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**Disclaimer**

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## Enrolment Regulations dated 9 July 2025

Based on

- § 15 (8) in conjunction with § 70 (2) no. 2 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, [No. 12]), last amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30]),
- § 7 (1) no. 2 of the Basic Regulations of Brandenburg University of Applied Sciences in the version published on 18 November 2021 (Official Announcement, page 4659)

the Senate, by resolution of 9 July 2025, enacts the following statutes amending the enrolment regulations:<sup>1</sup>

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<sup>1</sup> These regulations were approved by letter from the President dated 14 July 2025.

## **§ 1 Enrolment**

- (1) Upon application, an applicant for a place of study shall be granted enrolment as a student in accordance with § 15 (1) of the BbgHG and shall be admitted to the university as a member within the meaning of § 66 (1) of the BbgHG with the resulting rights and obligations. The rights and obligations are determined by the relevant provisions of the BbgHG and by the statutes and regulations of the university.
- (2) With the exception of the cases specified in § 15 (1) BbgHG, enrolment is only valid for one degree programme. A degree programme is a course of study in one or more subjects governed by study and examination regulations and aimed at a specific professional qualification or training objective.
- (3) Enrolment requires that the applicant
  1. provides the necessary qualifications for the chosen degree programme in accordance with § 10 (2) or (3) of the BbgHG,
  2. provides the necessary evidence in accordance with § 10 (4) and (5) BbgHG,
  3. has been admitted to a degree programme,
  4. for doctoral studies, fulfils the admission requirements specified in the respective regulations in accordance with § 32 (4) BbgHG.
- (4) Deviations from (3) are permitted for exchange students in accordance with § 10. In particular, proof of the required qualifications and language requirements may be tailored to the needs of the temporary study programme.
- (5) Enrolment shall be limited in time
  1. for doctoral students in accordance with § 11,
  2. for exchange students in accordance with § 10,
  3. if the applicant with foreign educational qualifications is attending a language course in German as a foreign language, a preparatory course or selected courses at the university as a programme or exchange student,
  4. if a degree programme is not continued, or
  5. if the applicant has been provisionally admitted by court order.
- (6) If the applicant has already been enrolled in the same or a related degree programme at a German university, they will be enrolled in the first or correspondingly higher semester of the degree programme after the examination board has decided on the placement semester, provided that courses are available for this semester and the relevant regulations do not indicate any barriers to admission. If the applicant has completed creditable periods of study or study and examination achievements on the basis of studies in another degree programme or in a degree programme at a university outside the scope of the laws of the German federal states, he or she will be enrolled in the corresponding semester in accordance with the classification by the responsible Examination Board. The responsible Examination Board also decides on any appeals to this classification.
- (7) After enrolment, the student will receive a student ID. In addition, a personal email account will be created. Students are required to activate this account, use it and ensure that information communicated via this communication channel reaches them at all times.

## **§ 2 Deadline and Form of Applications for Enrolment**

- (1) In degree programmes without admission restrictions, the following deadlines generally apply to applications for enrolment
  1. For the winter semester: by 30 September

2. for the summer semester: by 31 March

- (2) In justified exceptional cases, applicants may be granted a reasonable extension upon written request. The request must be submitted together with the enrolment application within the enrolment deadline. The extension may be granted

1. for the winter semester: no longer than until 31 October and

2. for the summer semester: no longer than until 30 April.

Different extension periods may be granted in accordance with § 15 (1) sentence 6 ff. BbgHG for enrolment in master's degree programmes that are not continuing education programmes.

- (3) For degree programmes with admission restrictions, the deadlines specified in § 2 (1) of the Higher Education Admission Regulations apply as exclusion deadlines.

- (4) Different deadlines may apply to foreign applicants. These will be published in an appropriate form.

- (5) Applications for enrolment must always be submitted electronically using the procedure specified by the university. Information on the procedure will be published on the homepage.

- (6) The following must be submitted with the application for enrolment in the currently valid form:

1. the enrolment application with a declaration that

a. the performance records or examinations required for the chosen degree programme have not been definitively failed at a university within the scope of the laws of the German federal states or that the right to take the examination has not been lost,

b. that no exclusion from studying at another university has been imposed as a result of disciplinary proceedings and that no such proceedings have been initiated,

2. proof of university entrance qualification for the chosen degree programme in the required form. Certificates in foreign languages must be accompanied by a German or English translation at the applicant's expense, issued by a person or institution authorised to provide sworn or court-approved translations,

3. the letter of admission and the declaration of acceptance of the study place, if there are admission or access restrictions for the chosen degree programme,

4. if applicable, proof of previous studies in the form of the last certificate of enrolment and the exmatriculation certificates from the last universities attended, certificates of preliminary, intermediate and final examinations,

5. for parallel or double studies, the application for parallel or double studies with the relevant justification, a declaration on the exercise of membership rights in accordance with § 15 (2) sentence 6 BbgHG,

6. the health insurance certificate for the relevant semester in accordance with the relevant statutory provisions (electronic student registration procedure in accordance with § 199a (7) SGB V) or proof of exemption from the statutory insurance obligation in accordance with the applicable statutory provisions,

7. proof of fulfilment of special admission requirements, if required by the relevant regulations,

8. for cooperative study formats, proof of a training or educational relationship with a training institution or a contractually bound practice partner approved by the university; the training or study contract must comply with the standards established by the university,

9. proof of identity in the form of a copy of the identity card or passport.

- (7) Upon enrolment, the relevant fees in accordance with § 5 (4) BbgHG, § 15 (2) sentence 1 BbgHG, as well as the contributions in accordance with § 17 (4) BbgHG and § 90 (1) no. 3 BbgHG, within the specified period, unless the student can prove that the membership rights pursuant to § 15 (2) BbgHG are exercised at another university in Berlin or Brandenburg and that

the contributions have been paid there. The payment of fees pursuant to § 5 (4) BbgHG remains unaffected by this.

- (8) Students are enrolled in the first semester of the chosen degree programme, except in cases where placement a higher semester has been granted.

### **§ 3 Revocation of Enrolment**

- (1) Students have the option of revoking their enrolment in writing within one month of the start of the semester.
- (2) Enrolment shall be revoked upon written request by the student if he or she is unable to commence or continue his or her studies in the first semester after enrolment due to compulsory service in accordance with § 12 of the Higher Education Admission Act of the State of Brandenburg (BbgHZG) or due to serious hardship.
- (3) In the cases referred to in (1) and (2), enrolment shall be deemed not to have taken place from the outset.
- (4) The application must be accompanied by the student ID card and, if applicable, the notification of conscription.

### **§ 4 Refusal of Enrolment**

- (1) Enrolment shall be refused if
1. the applicant has not been admitted to a degree programme with restricted admission,
  2. the applicant attempts to obtain enrolment by coercion, fraudulent misrepresentation or bribery,
  3. the contributions and fees payable for the respective semester have not been received by the university in the specified account within the set deadline,
  4. the applicant does not provide proof of insurance for the relevant semester or proof of exemption from the statutory insurance obligation by the responsible health insurance,
  5. the applicant has definitively failed the performance assessments or examinations required for the chosen degree programme at a university in Germany or has lost the right to take the examinations,
  6. the applicant for a cooperative study format does not provide proof of a training or study contract with a training institution approved by the university or a contractually affiliated practical partner, although this is required by the university's statutes; the training or study contract must comply with the principles established by the university for the drafting of contractual relationships,
  7. the applicant has been excluded from studying at another university by way of disciplinary proceedings.
- (2) Enrolment may be refused if
1. the applicant has not complied with the deadlines and formalities prescribed for enrolment,
  2. the applicant has provided false or incomplete information during enrolment,
  3. enrolment for certain semesters is excluded due to the introduction or discontinuation of a degree programme,
  4. the standard period of study at the transferring university has been exceeded by more than four semesters, unless the circumstances of the individual case indicate that the desired degree can be obtained; the decision on this matter shall be made by the responsible Examination Board.

- (3) If enrolment is refused in accordance with (2), the person concerned shall be given the opportunity to comment before the decision is made. The refusal of enrolment must be justified in writing.

## **§ 5 Withdrawal of Enrolment**

- (1) Enrolment shall be withdrawn by the university if
  1. the enrolment was obtained by coercion, fraudulent misrepresentation or bribery,
  2. in a degree programme with restricted admission, the withdrawal of the letter of admission is unappealable or immediately enforceable.
- (2) Enrolment may be withdrawn by the university if obstacles to enrolment in accordance with § 4 subsequently come to light which, if known, would have resulted in enrolment being refused.

## **§ 6 Parallel Studies and Double Studies**

- (1) Parallel studies apply if applicants who are already enrolled at another university within the scope of the laws governing universities in the German federal states are enrolled in another degree programme at Brandenburg University of Applied Sciences.
- (2) Double studies apply if an applicant who is already enrolled in a degree programme at the Brandenburg University of Applied Sciences enrolls in another degree programme at the Brandenburg University of Applied Sciences.
- (3) Enrolment in a parallel or double studies is only possible if the applicant intends to obtain a degree in both degree programmes.
- (4) Parallel or double studies in a degree programme with unrestricted admission and a degree programme with restricted admission is only possible if admission to the degree programme with restricted admission has been granted. Parallel or double studies in two degree programmes with restricted admission can only be undertaken if
  1. admission to both degree programmes has been granted,
  2. other applicants are not excluded from their first degree programme as a result, and
  3. the parallel or double studies are necessary to complete the degree.
- (5) Parallel or double studies must be applied for. The application must be accompanied by a statement of reasons. With regards to the application deadline, the provisions of § 2 apply.
- (6) If applicants are already enrolled in a degree programme or part of a degree programme at another university in the state of Brandenburg or at a university in the state of Berlin, they must declare at the time of enrolment at which university they wish to exercise their membership rights. The fee pursuant to § 15 (2) sentence 1 BbgHG is only payable at the university at which the membership rights are exercised.
- (7) In the case of double studies, re-registration and application for a leave of absence are only possible for both degree programmes.

## **§ 7 Visiting Students**

- (1) Enrolled students from other universities within the scope of the laws of the German federal states may, subject to capacity and upon application and proof of qualification, be admitted as visiting students with the right to attend courses. Applications must be submitted in the form valid at the time to the organisational unit responsible for student affairs by the start of the relevant semester at the latest. Visiting students are not members of the university.
- (2) Permission to participate may be denied if attendance of courses with limited space is intended and if visiting students would prevent or restrict students enrolled at the university from participating in the course. Permission to participate may also be denied if the qualifications required for this course in accordance with the relevant regulations cannot be proven.

- (3) Visiting students may obtain individual credits in courses in accordance with (1) and take examinations in their field of study with the consent of the examiners and in accordance with the relevant regulations. The sum of the examinations may not be amount to those of a degree. There is no legal entitlement to take examinations.
- (4) No fee is payable for admission as a visiting student.
- (5) Admission as a visiting student must be reapplied for within the specified period and in each semester. The application for admission as a visiting student must be accompanied by a current certificate of enrolment from the university at which the applicant is enrolled as a student.
- (6) If the application is approved, the applicant will receive a certificate of visiting student status valid for one semester.

## **§ 8 Guest Auditor**

- (1) Applicants may be admitted to courses as guest auditors. They do not need to provide proof of university entrance qualification in accordance with § 10 BbgHG. Guest auditors are not members of the university.
- (2) Admission as a guest auditor is subject to available capacity and proof of any qualifications required for the course. Guest auditors may only attend courses with limited capacity if this does not interfere with the studies of students and visiting students.
- (3) Guest auditors are not entitled to take examinations. They can obtain a certificate of participation in courses with the note that this was acquired as a guest auditor. Guest auditors with the Centre for International Relations and Languages may take language examinations if such examinations are offered and if the requirements set out in the relevant regulations are fulfilled.
- (4) A fee is payable for admission as a guest auditor in accordance with the provisions of the university's fee regulations in their currently valid version.
- (5) The application for guest auditor status must be submitted within the specified period and renewed each semester. Proof of payment of the applicable fee must be enclosed with the application. If the fee regulations do not stipulate a fee, proof of payment is not required.
- (6) If the application is approved, the applicant will receive proof of guest auditor status valid for one semester.

## **§ 9 Junior Students, College Students and Participants in Preparatory Courses**

- (1) In accordance with § 10 (7) BbgHG, school pupils who, following a joint assessment by their school and the university, demonstrate particular aptitude may be enrolled as junior students outside the regular enrolment procedure.
- (2) Participants in centres for student recruitment and study preparation may be enrolled as college students in accordance with § 10 (8) sentence 1 BbgHG. Enrolment for preparation for degree programmes is usually done for a period of six to twelve months.
- (3) Upon enrolment, junior students, college students and participants in preparatory courses are entitled to complete modules, take courses and examinations, and earn credit points. The proven study and examination achievements and credit points shall be recognised for subsequent studies at the university in accordance with the principle of equivalence. Failed attempts shall not be credited. § 15 (3) sentence 1 no. 5 BbgHG, § 15 (5) sentence 2 no. 4 BbgHG and § 16 BbgHG shall apply mutatis mutandis.

## **§ 10 Exchange Students**

- (1) Students who are enrolled at a foreign university may be enrolled as part of exchange or scholarship programmes upon formal application on a temporary basis for up to three semesters. There is no legal entitlement to specific study and examination achievements. Enrolment is possible at the beginning of each semester.



- (2) The provisions of these regulations shall apply mutatis mutandis to exchange students.

### **§ 11 Doctoral Students**

- (1) Doctoral candidates are enrolled as doctoral students upon application
1. in cooperative doctoral programmes in accordance with § 32 (6) sentence 4 BbgHG, provided that they are not enrolled at the university,
  2. provided that the requirements pursuant to § 33 BbgHG are met, in particular that a doctoral school of the universities of applied sciences has been established and that the university is authorised to enrol doctoral students in accordance with its provision.
- (2) The provisions of these regulations apply mutatis mutandis to doctoral students, in particular §§ 1 to 5, 10 and 13 to 16. Upon enrolment, in addition to the enrolment application, all documents listed in § 2 and the notification of admission to the doctoral school must be submitted.
- (3) Notwithstanding the other reasons specified in these regulations, enrolment shall end upon completion of the doctoral project or the termination of supervision, but no later than after six semesters for a full-time doctoral project and ten semesters for an extra-occupational doctoral project. In exceptional cases, an extension of enrolment beyond the maximum duration specified in sentence 1 may be granted upon application. The decision on such applications for extension shall be made by the responsible Examination Board. The application must be accompanied by a written statement from the external and internal supervisors, which must include the reasons for the long working time and the expected date of completion of the doctoral programme.
- (4) Further details are regulated
1. for doctoral students in accordance with (1) no. 1, by the Statutes Governing the Establishment and Operation of the University's Cooperative Doctoral Programme,
  2. for doctoral candidates pursuant to (1) no. 2, § 33 BbgHG, and the statutes of the doctoral programme of the universities of applied sciences.

### **§ 12 Limited Participation of Students from Other Universities**

- (1) In accordance with § 15 (10) BbgHG, students from other universities may be granted participation in courses, completion of modules, study and examination achievements and the acquisition of credit points without enrolment. This entitlement is only valid for a limited period of no more than 30 days or for courses with a maximum of 360 hours per semester.
- (2) Participation can only be granted subject to available capacity and if any necessary qualifications are proven. Courses with limited capacity can only be attended if this does not interfere with the studies of students and visiting students at the university.
- (3) Participants in accordance with (1) may be issued with certificates confirming their coursework and examination results and the credits they have earned. Such certificates shall indicate that they were obtained without enrolment.

### **§ 13 Obligation to Cooperate**

Students, visiting students, junior and college students, participants in preparatory courses, participants pursuant to § 12, exchange students and doctoral students are obliged to notify the organisational unit responsible for student affairs without delay of any of the following:

1. change of name and address,
2. changes to their telephone number,
3. changes to the external email address,
4. enrolment at another university,



5. the final failure of an examination at another university when completing parallel or double studies (loss of examination entitlement),
6. change of health insurance status,
7. loss of the student ID card,
8. in a cooperative study format, the legally effective termination of the training or educational relationship, and the conclusion of a new training or study contract.

#### **§ 14 Change of Degree Programme**

- (1) A change of degree programme must be applied for at the organisational unit responsible for student affairs within the re-registration deadlines specified in § 15 in the form valid at the time.
- (2) The provisions on initial enrolment apply mutatis mutandis to changes of the degree programme.
- (3) If a notification of classification into a semester or the admission to a restricted-admission degree programme that are required for the application for change of degree are not yet available at the time of re-registration for the next semester, a declaration of the intended transfer must first be submitted during the re-registration period.

#### **§ 15 Re-registration**

- (1) All enrolled students and all students on a leave of absence who intend to continue their studies at Brandenburg University of Applied Sciences must re-register for the following semester within the period specified by the university. Re-registration is effected without a separate declaration, simply by paying the relevant fees and contributions on time. The total amount of these fees and contributions, the relevant bank details and the date by which payment must be received in the account will be communicated to students in good time.
- (2) Re-registration extends the status as a member of the university for the following semester.
- (3) Re-registration after the published deadline is considered late and requires the payment of an administrative fee in accordance with the university's fee regulations in their currently valid version. If, in such cases, re-registration is not completed within a grace period to be determined by the university despite a written request and threat of withdrawal from study, withdrawal from study will take place ex officio on the basis of § 15 (5) no. 3 BbgHG.
- (4) The following documents must be submitted for re-registration, if necessary:
  1. applications concerning a change in student or degree programme status,
  2. information required for statistical follow-up surveys.Without this evidence, the re-registration shall be deemed not to have taken place.
- (5) After re-registration, students must update their student ID cards.

#### **§ 16 Leave of Absence**

- (1) Students may, upon written application, be temporarily exempted from the obligation to study for a limited period of time for important reasons (leave of absence). Reasons for a leave of absence include, in particular:
  1. illness that prevents proper study,
  2. service in accordance with § 12 BbgHZG from the 2nd semester onwards,
  3. study visits or internships in Germany or abroad, provided they are not part of the study programme,
  4. absence from the place of study with the approval of the examination board responsible for the degree programme,
  5. responsibilities in academic or student self-administration,

6. circumstances that entitle employees to maternity leave or parental leave, care of sick persons or nursing care in accordance with § 12 BbgHZG.

Other reasons will be decided on a case-by-case basis. The application must be submitted separately for each semester within the re-registration deadlines specified in § 15.

- (2) The application for leave of absence must be submitted in writing before the re-registration deadline, with payment of any fees and contributions due. The obligation to pay contributions shall not be affected by the leave of absence, unless the contribution regulations of the student support services organisation (Studierendenwerk) and the statutes of the student body provide otherwise. However, students on leave of absence are exempt from paying the re-registration fee for the duration of their leave of absence. The following proofs must be enclosed with the application for leave of absence:
  1. in the case of (1) no. 1 or no. 6, a medical certificate,
  2. in the case of (1) no. 2, the original or an officially certified copy of the notice of compulsory service or another relevant certificate,
  3. in the case of (1) no. 3 or no. 4, the approval of the relevant Examination Board.
- (3) Leave of absence is only permitted for full semesters, generally for a maximum of two consecutive semesters at a time and for no more than four semesters during the duration of a degree programme. Leave of absence pursuant to (1) no. 2 and no. 6 shall not be counted towards the maximum duration of leave of absence.
- (4) Students on leave of absence remain members of the university. During the period of leave, the right to attend courses and obtain the corresponding credits at the university is suspended.
- (5) Semesters of leave are counted as university semesters, but not as degree programme semesters.

## **§ 17 Withdrawal from Study**

- (1) Students shall be exmatriculated ex officio if
  1. they have passed a final examination, including a repeat examination to improve their grade,
  2. they have definitively failed a required examination,
  3. they have lost their right to take examinations in accordance with the relevant provisions governing studies,
  4. they have not fulfilled their obligation to participate in a subject-specific student advisory service in accordance with § 22 (2) sentence 2 BbgHG in conjunction with § 21 (3) BbgHG, or have refused to conclude a study progress agreement or have not fulfilled the requirements specified in a study progress agreement pursuant to § 21 (3) sentence 3 BbgHG by the specified date for reasons for which they are responsible; this does not apply if the student concerned was not informed of these consequences at the time of the invitation or upon conclusion of the study progress agreement,
  5. they have not paid due fees and contributions despite reminders and threats of withdrawal from study,
  6. the studies may not be continued in any degree programme,
  7. in a cooperative study format, the training relationship has been legally terminated without the intended training qualification or the educational relationship has been legally terminated without the intended practical phases and a new training or study contract has not been concluded and proven to the university within twelve weeks,
  8. they are subject to the disciplinary measure of withdrawal from study.
- (2) Withdrawal from study takes effect upon written application by the student at the time requested or, if no time is specified, at the end of the current semester. The withdrawal can take effect at

the earliest on the day on which the application is received by the organisational unit responsible for student affairs. Retroactive withdrawal from study is not permissible.

- (3) If a student is subject to a withdrawal from study due to failure to re-register, the withdrawal from study takes effect on the last day of the semester for which they last re-registered.
- (4) Before a withdrawal from study pursuant to (1) no. 2 to no. 8, students shall be given the opportunity to comment. The withdrawal from study must be justified in writing, accompanied by information on legal remedies and sent to the student.
- (5) When the withdrawal from study takes effect, membership in the university ceases. The student shall surrender his or her student ID card.
- (6) A certificate of withdrawal from study shall be issued.

#### **§ 18 Entry Into Force, Expiry**

- (1) These regulations shall enter into force on the day after their publication in the official announcements.
- (2) The enrolment regulations of Brandenburg University of Applied Sciences dated 13 July 2022 (Official Announcements from Brandenburg University of Applied Sciences No. 18 dated 7 November 2022) shall cease to be valid upon the entry into force of these regulations.

Brandenburg an der Havel, 8 August 2025

signed Prof. Dr. Andreas Wilms  
President