

**Statutes on Admission to academic study,
the enrollment, academic leave of absence,
re-registration and de-registration
procedures at Technische Hochschule
Ingolstadt (Enrollment Articles THI)**

from 11.12.2023

On the basis of Art. 9 sentence 2 in conjunction with Art. Art. 87 para. 1 sentence 6 and para. 3, Art. 88 para. 4 and para. 9, Art. 90 para. 2 sentence 3, Art. 95 and Art. 97 para. 4 sentence 2 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1- 3-WK) and on the basis of Art. 5 and Art. 7 of the Bavarian Higher Education Admission Act (Bayerisches Hochschulzulassungsgesetz - BayHZG) of 9 May 2007 (GVBl. p. 320, BayRS 2210-8-2-WK) and Section 23 para. 1, § 24 para. 1, § 25 para. 1 and § 30 para. 1 of the Ordinance on University Admission to State Universities in Bavaria (University Admission Ordinance - HZV) of 10 February 2020, as amended, Technische Hochschule Ingolstadt issues the following statutes:

Preliminary remark on the use of language:

Gender-specific designations are used for the sake of clarity and ease of reading; all regulations apply equally to all genders.

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A. General information

§ 1 Scope of application

These statutes regulate the procedure for admission, enrolment, re-registration, academic leave of absence and exmatriculation of students and other enrolled persons, the deadlines to be observed and other cases specified in Art. 95 sentence 3 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022, as amended, at Technische Hochschule Ingolstadt (hereinafter referred to as THI).

§ 2 Enrollment obligation

- (1) ¹All study applications must enroll at THI as a student or as an additional enrolled person (sections D to F) before commencing their academic studies. ²Doctoral students must enrol at THI as doctoral students after being accepted for doctoral studies in accordance with Section 6 of the Doctoral Regulations of Technische Hochschule Ingolstadt dated 10 July 2023, as amended.
- (2) ¹A student is anyone who is enrolled in at least one study course within the meaning of Art. 77 para. 1 BayHIG, in other academic studies. ²For doctoral students in accordance with Art. 94 para. 3 sentence 1 no. 3 BayHIG, the requirements for students apply accordingly, unless otherwise stipulated.
- (3) Other enrolled persons within the meaning of Art. 87 Para. 3 BayHIG are visiting students, part-time students and early students in accordance with Sections D to F.
- (4) Simultaneous Enrollment as a student and as another enrolled person at THI is not possible.

§ 3 Duty to co-operate, communication

- (1) Students are obliged to notify THI immediately:
 1. Changes
 - a) the data to be provided in accordance with the BayHIG, in particular Art. 87 para. 2 BayHIG, and
 - b) the data to be provided in accordance with these Articles of Association and other legal provisions,
 2. the loss of the student ID card,
 3. all facts that may constitute an obstacle to Enrollment or lead to a refusal of Enrollment (see Art. 91 BayHIG, § 15).
- (2) ¹Communication between students regarding their academic studies and the rights and obligations associated with membership of THI should take place via electronic means provided by THI. ²The same applies to applicants with regard to communication concerning the granting of access to the academic study programme. ³Electronic means according to sentence 1 are in particular the portals provided by THI for application, examination and study administration and the assigned student e-mail address.

- (3) The falsification or false uploading of application documents will result in exclusion from the application process; the applicant will be notified of the exclusion from the application process.

§ 4

Data processing and data protection

THI collects the data required for the organisation of the academic study and examination administration as well as the doctorate.

B. Admission to academic studies

§ 5

Admission procedure (application)

- (1) ¹The application for admission must be submitted by the study application itself online via the PRIMUSS application portal. ²THI provides the forms online on its website. ³Applicants who can credibly demonstrate that they are unable to communicate via the PRIMUSS applicant portal will be supported by THI.
- (2) The following deadlines apply to the application for admission to academic studies at THI in accordance with the provisions of the Ordinance on Admission to Higher Education at State Universities in Bavaria (Hochschulzulassungsverordnung - HZV) of 10 February 2020, as amended:
 1. For study courses with admission restrictions, the complete application must be submitted to the university by 15 July (for admission to the winter semester) or 15 January (for admission to the summer semester) at the latest.
 2. For study courses without admission restrictions, Enrollment is preceded by an application as part of the Enrollment procedure, by means of which the intention to take up academic studies at THI must be notified by 15 July (for admission to the winter semester) and by 15 January (for admission to the summer semester); the application is made by means of a fully completed online application (application for admission) to THI.
- (3) Paragraph 2 no. 2 applies accordingly to doctoral students; in deviation from this, the application must be submitted by 15 September (for admission to the winter semester) and by 28 February (for admission to the summer semester).

§ 6

Advance quota pursuant to Art. 5 (3) BayHZG

¹As part of the admission process, the following preliminary quotas are set in accordance with Art. 5 para. 3 sentence 1 no. 2 to 5 of the Bavarian Higher Education Admission Act (Bayerisches Hochschulzulassungsgesetz - BayHZG) of 9 May 2007, as amended:

1. 5 % for foreign nationals and stateless persons, unless they are equivalent to English nationals, in all Bachelor degree programmes;
2. 10 % for foreign nationals and stateless persons, unless they are equivalent to English nationals, in all master programmes;
3. 2 % for applicants who have acquired the qualification for the chosen academic study programme in a degree programme that has not yet been completed;
4. 2 % for applicants who have already completed an academic study programme in another subject at an English university;
5. 3 % for qualified professionals in accordance with Art. 88 Para. 5 and 6 BayHIG.

²No further advance quotas pursuant to Art. 5 (3) sentence 2 BayHZG are formed.

§ 7

Supplementary university selection procedure

The average grade of the university entrance qualification is used as the sole criterion for the selection of applicants according to the result of the supplementary university selection procedure in accordance with Art. 5 Para. 5 BayHZG, § 30 HZV.

§ 8

Suitability assessment procedure

¹If stipulated in the respective study and examination regulations of a Bachelor degree programme, the selection of applicants whose qualifications have been determined in accordance with the aptitude assessment procedure pursuant to Art. 89 Para. 4 BayHIG for the respective undergraduate degree programme is based on the result of the aptitude assessment procedure. ²For this purpose, a ranking list is created based on the result achieved, whereby the application with the best result from the aptitude assessment procedure is given first place. ³If the applicants are ranked equally, the decision is made by drawing lots.

§ 9

aptitude test

¹In Master's programmes, places are allocated in accordance with a procedure to determine the course-specific aptitude (aptitude test) in accordance with Art. 90 para. 1 sentence 2 BayHIG, insofar as such a procedure is prescribed in the respective academic study and examination regulations of a Master's programme. ²§ Section 8 sentences 2 and 3 apply accordingly. ³Students who participate in a double degree programme as part of a cooperation agreement may be enrolled beyond the specified capacity, provided they fulfil the enrolment requirements.

C. Provisions for students

I. Enrollment

§ 10

Start of membership

¹²Upon Enrollment, the student becomes a member of THI in the faculty of their degree programme. Each student can only be a member of one faculty. ³Students who study at several faculties become members of the faculty in whose study course they were first enrolled. ⁴A change of faculty affiliation is only possible upon application at the time of re-registration and must be submitted to the Service Center Study Affairs (SCS). ⁵Doctoral students become members of the THI Doctoral School.

§ 11

Enrollment procedure

- (1) ¹Enrollment must be carried out online using a procedure provided by the SCS. ²If the technical requirements are not met, enrolment must be carried out in person at the SCS.
- (2) ¹Enrollment can only take place within the enrolment period set by the SCS. ²The applicant will be informed of this deadline with the letter of admission. ³If a study application is unable to meet this deadline for reasons for which it is not responsible, a grace period can be granted upon application to the SCS as long as the course of the procedure allows. ⁴Art. 31 para. 7 of the Bavarian Administrative Procedure Act (BayVwVfG) of 23 December 1976, as amended, applies to an extension of the enrolment deadline.
- (3) Art. 32 BayVwVfG applies to missed deadlines for study courses that are not subject to admission restrictions.
- (4) Paragraphs 1 to 3 apply accordingly to students already enrolled at THI who change their study course.

§ 12

Enrollment of foreign and stateless study applications

- (1) ¹If foreign or stateless study applications are not to be enrolled in accordance with the rules applicable to Englisch applicants, they may be enrolled if
 1. the qualification required for the chosen academic study programme in accordance with § 13 and Art. 88 to 90 BayHIG
 - a) has been verified by preliminary examination documentation from uni-assist e.V., unless other arrangements have been made,
 - b) in the case of students from a foreign higher education institution who are intended to participate in a reciprocal student exchange programme agreed between the two higher education institutions, has been determined by the foreign higher education institution,
 2. no obstacles to enrollment according to Art. 91 BayHIG and

3. there are no grounds for refusal of Enrollment in accordance with § 15.

²If applicants have obtained a university degree in accordance with the Bologna Process, the preliminary examination documentation by uni-assist e.V. can be waived if the applicant's degree certificate (including Diploma Supplement) shows both the ECTS credits earned and an overall final grade. ³Alternatively, a residence permit authorising residence for academic study must be submitted.

- (2) Double degree students who only take modules in English are not required to provide proof of English language proficiency.
- (3) Paragraphs 1 and 2 do not apply to doctoral students.

§ 13 **Enrollment requirements**

- (1) The study application must be submitted for Enrollment:
 - 1. a valid official photo ID and a photograph;
 - 2. the completed online enrolment application including the information required for the university statistics;
 - 3. Information on previous education, previous studies and periods of practical experience;
 - 4. when applying for undergraduate study courses (Art. 77 Para. 3 Sentence 1 No. 1 BayHIG) and undergraduate additional and modular studies (Art. 77 Para. 5 Sentence 1 BayHIG), proof of qualification in accordance with Art. 88 and 89 BayHIG in conjunction with the Ordinance on Qualifications for Academic Studies at the Universities of the Free State of Bavaria and the State-recognised non-state universities (Qualification Ordinance - QualV) of 2 November 2007, as amended, and in accordance with the respective study and examination regulations or other statutes of the THI and - if required in accordance with § 14 - the following
 - a) on the completion of specialised practical training or
 - b) a pre-study internship in accordance with § 14 para. 2;
 - 5. when applying for a postgraduate study course (Art. 77 para. 3 sentence 1 no. 2 BayHIG), for additional or postgraduate module studies (Art. 77 para. 5 BayHIG) and for course-related additional training, proof of the required qualification in accordance with Art. 90 BayHIG and the respective study and examination regulations or other statutes of THI;
 - 6. Enrollment for other undergraduate or postgraduate study courses, further education or further qualifying modular studies as well as further education or further qualifying studies in accordance with Art. 78 in conjunction with Art. 88 to 90 BayHIG
 - a) proof of the required qualification according to the respective academic study and examination regulations or other statutes of the university and
 - b) proof of payment of fees and contributions due, unless a different payment date has been set by THI;

Enrollment for further education module studies pursuant to Art. 78 para. 1 no. 2 lit.

a) BayHIG, in exceptional cases, the qualified practical work experience can be acquired within 12 months after the Start of studies or at the latest before the end of the module study programme in accordance with Art. 90 Para. 2 Sentence 3

BayHIG;

7. proof that the student union fees and other fees and charges due have been paid in full, unless a different payment date has been set by THI;
8. proof of student health insurance in accordance with Section 199a (2) of the German Social Security Code (SGB) Fifth Book (V) as amended;
9. for study applicants whose university entrance qualification was not obtained at a German-speaking educational institution, proof of sufficient German language skills at level B2 of the Common European Framework of Reference for Languages for German-language or bilingual (German and English) study courses; different language skills may be regulated in the study and examination regulations;
10. for English-language or bilingual (English and German) study courses, proof of sufficient knowledge of English at level B2 of the Common European Framework of Reference for Languages;
11. proof of exmatriculation (transcript of records or certificate of exmatriculation) if the study application was already enrolled at a university; if the proof of exmatriculation does not show the university, subject and practical semesters, a certificate of study progress may also be required;
12. If applicable, certificates for preliminary, intermediate or final examinations taken as part of an academic study programme;
13. if applicable, a confirmation of grades as proof of academic studies and examinations completed for credit transfer;
14. If applicable, an overview of semester hours per week, ECTS and course content per subject (e.g. extract from the academic study and examination regulations);
15. If applicable, proof of successful completion of the practical semester(s)/basic internship;
16. where applicable, documents relating to facts that
 - a) can justify enrolment obstacles according to Art. 91 BayHIG or
 - b) according to § 15 can lead to the refusal of Enrollment;
17. any other documents listed in the letter of authorisation;
18. for study applications for a dual studies (programme), additional proof of a training contract with a practice partner, in which the completion of a subject-related practical activity at the company partner during the lesson-free period or internship is specified. In the case of the collaborative study model, proof of a training contract with the practice partner must also be submitted; the corresponding proof must be submitted at the latest at the end of the second subject-related semester for a Bachelor degree programme and at the latest at the end of the first subject-related semester for a Master programme.

(2) ¹Doctoral students must submit the following documents for Enrollment:

1. Certificates and attestations obtained in a previous university degree programme,
2. Details of previous education and studies,
3. Confirmation of supervision by a dissertation supervisor,

4. Confirmation of the doctoral committee/dean or the THI Doctoral School,
5. Diploma Supplement, if available,
6. the university entrance examination, if required in the home country,
7. recognised refugees an officially recognised copy of the recognition as a refugee and
8. doctoral students from China, India, Mongolia and Vietnam receive a certificate from the Academic Evaluation Centre (APS).

²Para. 1 nos. 1, 2, 9 and 11 apply accordingly.

- (3) Documents that are not written in German or English must always be accompanied by an officially certified translation in German by a translator publicly appointed and sworn in English.
- (4) ¹For (online) enrolment, the required documents must be submitted in due form and time by the date specified in the admission letter. ²If the applicant is unable to submit the documents required for Enrollment for a reason for which he/she is not responsible, the SCS may provisionally enrol the applicant upon request and set a deadline for the subsequent submission of the documents. ³If the documents are not submitted on time despite the deadline for subsequent submission, the application for Enrollment will lapse. ⁴Art. 31 para. 7 BayVwVfG applies to an extension of the enrolment period.
- (5) THI is authorised to request the documents required for Enrollment in the original or in certified form.

§ 14

Specialised practical training, pre-study internship

- (1) ¹Before the Start of studies in undergraduate study courses in accordance with Art. 77 Para. 3 Sentence 1 No. 1 BayHIG, proof of completion of practical training must be provided, unless otherwise specified in the respective study and examination regulations or other statutes of THI. ²The practical training must generally correspond to the chosen subject area; in the case of a study course in the field of technology, practical training corresponding to the field of agriculture, biotechnology and environmental technology at the technical secondary school is also sufficient; in the case of the Business Information Systems study course, practical training corresponding to the field of business and administration at the technical secondary school is also sufficient; in the case of the Technical Design study course, practical training corresponding to the field of design is also sufficient.
- (2) ¹Unless otherwise stipulated in the respective academic study and examination regulations or other statutes of THI, the practical training according to para. 1 can be replaced by at least six weeks of practical work corresponding to the chosen study course, which must be completed before the Start of studies (pre-study internship). ²³In the event of special circumstances for which the student is not responsible, the pre-study internship can be completed by the beginning of the fourth semester at the latest. Notwithstanding sentence 1, the pre-study internship at the Faculty of Mechanical Engineering comprises a total of eight weeks. ⁴Notwithstanding sentence 1, the subject-specific practical training at the Computer Science and Business School faculties cannot be replaced by a pre-study internship.
- (3) The training objectives and content of the pre-study internship are determined by the training plans for the specialised practical training at the technical colleges of the Free

State of Bavaria.

- (4) The assignment to the respective field of study at the vocational upper secondary school corresponds to the assignment to the respective field of study at the specialised upper secondary school with regard to practical training.
- (5) ¹The practical training or pre-study internships can be replaced in all cases of dual studies (combined studies and studies with immersed internships) by submitting the corresponding dual studies contract. ²The contract must be presented at the time of Enrollment.

§ 15 Refusal of Enrollment

- (1) Enrollment may be refused if
 - 1. the applicant suffers from an illness that seriously endangers the health of other students or would seriously impair the proper study application; the submission of a medical, specialist or medical certificate or, in justified cases of doubt, the submission of an official medical certificate may be required,
 - 2. a supervisor has been appointed for the study application,
 - 3. the study applicant has been convicted of one or more intentional criminal offence(s) with a juvenile or prison sentence of at least one year, the sentence is still subject to unlimited information and if the nature of the offence(s) committed is likely to endanger or disrupt the study application,
 - 4. the study application cannot prove the required language skills,
 - 5. a study programme corresponding to the applicant's study application is not available,
 - 6. the overall circumstances preclude the successful completion of the degree programme,
 - 7. the study application has caused considerable damage to THI through serious, culpable misconduct,
 - 8. the study application was previously exmatriculated on the basis of § 23 para. 7,
 - 9. the study application has submitted falsified documents,
 - 10. the documents required under §§ 12 to 14 are not submitted in due form and time, or
 - 11. there are obstacles to enrollment according to Art. 91 BayHIG.
- (2) Enrollment should be refused if the study application has not provided the information required for the university statistics in accordance with Art. 87 Para. 2 BayHIG despite being informed of the consequences.

§ 16 Carrying out the Enrollment

- (1) Enrollment as a student is complete if the requirements according to §§ 11 ff. are met and there are no obstacles according to § 15.

- (2) ¹Enrollment is only for one study course. ²Enrollment in two or more study courses with admission restrictions is permitted under the conditions of Art. 87 para. 1 sentence 3 BayHIG. ³The study application may also, upon written request
1. for another study course at THI (double enrolment) or
 2. in addition to an academic study at another university also at THI
- be enrolled. ⁴The study application may only be enrolled at several universities in accordance with sentence 3 no. 2 if
1. individual study programmes, subjects or parts of a study course can only be studied at another university or
 2. a study course or part of a study course is offered by THI in cooperation with another university or several other universities (Art. 6 BayHIG).
- ⁵If at least two study courses are subject to admission restrictions, Enrollment for several study courses is only permitted if a special appointment, scientific or artistic interest in simultaneous academic studies in the restricted study courses is proven.
- (3) ¹Once Enrollment has been completed, the student receives a student ID card, which is only valid in conjunction with a valid official proof of identity. ²Enrollment certificates are made available in PRIMUSS.
- (4) ¹Enrollment can be cancelled at the request of the study application up to four weeks after the start of the semester. ²In this case, the student must return all documents handed out up to that point to the SCS.

§ 17 Student ID card

- (1) ¹As proof of membership at THI, each student is issued with a student ID card upon enrolment and re-registration. ²The student can retrieve this student ID online and print it out at an ID printer provided by THI. ³The student ID card is valid for one semester.
- (2) ¹The student ID card can also be issued in machine-readable form (e.g. as a multifunctional chip card). ²It may contain a digital signature within the meaning of Art. 3 No. 10 to 12 Regulation (EU) No. 910/2014 of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (eIDAS Regulation). ³Machine-readable student ID cards can be used for the following purposes in accordance with the THI:
1. Feedback,
 2. Change of address,
 3. Request for study-related certificates,
 4. Exam registration,
 5. Query of examination results,
 6. Voting in electronic elections at the THI,
 7. as a user card for the THI Library,

8. Booking events in university sports,
9. Access to equipment, rooms and car parks in the THI area,
10. as an electronic payment card on a credit basis (e.g. for the canteen, photocopiers, fees etc.),
11. as a ticket for local public transport.

⁴Machine-readable student ID cards can also be used for other purposes that serve the organisation of studies in accordance with the THI. ⁵Students must be informed of this (e.g. registration for certain types of courses (e.g. laboratories, internships), checking fee and contribution accounts). ⁶They can also be used to carry out functions for the use of public or non-public services if the voluntary nature of these uses is ensured.

- (3) ¹The student ID card is issued by the SCS or an office authorised by the University Governing Board. ²The student can upload a photograph to create the student ID card at the time of Enrollment or reissue. ³Without the written consent of the student, the photograph may only be stored on the student ID card or for its reissue.
- (4) ¹If the student ID card is lost, THI must be notified immediately; in this case, the issuing office shall ensure that the student ID card is blocked for university-related use and, if available, for a digital signature within the meaning of Art. 3 No. 10 to 12 eIDAS-VO. ²If the student is responsible for the loss, THI may demand compensation from the student for its expenses for reissuing a new student ID card. ³Sentences 1 and 2 apply accordingly if the student ID card becomes unusable for a reason for which the student is responsible; an existing, unusable student ID card will be confiscated by THI.

§ 18

Start of studies and semester count

- (1) ¹Study applications that
 1. were not yet enrolled at a university in the Federal Republic of Germany (first-year students) or
 2. were enrolled for an academic study programme that does not correspond to the respective study and/or examination regulations (subject changers),
 are enrolled for the first study semester of the chosen study course. ²First-year students and students changing subjects will only be enrolled for the summer semester if a corresponding degree programme is available.
- (2) ¹Study applications who wish to continue an academic study programme at THI that was started at another university within the scope of the Basic Law (transfer students) will be enrolled for the next subject-related term corresponding to the previous duration of this study programme, provided that there is no significant difference between the competences acquired and the competences to be acquired. ²The decision as to whether there is a significant difference between the academic studies at another university and those at THI is made by the Examination Board.
- (3) If a study application or an already enrolled student submits a notice of recognition or credit transfer to the office responsible according to the examination regulations or if it is determined in the examination regulations or by the office responsible according to the examination regulations that

if the previous academic study or achievement is to be recognised or credited in full or in part, the number of semesters shall be determined according to the student's actual level of achievement, in deviation from paragraphs 1 and 2.

- (4) In addition to the proven number of semesters studied to date, the total number of semesters spent at universities in the Federal Republic of Germany (university semesters) is counted.
- (5) Regulations resulting from the determination of admission numbers and the associated procedure remain unaffected.

§ 19 Study place exchange

- (1) ¹An exchange of study places for study courses with restricted admissions requires the approval of the universities involved before it can be carried out. ²The exchange of study places must be capacity-neutral. ³There is no legal entitlement to carry out the exchange; apart from the approval and the execution acts, THI is not involved in the exchange.
- (2) Consent to an exchange of study places agreed in return for the promise of a fee or other pecuniary advantage is excluded.
- (3) THI only agrees to an exchange if
 1. the exchange partners
 - a) have been finally admitted to the same study course and
 - b) are enrolled for the same study semester or have completed the same degree phase in the semester in question;It is not possible to exchange places for the first study semester,
 2. the exchange partners provide evidence of essentially the same academic progress (degree-related performance assessments, examinations) corresponding to the number of semesters,
 3. the person leaving THI undertakes in writing to the exchange partner to return any payments received in connection with the exchange of study places.
- (4) The THI sets deadlines for applications for approval to exchange study places in accordance with § 11 Para. 2 and provides online forms for this purpose.

II. Feedback

§ 20 Feedback

- (1) ¹If a THI student wishes to continue their academic studies, they must register for further studies before the start of the next semester (re-registration). ²The deadline for re-registration is set by the SCS at the beginning of each semester for the following semester and announced online on the homepage; the deadline is binding for the student.
- (2) ¹Re-registration is effected by timely and complete receipt of all fees and contributions due in an account specified by THI. ²If the re-registration deadline is missed, Art. 32 BayVwVfG applies accordingly.
- (3) The student must also submit the following documents for re-registration:
 1. the proof of student health insurance required in accordance with § 13 Para. 1 No. 8, if the proof submitted at the time of Enrollment is no longer valid,
 2. a declaration of faculty affiliation in accordance with § 10.
- (4) Re-registration may be refused in the cases set out in § 15 para. 1.
- (5) ¹After proper re-registration, the student will be provided with the certificate of enrolment online in the PRIMUSS student portal in accordance with § 16 para. 3 sentence 2. ²After proper re-registration, the student can validate the machine-readable student ID for the next semester.

III. academic leave of absence

§ 21 academic leave of absence

- (1) ¹Students can be exempted from the obligation to complete their academic studies for good cause (academic leave of absence) in accordance with Art. 93 para. 2 and 3 BayHIG. ²The academic leave of absence must be applied for online via PRIMUSS at the SCS; the important reason according to sentence 1 must be proven by appropriate evidence. ³The application for academic leave of absence must be submitted by 30 September for the winter semester and by 14 March for the summer semester. ⁴If a reason for leave of absence only occurs after this deadline and this was not foreseeable, applications for the semester already in progress will only be considered up to the end of the semester.
12 April and 29 October respectively. ⁵Reasons for leave of absence occurring later can no longer be considered. ⁶The semester fee must also be paid for the duration of the academic leave of absence.
- (2) ¹Academic leaves of absence are only granted for one semester at a time and should not exceed a total of two semesters. ²Leave of absence for more than two semesters can only be granted in exceptional circumstances (e.g. prolonged, serious illness). ³Academic leaves of absence for the first and from the twelfth subject-related term are generally not possible. ⁴Subsequent academic leave of absence for semesters already completed is excluded. ⁵The cases of Art. 93 para. 3 sentence 3 BayHIG are not counted towards the number of semesters according to sentences 1 and 2.
- (3) ¹Important reasons for an academic leave of absence are in particular
 1. an illness of the student certified by a doctor's certificate, if the illness prevents proper academic study in the semester in question,

2. Circumstances giving rise to entitlement to maternity protection and/or parental leave for female employees or entitlement to parental leave for male employees,
3. Periods spent caring for a close relative within the meaning of Section 7 (3) of the German Caregiver Leave Act (Pflegerzeitgesetz) of 28 May 2008, as amended, who is in need of care within the meaning of Sections 14 and 15 of the German Social Code - Eleventh Book (SGB XI) of 26 May 1994, as amended, as evidenced by a copy of the care level certificate and a medical certificate for the person providing care,
4. the completion of a voluntary internship of at least 18 weeks that is beneficial to the academic study programme,
5. an existing regulation on academic leave of absence in the dual contract as part of a dual studies (programme),
6. the completion of training periods for a recognised training occupation, provided that this training is completed alongside the academic study programme in conjunction with training companies (combined study programme),
7. failure to offer the subsequent semester required according to the student's progress,
8. an extraordinary additional workload of the student, certified by the student's employer, which is clearly limited in terms of content and/or time and which significantly impairs proper academic study in the semester in question (in part-time Bachelor's and Master's programmes),
9. Company foundation.

²In deviation from para. 2 sentence 1, the academic leave of absence according to no. 7 is limited to one semester.

- (4) ¹Reasons other than those listed will only be recognised if there is sufficient justification and after strict examination in each individual case. ²Economic reasons are generally not recognised.
- (5) ¹The student will be informed of the decision regarding the academic leave of absence by means of a notification. ²In the event of a rejection, the notification must be accompanied by a statement of reasons and information on legal remedies. ³The notification should contain the information that the academic leave of absence does not interrupt or extend examination deadlines for retaking examinations. ⁴⁵Notwithstanding other regulations in the study and examination regulations, academic leaves of absence do not count as subject-related terms within the meaning of Section 18. Notwithstanding Art. 93 para. 3 sentence 3 BayHIG, coursework and examinations may not be completed during the academic leave of absence; failed examinations may be retaken.
- (6) Paragraph 3 sentence 1 nos. 4 to 9 do not apply to doctoral students.

IV. exmatriculation

§ 22

Termination of membership

The student's membership of the university ends with exmatriculation.

§ 23 exmatriculation

- (1) Exmatriculation is effected by law, at the student's request or ex officio.
- (2) ¹A student is exmatriculated by law at the end of the semester in which he or she passed the final examination in accordance with Art. 94 Para. 1 BayHIG. ²This does not affect the possibility of maintaining Enrollment in accordance with Art. 94 Para. 3 BayHIG.
- (3) ¹An application for exmatriculation in accordance with Art. 94 para. 2 BayHIG must be submitted online to the SCS via PRIMUSS. ²Exmatriculation will be pronounced at the time requested, but at the earliest at the time the application is received by THI. ³If no date is specified in the application, the student will be de-registered at the end of the day on which the application is received by THI.
- (4) ¹A student is to be exmatriculated ex officio in accordance with Art. 94 Para. 2 BayHIG if there is an obstacle to enrolment in accordance with Art. 91 BayHIG. ²In the cases of Art. 91 No. 2 BayHIG, exmatriculation takes place at the end of the semester.
- (5) A student is to be exmatriculated ex officio if he/she has not registered for further studies before the start of a semester in accordance with § 20.
- (6) A student can be exmatriculated ex officio if
 1. one of the reasons for refusal according to § 15 para. 1 no. 1 or 2 occurs subsequently and an academic leave of absence is not possible; § 15 para. 1 no. 1 half-sentence 2 applies accordingly,
 2. the reason for refusal according to § 15 para. 1 no. 3 arises subsequently or
 3. he fails to fulfil the obligation pursuant to Art. 87 para. 2 BayHIG despite being informed of the consequences.
- (7) ¹In accordance with Art. 95 sentence 3 BayHIG, a student may also be exmatriculated by resolution of the university management if their behaviour continues to violate or significantly violates their obligations under Art. 26 para. 1 sentence 1 BayHIG and a regulatory measure in accordance with § 24 has not been successful. ²This applies in particular if students
 1. seriously obstruct or disrupt the proper operation of a university facility, the activities of a university body or the organisation of teaching or university events,
 2. prevent or attempt to prevent a university member from exercising their rights and duties or threaten, coerce or stalk them,
 3. illegally enter THI premises or fail to leave after being requested to do so by authorised persons,
 4. destroy, damage or soil THI buildings or rooms or objects serving their purposes,
 5. repeatedly violate the house rules or
 6. incite others to commit any of the acts listed under no. 1 to 5.
- (8) ¹Exmatriculation at the request of the student or ex officio will be communicated to the student by means of a notification, which must be accompanied by information on legal remedies. ²Exmatriculation by operation of law is certified in the same way. ³The date of exmatriculation is stated.

- (9) The student ID card must be returned to the SCS immediately after exmatriculation.
- (10) Dual students must inform their dual partner of their exmatriculation immediately.
- (11) A refund of the semester fee paid due to exmatriculation after the start of the semester is excluded.
- (12) ¹Doctoral students should be exmatriculated after eight semesters at the latest in accordance with Art. 94 para. 3 sentence 2 BayHIG. ²For doctoral students, exmatriculation in accordance with Art. 94 BayHIG has no effect on the acceptance of the doctoral student or the further doctoral process.

§ 24

Regulatory measures

- (1) Regulatory measures may be taken against students if they culpably violate the university membership obligations pursuant to Art. 26 para. 1 sentence 1 BayHIG or § 23 para. 7 sentence 2 nos. 1 to 6 of these statutes,
- (2) ¹The following measures may be ordered to prevent further breaches of duty in accordance with para. 1:
 - 1. Blocking of network access through withdrawal of access authorisation,
 - 2. Refusal of further participation in individual lectures,
 - 3. Prohibition of the use of individual facilities or rooms,
 - 4. temporary house ban for the entire THI and
 - 5. temporary exclusion from academic study.

²The disciplinary measure must be proportionate to the nature and severity of the breach of duty.
- (3) ¹Disciplinary measures in accordance with paragraph 2 shall be imposed by the University Governing Board in consultation with the faculty concerned. ²The student must be given the opportunity to make a written or oral statement before the disciplinary measure is imposed. ³These measures may be combined with the threat of further disciplinary measures.

D. Regulations for visiting students

§ 25

Application for enrollment

- (1) ¹Study applications who wish to attend individual lectures are enrolled as visiting students upon application. ²The application, which must be submitted using the form provided by THI for this purpose, must include the personal data in accordance with Art. 87 Para. 2 BayHIG and the courses for which the applicant wishes to be enrolled. ³The application for Enrollment must be submitted by 15 July for the winter semester and by 15 January for the summer semester within the applicable pre-registration period. ⁴For foreigners and stateless persons, § 12 applies accordingly.
- (2) ¹Enrollment as a visiting student is only possible to the extent that it does not interfere with the student's academic studies. ²It is not possible to choose more than eight semester hours of lectures per week. ³Enrollment for teaching events in semesters with restricted admission and for teaching events that require laboratory or other workstations is not possible.
- (3) With the application are
 1. a valid official photo ID and a photograph,
 2. the proof of qualification required for attending the lectures listed in the application (Art. 88 to 90 BayHIG in conjunction with Art. 35 QualV). § 35 QualV in the original or as an officially certified copy and
 3. proof of payment of the fee set by THI for the study programme of visiting students (Art. 13 BayHIG in conjunction with the Fee and Charges Regulations of Technische Hochschule Ingolstadt dated 11 December 2023 in the currently valid version)shall be submitted; otherwise, Section 13 (1) Nos. 11 to 13 and Section 14 (1), (2) Sentence 2 and (3) shall apply accordingly.
- (4) ¹If the amount of the fee has not yet been set in accordance with para. 3 no. 3 at the time of Enrollment, it must be paid by 1 October for the winter semester and by 15 March for the summer semester, but at the latest before the lectures begin. ²If the set fee is not paid on time, the Enrollment expires.

§ 26

Enrollment

- (1) ¹Enrollment takes place after receipt of the application. ²The corresponding certificate of enrolment for visiting students is made available to the visiting student online. ³Enrollment is limited to one semester. ⁴The visiting student does not become a member of THI Ingolstadt upon enrolment. ⁵§ Section 3 applies accordingly.
- (2) Enrollment only entitles the visiting student to attend the individual lectures listed in the admission letter.
- (3) ¹Guest students are not authorised to take examinations or to provide degree-related performance assessments. ²It is not possible to obtain a degree.

§ 27

Obstacles to Enrollment, Refusal of Enrollment

Enrollment as a visiting student must be authorised under the conditions of Art. 94 Para. 2 Alternative 2 in conjunction with Art. 91 BayHIG. Art. 91 BayHIG and can be denied under the other requirements of § 15.

§ 28

exmatriculation

- (1) ¹Enrollment of the guest student ends at the end of the semester for which he/she was enrolled or by exmatriculation.
- (2) ¹Exmatriculation takes place upon written application by the visiting student at the time specified in the application. ²If no date is specified in the application, the visiting student will be de-registered at the end of the day on which the application is received by THI Ingolstadt.
- (3) If there are obstacles to enrollment in accordance with Art. 94 Para. 2 Alternative 2 in conjunction with Art. 91 BayHIG, the visiting student must be ex officio de-registered. Art. 91 BayHIG and can be exmatriculated ex officio before the end of the current semester under the other conditions of § 15.

E. Provisions for secondary listeners

§ 29

General information

- (1) Subsidiary students are students from other universities or educational institutions with which THI has concluded cooperation agreements for the purpose of conducting joint study courses or courses.
- (2) The regulations on visiting students apply accordingly to part-time students, unless otherwise stipulated below.

§ 30

Application for enrolment

- (1) ¹The restrictions of § 25 Para. 2 do not apply to part-time students. ²The number of semester hours per week and the choice of subjects shall be based on the existing regulations in the cooperation agreements.
- (2) Secondary students are exempt from paying fees.

§ 31

Enrollment

- (1) ¹Enrollment entitles the part-time student to attend the previously selected individual lectures. ²This does not give the student the right to change study course or to Enrollment in the relevant study course.
- (2) ¹Subsidiary students are entitled to take examinations or provide course-related certificates of achievement. ²However, final examinations or theses may only be taken if this is provided for in the cooperation agreements. ³It is not possible to obtain a degree.

F. Provisions for early students

§ 32

Early students

- (1) ¹Pupils who, in the mutual judgement of the schools and THI, demonstrate special talents can be enrolled as early students in accordance with Art. 87 Para. 3, Art. 77 Para. 7 Sentence 1 BayHIG. ²They can take part in courses selected by THI, complete coursework and examinations and earn corresponding ECTS points, which can be credited towards a later academic study programme at THI. ³A degree cannot be obtained.
- (2) ¹Section 25 (1) sentences 1 and 3 apply accordingly to the application for Enrollment of early students. ²The following documents must be submitted for Enrollment:
 1. fully completed and signed application for admission via PRIMUSS,
 2. A copy of a valid identity card or passport,
 3. an endorsement from the school management,
 4. an endorsement from the dean of studies, the faculty in which the lectures are attended and
 5. for underage students, a declaration of consent from their legal guardians.²Enrollment of early students ends at the end of the semester for which they are enrolled.
- (3) Early students are obliged to provide the following data:
 1. Surname, first name, maiden name,
 2. Gender,
 3. Date and place of birth,
 4. Nationality,
 5. E-mail address and
 6. Residence.

H. Final provisions

§ 33 entry into force

These statutes come into force on the day after their publication. At the same time, the statutes on admission to academic study, the Enrollment, academic leave of absence, re-registration and de-registration procedures at Ingolstadt University of Applied Sciences dated 8 February 2007 in the version of the amended statutes dated 20 March 2023 shall cease to be in force.

Issued on the basis of the resolution of the Senate of Technische Hochschule Ingolstadt dated 11 December 2023 and approved by the President.

Ingolstadt, 14 December 2023

signed.

Prof Dr Walter Schober President

These statutes were deposited at Technische Hochschule Ingolstadt on 18 December 2023. The resignation was announced digitally on 18 December 2023 by posting it on the homepage of Technische Hochschule Ingolstadt. The date of publication is therefore 18/12/2023.