengefasste Haupt- and Realschule

Zusammengefasste Haupt- and Realschule (sometimes also called **verbundene Haupt- and Realschule**) is a type of school in some federal states offering basic and intermediate secondary

education. In the **zusammengefasste Haupt- and Realschule**, the educational programmes of the Hauptschule and the Realschule are interlinked

pedagogically and/or organisationally as interrelated school branches.

**Synonym:** **Verbundene Haupt- and Realschule**



## 4 Index

- Abitur, 4
- Administrative class, 4
- Advanced course, 4
- All-day school, 4
- Allgemeine Hochschulreife, 4
- Alternative school, 4
- Alternative service, 4
- Apprenticeship, 4
- Arbeitslehre, 5
- Aufbaugymnasium, 5
  
- Basic course, 5
- Basic vocational training year, 5
- Berufsakademie, 5
- Berufsfachschule, 5
- Berufsoberschule, 5
- Bezirksregierung, 5
- Board of Trustees, 5
- Brigadier, 5
- Bundesland, 5
  
- Career information center, 5
- Certificate of allgemeine Hochschulreife, 6
- Civil service category, 6
- Civil service examination, 6
- Clerical class, 6
- Commercial school, 6
- Community service, 6
- Complementary school, 6
- Comprehensive school, 6
- Computer-assisted personal interview, 6
- Computer-assisted telephone interview, 7
- Computer-assisted web interview, 7
- Context person, 7
- Continuing education, 7
- Cooperative state university, 7
- Core subject, 7
  
- Data protection, 7
- Diplom, 7
- Distance education university, 8
- Distance learning, 7
- Domain-specific cognitive competences, 8
- Dual course of study, 8
  
- Dual education system, 8
- Dual Oberschule, 8
- Dual vocational training, 8
  
- Educational standards, 8
- Employment information center, 8
- European Voluntary Service, 8
- Evening Gymnasium, 8
- Evening Hauptschule, 8
- Evening Realschule, 8
- Evening school, 9
- Executive class, 9
- Extended Hauptschulabschluss, 9
- Extended Oberschule, 9
- Extended Realschule, 9
  
- Fachabitur, 9
- Fachakademie, 9
- Fachgebundene Hochschulreife, 9
- Fachhochschulreife, 9
- Fachoberschule, 9
- Fachpraktiker, 9
- Fachschule, 10
- Faculty, 10
- Federal Employment Agency, 10
- Foreman, 10
  
- Gemeinschaftsschule, 10
- Gesamthochschule, 10
- Grundschule, 10
- Grundstudium, 10
- Gymnasium, 10
  
- Habilitation, 10
- Half-day school, 10
- Halligschule, 10
- Hartz 4, 10
- Hartz reforms, 11
- Hauptschule, 11
- Hauptstudium, 11
- Higher education, 11
- Hospitation, 11
  
- ICT literacy, 11
- Impact fellows, 11

- Induction year, 11
- Integrierte Haupt- und Realschule, 11
- Job center, 11
- Job information center, 11
- Journey person, 12
- Kindergarten, 12
- Kolleg, 12
- Kollegstufe, 12
- Kommune, 12
- Kursarbeit, 12
- Magister, 12
- Master, 12
- Master's degree, 12
- Medical intern, 12
- Medical specialist training, 12
- Members of Consortium, 12
- Metacognition, 13
- Metadata, 13
- Mittelschule, 13
- Mittelstufenschule, 13
- Mittlere Reife, 13
- Mode effect study, 13
- NEPS, 13
- NEPS Consortium, 13
- NEPS Scientific Board, 13
- Oberschule, 14
- One-euro job, 14
- Paper and pencil interview, 14
- Pilot study, 14
- Plant foreman, 14
- Polytechnic Secondary School, 14
- Principal, 14
- Probationary year, 14
- Production foreman, 14
- Prospective teacher, 15
- Qualifying Hauptschulabschluss, 15
- Realschule, 15
- Realschule plus, 15
- Referendariat, 15
- Regelschule, 15
- Regionale Schule, 15
- Regionalschule, 15
- Registered civil partnership, 15
- Remedial class, 16
- Remedial teaching, 16
- Rudolf Steiner school, 16
- Second-chance education, 16
- Sekundarabschluss I, 16
- Sekundarschule, 16
- Short-time working, 16
- Skilled worker, 16
- Special education classes, 16
- Special education teacher, 16
- Special needs kindergarten, 16
- Special needs school, 16
- Staatsexamen, 16
- Stadtteilschule, 17
- Student financial aid, 17
- Studienrat, 17
- Subclerical class, 17
- Target group, 17
- Target person, 17
- Teacher training, 17
- Temporary employment, 17
- Temporary worker, 17
- Time stamp (TS), 17
- Training regulations, 17
- University entrance qualification, 18
- University of applied sciences, 18
- Upper Gymnasium level, 18
- Verbundene Haupt- und Realschule, 18
- Vicariate, 18
- Vocational college, 18
- Vocational Gymnasium, 18
- Vocational preparatory year, 18
- Vocational school, 18
- Vocational training, 19
- Volksschule, 19
- Volontariat, 19
- Voluntary ecological year, 19
- Voluntary service, 19
- Voluntary social year, 19
- Waldorf school, 19
- Werkrealschule, 19
- Wirtschaftsschule, 19
- Zusammengefasste Haupt- und Realschule, 19

## 5 References

- European Centre for the Development of Vocational Training. (2008). Terminology of European Education and Training Policy. A Selection of 100 Key Terms. [www.cedefop.europa.eu/etv/Upload/Information\\_resources/Bookshop/369/4064\\_en.pdf](http://www.cedefop.europa.eu/etv/Upload/Information_resources/Bookshop/369/4064_en.pdf), accessed: 06.06.2018.
- Federal Employment Agency. (2018). Berufenet. <https://berufenet.arbeitsagentur.de/berufenet/faces/index?path=null>, accessed: 06.06.2018.
- Federal Institute for Vocational Education and Training. (2018). Information on Occupations. Certificate Supplements. [https://www.bibb.de/en/occupationsinfo.php/certificate\\_supplements/en](https://www.bibb.de/en/occupationsinfo.php/certificate_supplements/en), accessed: 06.06.2018.
- Federal Ministry of Education and Research. (2010). Glossary of Vocational Training Terms. [https://www.bmbf.de/pub/Jobstarter\\_Fachglossar\\_englisch.pdf](https://www.bmbf.de/pub/Jobstarter_Fachglossar_englisch.pdf), accessed: 06.06.2018.
- German Education Server. (2018). Glossar zum Bildungswesen der Bundesrepublik Deutschland. <http://www.bildungsserver.de/glossar.html>, accessed: 06.06.2018.
- GESIS - Leibniz-Institut für Sozialwissenschaften. (2018). GESIS Survey Guidelines. <https://www.gesis.org/gesis-survey-guidelines/home/glossar/>, accessed: 06.06.2018.