

Enrollment Regulations of RWTH Aachen University

**Dated June 13, 2007,
in the Eighteenth Revised Version of the
Enrollment Regulations**

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Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on § 2 (4) and § 48 (1), sentence 2 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz; HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Article 1 of the Act on Further Amendments to the Higher Education Act and the Art School Act dated November 25, 2021 (GV. NRW p. 1210a), RWTH Aachen University (Rheinisch-Westfälische Technische Hochschule; RWTH) has issued the following Enrollment Regulations:

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§ 1 General

- (1) Applicants granted admission must subsequently request to be enrolled at RWTH. They become members of the University for the duration of their enrollment with the resulting rights and obligations described in more detail in HG, in the University Charter and Bylaws, in the Statutes of the Student Body, and other regulations. University graduates who wish to pursue a doctorate at RWTH (doctoral candidates) can enroll in doctoral studies (further specifications are regulated in § 2 (8)).
- (2) Applications for enrollment shall be approved if the applicant can prove they meet the prerequisites for enrollment and there are no obstacles to their admission.
- (3) Applicants shall be enrolled in a degree program or several degree programs if they meet the prerequisites pursuant to paragraph 2. A degree program encompasses studies regulated by the corresponding examination regulations. It is generally intended to lead to a degree that qualifies the student for a profession. Doctoral studies are also considered to be a course of study in this context. Students can be concurrently enrolled in a maximum of three degree programs.
- (4) Concurrent enrollment in several restricted-admission degree programs that require selection processes and which exclude applicants from a first degree can only be approved if this is necessary due to a degree program combination prescribed for the professional degree.
- (5) Regardless of the re-enrollment obligation, enrollment can be limited if
 - a) the chosen course of study is only partially offered at the University;
 - b) the chosen course of study is subject to admission restrictions, there is a higher approved program enrollment limit for one part of the course of study compared to a later part;
 - c) admission is limited to part of the course of study for other reasons, or
 - d) the applicant has been admitted to a course of study for a limited amount of time in accordance with § 3 (3) (4) (7).
- (6) With their enrollment, students become members of the faculty offering their respective course of study. If the chosen degree program or programs are assigned to more than one faculty, the student shall select the faculty in which they would be like to be a member at the time of enrollment.
- (7) If RWTH offers a joint course of study with other universities according to § 77 (1), sentence 3 HG, the applicant shall be enrolled at one of the participating universities in accordance with the agreement.
- (8) RWTH shall collect and process applicants' and students' personal details listed in § 4 (3) for the purpose of lawfully fulfilling the tasks it is responsible for besides data required for the purpose of legislation and planning in the field of higher education in accordance with the Act on Statistics for Higher Education. The personal data protection law (Data Security Law of North Rhine-Westphalia – DSG NRW) remains unaffected. The electronic collection and documentation of data for this purpose is permitted.

§ 2 Prerequisites for Enrollment

- (1) An applicant's suitability for a course of study is evidenced by a university entrance qualification (general or restricted to particular subjects) or an educational background recognized as equivalent, which is usually acquired by completing school education. Previous professional training and experience recognized as equivalent is also accepted. The general university entrance qualification or previous education recognized as equivalent entitles the holder to study without restrictions, while a subject-specific university entrance qualification only entitles them to study the degree program shown on the certificate. Enrollment in doctoral studies (§ 1 (3) sentence 3) is only permitted if the candidate meets the requirements of § 67 (4) HG.
- (2) Applicants without proof of the qualification specified in paragraph 1 may be enrolled under the requirements of the legal ordinance issued on the basis of § 49 (6) HG as well as the currently valid version of the Regulations for the Admission of International Student Applicants to RWTH. Students who meet the requirements for a transfer to another university according to § 15 of the Regulations for the Admission of International Student Applicants to RWTH are entitled to continue their studies at RWTH in the same degree program or one that is related to the subject in question.
- (3) Proof of their special educational background, special subject-related suitability, or work experience may be required in addition to the qualification according to paragraphs 1 and 2, insofar as the corresponding examination regulations stipulate this. Examination regulations may also stipulate that for a course of study leading to a further career-qualifying degree, the applicant must submit proof of a previous qualifying degree and, for a course of study taught in a language other than German, a relevant language proficiency certificate. For courses of study leading to a first career-qualifying degree, only language skills up to the level acquired during schooling may be required in the form of a proficiency certificate as per paragraph 1.
- (4) In order to improve students' chances of successfully completing their studies and to ease their transition from school to university, the University may determine that applicants must take part in a test process prior to enrollment to assess their suitability for the chosen course of study. For degree programs that require the test process, only taking the test is mandatory for enrollment, not necessarily passing it.
- (5) For degree programs with a set maximum number of admissions, students must prove they have been allocated a place in order to be enrolled. This proof is not required if the applicant applies for enrollment in a higher course semester for a course of study that does not have a set maximum number of admissions, provided the applicant can prove recognition of corresponding periods of study.
- (6) If, in accordance with the corresponding examination regulations, a course of study can only be taken up at one set time in a year, applicants will only be enrolled in the first semester if appropriate courses are offered.
- (7) Individuals studying at another educational institution to obtain a university degree awarded by RWTH (so-called franchising model) may be enrolled as students for courses and exams, however, they do not have voting rights (§ 48 (7) HG)).
- (8) According to § 1 (3) sentence 3, enrollment in doctoral studies is only permitted if the applicant fulfills the requirements of § 67 (4) HG and submits an application for admission to doctoral studies approved by the doctoral committee. Doctoral candidates may be enrolled at RWTH until the end of the semester in which they receive their doctoral certificate and for a maximum

of 12 semesters in total. Enrollment beyond this period is only permitted if the doctoral committee of the respective faculty submits a written recommendation in favor of it. The committee must submit a new statement for each re-enrollment in subsequent semesters.

§ 3 International Applicants

- (1) International applicants are those applicants who apply to be enrolled in a degree program that is not offered in their native language. Foreign language applicants will be enrolled provided that there are no obstacles to their admission according to § 5 and they can prove that they have the qualifications required for the chosen course of study, they provide the evidence required according to § 2 (3), have the required German language proficiency for their course of study, and have been admitted to the course of study. The application and admission process as well as the selection of international applicants is governed by the Regulations for the Admission of International Student Applicants to RWTH Aachen University. The language requirements for admission to degree programs taught in English are regulated by the respective examination regulations.
- (2) Applicants who have not acquired their qualification at a German-speaking institution must have the required German language proficiency for their course of study. This requirement stated in paragraph 1 can be proven by passing the DSH exam (level 2 or 3) or TestDaF (at least level 4 in all four sections). An equivalent certificate or a language diploma can also be submitted as proof.
- (3) If proof of German or English language proficiency cannot be submitted by the end of the enrollment period, enrollment in non-admission-restricted degree programs is subject to proof of successful participation in designated German or English courses (www.sz.rwth-aachen.de) at the RWTH Language Center after a prior placement test (B2 level) submitted by the end of the academic year at the latest.
- (4) International applicants who have not provided proof of sufficient German language proficiency and who wish to attend a language course in order to take a language exam will be enrolled as students for a limited period of time. If they are admitted to attend the language course or if they present their contract for participation in a German language course at the RWTH Language Center, they will be enrolled at RWTH until they pass or ultimately fail the language exam. To participate in a language course for admission to RWTH, a special fee is due according to the currently valid version of the University Charges Regulations.
- (5) Passing the exams stipulated in paragraph 4 does not entitle the student to enroll in a degree program.
- (6) Further details on the application and admission of applicants according to paragraph 1 sentence 1 and on admission according to paragraph 4, in particular regarding responsibilities, the correct form, deadlines, and selection, are regulated by the Regulations for the Admission of International Applicants of RWTH Aachen University.

- (7) The regulations referred to in paragraph 1 shall also regulate the admission of international and stateless applicants who wish to pursue studies for a limited period of time without taking a final exam. These applicants may be admitted as an exemption to § 5 (1) letter a).

§ 4 Enrollment Process

- (1) In open-admission degree programs, the University may set an enrollment deadline. In admission-restricted degree programs, applications for admission must be received by the responsible office within the set – and non-extendable – application deadline (final deadline). Applicants who miss this deadline or do not submit their application in the correct form shall be excluded from the allocation process.
- (2) Students can be enrolled in one or several degree programs upon their own request. The application must be submitted in the correct form within the deadline set by RWTH or another competent body. The deadlines are posted throughout RWTH. They are also announced to the applicants in their admission notification or via general information channels. Students can be enrolled in person or via written correspondence.
In addition, German and non-German applicants who have a German university entrance qualification or a degree from a German university (recognized as “Bildungsinländer”) can enroll in open-admission degree programs online. Admission and rejection letters are made available to applicants in RWTHonline. An applicant shall be considered notified on the third day after the individual entitled to retrieve these documents receives the electronic notification that the admission or rejection letter has been made available.
- (3) For enrollment purposes, applicants must submit the following to the Registrar's Office or the Division of Admissions and Social Affairs:
1. The “Erhebungsbogen” (data entry form) generated by RWTHonline (application for enrollment) with the following information:
 - last name, first name, form of address, birth name,
 - date of birth, place of birth, gender,
 - nationality and, if applicable, one other nationality,
 - contact and home address, email address, phone number, if applicable,
 - place/country where the university entrance qualification was acquired; type, date, and final grade achieved in the university entrance qualification,
 - the respective selected courses of study with their associated subjects and, if applicable, specializations,
 - course semesters, university semesters, internship semesters, and semesters at preparatory colleges/for German courses,
 - type and duration of leaves of absence,
 - faculty affiliation,
 - practical work experience prior to commencing studies,
 - type of degree program, form of studies, student status,
 - information on universities (in Germany or another country) attended so far and the periods of study spent there, specifying creditable semesters, leaves of absence and the reason for them, as well as the type of stay abroad and type of mobility program,
 - names of the state and university of initial enrollment and semester of initial enrollment,

- concurrent admission or enrollment at other universities,
 - passed, failed, and ultimately failed final exams,
 - details of health insurance,
 - location where the pursued qualification is to be completed,
 - for enrollments in doctoral studies, the type of doctorate also has to be specified,¹
 - international applicants may also have to enter or submit the following information :
 - their native language,
 - a complete CV, including all periods of schooling and training, work experience, or internships, additional information on the university entrance qualification achieved (e.g. university entrance exam, etc.),
 - exact details on language proficiency in German, English, and any other languages, indicating certificates or other forms of proof already acquired.
2. The certificates required as proof of qualification and, in the case of § 2 (3), the certificates or supporting documents required as proof of their special educational background, special subject-related suitability, or work experience, either as original copies or certified photocopies. Certificates issued outside Germany must always be submitted as original copies for enrollments processed by the admissions team in the International Office, whereas the submission of notarized copies is sufficient for enrollments processed by Division 1.2 – Registrar's Office. However, copies of international certificates must additionally be certified by the German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany. Certificates or attestations not issued in German must be submitted with a translation in German, English, French, or Dutch. Their accuracy must be certified by the competent German diplomatic or consular representation in the country of origin or by a sworn interpreter or translator in Germany;
 3. For enrollment in a Master's degree program, the final academic transcript for the first degree required for admission to the Master's degree program. If this certificate is not available at the time of enrollment, it may be replaced by a certificate from the responsible office of the issuing university (e.g. faculty or school, examination board).

The certificate must indicate the date of successful completion of the first degree. The student must submit the transcript by the end of the semester in which they were enrolled;
 4. For admission-restricted courses of study, the notification of the allocation of a place on the degree program (admission notification) or proof according to § 2 (5) sentence 2;
 5. Proof of previous studies, together with a termination of enrollment certificate, if the previous studies were completed within the scope of application of the Basic Law for the Federal Republic of Germany;
 6. If applicable, proof of crediting of periods of study by the responsible examination boards or examination offices;
 7. The insurance certificate issued by a statutory health insurance company stating whether the applicant is insured or exempt from mandatory public health insurance, specifying whether they are generally exempt from compulsory health insurance, or exempt from compulsory health insurance due to their type of employment or their earnings;

¹ The "type of doctorate" is intended to show whether the doctorate was obtained exclusively at a university entitled to award doctorates, or in cooperation with a university of applied sciences, with other universities in Germany or other countries, or with a research institution.

8. If applicable, a declaration according to § 1 (6) on which faculty the applicant wishes to belong to;
9. An affidavit stating whether the applicant has ultimately failed a course of study at RWTH or in the scope of application of the Basic Law or whether they can ultimately no longer take a required exam,
10. ID card, passport, or an appropriate substitute document;
11. International applicants who have not acquired their university entrance qualification at a German-speaking institution must submit proof of German language proficiency in the form of the DSH (level 2 or 3) or TestDaF exam (at least level 4 in all four sections) or an equivalent language certificate;
12. For courses of study held in English, proof of proficiency required by the respective examination regulations (e.g. TOEFL test);
13. Applicants who are not German or EU citizens shall provide proof of having passed TestAS, provided the regulations stipulate this;
14. If applicable, proof of participation in the test process according to § 2 (4).

In addition, once completely enrolled, the applicant must upload a recent passport photo reflecting their current appearance at the time of application to the University's online portal.

- (4) Another prerequisite for enrollment is providing a receipt of payment of fees due. The applicant must transfer the total amount to be paid within a period set by the University. Should the applicant fail to pay the fees due despite a reminder and a set deadline and no exceptional circumstances ("Härtefall") are recognized, their enrollment will be denied in accordance with § 5 (2) letter d).
- (5) If the applicant misses the set deadlines, their enrollment, re-enrollment, or leave of absence may be granted at a later date upon request if they can prove they have a substantial reason for their lateness – but this is usually only permitted until the lecture period commences. At the same time, the student must pay the fee due according to RWTH's Charges Regulations.
- (6) If a faculty has limited the number of participants in a continuing education program due to the nature or purpose of the program because the number of applicants exceeds the approved program enrollment limit, admission shall be granted in the order in which applications are received until the specified number of participants is reached. If several applications are received at the same time, the place will be allocated by a lottery process.
- (7) Upon enrollment, students receive a password-protected user ID that gives them access to the Internet and the university's electronic services, as well as a personally assigned email address. The personally assigned email address will be used for sending information relevant to studies or for messages approved by University management. This information is essential for students, especially when it comes to their course structure.
- (8) All enrolled students receive a multifunctional chip card with a passport photo as a student ID card, which is valid indefinitely from the beginning of the semester of issue.

Students who do not wish to use the electronic functions of the chip card can obtain a card without an integrated chip upon request.

The card is printed with the names "RWTH Aachen University" and "Studierendenausweis/ Student Identity Card" and the RWTH card number in text and barcode form, in addition to the student's chosen form of address, last name, first name, student ID number, RWTH ID, and photo.

The card contains a contactless chip with separate and independently usable memory areas for the individual functions listed below with the following stored data:

1. Card serial number
2. RWTH card number
3. RWTH ID
4. CMS card number
5. Status (student)
6. Balance of their e-wallet

Students can use the following functions of their student ID card with integrated chip:

1. Student ID card
2. University Library card
3. Access to university sports
4. E-wallet

The student ID card without a chip offers the same functions as the card with integrated chip, with the exception of the e-wallet option.

Students will be informed about the different functions and their rights in writing upon receipt of their student ID card.

The student ID card gives them access to facilities at RWTH.

The card is the property of RWTH. Its use is strictly limited to the individual. It loses its legitimizing function upon termination of enrollment and must be returned to the Registrar's Office. Loss of the card must be reported to the service point immediately.

- (9) The data collected in accordance with paragraph 3 will be stored automatically by the University and processed by the Registrar's Office or Division 2.1 – Admissions and Social Affairs and the Central Examination Office in order to fulfill legal duties. The following data are regularly transmitted to the respective organizations, whereby the scope of the transmission depends on the framework that is absolutely necessary for their tasks and insofar as data is required for the fulfillment of tasks regulated by law or by the University statutes:
- a) to the other examination offices and committees for academic, planning, and examination purposes in accordance with the examination regulations;
 - b) to the respective affected faculties of the University to update existing data of students (student ID number, last name, first name, address, course of study, course semester, exams taken, dates of exams taken, faculty affiliation);
 - c) to faculties, institutes, departments, or other institutions of the University for the purpose of providing insight into their students' educational background and general information, for helping them conduct student guidance sessions that may be well-advised, or for generally counseling and supporting their students according to § 58 (5) (7) HG;

- d) to faculties for the implementation of evaluation measures, (student ID number, last name, first name, address, email address, nationality, final grade of university entrance qualification, course of study and course semester);
 - e) to facilities for quality assurance purposes. In its quality development and assurance activities, RWTH regularly reviews and evaluates how it is fulfilling its tasks, especially in teaching and learning and with respect to students' success rates in completing the degree program. RWTH regulates the evaluation processes in the currently valid version of its Regulations Governing the Implementation of Quality Evaluation Processes in Teaching and Learning at RWTH, which stipulates the information necessary for the evaluation (according to § 7 (2) in connection with § 3 and § 8 (5) HG);
 - f) after enrollment, re-enrollment, or termination of enrollment to the IT Center for the purpose of managing access authorizations to the University data network and to the University Library for the purpose of user administration (student ID number, last name, first name, address, date of birth);
 - g) if required, to the student body (elections) as well as to the Election Office for the purpose of organizing and conducting the elections to the university committees as well as creating and updating the electoral register (student ID number, RWTH ID, last name, first name, address, date of birth, student council/faculty affiliation);
 - h) after enrollment and termination of enrollment to the statutory health insurance providers for students (student ID number, last name, first name, address, date of birth, date of enrollment or termination of enrollment according to the Student Health Insurance Reporting Ordinance (Studentenkrankenversicherungs-Meldeverordnung, SKV-MV for short);
 - i) related to the data collection characteristics according to the Act on Statistics for Higher Education (HStatG) to the NRW State Office for Information and Technology (IT.NRW);
 - j) to NRW. Bank when a tuition fees loan has been granted pursuant to the Tuition Fees and University Fees Ordinance (StBAG);
 - k) to Aachener Straßenbahn und Energieversorgungs-AG (ASEAG) for creating and dispatching Semester Tickets (External_Nr(Unique Identifier, UID), last name, first name, address, date of birth, times when the holder is not entitled to use the ticket, gender, validity);
 - l) to Studentenwerk Aachen A.ö.R. for the use of the payment function (RWTH ID, RWTH card number, CMS card number, detail "Student").
- (10) Pursuant to § 8 (5) HG, RWTH may use the personal details of its former members and affiliated members to the extent that this is necessary for the purpose of surveys within the framework of quality assurance and evaluations pursuant to § 7 (2) HG or for maintaining contact with these individuals, provided they do not object to this. Respondents must be informed that any information they provide is on a voluntary basis and that they have the right to object to it. For the purpose of maintaining contact, the following data will be stored for an unlimited period of time: Last name, first name, gender, nationality, date of birth, home address, telephone number, email address, student ID number, courses of study, and type of degree as well as period of affiliation with RWTH. The transmission of this data to the alumni organizations or associations of friends of individual RWTH professorships or institutions of RWTH is permitted.

§ 5 Denial of Enrollment

- (1) Except in cases of lacking qualifications, lacking prerequisites according to § 2 (2) or lacking evidence according to § 4 (3) number 2, enrollment shall be denied if
- a) an applicant has not been admitted to a restricted-admission degree program;

- b) an applicant has ultimately failed an exam or assessment in the chosen degree program or has lost the right to take exams required by the examination regulations at a university within the scope of application of the Basic Law for the Federal Republic of Germany. This applies accordingly to related or comparable courses of study, insofar as this is stipulated in the examination regulations.
- (2) An applicant may be denied enrollment if they
- a) would endanger the health of other university members or significantly disturb orderly academic operations due to illness. Before a decision is made, the applicant shall be given the opportunity to prove that the reason for refusal is not justified;
 - b) have an appointed legal guardian due to mental illness or a psychological or emotional disability;
 - c) have not observed the correct form and deadlines prescribed for enrollment;
 - d) fail to provide proof of payment of fees due. Exemptions from the student body fee may be granted in cases of social hardship;
 - e) are already enrolled at another university.

§ 6 Termination of Enrollment

- (1) A student's enrollment shall be terminated if
- a) they request it;
 - b) their enrollment was induced by coercion, fraudulent misrepresentation, or a criminal act;
 - c) they have ultimately failed an exam or assessment in the course of study required by the examination regulations or have ultimately lost their right to take an exam;
 - d) the decision on the allocation of a place on the chosen course of study has been withdrawn during the allocation process by the body responsible for the allocation;
 - e) they have not submitted a German or English language proficiency certificate by the end of the enrollment period and then did not submit proof of successful participation in designated German or English courses offered by the RWTH Language Center at some point in the academic year (www.sz.rwth-aachen.de) after previously taking a placement test (B2 level) by the end of the academic year at the latest.
- (2) Once the student has received their certificate confirming they passed their final exam, their enrollment shall be terminated at the end of the semester in question, unless they are still enrolled in another degree program.
- (3) A student's enrollment can be terminated if
- a) after enrollment, facts come to light that still apply and should have led to the denial of enrollment or could have led to the denial of enrollment;
 - b) they fail to commence their studies or fail to re-register without having been granted a leave of absence;
 - c) they fail to pay fees due despite a reminder and a deadline set with the warning that their enrollment would be terminated. Exemptions from the student body fee may be granted in cases of social hardship;
 - d) they fulfill the elements of the offense described in § 63 (5) sentence 6 HG;
 - e) they fail to prove that they have fulfilled their obligation to the responsible health insurance provider under the Social Code;

- f) they have lost their right to take an exam required by the examination regulations;
 - g) their habitual residence or domicile cannot be determined.
- (4) Applications for termination of enrollment under paragraph 1 (a) shall be submitted using the form issued by the university. The following shall be attached to the application:
- 1. student ID and Semester Ticket,
 - 2. if applicable, exoneration of liability certificates for any expenses they could have incurred at various university institutions.
- (5) The effect of enrollment termination shall be determined in accordance with the provisions of the Administrative Procedure Act on the withdrawal and revocation of administrative acts. If a student has ultimately failed an exam, their enrollment is terminated at the end of the semester in which the decision on their ultimate failure of the exam is definitive or legally binding. If enrollment termination is directed due to the student missing the re-enrollment deadline, the termination becomes effective on the last day of the semester in which the student last enrolled or re-enrolled. Upon request, the student will receive a termination of enrollment certificate. When their enrollment is terminated, their membership at RWTH automatically expires.

§ 7 Re-Enrollment

- (1) Enrolled students who wish to continue their studies at RWTH after the end of a given semester must re-enroll by the deadline set by the University. The respective re-enrollment deadline will be officially announced (e.g. by email, by posted notification, and on the RWTH website).
- (2) Re-enrollment becomes effective when the fees are received in the University's bank account in due form and time by the deadline according to paragraph 1, with § 4 (5) applying accordingly.
- (3) Late re-enrollment according to § 4 (5) is excluded in restricted-admission degree programs, unless the enrollment limit in the degree program has not yet been reached.

§ 8 Leave of Absence

- (1) Upon application, students may be granted a leave of absence from their studies if they
 - a) want to study at a university outside Germany or at a language school;
 - b) are studying abroad on an RWTH exchange program (e.g. Erasmus);
 - c) are participating in the Guter Studienstart Project;
 - d) are on a work placement (internship) that serves the objective of their degree program;
 - e) are unable to attend classes due to illness and their illness prevents them from completing the expected credits for the semester;
 - f) are performing voluntary military service in accordance with the Act on the Federal Military Service or federal volunteer service in accordance with the Act on the Federal Voluntary Service;
 - g) are caring for or providing for their spouse, registered partner, children, a direct relative, or an in-law, if they are in need of care or support, according to § 25 (5) of the German Federal Training Assistance Act (BAföG);

- h) are unable to complete the expected credits due to a pregnancy or caring for a child not yet of school age within the meaning of § 25 (5) BAföG;
 - i) are serving a prison sentence;
 - j) are unable to complete the expected credits due to economic hardship, if a leave of absence for this reason has not been granted in the previous semester;
 - k) are significantly involved in student government or other University bodies (as a chairperson or as an officer) and their duties prevent them from completing the expected coursework, however, this reason may only justify a maximum of two semesters of leave;
 - l) are absent from the University or are unable to complete the expected credits due to their participation in a research project that is in the University's interest. This research project may not be associated with any credit awarded in their degree program;
 - m) have a solid plan to start a business;
 - n) claim other important reasons for a leave of absence of similar importance to those listed above and provide appropriate evidence thereof.
- (2) Students should apply for a leave of absence using the form issued by RWTH. Students must attach the following to leave of absence applications:
1. certificate of enrollment (including student ID) for the following semester, if already available;
 2. evidence substantiating the reason for leave according to paragraph 1 letters a) – n) (if necessary, with an additional written explanation).

In principle, students must apply for a leave of absence during the re-enrollment period using the form issued by the University together with the required supporting documents. In justified cases, an application for leave of absence can be submitted up until the end of the first month of the lecture period. Retroactive leaves of absence are not permitted. The provisions of § 7 (1) and (2) shall remain unaffected. The reason for the leave of absence must apply to the majority of the semester.

- (3) The leave of absence is generally granted for the duration of the semester in question. A leave of absence beyond one semester is permitted if the important reason affects at least two semesters and the student provides evidence for this. If the reason for the leave of absence ceases to apply earlier in the semester than expected, the student is required to notify the University before this occurs. During a leave of absence of more than one semester, the student's membership rights and obligations at the University shall be suspended. Up to six semesters of leave may be granted in total, while students caring for children not yet of school age (paragraph 1, letter h)) may be granted up to six semesters of leave per child.
- (4) Leaves of absence for the first course semester are not permitted. Notwithstanding this, students may be granted a leave of absence for the first course semester of a Master's degree program if they are on a semester abroad or on a work placement (internship). The existence of the reason pursuant to sentence two shall be substantiated in a suitable form.

§ 9 Change of Degree Program

Changing degree programs or taking up another degree program requires the approval of the University. Students must submit the corresponding application to the Registrar's Office during the re-enrollment period. If a student would like to change degree program or take an additional degree program, the provisions governing their initial enrollment apply accordingly.

§ 10

Application for an Open-Admission Master's Degree Program

- (1) Admission to a course of study leading to a Master's degree is granted to those who can prove that they have a first degree qualifying them for a profession and the chosen Master's course of study builds on this. The examination regulations may stipulate that proof of a previous qualifying degree is required for a course of study according to sentence 1.
- (2) If proof of a qualifying degree is required according to the examination regulations, applicants must submit an application via RWTHonline to have their background education reviewed.
- (3) Corresponding applications with the required documents must be received by RWTH by July 15 for a winter semester start and by January 15 for a summer semester start (final deadlines). Applications shall be submitted via RWTHonline. The application deadline applies to both first course semester and higher course semester applications.
- (4) The minimum required documents that shall be attached to the application will be listed in RWTHonline as applicable to the individual case. The documents are transmitted to RWTH when they are uploaded. The documents must contain information on the acquired competencies and, in this context, passed, failed, or completed assessments, including their weight in credit points (CP), as well as other knowledge and qualifications. RWTH is not obliged to officially ascertain whether the information is true.
- (5) If an incomplete application is submitted as described in paragraph 4, a review of the applicant's educational background shall not take place and the applicant will receive a notification to this fact.
- (6) Admission and rejection letters are made available to the applicant in RWTHonline. An applicant shall be considered notified on the third day after the individual entitled to retrieve these documents receives the electronic notification that the admission or rejection letter has been made available.

§ 11

Part-Time Studies

- (1) If a continuing education Master's degree program in the sense of § 62 (3) HG is suitable for part-time studies in accordance with § 62a (2) HG, the applicant shall be enrolled in the program on a part-time basis upon application, provided that they fulfill the enrollment requirements in accordance with §§ 2 and 3 and they have a significant reason for pursuing their studies in this manner.
- (2) The following shall be considered significant reasons for taking up part-time studies
 - a. Working at least 20 hours a week in a professional position,
 - b. Caring for children according to § 25 (5) BAföG or looking after a relative in need of care,
 - c. Serving on University, student government, or Studierendenwerk bodies.
- (3) Part-time students shall have the rights and obligations of full-time students, subject to the provisions of paragraph 4.

- (4) Pursuant to § 48 (8) HG, part-time students are only entitled to attend courses of their chosen degree program at a ratio of 50% compared to full-time students, and may also only complete assessments and exams, fulfill individual course requirements in the sense of § 64 (2) number 2 HG, obtain credit points (CP), or take exams to this ratio.
- (5) Changing from part-time to full-time studies or from full-time to part-time studies is usually only permitted once per degree program.

§ 12

Cross-Registered Students

- (1) Upon application, students enrolled at other universities may be admitted to RWTH as cross-registered students who have the right to attend courses and take exams. Their admission is subject to the payment of a cross-registered student fee in accordance with the RWTH Charges Regulations. RWTH may deny the admission of cross-registered students after consulting with the faculty concerned if course attendance is restricted according to § 59 HG.
- (2) Admission as a cross-registered student requires proof of enrollment without a simultaneous leave of absence at another university.
- (3) Students enrolled at other universities may be admitted to another degree program as cross-registered students if they meet the requirements of § 1 (2) and (4). Admission to more than one course of study is permitted according to § 77 (1) HG.
- (4) Cross-registered students are not enrolled at the University; they become affiliated with RWTH through their admission and for the duration of their admitted semesters, without becoming members. The provisions for enrollment, denial of enrollment, for re-enrollment, and termination of enrollment apply accordingly to cross-registered students. Applications for admission must be submitted by the deadlines announced by the University. They must include proof of enrollment at another university. Cross-registered students are issued a certificate of admission to specific courses or to a degree program, with § 4 (5) applying accordingly.

§ 13

Auditing Students

- (1) Applicants who would like to attend individual lectures and seminars can be granted auditing student status if offerings and capacity allow. The proof of qualification stipulated in § 2 is not required. For admission as an auditing student, the general auditing student fee is to be paid in accordance with the currently valid version of the University Charges Regulations.
- (2) For auditing students, § 11 (4) sentences 1 and 3, and § 4 (5) shall apply accordingly.
- (3) With the exception of participation in a continuing education course of study in the sense of § 62 (3) sentence 1 HG, auditing students are not entitled to take exams or acquire any credits.

In accordance with the provisions of the respective faculty, auditing students may receive a certificate for individual courses as well as for assessments completed there, however, such certificates are not a confirmation of assessments completed in accordance with any regulations. Regulations for determining successful participation in a continuing education degree program in the sense of § 62 (3) sentence 2 HG remain unaffected.

- (4) Participants in continuing education courses offered by RWTH are also considered auditing students within the meaning of this provision, , as long as they are not enrolled as students

under the conditions specified in § 1 (1). If the faculty responsible for a given course has set a limit on the number of participants due to the nature or purpose of the continuing education course, applications will be considered in the order in which they are received only to the extent that they correspond to the specified number of participants. If several applications are received at the same time, the place will be allocated by a lottery process.

§ 14 Duty to Participate

- (1) Students are obliged to immediately notify the RWTH Registrar's Office of the following:
 - a) changes to their name, mailing address, nationality;
 - b) change of health insurance provider if they have compulsory student health insurance;
 - c) any ultimately failed interim, preliminary, and final exams as well as ultimately uncompleted assessment components which are required for the continuation of their course of study according to the examination regulations, as well as any degree certificates from second universities attended concurrently;
 - d) loss of right to take an exam;
 - e) successful completion of a course of study at RWTH;
 - f) semesters that can be credited and are significant for the continuation of their studies;
 - g) loss of student ID card;
 - h) taking up a concurrent course of study at another university.
- (2) For cross-registered students according to § 11 (3), the provisions of paragraph 1 shall apply accordingly, with the exception of b) and h).
- (3) Students are required to cooperate with automated business processes and procedures used within the University. This basically requires actively using the dial-in code received during enrollment and activating the RWTH email address associated with it. Regularly reading emails sent from the University is strongly recommended.

§ 15 Final Provisions

These regulations shall enter into force as an official announcement ("amtliche Bekanntmachung") of RWTH on the day following their publication.

Issued based on the resolutions of the Senate of RWTH Aachen University dated July 14, 2022.

It is pointed out that, in accordance with § 12 (5) NRW HG, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement unless:

- 1) the announcement has not been properly published,
- 2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- 3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- 4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

Rector
of RWTH
Aachen University

Aachen,
dated

July 25, 2022

sgd. Rüdiger

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger