# Official Notices

## Hamm-Lippstadt University of Applied Sciences

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# LEGAL NOTICE

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## Enrollment Regulations of Hamm-Lippstadt University of Applied Sciences dated 29 September 2025

Based on Section 2(4) sentence 1 and Section 48(1) sentence 2 of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated 16 September 2014 (GV. NRW. [Law and Ordinance Gazette of the State of North Rhine-Westphalia] p. 547), last amended by the Act dated 19 December 2024 (GV. NRW. p. 1222), the Senate of Hamm-Lippstadt University of Applied Sciences issued the following Enrollment Regulations on 29 September 2025:

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### Section 1 Enrollment

(1) Anyone who applies to study at the University shall after application and through their enrollment and for the duration of their enrollment, become a member of Hamm-Lippstadt University of Applied Sciences; they shall enjoy the resulting rights and obligations specified in the Higher Education Act of North Rhine-Westphalia (HG NRW), the University's Constitution and its other authoritative regulations and statutes (enrollment).

(2) An applicant for a study program is to be enrolled if they can demonstrate the necessary qualifications and, to the extent required, meet the other admission requirements, and no obstacles to their enrollment exist.

(3) [1]Enrollment shall take place in one or more study programs for which the prerequisites set forth in Subsection 2 are met. [2]Concurrent enrollment in several study programs with restricted admission based on a selection procedure that excludes applicants from their first study program shall only be possible if this concurrent enrollment is a prerequisite because of a study program combination that requires it for a professionally qualifying degree.

(4) [1]Enrollment confers membership in the University. [2]If a joint study program within the meaning of Section 77(1) sentence 3 HG NRW is agreed between universities, the applicant shall be enrolled in one of the participating universities as stipulated in the agreement.

(5) [1]The respective study-program examination regulations specify whether the study program can also be completed as part-time studies. [2]The standard study period set forth therein shall be determined by the students' selection. [3]Upon enrollment or during the re-registration period, applicants shall choose between the student status of full-time or part-time studies. [4]If their status changes over their course of studies, the standard study period shall be adjusted and previous semesters credited accordingly. [5]If the part-time variant is selected, then the part-time studies shall have a minimum duration of one year (two semesters). [6]If, after an odd number of semesters, the student applies for and is granted a change to full-time studies, their last semester shall be counted as a full-time semester. [7]If the student earns more than 36 credits within a part-time studies year, the student status shall be retroactively changed to full-time studies. [8]To enroll in part-time studies or switch to part-time studies, a student must submit an application within the enrollment or re-registration deadlines; the application must include proof that the student received individual study counseling by the central student counsellor aligned to the part-time studies. [9]A student may switch between full-time and part-time studies twice. [10]If a further change is requested thereafter, then a particularly important reason must be given explaining why another change is indispensable.

(6) Upon enrollment, minors shall be legally allowed to carry out all administrative actions within the scope of their studies; this also applies to the use of media and services offered by the University.

(7) [1]Enrollment in a master's study program may be time-limited if the applicant cannot provide that they have earned the required minimum number of ECTS credits and the respective study-program examination regulations, allow the opportunity to make up the missing credits within the first semester. [2]The examination board shall decide on the requisite modules based on recommendation by the Head of Studies. [3]If the applicant does not earn the required minimum number of credits within the deadline, their admission expires at the end of this deadline. [4]The applicant shall be notified in writing of the expiration of their enrollment.

## Section 2 Prerequisites for enrollment

(1) The qualification for a study program is proven by a certificate of general or subject-related higher education entrance qualification, qualification for a university of applied sciences or by a previous education recognized as equivalent.

(2) [1]The qualification for a master's study program is generally demonstrated by a professionally qualifying degree on which the master's study program is built. [2]Insofar as stipulated in regulations, admission to a master's study program requires a prior qualifying degree. [3]The University may open up studies to a student before they have met the admission requirements specified in Subsection 2, sentences 2 to 4, provided that the necessary admission requirements are met no later than within the first semester the student has been admitted to the master's study program. [4]Degrees from accredited bachelor's study programs at vocational academies are equivalent to Bachelor's degrees from higher universities.

(3) [1]In addition to the admission requirements within the meaning of Sections 49(1) to (6a) HG NRW, further program-related prerequisites within the meaning of Sections 49(7) and (8) HG

NRW may have to be demonstrated. [2]The details shall be governed by the respective study-program examination regulations.

(4) Anyone who applies for enrollment in studies without proof of the required qualifications may be enrolled in accordance with the prerequisites of the ordinance issued on the basis of Section 49(4) HG NRW (on Admission to Higher Education for the Vocationally Qualified, BBHZVO).

(5) [1]Enrollment in study programs with restricted admission numbers shall require proof that the applicant has been allocated a place in the study program. [2]This proof may be waived if the student applies to enroll in a higher study semester of a study program with unrestricted admission, provided that the recognition of corresponding periods of study and credits for coursework and examinations pursuant to the study-program examination regulations has been demonstrated.

## Section 3 Procedures

(1) [1]The University may set an application deadline for study programs with unrestricted admission. [2]In study programs with restricted admission, the application for admission must be received by the responsible body within the deadline set by statutory order. [3]Anyone who misses the respective deadline or does not submit the application in the proper form shall be excluded from the further procedure. [4]The deadlines stated in sentences 1 and 2 shall be posted on the webpages of Hamm-Lippstadt University of Applied Sciences.

(2) [1]Enrollment for a study program shall take place upon application by the applicant within the deadline set by the University or another competent authority. [2]Regular applications shall be submitted using the online form provided on the Internet by Hamm-Lippstadt University of Applied Sciences. [3]A specific form may be required for the application. [4]If a study program is offered at an annual frequency, an application for enrollment in a higher study semester is only permissible if the curricular requirements are sufficiently available for the semester concerned. [5]The form and deadline for submitting applications shall be posted on the webpages of Hamm-Lippstadt University of Applied Sciences in a timely manner.

(3) The following documents must be submitted for enrollment:

1. the completed application for enrollment. Concurrent with a student's enrollment application, survey characteristics pursuant to Section 3(1) of the Higher Education Statistics Act (HStatG) dated 22 March 2016 (Federal Law Gazette I p. 342) in its currently valid version and the personal data listed in Section 16(1) sentence 2 shall be collected,
2. from foreign or stateless applicants who did not earn their general university entrance qualification at a German-speaking school or through corresponding examinations, proof of the German language skills required for their study program or study project at level "C1" of the Common European Framework of Reference (CEFR) by means of a corresponding certificate or a comparable confirmatory document. All other aspects relating to certificates and confirmatory documents shall be governed by an administrative regulation. The language requirements specified in the study-program examination regulations shall apply to study programs that are not purely in the German language.
3. the certificates required to prove qualification and, in the cases specified in Sections 2(2), (3) and (4), the required certificates or confirmatory documents. The documents submitted shall be randomly reviewed for authenticity. Foreign certificates must be submitted; in justified exceptions, photocopies or reproductions of the foreign certificates shall suffice but must be certified by the German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in the Federal Republic of Germany; foreign-language certificates or attestations must always be accompanied by a German or English translation, the accuracy of which must be certified by the competent German diplomatic or consular representation in the country of origin or by a sworn interpreter or translator in the Federal Republic of Germany; if the Ministry of Schools and Education of the State of North Rhine-Westphalia requires special confirmation of authenticity for certain certificates, this must be provided,

4. in study programs with restricted admission, notification of allocation to a place in the study program (letter of admission) or the proof pursuant to Section 2(5) sentence 2,
5. in study programs with restricted admission, confirmatory documents as proof of previous studies, including a confirmation of de-registration from study program, provided that the previous studies were completed within the purview of the Basic Law of the Federal Republic of Germany,
6. if applicable, confirmatory documents proving the recognition of study periods by the responsible examination boards or examination authorities,
7. the completed and signed tuition loan application if the student has applied for a tuition loan; if applicants subsequently meet the conditions for loan approval, their tuition fee shall be deemed to have been paid,
8. a declaration as to whether any and, possibly, which examinations or transcripts of records required by the study regulations and/or study-program examination regulations have been partially or definitively failed within the purview of the Basic Law,
9. proof that their fees and charges have been paid,
10. proof of health insurance coverage or an exemption from this pursuant to the statutory provisions on student health insurance,
11. the confirmatory documents required pursuant to the Regulations on Admission to Higher Education for the Vocationally Qualified at Hamm-Lippstadt University of Applied Sciences,
12. a digital photograph in passport format; the photograph shall be processed in the Campus Management System for the purpose of creating a student ID,
13. randomly sampled, a digital copy of the identity card or passport; in the case of foreign and stateless persons, a digital copy of their passport or an equivalent substitute document.

(4) [1]Upon enrollment, students shall receive a student ID card and the Semester Ticket for the German Railways (Deutsche Bahn AG). [2]The student ID shall remain the property of Hamm-Lippstadt University of Applied Sciences and the Semester Ticket the property of Deutsche Bahn AG. [3]The data collected and assigned shall be stored automatically by the University and processed by Student Services in fulfillment of its legal tasks. [4]Students shall additionally receive a library user number, a password-protected user ID from the Center for Knowledge Management (ZfW) that enables access to the University's electronic services, as well as a personally assigned email address and an electronic mailbox.

(5) A certificate of enrollment, a student ID and certificates of study shall be issued as proof of enrollment.

(6) [1]After consultation with the Presidential Committee, the University may restrict the number of participants in a further education program if this is necessary for capacity reasons or due to the nature or purpose of the study program. [2]If the number of applicants who meet the admission requirements (completed university degree or qualifications acquired professionally or in another way) exceeds the capacity, the group of participants shall be determined by the lottery procedure.

## Section 4 Admission of foreign exchange students

(1) For the enrollment of applicants who are studying in their home country and wish to combine that education with studies at Hamm-Lippstadt University of Applied Sciences in a time-limited program without a degree, a waiver of confirmatory documents proving completion of a university preparatory school education, a first professionally qualifying degree or previous education recognized as equivalent is possible (Section 49(1) HG NRW).

(2) [1]Applicants shall be exempt from providing proof of language proficiency by a language test pursuant to Section 3(3) No. 2 of these Regulations. [2]Depending on the available options, these

applicants may be admitted for a maximum of 4 semesters. [3]These applicants must submit a confirmation issued by their home university certifying their linguistic ability to study.

(3) Further information is provided in the regulations governing the admission of applications with international educational qualifications at Hamm-Lippstadt University of Applied Sciences.

**Section 5 Applicants without adequate entrance qualifications pursuant to Sections 49(1) to (4) HG NRW**

[1] Applicants who do not meet the entrance qualifications within the meaning of Section 49 (1) to (4) HG NRW, but who can provide confirmatory documents proving successful attendance at a foreign educational institution that entitles them to study there, may take an entrance examination that demonstrates their subject-related aptitude and methodological skills for the intended studies at Hamm-Lippstadt University of Applied Sciences. [2]Further information is provided in the regulations governing the admission of applications with international educational qualifications at Hamm-Lippstadt University of Applied Sciences.

**Section 6 Refusal of enrollment**

(1) Except for cases of lacking qualifications or missing documentation, enrollment must be refused,

a) if the applicant has not been admitted to a study program with restricted admission or if admission to a study program with restricted admission was obtained unlawfully based on false information,
b) if an examination required under the study-program examination regulations has been definitively failed in the selected study program at a university within the purview of the Basic Law; this shall apply mutatis mutandis to study programs that are very similar in content to the selected study program, insofar as this is specified in the study-program examination regulations.

(2) Enrollment may be refused if the applicant

a) would, due to illness, endanger the health of other university members or seriously impair the proper conduct of studies,
b) has not complied with the forms and deadlines required for enrollment,
c) does not provide proof that the fees and charges due have been paid; exceptions with regard to the student body fees are permissible in social hardship cases,
d) is already enrolled at another university,
e) cannot provide proof of health insurance,
f) has not participated in the test procedures for the admission of applications with international educational qualifications, although this would have been necessary based on their educational qualifications.

**Section 7 Obligations to cooperate**

(1) Students are required to notify the University immediately of

1. changes to their name, postal address and nationality,
2. a German registration address within six months of completed enrollment of students living abroad,
3. passed and definitively failed examinations as well as the loss of any examination entitlement,
4. the loss of their student ID and semester ticket,
5. starting additional studies at another university,
6. a notifiable disease.

(2) Students are required to submit declarations concerning their tuition fee obligation and any exceptions and exemptions from this obligation, as well as any fee reductions or waivers pursuant to the Tuition Fee Statute of Hamm-Lippstadt University of Applied Sciences in its currently valid version.

(3) [1]Students and applicants are generally required to participate in the automated administrative workflows and procedures employed at the University. [2]This includes, in particular, participation in automated application, enrollment, module sign-up, registration for examinations and evaluation, as well as other procedures for organizing their studies. [3]This is based on the active use of the Campus Management System via the student's personal user account and the email address assigned after enrollment.

[4]The appropriate security regulations must be observed. [5]Section 3a(1) of the Administrative Procedures Act of the State of North Rhine-Westphalia (VwVfG NRW) shall remain unaffected.

[6]For certain modules, courses and lectures specified in the respective study-program examination regulations, module registration via the Campus Management System may be replaced by a registration procedure specified by the departments. [7]The details shall be governed by the relevant study-program examination regulations or module selection regulations.

## Section 8 De-registration from study program

(1) Students shall be de-registered from the study program if

a) they apply to be,
b) their enrollment was brought about by coercion, fraudulent misrepresentation or a criminal offense,
c) they have definitively failed an examination in the study program required by the study-program examination regulations, or they can no longer be admitted to the examination,
d) the competent authority responsible for allocation has withdrawn the notification of allocation of a place in the study program during the allocation procedure.

(2) After the student receives their final diploma certificate upon passing the final examination, the student must be de-registered at the end of the ongoing semester, unless another university study program requires continued enrollment.

(3) Students may be de-registered if

a) facts become known after enrollment and continue to exist or occur which should or could have led to refusal of enrollment,

b) they are not on a leave of absence, but do not commence their studies or re-register,
c) they fail to pay the fees and charges due despite reminders and set deadlines under the threat of countermeasures; exceptions regarding the student body contribution shall be possible in cases of social hardship,

d) they cannot provide confirmatory documents that they have meet their obligations pursuant to the German Social Code (SGB) vis-à-vis the responsible health insurance,
e) there have been multiple or other serious attempts at deception during examinations, Section 63 (5) sentence 6 HG NRW,
f) they have lost their entitlement to participate in an examination required under the study-program examination regulations

,

g) their place of residence or whereabouts cannot be determined.

(4) The application for de-registration pursuant to Subsection 1 lit. a must include:

1. the completed de-registration form,
2. if applicable, certificates of discharge from debts owed to higher education institutions or proof the fees and charges due have been paid, as well as any certificates of study that may already have been issued for the ongoing semester.

(5) [1]The provisions of the Administrative Procedure Act of North Rhine-Westphalia (VwVfG NRW) on the withdrawal and revocation of administrative acts apply mutatis mutandis to de-registration, unless the Higher Education Act of North Rhine-Westphalia provides otherwise. [2]Students shall receive proof of de-registration upon request. [3]De-registration ends membership in the University. [4]If de-registration is ordered due to failure to re-register, the de-registration shall become effective on the last day of the semester in which the student had enrolled or re-registered for the last time. [5]If a student applies for de-registration (Section 8(1) lit. a), this shall take place at the requested time during the ongoing semester; retroactive de-registration is not possible. [6]De-registration due to unpaid tuition fees and charges shall take effect on the last day of the semester for which the fees and charges were last paid. [7]If no date of de-registration is specified, membership in the University shall expire upon receipt of the de-registration notice.

## Section 9 Re-registration

(1) [1]Enrolled students who wish to continue their studies at the University in the same study program after the end of the semester must re-register within the deadline set by the University. [2]The respective re-registration deadline shall be posted on the webpages of Hamm-Lippstadt University of Applied Sciences in the appropriate form.
(2) [1]Re-registration shall be deemed completed once the fees and charges have been received in full in the University's account within the deadline specified in Subsection 1. [2]Re-registration of loan recipients shall become effective upon receipt of payment of the set semester fee.
(3) Any changes in the data collected pursuant to Section 3(3) No. 1 must be reported in writing within the deadline specified in Section 3(1).

## Section 10 Leave of absence

(1) An application for a leave of absence from studies may be granted if good cause is demonstrated.

(2) Good cause includes, in particular:

a) illness or pregnancy (upon presentation of a doctor's certificate stating that proper studies are not possible), which prevent the expected
credits from being earned in the semester concerned,

b) participation in voluntary military service or civilian service (upon presentation of the corresponding notice), in a voluntary ecological year, or in a
voluntary social year,

c) studies at a foreign university or language school (upon presentation of suitable confirmatory documents), unless this is provided for in the relevant study-program examination regulations,

d) absence from the university campus in the interests of the University or due to participation in a research project,
e) completion of an internship that serves the study objective,
f) exercising parental rights for one's own children until they start school,
g) serving a prison sentence,
h) caring or supporting spouses, registered partners or direct blood relatives or first-degree relatives by marriage, if they are in need of care or support,
i) sporting commitments for top athletes and/or their participation in major championships,
j) invoking other types of good cause of equal significance.

(3) [1]The leave of absence shall be granted respectively for the duration of one semester. [2]Any leave of absence extending beyond one semester shall only be permitted on grounds that can be proven (for example, in the cases specified in Subsection 2, lit. b), f) or h). [3]In this case, the continuing existence of the reason for the leave of absence must be repeatedly demonstrated for each semester during the re-registration period (cut-off date) by submitting the necessary documents. [4]During a leave of absence of more than six months, membership rights and obligations shall be suspended.

(4) [1]Students on leave of absence shall not be entitled to complete coursework or examinations, acquire participation requirements or earn credit or take examinations, unless this involves repeating failed examinations or acquiring credits or participation requirements resulting from a semester abroad or internship semester for which the leave of absence was granted. [2]The provisions of Section 48(5) sentences 3 to 5 HG NRW shall remain unaffected. [3]If credits earned abroad during the semester of leave are transferred, the leave of absence shall be counted as a study semester.

(5) The following must be enclosed with the application for leave of absence:

1. the completed leave of absence form,
2. proof that their fees and charges have been paid,
3. suitable confirmatory documents proving good cause,
4. written justification of the application in the cases of Section 10(2) lit. i. Section 3(3) No. 10 shall remain unaffected.

(6) [1]With the exception of cause specified in Subsection 2 lit. a, the application for leave of absence must generally be submitted during the re-registration periods; Student Services shall decide on exceptions. [2]A leave of absence for a semester that has already ended shall not be permitted.

(7) Leave of absence during the first study semester shall generally not be permitted, except in the cases listed under Section 10(2) lit. a, b, and f.

## Section 11 Changing study programs

[1]A change of study program must be applied for with the Student Services of Hamm-Lippstadt University of Applied Sciences; it requires their approval. [2]The provisions governing initial enrollment shall apply mutatis mutandis to the change of a study program. [3]For study programs that begin in winter semesters, enrollment in a winter semester is exclusively possible in odd-numbered study semesters; for those that begin in summer semesters, enrollment for a summer semester is exclusively possible in even-numbered study semesters. [4]For study programs that begin in summer semesters, enrollment in a winter semester is exclusively possible in even-numbered study semesters; for those that begin in summer semesters, enrollment for a summer semester is exclusively possible in odd-numbered study semesters. [5]Internal transfer students who wish to change study programs and enter the 1st study semester of a study program must take part in the usual application procedure. [6]The application to change study programs must be submitted within the general application deadlines.

## Section 12 Cross-registered students

(1) [1]Students from other universities who are enrolled and not on a leave of absence may apply to be admitted as cross-registered students with the right to attend courses and lectures and take examinations within the study program. [2]Admission may be refused by the University if and to the extent that restrictions on attendance in courses and lectures exist. [3]The Presidential Committee must be consulted before any decision is made pursuant to sentence 2.

(2) [1]Students from other universities who are enrolled and not on a leave of absence may be admitted as cross-registered students into a further study program (major cross-registered students) if the requirements pursuant to Sections 1(2) and (3) sentence 2 of these Regulations are met. [2]Admission to several study programs is possible within the framework of Section 77(1) sentence 3 HG NRW. [3]In these cases, admission to studies in the joint study program under the provisions of the university agreement shall also be permitted ex officio at the university where the students are not enrolled.

(3) [1]Cross-registered students shall not be enrolled; they shall become affiliates of the University by virtue of their admission and for the duration of their admission, without being members. [2]The regulations governing enrollment, refusal of enrollment, re-registration, and de-registration from study program shall apply mutatis mutandis. [3]The application for admission must be submitted within the deadline specified by the University pursuant to Section 3(2) sentence 1. [4]The application for admission as a cross-registered student must be accompanied by a certificate of study from the other university and proof that the cross-registered student fee has been paid pursuant to the Tuition Fee Statute of Hamm-Lippstadt University of Applied Sciences in its currently valid version. [5]A certificate of admission for specific courses and lectures or a study program shall be issued.

(4) [1]As an exception to Subsection 3, students from partner universities of Hamm-Lippstadt University of Applied Sciences who are temporarily studying at Hamm-Lippstadt University of Applied Sciences as part of an exchange program and wish to take examinations within the study program shall be enrolled for the duration respectively agreed in the cooperation agreements pursuant to Section 1. [2]Further information is provided in the regulations governing the admission of applications with international educational qualifications at Hamm-Lippstadt University of Applied Sciences.

## Section 13 Guest auditors

(1) [1]Persons who wish to attend individual courses and lectures at the University may apply to be admitted as guest auditors within the scope of the available study options. [2]The confirmatory documents pursuant to Section 2 shall not be required. [3]Section 6(2) shall apply mutatis mutandis.

(2) For admission to be effective, the guest auditor fee must be paid pursuant to the Tuition Fee Statute of Hamm-Lippstadt University of Applied Sciences in their currently valid version.

(3) Section 12(3) sentences 1 and 5 shall apply mutatis mutandis to guest auditors.

(4) [1]Guest auditors may receive a certificate of attendance for their attendance in courses and lectures. [2]Guest auditors shall not be entitled to take examinations; Section 62(4) sentence 1 HG NRW shall remain unaffected.

(5) [1]Guest auditors within the meaning of this regulation shall also include participants in further education courses at the University, provided that they are not enrolled as students under the requirements specified in Section 1(2). [2]Insofar the nature or purpose of the further education course requires that the number of participants be restricted, applications shall only be considered in the order received until the specified number of participants has been reached. [3]If several applications are received at the same time, the decision shall be determined by the lottery procedure.

## Section 14 Junior students

[1]Pupils who the school and university mutually judge to be highly gifted may, in isolated cases, be admitted to courses, lectures and examinations as junior students outside the Enrollment Regulations. [2]They may apply to have the credits earned for their coursework and examinations be credited toward a later study program.

## Section 15 Doctoral candidates

(1) Doctoral candidates pursuing a doctorate within the doctoral program of the Doctoral School for Applied Research in North Rhine-Westphalia (Doctoral School NRW) shall be enrolled at the University provided the following prerequisites are met:

1. Fulfillment of the admission requirements for the doctoral procedure pursuant to Section 67(4) HG NRW in conjunction with Section 5 of the Framework Doctoral Regulations of the Doctoral School NRW (RPO) and the doctoral regulations of the respective departments of the Doctoral School NRW, and
2. proof of acceptance as a doctoral candidate by one of the departments of the Doctoral School NRW. Prior to a candidate's acceptance by the Doctoral School NRW, enrollment at the University may be granted on a conditional basis; it is usually limited to one semester, but to no more than one year and is contingent upon the supervision commitment from a professor who is a member of the Doctoral School NRW.

(2) [1]Enrollment as a doctoral candidate may take place at any time. [2]Enrollment takes place in the semester in which the application is received, unless the application specifies enrollment for the following semester. [3]The semester fee must be paid in full.

(3) [1]As a rule, enrollment shall be limited to five years. [2]During this period, regular semesterly re-registration shall be required. [3]The doctoral examining committee of the relevant department of the Doctoral School NRW shall decide on the extension of the time limit. [4]In the event of a leave of absence, the duration of enrollment shall be extended by the duration of the leave of absence.

(4) In all other respects, the provisions of these enrollment regulations shall apply mutatis mutandis to doctoral candidates.

## Section 16 Data protection

(1) [1]Hamm-Lippstadt University of Applied Sciences processes the personal data on applicants, students and visiting students required for the lawful fulfillment of the statutory tasks within its remit as well as the survey characteristics for the purposes of legislation and planning in the higher education sector pursuant to Sections 3(1) and (2) and Section 5 of the Higher Education Statistics Act (HStatG) dated 22 March 2016 (Federal Law Gazette I p. 342) in its currently valid version. [2]Specifically, the following personal data of the persons referred to in sentence 1 shall be processed:

1. last name, given name, maiden name, title,
2. date of birth, place of birth,
3. gender,
4. nationalities,
5. residential address and correspondence address,
6. information on health insurance,
7. amount of semester fees paid, and fees based on the relevant provisions,
8. information on university entrance qualification,

9. selected study program with study semesters,
10. departmental affiliation,
11. student status,
12. information on the universities previously attended and periods of study spent there,
13. information on interruptions to studies, including leave-of-absence semesters and termination of studies,
14. periods of professional activity as part of a cooperative study program,
15. simultaneous enrollment at other universities,
16. information on degrees obtained,
17. periods of study in Germany and abroad,
18. information on the degree sought,
19. email address for correspondence,
20. HSHL email address assigned after enrollment,
21. date of enrollment at Hamm-Lippstadt University of Applied Sciences,
22. student number,
23. information, declarations, (examination) results (including examination grades and examination records, documentation or other information in conjunction with the conduct of studies (in particular regarding assignment to courses, examination participation and modalities, including any declarations in lieu of an oath, disciplinary measures etc.),
24. in the case of the vocationally qualified, survey characteristics pursuant to Section 11 BBHZVO.

[3]In addition, Hamm-Lippstadt University of Applied Sciences may process other necessary data on a situation-related basis (e.g., telephone number, information on the existence of any severe disability, information on marital status, minor children, for example in the context of determining disadvantage compensation rules, studies financing etc.).

(2) [1]In addition to the data specified in Subsection 1, Hamm-Lippstadt University of Applied Sciences shall collect from doctoral candidates and process the following data, which are necessary for the lawful fulfillment of the tasks within its remit:

1. information on the type of doctorate, the doctoral subject and the doctoral topic,
2. information on the department and the doctoral program,
3. date of acceptance as a doctoral candidate at the department,
4. information on the doctoral degree sought,
5. employment relationship within the Doctoral School NRW,
6. date of commencement and expected completion of the doctoral program,
7. information on the supervision team and confirmation of supervision,
8. language of the dissertation, if this is not German,
9. in the case of a joint doctorate, the name of the second doctoral candidate,
10. information on cooperating universities in the case of a doctorate in joint supervision with universities entitled to award doctorates and joint awarding of degrees and in the case of a cooperative doctorate with universities not entitled to award doctorates via the doctoral program of the Doctoral School NRW,
11. if applicable, an exposé on the doctoral topic.

[2]In fulfillment of Section 67b(4) HG NRW, the data collected may be passed on to the Doctoral School NRW for the purpose of comparing enrollment prerequisites, the information for statistical reports and the duration of the doctoral procedure.

(3) Only the personal data specified in Subsection 1 Nos. 1-5, 7, 11-13, 19, 21-24 shall be collected from guest auditors.

(4) Hamm-Lippstadt University of Applied Sciences shall process the personal data of its former members and affiliates to the extent necessary to maintain contact with them and provided they do not object.

(5) [1]The electronic data shall be stored in the administration's data center. [2]The University shall be entitled to have the data stored by third parties in compliance with the North Rhine-Westphalian data protection regulations for contract data processing.

(6) Anonymized processing of individual data for planning purposes shall be possible. The University may evaluate data anonymously insofar as this serves the development of studies, teaching and higher education.

(7) [1]Insofar as it is necessary for the fulfillment of statutory tasks, the data collected pursuant to Subsections 1 – 3 may be processed and forwarded for specific purposes within the organizational units of Hamm-Lippstadt University of Applied Sciences.

This includes, but is not limited to:

a) the Central Data Center for all IT services of Hamm-Lippstadt University of Applied Sciences for the purpose of managing the access authorizations to the media services of the
University;

b) the organizational units responsible for applications and enrollment in order to conduct the selection and admission of applicants;

c) departments or other teaching facilities of Hamm-Lippstadt University of Applied Sciences for the
the purpose of organizing and conducting studies, courses and lectures, and for providing orientation and support to students over the

study-life cycle and information process;

d) the examination office and examination board, as well as doctoral examining committees for the purposes of studies, planning and examination pursuant to the study-program examination regulations and insofar as the data is necessary to fulfill its statutory tasks or the remit governed by its charter;

e) the Center for Knowledge Management for the purpose of managing library use and managing access to IT applications offered by the University;

f) the competent authorities at Hamm-Lippstadt University of Applied Sciences tasked with preparing committee elections;

g) the Presidential Committee of the Student Parliament upon justified request for the purpose of determining whether a member of the Student Parliament or their representative is still enrolled;

h) the competent authority for evaluations at Hamm-Lippstadt University of Applied Sciences in order to conduct evaluation measures, including surveys of former students;

i) the Center for Teaching Management to fulfill its tasks in supporting students or former students;

j) the administrative office responsible for calculating program capacities and determining statistical planning data, insofar as this is necessary to fulfill its tasks;

k) NRW.Bank for the purpose of granting loans in connection with the
the collection of tuition fees to the extent necessary for this purpose;

l) to statutory health insurance providers after enrollment and de-registration to confirm student status;

m) with regard to the survey characteristics pursuant to Section 3(1) and (2) and Section 5 HStatG to the

State Office for Information and Technology North Rhine-Westphalia (Landesbetrieb Information und Technik Nordrhein-Westfalen, IT.NRW);

n) to providers of e-learning platforms for the verification of student status within the framework of the legal examination agreement;
o) to the Research Support Center for the purpose of awarding scholarships;
p) anonymized for the vocationally qualified, the data specified in Section 11 BBHZVO to the ministry responsible.

[2]The provisions governing the protection of personal data (Data Protection Act of North Rhine-Westphalia, DSG NRW) in the currently valid version shall remain unaffected.

(8) [1]After de-registration has taken place, the personal data of de-registered students shall be deactivated in the register of enrolled students for two years. [2]If the student does not re-enroll, the necessary data shall be stored. [3]Irrelevant data shall be deleted. [4]After de-registration has taken place, the following personal data of de-registered students shall be stored and used by the competent authority for the purpose of providing information to de-registered students: last name, given name, gender, student number, date of birth, postal address, study programs with number of study semesters and university semesters, date of enrollment, date of de-registration and reason for de-registration. [5]The data of de-registered students transmitted to the Center for Knowledge Management shall be deleted within an automated process,
taking into account standard waiting periods. [6]For technical reasons, the ZfW access ID (HSHL email address) and the associated generated user keys (LDAP key, sAMAccountName) shall remain permanently in the ZfW and library systems. [7]No direct personal reference can be derived from this data.

(9) With the written consent of the students, Hamm-Lippstadt University of Applied Sciences may store and use the following data for an indefinite period of time, even after de-registration, in order for the students to use the services of the Center for Knowledge Management as external library users: title, surname, given name, gender, date of birth, postal address, private email address.

(10) The University may use automated procedures, including those based on artificial intelligence (AI), to perform its statutory tasks. In particular, these are used in study organization, digital teaching, examination administration, evaluation, counseling and as part of authentication and administrative processes.

(11) AI systems shall be used in compliance with the data protection regulations of the GDPR and the Data Protection Act of North Rhine-Westphalia as well as – where relevant – the European Union's Artificial Intelligence Regulation (AI Regulation/EU AI Act).

(12) Automated individual decision-making within the meaning of Art. 22 GDPR, which produces legal effects concerning the data subjects or similarly significantly affects them, shall not take place unless based on a statutory provision or the data subject's explicit consent.

(13) If AI-supported systems are used in teaching, for learning support or examinations, the students concerned shall be informed in advance about the nature, purpose and mode of operation of the respective system. Barring a legal basis, the use of such systems may only be based on voluntary and revocable consent.

(14) The University shall take appropriate technical and organizational measures to ensure that the use of AI systems complies with the principles of transparency, purpose limitation, data minimization and non-discrimination.

## Section 17 Concluding provisions

(1) These regulations shall enter into force on the day after their promulgation in the Official Notices of Hamm-Lippstadt University of Applied Sciences.

(2) Concurrently, the Enrollment Regulations of Hamm-Lippstadt University of Applied Sciences dated 29 March 2011, in the version amended on 19 February 2024 (Legal Notice of Hamm-Lippstadt University of Applied Sciences dated 27 February 2024, Volume 16, No. 5, p. 10) shall become invalid.

**Note pursuant to Section 12(5) HG NRW**

It is hereby pointed out that pursuant to Section 12(5) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG NRW), any claims arising from an infringement of procedural or formal requirements of this law or of the regulatory law or of any other autonomous law of the higher education institution may no longer be claimed upon expiration of one year after promulgation of this notice, unless

a) the regulations have not been promulgated properly,
b) the Presidential Committee has previously raised an objection to the resolution of the body that decreed the regulation,
c) the formal or procedural deficiency was reported to the University indicating the violated legal provision and the fact giving rise to the deficiency, or
d) in the public announcement of the regulation, no reference was made to the legal consequence of the exclusion of complaints.

Issued by resolution of the Senate of Hamm-Lippstadt University of Applied Sciences dated 29 September 2025.

Hamm, 13 October 2025

signed Prof. Dr.-Ing. Kira Kastell

President of Hamm-Lippstadt University of Applied Sciences