

Enrolment Regulations of the University of Applied Sciences Erfurt

Pursuant to § 3 (1) in conjunction with §§ 35 (1) no. 1, 72 (5) of the Thuringian Higher Education Act of 10 May 2018 (Thuringian gazette p. 731), the University of Applied Sciences Erfurt (Fachhochschule Erfurt) issues the following Enrolment Regulations.

The Enrolment Regulations were adopted by the Senate of the University of Applied Sciences Erfurt on 24 July 2019. The Thuringian Ministry for Economic Affairs, Science and Digital Society approved the Enrolment Regulations on 08.08.2019, ref.: 5515/61-15-5.

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§1 General provisions

- (1) Applicants can apply to be enrolled as students at the University of Applied Sciences Erfurt. On enrolling, the applicant becomes a member of the university with the corresponding rights and obligations for the duration of their enrolment.
- (2) If the applicant meets the requirements, their enrolment commences once their student data has been entered into the data processing system. This also applies to continuing academic education programs. Simultaneous enrolment in another degree program is only permitted if it does not prevent other applicants from enrolling in that program.
- (3) Enrolment is necessary if students wish to take assessments, sit examinations or submit academic theses (Bachelor's, Master's and diploma theses, including colloquia) in accordance with the respective Academic Regulations and Procedures applicable to their degree program.
- (4) Upon enrolment, the applicant becomes a member of the faculty that offers the degree program they have selected. If students are members of several faculties, they can state the faculty in which they wish to exercise their right to vote upon enrolment or re-enrolment. If they do not state otherwise, they exercise the right to vote in the faculty in which the main focus of their degree program is based.
- (5) The University of Applied Sciences collects data in accordance with the Thuringian Higher Education Data Protection Ordinance (ThürHdatVO) of 12 April 2012 (Thuringian gazette p. 117) as last amended.

§ 2 Enrolment requirements

- (1) The enrolment requirements are set out in §§ 67 et seq. of the Thuringian Higher Education Act (ThürHG) of 10 May 2018 (Thuringian gazette p. 149), as last amended.
- (2) In addition to the requirements set out in paragraph 1, the Academic Regulations and Procedures regulate which degree programs require proof of practical experience prior to admission and which entry requirements must be fulfilled for Master's and continuing education programs.
- (3) In a degree program with restricted admissions, a notification of admission is necessary in order for enrolment to take place.
- (4) In the course of the admissions and enrolment procedure, the higher education institution itself usually verifies that foreign educational certificates meet the entrance qualification requirements. At the same time, proof of the necessary language skills (in particular DSH 2, TestDaF or TELC C1) must be submitted to the university in accordance with § 73 (2) sentence 1 no. 3 ThürHG.

§ 3 Procedure

- (1) In their application for enrolment, the applicant must state their chosen degree program and the semester in which they wish to enrol. If the student satisfies the enrolment requirements, the university will register the student; as proof, the student will receive a certificate of student status and a student ID card.

(2) In accordance with ThürHdatVO, information is collected when applying for enrolment, re-enrolment, leave of absence, admission as an occasional or affiliate student, when registering for examinations and upon termination of enrolment. In addition, as part of the enrolment process, the passport photograph to be submitted in digital form for the student ID card, which must not be older than one year, will also be collected.

(3) The application for admission and enrolment must be submitted online via the application portal of the University of Applied Sciences Erfurt. A written application for admission is only acceptable in exceptional and justified cases. Once the application form has been submitted online, it must be printed out, signed and sent to the University of Applied Sciences Erfurt by the application deadline, together with a copy of the student's university entrance qualifications, proof of a pre-study placement (if required for admission) and, if applicable, proof of service (Federal Volunteer Service, Youth Volunteer Service, care of a child or other family members). If further admission requirements are stipulated in the degree program statutes, these must also be documented in the application for admission. For enrolment, a certified copy of the university entrance qualifications or the original certificate must be presented. Furthermore, all other enrolment requirements set out in § 2 must be fulfilled.

(4) Applications for admission to degree programs with restricted admissions in accordance with paragraph 3 must be printed out, signed and submitted to the Student Admissions Office of the University of Applied Sciences by 15 July for the winter semester and by 15 January for the summer semester. For applications for admission to degree programs with no admission restrictions, the University of Applied Sciences Erfurt can extend the deadline until the start of the lecture period.

(5) In addition, upon enrolment and proper re-enrolment, the following must be provided in compliance with the applicable regulations:

1. proof that the student has paid their contributions to Student Services ("Studierendenwerk") and the student body,
2. confirmation of health insurance,
3. proof that other study-related fees and contributions have been paid, in particular charges for exceeding the standard period of study in accordance with § 4 of the Thuringian Higher Education Fees and Charges Act (ThürHGEG) of 21 December 2006 (Thuringian gazette p. 601) in the last amended version and the late fee in accordance with § 7 (4) ThürHGEG in conjunction with § 10 of the General Regulations on Fees and Charges of the University of Applied Sciences Erfurt. In order to enrol, proof of payment of the fee for the electronic student ID card must also be provided in accordance with § 8 General Regulations on Fees and Charges of the University of Applied Sciences Erfurt.

(6) Enrolment or re-enrolment takes effect at the beginning of the semester for which the student has enrolled or re-enrolled.

§ 4 Student identity card

(1) The student ID card is issued after enrolment as an electronically readable chip card. This chip card contains the following information: student ID number, last name, first name, passport photo, library membership number.

The surface of the chip card also contains a re-usable strip on which the following is shown: semester validity and semester ticket. The chip card's data memory contains personal data such as student ID number, library membership number, access number and status code for the use of services, as well as other data such as university ID number, card sequence number, chip card serial number and semester validity.

(2) The student ID card can only be used by the student it identifies for as long as the student is enrolled at this university. Upon termination of enrolment, the chip card ceases to function as a student identity card.

(3) Students who were enrolled at the University of Applied Sciences Erfurt prior to the introduction of the chip card and who receive a paper student ID upon re-enrolment must apply for the chip card as a student ID upon re-enrolment for Winter Semester 2021/22 at the latest. From this point onwards, the student ID card will no longer be issued in paper form.

§ 5 Part-time study

(1) If the degree program regulations do not exclude part-time study, applicants and students who have special obligations as described in paragraph 2 can apply to be enrolled and re-enrolled as part-time students. Part-time study must be applied for within the deadline for enrolment or re-enrolment for the following semester. It is not possible to grant part-time study retroactively.

(2) Special obligations, for which part-time study can be approved, are:

1. Special family obligations.

As a rule, this is the case if

- students have custody of at least one child aged 14 or under who lives in the same household and for whom they are the main provider of care. This must be substantiated by submitting the child's birth certificate and a current registration certificate from the Residents' Registration Office showing where both the student and the child live.
- students look after a close relative who requires at least 19 hours of care per week. Proof is to be given by presenting a current certificate from the health insurance company, the doctor treating the patient or other suitable bodies.

2. Employment or self-employment

This is subject to proof of employment averaging at least 19 hours per week for the duration of part-time study applied for. This proof can take the form of an employment contract or a recent confirmation of employment from the employer. In the case of self-employment, appropriate evidence must be provided to prove that the student actually carries out this work. The university is entitled to request evidence demonstrating the scope of work, e.g. tax statements.

3. Health reasons

This applies if health issues prevent students from pursuing full-time studies. This is particularly the case in the event of a severe chronic illness or disability. Proof can be provided by presenting a current medical certificate or an ID card for severely disabled persons. An official medical certificate may be requested if there is any doubt.

(3) Subsequent applications must be submitted within the deadline for re-enrolment for the upcoming semester. In the cases of paragraph 2 nos. 1 and 3, proof is only required for a subsequent application if the Student Admissions Office so requests.

(4) Semesters of part-time study count as half semesters. Deadlines in the program regulations that refer to completed subject semesters are therefore automatically doubled for those semesters that are attended on a part-time basis. Other examination deadlines or dates are not affected. Students are only entitled to a special academic and support service from their departments if this is stipulated in the respective program regulations. Part-time students have the same status at the university as full-time students. Contributions to Student Services and the Student Council and, if applicable, long-term tuition fees are not impacted by part-time study.

§ 6 Denial of enrolment

- (1) Enrolment must be denied if there are reasons for doing so according to § 73 (1) ThürHG.
- (2) Enrolment may be denied if there are reasons for doing so according to § 73 (2) ThürHG.

§ 7 Disciplinary offences, disciplinary proceedings

Disciplinary proceedings may be initiated against a student who commits a disciplinary offence in accordance with § 76 (2) of the ThürHG. With the imposition of disciplinary action involving termination of enrolment, a period of up to a maximum of two years shall be set during which renewed enrolment at the higher education institution will be excluded.

§ 8 Duty to cooperate

The student is obliged to inform the university immediately of the following:

- a) any changes in name, gender, university or home address, and health insurance,
- b) passed or failed examinations, the result of which is relevant for the continuation of their studies,
- c) loss of their student ID card.

Proof must be provided upon request.

§ 9 Termination of enrolment

- (1) Upon written application, a student's enrolment can be terminated at the time of their choice; retroactive termination of enrolment is not possible.
- (2) After the final grade report has been issued, the student's enrolment must be terminated. Termination of enrolment takes effect at the end of the current semester unless the student intends to pursue further studies at the University of Applied Sciences Erfurt or the continuation of their studies requires the enrolment to be continued in accordance with § 55 (6) sentence 2 ThürHG.
- (3) Enrolment has to be terminated if there are reasons for doing so according to § 75 (2) ThürHG, especially if the student has not re-enrolled according to § 75 (2) no. 2 ThürHG in conjunction with § 3 (5).
- (4) If enrolment is terminated because the student has not duly re-enrolled in accordance with Section 75 (2) no. 2 of the ThürHG, enrolment is to be terminated on the last day of the semester in which the student enrolled or re-enrolled for the last time.
- (5) A student's enrolment can be terminated if there are reasons for doing so according to § 75 (3) ThürHG.
- (6) Students receive confirmation of termination of enrolment and a certificate stating the duration of their studies for the purpose of statutory pension insurance. In addition, students who leave the university without a qualification receive a certificate documenting all of their

assessments and examinations. Upon termination of enrolment, their membership of the University of Applied Sciences Erfurt expires.

(7) The reason for termination of enrolment and the date on which it became effective are recorded as part of the discharge process.

§ 10 Re-enrolment

(1) If the enrolled student wishes to continue their studies at the university in the same degree program after the end of the specified period of study (semester), they must re-enrol within the deadline set by the university in order to continue their studies.

(2) In order to re-enrol, the following documents must be submitted:

- the proof required according to § 3 (5) nos. 1 - 3.

(3) If the requirements of paragraphs 1 and 2 are met, re-enrolment will be recorded by the university; the student will receive a student ID card as proof or, if they already have a chip card, it can be validated for the new semester. § 4 (3) shall apply accordingly.

(4) A fee will be incurred in the case of late re-enrolment. Re-enrolment is also considered to be late if the proof required in accordance with § 3 (5) nos. 1 - 3 is not provided within the given deadline. Justified exceptions will be taken into account. The General Regulations on Fees and Charges of the University apply in their last amended version.

§ 11 Leaves of absence

(1) Students who cannot devote at least half of their working hours to their studies for valid reasons can be granted leave of absence from their studies upon written application. The leave of absence must be applied for within the deadline for re-enrolment for the following semester. It is not possible to apply retroactively for a leave of absence for a semester that has already finished.

(2) Leaves of absence are granted for one semester at a time; they can usually be extended for up to a total of two semesters during the same degree course. Periods of maternity leave and parental leave do not count towards the period under sentence 1. During the leave of absence, the rights and obligations of the student remain unaffected.

(3) As a rule, the following are considered valid reasons for a leave of absence:

- a) observing the maternity protection period and taking parental leave,
- b) an illness which prevents the student from carrying out their studies properly,
- c) work involving a considerable time commitment on committees of the University of Applied Sciences Erfurt, the student council or on the administrative board of Student Services,
- d) a study-related stay abroad, unless it is a work placement provided for in the program regulations,
- e) caring for a family relative.

(4) In exceptional circumstances, leave of absence may also be granted in response to a late application if the reasons for the leave of absence only occur after the deadline for re-enrolment has expired. This application must be submitted no later than the day before the start of the

examination period of the respective semester. Any examination results obtained up to this point in time will be recognized.

(5) The application must be made in writing and substantiated by appropriate documentation. The application must be accompanied by proof that the reason for the leave of absence is valid. In the case of paragraph 3(b), the expected duration of the illness must be certified by a doctor. An official medical certificate may be requested if there is any doubt.

(6) 'Vacation semesters' do not count towards semesters of study on the degree program. It is not permitted to take assessments or examinations or write academic theses (Bachelor's, Master's and Diplom theses with colloquia) during a leave of absence. It is not possible to repeat failed examinations from the previous semester during a leave of absence. The provisions of sentences 2 and 3 shall not affect the completion of assessments and examinations taken while studying abroad or assessments and examinations already taken in accordance with paragraph 4, sentence 3.

(7) If the application for leave of absence is denied, the student must be given the opportunity to re-enrol.

§ 12 Change of degree program

The regulations on enrolment apply accordingly in the case of a change of degree program. A retroactive change of degree program is not possible.

§ 13 Affiliate students

(1) Students enrolled at another university can only apply to be admitted as affiliate students with the right to attend courses and take examinations. In the case of degree programs which the University of Applied Sciences Erfurt runs jointly with universities from different countries, it is possible in exceptional cases to award the joint degree to an affiliate student. This requires the affiliate student to be enrolled at the cooperating foreign university.

(2) Applications for admission as affiliate students must be submitted by the deadline set by the University of Applied Sciences. Together with the application, the applicant must submit proof of their higher education entrance qualification in accordance with § 67 ThürHG in conjunction with § 2 and the certificate of student status from their home university. Affiliate students are granted admission to specific courses or degree programs ("Zweithörer*inschein"). This is valid for one semester and can be extended for a further semester. § 1 (2) sentence 2 shall apply accordingly.

§ 14 Occasional students and early access for school students

(1) Applicants who wish to attend individual courses can apply to be admitted as occasional students in accordance with § 77 ThürHG, provided there is sufficient capacity. Admission is granted for the duration of one semester and can be extended for a further semester at a time. In the case of a breach of regulations as defined in § 7, the student will not be re-admitted for the period during which their enrolment is terminated.

(2) Occasional students can receive a certificate of attendance confirming the courses they have taken and - insofar as the regulations of the University of Applied Sciences provide for assessments in these courses - their performance in these subjects. Occasional students are not

entitled to take examinations. Such a certificate of the student's performance does not equate to an examination certificate.

(3) Participants of continuing education courses at the university are also occasional students as defined by this regulation, unless they are enrolled as students under the conditions specified in § 1 (2).

(4) Occasional students are not enrolled, but are members of the University of Applied Sciences for the duration of their admission in accordance with § 21 (3) sentence 1 no. 6 ThürHG. The application for admission as an occasional student must be submitted within the time limit set by the University of Applied Sciences and using the appropriate form.

(5) Admission is legally effective upon receipt of the occasional student card ("Gasthörer*inausweis")

(6) Students enrolled at the University of Applied Sciences Erfurt or those registered as occasional students cannot apply for admission as affiliate students.

(7) Occasional students pay a fee according to the General Regulations on Fees and Charges.

(8) School students who have been recommended for early study in accordance with § 78 ThürHG by mutual agreement between the school and the University of Applied Sciences Erfurt (so-called "Frühstudierende" - "early students") may be admitted as occasional students who are entitled to take examinations in deviation from paragraph 2, sentence 2. These "early students" are not required to pay fees, in derogation of paragraph 7.

§ 15 Short-term study visit / exchange programs

(1) Upon formal application, students who are enrolled at a foreign university can be admitted to the University of Applied Sciences Erfurt for a limited period of study as part of exchange or scholarship programs. The duration of study must be at least three months and can be a maximum of four semesters. In some cases, an extension of one semester may be granted if the home university or the grant provider agrees. Applicants will be enrolled for the duration of their stay if they provide the documents listed under § 3 (5).

(2) German language skills are required for short-term study visits. The contractual partner of the program is responsible for providing training in the language.

§ 16 Senior studies

(1) Students aged 60 or over who are enrolled in an undergraduate or consecutive degree program are considered to be senior students according to § 10 ThürHGEG.

(2) These students pay a fee for senior studies in accordance with the fee schedule, provided they are not subject to fee obligations as per § 4 ThürHGEG.

§ 17 Final provisions

(1) Any deadlines determined by the University of Applied Sciences in accordance with these Enrolment Regulations shall be announced in an appropriate manner.

(2) In the event that the University of Applied Sciences makes an adverse decision on the basis

of these Enrolment Regulations, the person concerned shall be informed of this in writing. Such decisions must be substantiated and accompanied by instructions on how to appeal.

§ 18 Commencement, expiration

These statutes come into legal effect on the first day after their announcement in the gazette (Verkündungsblatt) of the University of Applied Sciences Erfurt. At the same time, the Enrolment Regulations of the University of Applied Sciences Erfurt of 18.05.2007 (FHE gazette no. 9), last amended by the regulations of 03.12.2015 (FHE gazette no. 59), shall cease to apply.

Erfurt, 23 September 2019

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