
01/2020	Official Gazette of the BTU Cottbus-Senftenberg	28.01.2020
----------------	--	-------------------

C o n t e n t s

	Page
Enrolment regulations from 22 January 2020	2

Enrolment regulations from 22 January 2020

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 § 4 of the Act on the Further Development of the Lusatia Higher Education 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 Equal Treatment Act of 14 August 2006 (BGBl. I S. 1897), last amended by Art. 8 of the Act of 3 April 2013 (BGBl. I S. 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 of the Basic Regulations of Brandenburg University of Technology Cottbus-Senftenberg (GO BTU) of 8 January 2016, last amended by the 1st Amendment Statute of 17 November 2016 (AMbl. 12/2017) that the Senate of Brandenburg University of Technology Cottbus-Senftenberg adopted the following Enrolment Regulations on 16 January 2020:

Table of contents

Preamble.....	2
§ 1 General; scope of application	2
Section 1 - Students	3
§ 2 Enrolment; recognition of achievements	3
§ 2a Enrolment in discontinued degree programmes	5
§ 3 Language skills required for the degree programme.....	5
§ 4 Form and number of enrolment applications	6
§ 5 Deadlines for enrolment applications and enrolment	6
§ 6 Legitimation of students	6
§ 7 Cancellation and withdrawal of Admission or enrolment; refusal of enrolment	7
§ 8 Re-registration.....	7
§ 9 Leave of absence	8
§ 10 De-registration.....	8
§ 11 College students; junior students.....	9
§ 12 Participants in a BTU study preparation programme.....	10
§ 13 Students in further education programmes	10
§ 14 Doctoral students	10
§ 15 Second degree programme.....	11

§ 16 Parallel studies.....	11
§ 17 Visiting students	11
§ 18 Change of degree programme	12
Section 2 - External users.....	12
§ 19 Participants in the scientific further education	12
§ 20 Guest students	12
Section 3 - Miscellaneous.....	12
§ 21 Responsibility	12
§ 22 Entry into force	12

Preamble

¹Students are an important part of the university community. ²They participate in the democratic organisation of university life and assume 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 study preparation programme (in particular a university language course or preparatory course for the entrance examination (§ 9 Para. 1 Sentence 4 and Sentences 8 to 10 BbgHG) and
2. as part of the doctorate (§ 31 BbgHG).

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

(3) ¹The rights and obligations of the enrolled students mentioned in para. 1 as members of the university result from the BbgHG as well as the relevant statutes of the BTU in their respective valid versions. ²In particular, students are obliged to comply with the statutes for safeguarding good academic practice at BTU as amended and to actively contribute to the pre-

vention of academic misconduct. ³BTU is authorised to implement appropriate measures to ensure good academic practice and to recognise and prevent academic misconduct. ⁴In particular, personal data may be processed for this purpose and electronic versions of the examination papers may be requested, processed and stored from the persons named in para. 1 and 2 for the purpose of checking for plagiarism.

(4) The rights and obligations of the external users mentioned in para. 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 in accordance with § 14 para. 9 BbgHG and the Act on Statistics for Higher Education and Vocational Academy (HStatG of 2 November 1990, last amended by the act of 7 December 2016 (BGBl. I S. 2826)) personal data from

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

(6) In addition, BTU also collects factual data from persons who do not or no longer belong to group of persons mentioned 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) Affiliation to BTU generally becomes effective at the beginning of the winter or summer semester following the enrolment application, 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 their application that there are no grounds for refusal of enrolment in accordance with § 14 para. 3 of

BbgHG and that the following requirements according to § 9 para. 1 to 6 of BbgHG are met:

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

(3) ¹Proof in accordance with para. 2 shall be provided by submitting in due time copies of the relevant documents and certificates to BTU via the specified formal channel.

²Foreign-language certificates or attestations must always be accompanied by a German or English translation carried out by a certified translator. ³If the translation is attached as a copy, its accuracy must be certified by the competent German diplomatic or consular mission in the country of origin. . ⁴Upon request, the applicant must prove the authenticity of certificates by having them legalized by the competent German authorities.

⁴The university administration is entitled to demand further proof from the applicant, e.g., of passing an aptitude test based on the examination and study regulations for the chosen study 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 of 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 credits or examinations prescribed in the chosen degree programme at a university in the Federal Republic of Germany have not been definitively failed or that the right to take examinations has not been lost (§ 14 Para. 3 No. 2),
 - c) 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 for training-integrated degree programmes (§ 14 para. 3 No. 4),
- e) in the case of pregnancy, a copy of the maternity pass for submission to the Student Service (in accordance with the Act on the Revision of Maternity Protection MuSchG of 23 May 2017, BGBl. 2017 I No. 30, last amended by Act. 57 para. 8 of the Act of 12 December 2019, BGBl. I S. 2652),
- f) in the event of exclusion from the degree programme due to regulatory proceedings at another university, a written declaration to this effect (§ 14 para. 3) No. 5)

(5) ¹Enrolment for the chosen degree programme is usually completed after the student has been entered into the electronic student management system of the University Administration, as a rule for the first semester, once it has been established that the requirements referred to in Para 1 has been met. ²A notification will not be issued.

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

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

(7) In the event of grounds for refusal, failure to fulfil the enrolment requirements, non-compliance with the prescribed deadlines and dates or other violations of the procedure set out 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 to be found in the subject-specific examination and study regulations and, if applicable, in admission regulations as aptitude and qualification requirements.

²For further education degree programmes, proof of at least one year of professional experience is required.

³In artistic and special further education Master's degree programmes, an entrance examination in which the applicant demonstrates knowledge and skills equivalent to those of an

appropriate professional university degree may be substituted for the qualifying university degree.

(9) ¹In the case of an application for a Master's degree programme in accordance with § 9 para. 6 of BbgHG that does not provide further education, 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 upon 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 the registration of recognised achievements for the chosen degree programme, the regulations of the respective framework examination and study regulations or the special examination and study regulations regarding the deadlines and dates as well as the issuing of notifications must be observed.

²After the recognition of achievements, they are registered and, if necessary, the first semester is adjusted to a higher semester.

³Placement in the 2nd semester only takes place if at least 24 credit points are proven. ⁴30 credit points are required for each additional semester to be adjusted. 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 studying abroad at BTU without the intention of gaining a degree, the regulations of para. 11 do not apply.

§ 2a Enrolment in discontinued degree programmes

(1) ¹If a degree programme is discontinued (discontinued degree programmes), students may not be enrolled in the first subject-related semester after the semester in which the degree programme is discontinued (semester of discontinuation). ²Enrolment in a higher semester is possible subject to capacity and in accordance with the following provisions.

(2) ¹If a degree programme is cancelled for which enrolment is possible in 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 semester of cancellation is only possible for the third (lowest subject-related semester) or a higher subject-related semester. ³For each semester following the semester of cancellation, the numerical value of the lowest semester is increased by one.

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

(4) Enrolment for a higher subject-related semester is excluded after expiry of the standard period of study of the respective degree programme, starting from the semester of the last admission to the first subject-related semester; any possible extension of the standard period of study in accordance with 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 application for enrolment.

(2) ¹The German language skills required for a degree programme (DSH-2, with the exception of sentence 2) must be proved by the applicant in accordance with the provisions of the DSH

regulations of BTU Cottbus-Senftenberg in the currently valid version. ²For artistic and artistic-pedagogical degree programmes, proof of German language skills at a level of at least B2 is required. ³Suitable proof of this will be announced separately, if necessary in the respective subject-specific study and examination regulations

(3) ¹The English language skills required for a study programme are verified as being at 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 may also submit a certificate of higher education entrance qualification that demonstrates English language proficiency at least at level B2 of the Common European Framework of Reference for Languages (CEFR). ⁴This proof is provided, for example, by submitting a high school diploma with corresponding confirmation or an official certificate (e.g. from the Ministry of Education of the federal state) of the CEFR level achieved in English with the high school diploma.

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 that go beyond B2 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 have 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 exempt from the requirement to submit a language certificate also.

(4) Further or other language skills required for a degree programme can be regulated in the special 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) ¹The application for enrolment is always made in electronic form using the procedure prescribed by BTU. ²Information on the procedure is published on the BTU homepage.

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

- a) the documents and evidence pursuant to § 2 para. 3 and 4,
- b) if applicable, the proof according to § 3,
- c) the evidence required in accordance with the Student Health Insurance Notification Ordinance - SKV-MV of 27 March 1996 (BGBL. I S. 568) as amended,
- d) a complete curriculum vitae in tabular form,
- e) a colour photograph,
- 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 de-registration if the applicant is already enrolled at a higher education institution in the Federal Republic of Germany and de-registered at the time of application,
- h) if applicable, the relevant visa/residence title entitling to study.

²The BTU may allow documents to be submitted at a later date. ³The applicant will receive written information on 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 determined 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 § 9 para. 4) of 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:

admission-free:

Winter semester: 15.04. of the year to 30.09. of the year

Summer semester: 01.11. of the previous year to 31.03. of the year

restricted admission:

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 until the start of classes 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, the receipt of the application or the documents to be submitted to the university administration on the next working day shall be 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. ²§ 10 para. 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 matriculation number, first name, surname, a barcode for the university library, a colour photo of the student and the period of validity are shown on the chip card interface. ²The matriculation number and a status indicator for the use of services are stored as personal data in the chip card's data memory. 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 is a misuse of the chip card. ⁴The chip card loses its legitimising function for the holder when de-registration takes effect.

(5) In connection with the re-registration for the next semester, the student is obliged to update the validity imprint on his or her 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.

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

(1) ¹Admission or enrolment may be revoked if obstacles to admission pursuant to § 13 BbgHG or obstacles to enrolment pursuant to § 14 para. 3 BbgHG subsequently become apparent, which, if known, should have resulted in admission or enrolment being denied. ²Revocation can only take place within one year of the university becoming aware of the facts.

(2) ¹If a reservation or condition has been imposed on the student in the notification of admission or enrolment and he or she has not fulfilled it or has not fulfilled it within a set period of time, the admission shall expire or the enrolment shall be deemed to have been revoked. ²A

hearing of the person concerned and a separate decision on the expiry or revocation is not required.

(3) ¹An unlawful admission or enrolment may be withdrawn. ²Withdrawal by the university may only be taken place within one year of becoming aware of the fact justifying the withdrawal.

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

- fraudulent misrepresentation, threats or bribery
- or
- in a material respect due to incorrect or incomplete information provided by the person concerned

has come about.

§ 8 Re-registration

(1) ¹In order to 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 shall take 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 management system of the university administration. ²Timely receipt of the full amount of fees and contributions is decisive for determining compliance with the deadline. ³A notification will not be issued.

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

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

(5) ¹In principle, the following re-registration periods apply:

- for the following summer semester from 02 to 31 January this year and
- for the following winter semester from 25 June to 31 July this year

²Shall students be 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 and within the grace period according to para. 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 solicitation or overdue notice.

§ 9 Leave of absence

(1) ¹In accordance with these regulations, students may be temporarily exempted from the obligation to study properly for an appropriate reason (so-called semester of leave). 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 may be taken.

(2) ¹Students must submit a written application for a leave of absence by the end of the re-registration period using the form provided by the university administration. ²In particularly justified cases, an application for leave of absence from studies may 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 meaningful medical certificate, to substantiate the existence of good cause in accordance with para. 4.

(3) ¹If the application for a leave of absence is rejected, a notification will be issued. ²If the decision on the application for leave of absence is favourable, with the notification will be replaced by a documentation of the duration of the leave of absence in the certificate of studies according to § 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 § 9 para. 1 No. 1 to 5 of the University Admission Regulations (HZV) from the second semester onwards,

- c) the care of 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 of BbgHG,

- d) the periods prescribed in the regulations for the degree programmes for study visits at other universities and in practical experience (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 shall not be 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 as per letter a), but not for more than four semesters during the course 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. ⁴Semesters on leave of absence are not counted as semesters of study, with the exception of the periods of time spe.

(6) ¹Students will be charged fees and contributions for the leave of absence semesters in accordance with § 14 para. 2 of BbgHG, the statutes of the student body and the contribution regulations of the Studentenwerk in the currently valid versions.

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

³Reimbursement of fees for administrative services in accordance with § 14 para. 2 of BbgHG shall be made ex officio.

§ 10 De-registration

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

(2) ¹The student shall be de-registered ex officio or on the basis of a written application using the form prescribed by the university administration.

²As a rule, it shall take place at the end of a semester or is permissible at the earliest at the time the application is received by the university administration, unless there are special reasons or rules to the contrary.

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

(3) ¹In the cases of § 14 para. 5 of BbgHG, student would be de-registered ex officio 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 examinations,
2. has not complied with the obligation to participate in the study counselling, has refused to conclude a course of study agreement or has not fulfilled the requirements specified in a course of study agreement by the specified date for reasons for which he/she is responsible (§ 21 para. 2 in conjunction with § 20 para. 3 of BbgHG),
3. has not paid the fees and contributions or has not paid them in full by the end of the grace period of the re-registration period at the latest (§ 14 para. 3 sentence 1 no. 3 of BbgHG) or has not submitted a valid health insurance certificate in accordance with § 254 of the German Social Security Code (SGB V),
4. may not continue their studies in any degree programme, e.g., if they do not successfully complete the university language course,
5. does not provide evidence of an apprenticeship (§ 14 Para. 5 Sentence 2 No. 5 of 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 de-registration.

²If the final examination is passed; de-registration shall take 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 the student is de-registered for this reason, the de-registration shall take 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) ¹A student may be de-registered if he or she has not immediately commenced studies in a degree programme with restricted admission despite a written solicitation to do so and the threat of de-registration. ²The solicitation is made if the student has not attempted an examination at the end of the first semester. ³The university will issue the solicitation letter with a deadline for commencement of studies. 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 shall not be given a hearing.

(6) ¹If de-registration takes place during the current semester, the fees according to § 5 para. 4 and § 14 para. 2 sentence 1 of BbgHG will not be refunded, not even proportionally. ²The reimbursement of contribution from the student body and the Studentenwerk is governed 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 receive a notice of de-registration.

§ 11 College students; junior students

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

²This entitles them to complete modules, take module examinations and acquire credit points.

³The proven achievements are to be recognised for subsequent studies in accordance with the requirement of subject equivalence. ⁴Further details are regulated in a statute.

(2) ¹Pupils who demonstrate special talents following a mutually agreed assessment by the

school and BTU can be enrolled as junior students in accordance with § 9 para. 7 sentence 1 of BbgHG outside of the enrolment regulations of § 14 para. 1 of BbgHG.

²This entitles them to complete modules, take module examinations and acquire credit points.

³The proven module examinations and credit points are to be recognised for subsequent studies in accordance with the subject equivalence. ⁴Further details are regulated in the statutes.

(3) Enrolment as a college student or junior student is in accordance with § 9 para. 8 Sentence 2 or para. 7 Sentence 4 of BbgHG to be refused if the applicant has been excluded from studying at another university by way of the regulatory procedure.

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

(5) § 15 (offences against regulations; regulatory procedures) of BbgHG applies accordingly to college and junior students.

§ 12 Participants in a BTU study preparation programme

(1) ¹Foreign applicants who have been admitted to a study preparation programme at BTU, with which the language skills required for the intended study programme are acquired (e.g., Brücke zum Studium) or which serves to prepare for the university entrance examination for this subject (e.g., ESiSt), are enrolled as students in accordance with § 9 para. 1 sentences 8 to 10 of BbgHG and in accordance with the regulations of the applicable University Entrance Examination Ordinance (HSPV) for the respective duration of the programme. ²An extension of this period by a maximum of one further semester is possible depending on the regulations of the respective programme. ³Passing the respective examination does not confer any entitlement to enrolment in a degree programme.

(2) Applicants who wish to participate in a structured study preparation programme for the purpose of study orientation will be enrolled if they fulfil the admission requirements.

(3) The details of the respective study preparation programmes, including the admission and

admission requirements and the associated examinations, are regulated in programme-specific statutes.

§ 13 Students in further education programmes

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

(2) ¹The provisions of these regulations shall apply mutatis mutandis to the further education degree programmes. ²Enrolment in a further 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 by the currently valid versions of § 31 of BbgHG, the Framework Regulations for Doctoral Procedures (PromRahmenO) of the BTU, the General Regulations for Structured Doctoral Programmes (RahmenO PhD).

(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 § 31 para. 6 of BbgHG. ²This does not apply if he or she is in a full-time employment relationship at the BTU or waives enrolment due to a professional activity outside the 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 co-operative doctoral procedure 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 special provisions.

(5) ¹If the doctoral candidate status expires due to the successful completion or cancellation of the doctoral procedure (§ 6 para. 5 PromRahmenO), de-registration shall take place. ²The faculty responsible for the doctoral procedure shall inform the university administration (Student Services) of the cancellation of the doctoral candidate status.

§ 15 Second degree programme

(1) A second degree programme exists if the applicant has already completed a degree in another degree programme at a German university and applies for enrolment in a further undergraduate degree programme.

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

§ 16 Parallel studies

(1) ¹Parallel studies exist if a student who is already enrolled on a degree programme at another university in the Federal Republic of Germany is enrolled for a different degree programme at BTU. ²This also applies, if a BTU student enrolled to an additional degree programme at BTU.

(2) Parallel study is excluded for students who are completing an individual part-time study programme at BTU.

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

1. the requirements pursuant to § 2 para. 2 are met and
2. the previous examination results were assessed as at least "good" on average.

²The director responsible for the parallel degree programme shall determine whether simultaneous study in both degree programmes is possible within the standard period of study.

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

§ 17 Visiting students

(1) ¹Visiting 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 certificate of enrolment from the other university must be enclosed with the application for enrolment as a visiting student. ²The periods for the application for enrolment as a visiting student are determined by the Senate or the committee authorised by it and announced on the BTU homepage.

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

²Approval 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) ¹Visiting students pursuant to para. 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, the applications of the main students will be considered first.

³Successful registrations for courses and examinations will be carried out in the order in which applications are received by the student services until capacity is reached, with the applications of the main students having priority.

(5) Visiting students who take modules in a further education programme must pay participation fees or contributions depending on the number of modules chosen.

§ 18 Change of study 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 during 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 that semester.

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

(3) Students are certified by the university administration, usually by the Student Services Department, regarding 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

§ 19 Participants in the scientific further education

(1) Pursuant to § 25 para. 1 of BbgHG, scientific further education programmes are to be developed to provide further academic, artistic and professional qualifications or to train young academics and artists.

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

§ 20 Guest students

1) ¹Non-registered persons may attend courses or special programmes, e.g., aimed at pupils and senior citizens, as guest students within the scope of the available capacities, even if they do not have a higher education 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 necessary university entrance qualification.

²This applies in particular to structured offers in accordance with § 19 para. 2.

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

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

Section 3 - Miscellaneous

§ 21 Responsibility

The Chancellor or the Vice-President in accordance with § 67 para. 5 of BbgHG regulates responsibilities and procedures within the university administration for the implementation of the enrolment regulations, in particular for the issuing of admission decisions and notices of appeal.

§ 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 on 22 January 2020 and after prior notification to the Ministry of Science, Research and Culture of the State of Brandenburg on 22 January 2020.

Cottbus, 22 January 2020

Prof Dr Christiane Hipp
Acting President