

# Statutes governing Enrollment, Re-Enrollment, Leave of Absence and Dematriculation at the Technische Universität München

of 23 March, 1989, 10<sup>th</sup> version as amended 27 January, 2003

**(Verbindlich ist allein die amtlich veröffentlichte Version)**

In accordance with Art. 6 in conjunction with Art. 67 (2) Bayerisches Hochschulgesetz (BayHSchG) [Bavarian Higher Education Act] the Technische Universität München issues the following statutes:

*The English version is provided merely as a convenience and is not intended to be a legally binding document.*

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## **A) General**

### **§ 1**

#### **Enrollment Requirement**

Before beginning their studies, students must enroll as students or as guest students at the Technische Universität München.

It is not possible to enroll both as a regular student and as a guest student at the Technische Universität München.

## **B) Special Provisions for Students**

### **1. Enrollment**

#### **§ 2**

#### **Enrollment**

1. Enrollment is effected upon submission of the student's application and successful processing of this application by the University.
2. As a rule, a student can enroll in only one program. However, if the requirements of Art. 58 (3) BayHSchG have been fulfilled, the student may also enroll in more than one program.
3. Without prejudice to the enrollment requirement (§ 9), the student may be granted temporary enrollment:
  1. if the responsible office has allowed additional time for proving the necessary practical experience prior to commencement of studies in brewing technology and beverage technology, mechanical engineering, food technology and biotechnology, and *Brauwesen mit dem Studienziel brautechnische Fachprüfung*;
  2. if at the time of enrollment the student, for reasons beyond his/her control, is not yet able to submit the *Vordiplomzeugnis* [pre-diploma examination certificate], *Zwischenprüfungszeugnis* [intermediate examination certificate] or any other comparable examination certificate required for the continuation of the studies in a particular study cycle.
4. Upon enrollment the student becomes a member of the Technische Universität München and the College to which the chosen program belongs. If enrollment is effected before the beginning of a semester, the student will not become a member of the university before the beginning of the next semester. No student may be a member of more than one College of the Technische Universität München. If the chosen course of study is allocated to several Colleges or if a student has enrolled in a program that involves several courses of study in different Colleges, the student must designate the College of which they wish to be a member each time they register and/or take up another program and/or re-enroll pursuant to § 9.

#### **§ 3**

#### **International and Stateless Students**

1. Students who are not German citizens as defined in Art. 116 of GG [German Basic Law] may enroll to the extent that there are no hindrances to enrollment (Art. 61 of BayHSchG) or grounds for refusal of enrollment (Art. 62 of BayHSchG). Enrollment may be denied in particular if these students appear to be unqualified for the chosen studies. If the student's certifications of educational preparation do not fully meet the requirements stipulated in the Qualifikationsverordnung - QualV – [Qualification Regulation] (BayRS 2210-1-1-3-K/WK), § 14 (4) of QualV shall apply as amended from time to time.
2. Students to the *Studienkolleg* [preparatory course before studies] will be granted temporary enrollment in the *Vorbereitungsstudium für ausländische Studienbewerber* [preparatory studies for international students] until the end of the semester in which the *Feststellungsprüfung* [Assessment Examination] has been passed, or until the maximum number of attempts to pass the Assessment Examination have failed, or until such date as the students can no longer provide a qualification necessary to enroll for the Assessment Examination.

## § 4

### **Application for Enrollment**

1. The application for enrollment may be filed up until the beginning of classes of the respective term, using the form provided by the *Zulassungs- und Immatrikulationsamt* [Admissions and Enrollment Office] and the *Verwaltungsstelle* [Administration Office] Weihenstephan of the Technische Universität München.  
In case of failure to comply with the deadline, Art. 32 of Bayerisches Verwaltungsverfahrensgesetz (BayVwVfG) [Bavarian Administrative Procedures Act] shall apply.  
For extensions of the deadline, Art. 31 (7) of BayVwVfG shall apply.
2. In programs subject to admission restrictions and which form part of the procedures at the *Zentralstelle für die Vergabe von Studienplätzen (ZVS)* [Central Office for the Allocation of Study Places], the formal application for enrollment may, in deviation from subsection 1, be filed no earlier than after receipt of both the *Zulassungsbescheid* [letter of admission] and the prescribed declaration regarding the acceptance of admission; the formal application must be filed no later than within the deadline set forth by the Technische Universität München, which should as a rule be at least 10 days.
3. In deviation from subsection 1, enrollment for the purpose of doctoral studies (Art. 65 (5) of BayHSchG) and in the *Austauschprogramme* [Exchange Programs] may be applied for until the last day of classes of the respective semester.
4. In deviation from subsection 1, enrollment in a sports program (teaching qualification, *Diplom-* or Bachelor) may not be applied for until the *Eignungsprüfung* [Aptitude Test] (Art. 60 (1) sentence 2 of BayHSchG) has been passed; for programs which require an *Eignungsfeststellungsverfahren* [Aptitude Assessment Procedure] (Art. 71 (9) sentence 1 and Art. 135 (3) of BayHSchG) pursuant to the respective examination regulations or statute, a student may not apply for enrollment until the aptitude test has been passed.
5. In programs subject to admission restrictions which do not form part of the procedures at the ZVS, or programs for which there are pre-enrollment deadlines pursuant to the *Voranmeldefristenverordnung* [official regulations governing the pre-enrollment deadlines] of 15 April 1983 (GVBl p. 253) as amended from time to time, the admission application or pre-enrollment application, filed in due form and within the prescribed deadline, will serve as application for enrollment in the event that admission is granted. Upon request of the Technische Universität München, any documentation not yet submitted must be provided within the specified period of time.
6. The application for enrollment must include:
  1. a photograph;
  2. a resume/curriculum vitae;
  3. certification of qualification (Art. 60 of BayHSchG) for the intended course of study in the form of a complete and officially certified copy or duplicate;
  4. certification of previous enrollment in another institution of higher education, if any;
  5. officially certified copies or duplicates of certificates and/or transcripts of previous grades or examination results from other institutions of higher education, if any;
  6. data collection form completed by the student.

## § 5

### **Enrollment Procedure**

1. At the Technische Universität München, after proper application procedures and deadlines have been met, as a rule enrollment is possible only during the three weeks before the beginning of the winter

semester classes, and during the two weeks before the beginning of the summer semester classes, except on university holidays.

2. In programs that accept only a limited number of students or that are subject to pre-enrollment deadlines, students may enroll only on the specified date of which the Technische Universität has informed the student. If students are unable to comply with this deadline due to reasons beyond their control, upon a written request a student will be granted an extension of the deadline.
3. For enrollment the student should appear in person. In justified exceptional cases the student may send a representative. In addition to the certifications required pursuant to the Bayerisches Hochschulgesetz and other statutory provisions, the student must present the following documents:
  1. a valid passport or official identity card;
  2. original certificate of qualification (Art. 60 of BayHSchG) for the intended studies;
  3. letter of admission issued by Technische Universität München or ZVS, if applicable;
  4. enrollment information sheet including the declaration pursuant to Art. 62 subsection 1 No. 3 of BayHSchG;
  5. proof of payment of the *Studentenwerksbeitrag* [student service fee];
  6. dematriculation confirmation from the previous institution of higher education, if the student had previously been enrolled as a student in Germany;
  7. for students for the brewing technology and beverage technology, mechanical engineering, food technology and biotechnology, as well as *Brauwesen mit dem Studienziel brautechnische Fachprüfung* programs, the letter of recognition issued by the competent *Praktikantenamt* [Practicum Office] relating to the practical work to be performed prior to the commencement of studies (§ 19 of QualV);
  8. for students in a sports program (teaching qualification or *Diplom*), certification of successful completion of the Aptitude Test;
  9. if applicable, the originals of certificates and, if not yet submitted, officially certified copies of certificates for examinations completed during higher education studies;
  10. for international and stateless students (unless applying for enrollment in a program whose language of instruction is English), certification of sufficient proficiency in the German language is also required; the following certifications will be recognized:
    - a) the school leaving certificate from a school in Germany or abroad where the language of instruction was German;
    - b) a language proficiency test required of international students for admission to higher education to be taken at the Technische Universität München, which can be administered involving a representative of the Department;
    - c) the *Deutsches Sprachdiplom der Kultusministerkonferenz* (second level);
    - d) the certificate of the *Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH)* [German Language Proficiency Examination for Admission to Higher Education for Foreign Students];
    - e) the certificate *Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in der Bundesrepublik Deutschland (Feststellungsprüfung)* [Assessment Exam],
    - f) the *Großes/Kleines Deutsches Sprachdiplom* or *Zeugnis der Zentralen Oberstufenprüfung (ZOP)* of the Goethe-Institut;

- g) the "*Deutsche Sprachprüfung II*" [German Language Proficiency Exam II] of the Sprachen- und Dolmetscher-Institut München;
  - h) the test *Deutsch als Fremdsprache für ausländische Studienbewerber (TestDaF)* with a score of level 4 for all four sections of the exam;
11. upon request of the Technische Universität München, a certificate issued by a Gesundheitsamt [Public Health Office] in cases as defined in Art. 62 subsection 1 No. 1 of BayHSchG that the student is not suffering from a disease which would seriously endanger the health of other students and/or have serious impact on the program.

If the documents mentioned in 2, 6, or 7 are foreign language documents, the original of a translation into the German, English or French language prepared by a public sworn translator must be submitted.

4. After successful enrollment, in due time the student will receive a student identity card and enrollment certificates which state, among other things, the student's family name, first name, date and place of birth as well as the program, and the semester of the program in which the student is enrolled.

The student identity card is valid only in combination with a valid passport or official identity card.

## § 6

### **Refusal of Enrollment**

Enrollment must be refused on the grounds set forth in Art. 61 of BayHSchG and may be refused on the grounds set forth in Art. 62 sentence 1 of BayHSchG.

## § 7

### **Beginning of Term and Semesters**

1. If the curriculum or the subject examination regulations provide that students may begin their first semester at the Technische Universität München only in the Winter Semester, enrollment for the Summer Semester is possible only if the student was enrolled for at least one full semester in the same program at another institution of higher education, or if credits for a period of study of at least one semester's duration are being transferred from a comparable program at a Fachhochschule [university of applied sciences] or for studies in a related program at a university or other institution of higher education by the competent office as set forth in the respective examination regulations.
2. Any period of study where a student was enrolled at an institution of higher education for less than a full semester (that is, less than three fourths of the instructional period) cannot be recognized as a completed semester for enrollment purposes.
3. The same applies to periods of study during which a student attended classes/courses at an institution of higher education but was not enrolled in that institution.

## § 8

### **Study Exchange**

1. For programs that admit only a limited number of students, approval of the institutions involved must be sought before an exchange can take place. The study exchange must be an even exchange, or "capacity neutral" with regard to programs, level of advancement, and level of examination results and course work completed. A student does not have a legal right to take part in a study exchange; and except for the approval and the enforcement acts, the Technische Universität München will not be involved in the exchange.

2. Any study exchange which was agreed upon subject to a contingent remuneration or any other pecuniary benefit shall not be approved.
3. The Technische Universität München will as a rule give their approval to a study exchange if
  1. the exchange partners have definitely been accepted for the entire course of study in the same program and have both reached the same level in their studies; a study exchange for the first semester of study is as a rule not possible;
  2. the exchange partners demonstrate that the progress of their studies is essentially identical and corresponds to the number of semesters completed.

## 2. Re-Enrollment

### § 9

#### Enrollment for Continuation of Studies

1. Students of the Technische Universität München who wish to continue their studies must re-enroll prior to the beginning of each semester (re-enrollment).
2. Re-enrollment must be effected while classes are in session during the semester in progress by paying the then applicable *Studentenwerksbeitrag* [Student Service Fee] at the date stipulated by the President of the Technische Universität München which will be posted on the bulletin board and/or communicated to each student in writing.

Payment of the Student Service Fee must be made by bank transfer, using the pre-printed bank transfer form provided to each student together with the student identity card, enrollment certificates and other relevant documents (§ 5 (4)).

3. If students, for reasons beyond their control, fail to apply for re-enrollment within the period of time mentioned in subsection 2, a grace period may be granted upon written request. After the start of classes for the term in question, re-enrollment will not be possible even in exceptional cases.
4. After proper re-enrollment the student will receive in due course enrollment certificates and a student identity card for the following semester.

## 3. Leave of Absence

### § 10

1. On serious grounds and upon the student's request, a student may be released from the obligation to complete their studies according to the customary schedule (leave of absence not possible for statutory prenatal maternity protection period and/or maternity leave). During the leave of absence any rights and obligations of the student, except for the obligation to complete their studies according to the customary schedule, shall remain unaffected.
2. During a leave of absence no course work may be completed nor may examinations be taken at the Technische Universität München. However, the repetition of failed examinations is possible.
3. As a rule, a leave of absence is granted for one semester and should not exceed a total of two semesters. A leave of absence for more than two semesters may be granted only in exceptional cases (for example, prolonged, serious illness). When appropriate, a student may request dematriculation instead of a leave of absence; for programs that admit only a limited number of students, re-enrollment

shall be guaranteed. Even if there are serious grounds, a leave of absence in the first semester of study is possible only if the reasons for a leave of absence arose after enrollment and were not foreseeable prior to enrollment. Students who have exceeded the standard number of semesters to complete their course of study by more than three semesters, can as a rule not be granted a leave of absence. Art. 64 (4) of BayHSchG shall remain unaffected.

A retroactive leave of absence is not possible.

A leave of absence is granted by written notice.

Notwithstanding other provisions contained in the examination regulations or curricula, leave of absence semesters shall not be counted as semesters of study as defined in § 7 subsection 2.

This shall not apply in the cases of § 11 sentence 1 Nos. 3 and 4, if credits obtained for course work at a foreign institution of higher education can be transferred to the Technische Universität München.

4. The application for a leave of absence may be filed during the period from the re-enrollment days until the first day of classes for the semester. If the serious grounds for a leave of absence arise later and were not foreseeable, the application may be filed up until five weeks after the beginning of classes for the semester.
5. The application for a leave of absence must be filed in writing with the the *Zulassungs- und Immatrikulationsamt* [Admissions and Enrollment Office] and the *Verwaltungsstelle* [Administration Office] Weihestephan of the Technische Universität München. The reasons for the leave of absence must be stated in the application and must be substantiated by appropriate documentation. The relevant documentation must be enclosed either as originals or certified copies. If sickness is the reason for claiming a leave of absence, this must be proven by providing a medical certificate and, upon request of the Technische Universität München, a certificate issued by an official medical examiner.

## § 11

### **Reasons for Leave of Absence**

Serious grounds for a leave of absence as defined in Art. 64 (2) sentence 1 of BayHSchG are in particular:

1. sickness certified by a physician, if such sickness prevents the student from completing their studies in the semester in question;
2. circumstances which entitle employees to claim the statutory prenatal maternity protection period or maternity leave;
3. studies at a foreign institution of higher education;
4. practica outside of the university stipulated by curriculum or examination regulations which, beyond the recess period, require substantial parts of the term while classes are in session. Any other grounds will be recognized only after stringent examination of the respective individual case; economic circumstances shall not be deemed serious grounds.

## 4. Dematriculation

### § 12

#### **Termination of Membership**

A student's membership in the Technische Universität München shall terminate upon dematriculation.

### § 13

#### **Dematriculation**

1. Students are deemed dematriculated at the end of the semester in which they passed the final examination (Art. 65 subsection 1 of BayHSchG).
2. A student shall be dematriculated upon application, or in those cases set forth in Art. 65 subsection 2 Nos. 2 through 6 of BayHSchG.

If a student applies for dematriculation within five weeks after the beginning of classes of the respective term, dematriculation shall become effective upon the date of application. If application is filed after that date, dematriculation shall become effective by the end of the semester in progress. In special exceptional cases – in particular in the event of admission from the waiting list (*Nachrückverfahren*) of a different program which is also subject to admission restrictions – enrollment may be applied for with effect from the day of application even after expiry of the period of five weeks after beginning of the lecture period.

3. Students shall be dematriculated if they fail to re-enroll in accordance with § 9. However, dematriculation shall be effected no earlier than the end of the semester in progress.

If the provisions set forth in Art. 65 subsection 4 Nos. 1 through 3 of BayHSchG apply, a student can be dematriculated. In the cases where Art. 65 subsection 4 No. 1 of BayHSchG applies, the Technische Universität München may request that a certificate issued by a Gesundheitsamt [Public Health Office] be submitted in order to determine whether or not a student is suffering from a disease which would seriously endanger the health of other students and/or would seriously impair the course of studies.

#### **§ 14**

##### **Dematriculation Procedure**

1. Application for dematriculation shall be filed using the form provided by the *Zulassungs- und Immatrikulationsamt* [Admissions and Enrollment Office] and the *Verwaltungsstelle* [Administration Office] Weihenstephan of the Technische Universität München. The student identity card must be included with the application.
2. Students who were dematriculated either by operation of law, or ex officio by the Technische Universität München must submit the documents mentioned in subsection 1 sentence 2 promptly upon request by the Technische Universität München.
3. The student shall receive a written confirmation regarding the dematriculation.
4. If dematriculation is effected ex officio, the students shall receive a notification from the Technische Universität München, including a document advising them of legal remedies.

#### **C) Special Provisions for Guest Students**

##### **1. Enrollment**

#### **§ 15**

##### **Application for Enrollment and Qualification**

1. Students who wish to attend individual classes shall be enrolled as guest students upon request.

For international and stateless students, § 3 subsection 1 shall apply accordingly. The application for enrollment must state those classes for which the student wishes to enroll for.

2. Enrollment for classes in the program Medicine as well as for classes in programs subject to admission restrictions that require a laboratory or other workspace is not possible at the Technische Universität München.
3. Enrollment as guest student at the Technische Universität München is possible only during the second week after beginning of the lecture period for the semester in progress, except for university holidays, and must be applied for in person using the form provided by the *Zulassungs- und Immatrikulationsamt* [Admissions and Enrollment Office] and the *Verwaltungsstelle* [Administration Office] Weißenstephan of the Technische Universität München. In exceptional cases representation is possible.
4. Together with the application form, a valid passport or identity card and the qualification certifications necessary to attend the classes stated on the application form (Art. 66 subsection 1 and subsection 2 of BayHSchG in combination with § 53 of QualV) must be submitted in the original or in the form of certified copies. § 5 subsection 3 sentence 2 no. 10 and sentence 3 shall apply accordingly.

## § 16

### **Enrollment and Participation in Classes**

1. Enrollment is effected by providing the student with a certification by the Technische Universität München which specifies the classes to be attended, and shall be limited to one semester. With the enrollment the guest student does not become a member of the Technische Universität München.
2. Enrollment entitles the guest student as a rule to attend the classes specified in the certification supplied by the Technische Universität München, to the extent that those are actually offered in the semester in progress. In spite of enrollment, the attendance of classes subject to restricted participation is excluded if the available places are claimed by students of the Technische Universität München. This shall not apply if the student is enrolled as a student at another university, if the class in question is not offered at another university, and the attendance of such class at the Technische Universität München is necessary to complete the studies, or if participation is permitted on the basis of either an agreement between the Technische Universität München and another higher education institution or an order by the Bayerisches Staatsministerium für Wissenschaft, Forschung und Kunst [Bavarian State Ministry of Sciences, Research and the Arts].
3. Guest students are not entitled to take examinations.

## § 17

### **Refusal of Enrollment**

The grounds for a refusal of enrollment are set forth in Art. 66 of BayHSchG.

## 2. Dematriculation

## § 18

### **Dematriculation**

1. The guest students' enrollment shall end upon termination of the semester for which they are enrolled, or by dematriculation.
2. Dematriculation shall be effected upon the guest student's written application for the date stated in the application form. If no date is stated, the guest student will be dematriculated with effect from the end of the day when the application was received by the Technische Universität München. The certification pursuant to § 14 subsection 1, which was handed over to the guest student when matriculating, must be enclosed with the application.

3. Further, a guest student must be dematriculated ex officio prior to the end of the semester in progress given the preconditions set forth in Art. 65 subsection 2 No. 2 and 4 of BayHSchG, and may be dematriculated given the preconditions set forth in Art. 65 subsection 4 Nos. 1 through 3 of BayHSchG. § 11 subsection 4 sentence 2 shall apply accordingly.

### **§ 19**

The student shall be obligated to notify the Technische Universität München without delay of any change of name, address for service, and loss of the student identity card.

### ***D) Final Provision***

### **§ 20**

### **Entry into Force**

These Regulations shall enter into force on the day following their announcement.

Executed on the basis of a resolution of the Senate of the Technische Universität München of 23 November 1988 and accord of the Bayerisches Staatsministeriums für Wissenschaft, Forschung und Kunst by letter of 08 March 1989 No. III/3 - 6/59603.

München, 23 March 1989  
Technische Universität München  
Der Präsident  
(Univ.-Prof. Dr.-Ing. O. Meitinger)

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These regulations were set forth by the university on 23 March 1989.  
The stipulation was announced on 23 March 1989 by posting at the university.  
Day of announcement shall therefore be 23 March 1989.