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<https://www.hs-nb.de/studium-weiterbildung/im-studium/studien-und-pruefungsangelegenheiten/ordnungen-und-satzungen-der-hochschule/>

**Enrolment Regulations of the
Neubrandenburg University of Applied Sciences
(ImmaO)**

dated 28 April 2009

last amended by the statute dated 30 March 2011 on the basis of Section 17 paragraph 11 of the Act pertaining to universities of the state of Mecklenburg-Vorpommern (Mecklenburg-Vorpommern State University Act) dated 5 July 2002 (GVOBl. M-V p. 398), last successively amended by Article 1 of the Act of 16 December 2010 (GVOBl. M-V p. 730), the Neubrandenburg University of Applied Sciences adopted the following enrolment regulations as a statute. According to Article 2 of the amendment statute dated 30 March 2011, the full text is hereby published in this context.

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First part

Principles and procedure for the enrolment

Section 1

Area of application

- (1) These enrolment regulations apply for studies in any course at the Neubrandenburg University of Applied Sciences.
- (2) Legal provisions that restrict admission to individual courses remain unaffected by this.

Section 2

General principles

- (1) Course applicants are accepted upon application at the Neubrandenburg University of Applied Sciences by enrolment for a course or multiple courses. As a result, they become members of the Neubrandenburg University of Applied Sciences in accordance with Section 50 of the State University Act; their rights and obligations arise specifically from Sections 21 and 51 of the State University Act, the basic regulations of the Neubrandenburg University of Applied Sciences and the additional related regulations and statutes of the student body.
- (2) The course applicant is allocated with their enrolment to the faculty that offers their selected course. If the selected course or courses is offered by several faculties, the course applicant must select which faculty they want to belong to when enrolling.
- (3) Enrolment is completed with the provision of the FH card (student identification card) for students of the Neubrandenburg University of Applied Sciences and is as a rule effective at the start of the particular semester. Students enrol in principle in the first semester of the selected course.
- (4) Upon acceptance in the course, the Neubrandenburg University of Applied Sciences issues students with an email address that can be used for communicating all relevant notifications about the course from the Neubrandenburg University of Applied Sciences. The notifications sent to this address are considered to be published. The students are obliged to regularly check their email.

Section 3

Enrolment requirements

- (1) A course applicant is enrolled for a course if he or she has provided evidence of the necessary qualifications (higher education entrance qualification) and there is no barrier to entry or grounds for refusal.
- (2) The qualification required for a course at the Neubrandenburg University of Applied Sciences is verified with a university entrance qualification or the general higher education entrance qualification. The regulations for qualification for a course in universities in the state of Mecklenburg-Vorpommern (Qualification Regulations – QualVO M-V) of 12 July 2005 (GVOBl. M-V p. 398 in the currently valid version) regulate which school-leaving qualifications enable access to a course in a university of applied sciences; other educational paths may also be recognised as equivalent for this purpose.

- (3) Evidence of a special educational path, a special course-related aptitude or a practical activity as per Section 18 paragraphs 2 and 3 of the State University Act may be requested, provided examination regulations allow for this.
- (4) Without evidence of the necessary qualification as described in paragraph 2, course applicants may be approved if they have completed an entrance examination. More information about this is described in the examination regulations of the Neubrandenburg University of Applied Sciences for access by employed persons without entitlement to access a university of applied sciences (entrance examination regulations) dated 15 July 2003 (Bulletin BM M-V p. 296, last amended on 8 December 2009, Bulletin 2010 BM M-V p. 71).
- (5) For restricted-admission courses, enrolment assumes evidence of allocation of a course place. This is only unnecessary if the course applicant is applying for enrolment in a more advanced semester that is not a restricted-admission course, provided he or she has verified recognition of academic achievements and examination results.

Section 4

Enrolment procedure, deadlines and application

- (1) Enrolment must be requested for all courses that are not restricted-admission courses before the application deadline for the particular semester specified by the Neubrandenburg University of Applied Sciences which can be accessed on the homepage of the Neubrandenburg University of Applied Sciences (www.hs-nb.de). Section 4 paragraphs 3 and 4 shall apply correspondingly. There is no legal claim for consideration of applications submitted after the deadline has passed.
- (2) For restricted-admission courses, the application for enrolment must be received before the exclusion deadline specified and published by the Neubrandenburg University of Applied Sciences on the homepage in accordance with the regulations about admission to higher education study in Mecklenburg-Vorpommern (University Admission Regulations – HGSVO M-V) of 23 May 2008 (GVOBl. M-V p. 145) to the Neubrandenburg University of Applied Sciences. As a rule, the application deadline is 15 January for the summer semester and 15 July for the winter semester. Course applicants who miss this deadline are excluded from the allocation procedure.
 - (2a) If the Neubrandenburg University of Applied Sciences participates in central admissions or service procedures for all or some of the courses it offers, in addition to these regulations, the provisions of the corresponding procedure must also be complied with.
- (3) Using online procedures, course applicants can enrol in all courses offered by the Neubrandenburg University of Applied Sciences at the homepage of the University (www.hs-hb.de). Bear in mind paragraph 2a. The data to be provided in the online form are automatically entered after receipt by the admissions office of the University. The application form for enrolment or the enrolment request must be printed out, signed and submitted with the necessary documents in accordance with paragraph 4 before the deadline to the Neubrandenburg University of Applied Sciences. All mandatory fields in the online form must be truthfully and completely filled out.
- (4) The following documents must be submitted with the application for enrolment:
 - certificates indicating the higher education entrance qualification as officially certified copies;
 - certificate for creditable study periods and results or the application for recognition of prior learning, if it has been submitted and no decision has yet been made;

- recognised language certificates for English-language courses, as an officially certified copies;
- CV in tabular form;
- current passport photo;
- officially certified academic transcript from previously attended universities;
- other officially certified evidence that may be required for carrying out special admissions procedures;
- certified evidence of an internship or practical occupational training as per Section 3 paragraph 3;
- if a course applicant has already studied at a university, he or she must provide evidence that the necessary examinations in the selected or a related course at a university within the area of application of the basic law in accordance with examination regulations have not been definitively failed or assessment results have not been definitively not achieved; and
- two stamped and addressed envelopes.

(5) After examination of the submitted documents to ensure that they are complete, admissible, timely and in agreement with the other legal provisions, the course applicant is issued with an admission or refusal notification. The notification of admission must be used for the enrolment in accordance with paragraph 6 within two weeks of the date of the notification of admission (exclusion deadline). Course applicants who miss this deadline are excluded from the allocation procedure.

(6) For the enrolment, the following documents must be submitted:

- notification about the admission to a place in a course at the Neubrandenburg University of Applied Sciences (notification of admission);
- cancellation of enrolment certificate to verify the previously attended university for a change of study location;
- certificates about any preliminary, interim or final examinations that have been completed, if the course applicant has already studied in the area of application of the basic law;
- insurance certificate and a form for both registration and deregistration with the health insurance provider as per the student health insurance notification regulations (SKV-MV) of 27 March 1996 (BGBl. I p. 568), last amended by Article 448 of the Act of 31 October 2006 (BGBl. I p. 2407), at least a currently valid insurance certificate from the health insurance provider which includes the business number of the health insurance provider and the insurance number of the course applicant;
- verification that the dues and fees to be paid have been paid.

Section 5

International applicants

(1) For course applicants from member states of the European Union and other persons who are considered equivalent to Germans on the basis of legal provisions, the enrolment requirements in accordance with Section 3 and the grounds for refusal in accordance with Section 6 apply provided they have evidence of the language knowledge required for the course. For this group of persons, Section 4 paragraph 2a shall apply equally.

(2) Other international course applicants may be enrolled if

1. evidence of the qualification required for the selected course in accordance with paragraphs 3 and 5 is provided;
2. in accordance with the enrolment requirements described in Section 3 the necessary special evidence is provided;

3. there are no grounds for refusal as per Section 6;
4. they have sufficient knowledge of the German language that allows participation in a German-language course as demonstrated by special certificates. This is demonstrated by:
 - Major German Language Diploma (Großes Deutsches Sprachdiplom, GDS) or Minor German Language Diploma (Kleines Deutsches Sprachdiplom, KDS) of the Goethe Institute or
 - German Language Diploma (level II; Deutsches Sprachdiplom) as per the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany or
 - Central Advanced Language Test (Zentrale Oberstufenprüfung, ZOP) of the Goethe Institute or
 - Test of German as a Foreign Language (Test Deutsch als Fremdsprache, TestDaF) level 4 or
 - Central Middle Language Test (Zentrale Mittelstufenprüfung, ZMP) with a minimum grade of 2.0 or
 - German language test for access to a higher education institution for an international course applicant (DSH2).
- (3) The higher education entrance qualification is defined in accordance with the international qualifications regulations of 9 January 1999 (GVOBl. M-V p. 216) on the basis of the evaluation proposals of the Central Office for International Education at the office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany.
- (4) International certificates must be submitted as originals or officially certified copies or transcripts. Foreign-language certificates and references must as a matter of principle be accompanied by a German or English translation, the correctness of which must be officially certified by the relevant German diplomatic or consular representative in the country of origin or by a seal-bearing institution in Germany. Upon request, the course applicant must confirm the veracity of the certificates with legalisation by the relevant German body.
- (5) For international course applicants who have not yet studied in Germany, an original document from the Academic Evaluation Centre (Akademische Prüfstelle, APS) must be submitted, provided an Academic Evaluation Centre has been established in the German embassy in their home country.
- (6) For the enrolment, the following documents must be submitted:
 - the notifications and certificates cited in Section 4 paragraph 6 in accordance with Section 5 paragraph 4:
 - residency permit for the duration of the course.
- (7) The Neubrandenburg University of Applied Sciences is authorised to have a preliminary check of enrolment applications by course applicants with an international school-leaving qualification or degree conducted by the Arbeits- und Servicestelle für internationale Studienbewerbungen e.V. (ASSIST e.V.), the body for international course applications. Such enrolment applications must be sent to the following address with the certificates and documents required in accordance with Section 4 paragraph 4: Neubrandenburg University of Applied Sciences.

c/o ASSIST e.V.
Helmholtzstr. 2-9
10587 Berlin
Germany

ASSIST e.V. carries out a preliminary check of these application documents subject to a charge for the applicant. Exceptions are enrolment applications by course applicants who want to be admitted to a course at a university of applied sciences on the basis of a bilateral agreement. These are processed exclusively by the University.

- (8) If the intended course is offered exclusively in English or another foreign language, the Neubrandenburg University of Applied Sciences can disregard evidence of German language proficiency in accordance with paragraph 2 no. 4 if sufficient proficiency in the language used for teaching is demonstrated.

Section 6

Refusal of enrolment

- (1) Except in cases where the requirements are not verified, enrolment is refused if the course applicant
1. is not admitted to a restricted-admission course;
 2. has definitively not passed an examination required in accordance with the examination regulations or has not definitively achieved an assessment result required in accordance with the examination regulations in the selected or a related course at a university in the area of application of the basic law;
 3. has not provided evidence of the payment of fees and contributions including the contributions to the student union and the student body;
 4. has not provided evidence of health insurance.
- (2) The enrolment can be refused if the course applicant
1. has a medical condition as defined in Section 34 paragraph 1 of the Infection Protection Act dated 20 July 2000 (BGBl. I p. 1045), last amended by Article 16 of the Act dated 17 December 2008 (BGBl. I p. 2586), or, if suspected of having such a medical condition, does not provide the necessary official medical certificate;
 2. is serving a custodial sentence;
 3. is under care as defined in the regulations of the German Civil Code;
 4. has not complied with the procedural guidelines for the enrolment.

Section 7

Provisional enrolment

- (1) Enrolment can be provisionally carried out for a more advanced course semester in a course that does not have restricted admission in accordance with Section 8, provided an application for recognition of prior academic achievements and examination results has already been made but a decision has not yet been made about the enrolment for reasons beyond the control of the course applicant.
- (2) In exceptional cases, if an applicant for a Master's programme is only able to provide evidence from a previous course for recognition as part of the admission for the course at a later point, he or she can be enrolled for a limited period. If he or she can substantiate this, an appropriate deadline is organised for the submission of the missing documents. This rule applies for consecutive Master's programmes that are not restricted admission. The length of the time limitation should not exceed three months. The applicant must be able to substantiate the claim that the missing Bachelor's degree or the missing documents or evidence can be successfully submitted within this period.

- (3) The enrolment of a course applicant must be provisional if he or she is provisionally approved on the basis of a court order until conclusion of a procedure.

Second part

Enrolment in particular cases

Section 8

Enrolment applications for more advanced course semesters

- (1) If the course applicant has already been enrolled in the same course in a German university or university of applied sciences, he or she is enrolled in the correspondingly more advanced course semester of the course. If the student has creditable course assessments based on an international course or in another course, he or she is enrolled in the more advanced course semester upon application on the basis of a certificate of recognition of prior learning by the responsible examination board and if appropriate student capacity in the more advanced course semester is available.
- (2) For courses that lead to an initial professional qualification based on an examination in a university, course applicants who have not yet been enrolled in the corresponding course in any university for full-time study may be granted access by the Neubrandenburg University of Applied Sciences to the course in a semester other than the first semester on the basis of an entrance examination. The details are regulated by the Neubrandenburg University of Applied Sciences in a special examination regulation.

Section 9

Multiple courses (dual course)

A student can be enrolled in another course if he or she also satisfies the requirements for this course and it can be expected that he or she can successfully complete both courses within the normal duration of study in accordance with the relevant examination regulations. If admission to the other course is restricted, the course applicant can only be enrolled in this course if the prescribed course combination is required for a professional qualification and there are available places.

Section 10

Postgraduate study

- (1) Postgraduate studies (as defined by Section 30 of the State University Act and postgraduate courses as defined by Section 31 of the State University Act) are considered to be courses if an academic title is conferred upon completion. Participants in these courses must be enrolled as students of the Neubrandenburg University of Applied Sciences as per these regulations. The entry requirements for these courses are regulated by the responsible faculty in a special regulation.
- (2) If the number of course applicants exceeds the capacity of a course with restricted intake numbers for a postgraduate course, admission is determined using a special selection procedure.

Section 11

Change of course

- (1) Changing to a course without restricted admission can be applied for within the deadline for re-enrolment but at the latest up to four weeks after the start of semester (1 March or 1 September).
- (2) The application to change course will be declined by the Neubrandenburg University of Applied Sciences if this is the second or more change and there is no important underlying reason.
- (3) The change to a restricted-admission course is carried out by assigning a place in a selection procedure in accordance with the University Admission Regulations M-V. In the admissions procedure only applications for a change of course are considered that are submitted before the defined exclusion deadline.

Third part

Re-enrolment and leave of absence

Section 12

Re-enrolment

- (1) Enrolled students who would like to continue their study at the end of a semester at the Neubrandenburg University of Applied Sciences must re-enrol for continued study for each semester before the deadline published by the Neubrandenburg University of Applied Sciences (re-enrolment).
- (2) Students re-enrol on self-service terminals established for this purpose or the validation stations on the campus of the Neubrandenburg University of Applied Sciences or using SB-Online, the online student administration portal. Evidence of payment of any student body and student union fees and contributions that are due in accordance with the university fee regulations dated 11 January 2006 (in the currently valid version) is provided after payment is made on the self-service terminal using an automatic print-out (course certificate). The print-out authorises the re-enrolment.
- (3) Students who are in a course semester or an internship semester abroad or those students who are in an internship semester or a holiday semester off the University campus in Germany within the re-enrolment period are obliged to transfer the current semester fee before the specified deadline to the account of the Neubrandenburg University of Applied Sciences.

Section 13

Leave of absence

- (1) Students may upon application be released from their course for an important reason (leave of absence). The application for a leave of absence must be accompanied by a written statement of the important reason with provision of suitable evidence.
- (2) A leave of absence can generally be granted for up to a total of four semesters but at most two consecutive semesters. Times for a leave of absence due to pregnancy or raising a child are not included in this period with appropriate application of the currently valid versions of the Maternity Protection Act and the Parental Allowances and Parental Leave Act.

- (3) During a leave of absence the rights and obligations of the student remain unaffected. Examinations and assessments can only be taken during a leave of absence in exceptional cases and with the approval of the examination board.
- (4) If a student takes a holiday semester, membership in the committees of self-governing bodies of the Neubrandenburg University of Applied Sciences lapses.
- (5) Holiday semesters are always full semesters. They are as a matter of principle not retroactively approved. Holiday semesters are not counted as course semesters. International study periods may be counted as a course semester upon application and in accordance with the relevant examination regulations by the responsible examination board.
- (6) The following are important reasons that may demonstrably require a leave of absence:
 1. if a student has a medical condition verified by a medical certificate that means that regular study is not possible; Section 6 paragraph 2 no. 1 remains unaffected;
 2. a practical activity in the service of the course;
 3. study at a university abroad;
 4. completion of military or civil service;
 5. if a student is pregnant or will give birth, child care;
 6. care and assistance of people who are dependent on the student;
 7. absence from the campus to carry out tasks in the interests of the Neubrandenburg University of Applied Sciences or due to work on a research project;
 8. considerable time stress due to involvement in committees required by law or by the statutes of the Neubrandenburg University of Applied Sciences, the student body or the student union.
- (7) A leave of absence is only possible for the first course semester in the cases listed in Section 13 paragraph 6 nos 1, 5 and 6.

Fourth part

Retraction of enrolment, cancellation of enrolment

Section 14

Retraction of enrolment

Enrolment must be retracted if a student applies within a month of the start of the semester in writing and providing

1. the student identification card (FH card),
2. the course certificates and
3. an application for retraction of enrolment.

Enrolment is then considered to have not been carried out. A student union and student body fee paid remains unaffected by this. The fee can only be refunded upon written application with provision of the appropriate banking details.

Section 15

Cancellation of enrolment

- (1) Membership of the student in the Neubrandenburg University of Applied Sciences ends with cancellation of enrolment.

- (2) The cancellation of enrolment becomes effective
- when the student has received the certificate stating that he or she has passed the final examination;
 - when the certificate has been sent, at the latest one month after sending to the last address provided by the student.
- (3) A student's enrolment must be cancelled if
1. he or she requests this;
 2. the enrolment was brought about by coercion, deceit or bribery;
 3. despite overdue notices and setting of deadlines, he or she does not provide evidence of payment of due fees and contributions to the Neubrandenburg University of Applied Sciences or the responsible student union or does not provide the specified certificates;
 4. he or she has definitively not passed an examination required for the course in accordance with the examination regulations or has definitively not completed an assessment in accordance with the course regulations.
- (4) A student's enrolment shall be cancelled if
1. after the enrolment, facts become apparent and persist that must or may lead to refusal of enrolment;
 2. a student who is not on a leave of absence does not re-enrol in time for continued study.
- (5) The cancellation of enrolment is effective with the delivery or provision of a cancellation of enrolment certificate. If the cancellation of enrolment is implemented in accordance with paragraph 3 no. 3 or paragraph 4 no. 2, the cancellation shall be effective on the last day of the semester for which the student has enrolled.
- (6) An application in accordance with paragraph 3 number 1 must be submitted to the enrolment office of the Neubrandenburg University of Applied Sciences using the form provided by the office. In case of cancellation of enrolment in accordance with paragraph 3 numbers 2 to 4 and paragraph 4, the student identification card (FH card) and the course certificates must also be attached. The student cannot claim a refund of the fees and contributions to the student union and the student body already paid for the semester.
- (7) The cancellation of enrolment certificate is only issued if the student has met the requirements stated in paragraph 6 and has provided a certificate from the university library that all books have been returned.
- (8) In cases of cancellation of enrolment in accordance with paragraph 3 numbers 2 to 4 and paragraph 4, cancellation of the student's enrolment must be notified in writing with a justification and legal remedies. Before a decision is made, the student must be given opportunity to make a statement about any facts that are relevant for the decision.

Section 16

Cancellation of enrolment due to punishable offences

Students who use the facilities of the Neubrandenburg University of Applied Sciences for punishable offences or commit punishable offences against members and affiliates of the Neubrandenburg University of Applied Sciences may have their enrolment cancelled. Section 15 paragraph 6 clauses 2 and 3 and Section 15 paragraph 8 shall apply accordingly.

Fifth part

Guest students and visiting students

Section 17

Guest students

- (1) With sufficient capacity in a course, persons who are not enrolled may be permitted to attend individual teaching sessions as guest students. An appropriate application and a passport photo must be submitted. Evidence of a qualification as defined in Section 3 is not required. The Enrolments and Examination Office makes the decision about admission as a guest student after consulting the faculty concerned.
- (2) Admission as a guest student is for one semester in each case. It does not substantiate any rights to membership of the Neubrandenburg University of Applied Sciences. For legitimate performance of the tasks for which it is responsible, the Neubrandenburg University of Applied Sciences collects the following personal data from the guest students:
 - last name, name at birth, first name, address, private email address;
 - date of birth, location of birth, sex;
 - nationality;
 - course;
 - number of hours per week;
 - type of teaching sessions assigned.

If the need to collect and process the documents is demonstrated, the Neubrandenburg University of Applied Sciences is authorised to record additional data from the guest student.

- (3) The decision as to whether guest students will participate in the examination at the end of the teaching sessions attended is made by the examination board of the particular course. There is no right of admission. Guest students cannot be admitted to a final thesis concluding the course.
- (4) If a guest student requires certificates about demonstrably completed examinations for the teaching sessions, they will be provided upon application.
- (5) For enrolment as a guest student, a special guest student fee must be paid in accordance with the currently valid version of the statute of fees of the Neubrandenburg University of Applied Sciences.
- (6) Guest students as defined in these regulations are also participants in continuing education events, provided they are not enrolled as students in the Neubrandenburg University of Applied Sciences.

Section 18

Visiting students

- (1) Students from other universities can be admitted as visiting students with entitlement to attend teaching sessions and to complete course-related examinations upon application and if the requirements as defined in Section 3 are satisfied. Admission as a visiting student can be refused by the Neubrandenburg University of Applied Sciences if and when restrictions on attending teaching sessions are necessary.
- (2) Admission can be refused if the course has restricted admission.

(3) The application must be made within the enrolment period in accordance with Section 4. Evidence of enrolment at another university must be included.

(4) Visiting students receive confirmation of the admission; they are not enrolled. Reasons for refusal in accordance with Section 6 shall apply.

Sixth part

Notification obligations and data collection

Section 19

Notification obligations

Students are obliged to immediately inform the Neubrandenburg University of Applied Sciences of the following and to provide evidence upon request:

1. change of name, home address and semester address or the private email address;
2. missing or incomplete data transferred to official certificates of the Neubrandenburg University of Applied Sciences
3. the loss of the student identification card (FH card);
4. passed or failed examinations, the results of which are significant for continuing the university course;
5. a medical condition that endangers the health of other members of the university or would have a considerable negative impact on the proper conduct of studies;
6. a final conviction to a custodial sentence where the sentence has not been suspended.

Section 20

Data collection

The Neubrandenburg University of Applied Sciences collects and processes data from course applicants and students for legitimate performance of the tasks for which it is responsible and the purposes named in Section 1 of the University Statistics Act (HStatG) dated 2 November 1990 (BGBl. p. 2414), last amended by Article 2 of the Act dated 25 June 2005 (BGBl. I p. 1860), and the stipulations of the State Data Protection Act dated 28 March 2002 (GVOBl. M-V p. 154; last amended by the Act dated 25 October 2005 (GVOBl. M-V p. 535) and the statute on the processing of personal data of the Neubrandenburg University of Applied Sciences dated 12 July 2005. The following data are saved and used after conclusion of the course for alumni tasks:

- last name, first name, address, email address
- nationality
- course
- date of the certificate

These data are deleted only upon request of the student.

**Seventh part
Final provisions**

**Section 21
Fees**

The charging of fees and expenses is based on the currently valid version of the statute of fees of the Neubrandenburg University of Applied Sciences.

**Section 22
Effective date**

- (1) The amendment statute shall take effect on the day of its proclamation and applies to all applicants applying for the winter semester 2011/2012.
- (2) The enrolment regulations of the Neubrandenburg University of Applied Sciences dated 1 August 2005 (Bulletin BM M-V 2005, p. 1292) shall lose effect on the day these regulations take effect.

Issued on the basis of the decision by the Academic Senate of the Neubrandenburg University of Applied Sciences dated 15 April 2009 and of 16 March 2011 and the approvals by the Chancellor dated 8 April 2009 and 30 March 2011. Neubrandenburg, 30 March 2011

Professor Micha Teuscher
The Chancellor of the Neubrandenburg University of Applied Sciences
Bulletin BM M-V 2011, p