



Admission and Enrollment Policy

Version	Decision	Details	Valid as of
Version v1	Academic Board 2016-08-24	Complete Document	2016-09-01
Version v2	Academic Board 2017-08-29	Complete Document	2017-09-01
Version v2.1	Academic Senate 2021-07-28	Revision of Paragraph 5: Leave of Absence	2021-09-01
Version v2.2	Academic Senate 2022-07-27	Revision of 1.1. Bachelor Programs – Introduction of Entrance Examination Regulation	2022-09-01
Version v2.3	/	Implementation of Name Change	2023-02-01
Version v2.4	Academic Senate 2023-08-30	Opening Clause in Enrollment Section for Cooperation Contracts	2023-09-01
Version v2.5	Academic Senate 2024-07-24	Rules for Removal of Subject Restriction	2024-09-01
Version v2.6	Academic Senate 2025-01-29	Clarification on Admission of Master Students	2025-02-01
Version v3	Academic Senate 2025-07-30	Admission Criteria for non-consecutive, further education and Master programs	2025-09-01
Version 3	Academic Senate 2025-08-27	Introduction of Fast-Track PhD Update of Extension of Studies Process for Bachelor and Master Students	2025-09-01

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Subject to compliance with The Bremer Higher Education Act (BremHG) these policies constitute the version which will become valid at Constructor University starting September 1st, 2023.

Contents

1.	Admission Requirements.....	2
1.1	Bachelor Programs	2
1.2	Pre-degree Programs.....	2
1.3	Academic Master Programs	2
1.4	Further Education Master Programs.....	3
1.5	Further education certificate studies, module studies and high school students	3
1.6	PhD Studies.....	4
2.	Enrollment	4
2.1	Prerequisites for Enrollment	5
2.2	Impediments of Enrollment	5
2.3	Revocation of Enrollment.....	5
3.	Re-enrollment.....	5
3.1	Bachelor and Master Programs.....	6
3.2	PhD Studies.....	6
4.	Extension of Studies	6
4.1	Bachelor and Master Programs.....	6
4.1	PhD Studies.....	6
5.	Leave of Absence	7
6.	Disenrollment	7
7.	Guest- and Visiting/Exchange Students	7
7.1	Guest Students	7
7.2	Visiting Students.....	7
7.3	Exchange Students	7
8.	Pre-degree Students.....	8
9.	Further Education Students.....	8
10.	Legal Provisions	8

1. Admission Requirements

Admission to Constructor University is possible for:

Bachelor and Master programs, PhD degrees, pre-degree- and further education offerings.

Constructor University reserves the right not to grant admission even if applicants formally fulfill the admission requirements. Admission at Constructor University cannot be claimed by legal action.

Admission requirements for the different levels are as follows:

1.1 Bachelor Programs

The admission requirements for studies leading to a Bachelors' degree as defined by the Higher Education Act of the City State of Bremen, namely by §33 apply in analogy.

For international students (§33 (1) 5. BremHG) the following specific rules apply:

German language proficiency is not required, instead all applicants need to submit proof of English proficiency. Constructor University accepts common international university entrance tests such as SAT or ACT.

For any student who has acquired the right to study at a university in the country where she/he has acquired the higher education entrance qualification Constructor University accepts the common international university entrance tests as a replacement of the entrance examination (Hochschulzugangsprüfung, §33 (3b) BremHG).

As an alternative, undergraduate applicants may also take the Constructor University entrance examination to receive a subject-related entrance qualification (fachgebundene Hochschulreife). The prerequisite for admission to the entrance examination is the proof of a Test-AS result of at least 190 points. To be admitted to Bachelor studies, applicants have to successfully pass the entrance examination with at least 45%. Details are specified in the Regulation on the Entrance Examination for University Admission at Constructor University for Applicants qualified abroad.

Applicants who have a subject-related entrance qualification (fachgebundene Hochschulreife) may be admitted only to study programs of the respective cluster (e.g. school). Subject-related admission restrictions may be lifted under the following conditions e.g. allowing for a major change outside the respective cluster: Passing of at least 60 ECTS credit points within the first year of studies, out of which 15 ECTS credit points must stem from the target study program, or the submission of a recognized university entrance exam (Feststellungsprüfung or the Entrance Examination for University Admission at Constructor University for Applicants qualified abroad) upon approval by the admissions department.

1.2 Pre-degree Programs

The admission requirements for all pre-degree programs are in analogy to the admission requirements for Bachelor programs with the following exception: The requirement to submit a common international university entrance test is waived.

1.3 Academic Master Programs

The admission requirements for studies leading to a Masters' degree are defined by the Higher Education Act of the City State of Bremen, namely by §33 (6). Students with an undergraduate degree may be admitted to graduate studies unrelated to their previous degree based on assessment procedures defined by the respective program handbook. Any further admission requirements for Master programs are specified in the respective program handbooks and on the university website. The admissions department checks whether the formal admission requirements have been met. The subject-related admission requirements are checked by respective faculty members teaching in the

study program. Applicants who meet the admission requirements are admitted to a specific Master program or to a specific master course. This decision is communicated by the admissions department.

Students willing to transfer to another program must submit a new application. Upon approval by the Dean and the program coordinator of the Master program the student may be admitted to the Master program he or she has applied for. As a rule, a transfer is only possible until October 1 of each Fall semester.

1.4 Further Education Master Programs

The admission requirements for studies leading to a further education Masters' degree (e.g., a Master of Business Administration; MBA) are based on the Higher Education Act of the City State of Bremen, namely on §33 (8). The minimum requirements are:

- a first professionally qualifying university degree (e.g. Bachelors' degree) and one year of professional experience (in justified exceptional cases, deviations from the duration of the professional experience are possible for individual students) or,
- three years of professional experience in a related field (see Section 33 (1) to (4) of the Higher Education Act of the City State of Bremen). The equivalency of the acquired professional experience to a first professionally qualifying university degree must be established by a university entrance test.

Any further subject-related admission requirements for further education Masters' programs are specified in the respective program handbooks and on the university website.

The admissions department checks whether the formal admission requirements have been met. The subject-related admission requirements are checked by respective faculty members teaching in the study program. Applicants who meet the admission requirements are admitted to a specific further education Masters' program. This decision is communicated by the admissions department.

1.5 Further education certificate studies, module studies and high school students

1.5.1 Further education certificate

Admission to further education certificate studies requires a university entrance qualification and at least one year of professional experience or a relevant work experience in which the applicant has acquired the necessary skills for participation. Participants of further education certificate studies will be enrolled as students for the duration of the certificate studies. Any further subject-specific admission requirements are defined in the program brochure and on the university website. The fulfilment of the admission requirements is checked and communicated by the further education certificate studies coordinator.

1.5.2 Module studies

Admission requirements for participation in single modules (module studies) are defined by the respective module data sheets. Participation is possible without a university entrance qualification. The fulfilment of the admissions requirements is checked by the Instructor of Record. Applicants for module participation will be enrolled as guest students upon fulfilment of the admission requirements. The attending of examinations and the earning of ECTS credit points is possible upon application. Details are regulated in the module data sheet.

1.5.3 High school students

High school students who, in the joint opinion of the school and the university, are particularly gifted, may be permitted to attend lectures and seminars and to take examinations that will be recognized

in the event of later relevant studies in accordance with the examination regulations without a higher education entrance qualification. Admission requirements of high school students will be individually assessed by the Instructor of Record of the respective module. High school students will be enrolled as guest students.

1.6 PhD Studies

A prerequisite for the admission to PhD studies is a completed Masters' degree (or equivalent). The fulfillment of this requirement is evaluated formally, as well as academically by the university. If the formal requirements are fulfilled, the final decision on acceptance lies with the prospective PhD Advisor.

Students already holding a PhD degree cannot apply for PhD studies leading to a PhD degree of the same denomination.

The admission letter may include information on requirements that the PhD student needs to fulfill within a defined period of time after the enrollment as a PhD student in order to be allowed to continue and finish his/her PhD degree at Constructor University.

In exceptional cases students holding a Bachelors' degree may be admitted directly to PhD studies (Fast-Track PhD). An application must be submitted by the candidate together with the potential PhD Advisor to the Dean of the respective School of the denomination of the PhD. The proposal needs to cover the following three aspects:

1. Qualification of the candidate: this includes aspects like the quality of the BSc degree of the candidate, e.g., an outstanding GPA and the level of the courses taken, a potential demonstration of research-oriented work, and the capability of academic writing, e.g., demonstrated by a field-related BSc / BA thesis or publication (peer-reviewed).
2. Research topic: the academic relevance of the topic must be motivated, and a study plan must be presented, which lists additional course work that strengthens the candidate's qualification to work on the topic; depending on the discipline, the study plan can be complemented by publication requirements including, e.g., presentations at conferences.
3. Academic environment: Documentation of the embedding of the candidate in the workgroup of the prospective supervisor, a supervision concept and the existing infrastructure, including financial resources to support the PhD candidate.

The proposal is evaluated by a faculty committee (at least two CU faculty members, excluding the prospective PhD supervisor) in the respective school that makes an assessment whether the candidate is particularly qualified and whether the study plan and the academic environment are suited for the research topic and the candidate's background. The assessment is complemented by a recommendation to the Dean who decides on the admission. Successful admission to the Fast Track is the first step of the aptitude assessment of the candidate, which is concluded after the 1.5 years by successfully passing all course work of the study plan and by presenting a PhD proposal."

2. Enrollment

Enrollment is achieved, according to the provision of the Higher Education Act of the City State of Bremen (§34 BremHG) by registering for Bachelor, Master, pre-degree or further education programs or PhD studies.

Depending on the program or offering enrollment to Bachelor- and Academic Master, pre-degree and further education offerings is possible in the Fall as well as in the Spring semester. In exceptional cases, different enrollment dates are possible (e.g., for further education certificate or module studies). Details are specified in the study program handbooks / program brochures.

In general, students who arrive more than three weeks after the beginning of the semester will not be allowed to enroll at Constructor University for that academic year, except in exceptional and

justified cases. PhD students as well as further education program participants may enroll at any time during the academic year as may be determined by the circumstances of their study programs.

For all student categories the provisions of §36 (4) BremHG are replaced by the necessity to submit a formal proof of English proficiency. In exceptional cases this requirement may be waived.

All degree students remain enrolled for the entire regular study period (Regelstudienzeit) unless they meet or fail their graduation requirements prematurely. As a rule, the regular study period for PhD studies is three years. PhD students must register and must remain enrolled at Constructor University throughout their PhD studies.

Enrollment as a part-time student is possible for further education offerings and PhD students under certain conditions. Students willing to enroll part-time must direct an application to the Dean.

Double enrollment is only possible for students who, in addition to their enrollment at Constructor University, are enrolled at another non-German university. This may be the case for exchange students from non-German universities.

In case of cooperation contracts between Constructor University and another German university for the conduct of joint degree programs, an enrollment as guest student (Neben- oder Gasthörer) at the partner university is possible. In addition, Constructor University can decide to admit participants to individual modules (e.g. in case of cooperation contracts between Constructor University and other German or non-German institutions).

Enrolled students are required to use the e-mail address provided by the university

2.1 Prerequisites for Enrollment

Prerequisites for enrollment as a student are:

1. Fulfillment of the admission requirements as listed in (1)
2. Submission of proof of English proficiency (see 2)
3. Payment of all fees according to the Fees Regulation of Constructor University
4. Proof of health insurance (for degree seeking students)
5. Proof of primary residence (for degree seeking students)

2.2 Impediments of Enrollment

Applicants will not be enrolled if they:

1. Fail to fulfill the admission requirements as listed in (1)
2. Are enrolled at another German university
3. Fail to submit the necessary documentation for enrollment
4. Fail to enroll in time for the specified semester or the set date for a further education offering
5. Apply for enrollment to a study program which they have previously studied and have ultimately failed an examination required for passing this degree program at a higher education institution within the scope of the German Constitution

2.3 Revocation of Enrollment

Enrollment of students will be revoked in case the student pretended to fulfill the enrollment prerequisites but has in fact not fulfilled the enrollment prerequisites.

3. Re-enrollment

Students who have been disenrolled but have not finished their studies may apply for re-enrollment.

3.1 Bachelor and Master Programs

Re-enrollment is granted on the basis of the policies valid at the time of the student's re-enrollment. Re-enrollment in the same program in which a student was previously enrolled cannot be guaranteed. Students who have not completed the regular study period of six (for Bachelor programs) or four (for Master programs) subject semesters will in general be granted re-enrollment. Conditions under which a re-enrollment is no longer possible are defined in "Disenrollment" (6). The application for re-enrollment will be processed by the Dean, the student's former Academic Advisor, the Study Program Coordinator of the program the student is applying to, and a member of the Student Records Office. The university reserves the right to require documentation beyond the standard application for re-enrollment (e.g. medical confirmations, financial plan). The committee may invite further university members (e.g. College Coordinators, Counselors) if deemed appropriate.

An application for Financial Aid from Constructor University for students will be processed independently from the application for re-enrollment. Students who are re-enrolled to the university have to pay the costs for the first semester after re-enrollment, as well as any outstanding balance on their account, before they can continue their studies. Financial aid is available for the expected study period (Regelstudienzeit) including the semesters the student was enrolled at Constructor University before his/her re-enrollment.

3.2 PhD Studies

PhD students who have been disenrolled from Constructor University but have not yet finished the degree to which they have originally been admitted to may apply for re-enrollment. The final decision rests with the Dean after consultation with the PhD advisor.

4. Extension of Studies

4.1 Bachelor and Master Programs

Students who are not able to finish their studies within the regular study period (Regelstudienzeit) of the respective program must formally apply for an extension of studies to remain enrolled.

In cases where a student has already completed at least 150 ECTS credit points for Bachelor studies/90 ECTS credit points for Master studies, respectively, and can complete the outstanding graduation requirements within one extension semester, their extension application will be decided upon by Registrar Services.

In other cases, the application will be discussed by the student's Academic Advisor, the Study Program Coordinator, Academic Advising Services and the Director of Student Affairs. Registrar Services submits the resulting recommendation to the respective Dean for decision.

Constructor University reserves the right to not approve an application for an extension. In this case the student will have to leave the university without a degree. Financial consequences of an extension of studies are regulated in the rules and regulations of Student Financial Services.

4.1 PhD Studies

PhD students who are not able to finish their studies within the regular study period (Regelstudienzeit) must formally apply for an extension of studies to remain enrolled. The application will be discussed and decided upon by the Dean and the student's supervisor. Constructor University reserves the right to not approve the application for an extension. In this case the student will have to leave the university without a degree.

5. Leave of Absence

As a rule, a leave of absence may be granted by the Student Records Office for a maximum period of two semesters and after the completion of at least one semester of studies. Maternity- and/or parental leave periods do not count towards this maximum period and may also be granted in the first semester. In exceptional cases, e.g., if there are special requirements by study programs, students may be granted a leave of absence already in the first semester. These exceptions are regulated by the program handbooks.

In general, during a leave of absence, no study achievements can be obtained, and no credits may be transferred towards the degree at Constructor University. Exceptions to this rule are possible, for example during maternity- and/or parental leave. Semesters in which students are on leave of absence do not count towards their subject semesters.

6. Disenrollment

In general disenrollment takes effect at the end of the respective semester. Students may be disenrolled/withdraw at any time upon request.

Students are also disenrolled in case:

1. They successfully complete their studies
2. They definitively fail their studies
3. They don't fulfill the enrollment requirements
4. They severely breach the Code of Academic Integrity
5. They severely breach the Code of Conduct
6. They fail to apply for an "extension of studies" after having completed the regular study period (Regelstudienzeit).

In cases of disenrollment due to reasons outlined under points (2), (4) and (5), re-enrollment is not possible.

7. Guest- and Visiting/Exchange Students

7.1 Guest Students

Students who are enrolled at any other German university may be registered as guest students. As a rule this registration should not exceed one semester except in justified cases. Registration as a guest student is not an enrollment as described in (1, 2, 3).

7.2 Visiting Students

Students who are enrolled at any non-German university may be registered as visiting students for a defined period of time, usually for up to two semesters. Students who register as visiting students receive full student status as described in (1, 2, 3). All credits and study achievements are transferrable.

7.3 Exchange Students

Students who are enrolled at any non-German partner university (exchange partners) may be registered as exchange students for a defined period of time, usually for up to two semesters. Students who register as exchange students receive full student status as described in (1, 2, 3). All credits and study achievements are transferable.

8. Pre-degree Students

Participants in pre-degree programs are admitted and enrolled as defined in (1.2, 2) and receive full student status.

9. Further Education Students

Participants in further education Master programs are enrolled as defined in (1.4) and receive full student status. Students in further education certificate studies, module studies and high school students (see 1.5) are enrolled as guest students.

10. Legal Provisions

Students who wish to file a complaint against the rules and regulations set forth in paragraphs 3 (re-enrollment), 4 (extension of studies) and 6 (disenrollment) may contact the Committee on Examination and Standing.