

Zittau/Görlitz University of Applied Sciences Regulations on Student Admission, Re-Enrolment, Leave of Absence and Disenrolment

Englische Übersetzung des Originals vom 22. Oktober 2018

(REGULATIONS FOR ADMISSION)

Pursuant to section 13(3) in conjunction with sections 18(1) sentence 3, 20(2) sentence 6, 21(3) sentence 2 of the act on the autonomy of higher education institutions in Saxony (Saxon Higher Education Autonomy Act, Sächsisches Hochschulfreiheitsgesetz - SächsHSFG), as amended on 15 October 2017 (SächsGVBl, p. 546), the Senate at Zittau/Görlitz University of Applied Sciences has in consultation with the Rectorate adopted the following Regulations for Admission.

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Section 1 Scope

- (1) These Regulations for Admission shall apply to all students enrolled at Zittau/Görlitz University of Applied Sciences (hereinafter referred to as the University), to prospective students who have applied for admission to the University, to students at the Foreign Students' College and to postgraduate students as defined in section 42 in conjunction with section 40(2), (4) SächsHSFG.
- (2) They shall apply to all types and modes of study at the University unless otherwise specified in particular regulations for individual study modes.
- (3) The admission of foreign applicants, insofar as they are not treated as German applicants, shall be determined by section 6. Section 7 shall apply to the admission of applicants to the Foreign Students' College.
Applicants for admission to the University who do not have German nationality but whose permanent domicile is within the Federal Republic of Germany and who hold a university entrance qualification pursuant to section 3 of these Regulations shall not be considered as foreign applicants within the meaning of these Regulations.

Section 2 Principles of admission

- (1) Applicants must enrol at the University before taking up their studies. Admission is usually granted for only one course of study. Students may be enrolled at two or more universities at the same time if a dual or multiple enrolment is appropriate.
- (2) Applicants are admitted to the University upon request and by virtue of enrolment, and are listed in the University's student register for the respective degree course. Upon enrolment, they become a member of the University, the respective faculty and the faculty student body to which the degree course has been assigned.
- (3) Admission will be limited accordingly if:
 1. the University offers only isolated sections of the relevant degree course.
 2. the applicant has been admitted only for a section of the relevant degree course.
 3. the relevant degree course will be discontinued.
 4. the applicant has been admitted temporarily due to a court ruling.
 5. the applicant wishes to study only parts of a degree course.
 6. the responsible examination committee has, as an exceptional measure, allowed the applicant to postpone the submission proof regarding the completed practical training that is required by the relevant degree course and examination regulations to a later date.
 7. the University has as, an exceptional measure, granted the applicant conditional admission to a master's degree course pursuant to section 3(14), and the submission of the necessary undergraduate degree has been postponed to a later date.

Section 3 Admission to the University and criteria for enrolment

- (1) Enrolment requires that the applicant,
 1. where this is required by legal rules, holds the necessary university entrance qualification and can submit the relevant proof of knowledge and skills in specific subjects.
 2. where this is stipulated by the Examinations and the Degree Course Regulations, has submitted proof of aptitude in the form of a passed examination for admission at the University,
 3. where this is stipulated by the Examinations and the Degree Course Regulations, can submit proof of a relevant practical occupational training or work experience.
 4. who has applied for a degree course with restricted admission, has been previously admitted to it.

- (2) Applicants holding a general higher education entrance qualification or a university of applied sciences entrance qualification (Fachhochschulreife) are entitled for admission to all undergraduate degree courses of the University.

- (3) Applicants holding a subject-linked university entrance qualification (Fachgebundene Hochschulreife) or a qualification deemed equivalent by the Saxon State Ministry for Education are entitled to admission to a degree course related to their respective subject or, respectively, to a degree course stated in the equivalence certificate.

- (4) Applicants who can submit proof of having been awarded the following advanced further training diplomas will be considered as having obtained a general higher education entrance qualification after they attended a counselling under the responsibility of the University's International Office:
 1. Master craftsmen certificate (Meisterprüfung) according to a legal regulation pursuant to sections 45, 51a, 122 of the Craft Trade Act (Handwerksordnung) in the version published on 24 September 1998 (BGBl. I p. 3075, 2006 I, p. 2095) as amended from time to time.
 2. Professional development qualification based on professional development regulations pursuant to section 53 of the Vocational Training Act (Berufsbildungsgesetz) of 23 March 2005 (BGBl. I, p. 931), as amended from time to time, or pursuant to section 42 Craft Trade Act, or based on further training examination regulations pursuant to section 54 Vocational Training Act or section 42a Craft Trades Act, provided that the further training course comprises at least 400 teaching hours.
 3. State certificate of professional qualification for nautical or technical maritime services pursuant to the Regulation on the Training and Qualifications of Masters and Officers in the Nautical and Technical Maritime Services (Boat Officers Training Regulations, SchOffzAusbV) in the version published on 15 January 1992 (BGBl. I, p. 22, 227), last amended by Article 1 of the Regulation of 2 May 2011 (BGBl. I, p. 746), as amended.
 4. Degrees from colleges (Fachschule) according to the Framework Agreement on colleges (Resolution of the Standing Conference of Ministers for Education of 7 November 2002, in the version published on 19 May 2017, Resolution No. 430), as amended.
 5. Qualification according to an equivalent further training diploma for occupation in the health services and social care and social work services.

- (5) Applicants holding professional development qualifications other than those mentioned under (4) will also be considered as having obtained a general higher education entrance qualification if the University recognizes them as equivalent. Recognition requires that the respective professional development qualification is based on an at least two-year appren-

- ticship and includes an advanced further training with least 400 teaching hours and is in regard of training content and level equivalent to a master craftsmen certificate (Meisterprüfung). The same applies to professional development courses offered by administrative and business academies, provided they are equivalent to a master craftsmen certificate (Meisterprüfung) in terms of training content and level.
- (6) Applicants who have completed an at least two-year state-organized vocational training with two years of relevant work experience will be considered as having obtained a subject-linked university entrance qualification after they attended a counselling under the responsibility of the University's International Office, provided they have passed the relevant university entrance examination. Further details can be found in the University's **Zugangsprüfungsordnung** (University Entrance Examination Regulations).
 - (7) Professionally qualified applicants who do not hold a general higher education or university of applied sciences entrance qualification, and who have obtained the relevant course credit during two study semesters at a state-owned or state-recognized University, will be considered as having obtained a university entrance qualification for the purpose of continuing studies at Zittau/Görlitz University in a degree course with an equivalent specialist orientation.
 - (8) The enrolment of foreign applicants is furthermore dependent upon the fulfilment of further conditions pursuant to sections 6 and 7 of these Regulations.
 - (9) If the applicant has already been enrolled in an equivalent degree course at another university in the Federal Republic of Germany, the completed study semesters will be recognized and set off against the total number of study semesters for this degree course at Zittau/Görlitz University. The applicant will usually be enrolled in the corresponding higher semester of the degree course, depending on the decision taken by the responsible examination committee. The responsible examination committee will upon request recognize and transfer previously obtained course credit to the respective degree course.
 - (10) Previous periods of study and learning and academic achievements other than those mentioned in subsection (9) will be recognized upon request, unless there are substantial differences in the acquired skills. In the recognition of previous periods of study and of learning and academic achievements, which were performed or obtained outside the Federal Republic of Germany, the equivalence agreements approved by the Standing Conference of Ministers for Education (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), the Convention on the Recognition of Qualifications in Higher Education in the European Region ("Lisbon Recognition Convention") and agreements within the framework of higher education partnerships must be observed.
 - (11) Qualifications obtained outside of a course of study in tertiary education can be recognized to compensate a maximum of 50 % of the academic achievements to be performed in the respective degree course.
 - (12) Applications for recognition according to subsections (9), (10), (11) must be submitted to the Admissions Office by the end of the application deadline (see section 4(3)). The decision on a recognition is taken by the respective faculty's examination committee. If it has been established that the achievements attained cannot not be recognized, the faculty's examination committee must notify the applicant in writing, including a substantiation and information on their right to appeal. This notice will be dispatched by the International Office.
 - (13) Notwithstanding the arrangements set out in subsections (9) to (12), enrolment to a higher semester is possible only if there are spaces available in the desired degree course.

- (14) Master's degree programmes, all postgraduate degree courses and non-consecutive degree courses (building on several years of previous practical experience) require the qualifications and particular prerequisites mentioned in the respective examination regulations, if provided, and a first higher education degree that qualifies for a profession. The University can grant applicants conditional admission to a master's degree programme even if they cannot submit proof of the necessary undergraduate degree, provided that the respective master's programme has no restricted admission. This requires admission to the final thesis in the undergraduate degree course in which the applicant has already completed a period of study (not including semesters of leave) equivalent to the standard time to degree.

Section 4 Form and deadline for applications for admission/ enrolment

- (1) Applications for admission/ enrolment must be submitted **online only** through the University's web portal for prospective students. However, a printed and completed application form must be additionally submitted in due time by mail to the Admissions Office.

Applications for admission/enrolment cannot be legally effective submitted by fax or email.

Applications must contain:

1. the applicant's name, address, date and place of birth, gender and nationality, details of previous education, the desired course of study / degree, type and mode of study and the desired semester, (a maximum choice of two desired degree courses),
2. details on the type of higher education entrance qualification including the date of its awarding and the average grade,
3. information of whether the applicant has been enrolled at other universities, and if, in which degree courses, including the respective periods of study, and whether he or she has already been awarded a degree from another university.
4. information of whether an examination necessary for the completion of the chosen degree course has been previously failed in the final attempt or, respectively, whether the applicant has definitely lost the right to take examinations in the chosen degree course,
5. details on a previously completed professional training, periods of voluntary military service or other voluntary work as far as they are required,
6. details on voluntary work placements or traineeships, as far as they are required,
7. the statement indicating that the applicant is not under legal guardianship (sections 1896 et seq. German Civil Code, as amended from time to time),
8. the statement indicating that the applicant has not been non-appealably sentenced to a custodial sentence of one year or longer as far as this conviction is still subject to unrestricted disclosure from the penal register. The applicant shall undertake to provide a description of his/her situation he/she cannot give such statement (see section 10(2) no. 6).

Further details must be provided as far as this is required by legal rules.

All details and statements must be accompanied by an affidavit confirming their accuracy.

Admissions that have been granted on the basis of false or inaccurate information will be repealed immediately after discovery. A wilfully and knowingly provision of false or inaccurate information may result in consequences pertaining to civil law.

- (2) Applications for admission must be accompanied by the following documents:

1. Confirmation of recognition or accreditation of prior learning or academic achievements issued by the competent body if the applicant applies to enrol in a higher semester by taking account of his/her prior learning and academic achievements.
 2. All supporting documents relating to or issued by universities at which the applicant has been previously enrolled and, if applicable, transcripts relating to completed modules and preliminary, intermediate and final examinations, if the prospective student applies to change university and/or his/her degree course.
 3. Proof of completion of a work placement / traineeship of at least ten months leading to the improvement of the applicant's average grade, if this is required for enrolment to a degree course with restricted admission (**see *Student Selection Regulations***).
 4. Proof of a valid professional training / traineeship agreement with a training organization or enterprise, if the degree course includes an integrated vocational training.
 5. Proof of first degree qualifying for a profession if the prospective student applies for a master's degree course under section 3(14) of these Regulations; in exceptional circumstances mentioned in section 3(14) sentence 2 and 3 of these Regulations proof of admission to the final thesis in the undergraduate degree course leading to the applicant's first degree.
 6. A non-certified copy of the prospective student's higher education entrance qualification for applications to a degree course that requires a certain set of secondary school grades (see ***Student Selection Regulations***).
- (3) The respective deadline for applications is 15 July for winter semester admissions and 15 January for summer semester admissions. After the expiry of this period, applications submitted by 30 September for winter semester admissions and by 1 March for the summer semester admissions will be accepted if there still places available in the respective degree course. All deadlines mentioned in sentence 1 and all other deadlines communicated to the applicant are preclusive deadlines if the chosen degree course entails a selection procedure pursuant to the University's *Student Selection Regulations*. The applicant must therefore accept his/her admission to the degree course with a selection procedure in writing within the deadline stipulated by the University. Admissions become invalid if the applicant has failed to meet the acceptance deadline mentioned in the admission confirmation unless the Admissions Office has provided an extension.

Section 5 Enrolment procedure

- (1) Applicants must submit all of the following documents as certified true copies within the deadline indicated in the notice of admission, which is sent by mail to the applicant after successful admission. These documents must be enclosed with a front sheet that has formal requirements. The following documents must be submitted:
1. University entrance qualification or other entitlement to study (see section 3) in the chosen degree course.
 2. CV in tabular form with current passport photograph.
 3. Proof of completion of a practical training or activity, or professional training certificate, as far as this is required for enrolment in the chosen degree course (see ***Student Selection Regulations***).
 4. If applicable, a certificate of voluntary military service or certificates of other voluntary work.
 5. Other proof or certificates necessary for admission and enrolment pursuant to applicable legislation.

Applicants must additionally submit:

1. the signed instruction on the use of the University's IT systems,
 2. proof of statutory health insurance according to the applicable legislation,
 3. proof of payment of the mandatory student contributions to the Studentenwerk and the University's student body according to the applicable regulations,
 4. certificate of disenrolment issued by the previous university or universities, if the applicant changes University,
 5. proof of a completed practical activity / employment as far as this a prerequisite for enrolment in the chosen degree course.
- (2) The timely submission of all required documents is a prerequisite for successful enrolment. Missing documents must be handed in promptly within the additional deadline given by the University.
- (3) The University may insist on the presentation of the original higher education entrance certificate and the original first degree.
- (4) Enrolment will be completed by mailing the Student ID Card (smart card) to the applicant. Enrolment must be completed by the end of the fourth teaching week of the semester. Exceptions require the written consent of the competent examination committee. Irrespective of the time of enrolment, the first semester will be counted in full towards the total number of semesters; the first calendar day of the respective semester will be evidenced as the start of study.

Section 6 Admission/ Enrolment of foreign applicants

- (1) Enrolment of foreign applicants is carried out pursuant to the act on the autonomy of higher education institutions in Saxony (Saxon Higher Education Autonomy Act, Sächsisches Hochschulfreiheitsgesetz – SächsHSFG) as amended from time to time and pursuant to these Regulations for Admissions, provided that the provisions included but not limited to the following subsections are fulfilled. Applicants to the Foreign Students' College or Foreign Students' College graduates (section 23 SächsHSFG) will be enrolled according but not limited to the provision in section 7 of these Regulations.
- (2) If the chosen degree course has restricted admission, the legal rules concerning the admission procedure for foreign applicants shall apply accordingly.
- (3) Applications for admission/enrolment of applicants from outside Germany must be made **online only** through the University's applicant portal. Additionally, a printed and signed copy of the application must be submitted in due time (see subsection (4)) along with the required documents according to subsection (5) to the Examinations Office. Applications for admission/enrolment cannot be legally effective submitted by fax or email.
- (4) The online application period for applicants who are required to complete a course at the Foreign Students' College before taking up their University studies in the winter semester (no direct admission possible and/or missing language requirements) begins on 1 March and ends on 30 April. The signed application along with all required documents must be available at the University on 15 May. The online application period for summer semester admissions begins on 1 September and ends on 31 October; the signed application along with all required documents must be submitted to the University by 15 November. The application

deadlines mentioned in section 4(3) apply to foreign applicants who meet the specialist and language requirements. The aforementioned deadlines are preclusive.

- (5) Applications must be accompanied by the following documents:
1. The mandatory application for admission/enrolment for applicants from outside Germany,
 2. Certified copies of the original foreign certificates of previous education, the university entrance qualification, if applicable:
 - proof of having passed the university entrance exam,
 - transcripts of records regarding completed periods of study,
 - degree certificates from completed degree courses.A certified (sworn) German translation of those certificates,
 3. A certified copy of the knowledge and aptitude exam (FSP) or, respectively, the German language exam for university access (for further information please enquire with the International Office),
 4. The certificate issued by the Academic Evaluation Centre (Akademische Prüfstelle) if academic evaluation is a prerequisite for the issuing of a study visa.
- (6) The University's Admissions Office decides on admissions in accordance with the applicable legislation and under consideration of the assessment proposals issued by the "Information system for the assessment of foreign educational qualifications and certificates *anabin*" of the Standing Conference of Ministers for Education. The Admissions Office will send its written decision to the applicant. Applicants who are citizens of member States of the European Union will be deemed equal to German applicants for the process of admission, provided they can submit proof of the necessary proficiency in German. Applicants from outside the European Union can be admitted if they present proof of a comparable or equivalent qualification. In that regard, it is mandatory that those applicants have passed all individual examinations listed on the secondary education diploma. A compensation of grades is not possible in this case. The same applies to previously completed course semesters that are relevant for admission. Applicants must have reached at least a pass-mark in all individual examinations that are relevant for the degree course. Applicants must also have reached at least a pass-mark in all individual examinations of the completed Bachelor's or Diplom degree course if they apply for admission to a master's degree course.
- (7) In addition to the stipulations of sections 5 and 11 of these Regulations, enrolment usually requires a valid student residency permit.
- (8) The Admissions Office may require the student residency permit to be presented again for re-enrolment for the respective following semester.
- (9) The Admissions Office is obliged to inform the immigration office in the event of the student's disenrolment or exmatriculation.
- (10) A change of degree course is possible only if this is permitted by the applicable legislation regarding foreigners.
- (11) Deviations from the provisions in subsections (2) and (9) are permissible if the applicant is a non-degree seeking part-time or programme student from abroad. This usually requires the existence of a valid inter-institutional agreement.

Section 7 Admission to the Foreign Students' College

- (1) Enrolment to a course at the Foreign Students' College will be made only for those foreign applicants who have obtained a provisional admission to a degree course at a Saxon university and who have passed the admission test to the Foreign Students' College.
- (2) Provisional admission to the University will be performed by the International Office, provided that the admission requirements according to section 6(1) to (7) except for the proof of completion of the knowledge and aptitude exam (FSP) or, respectively, the German language exam for university access (DSH) and similar requirements have been met (see section 6(5) no. 3).
- (3) Enrolment, re-enrolment and, in exceptional circumstances, disenrolment or exmatriculation will be performed by the International Office. Student leave of absence is regulated by section 12 subject to the following modifications: Only one semester of leave is permissible. The Head of the Foreign Students' College decides on the respective applications.
- (4) Section 16 of these Regulations shall not apply to foreign applicants.

Section 8 Admission to postgraduate studies

- (1) The following subsections shall apply accordingly to graduates who enrol at the University for postgraduate studies according to section 42 SächsHSFG in the course of a PhD programme (section 40(1), (4) SächsHSFG). Enrolment requires that graduates meet the admission requirements according to section 40 SächsHSFG and will be tutored during their doctoral project by a member of the University or another university with which the University has concluded a corresponding agreement.
- (2) Upon enrolment, graduates become members of the University and of their tutor's faculty.
- (3) Applications for admission must be made in writing to the Admissions Office and requires the use of the respective form. It must be accompanied by the following:
 - CV in tabular form with current passport photograph,
 - the documents referred to in subsection (1).Further details must be provided as far as they are required by the applicable legal guidelines.
- (4) Enrolment must be made personally and demands the submission of proof regarding health insurance and the payment of the respective semester fees and contributions as legally stipulated.
- (5) Enrolment is completed by the graduate's enlistment in the University's student register. Graduates will be issued a student ID card (smart card) and all further necessary certificates.
- (6) Section 11 applies to graduates with the provision that the graduate student usually be automatically disenrolled from University at the end of three years from the date of first enrolment as a PhD candidate.

Section 9 Withdrawal of enrolment

- (1) Enrolment is to be withdrawn if the student requests this in writing within two months from the first day of the given semester. In this case, enrolment shall be deemed invalidated ab initio, and the current semester shall not be counted towards the total number of completed course semesters. The semester fee shall only be reimbursed if the request has been submitted to the Student Services & International Relations Division prior to the first day of classes.
- (2) The request for withdrawal of enrolment must be accompanied by the following:
 1. Student ID card (smart card),
 2. the completed confirmation of library release, issued by the Admissions Office to be signed by the University library,
 3. all certificates for the current semester which have become invalid due to withdrawal of enrolment.

Section 10 Refusal of enrolment

- (1) Enrolment is to be refused if the applicant:
 1. has not been admitted to the degree course with restricted admission.
 2. has not fulfilled the admission requirements mentioned in section 3.
 3. has already passed the final examination (graduation examination) in the degree course.
 4. has failed in the final attempt an examination that is necessary for graduation in the degree course.
 5. is currently enrolled at another university and a dual or multiple enrolment is not appropriate.
 6. fails to submit proof of having paid the fees and other contributions that are a legal requirement for enrolment.
 7. fails to submit proof of having taken out health insurance or being exempt from health insurance.
 8. has, during a period of four course semesters, failed to attain any academic achievement or credit points that is (are) necessary according to the examination regulations in the degree course he/she has applied for or in a degree course with the same professional orientation at another German university.
- (2) Enrolment may in particular be refused, if the applicant:
 1. fails to adhere to the procedural rules for enrolment or fails to submit further required documents and proof.
 2. is under legal guardianship according to the German Civil Code.
 3. can not be enrolled for particular course semesters.
 4. can not submit proof of the required proficiency in German.
 5. suffers from an illness that could seriously endanger the health of other students or impair the normal course of studies. The submission of a doctor's note by a public health officer can be demanded.
 6. has been the subject of a conviction by final judgement with a custodial sentence of one year or more, provided that this conviction is still subject to unrestricted divulgence from

the penal register and, depending on the nature of the offence, there is a risk of endangering or disrupting the orderly course of studies.

Section 11 Re-enrolment

- (1) Students who are enrolled at the University and wish to continue their studies in the following semester must re-enrol in the manner and within the time prescribed. Re-enrolment is usually completed by wire transfer of the respective semester fee to an indicated University bank account. The fee is divided into a share for the Student Services Department (Studentenwerk) and a share for the legally constituted University student body. Payment of the share for the legally constituted student body is not required if the student has resigned his/her membership in this body and this resignation is legally effective.

The procedure for the payment will be made known during each semester in the usual way.

- (2) Students enrolled in 2012 or later who already have exceeded the standard time to degree by more than four semesters are liable to pay a tuition fee of Euro 500 per semester in addition to the semester fee. The tuition fee must be paid with the semester fee to the indicated University bank account.
- (3) In principle, re-enrolment must be made during the last two weeks of classes of the respective current semester unless the University has set a different deadline. Students who are responsible for a late or defaulted re-enrolment are liable to pay a late fee according to the University's fees regulations.
- (4) Usually, re-enrolment is not deemed completed before the required contributions and fees have been received full and are allocated to the student.
- (5) Section 9 shall apply accordingly for the withdrawal of re-enrolment. A redemption and refund of the semester fee, however, is permissible only if the student did not attain any academic achievements during the semester in question.
- (6) Students enrolled in a master's degree course that is subject to tuition fees are liable to pay the tuition fee for the semester in the amount stipulated by the degree course regulations in addition to the semester fee. The liability to pay both fees arises also during semesters of leave of absence, unless the student declares in writing that he/she will not continue his/her studies during the leave of absence and will not attain any academic achievements.

Section 12 Leave of absence

- (1) For cause, students may be granted leave of absence for the following semester by written request, which must be made by the end of the re-enrolment deadline. In duly justified cases, this deadline can be retroactively extended two months into the following semester. The request requires the use of the relevant form and must be submitted to the Admissions Office, if applicable along with the necessary documents.
- (2) Student leave of absence should not exceed a maximum period of two semesters and will be granted only for full semesters. Leave of absence for study periods abroad will not be counted towards the deadlines mentioned in sentence 1. Any leave of absence that extends beyond that requires cause which must be accounted for in the request.

- (3) Periods of maternity or parental leave of up to 3 years shall not be counted towards the deadlines given in subsection (2). The same shall apply to default in regard to those deadlines when student is not responsible for it. Students who care for their own children can apply for a leave of absence of up to four semesters, unless they are already on leave pursuant to sentence 1.
- (4) Student leave of absence is not permissible
1. directly after admission to the University.
 2. for the first course semester.
 3. retrospectively for preceding semesters.
- Student leave of absence is not appropriate if it would counteract graduation, eg in discontinued degree courses.
- Students in degree courses with integrated vocational training (apprenticeship) can only be granted leave of absence if the training organization has approved it.
- (5) The rights and obligations of students on leave shall remain unaffected with the exception of the obligation to attend classes and sit examinations.
- (6) Students on leave should be given the opportunity to attain academic achievements at the university at which they are enrolled. Deadlines that must be observed in this regard are governed by the respective examination regulations.
- (7) Semesters of leave shall not be deemed course semesters and shall not be counted towards the standard time to degree. Study periods and placements other than those mentioned in the respective degree course regulations may be credited if they are equivalent to a course semester and the competent examination committee has approved the relevant request.

Section 13 Disenrolment and exmatriculation

- (1) Membership in the University ends with disenrolment or exmatriculation.
- (2) Disenrolment occurs after students have:
 1. filed a written request.
 2. passed the final examination of their degree course and are not currently enrolled in another degree course at the University.
 3. completed a non-consecutive degree course (building on several years of previous practical experience) that does not include a final examination.
 4. have failed in the final attempt the final examination or definitely failed to attain an academic achievement that is a prerequisite for passing the final examination and are not currently enrolled in another degree course at the University.
 5. have been issued the withdrawal or revocation of enrolment to a degree course with restricted admission from which no appeal lies and which is immediately enforceable, or if they have failed to fulfil the requirements or conditions for admission.
 6. have caused enrolment by force, deceit or active corruption.
 7. have been definitely refused re-enrolment by the University.
 8. cannot be enrolled for reasons listed in section 10(1) of these regulations.
 9. who have been granted conditional admission/enrolment to a master's degree course (section 3(14)) but have failed to submit proof of their first university degree within the deadline stipulated in the notice of conditional admission.
- (3) Students may be exmatriculated if:
 1. facts become known that would originally have given grounds for refusal of enrolment.
 2. they have failed to forthwith take up their studies after a written request under the threat of exmatriculation.
 3. they have failed to comply with written requests for re-enrolment within a deadline provided by the University under threat of exmatriculation.
- (4) Foreign students (save EU citizens) will also be exmatriculated if they cannot present a valid and non-expired residence permit for study purposes.

Section 14 Disenrolment procedure

- (1) Disenrolment occurs according to the underlying reason as mentioned in section 13. Students must present the following supporting documents and completed forms for an orderly disenrolment:
 1. Student ID card (smart card).
 2. Forms including information and statements, as far as these are legally required.
 3. Confirmation of library release.
 4. Confirmation of release regarding all due fees or contributions as far as students are legally obliged to payment.
 5. If applicable, the written request for disenrolment (section 13(2) no. 1).

- (2) Disenrolment occurs
1. on the date of the last examination if the final examination has been passed.
 2. upon the student's request on the date mentioned in the request as far as the request is not made for a retrospective disenrolment.
 3. to the end of the last semester if the student has failed to re-enrol.
 4. with the respective decision becoming legally effective in all other cases not mentioned above.

In particular cases, such as a planned transition to a master's degree course, disenrolment can be made on request to the end of the semester irrespectively of whether a reason for disenrolment pursuant to number 1 or 4 already effectively exists.

- (3) Disenrolments and exmatriculations are put into effect with the issuing of a certificate of disenrolment and a certificate for statutory pension insurance purposes.

Section 15 Preparatory semesters

- (1) Applicants who fail to submit proof of having acquired the professional competence or the ECTS credits necessary for enrolment to a master's degree course can acquire those during preparatory course semesters at the University if this option is provided for in the degree course regulations of the relevant master's degree course. The timely scope of a preparatory course should not exceed two semesters. The general rules of the degree course and examination regulations shall apply accordingly to preparatory course semesters. Implementing provisions shall be enacted for all degree courses providing a preparatory course. These provisions are subject to approval by the Rectorate.
- (2) Applicants with a foreign school-leaving qualification who take up a degree course directly after successful completion of the FSP university aptitude exams or DSH German language exam for university access administered by the University's Foreign Students' College, will have the opportunity to attend a preparatory course during the summer semester in order to attain knowledge relevant for the degree course (eg subjects from the second semester of the degree course they wish to enrol in). This does not give grounds for entitlement to enrolment.

The Student Services & International Relations Division will, in accord with the involved faculty (faculties) conclude an education agreement with every student wishing to attend a preparatory course, which shall encompass the contents and the rights and obligations of the students during the preparatory course semester.

Section 16 Non-degree enrolment

- (1) Persons who wish to attend individual classes may be enrolled as non-degree seeking students upon request before the beginning of the respective semester, notwithstanding whether they fulfil the conditions for enrolment according to section 3 of these Regulations. Enrolment for classes with a limited number of attendees is permissible only when there are free spaces available. Prospective non-degree seeking students must file a formal request in which they indicate the desired classes.
- (2) Students attending non-regular classes or a series of lectures held by non-University members (public lectures, seniors classes, etc) are not considered non-degree seeking students according to subsection (1).

- (3) The University's Admissions Office shall issue a certificate of non-degree enrolment which entitles non-degree seeking students to attend all therein indicated classes during the respective semester.
- (4) The Examinations Office will issue a transcript of records to non-degree seeking students on request. Non-degree seeking students are in principle excluded from the sitting of examinations, including compulsory coursework and the attainment of other academic achievements.
- (5) Non-degree enrolment ends automatically at the end of the respective semester. Students wishing to continue their studies must re-apply for the following semester. Non-degree seeking students are not considered members of the University.
- (6) If non-degree enrolment is subject to fees, they shall conform with the applicable fees regulation adopted by the University. Non-degree enrolment is not permitted in degree courses that are subject to tuition fees.
- (7) Students from other universities can be accepted as visiting students, provided that the attendance in the respective classes is not restricted or is not dependent on mandatory prior academic achievements. Visiting students who can demonstrate legitimate interest can, upon request, sit module examinations, attain academic achievements or complete compulsory coursework. Subsections (1) to (5) shall apply accordingly to visiting students with the exception of subsection (4) sentence 2. Particular regulations apply to degree courses that are subject to tuition fees.
- (8) Subsection (7) applies to University students and TU Dresden (IHI Zittau) students accordingly. A separate application for visiting students is necessary. Registration for examinations are made on the student's own discretion.

Section 17 University entry for secondary school students (early admission)

- (1) High achieving school students can be admitted to the University as "Frühstudierende" (early admission for gifted and talented secondary school students). Prerequisite is a letter of recommendation from the school. In general, admission shall be made only for select classes. The decision on the student's aptitude shall be taken by the examination committee of the faculty which hosts the chosen modules and classes.
- (2) Early students may be admitted to the sitting of exams upon request; academic achievements and credits gained may be recognized in a later degree course at the University. The responsible examination committee will decide on the admittance to exams and on possible recognitions. Failed examinations will not be taken into consideration during a later degree course at the University. The provisions on appeals against examination marks shall not apply to early students.

Section 18 Externals

- (1) Persons who have gained professional knowledge and experience in the course of continuous professional development or autodidactic studies, which is comparable to the learning outcomes specified in the respective degree course and examination regulations, may be awarded a university degree after the successful completion of an examination procedure for externals. Further details can be found in the **University's Regulations for External Students (*Externenordnung*)**.

- (2) Externals shall not be enrolled and shall not be members of the University.

Section 19 Obligations to cooperate

Students shall undertake to promptly inform the University about:

1. changes of name and address during the semester or address of permanent residence.
2. the loss of their student ID card.
3. changes in relation to their mandatory health insurance.

Section 20 Responsibilities

- (1) Decisions on the basis of these Regulations shall be taken by those employees of the University who are responsible for admissions and enrolment. These decisions are adopted on behalf of the Rector.
- (2) The University refers to the German Administrative Jurisdiction Code (Verwaltungsgerichtsordnung) regarding formal means of legal redress; otherwise, the provisions of the Saxon Administrative Procedure Act, as amended from time to time shall apply.

Section 21 Transitional provisions

These regulations shall apply to students who were enrolled before these regulations came into force. The Admissions Office decides in the individual case.

Section 22 Entry into force

These Regulations for Admission shall enter into force by resolution of the Senate of 22 October 2018 and shall apply to all applicants, students and graduates of Zittau/Görlitz University of Applied Sciences. At the same time, the Regulations for Admissions adopted on 19 March 2018 shall cease to be in force.

Zittau/Görlitz, 22 October 2018

gez. Prof. Dr. phil. Friedrich Albrecht
Rector of Zittau/Görlitz University of Applied Sciences