

Checklist

Master's REAP

You have to upload to the HCU cloud in a **PDF file** (maximum 70 MB) the below mentioned documents until the application deadline. Please note **the page limit of max. 50 pages** for the PDF file.

The PDF file have to be named as follows: **surname_first name_ahoi application number**

After submitting the ahoi online application, you will receive the upload link by email.

Please submit only the documents listed in this checklist. We do **not** require or evaluate a portfolio.

- ☒ **Table of content** of the submitted documents
- ☒ The **printed ahoi online application**
- ☒ **Personal Curriculum Vitae**

Entry requirements

- ☒ A **certificate of your first academic degree** in Architecture, Civil Engineering, Geomatics, Urban Planning, Geography, Landscape Architecture, Law, Political Science, Business and Administration, Economics, Social Sciences or a similar degree programme focused on REAP related fields.

If the result of your first academic degree is not available before the end of the application period, please submit a simple copy of your **Transcript of Records** showing your **current Grade Point Average (GPA) and academic records with a minimum of 130 Credit Points (CP) reached** (HCU internal students print the Transcript of Records directly from the ahoi account). Please note that at least 75 CP need to result from already graded achievements. At the beginning of your master studies, outstanding examination achievements shall not exceed 15 CP. With the application for enrolment you have to submit a declaration saying that the expected outstanding examination achievements of 15 CP will be provided not later than until the end of the first semester of your master studies. The evidence of your obtained first academic degree has to be submitted by the 15th of the second month of your second semester during your master studies. If you do not acquire your first academic degree in due time, a deregistration from the university will be processed and internal HCU students will be demoted to the respective bachelor study programme.

- ☒ The **evidence of English language proficiency** can be provided by submitting one of the following supporting documents:

1. A certificate of a passed internationally accepted language test:

- Test of English as a Foreign Language (TOEFL) as an internet-based test (TOEFL iBT) with at least 88 points or as an Institutional Testing Program (TOEFL ITP) with at least 570 points

- Cambridge Certificate in Advanced English (CAE) - at least level B
 - Cambridge Certificate in Proficiency English (CPE) - at least level C
 - International English Language Testing System (IELTS) - Academic Test with at least band 7
 - TELC - at least level C1
2. Proof of a professional stay in an anglophone country for at least one year
 3. Proof of the first academic studies taught in English for at least four semesters
 4. General school attendance for at least five years with English as language of instruction

Note regarding the language certificate:

If the language certificate is not present before the end of the application period, please send a copy of your registration confirmation for the English language test. You can then hand in your certificate along with your application for enrolment (during the first half of the month of August).



The **evidence of REAP related areas contained in the curriculum of previous studies** at a university. This academic qualification has to be provided by filling in the attached form and compiling all relevant modules and courses attended during your studies.



The **evidence of professional experience in REAP related areas** gained during or after the completion of the first academic degree. The gained professional experience needs to be equivalent to at least a six-month full-time employment with 35 hours per week. The evidence must be provided by a written confirmation containing the duration, tasks and responsibilities, and the signature of the employer or, in the case of self-employment, from the customer.

Important information:

Please note that the above-mentioned supporting documents are requirements for an admission. If they have not been submitted to the HCU Student Service Center before the end of the application period, your application cannot be considered for the selection process and will therefore be rejected due to formal reason.

Selection process

You can increase your chances of a study place, if you add the following document to your application:



A **motivation letter (Assessment of the applicant's subject-specific motivation on the basis of a one-page letter) written in English** (DIN A4 format) explaining the reasons for choosing REAP as your preferred postgraduate study programme while concerning the following four questions:

Which aspects make REAP a special Master's degree programme for you?

- **Which 2 modules** out of the named modules from the 6 modules of Block 1: Resources, Technologies and Environment and Block 2: Resources, Institutions and Instruments offered in 3rd semester would you choose and why? If you would like to get more details of the modules, please have a look at the modules [here](#).
- How does it build on your previous activities in research and practice?
- What would you do with that in your future professional life?

Notes:

This checklist does not replace the legal basis of the admission procedure applied at the HCU. You will find the Specific Admission Regulation (BZO) for the Master's degree programme in Resource Efficiency in Architecture and Planning as well as the General Admission Regulation (AZO) of the HafenCity Universität Hamburg on the [HCU website](#). Please read those carefully in order to avoid a rejection of your application for formal reasons. Both regulations also provide further information about the evaluation and weighting on individual supporting documents. You can also find further information on the website under the menu item "[Admission procedure](#)".

Surname: _____

Application number: _____

First name: _____

REAP related courses of previous academic qualifications

Please compile below all courses of your former university studies that are relevant to the main contents of REAP and indicate their respective Credit Points (CP) and grades. You are allowed to apply the grading system of the university that awarded your first academic degree.

1. Water

- Urban water cycles, flowing waters, wastewater treatment, storm water management, technologies, sustainable water resource management

Course / Topic	CP	Grade

2. Energy

- Urban energy cycles

Course / Topic	CP	Grade

3. Materials

- Urban material cycles, technologies, material flow, life cycle assessment

Course / Topic	CP	Grade

4. Noise / Traffic

- Noise emission/immission, noise control, regulation and abatement, noise maps, noise propagation and perception

Course / Topic	CP	Grade

5. Institutions and Instruments, Resources, Technologies

- International development, institutions and policies, legal and economic instruments, technical urban infrastructure systems, climate responsive planning, research methods, statistics, project evaluation, decision support

Course / Topic	CP	Grade

6. Thesis title

Thesis title	Grade

Work experience

Please compile below your **subject-specific** work experience and link or refer to the documents that prove this.

Subject-specific professional practice over a period of at least 24 months

Job Title or Job Description/ Project Name	Company	Link/reference to / page application	Starting Date	End Date	Calculated Months	Hours/ Week

Self-Employment: A document (contract, letter or similar) from your costumers is necessary to prove your subject-specific professional practice (project title, customer, time spent on the project...)