

**Statutes governing admission, enrolment, re-registration and  
withdrawal from studies at the University of Applied Sciences Ansbach  
at Ansbach University of Applied Sciences  
(ImRueEx/HSAN-20231)**

**From 24 May 2023**

**in the version dated 4 June 2025**

**Unofficial, consolidated complete edition**

Pursuant to Art. 9, Art. 87, Art. 88, Art. 95 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), which was amended by Section 3 of the Act of 23 December 2022 (GVBl. p. 709), in conjunction with Section 32 of the Qualification Ordinance (QualV) of 2 November 2007 (GVBl. p. 767, BayRS 2210-1-1-3-K/WK), last amended by the Ordinance of 11 June 2021 (GVBl. p. 355), as well as Sections 23, 24, 25, 32 of the Higher Education Admission Ordinance (HZV) of 10 February 2020 (GVBl. p. 87, BayRS 2210-8-2-1-1-WK), last amended by the Ordinance of 1 December 2022 (GVBl. p. 749), the Ansbach University of Applied Sciences issues the following Statutes:

**§ 1**

**Enrolment requirement**

(1) <sup>1</sup> Admission to a degree programme or other studies (studies) requires proper enrolment as a student at the university. <sup>2</sup> Students (students) within the meaning of sentence 1 are:

- students in an undergraduate degree programme (Bachelor's programme),
- students in a postgraduate or consecutive degree programme (Master's programme),
- students in continuing education or further qualification programmes in accordance with Art. 78 BayHIG,
- students in module-based or certificate programmes,
- Exchange students, provided they take examinations
- doctoral candidates who are graduates of the university.

(2) The following groups of persons shall also be enrolled (registered):

1. Students from other universities who participate in courses and take examinations within the framework of cooperation agreements,
2. Persons who redeem the "Lifelong Learning Certificate"
3. upon application, persons who are pursuing a doctorate at a domestic or foreign partner university with the right to award doctorates in accordance with the doctoral regulations applicable to that university and who are working on the respective topic at the Ansbach University of Applied Sciences in an application-oriented research and development project or are supervised by a professor at the Ansbach University of Applied Sciences on the basis of a corresponding agreement (cooperative doctoral candidates),
4. upon application, persons who are pursuing a doctorate at a partner university in Germany or abroad with the right to award doctorates in accordance with the doctoral regulations applicable to that university as part of a joint doctoral programme involving the Ansbach University of Applied Sciences (joint doctoral programme),
5. upon application, doctoral candidates from other universities who are participating in courses at Ansbach University of Applied Sciences and are able to take examinations within the framework of cooperation agreements with this university,
6. persons completing early studies,
7. Participants in summer schools or winter schools.

8. upon application, participants in the doctoral certificate programme
9. upon application, persons who participate in individual courses of study that are not subject to admission restrictions without taking examinations (guest students)."

## **Section 2**

### **Legal capacity of minors**

<sup>1</sup>Minors who have a university entrance qualification are legally competent within the meaning of Art. 12 para. 1 no. 2 of the Bavarian Administrative Procedure Act (BayVwVfG) to take procedural steps for the admission, completion and termination of a course of study if the consent of their legal representatives has been obtained.

<sup>2</sup>In particular the following rights and obligations are affected:

- Application, enrolment and re-registration,
- Payment of semester fees,
- Attending courses,
- Registration for and taking of examinations,
- Activities in the laboratory and participation in laboratory experiments,
- Use of the library and IT services,
- inspecting examinations and, if necessary, exercising the associated examination-related legal remedies,
- Participation in elections to self-governing bodies,
- Changing your degree programme
- Submitting applications relevant to examinations and studies,
- Deregistration
- registering for and participating in excursions.

## **§ 3**

### **Obligations to cooperate, data collection**

(<sup>1</sup>)Students are obliged to notify the university immediately of the following information:

1. Changes to the data specified in Art. 87 para. 2 BayHIG,
2. Loss of personal documents issued on the basis of enrolment or re-registration, such as the student ID card or the Campus Card,
3. all facts that constitute an obstacle to enrolment, even if they only occur subsequently or are highly likely to occur in the future.

<sup>2</sup> The university may stipulate that changes within the meaning of sentence 1 no. 1 must be made online by the students themselves on the university's Internet portal.

(2) <sup>1</sup>Students are obliged to keep themselves informed via the university's official publications. <sup>2</sup>This includes, in particular, that they

1. are familiar with the examination and study regulations applicable to them, the general study and examination regulations of the university or the respective study and examination regulations of the relevant degree programme,
2. are familiar with the regulations of the tuition fee regulations and university fees and charges regulations that apply to them,
3. read the messages in their university email account and the university's IT service portal regularly, but at least once a week, depending on the circumstances.

(3) <sup>1</sup>Registered persons pursuant to Section 1 (2) Nos. 1 to 6 must provide the data required for registration in accordance with Art. 87 (2) BayHIG; in all other respects, the obligations to cooperate pursuant to paragraphs 1 and 2 shall apply. (<sup>2</sup>)Registered persons pursuant to Section 1 (2) sentence 1 no. 7 must provide data in accordance with Art. 87 (2) sentence 1 nos. 1 to 5, sentence 2 no. 1 BayHIG as well as the data required for registration, in particular a valid email address. (<sup>3</sup>)Persons pursuant to Section 1 (3) must provide data in accordance with Article 87 (2) sentence 1 nos. 1 to 5 that is necessary for participation in courses and for fee processing.

(4) Students and registered persons shall be responsible if administrative or legal acts are issued unlawfully or are ineffective due to a failure to comply with the obligation to cooperate.

## **§ 4**

### **Application for admission to degree programmes with restricted admission**

(1) <sup>1</sup> The application for admission must be submitted in the correct form via the university's online application portal. <sup>2</sup> A separate application for admission must be submitted for each degree programme.

(2) <sup>1</sup> The application for admission must be received by the university by 15 January for the summer semester and by 15 July for the winter semester (cut-off date). <sup>2</sup> The actual date of receipt of the online application by the university is decisive. <sup>(3)</sup> Reference is made to § 24 HZV.

(3) <sup>1</sup> Master's degree programmes may deviate from the provisions of paragraphs 1 and 2 if this is permitted by the respective study and examination regulations. <sup>2</sup> The deadlines specified in paragraph 2 are not exclusion deadlines for Master's degree programmes; an extension of the deadline is possible in accordance with Art. 31 (7) BayVwVfG.

(4) Admission or non-admission to the programme shall be provided in electronic form; the decisions may also be delivered in writing.

## **§ 5**

### **Pre-registration (application) for degree programmes with no admission restrictions**

<sup>1</sup> In degree programmes for which no admission quotas have been set, a pre-registration deadline of 1 March for the summer semester and 15 September for the winter semester applies for enrolment. <sup>2</sup> A reduction of the deadlines specified in sentence 1 may be specified for specific degree programmes in the statutes; Extensions of deadlines shall be announced in good time by the university. <sup>(3)</sup> Preliminary registration shall be effected by submitting an application via the university's online application portal in accordance with the requirements set out in § 4. <sup>(4)</sup> Failure to do so will result in enrolment being refused, unless the failure is demonstrably through no fault of the applicant. <sup>(5)</sup> § 4 shall apply mutatis mutandis to notifications.

## **§ 6**

### **Admission to higher semesters, change of degree programme**

(1) <sup>1</sup> Admission to higher semesters is generally only possible for degree programmes with restricted admission if

1. study places have been returned or have become available for other reasons and, as a result, the number of admissions falls below the number specified in the statutes on the determination of admission numbers at the university in the version valid for the semester applied for,
2. a corresponding course offering is available in accordance with the study plan for the degree programme applied for in conjunction with the semester applied for in the respective winter or summer semester,
3. the study and examination achievements to date can be recognised to such an extent that the ECTS credits achieved exceed a minimum threshold,
4. there are no obstacles to enrolment.

<sup>2</sup> The university will publish separately on its website for the summer and winter semesters which subject semesters actually have capacity in accordance with sentence 1 no. 2. <sup>(3)</sup> The minimum threshold pursuant to sentence 1 no. 3 is determined by the subject semester for which admission is sought. <sup>(4)</sup> For degree programmes with a standard duration of 7 semesters (full-time), at least 30 ECTS credits must be achieved for each completed recognised subject semester, minus 20 ECTS credits. <sup>(5)</sup> Notwithstanding sentence 4, at least 21 ECTS credits are required for admission to the second semester. <sup>(6)</sup> For part-time degree programmes, the ECTS credits are calculated proportionally to the standard period of study.

(2) Current grade confirmations must be received by the university by 15 August for the winter semester and by 1 March for the summer semester at the latest (cut-off date).

(3) A change of degree programme within the university is governed by the provisions of paragraph 1.

(4) For applications to higher semesters in degree programmes with no admission restrictions, the above paragraphs apply with the exception of paragraph 1, sentence 1, no. 1; paragraph 2 only applies if the application deadline is before the deadline for submitting the grade confirmation.

(5) <sup>1</sup>Notwithstanding paragraph 1, applicants who wish to re-enrol in the same degree programme after interrupting their studies by de-registering shall have their periods of study, academic achievements and examination results automatically transferred by the higher education institutions. <sup>(2)</sup>The higher education institutions shall generally place students in the subject semester corresponding to their progress in their studies. <sup>(3)</sup>Deadlines for taking examinations shall not be interrupted.

(6) The provisions of these statutes shall apply to the admission and application procedure.

## **§ 7**

### **Admission of foreign nationals or stateless persons, foreign university entrance qualifications, language skills**

(1) Applicants who have not obtained a university entrance qualification at a German-speaking educational institution must provide evidence of sufficient German language skills by the end of the enrolment period at the latest. <sup>2</sup>Proof of German language skills for German-language study programmes can be provided in particular by one of the following German language tests (minimum requirement):

1. German Language Diploma of the Standing Conference of the Ministers of Education and Cultural Affairs – Second Level
2. German Language Test for University Admission for Foreign Applicants (DSH) with a result of level DSH1 (B2),
3. Test of German as a Foreign Language for Foreign Applicants (TestDaF) with a result that demonstrates TestDaF level 3 in all four parts of the test,
4. Certificate of the examination to determine the suitability of foreign applicants for admission to study at universities in the Federal Republic of Germany (Feststellungsprüfung),
5. Proof of German language skills recognised as sufficient for admission to higher education by bilateral agreements or other agreements concluded by the KMK or HRK,
6. The Große or Kleine Deutsches Sprachdiplom (German Language Diploma) and the certificate of the Central Upper Secondary Examination (ZOP) of the Goethe-Institut or the Goethe-Zertifikat of the Goethe-Institut with a result of level B2,
7. The "German Language Examination II" of the Language and Interpreting Institute in Munich,
8. The ÖSD Certificate C1.

<sup>3</sup>Notwithstanding sentences 1 and 2, in the case of Master's programmes, the university may itself verify that applicants have sufficient German language skills in accordance with the relevant study and examination regulations.

(2) <sup>1</sup>All applicants with university entrance qualifications obtained abroad must submit these in officially certified form and in a certified German or English translation to uni-assist e.V. in accordance with its regulations for checking the general requirements for university studies in Germany or Bavaria. <sup>(2)</sup> The preliminary examination documentation must be submitted online in the proper form and by the deadline as part of the application or admission procedure.

(3) <sup>1</sup>If international agreements contain different provisions, these provisions shall apply.

(4) <sup>1</sup> In degree programmes taught exclusively in a foreign language, proof of basic knowledge of the German language (at least A 1) must be provided. <sup>2</sup> The required foreign language skills (level B 2 according to the Common European Framework of Reference) must also be proven by means of a certificate from a state-recognised, accredited language institute. <sup>(3)</sup> In English-language degree programmes, the following certificates (minimum requirement) are recognised in particular:

1. IELTS (International English Language Testing System),
2. TOEFL (Test of English as a Foreign Language),
3. Duolingo,

4. DAAD Certificate,
5. CEFRL (Common European Framework of Reference for Languages),
6. Cambridge English Language Assessment,
7. Pearson - PTE Academic,
8. TOEIC (Test of English for International Communication).

<sup>4</sup>Further details or deviations may be regulated in the respective study and examination regulations. <sup>5</sup>If it can be proven that the foreign language of the degree programme corresponds to the native language or that the university entrance qualification was obtained in this language, the proof by means of a certificate in accordance with sentences 2 and 3 is not required.

## **§ 8**

### **Enrolment, conditional enrolment, trial studies**

(1) Enrolment (registration) takes place within the deadlines set by the university. <sup>2</sup> The deadlines are specified in the letter of admission (exclusion deadlines). <sup>(3)</sup> Admission to the programme shall become invalid if enrolment is not completed in the required form and within the specified time limit via the university's online application portal (application for enrolment) and the documents listed in sentence 4 are not submitted in the required form and within the specified time limit. <sup>(4)</sup> The following documents must be submitted in the original upon request by the university:

1. An identity card or passport valid at the start of the enrolment semester.
2. The documents specified in the letter of admission.

(2) <sup>1</sup>Final enrolment is usually carried out online by the university. <sup>2</sup>It is only possible if the requirements set out in paragraph 1 are met, there are no obstacles to enrolment and the fees and contributions have been paid in full. <sup>(3)</sup> The fees and contributions due shall generally be paid using the payment options offered by the university. <sup>(4)</sup> The form and deadline for payment shall be specified in the letter of admission (cut-off date). <sup>(5)</sup> If payment is not made or not made in full, enrolment shall be refused or revoked. <sup>(6)</sup>Fees incurred by the university, in particular as a result of incorrect account details or insufficient funds, shall be borne by the applicants. <sup>(7)</sup>In all other respects, the provisions of the Bavarian Higher Education Fees Regulation or the university's Higher Education Fees and Charges Regulations shall apply.

(3) <sup>1</sup>Applicants who apply as qualified professionals with subject-specific university entrance qualifications must complete a trial period of study to prove their suitability for study. <sup>(2)</sup> The trial study programme is considered successfully completed if at least 21 of 60 ECTS credits have been earned by the end of the second semester; otherwise, enrolment ends at the end of the semester in which the trial study programme was finally failed (conditional enrolment).<sup>3</sup>For part-time degree programmes with a standard duration of 10 semesters, a minimum of 15 ECTS credits must be earned; for 14 semesters, a minimum of 11 ECTS credits must be earned. The statutes may contain different provisions for part-time degree programmes. <sup>(4)</sup>The ECTS credit limit shall be automatically adjusted in accordance with § 9 of the university's General Study and Examination Regulations, as amended, if the ECTS credit limit specified therein is revised. <sup>(5)</sup>Re-enrolment in the same degree programme is not permitted if the trial period has been definitively failed.

## **§ 9**

### **Failure of enrolment**

(1) Enrolment will be refused if there is an obstacle to enrolment pursuant to Art. 91 BayHIG.

(2) Enrolment may be refused if formal requirements are disregarded despite notification of the consequences.

(3) <sup>1</sup>Enrolment may be refused if no study programme is available, in particular due to the non-implementation of the study programme starting in the relevant semester. <sup>2</sup> The university management shall check on the cut-off date of 15 July for applications for a study place starting in the winter semester and on the cut-off date of 15 January for applications for a study place starting in the summer semester, whether a sufficient number of first-year students can be expected in the undergraduate Bachelor's programmes and Master's programmes that are not subject to local admission restrictions, based on the number of applications for a study place and the number of applications for enrolment received. <sup>(3)</sup>Based on the number of enrolment applications received

five weeks before the start of the respective semester, the university management shall decide at its discretion whether or not the degree programme will be offered in the coming semester. <sup>(4)</sup> In undergraduate Bachelor's programmes, 20 applications for enrolment must have been received by the deadline specified in sentence 3 for the first semester. <sup>(5)</sup> If the start of the programme is suspended, the faculty and the applicants will be informed immediately that enrolment has been refused because the programme will not be offered.

## **§ 10**

### **Student ID card**

(1) <sup>1</sup> The university issues a student ID card to students after enrolment as proof of membership of the university. <sup>2</sup> The student ID card is valid for one semester; its validity is extended each semester upon re-registration by means of validation, which must be carried out independently by the students. <sup>(3)</sup> The student ID card is usually issued in machine-readable form (campus card) in accordance with the university's specifications. <sup>(4)</sup> It usually contains the following information printed on it:

1. Surname and first name,
2. Affiliation with the group of students,
3. Passport photo in colour.

<sup>5</sup> Further information will be printed on the Campus Card during the validation process for the current semester:

1. validity period,
2. matriculation number.

<sup>6</sup> The printed data is also stored in electronic form (with the exception of the period of validity) on the Campus Card. <sup>7</sup> The respective degree programme is electronically coded.

(2) The Campus Card may be used for other purposes as determined by the university, in particular

1. for requesting study-related certificates,
2. for registering for and withdrawing from examinations or checking examination results,
3. as a user ID card for the university library,
4. for access to equipment, rooms and parking spaces on the university premises,
5. as an electronic payment card on a credit basis.

(3) <sup>1</sup>The university must be notified immediately if a student ID card is lost. <sup>2</sup>If students are responsible for the loss, the university may demand reimbursement for the costs of issuing a new student ID card in accordance with the university's schedule of fees and charges. <sup>(3)</sup> In the event that the student ID card is unusable for a reason for which the student is responsible, sentences 1 and 2 shall apply accordingly. <sup>(4)</sup> In the event that enrolled students return their place of study before the start of the first semester or that students apply for exmatriculation within one month of the start of the first semester, sentences 1 and 2 shall apply accordingly. <sup>(5)</sup> The Campus Card must be returned to the university without being requested after completion of studies.

## § 11

### Re-registration

(1) If students wish to continue their studies, they must register for the next semester before the start of the next semester (re-registration); registration is done electronically via the university's campus management system.

(2) <sup>1</sup> Re-registration is effected by the timely and complete receipt

1. the semester fee (basic fee and, if applicable, solidarity contribution) to the Erlangen-Nuremberg Student Services Association in accordance with the applicable statutes,
2. any fees for participation in special continuing education programmes or other fees.

<sup>2</sup> Payment of the contributions under No. 1 shall generally be made by ePayment, payment of the fees under No. 2 by bank transfer after invoicing. <sup>3</sup> The exact periods for re-registration shall be announced publicly at the university in the university schedule.

## § 12

### Leave of absence

(1) If students wish to be released from their obligation to study in the normal manner (leave of absence), they must apply for this in the prescribed form and within the specified time limit.

(2) <sup>1</sup> The application for leave of absence must be submitted using the form provided by Student Services. <sup>2</sup> The application must state the reason for the leave of absence in accordance with paragraph 4. <sup>3</sup> The application must be accompanied by relevant supporting documents, if applicable; the university may request such documents if necessary.

(3) <sup>1</sup> The application for leave of absence must be submitted no later than one month after the start of the semester; if the reason for the leave of absence arises after this date and was not foreseeable, the application may be submitted by 25 January for the winter semester or by 10 July for the summer semester. <sup>(2)</sup> Leave of absence can only be applied for one semester at a time. <sup>(3)</sup> Retroactive leave of absence for semesters that have already been completed is not possible.

(4) <sup>1</sup> The application for leave of absence may be approved if there are important reasons that hinder the course of study and jeopardise timely completion. <sup>2</sup> Such reasons exist in particular if

1. circumstances exist that justify entitlement to protective periods in accordance with the Maternity Protection Act, childcare and education of a child in accordance with the Federal Parental Allowance and Parental Leave Act, or care of a close relative in accordance with the Care Leave Act,
2. a medical certificate attests that the student is unable to study properly in the semester in question due to illness,
3. the student is studying at a higher education institution abroad,
4. a voluntary internship is being completed,
5. voluntary service is being performed,
6. a start-up semester is being completed.

<sup>3</sup> In the case of Bachelor's degree programmes, a leave of absence in the cases specified in sentence 2 nos. 3, 4 and 6 is generally excluded for the first semester and, if the student has not yet met the initial deadlines in accordance with the APO, for the ninth and tenth semesters in the case of full-time study. <sup>(4)</sup> A leave of absence for the first semester is only possible if the reasons for the leave of absence arose after enrolment and were not foreseeable beforehand. <sup>(5)</sup> In cases covered by sentence 2 no. 2, the university may also require a medical certificate from a specialist or public health officer. <sup>(6)</sup> Financial reasons are generally not accepted.

### § 13

#### De-registration

(1) De-registration generally results in the termination of membership and the associated rights and obligations at the university; the examination relationship does not end with de-registration.

(2) De-registration takes place by operation of law, upon application or ex officio.

(3) <sup>1</sup>Students may be exmatriculated ex officio if there are reasons that prevent them from pursuing their studies in a proper manner. <sup>2</sup>Such reasons exist in particular if the student has demonstrably

1. has caused the university considerable material or immaterial damage through culpable conduct,
2. has repeatedly or particularly seriously violated the house rules or the university's domiciliary rights,
3. has prevented a member of the university from exercising their rights or fulfilling their duties,
4. has repeatedly or particularly seriously violated the General Terms of Use of the Bavarian State Libraries (ABOB) in their currently valid version or the supplementary user regulations of the university library,
5. has repeatedly or seriously violated the user regulations of the university's computer centre,
6. has been declared legally incompetent or is under provisional guardianship and there are further indications that the person concerned is unfit to study or that their presence at the university seriously endangers other persons or the academic programme,
7. has been convicted of an intentional criminal offence punishable by imprisonment of at least one year, the sentence is still subject to unrestricted disclosure and, given the nature of the offence committed, a risk or disruption to the course of study is to be expected,
8. is pursuing excessively long studies, taking into account reasons of hardship.

<sup>3</sup>In particularly serious cases, even attempting to commit acts under sentence 2 nos. 1 to 5 or inciting others to commit such acts constitutes grounds for expulsion. <sup>4</sup>The decision on expulsion shall be taken by the university management after exercising its discretionary powers. <sup>(5)</sup> The person concerned shall be given the opportunity to comment on the facts relevant to the decision before the decision is made.

### § 14

#### Entry into force, expiry

<sup>1</sup>These regulations shall enter into force on the day after their announcement. <sup>2</sup>At the same time, the regulations on the enrolment, re-registration and expulsion procedure at the Ansbach University of Applied Sciences (ImRueEx/HSAN-20221) of 26 January 2022 shall cease to be in force.



Done on the basis of the resolution of the Senate of the Ansbach University of Applied Sciences dated 17 May 2023 and the confirmation of the legal approval of the President of the Ansbach University of Applied Sciences dated 24 May 2023.

Ansbach, 24 May 2023

Signed  
Prof. Dr.-Ing. Sascha Müller-Feuerstein  
President

These statutes were filed at the university on 24 May 2023. The filing was announced on 24 May 2023 on the website of the University of Applied Sciences [www.hs-ansbach.de](http://www.hs-ansbach.de). The date of announcement is therefore 24 May 2023.