

## **Enrolment regulations of Christian-Albrechts-Universität zu Kiel<sup>1</sup>**

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According to §40 subparagraph 5 of the Universities and Colleges Act (HSG) of 28 February 2007 (GVOBl. Schl.-H. p.184), amended by Article 4 of the Budget Structuring Law of 12 December 2008 (GVOBl. Schl.-H. p.791), the following regulations are issued after having been decreed by the senate of Christian-Albrechts-Universität zu Kiel on 23 July and 17 December 2008:

### **Table of contents**

#### **Section 1: Principal rules**

- §1 General rules and procedures
- §2 Conditions for enrolment
- §3 Denial of enrolment

#### **Section 2: Additional rules for particular cases**

- §4 Enrolment at multiple universities
- §5 Enrolment for several programmes
- §6 University place swap
- §7 Enrolment after changing programmes
- §8 Enrolment for doctoral studies
- §9 Enrolment for Master's programmes
- §10 Enrolment for postgraduate Master's programmes
- §11 Enrolment for non-consecutive Master's programmes
- §12 Enrolment for advanced semesters
- §13 Enrolment for programmes with an annual curriculum
- §14 Preliminary enrolment for programmes without qualification for entry into university (trial studies/Probstudium)
- §15 Enrolment for acquisition of German language skills
- §16 Enrolment within the framework of international exchange programmes

#### **Section 3: Enrolment procedures**

- §17 Deadlines
- §18 Format and documentation

#### **Section 4: Re-registration and leave of absence**

- §19 Re-registration procedures

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<sup>1</sup> This English translation of the „Einschreibordnung (Satzung) der Christian-Albrechts-Universität zu Kiel“ is not a legally valid document but serves as a source of information for foreign students only.

§20 Leave of absence

**Section 5: Deregistration**

§21 Deregistration at own request

§22 Deregistration ex officio

§23 Withdrawal from enrolment

**Section 6: Visiting students**

§24 Visiting students

§25 Cross-registered students (Zweithörer)

§26 Auditing students (Gasthörer)

§27 Junior studies for exceptionally gifted grammar school students (Schüler)

§28 Enrolment period and procedures

**Section 7: Reporting obligations**

§29 Reporting obligations

**Section 8: General rules of procedure**

§30 Procedure for decisions of rejection

§31 Responsibilities

**Section 9: Data acquisition and storage**

§32 Data acquisition and storage

**Section 10: Final provision**

§33 Entry into force and transitional regulations

## **Section 1: Principal rules**

### **§1 General rules**

(1) Applicants are enrolled by registration through the university. By enrolling, the students become members of the university with all ensuing rights and obligations according to the Universities and Colleges Act (HSG).

(2) By enrolling, the applicant becomes a member of the faculty offering the programme the student has enrolled for. In case of programme(s) allocated to more than one faculty, the applicant has to decide upon enrolment which faculty he or she wants to belong to.

### **§2 Conditions for enrolment**

(1) It is a prerequisite for enrolling that the applicant possesses the qualifications demanded for the respective programme or an education acknowledged as equivalent according to §38 and 39 HSG in connection with the regulations stated in subparagraph 2, especially with respect to the study qualification regulations (Studienqualifikationsverordnung), in their currently valid versions. Further, the applicant has to prove that there is no reason as defined in §3 to deny registration.

(2) Proof of a particular preceding education, a special ability relating to programme, practical experience or a first qualifying degree (erster berufsqualifizierender Abschluss) has to be supplied if the study/examination regulations or the study qualification regulations demand it.

### **§3 Denial of enrolment**

(1) Enrolment is to be denied

1. if the applicant for a restricted programme has not been admitted for the specific semester he or she wants to enrol for or if the applicant has not handed in the acceptance statement (Annahmeerklärung), should one be necessary, within the set deadline.
2. if and as long as an applicant is barred from the right to study at German universities by incontestable official notification
3. if the applicant has irrevocably failed an exam which by the respective examination regulations is a precondition for enrolment in the programme
4. if the applicant has not provided proof of having paid his or her dues to Studentenwerk Schleswig-Holstein or the student body, or
5. if the applicant is liable to health insurance which he or she has not yet paid.

(2) Enrolment can be denied if the applicant

1. does not adhere to the procedures and deadlines of enrolment,
2. does not possess sufficient knowledge of the German language or the language that is required according to the study qualification regulations (Studienqualifikationsverordnung) or does not document having participated in required practical courses,
3. has committed a criminal offence and is subject to a valid sentence of more than one year of imprisonment, if the sentence has not yet been served and due to the nature of the criminal offence a disruption of or a threat to university affairs is to be expected,
4. is not entitled to hold public offices,
5. suffers from a disease that puts other students at risk or would considerably disrupt university affairs. The university can request an official medical certificate and deny enrolment if the certificate is not provided.
6. has made untruthful statements during application, admission or enrolment procedures.

## **Section 2: Additional rules for particular cases**

### **§4 Enrolment at several universities simultaneously**

Students can only be enrolled at one university. If the chosen programme necessitates studying at several universities simultaneously, the student enrolls at one university and receives the status of an auditing student at the other university/universities. Double enrolment for two programmes or for more than one restricted-admission programme is ruled by §5.

### **§5 Enrolment for more than one programme**

- (1) Applicants can enrol for a second or for more than one restricted-admission programme if
1. this particular combination of programmes is defined by the respective regulations for acquiring a first qualifying degree (erster berufsqualifizierender Abschluss), or
  2. there is a special professional, scientific or artistic interest that requires studying two restricted-admission programmes simultaneously. The faculty managing the second programme has to provide a statement confirming this special interest.
- (2) Enrolment for a third subject in teacher training programmes can only be granted if capacities allow. Additionally, it can be requested that the student is already studying his or her other subjects in a more advanced semester. Details are to be decided by the presidium (Präsidium).

### **§6 Swap of university places**

In nationally restricted programmes, swaps of university places are possible. Applications for swaps are to be submitted by the student at the very latest seven days before commencement of the lecture period on the correct form. Swapping university places requires that the student enrolled at the other university

1. has agreed to the swap and stated this on the form accordingly,
2. is enrolled for the same study programme as the Kiel student and
3. can provide the transcripts necessary for being admitted to the study place at Christian-Albrechts-Universität zu Kiel according to examination regulations.

### **§7 Enrolment after changing programmes**

The regulations for first enrolment and re-registration also pertain to enrolment of students who have changed their programme.

### **§8 Enrolment for doctoral studies**

Additionally to meeting the requirements set out in §2, enrolment for doctoral studies requires that the student qualifies for admission to doctoral studies and has been accepted as a doctoral student according to the respective faculty's regulations on doctoral studies. Furthermore, the student's intention must be to attend lectures suitable to enhance his or her doctoral studies. The respective faculty has to provide confirmation of this in writing.

### **§9 Enrolment for Master's programmes**

- (1) In order to enrol in a Master's programme, the applicant has to have a first qualifying degree (erster berufsqualifizierender Abschluss). The student also has to fulfill the requirements for admission to the Master's programme defined by the examination regulations, study qualification regulations, and - in case of a two-subject programme - additionally the two-subject examination regulations.
- (2) In case of a first qualifying degree (erster berufsqualifizierender Abschluss) acquired at a university outside Germany, the recommendations of the Zentralstelle für ausländisches Bildungswesen (ZAB) at the Secretariat of the Standing Conference of the State Ministers of Education and Cultural Affairs in Germany (KMK) have to be taken into account for crediting and evaluating achievements gained at foreign

universities. Grades have to be recalculated for the German grading system following ZAB regulations and the modified Bavarian equation (bayerische Formel).

(3) Has the degree not yet been awarded at the time of application, the student can be enrolled preliminarily if not more than 30 credit points at most or equivalent achievements have to still be obtained for completing the degree according to the respective examination regulations. Should a minimum grade be required, the average grade calculated from the existing exam grades substitutes the final grade. Preliminary enrolment ceases if the degree has not been completed successfully until the start of the following semester (resolutive condition).

(4) Should content-based requirements not be met in full so as to make successful completion of the Master’s programme likely, enrolment is only possible if the lack of knowledge can be remedied by participation in lectures of a Bachelor’s programme, capacities allowing. Other ways of acquiring the necessary knowledge are viable, too, especially self-study. The expected prolongation of the study period for the Master’s programme must not exceed one semester.

(5) If enrolment in a Master’s programme is subject to conditions laid down in the respective examination regulations, the study qualification regulations or the two-subject examination regulations, enrolment is granted only under resolutive condition until the requirements have been met within the set deadline.

#### **§10 Enrolment for postgraduate Master’s programmes**

(1) Students of postgraduate Master’s programmes according to §58 subparagraph 1 clause 1 no. 1 HSG are enrolled as students if requirements according to §9 subparagraphs 1 and 2 are met.

(2) Enrolment can be restricted for the duration of the programme. Prolongation is permitted

1. for re-sitting exams
2. for valid reasons, especially in case of severe illness.

(3) Special provisions may apply for enrolment procedures and deadlines.

#### **§11 Enrolment for non-consecutive Master’s programmes**

(1) Students of non-consecutive Master’s programmes, which are offered as extra-occupational courses according to §58 subparagraph 1 clause 1 no. 4 HSG not subject to §58 subparagraph 1 no. 1 HSG, are enrolled as students if requirements set out in §2 and – for Master’s programmes – additionally in §9 subparagraphs 1 and 2 are met.

(2) §10 subparagraphs 2 and 3 are applied.

#### **§12 Enrolment for advanced semesters**

(1) Applicants are enrolled in an advanced semester (höheres Fachsemester) if they provide proof of the respective academic achievements gained in a comparable programme at a German university, where they have been enrolled.

(2) If applicants have acquired creditable achievements or study periods in a different programme or at a foreign university (i.e. outside the area of application of the German Grundgesetz), they are enrolled in an advanced semester by way of an equivalence certificate (Anrechnungsbescheinigung).

(3) If an applicant who is eligible for university admission according to §51 subparagraph 2 HSG has acquired the knowledge and skills necessary for a successful course of study in another way than concluding a university programme, he or she can prove this by passing a special placement test if the respective examination regulations do not provide otherwise. According to the results of the test the applicant will be enrolled in that semester of the programme which is compatible with his or her level of knowledge.

#### **§13 Enrolment for programmes with annual curriculum**

If according to the admission regulations of Christian-Albrechts-Universität zu Kiel programmes with a yearly curriculum request that admission be only annually, enrolment can only be carried out if the semester in question constitutes the start of the study year.

#### **§14 Preliminary enrolment for programmes without qualification for entry into university (trial studies/Probstudium)**

- (1) An applicant without qualification for entry into university (Hochschulzugangsberechtigung) who
1. passed vocational training with a minimum grade of “satisfactory” or has an average grade of 3.0 calculated from existing individual grades if there is no overall grade and
  2. has worked for a minimum of 5 years at least half-time in this profession or can provide proof of respective substitute periods

can be enrolled preliminarily for a restricted period of two semesters initially in programmes that relate closely to the applicant’s profession and are not restricted in admission.

- (2) The application for preliminary enrolment has to be handed in between 15 April and 31 May of the respective study year at the department “Studium und Prüfung”. The application has to include certified statements that prove requirements set out in subparagraph nos. 1+2 have been met.

- (3) According to subparagraph 1 no. 1, the following are accepted as completed vocational training:

1. a completed traineeship in a profession that is listed in §90 subparagraph 3 of the Vocational Training Act (Berufsbildungsgesetz) or in §25 of the Crafts and Trades Regulations Code (Handwerksordnung), or
2. vocational training at a public or an officially recognized vocational school (Berufsfachschule) or specialized vocational school, or
3. training as a civil service employee, or
4. a passed NCO’s or officer’s exam as a professional or a regular soldier (Zeitsoldat).

- (4) The programmes theology/degree: “Diplom”, theology/degree: “Erste Theologische Prüfung d. Nordelbischen Evang.-Luth. Kirche”, “Evangelische Religionslehre”/degree: BA (teacher training) are only recognized as completed vocational training

1. if the applicant has been working for at least five years either as a deacon or a church musician or if the applicant has been employed by the church in an educational or social capacity with a very similar qualification profile and
2. has acquired the respective professional title with the minimum grades stated in subparagraph 1, no. 1.

- (5) The following are creditable up to two years as substitute periods:

1. military service according to paragraph 12, section 1 or 2 Grundgesetz (German constitution) or a service carried out instead, accordingly,
2. time spent as an aid worker according to the Development Aid Act (Entwicklungshilfegesetz),
3. time spent within the framework of voluntary social/ecological service (freiwilliges soziales/ökologisches Jahr) according to the Act on encouraging voluntary services
4. continuing training in a profession that is usually taught by in-company training,
5. self-reliant housekeeping for a family household of at least three members or - in exceptional cases – with at least one person that needs care or that is brought up by the applicant.

- (6) In a counselling interview, the advisor for the respective programme or the chair of the examination board determines the relevance the programme has for the profession the applicant occupies. The interview should also inform the applicant about requirements of the programme, necessary knowledge, content of the programme, how to compensate for potential lack of knowledge, study conditions, job prospects and alternative programmes, if applicable. The examination board is to be notified about the result of the counselling interview.

- (7) During trial studies, the student has to proof his suitability for the chosen programme by passing the module exams according to the examination regulations. Should the programme not be modularised, the

examination board determines which academic achievements have to be completed to prove suitability for the programme.

(8) After two semesters, the examination board decides if the student has passed all exams scheduled, respectively acquired all credits for those particular semesters. Is this the case, the student is enrolled for good in the appropriate semester of the programme. Otherwise, preliminary enrolment can be extended for two more semesters, at most.

(9) A change of programmes can only be permitted for definitely enrolled students described in (8) if the new programme/subject still refers to the profession the student was trained in according to subparagraph 1 and if serious reasons exist for the change of programmes. An extension of trial studies for longer than is determined in subparagraph 8 sentence 3 is not possible.

#### **§15 Enrolment for acquisition of German language skills**

(1) Applicants who cannot provide proof of German language skills according to §18 subparagraph 3, no. 8, before the enrolment deadline will be enrolled for language courses at the department "German as a foreign language" for two semesters. Language skills that have been evaluated with "good" or better on the level "Zertifikat Deutsch" or equivalent knowledge is a prerequisite for enrolling in the university language courses.

(2) Enrolment in order to learn German does not constitute enrolment for a programme. In exceptional cases, in particular for repeat exam, enrolment can be extended for at most two semesters.

#### **§16 Enrolment within the framework of international exchange programmes**

Applicants from foreign countries participating in international exchange programmes can be enrolled for at most two semesters. Enrolment has to be restricted accordingly. Exchange students will be deregistered automatically after their study visit.

### **Section 3: Enrolment procedures**

#### **§17 Deadlines**

(1) Students have to apply for enrolment within the especially announced deadline set by the university (announcement via posters, brochures, webpage). For restricted-admission programmes, the enrolment deadline that is stated in the admission letter has to be honoured. Has a student disregarded the deadline for enrolment, the university can deny enrolment.

(2) The university can extend the enrolment deadline for an applicant if he or she has proven within a set deadline that he or she will not be able to enrol within the enrolment deadline for valid reasons.

#### **§18 Format and documentation**

(1) The enrolment request has to follow the rules set by the university.

The request has to contain:

1. information on names, first names, date and place of birth, sex, nationality/-ies, place of residence, place of residence during term time, programme and semester, faculty affiliation, type of qualification for entry into university (Hochschulzugangsberechtigung) or its lack, date,
2. a statement on whether a module exam or any study exam in the chosen programme has been irrevocably failed and
3. a statement on programmes and study periods the applicant has been enrolled at other universities or at Christian-Albrechts-Universität zu Kiel.

(2) The enrolment request has to be signed and handed in personally. In exceptional cases, the applicant can be represented by a substitute. The representative has to legitimise him- or herself by presenting an ID document and by a letter of attorney from the applicant.

(3) Apart from the request, the applicant has to show:

1. proof of identity (ID card, passport),
2. proof of qualification for entry into university (Hochschulzugangsberechtigung) for the chosen programme or documentation according to §39 subparagraph 4 HSG, as well as - for cases subject to §2 subparagraph 2 - relevant certificates or documents that proof the requirements mentioned there have been met. All certificates have to be provided as original versions or as certified copies. For certificates in foreign languages, a copy of the certificate and a German translation of the certificate have to be provided as well.
3. admission letter (Zulassungsbescheid), if the study place was allocated by such a measure, and the acceptance statement if such a statement is issued and requested.
4. if the applicant has changed universities, he or she has to provide documentation confirming studies so far. This documentation includes the study book/transcript of records, for German universities also stating deregistration from the previous university. The applicant has also to provide certificates for exams passed, if applicable.
5. if the applicant wants to change programmes, he or she has to provide a transcript of records/his or her study book; should the applicant change to a PhD programme according to §8, he or she has to supply proof of fulfilling the requirements demanded for a PhD programme.
6. if the applicant wants to enrol for an advanced study semester due to creditable academic achievements, he or she has to supply either the confirmation that achievements have been credited or confirmation of a successful placement test according to §12 subparagraph 3 if that has not happened within the admission procedure for the programme,
7. if study places have been swapped, the applicant has to provide the permission of Christian-Albrechts-Universität zu Kiel,
8. proof of German language skills according to the framework of regulations for German language exams for studying at German universities (RO-DT, decreed by the Standing Conference of the Ministers of Education/Kultusministerkonferenz on 25 June 2004) in their current version in connection with the annex referring to the decree of the Conference from 2 June 1995 in the version of 9 March 2005, in case the qualification for entry into university has not been achieved at a German-speaking school, enrolment for professional studies taught in German is required and proof has not been supplied within admission procedures,
9. if the applicant wants to enrol in two or more restricted-admission programmes, proof has to be provided that such an enrolment is necessary due to the prescribed combination of subjects to obtain the degree (berufsqualifizierender Abschluss). If that is not the case, the applicant has to provide reasons to which degree a particular scientific or artistic interest necessitates enrolment in more than one programme as well as a statement of the faculty and the curricula for the desired programmes.

(4) The following documentation has to be handed in at enrolment at the very latest if the university has not been provided with it before:

1. a current passport photograph
2. proof of valid health insurance if the applicant is liable to health insurance; otherwise, proof of being exempt from liability to health insurance,
3. proof of payments made to Studentenwerk Schleswig-Holstein and the student body.

(5) The applicants receive their student cards, study books and certificates of enrolment after enrolment procedures have been concluded.

#### **Section 4: Re-registration and leave of absence**

##### **§19 Re-registration**

- (1) If the student wants to continue his or her studies after the end of the semester, he or she needs to re-register at the university within the set deadline. Students on leave of absence have to re-register for the semester following their leave.
- (2) For re-registration, the following documents are to be submitted:
  1. the re-registration form introduced by the university
  2. proof of semester fee payments for Studentenwerk Schleswig-Holstein and the student body
  3. proof of valid health insurance if the applicant is liable to health insurance; otherwise, proof of being exempt from liability to health insurance.
- (3) If requirements listed under (1) and (2) are fulfilled, re-registration can be granted by the university. Should the deadline for re-registration have passed, the student has to be cautioned that he or she may be deregistered according to §22 subparagraph 3, no.2; a suitable extension of the deadline has to be granted.
- (4) Re-registration will be documented by sending the students their certificates of enrolment.

##### **§20 Leave of absence**

- (1) The university grants leave of absence if the student submits a written request for leave of absence to fulfill his military service or community service. The request has to be accompanied by a certified copy of the official notification.
- (2) Students can be granted leave of absence after handing in a written request if one of the following reasons applies:
  1. illness of the student, illness or dependence on care of a close relative (parents, children or spouses) if a medical certificate is presented which makes it evident that regular studies cannot be carried out,
  2. study period or practical in a foreign country, which is not compulsory according to the study regulations,
  3. office within the academic or student administration
  4. absence from the university representing the university's interests or involvement in a research project
  5. pregnancy, maternity leave or child care during periods which would be subject to parental leave under an employment contract.
- (3) Leave of absence can only be granted for full semesters up to two semesters consecutively, in general. In exceptional cases (own illness, child care) leave can be granted for a third semester. Generally, leave cannot be granted for more than four semesters for a student being enrolled in one study programme. These limits do not apply to no. 5 if the student cannot complete his or her studies otherwise.
- (4) Requests for leave of absence for the following semester are to be submitted by the beginning of the lecture period. Leave can only be granted during term as an exception during the first two months of term for reasons stated under subparagraph 1 or 2 that only occurred within the first two months of term.
- (5) During leave periods, rights and obligations as a member of the university are suspended except the right to vote within the framework of elections to academic administration bodies according to subparagraph 2 no.3. Expiry of examination periods is suspended.
- (6) Semesters for which leave of absence has been taken do not count as study periods. This does not refer to semesters of studies within a programme conducted outside Germany.
- (7) Leave cannot be granted for the first study semester.

#### **Section 5: Deregistration**

### **§21 Deregistration at own request**

Students who do not wish to continue their studies at the university have to apply in writing for deregistration using the designated deregistration form. In general, the application has to be handed in within the deadline set by the university. The student is to be deregistered on his or her request.

### **§22 Deregistration ex officio**

(1) Students are to be deregistered when the degree certificate has been issued unless they are still enrolled in other programmes.

(2) A student is to be deregistered if

1. reasons for enrolment denial according to §1 clause 1, nos. 1,2 or 3 occur after enrolment or are exposed retroactively,
2. reasons for enrolment denial according to §3 subparagraph 1, no. 4 or 5 occurs,
3. he or she has irrevocably failed an exam whose passing is prescribed in the examination regulations unless the student changed programmes or subjects,
4. if the resolatory condition according to §9 subparagraph 3 has occurred.

(3) Students can be deregistered if

1. reasons for enrolment denial according to §3 subparagraph 2 nos. 4,5 or occur after enrolment and leave of absence is not possible
2. they do not re-register in due form before the start of term for their further studies if they are not on leave of absence or
3. they have made untruthful statements during application, admission or enrolment procedures.

(4) If a student applying for a restricted-admission programme according to §5 does not meet the admission requirements, he or she stays enrolled for programmes that are not subject to conditions mentioned in subparagraphs 1 and 2.

(5) A student can also be deregistered if he or she

1. impedes university business, activities of university institutions or events by threat, instigation or use of violence or
2. hinders or tries to hinder university members from executing their rights or duties by threat, instigation or use of violence.

The same applies if a student takes part in actions mentioned in clause 1 or repeatedly counteracts injunctions made by the university against the student for breaches of duty according to §14 subparagraph 1 clause 1 HSG or domiciliary rights.

(6) §§116 and 117 State Administration Law on revocation of administrative acts remain unaffected.

### **§23 Withdrawal from enrolment**

If lectures have not yet started for the semester in which the student applied for enrolment, enrolment can be revoked upon written request by the student.

## **Section 6: Visiting students**

### **§24 Visiting students**

Visiting students can be enrolled as cross-registered (Zweithörer) or auditing students (Gasthörer).

### **§25 Cross-registered students**

(1) Students enrolled at another university in a programme that necessitates simultaneous studies at more than one university according to §38 subparagraph 4 clause 2 HSG are enrolled as cross-registered students.

- (2) They are entitled to take part in courses and sit the respective exams if
1. the courses are not part of a restricted-admission programme or if the restricted-admission programme has vacancies,
  2. they meet the requirements for admission to the respective courses and exams,
  3. the courses on offer are not impeded for students enrolled in the programme.
  4. lecturers and the faculty hosting the programme permit participation.

### **§26 Auditing students**

- (1) Auditing students can be
1. exceptionally gifted grammar school students according to §38 subparagraph 5 HSG, details are ruled by §27,
  2. participants of continuing education courses (Weiterbildung) that issue certificates according to §58 subparagraph 1, clause 1, no. 2 and subparagraph 3 HSG and
  3. persons who intend to take part in other courses for continuing education purposes.
- (2) They are entitled to take part in courses and respective exams if
1. the courses are not a part of a restricted-admission programme or if the restricted-admission programme has vacancies,
  2. they meet the requirements for admission to the respective courses and exams,
  3. the courses on offer are not impeded for students enrolled in the programme.
  4. lecturers and the faculty hosting the programme permit participation.

### **§27 Junior studies for exceptionally gifted grammar school students (Schüler)**

- (1) Exceptionally gifted grammar school students, who are suggested by their school for junior studies and who are usually sixth-form students, can take part in certain courses which are determined by the respective faculties, capacities allowing. A programme should not have more than three junior students. Apart from this, requirements set down in §29 subparagraph 2 have to be met.
- (2) As a rule, junior studies commence in the winter semesters and continue for a year. As an exception, the study period can be extended if the school of the student agrees.
- (3) Study periods and academic achievements gained can be credited on request for later studies.

### **§28 Enrolment period and procedures**

- (1) Enrolment as auditing student is confirmed a new for each semester on request if the respective programme requirements have been met and due payments to Studentenwerk and the student body have been made.
- (2) The request has to be submitted within the deadline announced by the university on the form required by Christian-Albrechts-Universität zu Kiel.
- (3) Auditing students have to state the courses and exams they intend to take. Cross-registered students have to also state at which other university they are enrolled for which programme and in which semester.

## **Section 7: Reporting obligations**

### **§29 Reporting obligations**

Students are under obligation to inform the university without delay

1. of changes in name or address,
2. if they have irrevocably failed an exam they are required to pass if they want to continue their studies,
3. if they have contracted a disease that puts other students at risk or would considerably disrupt university affairs,

4. if they are not eligible to hold public offices
5. if they have committed a criminal offence and are subject to a valid sentence of more than one year of imprisonment.

### **Section 8: General rules of procedure**

#### **§30 Procedure for decisions of rejection**

- (1) Students/Applicants have to be informed in writing about rejection decisions and deregistration ex officio including instruction on the right to appeal.
- (2) Before deciding on rejection or deregistration, the student/applicant has to have the opportunity to make a statement concerning essential facts the decision has to be based on. The hearing can be foregone if in the individual case it is not necessary.

### **§31 Responsibilities**

The presidium of Christian-Albrechts-Universität is responsible for decisions governed by these enrolment regulations.

## **Section 9: Data acquisition and storage**

### **§32 Data acquisition and storage**

The university acquires personal data from student, applicants and graduates according to §45 HSG which are necessary for lawful fulfillment of the duties and tasks in its responsibility.

## **Section 10: Final provision**

### **§33 Entry into force and transitional regulations (Übergangsbestimmungen)**

These regulations enter into force retroactively by 29 July 2008.

They will be applied for the first time for the winter semester 2008/2009. Simultaneously, the registration regulations of Christian-Albrechts-Universität zu Kiel of 25 November 1993 (NBl. MWV. Schl.-H. 1993 p. 451), last amended by regulations of 24 February 2006 (NBl. MWV Schl.-H. p.11) and the regulations of Christian-Albrechts-Universität zu Kiel pertaining to trial studies according to §73 subparagraph 5 HSG with consecutive exams of 20 July 1999 (NBl. MBWFK Schl.-H. p. 366), expires.

Approval according to §40 subparagraph 5 HSG has been granted in writing by the Ministry for Science, Economic Affairs and Transport on 22 December 2008.

Kiel, 9 January 2009

Prof. Dr. Gerhard Fouquet  
Präsident der Christian-Albrechts-Universität zu Kiel

**Statute on amending the enrolment regulations of Christian-Albrechts-Universität zu Kiel  
of 28 January 2010**

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According to §40 subparagraph 5 HSG of 28 February 2007 (GVOBl. Schl.-H. p.184), last amended by article 8 of the Act on the Reorganisation of Civil Service Law in Schleswig-Holstein of 26 March 2009 (GVOBl. Schl.-H. p. 93), the following statute is issued after having been decreed by the senate of Christian-Albrechts-Universität zu Kiel on 18 November 2009:

**Article 1**

The enrolment regulations of Christian-Albrechts-Universität zu Kiel of 9 January 2009 (NBl. MWV Schl.-H. p.13) are amended as follows:

1. In §3 subparagraph 1 no.1, the phrase “for the specific semester he or she wants to enrol for” is added after “programme”.
2. §6 will be amended as follows:
  - a) The following sentence 1 is inserted:  
“In nationally restricted programmes, swaps of university places are possible.”
  - b) In the new sentence 2 the phrase “in restricted-admission programmes” is deleted.
3. In §9 subparagraph 3 sentence 3, “in time” is substituted by “until the start of the following semester”.
4. The following sentence will be added to §20 subparagraph 7:  
“In advanced semesters, leave of absence cannot be granted in the first semester the student is enrolled at Christian-Albrechts-Universität zu Kiel.”

**Article 2**

This statute enters into force on the day of its publication.

Approval according to §40 subparagraph 5 HSG has been granted in writing by the Ministry for Science, Economic Affairs and Transport on 28 December 2009.

Kiel, 28 January 2010

Prof. Dr. Gerhard Fouquet  
Präsident der Christian-Albrechts-Universität zu Kiel

**Statute on amending the enrolment regulations of Christian-Albrechts-Universität zu Kiel  
of 25 August 2010**

NBl. MWV Schl.-H. 2010 p.63

Published on [www.uni-kiel.de](http://www.uni-kiel.de) on 19 October 2010

According to §40 subparagraph 5 HSG of 28 February 2007 (GVOBl. Schl.-H. p.184), last amended by article 12 of the Act on the realisation of the European service guidelines of 9 March 2010 (GVOBl. Schl.-H. p.356), the following statute is issued after having been decreed by the senate of Christian-Albrechts-Universität zu Kiel on 16 June 2010:

**Article 1**

The enrolment regulations of Christian-Albrechts-Universität zu Kiel of 9 January 2009 (NBl. MWV Schl.-H. p.13), amended by statute of 28 January 2010 (NBl. Schl.-H. p.4), are amended as follows:

1. §13 will read as follows:

**“§13 Enrolment for programmes with annual curriculum**

(1) If the curriculum of a programme is organised in study years, students can only commence their studies in the winter semester for programmes that start in winter semesters and in the summer semester for programmes that start in summer semesters.

(2) If the study year starts in the winter semester, applicants for advanced, even semesters can only enrol in summer semesters. Applicants for advanced, uneven semesters can only enrol in winter semesters in that case.

(3) The special examination regulations can permit enrolment in summer as well as winter semesters if the annual curriculum does not hinder proper studying within the standard study period.

In Master’s programmes, enrolment regardless of winter or summer semester can be permitted despite infringements on proper studying within the standard study period to ensure a direct transition into Master studies. For these cases, the special examination regulations recommend commencement of studies in the semester the study year begins in.

2. §19 will be changed as follows:

a) The clerical error (“im” instead of “dem”) of the German version has already been taken into account and the correct sentence been translated into English.

b) Subparagraph 2 will read as follows:

“(2) Re-registration is executed by paying the dues for the following semester to Studentenwerk Schleswig-Holstein and the student body in time. Health insurance is a requirement if the student is liable to health insurance, otherwise the student has to provide proof of exemption.”

**Article 2**

This statute enters into force on the day of its publication.

Approval according to §40 subparagraph 5 HSG has been granted in writing by the Ministry for Science, Economic Affairs and Transport on 28 December 2009.

Kiel, 25 August 2010

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Prof. Dr. Gerhard Fouquet  
Präsident der Christian-Albrechts-Universität zu Kiel

