

General Admission Regulations (AZO) of HafenCity University Hamburg (HCU) from 19 February 2020

Based on Section 10(1) of the Higher Education Admissions Act. [*Hochschulzulassungsgesetz, HZG*] of 28 December 2004 (HmbGVBl. 2004, p. 515) in the version of 18 May 2018 (Hamburg Government Gazette [*Hamburgisches Gesetz- und Verordnungsblatt, HmbGVBl.*] 2018, p. 188), Section 37(2) in conjunction with Section 85(1) no. 1 of the Hamburg Higher Education Act [*Hamburgisches Hochschulgesetz, HmbHG*] of 18 July 2001 (HmbGVBl. 2001, p. 171) as amended on 12 December 2019 (HmbGVBl. 2019, p. 479) and Section 10(2) HZG, the University Senate of HCU on 19 February 2020 and the Governing Authority on 13 February 2020 adopted the following “General Admission Regulations (*Allgemeine Zulassungsordnung, AZO*) of HafenCity University Hamburg (HCU)” within the scope of their respective responsibilities.

The Governing Authority, within its purview, approved these AZO on 24 February 2020 in accordance with Section 108(1) HmbHG and the University Council, within its purview, approved these AZO on 20 February 2020 in accordance with Section 10(2) HZG.

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Part 1:

General Provisions

Section 1

Scope and Responsibility

- (1) These regulations apply to the allocation of places in degree programmes at HafenCity University, unless places are allocated in the nationwide central procedure.
- (2) They constitute the general provisions on the application and admissions procedure at HafenCity University.
- (3) The Governing Authority is the competent body. It shall determine which offices of the university administration are responsible for implementing individual sections of these regulations.
- (4) Specific Admission Regulations can be issued for the individual study programs.

Section 2

Number of Applicants for Admission

The total number of places to be made available and the number of admissions to the individual degree programmes are determined in accordance with Section 2 the Higher Education Admissions Act [*Hochschulzulassungsgesetz, HZG*].

Section 3

First-year Students; Applicants for a Higher Semester of Study

- (1) First-year students are applicants for the first semester in a degree programme with a first qualifying university degree who do not hold or did not hold a place in the degree programme at the time of applying for admission.
- (2) Applicants for a higher semester of study are persons who have a place at a university in the same degree programme or in a degree programme in the same subject area or have had a place for at least one semester of study and wish to continue their studies at HafenCity University in a higher semester of study with credit for their previous coursework. In exceptional cases, students may reapply as first-year students,
 - If, for reasons beyond their control, they were unable to complete their coursework despite enrolment; or
 - If they have only completed a small amount of coursework

Section 4

Foreign Applicants, Stateless Persons

- (1) Non-German applicants and stateless persons who have acquired a German higher education entrance qualification, as well as nationals of another member state of the European Union or another state party to the Agreement on the European Economic Area, are selected in accordance with the regulations applicable to Germans (*Bildungsinländer*).

- (2) Other non-German applicants and stateless persons who do not hold a German higher education entrance qualification and who are not nationals of another member state of the European Union or another state party to the Agreement on the European Economic Area are subject to the foreigner quota in accordance with Section 11(1)(2) a) (foreign students).

Section 5 Language Proficiency Requirements for Admission

- (1) For degree programmes with German as the language of instruction, proof of proficiency in German must be provided. For degree programmes with German as the language of instruction, proof of proficiency in German must be provided. This can be proven by submitting a certificate of completion of a school or university education at a German-speaking institution, the German Language Diploma of the Conference of Ministers of Education and Cultural Affairs – Second Level – or a language certificate recognised as equivalent by the Conference of Ministers of Education and Cultural Affairs.

Equivalent to the German Language Diploma of the Conference of Ministers of Education and Cultural Affairs – Second Level are:

1. German language test for university admission for international students (DSH level 2)
 2. German as a Foreign Language test for international students (TestDaF) with an overall result of at least 15 points, whereby three component tests must be passed with at least level 4 and one component test must be passed with at least level 3.
 3. The certificate of the Test for Academic Studies on the aptitude of international students for admission to a degree programme at universities in the Federal Republic of Germany (assessment test)
 4. Goethe Certificate at least C1
 5. "German language test II" by the Munich Institute of Languages and Interpreters
 6. Certificate of the examination "telc Deutsch C1 Hochschule", "telc Deutsch C1" or "telc Deutsch C2"
 7. Certificates that have been recognised by bilateral agreements in accordance with the Common European Framework of Reference for Languages or other agreements concluded by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) and the German Rectors' Conference (HRK) as proof of language proficiency for admission to a higher education studies.
- (2) The special language requirements of individual study programmes are governed by the respective Specific Admission Regulations for the study programmes (BZO).
- (3) The language certificate should not be more than three years old. The language certificate must be submitted along with the application for enrolment at the latest.

Section 6

Deadlines and Form of Applications

- (1) The application deadlines for winter semester for the first or higher odd-numbered semesters begin on 1 June and end on 15 July of each year. The application deadlines for summer semester for higher even-numbered semesters begin on 1 December of each year and end on 15 January of the following year. The Governing Authority may set different deadlines for individual study programmes or applicant groups and announce them in an appropriate manner at HafenCity University and to the public. The application deadlines are cut-off periods.
- (2) Admission to the degree programme must be applied for in the prescribed form. The procedural and formal requirements specified and published on the HafenCity University website apply. If the electronic form is specified for the admissions process, participation requires the creation of an account with HafenCity University. Incorrect or incomplete applications will not be considered. Applications must be submitted for the following semester within the application deadlines specified in paragraph 1. Supporting documents for the applications must also be submitted in compliance with the deadlines. Admission applications and supporting documents cannot be validly submitted by fax or email.
- (3) Only one application for admission to a degree programme can be validly submitted. Applications that are submitted in addition to the application for admission in accordance with these regulations must be submitted along with the application for admission in the prescribed form.
- (4) If the applicant has more than one higher education entrance qualification, the higher education entrance qualification on which the application for admission is based should be specified.
- (5) Applications for admission are deemed to have been submitted on time if they are received by the responsible office at HafenCity University in the prescribed form within the application deadlines. Applications received after the deadline must be rejected as late and will not be considered in the selection procedure.
- (6) If the application for admission is not granted or if the applicant does not accept admission to the degree programme, a new application for admission must be submitted for admission at a later date.

- (7) The application for admission to all Bachelor's and Master's degree programmes must be accompanied by the following supporting documents:
1. Officially certified copy or officially certified photocopy of the certificate entitling the applicant to study at a university in accordance with Section 37 (1) (1-4), (5), Sections 38 and 39 HmbHG, Section 12 sentence 1 HCUG
 2. If applicable, officially certified copies or officially certified photocopies of the supporting documents for a hardship application in accordance with Section 13 and Section 20
 3. If applicable, proof of completion of practical training
 4. In the case of a European and non-European higher education entrance qualification, the letter of recognition from the University Application Services for International Students (uni-assist) or a certificate from another state certificate recognition office
 5. In the case of a foreign first qualifying university degree, the letter of recognition from the University Application Services for International Students (uni-assist)
 6. Proof of proficiency in German for applicants with a foreign qualification recognised as equivalent to a German higher education entrance qualification. Further details are set out in Section 5
- The supporting documents to be attached to applications for admission are set out in the Specific Admission Regulations.
- For individual degree programmes or applicant groups, the university may determine that the proof must be submitted with the application for admission rather than with the application for enrolment. The university publishes the study programmes and applicant groups concerned on the HafenCity University website. The procedural and formal requirements specified and published on the HafenCity University website apply.
- (8) Anyone submitting an application for admission must declare in the application whether, at one of more German or foreign universities, he or she
1. Is or has already been enrolled, during which period, as well as in which courses of study and with which degrees are or were attended
 2. Has successfully completed one or more degree programmes, at what time, and
 3. Has definitively failed an examination pursuant to Sections 44 and 65 HmbHG in the same or a related degree programme
- (9) For applicants who have already successfully completed a degree programme at a university (second degree applicants), the same requirements and regulations apply as for applicants who have not yet successfully completed a degree programme at a university.
- (10) HafenCity University is authorised to implement the application procedure as an online procedure.

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- (11) During the ongoing application and admission procedures, the university will not inform applicants that their applications are incomplete or contain errors/have been completed incorrectly. Within the application deadlines, applicants can have their electronically submitted application for admission reset by the office responsible for carrying out the procedure at HafenCity University for the purpose of applicants making corrections themselves. The application for admission can only be reset in writing, by fax or email. The applicant alone is responsible for entering the data correctly and submitting the application for admission electronically.

Section 7 Admissions Process

- (1) HafenCity University may exceed the specified admission numbers in the interest of expediting the allocation of places, taking into account knowledge regarding acceptance patterns based on previous procedures (overbooking).
- (2) Places that are not claimed or remain vacant for other reasons can be allocated to the applicants who come next in the ranking of the respective quota (clearing process).
- (3) The admissions procedure for a degree programme is completed when all clearing lists have been exhausted or all available places have been filled by enrolment.

Section 8 Preferential Admission

- (1) Preference for admission is given to Applicants who
1. Have fulfilled compulsory service pursuant to Article 12a of the German Basic Law (constitution) or have accepted such compulsory service or equivalent temporary service for a period of up to three years
 - a. Have performed or accepted voluntary military service pursuant to the Military Service Act of 15 August 2011 (BGBl. I p. 1731), as amended
 - b. Have performed federal voluntary service pursuant to the Federal Voluntary Service Act of 28 April 2011 (BGBl. I p. 687), as amended
 2. Have worked for at least two years as a development worker as defined by the Development Workers Act of 21 June 2002 (BGBl. I. p. 2167), as amended
 3. Have completed a voluntary social year as defined in the Law on the Promotion of a Voluntary Social Year of 15 July 2002 (BGBl. I p. 2596), as amended, or a voluntary environmental year as defined in the Law on the Promotion of a Year of Voluntary Environmental Service of 15 July 2002 (BGBl. I p. 2600), as amended, or as part of a model project sponsored by the Federal Government, or have assumed the obligation to do so, or
 4. Have looked after or cared for a child under the age of 18 or another relative in need of care for up to three years
- in line with paragraph 2. Other relatives as defined in number 4 are generally spouses, civil partners in accordance with the Civil Partnership Act of 16 February 2011 (BGBl. I p. 266) as amended, relatives or in-laws in the direct line and relatives in the collateral line up to the third degree (Section 1589 BGB). The need for care is determined pursuant to Section 14 SGB XI. Children include the persons named in Section 25 (5) of the Federal Training Assistance Act.
- (2) Preferential admission requires that
1. No admission numbers were set for the relevant study programme at HafenCity University at the beginning or during service or other work as defined in paragraph 1, or
 2. Admission to the relevant study programme was granted at the beginning or during service or work, or
 3. There is a notice of deferral for the relevant study programme that was issued at the beginning of the service or work
- (3) Admission must be applied for no later than the second admission procedure carried out after the end of service or other work as set out in paragraph 1. If the service or work has not yet been completed, a relevant certificate must be submitted to prove that this will be the case by the time the lectures begin.
- (4) Persons who fulfil the requirements for preferential admission will be admitted in advance, taking into account the total number of places available. In the event of an excess of preferred applicants, the decision will be made at random.

- (5) Paragraph 4 applies accordingly to persons who are allocated a place with effect for another admission procedure on the basis of a court decision in the context of an application for admission for a previous admission procedure.

Section 9

Admission and Rejection, Invalidity and Withdrawal of Admission

- (1) Applicants will be notified of the decision on admission in written or electronic form.
- (2) In the letter of admission, the applicant is informed of a binding deadline by which he or she must accept the place (acceptance deadline). Failure to accept or accept the place within the deadline will result in definitive loss of the place. Expressly declared non-acceptance or late acceptance is binding. Acceptance becomes binding when the application for enrolment, completed in the correct form, is received by the responsible department at HafenCity University in due time. The application for enrolment is normally enclosed with the letter of admission. Admission is subject to the condition that the review of admission prior to enrolment confirms its legitimacy and that there are no obstacles to enrolment. Details of the enrolment procedure can be found in the enrolment regulations, as amended, of HafenCity University.
- (3) Rejection of the place is made in the form of a written or electronic notification, which must include information on legal remedies.

Reasons for rejection are

1. An incomplete application or an application not submitted in the correct form and on time in accordance with Section 6, and
 2. Admission restrictions for capacity reasons as per the applicable legal provisions
- (4) If admission is based on incorrect information in the application, HafenCity University will withdraw admission, reject the application and allocate the place based on the ranking list.

**Part 2:
Allocation of Places for the First Semester of Courses for First
Degrees**

**Section 10
Requirements for Admission**

- (1) A certificate entitling the holder to study in the Bachelor's degree programmes at HafenCity University is
 1. The general higher education entrance qualification
 2. The subject-restricted higher education entrance qualification, or
 3. The entrance qualification for universities of applied sciences
- (2) The Vice President for Academic Affairs determines which subject-specific higher education entrance qualification entitles the student to be admitted to the respective study programme.
- (3) Another prerequisite is proof of participation in an anonymous self-testing procedure offered by HafenCity University.
- (4) Applicants with a higher education entrance qualification pursuant to Section 37 (1) (3 and 4) HmbHG must submit proof of participation in an advisory meeting offered by the university.
- (5) Furthermore, persons who fulfil the requirements of Section 38 HmbHG are entitled to study in a Bachelor's degree programme at HafenCity University. Further details are set out below.

Section 11 Quotas

- (1) Allocation of places for the first semester of courses in first degree programmes is in the order of the following quotas:
1. Applicants qualifying for consideration of special circumstances
Applicants must be excluded in advance from the specified number of admissions pursuant to Section 8.
 2. Priority quotas
After subtraction of the appropriate number of places for applicants in special circumstances (Number 1 above), the following quotas shall be subtracted from the available number of places:
 - a. a share of the places available as specified in Section 3 (1) (3) HZG (non-German citizens quota). The allocation is made as per Section 12 AZO
 - b. A share of the places available as specified in Section 3 (1) (2) HZG (Section 13)
 - c. a share of the places available for athletes/sportspeople as specified in Section 3 (1) (3) HZG.
 - d. a share of the places available for applicants without a school-based higher education entrance qualification as specified in Section 3 (1) (4) HZG (Section 14)Places available in the priority quotas are allocated as specified in Section 3 (3) HZG.
 3. Principal quotas
The places remaining after subtraction of the aforementioned quotas set out above are allocated in two principal quotas, as follows:
 - a. 90 per cent of the places available are allocated in accordance with the result of a selection procedure (Section 15).
 - b. 10 per cent of the places available are allocated in accordance with the number of six-month periods that have elapsed since the applicant acquired their higher education entrance qualification (Wartezeitquote, Section 16).
- (2) The calculation for the quotas in accordance with paragraph 1 uses rounding. In each quota, at least one place must be made available wherever at least one applicant falls into the relevant category. The quotas defined in paragraph 1 only come into effect for a degree programme when the total number of applicants eligible for admission exceeds the number of study places in that degree course.

Section 12

Allocation of Places to Non-German Citizens

- (1) Non-German applicants who fall under Section 4 (2) will be admitted if they can prove that they have a previous education equivalent to a German higher education entrance qualification and proficiency in the language of instruction of the desired study programme (Section 5) and if they have the suitability and motivation required to study at HafenCity University.
- (2) The determination of the required suitability and motivation as specified in paragraph 1 takes the grade of the higher education entrance qualification into account.
- (3) If more non-German applicants have the suitability and motivation specified in paragraph 2 than the number of places available under the quota for non-German students, selection will be based on a ranking list drawn up according to the criteria specified in paragraph 2.
- (4) When applying the selection and admission criteria, applicants with disabilities must not suffer any disadvantages due to their disability. If an affected person claims a disadvantage due to a disability, the officer for students with disabilities must be consulted in accordance with Section 88 (3) HmbHG.

Section 13

Allocation of Places in Cases of Exceptional Hardship

- (1) Places allocated within hardship quotas (Section 11 (1) (2) b) are allocated to applicants who request inclusion in these quotas, due to which refusing them admission would subject them to exceptional hardship.
- (2) Exceptional hardship is deemed to exist in the case of persons for whom immediate admission to the degree programme is absolutely necessary for health reasons or for similarly serious reasons. Exceptional hardship also applies to persons who are bound to Hamburg as a place of study due to special personal circumstances, in particular due to the care or nursing of a child as defined in Section 25 (5) of the Federal Training Assistance Act or comparable family reasons.
- (3) When deciding whether to recognise exceptional hardship, only circumstances that have been sufficiently substantiated within the application deadlines can be taken into account (Section 6).
- (4) If there are more applications eligible for recognition under paragraph 2 than there are places available within the hardship quota, persons under paragraph 2 sentence 1 will be given first priority. If there is still an excessive number of applicants, the degree of hardship is the determining factor. When allocating places to persons in accordance with paragraph 2 sentence 2, priority is given to persons who are bound to Hamburg as a place of study for family reasons. In the case of equal rank due to comparable degree of hardship, further selection is based on the result of a selection procedure based on the degree of suitability and motivation.
- (5) If the hardship application is unsuccessful, the applicant will automatically take part in the selection procedure as set out in Section 11(1)(3).

Section 14

Allocation of Places to Applicants without a Higher Education Entrance Qualification

- (1) The allocation of places in accordance with Section 11(1)(2) d) requires that the applicant holds a higher education entrance qualification in accordance with Section 37 or Section 38 HmbHG.
- (2) The provisions for obtaining the special higher education entrance qualification for people in employment pursuant to Section 38 are set out by HafenCity University in the examination regulations for the entrance examination pursuant to Section 38 HmbHG.
- (3) If there are more applications than there are places available within the quota, the selection will be based on a ranking list drawn up according to the criteria specified in Section 15.

Section 15

Allocation Based on the Degree of Suitability and Motivation

- (1) The allocation of places within the principal quota according to Section 11(1)(3) a) is based on the degree of suitability and motivation of the applicant for the chosen degree programme and the desired profession. The selection is based on a ranking list using the criteria specified in paragraph 2. In any case, the assessments of the higher education entrance qualification must be included to a considerable extent in the selection decision. A ranking list is drawn up according to the scores specified in paragraphs 3 to 5 for the individual selection criteria, depending on their weighting. The places are allocated based on the rankings.
- (2) The degree of suitability and motivation is determined by the following criteria:
 1. The overall final grade of the higher education entrance qualification
 2. Successfully completed subject-specific vocational training in the Bachelor of Science in Architecture, Bachelor of Science in Civil Engineering and Bachelor of Science in Geodesy and Geoinformatics degree programmes. The respective Admissions Committee decides on recognition of the occupational profile.
- (3) Up to 45 points are awarded for the overall final grade of the higher education entrance qualification. 15 points are awarded for recognised, completed subject-specific vocational training.
- (4) If a higher education entrance qualification does not indicate an overall final grade to one decimal place within a six-point grading system, an additional certificate from the institution at which the higher education entrance qualification was obtained must be submitted which fulfils this requirement. If the institution's certificate shows a score based on points, HafenCity University can convert the result indicated into the grading system specified in sentence 1. The second digit after the decimal point resulting from the calculation is deleted. If the overall result is reported as "very good" in a certificate, the person enters with a grade of 1.2. In the case of "good" with a grade of 2.0; in the case of "satisfactory" with a grade of 3.0 and in the case of "sufficient" with a grade of 3.7. If the overall final grade cannot be determined, the person is placed after the last person for whom an average grade can be determined.

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- (5) The ranking list for the allocation of places is derived by awarding of points in accordance with the following provisions:

Overall Final Grade of the Higher Education Entrance Qualification	Score	Additional Points for Vocational Training as per Paragraph 3	Score Plus Additional Points
1	45	15	60
1.1	43.5	15	58.5
1.2	42	15	57
1.3	40.5	15	55.5
1.4	39	15	54
1.5	37.5	15	52.5
1.6	36	15	51
1.7	34.5	15	49.5
1.8	33	15	48
1.9	31.5	15	46.5
2	30	15	45
2.1	28.5	15	43.5
2.2	27	15	42
2.3	25.5	15	40.5
2.4	24	15	39
2.5	22.5	15	37.5
2.6	21	15	36
2.7	19.5	15	34.5
2.8	18	15	33
2.9	16.5	15	31.5
3	15	15	30
3.1	13.5	15	28.5
3.2	12	15	27
3.3	10.5	15	25.5
3.4	9	15	24
3.5	7.5	15	22.5
3.6	6	15	21
3.7	4.5	15	19.5
3.8	3	15	18
3.9	1.5	15	16.5
4	0	15	15

Section 16

Allocation of Places on the Basis of Number of Semesters Waited

- (1) The selection of applicants within the waiting period quota as defined in Section 11(1)(3) b) is based on the number of semesters that have elapsed since the acquisition of the higher education entrance qualification (waiting period) when allocating places for an undergraduate degree programme. Only full six-month periods from the date of acquiring the higher education entrance qualification to the start of the semester for which admission is applied for count. Six-month periods are the period from 1 April to 30 September of a year (summer semester) and the period from 1 October of a year to 31 March of the following year (winter semester).
- (2) No waiting period is taken into account for persons who cannot provide proof of the date on which they acquired their higher education entrance qualification.
- (3) The number of semesters in which the student was enrolled at a German or foreign university is subtracted from the total number of semesters.
- (4) A maximum of 16 six-month periods are taken into account.

Section 17

Equal Rank for Two or More Applicants

If there is a tie in ranking within the individual quotas, the decision is made at random.

Section 17 a

Admissions Committee for Bachelor's Degree Programmes

- (1) If a decision is required in accordance with Section 14(2)(2), the Vice President for Academic Affairs will appoint an Admissions Committee in consultation with the study programme and the relevant Student Representative Council. It consists of at least two professors and one research assistant as members of full-time academic staff. At the request of the responsible student council, the Vice President for Academic Affairs will appoint an additional student member from the relevant study programme. The committee members elect one member to serve as chairperson. This member must be a professor. The committee members also elect a secretary. This person can be an advisory member. The chairperson and secretary cannot be the same person. The members of the Admissions Committee decide by majority vote. In the event of a tie, the chairperson is entitled to a second vote. The Vice President for Academic Affairs may appoint other university members as advisory members.
- (2) The Admissions Committee will recognise the occupational profile in accordance with Section 14(2)(2). The Admissions Committee also decides on cases of doubt.
- (3) The result of the recognition in accordance with paragraph 2 must be recorded in writing in the minutes and justified.
- (4) The minutes must be drawn up immediately after the last meeting of the Admissions Committee and signed by the chairperson and the secretary. The minutes must be submitted to the department responsible for the selection procedure at HafenCity University.

**Part 3:
Allocation of Places for the
First Semester of Courses for Master's Degree Programmes**

Section 18

Requirements for Admission, Selection and Admission to a Master's Degree Programme

- (1) Admission to the Master's degree programmes at HafenCity University requires a certificate of a first qualifying university degree, in particular a Bachelor's degree, a comparable degree or a higher degree from an academic university. Further details, in particular the other requirements for admission and the selection procedures are set out in the Specific Admission Regulations (BZO) of the respective study programme.
- (2) If the result of the applicant's first qualifying degree is not yet available by the application deadline, the application for admission to the degree programme must be accompanied by a transcript of records or a corresponding certificate from the university at which the first qualifying degree was obtained, showing the grade point average and a level of achievement of at least 130 credit points (CP). This requires proof of graded coursework totalling at least 75 credit points (CP). At the start of the Master's degree programme, the number of outstanding examinations and assessments should not exceed 15 credit points (CP). When applying for enrolment, a declaration must be submitted stating that the expected number of outstanding examinations and assessments will not exceed 15 credit points (CP) at the end of the current semester. The application must also be accompanied by a declaration that the Bachelor's degree programme will be completed during the first semester of the Master's degree programme.
- (3) Applicants who fall under the provision in paragraph 2 must submit proof of a successful first qualifying university degree to HafenCity University by the 15th day of the second month of the second semester of the Master's programme.
- (4) If the first qualifying university degree was not completed on time as specified in paragraph 2 and or the proof as specified in paragraph 3 was not submitted, admission to the Master's degree programme will lose its validity retroactively. Students will be de-registered or, in the case of internal HafenCity University students, downgraded to the relevant Bachelor's degree programme.

Section 19 Quotas

- (1) Allocation of places for the first semester of courses in consecutive and postgraduate degree programmes is in the order of the following quotas:
1. Applicants qualifying for consideration of special circumstances
Applicants must be excluded in advance from the specified number of admissions pursuant to Section 8.
 2. Priority quotas
After subtraction of the appropriate number of places for applicants in special circumstances (Number 1 above), the following quotas shall be subtracted from the available number of places:
 - a. A share of the places available as specified in Section 9 (1) (1) HZG (Section 20)
 - b. a share of the places available for athletes/sportspeople as specified in Section 9 (1) (2) HZG.
 3. Principal quotas
The places remaining after subtraction of the aforementioned quotas set out above are allocated in two principal quotas, as follows:
 - a. 90 per cent according to a ranking list based on the results of a selection procedure (Section 18);
 - b. 10 per cent of the places available are allocated in accordance with the number of six-month periods that have elapsed since the applicant acquired their entrance qualification for the Master's programme (Wartezeitquote, Section 21)
- (2) If not all places are allocated in the priority quota or in the waiting time quota, these are added to the principal quota. The places remaining after conclusion of the selection procedure (Section 18) are allocated to the remaining applicants with an entrance qualification.
- (3) The calculation for the quotas in accordance with paragraph 1 uses rounding. In each quota, at least one place must be made available wherever at least one applicant falls into the relevant category. The quotas defined in paragraph 1 only come into effect for a degree programme when the total number of applicants eligible for admission exceeds the number of study places in that degree course.

Section 20
Allocation of Places in Cases of Exceptional Hardship

- (1) Places allocated within hardship quotas (Section 19(1)(2) b) are allocated to applicants who request inclusion in these quotas, due to which refusing them admission would subject them to exceptional hardship.
- (2) Exceptional hardship is deemed to exist in the case of persons for whom immediate admission to the degree programme is absolutely necessary for health reasons or for similarly serious reasons. Exceptional hardship also applies to persons who are bound to Hamburg as a place of study due to special personal circumstances, in particular due to the care or nursing of a child as defined in Section 25 (5) of the Federal Training Assistance Act or comparable family reasons.
- (3) When deciding whether to recognise exceptional hardship, only circumstances that have been sufficiently substantiated within the application deadlines can be taken into account (Section 6).
- (4) If there are more applications eligible for recognition under paragraph 2 than there are places available within the hardship quota, persons under paragraph 2 (1) will be given first priority. If there is still a excessive number of applicants, the degree of hardship is the determining factor. When allocating places to persons in accordance with paragraph 2 sentence 2, priority is given to persons who are bound to Hamburg as a place of study for family reasons. In the case of equal rank due to comparable degree of hardship, further selection is based on the result of a selection procedure based on the degree of suitability and motivation.
- (5) If the hardship application is unsuccessful, the applicant will automatically take part in the selection procedure as set out in Section 19(1) no. 3.

Section 21
Allocation of Places on the Basis of Number of Semesters Waited

- (1) The selection of applicants within the waiting time quota is based on the number of six-month periods (waiting time) that have elapsed since the applicant was admitted to the Master's degree programme they wish to pursue. Only full six-month periods from the date of acquiring the entrance qualification for the Master's degree programme they wish to pursue to the start of the semester for which admission is applied for count. Six-month periods are the period from 1 April to 30 September of a year (summer semester) and the period from 1 October of a year to 31 March of the following year (winter semester).
- (2) No waiting period is taken into account for persons who cannot provide proof of the date on which they acquired their entrance qualification for the Master's degree programme.
- (3) Persons who apply for a Master's degree programme in the final phase of their studies and who have not completed the entrance qualification for the Master's degree programme they wish to pursue at the time of application will not be considered for selection based on waiting time.
- (4) The number of semesters in which the student was enrolled at a German or foreign university is subtracted from the total number of semesters.
- (5) A maximum of 16 six-month periods are taken into account.

Section 22 Final Grade of the Qualifying University Degree

- (1) If the respective BZO stipulates a selection procedure as defined in Section 3 of these regulations, up to 50 points will be awarded when taking the average grade of the first qualifying university degree into account in the creation of a ranking list. This is done on the basis of the following paragraphs.
- (2) ECTS-grading (maximum score: 30) and absolute grade (maximum score: 20) of the first qualifying university degree or previous coursework (maximum total score: 50):

1. ECTS-grading:

A (30 points); B (20 points); C (10 points) D and E (0 points)

If a degree with ECTS-grading has not yet been acquired, but a valid ECTS-grading table of the university concerned is available for the respective graduation year, points are awarded for the result of the previous coursework according to this grading table as follows:

for the best 10%:	30 points
for the following best 25%:	20 points
for the following 30%:	10 points
for the last 35%:	0 points

If no ECTS grading or a valid ECTS-grading table can be presented by submitting an equivalent certificate from the issuing university, the classification will be made according to the average and standard deviation for the degree programmes for the respective university collected by the German Science and Humanities Council (Wissenschaftsrat) in 2012 (Examination grades at universities in the 2010 examination year: working report (*Prüfungsnoten an Hochschulen im Prüfungsjahr 2010: Arbeitsbericht*), Hamburg 2012). If the issuing university is not listed by the Science and Humanities Council (Wissenschaftsrat) the classification is made according to the average and standard deviation for the degree programmes of all German universities.

If neither an ECTS grading or valid ECTS-grading table nor a certificate from the issuing university stating that neither can be provided, the applicant will receive 0 points. If the applicant acquired the academic degree in a non-EU country the equivalent certificate can be replaced by a credible statement.

2. Absolute grade of the first qualifying university degree or previous coursework:

1.0 (20); 1.1 (19); 1.2 (18); 1.3 (17); 1.4 (16); 1.5 (15); 1.6 (14); 1.7 (13); 1.8 (12); 1.9 (11); 2.0 (10); 2.1 (9); 2.2 (8); 2.3 (7); 2.4 (6); 2.5 (5); 2.6 (4); 2.7 (3); 2.8 (2); 2.9 (1); ≥3.0 (0)

If the first qualifying degree was earned at a foreign university, the final grade achieved is converted into one of the aforementioned absolute grades. The university can use an external service provider for the conversion (e.g. Uniassist).

- (3) The Specific Admission Regulations for the Resource Efficiency in Architecture and Planning study programme may stipulate that, in deviation from paragraph 2, the ECTS grading is not taken into account. In this case, the absolute grade is assessed with a maximum total score of 50 points. Further details are set out in the Specific Admission Regulations.

Section 23
Equal Rank for Two or More Applicants

If there is a tie in ranking within the individual quotas, the decision is made at random.

Section 24
Admissions Committee for Master's Degree Programmes

- (1) The Vice President for Academic Affairs appoints an Admissions Committee in consultation with the study programme and the relevant Student Representative Council. It consists of at least two professors and one research assistant as members of full-time academic staff. At the request of the responsible student council, the Vice President for Academic Affairs will appoint an additional student member from the relevant study programme. The committee members elect one member to serve as chairperson. This member must be a professor. The committee members also elect a secretary. This person can be an advisory member. The chairperson and secretary cannot be the same person. The members of the Admissions Committee decide by majority vote. In the event of a tie, the chairperson is entitled to a second vote. The Vice President for Academic Affairs may appoint other university members as advisory members.
- (2) The Admissions Committee performs the assessments required under Section 3 of the respective specific admissions regulations and awards the relevant points. The Admissions Committee also decides on cases of doubt.
- (3) The results of the individual examinations and assessments of the applications submitted must be recorded in writing and reasons given. Minutes must be kept of the entire admissions procedure of the Admissions Committee. The minutes should include at least:
 1. Documentation of the selection procedure
 2. Period of the selection procedure
 3. Participating members
 4. Justification for the selection decision and definition of the evaluation criteria for the selection criteria pursuant to Section 3 of the respective BZO

The minutes must be drawn up immediately after the last meeting of the Admissions Committee and signed by the chairperson and the secretary. The minutes must be submitted to the department responsible for the selection procedure at HafenCity University.

Part 4:
**Allocation of Places for Higher Semesters for First Degrees
and Master's Degree Programmes**

Section 25
Allocation of Places for Higher Semesters

- (1) In summer semester, admissions are only granted to the second and fourth semesters in the Bachelor's programme and only to the second semester in the Master's programme. In winter semester, admissions are only granted to the third and fifth semesters in the Bachelor's programme and only to the third semester in the Master's programme.
- (2) When transferring the place of studies, a transcript of records of 20 credit points (CP) or more must be submitted along with the application for admission. Submission of the transcript of records guarantees placement in at least the second semester.
 1. If, in the case of a transfer to the second semester, the transcript of records for 20 credit points (CP) achieved cannot be enclosed with the application, this should be submitted to the Student Admissions and Registration Office within eight weeks of the start of the semester
 2. For a transfer to a third or higher semester, a transcript of records must be submitted along with the supporting documents. For formal reasons, applications without a relevant transcript of records must be rejected in writing
- (3) If a change of study programme is desired, proof of participation in HafenCity University academic counselling must be submitted along with the application for admission. The host study programme certifies the option of a change, confirms that counselling has taken place (by the relevant lecturers responsible for academic counselling) and issues a recommendation for admission to the desired semester of the study programme. This certificate must be enclosed along with the application. For formal reasons, applications received without a recommendation from the host study programme will be rejected with a written or electronic notification.
- (4) Students who de-register
 1. For the purpose of temporary study abroad, for a maximum period of two years
 2. To care for a minor child for up to three years
 3. To fulfil a compulsory service obligation pursuant to Art. 12a(1) or (2) of the Basic Law (constitution), or
 4. For a comparable purposewill be enrolled for their previous study programme without a new admission procedure, provided that they apply to resume their studies within the period specified in Section 6 (1).

This translation is for information only – only the German version shall be legally valid and enforceable.

Part 5

Section 26 Final Provisions

These regulations come into force upon publication in the HCU Gazette and apply for the first time to the application and admissions process for winter semester 2020/2021 at HafenCity University. At the same time, the Admission Regulations of 9 January 2019 (HCU Gazette 02/2019, p. 15) shall cease to be in force.

Hamburg, 25 February 2020 HafenCity

University Hamburg