

# **ADMISSIONS AND STUDENTS'**

## **REGULATIONS**

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## 1. INTRODUCTION

- 1.1.1. In all its activities, IU International University of Applied Sciences (hereafter: IU), aims for a high standard of performance and responsible behavior. The IU prioritises the goal of providing students and participants in all degree programs, continuing education programmes and all other programmes and formats with a high-quality education. This is intended to offer them the best possible career opportunities in their future professional lives. In addition to imparting professional competencies, as well as social and ethical values, we emphasise forms of respectful interaction among ourselves and towards all members of the IU community. Mutual respect and trust are essential for a successful study experience in the international environment of the IU. We are aware of our societal responsibility and the associated role model effect.
- 1.1.2. Respectful treatment of all members and affiliates of the IU shall be observed at all times. All IU employees shall comply with applicable law at the local, national, and international levels. The awareness should be created that all members and affiliates of the IU are jointly responsible for ensuring that a goal-oriented educational relationship can take place in the long term.
- 1.1.3. IU is convinced that the success of its educational programmes and formats depends on the entirety of the abilities and performance and thus on the personal commitment of all those involved. This applies equally to all members and affiliates of the IU. Therefore, we demand and continuously promote:
- i. Equal treatment of all students and participants, as well as of all members and affiliates of the IU.
  - ii. Diversity and the best possible equal opportunities.
  - iii. Protection of the intellectual property of third parties as a consequence of academic self-understanding.
  - iv. Appreciation of each and every one.
  - v. Respectful treatment of the rights and dignity of each and every individual.
  - vi. Provision of the best possible support to students' talents to realise their potential.

## 2. GENERAL CONSIDERATIONS

### 2.1 Purpose and scope of regulations

- 2.1.1. These regulations apply to all students<sup>1</sup> studying at IU International University of Applied Sciences (hereafter: IU) as well as their participants in non-academic programmes, regardless of their location, their mode of study (full-time, part-time) and if delivered through an arrangement with a collaborative partner.
- 2.1.2. The Academic Bodies have final responsibility for the academic standard of awards of IU, including the final approval of the regulations. IU can, without notice, amend these regulations by agreement of the Academic Bodies.
- 2.1.3. Once students are enrolled, it is assumed that they agree to our regulations, policies, and guidelines.
- 2.1.4. These regulations should be read together with the IU Code of Ethics and its supporting policies.
- 2.1.5. Any amendments to these regulations will be published on the IU's websites (iu.de, iu-fernstudium.de, iu.org) and, where necessary, advised to students.
- 2.1.6. In case of disagreement about the understanding of these regulations, the decision of the Academic Bodies shall be final.
- 2.1.7. For Dual awards offered with a collaborative partner, each partner's award will be governed by their own regulations at programme level, for example credits and classifications/grades. Regulations at module level will be applied by the delivery partner.

### 2.2 Health and safety

- 2.2.1. IU International University of Applied Sciences (hereafter: IU) will take all necessary steps to ensure the health, safety, and welfare of students, employees, and visitors and ensure that a level of trust is established for students on all health and safety matters.
- 2.2.2. Students should bring any health or safety concerns they might have to the attention of their lecturers or a member of IU or its collaborative partner staff.
- 2.2.3. Students are responsible for their personal property used in connection with their studies. IU shall have no liability in respect of loss or damage to such property.

### 2.3 Disabilities

- 2.3.1. IU International University of Applied Sciences (hereafter: IU) is committed to a policy of equal opportunity for all students and aims to create an environment where students with disabilities have an experience of interaction with the IU in terms of access to facilities, learning environment, study support, benefits, and other aspects, that would be, as much as possible, comparable to that of their students without disabilities.
- 2.3.2. Students can apply for reasonable and appropriate compensation in the form of reasonable adjustments if there is a need to establish equal opportunities due to existing barriers in the course of study. IU cannot guarantee that the specific needs of each individual would always be fully satisfied as desired, but we assure to create equal

opportunities to the best extent possible as far as our capabilities allow, taking into account individual circumstances.

### **3. ADMISSIONS ,ENROLMENT AND REGISTRATION**

#### **3.1 Admissions**

- 3.1.1. IU International University of Applied Sciences (hereafter: IU) will determine admission and enrolment in accordance with the currently valid Higher Education Act and other applicable regulations of IU in force at the time.
- 3.1.2. Applicants (or employers, or training providers on behalf of students if applicable) shall provide IU with full and accurate academic and personal information for the admission process. If IU discovers that information has been withheld, is inaccurate, or fraudulent in any way, IU may cancel the application, or the enrolment or registration.
- 3.1.3. IU has a strict non-discrimination policy. As so, applicants will not be discriminated in the admission and enrolment process based on gender identity, social differences and status, age, sexual identity, disability, chronic illness, nationality, ethnicity, as well as religious affiliation or any other characteristic protected by law. Accordingly, equality of opportunity is sought in all areas and levels of the IU.
- 3.1.4. Applicants have the option of submitting an informal application for hardship or for compensation for disadvantages together with the application for admission and the enrolment to the study programme. Hardship cases can be, for example, particular health, family, economic or social circumstances. Impairments in performance that hinder admission and enrolment to the study programme can be compensated for.

#### **3.2 Entry requirements**

- 3.2.1. IU International University of Applied Sciences (hereafter: IU) will determine the criteria for entry to the study programmes for applicants in accordance with the provisions of the General Admission Examination Regulations (AZE), the Regulations on Access to Bachelor's and Master's Programmes (OZBM), and the Admission Examination Regulations (Zugangs-PO). and Entrance Examination Regulations (Zugangs-PO), that are in force at the time. The applicants' admission is judged against the criteria for entry
- 3.2.2. IU may use additional means such as personal statements, written tasks and /or interviews, etc., to judge the eligibility and suitability of an applicant.
- 3.2.3. In respect of criteria for entry and the admission of applicants, separate procedures will apply for different study routes and types of programmes according to eligibility. IU may admit an applicant to a programme where:
  - i. It has a reasonable expectation that the applicant will be able to complete the programme and achieve the award.
  - ii. The applicant is deemed to have satisfied the entry requirements for the programme.

- 3.2.4. Before starting their study, all applicants must have satisfied the general admission requirements and entry criteria confirmed in the programme specification, available at the IU websites (iu.de, iu-fernstudium.de, iu.org).
- 3.2.5. IU reserves the right, as part of the admission and enrolment process, to require students to submit authenticated evidence of how they meet the entry requirements.

### **3.3 Registration**

- 3.3.1. Students should apply for the programme they wish to study by completing an application form at the IU websites and submitting the relevant required evidence.
- 3.3.2. It is the students' responsibility to ensure they register for modules and assessments in a timely manner.

### **3.4 Student Information**

- 3.4.1. Due to statutory requirements, IU must be given information for each student at the time of registration.
- 3.4.2. Any change to the student information must be reported to IU as soon as possible.
- 3.4.3. To ensure the best possible protection of personal data, IU will use email as the main form of communication with students; it therefore becomes the student's responsibility to check their emails on a regular basis.
- 3.4.4. Students who change their name, and wish this change to be recorded with IU, must provide notification supported by the relevant authenticated documentation.

### **3.5 Readmission**

- 3.5.1. Where a student's registration has previously been terminated by IU, admission to the same, or a similar programme, will be at the discretion of IU.

## **4. REASONABLE ADJUSTMENTS**

### **4.1 Reasonable adjustments**

- 4.1.1. As far as circumstances allow, IU aims at supporting students for whom the standard learning, teaching and assessment arrangements may adversely affect their ability to demonstrate their true performance level.
- 4.1.2. Students can apply to the relevant IU committee for an appropriate adjustment (application for compensation for disadvantages) if they require compensation during examinations due to a physical impairment or chronic illness. The Equal Opportunities Office can advise on this and other related issues.

## **5. STUDENT COMPLAINTS AND APPEALS**

### **5.1 Student complaints**

- 5.1.1. IU understands that students may not always be satisfied with the service they receive and is committed to ensuring that complaints are dealt with effectively and consistently.
- 5.1.2. Information and guidance on the process for making a complaint can be found on IU websites (iu.de, iu-fernstudium.de, iu.org)