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TECHNISCHE UNIVERSITÄT ILMENAU

Enrolment Regulations

- 03 December 2019 -

According to § 3 par 1 in conjunction with §§ 35 par. 1 No. 1, 72 par. 5 of the Thüringer Hochschulgesetz (Thuringian University Act, ThürHG) dated 10 May 2018 (GVBl. page 149), last amended by article 128 of the Act dated 18 December 2018 (GVBl. page 731), the Technische Universität Ilmenau (hereinafter referred to as "university") has enacted the following Enrolment Regulations.

The Senate of the university passed the Enrolment Regulations on 3 December 2019. The Thuringian Ministry for Economic Affairs, Science and Digital Society approved the Regulations with a decree dated 23 January 2020.

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§ 1 General information

(1) These Regulations govern the procedure for admission to degree programs and other courses of study offered by the university, the enrolment, re-registration, leave of absence and de-registration of students, as well as the procedure for admission as cross-registered student and guest student/auditor at the Technische Universität Ilmenau. The responsibility for the procedures according to these regulations is with the university office appointed by the Presidential Board. German shall be the official language for making binding decisions based on the provisions of these Regulations. Documents to be submitted which are not in German must be accompanied by a translation; within the framework of the admission and enrolment procedures, certified translations or translations prepared by a publicly appointed or sworn interpreter or translator (official translations) must be submitted. In justified cases, an official translation may also be required for other documents under these Regulations.

(2) All references to persons and functions in these Regulations shall apply equally to all genders.

(3) As a rule, studies at the university are organized in degree programs. In addition, the range of courses offered by the university comprises continuing education and other continuing education courses within the meaning of § 57(1) nos. 3 and 4 of the ThürHG, as well as preparatory courses.

(4) Within the framework of the procedures under subsection 1, the university shall decide

1. upon application for admission, enrolment, leave of absence, de-registration,
2. ex officio, in accordance with §§ 73, 75, 76 ThürHG on the refusal of enrolment, on de-registration and on the imposition of regulatory measures.

(5) Unless otherwise provided in or under these Regulations or other legislation, the university shall set deadlines within which applications under subsection 4(1) must be submitted. The university may grant extensions of these deadlines.

(6) The university determines the form of applications and the type of documents to be enclosed. Any documents to be enclosed shall be submitted as copies or certified copies in accordance with these Regulations. The university may retain the submitted documents.

(7) In accordance with § 11(1) and (2) ThürHG in conjunction with the Thuringian University Data Processing Ordinance (ThürHDatVO) and Article 6(1) UA 1(c), e) of the Basic Data Protection Ordinance of the European Union (EU-DSGVO), as amended, the university shall collect the personal data of applicants, students, doctoral candidates, cross-registered and guest students/auditors and examination candidates required to fulfil its duties.

(8) The university is entitled to use the data collected by the relevant internal university authorities to the extent necessary for the lawful fulfilment of its duties or for the provision or improvement of services.

- (9) The university is entitled to process:
1. the student's surname, maiden name, first name, date and place of birth, gender, nationality, details of the major, the registration number and the date of enrolment and de-registration for a period of fifty years after his/her de-registration
 2. the student's other personal data for a period of ten years after his/her de-registration
 3. data of applicants whose application for enrolment has been rejected with an irrevocable decision, for a period of ten years after this decision
 4. data of applicants who are not enrolled and do not belong to the group of persons named in no. 3 for a period of two years after their application.

After expiry of the periods specified in sentence 1, the data specified therein shall be deleted within a reasonable period in accordance with data protection regulations. The periods begin on the first day of the calendar year following the event named in Nos. 1 to 4 and end at the end of a calendar year. Legal regulations concerning archives, in particular the Thuringian Archives Act and the University's Archives Regulations, must be observed.

(10) The university shall be entitled to process the data collected in accordance with subsection 7 and other data after de-registration in accordance with § 11(4) of the ThürHG, in particular by using a graduate database, unless the graduates object to this use. The graduates are to be informed about the processing of such data.

(11) The university shall set up an account for the purpose of the short-term transmission of information concerning the course of study as well as of notifications from the central institutions for registered students and for cross-registered students on the university's e-mail server. Insofar as the law, this Act or other university regulations permit statements by students concerning their studies, including examination procedures, to be made in text form, statements by students of the university in the form of an e-mail shall be permissible only via the university account set up in accordance with sentence 1.

§ 2 Participation/Obligation to cooperate

(1) Enrolled students, cross-registered and guest students/auditors shall immediately inform the university of:

1. changes to the information provided in the application for admission (§§ 3, 12, 13) or enrolment (§ 4)
2. the loss of the student or guest student card
3. examinations which have been irrevocably failed at other universities
4. the withdrawal of admission as a doctoral candidate.

(2) Enrolled students and cross-registered students shall be obliged to check the content of the university e-mail account in accordance with § 1(11) at least every two weeks and to take note of it. Disadvantages that may arise from failure to query the university mail server, or improper forwarding shall be borne by the students or cross-registered students.

§ 3 Admission

- (1) The general university admission requirements (admission to degree programs) are determined by §§ 67 to 70 ThürHG.
- (2) The Examination and Study Regulations - Special Provisions - of the university (PStO-BB) may determine further admission requirements for specific majors and degree programs.
- (3) In addition to the requirements under § 67 (1) sentence 1 no. 4 ThürHG, admission to a Master's degree program requires the passing of an aptitude test. Details of this examination and the documents to be submitted are determined by the Regulations for Admission to Master's Programs and the Examination and Study Regulations - Special Provisions of the respective Master's Program (PStO-BB).
- (4) Admission to majors with restricted admission shall be granted in accordance with the Thuringian Ordinance on the Allocation of Study Places at State Universities (Thuringian Allocation Ordinance), as amended.
- (5) Admission to a course of further education in accordance with § 57 para. 1 no. 3 ThürHG is generally granted in accordance with the Certificate Regulations - General Provisions (ZO - AB) - of the university. The university may restrict admission in accordance with § 57 (4) ThürHG. Applicants for further education studies according to § 57 para. 1 no. 3 ThürHG, which is not regulated by the Certificate Regulations, as well as for other further education courses according to § 57 para. 1 no. 4 ThürHG are admitted as guest students/auditors according to § 13.
- (6) Applicants must provide evidence of appropriate knowledge of the language of instruction at the language level specified in Annex 1 in accordance with the Common European Framework of Reference for Languages (CEFR) as part of their admission to the major and before enrolment in a degree program.
- (7) Applicants who do not yet meet the language requirements for university studies or the other requirements for direct admission may be admitted to appropriate preparatory courses offered by the university - depending on the capacity available - or by a contractual partner of the university. Admission to preparatory courses is subject to the relevant regulations of the university.
- (8) Applicants who are not entitled to attend a higher education institution in accordance with the ThürHG due to not possessing a higher education entrance qualification, but who are entitled to study at a higher education institution abroad at the same time after successfully attending an educational institution abroad, may be admitted to study at a higher education institution if they can prove, by passing the assessment test in accordance with § 128 of the ThürHG, that they are suitable for studying at a higher education institution within the scope of the Higher Education Framework Act.

(9) Applicants as defined in subsection 8 may be admitted to studies in accordance with the statutory order under § 67(5) ThürHG without proof of passing the assessment test upon application and after passing the entrance examination, limited to a specific major or related majors at the university.

(10) Applications for admission to studies at the university shall be submitted to the university using the appropriate form within the period stipulated by the university (§ 1(5)). The deadline shall be announced in a suitable manner for the following semester.

(11) When applying for admission to studies at the university, the following documents shall be submitted through the university's applicant portal:

1. the fully completed application form with details of the desired degree program(s) (simultaneous degree programs; § 10), naming the first and second major(s) or other degree program(s) (§ 1 para. 3 sentence 2)
2. a copy of the general or subject-related higher education entrance qualification in cases of § 67 (1) sentence 1 no. 1 ThürHG
3. a copy of the relevant qualification certificates in cases according to § 67 (1) sentence 1 no. 3 ThürHG (professionally qualified persons without a general or subject-related higher education entrance qualification)
4. a copy of the certificate of completed university studies in cases under § 67 (1) sentence 1 no. 4 ThürHG
5. a copy of the evidence of compliance with the admission requirements set out in paragraphs 2 to 9.

(12) If, at the time of application, not all the requirements are met, admission to the course of study may be subject to a condition and a time limitation. The following conditions may be considered in particular:

1. successful completion of the previous course of study (Academic Preparation Course) for admission to the course of study
2. prior passing of the aptitude test for admission to the Master's program
3. proof of specialist knowledge as a result of the aptitude test, during the course of study within a period of time determined in accordance with the examination regulations for admission to the Master's program
4. proof of language skills before starting the course of study.

(13) Admission may also be subject to conditions. Conditions may include in particular

1. the provision of further proof of professional performance as a result of the aptitude test, insofar as this is not stipulated as a condition under paragraph 12,
2. proof of language skills, unless these are specified as a condition under paragraph 12.

(14) The university shall issue a notice of admission or rejection as a result of the examination of the admission or admission requirements for the studies applied for.

§ 4 Enrolment

- (1) Enrolment at the university shall be in accordance with § 72 ThürHG.
- (2) The requirements for enrolment are determined by § 71 ThürHG. Enrolment is based on admission to the degree program (§ 3). Enrolled students are entitled to take advantage of the courses offered by the university, and to take study and examination credits in accordance with the university's Study and Examination Regulations and Certificate Regulations.
- (3) Applicants with admission to a preparatory course (§ 1 para. 3 sentence 2, § 3 para. 7) shall be enrolled for the duration of the preparatory course in accordance with the relevant regulations. The same shall apply to applicants who attend courses preparing for an entrance examination pursuant to § 67 (5) ThürHG, provided that the university offers such courses itself or cooperates with the institution offering the course accordingly. Applicants who have been admitted to a course of further education (§ 1 (3) sentence 2, § 3 (5) sentence 1) are, within the scope of their participation, members of the university within the meaning of § 3 of the University's Basic Regulations and § 21 (3) ThürHG.
- (4) Enrolment for the purpose of doctoral studies shall be granted upon application after successful completion of a university course of study in accordance with the university's doctoral regulations and based on admission to the doctorate (acceptance as a doctoral candidate). If the acceptance as a doctoral candidate cannot be proven at the time of application, enrolment will be limited in time upon presentation of the supervisor's declaration by a professor of the university, at the latest until the end of the re-registration period for the second semester; if the acceptance as a doctoral candidate is proven before the end of the deadline, it will be considered withdrawn.
- (5) Applications for enrolment at the university shall be submitted to the university using the appropriate form within the period specified in § 1(5). The deadline shall be announced in a suitable manner for the following semester.
- (6) The following documents shall be submitted with the application for enrolment at the university:
 1. the fully completed and signed application form with details of the desired major(s) (simultaneous degree program; § 10), naming the first and second major or other degree program(s)
 2. in cases of paragraph 4: proof of acceptance as a doctoral student or submission of a declaration of supervision (copy)
 3. proof of the payment of fees payable to the Studierendenwerk (State Student Services) and the student body or of fees due in accordance with the Thüringer Hochschulgebühren- und -entgeltgesetz (ThürHGEG, Thuringian Higher Education Fees and Remuneration Act) in the currently valid version and the General Fee Schedule of the University in the currently valid version
 4. proof of health insurance according to § 73 (1) sentence 1 no. 7 ThürHG
 5. if applicable, a certificate of de-registration and evidence of all passed and irrevocably failed examinations or pass-fail certificates from the universities which were attended last

6. a recent photograph for the student ID card (§ 6) in accordance with the Federal Government's Sample Photo Board for Personal Documents.

Further documents shall be submitted at the university's request in order to fulfil the duties of the university according to §§ 2 to 5 of the University Statistics Act.

(7) As a rule, enrolment at the university shall be accomplished by enrolment in a major (§ 1(3)). Recognition of periods of study is subject to the provisions of the ThürHG and the Study and Examination Regulations - General Regulations - for majors leading to a "Bachelor", "Master's" or "Diploma" degree from the university. For majors with restricted admission, enrolment is based on the notification of admission in accordance with the Thüringer Vergabeordnung (Thuringian Awarding Regulation).

(8) Students who are staying at the university within the framework of contractually agreed double degree programs are enrolled as students with all rights and obligations at Technische Universität Ilmenau with the commencement of their stay at the TU Ilmenau. They remain enrolled at the university until the completion of their studies. In the context of joint degree programs between the university and other universities, the cooperation agreements regulate the membership assignment of students of the degree program to the participating universities. The determination of appropriate language proficiency within the meaning of § 3 paragraph 6 shall be made in accordance with the contractually agreed procedure.

(9) Enrolment may be subject to conditions or a time limit. § 3 (13) shall apply accordingly to the conditions of enrolment. The enrolment shall be limited in time if

1. there is a temporary admission
2. the major is discontinued
3. applicants have been provisionally admitted by court order
4. applicants without the intention of obtaining a degree wish to study only selected subjects of a degree program.

Students who are enrolled at a foreign university may be enrolled at the university within the framework of exchange or scholarship programs on formal application, even without proof of the admission requirements according to § 3 paragraphs 1 to 3, for the purpose of a limited study stay without the intention of graduation. The duration of study must be at least three months and may not exceed 50 per cent of the standard period of study for the chosen degree program. In special cases, an extension for a further semester may be granted if the home university or the scholarship provider as well as the relevant department support this.

(10) Once enrolment is complete, students will receive their student ID card, enrolment certificate and further information on starting their studies.

§ 5 Denial of enrolment

The denial of enrolment is in accordance with § 73 ThürHG.

§ 6 Student ID card

(1) Students enrolled at the university shall receive a student ID card from the university. This card contains the following information:

1. surname and first name
2. date of birth
3. student registration number
4. expiry of date of validity
5. a photograph in accordance with the Federal Government's photograph sample board for identity documents.

The photograph according to sentence 2 no. 5 shall be processed by the university exclusively for the purpose of placing it on the student ID card. As a rule, the university shall issue the student ID card as a visual identity card to be used as a multifunctional chip card (thoska+).

(2) The expiry date of the validity of the student ID card, the status "student", the library number and an electronic certificate containing the e-mail address of the student at the university and the validity of the certificate shall be stored on the data memory of the multifunctional chip card. Both the university and the students are entitled to use the chip card for other applications and authorizations released by the university. For this purpose, the university is entitled to print and store additional personal and application-related data in the chip card's data memory to the extent necessary, provided that the data does not contain any personal information that exceeds the scope of the respective application and is only readable within the scope of the application. Students are informed about the type and scope of data storage when the chip card is released for the respective application.

(3) Fees for the issue of the chip card or a replacement chip card shall be charged in accordance with the General Fee Schedule of the university ("Allgemeine Gebührenordnung der Universität", AGO) in the currently valid version.

(4) The certificate of enrolment can be obtained via self-service function after authentication on the Internet. The university shall issue separate, purpose-specific certificates of enrolment upon request for the purpose of providing evidence to the authorities.

§ 7 Re-registration

(1) Enrolled students who wish to continue their studies in the same major or in the same other courses of study after the end of the semester must re-register with the university within the deadline set.

(2) Students shall re-register by

1. timely payment of the semester fee and any other due fees, charges and contributions in connection with the studies to the account specified by the university
and
2. the submission of the evidence required for re-registration under these Regulations

(proper re-registration). Students who successfully complete the re-registration process will receive an automated email to their university email account. Then the student ID card (thoska+) can be validated.

(3) A re-registration which has not been properly submitted (paragraph 2) within the period set in accordance with paragraph 1 shall be considered late. A late re-registration is subject to a fee. The General Fee Regulations of the university, as amended, shall apply.

(4) Students who have not duly re-registered for the following semester by the end of the current semester (including payment of any late fees charged in accordance with paragraph 3) shall be de-registered in accordance with § 75 paragraph 2 sentence 1 no. 2 ThürHG.

§ 8 Leave of absence

(1) Students may be exempted from their studies for good cause upon application (leave of absence). During the leave of absence, the rights and obligations of students remain unaffected.

(2) Important reasons are in particular:

1. the entitlement to maternity protection in accordance with the Maternity Protection Act (MuschG), parental leave in accordance with the Federal Parental Benefits and Parental Leave Act (BEEG) and the care of close relatives in accordance with the Home Care Leave Act (PflegeZG)
2. the performance of other special family obligations, when exercising custody of at least one child under 14 years of age who lives in the same household and is predominantly looked after by the applicant him/herself
3. a (chronic) disease or disability that impairs the proper completion of the degree program over a longer period
4. completion of voluntary service within the meaning of § 32(4) no. 2d of the Income Tax Act (Einkommensteuergesetz - EStG) or according to § 58b of the Act on the Legal Status of Soldiers (Soldatengesetz - SG)

5. active participation in bodies (e.g. committees and boards) of the university, the student body of the university and their representation in the Conference of Thuringian Student Bodies as well as the State Student Services of Thuringa
6. the completion of periods of study abroad for the purpose of acquiring qualifications relevant to the major (except internships) within and outside the curriculum (including language qualifications)
7. the completion of internships for the purpose of acquiring additional qualifications relevant to the major at home and abroad as well as within and outside the curriculum
8. the preparation for examinations.

(3) Leave of absence shall be granted for each major or other course of study taken (§ 1 para. 3), as a rule for the duration of one semester. It can be granted for up to two semesters. Periods of time as defined in paragraph 2, nos. 1 to 6, shall not be credited. Leave of absence for the first semester is only permitted in Bachelor and Diploma programs in accordance with paragraph 2, nos. 1 to 6. The leave of absence must be applied for by the last day before the start of the registration period for the examinations of the current semester at the latest. Retroactive leave of absence for a completed semester is excluded.

(4) Applications for leave of absence shall be submitted on the appropriate form provided by the university, stating the reasons in writing and enclosing copies of evidence of the existence of good cause.

(5) Semesters of leave of absence are considered university semesters, but not subject semesters. During the leave of absence, study and examination achievements as well as final theses (Bachelor's, Master's and Diploma theses) may be completed at the same time.

§ 9 Change of major

The change of the major requires the approval of the university. The application for a change of the major must be submitted using the appropriate form and at the latest by the last day before the start of the registration period for examinations. The Enrolment Regulations apply accordingly to the change of the major. A retroactive change of the major is excluded.

§ 10 Simultaneous degree programs

Simultaneous admission to a second major at the university (simultaneous degree program) is only permitted when this does not exclude other applicants from the major and when the admission requirements are fulfilled.

§ 11 Part-time studies

(1) Employed persons or students with special obligations or in special study periods in accordance with paragraph 3 shall be admitted to majors as part-time students upon application. The application shall be submitted to the Students' Office using the university's form, together with a written statement of reasons and evidence of the existence of a reason in accordance with paragraph 3 (copies), in advance for the intended semesters, at the latest by the expiry of the deadlines to be set by the university (§ 1 paragraph 5). The application shall be accompanied by the confirmation of the responsible examination board that an individual special study plan has been prepared. There shall be no entitlement to the provision of a special study and support program beyond the granting of the special study plan. Students are responsible for following the special study plan.

(2) Semesters of part-time studies shall be considered full university semesters but shall generally be regarded as half a semester of study, regardless of the study periods specified in the curriculum of the major. Part-time students have the same membership status as full-time students.

(3) Special obligations or special study periods for which part-time study is permitted are:

1. periods according to § 8 paragraph 2 Nos. 1 to 3 and No. 5,
2. periods of employment or self-employment.

(4) Enrolment for part-time studies in degree programs with restricted admission is only possible within the framework of available capacities.

§ 12 Cross-registered students

(1) Upon application, students from other universities may be admitted as cross-registered students

1. with the entitlement to attend individual courses and to complete the course work (e.g. examination, pass-fail certificate etc.) specified for them as a course credit (cross-registered students without the intention of graduation)

or

2. with the entitlement to study at the university in accordance with § 1 para. 3 (cross-registered students intending to graduate),

to the extent that this does not interfere with the orderly study of students enrolled as first-degree students and that the requirements of paragraphs 2 and 3 are met. Sentence 1 no. 2 shall also apply in the context of admission to a joint degree program; § 4 paragraph 9 sentence 3 shall remain unaffected. The university shall determine the form and deadlines for the submission of applications. The application must be accompanied by a copy of the certificate of enrolment issued by the other university, valid for the semester applied for in the second-degree program.

(2) Cross-registered students not intending to graduate shall become members of the university for the duration of their admission (§ 21(3) ThürHG). They shall be entitled to attend the courses specified in the notification of admission and to take the final examinations specified for these courses as academic achievements. Students without the intention of graduating will be issued a cross-registered student certificate, which is also the notice of admission for attending the courses and graduation achievements specified in the admission. It is valid for one semester. The provisions on admission, enrolment, re-registration and de-registration apply accordingly, unless otherwise stipulated here.

(3) Cross-registered students intending to graduate (subsection 1(2)) shall be enrolled as such if the requirements of §§ 3 and 4 are met, and thus become members of the university. The provisions of these regulations shall apply.

§ 13 Guest students / auditors

(1) Interested parties interested in attending individual courses at the university may, upon application, be admitted as guest students/auditors within the framework of the available study opportunities. The requirements under §§ 3 and 4 are not required to be met.

(2) The application shall be submitted on the appropriate form. It must be accompanied by proof (as a copy) of payment of the fee due pursuant to paragraph 3 sentence 2, unless a reason for exemption from fees according to § 8 paragraph 1 sentence 2 ThürHGEG is proven. The following personal data is collected with the application:

1. surname
2. first name
3. gender
4. date of birth
5. nationality
6. desired course or major.

(3) The guest student/auditor is admitted by the issue of an auditor's pass, which is usually subject to a fee. The auditor's fee is based on the university's General Fee Schedule, in its currently valid version. The admission is valid for one semester. The applicant will be notified in writing of any rejection of the application, stating the reasons for the rejection.

(4) The guest student/auditor shall be entitled to attend the courses listed in the auditor's pass and to use the university facilities within the framework of existing regulations. He or she may receive a certificate of attendance of courses. The auditor shall not be entitled to sit exams or pass other assignments.

(5) Guest students/Auditors within the meaning of this provision shall also be participants in university continuing education events unless they have been registered as students for continuing education under the conditions specified in §§ 3 and 4.

§ 14 De-registration

- (1) The de-registration is effected according to § 75 ThürHG.
- (2) De-registration also takes place in cases in which a pronounced acceptance as a doctoral candidate (§ 4 paragraph 4) has been revoked.
- (3) The de-registration can also take place in accordance with § 76 para. 2 ThürHG.
- (4) In connection with the de-registration, the reason and the effective date are collected.

§ 15 Beginning of Validity

The Enrolment Regulations shall enter into force on the day following their publication in the University Gazette. At the same time, the Enrolment Regulations in the version of the Fourth Amendment, amended by the Amending Statute of May 9, 2017, (VkBl. 159/2017) shall cease to be valid.

Ilmenau, 13 February 2020

Signed
Univ.-Prof. Dr. rer. nat. habil.
Dr. h. c. mult. Prof. h. c. mult.
Peter Scharff
Rector

Annex 1 - Language level

Proof of knowledge and skills of the language of instruction of the desired major must be submitted.

The language levels of the Common European Framework of Reference for Languages (CEFR – GER) apply.

These skills can be proven by language certificates according to the CEFR / CEFR or by equivalent language certificates.

Applicant	Language level	Notification
Bachelor, Diplom, Master	C1	Direct admission
Master	B2	Conditional admission
	< B2	Rejection
Bachelor, Diplom	B1	Conditional admission
	< B1	Rejection