

Enrolment Statutes for the Darmstadt University of Applied Sciences

In accordance with Section 61(4) of the Higher Education Act of the State of Hesse (HessHG) of 14 December 2021 (GVBl. p.931), last amended through Article 7 of the Act of 29 June 2023 (GVBl. p. 465, 472), Darmstadt University of Applied Sciences has adopted these statutes. They were approved on October 29, 2024, by the Senate of the Darmstadt University of Applied Sciences.

This document is a non-binding English translation of the original German version. The German version is legally binding.

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§ 1 Preamble

Through these statutes, the Darmstadt University of Applied Sciences (h_da) defines the procedures for enrolment, part-time studies, changing degree programmes, doctoral studies, guest students, extracurricular programmes, re-registration, leaves of absence and disenrollment, processing personal data relevant in this context, and retention periods for documents relating to university examinations and proof of studies at h_da.

§ 2 Enrolment application

- (1) The university determines the form of application to be used; it is entitled to set deadlines for submission of applications and necessary documents as well as for re-registration. If the university provides online access, applications must be submitted digitally. Students thereby agree to communicate with the university via the relevant digital access points regarding university-related matters.
- (2) In general, all decisions and notifications are generated by the university's Campus Management System (CaMS). A decision or notification available for retrieval is deemed to have been communicated on the third day after the electronic notification of availability of the data was sent to the person authorized to retrieve it. When in doubt, the university must provide proof that the notification was received.
- (3) The following information is required for enrolment:
 1. Family name, previous name(s)
 2. First name
 3. Gender (m/f/d/undefined or n/a)
 4. Birth date
 5. Town/city and country of birth
 6. Address (no PO boxes)
 7. Telephone number
 8. E-mail address
 9. Nationality
 10. Desired programme and degree
 11. Name, address and type of previously and/or simultaneously attended state or state-recognised universities and vocational academies in Germany, the periods of study or training spent there with the year and semester (including leave and practical semesters), as well as the respective chosen degree or training programme with the obtained degree, results of coursework and exams, as well as final exams including failed attempts (list of achievements) and country (for universities outside of Germany).
 12. Date of completion, type and result of the first higher education entrance qualification and, if obtained in Germany, the state and district; if obtained outside of Germany, the country in which it was obtained, and, if applicable, the number of semesters completed at a college preparatory programme in Germany.
- (4) For doctoral studies, confirmation of acceptance to a doctoral programme must be submitted.
- (5) The university is entitled to request translations of the required documents. The degree programmes' examination regulations can specify which programme-specific skills and knowledge (e.g. internships, assessments) are required, in addition to the higher education entrance qualification, to begin the programme as well as the procedure for providing

proof.

- (6) In the case of enrolment without a higher education entrance qualification from school (Section 60(2), No. 5 HessHG), the university specifies which documents are to be submitted and communicates these in an appropriate manner and allowing sufficient time.
- (7) If an applicant can prove outstanding academic or artistic talent, a higher education entrance qualification may be waived for the relevant degree program provided that the faculty offering the programme has an assessment concept for this situation (in acc. with Section 60(4) HessHG).
- (8) If someone wishes to obtain a degree from a university other than h_da, the application must include the university and location of the desired degree; if the degree is outside of Germany, the country of the university must also be included.
- (9) If there are any indications that the information described above is incorrect or incomplete, the university may, in individual cases, require additional documents – including originals and/or officially certified copies in written form – and, if necessary, a declaration in lieu of an oath to verify previously completed periods of study. Applicants bear the costs for officially certified copies.
- (10) Incomplete, incorrect or falsified documents will result in exclusion from the process.
- (11) Data collected in accordance with paragraph 3 on people who do not enrol is deleted by 30 November at the latest for summer semesters and by 30 March for winter semesters.

§ 3 Enrolment

- (1) Enrolment as a student of h_da is for one programme usually geared toward a first or further professional qualification or for doctoral studies in accordance with Section 29(4) HessHG.
- (2) Enrolment can also be for extracurricular programmes in which no academic degree is obtained.
- (3) Prospective doctoral candidates who have been accepted to the research proposal phase can enrol conditionally at h_da for a maximum of two semesters if they wish to complete their doctorate with a primary supervisor at h_da. Candidates who are not accepted to a doctoral programme must disenroll.
- (4) Doctoral students must enrol at h_da upon acceptance as a doctoral candidate. Enrolment of doctoral candidates whose second supervisor is at h_da is carried out as a secondary enrolment at h_da. § 12 applies to doctoral students accordingly.
- (5) Enrolment in multiple degree or study programmes is permitted in justified cases provided there is an admission restriction for no more than one degree programme.
- (6) Admission to degree programmes with admission restrictions for the first and, if applicable, more advanced study semesters, can only be granted after an allocation process has taken place in accordance with the currently valid version of the Law on Admission to Higher Education in the State of Hesse (HHZG) of 30 October 2019 (GVBl. p. 290) at h_da or the Foundation for University Admissions and the corresponding space at the university has been offered.
- (7) If a programme offered by h_da requires studying at another university simultaneously, enrolment at one of the two universities can take place as a secondary enrolment by transferring the necessary personal data of the student between universities. The administrative fee is only payable once (as per Section 61(1) p. 4 HessHG).
- (8) When applying for enrolment in a degree programme, the following documents must be

submitted digitally in accordance with § 2(1), and the following requirements must be met:

1. Proof of a higher education entrance qualification according to Section 60 HessHG, submitted as a simple copy (usually a scanned transcript in PDF format). Applicants must keep the originals or certified copies of all documents submitted electronically via the application account throughout the entire application process and while enrolled at the university and submit them to the university at any time upon request.
 2. For applicants to German-language degree programmes with a foreign higher education entrance qualification: proof of sufficient German language proficiency. Please refer to the degree programmes' examination regulations for any specific additional language requirements.
 3. If applicable, sufficient proof of meeting prerequisites for part-time studies (see § 9).
 4. When applying for enrolment in a more advanced semester: a list of achievements documenting all coursework and exam results, including failed attempts.
 5. If a register query as defined by the Once Only Principle is possible between institutions previously attended, the applicant may apply for the university to retrieve the university entrance qualification. Electronic translations with a qualified digital signature are also accepted.
 6. When transferring from another university, a certificate of study or, in the case of the same admission-restricted degree programmes, the certificate of disenrollment from the university where the student was last enrolled.
 7. Electronic confirmation of coverage by a statutory health insurance company or confirmation of exemption is mandatory.
 8. If applicable, any other documents required by the respective degree programme's examination regulations in which the applicant seeks enrolment.
 9. Enrolment is subject to timely payment of the semester fee.
 10. Applicants with foreign proof of previous education apply to degree programmes through an external evaluation office. Exceptions may be stated in the examination regulations.
- (8) In the case of applicants who are minors: a power of attorney from a parent or guardian that covers the entire course of studies until the student becomes of legal age.
- (9) h_da can undertake provisional enrolments, particularly if proof of a necessary previous degree is not yet available but is likely to be available and submitted no later than one month after the beginning of the semester. If proof of the degree is not submitted at all or not submitted by one month after the beginning of the semester, re-registration for the following semester is not permissible and the student will be disenrolled as of the end of the respective semester. This does not apply to admission-restricted degree programmes.
- (10) Documents submitted to h_da can be retained and electronically processed by h_da.
- (11) Exchange students can enrol in a more advanced semester during their studies at h_da.
- (12) Enrolment takes effect as of the beginning of the semester it applies to regardless of the date of admission. Upon enrolment, students become members of the university in accordance with Section 37(1) HessHG. Participation in university self-governance in accordance with Section 38 HessHG is reserved for students in degree programmes and enrolled doctoral candidates (Section 29(4) HessHG).
- (13) All enrolled students are required to activate the personal email account provided by

h_da and use it regularly for the exchange of information relevant to their studies. The same applies for the activation and use of a user account in the CaMS and this system's Web portal where programme organization takes place. Relevant information, exam results and decisions are generally communicated via the CaMS and accessible for retrieval in the system. If information is accessible through this system, it is considered to have been communicated on the third day after becoming available.

§ 4 Refusal and revocation of enrolment

- (1) Enrolment will be refused if the prerequisites according to Section 60 HessHG are not met or an admission limit is set for the programme and the applicant has not been admitted. Enrolment may be refused if an applicant does not accept the admissions offer by the deadline.
- (2) In particular, enrolment may also be refused if the applicant
 1. Fails to provide required documentation, for example language proficiency or internship periods, or fails to do so by the given deadline
 2. Does not meet form and time requirements
 3. Does not provide proof of timely payment of contributions, fees and costs
 4. Left another university because enrolment was revoked or withdrawn
 5. Definitively failed a course or examination required to advance in the degree programme
- (3) Enrolment will be revoked effective as of the date of admission if it was caused by intentional or fraudulent deception or if grounds for refusal subsequently arise.
- (4) The decision to refuse enrolment must be sent digitally to the applicant in accordance with § 2(2) and must include information on legal remedies.

§ 5 Student ID

- (1) Students of the Darmstadt University of Applied Sciences receive a student ID in the form of a CampusCard. The CampusCard is valid for one semester and must be revalidated after every successful re-registration. In addition to personal data (family name, first name, birth date, town/city of birth, degree programme, date of enrolment, length of validity), the CampusCard includes various individual user authorisations. The same applies to the corresponding mobile app.
- (2) Whether or not participants in extracurricular programmes receive a CampusCard is stated in the respective programme description.

§ 6 Obligation to report changes

- (1) Students are obliged to notify the university immediately of any change of name, address or nationality, the absence of the ability to meet requirements for part-time studies or leave, as well as the loss of the CampusCard.
- (2) To the extent possible, students are requested to change their contact details themselves in the online portal provided for this purpose.
- (3) Any disadvantages resulting from failure to report changes in a timely manner will be borne by the student.

§ 7 Re-registration

- (1) Students wishing to continue their studies the following semester must re-register with

the university by the deadline.

- (2) Doctoral students must send a confirmation of health insurance coverage and, if requested, a certificate confirming continuation of the doctoral process.

§ 8 Leave of absence

- (1) Students may be granted a leave of absence for good cause in accordance with paragraph 3. Proof of the cause must be provided.
- (2) The request for a leave of absence must be submitted by the re-registration deadline for the respective semester.
- (3) Acceptable reasons for a leave of absence:
 1. An illness that prevents the student from studying effectively during the requested semester. The illness must be at least six weeks in duration.
 - (a) A medical certificate must be submitted stating the duration of the illness (no diagnosis required) as well as the justification as to why regular studies are not possible. If these requirements are not met, the request cannot be approved.
 - (b) In the event of repeat requests, a medical certificate from a specialist doctor must be submitted stating the duration of the illness (no diagnosis required) as well as justification as to why regular studies are not possible. If these requirements are not met, the request cannot be approved.
 - (c) Certificates that only confirm the inability to study and/or sit exams are not sufficient and will result in refusal of the request. The same applies to certificates of incapacity to work.
 2. Study-related internships that are not part of the degree programme
 3. Study-related stays abroad
 4. Maternity protection leave according to the applicable version of the Maternity Protection Act of 23 May 2017 (BGBI. I S. 1228) as well as parental leave
 5. Care of relatives in need of care as certified by a doctor or care of a close ill relative which makes regular studies in the respective semester impossible
 6. Selection in a national-level squad (A, B, C or D/C squad) for a top professional association in the German Olympic Sports Confederation
 7. Participation as an appointed or elected representative in academic or student self-government
 8. An interruption in studies for the purpose of financing the degree programme, entrepreneurial activity, such as starting a business, or an unexpected exceptional professional burden during career-integrated programmes
 9. Volunteer or military service
 10. If only the colloquium is missing to complete a degree
- (4) A request for a leave of absence during a semester is possible if the programme cannot be continued due to a sudden/unexpected event. The request must be made immediately following the occurrence of the cause for the leave of absence request. The request must verify the date of the sudden/unexpected event and include proof that a leave of absence is necessary. If these requirements are not met, the request cannot be approved. The request can also be approved if coursework and exams have been completed. Completed coursework and exams will be recognized.
- (5) A leave of absence is only possible for full semesters and, except those cases defined in

paragraph 3 sentences 1, 4 and 5, for a maximum of six semesters.

- (6) Information contained in a request for a leave of absence is processed with previously saved data.
- (7) Leave semesters count as university semesters, not as study semesters.
- (8) In general, a leave of absence precludes earning classwork credits or taking exams. Re-sitting failed exams during a leave of absence is possible. In accordance with paragraph 3 nos. 4 to 7, students on leave of absence are entitled to attend classes and complete coursework and exams.
- (9) Taking a leave of absence in the first study semester is only permissible in exceptional cases, particularly in the case of paragraph 3 nos. 1, 4 and 5. A retroactive leave of absence for a completed semester is not possible.

§ 9 Part-time studies

- (1) Students who are within the standard period of study are entitled to apply for part-time studies, provided reasons defined in § 8(3) nos. 1, 4 to 8 exist and can be proven. Part-time studies cannot be requested retroactively. Part-time studies is not an option for admission-restricted (NC) degree programmes.
- (2) In general, a maximum of half the credit points (CPs) intended for a semester can be received, which will extend the length of studies accordingly. CPs earned through exam re-sits are not affected. If more than half the intended CPs are earned, the semester will count as a full study semester.
- (3) A part-time semester counts as half a study semester and a full university semester.
- (4) The length of writing periods allotted for final theses doubles accordingly.

§ 10 Change of degree programme

The university may make the change of degree programme conditional upon attending an academic counselling session. §§ 2 through 4 apply in the event of a change of degree programme. Previously collected student data will be further processed.

§ 11 Disenrollment

- (1) Disenrollment from a degree programme generally occurs at the end of the semester in which the certificate for passing the final exam is handed out or the final exam is passed. It does not affect enrolment in other programmes.
- (2) Students may disenroll at their own request at any time. Disenrollment occurs as of the requested date or, unless otherwise requested, at the end of the current semester. Retroactive disenrollment is not possible.
- (3) Students will be disenrolled by order of the university if:
 1. They were enrolled on the basis of an erroneous acceptance letter and revocation of the acceptance letter has become incontestable or is enforceable immediately
 2. Payment of the semester fee was not received by the re-registration deadline
 3. Confirmation of health insurance coverage or proof of exemption from statutory health insurance was not provided at re-registration
 4. Documents required for provisional enrolment were not submitted on time
 5. Coursework or examinations required to advance in the degree were not completed
 6. Other state requirements resulting in disenrollment are met (see Section 65 HessHG)
- (4) h_da provides an electronic disenrollment certificate stating all known periods of study that relate to the degree programme at h_da. Extracurricular programme participants do not receive a disenrollment certificate.
- (5) If the university is registration-eligible, it will transmit the information to other registering authorities if necessary.

§ 12 Guest students

- (1) Applications for admission as a guest student must include the following information:
 1. Family name, previous name(s)
 2. First name
 3. Gender (m/f/d/undefined or n/a)
 4. Birth date
 5. Town/city and country of birth

6. Address (no PO boxes)
 7. Telephone number
 8. E-mail address
 9. Nationality
 10. Desired course
- (2) Guest student applications are for a maximum of 12 semester hours per week. Approval of the request depends on organizational and subject-related feasibility. There is no legal claim to acceptance as a guest student. A higher education entrance qualification is not required.
 - (3) Acceptance will be granted after the guest student fee has been paid; it is valid for one semester. Guest students are entitled to attend the courses and utilize the offerings listed on their guest student card as well as complete the corresponding coursework, but not exam credits as defined by examination law. They are not entitled to take preliminary, intermediate or final exams, module exams, or any other exams which are prescribed in the examination regulations. Guest student status ends with the relevant semester.
 - (4) Guest students are registered as affiliates of the university; but they are not enrolled, nor do they have student status in accordance with Section 61(1) HessHG.
 - (5) Data collected on guest students will be deleted within one year of the end of guest student status.

§ 13 Extracurricular programmes

- (1) In addition to degree programmes, h_da offers extracurricular programmes as well. These mainly include preparation courses that provide guidance and reflection for choosing a degree programme as well as language courses to prepare for a degree programme (DSH). Participants of these programmes can be enrolled for a maximum of two semesters. They are affiliates of the university, not members, and are therefore not entitled to participate in academic self-government.
- (2) To enrol in these programmes, the same data is collected as for enrolment in a degree programme (§ 2). Any deviating and/or additional information and proof are stated in the descriptions of these programmes. § 2(10) applies accordingly.

§ 14 Processing of personal data

- (1) These statutes entitle h_da to process and use collected data for administrative purposes. Please refer to Appendix 1 for more information on this data.
- (2) Exam data processing by the university is automated.
- (3) Data resulting over the course of studies, in particular exam registrations and results, as well as the duration of one's studies can be used by h_da to inform students about academic counselling services, for example, as part of monitoring study progress.
- (4) The university sends enrolled students' personal data to the offices of the student body and the student union if they require the data to lawfully perform their duties. This applies in particular when the student union is notified of a student's disenrollment.
- (5) The university may electronically transmit the following personal student data to the corresponding libraries for the purpose of processing interlibrary loans:
 1. First name
 2. Family name
 3. Birth date
 4. Enrolment number
 5. E-mail address
 6. Address
- (6) h_da transmits enrolled students' personal data to the relevant ministry if it requires the data to lawfully perform its duties.
- (7) The university transmits insured students' personal data to the relevant health insurance provider in accordance with Section 4 of the Student Health Insurance Disclosure Regulation (SMV).
- (8) Lists or registers of students enrolled in the university must be retained permanently.
- (9) The university forwards all data required by law in accordance with the Higher Education Statistics Act to the Statistics Office of the State of Hesse.
- (10) In accordance with Section 3(8) HessHG, h_da may use former members' and affiliates' personal data if it is necessary for the purpose of quality assurance and evaluation in accordance with Section 14(7) HessHG or to remain in contact with these individuals, provided they do not object.
- (11) Additional data can be collected on an individual basis if required for administrative purposes.

§ 15 Retention periods for documents relating to university examinations and proof of studies and doctoral studies

- (1) Digital or analogue examination documents should be stored using suitable data carriers and only in exceptional cases on paper.
- (2) The following documents must be retained for a period of 50 years after graduation:
 1. Duplicates of final transcripts and diplomas
 2. Transcript of records, diploma supplement
 3. Admission to the final exam
 4. Proof of issuance/handover/digital availability of final documents.
- (3) The following must be retained for a period of five years:
 1. Written proctored assignments and final theses; if papers contain models or other el-

ements that cannot be shown as text, they will be represented appropriately, for example, through images.

2. University exam documents provided they are not returned
 3. Reports/assessment sheets on each exam
 4. Duplicates of notifications issued on definitive failure of an exam
 5. The retention periods according to nos. 1 to 3 also apply if disenrollment occurs in accordance with Section 65(4) HessHG.
- (4) The retention periods for exam documents begin at the conclusion of the calendar year in which documents were created or data was processed for the first time.
- (5) Exam documents may not be separated until an exam decision becomes contestable.
- (6) All data retained or stored in accordance with this catalogue will not be further processed after the applicable period has ended. The respective data carriers (including paper) are destroyed in accordance with data protection regulations.
- (7) All data and documents not requiring retention must be destroyed in accordance with data protection regulations.

§16 Entry into force

These statutes enter into force on 1 December 2024.

Darmstadt, 12 November 2024

Prof. Dr. Arnd Steinmetz
President

Appendix 1

Processing of personal data

Data collected in accordance with these statutes which may be processed and used for administrative purposes at h_da:

- Family, birth and first names
- Birth date
- City/town of birth
- Gender
- Degree programme or degree programmes and, if applicable, modules
- Enrolment number
- Date of enrolment and disenrollment
- Leaves of absence from studies and part-time studies
- Practical semesters or other interruptions in study
- Type of exams
- Admission requirements to exams as well as date and result of exams