Enrolment Regulations of the University of Applied Sciences Emden / Leer

At its meeting on 23 June 2026, the Senate of the University of Applied Sciences Emden / Leer, pursuant to Section 41(1) of the Lower Saxony Higher Education Act (NHG) in conjunction with Section 19(7) of the NHG, as amended on 26 February 2007 (Nds. GVBl. p. 69), as last amended by Article 14 of the Act of 13 December 2024 (Nds. GVBl. 2024 No. 118), adopted the revised version of the Enrolment Regulations in the version dated 15 December 2014 (Official Gazette No. 25/2014), as last amended by the Senate resolution of 28 June 2016 (Official Gazette No. 37/2016). (Official Gazette No. 171/2026, published on 9 July 2026)

Table of contents:

§ 1 Enrolment 1
§ 2 Deadline and form of applications for enrolment 3
§ 3 Withdrawal of enrolment 4
§ 4 Refusal of enrolment 5
§ 5 Withdrawal at the student's own request 5
§ 6 Withdrawal for special reasons 6
§ 7 Re-enrolment 7
§ 8 Leave of absence 7
§ 9 Concurrent study of multiple degree programmes 8
§ 10 Auditors 8
§ 11 Exchange students 9
§ 12 Early-entry students 9
§ 13 Electronic student administration 10
§ 14 Obligations to cooperate 10
§ 15 Entry into force 10

§ 1 Enrolment

(1) [1] Upon application, applicants are admitted to the university as students through enrolment and are registered for their chosen degree programme. [2] Upon enrolment, they become members of the University of Applied Sciences Emden / Leer, with all the rights and obligations arising from the Lower Saxony Higher Education Act (NHG) and the university's regulations. [3] Enrolment is finalised upon the issue of the certificate of enrolment. [4] The physical CampusCard issued subsequently serves as a student ID card and becomes valid at the start of the relevant semester. [5] The CampusCard may also be provided in digital form, insofar as this is technically feasible at the University of Applied Sciences Emden / Leer.

(2) [1] Enrolment is subject to the applicant

1. possessing the qualifications required for the chosen degree programme under Section 18 of the Lower Saxony Higher Education Act (NHG) (qualification for entry to higher education, practical training),
2. having been admitted to a degree programme with restricted admission, provided they have chosen such a programme,

3. where applicable, also providing evidence of the entry requirements set out in the relevant regulations for the chosen degree programme,
4. provides evidence of payment of the student union and student services contributions due, as well as any other contributions, fees and charges stipulated under the NHG or the university's regulations,
5. having applied for an electronic notification from a statutory health insurance fund confirming that they have fulfilled their compulsory insurance obligation or have been exempted from it, and that the university has received this notification.

[2] In the case of applicants with a foreign qualification recognised as equivalent, enrolment may also be made conditional upon the applicant providing evidence of sufficient proficiency in the German language in accordance with the current framework regulations of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) on German language examinations for German-language degree programmes at German higher education institutions (RO-DT).

(3) [1] Enrolment shall be subject to a time limit if

1. only individual modules of a degree programme are offered,
2. a degree programme is discontinued,
3. the applicant has only been admitted to one part of the degree programme,
4. the applicant has been provisionally admitted by court order,
5. the applicant wishes to study only certain parts of a degree programme,
6. the applicant has been permitted to provide evidence of the practical training required under Section 18(6) of the NHG until a later date after the start of lectures.
7. the applicant is to be enrolled as an exchange student.

[2] Enrolment is subject to conditions if:

1. Students who are enrolled on an undergraduate degree programme and have not yet successfully completed that programme are simultaneously enrolled on a Master's degree programme that builds on that undergraduate programme,

2. Individual entry requirements for a degree programme must be met retrospectively during the course of study, in accordance with the relevant regulations.

(4) [1] If the applicant was enrolled at a higher education institution falling within the scope of the Higher Education Framework Act (HRG) on an identical degree programme leading to the same qualification, the applicant shall be automatically enrolled in the next consecutive academic term, irrespective of the number of examinations passed there (provided there are no admission restrictions for the higher academic semester in question). [2] In all other cases, the Examinations Board shall decide, on the basis of the examination results achieved to date, whether and, if so, into which academic semester the applicant is to be placed.

(5) [1] If the degree programme is divided into stages, the applicant may only be enrolled in a higher stage if they meet the requirements set out in the study and examination regulations.

(6) [1] Changes to a student's name or gender must be reported to the university immediately, accompanied by official certificates. [2] Students must update their address details promptly and

independently via the university's portal. [3] The loss of the CampusCard must also be reported immediately to the Enrolment and Examinations Office.

[4] A replacement CampusCard is issued free of charge in the event of
- a change of name,
- an electronic fault where the card is visually undamaged,
- theft, provided a police report has been filed, and
- particularly justified cases of hardship.

[5] In all other cases, such as
- loss,
- theft without a police report, and
- damage caused by improper use

a fee shall be charged in accordance with the Schedule of Fees and Charges, as currently in force.

§ 2 Deadline and form of applications for enrolment

(1) [1] Applications for enrolment must be submitted by 30 September for the winter semester and by 15 March for the summer semester. [2] In justified exceptional cases, the applicant shall be granted a reasonable extension. [3] For degree programmes with restricted admission, and by way of derogation from sentence 1, applications for enrolment must be submitted within the deadline specified in the letter of admission. [4] Sentence 2 applies *mutatis mutandis*.

(2) [1] For degree programmes with restricted admission, two applications may be submitted to the university in accordance with Section 20(4) of the Lower Saxony Higher Education Admissions Ordinance. [2] In degree programmes with no admission restrictions, multiple applications are permitted.

(3) [1] The application for admission must be submitted exclusively electronically via the university's ecampus portal. Applicants who can demonstrate that submitting their application electronically is not reasonably expected of them will be assisted by the university. [2] The application must include:

1. Details of surname, first name, address, date and place of birth, nationality(ies), preferred degree programme and semester,
2. a statement indicating whether an examination in the chosen degree programme has been definitively failed,
3. a statement specifying the degree programmes in which the applicant is currently enrolled or has been enrolled at other higher education institutions, and the periods of study involved,
4. any supplementary applications (e.g. hardship applications, etc.) together with the relevant supporting documents.

(4) When applying for enrolment, the following supporting documents must be uploaded as PDF files via the ecampus portal:

1. Proof of identity, such as: identity card, passport, birth certificate (any details not required for identification purposes should be blacked out by the applicant on the copy. This applies in particular to the access number and serial number printed on the identity document. The copy will be destroyed immediately once the purpose for which it was provided has been fulfilled),

2. proof of eligibility for university admission to the chosen degree programme, or a translation certified by a sworn court interpreter or translator,

3. a certificate confirming the completion of practical training, provided that this is required by regulations pursuant to Section 18(6) of the NHG.

4. The faculty may also make admission to the degree programme conditional upon proof of specific language proficiency. In view of the fundamental right to freedom of choice of profession, only such proficiency may be required as is indispensable for achieving the programme's learning outcomes. The faculty must publicise the required evidence of language proficiency in an appropriate manner within the university and request it in the letter of admission.

5. In the case of a change of university, certificates of withdrawal from all previously attended universities and certificates of any preliminary, intermediate, module and final examinations taken,

6. in the case of an application for enrolment in a higher semester on the basis of creditable achievements, a certificate of credit transfer from the relevant examination board,

7. a photograph; this will be used to produce the CampusCard and will be stored digitally in the university's campus management system for the duration of enrolment,

8. if the applicant has not yet reached the age of 18, a declaration of consent from their legal representative(s).

(5) The regulations governing enrolment apply *mutatis mutandis* to a change of degree programme within the university.

(6) [1] The university reserves the right to request the submission of original documents, officially certified or verified documents, in addition to the uploaded documents. [2] If the applicant refuses to do so, their application for enrolment will be excluded from the remainder of the procedure.

§ 3 Withdrawal of enrolment

(1) [1] Enrolment shall be withdrawn if students apply for this before or within one month of the start of lectures (the university's official start of lectures). [2] Enrolment must be withdrawn at the student's request if they are unable to commence or continue their studies in the first semester following enrolment due to the fulfilment of a duty of service within the meaning of Article 12a of the German Basic Law; such a request may only be made until the end of the semester in question. [3] In the cases referred to in the first and second sentences, enrolment shall be deemed not to have taken place from the outset.

(2) A refund of fees and charges already paid in connection with enrolment or re-enrolment is only possible upon application. Such an application must be submitted no later than one month after the official start of lectures. If no bank details are provided on the application, or if the refund is to be made *ex officio*, the amount will be transferred to the most recent bank account details known to the university. Beyond this, there is no entitlement to a refund of fees already paid. This does not apply to tuition fees for continuing education programmes. In such cases, the specific

provisions of Section 2 of the University of Applied Sciences Emden / Leer Fees and Charges Regulations apply.

(3) When submitting an application to withdraw from the university, the CampusCard must be handed in to the Enrolment and Examinations Office; alternatively, it will be deactivated by the university.

§ 4 Refusal of enrolment

(1) Enrolment shall be refused if the applicant
1. is already enrolled at another higher education institution and the conditions set out in § 9 are not met,
2. fails to provide evidence that they have paid the student union and student services contributions due for the relevant semester, as well as any other contributions, fees and charges provided for under the NHG or the university's regulations,
3. fails to provide proof from their health insurance provider that they have fulfilled their compulsory insurance obligation or, where applicable, proof of exemption from this obligation,
4. has definitively failed an examination that is compulsory under the relevant regulations for the chosen degree programme, or has lost the right to sit the examination in accordance with the provisions governing the degree programme, or
5. has already successfully completed the chosen degree programme and has therefore already obtained the qualification to be acquired through that programme.

(2) Enrolment may be refused if the person holding a university entrance qualification
1. has not complied with the procedural requirements
2. is suffering from an illness within the meaning of Section 34(1) of the Infection Protection Act, or, where such an illness is suspected, fails to provide the required medical certificate from a public health officer
3. has been convicted of a criminal offence against life, sexual autonomy, physical integrity or personal freedom, where the offence and the conviction are not yet subject to a prohibition on disclosure, and where, given the nature of the offence committed, there is reason to fear that academic life may be endangered or disrupted.
4. is ineligible to enrol for specific academic terms following the introduction or discontinuation of a degree programme,
5. does not demonstrate sufficient knowledge of the German language with a foreign qualification recognised as equivalent.

§ 5 Withdrawal at the student's own request

(1) Students must be withdrawn from the university upon request at any time.

(2) [1] The CampusCard must be handed in to the Enrolment and Examinations Office; alternatively, it will be deactivated by the university.

(3) [1] Withdrawal from the university takes effect on the date requested or, unless otherwise specified, at the end of the current semester. [2] Retrospective withdrawal is not permitted. [3] The student will receive a certificate of withdrawal.

(4)[1] If a request for withdrawal is made before or within one month of the start of lectures (the university's official start of lectures), or if it is established before these dates that an examination has been definitively failed, any fees and charges paid shall be refunded. [2] If an appeal is lodged against the decision confirming definitive failure, no refund shall be made in accordance with sentence 1.

(5) Withdrawal from the university does not release students from any existing obligations to sit examinations.

§ 6 Withdrawal for special reasons

(1) Students shall be withdrawn from the university if
1. enrolment was obtained through coercion, fraudulent misrepresentation or bribery,
2. in a degree programme with admission restrictions, the withdrawal of the letter of admission is final or immediately enforceable and the student is not enrolled in any other degree programme,
3. a final examination has been passed and the student is not enrolled on any other degree programme; the expiry of the letter of admission is equivalent to its withdrawal,
4. they have definitively failed an examination or, in accordance with the regulations governing the degree programme, have lost their entitlement to sit the examination,
5. following a reminder setting a deadline and threatening withdrawal, they fail to re-enrol or fail to pay any fees or charges due under this Act. [2]In this case, the students concerned shall be withdrawn from the university by operation of law at the end of the semester once the deadline has expired,
6. their health insurance cover has ceased and no corresponding proof has been received following an electronic request setting a deadline,
7. the documents required for admission to the Master's programme have not been submitted within the deadline set by the university, and the student is responsible for this, and the student is not enrolled on any other degree programme, or
8. following the closure of a degree programme, that programme has come to an end and, in accordance with the regulations, no further examinations are offered.

(2) Students can be withdrawn if
1. facts come to light or occur after enrolment which would have justified the refusal of enrolment,
2. the degree programme for which they are enrolled is discontinued and it is ensured that they can continue their studies at another higher education institution in Germany.

(3) [1] Prior to withdrawal, the student must be given the opportunity to comment on the facts relevant to the decision; Section 28 of the Administrative Procedure Act must be observed. [2] A withdrawal pursuant to paragraphs 1 (points 1, 6 and 7) and 2 must be notified to the student, together with the reasons and information on legal remedies. [3] It shall be effected once the decision has become final, by handing over or serving a corresponding certificate, which must specify the date on which the withdrawal takes effect.

§ 7 Re-enrolment

(1) [1] All students enrolled at the university who wish to continue their studies in the following semester must re-enrol for the summer semester between 1 and 31 January of the following year and for the winter semester between 1 and 30 June. [2] This also applies to students on leave of absence and those undertaking a practical placement or a semester abroad.

(2) Re-enrolment is deemed to have taken place once the full re-enrolment fee specified on the ecampus portal has been credited to the university's account and the updated certificate of enrolment has been made available on the ecampus portal.

(3) Students who have not re-registered in the proper manner must be sent a reminder warning of impending withdrawal and setting a reasonable grace period.

(4) [1] If the deadline is missed, a fee in accordance with the Fees and Charges Regulations, as currently in force, shall be charged for any late re-enrolment still accepted by the university. [2] The fee must be paid into the university's account designated for re-enrolment.

(5) Applications for the remission of tuition fees, as well as charges and fees under the NHG, must be submitted no later than one month after the end of lectures for the semester *(Section 14(2), sentence 4 NHG)*.

(6) [1] Students are obliged to provide the information required for the collection of tuition fees and other charges by 15 December for the summer term and by 15 June for the winter term. [2] In justified exceptional cases, the deadline may be extended to 31 August for re-enrolment for the winter semester or to 28/29 February for re-enrolment for the summer semester.

§ 8 Leave of absence

(1) [1] Students shall, upon application, be granted a leave of absence for the duration of their compulsory service within the meaning of Article 12a of the German Basic Law. [2] The application must be accompanied by the notification of compulsory service.

(2) [1] Students may, upon application, be granted a leave of absence before or within one month of the start of lectures (the university's official start of lectures) if they can demonstrate a valid reason. [2] A leave of absence is only permitted for full semesters and, as a rule, for no more than two consecutive semesters at a time. [3] As a rule, students may be granted a leave of absence for no more than four semesters during the duration of their degree programme. [4] Leaves of absence under paragraph 1 are not counted towards the first four semesters.

(3) Valid reasons within the meaning of paragraph 2 include, for example:
1. Health reasons relating to the student,
2. maternity leave (pregnancy) and parental leave,
3. completion of a work placement provided for in the study plan or examination regulations, which is not part of the degree programme,
4. a study period abroad, provided it is not part of the degree programme,
5. involvement in academic or student self-governance.

(4) A leave of absence is not permitted for the first academic semester.

(5) [1] During a leave of absence, students retain their rights as members; however, they are not entitled to enrol on courses or submit coursework during this period. [2] Paragraph 8 is exempt from this provision. [3] The obligation to pay student fees is not affected by the leave of absence, unless the fee regulations, the schedule of fees and the provisions of the NHG stipulate otherwise. [4] The administrative costs contribution pursuant to Section 11 and the long-term study fee pursuant to

Section 13 of the NHG shall not be levied. [5] Students on leave of absence who provide evidence of studying abroad shall, upon application, be exempted from paying the Student Services contribution for that semester.

(6) [1] The number of leave semesters is not limited for periods of pregnancy and maternity leave or parental leave. [2] Such periods do not reduce the entitlement to leave semesters under paragraph 2, second sentence, for other reasons.

(7) Leave semesters are not counted as academic semesters.

(8) [1] Leave semesters exempt students from the obligation to retake examinations as provided for in the relevant examination regulations. [2] Students who are on leave of absence due to a semester abroad may, upon application to the Examination Board, sit resit examinations.

§ 9 Concurrent study of multiple degree programmes

(1) [1] Students who are already enrolled at another higher education institution may be admitted to this institution if the relevant faculty confirms that it is possible to study at both institutions simultaneously (parallel study). [2] The other higher education institution shall be notified of the dual enrolment. [3] The first sentence shall apply *mutatis mutandis* to students who are already enrolled on a degree programme at this higher education institution and who wish to enrol on a further degree programme at this higher education institution.

(2) [1] Students who are already enrolled on a degree programme with admission restrictions at this or another higher education institution may only be enrolled on a further degree programme with admission restrictions if that programme constitutes a meaningful complement to the programme they first enrolled on and if it is possible to study both programmes concurrently. [2] Paragraph 1 applies *mutatis mutandis*.

(3) [1] Students who are enrolled in an undergraduate degree programme and have not yet successfully completed that programme by sitting the required examinations may be enrolled, subject to a condition precedent, in a Master's degree programme that builds upon that undergraduate programme. [2] Further details regarding enrolment subject to a condition precedent shall be set out in the regulations for that Master's degree programme.

§ 10 Auditors

(1) [1] For certain courses, individuals who are not enrolled may be admitted as auditors even without proof of university entrance qualification in accordance with Section 18 of the NHG. [2] As a general rule, the total number of teaching hours per semester should not exceed eight weekly hours. [3] Fees are charged for attendance at courses as an auditor in accordance with the university's schedule of fees.

(2) [1] Students from other higher education institutions shall be admitted as auditors upon application, provided that the faculty has not imposed a numerical limit on attendance at the courses and/or made attendance conditional upon proof of certain required academic achievements or knowledge. [2] Paragraph 1, second sentence, applies *mutatis mutandis*.

(3) The following details must be recorded for auditors: surname, first name, address, gender, month and year of birth, nationality, field of study.

(4) [1] Auditors are entitled to sit assessments and examinations held in connection with the relevant course. [2] A certificate shall be issued for examinations successfully passed. [3] This certificate confirms that the examination was taken whilst the student was enrolled as an auditor.

(5) Achievements made as an auditor at the University of Applied Sciences Emden / Leer in the same or a related degree programme shall be recognised by the Examination Board upon application for recognition of equivalent achievements.

(6) [1] The application for admission as an auditor must be submitted separately for each semester within the enrolment period (15 March for the summer semester / 30 September for the winter semester). [2] A decision on the application is made in consultation with the faculty.

(7) [1] A fee is charged to auditors per semester for participation in courses and examinations. [2] Fees are charged per examination for the completion of coursework and sitting examinations. [3] The amount of the fees is determined in accordance with the Fees and Charges Regulations in their currently valid version.

§ 11 Exchange students

(1) [1] Students from higher education institutions with which cooperation agreements are in place (exchange students) shall be enrolled on a temporary basis for a corresponding higher semester, subject to the availability of study places arising within the framework of the exchange. [2] The requirements set out in § 1(2) shall be deemed to have been met upon presentation of proof of enrolment at the partner higher education institution.

(2) [1] International students who are exempt from the administrative fee under Section 11 of the NHG may be enrolled on a temporary basis outside the enrolment periods. [2] The maximum duration of temporary enrolment should not exceed two semesters; in exceptional cases, four semesters. [3] Retrospective enrolment is only possible up to the end of the re-registration deadline (31 January for the summer semester/30 June for the winter semester) for the coming semester.

§ 12 Early-entry students

(1) [1] Pupils who are assessed by both their school and the university, by mutual agreement, as being exceptionally gifted may be enrolled as early-entry students prior to commencing their degree programme. [2] Notwithstanding § 1(1) of these regulations, they do not become members of the university.

(2) Further details are set out in a set of regulations.

§ 13 Electronic student administration

The university processes the personal and study-related data required for the purposes of enrolment and examination administration in accordance with § 2(3) and (4) in an electronic campus management system. The collection and processing of data shall be carried out in accordance with the relevant data protection provisions, including the decree of the Lower Saxony Ministry of Science and Culture (MWK) regarding retention periods. Personal data of applicants

who are not enrolled or admitted to a degree programme shall be deleted upon completion of the application process.

§ 14 Obligations to cooperate

[1] Students are responsible for using the online access to the ecampus portal. [2] They are obliged to check the ecampus portal regularly for new notifications. [3] Likewise, the data stored on the ecampus portal must be checked regularly to ensure it is correct. [4] Transmission errors and other errors must be reported to the Enrolment and Examinations Office without delay. [5] Electronic communication between the university and students takes place via the email address provided by the university. [6] Students are generally informed via this email address of any new messages on the university portal.

§ 15 Entry into force

These regulations shall come into force on the day following their publication in the official gazette of the University of Applied Sciences Emden / Leer.