

**Registration Regulations (Rules) of the University of Music Lübeck
as of 6 May 2010**

Date of publication in University Bulletin (ed. MWV Schl.-H): 16 June 2010, p. 43

Date of publication on University of Music Lübeck homepage: 7 May 2010

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Pursuant to Section 40 (5) of the Schleswig-Holstein Higher Education Act (HSG) of 28 February 2007 (GVOBl. Schl.-H. p.184), last amended by Article 12 of the Law for Implementation of the European Directive on Services in Schleswig-Holstein (Services Directive Law Schleswig-Holstein) dated 9 March 2010 (GVOBl. Schl.-H. p. 356), in accordance with the resolution passed by the Senate of the University of Music Lübeck on 17 December 2009 and approval of the Ministry of Science, Economic Affairs and Transport of the State of Schleswig-Holstein of 5 May 2010, the following Rules are duly enacted:

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Part 1: Registration

Section 1 Purpose and scope

(1) 1Upon registration (enrolment), candidate students accepted for a course of study and duly accepted doctoral students become members of the University of Music Lübeck. 2Registration applies in respect of a specific doctorate procedure or a specific degree programme with a designated major subject within the meaning of the Audition Regulations of the University of Music Lübeck for Bachelor and Master degree programmes.

(2) The provisions applicable for initial registration and re-registration also apply accordingly in the event of a change of degree programme within the University of Music Lübeck, a change of major subject or registration for an additional major subject within the meaning of the Audition Regulations of the University of Music Lübeck for Bachelor and Master degree programmes.

Section 2 Registration at multiple universities

1Students of the dual-subject degree programme 'Music Tuition' are afforded the status of visiting students at the partner university. 2Subject to the agreement of the doctoral committee, doctoral students may be simultaneously registered on a degree programme at the University of Music Lübeck or another university.

Section 3 Exchanging university places

Exchanging university places is not permitted.

Part 2: Registration and re-registration procedure, leave of absence, de-registration

Section 4 Registration period

(1) Registrations are to be submitted by the registration deadline announced by the University of Music Lübeck.

(2) Where a candidate student or doctoral student provides evidence before the announced/stipulated deadline of an important reason preventing their registration within the stated period, the University of Music Lübeck may extend the registration period for the person in question.

Section 5 Form

(1) ¹The registration application is to be signed and submitted in person. ²The University of Music Lübeck may waive the requirement for personal appearance.

(2) Specifically, the registration application must include the following information in the form stipulated by the University of Music Lübeck:

1. Name, first name, date and place of birth, gender, nationality, permanent address, semester address, selected degree programme with major subject, semester, type of university entrance qualification, date of application.
2. Details of whether a module examination or a preliminary, intermediate or final examination has been definitively failed in the selected degree programme.
3. Details of study programmes and respective study periods in which the candidate student is or was registered at another university or the University of Music Lübeck

(3) The application is to be submitted together with:

1. Proof of identity (identity card, passport).
2. Current passport photo.
3. Proof of health insurance or exemption from the requirement to have health insurance.
4. Certificate of health.
5. Certificate of good conduct.
6. Report of previous musical education, proof of subjects studied.
7. In the case of candidates who have previously studied at another university and do not hold an exemption in accordance with Section 38 (3) sentence 2 HSG, an exmatriculation certificate from the university in question.
8. Proof of payment of fee for the Schleswig-Holstein student union, the student body and the semester ticket.
9. Original or certified copy of study qualification as per Section 39 (1) to (4) HSG if required in addition to the qualification examination for the intended degree programme.
10. Valid confirmation of eligibility in accordance with the Audition Regulations of the University of Music Lübeck for the Bachelor and Master degree programmes.
11. In the event of registration for a higher number of semesters or following a change of degree programme, details of the decision regarding recognition of study periods, academic achievement and examinations in accordance with the examination regulations of the University of Music Lübeck.
12. In the case of doctoral students, confirmation of acceptance by the doctoral committee.

(4) Foreign applicants are required to provide:

1. Original foreign-language certificates or certified copies of such together with a respective German translation by an officially certified translator.
2. Evidence of entitlement to study and reside in Germany, insofar as the applicant is not a citizen of a European Union member state.
3. If the university entrance qualification was obtained from a non-German-speaking school, evidence of sufficient command of German in accordance with the applicable decisions of the standing conference of ministers of education and cultural affairs (Kultusministerkonferenz).

Section 6 Completion and withdrawal of registration

- (1) Registration is deemed completed upon entry onto the list of students. Registration is notified by way of issue of the student identity card and student handbook.
- (2) Registration may be withdrawn at the written application of the student, provided the lecture period of the semester pertaining to the registration application has not yet commenced.

Section 7 Re-registration

- (1) Students or doctoral students wishing to continue their degree or doctorate at the University of Music Lübeck following expiry of a semester are required to re-register in person with the student secretariat within the stated period.
- (2) Re-registration is to be supported by the following documents:
 1. Completed University of Music Lübeck re-registration form.
 2. Proof of payment of fee for the Schleswig-Holstein student union, the student body and the semester ticket for the following semester.
 3. Proof of health insurance or exemption from the requirement to have health insurance.
 4. In the case of foreign students, a valid visa (see S. 5 (4) no. 2).
- (3) Any individual failing to re-register by the respective deadline will be given a formal reminder on pain of official exmatriculation from the university. A period of grace is to be afforded. Failure to comply within the period of grace will result in exmatriculation of the student in question.
- (4) University of Music Lübeck will confirm re-registration through the issue or sending of commensurate enrolment certificates.

Section 8 Leave of absence

- (1) A student may be given leave of absence following written application stating an important reason for such. Specifically, important reasons are:
 1. Illness on the part of the student or the need for care of a close relative (parents, children or spouse), where a medical certificate is presented stating that due and proper pursuit of a degree programme is not possible.
 2. Period of study abroad or internship not stipulated in accordance with the study or examination regulations.
 3. Activity pertaining to academic or student self-administration body.
 4. Absence from the university in the interests of University of Music Lübeck or due to cooperation in a research project.
 5. Pregnancy, maternity leave or care of one's own child during periods that would qualify for parental leave in the case of employment.
 6. Completion of military or alternative civilian service.
- (2) Leave of absence is permissible solely in respect of full semesters and generally for no more than two consecutive semesters. As a general rule, students may not be given leave of absence for more than four semesters during the course of a degree programme.

(3) Leave of absence is possible solely in respect of persons classed as a student of the University of Music; leave of absence is specifically not permitted in respect of individual courses on offer.

(4) 1In the absence of reasons contrary to such that are particular to the student in question, leave of absence applications may be submitted up to expiry of the re-registration deadline. 2The important reason for leave of absence is to be stated and substantiated in the application. 3As an exception, leave of absence may be applied for during the current semester within two months from the start of lectures, if an important reason as per (1) above only first materialises during this period.

(5) 1Rights and obligations as a member of the university remain in abeyance during the leave of absence. 2Expiry of examination deadlines is suspended. 3Periods of leave of absence are not taken into consideration with regard to overstepping the designated period of study. 4Students are to re-register for the semester following that encompassing the leave of absence.

Section 9 De-registration at own request

(1) Students not wishing to continue their degree programme or doctorate at the University of Music Lübeck will be de-registered at their own request; with the commensurate request to be submitted using the prescribed form.

(2) The following are to be included with the request form:

1. Letter of de-registration from the university library.
2. Letter of de-registration from the university administration office.
3. Letter of de-registration from the university orchestra attendant.
4. Enrolment certificates effective for the future if re-registration has already occurred.
5. Student identity card.

(3) De-registration (exmatriculation) will take effect on the requested date for which the latest re-registration applies; however, by no later than the end of the semester in question.

Part 3: Visiting students

Section 10 Visiting students

(1) 1Outside the parameters of existing cooperation agreements (S. 49 (8) HSG), the University of Music Lübeck may also accept visiting students and permit them to participate in certain lectures or modules and sit the associated examinations. 2Visiting students are not members of the university.

(2) 1Upon application, the university board will decide on the duration of acceptance as well as the content and scope of permitted participation by visiting students. 2In taking this decision, guaranteeing due and proper operation of the study programme as well as the suitability and previous education of the applicant will be considered. 3Any acceptance of visiting students is subject to cancellation at any time.

Part 4: Concluding provisions

Section 11 Disclosure requirement

Students and doctoral students are required to notify the university without delay if they:

1. Change their name or postal address.
2. Lose their student identity card or student handbook.
3. Ultimately fail to pass any module examination or intermediate or final examination required for successful completion of the degree programme.
4. Suffer from an illness that jeopardises the health of other students or would seriously impede the due and proper operation of the study programme.
5. Have been refused eligibility to hold public office.
6. Have been sentenced to a non-appealable term of imprisonment of more than one year for deliberately committing a criminal offence.

Section 12 Effective date

¶These regulations enter into force on the day following their date of publication. ¶At the same time, the Enrolment Regulations of the University of Music Lübeck (Rules) of 13 September 2001 (NBl. MBWFK Schl.-H. 2001, p. 776) shall cease to apply.

Lübeck, 6 May 2010

Prof. Inge-Susann Römhild
President of the University of Music Lübeck

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