

Enrolment Regulations of the Neubrandenburg University of Applied Sciences (Imma0)

of 24 April 2024

Based on section 17(11) of the Act pertaining to universities of the state of Mecklenburg-Vorpommern (State University Act, LHG M-V) in the version of the notification of 25 January 2011 (Official Gazette of the State of Mecklenburg-Vorpommern, GVOBl. M-V 2011, p 18), last amended by the Act of 21 June 2021 (GVOBl. M-V, p. 1018), the Neubrandenburg University of Applied Sciences adopted the following enrolment regulations as a statute:

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First part
Principles of enrolment

§ 1
Area of application

(1) These enrolment regulations shall apply for studying any course at the Neubrandenburg University of Applied Sciences.

(2) Legal provisions that restrict admission to individual courses shall remain unaffected by this.

§ 2
General principles

(1) Course applicants are accepted upon application by enrolment in a course or multiple courses at the Neubrandenburg University of Applied Sciences. As a result, they become members of the Neubrandenburg University of Applied Sciences as defined in section 50 LHG M-V; their rights and obligations arise specifically from sections 21 and 51 LHG M-V, the basic regulations of the Neubrandenburg University of Applied Sciences and the additional related regulations and statutes of the student council.

(2) Upon enrolment the course applicant is allocated to the faculty that offers their selected course. If the selected course or courses are conducted in more than one faculty, the course applicant must select which faculty they want to belong to when they enrol.

(3) Enrolment is completed with the provision of the University card (student card) for students of the Neubrandenburg University of Applied Sciences and is as a rule effective at the start of the semester. Students enrol in principle for the first semester of the selected course.

(4) Upon acceptance in the course, the Neubrandenburg University of Applied Sciences issues students with an email address that can be used by the Neubrandenburg University of Applied Sciences to publish all relevant notices about the course. The students are obliged to activate their email account immediately after being enrolled and to regularly check their email. The notices sent to this address are considered to be published. Unless otherwise specified, all decisions based on these regulations can be published by electronic means to this address. Electronic communication also includes communication in which the email does not contain the decision itself but contains instead an option to retrieve the decision from an internet address that the student can access.

(5) The Neubrandenburg University of Applied Sciences can specify that applications based on these regulations must be submitted in a particular format. This format is specified on the University website (www.hs-nb.de).

Second part
Prerequisites for enrolment and reasons for refusal of enrolment

§ 3
Enrolment requirements

(1) Course applicants who are defined as German nationals in the meaning of Art. 116 of the German Basic Law can enrol in a course if they can demonstrate that they have the necessary qualification and that there are no barriers to enrolment or reasons why enrolment may be refused.

(2) The same shall apply for course applicants from Member States of the European Union if they meet the language prerequisites for the course. The same shall apply for other persons who are considered equivalent to German nationals based on legal provisions.

(3) Other foreign or stateless applicants are enrolled under the same prerequisites that apply for course applicants from the Member States of the European Union.

§ 4
Necessary qualification

(1) Evidence of the necessary qualification is guided in principle by section 18 LHG M-V.

(2) What is considered evidence of the university entrance qualification is determined by QualIVO M-V and is subject to the evaluation proposals, as defined in AIQualiVO M-V, of the Central Office for International Education at the office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany.

(3) Providing evidence of an unusual educational path, a special course-related aptitude or a practical activity as per section 18(2), (3) and (4) LHG M-V may be required, if the Departmental Examination Regulations allow for this.

(4) Without evidence of the university entrance qualification, course applicants may be enrolled if the prerequisites defined in section 19 LHG M-V are satisfied. More information is available in the regulations on entrance to the University by means of an entrance examination for employed persons at the Neubrandenburg University of Applied Sciences (Entrance Examination Regulations) of 1 July 2023.

§ 5
Language prerequisites

(1) To study a course conducted in German, course applicants who have not obtained their course qualification at a German-speaking institution must demonstrate sufficient proficiency in German at level B2 of the Common European Framework of Reference for Languages, unless the relevant Departmental Examination and Study Regulations specify

otherwise. Evidence of language proficiency accepted by the Neubrandenburg University of Applied Sciences is published on the University website.

(2) Living for at least three years in a German-speaking region is also considered evidence of sufficient German language proficiency. Native speakers are exempt from the obligation to provide evidence. In case of doubt, the Examination Board of the course decides about recognition of sufficient language proficiency at the request of the Enrolments and Examination Office.

(3) In courses without restricted admission, course applicants who are not able during enrolment to demonstrate the necessary language proficiency as defined can enrol with the incidental condition that they attend additional language courses during their study and submit language certificates as defined in para (1)(2) by a certain time. The Departmental Examination or Study Regulations may specify supplementary or deviating rules. The decision is made by Examination Board of the course in accordance with point 1 at the request of the Enrolments and Examination Office.

(4) If the course is offered entirely in a language other than German, evidence of proficiency in this language in accordance with para 1 must be provided. Evidence of sufficient German language proficiency is not required unless the relevant Departmental Examination or Study Regulations contain deviating rules.

§ 6

Refusal of enrolment

The reasons for refusing enrolment are derived from section 17(5), (6) LHG M-V. Enrolment may also be refused if the course applicant has not fulfilled their obligations derived from section 199a(2)(1) of the German Civil Code – Fifth Book (SGB V) of 20 December 1988, last amended by Article 1 of the Act of 16 August 2023 (Federal Law Gazette BGBl. 2023 I No. 217) SGB V and has not provided evidence of their health insurance.

Third part
Enrolment process, deviating process

§ 7
Enrolment process

(1) For all courses that are not restricted-admission courses, applicants must enrol before the application deadline for that semester as specified by the Neubrandenburg University of Applied Sciences on the website of the Neubrandenburg University of Applied Sciences (www.hs-nb.de). Applications must be submitted on the enrolment web portal on the website. An application is not possible if the web portal is not yet available for this purpose. There is no legal claim to consider applications that were submitted after the deadline.

(2) For all restricted-admission courses, applicants must enrol within a reasonable time of receiving the notification of admission. Saturdays are not defined as business days when determining the deadline. Course applicants who miss this deadline are excluded from the allocation process.

(3) Which documents and evidence in which format must be submitted with the application is published in the web portal or in the notification of admission. Only such evidence as is necessary to verify the prerequisites in the second part of these regulations can be requested. Evidence that has already been requested as part of the admissions process will not be requested again for enrolment. It is acceptable if documents and evidence are submitted in electronic format together with the electronic application unless there are important reasons that do not allow this. The Neubrandenburg University of Applied Sciences will assist applicants who can substantiate that they are not reasonably able to make an electronic application.

§ 8
Deviating process for determining eligibility for university admission according to AIQualiVO M-V

(1) If course applicants only have a university entrance qualification as defined in the Foreign Qualifications Regulations (AIQualiVO M-V), the Neubrandenburg University of Applied Sciences can make use of the following process deviating from section 7. The Neubrandenburg University of Applied Sciences states on its website (www.hs-nb.de) whether they make use of this deviating process.

(2) In the deviating process, evidence undergoes a preliminary review by the Arbeits- und Servicestelle für Internationale Studienbewerbungen e.V. (uni-assist e.V.), the body for international course applications. The course applicant shall bear any costs.

(3) The Neubrandenburg University of Applied Sciences can allow for the application, along with some or all the necessary documents and evidence, to first be sent directly to uni-assist

e.V. in the deviating process. The Neubrandenburg University of Applied Sciences specifies on its website (www.hs-nb.de) the method of transfer and the format for the documents and evidence that are to be submitted to uni-assist e.V. Regarding the format, the University may refer to the requirements specified by uni-assist e.V.

(4) In the deviating process, there are different deadline conditions. If there is a provision for the application to be sent directly to uni-assist e.V., course applicants are responsible for ensuring that all necessary documents and evidence are available for the preliminary review before the relevant application deadline elapses.

(5) The deviating process does not apply to applications, documents and evidence from course applicants who come from partner universities and want to begin tertiary studies with the aim of obtaining a degree from the Neubrandenburg University of Applied Sciences.

Fourth part Enrolment in unusual cases

§ 9 Enrolment applications for higher course semesters

(1) If the course applicant has already been enrolled in the same course in a German university or university of applied sciences, he or she is enrolled in the next higher semester of the course. If the student has creditable academic achievements and examination results based on study abroad or in another course, he or she is enrolled in the higher course semester upon application based on a certificate of recognition of prior learning by the responsible Examination Board and if there is sufficient student capacity in the higher course semester.

(2) For courses that lead to an initial professional qualification based on an examination in a university, course applicants who have not yet been enrolled full-time in the relevant course in any university may be granted access by the Neubrandenburg University of Applied Sciences to the course in a semester other than the first semester on the basis of an entrance examination (see section 20 LHG M-V). The details are regulated by the Neubrandenburg University of Applied Sciences in a special examination regulation.

§ 10 Multiple courses (dual course)

Students can be enrolled in another course if they also satisfy the requirements for this course and it can be expected that they can successfully complete both courses within the normal duration of study in accordance with the relevant Departmental Examination Regulations. If admission to this other course is restricted, course applicants can only be enrolled in this course if the prescribed course combination is required for a professional qualification and there are available study places.

§ 11

Change of course

(1) Applicants can apply to change to a course without restricted admission within the deadline for re-enrolment but at the latest up to four weeks after the start of semester (1 March or 1 September).

(2) The Neubrandenburg University of Applied Sciences will reject an application to change course if this is the second or more change and there is no important underlying reason.

(3) Changing to a restricted-admission course is carried out by allocation of a study place in a selection process as defined in StudPIVergVO M-V. Applicants can only change course if their application is received by the deadlines specified for the admission process that is regulated by StudPIVergVO M-V.

§ 12

Guest students from international universities

(1) Students at international universities who want to study temporarily at the Neubrandenburg University of Applied Sciences as part of partnership agreements with the Neubrandenburg University of Applied Sciences, international exchange programmes or under their own initiative as 'free movers' are enrolled in a course for a limited period. The students are not entitled to obtain a degree unless special cooperative agreements contain other rules.

(2) Sections 3 to 5, 8 shall not apply. The process and prerequisites for enrolling as well as the required evidence are published on the website of the University.

Fifth part

Re-enrolment and leave of absence

§ 13

Re-enrolment

(1) Enrolled students who would like to continue their study at the end of a semester at the Neubrandenburg University of Applied Sciences must re-enrol for continued study for each semester before the defined deadline that is published on the website of the Neubrandenburg University of Applied Sciences. The same shall apply for students who have taken a leave of absence.

(2) Students re-enrol through the process described on the website by paying the semester fees by the deadline to the account specified by the Neubrandenburg University of Applied Sciences. The semester contribution is made up of the contribution to the student union and the contribution to the student council. The contributions are defined by the contribution

regulations of the Greifswald Student Union and the contribution regulations of the student council of the Neubrandenburg University of Applied Sciences.

(3) If the students do not adhere to the prescribed re-enrolment deadline and enrol late, they must pay an administrative fee as defined in the currently valid version of the University's fee regulations. If the re-enrolment fee is not paid on time or only in part, the students receive an overdue notice or a reminder through their University email address. Students who do not make the payment and therefore do not re-enrol within the deadline specified in the overdue notice or reminder will have their enrolment cancelled by the Neubrandenburg University of Applied Sciences at the end of the semester for which they were last registered and enrolled.

(4) Students who are in a study semester or an internship semester abroad or those students who are in an internship semester or a holiday semester outside the site of the University in Germany within the re-enrolment period are obliged to transfer the current semester fee before the specified deadline to the account of the Neubrandenburg University of Applied Sciences.

(5) Students will have their re-enrolment confirmed with receipt of the course confirmation on the self-service portal and when the University card is validated.

§ 14

Leave of absence

(1) Students may upon application be released from their course for an important reason (leave of absence). The application for a leave of absence must be accompanied by statement of an important reason. The University can define conditions for the format of and deadline for submitting the application on the website.

(2) A leave of absence can generally be granted for up to a total of four semesters but at most two consecutive semesters. Times for a leave of absence due to pregnancy or raising a child are not included in this period with appropriate application of the Maternity Protection Act and the Parental Allowances and Parental Leave Act in the currently valid versions. The same applies for caring for a close relative as defined in section 7(3) of PflegeZG who is dependent in the sense of sections 14, 15 of SGB XI.

(3) During a leave of absence the rights and obligations of the student shall remain unaffected. Examination and assessments can only be taken during a leave of absence in exceptional cases and with the approval of the Examination Board.

(4) If a student takes a holiday semester, membership in the committees of self-governing bodies of the Neubrandenburg University of Applied Sciences lapses.

(5) Holiday semesters are always full semesters. They are as a matter of principle not retroactively approved. Holiday semesters are not counted as course semesters. International study periods may be counted as a course semester upon application and in accordance with the relevant examination regulations by the responsible Examination Board.

(6) Important reasons that may demonstrably require a leave of absence are specifically

1. illness that makes it impossible for a student to study properly, particularly if such illness lasts more than half the lecture period; a medical certificate must be submitted
2. absence from the University due a course-related work placement that is not part of the course
3. study at a university abroad without recognition of academic achievements and examination results
4. completion of a recognised volunteer service
5. pregnancy, maternity leave and care of a child in periods in which there may be a claim for parental leave if there were an employment relationship
6. care and assistance of people who are dependent on the student if this lasts more than half the lecture period
7. absence from the site of the University in the interests of the Neubrandenburg University of Applied Sciences or due to work on a research project
8. considerable time stress due to involvement in committees required by law or by the statutes of the Neubrandenburg University of Applied Sciences, the student council or the student union.

(7) A leave of absence is only possible for the first course semester as a matter of principle in the cases listed in section 14(6)(1), (5) and (6).

Sixth part
Decision about application for enrolment, withdrawal of enrolment, cancellation of enrolment

§ 15
Decision about application for enrolment

(1) If the prerequisites for enrolment are satisfied, a notification of enrolment is issued.

(2) Enrolment may be granted if the prerequisites specified in section 36 VwVfG M-V with incidental provisions are satisfied. Enrolment with an incidental provision must be justified and must include information about the legal remedies available. The notification of enrolment may have an incidental provision in the following cases in particular:

1. If at the time of enrolment students are not yet able to provide the required Bachelor degree for a consecutive Master's course that does not have restricted admission, but the academic achievements and examination results achieved to date give reason to expect that the degree will be available with a certain period. The length of this period shall not exceed three months.
2. Students applying for a restricted-admission consecutive Master's course for which the degree certificate from the previous course is not yet available will be enrolled under the condition precedent that the condition precedent for admission occurs as defined in section 7(2)(4) of the Study Place Allocation Statute.
3. If course applicants must complete a practical component for a university entrance qualification in addition to the academic component and can only complete this at a later point.
4. If students can only provide the certificate for their pre-study work placement at a later point. The conditions in the relevant Departmental Study and Examination Regulations shall apply.
5. If the reliability and correctness of submitted evidence shall be reviewed and the course applicants must be involved in this process. Course applicants may be obliged by means of such an incidental provision to provide evidence as an original document or a certified copy. This also applies if the course applicants have already provided this evidence as electronic evidence. The process defined in clauses 1 to 3 is used to check suspicious cases and for random sampling.
6. If course applicants have applied for a higher semester in a course without restricted admission based on recognition of prior academic achievements and examination results but a decision has not yet been made about the enrolment for reasons beyond the control of the course applicant.
7. If course applicants have not yet been able to demonstrate the required language proficiency for enrolment. More detailed provisions are contained in section 5(4).

8. If course applicants have provisionally been admitted based on a court order until conclusion of proceedings.

§ 16

Withdrawal of enrolment

A student can withdraw their enrolment if they apply within one month of the start of the semester in writing and include an application to withdraw their enrolment. Enrolment is then considered to have not been carried out. Any student union and student council contributions paid shall remain unaffected by this. The contribution can only be refunded upon written application to the student union with provision of the appropriate banking details.

§ 17

Cancellation of enrolment

(1) Membership of the student in the Neubrandenburg University of Applied Sciences ends with cancellation of enrolment. Enrolment is cancelled as defined in section 17(7) to (10) LHG M-V.

(2) If enrolment is cancelled in accordance with section 17(7)(3) or section 17(9)(1) LHG M-V, the cancellation of the enrolment shall be effective on the last day of the semester for which the student has enrolled. Enrolment is cancelled after receiving the degree certificate in accordance with section 17(8) LHG M-V. In all other cases, cancellation of enrolment is effective with delivery or provision of the cancellation of enrolment notification.

(3) Before enrolment is cancelled according to section 17(7)(2) to (4), (9) or (10) LHG M-V, the student must be given opportunity to make a statement about any facts that are relevant for the decision. The notification of cancellation of enrolment must include a justification and information about the legal remedies available. The notification of cancellation of enrolment is published electronically.

(4) Cancellation of enrolment does not justify any claim to a refund of the fees and contributions to the student union and student council that have already been paid for the semester.

Seventh part
Guest students and visiting students

§ 18
Guest students

(1) If there is sufficient capacity, persons who are not enrolled may be permitted to attend individual teaching sessions as guest students. An appropriate application must be submitted. Evidence of a qualification as defined in section 4 is not required. Admission as a guest student is decided by the teaching staff.

(2) Admission as a guest student is for one semester in each case. It does not confer any rights to membership to the Neubrandenburg University of Applied Sciences.

(3) The decision whether guest students will participate in the examination at the end of the teaching sessions attended is made by the Examination Board of the course. There is no right of admission. Guest students cannot be admitted to a final thesis concluding the course.

(4) If a guest student requires a certificate verifying that they completed examinations for the teaching sessions, it will be provided upon application.

(5) For registration as a guest student, a special guest student fee must be paid in accordance with the currently valid version of the fee regulations of the Neubrandenburg University of Applied Sciences.

(6) Participants in continuing education events are also defined as guest students in these regulations if they are not registered as students in the Neubrandenburg University of Applied Sciences.

(7) Students with high academic aptitude who have been nominated by their school and as a rule are attending senior secondary school can be permitted to attend certain teaching sessions or modules and complete the corresponding course requirements and examinations. Pro rata relevant study periods and examinations are recognised upon application in any subsequent course subject to the Departmental Study and Examination Regulations. The regulations for junior study at the Neubrandenburg University of Applied Sciences set out the details.

§ 19
Visiting students

(1) Students from other universities can be admitted as visiting students with entitlement to attend teaching sessions and to complete course-related examinations upon application and if the requirements as defined in section 4 are satisfied. Admission as a visiting student can be refused by the Neubrandenburg University of Applied Sciences if restrictions on attending teaching sessions are necessary.

(2) Admission can be refused if the course has restricted admission.

(3) The application must be made within the enrolment period in accordance with section 7. Evidence of enrolment at another university must be included.

(4) Visiting students receive confirmation of the approval; they are not enrolled. Reasons for refusal in accordance with section 6 shall apply.

Eighth part Notification obligations and data collection

§ 20 Notification obligations

Students are obliged to immediately inform the Neubrandenburg University of Applied Sciences of the following and to provide evidence upon request:

1. a change of name, home address and semester address or their private email address
2. missing or incomplete data in official certificates of the Neubrandenburg University of Applied Sciences
3. loss of the student card (University card)
4. passed or failed examinations, the results of which are significant for continuing the university course
5. an illness that endangers the health of other members of the University or would have a considerable negative impact on the proper conduct of studies
6. a final conviction to a custodial sentence where the sentence has not been suspended.

§ 21 Data collection

The Neubrandenburg University of Applied Sciences processes data that are required for legitimate performance of its task (Art. 6(1)(e) General Data Protection Regulation, GDPR) according to DSG M-V and the statute on the processing of personal data at the Neubrandenburg University of Applied Sciences of 12 July 2005. The tasks are derived from the State University Act of Mecklenburg-Vorpommern (in particular LHG M-V) and from the purposes specified in section 1 HStatG. Those affected by data collection are primarily applicants, students, guest students, graduates and those persons who are affected when discharging their legal obligations to the University by providing their personal data.

Ninth part Final provisions

§ 22 Fees

The charging of fees and expenses is based on the fee regulations of the Neubrandenburg University of Applied Sciences in the currently valid version.

§ 23 Entry into force

- (1) This statute shall take effect on the day it is published by the University.
- (2) The Enrolment Regulations of 28 April 2009, last amended by the 2nd amendment statute of 28 November 2016, become invalid at the same time.
- (3) Issued based on the decision by the Senate of the Neubrandenburg University of Applied Sciences of 10 April 2024 and the approval by the Chancellor of 24 April 2024.

§ 24 Abbreviations

AIQualiVO M-V – Regulations on the definition of the university entrance qualification for course applicants with previous international educational qualifications; Foreign Qualification Regulations (AIQualiVO M-V) of 9 January 1999 (GVObI. M-V, p. 216; in the currently valid version).

Federal Parental Allowance and Parental Leave Act – Federal parental allowance and parental leave act in the notification of 27 January 2015 (Federal Law Gazette I, p. 33), last amended by Article 1 of the Act of 19 December 2022 (Federal Law Gazette BGBl. I, p. 2510).

DSG M-V – Data protection act for the state of Mecklenburg-Vorpommern; State Data Protection Act of 22 May 2018 (GVObI M-V, p. 19354); last amended by the Act of 25 October 2005 (GVObI. M-V, p. 535).

GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (OJ L 119 of 4 May 2016, p. 1).

Basic Law – Basic law for the Federal Republic of Germany in the revised version published in the Federal Law Gazette Part III, outline number 100-1, last amended by Article 1 of the Act of 19 December 2022 (Federal Law Gazette I, p. 2478).

HStatG – University Statistics Act of 2 November 1990 (Federal Law Gazette I, p. 2414), last amended by Article 3 of the Act of 7 December 2016 (Federal Law Gazette I, p. 2826).

LHG M-V – Act pertaining to the universities in the state of Mecklenburg-Vorpommern of 25 January 2011 (GVOBl. M-V, p 18), last amended by the Act of 21 June 2021 (GVOBl. M-V, p. 1018).

Maternity Protection Act – Maternity Protection Act of 23 May 2017 (Federal Law Gazette I, p. 1228), last amended by Article 57(8) of the Act of 12 December 2019 (Federal Law Gazette I, p. 2652).

PflegeZG – Homecare Leave Act of 28 May 2008 (Federal Law Gazette I, p. 874, 896), last amended by Article 2 of the Act of 19 December 2022 (Federal Law Gazette I, p. 2510).

QualVO M-V – Regulations about qualifications for studying at universities in the state of Mecklenburg-Vorpommern of 12 July 2005 (GVOBl. M-V, p. 398), last amended by the regulation of 10 January 2017 (GVOBl. M-V, p. 4).

SGB V – The Fifth Book of the German Civil Code – Statutory Health Insurance – Article 1 of the Act of 20 December 1988 (Federal Law Gazette I, p. 2477, 2482), last amended by Article 9 of the Act of 16 August 2023 (Federal Law Gazette 2023 I, No. 217). German Civil Code (SGB) Fifth Book (V) of 20 December 1988, last amended by Article 1 of the Act of 16 August 2023 (Federal Law Gazette I, No. 217).

SGB XI – The Eleventh Book of the German Civil Code – Nursing Insurance – (Article 1 of the Act of 26 May 1994, Federal Law Gazette I, p. 1014, 1015), last amended by Article 9 of the Act of 22 December 2023 (Federal Law Gazette 2023 I, No. 408).

StudPIVergVO M-V – Study Place Allocation Regulations of Mecklenburg-Vorpommern – Regulations pertaining to the allocation of study places in the central allocation process and the local allocation process in Mecklenburg-Vorpommern (StudPIVergVO M-V) of 13 December 2019 (GVOBl. M-V, p. 825), last amended by the regulation of 31 July 2023 (GVOBl. M-V, p. 702).

VwVfG M-V – Administrative Procedures, Notification and Enforcement Act of Mecklenburg-Vorpommern in the version published on 6 May 2020 (GVOBl. M-V, p. 410).

Neubrandenburg, 24 April 2024

The
Chancellor

of the Neubrandenburg University of
Applied Sciences

Prof. Dr Gerd Teschke

Publication note: These regulations were published on 26 April 2024 on the website of the Neubrandenburg University of Applied Sciences.