

Admission and Enrolment Regulations of the SRH University Heidelberg

Amendment of the version dated 28 May 2014 by Senate resolution on 23 February 2022

Preamble

The policy and purpose of these regulations is to define the rules for the admission to courses of study at the SRH University Heidelberg (HSHD) in the sense of § 70 para 2 No. 4 of the State Higher Education Act dated 1 January 2005, most recently subjected to complete revision by Article 1 of the act on 17 December 2020 (Journal of Law p 1204).

The regulations presented here complement the General Conditions of Study of the HSHD regarding the restrictions on the admission to study at the university, the procedure for admission and entrance examinations, the duties regarding academic membership and cooperation, and the regulations regarding the interruption and termination of studies.

The SRH University Heidelberg teaches according to the CORE principle (Competence Oriented Research and Education). In these regulations, all provisions have been drafted under consideration of the specific study model to ensure the optimal degree of support of university procedures. In cases of doubt or in the event of gaps in the regulations, the standards shall be interpreted accordingly.

The Senate of the SRH University Heidelberg passed the following Admission and Enrolment Regulations on 23 February 2022.

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Section 1 – General provisions and application

§ 1 General conditions

- (1) The attendance of study courses and the sitting of examinations at the SRH University Heidelberg are subject to the obligation for enrolment (= membership). In the context of their entire course of study up to and including the final examinations, as well as any repeat examinations that may be necessary, students must be fully enrolled at the SRH University Heidelberg.
- (2) The conclusion of a study contract (hereinafter: Study Contract) after review of the preconditions for admission and enrolment at the university constitutes the basis for membership starting on the assumption of the course of study at the SRH University Heidelberg. At the start of the course of study, the student is enrolled on the basis of this Study Contract. For this purpose, students must fulfil the admission criteria of the Landeshochschulgesetz [LHG, State Higher Education Act] (§§ 58, 59 LHG). In the case of courses subject to special terms of admission, a separate admission process shall take place. For persons with special vocational qualifications as defined in § 58 para 2 No. 6 LHG, a separate aptitude test shall take place on the basis of the HSHD's aptitude examination regulations. In study courses not subject to special admission regulations, enrolment shall include the admission.
- (3) Applications for admission and enrolment can be submitted for:
 1. a standard Bachelor course of study (§ 29 para 2 sentence 1; § 58 para 2 LHG);
 2. an extended Bachelor course of study (§ 31 para 2; § 58 para 2 LHG);
 3. an (extended) Master course of study (§§ 29 para 2 sentence 4; 31 para 3; 59 paras 1 and 2 LHG);
 4. a course of study as a visiting student (exchange student as per § 58 para 8 LHG);
 5. a modular course of study (refer to § 9 below).
- (4) The academic year is subdivided into five-week blocks and in addition is divided into two semesters (winter and summer) for formal purposes. As a general rule, new students (first semester) shall be admitted and enrolled at the start of a semester, at the very latest, however, on the last day of the first five-week block after the start of the course. Students in higher semesters (lateral entrants), exchange students, or module students can be admitted and enrolled at any time, taking into due consideration that what is feasible and appropriate regarding the organizational resources.

§ 2 Application and course-specific admission criteria

The admission and enrolment for studies at the SRH University Heidelberg is subject to a comprehensive online application procedure. The course-specific admission criteria can be seen in the special section of the

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currently applicable Rahmenprüfungsordnung [RPO, General Examination Regulations] of the HSHD (**Annex 2/2a to the RPO**, para 1 of the course-specific regulations). An admission letter is then issued confirming the admission to a university course of study; this letter may define criteria and requirements and may stipulate a deadline for acceptance of the place at the university and for the fulfilment of the criteria and requirements.

§ 3 German applicants and applicants of equal status

- (1) German applicants in the sense of Article 116 of the Grundgesetz [German Basic Law] and applicants of equal status in the sense of the law governing admission to university education submit their applications to the SRH University Heidelberg. Citizens of another member state of the European Union are equal in legal status with German citizens wherever they can demonstrate the language competences required for university study, cf. para 2 No. 7 below. Legislative acts according to which other persons are equal in legal status with German citizens remain unaffected.
- (2) The following documents must be attached to the online application:
 1. Documentary proof of the university entrance qualifications:
 - a. Professional persons without university entrance qualifications attained in their school career attach as evidence of their qualification documentary proof of their aptitude examinations. As specified in § 5 para 2 below, it is also possible to sit an aptitude examination at the SRH University Heidelberg;
 2. Documentary proof of the academic achievements, preparatory courses, practical activities, or taken tests that are required for participation in selection and/or aptitude-assessment procedures;
 3. Documentary proof of the terms of service that have been completed (Federal Voluntary Service, Voluntary Social or Ecological Year or similar), wherever these were required for attainment of entrance requirements for advanced technical colleges;
 4. A curriculum vitae detailing the applicant's educational background and career to date, including a tabular overview of the previous training and of previously taken courses of study;
 5. Documentary proof of the examinations and courses of study that have been completed to date;
 6. A declaration as to whether any previous examinations in the same course of study have not been successfully passed or whether the eligibility to sit examinations no longer exists (§ 60 para 2 No. 2 LHG);
 7. Documentary proof of sufficient proficiency in the German language (C1/DSH2/TDN4) – this applies only for foreign nationals who have attained their university entrance qualification in another country and who wish to take a course of study given in German. For exemptions from this duty to present documentary proof, § 4 para 2 No. 4 of these regulations apply accordingly.

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§ 4 Foreign applicants

(1) Foreign and stateless applicants for a course of study who are not equal in legal status with German applicants according to § 3 para 1 above apply for admission and enrolment at the SRH University Heidelberg.

(2) The following documents must be attached to the online application:

1. Wherever already available, the current valid residence permit enabling the holder to enrol for a course of study in the Federal Republic of Germany, as well as the officially authenticated copy of a German university entrance certificate or an equivalent foreign certificate. In the case that the certificate is not issued in the German, English, or French language, it must be accompanied by an officially authenticated translation;
2. The documentary proofs and declarations specified in § 3 above;
3. A curriculum vitae detailing the applicant's educational background and career to date;
4. Documentary proof of sufficient proficiency in the German language (C1/DSH2/TDN4). Exemptions from this obligation to present documentary proof shall be made when the applicant
 - a) is applying for a course of study in a foreign language;
 - b) has attained his/her university entrance qualification at a German school;
 - c) has passed the "German" section in the context of the aptitude-assessment examination at a preparatory college;
 - d) possesses the "Kleines / Großes Sprachdiplom" [Minor / Major German Language Diploma] awarded by the Goethe Institute;
 - e) has successfully passed the "Zentrale Oberstufenprüfung" [Advanced Level Examination] awarded by the Goethe Institute;
 - f) possesses the "Deutsches Sprachdiplom (Stufe 2)" [German Language Diploma Level 2] awarded by the Standing Conference of the Ministers of Education and Cultural Affairs;
 - g) wishes to be enrolled in the context of an exchange programme.

Further exemptions are governed by the provisions specified in the currently applicable version of the DSH-Rahmenordnung [Framework Regulations for the German Language University Entrance Examination for foreigners]. The university is entitled to demand a corresponding language-proficiency certificate to ensure the linguistic competence in courses of study that are given entirely in the foreign language in question.

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- (3) For exchange students, the regulations specified in § 11 apply.
- (4) The course-specific criteria for admission are specified in the separate section of the currently applicable Study and Examination Regulations (RPO, annexes 2/2a, para 1 of the course-specific regulations).

Section 2 – Admission and entrance examinations

§ 5 Purpose and content of the admission examinations

- (1) Each faculty of the SRH University Heidelberg is entitled to organize **admission and entrance examinations** as a measure to safeguard the **academic aptitude of the applicants**. In this connection, the academic aptitude for individual study subjects is determined on the basis of at least two of the following criteria:
 1. the individual grades of the university entrance qualification, which provide detailed insights into the academic aptitude for the selected course of study;
 2. the nature of the vocational training programme and professional experience, the specific preparatory courses, practical experience, and also extracurricular achievements and qualifications that provide detailed insights into the academic aptitude for the selected course of study (e.g. work portfolio);
 3. the result of a course-specific academic aptitude test and a statement of purpose; or
 4. the result of a selection interview held to determine the academic aptitude for the selected course of study and the prospective professional career.

The further regulations are decided in analogy with § 58 para 4 LHG. The admission examination is carried out under the responsibility of the board of examination of the faculty in question. The provisions of the Rahmenprüfungsordnung [RPO, General Examination Regulations] of the HSHD regarding legal examination technicalities also apply.

- (2) **Vocationally qualified applicants without a valid university entrance qualification** may be registered for an aptitude test when the criteria for admission as per § 58 para 2 No. 6 LHG are fulfilled. More detailed information, in particular regarding the review procedure and the deadlines to be met are defined in the **Eignungsprüfungsordnung** [Aptitude Examination Regulations] **of the HSHD**.

§ 6 Admission examinations and selection procedure for Bachelor courses

- (1) Depending on the course of study in question, separate course-specific admission criteria as defined in Annex 2 to the current General Examination Regulations (RPO) apply.

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- (2) The examination board of the respective faculty cooperates closely with the faculty management to ensure that the procedure to be followed in connection with § 5 para 1 of these regulations is properly implemented. The decision regarding the confirmation of the course-specific academic aptitude is made by the faculty dean's office on the basis of the result recorded by the examination board.

§ 7 Admission examinations and selection procedure for Master courses

- (1) Depending on the course of study in question, separate course-specific admission criteria as defined in Annex 2a to the current General Examination Regulations (RPO) apply.
- (2) § 6 para 2 above applies correspondingly.

Section 3 – Enrolment and studies

§ 8 Admission and enrolment

- (1) Upon fulfilment of all required entrance and admission criteria for the prospective course of study, the applicants receive a letter confirming their admission to the course of study.
- (2) Admission and enrolment will be refused when the applicant has failed a final examination in the same course of study at another German or foreign university or when the eligibility to sit examinations no longer exists. This also applies for courses of study of essentially identical content wherever a core subject of relevance for both courses of study is affected by the forfeiture of the eligibility to sit examinations.
- (3) Enrolment is completed upon the receipt of the signed Study Contract, accompanied by all the documents required by the contract, and after the review to confirm that all criteria are fulfilled by the entry of the corresponding data into the university's administration programme. All examination certificates of relevance for the admission must be submitted as officially authenticated copies. In the case of foreign applicants who are not equal in legal status with German applicants and of stateless applicants, enrolment takes place upon the applicants' personal appearance under presentation of a residence permit for the purposes of study and of the original documents of relevance for the admission (certificates/references) and of the payment of the entire amount of the study fees as per the applicable scale of fees of the university.
- (4) Unless provided for otherwise, enrolment takes effect with the start of the semester. This also applies in the event that enrolment takes place only at a later date.
- (5) In confirmation of enrolment, study applicants shall receive a certificate of enrolment as well as a student ID card.

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§ 9 Modular study course

- (1) Students at the SRH University Heidelberg and other universities can be admitted and enrolled for individual course modules (“Modular study course”) on separate application. Students attending the SRH University Heidelberg do not need to re-submit any documentary proof already presented elsewhere for a modular study course as per para 2 below.
- (2) The criteria for admission to a modular study course are as follows:
 1. Fulfilment of the admission criteria for university studies as per § 58 ff. LHG and of §§ 3 and 4 of these regulations. The corresponding documentary proofs must be presented with express reference to the modules in question. Any prior enrolments at other universities must also be stated.
 2. A lecturer of the faculty in question has held a personal consultation meeting with the applicant and reviewed the academic feasibility of the modular study course.
 3. The course fees for the module in question must be paid in advance. The currently valid scale of fees of the SRH University Heidelberg applies.
 4. The academic success achieved so far reasonably indicates that the modular study course can be completed within the scheduled time.

§ 10 Guest students and highly talented school students

- (1) To the extent permitted by the available study-place capacity, persons with sufficient educational qualifications can apply to be admitted to attend lectures and seminars as guest students (§ 64 LHG). This regulation also applies for highly talented school students wherever the school delegating the school student and the university agree to such attendance.
- (2) Guest students are not members of the university. They are not entitled to sit examinations for graded achievements. Non-graded achievements attained by a person attending as a guest student are not recognized in connection with a course of study elsewhere.
- (3) In deviation from para 2 above, highly talented school students can complete non-graded and graded achievements and request that these be recognized as such in a later course of study.
- (4) A fee is charged for the permission to attend lectures and seminars as a guest student; this fee is due at the start of the event in question. The amount of the fee is set by the scale of fees of the SRH University Heidelberg.

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§ 11 Exchange study course

- (1) Students of foreign partner universities have the opportunity to complete a certain part of their course of study (without a final examination) at the SRH University Heidelberg. The condition for this is a corresponding cooperation programme between the universities. These studies are generally free of charge; notwithstanding this, the regulations arising from the cooperation agreements between the partner universities shall have precedence.
- (2) Applicants for an exchange course do not take part in the selection and aptitude-assessment procedures. They must submit their applications to their home university within the framework of an existing exchange programme or university partnership.
- (3) The admission and enrolment into a course of study as a visiting student is generally restricted to two semesters. The exchange students receive a certificate documenting their achievements in their examinations (as a rule in the form of a Transcript of Records).
- (4) Enrolled students from foreign universities who wish to spend a certain part of their course of study at the SRH University Heidelberg without sitting a final examination and outside the framework of an existing exchange programme or university partnership can apply for enrolment as so-called "free movers". Para 3 above applies correspondingly. Free movers pay study fees for each started month of study as per the applicable scale of fees.

Section 4 – Leave of absence and exmatriculation

§ 12 Leave of absence

- (1) Students can be exempted from their obligation to go about their studies properly in the event that
 1. they take up practical vocational employment that serves the purpose of the course of study, but is not an obligatory component of the course of study (leave of absence is forbidden in the case of obligatory practical courses and for students subject to visa requirements, wherever this is not officially approved by the responsible authority in advance);
 2. due to prolonged illness it is not possible for them to attend lectures or seminars and/or they are prevented from achieving study or examination results;

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3. they must take care of or nurse their spouse / life partner; a relation in direct line of descent; or a person immediately related by marriage, who is in a particular state of need in the sense of the Bundessozialhilfegesetz (German Social Security Act);
4. they are unable to attend lectures or seminars due to the imminent birth and/or the subsequent care of a child;
5. they must take care of a child younger than eight years of age that lives in the same household and for which they have the primary right of custody and care;
6. they assert important grounds for leave of absence.

The university is entitled to demand plausible documentary proof of reasons as per para 1 above. The relevant periods of notification regarding the entitlement to maternity leave and parental leave apply as a measure to clarify the administrative regulations and the resumption of the course of study in good time. Irrespective of the time at which the application for leave of absence is submitted, leave of absence shall in all cases be effective up to the end of the semester. Subsequently the student shall be automatically reported back for the course of study, together with the reactivation of his/her contractual study obligations.

- (2) Applications for the leave of absence in the following semester must be submitted to the Central Student Services office by the 15th day of the month before the start of the semester. The extension of a leave of absence generally requires the presentation of new proof regarding the reason for the leave of absence. Deviations are possible in justified cases, in particular when the time of the onset of the reason for leave of absence lies near the end of the semester and a leave of absence cannot be deferred, especially in cases such as those described in para 1 Nos. 2 – 4 above.
- (3) During the semester in which the leave of absence applies, students cannot participate in the university's self-administration activities. They are not entitled to use the university's facilities, with the exception of the library. In addition, lectures and seminars cannot be attended and examinations that relate to the lectures and seminars held during the semester on leave cannot be sat. Under specific conditions, final and intermediate study-related examinations and repeat examinations relating to lectures and seminars held in previous semesters can be sat during the semester on leave; the final decision in this regard is made by the faculty's examination board on application by the student. In the event that examinations have already been successfully sat in the current semester prior to the application for leave of absence, these shall retain their validity. Any examinations of study results or interim achievements wrongfully completed during the leave of absence will not be recognized; in the individual case, the student may be exmatriculated on the basis of attempted deception.

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- (4) Leave of absence in the first semester is generally not permissible, unless an unforeseen case of hardship occurs after the student started his/her course of study. Leaves of absence for completed semesters are excluded. Approved leaves of absence can be withdrawn only up to the last working day of the month before the leave of absence is due to start. The Central Student Services office shall promptly inform the faculty involved of the student's leave of absence, as well as of any extension or the withdrawal of the leave.

§ 13 Exmatriculation (end of membership)

- (1) Exmatriculation takes place after students have given written notification of termination of the Study Contract within the stipulated period of notice or the university terminates the contract in the cases described in para 3 Nos. 2-7 below.
- (2) As a rule, the exmatriculation becomes effective at the end of the period of notice stipulated in the Study Contract. Termination with immediate effect can be given when special reasons apply. After the final examination has been successfully sat (graduation), the student is exmatriculated to the end of the month.
- (3) Students shall be exmatriculated when
1. the final examination for the course of study has been successfully sat;
 2. enrolment was attained by coercion, wilful deception, or bribery;
 3. the fees and payments due in connection with the course of study are not paid on time or in full, despite reminders and the threat of exmatriculation after the deadline set for the payment has expired;
 4. they finally fail the study-related or study-completing Bachelor or Master examinations or otherwise forfeit their eligibility to sit examinations in accordance with the regulations that are relevant for their course of study;
 5. they fail to provide documentary proof within a deadline period set by the university that their obligations towards the competent health-insurance fund as per § 254 of Volume 5 of the German Social Insurance Code (SGB V) are fulfilled;
 6. they have demonstrably failed, with wilful intent or gross negligence, to observe the fundamental principles of good scientific practice to a considerable degree (scientific misconduct, in particular plagiarism in examinations);

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7. they have demonstrably repeatedly violated the core values or the statutes of the university to a considerable degree. In particularly serious cases, membership may already be withdrawn upon the first instance of violation.
- (4) Students can be exmatriculated in the event that facts become known or occur subsequent to enrolment that would otherwise have led to the rejection of the student's application for enrolment. In cases of doubt, the rectorate of the university shall decide on the corresponding applications for withdrawal of membership (exmatrication).
- (5) Prior to exmatrication on the basis of § 13 para 3 Nos. 6 and 7 and para 4 above, students shall be given the opportunity to declare their case regarding the facts of decisive relevance for the exmatrication decision. In the specific case of the forfeiture of the eligibility to sit examinations (§ 13 para 3 No. 4 above), in conjunction with the notification that they have failed the examination in the final attempt students shall also be notified of their imminent exmatrication.

Section 5 – Final provisions

§ 14 Notification and cooperation obligations

Students must notify the Central Student Services office immediately in the following cases:

1. any changes in their name, address, or nationality;
2. the loss of the student ID;
3. the serving of a prison sentence;
4. the onset of a disease that puts the health of their fellow students at serious risk and/or threatens to seriously disrupt regular study operations at the university;
5. the assumption of a service, employment, or training relationship and of any vocational employment that may presumably impair the student's ability to go about his/her studies properly.

Notifications regarding changes as per No. 1 above can be made by amending the respective student's master data in the university's administration system accordingly. Failure to observe the notification and cooperation obligations as per Nos. 1-4 above may result in the termination of the Study Contract and thus in the student's exmatrication. Notifications as per No. 5 above are voluntary and serve the purpose of enabling proactive consultation to ensure the student's successful completion of his/her course of study.

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§ 15 Periods of grace

In the event that a student fails to observe a deadline arising from these statutes for reasons beyond his/her control, a period of grace can be granted on application. This shall not apply in the case of preclusive periods.

§ 16 Concluding and transitional provisions

- (1) These statutes shall become effective upon its resolution by the Senate on the day following its official promulgation throughout the university. Wherever there are no substantial disadvantages arising from the application of the new version compared with the previous version, these statutes shall immediately apply for all Study Contracts and all university-administration procedures from this day on.
- (2) In the context of interconnected regulations, these statutes shall apply under inclusion of
1. the contractual provisions arising from the individually concluded Study Contract;
 2. the general study conditions regarding studies at the SRH University Heidelberg;
 3. the scale of fees for courses of study at the SRH University Heidelberg;
 4. the General Examination Regulations of SRH University Heidelberg including all annexes, in particular the course-specific annexes; and
 5. the Aptitude Examination Regulations,
- each in its currently valid version.

Heidelberg, 23 February 2022

signed:

Prof Dr Carsten Diener

Rector

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