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On the basis of Section 14 (8) of the Brandenburg Higher Education Act (BbgHG) of 28 April 2014 (GVBl. I/14, No. 18), last amended by Art. 2 of the Act of 5 June 2019 (GVBl. I/19, No. 20) in conjunction with Section 4 of the Act on the Further Development of the Lusatia University Region of 11 February 2013 (GVBl. I/13, No. 4), amended by Art. 2 of the Act of 28 April 2014 (GVBl. I/14, No. 18), taking into account the general equalisation of the university region. February 2013 (GVBl. I/13 No. 4), amended by Art. 2 of the Act of 28 April 2014 (GVBl. I/14, No. 18), taking into account the General Equal Treatment Act of 14 August 2006 (BGBl. I p. 1897), last amended by Art. 8 of the Act of 03 April 2013 (BGBl. I p. 610), in conjunction with the University Entrance Examination Ordinance (HZPV) of 23 March 2016 (GVBl. II/16, No. 14), last amended by the ordinance of 10 April 2019 (GVBl. II/19, No. 30) and § 9 No. 2 Basic Regulations of the Brandenburg University of Technology Cottbus-Senftenberg (GO BTU) of 8 January 2016, last amended by the 1st Amendment Statutes of 17 November 2016 (AMbl. 12/2017), the Senate issued the enrolment regulations of the Brandenburg University of Technology Cottbus-Senftenberg (BTU) on 16 January 2020:

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Preamble

¹Students are an important part of the university community. ²They contribute to the democratic organisation of university life and take on responsibility. ³The university is a place of respect and tolerance. ⁴We value diversity and therefore welcome students regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age, sexual orientation and identity. ⁵Students are expected to recognise these values and live them in their daily interactions.

§ 1 General; scope of application

(1) Section 1 of these regulations governs enrolment, re-registration, leave of absence and de-registration for students

1. in the degree programmes, including in the continuing education degree programmes (§§ 18 and 25 Para. 2 BbgHG), as junior students and college students (§ 9 Para. 7 and 8 BbgHG), as participants in a preparatory programme (in particular a university language course or preparatory course for the entrance examination (§ 9 Para. 1 Sentence 4 and Sentence 8 to 10 BbgHG) and
2. as part of the doctorate (§ 31 BbgHG).

(2) Section 2 of these regulations also contains provisions for external users as participants in continuing academic education (Section 25 (1) BbgHG), guest students and other structured programmes offered by BTU (e.g. summer schools).

(3) ¹The rights and obligations of the enrolled students named in para. 1 as members of the university result from the BbgHG and the relevant statutes of the BTU in their respective valid versions. ²In particular, students are obliged to comply with the statutes for ensuring good academic practice at BTU as amended and to actively contribute to the prevention of academic misconduct. ³BTU is authorised to implement appropriate measures to ensure good scientific practice and to detect and prevent scientific misconduct. ⁴In particular, personal data may be processed for this purpose and electronic versions of the examination results for plagiarism checks may be requested, processed and stored by the persons named in paragraphs 1 and 2.

(4) The rights and obligations of the external users named in paragraph 2, who do not have the status of a member of the BTU, result from the BbgHG and the relevant statutes of the BTU in the respective applicable versions.

(5) BTU collects, processes, uses and transmits data in accordance with Section 14 (9) BbgHG and the Act on Statistics for Higher Education and for Vocational Academies (HStatG of 2 November 1990, last amended by the Act Amending the Act on Statistics for Higher Education and for Vocational Academies of 2 November 1990), 7 December 2016 (BGBl. I p. 2826) personal data from

- Applicants for study programmes,
- Participants in study preparation programmes,
- Students,
- doctoral students,
- Examination candidates or examination candidates' data
- college students and
- external users.

(6) In addition, BTU also collects relevant data from persons who do not or no longer belong to the group of persons named in para. 1 in accordance with § 27 para. 1 and 2 BbgHG and §§ 2 para. 4 and para. 6 sentence 3 of the BTU evaluation statutes of 15 February 2017 (AMbl. 06/17).

Section 1 - Students

§ 2 Enrolment; recognition of achievements

(1) Membership of BTU generally becomes effective at the beginning of the winter or summer semester following the application for enrolment, provided that the enrolment requirements have been met, there are no grounds for refusal of enrolment and there are no violations of the procedure set out in these regulations.

(2) The applicant must prove with the application that there are no reasons for refusal of enrolment according to § 14 para. 3 BbgHG and that the following requirements according to § 9 para. 1 to 6 BbgHG are met:

- a) the qualification required for the chosen degree programme (university entrance qualification/entrance requirement) or the passed entrance examination at a German university and
- b) if applicable, the language skills required for the degree programme in accordance with § 3.

(3) ¹Proof of paragraph 2 is provided by submitting copies of the relevant documents and certificates in due time in the manner specified by the BTU.

²Foreign-language certificates or attestations must always be accompanied by a German or English translation provided by a sworn translator. ³If a copy of the translation is attached, its accuracy must be certified by the competent German diplomatic or consular mission in the country of origin. ⁴Upon request, the applicant must provide proof of the authenticity of certificates with legalisation by the competent German authorities.

⁴The university administration is entitled to request further evidence from the applicant, e.g. proof of passing an aptitude test on the basis of the examination and study regulations for the chosen degree programme.

⁵In justified cases, the university administration may request the submission of the originals under para. 2 for verification.

(4) The references to § 14 para. 3 BbgHG/§ 2 para. 2 are as follows:

- a) a copy of the letter of admission, if this was not issued by the BTU, and a written declaration of acceptance of the study place (§ 14 Para. 3 No. 1),
- b) a written declaration (so-called certificate of no objection) that the prescribed certificates of achievement or examinations in the chosen degree programme have not been definitively failed at a university in the Federal Republic of Germany or that the right to take examinations has not been lost (§ 14 Para. 3 No. 2),
- c) the receipt of payment of fees and contributions to the account specified by the university administration (§ 14 para. 3 no. 3),
and, if applicable
- d) a copy of the training contract (§ 14 Para. 3 No. 4) for degree programmes that integrate training,
- e) in the case of pregnancy, a copy of the maternity pass for submission to Student Services (in accordance with the Act on the Revision of Maternity Protection MuSchG of 23 May 2017, Federal Law Gazette 2017 I No. 30, last amended by Art. 57 para. 8 of the Act of 12 December 2019, Federal Law Gazette I p. 2652),
- f) in the event of exclusion from the degree programme due to regulatory proceedings at another university, a written declaration of this (Section 14 (3) No. 5).

(5) ¹Enrolment for the chosen degree programme is usually completed in the first subject-related semester after it has been determined that the requirements in accordance with Para. 1 have been met by registration in the electronic student administration system of the university administration. ²No notification will be issued.

(6) ¹Upon enrolment, students receive the information from the university administration that enables them to access the central electronic services (account). ²Written communication with students to exercise the rights and obligations arising from the regulations and statutes after enrolment is generally carried out via the services.

³After enrolment, students can access their certificate of enrolment and other certificates online.

(7) If there are reasons for refusal, if the enrolment requirements are not met, if the prescribed deadlines and dates are not complied with or in the event of other violations of the procedure regulated in these regulations, a negative decision will be issued.

(8) ¹Special subject-specific requirements for master's degree programmes, which must be proven with the enrolment application, are regulated in the subject-specific examination and study regulations and, if applicable, admission regulations as aptitude and qualification requirements.

²Proof of at least one year's professional experience is generally required for continuing education degree programmes.

³In artistic and special continuing education Master's degree programmes, the professionally qualifying university degree may be replaced by an entrance examination in which the applicant demonstrates knowledge and skills that correspond to a suitable professionally qualifying university degree.

(9) ¹In the case of an application for a non-continuing education Master's programme in accordance with

§ In accordance with Section 9 (6) BbgHG, the examination results achieved to date (overview of grades including average grade) must be submitted with the application. ²Enrolment will only be granted if proof of having obtained the Bachelor's degree and the associated requirements is submitted within the deadline set by the university with the admission. ³The deadline ends at the latest at the end of the enrolment period in the chosen Master's degree programme. ⁴If the evidence is not provided by the deadline, admission will be cancelled.

⁵If proof is provided in accordance with sentence 2, provisional enrolment is possible.

⁶The certified Bachelor's certificate must then be submitted by the end of the first semester after enrolment in accordance with the letter of admission. ⁷If this is not done, enrolment will be revoked.

(10) ¹In the procedures for registering recognised achievements for the chosen degree programme, the regulations of the respective framework examination and study regulations or the special examination and study regulations must be observed.

The applicant must take into account the requirements regarding the deadlines and dates to be met and the issuing of notices.

²Once credits have been recognised, they are registered and, if necessary, the first semester is adjusted to a higher semester.

³Placement in the 2nd semester is only possible with proof of at least 24 credit points.

⁴For each additional semester to be adjusted, 30 credit points are required. ⁵In justified exceptional cases, the Examination Board may decide on placement in a higher semester at the student's request.

(11) Enrolment is to be limited in time if:

- a) the applicant has been provisionally admitted on the basis of a court order, or
- b) only individual sections of a degree programme are offered.

(12) For students on an exchange programme between BTU and their home university or on a study abroad programme at BTU without the intention of obtaining a degree, the provisions of paragraph 11 do not apply.

§ 2a Enrolment in expiring degree programmes

(1) ¹If a degree programme is discontinued (discontinued degree programmes), students may not enrol in the first subject-related semester from the semester in which the degree programme is discontinued (discontinuation semester). ²Enrolment for a higher semester is possible subject to free capacity in accordance with the following provisions.

(2) ¹If a degree programme is cancelled for which enrolment is possible for the winter or summer semester, enrolment in the semester of cancellation is only possible for the second (lowest subject-related semester) or a higher subject-related semester. ²If a degree programme is cancelled for which enrolment is only possible for the winter semester, enrolment in the suspension semester is only possible for the third (lowest subject-related semester) or a higher subject-related semester. ³For each semester following the semester of suspension, the enrolment fee increases.

the numerical value of the lowest subject semester increases by one.

(3) ¹The prerequisite for enrolment in a higher subject-related semester is that the applicant can be classified for the desired subject-related semester on the basis of their previous study and examination achievements in accordance with Section 2 (10) sentences 3 and 4. ²Classification is only possible for the semester corresponding to the numerical value of the standard period of study.

(4) Enrolment for a higher subject-related semester is excluded after the standard period of study of the respective degree programme has expired, starting from the semester of the last admission to the first subject-related semester; an increase in the standard period of study possible according to the regulations of the degree programme is not taken into account here.

§ 3 Language skills required for the degree programme

(1) Applicants must provide proof of the required language skills in the predominant teaching and examination language of the chosen degree programme with their enrolment application.

(2) ¹The German language skills required for a degree programme (DSH-2, with the exception of sentence 2) must be demonstrated by the applicant in accordance with the provisions of the DSH regulations of BTU Cottbus-Senftenberg as amended. ²For artistic and artistic-educational degree programmes, proof of German language skills at a level of at least B2 is required. ³Suitable evidence for this will be announced separately, if necessary in the respective subject-specific study and examination regulations.

(3) ¹The English language skills required for a degree programme are generally demonstrated by level B2 of the Common European Framework of Reference for Languages (CEFR). ²The following certificates are generally recognised:

- a) TOEFL test (iBT) with at least 79 points,
- b) IELTS with at least 6.0 points (academic only),
- c) Cambridge Certificate in Advanced English (CAE) (min. B),

d) Cambridge Certificate of Proficiency in English (CPE) (min. C) or

e) UNiCert® certificate at least level 2.

³Applicants who have obtained their higher education entrance qualification in Germany or at a German school abroad can also submit a certificate of higher education entrance qualification that proves English language proficiency at least at level B2 of the Common European Framework of Reference (CEFR).

⁴This proof is provided, for example, by submitting a school leaving certificate with corresponding confirmation or an official certificate (e.g. from the Ministry of Education of the federal state) of the CEFR level in English achieved with the Abitur.

⁵The subject-specific study and examination regulations or admission regulations determine whether and which other certificates can be accepted as proof of language proficiency at level B2. ⁶Requirements going beyond B2 requirements must also be specified there.

⁷Applicants who have obtained their higher education entrance qualification in Australia, Canada, Ireland, New Zealand, Great Britain incl. Northern Ireland or the United States of America do not need to submit a separate language certificate. ⁸Applicants who have completed a degree programme in English in Germany or in one of the above-mentioned countries are also exempt from the requirement to submit a language certificate.

(4) Further or other language skills required for a degree programme can be regulated in the specific study and examination regulations or admission regulations or, in the case of double degrees, in the respective cooperation agreement.

(5) Applicants who are not seeking a degree or who will obtain their degree abroad (e.g. exchange students) may deviate from paragraphs 2 and 3 insofar as this is compatible with the chosen degree programme.

§ 4 Form and number of enrolment applications

(1) ¹Applications for enrolment are generally submitted in electronic form at

Application of the procedure prescribed by the BTU. ²Information on the procedure will be published on the BTU homepage.

(2) ¹After submitting an electronic application for enrolment, the applicant must submit the application by the deadline:

a) the documents and evidence pursuant to § 2 (3) and (4),

b) if applicable, the proof according to § 3,

c) the evidence required in accordance with the Student Sickness Insurance Notification Ordinance - SKV- MV of 27 March 1996 (BGBl. I p. 568) in the version applicable in each case.

are prescribed in the currently valid version,

d) a complete curriculum vitae in tabular form,

e) a colour light image,

f) a copy of a valid identity document with photo (identity card, passport) showing the full surname, first name, date of birth, address and date of validity,

g) a copy of the notice of exmatriculation if the applicant was already enrolled at a university in the Federal Republic of Germany and was exmatriculated at the time of application,

h) if applicable, the relevant visa/residence title authorising you to study.

²The BTU may allow documents to be submitted at a later date. ³The applicant will receive written information about this, if necessary in electronic form.

(3) ¹The documents submitted with the application become the property of the BTU.

²They will not be returned.

§ 5 Deadlines for enrolment applications and enrolment

(1) ¹The periods for the submission of enrolment applications for the winter semester (duration: 1 October of the year to 31 March of the following year) or summer semester (duration: 1 April to 30 September of the year) are set by the Senate or the committee appointed by it and announced on the BTU homepage.

²For degree programmes with restricted admission and degree programmes pursuant to Section 9 (4) BbgHG, the deadlines and dates are also determined by the relevant legal ordinances and statutes.

(2) In principle, the following deadlines apply to online enrolment applications:

free of admission:

Winter semester: 15.04. of the year to 30.09. of the year
Summer semester: 01.11. of the year to 31.03. of the year

admission restricted:

Winter semester: 16.07. of the year to 30.09. of the year
Summer semester: 16.01. of the year to 31.03. of the year

(3) ¹As a rule, enrolments take place before the start of courses in the winter or summer semester. ²The specific periods, if necessary as additional deadlines, are determined by the Senate or the committee authorised by it and announced on the BTU homepage.

(4) If deadlines fall on a Saturday, Sunday or public holiday, receipt of the application or the documents to be submitted by the university administration on the next working day is deemed to be on time.

(5) ¹An applicant who does not wish to commence studies after enrolment may submit a written application for cancellation of enrolment using the form provided by the university administration up to the day before the start of the semester in accordance with para. 1. ²Section 10 (2) sentence 3 applies accordingly to the cancellation of enrolment.

§ 6 Legitimation of students

(1) As a rule, students receive a student ID card (chip card) after enrolment.

(2) ¹The chip card interface shows the student's matriculation number, first name, surname, a barcode for the university library, a colour photo of the student and the period of validity. ²The matriculation number and a status indicator for the use of services are stored in the chip card's data memory as personal data. ³Further data on the chip are the university number, the library number and the semester validity.

(3) The following functions are generally offered with the student ID card (chip card):

- a) Semester ticket (ticket for public transport),
- b) User card for the university library,
- c) Copy function and
- d) Access to rooms and equipment.

(4) ¹Use is restricted to the holder. ²The period of use extends for the duration of enrolment. ³Any use by unauthorised third parties constitutes misuse of the chip card. ⁴The chip card loses its authorisation function for the holder when the de-registration takes effect.

(5) In connection with re-registration for the next semester, students are obliged to update the validity print on their chip card at the self-service terminal.

(6) ¹Any loss of or damage to the chip card that impairs its function must be reported immediately to the responsible department of the university, usually Student Services, using the form provided by the university. ²A fee may be charged for the issue of a new chip card in accordance with the current version of the fee regulations.

Section 7 Cancellation and withdrawal of admission or enrolment; refusal of enrolment

(1) ¹Admission or enrolment may be revoked if obstacles to admission pursuant to Section 13 BbgHG or obstacles to enrolment pursuant to Section 14 (3) BbgHG subsequently become apparent, which should have resulted in admission or enrolment being denied had they been known. ²The cancellation can only be made within one year of the university becoming aware of the facts.

(2) ¹If the student has been given a reservation or condition in the admission or enrolment decision and has not fulfilled it or has not fulfilled it within a set deadline, the admission expires or the enrolment is deemed to be revoked. ²A hearing of the person concerned and a separate

The decision to be taken on the cancellation or revocation is not required.

(3) ¹An unlawful admission or enrolment can be withdrawn. ²Withdrawal by the university can only take place within one year of becoming aware of the fact that justifies the withdrawal.

(4) An admission or enrolment can be withdrawn with effect for the past if it is cancelled by

- fraudulent misrepresentation, threat or bribery
- or
- in a material respect due to incorrect or incomplete information provided by the data subject

has come about.

§ 8 Feedback

(1) ¹To continue their studies, students must re-register for each semester in due time (re-registration). ²Students on leave of absence must re-register for the semester following the semester of leave.

(2) ¹Re-registration takes place without a corresponding written or verbal declaration by the student by paying the fees and contributions within the re-registration period to the account specified by the university administration and after posting in the electronic student administration system of the university administration. ²Timely receipt of payment of fees and contributions in full is decisive for determining compliance with the deadline. ³A decision will not be issued.

(3) If there are reasons, in particular according to § 7, that prevent re-registration, the payment according to paragraph 2 does not lead to re-registration.

(4) The deadlines for re-registration for continuing studies in the winter semester or summer semester and the respective grace periods are set by the Senate or the committee appointed by it and announced on the BTU homepage.

(5) ¹In principle, the following feedback periods apply:

- for the following summer semester from 2 to 31 January this year and

- for the following winter semester from 25 June to 31 July this year

²Students are granted a grace period for re-registration. ³In principle, the following deadlines apply:

- for the following summer semester from 01 February to 31 March this year and
- for the following winter semester from 01 August to 30 September this year

(6) If payment of the fees and contributions is received after the end of the respective re-registration period within the grace period according to paragraphs 4 and 5, the student must pay an additional late fee in accordance with the current version of the fee regulations without the need for a special request or reminder.

§ 9 Leave of absence

(1) ¹In accordance with these regulations, students may be temporarily exempted from the obligation to complete a proper degree programme for good cause (so-called leave of absence). ²During the period of leave of absence, the right to register for modules and attend courses is suspended. ³Repeat examinations in modules with final module examinations can be taken.

(2) ¹To take a leave of absence, students must submit a written application by the end of the re-registration period using the form provided by the university administration. ²In particularly justified cases, an application for a leave of absence from studies can also be submitted outside the respective re-registration period. ³An application for a semester of leave of absence for a semester that has already expired is not permitted.

⁴The application must be accompanied by suitable evidence, e.g. a conclusive medical certificate, to substantiate the existence of good cause in accordance with paragraph 4.

(3) ¹If the application for leave of absence is rejected, a decision will be issued. ²If the application for leave of absence is approved, the duration of the leave of absence is documented in the certificate of enrolment in accordance with § 2 para. 6.

(4) ¹Important reasons pursuant to para. 1 are in particular

- a) a long-lasting illness of the student, under which a proper study programme is not possible,
- b) the completion of a period of service in accordance with Section 9 (1) Nos. 1 to 5 of the University Admission Regulations (HZV) from the second semester onwards,
- c) caring for close relatives of students, utilisation of the protection periods according to the Maternity Protection Act and parental leave according to § 14 para. 2 sentence 4 BbgHG,
- d) the periods prescribed in the regulations for the degree programmes for study periods at other universities and in practice (mobility window) abroad with a duration of at least eight weeks, or
- e) periods recommended there in accordance with letter d) and
- f) longer-term absence from the place of study due to study-related internships, work placements or comparable activities in Germany lasting at least eight weeks.

²Economic reasons are not considered an important reason for a leave of absence.

(5) ¹Leave of absence is granted for full semesters and is generally limited to two consecutive semesters. ²A new leave of absence may be granted in exceptional cases in the event of special circumstances, e.g. illness in accordance with letter a, but not for more than four semesters during the duration of a degree programme. ³The periods mentioned in paragraph 4 letters b and c are not counted towards the maximum duration of the leave of absence. ⁴With the exception of the periods specified in para. 4 letter d, semesters of leave of absence are not counted as semesters of study.

(6) ¹Students are charged fees and contributions for the assessment in accordance with Section 14 (2) BbgHG, the statutes of the student body and the fee regulations of the student union in the currently valid versions.

²Applications for reimbursement must be submitted in writing to the Studentenwerk or the student body.

³Reimbursement of fees for administrative services in accordance with Section 14 (2) BbgHG is made ex officio.

§ 10 Exmatriculation

(1) The student's membership of the BTU ends upon de-registration.

(2) ¹The student is de-registered ex officio or on the basis of a written application using the form prescribed by the university administration. ²It usually takes place at the end of a semester or is permitted at the earliest at the time the application is received by the university administration, unless there are special reasons or these regulations to the contrary.

³Students are obliged to fulfil all obligations to the university in due time (e.g. returning the student ID card (chip card), keys and media as well as paying outstanding fees or contributions).

(3) ¹In the cases of Section 14 (5) BbgHG, the student is ex officio exmatriculated if he or she

1. has passed the final examination, including a repeat examination to improve grades, or has definitively failed a prescribed examination, unless he or she provides written proof within two months that enrolment is necessary to achieve a further study objective, or he or she has lost the right to take the examination,
2. has not complied with the obligation to participate in student counselling, has refused to conclude a course of study agreement or has not fulfilled the requirements laid down in a course of study agreement by the specified date for reasons for which he/she is responsible (Section 21 (2) in conjunction with Section 20 (3) BbgHG),
3. has not paid the fees and contributions or has not paid them in full by the end of the re-registration period at the latest (Section 14 (3) sentence 1 no. 3 BbgHG) or has not submitted a valid health insurance certificate in accordance with Section 254 of the German Social Code (SGB V),
4. may not continue their studies in any degree programme, e.g. if they have not successfully completed a university language course,
5. does not provide evidence of a training relationship (§ 14 para. 5 sentence 2 no. 5 BbgHG),

6. he or she is studying under an expiring study and examination regulation or the study programme for which he or she is enrolled is cancelled by a special statute or

7. has been subject to the disciplinary measure of exmatriculation.

²If the final examination is passed, de-registration takes place at the end of the semester in which the student passed the last examination. ³The right to apply for de-registration remains unaffected.

(4) ¹The student may be de-registered if he or she has not re-registered in due time in accordance with these regulations. ²If de-registration occurs for this reason, the de-registration takes effect on the last day of the semester in which the student was last enrolled or re-registered. ³The date of notification of de-registration to the student concerned is irrelevant.

(5) ¹The student may be exmatriculated if he or she has not immediately commenced studies in a degree programme with restricted admission despite a written request to do so and the threat of exmatriculation. ²The request is made if he or she has not attempted an examination at the end of the first semester. ³The university will set a deadline for the enrolment of the student. ⁴If the student does not commence their studies by the deadline, they will be de-registered at the end of the deadline. ⁵The date of notification of de-registration to the person concerned is irrelevant. ⁶The student will not be given a hearing.

(6) ¹If exmatriculation takes place during the current semester, the fees will be charged in accordance with

§ 5 para. 4 and § 14 para. 2 sentence 1 BbgHG are not reimbursed, not even proportionally. ²The reimbursement of student body and student union fees is determined by the relevant statutes and regulations. ³Applications for reimbursement must be submitted by students in writing to the Studentenwerk or the student body.

(7) The student will be issued with a notice of de-registration.

§ 11 College students; junior students

(1) ¹Participants in the Centre for Student Recruitment and Preparation (College) can be enrolled as college students in accordance with Section 9 (8) sentence 1 BbgHG.

²This gives them the right to complete modules, take module examinations and earn credit points. ³The credits earned are to be recognised at a later degree course in accordance with the equivalence of the subject. ⁴The details are regulated in the statutes.

(2) ¹Pupils who demonstrate special talents following a mutually agreed assessment by the school and BTU can be enrolled as junior students outside of the enrolment procedure in accordance with Section 9 (7) sentence 1 BbgHG in accordance with Section 14 (1) BbgHG.

²This gives them the right to complete modules, take module examinations and acquire credit points. ³The subsequently gained module examinations and credit points are to be recognised for a subsequent degree course in accordance with the subject equivalence. ⁴Further details are regulated in the statutes.

(3) Enrolment as a college student or junior student must be refused in accordance with Section 9 (8) sentence 2 or (7) sentence 4 BbgHG if the applicant has been excluded from studying at another higher education institution by way of the procedure.

(4) College students and junior students must be de-registered in accordance with Section 9 (8) sentence 2 or (7) sentence 4 BbgHG if they are not permitted to continue their studies in any degree programme.

(5) Section 15 (Administrative offences; administrative procedures) BbgHG applies to college and junior students accordingly.

§ 12 Participants in a BTU preparatory study programme

(1) ¹International student applicants
-Applicants who have been admitted to a BTU study preparation programme to acquire the language skills required for the subject they wish to study at BTU (e.g. Bridge to Studies)

or which serves to prepare for the university entrance examination for this subject (e.g. ESiSt) are enrolled as students for the respective duration of the programme in accordance with Section 9 (1) sentences 8 to 10 BbgHG and in accordance with the regulations of the applicable University Entrance Examination Ordinance (HSPV). ²An extension of this period by a maximum of one further semester is possible depending on the success of the respective programme. ³Passing the respective examination does not confer any entitlement to enrolment in a degree programme.

(2) Applicants who wish to take part in a structured study preparation programme for study orientation will be enrolled if they meet the admission requirements.

(3) The details of the respective preparatory study programmes, including the admission and admission requirements and the associated examinations, are governed by programme-specific statutes.

§ 13 Students in continuing education programmes

(1) A continuing education programme that awards a Master's degree is governed by study and examination regulations.

(2) ¹The provisions of these regulations apply mutatis mutandis to continuing education degree programmes. ²Enrolment in a continuing education degree programme also requires payment of the fee in accordance with the fee regulations.

§ 14 Doctoral students

(1) Admission to doctoral studies and the doctoral procedure are regulated in § 31 BbgHG, in the Framework Regulations for Doctoral Procedures (PromRahmenO) of the BTU, in the General Regulations for Structured Doctoral Programmes (RahmenO PhD) and in the doctoral regulations in the respective applicable versions.

(2) ¹Doctoral students who have been granted doctoral student status in accordance with the applicable admission regulations of the faculties are enrolled as doctoral students in accordance with Section 31 (6) BbgHG. ²This does not apply if he or she is in full-time employment at a university.

BTU or waives enrolment due to employment outside BTU or for other reasons. ³The waiver of enrolment must be communicated in writing to the university administration, usually the Student Services Department, at the beginning of the doctoral project, stating the reason. ⁴The declaration of waiver can be revoked during the doctoral programme for the following semester without giving reasons.

(3) ¹In a cooperative doctoral programme between BTU and a university of applied sciences, doctoral students who are not enrolled at BTU can be enrolled at the university of applied sciences. ²If necessary, they declare in writing to the university administration, usually the student services department, at the beginning of the doctoral project that they waive their enrolment at BTU in order to be able to enrol at the university of applied sciences.

(4) If the doctorate is structured as a degree programme, §§ 2 to 10 shall apply mutatis mutandis to doctoral students, unless the relevant regulations contain specific provisions.

(5) ¹If the doctoral status expires due to the successful completion or cancellation of the doctoral procedure (Section 6 (5) PromRahmenO), the student is de-registered. ²The faculty responsible for the doctoral procedure informs the university administration (Student Services) about the cancellation of the doctoral status.

§ 15 Second degree programme

(1) A second degree programme is deemed to exist if the applicant has already completed a degree in another degree programme at a German university and is applying for enrolment for a further undergraduate degree programme.

(2) The provisions of these regulations apply mutatis mutandis to the second degree programme.

§ Section 16 Parallel studies

(1) ¹A parallel study programme exists if a student who is already enrolled on a degree programme at another university in the Federal Republic of Germany is enrolled on another degree programme at BTU. ²This also applies,

if a BTU student is enrolled on another degree programme at BTU.

(2) Parallel study is not possible for students who are completing an individual part-time degree programme at BTU.

(3) ¹Enrolment for a parallel study programme requires that

1. the requirements pursuant to § 2 (2) are met and
2. previous examination results have been assessed as at least "good" on average.

²The director responsible for the parallel degree programme will determine whether it is possible to study both degree programmes at the same time within the standard period of study.

(4) ¹The fees pursuant to Section 14 (2) BbgHG are charged to parallel students at the university at which the student exercises their membership rights. ²The charging of university-specific fees for parallel studies is regulated in the corresponding fee regulations.

§ 17 Subsidiary listeners or subsidiary listeners

(1) ¹Part-time students are students from other universities. ²They are enrolled at BTU or have the right to participate in modules and to complete coursework and examinations in these modules and earn credit points.

(2) ¹In addition to the documents specified in these regulations, the application for enrolment as a part-time student must be accompanied by a certificate of enrolment from the other university. ²The deadlines for the application for enrolment as a part-time student are set by the Senate or the committee authorised by it and announced on the BTU homepage.

(3) ¹Enrolment as a part-time student requires the approval of the head of the degree programme and, if applicable, payment of the fee according to the fee schedule.

²Consent can only be refused due to a lack of capacity or if a certain level of knowledge or certain skills are required for proper participation in accordance with the special examination and study regulations.

³Fees paid in accordance with the fee regulations will only be refunded in full if the enrolment application is withdrawn in writing to the university administration at least two weeks before the start of the selected module. ⁴A pro rata refund will not be made in the event of de-registration during the current semester.

(4) ¹Part-time students in accordance with paragraph 3 are obliged to register for the module in question within the deadlines stipulated by the relevant study and examination regulations, taking into account the necessary modalities.

²If the number of applications exceeds the module capacity, a decision will be made first on the applications of the main students.

³Successful registrations for courses and examinations are registered in the order in which the applications are received by the Student Service Centre until capacity is exhausted, with priority given to applications from main students.

(5) Part-time students who take modules on a continuing education degree programme must pay attendance fees or a fee.

-The fees depend on the number of modules selected.

§ 18 Change of degree programme

(1) ¹The change of degree programme must be applied for by the student in writing after re-registration within the regular application deadlines in electronic form using the procedure prescribed by the university (in accordance with § 4 Para. 1) or, in exceptional cases, by the end of the re-registration period. ²A change of degree programme in the current semester is excluded. ³A change to a first semester is only possible if the student is enrolled in the new degree programme for this semester.

(2) The provisions on first-time enrolment apply accordingly to the change of degree programme.

(3) Students receive a certificate from the university administration, usually from the Student Services Department, confirming their course and examination achievements, the duration of their studies and the completion of their studies in the previous degree programme.

Section 2 - External users or users

§ 19 Participants in the scientific continuing education programme

(1) According to § 25 para. 1 BbgHG, continuing academic education programmes should be developed to provide further academic, artistic and professional qualifications or to train the next generation of academics and artists.

(2) The requirements for participation in the programmes mentioned in paragraph 1, which are not continuing education programmes, are regulated in the regulations for the programmes.

§ 20 Guest auditors or Guest auditors

1)¹ Non-matriculated persons may, within the scope of the available capacities, attend courses or special offers, e.g. aimed at pupils and senior citizens, as guest auditors, even if they do not have a university entrance qualification. ²The total scope of the courses or special programmes attended may not exceed ten semester hours per week, the completion of coursework and examinations and the acquisition of credit points are excluded.

(2) ¹In special cases, guest students may be granted the right to attend modules and take module examinations, provided they have the required university entrance qualification.

²This applies in particular to structured offers in accordance with Section 19 (2).

(3) ¹The written application for registration as a guest student must be submitted to the relevant university administration office for one semester at a time. ²The registration

as a guest student by the university administration generally requires the approval of the responsible management in accordance with para. 1 sentence 1 and, if applicable, payment of the fee in accordance with the fee regulations.

(4) After registering, the guest auditor receives an ID card in which the course is listed and in which the lecturer or lecturer can confirm participation in the course.

Section 3 - Other

§ Section 21 Responsibility

The Chancellor or the Vice-President in accordance with Section 67 (5) BbgHG regulates responsibilities and procedures within the university administration for carrying out the enrolment procedure, in particular for issuing decisions and notices of objection.

§ 22 Entry into force

These Articles of Association shall enter into force on the day following their publication.

Issued on the basis of the resolution of the Senate of 16 January 2020 and the approval by the acting President of the Brandenburg University of Technology Cottbus-Senftenberg of 22 January 2020 and after prior notification to the Ministry of Science, Research and Culture of the State of Brandenburg of 22 January 2020.

Cottbus, 22 January 2020

Prof Dr Christiane Hipp Acting
President