

**Admissions and Selection Regulations for the international Bachelor of Science degree course in
Information Engineering in the Department of Information and Electrical Engineering at Hamburg
University of Applied Sciences (HAW Hamburg)**

26 March 2015

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

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

On 26 March 2015, acting pursuant to Section 108 subsection 1 sentence 2 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVBl. p. 171), last amended 2 December 2014 (HmbGVBl. pp. 495, 500), and to Section 10 subsection 1 of the Higher Education Admissions Act (*Hochschulzulassungsgesetz, HZG*) issued on 28 December 2004 (HmbGVbl. 2004, p. 513), last amended 2 December 2014 (HmbGVBl. pp. 495, 500), the Executive Board of HAW Hamburg confirmed the following [German] text of the *Zugangs- und Auswahlordnung (ZAO) für den internationalen Bachelorstudiengang 'Information Engineering' des Department Informations- und Elektrotechnik an der Hochschule für Angewandte Wissenschaften Hamburg*, adopted by the Faculty Council of the Faculty of Engineering and Computer Science on 8 May 2014 in accordance with Section 10 subsection 1 HZG and Section 91 subsection 2 no. 2 HmbHG.

1. Purposes of these Regulations

The Bachelor of Science degree course in Information Engineering at HAW Hamburg is an internationally focused degree course taught and examined through the medium of English. In this context, these Admissions and Selection Regulations govern the specific requirements of the admissions process for this degree course in relation to the maximum proportion of places to be allocated to international students, application periods and closing dates for applications, and applicants' prior proficiency in the English language.

2. Closing dates for applications

(1) For international applicants as defined in Section 4 subsection 2 of the general admissions regulations for degree courses at HAW Hamburg (HAWAZO), the periods during which applications for the course are accepted differ from the [general] application periods set out in Section 3 subsection 1 HAWAZO. [For this degree course], application periods for international students are as follows:

- a) For winter semesters: 01 April to 31 May of each year
- b) For summer semesters: 01 October to 30 November of each year
[for the summer semester of the following year]

(2) These application periods apply likewise to all applicants seeking to return to their degree course after an interruption as defined in Section 7 HAWAZO (*Nachteilsausgleiche/consideration of specific circumstances*).

(3) Applicants seeking admission on other grounds shall apply within the [general] application periods as specified in Section 3 subsection 1 HAWAZO.

3. Maximum proportion of places to be allocated to international students

(1) In order to ensure that the degree course retains its intended international character, the maximum proportion of international students to be admitted to the course (*Ausländerquote/Vorabquote*) pursuant to Section 6 subsection 1 no. 2 a HAWAZO shall be 40%.

(2) HAW Hamburg may, in accordance with the provisions of Section 5 subsection 1 HAWAZO, exceed the set maximum number of students to be admitted to the course (over-admission) in the

interest of filling the available places quickly and efficiently and in consideration of the typical numbers of applicants accepting offers of places as observed in previous semesters. HAW Hamburg may set a factor of over-admission for international applicants (*Ausländerquote*) that differs from that applying to the general group of applicants (*Hauptquote*) due to observed differences in typical offer acceptance rates among applicant groups.

4. English language proficiency of applicants

(1) The degree course's language of instruction is English. Applicants are therefore required to demonstrate particular proficiency in the English language via proof (certificate confirming the attainment or confirmation of test results) of one of the following attainments:

- a) Successful completion of an internationally recognised test of English language proficiency, with a minimum score as set out in point no. 1 of the Appendix to these Regulations, OR
- b) A *Fachhochschulreife* or *allgemeine Hochschulreife*, completed in Germany after at least six years of instruction in the subject of English in the *Sekundarstufe 1 and 2*, with a minimum grade of 8 points (befriedigend) in the final year of instruction in English, OR
- c) A higher education entrance qualification (equivalent to the *Fachhochschulreife* or *allgemeine Hochschulreife*) completed in a majority English-speaking country through the medium of English, OR
- d) A minimum of one year of successful study through the medium of English at a higher education institution in a majority English-speaking country, OR
- e) A degree, whose language of instruction was English, completed at a higher education institution outside Germany.

The definition of a 'majority English-speaking country' for the purpose of these Regulations shall be a country included in the list of countries given in point no. 2 of the Appendix to these Regulations.

(2) For entry to this degree course, there is no requirement to demonstrate proof of German language proficiency as set out in Section 4 subsection 3 HAWAZO.

5. Selection and admission of applicants

(1) The selection and admission of applicants whose applications are covered by the provisions of Section 6 subsection 1 no. 3 a HAWAZO (*Hauptquote*) shall take place on the sole basis of the overall final grade/grade average attained by applicants in their higher education entrance qualification (refer to Section 11 subsection 3 no. 1 HAWAZO).

(2) Applications submitted by applicants for a place within the *Ausländerquote* will be included in the selection process for this group of applicants provided the applicant:

- a) has appended to her application an officially certified copy of the certificate confirming her higher education entrance qualification (pursuant to Section 37 subsections 1 and 5, and Sections 38 and 39 HmbHG)
- b) has, if he holds a higher education entrance qualification attained outside Germany, appended to his application a document of confirmation from the appropriate authority that his higher education entrance qualification is recognised as equivalent to a higher education entrance qualification attained in Germany
- c) can demonstrate adequate proficiency in the English language as set out in Section 4 above.

(3) Places within the *Ausländerquote* will be allocated in accordance with a ranking of applicants by the number of points assigned to each applicant on the basis of the following criteria:

- a) The overall final grade/overall grade average attained by the applicant in her higher education entrance qualification (attained outside Germany) (max 40 points)
- b) Completed vocational training and other practical experience with relevance to the subject of the degree course (max. 5 points)
- c) Proficiency in the English language beyond the minimum requirements for admission to the degree course (max. 5 points)
- d) Proficiency in the German language (max. 5 points)
- e) The applicant's letter of motivation (max. 5 points)
- f) Other attainments which may indicate that the applicant is particularly likely to complete the degree course successfully (max. 15 points).

Applicants shall demonstrate that they meet those of the criteria above that apply to them by submitting proof in the form of documents in German or English (originals or officially certified copies). Original documents or officially certified copies in other languages shall be accompanied by officially certified translations into German or English.

(4) Once the number of points awardable to each application has been established in accordance with Section 3 (1) above, a list of all applicants with a minimum of 45 points shall be created, in rank order [from the highest to the lowest number of points]. Where more than one applicant has achieved the same number of points and therefore the same rank, these applicants' positions in the ranking shall be drawn at random.

(5) The International Students Selection Committee which shall be established pursuant to Section 3 of the Regulations for the Selection of International Students for Admission to HAW Hamburg for the Faculty of Engineering and Computer Science shall issue guidelines governing details of the admissions process, to include, in particular, definitions of attainments that satisfy the criteria a) to f) above and matters pertaining to the award of points to applicants.

6. Effective date

These Regulations shall come into effect with the commencement of the application period for winter semester 2014/15.

Appendix

1. List of recognised tests of English language proficiency (other tests will not be accepted)

Test	Minimum score required
BULATS	65
Cambridge	FCE grade B CAE CPE
IELTS	6.0
Pearson	PTE General level: 3 PTE Academic: 59
TELC	English B2 English B2-C1 University
TOEFL	IBT: 87 PBT: 550 CBT: 220

2. Majority English-speaking countries

The following countries shall be considered 'majority English-speaking' for the purpose of these Regulations. Countries not included in this list will not count as 'majority English-speaking'. The list draws on the definition issued by the UK Home Office¹.

- a) Antigua and Barbuda
- b) Australia
- c) The Bahamas
- d) Barbados
- e) Belize
- f) Canada
- g) Dominica
- h) Grenada
- i) Guyana
- j) Jamaica
- k) New Zealand
- l) St Kitts and Nevis
- m) St Lucia
- n) St Vincent and the Grenadines
- o) Trinidad and Tobago
- p) United Kingdom of Great Britain and Northern Ireland
- q) United States of America

¹Source:

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendixb/>
[15 Feb 2014]