

Anhalt University of Applied Sciences

ENROLMENT REGULATIONS

With amendment dated 11.09.2013 - AM 63/2014

On the basis of §§ 29 para. 5 sentence 2 and 55 para. 2 no. 3 para. 3 sentence 1 of the Higher Education Act of the State of Saxony-Anhalt (HSG-LSA) of May 05, 2004 (GVBl.LSA no. 25/2005 p. 256), last amended by law of July 16, 2010 (GVBl.LSA no.19/2010 p. 436), Anhalt University of Applied Sciences has issued the following enrolment regulations as bylaws by resolution of the Senate of December 15, 2010.¹

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§ 1 General

(1) The enrolment regulations apply to all students enrolled at the Anhalt University of Applied Sciences and to applicants.

(2) It applies to all types and forms of study at Anhalt University of Applied Sciences, unless otherwise specified in special regulations.

(3) The enrollment of foreign students, insofar as they are not treated the same as Germans according to § 2, is determined according to § 3.

(4) Students have the obligation to provide the necessary information concerning their person and their studies to the Anhalt University of Applied Sciences truthfully, completely and in due time. .²

§ 2 Admission and Enrollment Requirements

(1) Every German within the meaning of Article 116 of the Basic Law shall be entitled to the course of study he or she has chosen if he or she can prove that he or she has the qualifications required for the course of study and if there are no grounds for refusing enrollment under § 8. Nationals of

another member state of the European Union (EU) are treated the same as Germans if they can prove that they have the German language skills required for their studies. Foreign and stateless applicants who have acquired a German higher education entrance qualification (Bildungsinländer) are also considered equal to Germans.

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

1. have the respective qualifications required for the chosen degree program according to § 27 HSG-LSA, nach § 27 HSG-LSA,
2. have been admitted to a course of study with admission restrictions or special aptitude requirements, if such a course has been chosen, and that there are no obstacles to enrollment.

(3) Applicants who, due to their health, family or economic situation, fear difficulties in gaining admission to the course of study or in realizing their studies, may apply for compensation for disadvantages by providing suitable evidence. Before the start of the admission procedure, the responsible advisor will examine the respective applications to ensure that:

- a) whether there is justification for the application; and
- b) by which appropriate measures the disadvantages can be compensated and the greatest possible equality of opportunity can be ensured*.

If necessary, expert opinions (disability officers, equal opportunity officers, physicians, lawyers, social workers, etc.) must be obtained. As a result, a decision is issued to the applicant.

** For criteria and measures, cf. among others the recommendations of the Alliance for Barrier-Free Study*

§ 3 Recognition of Foreign Education Certificates

(1) Applicants with foreign educational certificates meet the qualification requirements for admission to the study program if:

1. their educational credentials allow for higher education studies in the country of origin of the credentials,
2. they possess educational certificates for university admission in accordance with the assessment proposals of the Central Office for Foreign Education and,
3. the required knowledge of the German language has been proven. The proof of German language skills can be waived if the intended study program is predominantly conducted in English. For these students, German is a compulsory part of the study program; the examination and study regulations determine which level of language skills must be demonstrated in this case.

(2) Applicants whose educational certificates in their country of origin give access to all courses of study generally meet the qualification requirement for access to any course of study. If access to the foreign educational qualifications is only opened to individual or several specific fields of study, the applicants generally only fulfil the qualification requirements for the corresponding courses of study.

¹In the interest of readability, the double presentation of personal, official and functional designations has been dispensed with.

² www.anabin.de

Please Note: The at-hand English version is merely a “reading-aid” and has no legally binding character. The official German version (“Immatrikulationsordnung”) exclusively carries legal relevancy.

(3) Recognition is limited to the intended degree programme; in the event of a change of degree programme, a new decision is required. If the assessment proposals do not contain a classification, the higher education institution shall obtain an opinion from the Central Office for Foreign Education. On the basis of this opinion, the higher education institution shall decide at its discretion. The decisions of other higher education institutions within the area of application of the Basic Law on admission to higher education must be recognised.

(4) Insofar as direct admission to higher education is not possible according to the assessment proposals, the applicants must have passed the assessment test before taking up their studies. As a rule, the assessment test is preceded by preparation at the preparatory college (Studienkolleg).

(5) Insofar as, according to the assessment proposals, applicants have to provide evidence of successful periods of study abroad, the number of years of study to be provided refers to full-time studies. In the case of part-time studies (e.g. distance or evening studies), the number of years of study to be verified shall as a rule be increased by one year.

(6) Insofar as, according to the assessment proposals, admission to higher education can take place on the basis of periods of study abroad without participation in the assessment test, it shall be possible to commence studies in degree programmes which have already begun and in neighbouring degree programmes.

(7) The German language skills required for studying at a German higher education institution shall be demonstrated in accordance with the relevant regulations of the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany and the Standing Conference of Rectors of the Universities of Applied Sciences in the Federal Republic of Germany³.

(8) The regulations on access to German higher education institutions for applicants from states with an academic examination board (APS) shall be complied with.⁴

§ 4

Frist Deadline and Form of Applications

(1) Applications for enrolment must be submitted to the Student Affairs Department of Anhalt University (SSC) by 15.9. for the winter semester and by 15.3. of the respective year for the summer semester. In justified exceptional cases, applicants may be granted a reasonable grace period.

(2) For degree programmes with admission restrictions and for degree programmes with special aptitude requirements, admission must be applied for by 15 July (winter semester) or 15 January (summer semester) (cut-off deadline), in deviation from paragraph 1. This also applies to applications for enrolment in higher semesters.

(3) For degree programmes in which an assessment or aptitude test is to be carried out in addition to the general admission requirements, the application for admission to the assessment test must be submitted by 30.4. (winter semester) or 15.01. (summer semester). Further deadlines can be set in the regulations for the specific degree programme.

(4) In degree programmes with restricted admission and degree programmes with special aptitude requirements,

acceptance of the study place must be confirmed in writing after the selection procedure has been completed and admission has been granted within the set declaration period. Paragraph 1, sentence 2 shall apply accordingly. Study places which have not been confirmed shall be awarded to other applicants in a move-up procedure.

(5) The application for admission or enrolment must be submitted in writing using the application form of the Anhalt University of Applied Sciences, available in the Student Affairs Department or on the internet on the homepage of the Anhalt University of Applied Sciences. The application is also possible online. In this case, the required documents must be sent in original to the Student Affairs Department of the Anhalt University of Applied Sciences by the deadlines according to paragraph 1 and 2 after the online application.

(6) Applications can only be processed if all the information required in the application form or in the online application has been provided in full and the documents and evidence to be submitted have been received by Anhalt University of Applied Sciences in due time and form.

(7) The application for admission must contain the following information:

1. Surname,
2. First name,
3. Name at birth (if applicable)
4. Date of birth,
5. Place and country of birth
6. Sex,
7. Nationality,
8. Home address or address for correspondence,
7. Telephone number (optional),
8. E-Mail address (optional),
9. Desired degree programme (if applicable, up to 2 auxiliary applications for other degree programmes) and desired semester of entry
10. University entry qualification (HZB):
 - Type of entry qualification
 - Average grade,
 - Date and place of acquisition of entry qualification,
11. German and/or foreign language skills (if applicable)
12. Type and duration of previous studies (if applicable)

The applicant confirms the accuracy of the information provided with his or her own signature.

(8) The following evidence must be submitted with the application:

1. Officially certified copy of the higher education entrance qualification for the chosen degree programme; in the case of foreign language certificates, in an officially certified translation prepared by sworn court interpreters/translators,
2. Curriculum vitae in tabular form with passport photograph.
3. If applicable, officially certified proof of professional qualifications or professional activities,
4. Officially certified proof of completion of compulsory service/military service
5. In the case of design degree programmes or degree programmes with an assessment test, proof of a special qualification or aptitude
6. Proof of completion of practical training (pre-study internship), if this is required by the examination and study regulations of the respective degree programmes (according to the application, this proof can also only be submitted at the time of enrolment

³ Collection of Resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs, Nos. 1473; 1472

⁴ Collection of Resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany, No. 1473; 1472

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or at the time specified in the examination and study regulations),

7. In the case of a change of place of study and/or course of study, the supporting documents/proofs of all previously attended higher education institutions and certificates as well as of any preliminary, intermediate and final examinations taken; the exmatriculation certificate (- at the latest for enrolment),
8. In the case of foreign applicants who do not have the same status as German nationals, additionally the residence permit for the Federal Republic of Germany, proof of German language skills entitling them to study at a German higher education institution as well as a declaration of financial security for the stay.

(9) A new application is required if students wish to change their course of study at the university or start another study programme.

(10) Applications for a change of degree programme to degree programmes with admission restrictions and/or special aptitude requirements shall be submitted no later than the expiry of the deadline pursuant to paras. 2 and 3.

(11) After examination of the documents or completion of the selection procedure, the Department of Student Affairs of Anhalt University of Applied Sciences issues a decision on admission or non-admission to the degree programme applied for. If the main application is not granted and auxiliary applications are submitted in accordance with paragraph 7 no. 9, a decision shall also be issued in this regard.

§ 5 Enrolment

(1) Applicants shall be admitted to Anhalt University of Applied Sciences upon their application and enrolled in the chosen degree programme, provided that the eligibility requirements for admission to the university are met.

(2) The enrolment is completed with the registration in the register of the Anhalt University of Applied Sciences and with the handing out of the student ID (chip card) and corresponding study certificates. It becomes effective at the beginning of the semester.

(3) Enrolment can be made by post or in person (for the winter semester by 01 October and for the summer semester by 01 April).

(4) For enrolment, the following must be submitted or proven on the basis of the present application in accordance with § 4 Para. 7:

1. Letter of admission,
2. Proof of health insurance taken out with the identification number of the insurance company and insurance number or exemption from compulsory health insurance,
3. Proof of payment of the tuition fees due according to the fee regulations of the Anhalt University of Applied Sciences, as well as for the Studentenwerk and the student body,
4. If not yet available, the evidence pursuant to § 4 para. 2 to 8

§ 6 Enrolments in higher semesters

(1) If the applicant was already enrolled in the same degree programme at a higher education institution within the area of application of the Basic Law of Germany, he/she may be enrolled in the corresponding higher semester of the degree programme. If creditable achievements are available

on the basis of studies outside the area of application of the Basic Law or in another degree programme, enrolment shall be in the corresponding higher subject semester if the competent examination board approves the classification at the applicant's request.

(2) The enrolment of foreign students in a higher subject semester can take place in accordance with the contract within the framework of university cooperation.

§ 7 Admission/Enrolment with Reservation

(1) If, at the time of application for admission to a specific degree programme and/or for enrolment, not all admission/enrolment requirements can be fulfilled for reasons for which the applicant is not responsible, admission or enrolment may also be granted with subject to reservation. The conditional decision shall specify a period within which the deficiency is to be remedied. The deadline should end no later than two months after the start of the semester.

(2) If the requirement(s) is (are) not met within the specified period, the letter of admission shall be nullified.

§ 8 Denial of Enrolment

(1) Die Enrolment shall be refused if an applicant:

1. was not admitted to a degree programme with restricted admission,
2. does not fulfill the admission requirements for the degree programme in accordance with §2,
3. does not provide evidence of the necessary qualification requirements for the chosen degree programme,
4. has lost the right to take examinations in the chosen degree programme,
5. fails to provide evidence of compliance with the legal obligations to pay fees, charges or contributions arising in connection with enrolment,
6. does not provide proof of membership of the student (statutory) health insurance or of exemption from it,
7. is already enrolled at another higher education institution within the area of application of the Basic Law and the requirements according to § 13 are not met.

(2) Enrolment may be refused in particular if:

1. a guardian has been appointed for applicants to take care of all matters,
2. the deadlines and forms prescribed for enrolment are not observed or required evidence is not provided,
3. with a foreign preliminary education certificate recognised as equivalent, no sufficient German language skills are proven,
4. the applicant cannot be enrolled for certain subject semesters when a degree programme is introduced or discontinued.

§ 9 Withdrawal and Cancellation of Enrolment

(1) Enrolment shall be withdrawn if:

1. students apply for this in writing within one month of the start of the semester,
2. the study programme cannot be taken up or continued in the first semester due to the completion of compulsory/military service..

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Withdrawal will only be made within the first month of the semester upon corresponding application. The enrolment is deemed not to have been made from the beginning.

(2) The following documents must be enclosed with the application for withdrawal/cancellation:

1. Student-ID,
2. Study certificates
3. Discharge certificates according to the de-registration form.

(3) Unless de-registration takes place, enrolment is to be cancelled if it was brought about by coercion, fraudulent deception or bribery or if obstacles to enrolment subsequently emerge, the knowledge of which should have led to refusal of enrolment. Cancellation is only possible until the end of the first month after commencement of studies, otherwise de-registration takes place.

§ 10 De-Registration

(1) Membership of the Anhalt University of Applied Sciences shall expire upon de-registration.

(2) De-registration shall take place upon application by the student or ex officio. Students may be de-registered at any time upon their written application. Fees paid shall be refunded on application if the application for de-registration is submitted by the start of lectures.

(3) De-registration shall take place at the time requested or, unless otherwise requested, at the end of the current semester. A de-registration certificate shall be issued to the student. It shall contain the date and time when the de-registration takes effect. Retroactive de-registration by application is excluded.

(4) Students are to be de-registered if:

1. The student has passed the final examination of the degree programme. As a rule, de-registration takes place on the day of the successful defence of the final thesis (final thesis colloquium). If the degree programme is completed within the standard period of study, de-registration takes place at the end of the semester.
2. The reasons stated in § 9, Para. 3 exist and it is no longer possible to cancel the enrolment within the cancellation period.
3. The student has definitively failed a mandatory examination, unless he/she has applied for a change of degree programme.
4. Proof of health insurance is not provided and fees, charges and contributions, including social contributions to the Studentenwerk, have not been paid within the framework of re-registration despite a written reminder and threat of de-registration.

(5) Students may be de-registered by decision of the Presidential Board in consultation with the relevant deaneries if they have acted against members, associates, guests or early students of Anhalt University of Applied Sciences in the following ways:

1. engage in violent behaviour,
2. make a threat, or
3. engage in sexual harassment within the meaning of § 3 sub-section 4 of the General Equal Treatment Act of 14 August 2006 (Federal Law Gazette I p. 1897), last amended by Article 15(66) of the Act of 5 Feb. 2009 (Federal Law Gazette I p. 160, 267),

The same applies if students take part in the actions mentioned in sentence 1 or repeatedly violate the house rules, disturb the order of the university or its events or

prevent the members of the university from exercising their rights, tasks or duties. With the de-registration, a period of up to two years shall be set during which re-registration at Anhalt University of Applied Sciences is excluded.

(6) Prior to de-registration in accordance with paragraph 4 subparagraphs 2 to 4 and paragraph 5, the student shall be given the opportunity to comment on the facts relevant to the decision. The de-registration shall be communicated to the student. The student shall be informed of the de-registration in writing with reasons and instructions on legal remedies. After the decision has become final the student shall be issued a certificate stating the date and time when the de-registration takes effect.

(7) The following documents must be enclosed with the application for de-registration:

1. Student-ID,
2. Study certificates
3. Discharge certificates according to the de-registration form.

§ 11 Reporting Back

(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 certain period of time.

(2) The re-registration deadlines are set from 15.08. to 15.09. for winter semesters and from 15.02. to 15.03. for summer semesters.

(3) Re-registration takes place electronically. The timely receipt of the full payment of the tuition fees due according to the fee regulations of the Anhalt University of Applied Sciences, or for the Studentenwerk and the student body, if applicable also of the long-term tuition fee (for students who have received a standing notice to pay the long-term tuition fee) is considered as re-registration.

(4) If students are responsible for a late re-registration or failure to re-register, they must pay a fee in accordance with the university's scale of fees.

(5) A change of health insurance company as well as changes to the semester or home address and personal data must be notified at the latest with the re-registration.

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

(7) Für For the revocation of re-registration §8 applies accordingly.

§ 12 Leave of Absence

(1) Students may be granted leave of absence within two months after the beginning of the semester, in particularly justified exceptional cases also thereafter, upon their written application, if an important reason is proven. Leave of absence is only permissible for full semesters per degree programme and, as a rule, only for a maximum of two consecutive semesters. As a rule, students may be granted leave of absence for no more than four semesters during the duration of their studies in a degree programme.

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

1. Health reasons,
2. Study abroad,
3. Completion of an internship that usefully complements the degree programme but is not

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- compulsory under the study or examination regulations,
4. Pregnancy,
 5. Social reasons (maternity, care of close relatives, etc.),
 6. Basic military / civilian service.

(3) A leave of absence is not permitted:

1. before commencement of studies,
2. retroactively for previous semesters,
3. upon new enrolment in a higher semester.

(4) During the leave of absence, students retain their rights as members of the university. As a rule, they are not entitled to attend capacity-limited courses during this period. Repeat or retake examinations may be taken.

(5) Semesters of leave shall not be counted as semesters of study.

§ 13 Parallel Studies

(1) Students who are already enrolled at another higher education institution may be enrolled at Anhalt University of Applied Sciences if it is possible to study at both institutions simultaneously.

(2) Students who are already enrolled in a degree programme with admission restrictions at Anhalt University of Applied Sciences or at another institution of higher education may only be additionally enrolled in a further degree programme with admission restrictions if this does not exclude any other applicant from the first-degree programme and if the degree programme represents a meaningful addition to the degree programme initially taken up. The opinion of the examination board of the respective department must be obtained in this regard.

§ 14 Programme- and Partial Studies

(1) Students who are duly enrolled at domestic or foreign partner institutions of Anhalt University of Applied Sciences may complete partial study visits and credits at Anhalt University of Applied Sciences as programme students within the framework of university cooperation programmes.

(2) Admission as a programme student is based on the cooperation agreement and the submission of the certificate of enrolment as well as proof of performance from the home university. Verifications according to § 3 of these regulations can be waived within the framework of the cooperation agreement. Admission as a programme student at the Anhalt University of Applied Sciences does not give rise to any claims for other degree programmes or vis-à-vis other higher education institutions within the area of application of the Basic Law. Foreign applicants for programme studies must present proof of valid health insurance and a residence permit at the latest at the time of enrolment.

(3) Programme students are entitled to participate in the agreed courses and to take examinations in these modules; they will be issued with a certificate of achievement for the work performed.

(4) Bildungsinländer Foreign students (with a German educational background) may also be admitted to partial studies outside university cooperation programmes, subject to capacity. The partial study programme entitles students to attend the courses for which they have been admitted and implies the possibility of completing credits and/or

examinations in these teaching areas; a certificate of achievement is issued for this.

(5) Since admission to a programme or partial programme of study is outside the admission requirements according to § 27 of the Higher Education Act LSA, it does not entitle the student to obtain a Bachelor's or Master's degree.

§ 15 Guest Students

(1) Guest students may be admitted to individual courses within the framework of the available study opportunities and capacities. Proof of university entrance qualification according to § 2 is not required.

(2) The application as a guest student must contain the following information:

1. Surname,
2. First name,
3. Date of birth, place and country of birth,
4. Sex,
5. Nationality
6. Correspondence address,
7. Desired degree programme, indication of the corresponding module (maximum 3 teaching areas).

(3) The application for admission as a guest student must be submitted by 15 January for summer semesters and by 15 July for winter semesters.

(4) Students enrolled at other institutions of higher education may take examinations within the framework of a guest auditorium upon application by decision of the dean's office, provided that the educational capacities permit this.

(5) Pupils who, in the consensual judgement of the school and the Anhalt University of Applied Sciences, show special talents may be accepted as guest students at the Anhalt University of Applied Sciences (early students). They have the right to take part in courses and examinations. Credits earned can be recognised for later studies at the Anhalt University of Applied Sciences

(6) Fees are charged for admission as a guest student in accordance with § 111 HSG LSA. Further details are regulated by the fee regulations of Anhalt University of Applied Sciences.

§ 16 Responsible Institutions

The President shall be responsible for decisions under these regulations; they shall be taken by the staff member of the Department of Student Affairs responsible for enrolment matters in accordance with the rules of procedure of Anhalt University of Applied Sciences.

§ 17 Entry into Force, Termination

(1) These regulations shall enter into force after their approval by the President of Anhalt University of Applied Sciences on the day following their publication in the "Amtliches Mitteilungsblatt der Hochschule Anhalt". At the same time, the enrolment regulations of Anhalt University of Applied Sciences of 07.03.1997 shall be repealed. (MBI. LSA No. 31/1997 of 09.07.1997) shall be repealed.

(2) Issued on the basis of the resolution of the Senate of Anhalt University of Applied Sciences of 15.12.2010 and the approval by the President of Anhalt University of Applied Sciences of 15.12.2010.

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(3) Published in "The Official Gazette of Anhalt University of Applied Sciences " No. 44/2011 on 26.01.2011 and No.

(4) 63/2014 on 31.01.2014. in „Amtliches Mitteilungsblatt der Hochschule Anhalt“ Nr. 44/2011 am 26.01.2011 [und Nr. 63/2014 am 31.01.2014.](#)

Köthen, 26th January 2011

Prof. Dr. Dr. h.c. Dieter Orzessek
Präsident der Hochschule Anhalt