

Hamburg University of Applied Sciences Hardship Policy

pursuant to section 5 par. 3 Admissions Regulations for Hamburg University of Applied Sciences [Verordnung für die Zulassung zum Studium an der Hochschule für Angewandte Wissenschaften Hamburg, ZVOHAW] of 26 September 2001 (Hamburg Law Gazette [Hamburgisches Gesetz- und Verordnungsblatt] 2001, page 413 ff)

1.

Form of and deadline for applications

- (1) There is no specific form for hardship applications. Applications should state the relevant personal circumstances and include clear evidence, and be submitted together with the application for admission by the admissions deadline section 11 par. 1, section 11 par. 2 ZVOHAW (cut-off period).
- (2) This shall also apply if the person in question had already applied at an earlier point.

2.

Hardship

- (1) Under section 5 par. 1 ZVOHAW, hardship quota places pursuant to section 2 par. 1 no. 2 shall be awarded upon application to persons for whom, in the light of specific personal circumstances and in particular for health, family, financial or social reasons, it would represent a particular hardship were they not to receive a place on the degree programme specified in the main application (section 11 par. 5). The order in which places are awarded shall be defined on the basis of the degree of hardship.
- (2) Pursuant to section 5 par. 2, a hardship application may only be made for the main application. Decisions shall only take account of circumstances for which evidence has been submitted by the deadlines specified in section 11 par. 1.

3.

Health, family, financial or social reasons

Hardship applications can in principle be accepted in the following cases:

1. Health of the applicant (evidence: disabled card [*Schwerbehindertenausweis*] and/or medical certificates):

- 1.1 The applicant suffers from an illness that is getting worse, and that will very probably render him/her unable to cope with studying on the degree programme in question in the future.
- 1.2 The applicant is disabled due to illness; his/her occupational rehabilitation can only be ensured if he/she is immediately admitted to university, as his/her disability would make it impossible or, compared to the situation of healthy students, unreasonably difficult to make productive use of the waiting time.
- 1.3 Physical disability restricts the applicant to a narrow field of work; the programme for which he/she is applying should allow successful rehabilitation.
- 1.4 The applicant is forced to withdraw from his/her previous studies or previous profession for health reasons; it is therefore not possible for him/her to make productive use of the waiting time.
- 1.5 The applicant is physically disabled; as a result of his/her disability, either he/she is unable to engage in another reasonable activity until such time as he/she is allocated a university place, or he/she would be at an unreasonable disadvantage compared to non-disabled applicants if required to wait.

- 1.6 The applicant is restricted in his/her choice or exercise of a profession; it is for this reason either impossible or, compared to the situation of healthy students, unreasonably difficult for him/her to make productive use of the waiting time.
- 1.7 The applicant proves that he/she is registered as disabled (as a "*schwer behinderter Mensch*") as defined in German Social Code (SGB) IX as amended in the announcement [*Bekanntmachung*] of 19 June 2001 (BGBl. I p. 1046 ff).
- 1.8 The applicant is for other serious health reasons unable to study anywhere but in Hamburg.

2. Family circumstances of the applicant if the applicant's main place of residence is Hamburg or an administrative district bordering Hamburg (evidence: certificate of registration [*Meldebescheinigung*]) and the following circumstances also apply:

- 2.1 The applicant lives with his/her spouse and/or his/her own child or children (evidence: birth certificate(s)) or with a registered partner of the same sex (evidence: certificate of registered life partnership) in the aforementioned area.
- 2.2 The applicant cares for relatives in the ascending line or siblings in need of care (evidence: disabled card [*Schwerbehindertenausweis*] and/or medical certificates). No other persons are available to provide that care.
- 2.3 The applicant cares for underage siblings (evidence: birth certificate) who are not otherwise provided for and who live in the same household as him/her. No other persons are available to look after those siblings.
- 2.4 The applicant is a single parent with an underage child/underage children (evidence: birth certificate(s)); were the applicant to be allocated a university place in a place other than Hamburg, this would seriously affect his/her fulfilment of his/her parental duties.
- 2.5 The applicant is pregnant and for family reasons needs to study in Hamburg (evidence: pregnancy pass [*Mutterschaftspass*] and/or medical certificate).
- 2.6 Other equally pressing family circumstances; in particularly serious cases, hardship may be recognised even if the applicant does not have his/her main place of residence in Hamburg or a neighbouring administrative district.

3. Financial circumstances of the applicant if the applicant's main place of residence is Hamburg or in administrative district bordering Hamburg and the following circumstances also apply:

- 3.1 The applicant is expected to receive the highest BAföG rate (evidence: confirmation from the *Studentenwerk*).
- 3.2 The parents of the applicant are dependent on the applicant's working in their business to avoid serious financial difficulty.
- 3.3 At least one sibling is already studying or in training. The financial circumstances of the applicant are therefore such that he/she can only stay with his/her parents at his/her place of study (evidence: confirmation from the training body, written declaration from the applicant and other relevant documents on financial circumstances).
- 3.4 The applicant has received a grant that is restricted to Hamburg.
- 3.5 Other equivalent financial grounds.

4. Social circumstances of the applicant if the applicant's main place of residence is Hamburg or an administrative district bordering Hamburg and the following circumstances (excepting 4.1 and 4.2) also apply:

- 4.1 The applicant is a late repatriate and had already been admitted, in his/her country of origin, to a degree programme that corresponds to the first-choice degree programme selected.
- 4.2 The applicant was admitted to the first-choice degree programme in an earlier semester but was unable to accept the place for reasons beyond his/her control (including but not limited to illness). The applicant could have been admitted to the first-choice degree programme in an earlier semester but would have been unable to accept the place for reasons beyond his/her control (including but not limited to illness up to the time of the application).
- 4.3 The applicant is engaged in social duties at his/her place of residence (Hamburg), the fulfilment of which is in the fundamental public interest (for example work for a crisis

- management or civil protection body; appointment as probation officer, guardian, custodian, carer or educational supervisor [*Erziehungsbeistand*]; work as an elected member of a municipal representative body) and which he/she would be unable to fulfil were he/she to study elsewhere (evidence: confirmation from the competent body or facility).
- 4.4 The applicant is a competitive athlete and is reliant on the training options in the above area (evidence: confirmation from the competent association of the *Deutscher Sportbund*).
 - 4.5 The applicant is a late repatriate and arrived in Germany no more than five years before the deadline for applications; changing his/her place of residence would seriously affect his/her integration.
 - 4.6 Other equivalent social grounds.

4.

Decisions on hardship applications

- (1) Strict criteria are to be applied when examining the personal reasons presented and the evidence submitted. Documents from bodies that are officially authorised to use an official seal must bear that official seal. Copies must be officially certified.
- (2) If there are more justified hardship applications than places pursuant to section 2 par. 2 no. 2 ZVOHAW, the head of the Student Registrar's Office [*Studentensekretariat*] or his/her deputy shall decide on the award of those places on the basis of the degree of hardship.
- (3) In the event of the same degree of hardship, lots shall be drawn.

5.

Entry into force

This Hardship Policy shall enter into force on 01 September 2003. It shall apply for the first time for admissions for the 2003/2004 winter semester.

This document is a translation of the German-language "Härterichtlinien der Hochschule für Angewandte Wissenschaften Hamburg" and is provided for informational purposes only. The German-language version is legally binding.