

## Enrolment Regulation of the University of Applied Sciences Emden/Leer

The senate of the University of Applied Sciences Emden/Leer decided, at its meeting on June 28<sup>th</sup>, 2016, referring to § 41 par. (1) of the Lower Saxony Higher Education Act (NHG) in conjunction with § 19 (7) NHG of the version dated from February 26<sup>th</sup>, 2007 (Nds. GVBl. P. 69), last amended by article 1 of the act from 15.12.2015 (Nds. GVBl. S. 384) the first change of the enrolment regulations in the version from 15.12.2014 (announcement no. 25/2014). (Publication no. 37/2016, published on July 12<sup>th</sup>, 2016)

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## § 1 Enrolment

(1) <sup>1</sup>Applicants will be admitted after their application by enrolment as students of the University of Applied Sciences and enrolled for the chosen study program. <sup>2</sup>Applicants will be considered members of the University of Applied Sciences upon enrolment and need to adhere to all rights and duties of the University and the Lower Saxony Higher Education Act (NHG). <sup>3</sup>The enrolment process is finalized with the delivery of the student ID card (CampusCard); it will take effect at the beginning of each semester.

(2) <sup>1</sup>Enrolment requires that the applicants

1. according to § 18 of the Lower Saxony Higher Education Act (NHG), have fulfilled all necessary qualifications (university entrance qualification, practical training) of the chosen study program;
2. have been admitted to an admission-restricted study program;
3. if necessary, have fulfilled the access requirements of the chosen study program and its respective regulations;
4. have paid the student contributions as well as the rest of the required fees and charges as regulated by the NHG and the university.

<sup>2</sup>For applicants with a recognized foreign diploma, enrolment may also be subject to the condition that the applicants have sufficient knowledge in the German language, which is prescribed by the University and which, if necessary, must be proven by a German examination.

(3) <sup>1</sup>Enrolment is to be restricted if

1. only individual sections of the study program are offered;
2. a study program is not continued;

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3. the applicants have only been admitted to a section of the course;
4. the applicants have been provisionally authorized by court order;
5. the applicants wish to study only parts of the study program;
6. the applicants have been allowed to prove the practical training required, by the regulation pursuant to § 18 par. 6 NHG, at a later date after the beginning of the lecture.

<sup>2</sup>Enrolment is conditional if

1. students who have been enrolled in a basic study program have not yet successfully completed this course are allowed to be simultaneously enrolled in a Master's study program;
2. The individual requirements of a study program must be met during the course in accordance with an order.

(4) <sup>1</sup>If the applicants are enrolled at a University of Applied Sciences in an identical course of study with the same degree goal covered by the preservation statute of the Hochschulrahmengesetzes (HRG), the applicant will automatically be registered in the next semester, regardless of the number of examinations completed (unless there is a restriction on admission to the higher semester). <sup>2</sup>In all other cases, the examination commission determines, on the basis of the so far performed completed examinations, whether the classifications carried out are sufficient to attend further semesters.

(5) <sup>1</sup>If the study program is divided into sections, the applicants can only be enrolled for a higher section after the prerequisites laid down in the study and examination regulations are fulfilled.

(6) <sup>1</sup>The University of Applied Sciences must be immediately notified in written form of changes regarding names and addresses, as well as the loss of the campus card.

<sup>2</sup>Replacement of the campus card is free of charge upon

- change of name
- an electronic defect
- theft with police notification
- in cases of particular hardship

<sup>3</sup>In all other cases, such as those listed below, a fee will be charged according to the scale of charges and schedule of fees as amended

- loss
- theft without police notification
- damage caused by improper use

### § 2 Deadline and form of application for enrolment

(1) <sup>1</sup>Deadline for enrolment for the winter semester is the September, 30<sup>th</sup>; for the summer semester the 15<sup>th</sup> of March. <sup>2</sup>In exceptional cases, the applicants must be granted a reasonable period of grace. <sup>3</sup>According to the regulation on access and admission, enrolment may be granted (in exception to sentence 1) for study programs that have an admission restriction. <sup>4</sup>Sentence 2 below shall apply.

(2) <sup>1</sup>For admission-restricted study courses, only one application according to § 2 of the higher education procurement regulation is possible. <sup>2</sup>Multiple applications are possible for study courses without entry restrictions.

(3) <sup>1</sup>The application of admission shall be made in writing on the provided form of the University of Applied Sciences Emden and must be submitted either via post or online. Applications must include:

1. name, first name, address, date and place of birth, nationality/ies, desired study course and semester;
2. a statement as to whether or not a final examination has been passed in the chosen study course;
3. a statement of the course(s) in which the candidate has already been enrolled including the number of semesters that have been completed;
4. complementary applications (such as an application for hardship, etc.) with appropriate documentation.

(4) <sup>1</sup>The application is to be attached or submitted with:

1. proof of identification such as: an identity card, passport, birth certificate (<sup>2</sup>data not required for identification should be blackened by the applicant on the copy. <sup>3</sup>This applies in particular to the access and series number on the identity card. <sup>4</sup>The copy shall be destroyed as soon as the purpose of the copy has been fulfilled);
  2. proof of the university entrance qualification for the chosen study course in an officially certified form, or in the form of a translation, officially certified by a sworn court interpreter or sworn translator;
  3. an official certificate on the provision of a practical training, insofar as it is prescribed by regulations pursuant to § 18 para. 6 NGH;
  4. <sup>5</sup>the faculty may also make admission to a study course conditional to particular language skills. <sup>6</sup>With regard to the fundamental right of freedom of profession such knowledge is only necessary if the existence of those skills is indispensable for achieving the goal of the study course. <sup>7</sup>The required proof of language proficiency is to be publicly indicated by the faculty in a suitable manner and requested with the letter of admission.
  5. For the study program nautical science:
    - a) an agreement on a practical semester contract also signed by the university for the first practical semester. <sup>8</sup>The examination board may decide on exceptions upon the request of the applicant;
    - b) proof of fitness for sea service;
    - c) a two-week security course must be demonstrated by the beginning of the first practical semester.
  6. In case of a university change, study books/documents/certificates of all previously attended higher education institutions and grades on any preliminary, intermediate or final examinations.
  7. In case of requested enrolment for a higher semester, a credit note from the examination committee responsible for this.
  8. A statement of health insurance on fulfilment of an insurance obligation or on the exemption from the insurance obligation.
  9. Proof of the payment of student body fee and student union fee and other contributions, fees and charges, according to NHG or the regulations of the University of Applied Sciences, § 7 para. 4 and 5 apply accordingly.
- (5) <sup>1</sup>If a student changes the course of study within the university or starts another study course, an application for admission must be filed.

### **§3 Withdrawal of enrolment**

- (1) <sup>1</sup>The enrolment is to be withdrawn if students do so before or within one month after the beginning of the lectures (official start of lectures at the university). <sup>2</sup> Upon written request of the student, the enrolment is to be withdrawn if the study cannot be attended or continued within the first semester after enrolment due to an official duty, according to art. 12 a GG; the application is valid until the end of the applicable semester. <sup>3</sup> In the cases of sentences 1 and 2, the enrolment counts as having been withdrawn from the beginning on.
- (2) <sup>1</sup>For the withdrawal of an enrolment according to § 3 para. 1, a fee conforming to the scale of charges and schedule of fees in the currently valid version applies.
- (3) <sup>1</sup>Along with the request of withdrawal of enrolment, the CampusCard and the proof settled accounts (library, device-lending, etc.) must be handed in.

### **§ 4 Refusal of enrolment**

- (1) <sup>1</sup>The enrolment is to be refused when the applicant:

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1. is already enrolled at another university and the prerequisites of §9 are not fulfilled;
2. does not prove that he or she has paid the student body fee and student union fee or other contributions, fees and charges according to NHG or the regulations of the University;
3. does not hand in a statement of a health insurance on fulfilment of an insurance obligation or on the exemption from the insurance obligation;
4. has permanently failed an exam of the chosen course of study, or lost the right to examination, according to the decisive regulations of the study.

(2) <sup>1</sup>Enrolment may be refused if the university entrance qualifier

1. has not adhered to the procedural requirements;
2. suffers from an illness according to § 34 para. 1 of the Infectious Disease Act, or upon suspicion of such a disease does not hand in a required medical certificate;
3. has been judged legally of a crime against life, sexual-self-determination, the physical harmlessness or personal liberty, the act and the conviction exclude a prohibition on exploitation and if according to the nature of the criminal offense an endangering or disturbance of the study program is to be feared;
4. as by the time of the introduction or abolition of a course of studies, enrolments for certain courses of the subject related semester are excluded;
5. cannot prove sufficient command of the German language by an equally recognized foreign educational qualification.

### § 5 De-registration upon own request

(1) <sup>1</sup>Students can be de-registered upon written request at any time.

(2) <sup>1</sup>Along with the request, the CampusCard and the proof of settled accounts must be handed in.

(3) <sup>1</sup>The de-registration occurs on the requested date or, at the end of the ongoing semester unless requested otherwise. <sup>2</sup>A retroactive ex-matriculation is excluded. The student receives a certificate of de-registration.

(4) <sup>1</sup>If the de-registration is requested before or within one month after the beginning of the lectures (official beginning of the lectures at the university) or it was recognized, that an examination has been failed permanently, fees paid and remunerations are reimbursed. <sup>2</sup>If an objection is lodged against the decision on the final non - fail, reimbursement pursuant to sentence 1 shall be void.

(5) <sup>1</sup>The de-registration does not release the student from existing obligations for examinations.

### § 6 De-registration for specific reasons

(1) <sup>1</sup>Students are to de-register when:

1. the enrolment occurred by compulsion, malicious deception or bribery;
2. a study course with restrictions on admission has an incontestable withdrawal of the letter of admission or is immediately enforceable and the student is not enrolled in another study program;
3. a final exam is passed and the student is not enrolled for another study program,
4. an exam is failed permanently or lost the right to examination according to the decisive regulations of the study course;
5. they do not confirm after a warning including a deadline along with the threat of de-registration or do not pay fees and remunerations according to this law. <sup>2</sup>In this case, the student concerned is de-registered by law at the end of the semester;
6. the health insurance cover does no longer exist and, upon written request including deadline a corresponding proof is not submitted;
7. the proof required for access to the Master's degree is not submitted within the determined deadline and the student has agreed to do so, and the student is not enrolled in another study course.

(2) <sup>1</sup>Students may be de-registered if:

1. after the enrolment, facts are brought to its attention or arise, which would have justified the rejection of the enrolment;

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2. the course of study for which the student is enrolled is not continued and it is ensured that the study can be continued at another university in the country.

(3) <sup>1</sup>Before a de-registration, the student must be given the opportunity to comment on the facts which are relevant to the decision; §28 of the Administrative Procedure Act has to be respected. <sup>2</sup>A de-registration in accordance with paragraphs 1 (clause 6 and 7) and 2 shall be communicated to the student in written form stating the reasons and the legal remedy. <sup>3</sup>It shall be carried out by means of the handing over or delivery of an corresponding certificate, attesting the date on which the de-registration takes effect.

### §7 Re-registration

(1) <sup>1</sup>All students enrolled at the university who wish to proceed with/continue their studies in the following semester need to re-register in the period from December 15<sup>th</sup> to January 5<sup>th</sup> of the following year and from June 15<sup>th</sup> to June 30<sup>th</sup> for the winter semester in the period of. <sup>2</sup>Suspended students are required to re-register for the upcoming semester following the suspended semester.

(2) <sup>1</sup>Proof of payment of the student body fee and student union fee or other contributions, fees and charges, according to NHG or the regulations of the University count accordingly as re-registration. <sup>2</sup>The re-registration is not valid without this proof.

(3) <sup>1</sup>In the event of failure to meet the deadline, a late fee will be charged in accordance with the tariff and fee schedule as amended. <sup>2</sup>The fee is payable to the account provided by the university for the re-registration.

(4) <sup>1</sup>Applications for the decree of charges and fees according to the NHG must be submitted no later than one month after the end of the semester (§ 14 para.2 sentence 4 NHG).

(5) <sup>1</sup>Students are required to provide the necessary information for the collection of contributions and fees for the summer semester by December 15<sup>th</sup> and for the winter semester by June 15<sup>th</sup>. <sup>2</sup>In justified exceptional cases, the deadline may be extended up to August 31<sup>st</sup> for the re-registration of the winter semester, or up to February 28<sup>th</sup>/ 29<sup>th</sup> for the summer semester.

### §8 Leave of absence

(1) <sup>1</sup>Students are to be exempted on written request for the duration of the completion of a service obligation within the meaning of Article 12 a GG. <sup>2</sup>The application must be accompanied by an officially certified copy of the notices of service obligation.

(2) <sup>1</sup>Student can be exempted on written application before or within one month after the start of the lecture (official start of university lecture) if an important reason is demonstrated. <sup>2</sup>The leave of absence is permitted only for an entire semester and for a maximum of two consecutive semesters. <sup>3</sup>During a study course, students are usually allowed to leave the school for not more than four semesters. <sup>4</sup>Leaves of absence pursuant to paragraph 1 are not taken into account for the first four semesters.

(3) <sup>1</sup>Important reasons by means of para. 2 are for example:

1. health issues of the student;
2. maternity leave (pregnancy) and parental leave;
3. completion of an internship scheduled by the timetable or examination regulations, but not being part of the studies;
4. study stay abroad, if not part of the course;
5. activity in academic or student self-administration.

(4) <sup>1</sup>A leave of absence is not permitted during the first semester.

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(5) <sup>1</sup>During the leave of absence, the student retains the rights as a member; they are, however, not entitled to attend study courses during this time and obtain performance records. <sup>2</sup>Paragraph 8 is excluded. <sup>3</sup>The student's obligation to contribute will not be affected by the leave of absence, if the contributing regulations, the fee schedule and the provisions of the NHG do not define otherwise. <sup>4</sup>The administrative cost contribution according to § 11 as well as the long-term study fee according to § 13 NHG are not levied. <sup>5</sup>Suspended students verifying studies abroad will be exempted upon application from the payment of the student's union for this semester.

(6) <sup>1</sup>For periods of pregnancy leave or maternity leave, the number of holiday semesters is not restricted. <sup>2</sup>They do not reduce their leave entitlement for holiday semesters for other reasons pursuant to the second sentence of paragraph 2.

(7) <sup>1</sup>Holiday semesters are not counted as subject-related semesters.

(8) <sup>1</sup>Holiday semesters shall be exempt from the obligation to repeat examinations prescribed in accordance with the respective regulations. <sup>2</sup>Students who are on leave for an international semester may participate in re-examination at the request of the examination committee.

### **§9 Simultaneous study in several courses**

(1) <sup>1</sup>Students who are already enrolled at another university can be admitted to the university if the relevant department confirms that simultaneous studies at both universities are possible (parallel study). <sup>2</sup>The other university receives a notification about the double matriculation. <sup>3</sup>Sentence 1 applies correspondingly to students, who are already enrolled at this institution for a course of study and who are eligible for a course of studying a further program at this university.

(2) <sup>1</sup>Students attending this or another university, who are already enrolled in a study course with admission restrictions, may also be enrolled for another course of studies with admission restrictions if the course of studies is a sensible addition to the first study and a simultaneous study is possible in both courses. <sup>2</sup>Paragraph 1 applies accordingly.

(3) <sup>1</sup>Students enrolled in a Bachelor's course, who have not successfully completed the examination, are allowed to be simultaneously enrolled for a consecutive master's program with resolving effect. <sup>2</sup>Details concerning resolving effects are stated in the regulations for the Master's program.

### **§10 Guest auditors**

(1) <sup>1</sup>Specific lectures may be attended by guest auditors and individuals who are not enrolled at the university according to §18 NHG. <sup>2</sup>Fees are charged for participation in lectures as guest auditors, according to the university fee schedule.

(2) <sup>1</sup>Students of other universities are to be admitted as guest auditors, unless the department limits the number of attendees of the courses and / or changes the proof of certain required studies or prerequisites. <sup>2</sup>Paragraph 1, sentence 1 applies accordingly.

(3) <sup>1</sup>The following data must be collected for guest auditors: name, surname, address, gender, month and year of birth, nationality, discipline.

(4) <sup>1</sup>Guest auditors are entitled to provide proof of performance and examinations, which are accepted in connection with the respective lecture. <sup>2</sup>Proof of successful examinations will be issued. <sup>3</sup>This proof confirms that the examination has been carried out in the status of an guest auditor.

(5) <sup>1</sup>The services provided within the framework of a guest audition at the University of Applied Sciences Emden/Leer in the same or a related course of studies are recognized by the examination board upon application for appropriate services.

(6) <sup>1</sup>The application for admission as a guest auditor is handled separately for each semester within the enrolment period (March 15<sup>th</sup> for the SS / September 9<sup>th</sup> for the WS).

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(7) <sup>1</sup>For participation in lectures and examinations, a fee will be charged by the guest auditors per semester.<sup>2</sup> Fees are charged per examination for the provision of studies and the taking of examinations.<sup>3</sup> The fees are based on the regulation of fees and charges as amended.

### **§12 Early Students**

(1) Pupils who are acknowledged as above-average by the school and the university by mutual agreement can register as early students before starting a study. They are exempted from § 1 para. 1 of this order and are not considered a member of the university.

(2) Particulars are regulated by an order

### **§ 13 Effective Date**

<sup>1</sup>This regulation becomes effective following its official publication within the University of Applied Sciences Emden/Leer.