

# Enrolment Regulations of TU Darmstadt

from 23.11.2023



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

The English translation is for information purposes only. The legally binding document is the German version.

On 23 November 2023, the Executive Board adopted the enrolment regulations of Technical University of Darmstadt.

Based on the approval of the Executive Board of TU Darmstadt dated 23.11.2023, the Enrolment Regulations of the Technical University of Darmstadt are made public

Darmstadt, 23.11.2023

The President of TU Darmstadt  
Prof Dr. Tanja Brühl

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### General provisions

#### Section 1 Admission, enrolment and legal status

- (1) Persons intending to study with the aim of obtaining a degree shall be admitted to the university upon application after their admission by enrolment in a degree programme (matriculation). By enrolling, they become members of the Technische Universität Darmstadt (TU Darmstadt) for the duration of the enrolment pursuant to section 61 “Hessisches Hochschulgesetz (HessHG)” of 14.12.2021 (GVBl. p. 931) as amended. Pursuant to section 1 (1) and (3) of the “Gesetz zur organisatorischen Fortentwicklung der Technischen Universität Darmstadt (TU Darmstadt-G)” of 05.12.2004 (GVBl. p. 382), as amended, they are obliged to take advantage of the advisory services and examination dates regulated in the examination regulations.
- (2) Persons who are not seeking a degree at TU Darmstadt may be enrolled in a study programme. Para. 1 applies accordingly.
- (3) As a rule, enrolment takes place for a degree programme or a study programme within the framework of the range of academic programmes released by the Presidential Board for the corresponding semester.
- (4) A degree programme within the meaning of these enrolment regulations is a programme of study of a subject, of several subjects or of a specialisation specified within the framework of a degree programme regulation, which is generally directed towards a first or a further degree qualifying the student for a profession.
- (5) Study programmes are time-limited study sections that are offered on the basis of cooperation agreements with one or more other higher education institutions, within the framework of international exchange programmes or within the framework of continuing academic education (certificate programmes) and that do not lead to a degree in a TU Darmstadt study programme.
- (6) Unless otherwise stipulated, the regulations of the degree programme valid at the time of the respective enrolment shall apply for students from the time of initial enrolment, new enrolment, re-enrolment or a change of subject; admission regulations of the respective regulations of the degree programme shall apply for admission and enrolment.
- (7) In teacher training programmes for grammar schools and in programmes leading to the degree: Joint Bachelor of Arts, enrolment is generally in two subjects from the canon of subjects.
- (8) If all enrolment requirements according to sections 8 ff. are fulfilled, enrolment shall take place for the semester indicated in the letter of admission.
- (9) For enrolment in higher regular semesters, in addition to the prerequisites mentioned in Para. 1 Clause 1, a corresponding application for the respective higher regular semester as well as recognition of study and examination achievements from previous studies by the examination board of the respective degree programme according to section 16 of the “Allgemeine Prüfungsbestimmungen der TU Darmstadt” (General Examination Regulations of the TU Darmstadt) is required. For each semester, the applicant must provide evidence of 30 CP of recognised study and examination achievements from previous studies. If the regulations of the degree programme at the TU Darmstadt stipulate a higher or lower value for the semesters to

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be recognised, this value shall be taken as a basis. Admission shall be refused if no recognition of study and examination achievements is granted by the examination board and no application for a first regular semester has been submitted. Admission to higher semesters of degree programmes with admission restrictions in the higher semesters shall be refused if no recognition of academic and examination achievements corresponding to the semester of the application is granted by the examination board. Admission shall be refused if no recognition of study and examination achievements is granted by the examination board and no application for a first semester has been submitted. Admission to higher semesters of degree programmes with admission restrictions in the higher semesters is to be denied if no recognition of study and examination achievements corresponding to the semester of the application is granted by the examination board.

- (10) In degree programmes with admission restrictions for first and, if applicable, higher semesters, admission can only be granted after an allocation procedure has been carried out in accordance with the "Gesetz über die Zulassung zum Hochschulstudium in Hessen (HHZG)" of 30 October 2019 (GVBl. p. 290) in the currently valid version at TU Darmstadt or at "Stiftung für Hochschulzulassung" and the corresponding offer of a study place.
- (11) In newly introduced degree programmes that are in the process of being established, enrolment can only take place in a regular semester for which a complete programme of study is available, irrespective of the recognition of course and examination achievements from a previous degree programme.
- (12) All enrolled persons must activate the personal e-mail box provided by the TU Darmstadt and use it obligatorily and regularly within the framework of their studies for the exchange of information relevant to their studies. The same applies to the activation and use of a user account in the Campus Management System (CaMS) as well as the web portal of this system, via which the organisation of the studies takes place. The announcement of study-relevant information, examination results and notifications is usually made available for retrieval in the CaMS; they are deemed to have been announced on the third day after being published.

## Section 2 Duty of Enrolment

- (1) Persons who wish to study with the aim of obtaining a degree at TU Darmstadt are required to apply for enrolment for a degree programme at TU Darmstadt.
- (2) The obligation to enrol also applies to participation in preparatory courses at the "Studienkolleg der TU Darmstadt" and participation in the "Feststellungsprüfung am Studienkolleg der TU Darmstadt" (assessment test at the Academic Bridging Courses of the TU Darmstadt) according to section 60 para. 7 HessHG.
- (3) Persons who have been accepted as doctoral candidates at TU Darmstadt must register at TU Darmstadt and may be enrolled as students upon application. Further details are regulated in section 13.
- (4) Students registered at an RMU partner university are registered for RMU degree at TU Darmstadt upon application. Further details are regulated in section 22.
- (5) Cooperation students can be registered at TU Darmstadt upon application or on the basis of a Cooperation Agreement. Further details are regulated in section 12 and in the respective cooperation agreement.

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- (6) If complementary subjects are being pursued in the teacher training programme, enrolment in the respective subject takes place upon application.
  - (7) In order to prepare for a university course, a preparatory study programme for the acquisition of study programme-specific skills and knowledge can be taken up at the TU Darmstadt according to section 60 para. 4 HessHG, if details are regulated in the regulations of the respective study programme. A temporary enrolment takes place for the preparatory studies; this does not count as a regular semester.
  - (8) Exempt from the obligation to enrol are:
    1. Participants in continuing education courses of study and in study programmes of academic continuing education.
    2. Junior students in accordance with section 60 para. 5 HessHG, who are admitted to selected courses and examinations in accordance with available capacities, provided that the school and the junior studies officers of the respective subject or study area are in favour of this. Further details are regulated in section 24.
    3. Persons seeking guest student status at the TU Darmstadt.
    4. Persons who have been accepted as doctoral candidates at the TU Darmstadt.
    5. Persons taking part in preparatory courses for studies in accordance with section 60 para. 8 clause 5 HessHG.

The persons mentioned under no. 1 to 5 must register in the CaMS.

### **Section 3 Form of the application**

- (1) Admission to the TU Darmstadt is effected on the basis of an application that is submitted in proper form and on time and fulfils all admission requirements according to sections 5 ff.
- (2) Applications for admission and for registration at the TU Darmstadt must always be submitted electronically via a personal account in the CaMS of the TU Darmstadt (application account) which must be created by the applicant. During the application process, applicants are generally required to submit the attached documents electronically via their application account.
- (3) Applicants are obliged to provide the necessary information truthfully and to submit the required documents in the respective specified form.
- (4) Documents submitted electronically via the application account or as a simple copy must always be kept by the applicants in the original or as a certified copy during the entire application procedure and the duration of enrolment at the TU Darmstadt and must be submitted to the TU Darmstadt at any time upon request.
- (5) In the event of violations of the obligations from para. 3 and 4, the admission and enrolment may be revoked.
- (6) Certificates in foreign languages that are not issued in English must be translated into German, or alternatively into English. The accuracy of the translation must be certified. The diplomatic representations or sworn translators are authorised to certify translations. In individual cases or in the case of a university partnership, a translation of the documents may be omitted.

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## Section 4 Application deadlines

- (1) The TU Darmstadt specifies the official deadlines and the cut-off deadlines for applications to degree programmes in the “Fristensatzung” (Deadline Regulations) (Appendix I) to these registration regulations, insofar as these are not regulated for degree programmes with admission restrictions in section 20 of the “Hessischen Verordnung über die Hochschulzulassung und das Anmeldeverfahren an den staatlichen Hochschulen (HHZV)” (Hessian Ordinance on University Admission and the Application Procedure at State Universities) of 02.12.2019 (GVBl. 354) in the respectively valid version. Appendix I “Fristensatzung” (Deadline Regulations) is published exclusively electronically on the TU Darmstadt website.
- (2) If a cut-off deadline for a degree programme is specified in Annex I of the “Fristensatzung” (Deadline Regulations) without a date, the closing date at the TU Darmstadt is 15.07. of each year for applications for a winter semester and 15.01. of each year for applications for a summer semester. Applications submitted after the closing date can no longer be considered in the respective application procedure. The documents to be submitted together with the application by the end of the closing dates are listed in the regulations of the degree programmes.

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## Chapter Two

### Requirements for admission to a degree programme

#### Section 5 General admission requirements

- (1) The prerequisite for admission to an undergraduate degree programme is proof of university entrance eligibility according to section 60 HessHG. As a rule, proof is provided by submitting a corresponding final school leaving certificate or a final apprenticeship certificate or by submitting other educational certificates listed in section 60 HessHG. If the proof according to clause 1 cannot be presented for demonstrably non culpable reason of the applicant, the TU Darmstadt may take and demand further documents and, in case of doubt, a statutory declaration in particular about the completed school, training or study periods and the acquired qualifications.
- (2) For admission to degree programmes with admission restrictions, in addition to the requirements in para. 1, a selection procedure must be carried out, which is regulated in the HHZG, HHZV and the statutes of the TU Darmstadt for the selection procedure of the university in degree programmes with admission restrictions (AdH statutes). The TU Darmstadt shall determine which degree programmes are subject to admission restrictions each year for the winter and the following summer semester in a statute of the TU Darmstadt for the determination of admission numbers in degree programmes subject to admission restrictions, which shall be published annually in the “Satzungsbeilage” (statute supplement) of the TU Darmstadt.
- (3) In addition to the prerequisites mentioned in para. 1, admission to an undergraduate degree programme with an aptitude test procedure is governed by the regulations of the degree programme.
- (4) Admission to Master's degree programmes is determined according to section 17a APB and the regulations of the respective degree programmes. Admission with incidental provisions

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(conditions, requirements, reservations) to a Master's degree programme is permissible in accordance with section 60 para. 4 HessHG if the admission requirements in accordance with 17a APB and at least 160 credit points or a comparable level of achievement from the previous degree programme entitling the holder to a Master's degree programme are fulfilled by the time of registration. The admission with incidental provisions should be revoked if the incidental provisions are not fulfilled by the end of the second semester of the Master's degree programme. In the event of revocation, re-registration for the same Master's degree programme is only possible once an application has been submitted and full proof of the admission requirements has fully proven. It is not possible to re- registration in the same degree programme or in another degree programme with the same incidental provisions.

- (5) Admission to continuing academic education degree programmes is determined by the regulations of the respective degree programmes.

## **Section 6 Proof of university entrance eligibility with foreign educational certificates**

- (1) Applicants who have acquired their higher education entrance eligibility abroad or at a foreign institution in Germany shall provide the proof in accordance with section 5 para. 1 if TU Darmstadt has determined that there is no significant difference to the German higher education entrance eligibility. The verification of foreign educational certificates at TU Darmstadt is governed by the “Verwaltungsvorschrift zum Hochschulzugang mit ausländischen Bildungsnachweisen (AuslBNHZVVStAnzHessen Nr. 17/2016, S. 361) (Administrative Regulation on University Admission with Foreign Educational Certificates (AuslBNHZVVStAnzHessen No. 17/2016, p. 361) in the currently valid version.
- (2) Applicants who are registered for a limited period of time in accordance with section 10 para. 1 no. 1 may also provide proof of their higher education entrance eligibility and their previous undergraduate degree by means of a certificate from their home university.
- (3) Applicants for a Master's degree programme who have obtained the degree on which their application is based abroad or at a foreign institution in Germany shall be admitted to the Entrance Requirements Verification in accordance with section 17 a APB if it has been established that there is no significant difference to an undergraduate degree at a higher education institution in Germany. The assessment of foreign certificates is based on the assessment proposals of the “Zentralstelle für ausländisches Bildungswesen” (Central Office for Foreign Education).
- (4) Applicants whose educational certificates differ significantly from the German higher education entrance qualification but who, according to the assessment proposals of the “Zentralstelle für ausländisches Bildungswesen” (Central Office for Foreign Education), are entitled to take the assessment test of a German “Studienkolleg” (Academic Bridging Course), shall provide proof in accordance with section 5 para. 1 if they have passed the assessment test for the specialisation course of the preparatory college of the TU Darmstadt or another recognised “Studienkolleg” that matches the intended course of study. Further details are regulated in the „Ordnung für die Prüfung zur Feststellung der Hochschulreife ausländischer Studienbewerber (Feststellungsprüfungsordnung)“ of the „Studienkolleg“ (Academic Bridging Courses for foreign students of the TU Darmstadt of 07.04.2017 („Satzungsbeilage 2017-II“) in the currently valid version. Applicants who have passed an assessment examination with a specialisation course that does not match the intended degree programme may take a corresponding supplementary examination. Further details are regulated in the “Feststellungsprüfungsordnung“(assessment examination regulations). The assessment



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examination regulations determine which specialisation course is suitable for the intended degree programme.

- (5) A passed assessment test of another “Studienkolleg” in Germany or abroad does not exempt students from the obligation to submit educational certificates that can be recognised according to clause 1 as a prerequisite for the proof according to section 5, para. 1.
- (6) If an entrance requirements verification at the TU Darmstadt is regulated by statute in accordance with section 60 para. 8 HessHG, applicants who fulfil the requirements for an Entrance requirements verification at the TU Darmstadt and pass it successfully may use it to provide evidence in accordance with section 5 para. 1. The requirements for the entrance requirements verification as well as the details are regulated in the "Verordnung über Zugangsprüfungen für im Ausland qualifizierte Studienbewerberinnen und Studienbewerber vom 28. Juni 2022 (GVBl. 2022, S. 395 ff.)".
- (7) Section 5, para.1, (3) and section 5, para. 2 to 5 shall apply accordingly.

## **Section 7 Letter of admission**

- (1) If the admission requirements are met, the TU Darmstadt admits applicants by means of a notice (letter of admission). In the letter of admission, the TU Darmstadt determines whether documents still need to be submitted and the deadline by which registration must take place. The notice is made available for retrieval via the application account; only in exceptional cases is it sent by post. Applicants will receive an e-mail notification that the notification is available for retrieval and are obliged to check the receipt of notifications in their application account every three days at the latest. A notification made available for retrieval in the application account shall be deemed to have been announced on the third day after the e-mail about the provision of the notification has been sent. Students of the TU Darmstadt who are applying for a change of degree programme or, in the case of teacher training programmes, for a change of teaching subject, are exempt from (1); they can check the processing status of the change application in their application account and usually do not receive a letter of admission.
- (2) In degree programmes with restricted admission that are included in the allocation procedure according to the HHZG, the deadline for acceptance of the study place stated in the letter of admission is a cut-off deadline that must be met; para. 1 remains unaffected.

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## **Chapter Three**

### **Registration, change of degree programme, re-registration and leave of absence**

#### **Section 8 General requirements: Documents required for registration**

- (1) For the purpose of registration, the TU Darmstadt may request the following documents:
1. A letter of admission,
  2. A letter of acceptance,
  3. a valid identity card or passport; or comparable proof of identity in electronic form,
  4. a curriculum vitae in tabular form,

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5. a proof of study history, if the student is simultaneously registered at another higher education institution or was previously registered,
  6. proof of de-registration in the case of a change of place of study,
  7. proof of payment of administrative costs and semester fees,
  8. proof of health insurance status in accordance with section 199a "Fünftes Buch Sozialgesetzbuch-Gesetzliche Krankenversicherung- (SGB) Vder the currently valid version",
  9. a photograph,
  10. in the case of underage applicants: A power of attorney from all legal guardians covering the entire period of study until the age of majority is reached,
  11. proof of internships,
  12. proof of language skills,
  13. proof of a study agreement and

other documents listed in the regulations of the degree programmes.

- (2) The documents submitted to the TU Darmstadt according to para. 1 may be retained and electronically processed at the TU Darmstadt.

## **Section 9 Language skills**

- (1) Unless otherwise specified in the regulations of a degree programme, the language of instruction is German. The prerequisite for registration is proof of language proficiency, which must be submitted as part of the application.
- (2) The registration requirement for German-language degree programmes according to para.1 is at least a proof of sufficient German language skills according to the "Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen (RO-DT)" in the respective valid version. The President may recognise equivalent certificates. With the proof of a German higher education entrance qualification or proof of completion of a degree of a course of study taught in German shall be deemed to be proof.
- (3) The registration requirement for a Bachelor's or Master's degree programme in which the language of instruction is English for at least the first year is proof of English language proficiency at level C1 of the European Framework of Reference for Languages, unless the implementing regulations of the degree programme specify a lower language level. The President may recognise equivalent certificates in consultation with the Language Centre. A

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proof of completion of a degree programme taught in English has to be considered a sufficient evidence.

- (4) In degree programmes in which another language is the language of instruction in addition to German, proof of sufficient knowledge in each language of instruction shall be required; para. 2 and para. 3 shall apply accordingly.
- (5) If, in degree programmes pursuant to para. 4, all compulsory modules are offered in both languages and a sufficient range of electives is available in both languages, proof of language proficiency pursuant to para. 2 or para. 3 in one of the two languages shall be sufficient.

## **Section 10 Temporary and temporary registration as well as admission with incidental provisions**

- (1) Registration can be limited if applicants intend to study at TU Darmstadt only temporarily or only receive a limited admission. This is particularly the case for persons are registered
  - 1. in accordance with section 12,
  - 2. to a “Studienkolleg” (Academic Bridging Courses)
  - 3. in a German language course,
  - 4. in a preparatory course of study in accordance with section 2 para. 7,
  - 5. in a preparatory study course pursuant to section 2 para. 8 no. 5,
  - 6. for RMU studies pursuant to section 22, or

in study programmes in the field of continuing academic education.

As a rule, the duration of the time limitation should not exceed two semesters. An extension of the time limitation is permissible in justified individual cases.

- (2) Registration may be subject to incidental provisions if applicants have to prove their suitability for proper registration within a specified period of time. This is particularly the case for:
  - 1. Applicants who are admitted to the Master's degree programme with incidental provisions in accordance with section 5 para. 4;
  - 2. Doctoral candidates who are provisionally admitted to doctoral studies without proof of complete fulfilment of the requirements pursuant to section 7a, para. 2 of the "Allgemeine Bestimmungen der Promotionsordnung der Technischen Universität Darmstadt (PO/AT) vom 12.01.1990 (ABl. 1990, S. 658)" (General Provisions of the Doctoral Regulations of the Technische Universität Darmstadt), as amended, subject to conditions, or who are undergoing an aptitude assessment procedure for doctoral studies.
  - 3. The admission letter shall list the incidental provisions and the time limitation.

## **Section 11 Registration in multiple degree programmes**

- (1) Simultaneous registration in two degree programmes with admission restrictions is only permissible if applicants demonstrate a special professional, scientific or artistic interest in simultaneous studies in the different degree programmes. In cases of doubt, an approval by the responsible Departmental Office must be submitted.

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- (2) Students of the TU Darmstadt who are registered in a degree programme without admission restriction and additionally apply for enrolment in a degree programme with admission restriction can only do so if their previous performance at the TU Darmstadt indicates that they will successfully complete both degree programmes. In cases of doubt, an approval by the examination boards responsible for the degree programmes must be submitted.
  - (3) Registration in two or more degree programmes without admission restriction is possible without further proof according to Para. 1 or 2; it can be made dependent on a Student Advisory Service.

## **Section 12 Cooperation students and international programme students**

- (1) Cooperation students are students who are registered at TU Darmstadt and/or at one and/or more other higher education institution(s) on the basis of a cooperation agreement. The cooperation agreement regulates:
  1. the simultaneous registration in study programmes at several universities,
  2. reciprocal registration in study --programmes at partner universities,
  3. registration in joint degree programmes at several higher education institutions,
  4. registration within the framework of higher education alliances and cooperation agreements, or
  5. registration in study programmes with partner higher education institutions.
- (2) Cooperation students can be members of several participating higher education institutions. The details, in particular the administrative costs and semester fees to be paid as well as the lead institution for a study programme, are specified in the cooperation agreement in accordance with ss. 61 para. 1, 62 "HessHG".
- (3) For students studying at TU Darmstadt within the framework of interstate programmes or within the framework of university alliances, the above paragraphs shall apply accordingly.

## **Section 13 Registration and enrolment of doctoral candidates**

- (1) Persons applying for acceptance as a doctoral candidate must apply as doctoral student or register as a doctoral candidate before being accepted as a doctoral candidate. This also applies to doctoral candidates in the aptitude assessment procedure according to Section 7a PO/AT.
- (2) Doctoral candidates accepted in accordance with section 7 para. 1 PO/AT shall provide the information for the purposes of university statistics in accordance with para 5 "Gesetz über die Statistik für das Hochschulwesen sowie für die Berufsakademien (HStatG)" of 02.11.1990 (BGBl. I p. 2414), as amended, and the information required to complete the doctorate in the context of registration.
- (3) Upon termination of the doctoral relationship, exmatriculation or termination of registration takes place.

## **Section 14 Refusal and withdrawal of registration**

- (1) Registration is to be refused as specified in section 63 para. 1 "HessHG".

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- (2) Registration may be refused on the reasons stated in section 63 para. 2 "HessHG".
  - (3) In addition, registration is to be refused if the admission requirements could still not be proven within the framework of a previous admission with incidental provisions in accordance with section 5, para. 4 or in the case of registration in accordance with section 10, para. 2, no. 2.
  - (4) The withdrawal of the registration is carried out according to the reasons stated in section 63 para. 3 "HessHG".

## **Section 15 Student ID Card**

- (1) Students receive a Student ID Card which is extended by one semester at a time through successful re-registration.
- (2) The Student ID Card may contain the following information:
  1. surname,
  2. first names,
  3. date of birth,
  4. course of study,
  5. date of registration,
  6. if applicable, user authorisations arranged by the student body (semester ticket),
  7. matriculation number,
  8. period of validity,
  9. and photograph.

If the Student ID Card does not contain a photograph of the student, it is only valid in combination with an official identification document. It is valid for the semester certified by TU Darmstadt.

- (3) The Student ID Card can also be issued in electronic form. The President of the TU Darmstadt determines the form and design of the Student ID Card.
- (4) The TU Darmstadt must be informed immediately of the loss of the Student ID Card and the semester ticket or of the loss of the data carrier. A Student ID Card in electronic form will be blocked by TU Darmstadt after notification of loss.

## **Section 16 Change of degree programme**

- (1) A change of degree objective or a change of subject constitutes a change of degree programme. In degree programmes in which two or more subjects are combined, any change in the combination of subjects also constitutes a change of degree programme.
- (2) A change of degree programme requires an application, admission and registration in due form and time in accordance with these registration regulations. A change of degree programme can be made dependent on a study counselling session to which the receiving department invites students.

## **Section 17 Re-registration**

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- (1) Registered students who wish to continue their studies after the end of a semester must re-register at the TU Darmstadt to continue their studies (re-registration). Re-registration is effected by the timely payment of the administrative costs and semester fees. The deadline and form are announced on the website of TU Darmstadt. Late re-registration within the grace period is always subject to fees.
  - (2) Successful re-registration is announced via the updated validity period on the Student ID Card.

## **Section 18 Leave of absence**

- (1) Reasons for leave of absence are in particular:
  1. a prolonged illness that prevents proper study in the semester in question,
  2. illness or care of a close relative which makes it impossible to study properly in the semester in question,
  3. maternity and child-caring periods,
  4. a period of study abroad or the completion of practical work abroad that serves a professional perspective (internship abroad),
  5. the performance of a practical activity serving professional perspectives (internships in Germany),
  6. interruption of studies for the purpose of financing the studies including own entrepreneurial activity (start-ups),
  7. participation as an appointed or elected representative of the academic or student self-administration,
  8. Membership of a "Kader" formed at federal level (A, B, C or D/C Kader) of a "Spitzenverband im Deutschen Olympischen Sportbund",military service and voluntary service.
- (2) The deadlines for applying for leave of absence are announced on the TU Darmstadt website. A retroactive leave of absence is excluded.
- (3) If the reason for leave of absence is "a prolonged illness", the expected duration of the illness must be certified by a doctor.
- (4) The total duration of a leave of absence for the same reason may not exceed six semesters in the cases of para. 1 nos. 1, 2, 3, and 7 and two semesters in the other cases; in the case of para. 1 no. 3, the utilisation of the time limits according to ss. 3, 4, 6 and 8 of the "Mutterschutzgesetzes (MuSchG)" of 23. 05.2017 "(BGBI. I S. 1228)" as amended from time to time as well as the corresponding time limits from the "Gesetz zum Elterngeld und zur Elternzeit (BEEG)" of 27.01.2015 "(BGBI. I S. 33)" as amended from time to time. A period of leave of absence exceeding this can only be approved if serious reasons make this necessary and the occurrence of the reasons is beyond the student's control; any impairment of the student's academic success must be avoided.
- (5) The TU Darmstadt decides on the form of the application.

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- (6) A leave of absence in the first semester is only possible in exceptional cases, in particular in the case of para. 1 nos. 1 to 3 and a study-related internship according to para. 1 nos. 4 and 5.
  - (7) In the case of an admission with incidental provisions, a leave of absence in accordance with the reasons for leave of absence under para. 1 nos. 1 to 3 extends the deadline for fulfilling the incidental provisions by the period of leave of absence.
  - (8) Semesters of leave of absence count as university semesters, but are not taken into account in the calculation of regular semesters. Students granted leave of absence in accordance with para. 1 nos. 2 to 5, 7 and 8 are entitled to attend lectures and to complete coursework and examinations; otherwise, leave of absence generally precludes the acquisition of credits or the taking of examinations. It is generally possible to repeat failed examinations during the leave of absence.
  - (9) An application for leave of absence due to pregnancy constitutes a notification of pregnancy to the TU Darmstadt within the meaning of section 15 para. 1 clause in conjunction with. section 2 para. 1 no. 8 "MuSchG" as amended. The data provided with the application for leave of absence due to pregnancy will be used to carry out the risk assessments required by the "MuSchG" and will be forwarded to the supervisory authority for the notification of pregnancy required by section 27, para. 1 of the "MuSchG".

## **Section 19 De-registration**

- (1) De-registration takes place either ex officio or at the request of the student.
- (2) With the exception of para. 5, de-registration takes place at the end of the current semester. Retroactive de-registration is excluded with the exception of paragraphs 3 and 4.
- (3) The administrative fee and the semester fee will be refunded after re-registration has taken place, provided that de-registration is applied for by the deadline listed in Annex I (Deadline Statutes) and the semester ticket is returned with the application or it is proven that the semester ticket has been rendered irretrievably unusable, provided that no digital validation takes place.
- (4) The administrative costs and semester fee shall be refunded after first-time enrolment in a degree programme, provided that the withdrawal is applied for by the deadline specified in Annex I (Deadline Regulations) and the semester ticket is returned with the application, digitally invalidated or it is proven that the semester ticket has been rendered irretrievably unusable.
- (5) In deviation from para. 2, clause 1, de-registration may take place at the student's request with immediate effect or on a specific deadline.
- (6) Students are obliged to immediately inform institutions within and outside the university of the associated change in their student status. Regular and university semesters continue to count for the current semester.
- (7) The registration shall be revoked ex officio if the enrolment is to be refused or withdrawn pursuant to section 14 or pursuant to section 63 "HessHG". The registration is to be revoked if the re-registration according to section 17 was not carried out properly or additional reasons according to section 65 "HessHG" apply.



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- (8) From the time of de-registration, membership of the university shall cease in accordance with section 1 para. 1.
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## **Chapter Four**

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### **Postgraduate Courses of Study, Continuing Academic Education, Guest Students and Special Forms of Study**

#### **Section 20 Continuing Academic Education**

- (1) Participation in a continuing education programme as well as in other offers of academic continuing education requires admission by the TU Darmstadt.
- (2) Participation in a continuing academic education degree programme and in other continuing education offers of the TU Darmstadt can be admitted if they have successfully completed a university degree or have acquired the required aptitude in their profession or in some other way. The details of the requirements for admission are determined for continuing education study programmes by the regulations of the study programme, and for other continuing education programmes by announcement on the TU Darmstadt website.
- (3) Admission to study programmes in the field of continuing academic education (certificate programmes) at the TU Darmstadt is open to those who have successfully completed a university degree or have acquired the required aptitude in their profession or in some other way. The details of the prerequisites for admission are specified in the description of the offer.
- (4) Admission to a continuing education programme and to a study programme in the field of continuing academic education (certificate programmes) is carried out by an institution of the TU Darmstadt commissioned for this purpose. A simplified application and admission procedure can be set up with the aim of enrolment; section 1 para. 3 applies accordingly.
- (5) As a rule, fees covering the total costs of participation in continuing education programmes shall be charged in accordance with the expenses incurred by the TU Darmstadt. The fees shall be determined by the provider on the basis of an economic calculation. Payment of the fee is the prerequisite for admission or re-registration for participation in the continuing education programme. Repayment after the start of the programme is excluded.
- (6) A continuing academic education degree programme leading to an academic degree is regulated by the regulations of the study programme according to section 3 para. 2 APB. Appropriate certificates may be issued for participation in other degree programmes or continuing education programmes with the approval of the President of the TU Darmstadt.

#### **Section 21 Guest Students**

- (1) Persons who wish to continue or further their education in a general way and do not wish to register in the relevant degree programme may be admitted as guest students for certain courses, provided that there is sufficient capacity for their participation. Regularly enrolled students of the TU Darmstadt are to be given priority to attend courses.
- (2) The deadline and form of application for admission as a guest student will be announced on the TU Darmstadt website.
- (3) Admission is granted after payment of the guest student fee. Admission is granted by issuing a guest student licence. It is valid for one semester.



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- (4) Admission as a guest student does not constitute an entitlement to admission to a degree programme. Within the framework of guest student studies, no study certificates (qualified participation certificates, performance certificates) or credit points (CP) within the meaning of the APB may be acquired; admission to examinations or examination performances is not permitted. Corresponding certificates may not be issued. Certificates acquired in contravention of these regulations may not be used in the context of proper study.
  - (5) The courses open to guest students are published in the CaMS course catalogue for guest students.
  - (6) Guest auditor programmes are subject to a fee. The fee is € 50, unless otherwise stipulated in Annex II (“Gebührensatzung”).

## **Section 22 Rhine-Main Universities Alliance (RMU)**

- (1) Within the framework of the university cooperation of the Rhine-Main University Alliance (RMU), there are study programmes that are structured differently depending on the cooperation format. The cooperation formats are:
  1. RMU study programme,
  2. Specific RMU study programme and

Joint RMU study programme.

- (2) For the cooperation formats according to Para.1 Clause 2 Nos. 1 and 2, students can be enrolled at the TU Darmstadt who are enrolled at one of the cooperation universities:
  - a. the Goethe University Frankfurt am Main or
  - b. the Johannes Gutenberg University Mainz,

and has applied for enrolment for one of the two cooperation formats in due time and, if applicable, fulfils the necessary admission requirements from the regulations of the degree programmes or the cooperation agreements. Enrolment is as a secondary student and is limited to one semester. It is extended semester by semester upon application. The additional registration procedures required for this are announced by the respective cooperation universities.

- (3) Persons who are enrolled in a cooperation format pursuant to para. 1, clause 2, nos. 1 and 2 may, after registration, attend the courses approved for these cooperation formats in each case, be admitted to examinations and acquire qualified study certificates (certificate of academic achievement) or credit points. These cooperation formats are only associated with the acquisition of a degree at TU Darmstadt if the persons are enrolled in a degree programme at TU Darmstadt.
- (4) In the case of a joint RMU degree programme pursuant to para. 1 clause 2 no. 3, the application shall be made at the lead university and subsequently a parallel enrolment shall be made at each of the participating universities. The additional registration procedures required for this shall be announced by the respective non-leading cooperation universities.

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## **Section 23 Degree programme with the aim of the “Erweiterungsprüfung” (extension examination) for the teaching profession**

- (1) Registration in the supplementary teacher training programme with the aim of taking the extension examination for the teaching profession takes place in accordance with section 33 "Hessisches Lehrkräftebildungsgesetz (HLbG)" of 28.09.2011 ("GVBl. I S. 590") in the currently valid version. The prerequisite for enrolment is that applicants have the First State Examination for the Teaching Profession or an equivalent degree or are students of a teaching degree programme.

## **Section 24 Junior Degree Programme**

- (1) Pupils are admitted to courses if they fulfil the requirements according to section 2 para. 8 no. 2 (junior students); enrolment does not take place. The application for admission must be submitted by 31.08. of a year for the winter semester and by 01.03. of a year for the summer semester.
- (2) Admission is initially granted for one semester. It can be extended by one semester at a time upon application in due time, provided that the prerequisites for the following semester in accordance with section 2, para. 8, no. 2 for the following semester.
- (3) Junior students receive a certificate stating that they are admitted as junior students in accordance with section 60 para. 5 HessHG and are entitled to participate in the courses and examinations in the subject concerned and to acquire study certificates in accordance with the agreements with the subject or study area.

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## **Chapter Five**

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### **Data and Data Protection**

#### **Section 25 Collection of data**

- (1) The personal data required in accordance with section 61 para. 5 HessHG must be provided in full when applying in the application portal of the TU Darmstadt.
- (2) Changes to data according to para. 1 are to be notified to the TU Darmstadt immediately or made directly in the CaMS user account. The change of first name and gender entry in the CaMS for transgender and intersex students is made upon application without further proof and can be carried out before the official change; the application is to be made in the user account. Disadvantages caused by not notifying changes in time shall be borne by the student.
- (3) The procedures described for handling personal data at TU Darmstadt must be followed.
- (4) All collected data may be processed in automated procedures.
- (5) Within the framework of the re-registration procedure, the university processes the stored data.
- (6) The data that can be collected and processed by TU Darmstadt according to para. 1 and 2 include:
  1. Personal data:
    - a. name

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- b. first name(s),
    - c. gender entry: male, female, diverse, no entry,
    - d. name at birth,
    - e. place and date of birth,
    - f. nationality, additional nationality if applicable,
    - g. residence, state, if applicable, country and county of residence,
    - h. telephone number(s) or mobile number(s),
    - i. e-mail address(es),
    - j. photograph,
    - k. bank details,
    - l. health insurance data according to section 199 SGB V,
    - m. matriculation number and
  2. occupational and work-related data:
    - a. practical work experience prior to admission or during the degree programme,
    - b. practical semesters,
    - c. semesters at preparatory courses and German courses at universities in Germany and
  3. primarily study-related data
    - a. state, country, district, month and year of acquisition as well as type of higher education entrance qualification,
    - b. courses of study attended in previous semesters as well as were or are simultaneously attended at another higher education institution; name and state of the higher education institution,
    - c. type of previous degree programme and degree programme at the TU Darmstadt (e.g. first, second and doctoral degree programmes),
    - d. type and duration of past interruption of studies,
    - e. internships completed or comparable periods of practical work experience,
    - f. registration for courses and modules,
    - g. modules chosen, major and minor subjects,
    - h. department affiliation,
    - i. department in which the right of election is to be exercised, if the student belongs to more than one department and
  4. primarily doctorate-related data:

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- a. type of doctorate,
  - b. doctoral subject,
  - c. type of dissertation,
  - d. the existence of an employment relationship at the TU Darmstadt,
  - e. state, country, university, type of examination, field of study, month, year and overall grade of the previous final examination entitling the holder to a doctorate,
  - f. the department's declaration of acceptance as a doctoral candidate,
  - g. the information required pursuant to section 7 para. 2 PO/AT and
5. Semester data:
- a. number of subject and university semesters,
  - b. interruptions to studies by type and duration,
  - c. payment of semester fees and
6. University data:
- a. name of the higher education institution of initial enrolment, state and name of the higher education institution,
  - b. name of the higher education institution(s) attended in previous semesters, state(s) and name(s) of the higher education institution(s),
  - c. type and duration of a degree programme in the acceding territory of the Federal Republic of Germany (before 3 October 1990) and
7. Examination dates:
- a. registration and de-registration for examinations,
  - b. examinations taken incl. number, date and result of retakes taken,
  - c. university, state of university, name of university,
  - d. type, subject or subject area, module affiliation,
  - e. fulfilment of admission requirements for examinations,
  - f. date of examination performance (semester, month and year), date of registration for an examination performance,
  - g. result of the examination (e.g. passed, failed) as well as grade(s) and
  - h. credit points earned and data transmitted by the state or ecclesiastical examination offices on the examinations taken there, and
8. data on leave of absence and de-registration:

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- a. state, duration, type of stay abroad,
  - b. type of cooperation or intergovernmental programme and
9. data to be collected according to the "HStatG" and
10. If there are indications that the information according to paragraphs 1 and 2 is incorrect or incomplete, TU Darmstadt may request the submission of further documents in individual cases and, if necessary, request and accept an affidavit on the periods of study completed to date.
- (7) If there are indications that the information according to paragraphs 1 and 2 is incorrect or incomplete, TU Darmstadt may request the submission of further documents in individual cases and, if necessary, request and accept an affidavit on the periods of study completed to date.

## **Section 26 Data transfer**

- (1) The TU Darmstadt electronically transmits the data to be collected to the "Hessische Statistische Landesamt", insofar as this is necessary for the implementation of the "HStatG".
- (2) The data provided with leave of absence applications due to pregnancy are used to carry out the risk assessments required under the "MuSchG" and are forwarded to the supervisory authority for the notification of pregnancy required under sections 1 para. 2 no. 8, 27 para. 1 "MuSchG".
- (3) In the administration of study courses and study programmes carried out jointly with other higher education institutions, the TU Darmstadt may transmit the data collected in accordance with section 25, including the examination-related data arising in the course of studies, to the higher education institutions involved in the respective cooperation agreement in accordance with the regulation in the cooperation agreement and further process the data transmitted to the TU Darmstadt by participating higher education institutions.
- (4) The transmission of the collected data to public bodies is permitted insofar as these are authorised to receive the data on the basis of legal provisions and knowledge of the data is necessary for the fulfilment of the tasks incumbent upon them. The same applies to institutions that have been commissioned by the public sector to carry out tasks that are necessary for the fulfilment of laws, legal regulations or statutes. The same applies to the internal transfer of data within TU Darmstadt.
- (5) Furthermore, the transfer of data to persons or bodies outside the public administration is only allowed if the person concerned consents. Consent can be given in writing and electronically.

## **Section 27 Information on stored data**

- (1) The rights of access pursuant to "Verordnung Nr. 2016/679 des Europaparlaments und Rates (EU-DGSVO)" of 27.04.2016 "(Amtsblatt L 119 vom 04.05.2016, S. 1)", as amended, are available to all persons about whom personal data are stored at TU Darmstadt.
- (2) Information is provided upon request if the identity of the inquirer is established without doubt.
- (3) Information is initially provided on the basis of the data stored in the central IT systems of the TU Darmstadt. Further information is provided by specific request.

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## Section 28 retention periods

- (1) A retention period of 50 years applies to the following data and documents issued by the TU Darmstadt:
  - copies of certificates / diplomas,
  - transcript of records,
  - diploma supplement,
  - copy of de-registration notice,
  - study progress data,
  - in the case of final failure of the overall examination, the copies of the notifications issued, transcript of records in case of non-passing.
- (2) A retention period of two years applies to the following data and documents issued by the TU Darmstadt:
  - written examination papers,
  - examination papers from university examinations, insofar as they are not returned, the expert reports on the respective examination paper.
- (3) The retention period for application documents is one year.
- (4) All data retained or stored in accordance with this catalogue shall no longer be processed after expiry of the respective retention period. The respective data carriers (including paper) are destroyed in accordance with data protection regulations.
- (5) All data and documents that do not have to be retained must be destroyed in accordance with data protection regulations.
- (6) The retention period begins at the end of the calendar year in which the documents were created or data were processed for the first time. Examination documents may not be disposed of until an examination decision has become final.
- (7) The retention shall be effected by suitable data carriers, only exceptionally in paper form.

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## Chapter Six

### Final provisions

#### Section 29 Electronic format, declarations by applicants under 18

- (1) All notices, decisions or measures resulting from the implementation of these regulations may be announced in electronic form. As a rule, the notification shall be made available for retrieval in CaMS. Notices, decisions and measures are deemed to have been announced on the third day after they are made available for retrieval.
- (2) Declarations by applicants under 18 require the written consent of all legal representatives in order to be valid. Approval must be submitted together with the application; it may be submitted in the form of a general consent which uniformly applies to all declarations of the

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minor applicants required in the context of the application, admission, enrolment and implementation of the degree programme.

### **Section 30 Enter into force**

- (1) The changes to the first amendment to the Enrolment Regulations come into force on 01.12.2023. They will be published in the “Satzungsbeilage” of Technische Universität Darmstadt.
- (2) When the first amendment comes into force, the version of the Enrolment Regulations dated 27.04.2023 (Statutory Supplement 2023 -III) shall cease to apply.

Darmstadt,

Die Präsidentin  
der Technischen Universität Darmstadt  
Universitätsprofessorin Dr. Tanja Brühl

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## List of abbreviations (in German)

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AdH-Satzung	Satzung der TU Darmstadt für das Auswahlverfahren der Hochschule in zulassungsbeschränkten Studiengängen vom 23.04.2020 (Satzungsbeilage 2020-II) in der jeweils geltenden Fassung
APB	Allgemeinen Prüfungsbestimmungen der TU Darmstadt vom 01.04.2022 (Satzungsbeilage 2021-IV) in der jeweils geltenden Fassung
AuslBNHZVV	Verwaltungsvorschrift zum Hochschulzugang mit ausländischen Bildungsnachweisen vom 23.03.2016 (StAnzHessen Nr. 17/2016, S. 361) in der jeweils geltenden Fassung
BEEG	Gesetz zum Elterngeld und zur Elternzeit (BEEG) vom 27.01.2015 (BGBl. I S. 33) in der jeweils geltenden Fassung
BV	Bewertungsvorschläge der Zentralstelle für ausländisches Bildungswesen
CaMS	Campus Management System
EU-DGSVO	Verordnung Nr. 2016/679 des Europaparlaments und Rates (EU-DGSVO) vom 27.04.2016 (Amtsblatt L 119 vom 04.05.2016, S. 1) in der jeweils geltenden Fassung
Feststellungsprüfungsordnung	Ordnung für die Prüfung zur Feststellung der Hochschulreife ausländischer Studienbewerber des Studienkollegs für ausländische Studierende der TU Darmstadt vom 07.04.2017 (Satzungsbeilage 2017-II)
HessHG	Hessischem Hochschulgesetz vom 14.12.2021 (GVBl. S. 931) in der jeweils geltenden Fassung
HHZG	Gesetz über die Zulassung zum Hochschulstudium in Hessen vom 30.10.2019 (GVBl. S. 290) in der jeweils geltenden Fassung, Gesetz über die Zulassung zum Hochschulstudium in Hessen vom 30.10.2019 (GVBl. S. 290) in der jeweils geltenden Fassung
HLbG	Hessisches Lehrkräftebildungsgesetz vom 28.09.2011 (GVBl. I S. 590) in der jeweils geltenden Fassung
HStatG	Gesetz über die Statistik für das Hochschulwesen sowie für die Berufsakademien vom 02.11.1990 (BGBl. I S. 2414) in der jeweils geltenden Fassung
MuSchG	Mutterschutzgesetz vom 23.05.2017 (BGBl. I S. 1228) in der jeweils geltenden Fassung
PO/AT	Allgemeinen Bestimmungen der Promotionsordnung der Technischen Universität Darmstadt vom 12.01.1990 (ABl. 1990, S. 658) in der jeweils geltenden Fassung
RMU	Rhein-Main-Universitätsallianz
RO-DT	Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen
SGB V	Fünftes Buch Sozialgesetzbuch -Gesetzliche Krankenversicherung- (SGB V) vom 20.12.1988 (BGBl. I, S. 24, 2482) in der jeweils geltenden Fassung
TU Darmstadt	Technische Universität Darmstadt
TU Darmstadt-G)	Gesetz zur organisatorischen Fortentwicklung der Technischen Universität Darmstadt vom 05.12.2004 (GVBl. S. 382) in der jeweils geltenden Fassung



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## Appendix I Deadline Regulations of the TU Darmstadt

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### 1.1 Application deadlines according to section 4 Enrolment Regulations

#### 1.1.1 Application deadlines at the TU Darmstadt

The start of an application deadline at the TU Darmstadt is always determined by the relevant administrative authority and announced on the TU Darmstadt website. The end of application deadlines depends on their type:

**i. End of a cut-off deadline**

If a cut-off deadline date has been specified for a degree programme, the application deadline is 15.07. of a year for an application for a winter semester and 15.01. of a year for an application for a summer semester. Applications submitted after the deadline can no longer be considered in the respective application procedure.

**ii. End of the early official application deadline**

If an early official application deadline has been set for a degree programme, the application deadline is 15.07. of any year for an application for a winter semester and 15.01. of any year for an application for a summer semester. Exceptions to this are students of the TU Darmstadt who are applying for a change of degree programme, for whom the application deadline is usually 15.09. of any year for an application for a winter semester and 15.03. of any year for an application for a summer semester.

**iii. End of the late official application deadline**

If a late official application deadline has been set for a degree programme, the application deadline is 31.08. of any year for an application for a winter semester and 01.03. of any year for an application for a summer semester. Exceptions to this are students of the TU Darmstadt who are applying for a change of degree programme, for whom the application deadline is usually 15.09. of any year for an application for a winter semester and 15.03. for any year for an application to a summer semester.

#### 1.1.2 Application deadlines for degree programmes at the TU Darmstadt

**i. Study programmes for which a cut-off deadline is specified:**

Studiengang	Abschluss
Aerospace Engineering	M.Sc.
Architektur	M.Sc.
Biologie	M.Sc.
Biomolecular Engineering - Molekulare Biotechnologie	B.Sc.
Biomolecular Engineering - Molekulare Biotechnologie	M.Sc.
Entrepreneurship and Innovation Management	M.Sc.
Logistics and Supply Chain Management	M.Sc.
Maschinenbau	M.Sc.
Sustainable Urban Development	M.Sc.

ii. Study programmes for which an early official application deadline is determined:

Studiengang	Abschluss
Chemie	M.Sc.
Paper Science and Technology - Papiertechnik und bio-basierte Faserwerkstoffe	M.Sc.
Wirtschaftsinformatik	M.Sc.
Wirtschaftsingenieurwesen – technische Fachrichtung Bauingenieurwesen	M.Sc.
Wirtschaftsingenieurwesen – technische Fachrichtung Elektrotechnik und Informationstechnik	M.Sc.
Wirtschaftsingenieurwesen – technische Fachrichtung Maschinenbau	M.Sc.

iii. Study programmes with late official deadline:

With the exception of degree programmes with restricted admission, the late official deadline applies to all degree programmes not listed in 1.1.2. i. or ii.

## 1.2 Deadline and grace period for re-registration according to section 17 Registration Regulations

The deadline for re-registration and the grace period for late re-registration are announced on the TU Darmstadt website.

## 1.3 Deadline for reimbursement in case of requested de-registration according to section 19 para. 3 Enrolment Regulations

- If the de-registration for a winter semester is applied for by 30.04. of any year and the semester ticket is returned in accordance with section 19 para. 3 Enrolment Regulations, the administrative costs and semester fee will be refunded.
- If de-registration for a summer semester is applied for by 31.10. of any year and the semester ticket is returned in accordance with section 19 para. 3 of the Enrolment Regulations, the administrative costs and semester fee will be refunded.

## 1.4 Deadline for reimbursement in case of requested withdrawal from first-time enrolment in a degree programme according to section 19 para. 4 Enrolment Regulations

If a withdrawal from the first-time enrolment in a degree programme is applied for up to one month after the start of lectures of the respective semester at the TU Darmstadt and the semester ticket is returned in accordance with section 19 para. 4 Enrolment Regulations, the administrative costs and semester fee will be refunded.

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## **Appendix II Fee Regulations of the TU Darmstadt**

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The following fees are charged independently of the "Verwaltungskostenordnung (VwKostO-MWK)": **Fees for guest students in accordance with section 21 para. 6 Enrolment Regulations.** A standard fee of € 50 is charged per semester.

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