



04th JUNE 2015 // No 19/15

GAZETTE

Official Gazette of the Public Body and the Foundation

Please note: Only the German version of this regulations shall be valid exclusively

– Revised Version of Leuphana University of Lüneburg Enrolment Regulations

Please note: Only the German version of this regulations shall be valid exclusively

Revised Version of Leuphana University of Lüneburg Enrolment Regulations

Pursuant to Section 19(7) of Lower Saxony Higher Education Act of 26th February 2007 (LS Law Gazette p 69), latest amended by Article 2 of the Act of 22nd October 2014 (LS Law Gazette p 291), the Senate of Leuphana University of Lüneburg has, on 20th May 2015, passed the following revised Enrolment Regulations.

Overview of Contents

- § 1 Registration (Enrolment)
- § 2 Closure date and form for applications for registration
- § 3 Registration withdrawal
- § 4 Registration refusal
- § 5 Application for deregistration
- § 6 Deregistration for specific reasons
- § 7 Reimbursement of fees and payments
- § 8 Re-registration
- § 9 Leave of absence
- § 10 Concurrent registration on more than one course of studies
- § 11 Guest students
- § 12 Special courses
- § 13 Exchange students
- § 14 Junior students
- § 15 Maintaining contact with alumni
- § 16 Competencies
- § 17 Entry into Force

Please note: Only the German version of this regulations shall be valid exclusively

§ 1 Registration (Enrolment)

- (1) Enrolment means an applicant is accepted as student at Leuphana University of Lüneburg and enrolled on one or more courses of study. Upon enrolment, s/he becomes a member of Leuphana University of Lüneburg, and, as such, enjoys all the rights and obligations arising from the Lower Saxony Higher Education Act (*NHG*) and other regulations. The enrolment is complete at the moment of issuance of the set of documents described under (6) below. It is valid as from the beginning of the relevant semester.
- (2) Registration requires that the applicant
 1. possesses the relevant qualification (Higher Education Entrance Qualification, practical training, language skills, etc) as required under section 18 of Lower Saxony Higher Education Act,
 2. s/he holds an admission letter, in the case of a Restricted-admission course of studies, if such a course has been applied for,
 3. or, fulfils the admission requirements as laid down for the course of studies selected, and
 4. proof of payment of the semester fees as provided under § 2(3,10) has been submitted.In the case of applicants with a foreign qualification recognised as equivalent, the enrolment can also be made conditional on their having sufficient command of the German language, which, if necessary, must be demonstrated by means of a German-language test compatible or equal to the German Language Test for Admission to University for International Applicants. (A German-language test is not required in the case of a time-limited stay for study, not linked to, nor completed, by an examination.) The Senate will issue more detailed rules on this matter.
- (3) The validity of the registration must be limited in time if
 1. only individual parts of a course of studies are offered,
 2. the applicant has only been admitted for a portion of the course,
 3. the applicant only wishes to study some parts of a course of studies,
 4. the programme of studies is discontinued,
 5. the applicant has been admitted for a limited period of time only on the basis of a court order,
 6. the applicant is enrolled on a course in a foreign country,
 7. foreign applicants for a course of studies have shown that they possess German language skills, but have not yet submitted the required German language examination certificate and plan to hand it in at a later date,
 8. the applicant has obtained an temporary exemption from having to produce documents supporting their application before registration pursuant to Section 18 of LSHEA and will be submitting the missing certificates at a later time.
- (4) If the applicant has already been enrolled on one and the same or a related course of studies at any university within the jurisdiction of the [German Federal] Higher Education Framework Act (*HRG*), then s/he will be admitted to the academic semester level corresponding to the attested credits s/he has already completed. If s/he has obtained duly attested credits from a course of studies external to the Jurisdiction of the HRG, or from another programme, s/he will be enrolled upon application on the corresponding semester at a correspondingly high level on the basis of the Credit Transfer Certificate issued by the competent authority.

Please note: Only the German version of this regulations shall be valid exclusively

- (5) If the course of studies is divided into different stages, the applicant may only be enrolled on a stage of study at a higher level if s/he has fulfilled the requirements as stipulated in the Examinations Regulations.
- (6) Once all the data has been collected, the student receives a set of computer-generated certificates.
- (7) Schedule 2 of these Regulations applies insofar as administrative procedures and services of Students Services are subject to payments or fees.

§ 2 Closure date and form for applications for registration

- (1) Enrolment must be applied for for the winter semester, as well as for the summer semester, at the beginning of the semester. In duly substantiated exceptional cases, the applicant may be granted reasonable time extension. For restricted-admission programmes of study, the enrolment must, notwithstanding (1) above, be applied for within the notification period for acceptance of the place on the course. (2) applies accordingly.
- (2) Enrolment must be made in writing by completing the relevant Leuphana University of Lüneburg registration form. If these personal data have not been provided in the application, the registration form must indicate:
 1. The name, postal address, date and place of birth, citizenship of the applicant, as well as the course of studies and the semester level of choice,
 2. a declaration stating if, in the course of studies of choice any preliminary, intermediate or final examination has received a no-resit fail,
 3. a declaration stating on which course of studies, and for which periods, the applicant has already or is still enrolled at any other university.
- (3) The application must include the following supporting documents:
 1. the higher education entrance qualification or proof of eligibility for the selected course of studies, if necessary in a translation made and certified by a sworn translator,
 2. a certificate attesting to the completion of a practical training period, if this is required under § 18 of Lower Saxony Higher Education Act,
 3. relevant certificates of specific foreign language skills, if this is required under § 18 of Lower Saxony Higher Education Act,
 4. where the applicant is moving from one university to another, the transcripts/certificates/attestations mentioning disenrollment or a de-registration certificate (can be submitted at registration) of all the previously attended universities and certificates on any preliminary, intermediate and final examinations if applicable,
 5. when applying for registration at a higher semester level on the basis of qualifying credits, a Credit Transfer Certificate by the competent authority (see § 1(4)),
 6. a passport bearing a residence permit if the applicant is a foreign national,
 7. an attestation from the health insurance to the effect that the compulsory insurance has been subscribed, or an exemption certificate from the compulsory insurance. The obligation to furnish proof of

Please note: Only the German version of this regulations shall be valid exclusively

health insurance is does not apply to students past their 30th birthday, to students as from the 14th academic semester, and to doctoral students,

8. the data collection sheet filled with information in accordance with Schedule 1,
9. proof of payment of the fees and charges due (semester contributions):
 - Administrative Charge (Section 11 LSHEA)
 - Long-term tuition fees (Section 13 LSHEA)
 - Student's Union Fees (Section 20 LSHEA)
 - Contribution to the Student Support Organisation (Section 70 LSHEA)

as well as any fees due in accordance with any provisional fees Schedule of Leuphana University of Lüneburg.

The semester contributions must be paid into Leuphana University of Lüneburg's account; the money transfer serves as proof of payment of the semester contributions.

10. if necessary, an ID picture with the student's name,
11. in the case of enrolment on a course described under § 12(1) of these Regulations, proof of qualification for the relevant course of studies and certificate of completion of higher education studies,
12. in the case of enrolment on a course described under § 12(2) of these Regulations, the approval resolution of the Doctoral Committee or proof of membership in a post-graduate Research Training Group (*Graduierten-Kolleg*).

The supporting documents with reference to Nos 1-12 must be supplied to Leuphana University of Lüneburg in original or official copies. An exception to this rule can be made if the relevant supporting documents have already been produced together with the application for admission. The data collection sheet as provided under No 8 also contains data collected not only for the enrolment, but also for other administrative purposes (Section 17 of LSHEA).

- (4) In the case of a change of course or subject of studies or admission to a further programme of study, a special application for admission is required.

§ 3 Withdrawal of Enrolment

- (1) The enrolment must be revoked if the student applies for it to be withdrawn within one month after the start of teaching. Furthermore, the enrolment must be revoked upon request by the student if s/he is not able to continue their studies in the first semester following enrolment because they must fulfil operations as provided under Section 6(1) of Lower Saxony Higher Education Place Allocation Decree; the request for revocation is only permitted until the end of the relevant semester. In the cases provided under sentences 1 and 2 above, the enrolment shall be considered as not having been made.
- (2) The supporting documents pursuant to § 1 (6) must be included.

Please note: Only the German version of this regulations shall be valid exclusively

§ 4 Refusal of Enrolment

- (1) Enrolment must be refused if the applicant
1. is already enrolled at another institution of higher education and the conditions provided under § 10 are not met,
 2. does not prove that s/he has paid the relevant semester fees concerning
 - Administrative Charge (Section 11 LSHEA)
 - Long-term tuition fees (Section 13 LSHEA)
 - Student's Union Fees (Section 20 LSHEA)
 - Contribution to the Student Support Organisation (Section 70 LSHEA)as well as any fees due in accordance with any provisional fees Schedule of Leuphana University of Lüneburg.
 3. or cannot prove that s/he has fulfilled their health insurance obligations or holds an exemption from the obligation to have a health insurance.
 4. has irrevocably failed any preliminary, intermediate or final examination or cannot be admitted to examinations pursuant to the conditions laid down in the course description or has lost the right to take examinations.
- (2) Enrolment may be refused if
1. the person holding a higher education entrance qualification has not respected the procedures,
 2. the applicant is suffering from a disease within the meaning of Section 34(1) of the Infection Protection Act, and in case such a disease is suspected, does not produce the required medical certificate,
 3. the applicant has been convicted for a criminal offence against sexual self-determination, physical integrity or personal freedom and the previous conviction is not spent, and the type of crime committed gives rise to concerns that study activities may be disturbed,
 4. enrolment is excluded for certain academic semesters because of the introduction or termination of a new course,
 5. the applicant, though possessing previous educational qualifications recognised as equivalent, cannot prove sufficient command of German,
 6. the entry requirements laid down in accordance with the respective regulations for the selected course of study are not fulfilled.

§ 5 Application for deregistration

- (1) A student must be de-registered at any time upon written request.
- (2) Furthermore, the request must include a set of documents established pursuant to §1(6).
- (3) Deregistration is issued for the requested point in time or, unless otherwise requested, at the end of the current semester. A deregistration certificate, as well as a pension statement, shall be handed or sent to the student. There will be no retroactive deregistration.

Please note: Only the German version of this regulations shall be valid exclusively

- (4) Following deregistration, students may no longer attend classes, submit assignments or take examinations, should they still do so, the obtained credits will be neither recognised, nor credited. This shall in no way affect the provisions of any Examinations Regulations.

§ 6 Deregistration for specific reasons

- (1) A student must be de-registered if
1. the enrolment has been obtained under duress, by deceit or bribery,
 2. a final examination has been passed,
 3. a preliminary, intermediate or final examination has received a no-resit fail or is irrevocably failed or s/he cannot be admitted to take examinations, or has lost any entitlement to take any more examinations in accordance with the provisions governing the programme of studies,
 4. in a course of studies with restricted-admission, the revocation of the letter of admission is unappealable and immediately enforceable and s/he is not enrolled on any other programme of studies.

Anyone who, upon expiry of a period of notice, fails to re-register following a reminder and a warning that s/he risks deregistration, or who does not pay fees and charges due under the LSHEA or as provided by these regulations, shall be dis-enrolled at the expiration of the dead line, which is the last day of semester. Students Services will issue the appropriate attestation.

- (2) A student may be dis-enrolled if, after enrolment, facts become known or occur, which would have led to a refusal to register that individual student.
- (3) The deregistration notice pursuant to (1,1) and (2) must be given in writing to the student and must include the reason and information on the right to appeal. Pursuant to the decision, it shall be implemented by handing-over or postal delivery of an attestation stating the date on which deregistration takes effect.

§ 7 Reimbursement of fees and payments

If dis-enrolment or an application for deregistration or ex-matriculation takes place within one month after the beginning of teaching term time, the charges and fees paid will be reimbursed upon request. Reimbursement is made on condition that Student Services have received the set of supporting documents as provided under § 1 (6) within the deadline specified in sentence 1.

Please note: Only the German version of this regulations shall be valid exclusively

§ 8 Re-registration

- (1) All students enrolled at Leuphana University of Lüneburg, who wish to continue their studies in the following semester, must re-register within the two last weeks of teaching term time of the current semester. Non-respect of the deadline will result in a fine in accordance with Schedule 2. Students on leave of absence must re-register as provided under sentence 1 above when they return.
- (2) If student does not respect the re-registration deadline will receive a notice warning that s/he risks definitive deregistration as provided under §6(1,2) above. He or she should be granted a reasonable deadline extension.
- (3) Re-registration will be effective once the following has been paid
 - Administrative Charge (Section 11 LSHEA)
 - Long-term tuition fees (Section 13 LSHEA)
 - Student's Union Fees (Section 20 LSHEA)
 - Contribution to the Student Support Organisation (Section 70 LSHEA)

as well as any fees due in accordance with any provisional fees Schedule of Leuphana University of Lüneburg.

- (4) The student continues the course of studies if, according to the Examinations Regulations, s/he still has examinations to pass or a professional practice internship to complete.

If any supporting document is missing, the re-registration shall be deemed not to have taken place.

§ 9 Leave of absence

- (1) Upon written request, a student may be granted leave of absence up until the end of the cut-off date for re-registration, in exceptional cases, within one month after classes begin. The leave of absence may only be granted for full semesters and each time generally for a maximum of two consecutive semesters. If the student wishes to be on leave for more than four semesters during the entire duration of their studies on one course, s/he must prove that s/he has important reasons.
- (2) Important reasons are, within the meaning of (1) are, in particular:
 1. health reasons
 2. study abroad,
 3. completion of an internship as required under the Examinations Regulations, which is not part of the programme offered,
 4. holding a function within academic self-administration,
 5. private reasons (for example pregnancy / child care).
- (3) A leave of absence is not allowed

Please note: Only the German version of this regulations shall be valid exclusively

1. for the first academic semester
2. for previous semesters.

(1,1) does not apply to courses of studies at the Professional School of Leuphana University of Lüneburg

- (4) While on leave, students keep their rights as members of the university; however, during that time, they may not take any examinations. Unless the Schedules of Fees and Charges, as well as the provisions under the LSHEA specify otherwise, the student's obligation to pay fees and contributions shall remain unaffected by the leave. The Administrative charge pursuant to Section 11 of LSHEA, as well as the long-term tuition fee as provided under Section 13 of LSHEA will not be levied.
- (5) Leave semesters do not, as a rule, count as academic semesters; however, in a leave of absence pursuant to (2, No 2: study abroad), it is possible to request that the periods of study and graded assignments completed in accordance with the corresponding examinations regulations be credited by the competent authority.

§ 10 Concurrent registration on more than one course of studies

- (1) Students who are already enrolled at another university may enrol at Leuphana University of Lüneburg, if the relevant faculty confirms that it is possible to pursue these courses concurrently at both universities (parallel studies). The other university will be informed about the double registration.
- (2) Students already enrolled on a restricted-admission course of study may only register for a further restricted-admission course of study if they have received an admission to that course of studies, and that course represents an appropriate complement to the one they first embarked on and it is possible to study concurrently on both programmes. The possibility of concurrent studies should be made dependent on an above-average completion of the programme of studies, which was started first. The relevant faculties must give their opinions on the matter.

§ 11 Guest students

- (1) Non-registered persons may be admitted as non-enrolled (guest) students to some classes if capacity is available, even if they do not hold a higher education entrance qualification pursuant to Section 18 of Lower Saxony Higher Education Act. They will only be entered in the guest students register. There is no entitlement to admission as non-enrolled (guest) student; no reason will be given for rejected applications.
- (2) Students from other higher education institutions are entitled to be admitted as non-enrolled (guest) students, provided that the faculty has not restricted the number of participants to lectures and / or made attendance dependent on qualification conditions. (1,2) applies accordingly.

Please note: Only the German version of this regulations shall be valid exclusively

- (3) The application for admission as guest student must be made before the 1st May for the summer semester and the 1st November for the winter Semester. The Board of Governors decides on the application in consultation with the Faculty Council.

The following personal data will be collected from guest students: Family name, given name, postal address, sex, date of birth, citizenship, discipline, description of the university.

- (4) Guest students must also show proof of payment of the guest student fees pursuant to Section 13(5) of LSHEA. Schedule 3 of the Board of Governors regulating fees and charges provides more detailed information on charges.
- (5) Guest students may take Examinations with the approval of the module coordinator. A certificate will be issued for successfully completed examinations. This certificate attests to the completion of the examination under the status of guest student and not as member of the university. A separate examination fee will be levied for examinations and graded assignments. Schedule 3 provides more regulations on the matter.

§ 12 Special courses

- (1) In post-graduate, supplementary, complementary and CPD degree and training courses, enrolment will be made upon written application if and when the applicant fulfils the conditions of acceptance pursuant to Section 18 LSHEA or those of the respective regulations and the course takes place within the framework of a programme of studies. In all other cases, the students registered on these courses have the status of guest student.
- (2) Doctoral students will be enrolled upon request if they produce an attestation in accordance with § 2(3, No 12).

§ 13 Exchange students

- (1) Foreign students exempted from the administrative charge as provided under Section 11(1,2, No 1) LSHEA, can be enrolled on a provisional basis outside of the allocation procedure and the registration cut-off dates, if capacities exist.
- (2) Provisional enrolments may not exceed two semester's duration. In duly substantiated exceptional cases, enrolment is possible for up to four semesters; in such cases, an opinion from the Faculty or the International Office must be submitted.
- (3) Proof of enrolment at the partner university is considered as sufficient requirement for registration as provided under §1(2).

Please note: Only the German version of this regulations shall be valid exclusively

§ 14 Juvenile students

- (1) Pupils in secondary education deemed to possess above-average academic talent according to a consensual assessment by their school and Leuphana University of Lüneburg may be enrolled as juvenile students before starting a course of study according to the provisions of Section 19(4) LSHEA. Further details are set forth in schedule 4 of the Guidelines issued on 30th of January 2008 by the Board of Governors and published in Gazette No 3/08 dated 5th February 2008.
- (2) The application for approval including the school's assessment must reach Students Services by the beginning of semester.

§ 15 Maintaining contact with alumni

- (1) The University can process the following personal data in order to stay in contact with previous students and graduates. Name (Family name, given name, name at birth), date of birth, sex, postal address, phone number and e-mail address, faculty, subject, ex-matriculation date, as well as data concerning the progress of the studies and the degree obtained.
- (2) Other personal data aimed at keeping contact may only be processed with the consent of the person concerned.
- (3) In all cases, the alumnus reserves the right to refuse the use of their data for the purpose of retaining contact.

§ 16 Competencies

The Board of Governors shall be responsible for the decisions under these Regulations. These are generally taken on behalf of the Board of Governors by the head of Students Services.

§ 17 Entry into force

These regulations shall enter into force following their publication in the official organ of Leuphana University of Lüneburg (Leuphana Gazette).

The Enrolment Regulations of Lüneburg University of 28th February 2007 (Uni-Intern No 03/07 of 1st March 2007), hitherto in application, shall thereupon cease to be in force.

Please note: Only the German version of this regulations shall be valid exclusively

Schedules

Schedule 1: Data catalogue for the collection of administrative data at Leuphana University of Lüneburg

Schedule 2: Guidelines governing fees and charges for administrative acts and services provided by Students Services of Leuphana University of Lüneburg (Resolution of the Board of Governors of Leuphana University of Lüneburg on 15th April 2015 and published in Gazette 19/15 on 04th June 2015)

Schedule 3: Schedules of Fees and Charges for guest students at Leuphana University of Lüneburg (Resolution of the Board of Governors of Leuphana University of Lüneburg on 15th April 2015 and published in Gazette 19/15 on 04th June 2015)

Schedule 4: Guidelines of the Board of Governors of Leuphana University of Lüneburg with regard juvenile students pursuant to Section 19(3) of LSHEA (Resolution of the Board of Governors of Leuphana University of Lüneburg on 30th January 2008 and published in Gazette 03/08 on 05th February 2008)

Please note: Only the German version of this regulations shall be valid exclusively

Schedule 1

with regard § 2(3,1, No 8)

Data catalogue for the collection of administrative data at Leuphana University of Lüneburg

This catalogue also contains data collected for administrative purposes (Section 17 LSHEA) other than enrolment.

Data stands for Identifier expression	Administrative purposes	forward to ¹⁾	Specific purpose of data collection
	I = Students administration P = Examinations administration Z = Admissions administration A = Other purposes SS = Students statistics PS = Examinations statistics		(This catalogue also contains data collected for administrative purposes (Section 17 LSHEA) other than enrolment.)
1	2	3	4

A. Data to be generated in by the administration

1. Student ID - / Application number	I P Z - - -	9	For machine processing and identification
any multi-digit number	I P Z A - -	1 to 9	Student allocation to the respective university
2. University – statistic key	I - - A - -		certificates
3. Date of the first or renewed enrolment - Day, month, year		1 to 6.8,9	
4. Re-registration date – Day, month, year	I - - A - -		certificates
5. De-registration date – Day,		1 to 6.9	certificates

Please note: Only the German version of this regulations shall be valid exclusively

month, year, reason, semester	I - - A - -		
6. Leave – Day, month, year, reason, semester		1 to 9	certificates
7. Administrative identifier – any key	I - - A - -	1,3,8,9	Remarks for administrative
8. Processing indicator – Processing date, function, data changes	I P Z - - -	no reason given	processing
		-	Responsibility, data protection/ -security
	I P Z - - -		
		-	

B. Data to be filled in by the students

I. Students identification data

1. Family name – as indicated in the Identity Card / Passport	I P Z A - -	1 to 9	Identification
2. Given name – as indicated in the Identity Card / Passport	I P Z A - -	1 to 9	Identification
3. Previous names – as indicated in the Identity Card / Passport			
4. Date of birth – as indicated in the Identity Card / Passport (Day / Month / Year)	I P Z A - -	1 to 9	Identification
5. Place / Country of birth (if foreign) – as indicated in the Identity Card / Passport	I P Z A SS PS	1 bis 9	Identification
6. Sex – Ident-code			
7. Address (main residence), citizenship code, postal code,			Identification

Please note: Only the German version of this regulations shall be valid exclusively

city, street, house number, more space for address | P Z A - - 1 to 9

a) Home address, District, Country

Identification

b) Semester address, District, Country | P Z A SS PS 1 to 9

Identification, sending any

| P Z A SS 1 to 9

supporting documents

8. Phone / e-mail -

9. Citizenship according to the Identity Card or Passport

| P Z A - -

Rapid contact with student

| P Z A SS PS -

Special fonts, quota calculation

8

Data stands for	Administrative purposes	forward to*)	Specific purpose of data collection
Identifier expression	I = Students administration P = Examinations Administration Z = Admissions administration A = Other purposes SS = Students Statistics PS = Examinations Statistics		
1	2	3	4

Please note: Only the German version of this regulations shall be valid exclusively

II. Students admission data

10. Higher Education Entrance Qualification	I P Z - S - - - - - PS -	8	Eligibility to study, determination of waiting time
Type, country, district, city, grade (average grade), date (Day / Month / Year)	- - - - PS - - - Z - SS -	 8	 Admissibility
11. Universities already attended			
When, how long, Type and discipline, university, examinations taken	I P Z - SS -	8	Eligibility to study
12. Discipline-related internship – any ident-code (eg preliminary internships)	- - Z - SS -	-	Eligibility to study
13. Other previous activities – any ident-code (eg language skills, proof of extra-curricular activities in the arts and sports studies, preparatory college)	- - Z - - - - - Z - - -	 - -	 Entitlement, wait time Entitlement, wait time
14. Award date of vocational degree – any ident-code		-	
15. Professional activity time following the acquisition of the Higher Education	- - Z - SS -		

Please note: Only the German version of this regulations shall be valid exclusively

Admission Qualification - any identifier			Entitlement, wait time
16. Reasons for bonus – any identifier	- - Z - - -	-	Entitlement, wait time
17. Social and family reasons – any identifier	- - Z - SS -	-	Entitlement, wait time
18. Results of first degree, reasons for second degree – any identifier		-	
III. Students enrolment data			
19. Student status	I P - - SS -	8	Fee level calculation
20. Type of studies (first, second, complementary / contact / / doctoral studies)	I P Z A SS -	5 to 9	Eligibility to study, admission Fees and charges
21. Course of studies / courses of studies – Start, subject/subjects, Title of the thesis of each course of studies	I P Z A SS PS	5,6, 8,9	Examination Regulations, deadline observance, certificates, student loan
22. Membership in the faculty or department – any identifier	I - - - - -	-	elections
23. a) Semester - Number of	I - - - SS PS		

Please note: Only the German version of this regulations shall be valid exclusively

semesters and year 8.9 certificates,
 b) Academic semester per Fees and charges
 course and subject of studies

c) Semester of study
 according per course and
 subject of studies

24. Further enrolments – I - - A - -

University, student status, 4.6 Admissibility
 type of studies

25. Guest student I P Z A SS -

(Family name, Given name, 8 Guest student register,
 sex, identification

month and year of birth,
 citizenship, subject)

Data stands for	Administrative purposes	forward to*)	Specific purpose of data collection
Identifier expression	I = Students administration P = Examinations Administration Z = Admissions administration A = Other purposes SS = Students Statistics PS = Examinations Statistics		
1	2	3	4

Please note: Only the German version of this regulations shall be valid exclusively

IV. Students admission to examinations data

<p>26. Stage of study – Academic semester, type and Scope (semester level) of preliminary work</p> <p>(internship / intermediate examination)</p> <p>cut-off date</p>	<p>I P - A - -</p> <p>5 to 8</p>	<p>Examination Regulations, deadline observance, certificates, student loan</p>
<p>27. Stages of study –</p>		
<p>a) University and semester level of enrolment</p> <p>b) Semester abroad – Type, country,</p> <p>Duration</p> <p>c) Study in the ex-GDR and East Berlin – Type</p> <p>Duration</p> <p>d) Description of the previously attended semesters, universities and courses of study</p> <p>e) Subjects, semesters and credits acquired at other universities</p> <p>f) Preliminary examinations (type, subject / subjects,</p> <p>Date and examination</p>	<p>I P - - SS -</p> <p>8</p>	<p>Eligibility to study, deadline observance, certificates, examinations regulations</p>

Please note: Only the German version of this regulations shall be valid exclusively

results per course of studies

g) Final examination(s)

(Type and discipline, university, examinations results and semester level per course of studies)

h) Interruption of studies according to type and duration

V. Other data

28. Fees and charges (Students Union, Students Support Organisation, Administrative charge, Student contributions, Long-term tuition fees, Fees according to Schedules of Fees and Charges)– any identifier	- - - - -	-	Eligibility to study
29. Proof of health insurance – any identifier	- - - - -	-	Eligibility to study
30. according to Federal Student's Assistance Act (BAföG)	- - - - -	-	partial waiver on the student loan under(the Federal Student's Assistance Act (BaföG)
31. Loan number	- - A - -	9	Student contribution loan

Please note: Only the German version of this regulations shall be valid exclusively

¹⁾ Key of institutions, to which the data will be transferred in individual cases, insofar as the exchange of information is necessary for that institution to fulfil the obligations it is required to meet.

1. = Statutory health insurance institutions – Decree on the Official Notification of Students Health Insurance.
2. = Federal Insurance Fund for Salaried Employees, Insurance Fund of the State – Health Insurance of Scheme the ex-Reich.
3. = Child Benefit Schemes of Public Employment Offices – Federal Act on Child Benefit.
4. = Care and welfare associations of the districts and municipalities, social security agencies – Decree of the ex-Reich on Social Security.
5. = Offices for the Advancement of Tertiary Education – Federal Act Regulating Tertiary Education
6. = Public order agencies – Aliens Act.
7. = District recruiting office, Federal Office for Civilian Service – Act on Military Service or Act on Civilian Service
8. = Lower Saxony Office for State Statistics – Act on Higher Education Statistics.
9. = Financial institutions concerned pursuant to Section 17(4) of LSHEA.

Please note: Only the German version of this regulations shall be valid exclusively

Schedule 2

Guidelines governing fees and charges for administrative acts services provided by Students Services of Leuphana University of Lüneburg

The Board of Governors of Leuphana University of Lüneburg has, on 15th April 2015, passed the following Guidelines on Fees and Charges for Administrative Procedures and Services of the Students Services at Leuphana University of Lüneburg.

1	Issuance of certificates and attestations on attendance at university, unless it is the issuance of the Students ID or attestation.	5.00 €
2	Fines for late re-registration (§ 8 I of these Regulations)	15.00 €
3	Official certifications (if necessary include copy)	
3.1	Authentication of copies, photocopies, duplications and negatives	
	for the first four pages of a document	10.00 €
	per page, as from the fifth page of a document	1.00 €
4	Duplicates (certificates and official documents)	20.00 €

Please note: Only the German version of this regulations shall be valid exclusively

Schedule 3

Schedule of Fees and Charges for Guest Students at Leuphana University of Lüneburg

Pursuant to Section 13(5) and (9,1) of LSHEA in the version of 26th February 2007 (LS Law Gazette No 5/2007 p 69), latest amended by Art 2 of the Act of 22nd of October 2014 (LS Law Gazette p 292), the Board of Governors of Leuphana University of Lüneburg has, on 15th April 2007, passed the following Schedule of Fees and Charges for Guest Students at Leuphana University of Lüneburg.

§ 1 Fees and Charges

(1) Leuphana University of Lüneburg hereby levies, pursuant to this Schedule, fees and charges for Guest Students. The fee is

1. for attendance to taught units for up to four academic hours per week/semester €102.00
2. for attendance to taught units for more than four AHWS €153.00

Fees and charges are waived for students from Lower Saxony institutions of higher education under state responsibility.

(2) For any graded assignment and examination taken by the guest student, Leuphana University of Lüneburg levies a separate fee of €25.00 per CP (Credit Point). Students enrolled at other Lower Saxony institutions of higher education pay a fee reduced by 50 %.

§ 2 Payments due date

The fees and charges as provided under § 1(1) and (2) are due at enrolment by the guest student.

§ 3 Entry into Force

This Schedule shall enter into force by resolution of the Board of Governors on the day following its publication in the official organ of Leuphana University of Lüneburg (Leuphana Gazette). The Regulations of Chapter B No 1 of the General Fees and Charges Schedule (AllGO) of Leuphana University of Lüneburg of 21st July 2004 shall thereupon cease to be in force.

Please note: Only the German version of this regulations shall be valid exclusively

Schedule 4

Guidelines of the Board of Governors of Leuphana University of Lüneburg with regard juvenile students pursuant to Section 19(3) of LSHEA

The Board of Governors passed the following Guidelines of the Board of Governors of Leuphana University of Lüneburg with regard juvenile students pursuant to Section 19(3) of LSHEA on 30th January 2008.

§ 1 Legal Provisions on Juvenile Students

Pursuant to Section 19(4) LSHEA in the version of 26th February 2007, pupils in secondary education deemed to possess above average academic talent according to a consensual assessment by their school and the university may be enrolled as juvenile students before starting a course of study. They are exempt from the fees and charges as provided by LSHEA. Enrolment entitles them to attend taught units and take examinations; however, they do not become members of the university. Certificates for completed examinations can be recognised in a later course of studies.

§ 2 Assessment of Above-average Talent

The task to assess said above-average talent falls first and foremost on the school which can best evaluate the pupil's character. The Head of the relevant school will base their assessment on the evaluation by the teaching staff, and issue an attestation on the prerequisite above-average talent. On the university side, a contact person appointed by the Board of Governors will interview the juvenile student in order to assess their aptitude and, in particular, their motivation.

§ 3 Enrolment and Course Credits

Juvenile students are enrolled as such. This gives them the possibility to attend taught units in various courses of study. In order to take examinations, they must be enrolled on the relevant course of study.

§ 4 Insurance Cover

After consultation with the State Accident Insurance Fund, juvenile students are insured on their way to and from classes.

Please note: Only the German version of this regulations shall be valid exclusively

§ 5 Public Relations

Interested potential juvenile students will find relevant information on the internet as well as at school-held informational events.

§ 6 Entry into Force

These Guidelines shall enter into force following a resolution by the Board of Governors and publication in the official organ of Leuphana University of Lüneburg (Gazette 03/08 of 5th February 2008).

Please note: Only the German version of this regulations shall be valid exclusively