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**Regulations on Admission, Enrolment, Leave of Absence,
Re-registration and De-registration Procedures at the
Neu-Ulm University of Applied Sciences
(Enrolment Regulations)**

dated 25 January 2016

Last amended by amendment 9 dated 27th October 2021

On the basis of Article 13 (1) Clause 2 in conjunction with Article 51 and Article 43 (4) of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] of 23rd May 2006 (GVBl [German Legal and Regulatory Code (Gesetz- und Verordnungsblatt)] page 245, BayRS [Bavarian Collection of Laws (Bayerische Rechtssammlung)] 2210-1-1-WFK) and Article 10, Page 2 of the BayHZG [Bavarian Higher Education Admissions Act (Bayerisches Hochschulzulassungsgesetz)] of 9th May 2007 (GVBl [German Legal and Regulatory Code (Gesetz- und Verordnungsblatt)] 2007, page 320) and Section 30 (1) of the HZV [Regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)] of 10th February 2020 (GVBl [German Legal and Regulatory Code (Gesetz- und Verordnungsblatt)] page 87) as amended, the Neu-Ulm University of Applied Sciences issues the following regulations:

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Part A: General provisions

§ 1 Minors' capacity to act

¹Minors who have a university entrance qualification are able to take procedural steps for commencing, undertaking and completing a course of study as defined by Article 12, Paragraph 1, Number 2 of the BayVwVfG [Bavarian Administrative Procedure Act (Bayerisches Verwaltungsverfahrensgesetz)].

²In particular, this impacts on the following rights and obligations:

- Application, enrolment and re-registration;
- Payment of the semester fee;
- Attendance of classes, lectures and seminars;
- Entering and taking examinations;
- Activities in the laboratory and participation in laboratory tests;
- Use of the library and IT services, including unrestricted internet access at the Neu-Ulm University of Applied Sciences;
- Inspection of examinations and any exercise of associated legal remedies relevant to the examinations;
- Participation in elections to the self-governing bodies of the Neu-Ulm University of Applied Sciences;
- Making use of the sport provision available at the Neu-Ulm University of Applied Sciences;
- Switching between degree programmes;
- De-registering from the Neu-Ulm University of Applied Sciences at the instigation of the student;
- Submitting requests for the extension of examination deadlines;
- Submitting applications for semester sabbaticals;
- Registering and participating in university excursions.

§ 2 Data protection

- (1) In conjunction with these regulations and in accordance with Article 42, Paragraph 4 and Article 51 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulgesetz)], the Neu-Ulm University of Applied Sciences collects and processes data for the purposes of administering courses and examinations, for authorising access and use of facilities at the Neu-Ulm University of Applied Sciences, for processing fees, for registering students for subjects and examinations, for producing records of achievement and proof of performance/attainment, for administering practical study semesters, for administering the alumni network, and for creating internal and external statistics for the Neu-Ulm University of Applied Sciences.
- (2) The following data will also be collected and processed:
 - E-mail address for the application or pre-registration procedure.
 - A passport photo for the “Campus Card”.
 - Information on any custodial service in accordance with Section 9, Paragraph 2, Number 3.
- (3) The Neu-Ulm University of Applied Sciences is authorised to store personal and performance data, subject to relevant data protection provisions and the statutory retention periods.

Part B: Admission

§ 3 Application/pre-registration deadlines for undergraduate degree programmes

- (1) In accordance with Section 24, Paragraph 1 of the HZV [Regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)], applications for admission to study at the Neu-Ulm University of Applied Sciences for degree programmes with restricted admission
 - Until 15th January for the summer semester (exclusion period),
 - Until 15th July for the winter semester (exclusion period),should be submitted to the Neu-Ulm University of Applied Sciences and addressed to the Studies Office.
- (2) ¹For courses that do not have restricted admission, registration must precede enrolment as part of the enrolment procedure. Accordingly, students must notify their intention to commence studies at the Neu-Ulm University of Applied Science by 15th July (for courses commencing in the winter semester) and by 15th January (for courses commencing in the summer semester). ²This must be done by means of a fully completed pre-registration form (application for admission) at the Neu-Ulm University of Applied Sciences. ³Under Clause 1, alternative deadlines may be stipulated. ⁴They

will be made known no later than 2nd May for applications for the winter semester and no later than 15th November for applications for the summer semester.

§ 4 Application/pre-registration procedures for undergraduate degree programmes and documentation to be submitted

- (1) ¹Application/pre-registration procedures for the Neu-Ulm University of Applied Sciences are carried out online. ²The application for admission to the Neu-Ulm University of Applied Sciences must also be signed in writing prior to the deadlines indicated in Section 3 expiring. ³All evidence required must also be submitted to the Neu-Ulm University of Applied Sciences in paper form within the deadlines specified in Section 3. ⁴If a student is applying for more than one degree programme, he/she must submit an application for admission for each degree programme for which they wish to submit an application. ⁵The required documentation must only be attached once.
- (2) ¹The following documents must be added to the application for admission by the deadline specified in Section 3:
1. A copy of the proof of qualification for the intended course of study in accordance with Articles 43 to 45 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] and Sections 20 to 33 of the regulation on the qualification for a course at the universities of the Free State of Bavaria and the state-recognised non-state universities (QualV [Qualification Regulation (Qualifikationsverordnung)]) by means of:
 - a) The certificate of the (technical) higher education entrance qualification (possibly including letter of recognition).
 - b) In the case of specially qualified professionals in accordance with Article 45 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] evidence according to Sections 29, 30 and 33 of the QualV [Qualification Regulation (Qualifikationsverordnung)].
 - c) Advanced technical college certificates from a two-year course taken at a vocational college in Baden-Württemberg (awarding advanced technical college certificates under local state law) entitle the holder to study a degree programme at the Neu-Ulm University of Applied Sciences, but not in a degree programme offered together with the Ulm University of Applied Sciences. Evidence of one of the following must be submitted:
 - At least a half-year directed internship, or
 - At least two years of relevant employment, or
 - At least two years of completed vocational training (if the applicant does not have 2 years of relevant employment).

²Proof of at least six months' work experience must be submitted by the end of the respective application deadline or proof of completed vocational training must be submitted by the time the applicant enrolls at the Neu-Ulm University of Applied Sciences. ³The Studies Office at the Neu-Ulm University of Applied Sciences is responsible for recognising certificates and evidence.

⁴In the case of applications for entry for the winter semester, evidence of university entrance qualifications that have not yet been acquired by the end of the deadline specified in Section 3, can be submitted by 27th July without the need for a special application in accordance with Section 24, Paragraph 2 of the HZV [regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)].

2. A full CV in tabular form, signed by the applicant.
3. For admission within the scope of the so-called hardship quota, a detailed justification with supporting evidence that proves that the applicant is subject to unusual hardship. Unusual hardship applies if there are special personal reasons that require immediate commencement of studies (Section 8 of the HZV [regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)]).
4. For admission to a second course of study, a copy of the graduation certificates for the first degree (all pages) as well as an informal, detailed, written justification for wishing to undertake a second course of study with details about previous training and work experience activities as well as a statement detailing the applicant's professional goals (Section 11 of the HZV [regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)]).
5. For admission within the scope of selection for a service based on previous entitlement to admission, proof of completing compulsory service, development aid service or proof of caring for a child under the age of 18 or a person in need of care (Section 18, Section 32 of the HZV [regulation on university admission to state universities in Bavaria (Hochschulzulassungsverordnung)]).
6. For admission within the scope of a joint study programme, a copy of the training contract with the company where the training is being undertaken.
7. if provided for in the study and examination regulations, proof of relevant professional training.
8. ¹Student applicants with a foreign university entrance qualification must submit their certificate(s) and a translation of their certificate(s) by a sworn translator to the Studies Office. ²In addition, proof of recognition by the external service provider, uni-assist e.V., must be enclosed.

§ 5 Admission of student applicants who are unable to provide any evidence of – or only incomplete evidence of – their higher education university entrance qualifications on account of the fact that they had to flee their country of origin

(1) ¹Student applicants who are unable to provide any proof – or only incomplete proof – of their university entrance qualifications due to the fact they had to flee their country of origin must provide the following documents:

1. Proof of asylum or residence status in accordance with Annex 1 of the resolution of the Conference of Ministers of Education and Cultural Affairs of 3rd December 2015.
2. For the purpose of checking the plausibility of the applicant's educational credentials, a full curriculum vitae that substantiates the applicant's educational background with detailed information on the applicant's career, as well as information on the educational system in the applicant's country of origin.
3. At least one document (original or certified copy) that indirectly verifies the applicant's university entrance qualification (student ID, examination certificates, course books, etc.).

(2) ¹In cases of doubt, or if the plausibility check is indicative of a university entrance qualification, but it is not possible to substantiate this by means of indirect documentation, the applicant must take an assessment test at a preparatory college (a so-called "Studienkolleg"). This may take the form of an external examination. ²Instead of the assessment test, proof of academic ability could be provided by the TestAS [central standardised aptitude test for foreign students (Test für Ausländische Studierende)].

(3) ¹If, in the case of degree programmes with restricted admission, an average grade is required for a performance-based ranking in the admission procedure, this should be determined as part of an assessment test taken at the preparatory college. This may take the form of an external examination. ²This grade then counts as the so-called "Verfahrensnote" (which is the grade of the applicant's higher education entry qualification combined with any other credits).

§ 6 Application/pre-registration deadlines and access to a master's degree programme

(1) ¹Applications for master degree programmes must be submitted by 31st August for the winter semester and by 15th February for the summer semester.

(2) ¹Courses of study can generally be started in the winter semester. ²In the summer semester, students will be able to access the 2nd semester of the master's degree programme in Advanced Management (MAM) and the 1st semester of the master's degree programme in International Corporate Communication and Media Management (ICMM).

- (3) Admission to a master's degree programme requires a university degree or an equivalent qualification in accordance with Article 43, Paragraph 5 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)].
- (4) ¹The application for entry must be accompanied by a copy of the bachelor's degree certificate or a copy of the notification of successful completion of the university degree and the final average grade by the deadlines specified in Paragraphs 1 and 2. ²Sections 4 and 5 of these regulations apply accordingly.

§ 7 Master's degree programmes with restricted admission

- (1) ¹In the restricted admission master's degree programmes in Advanced Management (MAM) and International Corporate Communication and Media Management (ICMM), a further selection procedure is carried out in accordance with Article 6, Paragraph 3 of the BayHZG [Bavarian Higher Education Admissions Act (Bayerisches Hochschulzulassungsgesetz)]. ²The applicant must satisfy entry requirements by providing evidence of having successfully completed a university degree or an equivalent course of study undertaken in Germany or abroad. ³A university degree according to Clause 2 must correspond to at least 180 ECTS credits for the master's degree programme in Advanced Management (MAM) and 210 ECTS credits for the master's degree programme in International Corporate Communication and Media Management (ICMM). The applicant must have achieved an overall examination grade of 2.3 or better. ⁴When providing evidence of the university degree according to Clause 3, the result of the test for the TM-WISO [master's degree programmes in economics and social sciences (Test für Masterstudiengänge in Wirtschafts- und Sozialwissenschaften)] (ITB Consulting GmbH) can be recorded accordingly. ⁵A test result among the 60% best improves the overall grade of the university degree by 0.3. A test result among the 50% best improves the overall grade by 0.5 and a test result among the 40% best improves the overall grade by 0.7. ⁶The equivalence of the recognised degrees is determined, for example, on the basis of the length of the course of study and the final grade. ⁷For university degrees without ECTS credits, it is assumed that the applicant has acquired 30 ECTS credits for each standard study semester completed. ⁸The final grade is calculated using the modified Bavarian formula in accordance with the KMK [Conference of Education Ministers (Kultusministerkonferenz)] resolution of 15th March 1991 as amended on 12th September 2013.
- (2) ¹If, pursuant to Paragraph 1, Clause 2, university graduates are credited with examination passes from their previous undergraduate studies in respect of at least 2 of the 4 modules in the first semester of the curriculum, they may begin the second curriculum semester in the master's degree programme in Advanced Management (MAM) in the summer semester of that year. ²For the crediting of first semester examination results, Section 2, Paragraph 2 of the Study and Examination Regulations for the master's degree programme in Advanced Management (MAM) at the Neu-Ulm

University of Applied Sciences and Section 25 of the APO [General Examination Regulations (Allgemeine Prüfungsordnung)] at the Neu-Ulm University of Applied Sciences apply accordingly. ³For the recognition of foreign university degrees, Article 63 of the BayHSchG [Bavarian Higher Education Admissions Act (Bayerisches Hochschulzulassungsgesetz)] and Section 4 of the RaPO [general examination regulations for universities of applied sciences (Rahmenprüfungsordnung für die Fachhochschulen)] apply accordingly.

- (3) For the master's degree programme in International Corporate Communication and Media Management (ICMM), Section 8, Paragraph 2 also applies. In addition, proof of examination results in the areas of corporate communication, marketing communication and media management totalling 60 ECTS credits from a previous university course of study taken at a state or state-recognised German or foreign university must be submitted.
- (4) The applicant must also provide written proof that they have a knowledge of English up to at least level B 2 according to the Common European Framework of Reference for Languages.

§ 8 Master's degree courses with open admission

- (1) ¹The applicant must satisfy admission requirements for the master's degree programmes in Advanced Sales Management and Intelligence (SMI), Business Intelligence and Business Analytics (BIA), Digital Healthcare Management (DHM), Digital Innovation Management (DIM), Digital Transformation and Global Entrepreneurship (DTE) and International Enterprise Information Management (IEIM) by providing evidence of having successfully completed a university degree or an equivalent course of study undertaken in Germany or abroad. ²According to Clause 1, the applicant must hold a university degree corresponding to at least 210 ECTS credits and have achieved an overall examination grade of 2.3 or better and in the case of SMI, come from the field of business administration, economics, business law or a comparable discipline. ³Section 7 Paragraph 1, Clauses 4 to 8 apply accordingly.
- (2) ¹If the applicant has a bachelor's degree with at least 180 ECTS credits, but fewer than 210 ECTS credits and a final grade of 2.3 or better, the applicant can apply to provide evidence of having a qualification equivalent to the bachelor's degree with 210 ECTS credits by means of having attained any of the achievements defined in Paragraph 3 (= acquisition of 30 ECTS). ²The equivalency will be checked by the Neu-Ulm University of Applied Sciences on a case-by-case basis prior to the applicant being accepted for entry.
- (3) ¹By providing evidence of having attained any of the following, applicants who are subject to the provisions of Paragraph 2 meet the entry requirements according to the provision set forth in Paragraph 1:
 - ²Co-authorship of a research publication (blind peer reviewed) in English language (research paper) that was presented at an international scientific conference or

published in a scientific journal (e.g., in the form of the publication of results from the bachelor thesis).

- ³At least six months of verifiable full-time work experience after successfully completing the bachelor's degree in an area that is relevant to the content and nature of the course and pertinent to the qualification of the bachelor's degree (N.B. The evidence can be provided in the form of employment contracts or work references).
- ⁴Passing an admission test in the form of a written scientific assignment in English on an applied research topic specified by the director of studies, as well as a subsequent written test (a so-called "Maturity Exam") in the English at the Neu-Ulm University of Applied Sciences. ⁵Annex 1 of these regulations provides further details of these assessments.
- ⁵Proof of additional subjects taken in the amount of 30 ECTS from a previous degree programme.

(4) ¹The applicant must provide evidence of having a knowledge of English up to a minimum of level B 2 according to the Common European Framework of Reference for Languages. This does not, however, apply to applicants seeking admission to the master's degree programme in Digital Healthcare Management (DHM). ²If the applicant intends to spend a semester abroad as part of the master's degree programme, he/she is advised to have a knowledge of English up to level C 1.

(5) ¹For the master's degree programmes in International Enterprise Information Management (IEIM) and Business Intelligence and Business Analytics (BIA), applicants must be able to provide evidence of examination results in the field of computer science and information technology (IT) as well as information management totalling 30 ECTS credits from a previous university degree at a state or state-recognised German or foreign university. ²In particular, applicants must be able to provide evidence of the following:

- Basic knowledge of business informatics/IT or information management or business IT applications with a minimum of 5 ECTS credits.
- Basic knowledge of practical IT/data processing/software development or comparable subjects, (e.g., programming, databases, software engineering) with a minimum of 5 ECTS credits.
- Knowledge of mathematics/statistics/quantitative methods or comparable subjects with a minimum of 3 ECTS credits.

³If one of the examination results for which the applicant provides evidence falls into more than one of these categories, it can be counted several times for the various categories if the applicant is able to provide evidence of having a total of 30 ECTS from the above-mentioned categories.

- (6) For the master's degree programme in Digital Innovation Management (DIM), the applicant must be able to provide evidence of examination results in the area of information technology (IT) and information management totalling 30 ECTS credits from a previous university degree programme taken at a state or state-recognised German or foreign university.

§ 9 Admission procedures

- (1) ¹The Studies Office shall determine the completeness and the required form of admission and application forms on the basis of existing legal provisions. ²After the Neu-Ulm University of Applied Sciences has completed the admission procedure, it will then only provide the acceptance and rejection notices online.
- (2) The following applicants will not be considered for entry to the Neu-Ulm University of Applied Sciences:
1. Applicants who, according to Sections 4 – 8, submit application documents that are incomplete or are not submitted on time and in the correct manner to the Neu-Ulm University of Applied Sciences.
 2. Applicants who have not definitively passed a required examination according to the examination regulations for the same degree programme or who can no longer produce the requirements for registering for an examination for reasons for which he/she is responsible.
 3. In cases where applicants have been sentenced to at least one year of imprisonment for a premeditated crime, the sentence is still subject to unrestricted disclosure and the type of criminal offence may pose a risk to or disrupt courses. ²These criminal acts may include: Violations of the Federal Narcotics Act as well as acts relating to the perpetration of significant violence against persons or the participation in and support of actions associated with the perpetration of significant violence against those who hold different views. ³Criminal acts of a psychological nature can also count as acts of violence.
 4. Anyone enrolled as a student at a university located in the Federal Republic of Germany (a German university) when applying for entry to the first semester for the chosen degree programme.
- (3) Admission must also be refused if the applicant cannot be allocated a place for reasons of capacity after the selection process has been completed.

Part C Enrolment

§ 10 Enrolment requirement

¹The admission of a student to a degree programme at the Neu-Ulm University of Applied Sciences is conditional on the student being enrolled. ²Students are those who are enrolled for a course of study at the Neu-Ulm University of Applied Sciences. ³The same applies to visiting students.

§ 11 Membership of the Neu-Ulm University of Applied Sciences

¹Enrolment results in students becoming members of the Neu-Ulm University of Applied Sciences in their faculty and degree programme. ²Students on degree programmes that are offered in collaboration with the Ulm University of Applied Sciences are members of the Ulm University of Applied Sciences and the Neu-Ulm University of Applied Sciences. ³Students cannot be members of more than one faculty.

§ 12 Enrolment procedures

- (1) Enrolment for a course of study in a specific degree programme can only take place once an application has been submitted and the application and re-registration process has been satisfactorily completed.
- (2) Once the applicant has received a notification of admission, he/she must enrol online using the Neu-Ulm University of Applied Sciences application portal and then again in writing.
- (3) ¹Enrolment can generally only take place within the specified enrolment period set by the Neu-Ulm University of Applied Sciences. ²The applicant will be informed of this enrolment period when he/she receives their notification of admission. ³If the successful applicant is unable to meet the enrolment deadline for reasons for which he/she is not responsible, the applicant can request that the Studies Office make arrangements for retrospective or prioritised enrolment. ⁴Article 31, Paragraph 7 of the BayVwVfG [Bavarian Administrative Procedure Act (Bayerisches Verwaltungsverfahrensgesetz)] applies to an extension of the enrolment period.
- (4) ¹In addition to the evidence specified in the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] or in other legal regulations, the student applicant must submit the following documents:
 1. The completed application for enrolment with personal details.
 2. A valid personal identity card or passport.

3. Notification of admission from the Neu-Ulm University of Applied Sciences.
 4. Copies of the certificates and verification of educational qualifications relating to all components of the qualification required in the relevant course.
 5. A passport photo for the "Campus Card".
 6. Proof of the payment for the enrolment fee.
 7. Proof of health insurance in accordance with the student health insurance registration regulation.
 8. If required for the relevant degree programme for which the applicant has been admitted, proof of language skills in accordance with Sections 7, 8 and 13.
 9. If required for the relevant degree programme for which the applicant has been admitted, proof of practical training relating to the subject by means of a successfully completed pre-study training programme (pre-study internship) or a university internship contract in accordance with Section 16 of these regulations.
²Appropriate evidence should be submitted for the applicant's school education, vocational activity or vocational training for the pre-study internship to be recognised. ³Certification for the pre-study internship must be submitted no later than the date on which lectures begin. In this case, a provisional certificate of the expected performance is required for enrolment.
 10. When changing universities, proof of de-registration, usually in the form of submitting the de-registration notification.
 11. Additional documents listed in the acceptance letter.
- (5) Paragraphs 1 to 4 apply to students who are already enrolled in a degree programme at the Neu-Ulm University of Applied Sciences and who switch to a degree course with restricted admission.
- (6) The Studies Office decides on the completeness and the required form as well as whether there are enrolment requirements based on existing legal provisions.
- (7) ¹Once enrolment has been completed, the student receives a student ID (the "Campus Card") as well as the access data for the student online portal and the intranet. ²Registration certificates are provided digitally. ³If enrolment is withdrawn prior to the beginning of the semester, the above-mentioned documents must be returned. ⁴The enrolment fee that has been paid will be refunded.

§ 13 Enrolment of foreign and stateless student applicants

- (1) The procedure for the enrolment of foreign and stateless student applicants is based on the provisions set forth in Section 12 of these regulations.
- (2) ¹Foreign and stateless student applicants who did not acquire their university entrance qualification in Germany must provide evidence that they have an adequate knowledge

of the German language by the time they enrol at the Neu-Ulm University of Applied Sciences. ²The recognition is based on the RO-DT [General regulations on German language examinations for studying at German universities (Rahmenordnung über Deutsche Sprach-prüfungen für das Studium an deutschen Hochschulen)] - (resolution of the HRK [German Rectors' Conference (Hochschulrektorenkonferenz)] of 8 June 2004 and the KMK [Conference of Education Ministers (Kultusministerkonferenz)] of 25 June 2004 as amended by the HRK of 10 November 2015 and the KMK of 12 November 2015).

- (3) According to Paragraph 2, knowledge of German to at least level C1 of the Common European Framework of Reference for Languages is generally required.
- (4) Notwithstanding Paragraph 3, the degree programmes in “Advanced Sales Management and Intelligence”, “Data Science Management”, “Digital Enterprise Management”, “Digital Management and Technologies”, “Digital Healthcare Management”, “Game Production and Management” and “Business Psychology” require knowledge of German to at least level B2 according to the Common European Framework of Reference for Languages. Applicants for English-language master’s degree programmes require level A1 according to the Common European Framework of Reference for Languages.
- (5) Foreign student applicants are exempt from submitting proof of sufficient German language skills if they:
 1. have already completed a degree in German language and/or literature and have submitted their degree certificate to the Neu-Ulm University of Applied Sciences, or
 2. wish to be enrolled in an exchange programme or an international summer school and are not aiming to gain a formal degree qualification, or
 3. wish to be enrolled in a double degree programme, or
 4. have acquired the university entrance qualification at a German school.

§ 14 Obstacles to enrolment

- (1) Enrolment is refused if there are obstacles to enrolment in accordance with Article 46 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] or if the documents required in accordance with Section 12, Paragraph 4 and Section 13 are not submitted in the correct form and on time.
- (2) Enrolment will also be refused if:
 1. the student applicant is enrolled at another university in a degree programme with restricted admission, unless enrolment at more than one university is provided for in an agreement between the universities concerned or there is a special professional, scientific or artistic interest in the student undertaking more than one degree programme at the same time;

2. the student applicant cannot prove knowledge of the German language required for the degree programme in accordance with the provisions set forth under Section 13 of these regulations;
3. the student applicant did not ensure that his or her application for enrolment was submitted in the correct form or on time or did not provide the information required in accordance with Article 42, Paragraph 4 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] despite being notified of the consequences for not doing so;
4. the provision of courses corresponding to what the applicant wishes to study is not available or is not available in the relevant semester.

(3) ¹Enrolment can be refused if:

1. the study applicant suffers from an illness that poses a serious risk to the health of the other students or would disrupt the running of the course;
2. the student applicant is incapacitated or has been placed under temporary guardianship.

Part D: Regulations for students

§ 15 Duty to cooperate

Students are required to notify the Neu-Ulm University of Applied Sciences immediately of any:

1. Changes relating to their:
 - a) Name
 - b) Marital status
 - c) Study address (postal delivery address)
 - d) Other data according to Article 42, Paragraph 4 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] and
 - e) Data to be provided in accordance with these regulations and other legal provisions.
2. The loss of their "Campus Card".
3. Any circumstances that may cause a hindrance to enrolment now or in the future or may lead to enrolment at the university being refused. In particular, such circumstances may relate to the serving of a prison sentence, the occurrence of an infectious disease that poses a serious risk to the health of the other students or threatens to disrupt the proper running of the degree programme (cf. Article 46 of the BayHschG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)], and section 14 of these regulations.

§ 16 Practical training relating to the subject, vocational work experience (pre-study internship), university work experience

- (1) In the undergraduate bachelor's degree programmes in Digital Management and Technologies, Management for Health and Nursing Professions, Physician Assistant, Industrial Engineering, Industrial Engineering, Logistics, and Information Management and Corporate Communication, proof of completion of practical training relating to the subject must be provided before the student starts the course. Such training must generally be relevant to the student's chosen area of study.
- (2) ¹The practical training relating to the subject can be replaced by a minimum of six weeks of vocational work experience relevant to the respective degree programme, unless the relevant study and examination regulations stipulate otherwise. ²For the part-time degree programme in Management for Health and Nursing Professions, applicants must provide evidence of having a minimum of six months relevant professional experience and evidence of having successfully completed training in a health profession.
- (3) In the Physician Assistant degree programme, the practical semester begins in the first semester and runs alongside the course of study. The contract for the university work experience must therefore generally be submitted no later than date on which lectures begin in the semester in which the student is enrolled at the Neu-Ulm University of Applied Sciences.
- (4) The Studies Office may agree to such evidence being submitted retrospectively if there are exceptional reasons for late submission for which the student is not responsible.

§ 17 Start of studies and semester count

- (1) With the exception of applicants for the part-time bachelor's degree programmes in "Digital Management and Technologies" and "Management for Health and Nursing Professions", applicants who have not yet been enrolled at a university in the Federal Republic of Germany are enrolled for the first semester of their area of study, provided that they can be offered a suitable course of study.
- (2) Applicants who have started a related course of study at another university in the Federal Republic of Germany can apply to be enrolled for the next semester corresponding to the previous study period, provided that the applicant can be offered a suitable course of study. Section 8, Paragraphs 2 to 4 of these regulations apply accordingly.
- (3) Regulations that result from the determination of the number of admissions remain unaffected.
- (4) The university semesters are counted in addition to the semester count.
- (5) Article 63 of the BayHSchG [Bavarian Higher Education Act (Bayerisches

Hochschulegesetz)], Section 4 of the RaPO [general examination regulations for universities of applied sciences (Rahmenprüfungsordnung für die Fachhochschulen)] as amended, as well as the respective study and examination regulations, and Section 18, Paragraphs 3 and 4 of these regulations apply to the crediting of study and examination achievements.

§ 18 Application for a higher study semester

- (1) ¹For students applying to enrol on a higher semester, Article 63 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] as well as Sections 3, 4, 5, 9 and Section 12 of these regulations apply accordingly. ²Applicants wishing to be enrolled on a second or higher semester in a degree programme with restricted admission will only be admitted if this means that the actual number of students in this semester does not exceed the number of places permitted according to the regulations governing student numbers at the Neu-Ulm University of Applied Sciences.
- (2) In terms of crediting a student for any course achievements from previous studies and applying these credits to the degree programme, Section 17 of the general examination regulations for universities of applied sciences (Rahmenprüfungsordnung für die Fachhochschulen)] applies accordingly.
- (3) ¹In order to ensure recognition of study and examination achievements, an applicant must submit an application in the correct manner and on time and as part of the application process by the end of the respective application/pre-registration period in accordance with Sections 3 and 6 of these regulations ²The relevant examination committee decides on whether the applicant's study and examination achievements will be recognised. ³The respective study and examination regulations can determine more details on the crediting of study and examination achievements.
- (4) ¹If a student has applied to enrol on a higher semester at the Neu-Ulm University of Applied Sciences and has achieved at least half of the creditable examination results for a curriculum semester in a degree programme at the Neu-Ulm University of Applied Sciences and these results are from a previous course of study, he/she can be admitted for the next curriculum semester in the degree programme for which he/she has applied at the Neu-Ulm University of Applied Sciences. ²The relevant study and examination regulations stipulate different arrangements to this provision. ³In degree programmes that are offered in collaboration of the Ulm University of Applied Sciences, the examination committee decides on the applicant's placement in the relevant study semester on a case-by-case basis.

Part E: Re-registration, leave of absence, de-registration

§ 19 Re-registration

- (1) ¹If students at the Neu-Ulm University of Applied Sciences wish to pursue their studies, they must register their intention to pursue their studies before the beginning of the next semester (re-registration). ²The period for re-registration is determined by the Studies Office at the beginning of each semester for the following semester and is published through the university.
- (2) ¹Re-registration takes place by paying the contributions or fees due on the specified dates using a pre-prepared transfer form or, if necessary, by means of direct debit to an account specified by the university, without the Neu-Ulm University of Applied Sciences being required to issue a demand for payment or notification of fees. ²If the student misses the deadline for re-registration, Article 32 of the BayVwVfG [Bavarian Administrative Procedure Act (Bayerisches Verwaltungsverfahrensgesetz)] applies accordingly.
- (3) ¹If a student does not re-register within the period according to the provisions set forth in Paragraph 1, he/she will be sent a reminder to re-register within a two-week grace period. ²If students do not re-register within this two-week grace period, they will be de-registered from the Neu-Ulm University of Applied Sciences in accordance with Article 49, Paragraph 2, Number 4 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)].
- (4) Once the student has successfully re-registered, he/she will be issued with the certificate of enrolment in accordance with Section 12, Paragraph 7 of these regulations. This certificate will be issued online.
- (5) When re-registering, students may have to provide evidence that they have the necessary health insurance in accordance with Section 12, Paragraph 4, Number 6 of these regulations, if the evidence submitted at the time of enrolment is no longer valid.
- (6) Re-registration is refused if any of the circumstances detailed in Section 14, Paragraph 1-2 of these regulations apply. Re-registration may be refused if any of the circumstances detailed in Section 14, Paragraph 3 of these regulations apply.
- (7) The re-registration fee that has been paid (or overpaid) will be reimbursed according to the terms and conditions and the deadlines stipulated in "Provisions on the collection of the Augsburg Student Union fee (Student union fee regulations)" of 9th December 2008, as amended on 1st December 2020.

§ 20 Leave of absence

- (1) ¹Students may be exempted from their obligation to study properly if they claim they have a compelling reason for not doing so in accordance with Article 48, Paragraph 2-4 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)].

²A compelling reason as defined by Article 48, Paragraph 2 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] applies if the student has been prevented from pursuing his/her studies and the student's ability to complete his/her studies on time has been undermined and the student is not responsible for this.

- (2) ¹If a student applies for a sabbatical semester, he/she must submit a written application for the sabbatical to the Studies Office. The application must be received by the Studies Office no later than 15th March for the summer semester and no later than 15th October for the winter semester. ²If the student has a reason to be absent from his/her studies after these deadlines have passed and this was not foreseeable, applications for the current semester will only be considered until 30th April or 15th November of the year in question. ³Reasons for leave of absence that are notified subsequently will not be considered. ⁴Retrospective leave of absence for any semester that has already been completed is excluded. ⁵The application for leave of absence must be accompanied by suitable evidence, such as:
1. A copy of the maternity record or the child's birth certificate (In the case of pregnancy or parental leave).
 2. A doctor's certificate containing information on the time of diagnosis/occurrence of the illness and the subsequent course of the illness/recovery and also statements regarding the extent to which the student's present symptoms affect the student ability to participate fully in their course of study (In the case of a serious illness).
 3. A certificate from the care insurance company (In the case of the student taking on a guardianship role).
 4. A confirmation from the work experience provider or a work experience contract (In the case of voluntary work experience covering a period of at least three months).
 5. A confirmation of acceptance from the foreign university (In the case of an academic semester abroad).
 6. A certificate from the student's employer (in part-time degree programmes). This applies in the case of a student being encumbered with an additional and excessive work load from their employment (in terms of the volume of work the student has and the time needed to discharge this work) and if this work load significantly undermines the student's ability to engage effectively in their studies in the semester during which the student is encumbered with this additional work load.
- (3) Leave of absence in the first semester is generally not permitted, unless there are compelling circumstances that arise after the beginning of the first semester, which make the leave of absence necessary. Furthermore, the student must be able to provide evidence for the serious circumstances that make this leave of absence necessary.
- (4) The Studies Office is responsible for approving or rejecting applications for leave of absence, for the requirements and for determining the type and scope of the relevant evidence.

- (5) ¹Taking leave of absence without having a compelling reason for doing so is not permitted. ²Economic reasons in particular do not qualify as compelling reasons as defined by Article 48, Paragraph 2 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)].
- (6) If leave of absence is approved due to the student needing to complete an academic semester abroad, the approval must be withdrawn if the student acquires at least 15 ECTS credits during the semester abroad and these are credited to the current course of study (compulsory or elective modules). Students must submit relevant evidence to the Studies Office and Examinations Office within one month of completing the semester abroad.

§ 21 De-registration and termination of membership of the Neu-Ulm University of Applied Sciences

- (1) ¹A student's membership of the Neu-Ulm University of Applied Sciences ceases when the student is de-registered from the university. ²De-registration is based on the provisions of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] and these regulations.
- (2) ¹De-registration can take place subject following an application or ex officio. ²A student can apply to de-register at the end of the semester, with effect from a date no earlier than the date of the application, using the form provided by the Neu-Ulm University of Applied Sciences.
- (3) ¹Students should be de-registered in the cases of Article 49, Paragraphs 1 and 2 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)]. ²The student is de-registered, for example, once he/she has passed all examinations for a degree programme.
- (4) De-registration must take place if:
 1. No re-registration has taken place in the proper manner pursuant to Section 19 of these regulations.
 2. Obstacles to enrolment in accordance with Section 14, Paragraphs 1 and 2 of these regulations arise retrospectively.
- (5) Students can also be de-registered if:
 1. Obstacles to enrolment in accordance with Section 14, Paragraph 3 of these regulations arise retrospectively.
 2. Enrolment was carried out incorrectly.
 3. The student culpably breaches his or her university membership obligations in accordance with Article 18, Paragraph 1 Clause 1 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)], and

4. The student seriously disrupts the normal operation of a university institution, the activities of a university body or the running of teaching or university events, or
 5. The student prevents or attempts to prevent a member of the Neu-Ulm University of Applied Sciences from exercising his or her rights and duties, or
 6. The student trespasses onto the premises of the Neu-Ulm University of Applied Sciences or does not move away after being requested to do so by authorised persons, or
 7. The student destroys, damages or soils university buildings or premises or property used for the purposes of the Neu-Ulm University of Applied Sciences, or
 8. The student solicits others to carry out any of the actions listed under items 3 to 7 above.
- (6) The student shall receive a de-registration certificate as proof of de-registration online for download for a period of two months.

§ 22 Disciplinary action

- (1) Disciplinary action can be taken against a student if he/she culpably breaches his/her duties of university membership in accordance with Article 18, Paragraph 1, Clause 1 of the BayHSchG [Bavarian Higher Education Act] or Section 21, Paragraph 5, Numbers 4 to 8 of these regulations.
- (2) Disciplinary action designed to prevent further derelictions of duty in accordance with Paragraph 1 may include the following measures:
 1. Blocking the student's network access by withdrawing the student access rights.
 2. Prohibiting the student from attending and taking part in specific classes, lectures and seminars.
 3. Prohibiting the student from using specific facilities or rooms.
 4. Excluding the student from the course for up to two semesters.
- (3) ¹The student must be given the opportunity to avert part or all of the impending disciplinary action by offering voluntary work that helps the teaching and research activities at the Neu-Ulm University of Applied Sciences. ²The severity of the disciplinary action must be in proportion to the severity of the student's dereliction of duty.

Part F: Regulations for using the “Campus Card”

§ 23 “Campus Card”

- (1) ¹When enrolling, the student is issued a “Campus Card”. ²The “Campus Card” is the property of the Neu-Ulm University of Applied Sciences.
- (2) ¹The “Campus Card” is a student ID that is valid for the current semester. The student is able to extend the validity of the card for the following semester at the validation station every time he/she re-registers. ²The “Campus Card” can be used as a means of payment for payment functions at the Neu-Ulm University of Applied Sciences. ³The “Campus Card” is also valid as a library card. The terms of use at Bavarian libraries remain unaffected. ⁴Furthermore, the “Campus Card” when used with the certificate of enrolment entitles the holder to purchase the DING semester ticket.
- (3) In the event of the loss of the “Campus Card”, the student must request a replacement card for which a fee of 25 euros will be charged, provided that the student is continuing his or her studies. If a “Campus Card” has to be re-issued because the applicant or the student has provided the Studies Office with incorrect information for the issue of the original card, the student will be charged a fee of 25 euros.

Part G: Regulations for visiting students

§ 24 Definition of terms

A visiting student is a student attending specific classes, lectures and/or seminars at the Neu-Ulm University of Applied Sciences.

§ 25 Application for enrolment

- (1) ¹Study applicants wishing to attend specific classes, lectures and/or seminars at the Neu-Ulm University of Applied Sciences are registered as visiting students in accordance with section 10 of these regulations. ²The visiting student’s application for enrolment must specify the classes, lectures and/or seminars for which the applicant would like to be registered.
- (2) ¹The enrolment of a visiting student can only take place if his/her enrolment does not have an adverse impact on the studies of recognised students and/or the spatial and working environment at the Neu-Ulm University of Applied Sciences. ²Visiting students cannot enrol for classes, lectures and/or seminars for which laboratory spaces or similar workplaces are required.
- (3) ¹Visiting students generally need the same qualifications as recognised students to attend the Neu-Ulm University of Applied Sciences. ²Section 35 of the QualV [Qualification Regulation (Qualifikationsverordnung)] applies accordingly.

- (4) The visiting student is required to submit the following documentation when registering:
1. A valid photo ID.
 2. Copy of proof of qualification required for attending the specific class(es), lecture(s) and/or seminar(s) in accordance with Article 50 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] in conjunction with section 35 of the QualV [Qualification Regulation (Qualifikationsverordnung)];
 3. Proof of the payment of the fee determined by the Neu-Ulm University of Applied Sciences for the visiting student to study at the Neu-Ulm University of Applied Sciences in accordance with Section 2, Paragraph 2 of the HSchGebV [Regulation for university fees (Hochschulgebührenverordnung)] and the fee schedule of the Neu-Ulm University of Applied Sciences.
- (5) The provisions of these regulations also apply to visiting students mutatis mutandis.

§ 26 Enrolment

- (1) ¹Enrolment of the visiting student takes place by means of issuing the “Campus Card” and is generally limited to one semester. ²Enrolment does not mean that the visiting student is a member of the Neu-Ulm University of Applied Sciences. ³Enrolment must take place in person.
- (2) Enrolment entitles visiting students only to attend those classes, lectures and seminars listed in the visiting student’s notification of admission.
- (3) Visiting students are not entitled to sit examinations or obtain course-related certificates or records of achievement. Visiting students are not able to graduate from the Neu-Ulm University of Applied Sciences.
- (4) Article 46 of the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] and Section 14 of these regulations apply accordingly.

§ 27 De-registration

¹A visiting student ceases to be enrolled at the end of the semester for which he/she has been enrolled or if the student is de-registered. ²De-registration can take place following an application or ex officio.

Part H: Provisions for students in the further education programme

§ 28 Application of regulations

Unless otherwise determined, the regulations set forth in parts A-G will apply accordingly.

§ 29 Admission

Applications for admission to a further education programme or a certificated course must be submitted with proof of the required qualifications in accordance with the BayHSchG [Bavarian Higher Education Act (Bayerisches Hochschulegesetz)] and the respective study and examination arrangements of the course of study concerned.

§ 30 Enrolment procedure

¹The application and enrolment procedure as well as the pre-registration and enrolment deadlines for a further education programme or a certificated course may be regulated by the Studies Office in agreement with the Centre for Further Education in deviation from Sections 3, 4, 6 and 12 of these regulations. ²This information is published through the university.

Part I: Final provisions

§ 31 Effective date

¹These regulations enter into force on the day after their publication. ²At the same time, the regulations of the Neu-Ulm University of Applied Sciences on enrolment, leave of absence, re-registration and de-registration procedures at the Neu-Ulm University of Applied Sciences (enrolment regulations) dated 13th February 2008 shall cease to have effect.

Issued in accordance with the decision of the Senate of the Neu-Ulm University of Applied Sciences dated 25th January 2016 and the regulatory approval of the president of 26th January 2016.

Neu-Ulm, 26th January 2016

Signed

Prof. Dr Uta M. Feser
President
Neu-Ulm University of Applied Sciences

Recorded on: 26.01.2016 Released: 26.01.2016 Date of release: 26 January 2016

Appendix 1 to Section 8, Paragraph 3, Clauses 4 and 5

Regulations for the entrance examination:

The written assignment entails the independent conduct of an applied research task in a specialist discipline relating to the degree programme concerned. It also entails the presentation of the scientific findings made. The presentation is in English and takes the form of a seminar paper (20-30 pages with a font size of 11). This should meet generally accepted conventions for specialist disciplines in terms of structure, language and form.

The assignment must be written independently and all sources used must be correctly stated and cited. Applicants have a period of three months to complete the assignment. The applicant must ask the relevant director of studies at the Neu-Ulm University of Applied Sciences to assign a topic. The applicant must submit an informal request in English by e-mail to the relevant director of studies. The applicant will be notified of the assigned topic(s). All applicants who have submitted the assignment with their completed application documents on time and who meet all other necessary admission requirements will be invited to sit a written examination by the Neu-Ulm University of Applied Sciences.

The exact place and time of the examination will be determined by the Neu-Ulm University of Applied Sciences. The 120-minute examination will be invigilated and will comprise a maximum of five questions relating to the content and substance of the written assignment. The applicant must answer the questions in English, by hand, and without having recourse to any aids and resources. The relevant director of studies is responsible for assigning the task, managing the process and assessing the applicant's work.

Schedule:

	Degree programme	
	BIA, DHM, DIM, DTE ICCMM and IEIM winter semester	ICCMM and SMI summer semester
Request for topic	By 24 May	By 25 November
Announcement of topic(s)	By 31 May	By 4 December
Submission of assignment	By 31 August	By 4 March
Examination	In September	In March

Both the written assignment and the written examination are scores out of 100. The applicant must score a minimum of 80 in both parts of the assessment to gain admission to the Neu-Ulm University of Applied Sciences. Specifically, assessment is carried out in accordance with the following criteria (in English):

Written assignment:

Assessment criterion	Max. number of points
Quality and depth of literature review/description of the state of the art and related work	20
Derivation of research gap and research question	10
Research methodology and research design used	10
Quality and scope of research done	20
Overall scope and scientific relevance of results achieved	20
Practical / business relevance and impact of results	10
Formal matters (language, formatting, references etc.)	10

Examination (maturity exam):

Assessment criterion	Max. number of points
English language (wording, grammar) and understandability of answers	20
Correctness of answers	40
Completeness of answers	40

The applicant will be informed of the number of points achieved if he/she asks for this information. The assessment will not be graded. If an applicant fails the assessment, he/she can repeat the examination twice in the following years. The applicant will be set a different topic for any repeat assessment taken.