

Regulations on admission and enrollment

at Nürtingen-Geislingen University (HfWU) dated 15 December 2021

Based on sect. 8 (5) in conjunction with sections 63 (2), 60 (2), no. 6, 61 (2) and 19 (1), phrase 2, no. 10 of the State Higher Education Act (LHG) dated 01 January 2005 (Law Gazette (GBl.) 2005, page 1), last amended by article 1 of the Fourth Act on Changes in Legal Statutes at Higher Education Institutions (“Viertes Hochschulrechtsänderungsgesetz”, HRÄG) dated 17 December 2020 (Law Gazette (GBl.) pages 1204, 1230), the Senate of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (Nürtingen-Geislingen University) has agreed the following ordinance on 09 December 2021.

Table of contents

Part I: Admission and enrollment

- Section 1 Accessing and beginning the program
- Section 2 Responsibilities
- Section 3 Student orientation assessment
- Section 4 Application and formal requirements, deadlines
- Section 5 Parallel programs
- Section 6 Letter of admission (enrollment confirmation)
- Section 7 Enrollment procedure
- Section 8 Completed enrollment, ID card

Part II: Membership administration

- Section 9 Continuation of program (re-registration)
- Section 10 Change in degree program (change of program)
- Section 11 Course registration
- Section 12 Leave of absence
- Section 13 Deregistration
- Section 14 Extended deadlines
- Section 15 Obligation to notify
- Section 16 Personal data

Section III: Specific groups

- Section 17 Guest students
- Section 18 Gifted pupils
- Section 19 Applicants with professional qualifications
- Section 20 Temporary students (exchange students)
- Section 21 Participating in ‘Contact Studies’ as part of continuing academic training

Part IV: Commencement

- Section 22 Commencement

Part I: Admission and enrollment

Section 1 Accessing and beginning the program, enrollment

(1) Taking up a course of study at Nürtingen-Geislingen University is only possible after successful registration in a degree program (enrollment). Once students are enrolled, they become members of Nürtingen-Geislingen University. As a general rule, enrolling in several universities concurrently is not possible. This does not affect already existing cooperation agreements with other universities, however. In those degree programs where admission is restricted, students need to comply with the admissions procedure. Unless stipulated otherwise, the regulations for the admissions procedure apply for the application process, too.

(2) Notwithstanding paragraph 1, enrollment in a program is possible for

- international students for a limited study period under the conditions provided for in sect. 58 (8) LHG and after prior approval of the relevant faculty,
- for students from other universities who are at HfWU for a temporary research period without obtaining credit points (sect. 60 (1), phrase 7, LHG) provided the relevant faculty agrees and confirms that no credit points will be earned or assessments completed or
- for a limited period of study for German students under the conditions provided for in sect. 60 (1), phrase 5, LHG and by prior approval of the relevant faculty.

(3) For degree programs in special formats and especially for part-time programs according to sect. 30 (3) and (4), sects. 31 (1) to (4) LHG and for those part-time programs for students who are studying while working, the specific statutes shall apply. Unless stipulated otherwise in these regulations, the general regulations on admission and enrollment shall apply.

(4) The academic year is divided up into semesters. The summer semester lasts from 01 March to 31 August. The winter semester lasts from 01 September to 28/29 February of the following year.

(5) In some programs, the course of study commences in the summer semester and in some in the winter semester. The admission statutes specify whether a program commences in the winter or summer semester. The different programs can be found under "Studienangebot" (degree programs) (<https://www.hfwu.de/studium/studienangebot/>).

(6) If the higher education entrance qualification was not obtained at an institution where German was the medium of instruction, the students need to have sufficient proficiency in German to allow them to study at a university ('linguistic ability to study'). If in certain programs students are not required to have proficiency in German, due to the fact that in the statutes of that particular program the main language of teaching and instruction has been substituted by a language other than German, the students need to provide proof of proficiency of this language in accordance with the statutes of admission. German as the language of instruction is mainly then substituted by a different language within the meaning of phrase 2 if sufficient credit points to complete the degree program can be obtained in classes taught in a language other than German and if all compulsory classes are held in the other language.

Section 2 Responsibilities

(1) Nürtingen-Geislingen University is responsible for the regulations on admission and enrollment according to sect. 1 (1), phrase 5, unless this is included in the centralized allocation process of the Foundation for University Admissions (hochschulstart.de) in accordance with paragraph 2. Nürtingen-Geislingen University's Student Administration Office grants admission and sends out the offer of enrollment. The Student Administration Office is responsible for the enrollments.

(2) For those of HfWU's degree programs that are part of the centralized allocation process by the Foundation for University Admissions ("Stiftung für Hochschulzulassung"), the process is subject to the Foundation's Allocation Ordinance ("Vergabeordnung Stiftung, Vergabe VO Stiftung") and the appropriate regulations of the State Higher Education Act (HZG) and the Ordinance on Admission to Higher Education (HZVO) in the currently valid version.

(3) If specific selection or aptitude assessments have been decided for particular degree programs, those responsibilities are stipulated in the respective statutes on selection, aptitude assessment and admission.

Section 3 Student orientation assessment

(1) In addition to the prerequisites outlined in sect. 58, LHG, the applicants need to supply evidence that they have taken part in a student orientation test according to sect. 60 (2), no. 6, LHG in order to be able to enroll in an undergraduate degree program at Nürtingen-Geislingen University.

(2) The following student orientation tests are recognized, for example: „www.was-studiere-ich.de“, „www.borakel.de“, „www.explorex.de“, „www.check-u.de“ or the student information test by "Hochschulkompass". The applicants should supply written confirmation of having taken part in this test when they apply for a place or at the very latest at the time of enrollment.

(3) The universities' student advisory services or the advisors for third-level education at the Agentur für Arbeit (job centers) are also allowed to issue a document confirming that the applicant took part in a student orientation test. Nürtingen-Geislingen University issues written confirmation if the applicant has taken part in the student orientation test. HfWU also recognizes student orientation documents issued by other universities.

(4) This will not affect the subject-specific selection and application procedure.

Section 4 Application and formal requirements, deadlines

(1) Admission to a degree program can only be granted if an application has been submitted ("Zulassungsantrag", application for admission). An application consists of entering the data and submitting the data and the required documents electronically (online application) on the respective web-based tools (online application portals) subject to the conditions outlined there. The application for admission ("Zulassungsantrag") including the required documents, together with a copy of the applicant's higher education entrance qualification relevant for the degree program applied for (pursuant to sections 58 and 59 LHG), must have been received online before the deadline stipulated in paragraph 3. The same applies for any other forms that are also required for the application. Applications by email or fax are not permissible. Applicants who can credibly demonstrate that they are unable to apply electronically can be

facilitated by the University. Entrance tests or special aptitude or ability tests can, in justified and exceptional cases, be carried out online.

The applicants will be informed of the process through the usual communication channels (via email or via posting it on our website) 10 working days in advance.

(2) A maximum of three parallel applications for admission can be submitted to Nürtingen-Geislingen University during any one application period.

(3) A formally correct and complete application for admission to a program with a limited number of places must be submitted during the application period stipulated in the Act on Higher Education Admission (HZG) and the Allocation Ordinance (Vergabe VO Stiftung) in the currently valid versions, i.e. for the summer semester before 15 January (final deadline) and for the winter semester 15 July (final deadline). If the deadline falls on a Sunday or public holiday or a Saturday, the deadline is not extended until the end of the next working day (sect. 31 (3), phrase 2, and (5), Administrative Procedure Act of Baden-Württemberg). HfWU can determine different deadlines in its postgraduate and master's programs and in the programs outlined in appendix 1 of HZG (so-called "international programs") by statute.

(4) For those requesting admission to a program outside the limited number of places available, the deadlines in paragraph 3 shall apply. These applications must be addressed to HfWU, Student Administration Office, Neckarsteige 6-10, 72622 Nürtingen.

(5) For those applying for admission pursuant to sect. 6 HZG (admission for applicants in exceptional circumstances, applicants embarking on a second degree or applicants requesting preferential admission for a particular location because this is in the public interest), the deadlines in paragraph 3 shall apply.

(6) The Student Administration Office is responsible for granting admission in exceptional circumstances, for persons embarking on a second degree, and for preferential admission for a particular location pursuant to sect. 6 HZG because this is in the public interest.

(7) Applications for places that are allocated by a draw after the allocation process can be submitted within the deadlines set by Nürtingen-Geislingen University. An application for a place allocated by a draw in an undergraduate degree program must contain proof of a higher education entrance qualification and other additional documents if requested. An application for a place allocated by a draw in a postgraduate or master's program must contain proof of the undergraduate degree and additional documents if requested. The deadlines and the submission process for the documents required in applications for places allocated by a draw will be determined by HfWU each semester and published on the website.

(8) An application for admission to a postgraduate or master's program must include the undergraduate degree certificate. Admission to a postgraduate or master's program can also be applied for if the degree has not yet been awarded because some examinations are still outstanding, but, if based on previous exam results, it can be expected that the degree and the prerequisites related to it pursuant to sect. 59 LHG will be completed before the start of the postgraduate or master's program applied for. If the overall grade of the degree is included in the decision on admission, applicants according to phrase 1 will take part in the selection process with an average grade based on the examination results achieved so far; these applicants are responsible for supplying evidence on the average grade of their examinations so far. The final grade in the degree is not considered for a decision on admission in these cases.

Section 5 Parallel programs

(1) Parallel enrollment in several admission-restricted programs at HfWU or in several programs at different universities is only possible under the very strict conditions stipulated in sect. 60 (1), phrase 3, LHG. The individual degree programs concerned are responsible for checking and approving this. The regulations outlined in the respective statutes on admission and selection and relevant cooperation agreements with other universities remain unaffected by this.

(2) An application for parallel programs must be submitted to the Student Administration Office; the result of the decision as outlined in paragraph 1 must be included in the application.

Section 6 Letter of admission, enrollment confirmation

(1) Following a successful application for admission, a letter of admission will be issued. The letter of admission or the enrollment confirmation is only valid for that particular degree program and the study semester and the subject-related semester stipulated in the notification.

(2) The letter of admission specifies a deadline for enrollment; applicants can apply to the Student Administration Office to have this deadline extended.

(3) The letter of admission will expire if the deadline as stipulated in paragraph 2 is not met or if the other requirements outlined in it are not met.

Section 7 Enrollment procedure

(1) Successful applicants must submit the enrollment application form to the Student Administration Office within the deadline mentioned in the letter of admission. The deadline is considered to have been met if the completed application, signed by hand and including all the required documents, has been received in time.

(2) Applicants can opt to authorize someone else to carry out the enrollment for them on condition that the authorization is accompanied by an original copy of a written authorization letter and a certified copy of the applicant's personal identity card ("Personalausweis") or passport.

(3) Enrollments are always carried out in written form. Sect. 4 (1), phrase 2, applies accordingly. The required application forms can be downloaded on the internet. It is on principle not possible to substitute the written form by an electronic format, i.e. mobile devices, email or fax. In certain individual cases, especially if there are complex issues that cannot be resolved easily, Nürtingen-Geislingen University can request applicants to present themselves in person at the Student Administration Office or that they provide original documents if this is necessary to establish whether the requirements for enrollment are met.

(4) If an applicant has been provisionally admitted to a master's program and cannot provide the undergraduate degree certificate within the enrollment period according to paragraph 1, it is possible to grant an extension for this purpose. Any extensions are outlined in the relevant statutes on the University's own selection procedure and on admission to master's programs. The Student Administration Office is responsible for approving applications for an extension of the deadlines. Further extensions are not possible. Enrollments following applications pursuant to sect. 4 (7), phrase 2, are granted on the provision that the undergraduate degree certificate and any requirements related to it have been provided. If the documents are not submitted within the deadline, admission is revoked and the enrollment is void.

(5) The enrollment form for undergraduate degree programs (bachelor's programs) must be

filled out completely, signed and also include the following documents:

1. Letter of admission (original copy or officially certified copy);
2. Higher education entrance qualification (original copy or officially certified copy);
3. If the higher education entrance qualification was obtained abroad: Certificate of "Studienkolleg Konstanz" converting the foreign educational qualifications, or a certificate confirming that the assessment test was passed ("Feststellungsprüfung"), and certificates/higher education entrance qualifications from the applicant's home country, certified copies are required;
4. For admitted applicants from China and Vietnam: The document issued by APS (Academic Evaluation Centre);
5. If the higher education entrance qualification was obtained abroad:
 - Proof of German language proficiency (DSH 2 or TestDaF with a grade of 3.0 or better); certified copy required
 - For programs in the 'Faculty Environment Design Therapy' (FUGT), a TestDaF of at least 4.0 is required.
6. Proof of having taken part in the Student Orientation Test ("Studienorientierungsverfahren"), cf. sect. 3;
7. If applicable, proof of having successfully completed the undergraduate degree program; certified copy required;
8. A certified copy of the personal identity card or passport;
9. An up-to-date passport photograph in color;
10. For applicants who were previously enrolled at another university: Proof of having passed interim or final examinations as well as the academic records booklet ("Studienbuch") or confirmation of the periods of study with information on the amount of overall semesters completed in higher education so far as well as subject-specific semesters ("Fachsemester"), academic leave of absence and the date of deregistration; certified copies required.
11. A declaration whether the applicant is in public or private employment or in a training program or otherwise employed (sect. 60 (2), no. 4 LHG). Only part-time public or private employment or training programs up to a maximum level of 50% are permitted. Students must provide evidence that they have enough spare time to dedicate themselves to the program and especially to attend all the required courses.

12. An insurance certificate issued by the relevant health insurance provider stating whether the applicant is insured, and whether he/she is subject to statutory health insurance or exempt from it (sect. 62 (2), no. 5, LHG);

13. Proof that the administration fee and the “Studierendenwerk” fee and any other outstanding claims subject to public law (e.g. student union fees) have been paid;

14. A declaration by the applicant that he/she is not serving a prison sentence (sect. 60 (3), no. 5, LHG);

15. A declaration by the applicant that he/she has not been deregistered from the same or a comparable degree program due to the fact that one of the examinations has been failed with no option to re-sit or due to the fact that the applicant has lost the right to take exams;

16. A declaration by the applicant that he/she is not suffering from an illness that would be a serious health hazard to the other students or that would adversely affect the normal operation of the course at the University;

17. If changing from one degree program to another: In order to determine the correct amount of study-specific semesters (“Fachsemester”), a document is required from the relevant Examination Board stating whether any of the assessments and study periods can be recognized pursuant to the exam regulations from other programs;

18. A certificate stating that the applicant has received advice in accordance with sect. 60 (2), no. 5 LHG;

19. Any further documents required by specific regulations subject to public law (sect. 60 (2), no. 9, LHG).

(6) The enrollment form for postgraduate degree programs (master’s programs) must be filled out completely, signed and supplemented by the following documents:

1. Letter of admission (original copy or officially certified copy);

2. Higher education entrance qualification (original copy or officially certified copy);

3. If the higher education entrance qualification was obtained abroad: Certificate of “Studienkolleg Konstanz” converting the foreign educational qualifications, or a certificate confirming that the assessment test has been passed (“Feststellungsprüfung”), and certificates/higher education entrance qualifications from the applicant’s home country, certified copies are required;

4. For admitted applicants from China and Vietnam: The document issued by APS (Academic Evaluation Centre);

5. If the higher education entrance qualification was obtained abroad:

- Proof of German language proficiency (DSH 2 or TestDaF with a grade of 3.0 or better); certified copy required
- For programs in the ‘Faculty Environment Design Therapy’ (FUGT), a TestDaF of at least 4.0 is required.

No German language proficiency is required for the programs in International Finance, International Master of Landscape Architecture, and Sustainable Mobilities.

6. Original or officially certified copy of the undergraduate degree;
7. A certified copy of the personal identity card or passport;
8. An up-to-date passport photograph in color;
9. For applicants who were previously enrolled at another university: Proof of already passed interim or final examinations as well as the academic records booklet ("Studienbuch") or confirmation of the periods of study with information on the amount of overall semesters completed in higher education so far as well as subject-specific semesters ("Fachsemester"), academic leave of absence and the date of deregistration; certified copies required.
10. A declaration whether the applicant is in public or private employment or in a training program or otherwise employed (sect. 60 (2), no. 4 LHG). Only part-time public or private employment or training programs up to a maximum level of 50% are permitted. Students must provide evidence that they have enough spare time to dedicate themselves to the program and especially to attend all the required courses.
11. An insurance certificate issued by the relevant health insurance provider stating whether the applicant is insured, and whether he/she is subject to statutory health insurance or exempt from it (sect. 62 (2), no. 5, LHG);
12. Proof that the administration fee and the "Studierendenwerk" fee and any other outstanding claims subject to public law (e.g. student union fees) have been paid;
13. A declaration by the applicant that he/she is not serving a prison sentence (sect. 60 (3), no. 5, LHG);
14. A declaration by the applicant that he/she has not been deregistered from the same or a comparable degree program due to the fact that one of the examinations has been failed with no option to re-sit or due to the fact that the applicant has lost the right to take exams.
15. A declaration by the applicant that he/she is not suffering from an illness that would be a serious health hazard to the other students or that would adversely affect the normal operation of the course at the University;
16. If changing from one degree program to another: In order to determine the correct amount of study-specific semesters ("Fachsemester"), a document is required from the relevant Examination Board stating whether any of the assessments and study periods can be recognized pursuant to the exam regulations from other programs;
17. Any further documents required by specific regulations subject to public law (sect. 60 (2), no. 9, LHG).

(7) In order to be able to attend classes and take examinations, the students must be enrolled. Students must be enrolled in their program at Nürtingen-Geislingen University until the date of their last examination/assessment including, if applicable, any retakes.

Section 8 Completed enrollment, ID card

(1) The enrollment consists of entering the student's data in the Student Administration Office's IT system and handing out or sending the ID card (StudiCard) to the student. If enrollment takes place before the start of the semester for which it was applied for, it only becomes valid at the start of the semester, and in all other cases on the day it was entered in the system.

(2) Successfully enrolled students receive a student ID card which can be read electronically (StudiCard). The end of the validity period is included on a reprintable tape strip.

(3) Once they're enrolled, the students will receive a student email address from the University's IT services. It is the students' duty to regularly check their university email account or to activate the forwarding option to ensure that they receive and read the emails sent by the University. Official letters that have previously been sent out by letter post (e.g. reminders or threats of deregistration (exmatriculation) pursuant to sect. 62 (2), no. 4, LHG) can now also be sent out by email. Legally binding notices are uploaded in the relevant online portals or sent out by email.

Part II: Membership administration

Section 9 Continuation of program (re-registration)

(1) If students want to continue in the next semester of their program, they have to re-register at HfWU's Student Administration Office within the set deadlines ("Rückmeldung"). Re-registration takes effect by paying the contribution to "Studierendenwerk Tübingen-Hohenheim" (legal public body), plus the administration fee (sect. 12 of the Act on Fees in Higher Education, LHGebG), the student union contribution ("Verfasste Studierendenschaft", cf. sect. 31 in their statutes) plus any other outstanding fees in connection with the program (e.g. University Library etc.). No cash payments are accepted. Re-registration is considered to have taken place on the day when payment was received in full in the University's bank account. Overdue or incomplete payment of the fees and contributions for the enrollment or for re-registration will entail a once-off late payment fee as set out in the currently valid version of Nürtingen-Geislingen University's fee schedule.

(2) The re-registration period for the following summer semester starts on 15 January and ends at midnight on 31 January, and for the winter semester it starts on 15 July and ends at midnight on 31 July.

(3) Re-registration is carried out by the Student Administration Office, provided the students are still admitted in the program (sect. 62 (2), nos. 2 and 3, LHG) and that all due contributions and fees that apply in connection with the program have been paid (sect. 60 (2), no. 4, LHG). Successful re-registration is also dependent on the following requirements:

- The student's health insurance is still valid
- All conditions set in a provisional enrollment have been met within the deadlines
- All documents that have been requested for re-registration or change of program have been submitted
- The student still has the right to take exams in the respective program

(4) A certificate of enrollment is issued confirming that the student continues to be enrolled in the program. Students must print it out themselves in the respective online portal at HfWU.

(5) After successful re-registration, the students must themselves update the validity of their StudiCard on one of the self-service terminals.

Section 10 Change in degree program (change of program)

(1) Changing or adding another program (change of program, "Umschreibung") is only possible if the students can prove they have met the admission requirements for the new program. If required, a letter of approval for the transfer of credits ("Anrechnungsbescheid"), permits, and proof of having received course advice must be submitted in written form. A change of program must be applied for using the relevant form by the Student Administration Office. Any regulations on application, admission and enrollment, including the deadlines specified there, remain unaffected.

(2) If students in an undergraduate degree program want to change in their third or later semester, they must provide written proof that they have received course advice about the desired program in accordance with sect. 60 (2), no. 5, LHG.

Section 11 Course registration

The Student Administration Office does not register the students in the courses. The students are themselves responsible for registering for the courses they need to attend in order to be admitted for the exams. The courses they have attended and the names of the lecturers in charge as per the course catalog must be documented at the respective faculty.

Section 12 Leave of absence

(1) Any application for academic leave of absence ("Beurlaubung") must be submitted during the re-registration deadlines (sect. 9 (2)) to the Student Administration Office at Nürtingen-Geislingen University on the relevant form stating the reasons for it and including all the required documents. In all cases, it must be submitted before the start of the lecture period of the desired semester. If the reason for requesting academic leave of absence only occurs after the start of the lecture period, the application must be submitted immediately after the event has occurred. It is not possible to grant academic leave of absence for past semesters. Academic leave of absence is not permissible for first semester students unless an unpredictable event occurs after the commencement of the program that would cause hardship for the student ("Härtefall").

As a rule, academic leave of absence should not exceed two semesters (sect. 61 (1), LHG).

(2) Significant reasons for academic leave of absence as per paragraph 1 might be the following:

1. Taking up practical work which is in line with the goals of the degree program and which covers at least 50% of the lecture period. Evidence must be provided by submitting relevant documents and written confirmation by the responsible Internship Office. Academic leave of absence is not possible for internships or practical work that is required as part of the Course and Exam Regulations.

2. Attending a German language course unless this is a prerequisite for admission in the University's own statutes on selection and admission. The language course must be for no less than 50% of the lecture period. A document of proof must be provided.

3. An illness which makes it impossible to attend classes or to complete the expected assignments. A medical certificate on this including the anticipated duration of the illness must be provided.

4. Caring for or looking after close relatives pursuant to sect. 7 (3) of the Caregivers Leave Act ("Pflegezeitgesetz"), i.e. 1) grandparents, parents, parents-in-law, step parents; 2) spouses, registered and non-registered partners, siblings; 3) children, adoptive or foster children, the spouse's or partner's children, adoptive or foster children, as well as children-in-law and grandchildren if they are in need of care according to sect. 7 (4) of the Caregivers Leave Act, in conjunction with sections 14 and 15 of Book 11 of the German Social Code ("Sozialgesetzbuch"). A medical certificate outlining the circumstances must be provided or a care certificate ("Pflegebesccheinigung") which states the expected duration of the care needed.

5. Birth or expected birth. A medical certificate must be provided or a copy of the maternity pass ("Mutterpass") or (after having given birth) the baby's birth certificate.

6. Caring for and looking after a child if the applicant mainly looks after the child him-/herself provided he/she has custody and the child lives in the same household. The child's birth certificate and a confirmation of registration ("Meldebestätigung") attesting to their joint place of residence must be provided as evidence.

7. Serving a prison sentence. Sect. 62 LHG also applies.

(3) The students can avail of the protection periods stipulated in sections 3 (1) and 6 (1) of the Maternity Protection Act and of parental leave pursuant to sect. 15 (1) to (3) of the Federal Act on Parental Allowance and Parental Leave. Upon application, the students shall be granted leave of absence. The leave period shall not exceed 6 semesters. The same applies when caring for a close relative according to sect. 7 (3) of the Caregivers Leave Act if the person requires care as defined in sections 14 and 15 of Book 11 of the German Social Code. Students on leave in accordance with phrases 1 and 2 are allowed to attend classes, complete coursework, take examinations and use the University's facilities. The times defined in phrases 1 and 2 do not count towards leave of absence as per paragraph 1, phrase 6.

(4) Leave of absence is always granted for the entire semester. If the grounds for leave of absence persist beyond one semester, a new application and new evidence for the reasons for the leave must be provided. Leave semesters do not count as subject-specific study semesters ("Fachsemester"). Leave of absence is noted in the student database and on the certificate of enrollment. Students on leave of absence cannot participate in the University's self-government bodies. They are not allowed to take part in classes, nor complete coursework or take examinations, nor use the University's facilities with the exception of the Library and the IT services. Further details can be found in the Course and Exam Regulations. This does not affect sect. 61 (3) LHG. Different regulations in cooperation agreements shall be unaffected by this.

(5) Upon written application, leave of absence for any current semester can be revoked. As a general rule, an application for this must be submitted before the end of the lecture period. The regulations on fees and contributions are not affected by this. Sect. 9 (1) also applies.

(6) If the Student Administration Office plans to deny the application for leave of absence, approval must first be requested from the Chairperson of the relevant Examination Board. The Chairperson of the Examination Board can decide not to act in this capacity.

Section 13 Deregistration

(1) Sect. 62 LHG stipulates the regulations for the students' deregistration (either initiated by the University or upon the student's application). An application for deregistration must be submitted to the Student Administration Office on the University's form. The application (original copy) must contain a discharge note from the University Library.

(2) Following deregistration, the students are no longer members of Nürtingen-Geislingen University. The student's set of data in the student database will be updated accordingly.

(3) In general, deregistration takes effect at the end of the semester during which it was first announced.

(4) The certificate of deregistration and the degree certificate will only be issued if the students have paid all outstanding fees and contributions that fell due during the course of their program.

Section 14 Extended deadlines

If the deadlines stipulated in these statutes are missed for reasons the students are not responsible for, they can apply in writing to be granted an extension. This does not apply for final deadlines (cut-off dates).

Section 15 Obligation to notify

HfWU's Student Administration Office must be informed immediately if the following occurs:

1. Loss of the student ID card (StudiCard). The appropriate form must be used for this.
2. Any changes and errors in the data on the enrollment certificates,
3. Any changes in the name, the correspondence address or health insurance membership,
4. Taking up or changing employment (sect. 60 (2), no. 4, LHG),
5. Any illness which would be a serious health hazard to the other students or which would adversely affect the normal operation of the course.

Section 16 Personal data

The students' personal data are collected and processed in accordance with section 12 LHG in conjunction with the Data Protection Act of Baden-Württemberg. The data can only be used for purposes other than those outlined in the regulations if the students give their consent.

Section III: Specific groups

Section 17 Guest students

(1) If sufficient places are available, guest students who want to increase their knowledge in specific subject areas can be admitted upon application, provided they possess a sufficient level of education (sect. 64 (1) LHG).

Guest students will not be admitted to the exams. The assessments completed as a guest student cannot be credited towards a degree program.

(2) An application for a guest student permit shall be submitted to the Student Administration Office before the 15 March for the summer semester and before 25 September for the winter semester. The documents requested on the information sheet must be included. A guest student permit is issued for the duration of one semester.

(3) The fees are outlined in sect. 17 LHGebG in conjunction with the University's fee schedule.

Section 18 Gifted pupils

Gifted pupils (sect. 64 (2) LHG) can in individual cases be allowed to take part in some of the lectures, complete coursework and take examinations, obtain credit points and complete individual modules in a program. The coursework and the examinations that have been completed can be recognized in a degree program at a later stage if equivalence can be established. The permit for gifted pupils is only valid for specific classes and is granted by the faculty.

Section 19 Applicants with professional qualifications

The application and admission of applicants with professional qualifications is regulated in sections 58 ff. LHG, in particular sect. 58 (2), no. 6, and (3) LHG. Applications for a general higher education entrance qualification pursuant to sect. 58 (2), no. 5, LHG must have been received by the Student Administration Office by 30 May for applications for the winter semester and by 30 November for the summer semester. Applications for admission to the ability test ("Eignungsprüfung") pursuant to sect. 58 (2), no. 6, must have been received by the Student Administration Office by 31 January, stating the desired degree program at HfWU. Additional regulations as to costs or procedures remain unaffected by this.

Section 20 Temporary students (exchange students)

(1) Students applying for an exchange student place do not take part in the selection process and are enrolled following a separate procedure. The regulations in cooperation agreements (e.g. ERASMUS exchanges, DAAD exchanges, etc.) remain unaffected by this.

(2) Admission and enrollment for an exchange place is normally limited to two semesters. It must not exceed four semesters.

Section 21 Participating in 'Contact Studies' as part of continuing academic training

The rules and regulations of WAF Continuing Education Academy shall apply for the participants in their continuing education programs pursuant to sect. 31 (5) LHG (certificate programs, continuing education diplomas, further education courses etc.). Participants will not be enrolled as regular students.

Part IV: Final provisions

Section 22 Commencement

(1) These regulations on admission and enrollment shall come into effect on the day following promulgation. Concurrently, sect. 4 of Nürtingen-Geislingen University's Course and Exam Regulations (General Provisions for Bachelor's Programs) dated 19 December 2012, in the 13th amendment dated 17 June 2020, and sect. 3 of Nürtingen-Geislingen University's Course and Exam Regulations (General Provisions for Master's Programs) dated 29 January 2013, in the 13th amendment dated 17 June 2020, shall expire.

(2) With the commencement of these statutes, Nürtingen-Geislingen University's statutes on admission and enrollment dated 30 January 2013 shall expire.

Nürtingen, 15 December 2021

signed

Professor Dr. Andreas Frey

Rector

IMPORTANT NOTICE

COURTESY TRANSLATION

Please refer to the German original version for the official document.