



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG



**SUMMER SEMESTER 2024**

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# INFORMATION FOR APPLICANTS

## MASTER'S DEGREE PROGRAMS

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## PREFACE

Dear Applicant,

We are delighted that you are interested in studying at Universität Hamburg. To ensure that the application procedure runs smoothly, you can find all of the information on deadlines, the documents to submit, and the general application and enrollment procedures at Universität Hamburg on the pages below.

Should you have further questions about applying and enrolling, use the [contact options](#). If you are unsure about which master's degree program is most compatible with your bachelor's degree or which degree programs we offer at Universität Hamburg, contact the [Center for Academic Advising](#).

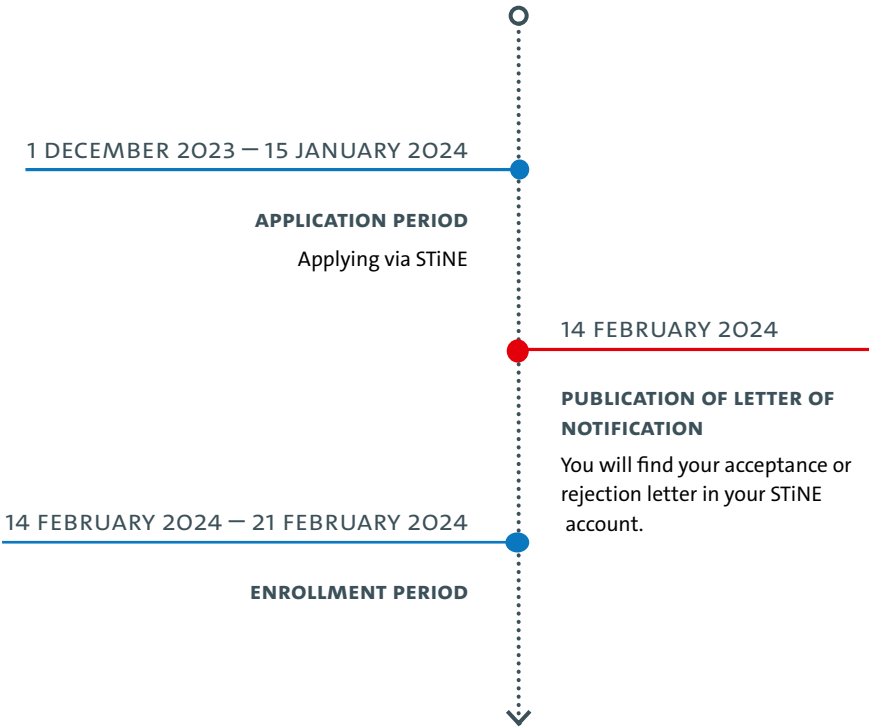
We wish you luck with your application to study at Universität Hamburg and success in your studies.

Application, Admissions and Student Affairs Team at Universität Hamburg

### **Important:**

Be aware that the information provided here concerning the legal framework of the application process is subject to changes that will take effect only after the publication of this brochure. This particularly applies to [Universität Hamburg's admission bylaws](#) and the information concerning admission restrictions, [selection procedures](#), and [special admission requirements for individual degree programs](#).

# DATES AND DEADLINES



Be aware that the deadlines specified are cutoff deadlines—meaning that no applications or enrollments will be considered after the deadline.

Furthermore, be aware that certain departments notify applicants of the selection committee’s decision before the official letter of notification is sent and ask the successful applicants to provide binding confirmation of whether they accept the university place. Therefore, ensure throughout the application period and after the application period has ended that you can be reached at the email address you provided in your application.



## ADMISSION REQUIREMENTS

For your application to your chosen degree program at Universität Hamburg to be successful, you must meet the relevant [admission requirements](#). Find detailed information on the content and [admission requirements](#) for the individual master's degree programs on the [Degree Programs](#) page.

### FIRST DEGREE

To be able to apply to a master's degree program at Universität Hamburg, you must provide proof of a first higher education degree. If you are in the final phase of your degree program and are therefore unable to provide a degree certificate containing your grades, submit a current transcript of records containing your grades as proof when submitting your application. Once you

have the degree certificate, you must submit this without delay (at the latest by the end of the first subject semester, meaning 30 September for admission in a given summer semester). As long as you have not submitted a degree certificate with your grades, you will only be conditionally enrolled in the master's degree program.

## LANGUAGE SKILLS

If you did not complete your first degree in a degree program taught in German at a German-speaking university, you must also provide proof of proficiency in German to be accepted to a degree program at Universität Hamburg.

If you completed your degree abroad but obtained your higher education entrance eligibility (e.g., Abitur) at a German-speaking institution, you can submit this as proof (e.g., Abitur certificate).

Find a comprehensive list of the proof that Universität Hamburg accepts in the [List of German language proficiency](#). Your language certificates may not be

more than 3 years old, calculated from the first day of the application period for the semester in question. The key date for the winter semester is 1 December 2020.

For master's degree programs that are taught in English, you do not have to provide proof of proficiency in German. However, for these degree programs, you must provide proof of proficiency in English. Each master's degree program has its own rules, so be sure to read the information that pertains to the respective master's degree program. See [Degree Programs](#) to find out which master's degree programs are taught in German and English or only in English.

## ADDITIONAL PREREQUISITES DEPENDING ON THE DEGREE PROGRAM

When applying to some master's degree programs, further proof is required. Find further information on your selected master's degree program in the program's [admission requirements](#) or on the web page of the individual master's degree program via the [Degree Programs](#) page.



## APPLICATION

You can find all the degree programs offered at Universität Hamburg via the [degree programs](#) web page. Apart from the exact application requirements, the overview also provides information on application options and degree types. Find detailed information on master's degree programs at Universität Hamburg at [www.uni-hamburg.de/liste-master](http://www.uni-hamburg.de/liste-master). Be sure to note the information that applies specifically to your chosen master's degree program.

## APPLICATIN PROCEDURE

Use ([STiNE](#)) Universität Hamburg's online portal, to apply to your chosen master's degree program.

The online application procedure can be used only for a master's degree program at Universität Hamburg.

Furthermore, you can apply to start a master's degree program only in the first subject semester when applying online—applying to start in a higher subject semester is not possible.

See individual [master's degree programs](#) for information on individual selection procedures and specific forms of proof in the respective application information.

All consecutive master's degree programs, with the exception of a few, are offered via the STiNE portal. If it is not possible to apply online, an alternative application procedure will be either

described or linked to on the degree program's page via the [degree programs](#) web page.

For most master's degree programs, your application documents must be checked before admission. The type of documents you need to submit and how you must submit them depends on the individual master's degree program that you have selected.

If you have questions regarding, for example, the prerequisites for your chosen master's degree program, contact the person listed for your degree program in the online application portal or find detailed information on your master's degree program at [www.uni-hamburg.de/liste-master](http://www.uni-hamburg.de/liste-master).

## APPLYING WITH APPLICATION DOCUMENTS

When applying online to a master's degree program, submit all your information to Universität Hamburg electronically. After completing and electronically sending your application, you must upload or send the requisite forms of proof by post or email to the address indicated in the online application by the deadline.

For documents not issued in German or English, a certified translation in German or English is required.

## APPLYING WITHOUT APPLICATION DOCUMENTS

For some [master's degree programs](#) you do not need to submit application documents; instead, you have to submit your online application only. For such degree programs, selection is based on the information provided in the application; in principle, you will need to submit the requisite forms of proof only once you have



been admitted to the program. Documents are required only for the purpose of establishing comparability—namely, where:

- previous courses of study are not clearly comparable and
- you have graduated abroad

You must submit these documents to the address indicated in the online application by the deadline.

Be aware that some of the comparability information includes corresponding negative or positive catalogs. If your degree program has already been checked and determined to not be comparable, your application will not be successful.

If comparability cannot be determined, your application will not be further considered, and you will be removed from the admission procedure.

If you apply without submitting application documents, it will be assumed that—on the basis of the information you provided in your online application—you meet the admission requirements for your chosen master's degree program and, therefore, have attained (or are in the process of completing) a first undergraduate degree that meets the admission requirements for your chosen master's degree program.

If it is discovered during admission that you do not meet the admission requirements, you will not be allowed to enroll.

## **SPECIAL APPLICATIONS WITHIN THE APPLICATION**

As part of your online application, you will also have the option to submit the following special applications:

1. application for admission within the hardship quota
2. application for admission within the elite athlete quota
3. application to do a double degree (not required when transitioning from a bachelor's to a master's degree program)
4. application for reasonable accommodations "Modification of specific admission requirements" (only for paperless master's degree programs)

5. application for reasonable accommodations “Modification of specific selection criteria” (only for paperless master’s degree programs)

Find further details in our [information sheet \(PDF, in German only\)](#) on special applications for access and admission to consecutive master’s programs and at [www.uni-hamburg.de/sonderantrag-master](http://www.uni-hamburg.de/sonderantrag-master).

Be aware when applying that you must complete and electronically submit your special application separately, otherwise it will not be considered. You will need to upload the documents required for the special application. These do not include the application for reasonable accommodations for the paperless master’s (numbers 4 and 5). You can submit those documents

within the application period using our contact form.

Should you realize after submitting your application that you failed to upload all of the required supporting documents, you can reopen your application if the application deadline has not yet passed and upload the remaining documents. For this purpose, use the contact form.

Contact the [Office for Students with Disabilities and Chronic Illnesses](#) for individual advice on the regulations governing hardship and compensation for disadvantages.



## SELECTION PROCEDURES

Following the application deadline, Universität Hamburg will carry out the admission and selection procedures. University places will be allocated according to the admission numbers set forth in the current [bylaws on the maximum number of admissions \(German only\)](#). If there are more applications than places available, the University will have to conduct a selection procedure.

In accordance with the [higher education admissions act \(Gesetz über die Zulassung zum Hochschulstudium in Hamburg, HZG, German only\)](#), university places for master's degree programs will be allocated based on the following quotas:

### Advance quota

- 10 percent for hardship cases
- 2 percent for elite athletes

After the deduction of the advance quota places for hardship cases and elite athletes, the remaining places will be awarded as follows:

- 90 percent based on applicant's aptitude and motivation (academic performance quota) according to the respective faculty's bylaws
- 10 percent based on the number of half years passed since obtaining entrance eligibility for the master's degree program

There is no separate quota for applicants from abroad with regard to the allocation of university places for master's degree programs.

## **HARDSHIP CASE QUOTA**

In accordance with the [higher education admissions act \(German only\)](#) 10 percent of places are to be allocated to applicants for whom rejection would result in exceptional hardship. By submitting a hardship application citing health reasons or extenuating personal reasons, you can specify circumstances that warrant your immediate admission to the degree program.

If there are more eligible cases of hardship than there are places available, the places will be allocated according to the degree of hardship. In case of comparable hardship, selection is based on academic performance.

## **ELITE ATHLETE QUOTA**

In accordance with the [higher education admissions act \(German only\)](#), 2 percent of places are allocated to elite athletes who are members of A, B, C, or D/C national squads of elite associations of the German Olympic Sports Confederation for sporting disciplines offered at the Olympiastützpunkt Hamburg/Schleswig-Holstein and therefore bound

to Hamburg as their place of study. In this quota, places are allocated first to elite athletes in one of the key sport squads of the Olympiastützpunkt Hamburg/Schleswig-Holstein (swimming, rowing, hockey, sailing, or beach volleyball); the remaining places are then allocated to other elite athletes.

## ACADEMIC PERFORMANCE QUOTA

According to the [bylaws of Universität Hamburg for University admission \(German only\)](#), the faculties stipulate in their selection bylaws how the degree of aptitude and motivation is determined in the selection procedure for their master's degree programs. In principle, for a master's degree program, this is

the grade point average of your first higher education degree—that is, the first degree you completed—or the grade point average available at the time of applying. Find the legal framework at [www.uni-hamburg.de/rechtlichegrundlagen](http://www.uni-hamburg.de/rechtlichegrundlagen) (German only).

## WAITING PERIOD QUOTA

When allocating university places for the master's degree programs for the waiting period quota, the number of half years passed since obtaining entrance eligibility for the master's degree program is relevant. Accordingly, you can be considered for this quota only if you have completed a degree that corresponds to your chosen master's degree program and can provide a university degree certificate at the time of application. The number of half years that have passed since completing your first degree—during which time you must not have enrolled at a publicly funded

or state-recognized higher education institution in Germany—count toward the waiting period. Only half years that fall within the period 1 April–30 September in one year and 1 October–31 March of the following year count as completed half years. Periods of study undertaken after obtaining your degree will not count toward the waiting period. The maximum waiting period that will be considered is 10 half years.



## ADMISSION

On the specified dates, you will receive an email to the address provided in the online application informing you of the result of the selection procedure. You will find your acceptance or rejection letter in your [application account](#) under “Application > Documents.”

Therefore, ensure that you keep your STiNE login details safe. Keep in mind that you changed your password when you logged in to the application portal for the first time and that the first password sent to you by email is no longer valid. Call the [STiNE-helpline](#) if you are having problems accessing the portal.

## ACCEPTANCE LETTER

If you want to accept the university place, you must return the online enrollment form available in your [STiNE](#) account with the required supporting documents within 7 days of receiving the acceptance letter (cutoff deadline). Find further information on which supporting documents are specifically required in our [checklist](#).

The exact deadline for accepting the university place is indicated in your acceptance letter.

In accordance with [Section 23 of the University admission bylaws \(PDF, German only\)](#), your admission becomes invalid if you do not accept the university place by the deadline indicated in the acceptance letter or if you fail to comply with the formal requirements detailed in the acceptance letter.

You can only accept the university place digitally. You cannot enroll in person or by postal mail.

Note that some master's degree programs contact their applicants directly after the selection decision has been made and send out acceptance letters in advance. You may need to contact them in advance to accept the university place. However, you cannot enroll until you receive the legally binding decision in your application account under "Application > Documents."

## **REJECTION LETTER**

If you have not been allocated a university place according to the selection criteria or if you were excluded from the admission procedure for formal reasons, a rejection letter will be issued.

Save this letter on your personal computer. Once the admissions procedure is completed, your applicant account will be deleted and the rejection letter will no longer be available and cannot be recreated. In some cases, municipal authorities may also need to see rejection letters (e.g., Family Benefits Department for child benefits).

Applicants who are rejected for capacity reasons will automatically be entered into the succession procedure. Take note of the information in your rejection letter.

## **SUCCESSION PROCEDURE**

If there are free places after the enrollment phase, they will automatically be allocated to the next-ranked applicants in the respective group.

There is no lottery procedure. However, should places remain available, they will be published at the [Admission Exchanges](#). A specific date cannot be given.



## ENROLLMENT

You have 7 days to enroll. You will find the exact date of your acceptance deadline and a link to the digital enrollment application in your acceptance letter. Once you have successfully submitted your digital enrollment application, you will find a printout of the application in your STiNE account under “Application > Documents.” Upon accepting the university place, you are enrolled at Universität Hamburg.

If you do not accept the university place or fail to submit the required supporting documents for enrollment by the deadline, the offer of admission expires. This deadline is final; no extensions can be granted. The loss of the university place is irreversible.

Our [checklist](#) provides a full list of which supporting documents are specifically required for enrollment. Review your documents carefully using these checklists as your guide. The documents that you must submit prior to the enrollment deadline are marked in color in the checklists.



You can submit the remaining documents later via [www.uni-hamburg.de/submit-later](http://www.uni-hamburg.de/submit-later) without jeopardizing your admission. However, your permanent semester documents (proof of enrollment, Student ID, semester public transport pass) may not arrive until after the has started if you submit your documents at a later date.

Be aware that enrollment at Universität Hamburg takes place entirely electronically. Paper documents sent via the postal service or personally submitted on-site will not be considered.

Further information about the [enrollment procedure are provided on our website](#).

## **BACHELOR'S DEGREE PROGRAMS AT UNIVERSITÄT HAMBURG**

If you have not yet completed your bachelor's degree program when you enroll for a master's degree program, you must have completed your bachelor's degree program by the end of the first subject semester.

You register for the next semester on timely payment of the semester contribution and receive your semester documents (including online documents) for your existing bachelor's degree program. At the same time, you are registered for your chosen master's degree program, which enables you to register for courses in STiNE.

Once you have successfully completed your bachelor's degree program, your retroactive enrollment into the master's degree program will be finalized. The faculties' academic offices or examination offices will pass degree information on to the Application, Admissions and

Student Affairs Team when the degree certificate is requested.

Alternatively, you can submit a certificate verifying your successful completion of the degree program from the respective academic office. This must contain the date of your last examination and confirm that you completed the bachelor's degree program—phrases such as “is expected to finish” are not sufficient.

If you have already submitted your bachelor's degree certificate for enrollment, your enrollment in the master's degree program will be finalized and you will also receive your certificate confirming proof of enrollment.

## **BACHELOR'S DEGREE PROGRAMS NOT AT UNIVERSITÄT HAMBURG**

If you have not yet completed your bachelor's degree program at the time of enrollment for the master's degree program at Universität Hamburg, submit your degree certificate and your withdrawal certificate from your previous university as soon as possible within the first subject semester (for the summer semester, by 30 September at the latest). Use [www.uni-hamburg.de/late submission](http://www.uni-hamburg.de/late_submission) for this purpose. Alternatively, you can submit a certificate verifying your successful completion of the degree program from your previous higher education institution. This must contain the date of your last examination and confirm that you completed the bachelor's degree program—phrases such as “is expected to finish” are not sufficient.

## **INFORMATION ON CHANGING DEGREE PROGRAMS**

If you are already enrolled at Universität Hamburg, you do not have to withdraw before you apply to change degree program. Please stay enrolled in your current program for the time being. If you are admitted to the new program, your enrollment will be transferred when you are accepted onto the new program.



## GENERAL INFORMATION

### INFORMATION ON HEALTH INSURANCE FOR STUDENTS

To enroll at Universität Hamburg, you must either be insured through a public health insurance provider or obtain an exemption from a public health insurance provider.

Thus, as soon as you receive an acceptance letter, contact a public health insurance provider and have yourself insured or exempted so that Universität Hamburg can be notified about your insurance status.

Public health insurance providers electronically inform Universität Hamburg about a student's insurance status (publicly insured or exempt). To notify Universität Hamburg of your insurance status, the public health insurance provider may need the University's company number (16711009) or return number (H0002269). You do not need to submit documents on health insurance.

Be aware that, for public health providers, you can apply for an exemption only in the first 3 months after the start of the health insurance obligation (semester start). After this deadline, you can no longer be exempted from the health insurance obligation throughout the duration of your studies. The exemption cannot be revoked; it applies for the entire duration of your studies.

If we do not receive notification about your insurance status, your enrollment cannot be finalized and you will not receive semester documents! If you already have public health insurance, provide us with your insurance number so that we can reconcile the data. Click on “Application > Insurance data” in your STiNE account. You can also do this later if you have not obtained insurance coverage yet. Be aware that providing your insurance number in your STiNE account does not replace registering with a public health insurance company but rather serves to reconcile the data.

If you are exempt from the public health insurance requirement (e.g., because you have private health insurance, are over 30, or are insured in another European country), you must still contact a public health insurance company so that they can confirm your insurance status and advise Universität Hamburg accordingly.

Find [more information, in particular on exemption](#), on our website.

## SEMESTER DOCUMENTS

If you have received a university place at Universität Hamburg and have been accepted during the enrollment phase, you will initially receive provisional semester documents (provisional student ID and HVV semester public transport pass) by postal mail. At the same time, you will receive an email containing your new login details for your STiNE account, because your application account will be converted into a student account once you have been accepted, and because the login details you used for your online application will

no longer be valid. You will also receive your TAN list in a separate letter, which you will need to register for courses via STiNE.

You will receive your permanent semester documents (student ID, HVV semester public transport pass, proof of enrollment) once we have received the full semester contribution and once you have submitted all the requisite supporting documents to complete enrollment.

## **WAIVER**

If you decide against taking up your university place after your admission or enrollment at Universität Hamburg, complete the waiver [declaration form](#) as soon as possible. You do not have to give any reason for your waiver. Be sure to note the deadlines listed on the home page for when waivers and possible refunds of paid semester fees are possible.

A waiver has no effect on future applications to Universität Hamburg.

# INFORMATION AND CONTACT

## GENERAL

[Subject-specific information](#)

[STiNE Application Platform](#)

## QUESTIONS ABOUT THE APPLICATION PROCEDURE AND ADVISING SESSIONS

[Information and advising online](#) or [on the phone](#)

## TECHNICAL PROBLEMS WHEN APPLYING ONLINE

[RRZ ServiceLine / STiNE helpline](#)

Phone: +49 40 42838-5000

Email: [uhh.bewerbung-technik@rrz.uni-hamburg.de](mailto:uhh.bewerbung-technik@rrz.uni-hamburg.de)

## OFFICE FOR STUDENTS WITH DISABILITIES AND CHRONIC ILLNESSES

[www.uni-hamburg.de/bdb](http://www.uni-hamburg.de/bdb)

Phone: +49 40 42838-3764

Email: [beeintraechtigt-studieren@uni-hamburg.de](mailto:beeintraechtigt-studieren@uni-hamburg.de)

## Information

[www.uni-hamburg.de/studieren-mit-behinderung/vor-dem-studium/bewerbung](http://www.uni-hamburg.de/studieren-mit-behinderung/vor-dem-studium/bewerbung)  
(German only)

## Office hours

[www.uni-hamburg.de/studieren-mit-behinderung/kontakt/sprechstunden](http://www.uni-hamburg.de/studieren-mit-behinderung/kontakt/sprechstunden)  
[www.uni-hamburg.de/campuscenter](http://www.uni-hamburg.de/campuscenter)

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