OFFICIAL NOTICES

No.: 10/2017

Department 1
Cologne, 25.07.2017

CONTENT

Enrolment Regulations of the German Sport University,
Cologne on 20.06.2017

Editor: The President
Pursuant to § 2, section 4 and § 48, section 1 of the Law governing the Universities of the Federal State of North Rhine-Westphalia (the University Law [UL]) as amended by the Law on University Freedom of January 1st 2007 (Law and Ordinance Gazette for North Rhine-Westphalia, p. 474), as amended by Art. 2 of the Universities of Applied Science Health Law of October 8th 2009 (Law and Ordinance Gazette for North Rhine-Westphalia, 2009, p. 516) the German Sport University has enacted the following set of regulations:

§ 1
General

(1) The study applicants are enrolled into the University upon application (enrolment). By enrolling, the student applicants are members of the university for the period of enrolment and subject to the consequent rights and obligations described in more detail in the basic rules of the German Sport University, Cologne and in the regulations of the student body.

(2) Applications for enrolment for a degree course must be granted if the conditions for enrolment are proven and no admission barriers exist.

(3) Enrolment onto a degree course or for more than one degree course takes place for those who fulfil the requirements of paragraph 2; also studies for the purpose of admission to a doctorate programme and the postgraduate Master’s Degree courses offered by the university are also considered as degree courses in accordance with § 62 para. 1 HEA. Enrolments for more than one degree course at the same time, for which there is an admission procedure by a selection process, by applicants from undergraduate studies are excluded, can only take place if this is necessary because of a required degree combination for the professional qualification.

(4) Enrolment may be limited, without prejudice to the obligation to provide notification when:
   a) the selected degree course is only partially offered at the university,
   b) the chosen degree course is subject to admission restrictions, for a part of this course, a higher training capacity than for a later part exists and it is guaranteed that the studies can be continued at other universities,
   c) admission for other reasons is limited to a part of the degree course or
   d) the candidate has been admitted for studies for a limited-time

§ 2
Conditions of enrolment

(1) The qualification for studies is proven by a certificate of higher education (general or technical university) or a recognized equivalent training. The general Higher Education Entrance Qualification entitles unlimited studies only to studies related to the subjects in the general Higher Education Entrance Qualification. Enrolment for doctoral studies (§ 1 para. 3 sentence 1) can only take place if the requirements of § 67 HEA are met and the certificate that is issued by a professor, a lecturer or lecturers
at the German Sport University is presented, showing that through this or these, a supervision of the dissertation will occur.

(2) Proof of special training, special course-related suitability or a practical activity is required, so far as the examination regulations so provide.

(3) For studies where enrolment quotas have been set, enrolment requires evidence on the allocation of a place letter of admission). This proof is not necessary if the registration is requested under the classification of enrolment into a higher semester, for which there is no enrolment quotas set for admission, as long as the recognition of the respective study times is proved.

(4) § 49 para. 10 HEA remains unaffected.

(5) Ordinance whoever applies to study without proof of qualification according to para-
graph 1 clause 1, can be enrolled under the requirements according to § 49 para-
graph 6 HEA (entrance examination.

§ 3
Process

(1) Admission to the degree program must be applied for in time. In not restricted ad-
mission, the university will set a registration period. In restricted admission degree courses, application for admission must be received by the competent authority within the prescribed period; those applicants who miss this deadline or who have not applied in the proper manner is excluded from the award of places procedure. The periods referred to in clauses 1 and 2 will be announced on the website of the German Sport University, Cologne and on their notice board. For restricted admissions, enrolment deadlines are set out in the letter of acceptance.

§ 4
Selection of applicants
for degree courses with restricted admission

(1) Team athletes who meet the admission requirements and belong to an A-, B-, C- or D/C team member of a Federal Association of the German Olympic Sports Confederation, [Bundesfachverband des Deutschen Olympischen Sportbundes] are always admitted as priority, and among themselves equally according to § 4 para. 3 and § 5 para. 3 HTG in the allocation of study places for the first semester as for higher semesters. With this, no allowance is made on the existing quota within the meaning of Article 9 of the Interstate Agreement concerning the establishment of a shared organisation for the allocation of higher education places dated June 5th 2008. With team athletes, admission to a consecutive Master’s degree course also requires a relevant undergraduate degree.

(2) Up to one fifth of the available places are reserved for candidates under article 9 para. 1 of the Interstate Agreement Concerning the Establishment of a Shared Organisation for the Allocation of Higher Education study places dated June 5th 2008. Furthermore, the regulation on the allocation of places in North Rhine-Westphalia dated...
May 15th 2008.

(3) The remaining places are allocated according to the grade of qualification for the chosen course of study to one-fifth. A further fifth of places are given to those applicants who have waited the longest time since they attained the qualification for the chosen degree course (waiting period). The university awards the remaining three fifths of places according to the results of a selection process whereby the degree of skill is decisive.

§ 5

Foreign and stateless student applicants

(1) Prospective applicants who are not German within the meaning of Article 116 of the German Basic Law nor have acquired their university entrance qualifications at German-speaking institution, are enrolled, as far as no admission obstacles exist, they prove the necessary qualifications for the selected course of study, provide the evidence required pursuant to § 2 clause 2, possess sufficient knowledge of the German language and have been admitted to a degree program. Foreign applicants and applicants from non-German speaking countries have to prove sufficient knowledge of German language through a language examination from the institution before commencing a degree course. For foreign language courses and for admission to the doctoral program, the language requirements specified in the admission regulations and the doctorate ordinance apply.

2) For those who have not provided proof of sufficient knowledge of the German language and who want to attend a university language course in order to take the language test, the award of the legal status of a student is limited to a maximum of four semesters or until they pass or fail the language test, if admission to the university language course is successful; they are not entitled to participate in university elections.

3) Passing the test described in paragraph 2 does not mean the right of enrolment to a degree program has been acquired.

4) The qualification requirements for admission according to paragraph 1 and 2 shall be determined, without prejudice, according to paragraph 5 pursuant to Regulation on the Equivalence of Foreign Educational Qualifications with the Certificate of Entrance to Higher Education (Qualification regulation on foreign educational qualifications - AQVO) dated June 22nd 1983 (GV NRW 1983 p.261), last amended by regulation dated 15th November 1984 (GV. NRW. p 752). The selection of candidates in accordance with paragraph 1 for restricted degree programs is based on the average mark procedure. This average mark is saved by the Registrar's Office for the purpose of an admission decision.

5) Exceptions of paragraphs 1 to 4 are possible (§ 50 para. 3 HEA) when the admission for a temporary study without completion by a foreign and/or stateless person who have come to the German Sport University, Cologne as part of a scholarship or fellow of a national, EU or other international funding organization as well as a bilateral exchange program agreed with foreign universities.
§ 6
Enrolment

(1) Enrolment onto a degree program is carried out on application by the candidate. The application must be made in the correct format within the period prescribed by the university or other competent authority. If the study regulations stipulate that the study may be undertaken only on an annual basis, the application is permitted only if a curriculum/course exists for that semester. A special form may be required for the application. The deadlines will be published within the university or announced in the letter of acceptance. As a rule, enrolment is done in person; the university decides in exceptional cases.

(2) The following must be provided for enrolment:
1. the completed and signed application for enrolment
2. certificates required for the proof of qualifications as well as, in the case of § 2 para. 2, the certificates or documents for the proof of special education, special course-related aptitude or practical training in their original form. Foreign certificates shall be submitted in their original along with a photocopy or duplicate. In the Federal Republic of Germany, photocopies or duplicates of foreign certificates require an authorized certification by the German diplomatic or consular representation in the country of origin. Original certificates in other languages are, in principle, accompanied by the German-language translation, the accuracy is certified by the competent German diplomatic or consular representation in the country of origin or by sworn interpreters or translators in the Federal Republic of Germany. Upon request, applicants must prove the authenticity of certificates with their legalization by the competent German authority,
3. in restricted admission degree courses, the decision on the allocation of a study place (letter of acceptance) or the proof pursuant to § 2 para. 3 clause 2,
4. in a previous study in the scope of the Basic Law, proof of previous studies accompanied by a certificate of de-registration,
5. if applicable, evidence on the recognition of credits under § 63 para. 2 HEA by the competent examination committees or examination offices,
6. any necessary evidence of circumstances, because of which an improved consideration is possible when awarding the local restricted programmes according to § 3, paragraph 2, 3 and 5
7. proof of payment of the fees or contributions to be paid,
8. a statement of whether and if so what examinations or credit records as part of a study and/or examination regulations were not passed,
9. insurance certificate in accordance with the legal provisions relating to student health,
10. a general consent of the parent or guardian in cases where the applicant is still a minor.

(3) In cases where a candidate fails to comply with the prescribed deadline, the enrolment, notification or study leave can take place at a later date upon request, if good
cause is shown. At the same time, any fees following the Higher Education Fees Act, in its current version, are payable. Requests pursuant to clause 1 shall not be permitted after the start of term-time.

(4) Foreign and/or stateless applicants and applicants from non-German speaking countries have to prove sufficient knowledge of German according to the language examination ordinance of the university. For foreign language courses and for admission to the doctoral program, the language requirements specified in the admission regulations and the doctorate ordinance apply.

(5) When applying for enrolment, the applicants will receive a written notice semester fees payable according to the relevant legal provisions. The semester fee is payable immediately upon receipt of the written notice. The student card (smart card) is issued only after receipt of the amount due into the bank account of the German Sport University, Cologne. The applicant must prove payment on request of the university.

§ 7 Refusal of enrolment

(1) Except in the case of lack of qualifications or lack of evidence, registration is considered unsuccessful:
   a) if the applicant has not been admitted to a restricted admission degree course,
   b) if the applicant has not finally passed an exam required in accordance to examination regulations at a university in the scope of the Basic Law or not definitively provided proof of grades/credits required by the examination regulations, in the chosen degree course; this applies correspondingly to related or similar courses to an extent determined in the examination regulations.

(2) Enrolment can be refused if the applicant:
   a) endangers by illness the health of other members of the university, or the illness would affect the educational operations considerably; before the decision, the candidate has the opportunity to give proof that the grounds for refusal does not exist,
   b) is under supervision due to a physical, mental or emotional disability,
   c) has not observed the prescribed forms and deadlines for enrolment,
   d) does not provide proof of payment of fees and contributions to be paid,
   e) is already enrolled at another university.

§ 8 Collection and processing of data

(1) The German Sport University, Cologne collects and processes personal data of the students and prospective students that is required for the lawful fulfilment of tasks that are in the scope of their competence. In addition, the German Sport University, Cologne collects and processes the necessary survey characteristics for the purpose of legislation and planning in higher education in accordance with § 3 para. 1 no 1 and 2 of the Higher Education Statistics Act of November 2nd 1990 (BGBl. clause 2414), last amended by Art. 2 of the Law Amending Financial and Personal Statistics
Act, the Higher Education Statistics Act as well as the Act of NATO SOFA and supplementary agreements dated June 25th 2005 (BGBl. I, clause 1860). Specifically, the following data is collected:
1. Surname, first name;
2. Semester address;
3. Permanent residence (home address);
4. Sex;
5. Month and year of birth
6. Citizenship; additional citizenships;
7. State and municipality of the permanent residence and semester address;
8. Once per semester on demand of the Department of Academic Management, Section 4 for the monitoring of the course of studies (here merely matriculation number, sex, study programme, semester number, status of student, examination regulations, examination date, selected courses, status ECTS, exmatriculation/graduation) in accordance with §7 para. 2 no.1, §58 para. 1 no.2 and §63 para. 1 no1 and 2 of the Higher Education Act NRW from 16.09.2014 (article 1 of the Higher Education Future Act from 16.09.2014 (GV.NRW S.547)).
9. State, municipality and year of graduation and type of university entrance qualification; in case of graduation outside of Germany, the country of graduation;
10. Vocational experiences prior to university studies;
11. Practical semester and semester at “study college”;
12. Name of university; location of university, insofar as more than 100 weekly hours per semester are offered regularly; different university locations within the same municipality are not to be listed specifically; the same applies to city-states;
13. Name of the university that is simultaneously visited; in the case of a university outside of Germany the country of the visited university;
14. Name of the university, semester and year of the first enrolment; name of the university visited in the foregone semester; in case of first enrolment outside of Germany or visit at such university in the foregone semester the country of the university;
15. Course of studies including course of studies in the foregone semester as well as simultaneously visited university;
16. Location of the aspired final examination; in case of a city outside of Germany the country of the aspired final examination;
17. Standard study period of the course of studies;
18. Type, subject, semester, month and year of the graduation;
19. Examination success and overall grade of completed examinations;
20. University, where former graduation was accomplished; in case of graduation outside of Germany the country in which the graduation was achieved;
21. Type and duration of study interruptions;
22. Reason, semester and year of leave of absence and exmatriculation;
23. Study status;
24. Subject- and university semester;
25. Type of studies;

Additionally the following data is collected for each winter term for each guest student:

26. Name of the university
27. Sex;
28. Month and year of birth
29. Citizenship;
30. Subject area.

(2) The collected data is stored automatically by the university and processed to fulfil statutory obligations. A regular submission takes place whereby the scope of submission is necessarily targeted on the framework essential for a specific task, in particular
1. to the respective course heads for the purpose of design of the curriculum and the organization and implementation of the respective degree course,
2. once a semester to the Examination Offices and committees for study, planning and examination purposes (here, only student number, last name, first name, address, date of birth, degree course, semester, exams taken, date of exams)
3. respectively after enrolment, notification or de-registration at the Information Technology Centre for the purpose of managing the access rights to the university’s data network and examination reports as well as to the university library for the purpose of user administration (in all cases only student number, last name, first name, address, date of birth and E-mail address)
4. at the request of the student body for the preparation and updating of voter registry purposes, by reason of conducting elections for student representatives (here, only student number, last name, first name, address, date of birth, degree course membership)
5. only after registration and de-registration of the Statutory Health Insurance for Students (here, only student number, last name, first name, address, date of birth, enrolment or deregistration date) according to the Student Health Insurance Reporting Ordinance (SKV-MV) dated March 27th 1996 (BGBl. S. 568), last amended by Art. 448 of the ordinance of October 31st 2006 (BGBl. 2407),
6. based on the survey characteristics in accordance with § 3 para. 1 no. 1 and 2 of the Higher Education Statistics Act to the Business Statistics of the State Office of Information and Technology NRW (IT.NRW).

3) The collected e-mail addresses are also used to contact students, to the extent necessary for the lawful fulfilment of tasks that come under the respective jurisdiction, particularly by the Office of Quality Assurance and Training Organizations (Department QL) to perform their duties according to the ordinance for quality management of the German Sport University, Cologne (OQM) in its current version, especially for
- student course-evaluations pursuant to § 4 OQM in conjunction with the Directive on Course Evaluation as well as the Directive on Data Protection in course-evaluation,
- degree course evaluation pursuant to § 5 OQM in conjunction with the Directive on degree course Evaluation at the German Sport University, Cologne,
- General student survey pursuant to § 6 OQM in conjunction with the Directive on General Student Survey,
- Survey of graduates pursuant to § 7 OQM in conjunction with the Directive on survey of graduates,
- Teaching organization and planning (lectures, study and examination matters)
- annual information concerning German Sport University, Cologne teaching
award (Proposal rights of students),
- half-yearly information concerning self-study availability of learning platforms and help with technical problems
- half-yearly information concerning tutorials on offer, especially offered pro-
paedeutics before lecture term-time by the Academic International Office on
the establishment of counselling services for foreign students, by the General
Students Committee through emails sent from the Student Administration an-
nually
- with the call for election of the Student Parliament, the student members of
the Senate, the election of the deputy of the students’ representatives as well
as the speaker for the degree course,
- with the call for applications for the speaker for the General Student Council
- with the report from the Student Council and information about higher educa-
tion policy developments on the part of German Sport University, Cologne
- to student surveys by the German Centre for Higher Education and Science Re-
search (DZHW), INCHER Kassel or the Centre for Higher Education Development
(CHE),
- to student surveys by the German Sport University in accordance with diversity
management in the sense of §3 para. 4 no. 3 of the Higher Education Act NRW
dated 16.09.2014 (article 1 of the Higher Education Future Act from
16.09.2014 (GV.NRW.S.547),
- for the fostering of the relationship between students and graduates (Alumni)
in accordance with § 8 para. 5 Higher Education Act.

The students are to be notified regarding their voluntary participation in the surveys
and alumni communication as well as their objection possibilities.

(4) The additional data required for the processing of exemption or semester leave re-
quests are separately collected, not stored automatically and processed; the result of
processing flows in the data management of the admissions office.

(5) The Law on Protection of Personal Data (Data Protection Act North Rhine-Westphalia
- DSG NW) dated 9th June 2000 (GV NW cl 542), last amended by Article 1 of the Law
of 5th July 2011 (GV NW p... 338) remains unaffected.

§ 9
Obligation to cooperate

(1) Students are required to keep their personal information up to date in LSF or notify
the college immediately:

a) changes of name, address, marital status and change in health insurance com-
pany in compulsory student health insurance,
b) examinations passed at other universities or finally failed exams and finally
failed intermediate or similar tests that are required by the examination regu-
lations for the continuation of studies,
c) the loss of the student ID.

(2) Students and student applicants also collaborate with the automated business pro-
cesses and procedures employed in the university. This includes, in particular the participation in automated application and enrolment, course assignment and evaluation as well as other methods for organizing the program. The basis of some procedures are the active use of the university-wide identity management system used, the access detection obtained after enrolment and the e-mail address assigned at enrolment.

§ 10
Exmatriculation

(1) Students are de-registered upon application; this is usually done at the end of the semester.

(2) Furthermore, the de-registration is carried out when
a) enrolling under pressure, through intentional deception or a crime,
b) an examination required by the examination regulations is finally failed in the degree program or a credit/grade required by the examination regulations has not been completely performed,
c) the decision on the allocation of a study place has been withdrawn during the procurement procedure by the body responsible for the allocation of places.

(3) After the issuance of the certificate of having passed the final exam, students have to deregister by the end of the current semester, unless they are still enrolled in another course. The final examination within the meaning of sentence 1 is the first state examination in a permitted teaching degree combination.

(4) Students can be de-registered if
a) after enrolling, facts are known and still exist or occur which would have lead to the enrolment must being refused,
b) they do not take up the study or do not re-register without being on semester leave,
c) they do not pay the fees and contributions despite reminders and a deadline with threat of action,
d) they do not comply with the obligations, under the Social Security Code, with the competent respective health insurance company,
e) a case outlined § 63 para. 5 clause 6 HEA exists.

(5) Withdrawal from registration or re-registration is possible only up to the last working day before classes begin and in the form of a reasoned request.

(6) The request for de-registration under paragraph 1 shall be accompanied by:
1. the completed deregistration form
2. the student card (smart card)
3. the certificate(s) on discharge of liabilities to HEIs or the evidence or proof of the transfer of fees or contributions to be paid.

(7) The effect of the de-registration shall be determined in accordance with the provisions of the Administrative Procedure Act on the withdrawal and revocation of administrative acts. Students receive a certificate concerning the de-registration. With
de-registration, membership at the university expires. If the de-registration issued, because the person concerned has not re-registered, the effect of de-registration comes into force on the last day of the semester in which they were enrolled or re-registered the last time.

(8) For the purpose of keeping in contact with alumni, the following personal data of exmatriculated students may be saved and used for a period of 80 years after exmatriculation by the university: Surname if applicable birth name, first name, matriculation, date of birth, address, landline number, mobile number, email address, study courses with number of university semesters, registration date, de-registration date. The students are to be notified regarding their voluntary participation in the alumni communication and their options of objecting to this.

§ 11
Re-registering

(1) If enrolled students should want to continue their studies at the University after the end of each semester (semester) in the same degree, they must report back within the deadline set by the university.

(2) A timely re-registration is in effect when the semester fee has been received in the applicable amount and within six working days following the end of the registration period at the university.

(3) If the conditions of paragraphs 1 and 2 are met, the re-registrations at the university is completed.

§ 12
Proof of course

Each and every student has to attend the courses in the time period specified by the university management, unless students are on a semester leave.

§ 13
Study leave

(1) A semester leave from study can be claimed as long as an important cause is proven.

(2) A good cause includes:
   a) Completion of a Federal Voluntary Service, a voluntary social or ecological year,
   b) temporary illness; proof shall be furnished by a professional medical opinion, which shall outline the nature and extent of the illness-related hindrance to study. The number of semester leave due to illness may not exceed the number of semesters of the standard period of study of the course program, for which the student is enrolled,
   c) Studying at a foreign university or language school,
   d) Completion of an internship, which serves the objective of the study,
   e) Pregnancy or child care, that could prevent the expected study results and performance,
   f) serving a prison sentence,
g) Care of wife, husband, registered legal partner, or relatives in direct lineage or related by first degree in-law, if this care is needed,
h) exercise of other important reasons of equal importance.

(3) The semester leave is granted upon application stating the reasons and giving evidence and is usually for the duration of a semester. During the student leave for more than six months, university membership rights and duties (§ 10 para. 1 sentence 6 HEA) are suspended. Students on leave are not entitled to provide coursework and attend examinations at the university where they are enrolled, in principle; exceptions require special permission. An administrative assistance for the recovery of mobility is not made in cases of leave due to illness, study abroad and completion of community service (paragraph 2 letter a, b and c).

(4) The application for leave must be accompanied by:
1. the completed leave form,
2. proof of payment of the fees and contributions,
3. written justification of the application together with the evidence of the existence of an important reason.

(5) The Registrar’s office saves the status of leave on the basis of groups of cases of paragraph 2 per semester.

(6) A semester leave for the first semester or for completed semesters is not allowed.

§ 14

Placing students in higher semesters

The placing of students in higher semesters is done in accordance with the provisions of the applicable regulation on the allocation of places in North Rhine-Westphalia.

§ 15

Visiting students

(1) Enrolled students who are not taking semester leave in other universities in the scope of the Basic Law can be admitted, at their request, as a guest student with permission to attend lectures and to pass examinations complimenting their studies if no restrictions are made in accordance with § 59 HEA.

(2) Enrolled students from other universities in the scope of the Basic Law can be admitted as guest students for the study of another program, if the requirements of § 1 para. 2 and para. 3 clause 2 are fulfilled.

(3) Guest students will belong to the university without being members of it, during the period of admission. They will receive a certificate of admission to particular courses or admission to a degree course or more degree courses. The application for admission shall be submitted within the deadlines and time-periods announced by the university. A registration certificate from the home university must be provided for the application as a guest student.
(4) The regulations for enrolment, rejection, re-registration and exmatriculation shall apply mutatis mutandis.

§ 16

Guest students

(1) Applicants who wish to attend individual courses at the university may be admitted on application as a guest student in the framework of the existing study opportunities. Proof of qualifications according to § 2 is not required.

(2) The guest student fee is payable according to the Higher Education Fees Act in its current version shall be paid.

(3) § 13 para. 3 applies to guest students accordingly.

(4) Guest students within the meaning of these provision are also participants of educational lectures at the university, provided that they are not registered as students under the conditions specified in § 1 para. 2.

(5) The right to take examinations does not exist. Only a certificate of participation in courses can be purchased. This does not apply to participants in further education Master’s degree courses as defined in § 62 para. 3 clause 1 of HEA.

§ 17

Participation in additional studies

(1) For postgraduate study § 62 HEA and the supplementary provisions of the German Sport University, Cologne apply.

(2) The participants on postgraduate studies and other offers of continuing education are guest students (§ 62 para. 2 clause 1 HEA).

(3) Should the university offer the postgraduate or other lectures of further education on a contractual basis, paragraph 2 shall not apply.

(4) If the number of participants for a postgraduate study has been limited by the competent body because of the nature or the purpose of studying, because the number of applicants exceeds the capacity and provided there are no other binding regulations, registration takes place in the order in which the applications were received until the specified number of participants is reached. In cases where several applications are received at the same time, the decision will be made by lottery.

§ 18

Concluding provisions, ambiguities

(1) These regulations come into force on the day following its publication in the Official Bulletin of the German Sport University, Cologne.
(2) These regulations have been drafted in the German and English languages. In case of any ambiguities between the German and the English version the German version shall prevail.
Issued on the basis of the resolution of the Senate of the German Sport University, Cologne on 20.06.2017

Cologne, 25.07.2017

The President of the German Sport University, Cologne
Univ.-Prof. Dr. Heiko Strüder