

## **Statute on Studies at the Hamburg University of Technology (TUHH)**

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### **Part I Conditions of Admission to Study**

#### **§ 1 Conditions of Admission to Bachelor's Programs**

(1) Admission to the first semester of study presupposes the following:

1. The German certificate of qualification for entrance into higher education (Zeugnis der allgemeinen Hochschulreife) or proof of entitlement to study according to § 37 or 38 of the Hamburg Higher Education Act (HmbHG) or a qualification recognized as equivalent.
2. Language proficiency in the language or languages of instruction in the chosen Bachelor's program as listed in Annex 1 to this Statute.
3. As a rule a basic internship. Details are set out in the Internship Regulations corresponding to the course of studies.

(2) Admission to a higher semester presupposes, in addition to the conditions set out in (1) above, transferable credits obtained on a comparable course of studies at another university. The Board of Examiners of the relevant School will rule on transferability.

(3) For admission, the candidate must also submit a declaration that she or he has not conclusively failed an intermediate diploma examination, a diploma examination, a Bachelor of Science or Master of Science examination or an equivalent examination in the same or a related discipline at a university and is not involved in a pending examination procedure.

#### **§ 2 Conditions of Admission to Master's Programs**

(1) The prerequisites for admission to the first semester are:

1. Successful completion of studies on an undergraduate course.
2. Specialist knowledge and competences the scope and depth of which meet the requirements for the relevant Master's program. Annex 2 of this Statute has an overview of the relevant requirements for the individual Master's programs (professional suitability).
3. Language proficiency in the language or languages of instruction in the chosen Master's program as listed in Annex 1 to this Statute.

(2) The substantive assessment of an application (para. 1.2) is undertaken by a Selection Commission consisting of the director of the study program and at least one other person who holds at least the qualification to be awarded and is appointed by the appropriate committee of the Office of the Dean of

Studies. Prior to the start of the application procedure this committee will also name substitutes for the director of the study program and for the other member or members of the committee. A substitute member must hold at least the same qualification as the main member. If the Selection Commission is unable to reach a decision the decision shall be made by the Chair of the Examination Committee or, in the Chair's absence, by his or her substitute. In its substantive assessment of an application the Selection Commission is bound by the sources of information listed in Section 17. Applicants may also be allowed to submit further proof of competence before taking up their studies for the master's program of their choice.

- (3) Candidates for internationally oriented Master's programs as per Annex 1 No. C3 with a degree in an undergraduate program that was not obtained in Germany or in a state specified in § 5 Paragraph 2 No. 1 will, depending on the applications received, be assessed on the basis of country-specific experience in respect of the correlation between proven qualification and study results. They must be able to provide evidence of a grade in at least the top third of performance grades in the relevant higher education system. In ascertaining the top third any recommendations of the Central Office for Foreign Education of the Standing Conference of Ministers of Education and Cultural Affairs (KMK) and the results of evaluations at the TUHH must be taken into account.
- (4) For admission, the applicant must also submit a declaration that he or she has not already conclusively failed an examination in the same program of studies or an equivalent examination prescribed by the Examination Regulations as compulsory in the course of studies applied for and is not involved in a pending examination procedure.
- (5) Admission to a higher semester in addition presupposes transferable credits earned in a comparable program of studies at another university. The Board of Examiners of the relevant School will decide on transferability.

### **§ 3**

#### **Application Deadlines and Procedures for Study Programs according to § 2**

- (1) Places on the study programs listed in Annex 1 No. C3 are only awarded for the winter semester and applications must have been received at the TUHH by March 1 of the year (cut-off point). For all other Master's programs applications places for the winter semester must be received at the TUHH by July 15 of the year and for the summer semester by January 15 of the year (cut-off point). Other time limits for study programs with local restrictions on admission will be governed as specified in Part II of this Statute.
- (2) The TUHH will specify the content and form of applications to study and also the content and form of documents to be submitted. All certificates in foreign languages must be accompanied by a translation (German or English) by a sworn translator.
- (3) Applicants who miss the deadline for applications pursuant to Section 3 para. 1 or who fail to submit the application in the proper form with the documents required pursuant to Section 3 para. 2 will not be admitted to the award procedure for study places.

## **Part II**

### **Award of Places on Study Programs with Local Restrictions on Admission**

#### **§ 4**

#### **Area of Application**

- (1) Part II of this Statute sets out the procedure to be followed by the TUHH when awarding places on TUHH study programs with local restrictions on admission that are not covered by the central awarding procedure of the Foundation for University Admissions (Stiftung für Hochschulzulassung).
- (2) Persons who deregistered at TUHH in order:
- a) to continue their studies temporarily at a foreign university,
  - b) to care for or look after a child under the age of 18 or another relative in need of care for a period of up to three years
  - c) to perform a service under Article 12a of Basic Law, to assume such service obligations and to perform corresponding services temporarily for a fixed term of up to three years,
  - d) to perform at least two years' service as a development aid worker
  - e) or to do a voluntary year of social or ecological work
- can be registered for their discipline without a renewed admission procedure. § 26 applies accordingly.
- (3) §§ 5 to 13 apply exclusively to the procedure for awarding places on Bachelor's programs at the TUHH. They do not apply to the procedure for awarding places on Master's programs.

#### **§ 5**

#### **Foreign university entrants**

#### **(Ratio of Foreign Nationals)**

- (1) In the procedure for awarding places to new entrants, 10% of the places available on each course are reserved for foreign nationals and stateless persons unless they have equivalent status to Germans. With the approval of the relevant authority, this proportion may be increased if there are special reasons for doing so.
- (2) Anyone with equivalent status to Germany will participate in the General Selection Procedure as per § 9. The following have equivalent status to Germans:
- 1. Nationals of another European Union member state and of Liechtenstein, Iceland and Norway.
  - 2. Children living in the Federal Republic of Germany of nationals of a European Union member state or of Liechtenstein, Iceland and Norway, insofar as these nationals are or have been employed in the Federal Republic of Germany.
  - 3. Other family members (as defined by Article 2 No. 2 of Directive 2004/38/EC of the European Parliament and Council dated April 29, 2004 (Official Journal EC No. L 229 p. 35)) living in Germany of nationals of an EU member state or of Liechtenstein, Iceland and Norway, insofar as these nationals are employed in the Federal Republic of Germany, and
  - 4. Other foreign nationals or stateless persons with a German higher education entrance qualification.
- (3) Within the reserved quota as per Paragraph 1, depending on the applicant situation country quotas will be formed on the basis of experience of specific countries in respect of the correlation between proven qualification and successful studies or with the objective of composing a balanced group. Admission as part of the country quota can only be granted if the final certificate shows a grade in the upper third of performance in the relevant education system. Foreign grades will be converted into German grades following the KMK guidelines. Rankings for admission will be drawn up. In case of equal ranking, lots

will be drawn. Applications whose certificate qualifying them for entrance to higher education shows no grade, or for whom no average grade can be determined, will be admitted to the procedure for awarding places with an assumed grade of 4.0.

## **§ 6 Selection on the Basis of Hardship Factors (Hardship Quota)**

- (1) Five percent of university entrance places will on request be awarded to persons for whom non-admission to the course would signify exceptional hardship.
- (2) Exceptional hardship is suffered by persons who, due to special personal circumstances such as health, family, economic or social reasons, need to have Hamburg as their place of study. The TUHH will arrange further details in accordance with the Hardship Guidelines that form Annex 3 to this Statute.
- (3) The rank order will be determined by the degree of exceptional hardship. In making a decision, only circumstances of which evidence has been submitted within the time schedule specified in § 17 Paragraph 1 will be taken into account.
- (4) The Teaching and Study Service Center will decide whether a case of hardship exists. It will notify applicants of the decision. Those admitted must be alerted to the legal consequences set out in § 21 Paragraph 2.

## **§ 7 Top Athletes Quota**

- (1) Two percent of university entrance places will on request be awarded to persons in a nationally formed A, B, C or D/C cadre of a top-ranking specialist association of the German Olympics Federation for a type of sport supervised by the Hamburg/Schleswig Holstein Olympic Training Center (OSP) (top athletes) and who are therefore tied to Hamburg as their place of study (Top Athlete Quota). A certificate from the OSP must be submitted as evidence that an applicant is a top athlete and belongs to the cadre in a type of sport on which the OSP mainly focuses.
- (2) Places will initially be awarded to top athletes who belong to the cadre of a type of sport on which the OSP mainly focuses. Any remaining free places will then be awarded to other top athletes. If the number of top athletes to be considered exceeds the number of study places to be awarded, the selection will be made on the basis of the result of the General Selection Procedure in accordance with § 9.

### **§ 7 a Quota for Applicants without an Educational Qualification for Entrance to Higher Education**

Three percent of university entrance places will on request be awarded to persons without an educational qualification for entrance to higher education within the framework of the selection procedure according to § 9 applying exclusively Paragraph 2 No. 1.

### **§ 7 b Award of Untaken Places in Reserved Quotas According to §§ 5, 6, 7 and 7a**

Places remaining free in the reserved quotas will be awarded as follows:

1. Any free places in the quota for foreign students (§ 5) or in the quota of § 7 a will be awarded in accordance with § 8.
2. Any free places remaining in the hardship quota (§ 6) or in the Top Athletes quota (§ 7) will be reallocated to the other quota if there are still people in that category to be considered. Otherwise they

will be awarded in accordance with § 7a if there are still people in that category to be considered; otherwise in accordance with § 8.

## **§ 8 Main Quotas**

- (1) The university entrance places remaining after deduction of quotas for foreign students, hardship cases, top athletes and applicants without a school qualification for university entrance (reserved quotas) will be awarded as follows:
1. Ninety per cent based on the result of a General Selection Procedure as per § 9.
  2. Ten per cent based on the number of half-years that have passed since gaining the higher education entrance qualification (waiting time) in accordance with § 10.
- (2) In calculating the quotas as per §§ 5 to 8 figures will be rounded.

## **§ 9 General Selection Procedure**

- (1) Decisions on the award of the remaining study places will be made on the basis of the university's own selection procedure according to the degree of suitability and motivation of the applicant for the chosen course of study and the profession she/he wishes to take up.
- (2) The degree of suitability and motivation as per Paragraph 1 will be determined on the basis of the following criteria:
1. Average grade of qualification for entrance to higher education
  2. Individual grades in mathematics in the last four half-years at school before gaining the higher education entrance qualification.

Foreign grades will be converted into German grades following the KMI guidelines. Applicants whose certificate of qualification for entrance to higher education does not show a grade or whose average grade cannot be ascertained will take part in the selection procedure with an assumed grade of 4.0. in the case of applicants who do not provide evidence of the grades specified in No. 2. above only the average grade on their certificate of qualification for entrance to higher education will be taken into account in deciding whether to select them.

- (3) To prepare for decisions on admission, a number of points will be allocated to the average grade mentioned in Paragraph 2 No. 1, in accordance with the following table:

Grade	Points	Grade	Points	Grade	Points
1.0	70	2.0	50	3.0	25
1.1	68	2.1	48	3.1	22
1.2	66	2.2	46	3.2	19
1.3	64	2.3	44	3.3	16
1.4	62	2.4	42	3.4	13
1.5	60	2.5	40	3.5	10
1.6	58	2.6	37	3.6	8
1.7	56	2.7	34	3.7	6
1.8	54	2.8	31	3.8	4
1.9	52	2.9	28	3.9	2
				4.0	0

If on a certificate the overall result is stated in words, for the selection process the applicant in question will be awarded a grade and the corresponding number of points in the above table as follows: "Very

good corresponds to 1.2; “Good” corresponds to 2.0; “Satisfactory” corresponds to 3.0 and “Adequate” corresponds to a grade of 3.7.

- (4) A bonus of five points will be awarded on the criterion stated in Paragraph 2 No. 2 if the arithmetic mean of the grades for the four half-years prior to gaining the higher education entrance qualification is 10 points at least. Foreign grades will be converted into German grades following the KMK guidelines and transferred to the German points system.
- (5) For admission, a total number of points will be calculated by adding up points awarded in accordance with Paragraphs 3 and 4. Admission will be granted in rank order of the next highest number of points. If only one place remains to be awarded and two applicants have the same total number of points, the higher number of points for the average grade of the higher education entrance qualification will determine the rank order. If both rank the same, lots will be drawn.

## **§ 10**

### **Selection Following a Waiting Time**

- (1) The rank order of applicants will be determined by the number of half years since gaining the higher education entrance qualification (waiting time). Only full half years from the time of gaining the higher education entrance qualification until the start of the semester for which admission is requested will count. Half years are the period from April 1 to September 30 of a year and the period from October 1 of a year to March 31 of the following year.
- (2) No waiting period will be taken into account for persons who are unable to provide evidence of the date when the higher education entry qualification was gained.
- (3) Half years when the applicant was registered at a university within the jurisdiction of the German Basic Law will be deducted from the total number of half years.
- (4) A maximum of seven half years will be taken into account.
- (5) If during selection by waiting time two applicants rank equally, the criteria in § 9 will be taken into account. If they still rank equally, lots will be drawn.

## **§ 11**

### **Selection Procedure for Applicants for a Second Course of Study**

- (1) Anyone who has already successfully completed a course of study at a German university or will have done so by the time they commence studies at the TUHH (first degree) will be selected within the framework of the quota in § 8 No. 1.
- (2) The selection procedure will be as specified in § 9 subject to the provision that the average grade of the higher education entrance qualification will be replaced by a procedural grade based 50% on the result of the final examination in the first course of study or the average grade for the first course of study as evidenced at the time of application and 50 percent on the average grade of the higher education entrance qualification.

## **§ 12**

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**§ 13**  
**Selection Procedure for Applicants Pursuant to**  
**§ 38 HmbHG**

For persons who wish to embark on a course of study on the basis of a course-related entitlement pursuant to § 38 of the Hamburg Higher Education Act (HmbHG), selection will be governed by § 5 Paragraph 2 No. 6 of the Hamburg Higher Education Admissions Act (HZG). Admissions will count against the places in § 8 of this Statute. A pass in an entrance examination as laid down in § 38 HmbHG will be deemed to fulfill the requirements for admission. No rank order will be specified.

**§ 14**  
**Selection for Master's Programs with Local Restrictions on Admission –**  
**Selection Based on Hardship Considerations (Hardship Quota)**

- (1) Ten percent of study places will by request be awarded to persons for whom rejection of their application would entail exceptional hardship, in particular because for special health, family, social or economic reasons they need to have Hamburg as their place of study. The TUHH will arrange further details on the basis of Hardship Guidelines that form Annex 3 of this Statute.
- (2) At least one person must be admitted to study under the hardship quota provided that there is at least one person in that category to be considered. This does not apply if as a result the overall number of study places to be awarded would exceed the overall number of places to be awarded under the quotas in §§ 14 a and 14 b. § 6 Paragraphs 3 and 4 apply accordingly. Ninety per cent of the study places remaining after deducting the hardship quota will be awarded in accordance with § 14a and ten per cent in accordance with § 14b.

**§ 14 a**  
**Selection for Master's Programs with Local Restrictions on Admission -**  
**General Selection Procedure (Performance-Based Quota)**

- (1) The award of places on Master's programs with local restrictions on admission will be determined by
  1. The average grade of the first university degree relevant to the Master's program
  2. The degree of professional suitability according to Annex 2 of the relevant Master's program.

If applicants are not yet able to provide proof of a first relevant university degree at the time of the selection procedure, the average grade of the first university degree will be replaced by the current average grade for studies completed to date. This is without prejudice to § 2 Paragraph 1. Foreign grades will be converted into German grades following the KMK guidelines. Applicants whose certificate of qualification for entrance to higher education or first degree certificate does not show a grade or for whom no average grade can be ascertained will be allocated the grade 4.0.

- (2) To prepare for the decision on admission, the average grade mentioned in Paragraph 1 No. 1 will be allocated a number of points in accordance with § 9 Paragraph 3. Based on the criterion in Paragraph 1 No. 2, an additional 15 points will be awarded to professionally especially suitable applicants in accordance with Annex 2 of this Statute.

**§ 14 b**  
**Selection for Master's Programs with Local Restrictions on Admission –**  
**Selection by Waiting Time (Waiting Time Quota)**

When awarding places on Master's programs with local restrictions on admission, the rank order of applicants in the waiting time quota will be determined by the number of half years that have passed since gaining their qualification for admission to a Master's program. § 10 Paragraph 1 Sentences 2 and 3 and Paragraphs 2, 3 and 4 apply accordingly. If when selecting by waiting time applicants rank equally, the criteria in § 14 a will apply. If after that they still rank equally, lots will be drawn.

**§ 15**  
**Pre-Selection**

- (1) Applicants who fall into one of the categories in § 4 Paragraph 2 letters c) to e) will be pre-selected for the course of studies as stipulated in Paragraphs 2 to 4.
- (2) Pre-selection will be on condition that
  1. At the start of or during the service no admission numbers were specified at the university or
  2. Admission to this course of studies at the TUHH had been granted at the start of or during the service.
- (3) Admission must be applied for as part of the admission procedure that is carried out immediately after completing the service. If the service has not yet ended, a certificate must be produced as evidence that it will have been completed by the start of the lecture period in the semester applied for.
- (4) Persons who fulfill the prerequisites for preferential selection will be pre-selected and their places will count against the total study places available according to § 8 or § 14. If it proves necessary to specify a rank order of preferentially selected persons, this will be decided by the drawing of lots allocated to the applicants at the start of the admission procedure.
- (5) Persons who on the basis of a court order relating to their application for admission for a preceding admission procedure are to be allocated a study place for another admission procedure must be treated as persons who are to be preferentially pre-selected.
- (6) Also registered without renewed admission will be persons who, on account of serious illness or for a comparable reason for which they are not responsible, despite being admitted did not register or who were deregistered for such reason during the course of their first semester of studies. They must apply for registration as part of the next admission procedure after the reason ceases to exist.

**§ 16**  
**Award of Study Places to Applicants for Higher Semesters**

- (1) Applicants for higher study semesters will participate in the selection procedure according to § 5 or § 9 or § 14.
- (2) If admission has been granted in accordance with Paragraph 1 the Board of Examiners of the relevant School will decide on placement in a higher semester of studies.

**§ 17**  
**Application for Admission/Application Documents**

- (1) An application for admission for the winter semester must be received by the TUHH by July 15 of the year (cut-off date). This applies even if the person in question had already applied in an earlier admission procedure. Applications for admission are only possible for a winter semester.



- (2) Applications in accordance with §§ 6 and 7 that pursuant to this Statute may be made to supplement the application for admission must be made together with the application for admission.
- (3) Up to two courses of study may be nominated in the application for admission to Bachelor's courses. In an application for admission for Master's programs, only one course of study may be nominated. If a person submits several applications for admission, only the first application for admission received by the due date will be considered.
- (4) The TUHH will specify the content and form of the application for admission in accordance with Paragraph 2. It will also specify the content and form of documents to be submitted together with applications. Applications will be submitted online. All certificates in foreign languages must be accompanied by a translation (German or English) by a sworn translator.
- (5) The minimum application requirements are
  1. A properly conducted and completed online application procedure or completed admission application, each with the required documents.
  2. For persons pursuant to § 11 an application letter of no more than two sides of machine-written script in German or English that must contain a clear reference to the first degree course and a meaningful reason for commencing a second degree course.
  3. For persons with a foreign qualification for entrance to higher education proof of German language proficiency to at least level B 2.2 according to the Common European Reference Framework for the courses of study listed in Annex 1 Nos. C1 and C2, unless anything to the contrary is listed there. This is without prejudice to the conditions for admission in § 1 of this Statute and the Framework Ordinance for German Language Testing for Study at German Universities (RO-DT).
- (6) If an applicant submits a doctor's certificate as evidence that he or she due to permanent physical impairment or chronic illness is unable to submit applications and documents entirely or partially in the prescribed form, the TUHH may permit him or her to submit them in a different form.

## **§ 18 Admission Process**

- (1) During the admission procedure, the specified admission numbers may be exceeded temporarily in the interests of a speedier award of study places, taking into account knowledge of acceptance behavior acquired in earlier admission procedures.
- (2) Places that are not taken up or that remain free for other reasons will be awarded to the next-ranking applicants in the respective group at the start of the lecture period.
- (3) If after completion of the admission procedure free places are still available at the start of the lecture period, they may be awarded to applicants who have registered within a time schedule to be specified by the Presidium. Admission will be granted in the order of the date stamp of receipt of admission applications. If applications rank equally, lots will be drawn.

## **§ 19** **Conditional Admission**

Admission is on condition

1. Pre-registration checks verify its legitimacy, and
2. There are no impediments to registration.

It is not necessary for the letter of admission to include information about the conditions.

## **§ 20** **Exclusion from the Admissions Procedure**

Anyone who fails to meet the deadline for applications (§ 17 Paragraph 1 or § 18 Paragraph 4) or who fails to submit an application in the correct form with the required documents (§ 17 Paragraphs 4 and 5) will be excluded from the admission procedure. Persons who do not fulfill the admission conditions for their chosen course of study as specified in Part I § 1 Paragraph 1 No. 1 and § 2 Paragraph 1 Nos. 1 and 2 and Paragraph 3 will also be excluded. Excepted from this stipulation is proof pursuant to § 14 Paragraph 1 Sentence 2.

## **§ 21** **Withdrawal and Invalidity of Admission**

- (1) If admission was based on a breach of obligations to provide information or on other wrong information, the TUHH will withdraw the admission and re-award the study place in line with the ranking.
- (2) The admission will become invalid if the person admitted fails to accept admission in writing by the date specified by the TUHH in the letter of admission or if he or she does not take up the place awarded promptly.

### **Part III Registration Regulations**

#### **§ 22 Registration**

- (1) Applicants will on request by registering as students become members of the TUHH at the earliest from the day the semester begins with the resulting rights and obligations, as described in detail in the Hamburg Higher Education Act (HmbHG), the Basic Statutes (Grundordnung) of the TUHH and in the Student Statute. They will be registered for a course of study in accordance with §§ 52 and 54 HmbHG. Registration will take effect only when all contributions and fees due have been paid. Membership ends on deregistration.
- (2) In justified exceptional cases, applicants may on request be registered for a further course of study (double degree) even if the other degree course is being taken at another university. Proper execution of both courses of study must be guaranteed. Registration will be subject to a proviso that it may be withdrawn in the event that the course of study is not, or is no longer, being executed properly alongside the other degree course. As a rule, notice of withdrawal will be given to take effect at a future date. Students must prove each semester in the context of re-registration that they are pursuing the curriculum properly in both degree courses. Registration for a course of study with local restrictions on admission is ruled out as a matter of principle.
- (3) Study on courses with local restrictions on admission and courses mentioned in Annex 1 No. C3 may only be commenced in the winter semester. Study on courses mentioned in Annex 1 No. C2 that are not subject to local restrictions on admission may be commenced in the summer semester. The teaching offer for Master's programs is designed for studies to commence in the winter semester. It is therefore recommended that studies be commenced in the winter semester.
- (4) As proof of registration, students will be issued with a student ID pass that is valid for one semester.
- (5) This is without prejudice to legal provisions that restrict admission to individual courses of study and/or provide for special admission conditions for individual courses of study.
- (6) Applicants may be refused admission to courses of study that are being discontinued if it is not possible to complete the course within the standard period of study according to the curriculum.

#### **§ 23 Registration in the Context of a Doctoral Degree Procedure for the Purposes of Scientific Specialization**

- (1) Applicants admitted for a doctoral degree by the Doctoral Degree Committee of the TUHH will be registered as doctoral degree candidates of the TUHH. They will be deregistered when the oral examination has been passed or conclusively failed or the dissertation has been rejected.
- (2) Doctoral degree candidates can on request be registered as students. This registration is limited to a maximum of four years. It is tied to an income limit geared to the basic scholarship according to the Deutsche Forschungsgemeinschaft (DFG) guidelines on the use of funds. No right to be examined for courses of study at the TUHH in accordance with §§ 52 and 54 HmbHG will be earned.
- (3) A course of study as defined by § 22 includes studies for the purpose of scientific specialization and to prepare for a doctorate. As a rule applicants must have a university degree that qualifies them for a doctoral degree and will on request be registered as students for a maximum of two semesters. A relationship with the previous degree course must be proven. Registration is tied to an income limit geared to the basic scholarship according to the Deutsche Forschungsgemeinschaft (DFG) guidelines on the use of funds. At the time of registration applicants must also submit a confirmation of supervision by a TUHH university teacher. No right to be examined for courses of study at the TUHH in accordance with §§ 52 and 54 HmbHG will be earned.

## **§ 24**

### **Qualification for University Studies**

In addition to the admission conditions laid down in Part I of this Statute, registration presupposes that there are no grounds for refusal pursuant to § 41 HmbHG.

## **§ 25**

### **Time Schedule and Form of Applications for Registration**

- (1) Applications to register must be addressed to the Teaching and Study Service Center within a time schedule specified by the President of the TUHH and published in notices posted in the TUHH.
- (2) Late applications may be considered within a time schedule to be specified by the President in the order in which they were received insofar as free study places are available. This time schedule must be specified published taking into account the start of the lecture period.
- (3) Registration may be undertaken in writing, in person or by an authorized representative. Notwithstanding this, registration for the courses of study named in C3 of Annex 1 must be undertaken in person or by an authorized representative in person. The application must be on the form provided by the TUHH. Applicants undertake to give the TUHH all the required information and to enclose the necessary documents in the required form.
- (4) Applicants pursuant to § 37 Paragraph 1 Nos. 3 to 7 HmbHG must provide a certificate as proof that they have attended a consultation. The consultation will be with the subject-specific counselor for the desired course of study.
- (5) Anyone who misses the deadline according to Paragraph 1 or Paragraph 2 or who fails to submit an application in the correct form with the required documents and information according to Paragraphs 3 and 4 will be excluded from the registration procedure.
- (6) Applicants may be registered provisionally if they fulfill the prerequisites for registration but cannot prove them in time for reasons for which they are not responsible. In courses with restrictions on admission, this will only apply if at least provisional admission was granted. The provisional registration must be withdrawn if the missing evidence is not provided immediately after the reason for the impediment ceases to exist.
- (7) If an applicant submits a doctor's certificate as evidence that due to permanent physical impairment or chronic illness he or she is wholly or partly unable to produce applications and documents in the prescribed form, the TUHH may permit him or her to submit them in a different form.

## **§ 26**

### **Re-Enrollment**

- (1) It is a re-enrollment if there is no membership at TUHH (§ 22 Paragraph 1) and if an enrollment to a course of studies previously studied and not finished yet will be applied for. Otherwise it will be an enrollment in conjunction with a change of course if applicable. § 28 applies accordingly.
- (2) Re-enrollment after a recognized interruption of studies in accordance with § 4 Paragraph 2 must be applied for within the time schedule for registration according to § 25 Paragraph 1.
- (3) Re-enrollment after official deregistration is as a matter of principle only possible for the subsequent semester. Re-enrollment after deregistration requested by the student is only possible if at least one semester has elapsed between the date of the deregistration and the date of the re-enrollment.
- (4) As a matter of principle in the event of re-enrollment the legal regulations in force at the time will apply. § 24 applies accordingly.

## **§ 27 Re-Registration**

- (1) Students are obliged to register to continue their studies each semester (re-registration). The TUHH will specify the form and content of the re-registration.
- (2) The time schedule for re-registration will be specified by the President and published on notice boards at the TUHH.
- (3) Students who through no fault of their own were prevented from meeting the time limit for re-registration will on application be restored to their previous status. The application must be submitted within ten days of the date when the impediment ceases to exist.

## **§ 28 Change of Course**

- (1) Students must apply to change their course of studies within the time schedule for re-registration on the form provided for this purpose.
- (2) If for the newly chosen course of study a maximum number of students to be admitted has been specified, the change of study program is only permissible if students have been accepted for the course in question or an admission to the previous admission procedure could have been gained and a sufficient number of study places is available.
- (3) In the event of a change of course, a study consultation should take place. A change of course after the start of the third semester or repeated changes require approval. Approval will only be given if students demonstrate significant grounds to justify the change of course of study, if the central student advisory service confirms that a consultation has been held and that if applicable students have a letter of admission for their chosen new course of study.
- (4) Registration will always take place into the first semester of the new course of study. Recognition of academic achievements will be made according to the “General Provisions of the Course and Examination Regulations for the Bachelor’s and Master’s Programs at the Hamburg University of Technology (ASPO)” in the current version.

## **§ 29 Leave of Absence**

- (1) If students according to § 22 are prevented from attending courses in one semester, on application they can be granted leave of absence. The application must be made and within the time limit for re-registration on the form prescribed by the TUHH and reasons must be given. In the events of Paragraphs 2 Nos. 1 and 2 exceptions are admissible. During leave of absence the rights and obligations of the student will be unaffected, except for the obligation to study duly at the TUHH.
- (3) Grounds for leave of absence are in particular:
  1. The student’s own illness.
  2. Disability.
  3. Internship, insofar as no semester is earmarked for it in the relevant Course or Examination Regulations.
  4. Study abroad.
  5. Pregnancy. Maternal and parental leave.
  6. Caring for and looking after family members.
  7. Involvement in self-management bodies.
  8. Participation in training and competitions for top athletes as defined in § 7.
  9. Carrying out a specific start-up project supported by the TUHH.

- (3) Students may take up to two semesters' leave of absence for the entire duration of their studies at the TUHH, with Bachelor's and Master's students each being entitled to one semester's leave of absence. In hardship cases, this number may be exceeded on submission of an application stating reasons, accompanied by appropriate evidence. Leave of absence will be granted for a period of one semester. A new application must be submitted each semester.
- (4) Leave of absence for preceding semesters is not permitted. Leave of absence for the first semester after registration is not permitted.
- (5) For periods according to Paragraph 2 No. 5 up to six semesters' leave of absence may be granted. These will not count against the number of semesters of leave of absence according to Paragraph 3. Appropriate evidence must be provided. For periods according to Paragraph 2 No. 9, with the consent of the supervising university teacher, up to two semesters' leave of absence may be granted.
- (6) Leave of absence semesters do not count as course semesters. On application, coursework certificates may be obtained during the leave of absence.

### **§ 30 Exchange Students**

Foreign students wishing to study at the TUHH as part of an exchange program with a partner university in the European Union or with a scholarship from a public scholarship provider and who do not intend to take a final examination can be registered outside the procedure for awarding places. The TUHH will rule on exceptions. As a rule, such registration may be for a maximum of two semesters. An extension is possible in justified exceptional cases. Exchange students will still be registered at their home university during this period. Registration may only take place after a learning agreement has been concluded between the TUHH and the student's home university.

### **§ 31 Extramural students**

- (1) Admission as an extramural student is available to persons who want to further their education by attending individual courses without aiming for a degree. This must not interfere with the studies of regular students.
- (2) An application for admission must be submitted to Student Services by no later than four weeks after the start of lectures for the relevant semester. Admission is for one semester for the approved courses of lectures.
- (3) Student Services will decide whether admission can be granted in consultation with the university teacher for the relevant lectures.
- (4) On admission, extramural students will be issued with an ID card that must be produced on demand when visiting the TUHH.
- (5) Extramural students are not entitled to take examinations and will not have student status.

### **§ 32 Early Entrance Students**

- (1) Especially gifted school students in Years 11 to 13 at grammar schools, comprehensive schools and community colleges may be admitted as early entrance students. The time schedule for application will be specified by the Presidium. The office authorized by the Presidium will be responsible for selection. This is without prejudice to any further agreements..
- (2) Early entrance students will retain their status as school students. They will not have student status at the TUHH and will therefore not be entitled to the privileges and other rights enjoyed by regular

students.

- (3) Early entrance students will be supported and supervised by subject mentors at the TUHH.
- (4) Coursework certificates earned can on application be credited to a later course of study at the TUHH.
- (4) Early entrance study begins as a rule in the winter semester and lasts for up to two semesters. An extension is possible.

### **§ 33**

#### **Extramural Preparatory Semester for Foreign Students (SPRINT)**

- (1) Foreign applicants for university places can on application be registered as students in the summer semester for an extramural preparatory semester to prepare them for their studies. Registration for the preparatory semester is on condition that there are no grounds for rejection pursuant to § 41 HmbHG. In the event of irregular attendance at classes or if the student drops out registration will be withdrawn.
- (2) Applicants must have a university entrance qualification for the course of studies they wish to pursue following the preparatory semester. § 1 Paragraph 1 No. 1 and § 2 Paragraph 1 Nos. 1 and 2 and Paragraph 3 apply accordingly. They must also provide evidence of German language proficiency to at least level B 2.2 according to the Common European Reference Framework.
- (3) Applications for the preparatory semester must be received by January 15 of the year. The TUHH will specify the form and content of the application and the accompanying documents. § 25 applies accordingly.
- (4) Registration will give rise to no entitlement to a place on a course of studies pursuant to §§ 52 and 54 HmbHG. There is no entitlement to take examinations in courses of study at the TUHH. This is without prejudice to further agreements.

### **§ 34**

#### **Preparatory Semester (SVS\_P) for Master's Programs for the Purpose of an Extramural Internship (PraxisPlus)**

- (1) Applicants for Master's Programs and the TUHH can on application be registered as students for a preparatory semester. § 2 Paragraph 1 Nos. 1 and 2 and Paragraph 3 and § 17 Paragraph 5 of this Statute apply accordingly. The cut-off date for applications is January 15 of the year.
- (2) Admission to the preparatory semester will not prejudice admission to a Master's program with local restrictions on admission following the preparatory semester.
- (4) The preparatory semester will not count toward the period of study. No examinations for which credit points are awarded may be taken.

### **§ 34a**

#### **Preparatory Semester (SVS\_K) for Master's Programs for the Purpose of Acquiring Lacking Knowledge and Skills**

- (1) Applicants for Master's degree programs at the TUHH who have applied on time and in the correct form by January 15 for the following summer semester or by July 15 for the following winter semester can on application be registered as students for a preparatory semester in order to acquire lacking subject-specific knowledge and skills. § 2 Paragraph 1 Nos. 1 and 3 and § 17 Paragraph 5 apply accordingly. The condition for registration is a recommendation by the relevant Examination Board Chair. The registration cut-off date for this status ends on 15 March for the summer semester and on 15 September for the winter semester.

(2) Admission to the preparatory semester will not prejudice admission to a Master's program with local restrictions on admission following the preparatory semester.

(3) The preparatory semester will not count toward the period of study. Students will have the right to take examinations once only as specified by the relevant Examination Board Chair. Re-sits are inadmissible.

### **§ 35 Deregistration**

(1) As a matter of principle, deregistration must be effected when a certificate for passing the final examination is awarded.

(2) Students must be deregistered if they

1. apply to be so,
2. have induced registration by coercion, fraudulent misrepresentation or bribery,
3. are unable to continue their studies according to § 44 HmbHG and cannot change or change their course of study according to § 43 Paragraph 2 HmbHG or if according to § 60 Paragraph 6 HmbHG they have lost their right to be examined,
4. were registered on the basis of an illegal notice of admission and the notice of admission is withdrawn,
5. were registered on the basis of a notice of admission with a time limit or condition and the admission has therefore expired,
6. have failed to produce sufficient evidence of health insurance by the end of the re-registration period,
7. have failed to fulfill the obligation to attend a subject-specific counseling session as specified in § 51 Paragraph 2 Sentence 2 HmbHG.

(3) Students may be deregistered if

1. after registration facts become known or occur that can lead to refusal of registration,
2. they have failed to re-register on time at the start of the semester (re-registration),
3. they have as a result of grave culpable misconduct caused significant detriment to the TUHH. The decision will be taken by a Committee instituted by the Academic Senate with equal numbers of members from the Academic Senate and the Presidium. Further details will be arranged by the TUHH by statute,
4. they have failed to pay the fees or contributions payable despite a reminder setting a time limit and threatening to take this action,
5. they have repeatedly or in an especially serious case in a written test paper or a scientific activity been guilty of scientific misconduct,
6. they fail to pursue their studies over a longer period. This will, as a rule, be the case if they exceed the standard period of study by 100% plus two semesters or if they fail to produce proof of performance in four successive semesters, not including periods for which they have leave of absence. In cases of special personal hardship students should not be deregistered; in deciding on such cases due consideration is to be given to serious obstacles to study arising from a disability,



from looking after and bringing up a child under the age of 14, from looking after a close relative or from comparable serious circumstances.

### **§ 36 Effective Date**

Parts I and III of this Statute will come into force the day after publication in the Official Gazette, Part II on approval by the Presidium and the University Council of the TUHH. The Statute applies to all students at the TUHH. The Statute on studies at the TUHH dated February 27, 2009 (Official Gazette 37. p. 1003) will simultaneously cease to be in force.

Amendments will come into force on the day after they are published in the Official Gazette.

**Hamburg, February 27, 2013**

**Hamburg University of Technology (TUHH)**

Annexes to the Statute:

Annex 1:

Minimum Language Requirements for Courses at the TUHH

Annex 2:

Subject-specific Requirements for Master's Programs in Civil Engineering, Bioprocess Engineering, Chemical and Bioprocess Engineering, Computer Science, Electrical Engineering, Energy and Environmental Engineering, Energy Systems, Environmental Engineering, Aircraft Systems Engineering, Computer Science and Engineering, Information and Communication Systems, Industrial Engineering Management, Joint Masters in Environmental Studies: Cities and Sustainability, Logistics, Infrastructure and Mobility, Materials Science, Mechanical Engineering and Management, Mechatronics, Medical Engineering, Microelectronics and Microsystems, Product Development, Materials and Production, Renewable Energy, Naval Architecture and Ocean Engineering, Theoretical Mechanical Engineering, Process Engineering, Water and Environmental Engineering

Annex 3:

Guidelines for Hardship Case Applications and Notes on Documentary Evidence Required in the Admission Procedure at the TUHH