

Guidelines for the selection of international applicants for places at HAW Hamburg in accordance with Section 2 (5) of the Regulations for the Selection of International Students for Admission to HAW Hamburg
Adopted by the International Students Selection Committee 04/23/2019

These guidelines set out the fundamental principles to be followed when awarding points for the selection criteria listed in Section 2 (5) of the Regulations.

Key principle:

The Committee shall award the maximum number of points for a criterion where it is of the view that the applicant meets the criterion to an extent which permits a positive assessment of the applicant's likely success in conducting and completing his or her studies. The award of maximum points does not require the applicant to have achieved, or be likely to achieve, the best possible or imaginable grades or results.

1. Grade average for higher education entrance qualification achieved outside Germany (≤ 40 points)

HAW Hamburg assesses grades achieved in higher education entrance qualifications (HEEQ) attained outside Germany in accordance with the stipulations laid down by the Central Office for Foreign Education at the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (*Kultusministerkonferenz*). A grade equivalent to or better than the German grade 2.0 attracts 40 points. One point is deducted from this for every 0.1 by which the grade declines.

The procedure should be adapted in the spirit of this key principle in cases where the applicant's HEEQ encompasses attainments from various sources, such as from the applicant's home country and from a *Studienkolleg* or from school and from a higher education institution (HEI), or where indications are present that assessment practices have changed or are likely to change.

2. Completed relevant vocational training and other practical experience (≤ 10 points)

Guideline values for demonstrable practical experience gained after attaining a HEEQ:

Practical experience relevant to the applicant's prospective degree course, total duration 2 months and above	4 points
Practical experience relevant to the applicant's prospective degree course, total duration 3 months and above	6 points
Practical experience relevant to the applicant's prospective degree course, total duration 6 months and above	8 points
Completed vocational training not relevant to the applicant's prospective degree course, duration two years and above	8 points
Completed vocational training relevant to the applicant's prospective degree course, duration two years and above	10 points

3. *Command of the German language in excess of the minimum level of competency required for admission to a higher education institution in Germany (≤ 10 points)*

One of the following options, listed under a) to h) below, may be taken into account; the Committee should select the option which results in the award of the highest number of points to the applicant.

a. Where the applicant has resided in a German-speaking region for at least three years, the Committee assumes the applicant to possess a command of the language in excess of the minimum requirements, and awards 3 points.

b. A certificate of competency at level C1 in the Common European Framework of Reference for Languages shall be recognised only where it was issued by a Goethe-Institut.

c. A completed TestDaF assessed at over 16 points results in the award of points under this criterion as follows:

- 17 points in TestDaF: 4 points
- 18 points in TestDaF: 6 points
- 19 points in TestDaF: 8 points
- 20 points in TestDaF: 10 points

d. The following points are awarded for a completed *telc Deutsch C1 Hochschule* examination:

- assessed as *'gut'* 6 points
- assessed as *'sehr gut'* 10 points

e. The following points are awarded for grades in the subject of German as part of a *Studienkolleg* examination or as part of a qualification, equivalent to the *Abitur*, taken in a German-speaking region:

- at least 2.5 : 4 points
- at least 2.0 6 points
- at least 1.5 8 points
- 1.0 10 points

f. 10 points are awarded to applicants holding the *Goethe-Zertifikat* at level C2.

g. 5 points are awarded to applicants holding level 3 of the *Deutsche Sprachprüfung für den Hochschulzugang* (DSH-3).

h. Applicants who have completed a Bachelor's, Master's or doctoral degree in German studies and can additionally demonstrate at least one year's experience teaching German or carrying out an equivalent activity in a German-language community or professional setting are awarded 10 points.

4. Letter of motivation (≤ 5 points)

The applicant's letter of motivation should explore i) why the applicant wants to study this subject and ii) why at HAW Hamburg. Points are awarded as follows:

- 1 point: The applicant has explored one of these two aspects.
- 2 points: The applicant has explored both aspects.
- 5 points: The applicant has explored both aspects and provided a convincing account of his/her motivation.

5. Achievements and circumstances personally relevant to the applicant and to his or her likely performance at HAW Hamburg (≤ 10 points)

The following factors shall be taken into account:

a. Attainments from other degree courses and preparatory attainments

- Preparatory attainments (examples are courses for ensuring readiness for academic study (*Propädeutikum*); *Studienkolleg*; participation in preparatory courses and preliminary studies for refugees): 5 points
- successful completion of courses and classes at a HEI, as assessed by the Selection Committee member from the relevant faculty: up to 5 points
- admission to a scholarship or studentship programme run by the government of another country or by a German foundation: 5 points

b. Individual and personal circumstances

- Parental responsibility for a child: 3 points
- Recognised as entitled to asylum, recognised as entitled to subsidiary protection, or recognised as a refugee (see definition below): 3 points
- Other demonstrable grounds for the taking into consideration of hardship, relating to location, health or family issues: 3 points

c. Discretionary faculty award of points

- Individual or personal circumstances which the Selection Committee member from the relevant faculty considers to promise an emphatically positive influence on the course of the applicant's prospective studies: up to 10 points

In case of legal proceedings arising from these guidelines, the German-language versions of the relevant laws and Admissions Regulations shall be legally binding.

Definition of a refugee

On the basis of the Hamburg Integration Concept issued in 2017 and the information issued by uni-assist e.V. on eligibility for its free-of-charge application/checking procedure for refugees, the Committee adopts the following definition of refugees. The term 'refugee' shall be deemed to apply to:

- All holders of a residence title on humanitarian grounds (Sections 22 to 25, German Residence Act/*Aufenthaltsgesetz*)
- All holders of a temporary residence title (*Aufenthaltsgestattung*) as an asylum seeker (Section 55, German Asylum Act/*Asylgesetz*)
- All tolerated persons (those with '*Duldungsstatus*' - tolerated stay pursuant to Section 60a *Aufenthaltsgesetz*)
- All holders of a permanent residence permit (*Niederlassungserlaubnis*) pursuant to Section 26, paragraphs 3 and 4, *Aufenthaltsgesetz*
- All holders of a 'fictional certificate' pursuant to Section 81, paragraphs 3 and 4, *Aufenthaltsgesetz*
- Immediate family members (parents, children, spouses) of recognised refugees, refugees under the terms of the Geneva Convention, and those entitled to subsidiary protection, who have followed their family member to Germany, subject to proof of the residence title of the originally entitled individual (the family member who arrived in Germany first), in accordance with Section 29, paragraph 2; Sections 30, 31, 32, 34, paragraphs 1 and 2; and Section 36 *Aufenthaltsgesetz*

Sources:

Hamburg Integration Concept 2017, p.12

<https://www.hamburg.de/contentblob/9642590/.../data/integrationskonzept-2017.pdf>

(English-language link:

<https://www.hamburg.de/contentblob/11364984/94362bc02852dbb54941652ac43d89d6/data/hamburg-integration-concept.pdf>)

<https://www.uni-assist.de/en/tools/glossary-of-terms/description/details/residence-title/>