

## **Registration Regulations (Rules) at Kiel University of 9 January 2009**

Version published on 13 March 2009 (NBI. MWV. Schl.-H. p. 13), amended by statute of 28 January 2010, published on 1 March 2010 (NBI. MWV. Schl.-H. p. 4), amended by statute of 25 August 2010, published on 11 October 2010 (NBI. MWV. Schl.-H. p. 63), amended by statute of 12 May 2011, published on 1 June 2011 (NBI. MWV. Schl.-H. p. 51), amended by statute of 7 June 2012, published on 13 July 2012 (NBI. MWAVT. Schl.-H. p. 47), amended by statute of 20. November 2014, published on 30 December 2014 (NBI. HS. MSGWG. Schl.-H. p. 76), amended by statute of 14 June 2016, published on 14 July 2016 (NBI. HS. MSGWG. Schl.-H. p. 55), amended by statute of 13 June 2019, published on 11 July 2019 (NBI. HS. MBWK. Schl.-H. p. 34), amended by statute of 20 July 2020, published on 24 September 2020 (NBI. HS. MBWK. Schl.-H. p. 54)

Based on Section 40 (5) of the Schleswig-Holstein Higher Education Act (HSG) in the version published on 28 February 2007 (GVOBl. Schl.-H. p. 184) and amended by Article 4 of the Haushaltsstrukturgesetz (Budget Structure Act) of 12 December 2008 (GVOBl. Schl.-H. p. 791), after a resolution was passed by the Senate at Kiel University on 23 July and 17 December 2008, the following Rules were issued:

### **Contents**

#### **Part 1: Basic principles**

- § 1 General information
- § 2 Requirements for registration
- § 3 Denial of registration

#### **Part 2: Additional regulations for special cases**

- § 4 Registration at multiple universities
- § 5 Registration for multiple degree programmes
- § 6 Exchanging university places
- § 7 Registration when changing degree programmes
- § 8 Registration for a doctoral degree programme
- § 9 Registration for Master's degree programmes
- § 10 Registration for executive Master's degree programmes
- § 11 Registration for degree programmes in parallel to work
- § 12 Registration in higher semesters
- § 13 Registration in subjects with an academic year
- § 14 Provisional registration for a degree programme without a general certificate of qualification for admission to higher education (trial degree programme)
- § 15 Registration for obtaining German language skills
- § 16 Registration as part of an international exchange programme

#### **Part 3: Registration procedure**

- § 17 Deadline
- § 18 Form

#### **Part 4: Re-registration and leaves of absence**

- § 19 Re-registration procedure
- § 20 Leaves of absence

#### **Part 5: Dismissal**

- § 21 Dismissal upon personal request
- § 22 Official dismissal
- § 23 Withdrawing registration

**Part 6: Guest students**

- § 24 Guest students
- § 25 Dual auditors
- § 26 Guest auditors
- § 27 Junior study programme for especially gifted pupils
- § 28 Duration of the acceptance and procedure

**Part 7: Notification obligations**

- § 29 Notification obligations

**Part 8: General rules of procedure**

- § 30 Procedure for rejections
- § 31 Responsibilities

**Part 9: Data collection**

- § 32 Data collection

**Part 10: Final provision**

- § 33 Entry into force and transitional provisions

## **Part 1: Basic principles**

### **§ 1**

#### **General information**

- (1) Prospective students are accepted into the University via registration upon request (enrolment). Through registration, the prospective students become members of the University with the rights and duties arising from the Higher Education Act.
- (2) With registration, prospective students agree that study and examination-related information, declarations, and also the notification of decisions concerning the degree programme can be sent to them via the stu-mail address assigned to them, provided that another form of notification is not required by law.
- (3) With registration, the prospective student becomes a member of the faculty that offers the degree programme he or she has selected. If the selected degree programme or programmes is/are assigned to several faculties, the prospective student must select the faculty to which he or she wishes to belong when registering.

### **§ 2**

#### **Requirements for registration**

- (1) By way of requirement for registration, the prospective student must possess the qualification required for the selected degree programme in accordance with the current version of Sections 38 and 39 of the Higher Education Act (HSG) in conjunction with the regulations stipulated by Section 39 (2) HSG, in particular the Study Qualification Act (StuQuaVO) and the Special Study Qualification Act (BesStuQuaVO), or an equivalent recognised educational background and must prove that no grounds for denial exist as stipulated in Section 3.
- (2) Evidence of a special educational background, a special study-related aptitude, a practical activity or a first degree qualifying for a professional career as well as any further requirements for admission to the Master's degree is required for registration where this is stipulated in the study or examination regulations or in the study qualification rules (Studienqualifikationsatzung).
- (3) Prospective students of all nationalities with foreign qualifications must submit their documents directly to the work and service office for international student applications uni-assist e.V., Geneststraße 5, 10829 Berlin. Paragraph 4 remains unaffected.  
For degree programmes without restricted admission, the application for a winter semester must be submitted via uni-assist by 15 July and for a summer semester by 15 January. A study application submitted correctly and punctually via uni-assist will be transferred directly from there to Kiel University provided that it is rated as positive by uni-assist. To check whether the further requirements for registration specified in Paragraph 2 are met, prospective students must also contact the subject department directly.
- (4) In derogation from Paragraph 3,
  1. Applications for checking the fulfilment of further requirements for registration as specified in Paragraph 2 should, for the following Master's degree programmes, be sent directly to Kiel University by the relevant dates specified by Kiel University and published on its website, without the need for prior application via uni-assist:
    - a. AgriGenomics
    - b. Biological Oceanography
    - c. Climate Physics
    - d. Dairy Science
    - e. Electrical Engineering and Information Technology
    - f. Environmental Management
    - g. Marine Geosciences
    - h. Materials Science and Business Administration
    - i. Materials Science and Engineering

- j. Medical Life Sciences
  - k. Sustainability, Society and the Environment
  - l. all LL.M. degree programmes of the Faculty of Law;
  2. An application via uni-assist is not required if suitable documents are presented regarding the qualification. Suitable documents are, in particular,
    - a. a certificate of qualification from the Studienkolleg Hamburg (Hamburg preparatory course),
    - b. a valid certificate of equivalence for higher education institutions within the area of application of German Basic Law for the subject being applied for, stating the type, grade, and date of the general certificate of qualification for admission to higher education,
    - c. a preliminary check document for Kiel University from uni-assist;
  3. An application via uni-assist is not required if the study objective is to obtain a doctoral degree.
- (5) If the admission requirements stipulated in the degree-specific examination regulations can expire in essence, a date can be specified in the degree-specific examination regulations by which registration must be applied for at the latest, with confirmation of the aptitude assessment, with no need for a further application for checking fulfilment of the further requirements for registration as specified in Paragraph 2 beforehand.

### **§ 3**

#### **Denial of registration**

- (1) Registration for a degree programme shall be denied
  1. if the prospective student in a degree programme with restricted admission is not admitted for the semester applied for or if he or she fails to submit the relevant acceptance declaration on time, provided that one is required,
  2. if and insofar as the prospective student is excluded from studying at all higher education institutions of a federal state under the area of application of German Basic Law by incontrovertible or immediately enforceable decree,
  3. if the prospective student has ultimately failed an examination required under the examination regulations in a degree programme, for the relevant degree programme of the relevant type of higher education institution,
  4. if the prospective student has not proven fulfilment of the payment obligations to the Studentenwerk Schleswig-Holstein (student union) or to the student body or has not paid the registration fee or the fees for the degree programme, or
  5. if the prospective student is subject to mandatory health insurance cover and cannot provide evidence of mandatory health insurance cover or exemption therefrom.
- (2) Registration can be denied if the prospective student
  1. does not adhere to the forms and deadlines required for registration,
  2. does not provide evidence of sufficient knowledge of German or of the foreign languages required by the study qualification rules or the completion of the necessary work experience,
  3. has been sentenced to a term of imprisonment of more than one year for a crime committed with intent and the conviction is not yet spent and the type of crime poses a risk or disruption to studies,
  4. does not possess the ability to hold public positions,
  5. suffers from an illness that endangers the health of other students or would seriously impair normal studies. Presentation of an official medical report may be requested accordingly; if this is not submitted, registration may be denied, or

6. has provided false information during the application, admission or registration procedure.

## **Part 2: Additional regulations for special cases**

### **§ 4**

#### **Registration at multiple universities**

Students can only be registered at one university. If the selected degree programme requires simultaneous study at multiple universities, the student registers at one university and receives the status of guest student at the other university or universities. Section 5 applies for double registration with regard to a second or a further degree programme with restricted admission.

### **§ 5**

#### **Registration for multiple degree programmes**

- (1) Prospective students can only be registered for a second or a further degree programme with restricted admission if
  1. this is necessary for a professional qualification that requires a prescribed combination of multiple degree programmes or parts thereof, or
  2. a special professional, scientific or artistic interest exists in pursuing simultaneous studies in the degree programmes with restricted admission. In order to determine whether such a special professional, scientific and artistic interest exists, a statement from the faculty which the second degree programme belongs to must be submitted.
- (2) Registration for a third teaching subject can only take place if capacity is available. It can also be made contingent on the condition that the student is already in a higher semester in his or her other teaching subjects. Further details will be decided upon by the University Board.

### **§ 6**

#### **Exchanging university places**

It is possible to exchange university places in degree programmes with restricted admission nationwide. The registered student must submit an application for exchanging university places no later than seven days before lectures begin, using the application form introduced for this purpose. Exchanging university places requires that the student registered at the other university

1. agrees to the exchange, and has confirmed this on the application form,
2. is registered for the same degree programme at another university as the applicant studying here, and
3. can provide proof of academic achievement in accordance with the study and examination regulations valid here for the study place made available through the exchange.

## **§ 7**

### **Registration when changing degree programmes**

The provisions regarding the initial registration and the re-registration apply accordingly for changing a degree programme or the intended degree qualification.

## **§ 8**

### **Registration for a doctoral degree programme**

When registering for a doctoral degree programme, in addition to the requirements of Section 2, the student must also fulfil the requirements for admission to a doctoral degree programme, have been accepted as a doctoral researcher in accordance with the applicable Doctoral Degree Regulations, and he or she must intend to take part in lectures which are suitable for furthering the doctoral degree. Confirmation from the respective faculty to this effect must be submitted.

## **§ 9**

### **Registration for Master's degree programmes**

- (1) By way of requirement for registration in a Master's degree programme, the prospective student must possess a first degree qualifying for a professional career and meet and provide evidence of the further requirements for admission to the Master's degree programme in accordance with the relevant degree-specific examination regulations, the study qualification rules and, in the case of double-subject degree programmes, also the Double-Subject Examination Regulations.
- (2) If the university degree has not yet been obtained at the time of registration, provisional registration can take place if no more than 30 ECTS credits or coursework and examinations of an equivalent scope in accordance with the respective examination regulations remain to be obtained to acquire the first degree qualifying for a professional career. If a minimum grade is required for the qualification, the average grade determined from the examinations sat so far shall apply. The provisional registration expires if the successful university degree has not been substantiated by 10 December for a winter semester and by 10 June for a summer semester (resolutive condition).

## **§ 10**

### **Registration for executive Master's degree programmes**

- (1) Participants in executive Master's degree programmes pursuant to Section 58 (1) Sentence 1 No. 1 of the Higher Education Act (HSG) are registered as students provided that the requirements of Section 9 (1) and (2) are met.
- (2) Registration can be limited to the duration of the respective executive degree programme. Registration may be extended
  1. for the purpose of resitting examinations,
  2. for good cause, in particular as a result of serious illness.
- (3) Special regulations can be stipulated for the form and deadline for registration.

## **§ 11**

### **Registration for degree programmes in parallel to work**

- (1) Participants in degree programmes offered in parallel to work pursuant to Section 58 (1) Sentence 1 No. 4 of the Higher Education Act (HSG) and which do not fall under Section 58 (1) Sentence 1 No. 1 HSG are registered as students provided that the requirements of Section 2 and, for Master's degree programmes, also the requirements of Section 9 (1) and (2) are met.
- (2) Section 10 (2) and (3) apply.

## **§ 12**

### **Registration in higher semesters**

- (1) The prospective student is registered in a higher semester if he or she was registered in the same or in a similar or equivalent degree programme at a university in Germany and provides evidence of corresponding examination achievements.
- (2) If he or she has recognised coursework or examination achievements or study times from a degree programme outside the area of application of German Basic Law or in another degree programme, the student can be registered upon request in the relevant higher semester on the basis of a certificate of recognition. Section 2 (3) applies accordingly for prospective students with foreign qualifications.
- (3) If a prospective student with a general certificate of qualification for admission to higher education pursuant to Section 51 (2) HSG has obtained the knowledge and skills required for studying successfully by means other than a degree programme, he or she can prove this knowledge in a special university examination (equivalence test), provided that the respective degree-specific examination regulations do not stipulate otherwise. Following the result of the equivalence test, the prospective student will be registered in a corresponding semester in accordance with the programme schedule of the degree programme.

## **§ 13**

### **Registration in subjects with an academic year**

- (1) If the range of courses on offer for a degree programme is organised by academic year, studies can only be commenced in a winter semester if the academic year begins in the winter semester or in a summer semester if the academic year begins in the summer semester.
- (2) If the academic year begins in the winter semester, prospective students can only register for higher semesters with an even guide number in a summer semester, and for higher semesters with an odd guide number in a winter semester.  
If the academic year begins in the summer semester, registration for higher semesters with an even guide number is restricted to a winter semester, and for higher semesters with an odd guide number to a summer semester.
- (3) The degree-specific examination regulations can allow registration in both the winter and summer semester if, in both cases, the degree organisation by academic year does not disrupt the ability to complete the degree programme within the standard period of study. In the case of Master's degree programmes, an allowance can be made despite a disruption to the ability to complete the degree programme within the standard period of study in order to enable a direct transition to the Master's degree programme. In these cases, the degree-specific examination regulations recommend that studies begin in the semester in which the academic year begins.

## **§ 14**

### **Provisional registration for a degree programme without a general certificate of qualification for admission to higher education (trial degree programme)**

- (1) A prospective student without a general certificate of qualification for admission to higher education who
  1. has completed vocational training with an overall grade of at least "satisfactory" or, if there is no overall grade, with an average grade from the individual grades of at least 3.0 and
  2. has at least three years of a minimum of part-time regular employment in the profession in which he or she is trained or can provide evidence of corresponding substitute periods

can be registered provisionally and limited initially to two semesters in degree programmes that are closely subject-related to the profession in which he or she is trained and that do not have restricted admission.

- (2) The application for provisional registration must be made between 15 April and 31 May of the relevant year to Student Admission and Registry. Corresponding certified proof of fulfilment of the requirements of Paragraph 1 No. 1 and 2 must be included with the application.
- (3) The following apply as completed vocational training pursuant to Paragraph 1 No. 1:
  1. completed vocational training in a profession requiring formal training that is listed in the directory for Section 90 (3) No. 3 of the Vocational Training Act (Berufsbildungsgesetz) or Section 25 of the Crafts and Trade Code (Handwerksordnung) or
  2. vocational training at a state or state-recognized vocational secondary school (Berufsfachschule) or special vocational school (besondere Fachschule) or
  3. training in a public-sector employment relationship or
  4. successfully completed non-commissioned officer's or officer's examination for professional soldiers or short-service soldiers.
- (4) In the degree programmes Theology with the qualification of Diploma, Theology with the qualification of First Theological Examination of the North Elbian Evangelical Lutheran Church, and Protestant Religious Studies with the qualification of Bachelor of Arts (Studies in Secondary Education (Lehramt an Gymnasien) or Studies in Business Education (Handelslehrer)), completed vocational training pursuant to Paragraph 1 No. 1 and a close subject relationship pursuant to Paragraph 1 are only present if the prospective student has at least three years' professional experience
  1. as a deacon or church musician or in an educational or social activity in a church environment with comparable qualifications and
  2. has obtained the relevant vocational qualification with at least the results stipulated in Paragraph 1 No. 1.
- (5) The following can be recognised as substitute periods for the professional experience up to a duration of two years:
  1. compulsory service pursuant to Section 12a (1) or (2) of German Basic Law or a corresponding temporary service,
  2. work as a development aid worker pursuant to the Development Aid Workers Act (Entwicklungshelfergesetz),
  3. a voluntary social or ecological year pursuant to the law on promoting voluntary service for young people,
  4. training in a profession that is generally learned via in-service training,
  5. independent management of a family household with at least three people, in exceptional cases with at least one person requiring education or care.
- (6) The academic advisor responsible for the intended degree programme or the Chairperson of the responsible Examination Board shall establish the existence of subject relevance between the profession learned and the selected degree programme in a consultation meeting. The meeting is also intended to provide information on the requirements and necessary prior knowledge for the selected degree programme, the content requirements of the degree programme, the options for compensating any deficits in the prospective student's prior education, conditions of study, career prospects, and possible alternatives to the intended degree programme.

The Chairperson of the Examination Board shall issue a written decision regarding the result of the consultation meeting.

- (7) During the trial degree programme, the student must prove his or her suitability for the selected degree programme by sitting the module examinations required by the relevant examination regulations. If the selected degree programme is not modular, the Examination Board defines which examinations and coursework must be completed to prove suitability.
- (8) After two semesters have lapsed, the Examination Board determines whether the student has passed all the examinations or obtained all the proof of achievement certificates required for the first two semesters. If this is the case, the student is registered in the corresponding semester of the selected degree programme. Otherwise, the provisional registration can be extended by a maximum of two more semesters for the purpose of repeating the semesters.
- (9) If the fully registered student pursuant to Paragraph 8 wishes to change the major subject he or she has selected, this can only be approved if the subject remains relevant to the profession learned pursuant to Paragraph 1 and if good reason exists. The trial degree programme may not be extended beyond the maximum duration stipulated in Paragraph 8 Sentence 3.

### **§ 15**

#### **Registration for obtaining German language skills**

- (1) Prospective students who are not able to provide evidence of German language skills pursuant to Section 18 (3) No. 8 by the registration deadline will be registered for the university language courses in the German as a Foreign Language Unit for the duration of two semesters in order to acquire language skills. Registration for the degree programme requires evidence of language skills at the level of "Zertifikat Deutsch" with the grade "good" or better, or equivalent skills.
- (2) Registration for obtaining German language skills does not constitute registration for a degree programme. In justified exceptional cases, in particular when resitting examinations, the duration of this registration can be extended by a maximum of two semesters.

### **§ 16**

#### **Registration as part of an international exchange programme**

Prospective students from abroad who participate in international exchange programmes can generally be registered for the duration of a maximum of two semesters. Registration shall be time restricted accordingly. Exchange students will be de-registered at the end of their stay without application on their part.

### **Part 3: Registration procedure**

### **§ 17**

#### **Deadline**

- (1) The registration must be announced within the deadline set by the University and by special notification (poster, information brochure, internet); for degree programmes with restricted admission, it must be applied for within the deadline specified in the notification of admission. Registration can be denied if the deadlines are not adhered to.
- (2) If the prospective student proves within the specified deadline that he or she is unable to register within the deadline for good reason, the University can extend the registration deadline for the prospective student in question.

**§ 18**  
**Form**

- (1) The prospective student must submit the application for registration in the form stipulated by the University.

This application must include in particular:

1. details of surname, first name, date and place of birth, gender, nationality, current postal address, selected degree programme, qualification and semester, affiliation to the department, type of university entrance qualification or absence thereof, date of application,
  2. a statement regarding whether an examination in parallel to studies or a preliminary, interim, or final examination was irrevocably failed in the selected degree programme and
  3. a statement regarding in which degree programmes, in which qualifications, and with which study periods the prospective student is or has been registered at other universities or at Kiel University.
- (2) The application for registration must be signed in person. In exceptional cases, the prospective student may elect a representative. The representative must identify themselves by showing proof of identity and written authorization from the prospective student.
- (3) The application is to be submitted together with:
1. proof of identification (simple copy of a personal ID card, passport),
  2. proof of the general certificate of qualification for admission to higher education for the selected degree programme or the documents stipulated in the Rules pertaining to Section 39 (4) of the Higher Education Act (HSG) and, in the cases of Section 2 (2), the certificates or documents necessary for proof of the requirements stipulated therein in original form or as a certified copy and, in the case of foreign certificates, a copy of the certificate and a German translation,
  3. the notification of admission, insofar as the degree place was granted on the basis of such, as a simple copy and the relevant acceptance declaration, provided that such is required,
  4. in the case of a change of study location or university, proof of study to date including the records of de-registration from universities previously attended, if the prospective student studied under the scope of application of German Basic Law, as well as certificates for any examinations completed in parallel to studies, preliminary, interim, or final examinations as a simple copy,
  5. in the case of registration for a doctoral degree programme pursuant to Section 8, proof that the necessary requirements for this have been met,
  6. in the case of registration for a higher semester based on recognised academic achievements, a certificate of recognition or proof of having passed the equivalence test pursuant to Section 12 (3), unless this has already been provided in the admission procedure,
  7. in the case of exchanging university places, approval from Kiel University regarding the exchange of university places,
  8. evidence of German language skills in accordance with the applicable version of the general regulations on German language proficiency tests for entrance to German universities (RO-DT, decision by the Standing Conference of the Ministers of Education and Cultural Affairs of 25 June 2004) in combination with the annex to the decision by the Standing Conference of the Ministers of Education and Cultural Affairs of 2 June 1995 in the version of 9 March 2005, insofar as the university entrance qualification was not acquired at a German-speaking school, the application is for registration for a

German-language degree programme, and proof was not already provided in the admission procedure,

9. in the case of registration for a second or further degree programme with restricted admission, either proof that the registration is required because the degree programme combination is stipulated for the professional degree qualification, or a justification of the existence of a special scientific or artistic interest in studying a further degree programme, the opinion of the faculty and the curricula for the degree programmes in question.
- (4) The following documents must be submitted upon registration at the latest, provided that the University does not already have them:
1. if mandatory health insurance cover is required, proof of health insurance cover or exemption therefrom,
  2. proof of payment of the fee to the Studentenwerk Schleswig-Holstein (student union), to the student body, and proof of the registration fee.
- (5) Following completion of registration, students receive a welcome letter with further information.

#### **Part 4: Re-registration and leaves of absence**

##### **§ 19**

##### **Re-registration procedure**

- (1) If the registered student wants to continue studies at the University after the semester ends, he or she must re-register within the deadline stipulated in Paragraph 2. Students on leave must re-register for the semester following the semester of leave within the re-registration period.
- (2) The re-registration period for the winter semester is from 1 June to 31 August and for the summer semester from 2 January to 28 February.
- (3) Re-registration takes place through punctual payment of the fee to the Studentenwerk Schleswig-Holstein (student union) and to the student body for the following semester. The payment is only considered punctual if the full fee is paid into the account of the student union within the deadline stipulated in Paragraph 1. The re-registration is contingent upon valid health insurance cover if mandatory health insurance cover is required, or upon proof of exemption therefrom. In the case of discontinued degree courses, proof must additionally be provided of the extension of the examination deadline pursuant to the provisions of the examination regulations of the discontinued degree programme.
- (4) Once the re-registration deadline has passed, late re-registration is only possible through subsequent payment within the objection period.
- (5) Once re-registration has taken place, the student can view the re-registration for the following semester online in the University's campus management system (CAU portal).

**§ 20**  
**Leaves of absence**

- (1) Upon written application, a student shall be granted a leave of absence
  1. for the duration of performing compulsory service pursuant to Section 12a of German Basic Law. An officially certified copy of the compulsory service notification must be enclosed with the application.
  2. for the duration of a period of study staying at a university under the scope of application of the Basic Law for the Federal Republic of Germany, provided that
    - a) the details of the exchange programme are regulated in a cooperation agreement between the universities,
    - b) more than half of the semester and the lecture period are spent at the other university and
    - c) the student has been admitted to the exchange programme.In this case, an exchange semester counts as an academic semester. Examinations and coursework completed at the partner university in accordance with the cooperation agreement are recognised in accordance with the Recognition Rules.
- (2) Upon written application, a student may be granted a leave of absence if one of the following valid reasons can be substantiated:
  1. illness of the student, or illness or care dependency of a close relative (parents, children or spouse), if a medical certificate is provided which indicates that normal studies cannot be undertaken,
  2. studies abroad, or an internship, which are not prescribed by the study or examination regulations,
  3. working in academic or student councils,
  4. absence from the University in the interests of the University or due to involvement in a research project,
  5. pregnancy, maternity leave or caring for children during periods which, in the event of an employment relationship, there would be a right to parental leave.
- (3) The leave of absence is only permissible for full semesters and generally only for two successive semesters. In justified exceptional cases (illness, childcare) a leave of absence may be granted for a further semester. In general, the student may not be granted a leave of absence of more than four semesters during the degree programme. The time restrictions stipulated in Sentences 2 and 3 do not apply to the reasons for absence listed in Paragraph 2 No. 5 if the students otherwise have no option to continue the studies they have already started.
- (4) Applications for a leave of absence for the following semester must generally be made by the start of lectures for the semester to which the leave of absence applies. Under exceptional circumstances, an application for a leave of absence can be made during a current semester within two months of the start of lectures, if a valid reason in accordance with (1) or (2) occurs within this period.
- (5) Only people who have responded within the re-registration period can apply for a leave of absence.
- (6) During the leave of absence, the rights and obligations as a member of the University are on hold, with the exception of the right to be elected for academic self-governance in the case of Paragraph 2 No. 3. The expiry of examination deadlines is delayed.
- (7) Leave semesters do not count as normal academic semesters. This does not apply in the case of proven studies abroad.
- (8) A leave of absence during the first academic semester is not possible. In higher semesters, a leave of absence is not possible during the first semester after registration.

## **Part 5: Dismissal**

### **§ 21**

#### **Dismissal upon personal request**

- (1) Students who do not wish to continue their studies at the University must submit a written application for dismissal (exmatriculation) to the University with a separate form. The student shall be dismissed upon his/her personal request.
- (2) Dismissal upon personal request generally takes effect at the end of the current semester or on a requested date. Retroactive exmatriculation is not possible. The relevant examination provisions apply for ending ongoing examination procedures.

### **§ 22**

#### **Official dismissal**

- (1) The student shall be dismissed at the end of the month in which the certificate for the examination ending the degree programme was issued, at the latest at the end of the semester in which the examination ending the degree programme was passed, unless he or she is still registered in another degree programme.
- (2) A student shall be dismissed if
  1. grounds for dismissal pursuant to Section 3 (1) Sentence 1 No. 1, 2, or 3 arise or become known retrospectively,
  2. grounds pursuant to Section 3 (1) No. 4 or 5 arise,
  3. he or she has ultimately failed a compulsory, interim, or final examination prescribed by the examination regulations, unless he or she changes subject or degree programme,
  4. the resolutive condition has arisen pursuant to Section 9 (2),
  5. he or she has not provided proof in due time of the requirements incumbent upon him or her in accordance with Section 9 of the Registration Regulations in conjunction with Section 4 (3) Sentence 2 of the Recognition Rules at the time of registration for the Master's degree programme or
  6. if he or she has not provided proof of the qualifications listed in Section 3 of the study qualification rules within the deadline specified therein for the relevant degree programme.
- (3) A student can be dismissed if
  1. grounds pursuant to Section 3 (2) No. 4, 5, or 6 arise retrospectively and a leave of absence is not possible
  2. he or she has not correctly re-registered for continuing studies before the start of a semester or academic year without being on a leave of absence or
  3. he or she has provided false information during the application, admission or registration procedure.
- (4) If a student who has applied for admission to a further degree programme with restricted admission pursuant to Section 5 does not meet the requirements stipulated therein, the student remains registered for the degree programmes to which the requirements stated in Paragraphs 1 and 2 do not apply.
- (5) A student can also be dismissed if he or she uses violence, incites violence, or threatens violence
  1. to hinder the proper operation of a University institution, the activity of a University body, or the holding of a University event, or
  2. to prevent or attempt to prevent a member of the University from exercising their rights and obligations.

The same applies if a student participates in the actions named in Sentence 1 or repeatedly contravenes orders levied against him or her by the University for breach of obligations pursuant to Section 14 (1) Sentence 1 of the Higher Education Act or based on the house rules of conduct.

- (6) Students who have been registered for a doctoral degree programme shall be exmatriculated with effect from the end of the semester in which the doctoral relationship established with the faculty ended.
- (7) Sections 116 and 117 of the Schleswig-Holstein Administration Act (Landesverwaltungsgesetz) regarding the withdrawal and revocation of administrative acts remain unaffected.

### **§ 23**

#### **Withdrawing registration**

If the lecture period of the semester for which the student applied for registration has not yet begun, this registration can be withdrawn by written request from the student.

## **Part 6: Guest students**

### **§ 24**

#### **Guest students**

Guest students can be registered as dual auditors or guest auditors.

### **§ 25**

#### **Dual auditors**

- (1) Anyone who is registered for a degree programme at another university, which requires studying simultaneously at multiple universities in terms of Section 38 (4) Sentence 2 of the Higher Education Act, is registered as a dual auditor.
- (2) They are authorised to participate in modules and lectures and to sit the examinations associated with them if
  1. the lectures are not part of the courses offered by a degree programme with restricted admission, unless not all places on the course have been assigned,
  2. they meet the requirements for admission to the relevant lecture and examination,
  3. the courses offered for registered students are not affected and
  4. the lecturer and the faculty agree to the participation.

## **§ 26**

### **Guest auditors**

- (1) The following are accepted as guest auditors
  1. especially gifted pupils pursuant to Section 38 (5) of the Higher Education Act; further details are governed by Section 27,
  2. participants in further education courses with a qualification certificate pursuant to Section 58 (1) Sentence 1 No. 2 and (3) of the Higher Education Act,
  3. participants who wish to attend other lectures to further their education and
  4. participants who are admitted to an exchange degree programme at Kiel University on the basis of a cooperation agreement.
- (2) They are authorised to participate in modules and lectures and to sit the examinations associated with them if
  1. the lectures are not part of the courses offered by a degree programme with restricted admission, unless not all places on the course have been assigned,
  2. they meet the requirements for admission to the relevant lecture and examination,
  3. the courses offered for registered students and dual auditors are not affected and
  4. the lecturer and the faculty agree to the participation.

## **§ 27**

### **Junior study programme for especially gifted pupils**

- (1) Especially gifted pupils who are nominated by their school and generally attend the upper secondary level (Oberstufe), may participate in certain lectures/modules and examinations specified by the relevant faculty within the scope of their availability (junior study programme). The number of participants per degree programme is generally restricted to a maximum of three pupils. In all other respects, the requirements of Section 26 (2) apply.
- (2) The junior study programme generally begins in a winter semester and lasts for one year. In exceptional circumstances, it may be extended with the agreement of the school.
- (3) Relevant study periods and examinations will be recognised proportionately during subsequent studies upon request.

## **§ 28**

### **Duration of the acceptance and procedure**

- (1) Acceptance as a guest student is granted for one semester at a time upon application if proof has been provided that the relevant requirements have been met and the required fees have been paid.
- (2) The application must be made within the period announced by the University, using the form issued by Kiel University.
- (3) Guest students must specify the lectures and examinations in which they wish to participate. Dual auditors must also specify the university at which they are registered, for which degree programme, and for which semester.

## **Part 7: Notification obligations**

### **§ 29 Notification obligations**

- (1) The students are obliged to notify any change of postal address without delay. This is done by independently changing the address saved in the University's campus management system. If the student culpably fails to do this, he or she must accept the consequences resulting from the use of old contact details. Culpably failing to provide notification of current contact details is considered frustration of delivery of letters and decisions from the University.
- (2) Students are obliged to inform the University in writing without delay if they:
  1. change their name,
  2. have ultimately failed an examination in which a pass is required to continue studying,
  3. develop an illness that endangers the health of other students or would seriously impair normal studies,
  4. are deprived of the ability to hold public positions,
  5. are convicted of an intentional criminal act and sentenced to a prison term of more than one year.

## **Part 8: General rules of procedure**

### **§ 30 Procedure for rejections**

- (1) Official dismissals on the grounds of these Rules must be notified in writing, other rejection decisions in text form. Official dismissals and rejection notifications must be accompanied by instructions on the right to appeal.
- (2) Before a decision pursuant to (1) is issued, the person affected must be given the opportunity to make a statement regarding the facts relevant to the decision. Such a hearing can be waived if it is deemed unnecessary under the individual circumstances.

### **§ 31 Responsibilities**

The University Board is responsible for decisions in accordance with these Rules.

## **Part 9: Data collection**

### **§ 32 Data collection**

In accordance with Section 45 of the Higher Education Act, the University collects the personal data required from students, prospective students, student applicants, and graduates for legal fulfilment of the tasks for which it is responsible.

## **Part 10: Final provision**

### **§ 33**

#### **Entry into force and transitional provisions**

These Rules enter into force retrospectively on 29 July 2008.

They apply for the first time for the procedure for the winter semester 2008/2009. Simultaneously, the Immatrikulationsordnung (Registration Regulations) at Kiel University of 25 November 1993 (NBl. MWFK/MFBWS. Schl.-H. 1993, p. 451), last amended by statute of 24 February 2006 (NBl. MWV. Schl.-H. p. 11), and the Rules of Kiel University for a trial degree programme pursuant to Section 73 (5) of the Higher Education Act with subsequent study assessment of 20 July 1999 (NBl. MBWFK. Schl.-H. p. 366) will cease to apply.

Approval pursuant to Section 40 (5) of the Higher Education Act was granted by the Ministry of Science, Economic Affairs and Transport of the State of Schleswig-Holstein in their letter dated 22 December 2008.

Kiel, 9 January 2009

Professor Dr Gerhard Fouquet  
President  
of Kiel University

---

#### **Article 2 of the amended study regulations of 12 May 2011:**

These Rules enter into force on the day after the date they are published and apply as from the winter semester 2011/12.

#### **Article 2 of the amended study regulations of 13 June 2019:**

These Rules enter into force on the day after the date they are published. They apply for the first time for registrations for the summer semester 2020.

#### **Article 2 of the amended study regulations of 20 July 2020:**

These Rules enter into force on the day after the date they are published. The changes under No. 13 [= *Changes to Section 19*] apply for the first time for students wishing to re-register for the summer semester 2021.