

99061026001000

# State recognition of a vocational academy

Heruntergeladen am 29.06.2025

<https://fimportal.de/xzufi-services/S1000020010000005348/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99061026001000
Leistungsbezeichnung I	State recognition of a vocational academy
Leistungsbezeichnung II	Granting of state recognition as a professional academy
Typisierung	4 - Land: Regelung
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Professional academies, recognition</div> , <div lang="en-x-mtfrom-de">Academies, recognition</div> , <div lang="en-x-mtfrom-de">Berufsakademiegesetz, recognition of academies</div> , <div lang="en-x-mtfrom-de">recognition</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<p>§ 5 Hamburg Vocational Academy Act (HmbBAG)  <a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-BerAkadGHAV3P5">https://www.landesrecht-hamburg.de/bsha/document/jlr-BerAkadGHAV3P5</a> § 12-14 Hamburg University of Cooperative Education Act (HmbBAG)  <a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-BerAkadGHAV2P12">https://www.landesrecht-hamburg.de/bsha/document/jlr-BerAkadGHAV2P12</a></p>
Teaser	If you want to set up a vocational academy and have it recognized by the state, this is the right service for you.
Volltext	If you would like to found a vocational academy and have it recognized by the state, we are available to you as a contact right from the start of the project. Since the procedure is very complex, time-consuming and costly, we ask that you contact us as soon as possible in order to coordinate further action together
Erforderliche Unterlagen	<p>Are specified for the respective procedure after consultation with the BWFG, Office W, Section W14. Typically, the following are to be submitted:</p> <ul style="list-style-type: none"> <li>Self-documentation (particularly goals, concept; implementation; quality management must be presented)</li> <li>basic order Rules of appointment</li> <li>Business plan (for the first five years of operation; all investment and operating costs must be included)</li> <li>Auditor's certificate (business planning must be mathematically correct and coherent as well as drawn up according to commercial principles)</li> <li>Letter of comfort</li> <li>Possibly model contract</li> <li>guarantee Excerpt from the commercial register</li> <li>social contract</li> <li>List of partners</li> <li>Sample cooperation agreement</li> <li>List of collaborating companies</li> <li>As well as course-specific documents (separately for each course):</li> <li>accreditation certificate</li> <li>If necessary, accreditation letter</li> <li>conditions accreditation report</li> <li>Study and Examination Regulations</li> <li>admission</li> </ul>

Modul	Sachverhalt
	regulations module manual If necessary, further documents, such as: market analysis company portrait Description premises Sample employment contract
Voraussetzungen	In order to set up a vocational academy and have it recognized by the state, many requirements must be met cumulatively. However, since the requirements are also determined by the respective individual case, a general list of the requirements is not possible. We would therefore be happy to talk to you about the requirements. Please contact: hochschulen_zwei@bwfgeb.hamburg.de.
Kosten	Gebühr: 5.000€ - 20.000€ 5,000 - 20,000 EUR
Verfahrensablauf	At least one and a half years should be planned for the process of state recognition. In particular, documents that are subject to a fee should only be created after consultation with the authorities. The recognition procedure is basically divided into the following steps: first contact If your project is already sufficiently concrete, you should contact the authority and arrange an appointment (contact: hochschulen_zwei@bwfgeb.hamburg.de). In order to better prepare for the appointment, you should send a short and meaningful description of the project to the authority in advance. It should briefly describe the technical goals and the economic framework data (approx. five pages). Preparation of the application documents After the interview, the necessary application documents will be prepared and sent to the authorities. interim confirmation After an examination period of approx. three months, the authorities will give you an initial response to the documents submitted. revision of the documents Based on the feedback from the authority, the documents may need to be revised. In addition, the necessary documents/evidence must be obtained from auditors, the Science Council, the accreditation agency and, if necessary, lawyers. application The possibly revised documents are sent to the authority together with the required documents/evidence and the application for state recognition.
Bearbeitungsdauer	About a year and a half; Approx. 6 months from receipt

Modul	Sachverhalt
	of the complete application.
Frist	no
weiterführende Informationen	<a href="https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-wissenschaft-forschung-gleichstellung-und-bezirke">https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-wissenschaft-forschung-gleichstellung-und-bezirke</a> <a href="https://www.hamburg.de/bwfg/">https://www.hamburg.de/bwfg/</a> <a href="https://www.hamburg.de/politik-und-verwaltung/behoerden/bwi/services/einheitlicher-ansprechpartner">https://www.hamburg.de/politik-und-verwaltung/behoerden/bwi/services/einheitlicher-ansprechpartner</a> <a href="https://www.hamburg.de/einheitlicher-ansprechpartner">https://www.hamburg.de/einheitlicher-ansprechpartner</a>
Hinweise	No hints or special features.
Rechtsbehelf	contradiction
Kurztext	State recognition of a vocational academy Timely contact Consultation on how to proceed
Ansprechpunkt	
Zuständige Stelle	Science, Research, Equality and Districts Authority
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)