



**NEW PUBLICATION OF THE REGISTRATION REGULATIONS**

*last adopted by the Academic Senate of Osnabrück University of Applied Sciences on September 26, 2018, published on October 10, 2018, is republished in the version now in force.*

**Section 1**

**Enrollment/Registration**

(1) <sup>1</sup>Applicants will be accepted as students at Osnabrück University of Applied Sciences upon application and enrolled in their chosen degree program. <sup>2</sup>Upon enrollment they become members of Osnabrück University of Applied Sciences with all the rights and obligations arising from the Lower Saxony Higher Education Act [*Niedersächsisches Hochschulgesetz – NHG*] and the regulations of Osnabrück University of Applied Sciences.

(2) <sup>1</sup>Enrollment requires that applicants must

1. have been admitted to a restricted admission study program,
2. have the qualification (university entrance qualification) required by section 18 NHG for their chosen degree program,
3. provide evidence that they meet the additional admission requirements specified in the relevant regulations of their chosen degree program,
4. provide proof of payment of the fees and charges due.

<sup>2</sup>In the case of applicants with foreign qualifications recognized as equivalent to German university entry qualifications (foreign applicants), enrollment generally requires proof of sufficient knowledge of the German language in accordance with the applicable version of the Framework Regulations on German Language Examinations for Studies at German Universities [*Rahmenordnung der Kultusministerkonferenz über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen – RO-DT*] adopted by the Standing Conference of the Ministers of Education and Cultural Affairs.

(3) <sup>1</sup>Students shall be enrolled for an indefinite period of time. <sup>2</sup>Enrollment may be limited in time if

1. a degree program is discontinued,
2. applicants have only been admitted to parts of a degree program,
3. applicants have been admitted provisionally by court order,
4. applicants are enrolled as exchange students,
5. only individual parts of a degree program are offered.

(4) <sup>1</sup>Enrollment may be subject to resolutive conditions and requirements if individual admission requirements have not been proven, but can be completed alongside the regular course of study in accordance with the regulations of Osnabrück University of Applied Sciences.



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(5) <sup>1</sup>Once the student ID card (CampusCard) has been sent, enrollment is complete. <sup>2</sup>Enrollment is effective at the beginning of the relevant semester.

## **Section 2**

### **Deadlines and Form of Applications for Enrollment**

(1) <sup>1</sup>Enrollment must be applied for at Osnabrück University of Applied Sciences by September 1 of each calendar year for the winter semester and by March 1 of each calendar year for the summer semester. <sup>2</sup>Notwithstanding sentence 1, enrollment in restricted admission study programs must be applied for within the time limits for acceptance specified in the letter of admission.

(2) <sup>1</sup>The enrollment form must be in the form specified by the university and must include:

1. last name, first name, address, date and place of birth, nationality, applicant number, chosen degree program and degree semester,
2. a statement of whether the student has irrevocably failed an exam in a degree program that is compulsory according to the regulations,
3. a statutory declaration stating the periods of study spent at German higher education institutions, the degree programs pursued, and the degrees obtained there,
4. a declaration of legally binding, exploitable convictions for criminal offenses pursuant to section 19 paragraph 5 sentence 1 no. 3 NHG and of diseases referred to in section 34 paragraph 1 of the Infection Protection Act [*Infektionsschutzgesetz – IfSG*],
5. the documents required for a placement decision when applying for an advanced semester.

(3) <sup>1</sup>The following documents must be submitted with the enrollment form for a degree program, or subsequently in the case of an electronic application via the University Portal:

1. a photograph; this will be used to print the CampusCard and stored in the student record created in the Office of the University Registrar,
2. proof of a university entrance qualification for the chosen degree program in the form of an officially certified document,
3. proof of the other admission requirements in accordance with section 1 paragraph 2 No. 3 in the form of an officially certified document,
4. proof of identification (copy of birth certificate, passport, or ID card),
5. in the case of a change of degree program or university, a certificate of good academic standing and a certificate of removal from the register from the last university attended, and, if applicable, proof of exams taken at all universities previously attended,
6. in the case of foreign applicants, the passport containing a residence permit and proof of the language skills required for the degree program consistent with section 1 paragraph 2 sentence 2 in the form of an officially certified document,
7. proof from the health insurance company that the applicant meets the insurance requirements or is exempt,



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8. proof of payment of the fees and charges due under the NHG, as amended from time to time; proof is provided when the total amount has been credited to the account of Osnabrück University of Applied Sciences,
9. a declaration of consent from the applicant's legal representatives if the applicant is under 18 years of age.

(4) <sup>1</sup>The enrollment rules apply accordingly to a change of degree program within the university.

(5) <sup>1</sup>In the case of foreign language documents, the university may require a certified translation by a sworn translator.

### **Section 3**

#### **Refusal of Enrollment**

(1) <sup>1</sup>Enrollment will be refused if

1. the applicant has irrevocably failed an exam in the chosen program that is compulsory in accordance with applicable regulations, or does not have the right to take exams in accordance with applicable regulations, or
2. the applicant has already successfully completed their studies in the chosen program and has already obtained the qualification to be obtained through the chosen program, or
3. the applicant fails to provide proof of payment of the fees and charges due under the NHG, as amended from time to time, or
4. the applicant fails to present proof of insurance from the health insurance provider or a certificate of exemption, or
5. the applicant is already enrolled at another university and they do not meet the requirements under section 11.

(2) <sup>1</sup>Enrollment may be refused if

1. the applicant has not complied with procedural rules, or
2. the applicant suffers from a disease within the meaning of section 34 of the IfSG or, if such a disease is suspected, fails to provide the required medical certificate from an official physician, or
3. the applicant has been convicted of a criminal offense against life, sexual self-determination, physical integrity or personal freedom, if the offense and the conviction are not yet subject to a prohibition of exploitation and if, due to the nature of the offense committed, there is a risk of endangering or disrupting the course of study, or
4. the applicant is unable to prove the German language proficiency required for the degree program by means of a foreign university entry qualification that is recognized as equivalent, or
5. enrollment is excluded altogether or for certain degree semesters after the discontinuation of a degree program.



#### **Section 4**

##### **Withdrawal of Enrollment**

<sup>1</sup>Enrollment will be withdrawn upon written request by the student before or within one month of the beginning of lectures. <sup>2</sup>Enrollment will also be withdrawn upon the student's written request if the student is unable to begin or continue their studies in the first degree semester after enrollment due to the performance of compulsory service within the meaning of Article 12a of the Basic Law [*Grundgesetz* – GG] and requests withdrawal by the end of the semester in question. <sup>2</sup>In both cases, enrollment will be deemed not to have taken place.

#### **Section 5**

##### **Re-registration**

(1) <sup>1</sup>Enrolled students who wish to continue their studies must renew their registration each semester (re-registration). <sup>2</sup>The deadline for re-registration is July 15 for the winter semester and January 15 for the summer semester of the respective calendar year.

(2) Re-registration will be made upon submission of proof of payment of the fees and charges due under the NHG, as amended from time to time, provided that the other requirements for enrollment have been met.

(3) <sup>1</sup>Students who have not properly re-registered must be reminded of their impending removal from the register of students and given a reasonable grace period.

#### **Section 6**

##### **Electronic Student Administration**

The university uses an electronic campus management system to process the personal and study-related data required for the purposes of enrollment in accordance with section 2 paragraphs 2 and 3.

#### **Section 7**

##### **Duty to Cooperate**

(1) <sup>1</sup>Students are required to notify the university without delay of

1. any change in name or postal address,
2. any changes in health insurance issues,
3. the loss of their CampusCard.

<sup>2</sup>Any change of address can be communicated by making a personal entry in the University Portal.



(2) <sup>1</sup>Students use online access to the University Portal at their own risk. <sup>2</sup>They are required to regularly check the data on the University Portal within the means at their disposal. <sup>3</sup>Transmission and other errors must be reported to the Office of the University Registrar without delay. <sup>4</sup>Electronic communication between the university and the student will take place via the email address provided by the university.

## **Section 8**

### **Removal from the Register of Students at the Student's Request**

(1) <sup>1</sup>Students will be removed from the register of students upon written request with immediate effect or at a later date during the current semester. <sup>2</sup>Section 2 paragraph 3 no. 9 of these regulations applies mutatis mutandis.

(2) <sup>1</sup>The student shall be removed from the register of students at the time requested or, unless otherwise requested, at the end of the current semester. <sup>2</sup>The certificate of removal from the register of students shall be presented or sent to the student. <sup>3</sup>It is not possible to be removed from the register of students retroactively upon request.

## **Section 9**

### **Removal from the Register of Students for Special Reasons**

(1) Students shall be removed from the register of students if they are not enrolled in another program and if

1. in the case of a program with admission restrictions, the revocation of the letter of admission is irrevocable or immediately enforceable; the expiration of the letter of admission is equivalent to a revocation, or
2. the student has irrevocably failed a compulsory exam or has otherwise lost the right to take the exam, or
3. the student has passed a final exam, or
4. after a degree program has been discontinued and no further exams are offered in accordance with the regulations, or
5. a certificate from a health insurance company confirming compliance with the insurance requirements or exemption from these requirements is not submitted by the deadline set by the university.

(2) Students who do not re-register after receiving a reminder with a deadline (cut-off period) and the threat of being removed from the register of students, i.e. who do not pay the fees and charges due under the NHG as amended from time to time, will be removed from the register of students at the end of the semester.

(3) <sup>1</sup>Students may be removed from the register of students if facts become known or occur that would have justified refusal of enrollment. <sup>2</sup>If the conditions and requirements associated with the enrollment are not met or not met in time, the enrollment becomes invalid.



## **Section 9a**

### **Reimbursement of Fees and Charges**

<sup>1</sup>In the case of

- a) a withdrawal of enrollment in accordance with section 4,
- b) removal from the register of students upon request in accordance with section 8 or
- c) removal from the register of students for special reasons in accordance with section 9

the fees and charges paid shall be refunded if the application is received by the university before or within one month after the start of lectures in the case of sections 4 or section 8; in the case of section 9, if the university becomes aware of the facts justifying the removal from the register of students within this period or if the period set in accordance with section 9 paragraph 1 No. 5 has expired. <sup>2</sup>The fee for the public transportation ticket will only be refunded if the CampusCard is returned to the Office of the University Registrar within the period specified in sentence 1. <sup>3</sup>The same applies if a refund is requested due to removal from the register of students for other reasons.

## **Section 10**

### **Leave of Absence**

(1) Upon written request, students shall be granted leave of absence for the duration of their compulsory service as defined in Article 12a GG. The application must be accompanied by an officially certified copy of the certificate of completion of compulsory service.

(2) <sup>1</sup>Students may be granted leave of absence for good cause upon timely written request. <sup>2</sup>The good cause must be supported by appropriate documentation. <sup>3</sup>Leave of absence under this paragraph shall normally be granted for no more than two consecutive semesters. <sup>4</sup>Students may not be granted leave of absence under this paragraph for more than four semesters during the course of their studies. <sup>5</sup>The time limits specified in sentences 3 and 4 do not apply in particular to leaves of absence for maternity or parental leave.

(3) As a rule, leave of absence is not permitted for

1. the first degree semester,
2. a period of study in Germany or abroad designated in the study or examination regulations,
3. previous semesters.

(4) <sup>1</sup>A request for leave of absence for the winter semester must be submitted no later than July 15 of the calendar year, and for the summer semester no later than January 15 of the calendar year. <sup>2</sup>Leave will be granted for the entire semester.

(5) Leave of absence semesters do not count as degree semesters.

## **Section 11**

### **Simultaneous Study of Multiple Degree Programs**



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(1) Students who are already enrolled at another university can be enrolled in a degree program at Osnabrück University of Applied Sciences if it is possible to study both degree programs simultaneously.

(2) Students who are already enrolled in a restricted admission study program at Osnabrück University of Applied Sciences or another university may only be enrolled in another restricted admission study program if the program complements the first program and if it is possible to study in both programs simultaneously.

(3) <sup>1</sup>Students who are enrolled in an undergraduate degree program may be simultaneously enrolled in a master's degree program that expands on the undergraduate degree program under the resolutive condition of section 18 paragraph 8 sentence 3, 2nd half-sentence NHG.

## **Section 12**

### **Auditors**

(1) <sup>1</sup>For certain courses or modules, non-enrolled persons without a university entrance qualification may also be admitted as auditors, generally for up to four semester hours per week, subject to available capacity. <sup>2</sup>This does not make them members of Osnabrück University of Applied Sciences. <sup>3</sup>There is no legal entitlement to admission; refusals will be made without giving reasons.

(2) Requests must be submitted within the student enrollment period and separately for each semester.

(3) Generally, auditors are not eligible to take exams.

(4) Admission requires proof of payment of the auditor fees according to section 13 paragraph 5 NHG in conjunction with a corresponding fee schedule of Osnabrück University of Applied Sciences.

## **Section 13**

### **Exchange Students**

(1) <sup>1</sup>International students who are exempt from the administrative fee according to section 11 paragraph 1 sentence 2 no. 1 NHG may be enrolled for a limited period of time outside of the admissions procedure. <sup>2</sup>The maximum duration of the temporary enrollment may not exceed two semesters, in exceptional cases three semesters. <sup>3</sup>Section 1 paragraph 2 sentence 2 does not apply.

(2) International students who do not fall under paragraph 1 above may be enrolled outside of the admissions procedure for a limited period of time, subject to available capacity. Section 1 paragraph 2 sentence 2 does not apply.

## **Section 14**

### **Entry into Force**

These regulations shall enter into force on the day after their publication in the Official Gazette of Osnabrück University of Applied Sciences.