

**Statutes on the  
Matriculation, Re-registration,  
Leave of Absence and Exmatriculation  
and on the Legal Capacity of Minors  
at the University of Applied Sciences Hof  
(Matriculation Statutes)**

**From 20 November 2017\***

***Only the German version of this document is legally binding.  
This English translation is for your convenience only.***

On the basis of Art. 13, Para. 1, Sentence 2 and Art. 51, Para. 1, Sentence 1 of the Bavarian Higher Education Act - BayHSchG - (BayRS 2210-1-1-WFK), Hof University of Applied Sciences enacts the following Statutes:

**Contents**

**Section 1      General**

- § 1      Purpose of the Statutes
- § 2      Legal Capacity of Minors

**Section 2      Regulations for Students**

- § 3      Matriculation Procedure
- § 4      Language Proficiency
- § 4a     Corresponding Preparatory Service
- § 5      Verification of Matriculation Requirements
- § 6      Campus Card
- § 7      Matriculated Students
- § 8      Re-registration
- § 9      Leave of Absence
- § 10     Reasons for Leave of Absence
- § 11     Exmatriculation on Application
- § 12     Obligation to Notify

**Abschnitt 3    Regulations for Visiting Students**

- § 13     Application for Matriculation
- § 14     Matriculation

**Abschnitt 4    Final Provisions**

- § 14     Coming into Effect

\*As amended by the Third Amendment Statute.

## **Section 1 General**

### **§ 1 Purpose of the Statutes**

This statute lays down implementing provisions in accordance with Art. 51 BayHSchG and regulates the legal position of minors involved in all administrative procedures conducted by Hof University of Applied Sciences.

### **§ 2 Legal Capacity of Minors**

<sup>1</sup>Minors who hold a higher education entrance qualification are deemed capable of acting for the purposes of Art. 12 para. 1 no. 2 BayVwVfG in respect of procedural acts for the commencement, implementation and termination of a course of study. <sup>2</sup>This applies accordingly to prospective students wishing to acquire a higher education entrance qualification by means of a preliminary course of study, regarding the procedural acts required for this purpose.

## **Section 2 Regulations for Students**

### **§ 3 Matriculation Procedure**

(1) <sup>1</sup>The matriculation procedure requires an application. <sup>2</sup>This is carried out electronically in accordance with the following provisions. <sup>3</sup>Applicants must register via the internet portal in the university's campus management system and enter an e-mail address there at which they can receive electronic messages.

(2) <sup>1</sup>Applications for matriculation in degree programs in which admission numbers are specified must be submitted by 15 June of a year in order to be considered for the following winter semester. <sup>2</sup>For degree programs in which entrance tests are taken, the deadline is also 15 June; this deadline may, however, be extended for some or all of the degree programs concerned, but not beyond 31 August. <sup>3</sup>In all other cases, the deadline is generally 15 July and may be extended for individual or all degree programs affected by this until two weeks before the beginning of the semester at the latest.

(3) For matriculations for the summer semester, the application deadline expires on 15 January of the respective year and can be extended for individual or all degree programs concerned until two weeks before the start of the semester at the latest.

(4) If a person was prevented from observing the time limit for filing an application through no fault of their own, they may apply to be granted reinstatement of their previous status.

(5) In the cases of para. 2 sentences 1 and 2, the application for matriculation is also considered to be an application for admission to the degree program or registration for the entrance test.

#### **§ 4**

#### **Language Proficiency**

(1) <sup>1</sup>The matriculation for a degree program, which must be completed by taking examinations in German, requires proof of knowledge of the German language at level B2 of the Common European Framework of Reference for Languages (CEFR), subject to Para. 5. <sup>2</sup>Evidence must be provided in the form of a corresponding certificate from an official institution based on verified assessments that is no older than two years at the time of the commencement of studies.

(2) <sup>1</sup>The matriculation for a degree program which does not need to be completed by taking examinations in German, requires proof of knowledge of the German language at level A1 of the Common European Framework of Reference for Languages (CEFR), subject to Para. 5. <sup>2</sup>Evidence must be provided in the form of a corresponding certificate from an official institution based on verified assessments.

(3) Para. 1 applies accordingly to matriculation for English-language Master's degree programs insofar as it concerns persons who can only successfully complete their chosen degree program if they also complete modules from other degree programs in which they have to take examinations in German.

(4) <sup>1</sup>The matriculation for a degree program which requires the successful completion of examinations in English, requires, subject to Para. 6, proof of English language skills at CEFR level B2. <sup>2</sup>Evidence is to be provided by a TOEFL iBT score of at least 90 points or an IELTS score of at least 6.5 or an equivalent score on a comparable test; this requirement is met if an UNiCert Level II certificate has been obtained with a final grade of at least 2.0. <sup>3</sup>The test may not have been taken more than two years before the start of the degree program; in the case of modular certificates of achievement, the date of the last module examination required for this is to be taken into account. <sup>4</sup>The time limit does not apply if the evidence was already required for matriculation for a Bachelor's degree program at Hof University of Applied Sciences and this program was successfully completed.

(5) <sup>1</sup>Evidence regarding para. 1 or para. 2 shall not be required if the higher education entrance qualification or equivalent qualification was obtained in German at an institution in a German-speaking environment. <sup>2</sup>A German-speaking environment is given if the institution concerned is located in a region in which German is the first language for the majority of the population. <sup>3</sup>A degree was obtained in German if the examinations required for it were held mostly in German. <sup>4</sup>If the matriculation is for a degree program in which the acquisition of German language skills at CEFR level B2 is the subject of compulsory modules, para. 1 shall apply with the proviso that level A1 shall take the place of level B2. <sup>5</sup>Proof in accordance with para. 2 does not have to be provided if matriculation concerns a degree program which includes compulsory modules for the acquisition of German language skills at level A1 of the CEFR.

(6) <sup>1</sup>The obligation to provide evidence regarding para. 4 does not apply to students who have obtained the higher education entrance qualification or the advanced technical college entrance qualification (Fachhochschulreife) no more than two years prior to commencing their studies if the corresponding certificate indicates the acquisition of English language skills at CEFR level B2; Para. 4 Sentence 4 applies accordingly to the aforementioned time limit. <sup>2</sup>The same applies if the degree program is taken up within the framework of a university cooperation and the existence of English language skills at CEFR level B2 is ensured by the relevant cooperation agreement. <sup>3</sup>Evidence pursuant to para. 4 shall not be required if the higher education entrance qualification or equivalent qualification was obtained in English at an institution in a English-speaking environment. <sup>4</sup>An English-speaking environment is given if the institution concerned is located in a region in which English is the first language for the majority of the population. <sup>5</sup>A degree was obtained in English if the examinations required for it were held mostly in English.

(7) In the application of Para. 1 Sentence 1, Para. 2 Sentence 1, Para. 4 Sentence 1, Para. 5 Sentence 3 and Para. 6 Sentence 5, examinations in modules for education in German or English as a foreign language are not taken into account.

(8) In cases of doubt, the examination board responsible for the respective degree program shall decide whether proof is required and provided.

#### **§ 4a**

##### **Corresponding Preparatory Service**

<sup>1</sup>A regular course of study in the Bachelor's degree program in Administrative Informatics (Verwaltungs-informatik) requires that the students complete it within the context of their preparatory service in accordance with the Fachverordnung Verwaltungsinformatik (FachV-VI). <sup>2</sup>Matriculation for study in this degree program therefore requires that the students are administrative informatics candidates in the sense of § 3 FachV-VI. <sup>3</sup>Loss of this status constitutes grounds for exmatriculation.

#### **§ 5**

##### **Verification of Matriculation Requirements**

<sup>1</sup>The decision on the application for matriculation is taken on the basis of evidence that can be provided at the latest two weeks before the beginning of the semester in which the studies are to be commenced.

<sup>2</sup>If a person was prevented through no fault of their own from providing information or evidence within this period, they may be granted reinstatement in their previous status.

## **§ 6**

### **Campus Card**

<sup>1</sup>Students are issued a Campus Card as notification and proof of their matriculation. <sup>2</sup>For this purpose, applicants must submit a suitable photograph within the period specified in § 5, which must not be older than one year. <sup>3</sup>Students must report any loss of their Campus Card to the Student Affairs Office immediately and without being requested to do so.

## **§ 7**

### **Matriculated Students**

With the exception of § 3 Para. 1 Sentence 3 and § 6 Sentences 1 and 2, the above paragraphs also apply to students who are already matriculated at Hof University of Applied Sciences and wish to be matriculated for other or further degree programs.

## **§ 8**

### **Re-registration**

<sup>1</sup>Re-registration is made by students releasing a direct debit order in the amount of all fees and charges due within the deadline via the internet portal in the campus management system of the university and this is then honoured. <sup>2</sup>The deadline will be announced publicly by the university in due time. <sup>3</sup>If a person was prevented from meeting the deadline through no fault of their own, they may request to be granted reinstatement in their previous status.

## **§ 9**

### **Leave of Absence**

(1) <sup>1</sup>Leave of absence according to Article 48, Para. 2 to 4 BayHSchG must be applied for in writing. <sup>2</sup>The reason for the leave of absence must be substantiated with appropriate documents.

(2) <sup>1</sup>The application must always be submitted within the deadline for re-registration (§ 8, sentence 2). <sup>2</sup>If a reason for leave of absence only occurs after the expiry of this deadline and this was not foreseeable, the application can be submitted immediately, at the latest by 30 April (for the summer semester) or 15 November (for the winter semester). <sup>3</sup>Reasons for leave of absence occurring at a later date can no longer be taken into account. <sup>4</sup>Retrospective leave of absence for semesters already completed is not possible.

(3) <sup>1</sup>Leave of absence is granted for one (whole) semester at a time. <sup>2</sup>Leave of absence in the first semester is not possible.

## **§ 10**

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

(1) Important reasons for leave of absence as defined in Article 48, Para. 2, Sentence 1 of the BayHSchG may include, in particular, the following circumstances:

- medically certified illness if it prevents proper study in the semester in question,
- Pregnancy and bringing up a child up to the age of three,
- Completion of compulsory military or alternative service,
- Completion of a voluntary internship not prescribed by the study and examination regulations,
- Stay abroad that is conducive to the degree program,
- Absence of a course of study required for further study according to the student's academic progress.

(2) <sup>1</sup>Other reasons will only be accepted after close consideration on a case-by-case basis. <sup>2</sup>Financial reasons are excluded.

## **§ 11**

### **Exmatriculation on Application**

<sup>1</sup>An application for exmatriculation (Art 49 Para. 2 No. 1 BayHSchG) must be submitted in writing.

<sup>2</sup>Exmatriculation will be pronounced at the time indicated in the application, at the earliest, however, at the date the university receives the application.

## **§ 12**

### **Obligation to Notify**

<sup>1</sup>Students are obliged to notify the university of a change in

- a) their name,
- b) their address,
- c) their health insurance provider, and
- d) all other personal data collected by the university in connection with matriculation

immediately and without being requested to do so. <sup>2</sup>They must prove changes of name by presenting a official document, e.g. a personal identity card.

### **Section 3**

#### **Regulations for Visiting Students**

##### **§ 13**

##### **Matriculation Application**

<sup>1</sup>Matriculation requires a written application. <sup>2</sup>The application must specify the courses for which the matriculation is to take place. <sup>3</sup>The application must be submitted no later than one week before the start of the semester. <sup>4</sup>The visiting student must submit the required proof of qualification in the form of officially authenticated copies.

##### **§ 14**

##### **Matriculation**

<sup>1</sup>Applicants must appear in person for matriculation as a visiting student. <sup>2</sup>They will receive written notification of matriculation.

### **Section 4**

#### **Final Provisions**

##### **§ 15**

##### **Coming into Effect**

<sup>1</sup>These statutes shall come into effect on the day following their publication. <sup>2</sup>The Statutes on the Matriculation, Leave of Absence, Re-registration and Exmatriculation Procedures at Hof University of Applied Sciences of 17 October 2007 (Official Journal of the University No. 3/2007, p. 8 ff.), last amended by Statutes of 6 November 2013 (Official Journal of the University No. 18/2013), shall expire at the same time.