APPLICATION INFORMATION ABOUT ONLINE APPLICATIONS TO MASTER’S PROGRAMS
– International Master’s programs (application period 15.02.-31.03.)

2020/21
Wintersemester
Dear Applicant,

The following application information is provided to help you apply accurately to a Master’s program.

Please note:

This information applies exclusively to applications to a (consecutive) Master’s program. If you do not want to apply to a Master’s program at the University of Hamburg but are interested in another course program, please see standard application information for online applications (www.uni-hamburg.de/bewerbung).

This information reflects the current state of information at the start of the application period for the International Master’s programs.

We recommend that you read this information thoroughly before filling out the online application, which you can find throughout the application period at www.stine.uni-hamburg.de. You may only set up a single application account and submit one application!

Once you have decided which program you would like to apply to, you can read the application information, which is divided into three parts:

Part 1: “General Information on All Admission Applications” should be read, as the title indicates, by all applicants. This should be read thoroughly to prevent formal errors.

Part 2: “Selecting Applicants” explains selection and placement procedures. It also illuminates the processing of your application and the decision-making process.

Part 3: “Important Telephone Numbers and Addresses” completes the information. This provides contact information in case you have further questions.

Part 4: In the tabular overview in this part, you can find the individual Master’s programs to which you can apply during the application period 15 February to 31 March.

Good luck!

Beratung und Administration: Team Bewerbung, Zulassung und Studierendenangelegenheiten
(Admissions Team)

Responsible for editing: Anna-Lena Kathner

Important:
Information concerning the legal basis of application procedures may be subject to changes which become effective after this brochure has gone to print. This applies particularly to the University Admission Statutes (Universitätszulassungssatzung (UniZS)) as well as to the information on admission restrictions, selection procedures and special submission requirements for individual programs of study.
Application dates and deadlines during the admission period at the University of Hamburg:

Application period for International Master’s programs in winter semester (WiSe)*:
15 February – 31 March

Application period for all other Master’s programs offered in winter semester (WiSe)*:
1 June – 15 July

Application period for all other Master’s programs in summer semester (SoSe)*:
1 December – 15 January

Publication of Letters of Acceptance and Acceptance Confirmation Deadlines in Main International Master’s Program Procedure

Publication of Letters: 13 May 2020

Exception:
- Politics, Economics and Philosophy: 10 June 2020
- Economics: 10 June 2020

Acceptance deadline: 27 May 2020

Exception:
- Politics, Economics and Philosophy: 24 June 2020
- Economics: 24 June 2020

Letters of Acceptance and Rejection can be accessed at your STiNE account under “Documents.”

This date applies to the application deadline for an International Master’s program. As soon as the application period for the Master’s programs begins on 1 June, you can find updated information with respective deadlines here.

Please note that a few Master’s programs will notify you immediately following the decision by the selection committee and may request a binding statement of acceptance in advance. Therefore, please make sure that your mailing address is accessible throughout the entire application period and after the application deadline and please check the address regularly.
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Faculty of Business, Economics and Social Sciences

Faculty of Humanities

Faculty of Mathematics, Informatics and Natural Sciences
1. General Information on all Admission Applications to a Master’s Program

1.1 Responsibilities

The Team Bewerbung, Zulassung und Studierendenangelegenheiten (Admissions Team) of the University of Hamburg distributes placements for all course programs (which are not distributed by the Central Office for the Distribution of University Placements, or Stiftung für Hochschulzulassung/ hochschulstart.de, in Dortmund). If you are not applying to a Master’s program, please read the standard application information on online applications (www.uni-hamburg.de/bewerbung).

As a rule, individual faculties are responsible for selecting applicants to their Master’s programs. Once the selection process has been completed the Team Bewerbung, Zulassung und Studierendenangelegenheiten (Admissions Team) notified, the team oversees further procedures including sending out letters of acceptance and rejection and enrollment. The Team Bewerbung, Zulassung und Studierendenangelegenheiten (Admissions Team) conducts selection procedures directly for teaching degree programs (Lehramt Masterstudiengänge) in the application period starting from 1 June.

1.2 The Admissions Application

If you want to commence studies in a course program administered by the University of Hamburg, continue with advanced courses or in an advanced semester or change majors or subject combinations, you must use the online application procedure designed for this purpose.

This also applies to application procedures for Master’s programs.

You may set up one application account and submit one application only! Incomplete or incorrect applications will be disqualified from admission procedures (University Admission Statutes (UniZS § 17, sec. 3)).

Your application must include your last name. If applicable, include your maiden name. All obligatory spaces must be filled out. Make sure that you provide the correct e-mail address. You can access the decision at your Stine Account under “Documents”. This date applies to the application deadline for an International Master’s program. As soon as the application deadline for all other Master’s programs begins on 1 June, you can find updated information including respective deadlines here: www.uni-hamburg.de/info-master

To fill out the application correctly, please read the information before you apply online!

If you do not submit your application with the required documents by the deadline (see No. 1.2.1), you will be disqualified from admission procedures (University Admission Statutes (Universitätszulassungssatzung (UniZS) § 17)).

1.2.1 Supporting Documents

To apply correctly to a Master’s program, you must fill out the online application form completely and “submit” electronically by the respective application deadline.

The filled-out and electronically-sent online form must then be printed out and sent with the required supporting documents by the respective application deadline to the address provided in the online application form. Once you have decided upon a course program, complete the information in the online form by adding the appropriate application address.

The supporting documents required depend upon the Master’s program you are applying to. You must always include proof that you have completed a first degree or program of study. If you are still in the final phase of a first program of study, you must provide proof. If you are completing a university degree program in the calendar year of application but do not yet have a degree certificate (diploma) or final grade, you can still take part in the application process upon submission of a Transcript of Records with your current GPA (grade point average) and confirmation from the examinations board or examinations office that the only exams required to complete your degree are scheduled to take place before the end of the current semester. The confirmation must also clearly state that final thesis evaluations will also be completed by this time.

In the cases outlined above, the degree certificate (diploma) must be submitted without delay. If this
cannot be submitted by the time admission commences, limited admission will be granted upon condition that the degree certificate will be submitted by the end of the first semester in your Master’s program.

Moreover, a few Master’s programs require further supporting documents. You can find information about these programs, which is provided as a supplement to the online application procedure during the application period, in the individual course program sections. You can also find a brief overview as well as links to individual course programs in the appropriate sections on individual Master’s programs.

In all cases, supporting application documents can be submitted as (uncertified) copies. If you are admitted, you will then need to submit certified copies in order to enroll. Therefore, please do not send original or certified documents when first applying (they will not be returned!)

1.2.2 Admission Requirements for People from European Union Member Countries, European Economic Area Countries and Other Foreign Countries

Admission regulations for Master’s programs apply equally to German citizens and applicants from abroad. If you have completed or are completing your studies abroad, you must submit supporting documents translated by a certified translator into German or English.

There is no special quota for foreign applicants when distributing university placements in Master’s programs. The International Master’s Program Master of International Business and Sustainability is the only program which has quotas for foreign applicants. You can find more information about these quotas in the respective individual Master’s program section.

1.2.3. German Language Proficiency

Before commencing studies, all applicants who have not completed their first program of study at a German-language university must prove that they have sufficient German language proficiency.

Proof of proficiency is not required in the International Master’s programs in which English is the language of instruction. You can find more information about these requirements in the respective individual Master’s program section.

If you have one of the following supporting certificates attesting to language proficiency and no more than three years old, you must submit this as a certified copy with the matriculation application.

- **Deutsches Sprachdiplom der Kultusministerkonferenz (KMK)** (German language certificate from the Standing Conference of the Ministers of Education and Cultural Affairs)—Level 2.
- **Deutsche Sprachprüfung für den Hochschulzugang** (German language proficiency exam required for admission to German universities)—DSH-2 level or higher
- **Test Deutsch als Fremdsprache für ausländische Studienbewerber (TestDaF)** (Test of German as a Foreign Language) with at least 15 points (TDN 15), whereby three module examinations must be passed with at least Level 4 and one with at least Level 3.
- **Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in der Bundesrepublik Deutschland** (Academic aptitude certificate for foreign applicants at German universities)—assessment test at a Studienkolleg in Germany. A pass in the “German” part of the preparatory course at the Studienkolleg in Hamburg is also accepted.
- German language proficiency as recognized by bilateral agreements or other agreements made by the KMK (The Standing Conference of the Ministers of Education and Cultural Affairs) and HRK (German Rectors’ Conference) is also accepted as adequate proof for acceptance onto a university degree program.
- **Goethe-Zertifikat C1 or Goethe-Zertifikat C2** (advanced German language skills certificate from the Goethe-Institut).
- **Deutsche Sprachprüfung II** (German language exam II) at the Munich Institute of Languages and Interpreting (SDI).
- **telc European language certificate**—Deutsch C1 Hochschule, telc Deutsch C1 oder telc Deutsch C2.
- Österreichisches Sprachdiplom (ÖSD) (Austrian German language diploma) — C1 Oberstufe Deutsch or C2 Wirtschaftssprache.

- A university degree from a German-language degree program in a country where German is an official language.

- A certificate from a German higher education institution confirming that the applicant successfully followed a German-language degree for at least one year while fulfilling the standard admission requirements (this does not apply to international guest students with indefinite student status).

- UNIcert German language certificate—UNIcert III or UNIcert IV.

1.2.4 Double-degree Programs (Parallel Studies)

Students who want to apply to an additional course program (double-degree program) can matriculate in exceptional cases. Both course programs must be pursued according to existing academic regulations (Hamburg Higher Education Law or HmbHG, § 36, sec. 2)

The proper pursuit of two course programs, whereby one of the programs concludes with a Bachelor's or Master's degree, is generally not possible due to the structure of Bachelor and Master programs. The information below therefore applies in exceptional cases only.

Applicants to a double-degree program must clarify the reasons for pursuing two course programs at the same time and explain why two consecutive course programs would fail to fulfill the same purpose. The application to a double-degree program must have an academic or professional basis.

In all cases, the applicant must prove that he or she can pursue both course programs according to existing academic regulations for both programs (observing deadlines, avoiding course overlap, etc.) as well as prove the academic necessity of a double-degree program by submitting confirmation from the respective courses along with the matriculation application.

1.3 Application Process - Procedures

1.3.1 The Letter of Admission

Admission takes place if, depending upon the number of applications, there is a sufficient number of university spaces or the applicant can be considered in accordance with respective selection and admission criteria. A letter of admission is then sent out. The letter can be accessed at your application account under “Documents.”

Admission is invalid if the admitted applicant does not formally accept by the date given in the letter (compare University Admission Regulations (UniZS) § 25), does not follow the formal regulations as described in the letter of admission or does not attend courses.

Acceptance of a university placement is not accomplished by mail. You must submit or send the matriculation application (enclosed in the letter of admission) which also includes a statement of acceptance. You do not enroll in person.

Only if you receive the admission letter while you are not in Germany it is also possible to accept the admission by email (within 14 days in main procedure, 7 days in succession procedure!). In that case it would be mandatory to immediately send the documents in by post, too and to prove your abidance abroad.

If you do not submit the matriculation application with the formal statement of acceptance and supporting certified documents by the deadline, the university placement will be offered to the next applicant.

Please note that a few Master's programs notify applicants directly following selection procedures and send admission letters in advance. These programs may require an advance statement of acceptance. Therefore, please make sure that you are accessible by e-mail throughout the entire application process and particularly after the deadline.

1.3.2 The Letter of Rejection

If your application could not be considered in the main procedure, a letter of rejection is sent on the dates contained herein. The letter can be accessed at your application account under “Documents.”

Important: If you receive a letter of rejection, your application can still be considered in a succession procedure unless the application was disqualified in accordance with University Admission Statutes (UniZS) § 20.
1.3.3 Succession Procedure

University spaces which have not been accepted are automatically given to the next-ranking applicant of the respective group. As university spaces in the succession procedure have to be formally accepted within a week (see No. 1.3.1), we advise you to check your account under “Documents” regularly (at least once a week). Deviations from the rankings can be made a week before the semester begins in order to fill all university spaces without delay. Admission procedures end when the semester begins (University Admission Statutes (UniZS) § 23).

There is no lottery system. However, if spaces are available, these are announced at:

www.uni-hamburg.de/restplaetze

2. Selecting Applicants

2.1 Selection criteria and quotas

A selection procedure will take place if the number of applicants fulfilling the admission requirements exceeds the number of places available.

Pursuant to the Higher Education Admissions Act (Hochschulzulassungsgesetz, HZG), study places for master’s degree programs will be allocated according to the following quotas:

- Ten percent for cases of exceptional hardship (hardship quota).

The study places remaining after deduction of the advance quota for cases of exceptional hardship will be allocated as follows:

- Ninety percent according to the degree of aptitude and motivation (performance quota) as per the schools’ selection statutes.
- Ten percent according to the number of full half-years that have passed since obtaining the higher education entrance eligibility certificate (waiting period quota).

No special selection procedure or quota exists for foreign applicants. Within the performance quota, a special quota for foreign students only exists for the International Master of European Studies and the Master of International Business and Sustainability. Please see the according information in the relevant guidelines for the master’s degree programs for further details.

2.1.1 Hardship quota

Hardship applications are applications submitted as a precaution for exemption from the general selection criteria according to performance or waiting period. The legal framework therefore imposes strict criteria for the recognition of cases of hardship. Study places within the hardship quota are allocated upon application to persons for whom rejection of the admission application would give rise to exceptional hardship. Exceptional hardship exists if immediate admission to the course is paramount due to health reasons (“urgent cases”) and particularly for applicants bound to the Hamburg location for specific health, family, social or economic reasons (“location-bound cases”). Within the hardship quota, one third of study places are available to so-called urgent cases, i.e. applicants for whom immediate admission to the course is paramount due to health reasons. The remaining two thirds of the study places within the hardship quota are intended for the so-called location-bound cases. Study places remaining within a quota are allocated to the respective other quota; any study places that still remain are allocated according to the performance and waiting period quotas. In case of hardship equivalence, the rank is determined by a lottery.

Hardship applications are to be submitted electronically as special applications within the online application. The online application should be printed out and justified in detail. The according proof is to be provided for this justification (e.g. medical certificate, birth certificate, registration certificate).

The completed hardship application must be submitted separately from the actual application for the master’s degree program by the application deadlines centrally to Advising and Administration — Application, Admission and Student Affairs (Team Bewerbung, Zulassung und Studierendenangelegenheiten) (Alsterterrasse 1, 20354 Hamburg). The information and application addresses provided for the online application apply for the actual application for the master’s degree. Incomplete hardship applications (i.e. those lacking proof) must be rejected. If a hardship application cannot be taken into consideration or approved, the application will be processed according to the general selection criteria. The detailed information required for such an application is available for download in an information sheet at www.uni-
2.1.2 Performance quota
As per the university admission regulations (UniZS), the schools regulate the criteria for determining the degree of aptitude and motivation for the allocation of places for a master’s degree program in their selection statutes. For master’s degree programs, this is generally the grade point average achieved in the first degree, i.e. the first degree completed, or the grade point average for the achievements available at the time of applying (please also see www.uni-hamburg.de/rechtlichegrundlagen and the individual degree program information for further details).

2.1.3 Waiting period quota
The number of half-years that have passed since applicants obtained the higher education entrance eligibility certificate are relevant in the allocation of study places for a master’s degree program within the waiting period quota. You can only be considered within this quota if you have already obtained a first degree by the time of applying to the master’s degree program. The number of full half-years that have passed since you obtained your first degree are considered as the waiting period.* Within this, any periods of study since obtaining the first degree are not considered as part of the waiting period. The maximum waiting period considered is ten half-semesters.

* Only half-years that fall between 1 April and 30 September of one year and 1 October and 31 March of the next are considered full half-years.

2.2 Admission requirements
The subject-specific requirements to even be considered for selection for a master’s degree program are set by the schools for the individual master’s degree programs in the form of admission requirements. For details of the legal framework, please see www.uni-hamburg.de/rechtlichegrundlagen.

In all cases, you must provide proof of a completed first degree, i.e. in a degree program comprising relevant content. Details of the conditions under which your qualifications enable pursuit of a specific master’s degree program can be found in the information specific to the individual master’s degree programs.

Moreover, further admission requirements exist for some master’s degree programs, e.g. proficiency in foreign languages. If required, this will also be detailed in the according section on the individual master’s degree programs.

2.3 Compensation for disadvantages
Applicants with disabilities and chronic diseases may apply for compensation for disadvantages particularly in conjunction with the aforementioned admission requirements. For application details, please see the information sheet available for download at www.uni-hamburg.de/masterbewerbung or www.uni-hamburg.de/sonderantrag-master.

3. Important phone numbers and addresses

Application platform STiNE: www.stine.uni-hamburg.de

Regional Computing Center at Universität Hamburg (Regionales Rechenzentrum, RRZ)—STiNE-Line
(In case of technical problems with the online application, esp. if you forget your access details for the STiNE portal)
uhh.bewerbung-technik@rrz.uni-hamburg.de
Tel: +49 40 42838-5000 (Mon–Fri, 9 am–6 pm)

Information and Counseling:
https://www.uni-hamburg.de/en/campuscenter/kontakt

Office for Students with Disabilities and Chronic Illnesses
(Büro für die Belange von Studierenden mit Behinderung oder chronischen Krankheiten)
Alsterterrasse 1, 3rd Floor
20354 Hamburg
Tel: +49 40 42838-3764, Fax: +49 40 42838-2112
maike.gattermann-kasper@uni-hamburg.de
www.uni-hamburg.de/behinderung

See the website for details of the current opening times!

Studierendenwerk Hamburg
Von-Melle-Park 2
20146 Hamburg
Tel: +49 40 41902-0
www.studierendenwerk-hamburg.de
4. Tabular overview of Master’s programs (for the application period 15 February to 31 March)

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<th>Study (Identification No.)</th>
<th>Degree (No.)</th>
<th>Starting Date</th>
<th>Information</th>
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<tbody>
<tr>
<td>Faculty of Business, Economics and Social Sciences</td>
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<tr>
<td>Economics (804)</td>
<td>M.Sc. (87)</td>
<td>WîSe International Master’s Application 15.02.-31.03.</td>
<td><a href="http://www.wiso.uni-hamburg.de/msc-econ">www.wiso.uni-hamburg.de/msc-econ</a></td>
</tr>
<tr>
<td>International Business and Sustainability (862)</td>
<td>M.A. (86)</td>
<td>WîSe International Master’s Application 15.02.-31.03.</td>
<td><a href="http://www.wiso.uni-hamburg.de/mibas">www.wiso.uni-hamburg.de/mibas</a></td>
</tr>
<tr>
<td>Politics, Economics and Philosophy (695)</td>
<td>M.Sc. (87)</td>
<td>WîSe International Master’s Application 15.02.-31.03.</td>
<td><a href="http://www.wiso.uni-hamburg.de/msc-pep">www.wiso.uni-hamburg.de/msc-pep</a></td>
</tr>
<tr>
<td>Faculty of Humanities</td>
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</tr>
<tr>
<td>Buddhist Studies (604)</td>
<td>M.A. (86)</td>
<td>WîSe International Master’s Application 15.02.-31.03. and WiSe Application 01.06.-15.07.</td>
<td><a href="https://www.aai.uni-hamburg.de/studium/master/buddhist-studies.html">https://www.aai.uni-hamburg.de/studium/master/buddhist-studies.html</a></td>
</tr>
<tr>
<td>Languages and Cultures of Southeast Asia (774)</td>
<td>M.A. (86)</td>
<td>WîSe International Master’s Application 15.02.-31.03. and WiSe Application 01.06.-15.07.</td>
<td><a href="https://www.aai.uni-hamburg.de/studium/master/southeast-asian.html">https://www.aai.uni-hamburg.de/studium/master/southeast-asian.html</a></td>
</tr>
<tr>
<td>Indology and Tibetology (731)</td>
<td>M.A. (86)</td>
<td>WîSe International Master’s Application 15.02.-31.03. and 01.12.-15.01.</td>
<td><a href="https://www.aai.uni-hamburg.de/studium/master.html">https://www.aai.uni-hamburg.de/studium/master.html</a></td>
</tr>
<tr>
<td>Program</td>
<td>Degree</td>
<td>WiSe Application</td>
<td>Website</td>
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</tr>
<tr>
<td>Afrikanische Sprachen und Kulturen/African Languages and Cultures (873)</td>
<td>M.A. (86)</td>
<td></td>
<td><a href="https://www.aai.uni-hamburg.de/studium/master.html">https://www.aai.uni-hamburg.de/studium/master.html</a></td>
</tr>
<tr>
<td>Faculty of Mathematics, Informatics and Natural Sciences</td>
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<td></td>
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<tr>
<td>Integrated Climate System Science (805)</td>
<td>M.Sc. (87)</td>
<td>WiSe International Master’s Application 15.02.-31.03.</td>
<td><a href="http://www.sicss.de">www.sicss.de</a></td>
</tr>
<tr>
<td>Marine Ecosystem and Fisheries Sciences (877)</td>
<td>M.Sc. (87)</td>
<td>WiSe International Master’s Application 15.02.-31.03.</td>
<td><a href="https://www.biologie.uni-hamburg.de/en/studium/master/i-marsys.html">https://www.biologie.uni-hamburg.de/en/studium/master/i-marsys.html</a></td>
</tr>
<tr>
<td>Ocean and Climate Physics</td>
<td>M.Sc.(87)</td>
<td>WiSe International Master’s Application 15.02.-31.03.</td>
<td><a href="https://www.uni-hamburg.de/campuscenter/studienangebot/studiengan.html?1242674105">https://www.uni-hamburg.de/campuscenter/studienangebot/studiengan.html?1242674105</a></td>
</tr>
<tr>
<td>Physics (876)</td>
<td>M.Sc. (87)</td>
<td>WiSe International Master’s Application 15.02.-31.03.</td>
<td><a href="https://www.physnet.uni-hamburg.de/studium/mscstudiengaenge/physicsmsc.html">https://www.physnet.uni-hamburg.de/studium/mscstudiengaenge/physicsmsc.html</a></td>
</tr>
<tr>
<td>Wood Sciences (874)</td>
<td>M.Sc. (87)</td>
<td>WiSe International Master’s Application 15.02.-31.03.</td>
<td><a href="https://www.biologie.uni-hamburg.de/studium/master/wood-science.html">https://www.biologie.uni-hamburg.de/studium/master/wood-science.html</a></td>
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</table>

You can get information on the single Master programs and application-specific information [here](https://www.aai.uni-hamburg.de/studium/master.html).

All offered Master programs are listed [here](https://www.aai.uni-hamburg.de/studium/master.html).