

Leipzig University of Applied Sciences

Enrollment Regulations

- Imma0 -

Last amended 31 March 2010 based on §§ 13 Par. 1, 18 Par. 3, 20 Par. 2 and 21 Par. 3 SächsHSG

For improved legibility, this document uses the male gender for female and male individuals alike. When used in these enrollment regulations, words of male gender refer to the female gender as well.

§ 1

Scope of Application

- (1) These enrollment regulations apply to the commencement, the continuation and the termination of studies in all study programs of the HTWK Leipzig.
- (2) They govern the specific study requirement of partial study, junior study, studying as a guest student and of studying externally.
- (3) Provisions which restrict admission to individual study programs at the HTWK Leipzig (selection regulations, study regulations etc.) are not affected.

§ 2

Conditions for Admission to Study

- (1) ¹Every German in the sense of article 116 of the German Basic Law (see **Appendix**) is entitled to undertake the course of higher education studies he chooses if he provides evidence of the necessary qualifications for this (*Hochschulzugangsberechtigung*, or German entitlement to study in higher education, hereafter referred to as HZB) and there are no reasons why enrollment may be denied. ²A national of another member state of the European Union (EU) has the same admission rights as Germans, provided he can show evidence that he has the German language skills necessary to study. This evidence may take the form of

- a.) the DSH examination (*Deutsche Sprachprüfung für den Hochschulzugang*) - minimum DSH 2,
- b.) TestDaF (*Test Deutsch als Fremdsprache*) - minimum TDN 4,
- c.) the PNdS (*Prüfung zum Nachweis deutscher Sprachkenntnisse*),
- d.) the ZOP (*Zentrale Oberstufenprüfung*) certificate from the Goethe Institute,
- e.) the *Großes Deutsches Sprachdiplom* or the *Kleines Deutsches Sprachdiplom* from the Goethe Institute,
- f.) the *Deutsches Sprachdiplom der Kultusministerkonferenz* - Level II or
- g.) an assessment test from one of the German *Studienkollegs*.

³Applicants from other German-speaking countries (e.g. Switzerland and Austria) are not obliged to provide evidence of language skills as stipulated in sentence 2.

⁴Contrary to that which is stipulated in sentence 2, students engaged in partial studies may provide different evidence of the German language skills necessary in their case, in such a way that is appropriate to their situation.

⁵If an applicant applies for a study program held entirely in English, the HTWK Leipzig may deem it unnecessary that evidence of language skills be provided as stipulated in sentence 2.

(2) Foreign and stateless applicants who have acquired an HZB also have the same admission rights as Germans. Legislation under which other persons are treated as Germans remains unaffected. Applicants who are not nationals of an EU member state can be granted permission to study provided they demonstrate a comparable qualification. Examining the comparability is down to the HTWK Leipzig.

(3) Foreign-language certificates and confirmations should always be accompanied by a German translation, and the accuracy of these must be confirmed by the German diplomatic representation in the country of origin or by a nationally recognized interpreter.

(4) Applicants for a direct degree with a foreign HZB should send their application to **uni-assist e.V.**, which provides services for international students, so that it can check the application documents. Students engaged in partial studies should apply directly to the HTWK Leipzig. In each case, the selection process and the preparation of notifications is carried out by the HTWK Leipzig.

(5) In the case of a study program which will lead to the applicant's first professional qualification, he should demonstrate that he has the qualifications required to be allowed onto said study program by providing evidence of

- a.) general higher education entrance qualification (*allgemeine Hochschulreife*),
- b.) subject-specific higher education entrance qualification (*fachgebundene Hochschulreife*),
- c.) university of applied sciences entrance qualification (*Fachhochschulreife*) or
- d.) an examination for the master craftsman's certificate (*Meisterprüfung*).

Evidence according to sentence 1 a.) and c.) entitles an applicant to study on all study programs, and evidence according to sentence 1 b.) and d.) entitles an applicant to study in a corresponding subject area of the HTWK Leipzig. The qualifications required for a

person to be allowed onto a study program may be provided in the form of educational qualifications other than those named in sentence 1, provided these are recognized by the HTWK Leipzig as being equivalent.

(6) To be admitted onto a master's degree program, evidence must be provided of a first professional university degree. Further, subject-specific prerequisites of admission are set out by the study regulations of the respective master's degree program.

§ 3 Application

(1) Applicants must apply for their admission to study. Registering at the HTWK Leipzig (enrollment) can only occur if, for the study program he has chosen, the applicant

- a.) possesses the necessary qualifications,
- b.) submits the application for admission/enrollment correctly and on time,
- c.) has been granted admission,
- d.) has, where necessary, proven he has the necessary practical experience,
- e.) has, should the study regulations so require, provided the necessary evidence of a specific qualification

and if there are no grounds for refusal under § 18 SächsHSG (see **Appendix**).

(2) For study programs **with no admission restrictions**, application for enrollment takes place

- a.) for the winter semester between May 1 and September 15,
- b.) for the summer semester between December 1 and January 15 (application period).

(3) For courses **with admission restrictions**, the application period for the winter semester lasts from May 1 to July 15, and for the summer semester from November 1 to January 15, whereby the following individual application deadlines apply:

- a.) application for the **1st semester of study in diploma and bachelor's degree programs**

For the **winter semester**, the application deadline is May 31 for applicants who acquired their HZB before January 16 and July 15 for those applicants who acquire their HZB before July 15.

For the **summer semester**, the application deadline is November 30 for applicants who acquired their HZB before July 16 and January 15 for those applicants who acquire their HZB before January 15.

b.) application for the **1st semester of study in master's degree programs**

For the **winter semester**, the application deadline is July 15; for the **summer semester** this is January 15.

c.) Application for a **higher semester of study in bachelor's, master's and diploma degree programs**

For the **winter semester**, the application period is from May 1 to July 15, and for the **summer semester** from December 1 to January 15.

d.) Applicants with **foreign educational qualifications** should apply via uni-assist e.V. for the **winter semester** by no later than July 15, and for the **summer semester** by no later than December 15.

(4) Within the period specified in the admission notification, the acceptance of a university place must be declared and enrollment at the HTWK requested.

(5) The application for admission or enrollment must be submitted using the corresponding form of the HTWK Leipzig. Completed truthfully and in full, the application must be accompanied by officially authenticated proof (from an authority with an official seal) of the HZB or the diploma/leaving certificate from the previous course of studies as well as, where necessary, any other documents required as part of the admissions procedure, corresponding with the applicant information - published on the internet portal of the HTWK Leipzig under www.htwk-leipzig.de - which is valid during the application period.

(6) The deadlines in these regulations represent cut-off periods. Should an applicant be prevented from complying with such a deadline for reasons beyond his control, an appropriate extension may be granted on receipt of a reasoned written request. The corresponding application must be submitted before the deadline.

§ 4 Enrollment

(1) An applicant's enrollment forms the basis of his membership as a student at the HTWK Leipzig. For the duration of his membership, he has student rights and obligations under § 22 SächsHSG (see **Appendix**).

(2) Enrollment occurs during a fixed period set by the HTWK Leipzig. If a registration appointment on the premises of the HTWK is set, the applicant has to appear personally and identify themselves by way of a valid identity card or passport. At this enrollment appointment the applicant must present

- a.) proof that he has paid the semester fee,
- b.) proof of health insurance or proof of exemption from compulsory insurance,
- c.) proof of de-registration (in the case of a change of university only) and
- d.) proof, if required, of any pre-study internship carried out.

In addition, a visa or residence permit for purposes of studying must be presented in the case of non-EU foreigners and stateless applicants under §§ 6, 16 of the German Residence Act (see **Appendix**).

(3) An applicant who has yet to be registered at a German university for the chosen study program is usually enrolled for the first semester of study. Prerequisites for enrollment in a higher semester of study are free study capacity and evidence of having completed accordingly eligible courses and examinations. Here, the eligibility is decided on by the examination committee of the respective study program.

(4) Should it arise that

- a.) an applicant is admitted for a partial section of a course of study (partial study),
- b.) the course of studies is no longer being offered at the HTWK Leipzig or
- c.) the applicant has only been provisionally admitted due to a judicial decision,

enrollment shall be temporary. Enrollment is subject to revocation if the incompleteness of the documentation required under §§ 3 Par. 1, 4 Par. 2 is beyond the control of the applicant. If said required documents are not provided within two months after enrollment, the enrollment shall be revoked. In the case of a revocation of enrollment, the student ID and certificates of study are to be returned to the HTWK.

(5) As a rule, enrollment takes place for one course of studies only. Students can be enrolled on more than one course of study at the same time as long as a parallel degree course is appropriate. Whether or not the parallel course is appropriate must be confirmed by the faculties in question. The HTWK shall reach a decision concerning the student's application.

(6) Students enrolled at the HTWK Leipzig may attend individual courses from other study programs provided they receive approval from the faculty where the courses are offered. If they so request via the examination committee responsible, they may take corresponding examinations and have the results from these officially certified (*Wahlfachhörerschaft*, or 'elective attendance').

(7) Students of other universities and students of special and further education programs at the HTWK Leipzig may be enrolled as students for partial studies. The enrollment of students for partial studies is usually restricted to two semesters. Said partial studies do not result in the acquisition of a degree.

§ 5 Guest Students

(1) Prospective students can be admitted to attend courses at the HTWK covering up to eight contact hours per week without providing evidence of an HZB or paying any fees (guest students in the sense of § 19 Par. 1 SächsHSG, see **Appendix**). Admission must be applied for in writing by no later than August 15 for the following winter semester and no

later than February 15 for the following summer semester. It requires the approval of the faculty responsible.

(2) Guest students are not enrolled at and are not members of the HTWK Leipzig. They receive a guest student certificate stating the courses covered by the admission. On request, guest students may be issued with certificates of participation by the respective examination office.

§ 6 Junior Study

(1) High-performing school pupils interested in studying, usually those from a secondary school at secondary level II, may attend appropriate courses and examinations of the HTWK Leipzig free of charge (junior students as defined by § 19 Par. 2 SächsHSG, see **Appendix**). Appropriate courses are selected by the respective faculty and published in a suitable manner in a directory intended for this purpose.

(2) The pupils are put forward to participate by their school head teacher or the teacher responsible from them. The decision whether a pupil may participate, and in which courses, is made by the faculties in question, who take into account their available capacity and also base the decision on the pupil's individual talents.

(3) A pupil who the school and the HTWK Leipzig both agree demonstrates a special talent may, on written request, be admitted as a junior student to take part in courses and examinations. He must enroll as a junior student beforehand. The enrollment is initially limited to one semester. Should the conditions stated in paragraph 1 sentence 1 continue to be in place, the enrollment may be extended temporarily. § 18 SächsHSG (see **Appendix**) does not apply. Junior students are not entitled to vote at the HTWK Leipzig.

(4) Junior students may on request be admitted to examinations and have any examination results included during a later study program at the HTWK Leipzig. The examination committee shall decide as to whether the junior student may take examinations and whether any such recognition may take place. Unsuccessful attempts in examinations taken by a junior student will not be counted during a later study program at the HTWK Leipzig. In the case of junior students, examination decisions cannot be contested.

§ 7 Studying Externally

(1) Persons who have acquired the knowledge and skills necessary according to the study and examination regulations may, after sitting the corresponding examinations, earn a university degree from the HTWK Leipzig (external persons as defined by § 37 Par. 2 SächsHSG, see **Appendix**). External persons are not enrolled and are not members of the HTWK Leipzig.

(2) Applications for admission to study externally in such a manner must be submitted by no later than June 15 for the following winter semester and no later than December 15 for the following summer semester. The application must be accompanied by

- a.) a cover letter stating the reasons for the proposed plan of study,
- b.) a CV (with a photograph) illustrating the applicant's professional development,
- c.) evidence of previous professional activities,
- d.) proof of educational qualifications,
- e.) certificates of any training completed, acquired privileges and professional services rendered and
- f.) a written description of any educational background and knowledge which is not proven by results.

If originals are not submitted, then certified copies from an authority with an official seal must be provided. Up to two letters of recommendation from university teachers may be added to the application in order to demonstrate the competence or professional qualification of the candidate.

(3) If any study periods have been completed at German universities or a university degree has been earned on a study program different to the one chosen, then evidence of this must be provided in the form of a de-registration certificate or the degree certificate. If, at another university, studies in the degree program which is the proposed subject of the external studies were not completed, then a certificate from this university must be provided as evidence that the applicant's entitlement to take examinations in the chosen program of study has not expired.

(4) The application for admission is decided on by the examination committee of the respective study program. The commission may make its decision dependent on a professional competence interview, which should last at least 30 minutes. The decision of the examination committee must be made known to the applicant in writing, giving reasons.

(5) Registration for examinations is performed only through submitting an application to the examination office. For all other decisions related to the carrying out of external studies, the provisions which are valid at the HTWK Leipzig, in particular the respective examination and study regulations, apply accordingly.

(6) External study is subject to charges. If a student aborts his external studies, he is not automatically entitled to a refund of any fees paid. On request, any fees paid may be refunded if the external person has to abort his studies for reasons beyond his control.

§ 8 Re-registration

(1) For each semester, students must register correctly and on time if they wish to continue studying (re-registration). Current re-registration deadlines are published on the internet portal of the HTWK Leipzig - www.htwk-leipzig.de.

(2) Re-registration requires

- a.) that the semester fee has been received
- b.) proof of health insurance in the case of a change in health insurance provider.

§ 9 Leave of Absence

(1) Upon written request, a student may go on leave if there is a good reason for this. An application may only be made for the following semester and only during the re-registration period, and must be made no later than when the grace period ends. A retroactive leave of absence is not permissible.

(2) Particularly important reasons which are given consideration include

- a.) illness or the illness of a child for which the student is largely responsible,
- b.) examination preparation,
- c.) the completion of a non-study-related internship,
- d.) a foreign placement,
- e.) the completion of military or civilian service,
- f.) pregnancy, maternity/parental leave,
- g.) family matters and
- h.) participation in committees of academic self-administration of the HTWK Leipzig.

(3) A leave of absence should not exceed a total period of two semesters, unless the leave of absence is for the purposes of studying abroad. Statutory deadlines concerning pregnancy, maternity/parental leave and the completion of service remain unaffected. Students may be granted leave to look after their own children for up to four additional semesters.

(4) During the leave of absence, the student remains a member of the university. On request, he is entitled to take courses and examinations at the HTWK Leipzig.

(5) Semesters where a leave of absence is taken are not counted as semesters of study and thus not counted as part of the standard period of study.

§ 10 De-registration

(1) On de-registering for one of the reasons named in § 21 SächsHSG (see **Appendix**), a student's membership at the HTWK Leipzig ends.

(2) De-registration is usually effective at the end of the semester in which it is decided. In the case of de-registration upon request by the student, the requested de-registration date should be complied with. Retroactive de-registration is ruled out.

§ 11
Final Provisions

(1) The enrollment regulations come into force on the day after their approval by the senate ¹. At the same time, the enrollment regulations from 22 April 2009 and the regulations for students participating in partial studies (FrühO) from 10 May 2006 cease to apply.

(2) The enrollment regulations are published on the internet portal of the HTWK Leipzig under www.htwk-leipzig.de. They can be viewed at the Department of Student Affairs.

Leipzig, 13 April 2010

Prof. Dr.-Ing. Hubertus Milke
Rector

¹ on 31 March 2010

Appendix to the Enrollment Regulations (legislation as of March 2010)

Part of the statutory provisions cited in these regulations are as follows (translated from the German):

Art. 116 Par. 1 Basic Law

A German (...) is (...) a person who possesses German citizenship or who has been admitted to the territory of the German Reich within the boundaries of 31 December 1937 as a refugee or expellee of German ethnic origin or as the spouse or descendant of such person.

§ 18 SächsHSG

(1) On enrollment, the applicant becomes a member of the university. As a rule, enrollment takes place for one course of studies only. (...)

(2) An applicant should be denied enrollment on a particular program of study if

1. the requirements to study have not been (...) met,
2. the course of studies has admission restrictions and the applicant has not been admitted,
3. he does not provide evidence that he has health insurance or that he is exempt from compulsory health insurance,
4. he does not provide evidence that he has fulfilled the legal obligations to pay costs or fees arising from enrollment,
5. he is already enrolled at a German university and a parallel degree course is not appropriate for his academic aims,
6. he has definitively not passed an examination necessary to complete the chosen program of study,
7. he has, in the chosen program of study or in a course of study at a German university which has the same technical orientation, not provided any proof of achievement within four semesters as required by the examination regulations,
8. he has already passed the final examination of the program of study.

(3) An applicant may be denied enrollment in particular if he

1. does not comply with the rules which apply for the enrollment process,
2. is under supervision according to the provisions of the German Civil Code,
3. cannot be enrolled for certain semesters of study,
4. does not demonstrate the necessary language skills,
5. is suffering from a disease that could seriously endanger the health of other students or compromise studies in general; for purposes of checking this, it may be requested that a medical certificate be presented,

6. has been sentenced to a prison term of at least one year due to an intentional offense, the sentence is still subject to unrestricted disclosure and the type of crime poses a risk of danger or disruption to studies in general.

§ 19 SächsHSG

- (1) The university may permit guest students to attend individual courses, even if they do not provide evidence of being entitled to study in higher education.
- (2) A pupil (...) can be permitted to take part in courses and examinations as a junior student. (...)

§ 21 SächsHSG

(...)

- (2) A student must be de-registered if
 1. he requests this,
 2. he has passed any final examinations and is not enrolled in any other program of study,
 3. he has completed a program of further study where no final examination is planned for,
 4. he brought about the enrollment by way of force, willful deceit or bribery,
 5. he has been enrolled on an program of study which has admission restrictions and his admission has been withdrawn or revoked by way of an unquestionable or immediately enforceable notification.
 6. a final decision denying him re-registration has been made,
 7. he has ultimately failed the final examination, or another major assessment required by the examinations regulations to pass the final examination, and is not enrolled on another program of study,
 8. under § 18 Par. 2 he is not allowed to be enrolled.
- (3) A student can be de-registered if
 1. facts which concern him are made known which could lead to enrollment being denied,
 2. he has not re-registered as stipulated in § 20 Par. 1 or
 3. he has not immediately commenced a program of study despite receiving a written request and the threat of de-registration.

(...)

§ 22 SächsHSG

- (1) Every student has the right
 1. to use the university facilities according to applicable regulations,

2. to request that the Dean and the Rector's office comply with the study and examination regulations,
3. to point out to the Dean of Studies any non-compliance with obligations on the part of members of the faculty and to demand that any shortcomings be rectified and the complaint be discussed within the study commission responsible,
4. to participate in the academic, cultural and sporting life of the university.

(2) Every student is obliged

1. to comply with the various university regulations,
2. to organize his studies using the study and examination regulations in such a way that he takes his examinations in the time planned.

§ 37 Par. 2 SächsHSG

Persons who have acquired the knowledge and skills necessary according to the study and examination regulations may earn the university degree as an external candidate, by way of a university examination. (...)

§ 6 Par. 1 Residence Act

A foreigner may be issued (...) a Schengen visa.

§ 16 Par. 1 Residence Act

A foreigner may be granted a residence permit for the purpose of studying at a state (...) university. (...)
