



# HOCHSCHULE OSNABRÜCK

UNIVERSITY OF APPLIED SCIENCES

## **AMENDED VERSION OF THE REGISTRATION REGULATIONS**

*adopted by the Academic Senate of Osnabrück University of Applied Sciences on September 18, 2024,  
published on September 20, 2024*

### **Section 1**

#### **Enrollment (*Immatrikulation/Einschreibung*)**

(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, 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) 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.

(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 semester in question.

### **Section 2**

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

(1) <sup>1</sup>Applications for enrollment must be submitted to the Office of the University Registrar of 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 limit for acceptance specified in the letter of admission.

(2) <sup>1</sup>The application for enrollment must be submitted via an online portal of the university and must include:

1. Last name, first name, address, date and place of birth, gender, nationality, application number, chosen degree program, and degree semester,
2. a statement of whether the student has irrevocably failed an exam in the chosen 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.

<sup>2</sup>Applicants who can credibly demonstrate that it is unreasonable to expect them to apply via the university's online portal may submit their application for enrollment in writing.

(3) The documents required for enrollment must be uploaded to the university's server through the university's online portal together with the application for enrollment:

1. a photo, which is used to print the CampusCard and is digitally stored in the university's campus management system for the duration of enrollment,
2. proof of a university entrance qualification for the chosen degree program,
3. proof of the other admission requirements in accordance with section 1 paragraph 2 no. 3,
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,
7. proof of payment of the fees and charges (semester fee) due according to sections 11, 13, 18, 20, and 70 NHG to the account set up by the university; proof is provided when the total amount has been credited to the account of Osnabrück University of Applied Sciences,
8. a declaration of consent from the applicant's legal representatives if the applicant is under 18 years of age; this declaration of consent must also be submitted in writing to the university.

(4) <sup>1</sup>It is the responsibility of the applicant to ensure that the relevant health insurance provider sends the university an electronic confirmation of their insurance status without delay, but at the latest within the time limits specified in section 2 paragraph 1 (section 199a paragraph 2 sentence 2 of Book V of the German Social Code [*Sozialgesetzbuch, Fünftes Buch – SGB V*]). <sup>2</sup>If the health insurance provider does not provide the confirmation within the time limit, a current certificate from the responsible health insurance provider on the fulfillment of the insurance obligation, the exemption from insurance, the exemption from the insurance obligation or the non-existence of the insurance obligation can be uploaded to the online portal as proof for the time being, without release from the legal obligation according to sentence 1.

(5) The enrollment rules apply accordingly to a change of degree program within the university.

(6) In the case of foreign language documents, the university may require a certified translation by a sworn translator.

(7) <sup>1</sup>The university reserves the right to request original, officially certified, or verified documents in addition to the uploaded documents. <sup>2</sup>If the applicant refuses to provide these documents, the application for enrollment will not be processed.

## Section 3

### Refusal of Enrollment

(1) Enrollment will be refused if

1. the applicant has irrevocably failed an exam in the chosen degree 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 degree program and has already obtained the qualification to be obtained through the chosen degree 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 health insurance provider does not send an electronic confirmation of the fulfillment of the insurance obligation in accordance with section 5 paragraph 1 no. 9 SGB V or of the exemption from the insurance obligation in accordance with section 8 paragraph 1 no. 5 SGB V or does not provide proof of the insurance status in accordance with section 2 paragraph 4 sentence 2,
5. the applicant is already enrolled at another university and they do not meet the requirements under section 11.

(2) 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 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 academic operations, 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 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 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>3</sup>In both cases, enrollment will be deemed not to have taken place.

## Section 5

### Re-registration (*Rückmeldung*)

(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. Re-registration will be deemed not to have taken place without such proof.

(3) 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 use online access to the University Portal at their own risk. <sup>2</sup>They are required to check the University Portal regularly for new messages. <sup>3</sup>They are also required to periodically verify the accuracy of the data stored on the University Portal. <sup>4</sup>Transmission and other errors must be reported to the Office of the University Registrar without delay. <sup>5</sup>Electronic communication between the university and the students will take place via the email address provided by the university. <sup>6</sup>This email address is typically used to notify students of new messages in the University Portal.

(2) <sup>1</sup>Students are required to notify the university without delay of any changes to their personal details or contact data. <sup>2</sup>This is especially true in the event of a change of name or postal address. <sup>3</sup>Loss of the CampusCard must also be reported to 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 request with immediate effect or at a later date during the current semester. <sup>2</sup>Section 2 paragraph 3 no. 8 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 provider confirming compliance with the insurance obligation or exemption from this obligation 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 enrollment are not met or not met in time, the enrollment becomes invalid.

## Section 9a

### Reimbursement of Fees and Charges

In the event of a withdrawal of enrollment or removal from the register of students upon request or removal from the register of students for special reasons before or within one month of the start of lectures, the fees and charges paid shall be refunded upon request.

## **Section 10**

### **Leave of Absence**

(1) <sup>1</sup>Upon request, students shall be granted leave of absence for the duration of their compulsory service as defined in Article 12a GG. <sup>2</sup>The application must be accompanied by a copy or a scan of the certificate of completion of compulsory service.

(2) <sup>1</sup>Students may be granted leave of absence for good cause upon timely 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 must be submitted within the deadline for re-registration (section 5 paragraph 1 sentence 2) or, in exceptional cases, by the start of lectures of the semester in question. <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**

(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) 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) <sup>1</sup>International students who do not fall under paragraph 1 may be enrolled outside of the admissions procedure for a limited period of time, subject to available capacity. <sup>2</sup>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.