

# Regulations on studying for degrees on an individual part-time basis at HAW Hamburg

issued on 20 June 2013

*This is an English translation of the original German text of these Regulations. It is provided for informational purposes only and has no force independent of the original German text. The original German version as issued on the above date shall be authoritative and definitive in all cases of dispute.*

*In the interest of non-discriminatory use of language, this English translation uses alternating feminine and masculine pronouns where required, and the plural wherever possible and appropriate.*

On 20 June 2013, acting pursuant to Section 85 subsection 1 no. 1 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVbl. p. 171), last amended 17 December 2013 (HmbGVBl. pp. 503, 527), the University Senate of HAW Hamburg adopted the original [German] text of this *Ordnung zur Regelung des individuellen Teilzeitstudiums an der Hochschule für Angewandte Wissenschaften Hamburg* (University of Applied Sciences).

## 1. Part-time study

(1) These Regulations cover only those degree courses at HAW Hamburg which have not been specifically designed for part-time study. To approve a degree course without a specific part-time curriculum for part-time study, the relevant Faculty Council must pass a resolution confirming its suitability for this mode of study. The Appendix to these Regulations lists the degree courses confirmed as suitable for part-time study. The University Senate of HAW Hamburg shall amend these Regulations, if required, once each semester; the amendment shall take place, at the latest, by the date on which applications for the succeeding semester open.

(2) Part-time study, where it takes place on a degree course not specifically designed for this mode of study, is an extension, granted on an individual basis, of the period during which a student completes a degree course. In each semester, part-time students are required to undertake at least half the workload expected of a full-time student on the same degree course in the same semester. All other aspects of the degree course are the same for full-time and part-time students.

(3) The Course-Specific Course and Examination Regulations for the relevant full-time degree course shall correspondingly, and definitively, apply to those studying on this degree course on a part-time basis, unless the present Regulations specify otherwise.

## 2. Eligibility for individual part-time study

(1) A student may request permission to study one of the degree courses as defined in Section 1 of these Regulations on a part-time basis if they are unable, for good reason, to dedicate to their studies the full amount of time required for successful completion of the degree course; they must, however, spend at least half this amount of time on their studies. Students must submit their request in the prescribed form and by the prescribed deadline.

(2) Students requesting part-time study must demonstrate a good reason for doing so. As a general rule, the following reasons will count as acceptable in this context:

- a. The student is engaging in paid work that regularly amounts to or exceeds 15 hours a week.
- b. The student has a disability or a long-term health condition that limits their ability to engage in their studies or the time they are able to devote to their degree course to such an extent that they would not be able to complete the degree on a full-time basis.
- c. The student is pregnant or has caring responsibilities for a child aged up to 16 who lives with them.
- d. The student is a carer for a close relative.
- e. The student has an outstanding ability in a sporting or athletic discipline and is training at an elite level, and it is in the public interest to enable them to devote a substantial amount of time to their training.

(3) Students must provide documentary evidence of the circumstances that make them eligible for part-time study; this evidence must cover the period of time during which the student wishes to study on a part-time basis.

### **3. Process of requesting part-time study; deadlines**

(1) Students should request permission to undertake part-time study when they enrol on their degree course or during the re-registration period that precedes each semester. The requirements and deadlines governing enrolment and re-registration for full-time students apply likewise to part-time students. Along with their request, students must submit evidence of the circumstances due to which they are making the request.

(2) Students must submit their request for part-time study to the Student Admissions and Registration Office in writing. There is no particular form for the request; a brief letter suffices. Requests for part-time study relating to degree courses which have not been approved as suitable for part-time study are invalid. Students can submit a request in any semester for a period covering two consecutive semesters and submit repeat requests thereafter as often as they require.

### **4. Matters relating to the part-time student's progression through their degree course**

(1) The part-time basis of study, once approved, covers all components of the degree course. When a degree course is declared suitable for study on a part-time basis pursuant to Section 1 subsection 1 of these Regulations, the relevant Faculty Council may exempt the course's practical semester and final semester from the part-time basis of study.

(2) Deadlines specified in course-specific Course and Examination Regulations for the completion of particular modules, examinations and assessments shall be extended for part-time students by the periods specified in the relevant Regulations.

(3) The terms Semester ('semester'), *Studiensemester* ('semester', semester of a degree course) and *Studienjahr* ('year of study') used in the General Course and Examination Regulations for Bachelor's and Master's degree courses in engineering, the sciences and health sciences, and computer science/information technology at HAW Hamburg (APSO- INGI) and in course-specific Course and Examination Regulations shall be considered to refer to semesters and years of study on a degree course (*Fachsemester, Fachstudienjahr*).

## **5. Determining the number of semesters of study in a part-time course**

Two semesters of part-time study shall count as one semester of the degree course (*Fachsemester*) and two semesters of enrolment at HAW Hamburg (*Hochschulsemester*).

## **6. Student status and semester contributions**

Part-time students hold the same status within HAW Hamburg as full-time students, and pay their semester contribution in the same amount each semester.

## **7. Effective date**

These Regulations shall come into effect on the date of their publication in the HAW Hamburg official gazette (*Hochschulanzeiger*). The provision set out in Section 1 subsection 1 sentence 5 shall come into effect at the commencement of winter semester 2013/14.

**Hamburg, 20 June 2013**  
**Hochschule für Angewandte Wissenschaften Hamburg**

## **Appendix**

The following degree courses are approved for part-time study on an individual basis as of summer semester 2014:

Applied Computer Science

Computer Science for Technical Systems

Electrical Engineering and Information Technology