

**Regulation on the Admission and Enrolment  
of Foreign-Educated Students  
(International Student Admissions Regulation - *Ausländerzulassungsordnung*)  
at the University of Duisburg-Essen  
Dated 20 January 2014**

(Gazette Vol. 12, [*Verköndungsblatt Jg. 12*], 2014 p. 15 /No. 5)

Under the provisions of Article (§) 2 Para. 4 of the Higher Education Act of the State of North Rhine-Westphalia (*Hochschulgesetz - HG*) dated 31.10.2006 (Law and Ordinance Gazette, *GV. NRW.* p. 474), last amended by the Act of 03.12.2013 (*GV. NRW.* p. 723), and under the provisions of Article 28 of the Ordinance on the Allocation of University Places in North Rhine-Westphalia (*Vergabeverordnung NRW – VergabeVO NRW*) dated 15 May 2008 (*GV. NRW.* p. 386), last amended by the Ordinance of 24.06.2013 (*GV. NRW.* p. 384), and under the provisions of Article 3 of the Enrolment Regulation of the University of Duisburg-Essen dated 22.01.2013 (official notices section of the University of Duisburg-Essen Gazette Vol. 11, 2013, p. 249 – *Verköndungsblatt der Universität Duisburg-Essen – Amtliche Mitteilungen Jg. 11*), the University of Duisburg-Essen has issued the following Regulation:

**Content**

- § 1 General
- § 2 Admissions procedure
- § 3 Admission to a degree programme with restricted admissions
- § 4 Admission to and enrolment on preparatory German language courses
- § 5 Enrolment for an entrance examination for foreign-educated students
- § 6 Enrolment as an exchange student
- § 7 Enrolment as a doctoral student
- § 8 Notifications from the University
- § 9 Concluding provisions, entry into force

**§ 1  
General**

This Regulation applies to the admissions and enrolment procedure for foreign-educated students and to the admissions procedure for exchange students. Foreign-educated students are all university applicants who have gained a university entrance qualification within the meaning of Article 49 of the Higher Education Act in North Rhine-Westphalia (*HG NRW*) but do not hold a German university entrance qualification.

**§ 2  
Admissions procedure**

- (1) Foreign-educated students must submit an application for admission in due form and time.
- (2) Applications for admission in accordance with Paragraph 1 are made using the electronic form provided on the University of Duisburg-Essen website. An application may also be submitted solely in paper form. The applicant must provide full and truthful answers to all the points on the form.
- (3) In parallel to the electronic application, an application on paper, showing the applicant number issued during online application, must be completed in full and submitted with all the necessary documents.
- (4) Details of the documents to be submitted with the completed paper application can be found on the website of the Akademisches Auslandsamt/International Office of the University Duisburg-Essen.
- (5) Contrary to the procedure outlined in Paras. 2-4, the admissions procedure for some subjects, Medicine in particular, is possible through uni-assist. Further information is available on the website of the Akademisches Auslandsamt/International Office of the University of Duisburg-Essen.

### § 3

#### Admission to a degree programme with restricted admissions

(1) Foreign nationals or stateless persons who do not have equivalent status to German nationals in accordance with Article 2 Paragraph 2 of the NRW Allocations Ordinance (*Vergabeverordnung NRW*) are selected according to the provisions of the NRW Higher Education Act and the Allocations Ordinance (*VergabeVO NRW*) in the version in force at the time. The provisions set down below additionally apply.

(2) The completed admission application form must be submitted to the University before the final deadline for applications (for the winter semester by 15.07. and for the summer semester by 15.01.). Course and subject options are subject to Article 3 Para. 2 Sentence 2 of the University of Duisburg-Essen's Regulation on the Allocation of University Places on Restricted-Admission Degree Programmes, with the exception of Medicine (*Ordnung der Universität Duisburg-Essen über die Vergabe von Studienplätzen in zulassungsbeschränkten Studiengängen mit Ausnahme des Studiengangs Medizin*) in the version in force at the time. If an applicant submits more than one application for admission, the decision will be based on the last application to be received before the deadline. Earlier applications will be eliminated. Applications which may be made in addition to the application for admission must be submitted with the application for admission. The University undertakes to protect the confidentiality and integrity of electronically submitted data using the latest technology and encryption.

(3) For each degree programme a ranking is initially compiled of the overall or average grade of the university entrance qualification certificates submitted. The relevant average or overall grade is calculated in accordance with the Agreement of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) on setting the overall grade for foreign university entrance qualifications. According to this standard, all grades are converted into a unified grading system, in which the best possible grade is 1.0 and the lowest pass grade is 4.0. Certificates which do not show any grades are assigned grade 4.0.

(4) Applicants who have already attained a professional qualification equivalent to a German university qualification at an academic higher education institution will be ranked lower for admission to restricted-admission programmes than other applicants.

(5) Equally ranked applications will be decided on by drawing lots.

### § 4

#### Admissions for and enrolment on preparatory German language courses

(1) Applicants who have not gained their qualification at a German-speaking institution within the meaning of Article 2 of the Enrolment Regulation must have the necessary proficiency in German for their intended degree programme. Details relating to examination and recognition

of equivalent achievements are covered in the DSH Regulation (*DSH-Ordnung*) on the German language proficiency test for university admission for international students at the University of Duisburg-Essen.

(2) Applicants who wish to take part in a preparatory language course in order to prove their proficiency as outlined in Paragraph 1 Sentence 1 may be enrolled provisionally as students at the University of Duisburg-Essen until such time as they have passed the language test.

(3) Applicants are enrolled on a preparatory German language course if they have gained a university entrance qualification entitling them to study on a programme offered by the University of Duisburg-Essen, or if they have been admitted to an examination in accordance with the Regulation on the Entrance Examination for Foreign-Educated Students and present confirmation of admission to a preparatory German language course.

(4) Admission to a German language course and passing the DSH test does not entitle the applicant to be enrolled on a degree programme.

### § 5

#### Enrolment for an entrance examination for foreign-educated students

Applicants who are required to take an entrance examination specific to their intended degree programme in accordance with the Regulation on the Entrance Examination for Foreign-Educated Students are provisionally enrolled until such time as they pass or finally fail the relevant examination. Provisional enrolment is for one semester at a time and not exceeding a total of three semesters.

### § 6

#### Enrolment as an exchange student

(1) Exchange students are generally students who study for a limited period of time and without a final qualification as part of an inter-country agreement or international cooperation with the University of Duisburg-Essen.

(2) Exchange students for a short period of study are selected according to the criteria set down in the international agreement or arrangement. The University may require proof of an agreement by a member of the University of Duisburg-Essen academic staff to supervise the student. Enrolment is generally for two semesters and is limited to a maximum of four semesters.

**§ 7**

**Enrolment as a doctoral student**

(1) Enrolment of foreign-educated students on a doctoral programme is subject to Article 2 Para. 1 and Para. 10 of the Enrolment Regulation in conjunction with Article 67 Para. 5 of the Higher Education Act (*HG*).

(2) Students who meet the requirements as set down in the relevant doctoral regulations may be enrolled as doctoral students. Proof of confirmation by the doctoral board of the entrance requirements and a written agreement of a member of the academic staff to supervise the student must be provided.

(3) Proof of the DSH language proficiency test may not be required if this is provided for in the doctoral regulations of the relevant Faculty or if confirmation to this effect by the doctoral board is presented.

**§ 8**

**Notifications from the University**

(1) Applicants will be informed in writing of the University's decisions on admissions (Letter of Admission or Rejection Letter). A rejection must state reasons for the rejection and contain legal information.

(2) Letter of Admission

- applies only to the degree programme or part of a degree programme stated in the Letter of Admission or only to the preparatory German course stated in the Letter of Application,
- is not transferable,
- becomes void if the applicant fails to meet any of the essential requirements stipulated in the Letter of Admission,
- becomes void if the enrolment of the admitted applicant does not take place for the semester to which the Letter of Admission applies.

**§ 9**

**Concluding provisions, entry into force**

This Regulation on the Admission and Enrolment of Foreign-Educated Students shall enter into force on the day after its publication in the official notices section of the University of Duisburg-Essen Gazette (*Verkündungsblatt - Amtliche Mitteilungen*).

Issued on the basis of the resolution of the Senate of the University of Duisburg-Essen dated 08.11.2013.

Duisburg and Essen, 20 January 2014

For the Rector  
of the University of Duisburg-Essen  
The Chancellor  
per pro

Eva Lindenberg-Wendler