

***Immatrikulationsordnung* (Enrolment Regulations)
of Hochschule Wismar
University of Applied Sciences: Technology, Business and Design**

Of 17 April 2015

amended by the First Amending Statutes of the *Immatrikulationsordnung* (hereinafter Enrolment Regulations) of Hochschule Wismar, University of Applied Sciences: Technology, Business and Design (hereinafter UAS Wismar) of 19 June 2015

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The English translation of the *Immatrikulationsordnung der Hochschule Wismar, University of Applied Sciences: Technology, Business and Design* is intended solely as a convenience to non-German-reading students/members of the university. Only the German text published in the special editions of the *Hochschulanzeiger der Hochschule Wismar* (official gazette of UAS Wismar) on 11 May 2015 and 24 June 2015 is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

I. General Information

1. General Enrolment Principles

§ 1 Scope of Application

- (1) These Enrolment Regulations regulate the enrolment, deregistration and other details of the procedure.
- (2) The Enrolment Regulations are valid for commencing studies in all degree courses at UAS Wismar, including postgraduate degrees and professional programmes, as well as participation in the *Studienkolleg* (preparatory courses).

§ 2 General Principles

- (1) Enrolment grants study applicants membership of UAS Wismar for the duration of their enrolment with the corresponding rights and duties stipulated in the *Landeshochschulgesetz* (hereinafter State Higher Education Law), the *Grundordnung* (Basic Regulations) of UAS Wismar, the student body's statutes and the other regulations.
- (2) On enrolment, the study applicants also become members of the faculty providing the degree course that they have chosen to study. If the chosen degree course or the chosen degree courses are linked to more than one faculty, the study applicants must decide on enrolment in which faculty they would like to be entitled to vote and be eligible for election. This decision can be changed every time the student is required to re-register.
- (3) In accordance with § 12(1)(2) VwVfG M-V (Administrative Procedures Act Mecklenburg-Vorpommern), a person who has attained the age of 16 and gained a higher education entrance qualification is entitled to take part in administrative procedures related to the commencement, realisation and completion/termination of a degree course.

§ 3 Enrolment Requirements

- (1) Study applicants shall be enrolled for a degree course if they can prove that they have the required qualifications for the degree course and there are no enrolment obstacles or grounds for refusal.
- (2) Enrolment to a bachelor's or *Diplom* degree course will be granted for those who have attained:
 1. an *allgemeine Hochschulreife* (general higher education entrance qualification gained from a secondary school),
 2. a *Fachhochschulreife* (entrance qualification gained especially for universities of applied sciences) or
 3. a *fachgebundene Hochschulreife* (subject-specific higher education entrance qualification),

have taken:

4. a *Meisterprüfung* (master craftsman's examination),
5. an equivalent further training examination or
6. a *Fachschulprüfung* (leaving exam at vocational training college)

or have completed:

7. technical qualifications or advanced professional training that has been recognised as equivalent by decree from the Ministry of Education, Science and Culture.

Admission to the master's degree requires a successfully completed undergraduate degree in a corresponding or equivalent degree course from a university in Germany or abroad.

Degree-course specific admission requirements are stipulated in the respective examination and study regulations or admission regulations.

(3) If study applicants are unable to provide proof of the required qualifications, they may receive a subject-specific higher education entrance qualification by passing a higher education entrance examination. The details are stipulated in the *Zugangsprüfungsordnung* (Entrance Examination Regulations).

(4) Enrolment for degree courses with admission restrictions requires proof that a study place has been granted.

(5) Enrolment to a postgraduate degree course requires a successfully completed undergraduate degree course. The admission requirements are regulated in the respective examination and study regulations.

§ 4

Study Applicants with Foreign Higher Education Entrance Qualifications

Study applicants who have gained their higher education entrance qualification outside of the scope of the *Grundgesetz* (Basic Law), including study applicants from member states of the European Union, will be enrolled if they are able to provide proof that they have gained qualifications recognised as equivalent according to the evaluation criteria of the Central Office for Foreign Education of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the language skills required for the degree course. The determination of equivalence will be made in accordance with the *Auslandsqualifikationsverordnung* (Foreign Qualification Regulations). Sufficient German language skills must usually be proven by a certificate awarded on completion of a language exam that entitles the awardee to unlimited enrolment for studying at a university in Germany in accordance with the *Rahmenordnung über deutsche Sprachprüfungen für das Studium an deutschen Hochschulen* (General Regulations for German Language Examinations for Studying at German Universities - RO-DT).

§ 5

Enrolment Procedure

(1) Enrolment for one or more degree courses shall occur on request from the study applicant. The Application for Enrolment must be submitted within the application window stipulated by the University and announced in special notifications (notices, information brochure, internet).

(2) Applications that have been received after the application window as stated in sub-section (1) has closed, will be considered if there are still study places available, regular studies are still possible, and as long as the applications are not for degree courses with admission restrictions. Enrolment occurs according to the order in which the applications were received. Incomplete applications that have been submitted without all of the required documents as stipulated in sub-section (4) shall be considered according to the date on which the documents have been received in full. Applications that were received at the same time shall be subject to a draw.

(3) Students shall usually enrol in writing or through an online procedure. Applicants can also submit their applications in person. In cases of exception, the applicants can be represented by another person. The representatives must prove their identity by providing proof of identification and written authorisation, signed by the applicant.

(4) The Application for Enrolment must include:

1. Names, address, date and place of birth, gender, nationality and details of previous education, as well as the desired degree course and the desired subject semester;
2. a statement about the degree courses and study periods for which the applicant had previously been enrolled for at other universities;
3. a declaration as to whether the applicant has ever previously definitively failed an examination required by the examination regulations or definitively failed to complete an assessment component required by the examination regulations in the selected or a related degree course at a university in the Federal Republic of Germany.

(5) The application must be accompanied by:

1. the certificates required to prove that the prerequisites stipulated in §§ 3 and 4 have been met, in either original or as a legally attested copy; upon request, applicants must prove the authenticity of foreign certificates through legalisation from the corresponding German diplomatic mission or by producing the certificate together with the Apostille issued in accordance with the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents of 5 October 1961 by the respective authority of the country that issued the certificate;
2. a copy of a proof of identification (personal identity card or passport);
3. a current passport photo;
4. if applicable, proof of sufficient German language skills in accordance with § 4;
5. if applicable, proof of artistic aptitude;
6. if applicable, other proof of the requirements set out in the respective examination and study regulations, and
7. if the applicant is changing study location or university, proof of the applicant's former studies if s/he previously studied in Germany, as well as the Certificate of Deregistration or the transcript of records with verification of withdrawal.

Foreign certificates and attestations must generally be accompanied by either a German, English or French translation.

(6) The following documents must be submitted by the date of enrolment and prior to a deadline stipulated by the University if they have not previously been received by UAS Wismar:

1. if students are subject to compulsory health insurance in accordance with the provisions pursuant to student health insurance, proof that the student has student health insurance or is exempt;
2. proof that the fees and contributions, including the fees for Student Services have been paid.

(7) Enrolment is complete when the Student ID Card or the Certificate of Enrolment have been issued. It becomes effective at the start of the respective semester.

(8) Study applicants who plausibly guarantee that they fulfil the enrolment requirements, but are unable to produce the required proof within the deadline due to reasons for which they are not responsible, will be granted a suitable extension for the submission of proof. Enrolment will then be granted subject to revocation in case the enrolment requirements have not been proven prior to the extended deadline.

§ 6 Refusal of Enrolment

(1) Apart from cases in which enrolment is refused due to failure to provide proof that the requirements have been met, enrolment shall also be refused if the study applicants:

1. have not been admitted to a degree course with admission restrictions,
2. have ever previously definitively failed an examination required by the examination regulations or definitively failed to complete an assessment component required by the examination regulations in the selected or a related degree course at a university in the Federal Republic of Germany,
3. fail to produce proof that they have paid the fees and contributions, including the fees for Student Services, or
4. are subject to compulsory student health insurance and are unable to provide proof that they have health insurance or are exempt.

(2) Enrolment can be refused, if the study applicants:

1. suffer from an illness pursuant to § 34(1) of the *Infektionsschutzgesetz* (Protection Against Infection Act) or, if there is suspicion of such an illness, fail to provide the required medical officer's certificate,
2. are serving a prison sentence,
3. are under custodianship in accordance with the *Bürgerliches Gesetzbuch* (German Civil Code), or
4. have not observed the valid rules of procedure for enrolment.

§ 7 Withdrawal of Enrolment

Enrolment shall be withdrawn if requested in writing by the students within one month after the start of semester and attaching:

1. the Student ID Card,
2. the certificates of enrolment and
3. proof that the student has been discharged by the faculty, the University Library and, if applicable, the workshops.

Enrolment will then count as having not taken place. Payments of fees for Student Services and the student body that have been made previously will not be returned.

2. Special Kinds of Enrolment

§ 8 Admission to a More Advanced Subject Semester

(1) Study applicants can be enrolled to a more advanced subject semester if they were previously enrolled in the same or a similar or a subject-related degree course at a higher education institution in Germany and are able to provide proof of corresponding study periods or coursework and examinations marks.

(2) If the study applicants have completed study periods or coursework and examinations at a recognised university outside of Germany or in another degree course, enrolment to a more advanced semester shall be made upon request, if these achievements are recognised.

(3) Students will be placed in a more advanced subject semester due to achievements that have been gained outside of a degree course pursuant to the provisions of the *Einstufungsprüfungsordnung* (Placement Test Regulations).

§ 9 Enrolment for Degree Courses Provided on an Annual Basis

If the study and examination regulations for degree courses with tuition that is organised according to study years stipulate that a degree course can only be commenced on an annual basis, students can only be enrolled if the study year commences in the semester in which the student would like to enrol.

§ 10 Enrolment for Master's Degree Courses

(1) If the required proof of an undergraduate degree is not available at the time of enrolment, enrolment can be granted for a master's degree course without admission restrictions pursuant to the requirements stipulated in § 4 of the *Rahmenprüfungsordnung* (hereinafter Framework Examination Regulations) for the duration of one semester.

(2) In cases of exception, unlimited enrolment to master's degree courses can take place up until the 30th October for winter semester or the 30th April for summer semester, if only the defence of the dissertation for the undergraduate degree is to take place in this period.

§ 11 Double Degree Courses

On request, students shall be enrolled for a second degree course, if they also fulfil the admission requirements for this degree course. If the other degree course is subject to admission restrictions, enrolment will only be granted if there is a specific professional, academic or artistic interest in the concurrent study of the other degree course.

§ 12 Change of Degree Course

(1) A change of degree courses must be requested prior to the deadline set for re-registration accompanied by an indication of the reasons.

(2) A request to change degree course shall be refused if it is a second or subsequent change and no important reason can be recognised.

§ 13 University Partnerships

Students taking part in international exchange programmes receive limited-term enrolment. §§ 3 and 4 do not apply. The students are not entitled to attain a degree unless special cooperation agreements stipulate different regulations.

§ 14 *Studienkolleg* (Preparatory Courses)

Participation in a preparatory course at the *Studienkolleg* is considered equivalent to studying for a degree course in accordance with § 23 State Higher Education Law. The

participants will be enrolled for the duration of their course as stipulated in their confirmation of admission in accordance with these Enrolment Regulations. They do not belong to a faculty. The details are regulated in the *Studienkollegs- und Feststellungsprüfungsverordnung* (Preparatory Courses and Assessment Test Ordinance).

§ 15 Enrolment for Gaining German Language Proficiency

(1) Foreign and stateless applicants who are not in possession of the level of German language proficiency required for enrolment pursuant to § 4, can be enrolled for up to two semesters in order to gain these skills. Enrolment is only possible for students with good mid-level German language skills.

(2) Enrolment for gaining German language proficiency is not equivalent to enrolment for a degree course. In justified cases of exception, the length of enrolment can be extended by one semester, in particular if the student is retaking examinations. By passing the language examination, the student does not acquire a claim to enrolment for studying a degree course.

§ 16 Re-Registration

(1) Students who would like to continue their studies at UAS Wismar after the end of the semester, must re-register prior to a deadline to be set by the university. This also applies to students on leaves of absence.

(2) Re-registration usually occurs by paying the due contributions and fees to the university, the student body and Student Services; delayed re-registration is subject to an additional fee that is stipulated in the respective valid version of the *Gebührenordnung* (hereinafter Fee Regulations). The date on which the payment is received by UAS Wismar is the date used to determine whether the deadline has been kept to.

(3) If students re-register, their re-registration will be recorded by the University. Re-registration by students who have student health insurance and do not fulfil the obligations toward the health insurance as defined by law, will not be accepted by the university (§ 254 Sentence 3 *Sozialgesetzbuch* (Social Security Code) Book 5).

(4) Re-registration is no longer possible after the end of the semester in question.

(5) Students who have not re-registered on time will receive a written warning with reference to the pending deregistration (§ 18(1)(3)); a suitable extended deadline for re-registration shall be set.

(6) Students will receive confirmation of their re-registration on receipt of their certificates of enrolment.

§ 17 Leaves of Absence

(1) On written request, students can be granted leaves of absence from their studies due to an important reason.

Important reasons include in particular:

1. Illness which makes normal study impossible, especially if it lasts for more than half of the lecture period; a doctor's certificate must be presented;

2. Care of a close relative who is ill or otherwise in need of help, if it lasts for more than half of the lecture period; a doctor's certificate must be presented;
3. Pregnancy, maternity protection and childcare at times in which students would be entitled to parental leave if they were in employment;
4. Study-related period of stay abroad; proof must be provided;
5. Absence from the University due to a study-related internship, which is not part of the degree course, or due to collaboration on a research project, if this lasts for more than half of the lecture period; proof must be provided;
6. Military service (*Wehrdienst*), civil service (*Zivildienst*), Federal Volunteers Service (*Bundesfreiwilligendienst*), voluntary social year (*FS*) or a voluntary ecological year (*FÖ*). A corresponding certificate must be presented in original form or as a legally attested copy.

(2) Leaves of absence are only permissible for full and usually only for a maximum of two adjoining semesters. Students can usually be granted leaves of absence for no more than four semesters during the course of one degree course. The limited periods stipulated in sentences 1 and 2 do not apply to the reasons for leaves of absence stipulated in sub-section 1, numbers 1 and 3, if the students have no other possibility of continuing the degree that they had started.

(3) Request forms for leaves of absence must usually be submitted during the re-registration period, but at the latest by the start of the lecture period. The presence of an important reason according to sub-section 1 must be proven in due form. If students learn of a reason for a present or future leave of absence after the start of the lecture period, they must immediately request a leave of absence for the current semester. A leave of absence will not be granted for reasons that have occurred after the end of the lecture period. Delayed requests will be rejected as inadmissible. If students wish to extend their leave of absence for a further semester, they must submit a new request.

(4) The students' rights and duties as members of UAS Wismar are suspended during leaves of absence. The possible obligation to pay fees and contributions to the university or the respective Student Services remains unaffected. The deadlines by which examinations must be taken are interrupted.

(5) Semesters on leave of absence do not count as subject semesters.

(6) Coursework and examinations can only be completed during leaves of absence in cases of exception and on request. The request must be approved by the university's governance.

§ 18 Deregistration

(1) The enrolment of students shall be terminated if:

1. they request it,
2. enrolment had occurred through enforcement, wilful deception or bribery,
3. in cases of re-registration, they fail to prove payment of due fees or contributions to UAS Wismar or Student Services despite having received a warning and the scheduling of an extended deadline, or they fail to produce required certificates,
4. they have definitively failed a required examination stipulated in the examination regulations or have definitively failed to complete an assessment component stipulated in the examination regulations or have definitively failed to produce evidence of a required prerequisite following the scheduling of an extended deadline.

(2) Enrolment shall be terminated if:

1. Students have failed to re-register for continued studies prior to the deadline without being on a granted leave of absence, or
 2. following enrolment, facts have come to light and continue to apply that must or could lead to a refusal of enrolment.
- (3) Deregistration can occur for students who:
1. use facilities at UAS Wismar for criminal activities or who commit criminal offences against members and associates of UAS Wismar, or
 2. hinder the intended operations of a university facility, the activities of a university body or the realisation of a university event by using violence, calling for acts of violence or threatening the use of violence; or preventing or attempting to prevent a member of the university from fulfilling his/her rights and duties. The same applies if students take part in such actions or repeatedly violate orders issued upon them by UAS Wismar to ensure normal studies.

Deregistration will be decided upon by the University's governance.

(4) Deregistration shall take place on the requested date, or if no specific request has been made, at the end of the current semester. The earliest possible date is the day on which the request has been received. The following must be attached to the request:

1. Student ID Card,
2. if applicable, certificates of enrolment for a semester that has not yet started and
3. Proof that the student has been discharged by the faculty, the University Library and, if applicable, the workshops.

(5) Enrolment ends:

1. in bachelor degree courses at the end of the semester in which the students have received their degree certificate or it has been sent to the address last provided by the students,
2. for other courses, when the students have received their degree certificate; if the degree certificate has been sent by post, enrolment ends, at the latest, one month after it has been sent to the address last provided by the students,
3. if the degree course in which the students are enrolled is cancelled and a transition period set by the university governance for completing the degree course has expired.

§ 19 Guest Students

(1) As long as there is sufficient capacity, guest students can be admitted to courses, even if they are unable to provide the required school certificates. The Admissions and Examination Office shall decide on the admission.

(2) Admission is granted for one semester at a time. Status as a guest student does not constitute rights to membership of UAS Wismar.

(3) If there is sufficient capacity, it can be possible for guest students to take university examinations. Otherwise, they shall receive certificates of attendance. Relevant coursework and examinations will be recognised in later studies of the same degree course in accordance with the respective examination and study regulations.

(4) Highly-talented schoolchildren who have been recommended by the school and are usually attending sixth form, can gain approval to attend certain courses or modules and complete the corresponding coursework and examinations from the respective examination board. The relevant proportionate study periods and coursework/examinations will be recognised for later degree courses in accordance with

the respective examination and study regulations and upon request. Sub-section 2 applies correspondingly.

(5) Enrolment is subject to a fee for guest students as stipulated in the University's Fee Regulations.

§ 20 Duties to Provide Information

Students are obliged to provide information about and, if requested, produce evidence of:

1. Change of name, home address and address during term time,
2. Wrong or incomplete data stated in official documents issued by UAS Wismar,
3. Loss of a Student ID Card,
4. Definitively failed examinations that must be passed to continue the degree course,
5. Illnesses that could put the health of other members of the university at risk or would significantly impair normal studies,
6. Ultimate imposition of a prison sentence, which has not been suspended, and
7. Enrolment at another university.

§ 21 Collection of Data

UAS Wismar collects data, in accordance with § 7 State Higher Education Law, from students, guest students, study applicants and graduates, which are required for the lawful fulfilment of tasks in its area of responsibility. Detailed information on the processing of personal data is stipulated in the *Satzung zur Verarbeitung personenbezogener Daten* (Statute on the Processing of Personal Data) at UAS Wismar.

II. Distance Learning Degree Courses

§ 22 General Principles

(1) Pursuant to the legal principles and orientation provided by the German Council of Science and Humanities and the Standing Conference of the Ministers of Education and Cultural Affairs, continuing professional development is a primary task of German universities. UAS Wismar understands continuing professional development as the provision of academic offers of continuing professional development for university graduates and professionals with corresponding qualifications and abilities as part of life-long learning. The provision of continuing professional development degree courses is considered an important component. These offers are mainly aimed at professionals, but may also be of interest to qualified individuals from other classes of society. Correspondingly, the continuing professional development degree courses are mainly distance learning and online degree courses.

(2) UAS Wismar's distance learning and online degree courses are organised exclusively by the Wismar International Graduation Services GmbH - a company belonging to UAS Wismar (WINGS). This section of the Enrolment Regulations deals with the special conditions that apply to higher education entrance specifications for academic continuing professional development courses provided as distance learning and online degree courses.

(3) After receiving confirmation of admission, enrolment is complete on payment of the semester to WINGS. Enrolment is effective from the date on which the payment has been received, but not before the start of the respective semester.

§ 23 Enrolment Procedure

- (1) The application form provided by WINGS must be used to gain access to one of UAS Wismar's distance learning degree courses. The form contains information about the documents that must be submitted together with the application.
- (2) The application, together with other named documents, must have been received by WINGS two weeks prior to the start of studies. Study applicants who have not submitted the application on time or in due form can be excluded from admissions for the respective semester. They will be considered if study places are still available and regular studies are still possible.

If study applicants are not able to submit the documents required for admission to be granted until a later date and are able to provide plausible evidence, they will be granted a suitable deadline extension for the submission of documents. Enrolment will then be granted subject to revocation in case the enrolment requirements have not been proven prior to the extended deadline.

§ 24 Change of Degree Course

It is possible to change to a different distance learning degree course as long as UAS Wismar provides the corresponding degree course and the applicant meets the admission requirements for the desired degree course. The request, together with an indication of the reasons, must be approved by the respective board of examiners. There shall be no reimbursement of the full semester fees for the current semester.

§ 25 Re-Registration:

- (1) The payment of the semester fees to WINGS counts as re-registration for the following semester. The deadline is stated in the invoice.
- (2) If students are late re-registering, they will be subject to an additional processing fee on top of possible dunning charges.
- (3) After the deadline set in the second overdue reminder has expired without payment of a due semester fee, re-registration for the respective semester is considered to have not taken place and the students will be deregistered.

§ 26 Leaves of Absence

During leaves of absence, semester fees will be dropped if the request has been submitted two weeks prior to the first examination of the respective semester. Leaves of absence are subject to a processing fee.

§ 27 Withdrawal of Enrolment

Enrolment shall be cancelled, if this is requested by students in writing prior to the end of the application window for the distance learning or online degree course and they have

not yet received the study materials and information regarding the individual course of examinations. Enrolment will then count as having not taken place.

III. Final Provisions

§ 28 (Entry into Force)