
**Admission and Enrolment Regulations
at the University of Education Schwäbisch Gmünd (ZIO)**

dated 13 March 2007 *

On 07 February 2007 and according to section 19 subsection 1 sentence 2 no. 10 of the act on the higher education institutions in the Land of Baden-Württemberg (LHG), the Senate of the University of Education Schwäbisch Gmünd has passed the following Admission and Enrolment Regulations based on section 63 subsection 2 LHG dated 01 January 2005 in the version dated 19 December 2005 in conjunction with article 27 section 21 subsection 2 of the second act to amend higher education laws dated 01 January 2005:

Table of contents

- § 1 General section
- § 2 Application for admission
- § 3 Enrolment process
- § 4 Re-registering
- § 5 Leaves of absence
- § 6 Disenrolment
- § 7 Completing disenrolment
- § 8 Auditing students
- § 9 Continuing education programme
- § 10 Reporting obligations

*The following regulations have been included in this version:

4th Amendment to the Regulations dated 30 August 2023 (Official Notifications no. 9/2023), entered into force on 31 August 2023

3rd Amendment to the Regulations dated 15 May 2019 (Official Notifications no. 10/2019), entered into force on 01 April 2019

2nd Amendment to the Regulations dated 21 July 2015 (Official Notifications no. 13/2015), entered into force on 01 June 2015

1st Amendment to the Regulations dated 10 May 2011 (Official Notifications no. 03/2011), entered into force on 01 April 2011

§ 11 Grace periods

§ 12 Entry into force

§ 1 General section

- (1) Enrolment (matriculation) as a student establishes membership at the University of Education Schwäbisch Gmünd. In degree programmes with a limited number of places, enrolment requires separate and prior admission. In degree programmes without a limited number of places, enrolment includes admission. For degree programmes without a limited number of places, any provisions in the following that address the admission procedure are to be applied accordingly to the enrolment procedure.
- (2) Students who are enrolled at another university cannot typically also be enrolled at the University of Education Schwäbisch Gmünd at the same time. This does not apply if the examination regulations provide for multiple enrolments. This does not affect agreements with other universities regarding joint degree programmes (section 6 LHG).
- (3) Admission can be granted for the following:
 1. An individual degree programme or, as an exception, for parallel studies (section 60 subsection 4 LHG in conjunction with section 60 subsection 2 no. 4 LHG)
 2. A degree programme in conjunction with degree programme components as provided for in the examination regulations (section 30 subsections 1 and 2 LHG)
 3. A single degree programme component according to the relevant study and examination regulations to expand the foundational level degree programme (expanded programme)
 4. A postgraduate programme (section 31 subsection 2 LHG)
 5. An additional, supplementary or graduate programme
 6. A set period of time for international students who would like to study at the University of Education Schwäbisch Gmünd for a certain part of their degree programme (section 60 subsection 1 sentence 2 LHG)
- (4) Students and applicants are obligated to use the online functions provided by the university and to submit applications electronically. This holds true in particular for online applications, online re-registration and the online certification printing possibilities in the University of Education Schwäbisch Gmünd's university portal. In justified hardship cases, exceptions can be made. Upon the request of the affected person, the student administration office decides on whether a case meets the hardship criteria.

§ 2 Application for admission

- (1) For degree programmes that have a limited number of places according to the admission numbers ordinance (*Zulassungszahlenverordnung, ZZVO*) as amended, admission to a degree programme requires an application for admission. The proper and complete application for admission must be received online
by 15 January for the summer semester (definitive deadline)

by 15 July for the winter semester (definitive deadline)

by the university's student administration office via the university portal.

In degree programmes that do not have a limited number of places, the application for admission must be received online for the summer semester by 15 January and for the winter semester by 15 July by the university's student administration office via the university portal.

- (2) Applications for admission for a certain subject-specific semester are to be submitted electronically using the internet page provided for this purpose by the University of Education Schwäbisch Gmünd, and the documents and proof required for the online application are to be uploaded as a file.

The data required according to section 12 LHG in conjunction with the appropriate legal ordinance from the Ministry of Science, Research and the Arts (MWK) are to be submitted as part of the application for admission. It is not permitted to submit an application by fax or email.

In justified exceptional cases, upon request it can be permitted to submit an application only in paper form instead of electronically; this request must be submitted in writing with reasons. Requests to apply in paper form must be received by the University of Education Schwäbisch Gmünd's student administration office

by 15 January for the summer semester

by 15 July for the winter semester.

The request must be submitted in writing with reasons.

- (3) German applicants must include the following with their application:

1. School leaving certificate or other university entrance qualification

For foreign education qualifications, a certificate of equivalency for the previous education from the Ministry of Culture or the responsible office of the state in which the qualification holder resides must be included with information about the overall mark. Qualification holders who do not reside in Germany are to submit their request to the Düsseldorf district government.

For university entrance qualifications from states in former East Germany that do not include an official note on nationwide recognition, a certificate from the responsible regional council on the equivalency of the previous education is to be included. These certificates are to be provided to the university together with the diploma for the university entrance qualification and, if the diploma is in a foreign language, then a translation in German, English or French must also be included (section 58 subsection 2 LHG)

2. For studying art, music and sport, proof of aptitude for the chosen degree programme according to section 58 subsections 6 and 7 LHG in conjunction with the applicable aptitude assessment procedure regulations of the University of Education Schwäbisch Gmünd
3. Certificate of completed vocational training in a vocational profession or practical work if this is required in the statutes according to section 58 subsection 8 LHG for certain degree programmes

- 3a. For studying in a teacher programme, proof of participation in the teacher orientation test according to section 60 subsection 2 no. 6 phrase 3 LHG; details are stated in the University of Education Schwäbisch Gmünd's statutes on study orientation procedures
 - 3b. For studying in a bachelor's programme or another foundational level degree programme other than a teacher programme, proof of participation in a study orientation procedure according to section 60 subsection 2 no. 6 phrase 1 LHG; details are stated in the University of Education Schwäbisch Gmünd's statutes on study orientation procedures
 4. A declaration as to whether and for which degree programme the applicant is already enrolled at another high education institution (section 60 subsection 2 no. 4 LHG)
 5. A declaration as to whether the applicant was previously admitted to the requested degree programme and had that admission revoked because the applicant failed the final attempt at an examination in the degree programme or is no longer eligible to take examinations in that degree programme (section 60 subsection 2 no. 2 LHG)
 6. A declaration as to whether the applicant has a civil service, employment or vocational training contract or whether the applicant is otherwise employed and a certificate from the workplace or employer attesting to the time (hours per week) needed for that work (section 60 subsection 2 no. 4 LHG)
 7. Documentation about the recognition of subject-specific semesters issued by the responsible office if admission to the second or higher subject-specific semester is being requested
 8. Written documentation of academic programme advising related to the desired degree programme according to section 60 subsection 2 no. 5 LHG if the applicant wishes to change degree programmes in the third or higher semester
 9. For admission to a continuing education programme (additional, supplementary or graduate programme) or a postgraduate programme, the diploma for the higher education degree required for the respective continuing education or postgraduate programme and, if applicable, other proof of fulfilment for any additional requirements set down in programme-specific admission regulations (section 31 subsection 2 LHG)
 10. Required proof for parallel studies according to section 60 subsection 2 no. 4 LHG
- (4) Non-German and stateless applicants must include the following with their application:
1. The documentation stated in subsection 3 nos. 2 to 10
 2. A German university entrance qualification or an educational qualification according to the assessment recommendations of the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*); if the qualifications are not in German, English or French, then a certified translation must be included
 3. Documentation of previous coursework. If the documentation is not in German, English or French, then a certified translation must be included
 4. A CV with a complete overview of previous education in table format

- 4a. All necessary diplomas and documentation necessary according to subsections 3 and 4 are to be included as a copy. When enrolling, the university entrance qualification must also be shown as a certified copy; for other documents that are included in the application, the University of Education Schwäbisch Gmünd can require the original to be shown
5. Proof of German language proficiency (section 58 subsection 1 in conjunction with section 60 subsection 1 no. LHG)
6. A residency permit or a temporary residency permit according to section 60 subsection 5 no. 4 LHG
- (5) If the university carries out an aptitude assessment procedure, then the applicant must declare their desire to participate in writing. If the applicant participates in the aptitude assessment procedure, then the documents required by the university as stated in the statutes are to be included with the application for admission. The procedure is carried out according to the University of Education Schwäbisch Gmünd's statutes for aptitude assessment procedures as amended.

§ 3 Enrolment process

- (1) Applicants who are admitted must submit the application for enrolment in writing to the University of Education by the deadline stated in the letter of admission; the application can be sent to the university or brought to the university's student administration office in person during the opening hours. Foreign citizens and stateless applicants must appear in person for enrolment.
- (2) The following documents must be included with the application for enrolment:
1. The completed enrolment form
 2. Two passport pictures
 3. A certificate of disenrolment from the higher education institution last attended for applicants who have previously studied at another higher education institution
 4. A confirmation of health insurance from the responsible health insurance provider according to section 60 subsection 3 no. 2 LHG in conjunction with section 2 of the student health insurance registration ordinance (*Studentenkrankenversicherung-Meldeverordnung*)
 5. The missing documents listed in the letter of admission
 6. For international and stateless applicants, proof of a residency permit that entitles the applicant to study (section 60 subsection 5 no. 4 LHG)
 7. For degree programmes assigned to more than one faculty, a declaration as to the faculty in which the applicant would like to be eligible to vote and be elected
- (3) Enrolment is carried out by entering the student in the student registry. Enrolment is not carried out until the university has received all documents and the contribution for the Student Services, the administrative fee and, if applicable, the tuition fee and after any other required public fees have been booked to the university's account.

If not otherwise stated, enrolment becomes effective at the start of the semester. To confirm completed enrolment, students receive a student ID card and a binder for their official documents (*Studienbuch*) with a note that they are enrolled for the ongoing semester. Enrolment for a certain period of time is denoted by a note in the official binder (*Studienbuch*).

§ 3a Doctoral candidates

- (1) Those who have been accepted as doctoral researchers are enrolled as doctoral candidates; doctoral researchers who are primarily employed by the university are not enrolled if they have previously declared to the rectorate in writing that they do not want to be enrolled.
- (2) For those covered by subsection 1, the obligation to be enrolled exists until the oral defence. After the oral defence and until the candidate receives their doctoral degree certificate, doctoral researchers have the right to be enrolled but are not obligated to be enrolled. After receiving the doctoral degree certificate, the person is automatically disenrolled. If the doctoral researcher ends the doctoral examination procedure without obtaining the doctoral degree, then enrolment ends with the end of the respective semester.
- (3) To complete work as part of the aptitude assessment procedure for being admitted to doctoral studies, enrolment is typically possible for two semesters.

§ 4 Re-registering

- (1) If an enrolled student wants to continue their studies in the following semester, they must properly re-register for the following semester by the deadline. The deadline for re-registration is announced to the entire university.
- (2) Re-registration is declared by paying the contribution for the Student Services, the administrative fee and any applicable tuition fees as well as any other required public fees.
- (3) Re-registration is confirmed as soon as the payments according to subsection 2 have been booked in their entirety to the university's account by the re-registration deadline. As a confirmation of proper re-registration, the student receives a certificate of enrolment for the respective semester.

§ 5 Leaves of absence

- (1) A leave of absence is to be requested from the student administration office using the form for this purpose; the reason for the leave of absence must be given. The official binder (*Studienbuch*) must also be shown. The reason for the leave of absence must be proved using suitable documentation.
- (2) Upon request, students can be granted a leave of absence for the following reasons:
 1. Studying at a university or language school abroad

2. Working as a foreign language assistant or school assistant abroad
3. Completing a practical activity that is required in examination regulations or furthers the goals of the degree programme
4. Not being able to attend courses due to an illness when the illness will prevent the student from doing the work expected of them
5. The student has been drafted for military or civil service
6. Nursing or caring for their spouse or directly related relative or first-degree in-law relations who need assistance as described in the federal social assistance act (*Bundessozialhilfegesetz*)
7. Not being able to attend courses due to an upcoming birth and then caring for the child
8. Other important reasons for a leave of absence

The leave of absence should not typically be more than two semesters.

- (3) In cases of section 5 subsection 2 nos. 1–3 of these regulations for the upcoming semester, the request is to be submitted before the re-registration deadline (section 4 subsection 1). In other cases, the leave of absence is to be requested without undue delay after the reason for the leave of absence has occurred.
- (4) The leave of absence is entered in the official binder (*Studienbuch*) and in the student file.
- (5) Students may only take a leave of absence in their first semester if an unforeseeable case of hardship occurs or if they are drafted for military or civil service after starting their studies.
- (6) Regardless of when the request is submitted, the leave of absence is typically granted for the duration of one semester.
- (7) Students on a leave of absence do not take part in the university's self-governance. They are not entitled to attend courses or to use university facilities with the exception of the library (section 28 LHG). However, during their leave of absence they are entitled to take examinations that are not part of courses.

§ 6 Disenrolment

- (1) Disenrolment takes place upon the students' request (section 62 subsection 1 LHG) using the form provided for this purpose or it can take place automatically (section 62 subsection 2 LHG). The request can be submitted at any time.
- (2) When submitting the disenrolment request, the following must be presented (section 62 subsection 5 LHG): the official binder (*Studienbuch*); the student ID card; all certificates of enrolment, which then become invalid; the certificates from the university facilities attesting that no fees are owed; and, if applicable, proof that all public fees have been paid.

§ 7 Completing disenrolment

- (1) Disenrolment is carried out by deleting the student's data from the student registry and by entering the note of disenrolment in the official binder (*Studienbuch*).
The note of disenrolment includes the day on which disenrolment becomes effective. If not otherwise stated, disenrolment becomes effective at the end of the semester.
- (2) If a student is automatically disenrolled, then upon their request a note of disenrolment is made in the official binder if all documents stated in section 6 subsection 2 have been shown.

§ 8 Auditing students

- (1) Depending on capacity, upon request persons with sufficient prior education can be permitted to attend individual courses as auditing students (section 64 subsection 1 LHG). The request for permission to attend a course as an auditing student is to be sent to the responsible secretary's office.
- (2) Permission is typically limited to a maximum of 10 hours of courses each week. Depending on use regulations, auditing students may be permitted to use university facilities. Auditing students receive a certificate of their status.
- (3) Permission to audit a course is granted for one semester on the condition that the auditing student fee according to section 17 of the act on fees in higher education of the Land of Baden-Württemberg (LHGebG) in conjunction with the higher education fee statutes of the University of Education Schwäbisch Gmünd have been booked to the university's account.

§ 9 Continuing education programme

- (1) Admission to a continuing education programme can be granted to people who have successfully completed university studies or have shown proof of the aptitude required for participation either in their profession or in another way (section 31 subsection 3 LHG).
- (2) Applications for admission to a continuing education programme are to be submitted to the student administration office.

§ 10 Reporting obligations

- (1) Students must notify the student administration office without undue delay if they lose their official binder (*Studienbuch*), auditing student certificate or their student ID card.
- (2) The student administration office must also be notified without undue delay of any changes of the data in the student registry, in particular the marital status, name and address as well as whether the student has entered into a civil service, employment or vocational training contract.

§ 11 Grace periods

Those who miss application deadlines stated in these regulations for reasons for which they are not at fault can be granted a grace period upon request. This is not possible for definitive deadlines. For late enrolment or re-registration, a fee is assessed based on the act on fees in higher education of the Land of Baden-Württemberg (LHGebG) in conjunction with the University of Education Schwäbisch Gmünd's higher education fee statutes.

§ 12 Entry into force

These regulations enter into force on 1 October 2006.

At the same time, the admission and enrolment regulations for the University of Education Schwäbisch Gmünd dated 20 February 1998 expire.

Schwäbisch Gmünd, 13 March 2007

signed by Prof. Dr. H.-J. Albers
Rector