

# Enrolment Regulations

of Rhine-Waal University of  
Applied Sciences

Dated 8 August 2023  
(Official Notice 32/2023)

These enrolment regulations were enacted on the basis of Section 2 (4) sentence 1 and Section 48 (1) of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz – HG NRW*), dated 16 September 2014 (GV. NRW. p. 547), which was last amended on 30 June 2022 (GV. NRW. P. 780b) and entered into force on 1 July 2022.

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## **Section 1**

### **General provisions**

(1) Applicants to Rhine-Waal University of Applied Sciences become official members of the University upon enrolment and retain this status for the duration of their enrolment, receiving all associated rights and obligations defined in the Higher Education Act of North Rhine-Westphalia (HG NRW), the Constitution of Rhine-Waal University of Applied Sciences, the by-laws of the student body as well as all other applicable regulations of Rhine-Waal University of Applied Sciences.

(2) Applicants will be approved for enrolment if they possess the required qualifications and fulfil all additional admission requirements, if applicable, and if no grounds for rejection apply (see Section 48 (1) sentence 1 HG NRW).

(3) Applicants can be enrolled in one or more degree programme simultaneously, provided the requirements in subsection (2) have been met for each specific degree programme. Simultaneous enrolment in multiple restricted-admission ("N.C.") degree programmes with selection procedures is only permitted when pursuing a professionally-qualifying degree that specifically requires enrolment in this particular combination of degree programmes (see Section 48 (2) HG NRW), as it would otherwise result in other applicants being prevented from commencing with their own first undergraduate degree. In the case of a joint degree programme organised by multiple universities within the meaning of Section 77 (1) sentence 3 HG NRW, applicants must enrol at one of the universities involved per the cooperative agreement for the degree programme.

(4) Upon enrolment, applicants will become members of the faculty offering their chosen degree programmes. If the chosen degree programme(s) is/are offered by multiple faculties, applicants must choose a to join a single faculty upon enrolment (see Section 48 (3) sentence 1 HG NRW).

(5) Incoming exchange students who are requesting enrolment as part of an international exchange programme ("incomings") or can otherwise prove that a semester abroad is a recognised part of their degree programme in their home country ("free movers") can be enrolled at Rhine-Waal University of Applied Sciences as an exception for a limited period of time without possessing the qualifications defined in subsection (2), but only with faculty approval.

(6) Applicants who are also minors will be authorised to undertake all administrative tasks required for their studies upon enrolment; this authorisation also applies to the use of media, offers and services of Rhine-Waal University of Applied Sciences. In this case, the applicant's legal guardian(s) must grant their express consent for enrolment.

(7) Enrolment in the first semester of study for bachelor's degree programmes occurs annually in the winter semester. First-semester enrolment in master's degree programmes is possible in either winter or summer semesters. For specific details, refer to the examination regulations of the degree programmes.

## **Section 2**

### **Enrolment requirements**

(1) For applicants whose university entrance qualifications (UEQ) were obtained in Germany, valid admission qualifications include *allgemeine/fachgebundene Hochschulreife*, *Fachhochschulreife*, or equivalent and recognised educational qualifications. Applicants with vocational qualifications obtained in Germany can be admitted to university under the requirements set forth in Section 49 (4) HG and other applicable regulations originating therefrom.

(2) Applicants for master's degree programmes must have a professionally-qualifying undergraduate degree, upon which the master's degree programme would build and expand (Section 49 (6) sentence 1 HG NRW). For specific details, refer to the examination regulations of the degree programmes.

(3) Diplomas obtained in accredited undergraduate programmes at German vocational colleges (*Berufsakademien*) are considered equivalent to bachelor's degrees from universities (Section 49 (7) sentence 2 HG NRW).

(4) Enrolment in degree programmes with restricted admissions (N.C.) requires proof that an applicant has been selected for a slot in the degree programme. This is not required for applicants requesting admission into an advanced semester without a predefined restriction on the number of available slots, provided, however, applicants can prove their eligibility for the advanced semester in the form of prior periods of study in an identical or different degree programme. The responsible office or authority defined in the examination regulations will decide on these admission requests.

(5) Regulations on the equivalence of previous periods of study or training (in accordance with Section 49 (2) and (3) HG) remain unaffected.

(6) For the purpose of improving academic success and easing the transition from school to university, applicants may also be required to pass an academic aptitude test for admission to certain degree programmes (Section 48 (9) HG).

## **Section 3**

### **Rejection of enrolment**

(1) Enrolment will be rejected for applicants who do not possess the required qualifications or proof thereof, as well as in the following cases:

- a) Applicants who have not been selected for a slot in a degree programme with restricted admissions (N.C.).
- b) Applicants who have failed their final attempt at a mandatory examination in an identical degree programme at a university that is subject to the Basic Law of the Federal Republic of Germany; this also applies in the case of degree programmes that are very similar in terms of content to the applicant's previously failed degree programme, provided this has been established in the examination regulations.
- c) Applicants without appropriate proof of German health insurance in accordance with Section 199a (2) of the German Social Code, Volume V (*SGB V*).

(2) Furthermore, enrolment can be rejected in the case of applicants who:

- a) Could jeopardise the health of other members or severely disrupt academic operations at Rhine-Waal University of Applied Sciences due to an illness; however, prior to a rejection on these grounds, applicants will be given the opportunity to prove that this reason for rejection is not applicable.
- b) Fail to pay the mandatory semester fees and contributions or provide proof thereof; case-by-case exemptions on the grounds of financial hardship can be approved by student government.
- c) Fail to complete the forms required for enrolment or comply with enrolment deadlines.
- d) Did not complete the required aptitude test within the meaning of Section 2 (6).

#### **Section 4** **Admission process**

(1) Applications for admission to degree programmes without restricted admissions must be received by Rhine-Waal University of Applied Sciences by 15 January for intake in the next summer semester or 15 July for intake in the next winter semester. Rhine-Waal University of Applied Sciences reserves the right to extend application deadlines, and extensions will be announced on its homepage. In the case of restricted-admission degree programmes, applications must be received by the responsible office before the cut-off date defined in the Public Tender Regulation of North Rhine-Westphalia (*Vergabeverordnung NRW*). Applicants who miss this deadline or submit an incomplete/incorrect application before the deadline will be automatically excluded from the selection process for available slots. In general, applications for admission, in particular for prospective students entering their first semester of study or higher, but also from guest auditors and visiting students, incoming international exchange students and junior students, must be submitted electronically. Decisions regarding electronic applications can also be made electronically.

(2) International applicants with non-German university entrance qualifications must apply online via the application portal "uni-assist". Rhine-Waal University of Applied Sciences has commissioned uni-assist to verify the academic qualifications of international applicants. Applications must be received by uni-assist no later than 15 July for intake in the next winter semester or 15 January for intake in the next summer semester.

(3) Applicants accepted for admission must submit the following documents via the appropriate HSRW application portal for enrolment:

- a) Letter of acceptance
- b) Copy of passport biodata page
- c) Appropriate proof of payment of the semester fee
- d) Proof of German health insurance in accordance with Section 199a (2) of the German Social Code, Volume V (*SGB V*).
- e) In addition, applicants accepted for master's degree programmes must submit the following:
  - aa) Proof of their university entrance qualification, usually the graduation certificate from the professionally-qualifying bachelor's degree programme that is required for admission to the master's degree programme.

- bb) Note that provisional enrolment in a master's degree programme is also possible, i.e. before all admissions requirements have been fully met, provided the applicant's eligibility can be established based on the grade point average for all examinations they have completed thus far. Provisional enrolment will be rejected with future effect if the student fails to submit the required documents to establish their full eligibility for admission within at least six months of enrolment, but at the latest by the re-registration deadline for the student's second semester of study in the master's degree programme.
- cc) For applicants who were previously enrolled at a different university in Germany: proof of de-registration as well as a confirmation that they have not failed the final attempt at a mandatory examination in an identical degree programme in accordance with Section 50 (1) b HG (i.e. a clearance certificate); this requirement also applies to previous degree programmes that were very similar content-wise to the degree programme for which enrolment is being requested.
- dd) For dual degree programmes: proof of a valid vocational training contract in a work context relevant to the field of the degree programme.
- ee) For part-time students: proof of a valid work contract for at least 20 hours per week.
- ff) For degree programmes in English: Proof of sufficient proficiency in English via a recognised language certificate
- gg) For degree programmes in German and non-native speaker applicants: proof of sufficient proficiency in German, demonstrated by a recognised language certificate.
- f) For applicants who are minors: declaration of consent from the applicant's legal guardian(s).
- g) Proof of recognition for previous periods of study or examinations (if applicable).
- h) Proof of placement into an advanced semester (for requests to change a degree programme).
- i) Proof of completion of an aptitude test in accordance with by Section 2 (6), if applicable.
- j) Proof of other relevant training or qualifications, special aptitude for the specific degree programme in question, or relevant practical experience as defined by the degree programme's examination regulations.

Certificates and other documented proof of qualifications can be scanned and submitted as PDFs by applicants themselves. The receiving office can request original or certified copies of documents for verification purposes in case of any doubts about the authenticity of an applicant's submitted digital documents or for other reasons that would necessitate a thorough investigation of the matter, provided the submitted digital documents do not already contain a qualified signature certificate from the issuing organisation or an attestation of authenticity in conformity with Section 33 (5) of the Administrative Procedure Act of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz NRW*). Photocopies or transcriptions of non-German documents must be certified by the German embassy or a German consulate in the applicant's home country, or the embassy of the applicant's home country in Germany. Certificates and other documents not issued in German or English must include a corresponding translation that has been verified and authenticated by the German embassy or a German consulate in the applicant's home country or a certified interpreter or translator in the Federal Republic of Germany.

(4) Students will receive an official student ID card after enrolling at Rhine-Waal University of Applied Sciences. Student ID cards can also be issued electronically. Student IDs are only valid for use by the designated holder. All rights in connection with the student ID will expire automatically after deregistering from Rhine-Waal University of Applied Sciences.

### **Section 5**

#### **Enrolment requirements for international applicants in German-language degree programmes**

(1) Applicants for degree programmes offered in German whose academic qualifications (Section 2) were not obtained at a German-language institution must meet the minimum German language proficiency requirements for the degree programme (see Section 49 (10) sentence 1 HG).

(2) Proof of German proficiency can be demonstrated via the qualifications specified in Section 2 numbers 1, 2 and 3, as well as Section 6 of the Framework for German Language Tests for Studying at German Universities (*Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen*, RO-DT).

### **Section 6**

#### **Enrolment requirements for English-language degree programmes**

Applicants for degree programmes offered in English must meet the minimum English language proficiency requirements for the degree programme. Specific details are set forth in the General Examination Regulations for Bachelor's and Master's Degree Programmes (RPO) of Rhine-Waal University of Applied Sciences.

### **Section 7**

#### **Obligation to cooperate**

(1) Students are obligated to report the following to Rhine-Waal University of Applied Sciences immediately:

- a) Any changes to first name or surname, current mailing address or permanent address
- b) Any infectious disease subject to mandatory reporting requirements per the German Infectious Disease Prevention Act (*Infektionsschutzgesetz*)
- c) The loss of their student ID
- d) Any changes to health insurance.

(2) Students are obligated to cooperate in the use of automated administrative processes, in particular the campus management system, at Rhine-Waal University of Applied Sciences. Accordingly, students must use the login information provided to them after enrolment as well as their HSRW email accounts, which must be activated first using said login information. Students are obligated to check their HSRW email accounts regularly.

### **Section 8**

#### **Registering for a new semester**

(1) Enrolled students intending to continue studying in their degree programme must

officially re-register for each new semester before the deadline set by Rhine-Waal University of Applied Sciences. The re-registration deadline for each new semester will be published in advance for the entire University.

(2) To re-register, students must transfer the required semester fees and contributions properly and in full to Rhine-Waal University of Applied Sciences before the deadline defined in subsection (1).

(3) Re-registration requests can be rejected if students do not transfer the full amount per subsection (2) or do not comply with their legal duties with regard to health insurance set forth in the German Social Code, Book V (SGB V).

(4) Section 1 (4) applies accordingly, provided the student wishes to exercise their membership rights in a different faculty in the future.

## **Section 9**

### **Leave of absence**

(1) Students can request an official leave of absence for good reason.

(2) Good reasons include, in particular:

- a) A voluntary ecological or social year (FÖJ / FSJ)
- b) Illness (requires a medical certificate indicating that the affected student is currently unable to continue their studies normally)
- c) Pregnancy (requires a medical certificate indicating that the affected student is currently unable to continue their studies normally)
- d) Responsibilities in connection with the care and upbringing of children within the meaning of Section 25 (5) of the German Federal Education and Training Assistance Act (*Bundesausbildungsförderungsgesetz*)
- e) Admission to a foreign university or a language school, provided this period of study is not a mandatory requirement of the degree programme per the examination regulations
- f) A practical work period that serves to advance the degree programme's academic goals for students
- g) Caring for spouses, recognised life partners, immediate family or first-degree relatives, provided the person receiving care is officially recognised as care dependent
- h) Imprisonment
- i) Starting a business venture.

(3) Leaves of absence are usually granted for no more than a single semester. A leave of absence beyond one semester can only be granted in special circumstances; in addition, these exceptions are contingent upon the student duly proving before the re-registration deadline for each new semester that the cause for the extended leave of absence still applies. The student's rights and responsibilities (Section 10 (1) sentence 6 HG) will be suspended for leaves of absence of six months or more. While on a leave of absence students are not permitted to complete any graded coursework, earn credits or certificates towards their degree, or sit for any examinations. Sentence 4 does not apply to re-sits for failed examinations or coursework requirements resulting from a semester abroad or internship semester for which a leave of absence was granted. In addition, sentence 4 does not apply to leaves of absence due to the care and upbringing

of children within the meaning of Section 25 (5) of the German Federal Education and Training Assistance Act, or leaves of absences for the purpose of caring for a spouse, recognised life partner, immediate family members or first-degree relatives.

(4) In general, requests for a leave of absence must be submitted online. Requests should include the following:

- a) Official request form, completed and signed
- b) Proof of payment for all payable semester fees and contributions
- c) Written explanation for the request, with accompanying proof / suitable documentation
- d) Student ID for the following semester (if available).

(5) Requests for a leave of absence, except for reasons b) and c) in subsection (2), must be submitted before the semester re-registration deadline. If this deadline is missed, the requested leave of absence can only be approved from the official start of the lecture period, provided the good reason for the request has been sufficiently proven. Leaves of absence cannot be requested retroactively, i.e. for the past semester. Leaves of absence cannot be granted for a student's first semester of study except for reasons a), b) and c) in subsection (2). Students are not exempt from the payable semester fees and contributions due to a leave of absence.

## **Section 10**

### **Change of degree programme or returning to university**

(1) The rules and regulations for initial enrolment also apply to students changing their degree programme. Accordingly, requests to change a degree programme must be submitted by 15 January (for summer semester intake) or by 15 July (for winter semester intake).

(2) Students may request admission to an advanced semester in a new degree programme only if they have successfully completed enough examinations and modules to qualify for admission into the second semester of study or higher, and can provide corresponding proof thereof. The examination regulations for the new degree programme apply with regard to requests for recognition for prior modules and examinations as well as any related requests for placement into an advanced semester. Students themselves are responsible for submitting credit recognition requests. Placement into an advanced semester can also be affected by admission restrictions (*numerus clausus*).

(3) Students resuming their studies in the same degree programme at Rhine-Waal University of Applied Sciences will be placed into the next semester of study. Resumption requests must be submitted before the appropriate deadline defined in subsection (1).

(4) Generally, requests to change a degree programme or resume studies must be submitted electronically. Decisions regarding electronic applications can also be made electronically.



## **Section 11**

### **De-registration**

(1) Students will be de-registered from Rhine-Waal University of Applied Sciences at the end of the current semester, or immediately in the case of b) below, if:

- a) They request de-registration.
- b) Enrolment was obtained through coercion, wilful deception or criminal offence.
- c) They fail their final attempt at a mandatory examination or otherwise permanently lose the right to sit for examinations in their degree programme.
- d) Their slot in a degree programme with restricted admissions, which was awarded during the selection process, is revoked.

(2) Students who have received their graduation certificate will be de-registered at the end of the current semester, provided they are not required to remain enrolled due to studying in a different degree programme.

(3) Students can be de-registered from Rhine-Waal University of Applied Sciences if:

- a) Facts come to light after enrolment which could or should have resulted in the rejection of the student's request to enrol.
- b) They do not enrol for their first semester or re-register for a new semester before the deadline, without being granted an official leave of absence.
- c) They do not pay the mandatory semester fees and contributions despite receiving a reminder, a new deadline, and a warning that non-compliance will result in de-registration.
- d) They commit multiple or particularly serious cheating infractions in an examination, as defined by the General Examination Regulations for Bachelor's and Master's Degree Programmes at Rhine-Waal University of Applied Sciences.
- e) They lose their right to sit for a mandatory examination in their degree programme, as defined by the examination regulations.
- f) They do not comply with their legal obligations regarding health insurance, as defined by the German Social Code (SGB).
- g) Their current place of residence or location cannot be determined.

(4) In general, voluntary de-registration requests (within the meaning of subsection (1) a) must be submitted electronically. These requests must include the following:

- a) Official de-registration request form
- b) Proof of payment of any outstanding fees or contributions
- c) Student ID.

(5) The deregistration process is governed by the Administrative Procedures Act of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz*), in particular the provisions on the withdrawal or cancellation of administrative acts. After deregistration, students automatically lose their legal status as members of Rhine-Waal University of Applied Sciences. If a student has been automatically de-registered due to reasons c) or f) in subsection 3, their de-registration will take effect from the final day of the most recent semester that the student was properly enrolled in / properly registered for.

## **Section 12**

### **Visiting students**

(1) Students enrolled at a different German university and not currently on a leave of absence can request enrolment at Rhine-Waal University of Applied Sciences as “visiting students” (*Zweithörer*), which permits them to attend lectures and sit for examinations. Generally, requests for enrolment as a visiting student must be submitted electronically. Rhine-Waal University of Applied Sciences can decline requests from prospective visiting students if and insofar as any restrictions on participating in lectures (Section 59 HG) apply. The affected faculty will be consulted before a decision based on the consideration set forth in sentence 3 is made.

(2) Students enrolled at a different German university and not currently on a leave of absence can be admitted as visiting students in an additional degree programme, provided the requirements set forth in Section 1 (2) and Section 1 (3) sentence 2 are met. Admission to multiple degree programmes is permissible under Section 77 (1) sentence 3 HG NRW.

(3) Visiting students are not granted full enrolment status, but are officially admitted to Rhine-Waal University of Applied Sciences as affiliates (not fully-fledged members) for a limited period of time. However, the rules and regulations for enrolment, rejection thereof, re-registration and de-registration also apply to visiting students. Requests for admission as a visiting student must be submitted every semester before the deadline published by Rhine-Waal University of Applied Sciences. Each request must include proof of enrolment at the primary university and proof of payment of the visiting student fee in accordance with Section 1 sentence 1 number 1 of the Fee Regulations of Rhine-Waal University of Applied Sciences. After acceptance, visiting students will receive a confirmation of admission.

## **Section 13**

### **Guest auditors**

(1) Non-students who wish to attend lectures at Rhine-Waal University of Applied Sciences can be admitted as guest auditors as capacity allows. Admission qualifications (Section 2) are not required for guest auditors. Requests for admission as a guest auditor must be submitted electronically together with necessary documentation to Rhine-Waal University of Applied Sciences before the published deadline.

(2) Admission as a guest auditor is contingent upon payment of the guest auditor fee defined in Section 1 sentence 1 number 2 of the Fee Regulations of Rhine-Waal University of Applied Sciences, as amended.

(3) Section 12 (3) applies accordingly to guest auditors.

(4) Guest auditors are not entitled to sit for examinations. At most, they can qualify for a participation certificate for the attended lecture.

## **Section 14**

### **Virtual exchange students**

(1) Students who are enrolled at foreign universities and wish to participate in remote learning courses offered by Rhine-Waal University of Applied Sciences as part of a partnership agreement and for a temporary period, can be admitted as virtual exchange students. They are permitted to participate in select online lectures and the corresponding examinations. Virtual exchange students may also request to participate in select in-person lectures, but only for a period not exceeding one month.

(2) Virtual exchange students can be required to pay an admission fee in accordance with the Fee Regulations of Rhine-Waal University of Applied Sciences, provided the partnership agreement for the particular exchange does not explicitly exclude such a fee.

(3) Section 12 (3) sentences 1 and 3 apply accordingly to virtual exchange students.

## **Section 15**

### **Junior students**

On a case-by-case basis, pupils assessed by both their school and Rhine-Waal University of Applied Sciences as exceptionally talented can be admitted to lectures and examinations as junior students (*Jungstudierende*) as exceptions to these enrolment regulations and in accordance with Section 48 (6) HG . This period of study and completed examinations can be recognised for credit in a future degree programme upon request.

## **Section 16**

### **Doctoral candidates**

(1) Doctoral candidates who will be supervised at Rhine-Waal University of Applied Sciences as part of a cooperative PhD programme within the meaning of Section 6 a (1) HG can be enrolled at Rhine-Waal University of Applied Sciences as doctoral candidates. Enrolment as a doctoral candidate requires a valid cooperative agreement between a professor at a German university with the legal right to award doctorates (*Universität*) and a professor at Rhine-Waal University of Applied Sciences. Subsections (2) to (6) below define the particulars of enrolment for doctoral candidates. For all remaining questions, the provisions of these enrolment regulations apply accordingly.

(2) Doctoral candidates pursuing a PhD under the rules set forth by the Graduate School for Applied Research in North Rhine-Westphalia (*Promotionskolleg*, PK NRW) can be enrolled at Rhine-Waal University of Applied Sciences if the following applies:

- a) All admission requirements for doctoral studies have been met, in particular Section 67 (4) HG NRW in connection with the Framework Doctoral Regulations of the PK NRW and any additional doctoral regulations of the corresponding departments within the PK NRW.
- b) The applicant has received a letter of acceptance as a doctoral candidate from a department of the PK NRW.

Enrolment as a doctoral candidate can be granted provisionally, usually for one, but no more than two semesters, before the applicant has been formally accepted for doctoral studies through the PK NRW, provided they have a preliminary confirmation of supervision from a professor who is a member of the PK NRW.

(3) Enrolment as a doctoral candidate is possible at any time of the academic year. As a rule, doctoral candidates will be formally enrolled in the same semester as their enrolment request was received, provided enrolment was not specifically requested for the following semester. The fees and contributions for the semester in question must be paid in full.

(4) As a rule, enrolment as a doctoral candidate is limited to a period of five years. During this time, doctoral candidates must re-register for every new semester in accordance with Section 8 of these enrolment regulations. Any extensions beyond this five-year period will be decided by the responsible department at PK NRW.

(5) Rhine-Waal University of Applied Sciences collects the following personal data from doctoral candidates in order to comply with its legal obligations and responsibilities:

- a) Surname
- b) First name(s)
- c) Suffixes
- d) Gender
- e) Birth date
- f) Birth place (including country)
- g) Birth name, if different from a)
- h) Citizenship(s)
- i) Mailing address for the semester and permanent home address (state, county, country if outside of Germany, street address), as well as any alternative mailing addresses
- j) Telephone number, email address
- k) Details of the candidate's university entrance qualification (date, type, city, country), their graduation certificate (date issued, city, country), and final GPA
- l) Date of initial enrolment, the city in which the university is located, the country (if necessary), and the date of enrolment at the university that is a member of PK NRW
- m) Field of study, department and doctoral programme, the specific degree being pursued
- n) Current semester of study (both for current programme and overall, including previous periods of study if applicable)
- o) Details about the other university at which the candidate is currently enrolled
- p) Details about any irrevocably failed examinations at other higher education institutions in Germany
- q) Details about previous periods of study
- r) Details about previously completed examinations
- s) Details about any previously completed vocational training programmes
- t) Explanations, certificates and proof for any exemption or abatement requests
- u) Details about relevant professional work periods prior to enrolment
- v) Details about any restrictions imposed on re-registration and the reasons which led to this decision
- w) Details about any significant changes in the candidate's academic history (changes to degree programme or examination regulations, leaves of absence)
- x) Details about previous cohorts / graduation classes
- y) Details about the type of doctorate, doctoral subject and research topic
- z) Details about the doctoral programme and the responsible department
  - a) Date of acceptance to the doctoral programme
  - b) Details about the type of doctorate being pursued.

In the event of a leave of absence, the following information will also be collected:

- a) Semester in which the leave of absence occurred
- b) Start of the leave of absence
- c) Reason(s) for the leave of absence
- d) Total number of semesters of leave taken.

Upon de-registering, the information will also be collected:

- Reason for de-registration and date of effect.

(6) In order to comply with the legal obligations set forth in Section 67b (4) HG, the aforementioned information may be forwarded to PK NRW in order to verify the duration of the doctoral programme, whether all enrolment requirements were met, and for statistical reporting requirements.

### **Section 17**

#### **Collecting, processing and transmission of personal data**

(1) Rhine-Waal University of Applied Sciences collects and processes personal data from applicants and students to perform tasks and duties within its remit, for complying with its legal obligations, and for higher education planning. A detailed data processing overview can be found in the document "Data protection and processing overview for students", as amended. Data collected by Rhine-Waal University of Applied Sciences will be stored via automated processes and centrally processed as part of its legal obligations and for administrative tasks in student and examination affairs that rely on data processing. These processing tasks include the generation of a personal email address for internal use at Rhine-Waal University of Applied Sciences. Students are obligated to inform Rhine-Waal University of Applied Sciences as soon as they become aware of any incorrect or incomplete data in official documents issued by the University. Applicable data privacy laws, in particular the General Data Protection Regulation (GDPR) and the Data Privacy Act of North Rhine-Westphalia (DSG NRW), as amended, remain unaffected.

After enrolling or receiving admission to Rhine-Waal University of Applied Sciences, applicants' personal data will be continuously maintained and updated.

(2) Collected personal data will be transferred to other employees of the University, provided the recipient requires said data to perform their assigned duties. These recipients are permitted to save and use these personal data to the extent required to perform their duties. A detailed overview of possible recipients of personal data at HSRW can be found in the document "Data protection and processing overview for students", as amended.

(3) Collected personal data will be transferred to public authorities or other external recipients, provided this is essential for the recipient to perform their legal obligations or Rhine-Waal University of Applied Sciences is required by law to disclose this data. The transmission of data will occur in accordance with data privacy law. A detailed overview of possible external recipients of personal data can be found in the document "Data protection and processing overview for students", as amended.

(4) Rhine-Waal University of Applied Sciences will continue to store a student's personal and examination-related data after de-registration. For details on the storage, sorting, archiving and destruction of documents, please consult the Guidelines for Institutional Records of Rhine-Waal University of Applied Sciences (*Aufbewahrungsordnung*).

(5) The EU's General Data Protection Regulation (GDPR) and the Data Privacy Act of

North Rhine-Westphalia (DSG NRW) also apply.

### **Section 18**

#### **Entry into force**

These enrolment regulations will enter into force on the day after publication of the German original in the Official Notices of Rhine-Waal University of Applied Sciences. Upon entering into force, the previous enrolment regulations originally dated 16 July 2009 and last amended by the ninth amending statutes from 9 March 2023 (Official Notice 17/2023), will expire.

*Note:* *These regulations entered into force in their present version on 4 November 2023.*