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Statutes of Pforzheim University
on enrollment, re-registration,
leave of absence and de-registration (ImmaS)

February 7, 2024

Based on Section 63 (2) of the State Higher Education Act in the version dated April 1, 2014 (GBl. p. 1, hereinafter: LHG), last amended by Article 8 of the Act dated February 7, 2023 (GBl. p. 26, 43), the Senate of Pforzheim University adopted the following statutes on February 7, 2024.¹

Part 1

General information

§ 1 Range of application

These statutes regulate the process for the enrollment, re-registration, leave of absence and de-registration of students, the deadlines and formal requirements to be observed in accordance with Section 63 (3) LHG and the process for the registration of guest students, gifted students and contact students.

§ 2 Enrollment obligation

- (1) Applicants must be enrolled in a degree program before commencing their studies at Pforzheim University (Section 60 (1) sentence 2 LHG). ²A student is anyone who is enrolled in a degree program.
- (2) Persons who have been accepted as doctoral candidates must be enrolled in a doctoral degree program in accordance with Section 13 (1).
- (3) Guest students, gifted students and contact students within the meaning of § 64 LHG do not have to enroll before attending courses or using university facilities, but they do have to register.

§ 3 Duty to cooperate; electronic communication

¹All official, status, function and job titles that appear in the masculine form in these statutes apply equally to all genders and can also be used in the corresponding language form. This also applies to the use of university degrees, academic designations and titles.

- (1) Students enrolled at Pforzheim University of Applied Sciences are obliged to immediately report any change of name or postal address. ²Students are also obliged to report the loss of their student ID card.
- (2) By enrolling, students agree that communication relating to their studies and the rights and obligations associated with membership of Pforzheim University may take place via electronic means provided by the university. ²The electronic means within the meaning of sentence 1 include, in particular, the portals provided by the university for application, examination and study administration (campus management system) and the assigned student e-mail address. ³Students are obliged to visit these portals regularly and to read messages and documents provided.

Part 2

Provisions for students

§ 4 Enrollment

- (1) Enrollment as a student takes place upon application in accordance with the process set out in the following paragraphs. ²Enrollment is generally only granted for one degree program.
- (2) Enrollment in two or more degree programs with restricted admission is only permitted if this is necessary for special professional, academic or artistic reasons (Section 60 (1) sentence 3 LHG). ²This must be confirmed by the Deans of Academic Affairs responsible for the respective degree programs. ³Simultaneous enrollment at several universities for the same degree program is excluded.
- (3) Enrollment at more than one university is permitted, provided that the study and examination regulations regulate this and different parts of the study program are offered by the participating universities.
- (4) Germans and persons with equivalent legal status are enrolled if they can prove that they have the necessary qualifications for their chosen course of study (Sections 58, 59 LHG) and there are no obstacles to enrollment (Section 60 LHG, Section 6 of these statutes). ²Nationals of foreign countries and stateless persons must also provide proof of the language skills required for the degree program (Section 58 (1) sentence 2 LHG).
- (5) Enrollment establishes membership of Pforzheim University and the department responsible for running the degree program. ²If students are enrolled in a degree program that is assigned to several departments, or if students are enrolled in two or more degree programs of several departments, they determine at the time of enrollment in which department they wish to be eligible to vote and be elected (§ 22 para. 3 LHG). ³This determination may be changed at the time of re-registration.
- (6) Enrollment is completed by inclusion in the student database. ²As confirmation of enrollment, the student receives a student ID card from the university in the form of a multi-functional chip card. ³In addition to the "student ID card" function, this card combines in particular the functions "room access system", "library card", StudiTicket and "electronic wallet". ⁴In order to use these functions, a digital photo of the student must be available to create the chip card and the validation strip must be renewed every semester at one of the validation machines.

§ 5 Application for enrollment

- (1) Enrollment must be applied for online in accordance with the web portals of Pforzheim University. ²The signed application for enrollment must be submitted in writing to the Student Administration Office of Pforzheim University of Applied Sciences within the deadlines specified in paragraphs 2 and 3 in written form. ³The documents specified in the application web portals must be attached. ⁴In justified individual cases, particularly in the case of difficult circumstances, the university may require the applicant to appear in person at the Student Administration Office if this is necessary to clarify the enrollment requirements.
- (2) For degree programs without admission restrictions, the deadline for enrollment is September 30 for the winter semester and March 15 for the summer semester, unless a different deadline has been announced for the respective degree program.
- (3) If enrolment is preceded by an admission or other preliminary process (in particular admission-restricted degree programs, degree programs with entrance examinations, admission processes for foreign students), the application deadline is specified in the letter of admission. ²The application deadline can be extended on request if there are valid reasons; the Student Administration Office will decide on this.
- (4) The following documents or evidence must be submitted for enrollment:
 1. the signed application for enrollment with the required personal details within the meaning of Section 12 (1) sentence 1 LHG in conjunction with Sections 3 and 4 of Pforzheim University's Data Protection Statutes as well as a recent passport photo. Underage applicants must also submit the form "Studies of underage children / consent of the legal representative(s)" signed by the legal representatives
 2. an officially certified copy of the valid identity card, alternatively the passport
 3. an officially certified copy of the proof of higher education entrance qualification (HZB) for the degree program applied for in accordance with § 58 LHG
 4. electronic notification of insurance status from the health insurance company (M10)
 5. proof of payment of the fees and contributions due for enrollment; the Student Administration formally determines the amount of fees and contributions due; the total amount determined must be paid in one sum by bank transfer or deposit to an account specified by the university
 6. if not already available, proof of passing the entrance examination, if admission to the degree program also requires a special subject-specific aptitude within the meaning of Section 58 (4) to (6) LHG
 7. proof of a university degree or equivalent qualification as a prerequisite for admission to a Master's degree program (§ 59 LHG)
 8. proof of further admission requirements for a Master's degree program, insofar as these are specified in accordance with Section 59 LHG in conjunction with the respective admission and selection regulations for the Master's degree program
 9. proof of internship or proof of vocational training for enrollment in a degree program in which the completion of an internship or vocational training prior to commencement of studies is required in accordance with Section 58 (7) LHG

10. proof of sufficient German language skills for applicants who do not speak German as their native language via the German Language Test for University Admission (DSH), unless otherwise specified at the DSH-2 level, or a comparable recognized language test
 11. When changing degree programs in the third or higher semester of an undergraduate degree program, written proof of a course of study related to the desired degree program
 12. in the case of a change of university, proof of exmatriculation - usually by submission of a certificate of study progress or exmatriculation from the last university attended and, if required, the certificate of exmatriculation; when changing within the same or related degree programs, proof of the existing examination entitlement (certificate of no objection) must be submitted.
- (5) Applicants for an undergraduate degree program must provide proof of participation in a study orientation process. ²Proof can be provided in particular by a certificate of participation in the orientation test via www.was-studiere-ich.de; alternatively, proof can be provided by a study counseling session at a university or by the advisors for academic professions at the employment agency, study orientation seminars and other recognized test procedures for prospective students to support career and study choices. ³In the case of applications for enrollment in several degree programs, for the addition of a further course of study or for enrollment at several universities, the university may request further suitable evidence.
- (6) If there are indications that the applicant suffers from an illness that would seriously endanger the health of other students or seriously impair the proper conduct of studies, the university may request the submission of a certificate from the health authority.
- (7) The university may require that the documents referred to in this paragraph be submitted in the original or in officially certified form.

§ Section 6 Enrollment entitlement; refusal of enrollment

- (1) If the enrollment application has been checked and there are no obstacles, the Student Administration Office will enroll the student.
- (2) Enrollment is to be denied if there is an obstacle to enrollment according to § 60 para. 2 LHG exists. ²Enrollment must also be refused if the right to take examinations in a related degree program with essentially the same content has expired. "Related" are degree programs that are approximately the same in terms of objectives, content and structure. ³Notices of admission in accordance with Section 60 Para. 2 No. 3 LHG must still be valid at the time of enrollment and must not have been withdrawn.
- (3) Enrollment shall be denied, if:
 1. the form and deadline of the enrollment application have not been observed or information and evidence required under § 5 are missing and the applicant has been informed of the consequences of failure to cooperate or late cooperation
 2. adequate knowledge of the German language is not proven
 3. the applicant suffers from an illness that seriously endangers the health of other students or would seriously impair the proper conduct of studies or the applicant has not complied with the request pursuant to § 5 para. 7
 4. the applicant is still serving a prison sentence at the beginning of the lecture period and is therefore unable to attend courses; this does not apply if the prison sentence

is suspended on probation or otherwise ends no later than five weeks after the start of the lecture period.

- (4) In justified cases, enrollment may be subject to a time limit or condition, in particular if:
1. students only wish to stay at Pforzheim University for a limited period of time, in particular as part of temporary study or exchange programs, or
 2. if enrolling in a postgraduate Master's degree program, an uninterrupted transition from the Bachelor's to the Master's degree program at Pforzheim University should be made possible or
 3. the application for enrollment would otherwise have to be rejected.

²A time limit should not exceed two semesters. ³In addition, the enrollment can be provided with an ancillary provision if the ancillary provision is intended to ensure that the legal requirements of the administrative act are met.

- (5) A negative decision must be justified in writing and accompanied by information on legal remedies.

§ 7 Change of degree program

- (1) The change of degree program can be applied for by January 15 for the summer semester and by July 15 for the winter semester. ²For degree programs in the School of Design, the application can be submitted by October 30 for the summer semester and by April 30 for the winter semester.
- (2) The application for a change to the first semester of another degree program must be submitted via the web portals of Pforzheim University and, if applicable, the Foundation for University Admission (SfH) under the requirements specified there (online application).
²The regular admission requirements and restrictions apply. ³Transfer to a higher semester must be applied for using the application form provided in e-Campus.
- (3) In the case of a change within the Business Administration, Mechanical Engineering or Industrial Engineering and Management degree programs ("related degree programs"), a change is only possible for the next higher semester; the change is at the beginning of the 3rd semester at the earliest.
- (4) In cases of a change to a higher semester that is not covered by paragraph 3, the application for a change of degree program must be accompanied by a certificate of academic advice by the head of degree program; this includes the placement in a higher semester.
- (5) If further admission requirements apply for the desired degree program, e.g. passing an entrance examination or artistic aptitude test, these must be proven with the application.

§ 8 Re-registration

- (1) Students must register for further studies each semester in due form and time (re-registration).
- (2) Re-registration for the following winter semester takes place from July 1 to 31; for the following summer semester from January 15 to February 15.
- (3) Re-registration is completed with the timely payment of the fees and contributions due on the occasion of re-registration. ²The university will inform the student of the amount due and the intended payment methods by e-mail and by entering it into the system. ³If the requirements for enrollment are not or no longer met, re-registration should no longer take place.
- (4) After re-registration, students can access their enrollment documents online.

§ 9 Leave of absence

- (1) Upon application, students may be exempted from the obligation to study at Pforzheim University for good cause (leave of absence). ²As a rule, the period of leave of absence should not exceed two semesters (§ 61 para. 1 LHG). ³Periods of maternity leave under the Maternity Protection Act, parental leave under the Federal Parental Allowance and Parental Leave Act and care leave under the Care Leave Act are not counted towards the leave of absence according to sentence 2 (§ 61 para. 3 LHG).
- (2) The application for leave of absence in accordance with para. 1 sentence 1 should initially be limited to one semester, unless there are special reasons for a leave of absence of two semesters from the beginning. ²As a rule, it must be submitted via the university's campus management system before the start of lectures, or immediately if the important reason arises later. ³After the start of the respective examination phase at the end of the semester, an application for leave of absence is no longer permitted. ⁴The reasons for the leave of absence must be stated in writing and supported by suitable evidence. ⁵A leave of absence beyond two semesters requires the existence of special circumstances that require a longer leave of absence; the same applies to an additional application for leave of absence if a leave of absence has already been granted for two semesters.
- (3) In suitable cases, the university may, upon request, allow an interruption of studies instead of a leave of absence and combine exmatriculation with the assurance of re-enrollment after a certain period of time.
- (4) A leave of absence in the first semester is excluded unless it is for the reasons stated in paragraph 1 sentence 3. ²A retrospective leave of absence for semesters already completed is also excluded.
- (5) The applicant will be notified of the decision on the application electronically in the digital mailbox or via the campus management system. ²If the application is approved, the leave of absence will be shown on the enrollment certificate. ³Reasons must be given for decisions rejecting applications and information on legal remedies must be provided.
- (6) Semesters of leave of absence do not count as semesters under matriculation law, regardless of any examination regulations on the recognition of study and examination achievements.
- (7) During the leave of absence, no coursework or examinations can be taken at Pforzheim University of Applied Sciences, unless the leave of absence is for the reasons stated in paragraph 1 sentence 3 or there is a restricted entitlement to take examinations in accordance with § 41 of the Pforzheim University Study and Examination Regulations.

- (8) Students on leave of absence do not participate in the self-administration of the university.

§ 10 Reasons for leave of absence

Important reasons within the meaning of § 61 para. 1 sentence 1 LHG are in particular

1. a medically certified illness if it prevents the student from studying properly in the semester in question; proof must generally be provided in the form of a current, qualified medical certificate from a specialist, stating the expected duration of the illness
2. studying at a university abroad; this does not apply to integrated semesters abroad
3. voluntary service or voluntary internships outside the university that take up significant parts of the lecture period and serve the study objective; the existence of the requirements must be proven by a corresponding employment contract or letter of intent
4. the entitlement to periods of protection in accordance with Section 61 (3) LHG (maternity protection, parental leave, care leave); the circumstances that justify the use of periods in accordance with the Maternity Protection Act, the Federal Parental Allowance and Parental Leave Act or the Nursing Care Leave Act must be substantiated by suitable documents
5. pregnancy, insofar as no courses can be attended as a result

§ 11 Exmatriculation

- (1) Membership of Pforzheim University ends upon exmatriculation. ²The obligation according to § 3 of these statutes continues to exist, however, insofar as their cooperation is still required to complete the de-registration.
- (2) The legal consequences of de-registration take effect at the earliest on the day of electronic application via the university's campus management system, but as a rule only at the end of the semester in which exmatriculation is applied for or the requirements for exmatriculation are met.
- (3) The issuing of certificates of de-registration and the issuing of certificates require that students have paid all public claims, fees and charges incurred in connection with their studies (§ 62 para. 5 LHG).

§ 12 Reasons for de-registration

- (1) Students must be exmatriculated if they apply for it or ex officio if they have passed the final examination or if the other requirements of Section 62 (2) LHG are met.
- (2) Students can be exmatriculated ex officio if the requirements of Section 62 (3) LHG are met.

§ 13 Doctoral students

- (1) Persons who have been accepted as doctoral candidates in the Doctoral Association of the Universities of Applied Sciences Baden-Württemberg are enrolled for the duration of

their doctorate on the basis of their acceptance. ²Sentence 1 does not apply to accepted candidates who are employed full-time at Pforzheim University if they have previously declared in writing to the Rectorate that they do not wish to be enrolled. ³The declaration must be accompanied by proof of employment. ⁴The Rectorate must be informed immediately of any changes to the scope of employment.

- (2) Enrollment takes place at the department of the respective first supervisor in the doctoral degree program set up for the respective research area .
- (3) For enrollment, the persons concerned must submit the following documents as electronic copies immediately after acceptance as a doctoral candidate:
 1. the fully completed and personally signed application for enrollment
 2. proof of the HZB
 3. the certificate of the last university degree obtained
 4. proof of acceptance as a doctoral candidate.
- (4) Enrollment ends due to premature termination of the supervisory relationship or after completion of the doctoral procedure.
- (5) In all other respects, the regulations on students apply accordingly.

Part 3

Provisions for guest students, gifted students, contact students

§ 14 Guest students

Anyone who wishes to attend individual courses and can provide evidence of sufficient education or artistic aptitude will be registered as a guest student upon application. ²The informal application must specify the courses for which the guest student wishes to be admitted. ³In the case of admission-restricted degree courses, admission is only possible for courses in which no laboratory places or other fixed workstations are required, despite capacity. ⁴A fee must be paid for guest student studies in accordance with the fee regulations. ⁵Guest students are neither members nor affiliates of Pforzheim University within the meaning of the LHG.

§ 15 Highly gifted

Highly talented students who are permitted to participate in courses, complete coursework and examinations, acquire corresponding credit points and complete individual study modules in accordance with Section 64 (2) LHG are registered free of charge. ²In addition to the application, a confirmation from the school principal stating the student's special aptitude and endorsement of participation in the individual courses as well as a confirmation from the Pforzheim University representative responsible for the selected course must be submitted for registration.

§ 16 Contact students

Contact students are registered in accordance with Section 59 (3) LHG in conjunction with the relevant university statutes; their status under higher education law is governed by Section 9 LHG and the provisions of the basic regulations.

§ 17 Entry into force

These regulations come into force on the day after their publication in the official announcements of Pforzheim University. ²Upon coming into force, the admission and enrollment regulations of Pforzheim University of Applied Sciences dated June 28, 2006 are revoked.

Pforzheim, February 7, 2024

Prof. Dr. Ulrich Jautz
Rector

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