

Official Announcement

2021 Published at Karlsruhe on October 22, 2021 No. 65

Contents

Admission and Enrollment Regulations of Karlsruhe Institute of Technology (KIT)

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Admission and Enrollment Regulations of Karlsruhe Institute of Technology (KIT)

dated October 22, 2021

Pursuant to Article 10, par. 2, No. 5 and Article 20, par. 2 of the Act on Karlsruhe Institute of Technology (KIT Act – KITG) of July 14, 2009 (bulletin, p. 317 f.), last amended by Article 1 of the Second KIT Further Development Act (2. KIT-WG, 2. KIT-Weiterentwicklungsgesetz) of February 4, 2021 (bulletin p. 77, pp. 83), Article 12, pars. 3 and 6, Article 60, par. 2, Nos. 2 and 6, Article 61, par. 2, cl. 2, Article 63, par. 2, and Article 64, par. 1 of the Act of Baden-Württemberg on Universities and Colleges (LHG, Landeshochschulgesetz) of January 1, 2005 (bulletin, pp. 1), last amended by Article 1 of the 4th Act on the Modification of University Regulations (4. HRÄG, 4. Hochschulrechtsänderungsgesetz) of December 17, 2020 (bulletin, pp. 1204), Article 7, par. 4 and Article 9, par. 3 of the Act on Higher Education Admission (HZG, Hochschulzulassungsgesetz) of September 15, 2005 (bulletin, pp. 629), last amended by Article 9 of the 4th Act on the Modification of University Regulations (4. HRÄG) of December 17, 2020 (bulletin, pp. 1204), Article 20, par. 3 and Article 33, pars. 1 and 2 of the Higher Education Admission Ordinance (HZVO, Hochschulzulassungsverordnung) of December 2, 2019 (bulletin, pp. 489), last amended by Article 1 of the Ordinance of June 18, 2021 (bulletin, pp. 518), the KIT Senate adopted the following Admission and Enrollment Regulations of Karlsruhe Institute of Technology (KIT) on October 18, 2021.

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Article 1 Start of Studies

(1) Studies at Karlsruhe Institute of Technology (hereinafter referred to as KIT) can only be started after enrollment in a program or in a combination of program components as specified in the examination regulations. In study programs with restricted admission, enrollment requires prior admission. Any change of a study program requires renewed enrollment and, in case of programs with restricted admission, renewed admission.

(2) The requirements to be met for admission and enrollment at KIT result from the Act on Higher Education Admission of the State of Baden-Württemberg and the pertinent ordinances, Articles 58 ff. of the Act of Baden-Württemberg on Universities and Colleges (LHG) and the associated regulations, as well as the subject-specific admission and selection statutes of KIT.

Article 2 Academic Year, Start of Courses

(1) The academic year starts on October 1 and ends on September 30 of the following year. The winter semester starts on October 1 and ends on March 31 of the following year, the summer semester starts on April 1 and ends on September 30.

(2) Unless otherwise provided for by the subject-specific admission and selection statutes, courses start

- at the beginning of the winter semester in the first semester of degree programs completed by a bachelor's degree and
- at the beginning of the winter and summer semesters in the first semester of degree programs completed by a master's degree or in a higher semester of all degree programs.

Article 3 Responsibility

(1) KIT is responsible for admission to its degree programs in accordance with the HZG and associated regulations. For this purpose, KIT may use the services offered by the Foundation for Higher Education Admission (Stiftung für Hochschulzulassung) according to Article 8 HZG and Article 19 HZVO in conjunction with Article 4 of the State Agreement on Admission to Higher Education (Staatsvertrag über die Hochschulzulassung), in particular the dialog-oriented service procedure (hereinafter referred to as DoSV, dialogorientiertes Serviceverfahren).

(2) If degree programs are covered by the central procedure for awarding university places of the Foundation for Higher Education Admission, the procedure is subject to the regulations valid for this central office.

(3) Notwithstanding par. 1, KIT is responsible for enrollment in its degree programs.

Article 4 Application Obligation, Form and Deadlines of Application

(1) Admission and enrollment must be applied for online by completing the application form on KIT's application portal. The required proofs and documents must be uploaded there.

Unless otherwise provided for in the subject-specific admission statutes,

- a) application for **admission to programs with restricted admission** must be submitted by **July 15** of a year for the winter semester (**exclusion deadline**) and by **January 15** of a year for the summer semester (**exclusion deadline**);
- b) application for **enrollment in bachelor's programs with free admission** must be submitted by **September 15** of a year for the winter semester and by **March 15** of a year for the summer semester;
- c) application for **enrollment in master's programs with free admission** must be submitted by **September 30** of a year for the winter semester and by **March 31** of a year for the summer semester;
- d) application for **enrollment in the bachelor's program of chemistry** and the program component of chemistry of the bachelor's program for teaching at German secondary schools must be submitted by **July 15** of a year for the winter semester and by **January 15** of a year for the summer semester.

Applicants who can establish credibly that they cannot be expected to apply electronically will be permitted to submit an informal application in writing.

In these cases, applications of German applicants and applicants having an equivalent status as specified in Art. 1, par. 2 HZVO must be submitted to:

Karlsruher Institut für Technologie (KIT)
DE Studium und Lehre – Studierendenservice
Kaiserstraße 12
76131 Karlsruhe, Germany

Applications of foreign applicants who have no equivalent status to German applicants as specified in Art. 1, par. 2 HZVO must be submitted to:

Karlsruher Institut für Technologie (KIT)

International Students Office
Adenauerring 2
76131 Karlsruhe, Germany

Applicants who failed to comply with the application deadline or did not submit the application in proper form together with the required documents will be excluded from the procedure.

By derogation from cl. 3, **foreign applicants**, who have no status equivalent to that of German applicants as specified in Article 1, par. 2 HZVO must submit their applications for enrollment in programs with free admission

by **July 15** of a year for the **winter semester** and

by **January 15** of a year for the **summer semester**,

unless other provisions are outlined in the subject-specific admission statutes.

(2) KIT degree programs covered by DoSV are subject to Art. 20 HZVO. In these cases, applicants must additionally register on the web portal of the Foundation for Higher Education Admission.

(3) An application for admission outside of the fixed admission numbers must be named expressly “Antrag auf Zulassung außerhalb der festgesetzten Zulassungszahlen” (application for admission outside of the fixed admission numbers) and submitted for degree programs with restricted admission before expiry of the deadline given in par. 1. If this deadline is exceeded, applicants will be excluded from the procedure.

The application must be submitted in writing together with the application for admission within the given capacity limits.

(4) If the proofs to be submitted according to the regulations below are not issued in German or English, officially certified translations into German must be presented.

Article 5 Application for Admission

(1) The following documents must be enclosed with the application for **admission** to degree programs with restricted admission:

1. For admission to a bachelor's program or to a higher semester of the program for teaching at secondary schools (state examination): Copy of the general or other university entrance qualification certificate according to Art. 58, par. 2 LHG;

Germans with foreign education certificates having their habitual residence in Germany must additionally submit a certificate on the equivalence of their university entrance

qualification, with the average grade and the date of acquisition of the university entrance qualification being indicated; this certificate must be issued by the highest state school authority responsible for the place of residence of the applicant. If no residence exists in the Federal Republic of Germany, the Zeugnisanerkennungsstelle des Regierungspräsidiums Stuttgart (office for the recognition of certificates of the Stuttgart Regional Council) is responsible for recognition.

2. For admission to a master's program: Certificate of a completed university degree program or equivalent graduation.
3. For persons having vocational qualifications, but no university entrance qualification acquired at a school: Additional certificate in writing of participation in a consultation meeting at a university as specified in Art. 58, par. 2, Nos. 5 and 6 LHG in conjunction with Art. 2, par. 2 LHG; a consultation meeting as specified in Art. 58, par. 2, Nos. 5 and 6 LHG at other universities in Baden-Württemberg will be recognized.
4. Declaration in writing by the applicant on whether she/he has ultimately failed in an examination required by the examination regulations of the program applied for or a related program with essentially the same content or on whether she/he has lost the entitlement to an examination for another reason (Art. 60, par. 2, No. 2 LHG and Art. 9, par. 2, HZG; by answering the questions on the application portal (item "Previous studies").
5. Certificates of previously passed examinations and conferred degrees.
6. In addition to the mandatory data on previous studies on the application portal, certificates of previous or parallel attendance of other universities, study periods spent there, and programs passed (e.g. exmatriculation certificate, studies certificate or certificate of the study period, transcript of records, with the beginning and the end of studies being indicated) must be submitted.
7. In case of an application for admission to the second or higher semester: Additional certificates of previous study and examination achievements, such as transcript, and description of the modules passed.
8. In case of an application for preferred admission: Certificate of services rendered according to Art. 30 HZVO (official duty according to Art. 12 a Basic Law, voluntary military service, federal voluntary services, development aid services according to the Development Aiders Act, voluntary services for young people according to the Act on Voluntary Service for Young People, or work under a model project funded by the federal government, care for a child under 18 years of age or for a relative in need of care for a period of up to three years).
9. Additionally required documents as specified in the corresponding admission and selection statutes.

(2) Admission to master's programs with restricted admission may also be applied for, if the bachelor's degree has not been conferred before expiry of the application deadline according to Article 4, par. 1 or the deadline specified in the admission and selection statutes, but the previous course of studies and in particular previous results of studies and examinations lead to the expectation that the applicant will complete the bachelor's program in due time prior to the start of the master's program. In this case, the study and examination results reached so far must be considered when deciding on admission and selection. The later result of the bachelor's examination will remain unconsidered. A certificate of the study and examination results (e.g. transcript of records) reached until the end of the application deadline must be attached to the application.

Unless otherwise provided for by the individual admission and selection statutes, admission to master's programs with restricted admission will be subject to prompt submission of the final bachelor's degree certificate, two months after the start of the semester for which admission was applied for at the latest. If the certificate will not be submitted in due time, admission will expire.

In case the applicant is not responsible for having exceeded the deadline, she/he must prove this in writing to the admission and selection committee. In the justified individual case, the admission and selection committee can extend the deadline for submission of the final certificate.

(3) In case knowledge of the German language is required for joining the study program, applicants, who have not acquired their university entrance qualification at a German-language institution, are obliged to additionally submit a certificate of German language proficiency as specified in Art. 58, par.1 LHG at the beginning of the lecturing period, if this is required according to the evaluation proposals made by the Conference of Ministers of Education. Test centers licensed by the German Rectors' Conference (HRK) according to the "Rahmenordnung über deutsche Sprachprüfungen für das Studium an den deutschen Hochschulen (RO-DT)" (framework regulations on German language tests for studies at German universities) of June 25, 2004, as amended, will accept the following certificates of German language proficiency:

1. Certificate of the passed "Prüfungsteil Deutsch" (test part in German) of the aptitude test (Feststellungsprüfung),
2. certificate of the passed DSH test (German language test for university entrance of foreign study applicants) with the result of DSH-2,

3. certificate of the passed TestDaF level 4 examination in four parts (reading, listening, written expression, oral expression)
or a comparable, recognized certificate of German language proficiency. Program-specific admission and selection statutes may contain other provisions in this regard.

(4) In case knowledge of the English language is required for participation in the degree program, applicants must submit until the start of the lecturing period an additional certificate of English language proficiency corresponding to level B2 of the Common European Framework of Reference for Languages (CEFR) or an equivalent level. Certificates of the following internationally recognized tests will be accepted exclusively:

1. Test of English as Foreign Language (TOEFL) with at least 90 points in the Internet-based test or
2. IELTS with a total result of at least 6.5 and no section below 5.5 or
3. University of Cambridge Certificate in Advanced English (CAE) or
4. University of Cambridge Certificate of Proficiency in English (CPE) or
5. UNIcert level II at least.

Proof of proficiency in English by one of the above tests is not required for applicants having

- a university degree conferred by a university with English as the only teaching and examination language; English as the only official language of the program passed must be confirmed in the diploma supplement, transcript of records, or the degree certificate; other confirmations referring to the teaching or examination language will not be accepted as a proof of proficiency;
- a university entrance qualification certificate reflecting attendance of an English course for at least five years before the date of its issue, with the final or average grade of the last two years in English having to correspond to the German grade 4 (sufficient) or 5 points at least.

Program-specific admission and selection statutes may contain other provisions.

Article 6 Admission

(1) If the requirements are fulfilled for admission to programs with restricted admission, an official notification of admission will be sent. Admission will be valid for the semester, higher study semester, program, or combination of programs indicated in the notification only.

(2) As a rule, applicants of foreign nationality, who do not have a status equivalent to that of Germans according to Art. 1, par. 2 HZVO, are excluded from the procedure of allocating study places when they have not reached at least 70 percent (minimum grade) in their

foreign school graduation certificate on a scale, on which the lowest graduation grade corresponds to 50% and the highest graduation grade to 100%, unless the Central Office for Foreign Education (Zentralstelle für das ausländische Bildungswesen) defines another minimum grade.

(3) Admission must be refused, if

- a) the documents required for admission were not presented in proper form and in due time as specified in Articles 4 and 5 above or if
- b) an examination required according to the examination regulations in the same program or a related program with essentially the same content was ultimately not passed or the entitlement to an examination was lost for other reasons (Art. 60, par. 2, No. 2 LHG and Art. 9, par. 2 HZG). The admission and selection committee of the program applied for decides on the identification of related programs with essentially the same content in agreement with the examination committee.

(4) A deadline for accepting the university place offered is given in the admission notification. Admission will expire, if the deadline for acceptance of the university place is not observed or if a deadline expires or a requirement associated with the notification is not fulfilled.

Article 7 Application for Admission by Lottery

(1) If, upon completion of the admission procedure in programs with restricted admission, university places are still available or become available again, these are awarded by lottery. Admission by lottery can be applied for in the form and within the deadline given on the websites of KIT. Application must be filed separately for each program desired. The documents to prove compliance with the admission requirements as specified in the corresponding admission and selection statutes must be enclosed with the application for admission by lottery to master's programs. Then, lottery will decide on which applications received in proper form and within the deadlines specified will be accepted. Clauses 1 to 3 and 5 apply accordingly to KIT programs covered by the DoSV.

(2) In programs for which the Foundation for Higher Education Admission is ordered to organize a lottery by KIT, the procedure is subject to Art. 5, par. 6, clauses 1 through 9 HZVO.

(3) The admitted applicants will receive a notification of admission. Rejection letters will not be sent.

Article 8 Study Orientation Test

(1) For enrollment in an undergraduate program, a certificate of participation in a study orientation test according to Art. 60, par. 2, No. 6 LHG must be submitted. This certificate is issued by student advisory services of universities and advisors for academic professions of the Labor Agency or when participating in study orientation seminars or a self-test for study orientation. Recognized self-tests for study orientation are e.g. www.check-u.de,” “www.was-studiere-ich.de,” “www.borakel.de,” “www.explorix.de.” In case certain programs of KIT carry out aptitude or admission tests prior to the expiry of the enrollment deadline, these will be considered study orientation tests. A certificate of participation in a study orientation test of another university and the certificate in writing of a consultation interview as part of the admission procedure to university of professionally qualified persons according to Art. 58, par. 2, Nos. 5 and 6 LHG will be recognized.

(2) For enrollment in the bachelor’s program of chemistry and in the program component of chemistry of the bachelor’s program for teaching at German secondary schools (Lehramt an Gymnasien), the study orientation test consists in the participation in a program-specific interview. The interview dates and the procedure to register for an interview are outlined on the website of the KIT Department of Chemistry and Biosciences.

(3) For enrollment in a teacher degree program, the study orientation test consists in a teacher orientation test “Career Counseling for Teachers (CCT).”

(4) The subject-related selection procedures in programs with restricted admission are not affected by the provisions of paragraphs 1 and 2.

Article 9 Admission to the Second or Higher Semester; Admission to Higher Semesters

(1) Placement in the second or higher semester is based on the studies and examination achievements required for the respective semester according to the Studies and Examination Regulations of the degree program chosen. If studies of the degree program chosen are continued at KIT, the applicant will be placed in the semester following the semester in which she/he was enrolled prior to her/his exmatriculation, by derogation from clause 1 (consecutive placement). The admission committee for the respective study program decides on the applicant’s placement.

(2) If admission restrictions have been adopted for the second or higher semester, study places available will be awarded according to Art. 7 HZG and Art. 32 HZVO, unless

otherwise provided for by the subject-specific admission and selection statutes. The selection committee decides on the selection of candidates for the respective study program. In case proofs required for application for a program with restricted admission are not yet available at the time of application, such proofs issued after the expiry of the application deadline can be presented later, i.e.

by **August 20** of a year (exclusion deadline) for the **winter semester** and

by **March 1** of a year (exclusion deadline) for the **summer semester**,

by derogation from Article 4, par. 1 letter a.

Article 10 Application for Enrollment

(1) In programs with **restricted admission**, the declaration of acceptance of the university place is deemed the application for enrollment. This application must be submitted online on KIT's application portal prior to the deadline given in Art. 6, par. 4. In addition to the documents listed in the admission notification, the following documents must be enclosed:

1. The documents specified in Art. 5, par. 1, if they have not been submitted already together with the application for admission to programs with restricted admission;
2. a declaration as to whether a service, employment, or training relationship exists or the applicant pursues another profession by providing the corresponding data on the application portal (item: Profession and practice). If applicable, the applicant must provide proof (e.g. a certificate by the office or employer) of the fact that she/he has the time to pursue studies and in particular to attend the required courses without any limitations (Art. 60, par. 2, No. 4 LHG);
3. certificate of participation in a study orientation test as outlined in Art. 8;
4. for studies of sports: Certificate of participation in an entrance examination confirming the aptitude for the program desired (sports entrance examination) according to Art. 58, par. 5 LHG;
5. when changing an undergraduate program in the third or higher semester: Confirmation in writing of participation in a subject-specific consultation session for the undergraduate program desired (Art. 60, par. 2, No. 5 and Art. 2, par. 2 LHG);
6. for parallel studies in programs with restricted admission: A special application via the application portal (item: Special applications) and a declaration for which program the applicant has been admitted and for which program she or he wishes to be admitted, as well as a proof of special professional, scientific, or artistic reasons as outlined in Art. 12;
7. foreign applicants having no status equivalent to that of Germans as outlined in Art. 1, par. 2 HZVO are obliged to additionally submit the originals of their residence title, residence permit, or certificate of temporary suspension of deportation (Duldung) as

well as the original documents specified in Art. 5, par. 1, Nos. 1 and 2; in case the residence title, residence permit, or certificate of temporary suspension of deportation cannot be presented at the time of enrollment, applicants may be admitted subject to the requirement of submitting this document by the end of the first semester;

8. the other documents listed by the control view.

Article 5, pars. 3 and 4 apply accordingly.

(2) Par. 1, cl. 3 applies accordingly to application for enrollment in programs with **no restricted admission**.

(3) Enrollment in master's programs **without restricted admission** may also be applied for, if the bachelor's degree has not been conferred until expiry of the application deadline according to Art. 4, par. 1 or the deadlines specified in the corresponding admission statutes, but if it can be expected due to the previous course of studies and in particular due to the previous results of studies and examinations that the applicant will complete the bachelor's program in due time prior to the start of the master's program. In this case, the study and examination results reached until that time are considered for the admission decision. The later result of the bachelor's examination remains unconsidered. A certificate of the study and examination results (e.g. transcript) reached until the application deadline must be attached to the application.

In this case, enrollment will be assured subject to the required certificate of the bachelor's degree being presented promptly, not later than two months after the start of the semester for which enrollment was applied for. In case another deadline is given by the applicable admission statutes, the latter apply. If the certificate will not be submitted in due time, assurance will expire and enrollment will not take place.

In case the applicant is not responsible for having exceeded the deadline, she/he must prove this in writing to the admission committee. In the justified individual case, the admission committee may extend the deadline for submission of the final certificate.

(4) Applicants of foreign nationality or stateless persons, who do not have a status equivalent to that of Germans according to HZG, must enroll personally with the International Students Office (IStO) of KIT and must present the necessary documents. In special justified cases, KIT may permit the applicant to not appear personally.

(5) In the individual case and in particular in cases of doubt or difficult situations, KIT may request applicants to personally come to the Students Office, if this is required for clarifying enrollment conditions.

Article 11 Enrollment, Student ID Card

(1) Enrollment requires an application for enrollment in proper form and prior to the deadline specified, presentation of the documents needed, and payment of the administrative charge and charge for the Studierendenwerk as well as of the Students' Union charge according to the payment regulations of the Students' Union of KIT and payment of the tuition fees specified by law or notification, if applicable. Article 6, par. 2 applies accordingly.

(2) Enrollment takes place by collecting the student's data and sending or handover of the student ID card. Enrollment becomes effective at the beginning of the semester or, in case of a later enrollment, on the day of recording of the data.

(3) The student ID card is issued by way of loan in the form of a chip card (KIT Card) that is electronically readable and can be used by students for access control, check of identity, accounting, or payment. The student ID card shows a photo, the name and student ID number of the student, a running card number, as well as the period of validity and the subject or subjects studied.

(4) Every semester, students can print out a sufficient number of study certificates for the current and previous semesters and they are issued the certificates and proofs specified in the legal provisions. The student is responsible for keeping these certificates and proofs.

(5) Any changes of the name and address and the loss of the student ID card must be notified promptly to the Students Office. If the name is changed, the corresponding document must be presented to the Students Office and then, the student ID card must be presented to KIT's Card Office for a change. Addresses can be changed by the students themselves under "Personal data" on KIT's Students Portal.

(6) Upon enrollment, the student is permitted to use the information and communication infrastructure according to the applicable regulations for digital information processing and communication (IuK) of Karlsruhe Institute of Technology (KIT) [IUK-Ordnung, IUK Regulations], without any separate application for a permit of use being required. For use of this infrastructure, the student is given a KIT account and a KIT email address. The KIT

account and KIT email address must be used whenever the student operates the IT systems of KIT and communicates with KIT.

Article 12 Parallel Studies

According to Art. 60, par. 1, cl. 3 LHG, enrollment in two or more programs with restricted admission at KIT is possible only, if this is required for specific professional, scientific, or artistic reasons. The special application (see *Special Applications* on the portal) and the corresponding proof (e.g. statement of the KIT Departments offering both programs) must be enclosed with the application for enrollment. Cooperation agreements with other universities are not affected by this provision.

Article 13 Continuation of Studies (Re-registration)

(1) Students, who wish to continue studies at KIT, must re-register for the following semester by the deadlines specified in paragraph 3. As a rule, re-registration takes place by payment of the administrative charge, the charge for the Studierendenwerk, the Students' Union charge as specified in the payment regulations of the Students' Union of KIT, and of the tuition fee specified by law or in the notification. The relevant payment date is the date of receipt of the payment by KIT.

(2) Re-registration is completed, if

1. the obligations resulting from Social Code V (health insurance) and the Ordinance on Reporting Health Insurance of Students (Studentenkrankenversicherungsmeldeverordnung) are fulfilled;
2. the charges and tuition fee have been paid according to paragraph 1;
3. other dues specified by public law in connection with the studies have been paid according to Article 60, par. 2, No. 8 LHG;
4. no admission and/or examination regulations or other reasons exist, which justify exmatriculation at the end of the semester.

Article 11, par. 6 applies accordingly.

(3) Re-registration must be made

**from January 15 to February 15 of a year for the following summer semester
and from July 1 to August 15 of a year for the following winter semester.**

If the required payments are not made in due time, the entitlement to an examination has been lost, or another reason for exmatriculation exists, exmatriculation takes place according to Art. 62 LHG.

Article 14 Leave of Absence

(1) Decisions on requests of leaves of absence are subject to Art. 61 LHG; such leaves should not be longer than two semesters. Leaves of absence must be requested using the form provided by KIT.

(2) A leave of absence may be granted for an important reason. An important reason may be that students

1. are unable to attend courses due to illness and that the illness prevents them from reaching the expected study and examination results,
2. are unable to attend courses due to impending delivery and subsequent care for and education of the child,
3. care for and educate a child that has not yet completed its third year of age at the beginning of the respective semester,
4. care for a close relative according to Art. 7, par. 3 of the Home Care Leave Act (Pflegezeitgesetz), who is in need of care according to Articles 14 and 15 of the 11th volume of the Social Code,
5. start a voluntary military or civilian service or a voluntary youth service,
6. pass a voluntary internship serving the goal of the studies,
7. pass a stay abroad outside of agreements on double-degree programs or joint state, federal, or international study programs, or university agreements,
8. develop and advance innovative products or services in technology-based and/or knowledge-based startup projects serving the goal of their studies (foundation of startups), e.g. on the basis of funds granted under the EXIST programs of the Federal Ministry for Economic Affairs and Energy (www.exist.de).

The corresponding proofs must be presented together with the application. At the request of KIT, additional proofs to confirm the reason of the leave must be presented upon completion of the leave.

(3) In principle, the leave must be applied for prior to the start of the lecturing period or immediately when the reason occurs. As a rule, a retroactive leave cannot be granted, if the student already passed an exam in the respective semester. Leaves for past semesters and leaves for reasons occurring after the end of the lecturing period as well as leaves applied for after the end of the lecturing period are not permitted.

(4) The leave will be indicated in the study certificate and will be effective for the complete semester. In case the reasons continue to exist for more than a semester, a new application for a leave and a new proof of the respective reason must be presented.

(5) Leaves of students in the first semester of undergraduate programs and advanced master's programs as well as in cases of Articles 18 and 20 are permitted for the reasons given in paragraph 2, Nos. 1 to 4 only or if refusal of the leave would result in an unacceptable special hardship.

(6) Students on leave are allowed to take part in the self-administration of the university.

(7) Students on leave are entitled to participate in examinations at KIT. This does not include bachelor's, master's or other graduation theses as well as examinations passed parallel to the studies during the semester, which are associated with the repeated use of resources due to their type and duration. Students on leave are not entitled to attend courses at KIT and to use university facilities, except for the facilities specified in Article 28 LHG; students on leave are not entitled to pass coursework at KIT during their leave. The provisions in clause 1, 2nd part and clause 2 do not apply to students taking maternity leaves as specified in the Maternity Protection Act (Mutterschutzgesetz, MuSchuG), as amended, or parental leaves as outlined in the Parental Benefit and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz, BEEG) or to students caring for a close relative according to Art. 7, par. 3 of the Home Care Leave Act (Pflegezeitgesetz), who is in need of care according to Articles 14 and 15 of the 11th volume of the Social Code.

(8) Semesters of leave are counted as university semesters, but will not be considered when calculating the semesters studied.

Article 15 Entitlement to an Examination

(1) To be admitted to an examination, students must be enrolled in the respective program at KIT and not have lost their entitlement to an examination in this program. Article 14, par. 7 remains unaffected.

(2) Allocation of an examination to a semester depends on the time of the respective course. The examination period of a semester ends six weeks after the beginning of the following semester as specified in Art. 2, par. 1.

Article 16 Exmatriculation

(1) Membership of KIT expires by exmatriculation. Exmatriculation takes place ex officio or at the student's request using the respective form provided by KIT.

(2) Exmatriculation takes place by its entry in the data processing system and, in case of an application for exmatriculation, by handing over the exmatriculation certificate; in case of an exmatriculation ex officio, a notification of exmatriculation will be sent.

As a rule, exmatriculation becomes effective at the end of the semester; in case of special reasons, it may have immediate effect.

(3) KIT can make the handover of the exmatriculation certificate subject to the submission of the required endorsements confirming that the students' obligations to the KIT Library or other KIT institutions or institutes or to the Studierendenswerk have been met. In case exmatriculation is applied for with immediate effect prior to the end of the semester, the student ID card of KIT must be returned and the students must assure that the already printed-out enrollment certificates are no longer used or that the institutions to which the enrollment certificates were submitted have been informed about their exmatriculation.

Article 62, par. 5 LHG remains unaffected.

Article 17 Doctoral Students, Aptitude Test Procedure

(1) Persons, who have been accepted as doctoral candidates by a KIT Department, are enrolled according to Article 60, par. 1, cl. 1, b) LHG. Within two weeks upon receipt of this acceptance, the accepted doctoral students must submit the following documents to KIT's Students Office:

1. The completed form for enrollment as a doctoral candidate at KIT,
2. the confirmation of acceptance of the doctoral candidate by the KIT Department,
3. if applicable, confirmation of a successful aptitude test by the KIT Department that accepted the doctoral candidate,
4. an exmatriculation certificate,
5. a copy of the university entrance qualification certificate.

Clause 1 does not apply to accepted doctoral candidates who are employed full-time by KIT as specified in Article 9, par. 1, cl. 3 LHG, if they have declared in writing to the Executive Board that they would not like to be enrolled. This declaration must be submitted to KIT's Students Office within two weeks upon acceptance as a doctoral candidate. KIT's Students Office accepts this declaration on behalf of the Executive Board. A confirmation of full-time employment at KIT that is issued by KIT's Human Resources Business Unit according to Article 9, par. 1, cl. 3 LHG must be enclosed with this declaration. In case of a later change of the working time, cl. 2 applies; the respective documents must be submitted within two weeks upon this change of the working time.

(2) Enrollment expires upon expiry of the maximum duration of acceptance as a doctoral candidate specified in the doctoral regulations, unless acceptance ends earlier, e.g. due to the earlier termination of the supervision relationship or the earlier completion of the doctoral procedure. In this case, the doctoral candidate will be exmatriculated ex officio with this exmatriculation becoming effective at the end of the semester in which acceptance as a doctoral candidate ends. Any extension of the deadline by the Doctoral Admissions Committee remains unaffected.

(3) Persons admitted by a KIT Department to an aptitude test to prove their qualification as specified in Art. 38, par. 3, cl. 3 LHG will be enrolled at their request for the duration of this procedure.

Article 18 Temporary Students

(1) Students of other universities, who wish to study at KIT in a certain phase of their studies (temporary students), may be enrolled in a program for a limited period of usually two semesters according to Art. 60, par. 1, cl. 5 LHG. In this case, KIT may decide that the presentation of language proficiency certificates as specified in Art. 5, pars. 3 and 4 is not required. Articles 1 to 3, Article 4, par. 4, Article 10, par. 1, cl. 3, No. 7 and par. 5, Article 11, Articles 13 through 16, and Article 21 apply accordingly. Article 4, par. 1 applies subject to the requirement that

- a) students from a partner university of KIT under one of the ERASMUS funding programs of the European Commission apply for enrollment in the summer semester by December 1 of the preceding year at the latest or for enrollment in the winter semester by June 1 at the latest,
- b) students from a partner university of KIT within the alliance “Eucor – The European Campus” apply for enrollment in the summer semester by March 31 of a year at the latest or for enrollment in the winter semester by September 30 at the latest, and that
- c) students from any other partner university of KIT apply for enrollment in the summer semester by November 1 of the preceding year at the latest and for enrollment in the winter semester by May 1 at the latest.

(2) Upon expiry of the limited period of enrollment, the temporary student will be exmatriculated.

Article 19 Research Students

(1) Students from other universities, who come to KIT for temporary research stays (research students), may be enrolled as students of KIT for the duration of these research stays. They

are not allowed to acquire credits according to the European Credit Transfer System (ECTS) and are not admitted to coursework and examinations. They do not participate in the academic self-administration of KIT. They are neither entitled to vote nor eligible for election.

(2) Research students are not obliged to pay tuition fees as specified in Article 3 of the Act on Fees in Higher Education of the State of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG).

(3) Application for enrollment as a research student at KIT is subject to Art. 4, par. 1, cl. 1, cl. 2, c), and cls. 3 to 6 as well as to par. 4. The following documents must be enclosed with this application:

1. Enrollment certificate of the other university and
2. confirmation of the research stay by the KIT Department, at which this stay is passed.

As for the rest, Article 11 applies accordingly.

(4) Research students, who wish to continue their stay at KIT in the following semester, are subject to Art. 13, with the re-registration becoming effective when

1. the charges and fees specified in paragraph 1 have been paid and
2. compliance with the enrollment conditions specified in par. 3, Nos. 1 and 3 has been proved.

(5) Article 16 applies accordingly to exmatriculation.

(6) The above provisions do not apply to studies preparing for a doctorate as outlined in Art. 60, par. 1, cl. 6, 1st part, alternative 2 LHG.

Article 20 Guest Students

(1) In case of free places, guest students may be admitted to individual courses. The enrollment regulations do not apply.

(2) Applications for admission for one semester must be submitted to the Students Office
from September 1 to October 31 of a year
and, if offered,
from March 1 to April 30 of a year.

Admission will be subject to the payment of a guest student fee.

(3) Admission as a guest student implies the permit to attend certain courses for the duration of one semester.

(4) Coursework or examinations passed by guest students will not be recognized (Art. 64, par. 1, cl. 3 LHG).

(5) The needs and proper organization of studies of regular students must not be adversely affected by the admission of guest students.

(6) Guest students will be issued a Hörschein (guest student card) by the Students Office. Guest students will be admitted to the courses listed on the guest student card only.

Article 21 Notifications

Decisions made in connection with admission, enrollment, re-registration, leaves of absence, and exmatriculation will be made available for download on the user account of the applicant or student. When such a notification is made available for download by the applicant or student, the latter will receive an email by KIT. Any official notification made available for download will be deemed to have been communicated on the third day after the corresponding email has been sent. In the case of doubt, KIT is obliged to prove receipt of the mail.

Article 22 Entry into Force, Transition Regulations

(1) The present regulations enter into force on the day after publication in the Official Announcements of KIT. At the same time, the Admission and Enrollment Regulations of Karlsruhe Institute of Technology (KIT) of May 24, 2012 (Official Announcement No. 27 of May 24, 2012, pp. 176), last amended by the Fourth Regulation on Amendment of the Admission and Enrollment Regulations of Karlsruhe Institute of Technology (KIT) of November 02, 2020 (Official Announcements No. 54 of November 03, 2020) cease to be in force.

(2) Students, who started their studies in the program Lehramt an Gymnasien (teaching at German secondary schools) before the 2015/16 winter semester and aim for a state examination continue to be subject to Art. 8, pars. 1 through 3 of the Admission and Enrollment Regulations of KIT of May 24, 2012 (Official Announcement No. 27 of May 24, 2012, pp. 176).

(3) Article 15, par. 1 ceases to be effective on October 1, 2022. Article 15, par. 2 ceases to be in force on November 12, 2022.

(4) At the same time, the Statutes of Universität Karlsruhe (TH) on the Selection Procedure for Higher Semesters Based on the Study Results Obtained so Far of May 29, 2008 (Official Announcement of KIT No. 34 of May 29, 2008) cease to be in force.

(5) Doctoral candidates, who are not employed full-time by KIT and who have been accepted as doctoral candidates not later than February 16, 2021 according to Art. 38, par. 5, cl. 2 LHG, have the right to enrollment, but are not obliged to enroll by derogation from Art. 17, par. 1, cl. 1. Article 17, par. 1, cl. 2, and par. 2 apply accordingly to enrollment.

Karlsruhe, October 22, 2021

Professor Dr.-Ing. Holger Hanselka
(President)