

# **Regulations governing admission to study, and the procedures for enrolment, leave of absence, re-enrolment and withdrawal from the Technische Hochschule Ingolstadt (THI Enrolment Regulations)**

**Dated 11 December 2023**

**as amended by the first amendment of 15 June 2026**

Pursuant to Article 9, sentence 2, in conjunction with Article 87(1), sentence 6, and (3), Article 88(4) and (9),

Article 90(2), third sentence, Article 95 and Article 97(4), second sentence, of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl, p. 414, BayRS 2210-1-3-WK) and pursuant to Article 5 and Article 7 of the Act on University Admissions in Bavaria (Bavarian University Admissions Act – BayHZG) of 9 May 2007 (GVBl, p. 320, BayRS 2210-8-2-WK) and Sections 23(1), 24(1), 25(1) and 30(1) of the Regulation on Admission to State Universities in Bavaria (Higher Education Admissions Regulation – HZV) of 10 February 2020, as amended, the Technische Hochschule Ingolstadt hereby adopts the following Statutes:

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## **A. General**

### **§ 1 Scope**

These Statutes govern the procedures for the admission, enrolment, re-enrolment, leave of absence and withdrawal of students and other enrolled persons, the deadlines to be observed in this regard, and other cases referred to in Article 95, sentence 3 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022, as amended, at the Technische Hochschule Ingolstadt (hereinafter referred to as THI).

### **§ 2 Obligation to enrol**

- (1) <sup>1</sup> All applicants must enrol at THI as a student or as another enrolled person (Sections D to F) before commencing their studies. <sup>2</sup> Doctoral candidates must enrol at THI as doctoral students following acceptance onto a doctoral programme in accordance with Section 6 of the Doctoral Regulations of the Technische Hochschule Ingolstadt of 10 July 2023, as amended.
- (2) <sup>1</sup> A student is any person who is enrolled in at least one degree programme within the meaning of Art. 77(1) of the Bavarian Higher Education Act (BayHIG) or in other courses of study. <sup>2</sup> For doctoral candidates as defined in Article 94(3), first sentence, No. 3 of the Bavarian Higher Education Act (BayHIG), the provisions applicable to students shall apply mutatis mutandis, unless otherwise specified.
- (3) Other enrolled persons within the meaning of Article 87(3) of the Bavarian Higher Education Act (BayHIG) are visiting students, auditors and early-entry students in accordance with Sections D to F.
- (4) It is not possible to be enrolled simultaneously both as a student and as another enrolled person at the THI.

### **§ 3 Duties of cooperation, communication**

- (1) Students are obliged to notify the THI without delay of:
  1. Changes
    - a) to the data required to be provided under the BayHIG, in particular under Article 87(2) of the BayHIG, as well as
    - b) any data required to be provided under these Statutes and other legal provisions,
  2. the loss of their student ID card,
  3. any circumstances that constitute grounds for preventing enrolment or that may lead to a refusal of enrolment (see Article 91 of the BayHIG, Section 15).
- (2) <sup>1</sup> Communication by students regarding their studies and the rights and obligations associated with membership of the THI shall take place via electronic means provided by the THI. <sup>2</sup> The same applies to applicants with regard to communication concerning the granting of access to the degree programme. <sup>3</sup> Electronic means as referred to in sentence 1 include, in particular, the portals provided by the THI for applications, examination administration and study administration, and the student email address allocated to the student.

- (3) The forgery or incorrect uploading of application documents shall result in exclusion from the application process; the applicant shall be notified of this exclusion by means of a formal decision.

#### **§ 4**

##### **Data Processing and Data Protection**

THI collects the data necessary for the organisation of study and examination administration, as well as doctoral programmes.

## **B. Admission to the programme**

### **Section 5 Admissions Procedure (Application)**

- (1) <sup>1</sup> The application for admission must be submitted online by the applicant themselves via the PRIMUSS applicant portal. <sup>2</sup> THI makes the forms available online on its website. <sup>3</sup> Applicants who can demonstrate that they are unable to communicate via the PRIMUSS applicant portal will be assisted by THI.
- (2) The following deadlines apply to applications for admission to study at THI, in accordance with the provisions of the Regulation on Admission to State Universities in Bavaria (Hochschulzulassungsverordnung – HZV) of 10 February 2020, as amended:
  1. For degree programmes with restricted admission, the complete application must be submitted to the university by 15 July at the latest (for commencement of studies in the winter semester) or 15 January (for commencement of studies in the summer semester).
  2. For degree programmes without restricted admission, enrolment is preceded by a registration as part of the enrolment procedure, by means of which the intention to commence a degree programme at THI must be declared by 15 July (for commencement in the winter semester) and by 15 January (for commencement in the summer semester); registration is carried out by submitting a fully completed online application (application for admission) to the THI.
- (3) For doctoral students, paragraph 2(2) applies mutatis mutandis; by way of derogation from this, the application must be submitted by 15 September (for admission in the winter semester) and by 28 February (for admission in the summer semester).

### **§ 6 Preliminary quota pursuant to Article 5(3) of the Bavarian Higher Education Admissions Act (BayHZG)**

<sup>1</sup> In the context of admission, the following preliminary quotas are set in accordance with Article 5(3), first sentence, Nos. 2 to 5 of the Bavarian Higher Education Admissions Act (BayHZG) of 9 May 2007, as amended:

1. 5 per cent for foreign nationals and stateless persons, insofar as they are not treated as equivalent to German nationals, in all Bachelor's degree programmes;
2. 10 per cent for foreign nationals and stateless persons, provided they are not treated as equivalent to German nationals, in all Master's degree programmes;
3. 2% for applicants who have acquired the qualification required for their chosen degree programme whilst still enrolled in a degree programme that has not yet been completed;
4. 2% for applicants who have already completed a degree programme in another subject area at a German higher education institution;
5. 3% for qualified professionals in accordance with Article 88(5) and (6) of the Bavarian Higher Education Act (BayHIG).

<sup>2</sup> No further preliminary quotas pursuant to Article 5(3), second sentence, of the Bavarian Higher Education Funding Act (BayHZG) shall be established.

## **§ 7**

### **Supplementary university selection procedure**

The sole criterion for the selection of applicants based on the results of the supplementary university selection procedure in accordance with Article 5(5) of the Bavarian Higher Education Act (BayHIG) and Section 30 of the Higher Education Admission Regulations (HZV) shall be the average mark on the university entrance qualification.

## **§ 8**

### **Aptitude assessment procedure, aptitude test**

(1) Where stipulated in the relevant study and examination regulations for a Bachelor's degree programme, the selection of applicants whose qualifications have been assessed in accordance with the aptitude assessment procedure under Article 89(4) of the Bavarian Higher Education Act (BayHIG) for the relevant undergraduate degree programme shall be based on the results of that aptitude assessment procedure.

(2) Where provided for in the relevant study and examination regulations, the admission of applicants whose required qualifications have been established in an aptitude and suitability examination (suitability examination) for the chosen degree programme shall be based on their passing this suitability examination.

## **§ 9**

### **Aptitude Assessment Procedure**

<sup>1</sup> In Master's degree programmes, places are allocated in accordance with a procedure for assessing programme-specific aptitude (aptitude assessment procedure) pursuant to Article 90(1), second sentence, of the Bavarian Higher Education Act (BayHIG), provided that such a procedure is prescribed in the relevant study and examination regulations for a Master's degree programme. <sup>2</sup> § 8, sentences 2 and 3, shall apply mutatis mutandis. <sup>3</sup> Students participating in a double degree programme under a cooperation agreement may be enrolled in excess of the specified capacity, provided they meet the enrolment requirements.

## **C. Provisions for Students**

### **I. Enrolment**

#### **§ 10**

##### **Commencement of membership**

<sup>1</sup> Upon enrolment, the student becomes a member of the THI in the faculty of their degree programme. <sup>2</sup> Each student may only be a member of one faculty. <sup>3</sup> Students studying at more than one faculty become members of the faculty in which they were first enrolled. <sup>4</sup> A change of faculty affiliation is only possible upon application at the time of re-enrolment, and the application must be submitted to the Service Centre for Student Affairs (SCS). <sup>5</sup> Doctoral students become members of the THI Doctoral School.

#### **§ 11**

##### **Enrolment Procedure**

- (1) <sup>1</sup> Enrolment must be carried out online using a procedure provided by the SCS. <sup>2</sup> If the technical requirements are not met, enrolment must be carried out in person at the SCS.
- (2) <sup>1</sup> Enrolment may, in principle, only take place within the enrolment period set by the SCS. <sup>2</sup> This period is communicated to the applicant in the letter of admission. <sup>3</sup> If an applicant is unable to meet this deadline for reasons beyond their control, an extension may be granted upon application to the SCS, provided that the progress of the procedure permits this. <sup>4</sup> Article 31(7) of the Bavarian Administrative Procedure Act (BayVwVfG) of 23 December 1976, as amended, applies to any extension of the enrolment deadline.
- (3) Where the deadline is missed in degree programmes without admission restrictions, Article 32 of the BayVwVfG applies.
- (4) For students already enrolled at the THI who are changing degree programmes, paragraphs 1 to 3 shall apply mutatis mutandis.

#### **Section 12**

##### **Enrolment of foreign and stateless applicants**

- (1) <sup>1</sup> Where foreign or stateless applicants for study are not to be enrolled in accordance with the rules applicable to German applicants for study, they may be enrolled if
  1. the qualification required for the chosen degree programme, as set out in § 13 and Articles 88 to 90 of the Bavarian Higher Education Act (BayHIG)
    - a) has been demonstrated by preliminary assessment documentation from uni-assist e.V., provided that no alternative arrangements have been made,
    - b) in the case of students from a foreign higher education institution who are intended to participate in a reciprocal student exchange programme agreed between the two institutions, this has been confirmed by the foreign higher education institution,

2. there are no obstacles to enrolment under Article 91 of the Bavarian Higher Education Act (BayHIG) and
3. there are no grounds for refusing enrolment under Section 15.

<sup>2</sup> If applicants have obtained a higher education qualification in accordance with the Bologna Process, the preliminary assessment documentation from uni-assist e.V. may be waived if the applicant's degree certificate (including the Diploma Supplement) shows both the ECTS credits earned and an overall final mark. <sup>3</sup> In such cases, a residence permit entitling the holder to reside in Germany for the purposes of their studies must be presented.

- (2) Students on double-degree programmes who are taking modules taught exclusively in English are not required to provide evidence of German language proficiency.
- (3) Paragraphs 1 and 2 do not apply to doctoral students.

### **§ 13**

#### **Enrolment requirements**

- (1) To enrol, the applicant must submit:
  1. a valid official photo ID and a photograph;
  2. the fully completed online enrolment application, including the information required for university statistics;
  3. details of prior education, previous studies and work experience;
  4. when applying for undergraduate degree programmes (Art. 77(3), sentence 1, no. 1 BayHIG) as well as supplementary and modular undergraduate programmes (Art. 77(5), sentence 1, BayHIG), proof of qualification in accordance with Articles 88 and 89 of the Bavarian Higher Education Act (BayHIG) in conjunction with the Ordinance on Qualifications for Study at Higher Education Institutions in the Free State of Bavaria and at State-Recognised Non-State Higher Education Institutions (Qualification Ordinance – QualV) of 2 November 2007, as amended, and in accordance with the relevant study and examination regulations or other statutes of the THI and – where required under Section 14 – proof
    - a) of having completed practical vocational training or
    - b) pre-practical experience in accordance with Section 14(2);
  5. when applying for a postgraduate degree programme (Art. 77(3), first sentence, No. 2 BayHIG), for supplementary or postgraduate modular programmes (Art. 77(5) BayHIG) and for supplementary training undertaken alongside studies, proof of the required qualification in accordance with Art. 90 BayHIG and in accordance with the relevant study and examination regulations or other statutes of the THI;
  6. upon enrolment for other undergraduate or postgraduate degree programmes, continuing education or further qualification module programmes, and continuing education or further qualification programmes pursuant to Article 78 in conjunction with Articles 88 to 90 of the Bavarian Higher Education Act (BayHIG), in addition to the evidence specified in No. 4 or No. 5
    - a) proof of the required qualification in accordance with the relevant study and examination regulations or other statutes of the university; and
    - b) proof that the due fees and contributions have been paid, unless the THI has set a different payment deadline;

- upon enrolment for continuing education module programmes pursuant to Article 78(1)(2)(a) a) of the BayHIG, in exceptional cases, the relevant professional experience may be acquired within 12 months of the start of the programme or at the latest before the end of the module programme, in accordance with Article 90(2), third sentence, of the BayHIG;
7. proof that all due Student Services contributions, as well as other due contributions and fees, have been paid in full, unless the THI has set a different payment deadline;
  8. proof of student health insurance in accordance with Section 199a(2) of the Social Code (SGB), Book Five (V), as amended;
  9. for applicants whose university entrance qualification was not obtained at a German-speaking educational institution, proof of sufficient German language proficiency at level B2 of the Common European Framework of Reference for Languages for German-language or bilingual (German and English) degree programmes; the study and examination regulations may stipulate different language proficiency requirements;
  10. for English-language or bilingual (German and English) degree programmes, proof of sufficient knowledge of the English language at level B2 of the Common European Framework of Reference for Languages; Exceptions to this rule apply to applicants applying for an undergraduate degree programme who obtained their university entrance qualification at a German educational institution; the study and examination regulations may stipulate different language proficiency requirements;
  11. proof of de-registration (student record book or certificate of de-registration) if the applicant has previously been enrolled at a higher education institution; if the proof of de-registration does not specify the academic, subject and practical semesters, a certificate of academic progress may also be required;
  12. where applicable, certificates of preliminary, intermediate or final examinations taken as part of a degree programme;
  13. where applicable, a transcript of marks as evidence of academic and examination achievements for the credit transfer assessment;
  14. where applicable, an overview of weekly contact hours per semester, ECTS credits and course content for each subject (e.g. an extract from the study and examination regulations);
  15. where applicable, proof of successful completion of the practical study semester or the basic placement;
  16. where applicable, documentation regarding circumstances that
    - a) may constitute grounds for refusal of enrolment under Article 91 of the Bavarian Higher Education Act (BayHIG) or
    - b) may lead to the refusal of enrolment under Section 15;
  17. any further documents listed in the admission notice, where applicable;
  18. for applicants to a dual study programme, additionally proof of a training contract with a work placement partner, stipulating the completion of subject-related practical work at the partner company during the lecture-free period or during the work placement semester. In the case of the combined study programme model, proof of a training contract with the work placement partner must also be submitted; the relevant evidence must be provided

for a Bachelor's degree programme by the end of the second academic semester at the latest, and for a Master's degree programme by the end of the first academic semester at the latest.

- (2) <sup>1</sup> Doctoral students must submit the following documents for enrolment:
1. certificates and transcripts obtained during previous higher education studies,
  2. details of prior education and previous studies,
  3. a letter of commitment from a dissertation supervisor,
  4. Confirmation from the doctoral committee/Dean or the THI Doctoral School,
  5. a Diploma Supplement, if available,
  6. the university entrance examination, if required in the home country,
  7. for recognised refugees, an officially certified copy of the recognition as a refugee, and
  8. for doctoral candidates from China, India, Mongolia and Vietnam, a certificate from the Academic Examination Office (APS).

<sup>2</sup> Paragraph 1, Nos. 1, 2, 9 and 11 shall apply mutatis mutandis.

- (3) Documents not written in German or English must, as a general rule, be accompanied by an officially certified translation into German by a translator who is publicly appointed and sworn in Germany.
- (4) <sup>1</sup> For (online) enrolment, the required documents must be submitted in the correct form and by the deadline specified in the letter of admission. <sup>2</sup> If the applicant is unable to submit the documents required for enrolment for reasons beyond their control, the SCS may, upon application, provisionally enrol the applicant and set a deadline for the subsequent submission of the documents. <sup>3</sup> If the documents are not submitted by the deadline set for their subsequent submission, the application for enrolment shall lapse. <sup>4</sup> Article 31(7) of the Bavarian Administrative Procedure Act (BayVwVfG) applies to any extension of the enrolment deadline.
- (5) The THI is entitled to request the documents required for enrolment either in original form or in certified form.

## **§ 14**

### **Practical Training, Preliminary Practical Training**

- (1) <sup>1</sup> Prior to the commencement of studies in undergraduate degree programmes pursuant to Article 77(3), first sentence, No. 1 of the Bavarian Higher Education Act (BayHIG), proof of completion of subject-specific practical training must be provided, unless otherwise specified in the relevant study and examination regulations or other statutes of the THI. <sup>2</sup> The practical vocational training must, as a general rule, correspond to the chosen field of study; for a degree programme in the field of engineering, practical vocational training corresponding to the field of agricultural economics, bio- and environmental technology at a technical college is also sufficient, and for the Technical Design degree programme, training corresponding to the field of design is also sufficient.
- (2) <sup>1</sup> Unless otherwise specified in the relevant study and examination regulations or other statutes of the THI, the practical vocational training referred to in paragraph 1 may be replaced by a period of practical work of at least six weeks corresponding to the chosen degree programme

which must be completed before the start of the degree programme (pre-study work experience). <sup>2</sup> In the event of special circumstances for which the student is not responsible, the pre-study work experience may be completed by the start of the fourth semester at the latest. <sup>3</sup> Notwithstanding sentence 1, the pre-study work experience at the Faculty of Mechanical Engineering comprises a total of eight weeks.

- (3) Notwithstanding paragraph 1, the subject-specific practical training is not required at the Faculties of Computer Science, the Business School, Sustainable Infrastructure, and Electrical Engineering and Information Technology.
- (4) The training objectives and content of the preliminary practical training are determined in accordance with the training plans for subject-specific practical training at the technical upper secondary schools of the Free State of Bavaria.
- (5) With regard to subject-specific practical training, the allocation to the respective training stream at the vocational upper secondary school corresponds to the allocation to the respective training stream at the technical upper secondary school.
- (6) <sup>1</sup> The practical training or preliminary practical placement may, in all cases of dual study programmes (combined study programmes and study programmes with in-depth practical training), be replaced by the submission of the relevant contract for the dual study programme.  
<sup>2</sup> The contract must be submitted upon enrolment.

## § 15 Refusal of Enrolment

- (1) Enrolment may be refused if
  - 1. the applicant suffers from an illness that seriously endangers the health of other students or would seriously impair the proper conduct of studies; the submission of a medical certificate from a general practitioner, a specialist or a medical officer may be required; in cases of justified doubt, the submission of a certificate from a public health officer may also be required;
  - 2. a supervisor has been appointed for the applicant,
  - 3. the applicant has been convicted of one or more offences committed intentionally and has received a final sentence of a juvenile sentence or a custodial sentence of at least one year; the sentence is still subject to unrestricted disclosure and, given the nature of the offence(s) committed, there is reason to fear that academic operations may be endangered or disrupted;
  - 4. the applicant is unable to demonstrate the required language proficiency,
  - 5. there is no course on offer that corresponds to the applicant's chosen field of study,
  - 6. if, in view of the overall circumstances, successful completion of the degree programme is ruled out,
  - 7. the applicant has caused significant damage to the THI through serious, culpable misconduct,
  - 8. the applicant has previously been de-registered pursuant to Section 23(7),
  - 9. the applicant has submitted forged documents,
  - 10. the documents required under Sections 12 to 14 are not submitted in the correct form and within the prescribed time limit, or

11. there are obstacles to enrolment under Article 91 of the Bavarian Higher Education Act (BayHIG).
- (2) Enrolment shall be refused if the applicant has failed to provide the information required for higher education statistics under Article 87(2) of the Bavarian Higher Education Act (BayHIG), despite having been advised of the consequences.

## **§ 16**

### **Enrolment**

- (1) Enrolment as a student is deemed to have taken place if the requirements set out in §§ 11 et seq. are met and there are no grounds for refusal under § 15.
- (2) <sup>1</sup> Enrolment shall be for one degree programme only. <sup>2</sup> Enrolment in two or more degree programmes subject to admission restrictions is permitted subject to the conditions set out in Article 87(1), third sentence, of the Bavarian Higher Education Act (BayHIG). <sup>3</sup> The applicant may, upon written application, also
1. enrol in a further degree programme at the THI (dual enrolment) or
  2. be enrolled at the THI in addition to a degree programme at another higher education institution
- <sup>4</sup> The applicant may only be enrolled at several higher education institutions in accordance with sentence 3, no. 2, if
1. individual degree programmes, subjects or parts of a degree programme can only be studied at another higher education institution, or
  2. a degree programme or part of a degree programme is run by the THI in collaboration with one or more other higher education institutions (Art. 6 BayHIG).
- <sup>5</sup> If at least two degree programmes are subject to admission restrictions, enrolment in more than one such programme is only permitted if the applicant can demonstrate a specific professional, academic or artistic interest in studying simultaneously on the degree programmes subject to admission restrictions.
- (3) <sup>1</sup> Once enrolment has been completed, the student will receive a letter containing a QR code for printing a student ID card as soon as they have entered a German address in the system. <sup>2</sup> This student ID card is only valid in conjunction with a valid official proof of identity. <sup>3</sup> Certificates of enrolment are made available in PRIMUSS.
- (4) <sup>1</sup> Enrolment may be withdrawn at the applicant's request up to four weeks after the start of the semester. <sup>2</sup> In this case, the student must return all documents issued to them up to that point to the SCS.

## **§ 17**

### **Student ID Card**

- (1) <sup>1</sup> The student card issued in accordance with § 16(3) serves as proof of the student's enrolment at the THI. <sup>2</sup> The student card is valid for one semester.
- (2) <sup>1</sup> The student ID card may be issued in machine-readable form (e.g. as a multifunctional chip card). <sup>2</sup> It may contain a digital signature within the meaning of Article 3(10)

to 12 of Regulation (EU) No 910/2014 of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (eIDAS Regulation).<sup>3</sup> Machine-readable student ID cards may be used for the following purposes in accordance with THI regulations:

1. re-enrolment,
2. change of address,
3. requesting study-related certificates,
4. exam registration,
5. checking examination results,
6. Voting in electronic elections at the THI,
7. as a library card for the THI library,
8. Booking university sports activities,
9. Access to equipment, rooms and parking spaces on the THI campus,
10. as a prepaid electronic payment card (e.g. for the canteen, photocopiers, fees, etc.),
11. as a travel pass for local public transport.

<sup>4</sup> Machine-readable student ID cards may also be used for other purposes in accordance with THI regulations, provided these serve the organisation of studies. <sup>5</sup> Students must be informed of this (e.g. registration for certain types of courses (including laboratories and practicals), checking fee and contribution accounts). <sup>6</sup> They may also be used to access public or non-public services, provided that the voluntary nature of such use is ensured.

- (3) <sup>1</sup> The student ID card is issued by the SCS or a body appointed by the university management. <sup>2</sup> To have the student ID card produced, the student may upload a photograph upon enrolment or when applying for a replacement. <sup>3</sup> The photograph may only be stored on the student ID card or for the purpose of issuing a replacement without the student's written consent.
- (4) <sup>1</sup> The loss of a student ID card must be reported to the THI without delay; in such cases, the issuing body shall ensure that the student ID card is blocked for university-related use and, where applicable, for digital signatures within the meaning of Article 3(10) to (12) of the eIDAS Regulation. <sup>2</sup> If the student is responsible for the loss, the THI may require the student to reimburse its costs for the reissue of a student ID card. <sup>3</sup> Sentences 1 and 2 shall apply mutatis mutandis if the student ID card becomes unusable for a reason for which the student is responsible; any existing, unusable student ID card shall be confiscated by the THI.

## **§ 18**

### **Commencement of Studies and Semester Counting**

- (1) <sup>1</sup> Applicants who
1. have not yet been enrolled at a higher education institution in the Federal Republic of Germany (first-year students) or

2. were previously enrolled on a degree programme that did not correspond to their chosen subject area in accordance with the relevant study and/or examination regulations (students changing degree programmes),

shall be enrolled for the first semester of their chosen degree programme. <sup>2</sup> First-year students and students changing degree programmes shall only be enrolled for the summer semester if a corresponding programme is available.

- (2) <sup>1</sup> Applicants who wish to continue at the THI a degree programme of the same subject content that they commenced at another higher education institution within the scope of the Basic Law (students transferring from another institution) shall be enrolled in the second semester of that programme. <sup>2</sup> This is subject to the condition that they have qualified to sit an examination in that degree programme. <sup>3</sup> Following enrolment, an application may be made for the recognition or crediting of competences acquired to date. <sup>4</sup> In the case of a transfer between full-time, part-time and part-time alongside work degree programmes with identical content within the THI, students are placed into academic semesters on the basis of the ECTS credits to be earned in their previous degree programme had they progressed as scheduled. <sup>4</sup> The decision as to whether a degree programme has identical content is taken by the responsible member of the relevant examination board.
- (3) <sup>1</sup> If an applicant or a student already enrolled at the institution, in accordance with the submits a notice of recognition or credit transfer to the body responsible under the examination regulations, or if it is determined in the examination regulations or by the body responsible thereunder that the previous course of study or academic achievement is to be recognised or credited in whole or in part, the number of academic semesters shall be determined in accordance with the student's actual academic standing, notwithstanding paragraphs 1 and 2. <sup>2</sup> For every 30 ECTS credits recognised or credited, the student's academic standing is raised by one academic semester. <sup>3</sup> In the case of part-time and work-integrated degree programmes, the number of ECTS credits required for advancement is reduced in accordance with the average number of ECTS credits to be achieved per semester within the standard period of study.
- (4) In addition to the number of academic semesters previously completed, the total number of semesters spent at higher education institutions in the Federal Republic of Germany (university semesters) is taken into account.
- (5) Provisions arising from the setting of admission quotas and the associated procedures remain unaffected.

## **§ 19**

### **Exchange of study places**

- (1) <sup>1</sup> Any exchange of study places on degree programmes with restricted admission must be approved by the universities involved before it can take effect. <sup>2</sup> The exchange of study places must not affect the overall capacity of the programmes. <sup>3</sup> There is no legal entitlement to have the exchange carried out; the THI is not involved in the exchange other than in giving its approval and executing the formalities.
- (2) Consent to a place swap agreed in return for a promise of payment or any other financial benefit is excluded.
- (3) The THI will, as a matter of principle, only consent to an exchange if
  1. the parties to the exchange
    - a) have been definitively admitted to the same degree programme and
    - b) are enrolled for the same academic semester or have completed the same stage of study in the relevant semester;

- a place swap for the first semester is generally not possible,
2. the exchange partners can demonstrate that their academic progress (assessments completed during the course, examination results) is essentially the same and corresponds to the number of semesters,
  3. the outgoing student from THI undertakes in writing to the exchange partner to repay any payments received in connection with the exchange of study places, if applicable.
- (4) The THI sets deadlines in accordance with Section 11(2) for applications for approval of a study place exchange and provides online forms for this purpose.

## **II. Re-enrolment**

### **§ 20**

#### **Re-enrolment**

- (1) <sup>1</sup> If a student at THI wishes to continue their studies, they must register to continue their studies (re-enrolment) before the start of the next semester. <sup>2</sup> The deadline for re-enrolment is set by the SCS at the start of each semester for the following semester and announced online on the website; this deadline is binding on the student.
- (2) <sup>1</sup> Re-enrolment is effected upon the timely and full receipt of all due fees and contributions into an account designated by the THI. <sup>2</sup> If the re-enrolment deadline is missed, Article 32 of the Bavarian Administrative Procedure Act (BayVwVfG) applies mutatis mutandis.
- (3) When re-registering, the student must, where applicable, also submit the following documents:
  1. the evidence of the student's health insurance required under Section 13(1)(8), provided that the evidence submitted at the time of enrolment is no longer valid,
  2. a declaration of faculty affiliation in accordance with Section 10.
- (4) Re-registration may be refused in the cases specified in Section 15(1).
- (5) <sup>1</sup> Following successful re-enrolment, the student's certificate of enrolment in accordance with Section 16(3), second sentence, will be made available online via the PRIMUSS student portal. <sup>2</sup> Following successful re-enrolment, the student may validate their machine-readable student ID card for the next semester.

## **III. Leave of absence**

### **§ 21**

#### **Leave of absence**

- (1) <sup>1</sup> Students may be exempted from the obligation to pursue their studies in the prescribed manner (leave of absence) for good cause in accordance with Article 93(2) and (3) of the Bavarian Higher Education Act (BayHIG). <sup>2</sup> The leave of absence

must be applied for online via PRIMUSS at the SCS; the valid reason referred to in sentence 1 must be substantiated by appropriate evidence. <sup>3</sup> Applications for a leave of absence must be submitted by 30 September for the winter semester and by 14 March for the summer semester. <sup>4</sup> If a reason for a leave of absence arises only after this deadline has passed and this was unforeseeable, applications for the current semester will only be considered up to 12 April or 29 October, respectively. <sup>5</sup> Reasons for a leave of absence arising at a later date cannot be taken into account. <sup>6</sup> The semester fee must also be paid for the duration of the leave of absence.

- (2) <sup>1</sup> Leaves of absence are granted for one semester at a time and shall not exceed a total of two semesters. <sup>2</sup> Leaves of absence for more than two semesters may only be granted in exceptional cases where special circumstances exist (e.g. prolonged, serious illness). <sup>3</sup> Leaves of absence for the first academic semester are not permitted; leaves of absence after the standard period of study has been exceeded are generally not permitted. <sup>4</sup> A retrospective leave of absence for semesters already completed is not permitted. <sup>5</sup> The cases referred to in Article 93(3), third sentence, of the Bavarian Higher Education Act (BayHIG) are not counted towards the number of semesters specified in the first and second sentences.

- (3) <sup>1</sup> Important reasons for a leave of absence include, in particular:

1. an illness of the student certified by a specialist medical certificate, provided that the illness prevents the student from pursuing their studies properly during the semester in question,
2. circumstances entitling female employees to maternity leave and/or parental leave, or entitling employees to parental leave,
3. periods spent caring for a close relative within the meaning of Section 7(3) of the Care Leave Act (Pflegezeitgesetz) of 28 May 2008, as amended, who is in need of care within the meaning of Sections 14 and 15 of the Social Code – Book XI (SGB XI) of 26 May 1994, as amended, to be evidenced by a copy of the care level assessment notice and a medical certificate regarding the person requiring care,
4. the completion of a voluntary work placement lasting at least 18 weeks, which is beneficial to the course of study,
5. an existing provision for a leave of absence in the dual study contract as part of a dual study programme,
6. the completion of training periods for a recognised apprenticeship, provided that this training is undertaken alongside the degree programme in collaboration with training companies (combined study programme),
7. the absence of a place on the subsequent semester required in accordance with the student's academic progress,
8. an extraordinary additional professional workload for the student, certified by the student's employer, which is clearly defined in terms of content and/or duration and which significantly impedes the student's ability to study properly during the semester in question (in part-time Bachelor's and Master's degree programmes),
9. setting up a business.

<sup>2</sup> Notwithstanding the first sentence of paragraph 2, a leave of absence under No. 7 is limited to one semester.

- (4) <sup>1</sup> Reasons other than those listed will only be accepted if they are sufficiently substantiated and following a rigorous assessment on a case-by-case basis. <sup>2</sup> Financial reasons are not generally accepted.

- (5) <sup>1</sup> The decision on the leave of absence shall be communicated to the student by means of a written notice. <sup>2</sup> In the event of a refusal, the notice must be accompanied by a statement of reasons and information on the right of appeal. <sup>3</sup> The notification shall state that the leave of absence does not interrupt or extend the time limits under examination regulations for sitting resit examinations. <sup>4</sup> Semesters of leave of absence do not count as academic semesters within the meaning of Section 18, notwithstanding any other provisions in study and examination regulations. <sup>5</sup> During the leave of absence, academic and examination requirements may not be fulfilled, notwithstanding Article 93(3), third sentence, of the Bavarian Higher Education Act (BayHIG); however, it is possible to retake examinations that have been failed.
- (6) For doctoral students, paragraph 3, sentence 1, nos. 4 to 9 do not apply.

#### **IV. De-registration**

##### **§ 22**

##### **Termination of membership**

A student's membership of the university ceases upon de-registration.

##### **§ 23**

##### **De-registration**

- (1) De-registration takes place by operation of law, at the student's request or ex officio.
- (2) <sup>1</sup> A student is de-registered by operation of law at the end of the semester in which they have passed their final examination in accordance with Article 94(1) of the Bavarian Higher Education Act (BayHIG). <sup>2</sup> This does not affect the possibility of maintaining enrolment in accordance with Article 94(3) of the Bavarian Higher Education Act (BayHIG).
- (3) <sup>1</sup> An application for de-registration under Article 94(2) of the Bavarian Higher Education Act (BayHIG) must be submitted online via PRIMUSS to the SCS. <sup>2</sup> De-registration shall take effect on the date specified in the application, but no earlier than the date on which the application is received by the THI. <sup>3</sup> If no date is specified in the application, the student shall be de-registered at the end of the day on which the application is received by the THI.
- (4) <sup>1</sup> A student shall be de-registered ex officio in accordance with Article 94(2) of the Bavarian Higher Education Act (BayHIG) if there is an impediment to enrolment as set out in Article 91 of the Bavarian Higher Education Act (BayHIG). <sup>2</sup> In the cases referred to in Article 91(2) of the Bavarian Higher Education Act (BayHIG), de-registration shall take place at the end of the semester.
- (5) A student shall be de-registered ex officio if they have not registered to continue their studies in accordance with Section 20 within the prescribed time limit prior to the start of a semester.
- (6) A student may be de-registered ex officio if
1. one of the grounds for failure under Section 15(1)(1) or (2) subsequently arises and a leave of absence is not possible; the second clause of Section 15(1)(1) applies mutatis mutandis,
  2. the ground for exclusion under Section 15(1)(3) arises subsequently; or
  3. they fail to comply with the obligation under Article 87(2) of the Bavarian Higher Education Act (BayHIG) despite having been advised of the consequences.

- (7) <sup>1</sup> A student may also be de-registered pursuant to Article 95, third sentence, of the Bavarian Higher Education Act (BayHIG) by resolution of the university management if, through their conduct, they persistently or in a significant manner breach their duties under Article 26(1), first sentence, of the Bavarian Higher Education Act (BayHIG) and a disciplinary measure under Section 24 has proved unsuccessful. <sup>2</sup> This applies in particular where students
1. seriously obstruct or disrupt the proper operation of a higher education institution, the activities of a university body, or the conduct of teaching or university events,
  2. prevent or attempt to prevent a member of the university from exercising their rights and duties, or threaten, coerce or stalk them,
  3. unlawfully enter THI premises or fail to leave when requested to do so by authorised persons,
  4. destroy, damage or soil THI buildings or premises, or items used for their purposes,
  5. repeatedly breach the house rules, or
  6. incite others to commit any of the acts referred to in points 1 to 5.
- (8) <sup>1</sup> A student shall be notified of their de-registration, whether at their own request or ex officio, by means of a formal notice, to which information on the right of appeal must be attached. <sup>2</sup> De-registration by operation of law shall be certified retrospectively in the same manner. <sup>3</sup> The date of de-registration shall be specified.
- (9) The student ID card must be returned to the SCS without delay following de-registration.
- (10) Dual-programme students must inform their dual-programme partner of their de-registration without delay.
- (11) No refund of the semester fee paid shall be granted in the event of de-registration after the start of the semester.
- (12) <sup>1</sup> Doctoral students shall be deregistered after eight semesters at the latest, in accordance with Article 94(3), second sentence, of the Bavarian Higher Education Act (BayHIG). <sup>2</sup> For doctoral students, deregistration in accordance with Article 94 of the Bavarian Higher Education Act (BayHIG) has no effect on the doctoral candidate's admission or the subsequent course of the doctoral programme.

## **§ 24**

### **Disciplinary measures**

- (1) Disciplinary measures may be taken against students if they culpably breach the obligations of university membership in accordance with Article 26(1), first sentence, of the Bavarian Higher Education Act (BayHIG) or § 23(7), second sentence, nos. 1 to 6 of these Statutes,
- (2) <sup>1</sup> Orders to prevent further breaches of duty under paragraph 1 may include the following measures:
1. suspension of network access by revoking access authorisation,
  2. denial of further participation in individual courses,
  3. prohibition of the use of specific facilities or rooms,
  4. a temporary ban from the entire THI premises, and

5. temporary suspension from studies.

<sup>2</sup> The disciplinary measure must be proportionate to the nature and severity of the breach of duty.

- (3) <sup>1</sup> Disciplinary measures under paragraph 2 shall be imposed by the university management in consultation with the relevant faculty. <sup>2</sup> Before a disciplinary measure is imposed, the student concerned must be given the opportunity to submit written or oral comments. <sup>3</sup> These measures may be accompanied by a warning of further disciplinary measures.

## **D. Provisions for visiting students**

### **§ 25**

#### **Application for Enrolment**

- (1) <sup>1</sup> Prospective students wishing to attend individual courses shall be enrolled as visiting students upon application. <sup>2</sup> The application, which must be submitted using the form provided by the THI for this purpose, must include the personal data specified in Article 87(2) of the Bavarian Higher Education Act (BayHIG) and the courses for which the applicant wishes to be enrolled. <sup>3</sup> The application for enrolment must be submitted within the applicable pre-registration deadline: by 15 July for the winter semester and by 15 January for the summer semester. <sup>4</sup> For foreign nationals and stateless persons, § 12 applies mutatis mutandis.
- (2) <sup>1</sup> Enrolment as a visiting student is permitted only insofar as it does not interfere with the studies of other students. <sup>2</sup> It is not possible to enrol for more than eight semester hours of teaching per week. <sup>3</sup> Enrolment is not permitted for courses in semesters with restricted admission or for courses requiring laboratory or other workstations.
- (3) The application must be accompanied by
  1. a valid official photo ID and a photograph,
  2. the qualification certificates required to attend the courses listed in the application (Articles 88 to 90 of the Bavarian Higher Education Act (BayHIG) in conjunction with Section 35 of the Qualification Regulations (QualV), either in the original or as an officially certified copy, and
  3. proof of payment of the fee set by the THI for the studies of visiting students (Art. 13 BayHIG in conjunction with the Fees and Charges Regulations of the Technische Hochschule Ingolstadt dated 11 December 2023, as amended); in all other respects, Section 13(1)(11) to (13) and Section 14(1), (2) (second sentence) and (3) shall apply mutatis mutandis.
- (4) <sup>1</sup> Where the amount of the fee pursuant to paragraph 3, No. 3 has not yet been determined at the time of enrolment, it must be paid by 1 October for the winter semester and by 15 March for the summer semester, but no later than the start of the course. <sup>2</sup> If the fixed fee is not paid by the due date, enrolment shall lapse.

### **§ 26**

#### **Enrolment**

- (1) <sup>1</sup> Enrolment takes place upon receipt of the application. <sup>2</sup> The relevant certificate of enrolment for visiting students is made available to the visiting student online. <sup>3</sup> Enrolment is limited to one semester. <sup>4</sup> Enrolment does not make the visiting student a member of THI Ingolstadt. <sup>5</sup> § 3 applies mutatis mutandis.
- (2) Enrolment entitles visiting students only to attend the specific courses listed in the letter of admission.
- (3) <sup>1</sup> Visiting students are not entitled to sit examinations or to submit coursework. <sup>2</sup> A degree cannot be awarded.

## **§ 27**

### **Obstacles to enrolment, refusal of enrolment**

Enrolment as a visiting student must comply with the conditions set out in Article 94(2), alternative 2, in conjunction with Article 91 of the Bavarian Higher Education Act (BayHIG), and may be refused subject to the other conditions set out in § 15.

## **§ 28**

### **De-registration**

- (1) The enrolment of a visiting student ends at the end of the semester for which they were enrolled, or upon de-registration.
- (2) <sup>1</sup> De-registration shall take place upon written application by the visiting student at the time specified in the application. <sup>2</sup> If no date is specified in the application, the visiting student shall be de-registered at the end of the day on which the application is received by THI Ingolstadt.
- (3) The visiting student may be de-registered ex officio before the end of the current semester if there are obstacles to enrolment pursuant to Article 94(2), alternative 2, in conjunction with Article 91 of the Bavarian Higher Education Act (BayHIG), and provided the other conditions set out in § 15 are met.

## **E. Provisions for non-degree students**

### **§ 29**

#### **General**

- (1) Auditors are students from other higher education institutions or educational establishments with which the THI has concluded cooperation agreements for the purpose of running joint degree programmes or courses.
- (2) The provisions relating to visiting students apply mutatis mutandis to non-degree students, unless otherwise specified below.

### **§ 30**

#### **Application for Enrolment**

- (1) <sup>1</sup> The restrictions set out in § 25(2) do not apply to auditors. <sup>2</sup> The number of weekly contact hours per semester and the choice of subjects are governed by the provisions set out in the cooperation agreements.
- (2) Auditors are exempt from the obligation to pay fees.

### **§ 31**

#### **Enrolment**

- (1) <sup>1</sup> Enrolment entitles auditors to attend the individual courses they have previously selected. <sup>2</sup> This does not entitle students to change degree programmes or to enrol in the degree programme in question.
- (2) <sup>1</sup> Auditors are entitled to sit examinations or to complete course-related assessments. <sup>2</sup> However, final examinations or final theses may only be undertaken if this is provided for in the cooperation agreements. <sup>3</sup> A degree cannot be awarded.

## **F. Provisions for early-entry students**

### **§ 32**

#### **Early-entry students**

- (1) <sup>1</sup> Pupils who, in the joint opinion of their schools and THI, demonstrate exceptional aptitude may be enrolled as early-entry students in accordance with Article 87(3) and Article 77(7), first sentence, of the Bavarian Higher Education Act (BayHIG). <sup>2</sup> They may attend courses selected by the THI, complete coursework and examinations, and earn the corresponding ECTS credits, which may be recognised towards a subsequent degree programme at the THI. <sup>3</sup> A degree cannot be awarded.
- (2) <sup>1</sup> With regard to the application for enrolment of early-entry students, Section 25(1), sentences 1 and 3, shall apply mutatis mutandis. <sup>2</sup> The following documents must be submitted for enrolment:
1. a fully completed and signed application for admission via PRIMUSS,
  2. a copy of a valid identity card or passport,
  3. a letter of recommendation from the school management,
  4. a letter of recommendation from the Dean of Studies of the faculty in which the courses are to be attended, and
  5. in the case of pupils under the age of majority, a declaration of consent from their legal guardians.
- <sup>2</sup> The enrolment of early-entry students ends at the end of the semester for which they are enrolled.
- (3) Early-entry students are required to provide the following details:
1. surname, first name, maiden name,
  2. gender,
  3. date and place of birth,
  4. nationality,
  5. email address and
  6. place of residence.

## **H. Final provisions**

### **§ 33 Entry into force**

These Statutes shall come into force on the day following their publication. At the same time, the Statutes on Admission to Studies, and the Procedures for Enrolment, Leave of Absence, Re-enrolment and Withdrawal at Ingolstadt University of Technology dated 8 February 2007, as amended by the amending Statutes of 20 March 2023, shall cease to have effect.

Drawn up pursuant to the resolution of the Senate of Ingolstadt University of Technology dated 11 December 2023 and approved by the President.

Ingolstadt, 14 December 2023

signed

Prof. Dr Walter Schober President

These Statutes were filed at the Ingolstadt University of Applied Sciences on 18 December 2023. The filing was publicly announced on 18 December 2023 by means of a digital publication on the Ingolstadt University of Applied Sciences website. The date of publication is therefore 18 December 2023.