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Hochschule Anhalt

ENROLMENT REGULATIONS

from 04.06.2025

On the basis of Section 29 (5) of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA) in the version published on 1 July 2021 (GVBl. LSA 367, 368) and in conjunction with the statutes of the State Study College of Saxony-Anhalt dated 26 March 2018, Anhalt University of Applied Sciences has enacted the following enrolment regulations as statutes by resolution of the Senate on 4 June 2025.

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§ 1 General Provisions

(1) The enrolment regulations apply to applicants (hereinafter referred to as applicants) and to all students enrolled at Anhalt University of Applied Sciences. By enrolling (matriculating) as students, applicants become members of Anhalt University of Applied Sciences (§ 29 HSG LSA) with all the rights and obligations arising from the Higher Education Act of Saxony-Anhalt, the constitution of Anhalt University of Applied Sciences, these enrolment regulations and the house rules of Anhalt University of Applied Sciences.

(2) The enrolment of foreign applicants, unless they are treated as equivalent to German applicants in accordance with § 2, is governed by § 2 (3), (4) and (5).

(3) Persons applying to study and students are obliged to provide Anhalt University of Applied Sciences with all information relating to their person and their studies, as well as the information required for student administration, truthfully, completely and in a timely manner.

§ 2 University Admission and Enrolment Requirements

(1) A German citizen within the meaning of Article 116 of the Basic Law is entitled to pursue the course of study of his or her choice if he or she can demonstrate that he or she has the qualifications required for that course.

(2) Enrolment at Anhalt University of Applied Sciences requires that applicants:

1. to have the qualifications required for the chosen degree programme in accordance with § 27 HSG LSA,
2. are admitted to a degree programme with restricted admission or special eligibility requirements via an assessment procedure.

(3) Foreign and stateless applicants who are not German nationals will be enrolled if they can demonstrate that they have a qualification recognised as equivalent to German university entrance qualifications and sufficient language skills in the language of instruction. Unless otherwise specified in the respective study and examination regulations, the German Language Examination for University Admission (DSH) level 2 or equivalent qualifications are required. Equivalent qualifications are specified in the language concept of Anhalt University of Applied Sciences dated 7 July 2021. Proof of German language skills can be obtained by attending language courses at the Köthen department of the Landestudienkolleg Sachsen-Anhalt (LSK). To this end, the applicants in question are enrolled as students at Anhalt University of Applied Sciences. Anhalt (LSK) erworben werden. Dazu werden betreffende Bewerbende als Studierende der Hochschule Anhalt immatrikuliert.

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(4) Applicants with foreign educational qualifications who do not have direct access to higher education within the meaning of paragraphs 1 and 2 must, prior to commencing their studies, pass an examination to determine their suitability for studying at universities within the scope of the Basic Law – an assessment test (FSP). The FSP is usually preceded by preparation at a preparatory college.

(5) For applicants who are enrolled in accordance with Section 27 (10) HSG LSA, the applicable regulations for the implementation of the course-related entrance examination govern the procedure.

§ 3 Application Deadlines and Form

(1) Applications for admission must be submitted to the Student Service Centre at Anhalt University of Applied Sciences by 15 September for the winter semester and by 15 March for the summer semester of the respective year. In justified exceptional cases, applicants may be granted a reasonable extension. Deviations may be regulated in separate regulations.

(2) The application for admission/enrolment must generally be submitted via an online portal. In order to ensure accessibility, the university will assist applicants with the application process in accordance with their individual needs.

(3) The application for admission shall contain the following mandatory information in accordance with the information required on the online portal:

1. Personal Details:

- a. Surname,
- b. First name,
- c. Date of birth,
- d. Place and country of birth,
- e. Gender,
- f. Nationality,

2. Contact Details:

- a. Home address or correspondence address
- b. E-Mail-Address,
- c. Desired degree programme,

3. University entrance qualification:

- a. Type of university entrance qualification,
- b. Average grade,
- c. date, place and country (except Germany) of acquisition of university entrance qualification,,

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4. Foreign language skills,
5. If applicable, type and duration of previous study periods,
6. If an aptitude test or aptitude assessment test has already been taken, the date and result of the test.

In addition, further details such as telephone number and maiden name may be provided.

(4) The following evidence must be provided with the application for admission:

1. The certificates required to prove qualification, originals or certified copies, must be presented upon request as part of a random check.
2. Academic CV,
3. Proof of professional qualifications or professional activities,
4. For creative degree programmes or degree programmes with an assessment test, proof of special ability or aptitude,
5. Proof of completion of practical training (pre-study internship), if this is required by the examination and study regulations of the respective degree programmes,
6. in the case of a change of place of study and/or degree programme, certificates of exmatriculation from all previous studies,
7. language skills DSH-2 or comparable in German-language degree programmes, or foreign language skills as prescribed in the regulations for the respective degree programmes.

(5) An application is also required if students change their course of study at the university.

(6) After reviewing the documents or completing the selection process, applicants will receive notification of their admission or non-admission to the programme they have applied for.

§ 4 Admission and Acceptance

Once the selection process has been completed and admission has been granted, acceptance of the study place must be confirmed within the specified declaration period by applying for online enrolment in a timely manner (Section 3 (1), sentence 2 applies accordingly). Study places that are not confirmed will be allocated to other applicants in the succession procedure for degree programmes with restricted admission.

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§ 5 Enrolment

(1) Applicants will be enrolled at Anhalt University of Applied Sciences for their chosen degree programme upon application, provided that they meet the eligibility requirements for admission to the university. In addition to the application, the following must be provided:

1. Proof of valid health insurance with the insurance company's reference number and insurance number or exemption from statutory health insurance, as well as consent to the transfer of data to the health insurance company (for stays in Germany).
2. Proof of payment of the fees and charges due in accordance with the Anhalt University of Applied Sciences fee and charge regulations, as well as for the student services organisation and the student body,
3. Copy of an officially valid identity document with photograph (identity card, passport or residence permit) whereby the name, date of birth and place of birth must be visible and all other details may be blacked out,
4. Passport photo for the issue of the student identity card.

(2) Enrolment is confirmed by the allocation of a matriculation number and the digital issuance of a student ID card/certificate of enrolment and corresponding study certificates.

(3) If, at the time of application for admission to a specific degree programme and/or enrolment, not all admission/enrolment requirements have been met, admission or enrolment may be granted subject to conditions. The deadline for providing proof of the requirements for enrolment is 31 October for the winter semester and 30 April for the summer semester.

§ 6 Enrolment in Higher Semesters

- (1) Upon application to the examination board, credits may be recognised/transferred, which may lead to classification in a higher semester in accordance with Section 15 (1) HSG LSA.
- (2) Enrolment in accordance with paragraph 1 shall be refused if applicants have lost their right to take examinations in their chosen degree programme by failing one or more module examinations. This shall apply mutatis mutandis if the examination board assesses the chosen degree programme as identical in terms of course content.

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§ 7 Refusal and Withdrawal of Enrolment

(1) The reasons for failure to enrol are governed by Section 29 (2) and (3) of the Higher Education Act of Saxony-Anhalt (HSG LSA). The decision is made by the Enrolment Office in consultation with the examination board of the relevant degree programme.

(2) Enrollment pursuant to Section 29 (4) HSG LSA shall be revoked unless deregistration has taken place.

(3) Withdrawal of enrollment must be carried out in accordance with Section 29 (4) HSG LSA. Students may apply in writing to withdraw within one month of the start of the semester, in which case their enrollment will be deemed not to have taken place from the outset. The following documents must be enclosed with the application:

1. Student ID card,
2. Certificates of enrollment,
3. Certificates of discharge in accordance with the de-registration form

(4) Enrollment in continuing education programs may be withdrawn by October 31 for the winter semester or April 30 for the summer semester if the minimum number of participants in the selected program is not reached. In the event of withdrawal, any fees already paid will be refunded in full.

§ 8 Re-Registration

(1) All students enrolled at Anhalt University of Applied Sciences who intend to continue their studies in the following semester must re-register within a specified period.

(2) The re-registration periods are from July 15 to August 15 for the winter semester and from January 15 to February 15 for the summer semester.

(3) Confirmation of enrollment shall be provided by timely payment in full of the fees and charges due in accordance with the fee and charge regulations of Anhalt University of Applied Sciences or, in the case of the student services organization and the student body, in accordance with their respective fee and charge regulations.

(4) If students are responsible for the cause of a late or omitted re-registration, a fee shall be payable in accordance with the Anhalt University of Applied Sciences' schedule of fees and charges.

(5) The obligation to re-register also applies to students on leave of absence.

§ 9 Leave of Absence

(1) Students may be granted a leave of absence before the start of the semester during the re-registration period, at the latest within one month after the start of the semester, or in particularly justified exceptional cases even later, upon application to the Student Service Center, if an important reason is proven. Leave of absence is only permitted for full semesters and, as a rule, for a maximum of two consecutive semesters per degree program, and is granted in agreement with the relevant examination board or International Office. Students in direct study programs can generally be granted leave of absence for no more than four semesters during the duration of their studies. Periods of maternity leave and parental leave are not counted toward this limit.

(2) Important reasons within the meaning of paragraph 1 include, in particular::

1. Health reasons,
2. Additional internships in Germany and abroad,
3. Pregnancy, maternity leave in accordance with the Maternity Protection Act in its currently valid version, and parental leave
4. Care and nursing of one's own child under the age of 12,
5. Care of a close relative,
6. Exceptional professional stress/professional reasons in the case of part-time study programs.

(3) Leave of absence is not permitted:

1. Before commencing studies for the first semester, with the exception of maternity leave/parental leave,
2. retroactively for previous semesters.

(4) During the leave of absence, membership of the university continues, but the rights of students are suspended in accordance with § 31 HSG LSA. Students on leave of absence are generally not entitled to attend courses during this period. Repeat or re-examinations may be taken. Registration, processing, and defense of the thesis during the leave of absence is excluded. In the case of leave of absence due to pregnancy, maternity leave, parental leave, and caregiving, participation in individual examinations is generally possible.

(5) Leave of absence semesters are not counted as academic semesters.

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§ 10 De-Registration

- (1) Membership at Anhalt University of Applied Sciences expires upon de-registration.
- (2) De-registration takes place at the request of the student or ex officio. Students shall be de-registered at any time upon written request. Fees paid shall be refunded upon request if the application for de-registration is submitted before the start of lectures.
- (3) De-registration shall take place on the requested date or, unless otherwise requested, at the end of the current semester. Students shall be issued with a certificate of de-registration. This shall contain the date and time at which the de-registration takes effect. Retroactive de-registration upon request is not permitted.
- (4) Students shall be de-registered if:
 1. Students who have passed the final examination of their degree program and are not enrolled in another degree program. De-registration usually takes place on the day of the successful defense of the final thesis (colloquium on the final thesis). If the degree program is completed within the standard period of study, de-registration takes place either on the day of the successful completion of the last examination or on a desired date, but no later than the end of the semester.
 2. the reasons specified in § 7 (2) apply and it is no longer possible to cancel the enrollment within the cancellation period.
 3. Students have definitively failed a required examination, provided that no change of degree program has been requested.
 4. Students have committed repeated or particularly serious attempts at cheating during an examination.
 5. proof of health insurance is not provided for studies in Germany and fees, charges, and contributions, including social security contributions to the student services organization, have not been paid within the framework of re-registration despite written reminders and threats of de-registration.
 6. a study and examination regulation expires or a degree program is closed and students have not applied to transfer to another study and examination regulation or degree program despite receiving a written request to do so.
- (5) Students may be expelled from the university in consultation with the relevant dean's offices and upon decision by the Executive Board if they have committed any of the following acts against members, relatives, guests, or early students of Anhalt University of Applied Sciences:
 1. use violence
 2. make threats or
 3. engage in sexual harassment by engaging in unwanted, sexually determined behavior, including unwanted sexual acts and requests for such acts, sexually determined physical contact, remarks of a sexual nature, and the unwanted display or visible posting of

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pornographic images, with the purpose or effect of violating the dignity of the person concerned, in particular when an intimidating, hostile, degrading, humiliating, or offensive environment is created, or

4. violate the free democratic basic order by reproducing anti-constitutional, unconstitutional, violence-glorifying, or offensive expressions of opinion in words, images, language, and clothing.

The same applies if students participate in the actions referred to in sentence 1 or repeatedly or seriously violate the house rules, disrupt the order of the university or its events, or prevent members of the university from exercising their rights, performing their duties, or fulfilling their obligations.

De-registration in accordance with paragraph 5 shall be subject to a period of up to two years during which re-enrollment at Anhalt University of Applied Sciences is excluded.

(6) Before expulsion pursuant to paragraph 4, items 2 to 6, and paragraph 5, items 1 to 4, students shall be given the opportunity to comment on the facts of the case. Students must be notified of their expulsion in writing, stating the reasons and informing them of their right of appeal. Once the decision has become final, the expulsion shall be effected by handing over or delivering a corresponding certificate stating the date and time when the expulsion takes effect.

(7) An objection or legal proceedings, in particular against de-registration pursuant to paragraph 5, shall have no suspensive effect until a final decision has been made.

§ 11 Parallel and Second Degree Programmes

(1) Students who are already enrolled at another university can enroll at Anhalt University of Applied Sciences.

(2) Students who are already enrolled in a degree program with restricted admission at Anhalt University of Applied Sciences or another university may only be enrolled in an additional degree program with restricted admission if this does not exclude any other applicants from their first-degree program and if the degree program represents a meaningful addition to the degree program initially enrolled in. The opinion of the examination board of the respective departments must be obtained for this purpose. The same applies if the additional degree program is a degree program without admission restrictions.

(3) Students who have already completed a bachelor's degree can apply to Anhalt University of Applied Sciences for a second or further bachelor's degree, but second-degree tuition fees will be charged in accordance with Anhalt University of Applied Sciences' fee and charge regulations.

§ 12 Cooperative Study Programmes

(1) Students enrolled at domestic or foreign partner institutions of Anhalt University of Applied Sciences may complete coursework at Anhalt University of Applied Sciences as exchange students within the framework of university cooperation programs.

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- (2) Admission as a cooperative student is based on the cooperation agreement and the submission of the certificate of enrollment and transcripts from the home university.
- (3) Cooperative students are entitled to participate in the courses agreed upon in the cooperation agreement and to take exams in these modules. They will be issued a transcript of records for the work they have completed.
- (4) Since admission to a cooperative study program is granted outside the admission requirements pursuant to § 27 HSG LSA, it does not entitle the student to obtain a bachelor's or master's degree. Notwithstanding this, in the case of double degree programs, the study and examination regulations of the respective degree programs govern the awarding of the degree.

§13 Part-time Study

- (1) Students at Anhalt University of Applied Sciences may also complete their studies on a part-time basis in accordance with Section 9 (2) HSG LSA. Further provisions are set out in the current version of the framework regulations for part-time study at Anhalt University of Applied Sciences.
- (2) The regular fees and charges according to the fee and charge regulations of Anhalt University of Applied Sciences as well as for the student services organization and the student body apply.

§ 14 Guest Students, Early Students

- (1) Guest students may only be admitted to individual courses within the scope of the available study options and capacities. Proof of university entrance qualification in accordance with § 2 is not required. Guest students are not permitted to take examinations in the selected modules.
- (2) The application for admission shall contain the following information:
 1. Last name,
 2. First name,
 3. Date of birth, place of birth, and country of birth,
 4. Gender,
 5. Nationality,
 6. Mailing address,
 7. Desired degree program, name/details of the corresponding module (maximum of three modules).
- (3) The application for admission as a guest student must be submitted within the general application deadlines specified for the relevant degree program.
- (4) Fees are charged for admission as a guest student in accordance with § 111 HSG LSA. Further details are regulated by the currently valid fee and charge regulations of Anhalt University of Applied Sciences.

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(5) Students who, in the unanimous opinion of their school and Anhalt University of Applied Sciences, demonstrate particular talent may be admitted to Anhalt University of Applied Sciences (early students). They have the right to participate in courses and examinations. Credits earned may be recognized for later studies at Anhalt University of Applied Sciences.

§ 15 Module Study Programmes

- (1) Applicants with university entrance qualifications and professionally qualified applicants without university entrance qualifications may attend courses in part-time degree programs at Anhalt University of Applied Sciences as part of a modular program of study. Further details are governed by the current version of the regulations for part-time modular programs of study at Anhalt University of Applied Sciences.
- (2) You have the right to take exams. Credits earned can be recognized for later studies at Anhalt University of Applied Sciences.

§ 16 Orientation Study Programmes

- (1) Applicants with university entrance qualifications can enroll in an orientation program at Anhalt University of Applied Sciences for a period of two semesters.
- (2) Further details on the structure of the orientation program at Anhalt University of Applied Sciences are set out in the regulations for the implementation of the orientation program in their currently valid version.

§17 Doctoral Studies

- (1) Enrollment is valid for a period of up to ten semesters. An extension must be requested from the relevant doctoral center at least one month before the end of the respective enrollment period.
- (2) Enrollment takes place online at the relevant doctoral center at Anhalt University of Applied Sciences upon presentation of the doctoral center's certificate of acceptance or confirmation from the doctoral center that the formal requirements for acceptance into the doctoral center have been met.
- (3) Doctoral candidates who are already enrolled at another German university in cooperative doctoral programs are not eligible to enroll at Anhalt University of Applied Sciences. If these individuals are not enrolled at the cooperating university, proof from the cooperating university that the dissertation is being supervised and that the individual has not yet enrolled must be submitted to the responsible doctoral center upon enrollment at Anhalt University of Applied Sciences.
- (4) The fees charged are in accordance with the Student Services fee schedule.
- (5) Sections 8 and 10 shall apply mutatis mutandis. Notwithstanding this, leave of absence may only be granted for the reasons specified in Section 9(2)(1), (3), (4), and (5).

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(6) Doctoral students must re-register in accordance with § 9. Re-registration is not possible if the Student Service Center has received information from the doctoral committee of the relevant doctoral center that the doctoral program has been discontinued or the dissertation has been successfully defended.

§ 18 Protection of Personal Data

(1) The processing of personal data is governed by Section 119 HSG LSA.

(2) After students have withdrawn from the university, Anhalt University of Applied Sciences may store the following personal data in the student file:

1. Last name, first name, date of birth, last address, and email address
2. Degree program, exam certificate and exam date, semester of leave
3. Matriculation number, date of enrollment, and date of withdrawal

§ 19 Entry into Force and Expiry

(1) These regulations shall enter into force on the day after their publication, following approval by the President of Anhalt University of Applied Sciences.

(2) At the same time, the enrollment regulations dated January 18, 2024, with corrections dated July 4, 2024, published in the Official Gazette of Anhalt University of Applied Sciences No. 94, shall cease to be in force.

(3) Issued on the basis of the resolution of the Senate of Anhalt University of Applied Sciences dated June 4, 2025, and the approval of the President of Anhalt University of Applied Sciences dated June 5, 2025.

(4) Publication will take place in the Official Gazette 2025 and on the Anhalt University of Applied Sciences website.

Köthen, 05.06.2025

Prof. Dr.-Ing. Jörg Bagdahn
President of Anhalt University of Applied Sciences