

Enrolment Regulations (Statutes) University of Lübeck

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amended by:

Statutes from 05 July 2005 (NBI. MWV Schl.-H. p. 468)

Statutes from 08 September 2010 (NBI. MWV Schl.-H. p. 63)

Statutes from 02 June 2014 (NBI. HS MBW Schl.-H. p. 49)

Statutes from 23 June 2015 (NBI. HS MSGWG Schl.-H. p. 130)

Statutes from 16 February 2016 (NBI. HS MSGWG Schl.-H. p. 21)

Statutes from 22 June 2016 (NBI. HS MSGWG Schl.-H. p. 58)

Statutes from 27 June 2017 (NBI. HS MSGJFS Schl.-H. p. 58)

Statutes from 24 January 2023 (NBI. HS MBWK Schl.-H. p. 6)

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Section 1: General principles

§ 1

Enrolment

(1) Applicants are admitted to the university upon application by enrolment. On enrolment, they become members of the university. Enrolment is for one or multiple degree programmes.

(2) If the chosen degree programme(s) is/are not assigned to only one section, the applicant must choose the section to which he or she wishes to belong when enrolling.

§ 2

Requirements for enrolment

- (1) Enrolment requires that the applicant has the necessary qualifications for the chosen degree programme(s) and that there are no grounds for refusal in accordance with § 3.
- (2) The study or examination regulations may additionally make enrolment subject to proof of special previous education, special study-related aptitude or practical work.
- (3) In degree programmes with restricted admission, enrolment is only possible after admission on the basis of a special admission procedure.

§ 3

Refusal of enrolment

- (1) Enrolment of an applicant for a degree programme shall be refused,
 1. if he or she has not been admitted to a degree programme with restricted admission,
 2. if he or she has failed to declare acceptance of the study place in due time,
 3. if and as long as he or she is excluded from studying at all universities of a federal state within the scope of the Basic Law by an incontestable or immediately enforceable decision,
 4. if he or she has conclusively failed an examination which was required in accordance with the examination regulations for a degree programme corresponding to that chosen at the University of Lübeck and which he or she took at a university corresponding to the University of Lübeck in terms of its type,
 5. if he or she has already successfully completed the intended degree programme,
 6. if he or she has failed to pay contributions to the Studentenwerk Schleswig-Holstein or the student body,
 7. if he or she does not meet the requirements of § 254 of the Social Security Code V, or
 8. if admission to the degree programme is based on false information in the application.
- (2) Enrolment may be refused if the applicant
 1. fails to comply with the forms and time limits prescribed for enrolment,
 2. does not provide evidence of sufficient knowledge of the language on which the degree programme is based (German in the absence of deviating provisions in the degree programme regulations),
 3. has been convicted of an intentional criminal offence and sentenced to more than one year's imprisonment, the sentence has not yet been expunged and the nature of the offence is likely to jeopardise or disrupt academic activities,
 4. is not able to hold public office,
 5. suffers from an illness that jeopardises the health of other students, or
 6. would seriously impair the orderly running of academic activities.

A certificate from a public health officer may be required to verify the requirements in accordance with sentence 1 no. 5; if this is not submitted, enrolment may be refused.

Section 2: Provisions for special cases

§ 4

Enrolment for multiple degree programmes

An applicant can only be enrolled for a second or a further degree programme with restricted admission at the University of Lübeck if

1. this is required due to a combination of degree programmes being prescribed for the professionally qualifying degree or
2. a special academic interest in the study of a further degree programme, which must go beyond an interest in meaningfully supplementing the first degree programme, is demonstrated and it is likely, based on the university's determination, that the applicant will be able to duly study the degree programmes. In order to determine the special academic interest, the Executive Board may request a statement from the senate committee responsible for the degree programme to which the additional degree programme is assigned.

§ 5

Enrolment at multiple universities

In principle, an applicant can only be enrolled at one university. Enrolment at the University of Lübeck with simultaneous enrolment at another university may be possible in exceptional cases if

1. the chosen degree programme requires simultaneous study at several universities and the universities have concluded a cooperation agreement in accordance with § 49 (9) sentence 2 HSG [Schleswig-Holstein Higher Education Act], which provides for enrolment at multiple universities or
2. the applicant has been admitted to the intended degree programme at the University of Lübeck and the degree programme intended at the other university is not offered by the University of Lübeck.

Enrolment in accordance with no. 2 is only possible if the requirements in accordance with § 4 no. 2 are met.

§ 6

Enrolment when changing degree programme

A change of degree programme is permitted if the requirements for enrolment are met.

§ 7

Study place swap

(1) Applications for a swap of study places in the Human Medicine degree programme must be submitted by the student to the University of Lübeck using the application form provided for this purpose. Swapping study places requires that both swap partners

1. agree to the swap and have declared this on the application form,
2. are conclusively enrolled for the same degree programme at a scientific university within the scope of the Higher Education Framework Act,
3. have the same study and examination status and
4. that the quantity and content of the proofs of academic achievement acquired at the time of application correspond.

(2) It is not possible to swap places on the Human Medicine degree programme in admission semesters.

§ 8

Doctoral degree programmes and continuing education programmes

The provisions set out in these Statutes apply accordingly to degree programmes in accordance with § 54 (4) and § 58 (1) nos. 1, 2 and 4 of the Higher Education Act.

§ 9

Enrolment with the aim of a doctorate

Enrolment at the University of Lübeck with the aim of obtaining a doctorate requires the applicant to provide proof of a completed university degree and acceptance by a supervisor in accordance with the relevant doctoral regulations. The university may refuse enrolment if it is evident from the documents submitted that the requirements for admission to doctoral studies are not met.

§ 10

Enrolment for higher semesters

(1) In degree programmes with restricted admission, enrolment takes place in the semester for which admission has been granted. Enrolment in higher semesters is subject to the provisions of the Higher Education Admission Act.

(2) In degree programmes without restricted admission, enrolment takes place in the semester following the last semester in which the applicant was already enrolled in the same degree programme at a university within the scope of the Basic Law.

(3) If he or she has obtained creditable academic achievements or periods of study from a degree programme outside the scope of the Basic Law or in another degree programme, enrolment in the corresponding higher semester takes place upon application on the basis of a credit transfer certificate from the competent body.

§ 11

Enrolment in subjects with an academic year

In degree programmes where teaching is organised in such a way that studies can only commence on a yearly basis, enrolment as a first-year student only takes place in the semester in which the academic year begins.

§ 12

Enrolment without a school-based higher education entrance qualification

Applicants who do not have a school-based higher education entrance qualification in accordance with § 39 (1) sentence 1 of the Higher Education Act (HSG) are subject to § 39 (2) HSG.

§ 13

Enrolment in the context of international exchange programmes

Applicants from abroad who participate in international exchange programmes can be enrolled for a maximum of two semesters. Enrolment must be time-limited accordingly.

§ 14

Enrolment with a resolutive condition

Enrolment may be subject to a resolutive condition if the admission decision was issued subject to a resolutive condition or if the applicant was provisionally admitted on the basis of a court decision. Enrolment expires when the condition is met; if provisional admission is granted on the basis of a court decision, admission expires when the court decision is overturned with legal effect.

Section 3: Enrolment process

§ 15

Time limit and form

(1) Enrolment must be applied for in writing within the time limit set by the university or within the time limit set by the admission decision.

(2) If the applicant fails to meet the time limit set, enrolment may be refused. If the applicant proves within the set time limit that he or she is unable to enrol within the time limit for an important rea-

son, the university may exceptionally postpone the enrolment time limit for the applicant concerned on a case by case basis.

(3) Admitted applicants are generally enrolled digitally. In justified individual cases, particularly where difficult circumstances are involved, the university may request the applicant to attend the Registrar's Office in person if this is necessary to clarify the enrolment requirements.

(4) This application must contain in particular

1. details of surname, first names, date and place of birth, gender, nationality/ies, permanent residence, semester residence, chosen degree programme and semester, type of higher education entrance qualification or absence of a higher education entrance qualification, date of application,
2. a declaration stating whether a preliminary, intermediate or final examination in the chosen degree programme has been conclusively failed and
3. a declaration stating in which degree programmes and with which periods of study the applicant is or has been enrolled at other universities or at the University of Lübeck.

(5) The application must include:

1. proof of identification (simple copy of a valid identity card or passport);
2. proof of the higher education entrance qualification for the chosen degree programme or, in the case of § 12, the certificates or supporting documents required in accordance with § 2 (2) to prove the requirements specified therein, in each case as a simple copy and, in the case of foreign-language certificates, a copy of the certificate and a translation into German, to which (5) no. 1 applies accordingly;
3. the admission decision, if the place was awarded on the basis of such a decision, as well as the relevant declaration of acceptance, if such a declaration is provided for;
4. in the case of a change of study location or university, the transcript of records or clearance certificate as well as certificates of any preliminary, intermediate or final examinations taken;
5. in the case of enrolment with the aim of obtaining a doctorate in accordance with § 9, proof that the requirements specified in the respective doctoral degree regulations have been met;
6. in the case of an application for enrolment in a higher semester on the basis of creditable achievements, a certificate of credit transfer from the competent authority or proof of passing the placement test in accordance with § 10 (2), unless this has already been provided in the admission procedure,
7. in the case of a swap of study places, authorisation from the University of Lübeck for the swap of study places;
8. proof of German language proficiency in accordance with the framework regulations of the German Rectors' Conference for the German language proficiency test, provided that the higher education entrance qualification was not obtained at a German-speaking school,

enrolment for a degree programme is to be applied for and proof has not already been provided in the admission procedure; in exceptional cases, proof may be submitted later;

9. in the case of enrolment for a second or additional degree programme with restricted admission, either proof that enrolment is required due to a combination of degree programmes being prescribed to obtain a professional qualification or a justification stating the extent to which there is a particular academic or artistic interest in studying a further degree programme, together with the statement of the senate committee responsible for the degree programme and the curricula for the desired degree programmes;
10. in the case of enrolment at multiple universities, a substantiation of the extent to which there is particular academic or artistic interest in studying an additional degree programme, together with the statement of the senate committee responsible for the degree programme and the curricula for the desired degree programmes;
11. a simple copy of the university degree certificate for second degree programmes; proof of any completed services.

(6) The following documents must be submitted upon enrolment at the latest, unless they have already been submitted to the university:

1. a current passport photo;
2. digital 'Notification 10 for enrolment at the University of Lübeck' issued by the statutory health insurance provider (for privately insured persons by a statutory health insurance provider of their choice);
3. proof of payment of the contribution to the Studentenwerk Schleswig-Holstein and the student body as well as proof of payment of the enrolment fee;
4. if applicable, certificate of exmatriculation from all previously attended universities.

(7) Applicants who are not German nationals within the meaning of Article 116 of the Basic Law must also enclose the following with their application:

1. a German translation of foreign-language certificates and documents, the accuracy of which has been certified by a German embassy or consulate or by a sworn interpreter or translator in the Federal Republic of Germany; the university may allow other certifications and translations into German; on request, the applicant must provide proof of the authenticity of certificates with legalisation by the competent German embassy or consulate; the Executive Board may independently verify the accuracy of the content of the certificates;
2. proof of previous academic achievements;
3. curriculum vitae in German with date and place of birth.

§ 16

Execution of enrolment

(1) Enrolment is effected by registering the student in the data processing system of the Registrar's Office and handing out or sending the student ID card. If enrolment takes place before the start of

the semester for which it is requested, it becomes effective at the start of that semester, otherwise on the day of registration.

(2) The student receives the enrolment documents. If the university provides technical means (e.g. student card/chip card), he or she is obliged to utilise these.

(3) Students are obliged to inform the university immediately of:

1. change of name, semester or home address;
2. failure to pass an examination whose result is essential for continuing the degree programme;
3. own illness which could significantly jeopardise the health of other students or seriously impair the orderly running of academic activities;
4. disqualification from holding public office;
5. a final conviction for an intentional criminal offence resulting in a prison sentence of more than one year.

§ 17

Data collection and processing

The University of Lübeck collects and processes the personal data of students and applicants that are required for the legitimate fulfilment of the tasks for which the university is responsible in accordance with the ordinance issued on the basis of § 45 sentence 3 HSG.

Section 4: Re-registration and leave of absence

§ 18

Re-registration process

(1) If the enrolled student wishes to continue his or her studies at the university once the semester has ended, he or she must re-register within the time limit set by the university. Students on leave of absence must re-register for the semester following the semester of leave.

(2) The university records the re-registration once the student has fulfilled his or her obligation to pay fees in accordance with § 40 (1) no. 4 HSG. If the time limit is not met, the student must be sent a reminder, pointing out the possibility of exmatriculation in accordance with § 21 (3) no. 2 and setting a reasonable grace period.

(3) The university confirms re-registration to students by sending them their student ID cards or by using technical means.

§ 19

Leave of absence

(1) Leave of absence releases students from the obligation to dedicate themselves to their studies by attending courses and tutorials offered by the university. During the leave of absence, the rights and obligations as a member of the university are suspended. Semesters of leave only count as semesters of study after the relevant examination office has recognised the academic achievements completed.

(2) Upon written application, a student shall be granted a leave of absence for the duration of a service in accordance with Article 12a (1) or (2) of the Basic Law. When submitting the application, the notification of compulsory service must be presented and a copy attached.

(3) Students may be granted leave of absence upon written application if they can provide evidence of good cause. Good cause includes in particular

1. illness of the student or a close relative (parents, children or spouse), if this makes it impossible to study in an orderly manner and a medical certificate is presented;
2. caring for a close relative at home, if this makes it impossible to study in an orderly manner and a certificate from the care insurance provider or the health insurance medical service is presented;
3. study period abroad; continuation of studies at a foreign university, in which case the application for leave of absence must substantiate attendance at the foreign university during the period of leave of absence;
4. work in academic or student self-administration;
5. absence from the university in the interest of the university or due to collaboration on a research project;
6. pregnancy, maternity leave or caring for a child during periods in which parental leave would be available if an employment relationship existed;
7. particular hardship;
8. founding of a company.

(4) Leave of absence is not possible

1. when commencing a degree programme at the University of Lübeck, unless the degree programme in question is a consecutive degree programme, or
2. if the student has exceeded the standard period of study prescribed by the examination regulations by more than two semesters; the Executive Board decides on exceptions in individual cases.

(5) Leave of absence is only permitted for full semesters and, as a rule, only for a maximum of two consecutive semesters. In the event of the student suffering from illness, a leave of absence for a further semester may be granted in exceptional cases. As a rule, students may be granted leave of

absence for no more than four semesters during the course of a degree programme. The time restrictions set out in sentences 2 and 3 do not apply to the reasons for leave of absence listed in (3) no. 6 if the students would otherwise have no possibility of continuing their studies.

(5a) Leave of absence for the purpose of founding a company in accordance with (3) no. 8 is only possible for one semester, in deviation from (5).

(6) The application for a leave of absence or extension of the leave of absence must be submitted within the re-registration period for the respective semester. In exceptional cases, a leave of absence may be applied for during the ongoing semester within two months of the start of lectures if good cause in accordance with (2) or (3) nos. 1, 6 or 7 has only arisen within this period.

(7) During the period of leave of absence, students may not complete coursework or take examinations at the university at which the leave of absence was granted; failed examinations may be re-taken. In derogation of sentence 1, first half-sentence, during protection periods in accordance with the Maternity Protection Act of 23 May 2017 (BGBl. I p. 1228), amended by Article 57 (8) of the Act of 12 December 2019 (BGBl. I p. 2652), and parental leave within the meaning of § 15 of the Federal Parental Allowance and Parental Leave Act in the version published on 27 January 2015 (BGBl. I p. 33), last amended by Article 1 of the Act of 15 February 2021 (BGBl. I p. 239), an examination can also be taken for the first time. The same applies to students pursuant to § 3 (5) sentence 4 no. 1 HSG if the leave of absence is due to their disability or illness.

Section 5: Dismissal (exmatriculation)

§ 20

Dismissal at own request

(1) Students who do not wish to continue their studies at the University of Lübeck must apply for their dismissal in writing within the time limit set by the university using the form provided by the university.

(2) The university shall grant the application for dismissal if the following documents are enclosed:

1. the discharge certificate signed by the competent bodies;
2. the student card (chip card);
3. certificates of enrolment with future effect that have already been issued due to previous re-registration.

(3) Dismissal upon application usually takes place at the end of the ongoing semester.

§ 21

Dismissal ex officio

(1) A student is dismissed at the latest at the end of the semester in which the examination concluding the degree programme was passed, unless he or she is still enrolled in another degree programme.

(2) A student shall be dismissed if

1. a reason for refusal in accordance with § 3 (1) nos. 1, 2 or 3 arises subsequently, or
2. a reason for refusal in accordance with § 3 (1) nos. 5 or 6 arises, or
3. he or she has conclusively failed an intermediate or final examination required by the examination regulations, unless he or she changes the specialisation or degree programme, or
4. in dual degree programmes, the training contract has been legally terminated and a new training contract has not been concluded within three months.

(3) A student can be dismissed if

1. a reason for refusal according to § 3 (2) nos. 3, 4 or 5 arises subsequently and it is not possible to grant a leave of absence, or
2. he or she has failed to duly re-register for continuation of studies before the start of a semester or academic year without being on leave of absence, or
3. he or she wilfully violates the dignity of another person within the sphere of the university through sexual harassment within the meaning of § 3 (4) of the General Equal Treatment Act or stalks another person within the meaning of § 238 of the Criminal Code.

In the case of sentence 1 no. 3, a period of up to two years shall be set upon dismissal during which it is not possible to re-enrol at a university.

(4) A student may also be dismissed if he or she uses violence, incites violence or threatens violence

1. to obstruct the proper operation of a university institution, the activities of a university body or the organisation of a university event, or
2. prevents or attempts to prevent a member of the university from exercising his or her rights and duties.

The same applies if a student participates in the acts mentioned in sentence 1 or uses violence (including in violation of the Narcotics Act), threats or discrimination against members, affiliates or guests of the university or repeatedly breaches the house rules, disrupts the order of the university or its events or prevents members of the university from exercising their rights, tasks or duties. The Executive Board decides on the dismissal in formal administrative proceedings in accordance with §§ 130 to 138 of the State Administration Act.

(5) §§ 116 and 117 of the State Administration Act on the withdrawal and revocation of administrative acts remain unaffected.

§ 22

Withdrawal of enrolment

If the lecture period of the semester for which enrolment was requested has not yet begun, enrolment can be withdrawn at the student's request.

Section 6: Visiting student programmes

§ 23

Visiting students

Visiting students in accordance with § 44 HSG can be admitted to the University of Lübeck as guest students or as secondary students.

§ 24

Guest students

(1) Applicants who wish to attend individual courses at the university for the purpose of further education may be accepted as guest students for one semester at a time subject to the approval of the lecturer for the course in question.

(2) The interests of the regular students and the running of the degree programme must not be impaired by the admission of guest students. In degree programmes with restricted admission, guest students may attend courses if not all places are taken up by regular students. Junior students and asylum seekers with a residence permit can apply to have periods of study and examination results recognised in a later degree programme.

(3) The application for admission as a guest student at the University of Lübeck must be submitted to the lecturer for the course in question using the form provided no later than one week before the start of lectures. If the lecturer agrees to the admission of a guest student for the course in question, the guest student will be enrolled by the Registrar's Office.

(4) Admission as a guest student is revocable and does not constitute a right of membership at the university. Guest students can apply for a library card for the ZHB and generally have the same access to university resources as regular students. Guest students are eligible to take examinations.

§ 25

Secondary students

(1) Persons who are enrolled at another university in a degree programme that requires them to study at multiple universities at the same time in accordance with § 38 paragraph 4 sentence 2 HSG shall be admitted as secondary students, unless the universities provide for enrolment at all universities in their cooperation agreement.

(2) They are eligible to participate in modules and courses and to take the associated examinations providing that

1. the courses are not part of the curriculum of a degree programme with restricted admission, unless not all study places have been allocated,
2. they fulfil the requirements for admission to the relevant course and examination,
3. the courses offered to enrolled students are not negatively affected and
4. the lecturer and the section responsible for the degree programme agree to his or her attendance.

(3) The application for admission must be submitted to the examination office for Bachelor's and Master's degree programmes by 15 September of each year, together with proof of enrolment at the partner university. Admission is granted by enrolment as a secondary student.

(4) The regulations for admission, enrolment, refusal of enrolment, re-registration and de-registration apply mutatis mutandis. Secondary students receive a certificate of enrolment showing their status.