

This is an unofficial English translation, for reading only, of the Immatrikulationsordnung der Hochschule für Angewandte Wissenschaften Hamburg, issued on 10 December 2015 (Amtlicher Anzeiger no. 20/2016, p. 471), incorporating the Amendments of 18 May 2017 (Amtlicher Anzeiger no. 54/2017, p. 1168) and 6 October 2022 (Amtlicher Anzeiger no. 89/2022, p. 1718). The German-language text of the Regulations as published in the Amtlicher Anzeiger remains the sole definitive and legally binding version of these Regulations.

In the interest of non-discriminatory use of language, this English translation uses the singular 'they' where possible and appropriate.

Enrolment Regulations of HAW Hamburg (Hochschule für Angewandte Wissenschaften Hamburg)

issued on 10 December 2015 (Amtl. Anz. no. 20/2016, p. 471)
incorporating the Amendment of 18 May 2017 (Amtl. Anz. no. 54/2017,
p. 1168) and the Amendment of 6 October 2022 (Amtl. Anz. no.
89/2022. p. 1718)

On 10 December 2015, the University Senate of HAW Hamburg, acting pursuant to Section 85 subsection 1 no. 1 of the Hamburg Higher Education Act (*Hamburgisches Hochschulgesetz*) issued on 18 July 2001 (HmbGVBl. p. 171), last amended 19 June 2015 (HmbGVBl. p. 121), confirmed the original [German] text of the *Immatrikulationsordnung der Hochschule für Angewandte Wissenschaften Hamburg*:

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Part 1: General provisions

Section 1

Applicability, communication, responsibilities and definitions

- (1) These Regulations govern enrolment and study on all degree courses at HAW Hamburg. They further govern legal matters relating to those engaging in study at HAW Hamburg who do not hold student status. For inter-institutional degree courses, specific arrangements as set out in the relevant cooperation agreements shall supplement the provisions of these Regulations.
- (2) Students enrolled at HAW Hamburg must notify, as soon as is feasible, the relevant office at HAW Hamburg of any changes to their personal details, particularly their name and the address at which they are officially registered. The transmission of data between HAW Hamburg and its students shall, as a general rule, take place electronically (electronic communication). This shall particularly apply to the transmission of information relating to significant dates, facts and events and to notification of administrative acts and decisions issued to students by HAW Hamburg (*Bescheide*). Exceptions to this rule pertain to the issuance of Certificates of Examinations, Diploma Supplements, Transcripts of Records, certificates confirming the award of academic degrees, and comparable official documents and certificates. HAW Hamburg shall issue these documents via a unique email address which it will set up for each student.
- (3) The provisions of these Regulations shall not affect legal provisions restricting admission to specific degree courses.
- (4) Where this translation of the Regulations uses the wording 'office of HAW Hamburg responsible' for a particular matter or task (*the original German wording is zuständige Stelle der Hochschule*), this shall refer to the administrative unit or units of HAW Hamburg or of its faculties to which the Executive Board of HAW Hamburg has assigned responsibility for implementing the [relevant] provisions of these Regulations or of parts thereof.
- (5) 'Semesters of enrolment' (*Hochschulsemester*) shall be used to refer to all semesters for which students are, or were previously, enrolled at a higher education institution in Germany. 'Semesters of study on the/a degree course' (*Fachsemester*) shall be used to refer to all semesters which a student completes or has completed with the purpose of taking degree examinations in a particular degree course.

Part 2: Membership of HAW Hamburg

Section 2 Enrolment

- (1) Students become members of HAW Hamburg through enrolment. In order to be eligible for enrolment, prospective students must provide evidence of a higher education entrance qualification as defined in Section 37, 38 or 39 of the Hamburg Higher Education Act (HmbHG) and must have received admission to a degree course, meeting the criteria and following the process set out in Section 21 of the 'Regulations on general provisions for admission to degree courses at HAW Hamburg' (General Admission Regulations, HAWAZO) issued on 7 September 2022 (HAW Hamburg official gazette (*Hochschulanzeiger*) no. 185/2022, p. 2) in its currently valid version; further, there shall be no valid grounds for refusal of enrolment, as listed in Section 4 of the present Regulations (below). These provisions shall not affect any restrictions on admissions numbers that are in place. Enrolment shall be for one degree course only. In exceptional cases, a student shall be permitted to enrol in one further degree course (double degree studies), provided they demonstrate valid reasons for so doing. Students thus enrolled must be able to devote to both degree courses the time and work required to complete them in an appropriate fashion. A member of HAW Hamburg staff associated with delivering each of the two degree courses, nominated by the relevant Dean's Office, shall issue the student with confirmation that there are no concerns as to their ability to complete the courses (*Unbedenklichkeitsbescheinigung*).
- (2) Where Course and Examination Regulations for a specific degree course stipulate that the course requires students to be enrolled at two or more institutions concurrently, students shall pay their required contribution to administrative expenses (see Section 6a subsection 3 sentence 1 HmbHG) to one institution only.
- (3) Students on inter-institutional degree courses may be enrolled at two institutions concurrently. In such cases, HAW Hamburg may make it a condition of enrolment that the student provides documentary evidence of enrolment at the cooperating institution within a period of time HAW Hamburg shall set. The cooperation agreement between the two cooperating institutions shall define specific regulations for enrolment on the relevant course.
- (4) Prospective students shall request enrolment in the form prescribed by HAW Hamburg, by submitting a formal request for enrolment (*Immatrikulationsantrag*), within ten days of having received notification of their admission, to the office of HAW Hamburg responsible for enrolment. Requests for enrolment that reach HAW Hamburg after the ten days have elapsed shall be disregarded.

- (5) Prospective students shall submit the following documents along with their request for enrolment:
1. A completed form affirming that the student has not unsuccessfully exhausted all attempts to pass an examination or assessment in the same or an equivalent degree course at any higher education institution in Germany
 2. Confirmation, as prescribed by the office of HAW Hamburg responsible for this matter, that the prospective student has paid the required contribution to administrative expenses and the required semester contribution
 3. Where the prospective student had previously been enrolled at any other higher education institutions in Germany, they shall submit confirmation of their deregistration from all of these institutions.
 4. Where the prospective student has previously completed, at other higher education institutions, examinations or assessments that are relevant to the degree course for which they seek enrolment at HAW Hamburg and that are required for their admission to the second or a subsequent semester of the degree course, they shall submit confirmation of the successful completion of these examinations or assessments.
- (6) Prospective students may receive enrolment for an initial limited, fixed period if they have met the requirements for enrolment, but have been unable, for reasons beyond their control, to provide the documentary evidence set out in subsection 5 nos. 3 and 4 above within the prescribed timeframe.
- (7) Prospective students who hold the required higher education entrance qualification as stipulated in subsection 1 sentence 2 above may prepare for their degree course by attending preparatory courses, provided by HAW Hamburg or another institution, where these are available, for which purpose they shall receive enrolment for an initial fixed period of up to two semesters. Enrolment in these cases may be governed by additional ancillary provisions.
- (8) Prospective students on Master's degree courses who have yet to complete requirements for entry that it is possible for them to complete within a reasonable timeframe may be enrolled upon condition that they complete these requirements. Regulations for each specific degree course shall detail such conditions and their implementation.
- (9) Individuals admitted to doctoral study, and those who have secured the agreement of an appropriate academic to act as their supervisor, shall be enrolled as doctoral students.

Section 3
Enrolment on part-time degree courses

HAW Hamburg may enrol students who are demonstrably unable to dedicate to their studies the full amount of time required for successful completion of the degree course, but who can undertake at least half the workload expected of a full-time student on the same degree course, as part-time students, where the currently valid versions of the relevant regulations of HAW Hamburg provide for this.

Section 4
Refusal of enrolment

- (1) HAW Hamburg shall refuse to enrol prospective students who
1. fail to submit a request for enrolment to the office of HAW Hamburg responsible for enrolment within ten days of having received notification of their admission (see Section 2 subsection 4 sentence 2 above), and/or fail to submit all documents required for demonstrating eligibility for enrolment within the timeframe specified
 2. have not received admission to a degree course with restricted entry because all available places have been filled
 3. have not paid fees, charges or contributions to be paid by students at HAW Hamburg, or have not paid them within the specified timeframe for doing so
 4. do not provide evidence of adequate health insurance
 5. have previously, at any higher education institution, unsuccessfully exhausted all attempts to pass an examination or assessment prescribed in the Course and Examination Regulations of the degree course for which they seek enrolment (cf. Sections 44, 65 HmbHG) or in another degree course in which the content of the examinations and assessments in question are prescribed both in this degree course and in the degree course for which they seek enrolment.
 6. wish to change to a different degree course, but do not meet the criteria for a permissible change as set out in Section 8 below.
- (2) HAW Hamburg may refuse admission to applicants who have failed to demonstrate adequate proficiency in the language of instruction for the degree course for which they seek admission; [or]

- (3) to applicants to whom grounds for deregistration as detailed in Section 10 subsection 3 no. 3 apply and the existence of these grounds has been confirmed.
- (4) Refusal of enrolment simultaneously renders admission to the degree course null and void.
- (5) Enrolment in one degree course at HAW Hamburg automatically renders enrolment in another degree course null and void. This provision shall not apply to approved double degree studies for which the procedure set out in Section 2 subsection 1 sentences 5 and 6 above has been followed.

Section 5

Re-registration

- (1) Until they have successfully completed their final degree examination, enrolled students are required to re-register each semester, within a timeframe set by the Executive Board of HAW Hamburg and announced in an appropriate fashion, in order to continue their degree course.
- (2) Students shall re-register by transferring their semester contribution to HAW Hamburg.
- (3) Students re-registering for their practical semester (*Praxissemester*) shall additionally submit the required documents to the office of HAW Hamburg responsible for these matters; these documents include, in particular, confirmation from the relevant placement officer/practical semester coordinator that the student will be completing the practical semester at this time, and the internship or placement agreement. Where the student does not submit the documents set out in sentence 1 above, the office of HAW Hamburg responsible for enrolment shall re-register them for a semester of in-person study.
- (4) Students who, due to circumstances beyond their control, are unable to re-register within the stipulated timeframe shall be re-registered upon request in the status they previously held, provided they submit this request within two weeks of the circumstances that prevented them from re-registering having come to an end.
- (5) Students on inter-institutional degree courses are required to indicate, when they re-register and within the appropriate deadline for re-registration, whether they will be studying at the other cooperating institution during the semester for which they are re-registering.

Section 6

Leave from studies

- (1) Students who are unable, for valid reasons, to attend at least half of the classes and courses scheduled for a particular semester may request a period of leave from their studies. They shall submit this request during the period set for re-registration (see Section 5 subsection 1 sentence 1 above). Along with their request for leave, they shall submit appropriate documentary evidence of the circumstances in question; if illness is the reason for the student's request for leave, they shall submit a medical certificate or report issued by a doctor. As a rule, students are granted leave for one semester at a time. Students shall not be granted leave in the following cases:
1. where a degree course is being discontinued and granting the student leave would put their successful completion of the degree course, prior to its discontinuation, at risk
 2. where they are in the first year of a Bachelor's degree course. Cases defined in subsection 2 nos. 1 and 2 below shall be exempt from this exclusion.
- (2) Valid reasons for the granting of leave may be, in particular:
1. The student's illness or disability, or their undertaking of caring responsibilities for their spouse or their registered life partner within the meaning of the German Act on Registered Life Partnerships, for a parent, grandparent or great-grandparent, or for a sibling, where no other carer is available.
 2. The student's pregnancy or their caring responsibilities for children aged under 18 who are living with them.
 3. Periods of study at other institutions in Germany or abroad, where these supplement the student's degree course in an appropriate and helpful manner.
 4. Voluntary periods of work experience (internships, placements or similar), with a minimum duration of twelve weeks and a maximum duration of twenty-six weeks, where the course-specific Course and Examination Regulations for the relevant degree course do not prescribe any corresponding periods of practical experience.
 5. The student is a member of committees and bodies, provided for in law or statutes, of HAW Hamburg, its student body or the Studierendenwerk, and the associated duties take up a substantial amount of their time.

6. The student is currently completing a period of compulsory service pursuant to Article 12 a paragraph 1 or 2 of the Basic Law for the Federal Republic of Germany, or has committed to carrying out such compulsory service or an equivalent service for a period of up to three years; has served or is serving as a development worker within the meaning of the German Development Workers Act issued on 18 June 1969 (BGBl. I p. 549), last amended 23 May 2017 (BGBl. I p. 1228), in its currently valid version, for a period of at least two years; or is, or has 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 (BGBl. I p. 842), last amended 20 August 2021 (BGBl. I p. 3932), in its currently valid version.
 7. Exceptional hardship, particularly of an economic or financial kind, experienced by the student.
- (3) HAW Hamburg shall not grant leave exceeding six semesters in total for students on Bachelor's degree courses and two semesters in total for students on Master's degree courses.
- (4) Semesters of leave shall not count as semesters of study on a degree course (*Fachsemester*). Students on leave retain the rights and responsibilities of students engaged in study. They may not complete or submit any examinations or assessments (*Studien-/Prüfungsleistungen*), including degree theses. The following examinations and assessments shall be exempt from this provision:
1. Resits of examinations and assessments unsuccessfully attempted in the semester of study immediately preceding the semester of leave
 2. Completion of examined written papers/theses on which the student commenced work in the semester of study immediately preceding the semester of leave
 3. Examinations and assessments for which the students registered prior to the commencement of their leave; where a student takes two or more consecutive semesters of leave, the taking of such examinations/assessments shall be permissible only during the first semester of leave
 4. The taking of examinations and assessments at other institutions in Germany or abroad, in the interest of promoting student mobility (see subsection 2 no. 3 above).
- (5) Where the valid reason for a student's request for leave occurs during a semester, leaving the student demonstrably unable to attend scheduled classes and courses for more than half of that semester, HAW Hamburg may approve their request for leave outside the re-registration periods as stipulated in Section 5 subsection 1 above

Section 7
Interruption of degree courses

(1) Students who have previously deregistered

1. to spend a period of time studying outside Germany,
2. to meet caring responsibilities for a child,
3. to undertake compulsory service pursuant to Article 12 a of the Basic Law for the Federal Republic of Germany, or
4. for a comparable purpose

shall be re-enrolled without requirement to undergo a new admissions procedure; their place on the degree course shall be added to the maximum number of places available for applicants for entry to the second or subsequent semester of the degree course.

(2) 'Comparable purposes' within the meaning of subsection 1 no. 4 above shall be defined as

1. At least two years of service as a development worker within the meaning of the German Development Workers Act issued on 18 June 1969 (BGBl. I p. 549), last amended 23 May 2017 (BGBl. I p. 1228), in its currently valid version
2. At least one year of youth voluntary service within the meaning of the German Act to Promote Youth Voluntary Services (JFDG) issued on 16 May 2008 (BGBl. I p. 842), last amended 20 August 2021 (BGBl. I p. 3932), in its currently valid version
3. The undertaking of caring responsibilities, for a period not exceeding three years, for another family member or relative [apart from a child; these are covered by subsection 1 no. 2 above] requiring care; this will usually be a spouse, a registered life partner within the meaning of the German Act on Registered Life Partnerships, a parent, grandparent or great-grandparent, or a sibling, provided no other carer is available.

(3) An interruption of the student's degree course pursuant to subsection 1 no. 1 may last a maximum of four semesters; an interruption pursuant to nos. 2 and 3 may last a maximum of six semesters. Interruptions pursuant to subsection 2 no. 1 may last a maximum of six semesters; interruptions pursuant to no. 2 may last a maximum of four semesters; interruptions pursuant to no. 3 may last a maximum of six semester

- (4) Students who have been admitted to, but are not yet enrolled at, HAW Hamburg and require an interruption shall request it within the period allowed for enrolment (see Section 2 subsection 4 above); enrolled students requiring an interruption shall request it within the re-registration period (see Section 5 subsection 1 above). Interruptions shall be approved for one semester at a time.
- (5) For the duration of the interruption, individuals who have interrupted their studies are not enrolled students of HAW Hamburg. They are not required to pay any charges or contributions and they are not permitted to attend classes and courses, take examinations and assessments, stand for election to representative bodies of HAW Hamburg, or vote in such elections. Periods of interruption shall not count as periods of leave or semesters of enrolment (*Hochschulsemester*).
- (6) Individuals who have interrupted their studies and wish to formally request re-enrolment after interruption shall do so, at the latest, by the deadline for applications (see Section 2 subsection 1 above) for entry to the semester that follows the last semester of the interruption. The office of HAW Hamburg responsible for re-enrolment after interruptions shall determine the form in which re-enrolment shall be requested.

Section 8 Changes of degree course

- (1) Students shall be permitted to change to another degree course [at HAW Hamburg] until the end of their second semester of study (*Fachsemester*), provided places are available on the degree course to which they wish to change and the student applies for admission to that course in the correct form and by the relevant deadline. A change of degree course after the commencement of the third semester of study additionally requires the agreement of the office of HAW Hamburg responsible for this matter. Students shall set out their reasons for the planned change when they request this agreement.
- (2) Students may not change to degree courses that are due to be discontinued. The relevant faculty may designate specific degree courses as exempt from this provision if the student will be able to complete the course successfully prior to its discontinuation. The faculties of HAW Hamburg shall work with the holders of the relevant roles within its administration to draw up guidelines governing the details of this provision, particularly the procedure to be followed and the remits of those involved.

Section 9

Semester documents

Once they are enrolled (see Section 2 above), students shall be issued with semester documents for their first semester, which shall remain valid until the end of this semester. From their second semester onward, the office of HAW Hamburg responsible for this task shall update the student's electronically readable student ID card (see Section 9a below) upon their re-registration or upon their return from a period of leave (see Sections 5 and 6 above); this update shall cover the period until the next re-registration.

Section 9a

Electronically readable student ID cards

- (1) HAW Hamburg shall have the right to issue students with an electronically readable student ID card which, alongside serving to identify the holder as a student of HAW Hamburg, can serve various purposes relating to the holder's degree studies; it may act, for example, as their library card, as their semester ticket for local public transport, and as a method of payment for HAW Hamburg services, contributions and charges.
- (2) HAW Hamburg shall be the legal owner of the student ID cards it issues. It shall determine the nature and content of the procedures for producing and issuing the cards. All those admitted to and enrolled at HAW Hamburg are required to provide the information and take the action necessary for HAW Hamburg to produce and issue their student ID card. This information and action includes, in particular, having a passport photograph taken, collecting their ID card in person, and returning it to HAW Hamburg upon request.

Section 10

Deregistration

- (1) Students shall, in the absence of highly exceptional circumstances, be deregistered from HAW Hamburg upon receipt of their Certificate of Examinations for their degree, confirming they have successfully completed all required examinations and assessments.
- (2) HAW Hamburg shall deregister students who:
 1. request deregistration;
 2. had attained their enrolment by exerting pressure or force, deliberately misleading the relevant authority, or bribery;

3. are unable to continue their studies due to the provisions of Sections 44 and 65 HmbHG and cannot change to another degree course as set out in Section 8 [of the present Regulations] above. The latter provision (Section 10 subsection 2 no. 3, second part of provision, on changing to another degree course) shall not apply to required elective examinations,
 4. are no longer entitled to take examinations due to the provisions of Section 60 subsection 6 HmbHG;
 5. had been enrolled on the basis of an unlawfully issued notification of admission that was subsequently revoked;
 6. have not provided evidence of adequate health insurance by the conclusion of the re-registration period;
 7. have failed to meet their obligation to attend a required student advisory session as provided for in Section 51 subsection 2 sentence 2 HmbHG;
 8. had been enrolled on the basis of conditional admission, or admission for a fixed period, which has subsequently become null and void or elapsed.
- (3) HAW Hamburg may deregister students who:
1. could have been refused enrolment had particular circumstances or information, which arose or become known only after their enrolment, been brought to the attention of HAW Hamburg at the time of their enrolment;
 2. have failed to re-register for the purpose of continuing their studies at the commencement of a new semester;
 3. have, in the course of a written examination or an examined piece of written work or while undertaking academic activities, committed repeated or particularly serious academic misconduct;
 4. have caused substantial damage or detriment to HAW Hamburg, or brought it into disrepute, by means of serious culpable conduct; the University Senate shall appoint a committee, consisting in equal parts of members of the University Senate and members of the Executive Board of HAW Hamburg, to investigate and rule on such matters. This committee shall comprise a minimum of four and a maximum of six individuals, at least two of whom should be women. The committee shall issue a majority ruling; two-thirds of the number of its members must be in agreement for this majority to take effect;

5. have failed to pay any required charges or contributions; they shall first be issued with payment reminders and shall be set a deadline for payment, with a warning that deregistration may follow if payment is not forthcoming.
- (4) Students shall be deregistered if they fail to engage in their studies for a substantial period of time; this shall, as a general rule, be deemed to have occurred where the student has exceeded twice the defined standard duration of their degree course plus two further semesters, or they fail to demonstrate completion of any examinations or assessments; periods of leave from studies shall not be counted in this context. HAW Hamburg shall refrain from deregistering students in this position where the student demonstrates significant personal difficulties or hardship; it shall take appropriate account, in this context, of substantial difficulties caused by a disability or long-term health condition, caring responsibilities for a child under the age of fourteen, caring responsibilities for a close relative/family member requiring care, or comparable circumstances.

Part 3: Students with special status

Section 11

Visiting students (*Gaststudierende*)

(1) Visiting students are students who are completing their degrees at other institutions with which HAW Hamburg has concluded cooperation agreements for the purpose of student exchange, the provision of inter-institutional degree courses, or joint classes/modules, or students studying at HAW Hamburg in the context of national or international exchange or student mobility schemes. As a rule, they shall be enrolled at HAW Hamburg in a semester higher than the second semester of study (Fachsemester) in line with the relevant provisions of the cooperation agreement governing their stay at HAW Hamburg or with the provisions governing the relevant exchange or student mobility scheme. Absent any overriding provisions of law, the management of visiting students may diverge from the provisions set out in Section 2 of the present Regulations and from other legal provisions on admission, where specific provisions in the relevant cooperation agreements or exchange or student mobility schemes, or valid reasons, require this divergence. In line with the provisions of the relevant cooperation agreements or exchange or student mobility schemes, visiting students shall be entitled to take examinations and assessments (*Prüfungs- und Studienleistungen*). Notwithstanding this entitlement, students may only take final examinations or submit degree theses if this is provided for in the relevant cooperation agreements or exchange or student mobility schemes. Students shall spend a maximum of two semesters as visiting students; this period may, in exceptional circumstances, be extended to four semesters.

- (2) Students from other institutions may study at HAW Hamburg outside the auspices of a cooperation agreement or an exchange or student mobility scheme (as 'free movers') and hold the status of visiting students, provided they demonstrate a valid interest in so doing and places are available. The provisions of subsection 1 above shall apply correspondingly to these students.

Section 12

***Nebenhörer*innen* (students from other institutions attending particular classes)**

- (1) HAW Hamburg may, where space is available, admit students from other institutions to specific classes for a semester at a time, as what are known as *Nebenhörer*innen*. *Nebenhörer*innen* are entitled to take a maximum total of four examinations or assessments (*Studien- und Prüfungsleistungen*) in the classes and modules to which they are admitted. They may not take final degree examinations.
- (2) Students shall request admission as a *Nebenhörer*in* in writing, directing their request to the office of HAW Hamburg responsible for these matters and submitting confirmation of their enrolment [at the other institution] and documentary evidence of their degree studies to date, within a timeframe to be set and announced appropriately by the office of HAW Hamburg responsible for these matters.
- (3) To attend classes as *Nebenhörer*innen*, students require permission from the Dean's Office of the faculty providing the class. They shall consult the member of academic staff responsible for delivering the course in advance of their request for admission. The relevant Dean's Office shall be free to refuse permission due to the class being full. The office responsible for admitting *Nebenhörer*innen* shall take the decision on the request; admission as a *Nebenhörer*in* shall be for a semester at a time, and a maximum total of four semesters of study (*Fachsemester*) shall be permitted.
- (4) Students shall not be admitted as *Nebenhörer*innen* to classes/courses taking place in the first semester of study on the relevant degree course, where the degree course is subject to restrictions on admissions numbers and the maximum number of students has been admitted. The same shall apply to the second and subsequent semesters of the degree course in question, where pre-defined limits on additional admissions to these semesters are in place and have been reached. *Nebenhörer*innen* do not hold the status of students of HAW Hamburg. They are not entitled to receive benefits or use subsidised facilities provided for students of HAW Hamburg, unless provisions that take precedence over these Regulations specify otherwise

- (5) Students of HAW Hamburg may attend specific classes provided in other degree courses at HAW Hamburg, in which they may take a maximum total of four examinations and assessments (*Prüfungs- und Studienleistungen*), provided places are available in the classes in question and the Dean's Office of the faculty providing the class(es) agrees to the student attending. These students shall not be admitted to classes taking place in the first semester of study on degree courses with restrictions on admissions numbers if the course has been filled to capacity. The same shall apply to the second and subsequent semesters of the degree course in question, where pre-defined limits on additional admissions to these semesters are in place and have been reached. Taking these classes does not entitle the student to change to or enrol in the degree course of which the classes are part.

Part 4: Groups without student status

Section 13

Guest attendees (*Gasthörer*innen*)

- (1) Guest attendees (*Gasthörer*innen*) are individuals without student status admitted to specific, individual classes or courses for the duration of one semester at a time.
- (2) To be eligible for admission as a *Gasthörer*in*, an individual must be able, on the basis of their educational or employment history, to follow the classes/courses they wish to attend with an appropriate level of understanding. They should wish to engage in learning in specific areas of academic knowledge without completing examinations or assessments in these areas and without aiming to take degree examinations.
- (3) Requests for admission as a guest attendee shall be made in writing, enclosing copies of the applicant's German identity card or comparable proof of identity and of documents evidencing their educational and employment history, and shall be submitted to the office of HAW Hamburg responsible for these matters within a specific timeframe, to be set, and announced in an appropriate manner, by the office of HAW Hamburg responsible for these matters.
- (4) To attend classes or courses, guest attendees require the agreement of the Dean's Office of the faculty providing the class(es). They shall consult the member of academic staff responsible for delivering the class in advance of their request for admission to it. The relevant Dean's Office shall be free to refuse permission due to the class being full.
- (5) The office responsible for admitting guest attendees shall take the decision on the request; admission as a guest attendee shall be for a semester at a time, and shall not come into effect until the applicant has provided evidence of having paid the required administration fee. Guest attendees shall receive a document entitling them to attend HAW Hamburg premises.

- (6) People shall not be admitted as guest attendees to classes taking place in the first semester of study on degree courses with restrictions on admissions numbers if the course has been filled to capacity. The same shall apply to the second and subsequent semesters of the degree course in question, where pre-defined limits on additional admissions to these semesters are in place and have been reached. People who had applied for a place on the degree course in question and had not been admitted because the course was full shall not be permitted to attend classes in that degree course as guest attendees. Section 12 subsection 4 sentence 4 shall apply.
- (7) Guest attendees shall receive, upon request, a document confirming their attendance at the relevant class(es).

Section 14
School students attending particular classes
(Frühstudierende)

- (1) School students in years 11 to 13 at secondary schools (*Gymnasien, Gesamtschulen, Stadtteilschulen* [or equivalent]) who show particular academic aptitude may, in individual cases, be admitted to specific classes/modules and examinations, ahead of completing their higher education entrance qualification, without holding the status of students. The same shall apply to students at vocational schools (*Fach- und Berufsschulen*).
- (2) School students shall apply for admission on this basis in writing, enclosing a copy of an identity document and of a document evidencing their particular academic aptitude, and shall submit their application to the office of HAW Hamburg responsible for these matters within a specific timeframe, to be set, and announced in an appropriate manner, by the office of HAW Hamburg responsible for these matters.
- (3) To attend classes or courses, *Frühstudierende* require the agreement of the Dean's Office of the faculty providing the class(es). They shall consult the member of academic staff responsible for delivering the class in advance of their request for admission to it. The relevant Dean's Office shall be free to refuse permission due to the class being full.
- (4) *Frühstudierende* shall receive a document entitling them to attend HAW Hamburg premises.
- (5) School students shall be admitted as *Frühstudierende* at the commencement of summer and winter semesters. They may take classes for up to two semesters initially, and may be permitted to extend their period of study beyond this.

- (6) *Frühstudierende* shall not be admitted to classes taking place in the first semester of study on degree courses with restrictions on admissions numbers if the course has been filled to capacity. The same shall apply to the second and subsequent semesters of the degree course in question, where pre-defined limits on additional admissions to these semesters are in place and have been reached. Section 12 subsection 4 sentence 4 shall apply.

Section 15

Prospective students who are or have been first-generation immigrants or refugees; preparatory courses of study

- (1) Prospective students who are or have been first-generation immigrants or refugees may be admitted, without holding the status of students at HAW Hamburg, to specific classes and examinations/assessments as preparation for future degree studies.
- (2) The currently valid version of the 'Guidelines issued by the Executive Board of HAW Hamburg on the admission of prospective students who are or have been first-generation immigrants or refugees to preparatory studies at HAW Hamburg' shall govern the criteria for admission to these preparatory studies. Admission to preparatory studies shall not constitute admission to and enrolment on a degree course at HAW Hamburg.
- (3) To attend classes or courses, preparatory students require the agreement of the Dean's Office of the faculty providing the class(es). They shall consult the member of academic staff responsible for delivering the class in advance of their request for admission. The relevant Dean's Office shall be free to refuse permission due to the class being full.
- (4) Preparatory students shall be admitted at the commencement of summer and winter semesters. They may take classes for up to two semesters.
- (5) Preparatory students shall receive a document entitling them to attend HAW Hamburg premises. Once they have completed their preparatory studies, they shall also receive a document confirming that they have engaged in these studies.
- (6) Preparatory students shall not be admitted to classes taking place in the first semester of study on degree courses with restrictions on admissions numbers if the course has been filled to capacity. The same shall apply to the second and subsequent semesters of the degree course in question, where pre-defined limits on additional admissions to these semesters are in place and have been reached. Section 12 subsection 4 sentence 4 shall apply.

Section 16

Non-students in continuing education (*Zertifikatsstudierende*)

- (1) Non-students in continuing education may take examinations and assessments and attain certificates issued by HAW Hamburg in this context; doing so does not confer student status or an academic degree upon such students.
- (2) The office responsible for admitting individuals to study for certificates shall take the decision on their admission, which, where it is granted, shall not come into effect until the applicant has provided evidence of having paid any fees or charges required. These individuals shall receive a document which identifies them as entitled to attend HAW Hamburg premises and use its facilities.

Section 17

Participants in adaptation courses pursuant to the Professional Qualifications Assessment Act of the Federal State of Hamburg (*Hamburgisches Berufsqualifikationsfeststellungsgesetz, HmbBQFG*)

- (1) Pursuant to the Professional Qualifications Assessment Act of the Federal State of Hamburg (*Hamburgisches Gesetz über die Feststellung der Gleichwertigkeit ausländischer Berufsqualifikationen (Hamburgisches Berufsqualifikationsfeststellungsgesetz, HmbBQFG)*), holders of vocational qualifications attained outside Germany may take 'adaptation courses', which do not confer student status, at HAW Hamburg for a maximum duration of six semesters.
- (2) Admission to such adaptation courses shall come into effect once the participant has provided evidence of having paid the fees or charges due for the course. Participants shall receive a document confirming their admission, which shall enable them to identify themselves and attend HAW Hamburg premises and use its facilities.
- (3) Students on adaptation courses shall not be admitted to classes taking place in the first semester of study on degree courses with restrictions on admissions numbers if the course has been filled to capacity. The same shall apply to the second and subsequent semesters of these degree courses, where pre-defined limits on additional admissions to these semesters are in place and have been reached. Section 12 subsection 4 sentence 4 shall apply.

Section 18

Taking examinations and assessments without having been admitted to or enrolled at HAW Hamburg

A student who has successfully completed all Prüfungs- und Studienleistungen required in a degree course and met all other requirements of that course, apart from the degree theses set out below, shall be permitted to complete and submit the relevant degree thesis for that degree without being admitted to or enrolled in that degree course. Degree theses within the meaning of this provision are:

- in Bachelor's degree courses, the Bachelor thesis;
- in Master's degree courses, the Master thesis.

Part 5: Concludin provisions

Section 19

Effective date

These Regulations shall become effective on the day after the date of their publication in the *Amtlicher Anzeiger* of Hamburg. They shall be effective from 1 December 2022 and shall govern enrolment processes for summer semester 2023 onward.