

**Regulations on general provisions for admission to degree courses at HAW Hamburg  
(General Admission Regulations (HAWAZO))**

7 September 2022

*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 and amended on the above dates shall be authoritative and definitive in all cases of dispute.*

*In the interest of non-discriminatory use of language, this English translation uses the singular 'they' or plurals wherever possible.*

On 7 September 2022, acting pursuant to Section 10 subsection 2 of the Hamburg Higher Education Admissions Act (Hochschulzulassungsgesetz, HZG) issued on 28 December 2004, last amended 18 May 2018 (HmbGVBl. p. 188), the University Advisory Board of HAW Hamburg confirmed the following [German] text of the Ordnung zur Regelung der Allgemeinen Bestimmungen für die Zulassung zum Studium an der Hochschule für Angewandte Wissenschaften Hamburg (Hamburg University of Applied Sciences) (Allgemeine Zulassungsordnung – HAWAZO), adopted by the Executive Board of HAW Hamburg on 9 June 2022:

## **General provisions**

### **1. Applicability**

<sup>1</sup>These Regulations govern the allocation of places on degree courses at HAW Hamburg with and without pre-defined restricted numbers of places. They are based on Section 10 of Hamburg Higher Education Admissions Act (Hochschulzulassungsgesetz, HZG) and supplement the provisions contained therein and in the Hamburg Ordinance on the Allocation of Places on Degree Courses (Hamburgische Studienplatzvergabeverordnung – HmbStPlVVO). <sup>2</sup>These Regulations do not apply to degree courses run under private law for the purpose of continuing professional development as defined in Section 57 subsection 5 of the Hamburg Higher Education Act (HmbHG). Further, they do not cover the Bachelor's and Master's degree courses in Public Management at HAW Hamburg.

### **2. Definitions of terms**

The interpretation and application of these Regulations shall proceed in accordance with the definitions of terms set out in Section 2 of the Hamburg Ordinance on the Allocation of Places on Degree Courses.

### **3. Admission of students to degree courses**

<sup>1</sup>HAW Hamburg admits students to its degree courses at the commencement of each summer semester and each winter semester, that is, at two defined points in each academic year. <sup>2</sup>Statutes issued on the basis of Section 3 subsection 4 of the Law on the management of places at state

higher education institutions in Hamburg (Ausbildungskapazitätsgesetz, AKapG) shall set out which degree courses admit students in which semester(s).

#### **4. Applicants with equal status to German citizens**

The provisions of Section 1 subsection 2 of the Hamburg Ordinance on the Allocation of Places on Degree Courses, in its currently valid version, relating to applicants that hold a status equal to that of German citizens for admissions purposes, shall apply.

#### **Admissions procedures**

#### **5. Deadlines for the submission of applications for admission and for the required supporting documents**

(1) Applicants for admission to HAW Hamburg must submit their application, any supplementary applications, and all supporting documents required, by:

1. 15 January for the summer semester of the same year;
2. 5 July for the winter semester of the same year.

(2) <sup>1</sup>The Executive Board may set deadlines that differ from those specified in subsection 1 above for specific degree courses or specific groups of applicants, should this prove necessary due to particular circumstances. <sup>2</sup>The HAW Hamburg website (<https://www.haw-hamburg.de>) shall publish any deadlines that differ from those specified in subsection 1 above and the degree courses and/or groups of applicants to which they apply.

(3) Statutes or regulations of HAW Hamburg, particularly Admissions and Selection Regulations for specific degree courses, may specify exemptions to the deadlines defined above for the submission of supporting documents.

(4) Applications, supplementary applications or required supporting documents that reach HAW Hamburg after the deadlines specified in subsections 1 to 3 above shall be rejected.

#### **6. Form of applications and supporting documents**

(1) <sup>1</sup>Applications must request admission in a specific semester and, alongside their supporting documents, must be submitted via the online applications gateway provided by HAW Hamburg; applications not submitted in this format will not be considered. <sup>2</sup>In submitting their applications via the online gateway, applicants consent to receiving HAW Hamburg's decision on their application by accessing the system via a publicly accessible network (Section 41 subsection 2a Hamburg Administrative Procedure Act (Hamburgisches Verwaltungsverfahrensgesetz) and agree to check for messages on a regular basis, throughout the admissions process, in the account linked to the email address which they have used to register with the system. <sup>3</sup>HAW Hamburg shall have the right to refuse to receive any applications via the online gateway before 1 December for the summer semester that follows that date and 1 June for the winter semester that follows that date.

<sup>4</sup>Applicants who demonstrate that they cannot reasonably be expected to use the online system to submit their application shall receive support with their application from HAW Hamburg. <sup>5</sup>These applicants remain obliged to observe the relevant deadlines as set out in Section 5 above.

(2) <sup>1</sup>When submitting their application and supporting documents as required, applicants must use only and exclusively HAW Hamburg's online applications gateway and the forms provided therein, and must provide the information detailed in the Statutes of HAW Hamburg on the processing of personal data. <sup>2</sup>HAW Hamburg may further require applicants to give such information as is

necessary for its administration to ascertain whether the applicant meets conditions set out in statutes issued on the basis of Section 37 subsections 2 and 4 and Sections 39 subsection 1 sentence 3 HmbHG. <sup>3</sup>This provision shall not affect any requirements for applicants to give information on the basis of other legal provisions. <sup>4</sup>Applicants are required to indicate in their applications whether they:

1. are, at the time of application, enrolled on a degree course in the subject for which they are applying, at any German higher education institution;
2. have previously completed, or been enrolled on, any degree course at any German higher education institution. They should also give the period of time for which they were thus enrolled;
3. have unsuccessfully attempted an examination in this or a related degree course, and have exhausted all attempts to pass it (see Sections 44, 65 HmbHG).

(3) Applicants seeking admission on the basis of exceptional hardship criteria must provide evidence plausibly detailing their circumstances by the relevant deadline as specified in Section 5 above.

(4) Applicants applying for admission in the admissions quota for elite athletes/sportspeople must provide, by the relevant deadline as specified in Section 5 above, confirmation from the Olympic Training Centre for Hamburg and Schleswig-Holstein (OSP) of their status as an elite athlete/sportsperson and their membership of the German national squad in a sporting or athletic discipline served by the OSP.

(5) Applicants seeking admission in the priority quota for those without a school-based higher education entrance qualification must provide evidence of their entitlement to inclusion in this category by the relevant deadline as specified in Section 5 above.

(6) <sup>1</sup>Applicants citing extenuating circumstances outside their control as having affected the overall final grade or the date of completion of their higher education entrance qualification must provide evidence of these circumstances, issued by the institution at which they completed their higher education entrance qualification, by the relevant deadline as specified in Section 5 above. <sup>2</sup>Where such evidence is sufficient to demonstrate a specific final grade that the applicant would have achieved if they had not been affected by the circumstances detailed, the applicant's final grade for the purpose of the admissions process shall be considered to be this grade rather than the grade in fact attained.

(7) Applicants previously admitted to a specific semester of a degree course at HAW Hamburg or offered a place on the said degree course, who, due to one of the sets of circumstances detailed in Section 14 subsection 1, had to abandon their degree studies or were unable to commence them, are required to provide evidence of the applicable circumstances as set out in Section 14 subsections 1 and 2 by the relevant deadline as specified in Section 5.

(8) Where a degree course requires, in addition to or instead of a higher education entrance qualification pursuant to Section 37 subsection 1 HmbHG, the completion of a test of artistic aptitude pursuant to Section 37 subsection 4 HmbHG, applicants shall provide HAW Hamburg with confirmation of having completed the test by the relevant deadline as specified in Section 5 above.

(9) Applicants whose higher education entrance qualification takes one of the forms listed in Section 37 subsection 1 sentence 1 nos. 3 to 7 HmbHG must provide HAW Hamburg, by the relevant deadline as specified in Section 5 above, with confirmation of having attended an advisory appointment with an advisor from HAW Hamburg no earlier than 12 months prior to the relevant deadline for their application.

(10) <sup>1</sup>Only those applications that contain all required information and have been submitted via the online applications gateway provided by HAW Hamburg, by the relevant deadline as specified in Section 5, shall be included in the admissions process. <sup>2</sup>Applications or supporting documents submitted in previous admissions rounds will not be considered. <sup>3</sup>Applicants may only apply for a place on one degree course in each admissions round. <sup>4</sup>If an applicant submits multiple applications in one admissions round, HAW Hamburg shall consider only the last application to reach it by the relevant deadline.

## **7. Language proficiency requirements**

(1) <sup>1</sup>Where the course-specific Admissions and Selection Regulations for a degree course specify a required level of English language proficiency of, or equivalent to, at least level B 1 of the Common European Framework of Reference for Languages, applicants shall demonstrate the required level of proficiency by means of one of the following documents or certificates:

1. A German Zeugnis der allgemeinen Hochschulreife (colloquially Abitur) showing English as one of the subjects taken, or a Zeugnis über die Hochschulzugangsberechtigung confirming the applicant's proficiency in English at level B 1
2. A certificate confirming completion of mandatory secondary education in Germany (Mittlerer Schulabschluss; Realschulabschluss or similar), showing the subject of English with a grade of 4 (ausreichend) or better
3. International English Language Testing System (IELTS) Academic Test
4. Test of English as a Foreign Language (TOEFL) iBT or ITP
5. Linguaskill General
6. A higher education entrance qualification attained at a school in an English-speaking country, as defined by the German Federal Agency for Civic Education, or an English-medium school
7. Confirmation of admission to a degree course in an English-speaking country, as defined by the German Federal Agency for Civic Education, or to a degree course taught through the medium of English
8. A document issued by a higher education institution confirming the applicant has studied successfully for at least one year on a degree course taught through the medium of English
9. Evidence of successfully gained professional/work experience of at least six months' duration or a semester of student work experience in an English-speaking country, as defined by the German Federal Agency for Civic Education, or in a business or organisation which works in English.

<sup>2</sup>In exceptional, individual cases, applicants may demonstrate their English language proficiency by means of qualifications or experience equivalent to those listed in points 1 to 9 above. <sup>3</sup>The Student Admissions and Registration Office shall take decisions on the equivalency of qualifications or experience to those listed in points 1 to 9 above on a case-by-case basis.

(2) <sup>1</sup>Where the course-specific Admissions and Selection Regulations for a degree course specify a required level of English language proficiency of, or equivalent to, at least level B 2 of the Common European Framework of Reference for Languages, applicants shall demonstrate the required level of proficiency by means of one of the following documents or certificates:

1. A German Zeugnis der allgemeinen Hochschulreife (colloquially Abitur) or Fachhochschulreife (colloquially Fachabitur), showing a grade of ausreichend (4.0, or at least 5 points) or better in the subject of English. Should the applicant's Zeugnis der allgemeinen Hochschulreife or Fachhochschulreife contain no final grade in the subject of English, the equivalent grade shall be

calculated by forming the average (expressed in points) of the partial grades in the subject of English listed in the document for the final two years of schooling.

2. TOEFL (Test of English as a Foreign Language, iBT or ITP)
  3. IELTS (International English Language Testing System – Academic Training)
  4. CAE (Cambridge Certificate in Advanced English)
  5. CPE (Cambridge Certificate of Proficiency in English)
  6. FCE (Cambridge First Certificate)
  7. BEC (Higher Business English Certificate)
  8. Linguaskill General
  9. A higher education entrance qualification attained at a school in an English-speaking country, as defined by the German Federal Agency for Civic Education, or an English-medium school
  10. Official confirmation of admission to a degree course in an English-speaking country, as defined by the German Federal Agency for Civic Education, or to a degree course taught through the medium of English
  11. A formal document/official transcript issued by a higher education institution confirming the applicant has studied successfully for at least one year on a degree course taught through the medium of English or in an English-speaking country, as defined by the German Federal Agency for Civic Education
  12. Evidence of professional/work experience, attained after graduation from a degree course, of at least six months' duration, or of a semester of student work experience, in a business or organisation which works in English
  13. Evidence of professional/work experience of at least six months' duration or of a semester of student work experience in an English-speaking country, as defined by the German Federal Agency for Civic Education. <sup>2</sup>In exceptional, individual cases, applicants may demonstrate their English language proficiency by means of qualifications or experience equivalent to those listed in points 1 to 13 above. <sup>3</sup>The Student Admissions and Registration Office shall take decisions on the equivalency of qualifications or experience to those listed in points 1 to 13 above on a case-by-case basis.
- (3) <sup>1</sup>Where the course-specific Admissions and Selection Regulations for a degree course specify a required level of English language proficiency of, or equivalent to, at least level C 1 of the Common European Framework of Reference for Languages, applicants shall demonstrate the required level of proficiency by means of one of the following documents or certificates:
1. A German Zeugnis der allgemeinen Hochschulreife (colloquially Abitur) or Fachhochschulreife (colloquially Fachabitur), showing a grade of gut (at least 11 points) or better in the subject of English, taken as a Leistungskurs or as an Erweiterungskurs
  2. TOEFL (Test of English as a Foreign Language), ITP or iBT
  3. IELTS (International English Language Testing System - Academic Training)
  4. Cambridge Certificate:
    - CAE (Cambridge Certificate in Advanced English)
    - CPE (Certificate of Proficiency in English)
  5. TOEIC (Test of English for International Communication)
  6. BEC (Business English Certificates)
  7. Linguaskill General
  8. PTE (Pearson Test of English) Academic
  9. telc English

10. A higher education entrance qualification attained at a school in an English-speaking country, as defined by the German Federal Agency for Civic Education, or an English-medium school
11. A formal document/official transcript issued by a higher education institution confirming the applicant has studied successfully for at least two years on a degree course taught through the medium of English or in an English-speaking country, as defined by the German Federal Agency for Civic Education
12. Evidence of professional/work experience, attained after graduation from a degree course, of at least two years' duration, attained in an English-speaking country, as defined by the German Federal Agency for Civic Education, or in a business or organisation which works in English.

<sup>2</sup>In exceptional, individual cases, applicants may demonstrate their English language proficiency by means of qualifications or experience equivalent to those listed in points 1 to 12 above. <sup>3</sup>The Student Admissions and Registration Office shall take decisions on the equivalency of qualifications or experience to those listed in points 1 to 12 above on a case-by-case basis.

## **8. Specific requirements relating to applications for places on Bachelor's degree courses**

- (1) Applicants for a place on a Bachelor's degree course are required to provide, by the relevant deadline as specified in Section 5, evidence of having completed an anonymous self-assessment relating to the degree course in question, should the course-specific Admissions and Selection Regulations of the relevant degree course require it.
- (2) Applicants are further required to provide, by the relevant deadline as specified in Section 5, evidence of an adequate level of proficiency in the language of instruction, unless their higher education entrance qualification is deemed to constitute evidence thereof.
- (3) Applicants to Bachelor's degree courses who attained their higher education entrance qualification outside the German education system are required to submit, by the relevant deadline as specified in Section 5, their 'preliminary review documentation' (Vorprüfungsdokumentation, VPD) issued by the organisation uni-assist or a certificate issued by the relevant authority confirming that the applicant's higher education entrance qualification is recognised as equivalent to a qualification gained in Germany.

## **9. Specific requirements relating to applications for places on Master's degree courses**

- (1) <sup>1</sup>Applicants for a place on a Master's degree course covered by these Regulations are required, by the relevant deadline as specified in Section 5, to submit the Certificate of Examinations from their Bachelor's degree (Bachelorzeugnis) as evidence that they have successfully completed a first degree (Section 39 subsection 1 sentence 1 HmbHG). <sup>2</sup>Applicants for places on vocational Master's degree courses intended for continuing professional development are further required to provide evidence of experience of working in their professional field, usually for a period of at least one year (Section 39 subsection 1 sentence 2 HmbHG). <sup>3</sup> Applicants are further required to provide, by the relevant deadline as specified in Section 5, evidence of an adequate level of proficiency in the language of instruction, unless their higher education entrance qualification or the Certificate of Examinations from their Bachelor's degree is deemed to constitute evidence thereof.
- (2) Applicants for a place on a Master's degree course are required, by the relevant deadline as specified in Section 5, to submit the supporting documents required pursuant to the statutes issued on the basis of Section 39 subsection 1 sentence 3 HmbHG.
- (3) <sup>1</sup>Applicants who do not yet hold a first degree due to not having completed specific examinations or assessments in that degree are required to submit 6ft he institution at which they

are taking that degree a form provided by HAW Hamburg, on which that institution should confirm that the applicant's studies to date, particularly the examinations and assessments they have completed, indicate that they will complete their degree by the end of the first semester of the Master's degree course to which they are applying.<sup>2</sup> Applicants who submit this completed form by the relevant deadline as specified in Section 5 above shall be admitted on condition that they provide evidence of having completed their first degree within a period of time set by HAW Hamburg (Section 39 subsection 2 HmbHG).

#### **10. Specific requirements relating to applications for places in the second or a subsequent semester of a degree course**

(1) Applicants may apply for entry to the second or a subsequent semester of a degree course, but only up to and including the penultimate (second to last) semester of the course's standard duration. Exceptions shall be granted in cases with an element of exceptional hardship.

(2) Applicants seeking admission to the second or a subsequent semester of a degree course are required, by the relevant deadline as specified in Section 5 above, to submit evidence of the courses, modules and assessments they have completed in their current degree course to date and a form ('Supplementary information for an application for admission to the second or subsequent semester of a degree course at HAW Hamburg') which demonstrates that the applicant has reached a point in their previous degree course which enables them to join the HAW Hamburg degree course in the semester to which they seek admission.

(3) <sup>1</sup>Applicants enrolled on another degree course at the time of their application, who intend, in the semester during which they are applying, to complete modules, examinations or assessments that are suitable for recognition in the course they are applying to at HAW Hamburg, are required, by the relevant deadline as specified in Section 5 above, to submit a form demonstrating that, upon passing the examinations or assessments for which they have demonstrably registered, they will have reached a point in their previous degree course which enables them to join the HAW Hamburg degree course in the semester to which they seek admission. <sup>2</sup>Applicants shall be admitted to the second or a subsequent semester upon condition that they provide evidence of having attained the credit points required for admission to the 7th semester by the commencement of the teaching period of the 7th semester. If they do not provide this evidence, their admission to the semester they wish to enter shall be revoked.

#### **11. Extent of HAW Hamburg's obligations regarding the completeness and correctness of applications**

HAW Hamburg shall have no obligation to inform applicants that their applications are incomplete or contain errors/have been completed incorrectly.

#### **12. 'Overbooking'**

To facilitate rapid allocation of places on 1st degree courses, HAW Hamburg may, drawing on 1st experience of offer acceptance rates in previous admissions rounds, admit to 1st degree courses a number of students that exceeds the pre-defined numbers of the 7th degree course ('overbooking').

#### **13. Equality of opportunity for applicants with disabilities**

<sup>1</sup>When applying 1st admissions criteria to applicants with a disability or a long-term health condition, HAW Hamburg shall ensure that these applicants have full equality of opportunity by

taking account the disadvantages they have incurred in their education to date due to their disability or condition and making reasonable accommodations in the applications and admissions process. <sup>2</sup>Disability- or health-related extensions to the usual or typical period spent at school or in further education or training shall not put these applicants at a disadvantage for admissions purposes. <sup>3</sup>HAW Hamburg's designated officer for students with disabilities and long-term health conditions shall be provided with information on general accommodations made in this context and shall, at her or his request, be included in the process of implementing any action taken to ensure applicants with disabilities or long-term health conditions are not disadvantaged in the applications and admissions process.

#### **14. Consideration of special circumstances**

(1) Applicants who:

1. are currently completing a period of compulsory service pursuant to Article 12 paragraph 1 or 2 of the Basic Law for the Federal Republic of Germany, have committed to carrying out such compulsory service or an equivalent service for a period of up to three years,
2. have served or are serving as a development worker within the meaning of the German Development Workers Act issued on 18 June 1969 (BGBI. I p. 549), last amended 23 May 2017 (BGBI. I p. 1228) in its currently valid version, for a period of at least two years,
3. have completed, or have committed to completing, a period of youth voluntary service within the meaning of the German Act to Promote Youth Voluntary Services (JFDG) issued on 16 May 2008 (BGBI. I p. 842), last amended 20 August 2021 (BGBI. I p. 3932) in its currently valid version, or
4. have caring responsibilities for a child under the age of 18 or are caring for, or have cared for, a family member requiring care for a period of up to three years

shall receive preferential admission in line with the provisions of subsection 3 below.

(2) Preferential admission shall only be granted if:

1. at the point in time at which the applicant's service or commitments commenced or during their course, the degree course to which they are applying was not subject to a defined restriction on admissions numbers, or
2. the applicant had been admitted to the degree course at the commencement of or during the course of their service or commitments.

(3) <sup>1</sup>At the latest, prospective students must apply for admission on the basis of subsections 1 or 2 above during the second admissions round that takes place after they have completed their service or commitments or after the periods of time specified above have elapsed. <sup>2</sup>Where the applicant is, at the time of application, still completing the service or commitment in question, they shall provide confirmation that the service or commitment will be completed by the commencement of the teaching period to the semester in which they seek admission.

#### **Decisions on admissions**

#### **15. Allocation of places**

(1) <sup>1</sup>Where the number of valid applications for places in the first semester of courses for first (Bachelor's) degrees exceeds the pre-determined number of places available, places shall be allocated to applicants falling into the following categories, in the order of their position in the list below:

1. Applicants qualifying for consideration of special circumstances

Prior to the main admissions process, the number of places available shall be reduced by the number of applicants covered by the provisions of Section 14 above [to ensure that these applicants receive preferential admission as set out in Section 14 above].

## 2. Priority quotas

After subtraction of the appropriate number of places for applicants in special circumstances (see no. 1 above), the following quotas shall be subtracted from the available number of places:

- a) A share of 10 per cent of the places available, which shall be reserved for non-German citizens and stateless persons who do not hold a status equal to that of German citizens for admissions purposes (Ausländer\*innenquote); the Executive Board of HAW Hamburg may increase this quota if particular circumstances require it.
- b) A share of 5 per cent of the places available, which shall be reserved for applicants whom the refusal of admission would subject to exceptional hardship.
- c) A share of 2 per cent of the places available, which shall be reserved for applicants who require a place at an institution in Hamburg because they are members of the German national squad in an elite sporting association that is part of the German Olympic Sports Confederation in a sporting or athletic discipline served by the Olympic Training Centre for Hamburg and Schleswig-Holstein (OSP) (elite athletes/sportspeople; Spitzensportler\*innenquote); these applicants shall submit confirmation from the OSP of their status as an elite athlete/sportsperson and their membership of the German national squad in one of its focal disciplines. 2Places in this quota shall be allocated first to members of the German national squad in one of the OSP's focal disciplines; any places then remaining in this quota shall be allocated to other elite athletes/sportspeople. Should the number of elite athletes/sportspeople in each of these two groups exceed the number of places remaining in this quota, the places shall be allocated as set out in subsection 1 no. 3a below.
- d) A share of 3 per cent of the places available, which shall be reserved for applicants without a school-based higher education entrance qualification.

## 3. Principal quotas

The places remaining after subtraction of the priority quotas set out above shall be allocated in two principal quotas, as follows:

- a) 90 per cent of the places available shall be allocated in accordance with the result of a selection procedure on the basis of specific criteria (Leistungsquote).
- b) 10 per cent of the places available shall be allocated in accordance with the number of six-month periods that have elapsed since the applicant attained their higher education entrance qualification (Wartezeitquote; see Section 18 below).

(2) Where the number of valid applications for places on the first semester of Master's degree courses exceeds the pre-determined number of places available, places shall be allocated to applicants falling into the following categories, in the order of their position in the list below:

### 1. Applicants qualifying for consideration of special circumstances

Prior to the main admissions process, the number of places available shall be reduced by the number of applicants covered by the provisions of Section 14 above [to ensure that these applicants receive preferential admission as set out in Section 14 above].

### 2) Priority quotas:

After subtraction of the appropriate number of places for applicants in special circumstances (see no. 1 above), the following quotas shall be subtracted from the available number of places:

- a) A share of up to 10 per cent of the total places available, which shall be reserved for non-German citizens and stateless persons who do not hold a status equal to that of German citizens for admissions purposes (Ausländer\*innenquote) (see Section 15 subsection 1 no. 2 a));
- b) A share of 10 per cent of the places available, which shall be reserved for applicants whom the refusal of admission would subject to exceptional hardship (Härtefallquote). One third of the places within this quota shall be reserved for particularly urgent cases and two thirds for applicants who require, for good reason, a place at an institution in Hamburg.

### 3. Principal quotas

The places remaining after subtraction of the priority quotas set out above shall be allocated in two principal quotas, as follows:

- a) 90 per cent of the places available shall be allocated in accordance with the result of a selection procedure on the basis of specific criteria (see Section 17 subsection 2 below).
- b) 10 per cent of the places available shall be allocated in accordance with the number of six-month periods that have elapsed since the applicant attained the qualification entitling them to progress to a Master's degree course (Wartezeitquote; see Section 18 below)

(3) <sup>1</sup>Any places that remain available after the process of allocation in the priority and principal quotas shall be added to the Leistungsquote. <sup>2</sup>Any places remaining available after the conclusion of the applicant selection procedure (see Section 17 below) shall be allocated to any remaining applicants meeting the criteria for entry.

(4) <sup>1</sup>The calculation of the numbers of places in each quota as defined in subsections 1 and 2 above shall use rounding. <sup>2</sup>In each quota, HAW Hamburg shall provide at least one place wherever at least one applicant falls into the relevant category. <sup>3</sup>The quotas defined in subsection 1 above shall only come into effect for a specific degree course when the total number of valid applications exceeds the number of places available on that degree course by at least 20 per cent. <sup>4</sup>The process of establishing whether this case shall use the average applicant numbers for the last three comparable semesters

## **16. Allocation of places in cases of exceptional hardship**

<sup>1</sup>Places allocated within hardship quotas (see Section 15 subsection 1 no. 2 b) and Section 15 subsection 2 no. 2 b) above) shall be allocated to applicants who request inclusion in these quotas and provide evidence of specific personal circumstances, particularly of circumstances related to health, family, or socio-economic challenges, due to which refusing them admission to the degree course they have applied to would subject them to exceptional hardship. <sup>2</sup>The degree of this exceptional hardship in each case shall determine the order in which these applicants receive places. <sup>3</sup>Those taking admissions decisions in this context shall take into account only such circumstances for which the applicant has provided clear and plausible evidence by the relevant deadline as specified in Section 5 subsection 1 above.

## **17. Applicant selection procedure**

(1) <sup>1</sup>The relevant authorities within HAW Hamburg shall issue statutes governing the type of procedure used to select applicants for each degree course and the criteria for allocating places to non-German citizens within the Ausländer\*innenquoten (refer to Section 15 subsection 1 no. 2 a) and Section 15 subsection 2 no. 2 a)) and for allocating places to applicants within the

Leistungsquote (refer to Section 15 subsection 1 no. 3 a) and Section 15 subsection 2 no. 3 a)).

<sup>2</sup>These statutes may specify criteria that differ in each of these two quotas.

(2) <sup>1</sup>The relevant decision-makers at HAW Hamburg shall award selectively allocated places on the basis of applicants' suitability and motivation for the degree course in question and the career to which they intend it to lead after graduation. <sup>2</sup>They shall rank applicants in accordance with the criteria set out in subsections 3 and 4 below; in so doing, they shall, when selecting applicants for places on courses leading to first degrees, always place significant emphasis on the overall final grade attained by applicants in their higher education entrance qualification. <sup>3</sup>Ranking of applicants for places on Master's degree courses shall take account of the final grade attained by the applicant in their first degree. <sup>4</sup>Places shall be allocated on the basis of a number of points awarded to each applicant for various attainments, scored out of a maximum number of points defined in advance of the admissions process for each attainment. Different attainments may carry different weightings. <sup>5</sup>Admissions and Selection Regulations for each degree course shall define the selection criteria to be used; the factors to be considered when assessing, and the number of points associated with, each criterion; and any weighting factors used. <sup>6</sup>The ranking of applicants shall be drawn up on the basis of the criteria and weightings thus determined. <sup>7</sup>Applicants shall receive places in the order of their ranking. <sup>8</sup>Where two or more applicants have the same position in the ranking of applicants on this basis, their order in the ranking shall be assigned at random.

(3) When establishing the degree of applicants' suitability and motivation, those making admissions decisions may, in particular, draw on one or more of the following criteria:

1. The overall final grade attained by the applicant in their higher education entrance qualification
2. Grades attained by the applicant in mandatory courses or individual subjects relevant to the degree course and set out in the document detailing their higher education entrance qualification; the ranking process may take account of individual or multiple subjects in line with the requirements of the degree course in question.
3. Written admissions tests
4. Interviews
5. Results of supplementary procedures for the establishment of applicants' suitability for the degree course in question, as defined in Section 37 subsection 2 HmbHG
6. Relevant vocational training or practical experience in the form of extra-curricular activities, relevant work placements or internships, a completed course of vocational training, or previous relevant work experience (including experience attained by applicants without completed vocational training). Applicants should provide a CV and documentary evidence of training, experience or skills that may assist decision-makers in forming a view of the applicant's suitability for the degree course in question.
7. A piece written by the applicant, outlining the applicant's reasons for choosing the degree course in question and the career to which they hope to proceed.

(4) <sup>1</sup>Those making admissions decisions may choose to convene Admissions Committees, covering single or multiple degree courses; their members shall be drawn from the academic staff of HAW Hamburg, and at least one member of each Committee shall be a professor. <sup>2</sup>Statutes, as provided for in subsection 1 above, shall set out details of which roles shall be represented in the Committee and the procedures it will follow.

(5) <sup>1</sup>HAW Hamburg shall have the right to require all applicants for places on a particular degree course to submit documentary evidence of their qualifications, experience and activities in the form of officially certified (amtlich beglaubigt) copies of the originals. <sup>2</sup>This is particularly likely to

be of relevance to the selection criteria set out in subsection 3 no. 5 and 6 above.<sup>3</sup> Applicants must submit this evidence by the relevant deadline as specified in Section 5 subsection 1.<sup>4</sup> HAW Hamburg shall be permitted to use the data collected from this documentary evidence for admissions purposes.

(6) <sup>1</sup>Where admissions tests and interviews are part of the applicant selection procedure, statutes as defined in subsection 1 above shall set out the legal framework for their conduction, in particular their type, duration, content, and extent; criteria for the assessment of applicants' performance; and the content and extent of written minutes of interviews.<sup>2</sup> Admissions tests and interviews shall take place at an appropriate and adequate time before applications for the semester in question close.

#### **18. Allocation of places on the basis of number of semesters waited**

<sup>1</sup>Applicants allocated places on the basis of the number of semesters that have elapsed since they attained the qualification entitling them to entry into the degree course in question (Wartezeitquote) shall be ranked in order of the number of six-month periods (semesters) that have elapsed since they attained their higher education entrance qualification.<sup>2</sup> Only complete periods of six months, from the date on which their higher education entrance qualification was awarded to commencement of the semester in which the applicant seeks admission, shall count towards the applicant's waiting period.<sup>3</sup> For the purposes of this Section, a 'period of six months' (or a 'six-month period') shall be defined as the period from 1 March to 31 August or the period from 1 September to 28 or 29 February.<sup>4</sup> A maximum of sixteen six-month periods shall count towards the applicant's waiting period.<sup>5</sup> The number of six-month periods the applicant has spent enrolled at a higher education institution in Germany shall be subtracted from the applicant's waiting period.<sup>6</sup> No waiting period shall be counted for applicants who do not submit evidence of the date on which their higher education entrance qualification was awarded.

#### **19. Equal rank for two or more applicants**

Where two or more applicants receive the same position in the ranking of applicants within a specific quota, their order in the ranking shall be assigned at random.

#### **20. Allocation of places in the second or a subsequent semester of a degree course**

(1) Where restrictions on admissions are in place for the second and subsequent semesters of a degree course, Sections 13 to 15, 17 and 19 shall apply; Admissions and Selection Regulations shall set out the criteria for selective admissions in this context.

(2) Students who had previously been enrolled at HAW Hamburg and had deregistered to study outside Germany for a period of time, meet caring responsibilities for a child, complete a period of compulsory service pursuant to Article 12 of the Basic Law of the Federal Republic of Germany, or for a comparable purpose shall receive preferential admission in the semester of the degree course in question that corresponds to the point in their studies they had reached prior to their deregistration.

#### **Notification of admissions decisions**

#### **21. Notification of admission**

(1)<sup>1</sup>Applicants who, having submitted a valid application in the terms of these Regulations, meeting all other requirements for admission, and qualifying for a place on their chosen degree course on the basis of any selection procedure within which their application is considered, or having submitted a valid application for a place on a degree course for which no selection procedure need take place because the pre-defined number of places available exceeds the number of valid applications, shall receive formal notification of their admission to the degree course. <sup>2</sup>They shall be able to access this notification via a publicly accessible network (Section 41 subsection 2a, Hamburg Administrative Procedure Act (Hamburgisches Verwaltungsverfahrensgesetz)).

(2) Admission shall be upon condition of the applicant submitting, within ten days of the notification's issuance, a request for enrolment at HAW Hamburg on the basis of this admission, in the form specified and containing the information required by the Enrolment Regulations (Immatrikulationsordnung) of HAW Hamburg, issued on 10 December 2015 (Amtlicher Anzeiger p. 471), in their currently valid version; if HAW Hamburg does not receive this request for enrolment within ten days of the notification's issuance, the admission shall be null and void.

(3) An admission granted on the basis of inaccurate or untrue information given in the prospective student's application shall be null and void; HAW Hamburg shall advise applicants of this when they submit their application and in the formal notification of admission (Section 26 subsection 1 HmbStPIVVO). Further, admission shall be null and void if the request for enrolment is refused or the student is deregistered.

## **22. Notification of rejection**

(1) HAW Hamburg shall reject applications that do not meet the criteria set out in Section 21 subsection 1 above; it shall issue formal notification of rejection to the applicant.

(2) Further, HAW Hamburg shall reject applications in which applicants have given untrue, inaccurate or incomplete information which has the potential to enable the applicant to gain, or improve their chances of, admission.

(3)<sup>1</sup>Applications that reach HAW Hamburg after the deadlines set out in Section 5 above may be considered for admission if places on the relevant degree course remain unfilled once all applicants meeting the criteria set out in Sections 6 to 10 above have been admitted. <sup>2</sup>Where the number of such applications exceeds the number of places remaining unfilled, places shall be allocated in the order in which the late applications reached HAW Hamburg; those applications remaining once all these places are filled shall be rejected. <sup>3</sup>Should places remain unfilled once all late applicants have been admitted, HAW Hamburg may choose to reopen applications. <sup>4</sup>In this case, sentence 2 above shall apply. <sup>5</sup>HAW Hamburg shall not reopen applications if this would lead to students joining the course later than four weeks after commencement of the teaching period.

## **23. Effective date**

<sup>1</sup>These Regulations shall come into effect on the day after the date of their publication in the HAW Hamburg official gazette (Hochschulanzeiger). <sup>2</sup>They shall be in effect from the commencement of the admissions procedure for summer semester 2023.