

1. Final exam by 30 September or 31 March

Students, who intend to successfully complete their **colloquium**, or their **final exam assignment** (incl. final thesis) **by 30 September, or 31 March**, need not to re-register for the upcoming winter or summer semester. These students will be treated as if they had completed their studies in the preceding summer or winter semester and will be de-registered as of **31 August or 28 February retroactively**. For organisational reasons these students will receive a certificate of de-registration in the month of February or July of the current semesters, owing to the missing re-registration. After the student has successfully completed his/her studies, a new de-registration certificate will be issued, stating the exam date and that the student has "passed the final exam".

For the month of **March** or **September**, however, those concerned will no longer have **student status**. All the services and benefits connected with the status of student will be cancelled, e.g. student health insurance, student rates in the cafeteria, student ticket, BAföG grants or loans. If necessary, the students must find alternative health insurance for the respective month. Students are insured against accidents which may occur at the University for subsequent sessions which are still an integral part of their studies, such as exams, even if they are no longer registered. This accident insurance also includes the journey to an exam and back home.

Should you have already re-registered for the upcoming semester, please pay close attention to the deadline for reimbursement of the semester fees. An application for reimbursement must be submitted before lectures begin at the Registrar's Office. Reimbursement is only possible on surrender of the Student Identification Card at the same time. Further information and the necessary forms can be found at <https://www.h-brs.de/de/ruckmeldung>.

In the case that the **practical semester** is your final exam assignment, **re-registration is absolutely necessary** due to the fact that student status is required for the contractual partner. In such a case, de-registration can no longer occur in the previous semester.

Attention! Whoever does not hand in his/her final thesis before the month of March or September, or completes another final exam assignment close to the deadline, **has no right to receive an appointment for the colloquium, leading to the completion of his/her studies** in those two months, due to the time required to correct, grade and process such assignments.

2. Taking exams in the second exam period for de-registered candidates

Students can take exams (repeated exams) in the second exam period (at the beginning of the new semester) without having re-registered for that semester (Example: for someone de-registered at the end of the winter semester as of 28 February it is possible to take exams in March). If you have any queries, please contact the "Prüfungsservice" (Examinations Office).

3. Final exam after 30 September or 31 March

Should the colloquium, or the final exam assignment (including final thesis) not have been successfully completed by 30 September or 31 March, then re-registration for the upcoming semester is necessary. If this is not known before the deadline for re-registration, please contact the Registrar's Office without delay. In such cases of late re-registration no late payment fee will be charged. The semester fee is to be paid in full.

4. Beginning of a Master's degree programme

If a student intends to be accepted to study a Master's degree programme in the upcoming semester before the deadline for re-registration, then he/she should re-register in order to guarantee a smooth transition.

4.1. Admission-free Master's degree programmes

If all the exam assignments for the final exam, including the colloquium, for the first degree of professional qualification have been successfully completed in the first month of the new semester **by 30 September or 31 March**, then students can still **enrol to study a Master's degree programme** in the semester which has already begun, in which the final exam, including the colloquium, has taken place. The prerequisite for this is that an application has been submitted on time and has received the relevant approval for the course of studies.

Student applicants who have not completed their studies by 31 March or 30 September can only apply for enrolment in a Master's degree programme by the 30 April for the summer semester, or the 31 October for the winter semester, under the following conditions, if:

- a) in addition to their application and conditional admission, all the conditions have been met and documented, as stated in paragraph § 49 Abs. 6 of the Hochschule/University law, with the exception of the colloquium, or the final exam,
- b) the colloquium, or the final exam has been successfully completed by **20 April** for starting studies in the summer semester, or by **20 October** for starting studies in the winter semester and
- c) the student is not responsible for the delay of the colloquium/final exam and the proof is supplied in the form of a confirmation issued by the Dean of the Faculty.

4.2. Master's degree programme with restricted admission

The closing date for the submission of applications for Master's degree programme with restricted admission is 15 January for the summer semester and 15 July for the winter semester. The **Bachelor's degree, including average grade**, must then be submitted **by 31 March for the summer semester** and **by 30 September for the winter semester**.

For a Master's degree programme with restricted admission which take place in **occupational integration** the Bachelor's degree must have been received **by 28 February** for the **summer semester** and **by 31 August** for the **winter semester**.

The exception regulation according to 4.1 of this explanatory info-sheet does not apply to Master's degree programmes with restricted admission!

4.2.1. Bachelor's degree studies end with colloquium

If the Bachelor's degree studies end with the colloquium as the final exam assignment in the first month of the upcoming semester (September or March), then a student can only take part in the admission procedure for University places in the respective semester if the final degree, including average grade, has been received by 30 September for the beginning of the winter semester and by 31 March for the beginning of the summer semester, together with an application submitted on time..

4.2.2. Bachelor's degree studies do not end with colloquium

If the Bachelor's degree studies end with the submission of a final thesis, or another final exam assignment in the first month of the upcoming semester (September or March), then it is **not possible** to take part in the admission procedure for study places in the respective semester.