

## **Enrollment Statutes**

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**Preamble**

On the basis of § 61 para. 4 of the Higher Education Act of the State of Hesse (HessHG), the Presidential Board of the Hochschule für Gestaltung / University of Art and Design Offenbach am Main (HfG) approved the following Enrollment Statutes on 11.05.2022, adopted by the HfG Senate on 10.05.2022, last adjusted on March 6, 2023.

**§ 1 Principles**

- (1) The following statutes apply to all applicants, regular full-time students, part-time students, as well as international exchange students from foreign universities on all study programs at the HfG.
- (2) The HfG decides on applications for enrollment, leave of absence, change of study program, and exmatriculation, as well as on part-time study, re-registration, and ex officio on revocation, refusal, and withdrawal of enrollment and exmatriculation.
- (3) The Enrollment Statutes apply in conjunction with the two Admission Statutes for the BA and MA Design and the BFA and MFA Art which contain regulations on the admission procedure and in particular on the determination of artistic aptitude, as well as in conjunction with the language statutes of the HfG with its regulations on language skills.

**§ 2 Enrollment (matriculation)**

- (1) Following their application, applicants are admitted to the HfG as students and enrolled on their chosen study course through matriculation. Study programs also refer to PhD studies, pursuant to § 29 HessHG. Through matriculation, applicants become members of the HfG with all the rights and responsibilities arising from the HessHG and other statutes. The matriculation is effective with the beginning of the respective semester.
- (2) Enrollment is contingent upon applicants
  - a) having the qualification (university entrance qualification for the bachelor's degree, first degree for the master's degree) required by the HessHG for the chosen course of study,
  - b) having passed the admission procedure to prove artistic aptitude in accordance with the Admission Statutes for the relevant degree program,
  - c) proving any additional admission requirements stipulated in the respective regulations of the chosen degree program.

- (3) Enrollment shall be time-limited if applicants have been provisionally admitted under court order.
- (4) Enrollment is conditional upon resolution if:
- a) students enrolled in an undergraduate degree program who have not yet successfully completed that degree program may be simultaneously enrolled in a master's degree program that consolidates that degree program,
  - b) individual admission requirements for a degree program, in particular language skills, should be balanced within the course of studies in accordance with a set of regulations.

### **§ 3 Deadlines and Enrollment Application Form**

- (1) Application for enrollment is only possible after applicants have successfully passed the admission procedure according to the Admission Statutes. Admission procedures for the study programs of the HfG take place once a year. Respective dates are being announced on the public websites of the HfG. The documents to be submitted for the admission procedure are regulated by the Admission Statutes.
- (2) The admitted applicants submit their application for enrollment to the Registrar's Office on the forms provided for this purpose, together with all the necessary documents. Enrollment must be applied for by the deadlines and dates specified in the admission notice.

The application must be submitted with the following information specified by the HfG:

a) Personal details

- i. last name, previous names,
- ii. first names,
- iii. date of birth,
- iv. place and country of birth,
- v. gender,
- vi. address,
- vii. telephone number
- viii. electronic address (e-mail address),
- ix. nationalities,
- x. if applicable, the completed questionnaires handed out for the statistical survey.

1) Details of the chosen course of study

- i. chosen study program,
- ii. indication of whether study will be full- or part-time; if part-time, including appropriate evidence of reasons for part-time study,
- iii. in the case of PhD studies, confirmation from the doctoral committee of acceptance as a doctoral candidate,

2) Information and evidence on previous studies

- i. a declaration as to whether a preliminary, intermediate, module, partial module or final examination or a final thesis has been definitively failed in the chosen degree program,
- ii. a statement of the study programs and time frames in which the applicants are or have been enrolled at other universities, including the deregistration certificate(s) showing the university and subject semesters,
- iii. if applicable: results of the preliminary, intermediate, final, or module examinations taken to date and of the performance assessments accompanying the course of study,

3) Evidence of access requirements

- i. an original or a complete and officially certified copy of the qualification the student requires for the program, if necessary, in a certified translation or one prepared by a publicly appointed or sworn interpreter or translator; if applicable, proof of admission to a preparatory college in Germany,
- ii. special knowledge and skills specific to the course of study, which must be available at the beginning of the course in accordance with § 60 para. 4 HessHG,
- iii. required proof of internships, knowledge, and skills required prior to the start of studies according to § 25 para. 2 (5) HessHG,
- iv. for applicants with a foreign university entrance qualification, the required proof of sufficient German language skills in accordance with the language statutes,

4) Other supporting documents sent electronically to the Registrar's Office by the appropriate offices:

- i. insurance certificate
- ii. proof of payment of contributions due according to §§ 62 and 83 para. 3 HessHG, fees due according to § 18 para. 3 HessHG, and fees according to § 20 para. 5 HessHG.

(3) The HfG may retain the documents submitted unless they are originals.

- (4) The HfG may require the applicant to appear in person or to present photographs. Upon request, applicants must identify themselves by presenting their identity card or a passport. If only the passport is presented, the HfG may additionally require the presentation of a certificate of registration. Proof of identity can also be provided in electronic form.
- (5) Applicants or students are required to notify the HfG immediately of any change in the information listed in paragraph (1) a), i-ix.

#### **§ 4 Application With International University Entrance Qualifications**

- (1) The HfG checks international university entrance qualifications or equivalent international prior education certificates for equivalence with the German university entrance qualification as part of the application process.
- (2) The Hessian Ministry of Science and Art regulates the responsibility, principles of equivalence, and procedures for the assessment of international higher education entrance qualifications and equivalent international certificates of prior education by ordinance. It may also stipulate that international applicants shall mandatorily attend a preparatory course and undergo an assessment test.
- (3) If applicants with international educational qualifications can prove that they have attended a preparatory course with a subsequent assessment examination according to the assessment proposals of the Central Office for Foreign Education for University Admission and have passed the artistic entrance examination, they will be enrolled at the HfG for a limited period of time upon admission to the preparatory course. There is no entitlement to admission to a preparatory course.

#### **§ 5 Transfer and Re-enrollment**

- (1) In principle, applicants who have started a first bachelor's degree, diploma, or other undergraduate degree program may apply solely for a bachelor's degree program at the HfG and, if necessary, may apply for placement in a higher semester. Application for a master's program from students who have begun an initial degree program is only possible in the exceptional cases described in the Admission Statutes, in which applicants have acquired the artistic aptitude required for the program in their profession instead of a university degree, and in any case can only apply for the first semester.
- (2) Applicants who have started a consecutive master's program or another second program with a first degree can apply for a master's program at the HfG and, if necessary, apply there for placement in a higher semester.

- (3) Since the programs BFA and MFA Art and the BA and MA Design were only launched in the winter semester of 2022/2023, a placement in a higher semester is only possible up to the semester that the first cohort who started their studies in the winter semester of 2022/2023 has reached. Persons who would be placed in a higher semester to this cohort will be admitted to the diploma program instead. Paragraph 7 shall apply to them accordingly.
- (4) The admission procedure for transfer students who are or were already enrolled in an art or design program at another university is generally in accordance with the Admission Statutes; in each case, a portfolio review and an admission interview take place.
- However, the Admissions Committee may decide that these applicants do not have to take any further artistic or creative/design examinations if they have passed an equivalent entrance examination or demonstrated equivalent study/examination performance at the other university.
- (5) Students who were enrolled in a diploma program at the HfG must again prove artistic aptitude in accordance with the Admission Statutes. The Admissions Committee may determine that in these cases an interview with the Admissions Committee is part of the admission procedure.
- (6) Applicants who can already provide evidence of study/examination achievements in an artistic or design degree program that they have started, or who can provide evidence of an artistic or design university degree, have the option of being placed in a higher semester. This depends on whether the entrance examination has been passed and whether the performance requirements of the course of study at the previous university are equivalent. A decision on placement in a higher semester is made during the entrance examination. After successful admission, the examination board decides in consultation with the dean of studies on the crediting of achievements.
- (7) Students who were enrolled in a diploma program at the HfG before the winter semester of 2022/2023 will remain enrolled in this program. They need to complete their diploma studies by December 31, 2028.. Students who have not completed their diploma studies by December 31, 2028, will be exmatriculated. They may apply to study in the corresponding bachelor's degree program and be placed in a higher semester according to the respective cohort as per para. 3.
- (8) Students who have interrupted their diploma studies at the HfG may re-enroll if they demonstrate to the dean of studies that they will be able to complete their diploma studies by September 30, 2028. Paragraph 1 shall apply to them accordingly.

- (9) The dean of studies may determine the modalities of re-enrollment after an interview with the applicant.

## **§ 6 Dual Study and Change of Study Program**

- (1) The HfG may make a change of program contingent upon participation in a student advisory session.
- (2) Students who are already enrolled at another university may be enrolled at the HfG if simultaneous study at both universities is possible.

## **§ 7 Student ID**

- (1) After enrollment, students will receive a student ID. The student ID contains the following details: last name, first name, date of birth, place of birth, course of study, date of enrollment, user authorizations arranged by the student body (semester ticket), matriculation number, and period of validity. It is valid in each case for the semester certified by the HfG. If the student ID does not contain a photograph of the student, it is only valid as proof of student status in conjunction with an ID card or passport.
- (2) The HfG can issue the student ID as a chip card. The data memory contains the following personal data: first and last name, ID/matriculation number, PIN number and digital signature keys, semester ticket (eTicket), and the data required for verification/identification according to the transport association, eBörse and associated data for operation (payment in the canteen, copier, etc.), digital personal certificates for proof of identity, additional security features for generating another access factor for accessing the HfG IT systems (e.g. OTP token, SmartCard), digital user principals (e.g. e-mail address, Windows ADDS UPN, or SamAccountName), and unique card UUID. The chip card interface may include the information specified in paragraph 1, the student's library card number with barcode, and a photograph of the cardholder.
- (3) The HfG Registrar's Office must be notified immediately in the event of loss of the student ID card or, if applicable, the chip card. If lost, the card can be blocked.

## **§ 8 Refusal and Withdrawal of Enrollment**

- (1) Enrollment is to be denied if the applicant does not possess the required qualification (university entrance qualification or first degree) or has not passed the admission procedure.

- (2) The enrollment can be denied in particular if the applicant
- a) does not demonstrate the language skills required for the intended course of study,
  - b) fails to comply with the form and deadline of the enrollment application,
  - c) fails to provide proof of payment of dues and fees to be paid,
  - d) does not provide evidence of sufficient health insurance coverage,
  - e) left another university because that university revoked or withdrew enrollment,
  - f) fails to demonstrate professional experience or special knowledge and skills required by the statutes for the beginning of the course of study,
  - g) has definitively failed to complete an assignment in the same or a comparable course of study that would be required at the HfG for the completion of the intended course of study, or
- (3) enrollment may be denied if the applicant has been convicted of a criminal offense against life, sexual self-determination, physical integrity, or personal freedom, if the offense and the conviction are not yet subject to a sentencing order, and if the nature of the criminal offense is such that there is reason to fear that the course of study will be jeopardized or disrupted.
- (4) Enrollment shall be revoked with effect from the date of admission if a) it was brought about by fraudulent deception, threat, or bribery, b) it subsequently transpires that there were grounds for refusal pursuant to subsections (1) and (2).
- (5) The decision to refuse enrollment must be justified in writing and accompanied by instructions on how to appeal.

## **§ 9 Exmatriculation**

- (1) Exmatriculation takes effect upon the end of the semester in which the certificate of the final examination ending the study program was handed out unless the students are still enrolled for another study program or admitted for PhD studies. Once exmatriculated, the student ceases to be a member of the HfG.



(2) Students are to be exmatriculated if they

- a) request this,
- b) have not properly reported back without being on permitted leave,
- c) have been enrolled on the basis of an incorrect admission notice and the withdrawal of the admission notice has become incontestable or is immediately enforceable,
- d) fail to provide, when re-registering, proof of paid dues for the HfG, the student union, or the student body, or do not pay the due fees,
- e) fail to provide, when re-registering, proof of fulfillment of the obligations under SGB V to the relevant health insurance fund,
- f) have definitively failed to complete an assignment or examination required for the continuation of studies.

(3) Students can be exmatriculated if

- (a) they have been convicted of a criminal offense against life, sexual self-determination, physical integrity, or personal freedom by a final court decision, the offense and the conviction are not yet subject to a utilization requirement and, according to the nature of the criminal offense committed, there is reason to fear that the course of study will be jeopardized or disrupted,
- (b) they have used violence, inciting violence, or threatening violence, obstruct the proper operation of a HfG facility, the activities of a HfG body, or the holding of a HfG event, or
  - ii. prevent or attempt to prevent a member of the HfG from exercising their rights and duties. The same applies if students take part in the actions mentioned in sentence 1 or seriously or repeatedly violate house rules in a manner that is not merely minor, disrupt the order of the HfG or its events, or prevent members of the HfG from exercising their rights, duties, or obligations.

(4) The Presidential Board decides on exmatriculation in a formal administrative procedure according to §§ 63 to 70 of the Hessen Administrative Procedure Act. Depending on the severity of the case, a period of up to two years is to be set with the exmatriculation, within which re-registration at the HfG is excluded. For less serious breaches of order, disciplinary measures may be provided for by the HfG Statutes.

(5) Students who fail to provide proof of performance as required by examination or study regulations within two years may be exmatriculated. The study regulations can stipulate further regulations for study programs.

- (6) For exmatriculation, the HfG processes the stored data as well as information on the termination of studies in accordance with § 65 HessHG and issues a certificate of this, which also states the time of exmatriculation. § 22 para. 4 and § 65 paras. 3 and 4 HessHG remain unaffected.

### **§ 10 Reimbursement of Charges and Fees**

If exmatriculation, or an application either for withdrawal of enrollment or for exmatriculation, takes place by October 31 or April 30 of a year, the Registrar's Office will refund on request the fees and charges paid (contributions to the student union, contributions to the student body, Call-A-Bike) except for the contribution to administrative costs in accordance with § 62 HessHG. The contributions to the semester ticket can be reimbursed by the General Student Committee upon request. Reimbursement of the contributions to the semester ticket is only possible if the destruction of the student ID card has been proven within the period according to sentence 1. Applications must be submitted immediately, at the latest by November 15 and May 15 respectively.

### **§ 11 Re-registration**

- (1) Students who wish to continue their studies after the end of a semester must re-register within the deadlines determined by the HfG.
- (2) Reregistration is usually accomplished by the timely payment of dues, fees, and charges to be paid.
- (3) The re-registration procedure requires the HfG to process the stored data. During re-registration the information and evidence specified in § 3 may be required, along with the presentation of the student ID and a certificate regarding the continuation of the PhD procedure from the office responsible for this.

### **§ 12 Leave of absence**

- (1) Upon request, students may be granted a leave of absence from their studies for good cause. Important reasons include, in particular:
- a) a student's own illness or the illness of close relatives, the nature and duration of which precludes proper study,
  - b) completion of an internship that is conducive to the course of study and takes up more than half of the lecture time, provided that a certificate from the place of the internship is

- submitted with information on its type and duration,
- c) a study-related stay abroad,
  - d) periods of maternity leave in accordance with the Maternity Protection Act (Mutterschutzgesetz, MuSchG) or the use of parental leave of up to three years until the completion of the seventh year of life of a child in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz, BEEG) or the care of relatives certified by a doctor as in need of care,
  - e) membership of a squad (A, B, C, or D/C squad) formed at the federal level by a top professional association in the German Olympic Sports Confederation,
  - f) participation as an appointed or elected representative in academic or student self-government.

Other significant reasons may also be taken into consideration.

- (2) Leave of absence is only permitted for full semesters and, as a rule, only for a maximum of two consecutive semesters. In justified cases, leave of absence may be granted for an additional semester. Students may be granted leave of absence for no more than a total of four semesters throughout the duration of their studies in a degree program.
- (3) The time limits specified in paragraph 2 do not apply to pregnancy, maternity leave, parental leave, and care of dependents if students otherwise have no possibility to continue their studies.
- (4) The application for leave of absence must be accompanied by the necessary supporting documents, which may include health data that can be further processed. In the case of paragraph (1) a), the expected duration of the illness must be stated in a doctor's note. Students are obliged to notify the HfG immediately of any change concerning the reasons given for the leave of absence. The data of the application for leave of absence are processed with the previously stored data.
- (5) Semesters of leave do not count as subject semesters. A leave of absence usually precludes the acquisition of credits or the taking of examinations. A repetition of examinations not passed during the leave of absence is possible. Students on leave of absence according to paragraphs (1) d) - f) are entitled to participate in courses and to take coursework and examinations.
- (6) A leave of absence in the first semester is only possible in exceptional cases. A retroactive leave of absence is not allowed.
- (7) Students are still liable to pay contributions during semesters on leave.

**§ 13 Guest Students**

- (1) For certain courses or modules, but generally not beyond a scope of 12 semester hours per week, non-matriculated persons may be admitted as guest students, even if they cannot provide evidence of a university entrance qualification according to the HessHG. A slight exceeding of the scope is permissible if 12 semester hours per week cannot be reached exactly due to the size of the selected modules. Admission as a guest student does not mean that persons pursuant to sentence 1 become students in the sense of the HessHG or members of the HfG.
- (2) The application for admission as a guest student must be submitted separately for each semester, at the latest by the start of lectures. The relevant lecturers will decide on the application. The Registrar's Office must be notified immediately in text form of any changes to the information provided in the application for admission.
- (3) The admission of guest students is excluded if there are no free course capacities available. There is no legal entitlement to admission as a guest student; rejection does not require justification.
- (4) It is possible to exceed the regular scope according to paragraph 1, sentence 1, if the admission to the guest student body is based on a cooperation agreement with another university.
- (5) Guest students pay fees according to § 61, para. 3 HessHG. Collaborations with other universities are excluded from this. A contribution to accident insurance must be paid.
- (6) If guest students complete coursework or examinations, the HfG will issue a certificate upon request showing that the individual completed such assignments as a guest student.

**§ 14 Exchange Students and Free Movers**

- (1) Students from foreign universities who are studying at the HfG on the basis of an intergovernmental or supranational agreement, as part of a university partnership, or within the framework of support programs are enrolled for a limited period of time. They are enrolled in the semester corresponding to their study progress in coordination with the examination boards. The prerequisite is that the enrollment of these students has been approved by the supervising professorial lecturer, taking into account their suitability for the semester applied for.
- (2) Exchange students are entitled to undertake examinations and coursework in accordance with the provisions of the cooperation agreements or exchange or mobility

programs. However, final examinations or theses may only be undertaken if this is provided for in the cooperation agreements or exchange or mobility programs.

The length of study should not exceed two semesters per program of study.

- (3) Persons who study at the HfG independently of the existence of a cooperation agreement or an exchange or mobility program may also be enrolled for a limited period of time, provided that they prove a justified interest in doing so (so-called free movers) and free capacities are available. In all other respects, the provisions of paragraph 1 apply accordingly.
- (4) For students of foreign universities and free movers, the conditions for enrollment according to § 3 apply accordingly.

### **§ 15 Part-time Study**

- (1) At the HfG, informal part-time study is possible upon application in accordance with § 19 HessHG in the programs BFA Art, MFA Art, MFA Art with Expanded Theory, and MA Design. Part-time study is not possible in the BA Design program.
- (2) Students should submit their application for part-time studies to the Registrar's Office. The application must state the reasons why part-time study is being sought and must be supported by appropriate attachments. Appropriate evidence can be, in particular birth certificates, medical certificates, or employment contracts.
- (3) The Registrar's Office decides on admission to part-time studies in accordance with the criteria regulated in the respective valid enrollment regulations of the state. The examination boards can draw up guidelines on further cases in which part-time study is generally possible.
- (4) Applicants admitted to the program decide at the time of enrollment whether they wish to apply for part-time studies. In justified exceptional cases, part-time studies can be started or completed during the course of studies; corresponding applications must be submitted during re-registration. As a rule, admission to part-time studies is limited to one year; the application must be repeated annually during the re-registration period for the winter semester with current evidence. Students with child-rearing responsibilities for underage children may submit an application for part-time study that applies to the entire course of study. The Registrar's Office must be notified immediately if the requirements for part-time study cease to apply.
- (5) In part-time studies, students attend fewer courses per semester than full-time students. The stipulations that make up the General Regulations on Attendance (§ 8) apply to the

individual courses attended, as do the specifications in the module descriptions for attendance requirements, irrespective of part-time study. Part-time study does not constitute a legal claim to the provision of a separate teaching, study and examination offer.

- (6) A semester studied part-time counts as half a semester in the individual semester count. The individual standard program duration for part-time study is extended accordingly. If only part of the study program is studied part-time, the individual standard program duration is calculated accordingly. The standard program duration for a part-time study program is limited to a maximum of twice the standard program duration of the full-time study program. A part-time study program cannot be completed in fewer semesters of study than the standard program duration of the full-time study program. The number of university semesters is not affected by part-time study. Semesters of leave may also be requested in a part-time study program according to the rules for a full-time study program.
- (7) The requirements for the course of studies set out in the study regulations for full-time study (§ 11 or 12) apply analogously to part-time study. In the BFA and MFA Art, at least one course per semester must also be taken in the part-time program. In the MA Design, nine CPs per semester must be earned.
- (8) The processing time for theses is not extended for students who have previously studied part-time or are still enrolled in part-time studies. An extension of the processing time is possible independent of part-time studies in cases covered by § 18 “Compensation for disadvantages” of the General Regulations.
- (9) Part-time studies do not affect the individual’s status as a student, nor do they change the fees and contributions to be paid per semester. Part-time studies are certified in the Registrar’s Office.

## **§ 16 Data processing**

- (1) The HfG may process the data collected in accordance with this regulation for its administrative purposes or use it for study-related information. Other personal data may only be collected and processed with the consent of the persons concerned in accordance with art. 6, para. 1(a) GDPR.
- (2) The HfG may automatically process the last name, maiden name, first name, date of birth, place of birth, gender, study program (including modules, if applicable), matriculation number, date of matriculation and exmatriculation, periods of leave of

absence from studies and part-time studies, practical semesters or other interruptions of studies, type of examination, admission requirements for the examination, and the date and result of the examination for a period of 60 years. All other personal data in automated files will be deleted within one year after exmatriculation or termination of admission as a guest student. The data of persons who are not enrolled must be deleted by September 30 of the following year at the latest for a summer semester, and by March 31 of the following year at the latest for a winter semester.

- (3) The HfG may process technical identifiers and classification features within the scope of the respective administrative purpose. The matriculation number may not contain any information pursuant to § 3 para. 2.
- (4) The HfG also collects the data necessary for the fulfillment of its tasks from the agencies responsible for the implementation of the Federal Training Assistance Act.
- (5) In the course of conducting examinations pursuant to § 22 (1) HessHG, the HfG processes the following additional data to be provided by the candidates or the respective examination offices in addition to the data already collected:
  - a) matriculation number,
  - b) name and type of examination and names of examiners,
  - c) fulfillment of the admission requirements prescribed by examination regulations,
  - d) department affiliation,
  - e) number of semesters of full-time and part-time study,
  - f) type and number of previous examination attempts,
  - g) date of the tests, and
  - h) in the case of final examinations, details of an educational grant.
- (6) The grades achieved in individual examinations or partial examinations as well as the overall grade and, if applicable, the individual grades of preliminary, intermediate, final, and module examinations or performance assessments during the course of study may be processed in an automated procedure by the HfG.
- (7) The HfG shall transmit to the Hessian State Statistical Office the personal data processed in accordance with these statutes and other data that may be required to be collected in accordance with §§ 3 to 7 of the Higher Education Statistics Act of November 2, 1990 (Federal Law Gazette I p. 2414), as last amended by the Act of December 7, 2016 (Federal Law Gazette I p. 2826), to the extent necessary to implement the Higher Education Statistics Act. Electronic data transmission is permitted.

- (8) The HfG transmits personal data of the persons mentioned in § 61 para. 5 HessHG to the student body and to the student union, as far as they need the data for the legitimate fulfillment of their tasks. This concerns, in particular the notification of de-registration of students from the student union. Electronic data transmission is permitted. § 22 para 4 of the Hessian Data Protection and Freedom of Information Act remains unaffected.
- (9) The HfG may also transmit the following personal data of students to the libraries assigned to it electronically or make it accessible to them for the purpose of handling loan transactions: 1. last name, 2. first names, 3. gender, 4. date of birth or matriculation number, 5. address.
- (10) The HfG transmits personal data of the persons named in § 61 para. 4 HessHG to the ministry responsible for higher education, insofar as the ministry requires the data for the lawful fulfillment of its tasks. Electronic data transmission is permitted.
- (11) The HfG transmits personal data of the insured students to the responsible health insurance company. Electronic data transmission is permitted.
- (12) Lists or registers of students enrolled at the HfG are to be kept permanently.
- (13) The following must be kept for 60 years: 1. lists or registers of passing or failing HfG examinations, 2. records of periods of study, 3. records confirming admission to a HfG examination, insofar as these have not been returned, as well as 4. the drafts or copies of the respective examination certificates.
- (14) The following must be kept for five years: 1. certificates or lists of students' academic achievements, 2. examination records of HfG examinations, insofar as they are not returned, 3. the reports on the respective examination paper, 4. in the case of failure or discontinuation of examinations, the drafts or copies of the notices issued and the overviews of the individual examination results.
- (15) The retention periods for examination documents begin at the end of the calendar year in which examinees have been notified of the final result of the corresponding examination. Examination documents may not be discarded until an examination decision has become final and non-appealable. (5) The documents may be stored in paper form or on suitable data carriers.
- (16) § 8 of the Hessian Archives Act of November 26, 2012 (GVBl. p. 458), last amended by article 14 of the Act of October 5, 2017, shall remain unaffected. § 22 of the Hessian Data Protection and Freedom of Information Act (HDSIG), as amended, shall remain unaffected unless otherwise regulated in these statutes.



## **§ 17 Entry Into Force**

The HfG Enrollment Statutes come into effect on the day after publication on the HfG website and apply to all students and applications for all the HfG study programs beginning with the winter semester 2022/2023.

Offenbach, den 03.03.2025

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Sig. Prof. Dr. Brigitte Franzen

President of Hochschule für Gestaltung Offenbach am Main

### **Disclaimer**

**The English translation of the „Enrollment Statues“ (bzw. jeweiliger Titel) is an informal translation of the original German version and is not legally binding. In case of any inconsistency or conflict of interpretation in relation to or among the original and the translation, the original always prevails.**