

Admissions and Selection Regulations
issued by the Faculty of Life Sciences, Hamburg University of Applied Sciences (HAW Hamburg)
for the postgraduate Master's degree course in Public Health

16 April 2015

This is an English translation of the original German text of this excerpt from the above-named Admissions and Selection Regulations. It is provided for informational purposes only and has no force independent of the original German text. The original German version as published on the above date shall be authoritative and definitive in all cases of dispute.

In the interests of non-discriminatory use of language, this English translation uses alternating feminine and masculine pronouns.

On 16 April 2015, acting pursuant to Section 108 subsection 1 sentence 2 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVBl. p. 171), last amended 2 December 2014 (HmbGVBl. pp. 495, 500), the Executive Board of HAW Hamburg confirmed the following [German] text of the *Zugangs- und Auswahlordnung der Fakultät Life Sciences der Hochschule für Angewandte Wissenschaften Hamburg (HAW Hamburg) für den postgradualen Masterstudiengang Public Health*, adopted by the Faculty Council of the Faculty of Life Sciences on 15 April 2015:

1 Purpose and applicability of the Regulations

These Regulations govern admission to, and the selection of applicants for places on, the postgraduate degree course Master of Public Health at HAW Hamburg.

2. Requirements for entry to the degree course

- (1) Where, for a particular intake, the number of applicants meeting the entry requirements is greater than the number of places available on the degree course, places shall be allocated via an internal admissions procedure (refer to Section 3 below). No admissions procedure shall take place where the number of applicants meeting the entry requirements is lower than the number of places available; in this case, all applicants who meet the entry requirements shall be allocated a place on the course.
- (2) The entry requirements for the postgraduate Master's degree course in Public Health shall be as follows:
 - a. A successfully completed first degree amounting to at least 210 ECTS credit points in health sciences, public health or a comparable health-related subject area, such as medicine, social work, nursing or an allied health profession, or in a subject closely related to the nature and content of the degree course, such as business/economics
 - b. At least one year's professional experience in the health sector, or, alternatively, experience of independent academic work/research which is evidently related, in content and methodology, to health sciences/public health
 - c. Proficiency in the English language to at least level C1 (Common European Framework of Reference for Languages)
- (3) Notwithstanding the provisions of subsection (1) a, an applicant may be credited, for the purpose of admission to the degree course, with a fictitious improvement of the overall final grade attained in her first degree if she has relevant professional experience over and above that outlined in subsection (2) b, such as work as a doctor, allied health professional or in health research or health sector management. The Admissions Committee may, at its discretion, allow for a fictitious improvement (= numerical reduction) of the applicant's overall final grade by

0.10 per six months of relevant experience (at least 19 hours a week) up to a maximum improvement (= numerical reduction) of 1.00.

Applicants whose Bachelor's degrees amount to fewer than 210 CP (ECTS credit points) may be credited with a total maximum of 30 additional CP by way of taking into account their relevant professional qualifications and experience. The following factors (individually or in combination) shall be taken into account in this regard:

- a. Relevant attainments in another degree course, which may or may not be completed (max. 30 CP),
- b. Proof of relevant professional or academic experience, such as practical or research-related work in the health sector (max. 30 CP),
- c. Proof of other relevant qualifications or experience (max. 15 CP),
- d. Relevant attainments achieved during his time on the degree course (must be completed by the time he registers his Master thesis topic) (max. 30 CP)

(4) The following proofs of proficiency in English at the appropriate level shall be accepted:

- a. The applicant's Zeugnis der Fachhochschulreife (colloquially Fachabitur; completed in Germany), or her Zeugnis der allgemeinen Hochschulreife (colloquially Abitur; completed in Germany), showing a final grade of at least 'gut' (expressed in the German system) in the subject of English; OR
- b. a certificate confirming successful completion of an internationally recognised test of English language proficiency, with a minimum grade or score in accordance with the Appendix to these regulations, 'Guidelines on accepted tests of English language proficiency and acceptable performance in these tests for the purposes of admission to the Master's degree course in Public Health' (see below); OR
- c. a degree certificate issued by a higher education institution outside Germany for a degree in which the language of instruction was English; OR
- d. confirmation of experience attained in an English-speaking country, such as periods of work or other professional experience, which is deemed equivalent to the achievements outlined in points a. and b. above (see Appendix below).

3. Admissions procedure

- (1) Where, for a particular intake, the number of applicants meeting the entry requirements is greater than the number of places available on the degree course, places shall be allocated via an internal admissions procedure.
- (2) Places shall be allocated on the basis of a ranking of applicants in accordance with the total number of points awarded to them on the following criteria:

- a. The overall final grade attained by the applicant in his first degree (0 to 10 points)
- b. Demonstrable professional experience in the health sector (0 to 10 points)
- c. Specific relevant knowledge and skills which relate to the objectives of the Master's degree course (0 to 5 points)
- d. Assessment of the applicant's letter of motivation (0 to 5 points).

4. The Admissions Committee

- (1) An Admissions Committee shall be convened to carry out the admissions procedure outlined in Section 3 above. The Head of the Department shall propose its members and the Faculty Council shall appoint them to the Committee.
- (2) The Committee shall comprise three members with voting rights, who shall be professors or otherwise members of academic staff (*wissenschaftliche Mitarbeiter/innen*). The Committee shall

be deemed quorate when at least two members with voting rights are present.

(3) The Admissions Committee shall take decisions on the following matters:

- a. Equivalency of degree courses in accordance with Section 2 subsection 1 a
- b. Whether the applicant has attained the requisite professional experience in line with Section 2 subsection 1 b
- c. Recognition of professional experience as improving the applicant's overall final grade or of relevant qualifications or experience for the purpose of crediting the applicant with fictitious CP in accordance with Section 2 subsection 2
- d. Equivalency of proofs of English language proficiency in accordance with Section 2 subsection 3
- e. The rank order of applicants as outlined in Section 3 subsection 2.

5. Effective date

These Regulations shall come into effect on the date of their publication in the HAW Hamburg official gazette (*Hochschulanzeiger*).

Hochschule für Angewandte Wissenschaften Hamburg
Hamburg, 16 April 2015

Appendix

Guidelines on accepted tests of English language proficiency and acceptable performance in these tests for the purposes of admission to the Master's degree course in Public Health

Language test	Minimum acceptable score/grade
TOEFL (Test of English as a Foreign Language)	110/ 270/637
IELTS (International English Language Testing System - Academic Training)	6.5
CAE (Cambridge Certificate in Advanced English)	C
TOEIC (Test of English in International Communication)	945
PTE (Pearson Test of English)	PTE Academic: 76 PTE General Level: 4

Minimum acceptable proofs of attainments outside Germany as demonstrating the appropriate level of English language proficiency

- a. A certificate of higher education entrance qualification issued by a school in an English-speaking country (refer to point c below); the language of instruction must have been English
- b. Confirmation, issued in English, that the applicant has studied successfully for at least two years at a higher education institution in an English-speaking country (refer to point c below); the language of instruction must have been English
- c. 'English-speaking countries' are defined, in accordance with the definition used by the German Federal Agency for Civic Education, as follows (states where English is an official or national vernacular language): Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bhutan, Botswana, Cameroon, Canada, China, Cook Islands, Dominica, Eritrea, Fiji, Gambia, Ghana, Grenada, Guyana, Hong Kong, India, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Namibia, Nauru, New Zealand, Nigeria, Niue, Pakistan, Palau, Panama, Papua New Guinea, Rwanda, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Tonga, Trinidad and Tobago, Tuvalu, Uganda, United Kingdom, United States of America, Vanuatu, Zambia, Zimbabwe