

## **Enrollment Regulations of the University of Potsdam**

**as of November 21, 2018**

### **as amended by the Second Statute on the Revision of the Enrollment Regulations of the University of Potsdam**

**- Non-official consolidated version -**

**as of March 15, 2023<sup>1</sup>**

In accordance with Section 14 para.8 in conjunction with Section 64 para. 2 no. 2 of the Brandenburg Higher Education Act (Brandenburgisches Hochschulgesetz – BbgHG) of April 28, 2014 (Law and Ordinance Gazette [GVBl.] I/14, [no. 18]), last amended by Article 2 of the Act of September 20, 2018 (GVBl. I/18, [no. 21], p.2) in conjunction with Section 14 para. 1 no. 2 of the Constitution of the University of Potsdam dated December 17, 2009 (Bulletin UP no. 4/2010, p. 60), last amended by the Fifth Statute Amending the Constitution of the University of Potsdam dated February 21, 2018 (Bulletin UP no. 11/2018, p. 634) on November 21, 2018, the Senate of the University of Potsdam has passed the following Enrollment Regulations as a statute:<sup>2</sup>

#### **Contents**

##### **A. Regular Enrollment in a Degree Program**

- § 1 Enrollment (Legal Consequences and Prerequisites)
- § 2 Deadlines and Proper Form of Enrollment Applications
- § 3 Email Account and Potsdam University Chip Card
- § 4 Refusal of Enrollment
- § 5 Revocation of Enrollment upon Request
- § 6 Withdrawal and Revocation of Enrollment
- § 7 Part-Time Studies
- § 8 Parallel/ Dual Degree Studies
- § 9 Enrollment in Joint Degree Programs
- § 10 Obligation to Cooperate
- § 11 Change of Degree Program or Subject and Commencement of a Master's Degree Program by Students Who Are Already Enrolled
- § 12 Re-Registration
- § 13 Leave of Absence
- § 14 De-Registration

##### **B. Special Cases of Enrollment**

- § 15 Doctorate
- § 16 Auditors
- § 17 Visiting Students
- § 18 Program and Exchange Students
- § 19 Junior Students

##### **C. Final Provisions**

- § 20 Responsibilities
- § 21 Transitional Regulations
- § 22 Effective Date

Annex: Declaration of general consent for underage applicants and underage students under the age of 16 (template)

##### **A. Regular Enrollment in a Degree Program**

###### **§ 1 Enrollment (Legal Consequences and Prerequisites)**

(1) An applicant becomes a member of the University of Potsdam upon enrollment as a student in accordance with Section 14 para. 1 BbgHG. With the exception of cases according to Sections 8, 18, and 19 of these regulations, enrollment is only for one degree program. A degree program is a course of study regulated by study and examination regulations and aimed at a specific professional qualification in one or more subjects (combined degree program).

(2) Enrollment in a degree program requires that the applicant

1. provides evidence of the qualifications or admission requirements necessary for the chosen degree program in accordance with Section 9 BbgHG or the rules and regulations of the University of Potsdam adopted on the basis of Section 9 BbgHG,
2. provides further evidence required by other rules and regulations of the University of Potsdam, if necessary,
3. was admitted to a degree program with admission restrictions,
4. provides proof of the language skills required for the degree program in accordance with paragraph 3 in addition to a foreign educational qualification recognized as equivalent,
5. does not exhibit any enrollment impediments,

<sup>1</sup> Approved by the President of the University of Potsdam on March 28, 2023.

<sup>2</sup> Approved by the President of the University of Potsdam on December 10, 2018.

6. has submitted a complete application in due form and time in accordance with Section 2,
7. has paid the fees in accordance with Section 5 para. 4 sentence 1 BbgHG and Section 14 para. 2 BbgHG and contributions in accordance with Section 16 para. 4 BbgHG and Section 81 para. 1 no. 3 BbgHG in full within the set deadline, irrespective of the effective date of enrollment in accordance with sentence 2 and
8. provides an electronic notification from the statutory health insurance of the insurance status for the semester of application in accordance with the statutory regulations.

Enrollment becomes effective on the day on which all requirements are fully met.

(3) Applicants have to provide proof of the required language skills in the instruction and examination language of the chosen degree program. The language of instruction and examination in undergraduate degree programs is German. Proof of the requisite German language skills requires a certificate in German at level C1 of the Common European Framework of Reference for Languages. This proof is provided by the German Language Exam for University Admission (DSH, at least DSH-2, including a valid registration with the German Rectors' Conference) or a proof of German language proficiency equivalent to the DSH-2 certificate. The language certificates that are recognized as equivalent will be published in a suitable form. The study and examination regulations may, in justified cases, stipulate a lower language level of German for undergraduate degree programs, which should not be below level B2 of the European Framework of Reference for Languages. Such a justified case is given in particular if the degree program is a multinational program or the instruction and examination language is not exclusively German. The proof of language proficiency at level B2 will be published in a suitable form. In master's degree programs, the language of instruction and examination is generally German, unless the respective study and examination regulations stipulate otherwise; Section 4 para. 4 and 5 of the Admission Regulations (ZulO) shall apply.

(4) Students are enrolled in the first semester of study ("*Fachsemester*") of the chosen degree program or subject, except in cases where the student has been placed in a higher semester of study (paragraph 5).

(5) If an applicant was or is already enrolled in a related degree program, the responsible Examining Board will decide on the determination of creditable study periods (placement) upon request. The applicant will be enrolled in the first or correspondingly higher semester of study ("*Fachsemester*") of the degree program or subject after the responsible Examining Board has decided on the semester of study. The Examining Board will

determine whether the requirements of Section 4 para. 1 no. 7 hereof are met. In the case of degree programs with restricted admission, proof of placement must already be provided during the admission procedure. The responsible Examining Board decides on an appeal against a placement decision. Enrollment in a semester of study in accordance with the placement decision is only possible if courses are offered for this semester of study and if the applicant meets the admission requirements according to paragraph 2 hereof.

(6) If an applicant has already been enrolled in the same degree program at universities under the jurisdiction of the German federal states, he or she will be enrolled in the next higher semester of study. In degree programs with restricted admission, paragraph 5, sentence 1 applies accordingly for the admission procedure prior to enrollment in accordance with the University Admission Act of the Federal State of Brandenburg (Brandenburgisches Hochschulzulassungsgesetz – BbgHZG); in deviation from sentence 1, the placement semester is decisive for the implementation of the admission procedure.

(7) If an applicant was enrolled at the University of Potsdam and is re-enrolled in the same degree program after an interruption, he or she will be enrolled in the next higher semester of study regardless of the placement decision of the respective Examining Board.

(8) Applicants for a master's degree program, which does not provide continuing education, may, in deviation from Section 2 in conjunction with Section 9 para. 5 BbgHG, be provisionally enrolled without providing proof of a first qualifying university degree if they can prove that they have completed the work required for a first qualifying university degree or prove that they have submitted this work to the university and if there are no other reasons for refusal of enrollment. Proof of the first qualifying university degree that entitles the applicant to admission to the master's degree program (certificate and diploma) must be submitted by the end of the first semester (Mar. 31 or Sep. 30) at the latest. Further details on the formal requirements for such proof will be published on the University of Potsdam website. If the proof is not provided, the enrollment is retroactively canceled and is considered not to have been made from the beginning.

## **§ 2 Deadlines and Proper Form of Enrollment Applications**

(1) Enrollment applications must be submitted electronically via the electronic application and enrollment portal provided by the University for this purpose. The University may also decide that the application must be submitted in writing. This

stipulation must be published on the website of the University of Potsdam by the start of the enrollment period.

(2) For degree programs with admission restrictions, the notifications of admission to a degree program include information on the enrollment deadlines and the potential deadlines to add missing documents to applications received on time.

(3) Deadlines for enrollment applications to degree programs without admission restrictions are as follows:

- a) undergraduate degree programs (e.g. Bachelor)
  - for winter semester: Aug. 15 – Sep. 15
  - for summer semester: Feb. 15 – Mar. 15;it is possible to complete applications for enrollment in undergraduate degree programs with additional evidence in accordance with paragraph 5 by Sep. 30 (winter semester) or Mar. 31 (summer semester) if the enrollment applications have been submitted on time. In justified exceptional cases, the applicant may be granted a reasonable grace period, which must be submitted together with the enrollment application within the respective deadline for enrollment, which is determined, with the exception of cases in paragraph 2,
  - for the winter semester no later than Oct. 20 and
  - for the summer semester no later than Apr. 20;
- b) postgraduate degree programs (e.g. Master)
  - for the winter semester: Aug. 15 – Oct. 15
  - for the summer semester: Feb. 15 – Apr. 15;it is possible to complete applications for enrollment in master's degree programs with additional evidence in accordance with paragraph 5 by Oct. 20 (winter semester) or Apr. 20 (summer semester) if the enrollment applications have been submitted on time.

The deadlines are cut-off deadlines. Admission requirements must already be fulfilled by the end of the application deadline, but evidence of this can still be submitted during the completion period.

(4) For students who are already enrolled in another degree program, Section 11 hereof shall apply.

(5) Together with the application for enrollment in accordance with paragraph 1, the following documents have to be submitted in electronic form via the electronic application and enrollment portal:

1. proof of eligibility for admission according to Section 9 BbgHG for the chosen degree program; foreign certificates must be submitted together with a German or English translation at the applicant's expense, the accuracy of which is certified by authorized and sworn persons, if applicable in addition

to proof of recognition of equivalence by a designated body; in the case of an application for postgraduate studies, proof of higher education entrance qualification in accordance with Section 9 para 1–4 BbgHG must also be submitted;

2. if there are admission or access restrictions for the chosen master's degree program, proof of the admission notification and, if applicable, confirmation of timely acceptance of admission for admission-restricted degree programs by the office responsible for the procedure;
3. Proof of previous studies:
  - a) notice(s) of de-registration from the German university or universities last attended, stating the degree program and the total number of semesters enrolled at a university, with the exception of cases according to paragraph 8 (parallel studies),
  - b) documents about previous degrees (certificates and diplomas)
  - c) documents for complete proof of previous periods of study with details on the degree program and semesters of study ("*Fachsemester*"), e.g. certificates about periods of study, certificates of enrollment or certificates of de-registration
4. if applicable, the placement in the semester of study applied for issued by the responsible Examining Board (cf. Section 2 para. 5), the application for enrollment must correspond to a placement decision,
5. a biometric passport photo,
6. proof of special admission requirements, insofar as they are defined in legal or statutory regulations for the degree program (cf. Section 1 para. 2), if these are not already demonstrated by a notification of admission for a master's degree program according to no. 3,
7. for applicants who are not German and who have not obtained their higher education entrance qualification in Germany: proof of sufficient knowledge of the German language in accordance with Section 1 para. 3,
8. if applicable, proof of another language specified by the subject-specific regulations for a degree program in accordance with Section 1 para. 3, if proof of the other language has not already been determined in an admission procedure,
9. proof of an official identity document,
10. if the application is not made by the applicant, a certificate of authority together with an official proof of identity of the authorized representative or, in the case of underage applicants or applicants under the age of 16, a declaration of general consent signed by the legal representative (template in the annex),

11. a complete resume in tabular form from the age of 16,
12. in the case of applying for preliminary enrollment in a master's degree program, declaration on the completion and filing (submission) of all course achievements relevant for the degree, including confirmation by the university.

The University may stipulate that the specified supporting documents must be submitted in physical form. This stipulation must be published on the University of Potsdam's website by the beginning of the enrollment period.

- (6) The application for enrollment must include a declaration that:
- a) the performance records or examinations specified for the chosen degree program or subject at a higher education institution within the territory of the laws of the German federal states have not been definitively failed or that the right to take examinations has not been lost,
  - b) the applicant has not been excluded from studying at another university on the basis of a regulatory procedure or that such a procedure has not been initiated,
  - c) all study and examination regulations and statutes applicable to the studies are acknowledged and observed in good time.

### **§ 3 Email Account and Potsdam University Chip Card**

(1) Upon enrollment, the student gets a personal email account. The student is obligated to activate the email account immediately after enrollment and has to ensure that information reaches him/her via this communication channel at all times. The student is also obligated to use the electronic campus management system to organize their studies.

(2) Students receive a student ID in the form of a chip card once enrollment has been completed (Potsdam University Chip Card - PUCK). It is used for authentication and authorization as a student at all institutions of the University of Potsdam and other institutions (ID card function). The following visual features are shown on the PUCK for the ID card function: student ID number, first name, surname, passport photo, validity, and card number. It is possible to add further features.

(3) The PUCK is the property of the University of Potsdam.

(4) The period of validity and the resulting usage of the PUCK is dependent upon enrollment at the University of Potsdam.

(5) Besides its function as a student ID, the PUCK can include other functions, which will be announced to members of the university in a suitable form.

(6) In case of loss or theft of the PUCK, it must be immediately blocked. This is only possible through the PUCK Service Point. The University of Potsdam is not liable for damage incurred from loss of the PUCK.

(7) For issuing of a new PUCK, the PUCK Service Point must be contacted without undue delay.

(8) The student is liable to the University of Potsdam as well as third parties for any damage resulting from the loss or improper use of the PUCK.

(9) In accordance with Section 14 para. 8 BbgHG, personal data are being stored on the PUCK, which are necessary for the intended applications of the PUCK and are only being used for these purposes.

### **§ 4 Refusal of Enrollment**

- (1) Enrollment shall be refused if
1. an applicant was not admitted to a degree program with admission restrictions,
  2. the application is made for a semester of study other than the one specified in the notification of admission or placement decision,
  3. the applicant is already enrolled at another university and the requirements stipulated in Section 8 of this regulation are not met,
  4. the applicant attempts to bring about the enrollment through coercion, fraudulent misrepresentation, or bribery,
  5. the applicant has not paid the fees due for the respective semester in accordance with Section 5 para. 4 no. 1, Section 14 para 2 BbgHG and contributions in accordance with Section 16 para. 4, Section 81 para. 1, no. 3 BbgHG,
  6. the applicant does not provide an electronic notice from the statutory health insurance regarding the insurance status during the application semester in compliance with legal regulations,
  7. the applicant has irrevocably failed the required course achievements or examinations in the chosen degree program or has lost the right to be examined according to the regulations relevant in his or her program,
  8. the applicant has been expelled from studies at a different university through a regulatory procedure,

- (2) Enrollment can be refused if:
1. the applicant has not observed the deadlines and proper forms of enrollment in accordance with Section 2,

2. the applicant has given untruthful or incomplete information in his/her application for enrollment,
3. enrollment for certain semesters of study is excluded in the process of introducing or discontinuing a degree program.

#### **§ 5 Revocation of Enrollment upon Request**

(1) A student may withdraw the application for enrollment within one month after the semester has started. In this case, enrollment is deemed not to have taken place. Formal requirements for withdrawal are published on the University of Potsdam website.

(2) In parallel to submitting the application, the student ID has to be returned.

#### **§ 6 Withdrawal and Revocation of Enrollment**

(1) Enrollment will be withdrawn by the University of Potsdam if

1. enrollment was brought about by coercion, fraudulent misrepresentation, or bribery
2. in a degree program with admission restrictions, the withdrawal of the admission decision is incontestable or immediately enforceable.

Apart from that, the general provisions of the Brandenburg Administrative Procedure Act shall apply.

(2) The University of Potsdam may revoke enrollment if impediments to enrollment according to Section 4 arise retroactively, which, if known before, would have resulted in denying the enrollment.

#### **§ 7 Part-time Studies**

(1) Provisions for part-time studies are stipulated in the periodically amended regulations governing part-time studies at the University of Potsdam.

(2) For part-time students, the provisions of this regulation shall apply accordingly.

#### **§ 8 Parallel Studies/ Dual Degree Studies**

(1) Parallel studies occur when a student, who is already enrolled at another university under the higher education acts of the German federal states, is enrolled at the University of Potsdam in an additional degree program. Dual degree studies occur when a student, who is already enrolled in a degree program at the University of Potsdam, is

enrolled in another degree program at the University of Potsdam.

(2) Enrollment in parallel or dual degree studies is only possible when the student intends to obtain a degree in both programs. Parallel or dual degree studies in an admission-free and an admission-restricted degree program are only possible if admission has been granted for the admission-restricted degree program.

(3) Parallel or dual degree studies must be applied for. The provisions of Section 2 para.2 and 3 of these regulations apply to the application deadlines accordingly; the application deadlines according to Section 11 para.2 and 4 shall apply in the case of an application by students who are already enrolled. In the case of parallel studies, the application must include a declaration specifying the university where membership rights are exercised. Formal requirements for the application are published on the University of Potsdam website.

(3a) Paragraphs 2 and 3 do not apply in the case of enrollment in a degree program with study and examination regulations that stipulate double enrollment.

(4) In the case of double degree studies, re-registration or the application for a leave of absence is only possible for both degree programs.

#### **§ 9 Enrollment in Joint Degree Programs**

(1) Students of a degree program that is jointly offered by different universities in the Federal Republic of Germany will only be enrolled at one of the cooperating universities in accordance with the respective program-specific regulations. In all other respects, the provisions of these regulations apply.

(2) For international joint degree programs (joint or double degree), the respective subject-specific study and examination regulations define the duration of the respective enrollment at the University of Potsdam. Enrollment ends after the specified duration has expired. In all other respects, the provisions of these regulations apply.

#### **§ 10 Obligation to Cooperate**

Students are obligated to inform the Student Administration Center/Office of Student Affairs immediately about:

1. a change of name (by notification in the campus management system and submission of a copy of the name change certificate) or postal address (by entering it into the campus management system),
2. enrollment at another university of the Federal Republic of Germany,

3. incorrect data in the campus management system that was recorded during enrollment,
4. a change of health insurance conditions by electronic notification from the health insurance company,
5. loss of the student ID card (PUCK),
6. if they have definitively passed a final examination or irrevocably failed to pass a compulsory examination or lost the right to take an examination according to the regulations governing their studies.

If the obligation to cooperate is violated, students are responsible for any possible consequences at their own expense.

### **§ 11 Change of Degree Program or Subject and Commencement of a Master's Degree Program by Students Who Are Already Enrolled**

(1) Students who are already enrolled and who want to change their degree program or subject in an undergraduate degree program or start a master's degree program have to submit their application to the Student Administration Center/Office of Student Affairs of the University of Potsdam. Details on the formal requirements for the application are published on the University of Potsdam website. The application according to sentence 1 requires that an enrollment status exists at the time of application. After termination of the studies as a result of de-registration, the provisions of Section 2 hereof shall apply.

(2) To transfer from one degree program to another undergraduate degree program without admission restrictions or for a change of subject in a bachelor's degree program without admission restrictions, the application according to paragraph 1 must be submitted within the following deadlines:

- for the winter semester: Jun. 15 – Sep. 15
- for the summer semester: Jan. 15 – Mar. 15

Proof of the admission requirements for the degree program or the subject according to Section 1 has to be provided within the application deadlines. Further details on the formal requirements for proof of eligibility are published on the University of Potsdam website.

(3) By way of derogation from paragraphs 1 and 2, a change to an undergraduate degree program with restricted admission or to a subject with restricted admission requires admission in accordance with the applicable legal provisions for admission as well as acceptance of admission within the deadlines in accordance with Section 2 para. 2 hereof and compliance with the required form of acceptance.

(4) To transfer from a degree program to a different master's degree program or to commence studies in

a master's degree program, the application according to paragraph 1 must be submitted within the following deadlines:

- for the winter semester: Jun. 15 – Oct. 15
- for the summer semester: Jan. 15 – Apr. 15

Applications with missing documents received by the deadline can be completed by Oct. 20 (winter semester) or Apr. 20 (summer semester). An overview of all possible documents to be attached in order to complete the application is published on the University of Potsdam homepage. Further information on the formal requirements for the submission of documents will be published on the University of Potsdam website. Before commencing a non-teaching-oriented master's degree program after completing a bachelor's degree, an admission procedure must be conducted in accordance with the Rules and Regulations on Access and Admission to Non-Teaching-Oriented Master's Degree Programs (Zulassungsordnung für nichtlehramtsbezogene Masterstudiengänge - ZulO) in addition to the application according to sentence 1. A change of subject is excluded in the teaching-related master's degree program.

(5) If a change to a semester of study other than the first semester of study is applied for, proof of placement in a semester of study by the responsible body must be provided within the deadlines specified in paragraphs 2 and 4; Section 1 para. 4-6 apply accordingly. Paragraph 3 applies to undergraduate degree programs with restricted admission and paragraph 4, sentence 4 applies to non-teaching-oriented master's degree programs.

(6) The deadlines according to paragraphs 2, 4 and 5 are cut-off deadlines. Admission requirements must already be fulfilled by the end of the application deadlines, but evidence of this can still be submitted during the completion period.

(7) With the change of degree program, the enrollment in the previous degree program is terminated, unless it is a case of dual degree studies according to Section 8 or a provisional enrollment in a master's degree program according to Section 1 para. 8.

(8) The change of degree program or subject requires payment of fees and contributions in accordance with Section 12. In all other respects, the other provisions of the Enrollment Regulations apply accordingly.

### **§ 12 Re-Registration**

(1) Students who are enrolled or taking a leave of absence and who intend to continue their studies at the University of Potsdam must re-register for the following semester within the deadline stipulated by

the University. Re-registration occurs by paying the corresponding fees and contributions in accordance with Section 1 para.2. The fees and contributions must be credited to the University of Potsdam's account by the end of the re-registration period in accordance with paragraph 2 so that the University of Potsdam can dispose of these amounts.

(2) Re-registration has to be completed within the deadlines specified by the University of Potsdam in the Bulletin UP (AmBek).

(3) Re-registration after the published re-registration period is considered to be late and requires the payment of an administrative fee in accordance with the current version of the University of Potsdam's fee regulations. If, in these cases, re-registration is not completed within a grace period to be determined by the University despite a reminder and warning of de-registration, de-registration will be conducted ex officio on the basis of Section 4 (5), no. 3 BbgHZG.

(4) For re-registration, the following documents or facts have to be proven, as required:

1. applications that refer to a change of student status or degree program status,
2. if there is a change in the health insurance status, an electronic notification from the health insurance company or a missing (electronic) notification of non-fulfillment of obligations to the health insurance company in accordance with the statutory regulations,
3. in the case of parallel studies, the certificate of enrollment from the other university for the semester for which re-registration is to take place,
4. proof of the extension of the right to examination if the maximum duration of study regulated in the statutes of the University of Potsdam is exceeded,
5. documents on circumstances that affect the amount of fees and contributions to be paid.

Without this evidence, re-registration is deemed not to have been done. Further information on the formal requirements for the submission of proof will be published on the University of Potsdam website. Section 14 para. 5 BbgHG shall apply.

(5) Once re-registration has been completed, the student has to update the student ID card (PUCK).

### § 13 Leave of Absence

(1) Upon request, a student may be granted a temporary leave of absence from regular studies for special reasons. Details on the formal requirements for the application are published on the University of Potsdam website. Reasons for a leave of absence are in particular:

1. an illness which makes regular studies impossible,
2. services according to Section 12 BbgHZG from the 2<sup>nd</sup> semester of study onwards,
3. studying at a university abroad,
4. subject-related internships outside the University,
5. absence from the place of study with the approval of the faculty at the University of Potsdam responsible for the degree program,
6. work in academic or student self-administration,
7. circumstances that entitle students to maternity protection or parental leave, healthcare assistance or nursing care in accordance with Section 12 BbgHZG.

Decisions about other important reasons are made on a case-by-case basis.

(2) The application for a leave of absence must be submitted separately for each semester within the deadline for re-registration specified in Section 12 of these regulations. In well-justified cases, a leave of absence may also be permitted outside the re-registration periods. The special reasons for an application outside of the respective re-registration period must be proven by submitting the relevant documents. In the case of an application due to illness, a conclusive, possibly specialist medical report is required. A leave of absence is excluded in cases where students have already taken part in the performance assessment process in the respective semester or if more than 8 weeks of the instructional period have passed. Withdrawal of the application for a leave of absence is excluded as soon as the course registration period in accordance with Section 9 BAMA-O or BAMALA-O has expired.

(3) A leave of absence is only possible for full semesters. Repeated leaves of absence are usually only permitted for a maximum of two consecutive semesters and not for more than four semesters during the course of study of a degree program. A leave of absence for the first semester of a degree program for which a student is enrolled at the University of Potsdam is not permitted unless an unforeseeable case of hardship arises.

(4) A leave of absence beyond the maximum period of four semesters during the duration of a degree program is only possible in exceptional cases. Periods of protection under the Maternity Protection Act and parental leave (Section 3 para. 4 BbgHG) as well as leaves of absence for the duration of compulsory service as defined in Section 12 BbgHZG are not to be counted towards the maximum duration of the leave of absence.

(5) During the semester of the leave of absence, the right to attend courses and to participate in the performance evaluation process at the University of

Potsdam is suspended. However, the right to pursue an occupational activity required by the study regulations remains. Specific examination rights established prior to the semester of the leave of absence through attendance or registration remain during the leave of absence; deadlines for the completion of an examination are not suspended by the leave of absence.

(6) The obligation to pay fees and contributions is not affected by the leave of absence, unless otherwise stipulated in the fee regulations of the Association of Student Affairs and the statutes of the student body. The fee according to Section 14 para. 2 BbgHG does not apply if there are reasons according to paragraph 1 no. 1, 2, and 7 hereof.

(7) Semesters on leave count towards the total semesters enrolled but not as semesters of study. The second half of sentence 1 hereof shall not apply if

- the student has gained academic credits at another university in the Federal Republic of Germany or abroad during the leave of absence from the University of Potsdam, and if these are recognized or credited to the extent of at least 25 credit points towards the degree program at the University of Potsdam or
- the study and examination regulations stipulate compulsory stays abroad of at least 25 credit points per semester.

(8) A leave of absence during part-time studies according to Section 7 is excluded.

## **§ 14 De-Registration**

(1) Membership at the University of Potsdam ends upon de-registration.

(2) De-registration takes place ex officio (para. 4 hereof) or at the student's request (para. 3 hereof).

(3) A student may be de-registered at any time upon application. Details on the formal requirements for the application are published on the University of Potsdam website. The student ID card (PUCK) must be submitted at the same time as the application. The day on which the de-registration is to take effect must be stated in the application. De-registration can take effect at the earliest on the day the University of Potsdam receives the application and the PUCK. If the application does not include a date of de-registration, de-registration will take effect at the end of the current semester. De-registration with retroactive effect is excluded. If the student ID card was not submitted at the same time as the application, de-registration will not take place until the end of the semester for which the student was last re-registered.

(4) Students have to be de-registered if they:

1. have passed the final examination, including a repeat examination to improve their grade, or have definitively failed a compulsory examination or lost the right to take the examination in accordance with the provisions applicable to their studies,
2. have lost the right to take the examination due to exceeding the examination deadline in accordance with Section 7a BAMA-O/BAMALA-O,
3. have been subject to the disciplinary measure of de-registration,
4. have not paid the fees to be paid in accordance with Section 5 para. 4 or Section 14 para. 2 BbgHG or contributions in accordance with Section 16 para. 4 or Section 81 para. 1 no. 3 BbgHG despite a reminder and a warning of de-registration,
5. have failed to provide proof of compliance with the obligations regarding the statutory health insurance; this does not apply to students who have reached the age of 30,
6. are not allowed to continue their studies in any degree program or
7. have failed to pay the necessary tuition fees for their studies (continuing master's degree programs) in accordance with Section 5 para. 4 BbgHG despite a reminder and a warning of de-registration.

In the case of an irrevocable failure to pass, de-registration takes place at the time the determination of the failure to pass takes effect, otherwise at the end of the respective semester.

(5) An entitlement to take examinations or a justified obligation to take examinations at the University of Potsdam existing at the time of de-registration remains, provided that the respective requirements for the completion of studies and examinations have been fulfilled in accordance with the relevant examination regulations and the entitlement to take examinations has not expired.

(6) An official notification regarding de-registration will be issued.

## **B. Special Cases of Enrollment**

### **§ 15 Doctorate**

(1) Graduates of universities and equivalent institutions of higher education can be enrolled as doctoral students if they meet the respective legal or statutory admission requirements.

(2) Deadlines for application are as follows:

- for the winter semester: Aug. 15 – Jan. 15
  - for the summer semester: Feb. 15 – Jun. 15
- These deadlines are cut-off deadlines.

(3) The following must be documented during enrollment:



1. proof of university entrance qualification,
2. documents relating to academic degrees (certificate and diploma),
3. notification of the intention to do a doctorate, confirmed by the doctoral examining committee,
4. proof of the de-registration notification(s) from the German university(s) last attended, stating the degree program or subjects and the total number of semesters enrolled,
5. a biometric passport photo,
6. proof of an official identity document,
7. a complete resume in tabular form from the age of 16.

Further information on the formal requirements for the application for the purpose of doctoral studies are published on the University of Potsdam website.

(4) Notwithstanding the other reasons stated in these regulations, enrollment must be terminated upon completion of the doctoral project or the end of supervision at the University of Potsdam, but at the latest after twelve semesters of study. In exceptional cases, an extension of enrollment beyond the duration of twelve semesters may be granted upon application to the Student Administration Center/Office of Student Affairs. The application must be submitted during the re-registration period. Details on the formal requirements for the application are published on the University of Potsdam website. A statement from the thesis supervisor stating the reasons for the long completion time and the expected date of completion of the doctoral procedure must be attached to the application.

(5) The provisions of these regulations apply to doctoral candidates accordingly.

(6) This paragraph shall not apply to students in a structured Ph.D. program. The regulations of Section A apply here. These students are also enrolled as doctoral students.

## § 16 Auditors

(1) Enrolled students from other universities can be admitted as auditors (*Nebenhörer/in*) with the right to attend courses in the subjects in which they are enrolled. Applications must be submitted to the Student Administration Center/Office of Student Affairs by October 30 (for the winter semester) or April 30 (for the summer semester). Details on the formal requirements for the application are published on the University of Potsdam website. Auditors are not members of the University of Potsdam.

The above deadlines are cut-off deadlines.

(2) The teaching staff member has to agree to the participation. Permission to participate may be denied by the teaching staff member

- if attendance of the respective course may have adverse effects on the regular studies of the enrolled students,
- if, in the case of courses with limited capacity, regular and auditing students of the University of Potsdam are excluded from studies due to capacity, or
- if the qualification required for this course according to the study regulations is not verified.

(3) Auditors may obtain individual course completion certificates in accordance with paragraph 1 and take examinations in the subject area they are studying with the consent of the examiner and in accordance with the respective regulations. There is no legal entitlement to take examinations. A maximum of 18 credit points per semester can be acquired as an auditor.

(4) If the application to attend courses as an auditor has been approved, the applicant receives proof of enrollment as an auditor valid for one semester.

(5) Admission as an auditor must be reapplied for each semester. The application for admission as an auditor must include a current certificate of enrollment from the university where the applicant is enrolled as a full student, the admission authorization, proof of special admission requirements in accordance with Section 9 para. 4 and 5 BbgHG, if applicable, and the consent of the teaching staff member. Further details on the formal requirements for these documents are published on the University of Potsdam website.

(6) Personal data of auditors will be collected according to Section 14 (8) BbgHG.

## § 17 Visiting Students

(1) Applicants may be accepted as visiting students (*Gasthörer/in*) for courses of a maximum of 8 hours per week per semester if they are not enrolled at a university. They do not have to provide proof of a university entrance qualification in accordance with Section 9 BbgHG. Visiting students are not members of the University of Potsdam.

(2) A fee must be paid for acceptance as a visiting student in accordance with the fee schedule of the University of Potsdam as amended.

(3) The teaching staff member has to agree to the participation. Permission to participate may be denied by the teaching staff member if attendance of the respective course may have adverse effects on the regular studies of the enrolled students; if, in the case of courses with limited capacity, regular and auditing students at the University of Potsdam are excluded from the course due to capacity.

(4) Visiting students are not entitled to take examinations. They may receive a certificate of attendance for courses, stating that it was acquired as part of the program for visiting students. Visiting students at the University Language Center can take UNi-cert examinations if they meet the requirements specified in the examination regulations.

(5) The application for a visiting student status must be submitted to the Student Administration Center/Office of Student Affairs. Applications must be submitted by Oct. 30 (for the winter semester) or Apr. 30 (for the summer semester) to the Student Administration Center/Office of Student Affairs. The application must include proof of payment of the fee for visiting students and the consent of the teaching staff member. Further information on the formal requirements for the application will be published on the University of Potsdam website. The above deadlines are cut-off deadlines.

(6) If the application for a visiting student status is approved, the applicant will receive proof of such status valid for one semester.

(7) The application for the status of a visiting student must be renewed each semester.

(8) Participation in courses as a visiting student cannot be credited towards a regular course of study.

(9) Section 16 para. 6 of these regulations shall apply accordingly.

## **§ 18 Program and Exchange Students**

(1) By way of derogation from Section 1 para. 1 hereof, students or doctoral candidates at universities outside the Federal Republic of Germany, who wish to study at the University of Potsdam for a limited period of time on the basis of a university partnership or a separate agreement to gain recognition of their achievements at their home university and without seeking a degree at the University of Potsdam, will not be enrolled in a degree program or with the aim of obtaining an academic degree. As a rule, enrollment is limited to two semesters, in special cases to a maximum of four semesters. The duration of this limitation is determined by the underlying university partnership agreement or an individual agreement.

(2) Applications for enrollment have to be submitted electronically via the portal set up for this purpose.

(3) The deadlines for enrollment applications are  
- for the winter semester: Jul. 01 – Nov. 30  
- for the summer semester: Feb. 01 – May 31  
These deadlines are cut-off deadlines.

(4) The following must be submitted or presented with the application for enrollment

1. proof of enrollment at a university abroad (home university) and, if applicable, proof of the doctoral studies for doctoral candidates,
2. a biometric passport photo and
3. proof of an official identity document.

(4a) Prerequisite for enrollment is an electronic notification from the statutory health insurance about the insurance status for the semester of application in accordance with the statutory regulations.

(5) Upon enrollment, the fees according to Section 5 para. 4 sentence 1 BbgHG and Section 14 para. 2 BbgHG (if the exception according to Section 14 para. 2 sentence 5 BbgHG does not apply), and contributions according to Section 16 para. 4 BbgHG and Section 81 para. 1 no. 3 BbgHG have to be paid.

(6) Furthermore, Sections 3, 4, 5, 6, 10, and 12 of these regulations shall apply.

## **§ 19 Junior Students**

In accordance with Section 9 (7) BbgHG, pupils who demonstrate special talents following a mutually agreed assessment by the school and university can be enrolled as junior students outside of the enrollment procedure. Details are defined in the University of Potsdam's regulations for junior studies.

## **C. Final Provisions**

### **§ 20 Responsibilities**

Unless decided otherwise, decisions according to these regulations will be made by the Student Administration Center/Office of Student Affairs.

### **§ 21 Transitional Regulations**

(1) The Enrollment Regulations of the University of Potsdam of September 22, 2010 (Bulletin UP no. 24/2010, p. 770), expire when these regulations become effective.

(2) Insofar as reference is made in other university regulations to the provisions of the University of Potsdam Enrollment Regulations of September 22, 2010, the corresponding provisions of these regulations shall replace and supersede the other provisions.

### **§ 22 Effective Date**

These Regulations become effective on the date they are published in the Bulletin of the University of Potsdam.

**Annex: Declaration of general consent for underage applicants and underage students under the age of 16 (template)**

**Declaration of General Consent for Underage Applicants and Underage Students**

I hereby consent as the sole legal representative, or we consent as joint legal representatives

Name (legal representative) .....

Address .....

Name (legal representative) .....

Address.....

that our child

Name ....., Date of Birth .....

Address.....

for the purpose of applying to and for the purpose of commencing studies at the University of Potsdam, Am Neuen Palais 10, 14469 Potsdam, for the winter/summer semester 20..... make and carry out all related declarations of intent, legal transactions, acts similar to legal transactions and procedural acts in connection with the regular course of studies and membership at the university (e.g. application, enrollment, re-registration, payment of the required fees and contributions, course attendance, examination registration and deregistration, change of degree program, exercise of the right to vote, use of the university library, use of the internet, receipt of the Potsdam university chip card, participation in courses, examinations, in-class lectures, internships and excursions, inspection of examination documents, etc.) and, if applicable, approve all declarations of intent, legal transactions, acts similar to legal transactions and procedural acts already made in this respect.

I/we have taken note that the University of Potsdam is not responsible for the supervision of underage students.

A copy/copies of my/our identification card(s) (legal representative) are attached to this Declaration of General Consent.

I hereby certify that I am the sole legal representative.

We hereby certify that we are the joint legal representatives.

\_\_\_\_\_  
Place, date, signature legal representative

\_\_\_\_\_  
Place, date, signature legal representative

\_\_\_\_\_  
Place, date, signature applicant