

Unofficial consolidated reading version

Please take note of the regulations on entry into force in the respectively relevant amendment.

Please note that **only** the German version of these regulations is legally binding. The English translation is provided for informational purposes only!

## Statutes on enrollment, re-registration and de-registration of the Catholic University of Eichstätt-Ingolstadt

dated November 13, 2014

amended by the statutes dated April 27, 2018

amended by the statutes dated February 1, 2019

amended by the statutes dated September 16, 2019

amended by the statutes dated DD.MM.YYYY (Resolution of the Senate dated 12/15/21 – approval procedure ongoing)

amended by the statutes dated DD.MM.YYYY (Resolution of the Senate dated 07/19/23 – approval procedure ongoing)

On the basis of Article 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924 (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt issues the following statutes:

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## **Section 1 Obligation to enroll**

<sup>1</sup>Before starting their studies, applicants must enroll as a student or guest student at the Catholic University of Eichstätt-Ingolstadt (KU). <sup>2</sup>It is not possible to be enrolled as a student and a guest student at the KU at the same time.

## **Section 2 Enrollment procedure**

- (1) <sup>1</sup>The application for enrollment must be submitted using the forms provided for this purpose. <sup>2</sup>The application for enrollment is available from the Student Office and on the Student Office's website. <sup>3</sup>The application must be submitted within the deadlines set by the KU after prior online registration in the online portal of the KU and printed out and signed and submitted to the Student Office by mail. <sup>4</sup>If none of the above application methods are possible for the applicant, the application may be submitted to the Student Office in person.
- (2) <sup>1</sup>The enrollment period for degree programs with admission restrictions is stated on the letter of admission. <sup>2</sup>For degree programs without admission restrictions, the enrollment period is determined by the KU and published on the KU website; in justified cases, the end of the period may be extended to up to two weeks after the start of the lecture period at the applicant's request. <sup>3</sup>It is possible to enroll in individual modules as part of the module programs offered.
- (3) <sup>1</sup>Students who take modules run by more than one faculty must decide which faculty they wish to be a member of when they enroll. <sup>2</sup>It is only possible to change membership once per semester.
- (4) <sup>1</sup>Enrollment is effected by issuing a student ID (KU.Card) and login data for the KU's online system. <sup>2</sup>Applicants can upload a photograph for the KU.Card in the online portal that is provided for this purpose. <sup>3</sup>Students can only print their certificates of enrollment from the KU's online system.
- (5) Upon enrollment, applicants shall confirm that they are prepared to respect the character of the Catholic University of Eichstätt-Ingolstadt in accordance with Article 3 of the Charter of the Catholic University of Eichstätt-Ingolstadt (KU) Foundation.
- (6) <sup>1</sup>Upon enrollment, the student states which semester of the program he or she wishes to enroll in; in the summer semester it is generally not possible to enroll in the first semester of the program unless the relevant examination regulations allow the program to be started in the summer semester. <sup>2</sup>It is generally not possible to enroll in a higher semester of the program in a degree program that has been discontinued.

## **Section 3 Enrollment requirements**

- (1) In order to enroll the applicant must submit the following or provide proof of:
  1. Signed application for enrollment
  2. A copy of a valid ID card or passport
  3. A complete, signed résumé
  4. Proof of payment of the semester fees

5. Proof of the student's health insurance according to Section 199 a German Social Security Code (SGB V), issuance of which is, as of January 1, 2022, only possible in electronic form and made by the health insurance company
6. For degree programs with admission restrictions: the letter of admission
7. If applicable: proof of passing the aptitude test or suitability assessment or proof of confirmation of equivalence
8. University entrance qualification according to Art. 88 Bavarian Higher Education Innovation Act (BayHIG) dated August 5, 2022 (GVBl. p. 414), in conjunction with the Qualification Ordinance (QualV) dated November 2, 2007 (GVBl. p. 767) as amended, e.g. proof by a secondary school graduation certificate (*Reifezeugnis Gymnasium*) or the final academic record of a technical secondary school (*Fachoberschule*), as an officially certified copy
9. For Master's degree programs: the required documents specified in Paragraph 4
10. For doctoral studies: confirmation from the doctoral thesis supervisor and confirmation from the doctoral committee that the applicant has been admitted as a doctoral candidate, and a copy of the degree certificate for the degree that qualifies the applicant for doctoral study, which must be an officially certified copy if the degree was not obtained at the KU
11. When applying for other postgraduate degree programs, modular studies, supplementary studies, studies leading to further education or studies leading to further qualification, proof of the required qualification according to the respective examination regulations
12. If transferring from another university: record of previous studies from the last university attended or an equivalent document.

(2) <sup>1</sup>In addition, applicants whose qualifications for the program in question or the relevant other studies were not obtained in German must also provide the following upon enrollment:

1. A letter of admission from foreign and stateless applicants who are not international applicants who have gained their university entrance qualification in Germany (*Bildungsinländer:innen*), as these must also apply for degree programs or other studies without admission restrictions during the periods specified on the Student Office's website
2. A certified copy of the university entrance qualification along with a certified German or English translation, if not already provided with the application for admission
3. If applicable: a residence permit for study purposes
4. Proof of sufficient German language proficiency; the following are accepted as proof:
  - a) Proof of German citizenship
  - b) A certificate confirming that the applicant has passed the DSH language examination at the KU or at another German university (DSH = *Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerberinnen und Studienbewerber*)
  - c) The *Deutsches Sprachdiplom* (level II) from the Standing Conference of the Ministers of Education and Cultural Affairs (DSD II)
  - d) The *Kleines Deutsches Sprachdiplom* or *Großes Deutsches Sprachdiplom* from the Goethe-Institut
  - e) The *Zentrale Oberstufenprüfung* (ZOP) certificate from the Goethe-Institut
  - f) The *Deutsche Sprachprüfung II* from the Sprachen- und Dolmetscher-Institut München
  - g) All four areas of the *Test Deutsch als Fremdsprache* (Test DAF)
  - h) Foreign certificates according to the fourth bullet point of No. 3 in the current version of the agreement 'Admission of foreign applicants with foreign qualifications to German universities: language requirements' (*Zugang von ausländischen Studienbewerbern mit ausländischem Bildungsnachweis zum Studium an deutschen Hochschulen: Nachweis der deutschen Sprachkenntnisse*), resolution of the Standing Conference of the Ministers of Education and Cultural Affairs dated June 2, 1995
  - i) The *Goethe-Zertifikat C1*
  - j) The *Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom (GDS)*
  - k) The certificate for the examination *Telc C1 Hochschule*.

<sup>2</sup>In exceptional cases, such as for certain scholarship or study programs, applicants may be exempted from the need to provide proof of German language proficiency. <sup>3</sup>If the examination within the scope of the evidence according to sentence 1 No. 4 d) and e) is more than 5 years old as of the cut-off date December 31, 2016, it is at the discretion of the KU to still recognize such proof.

- (3) <sup>1</sup>Foreign and stateless applicants who have not gained their university entrance qualification within the EU (*EU-Bildungsinländer:innen*) must submit preliminary review documentation (VPD) issued by *uni-assist* when applying to the KU for admission to a degree program or other studies within the deadlines published on the website of the Student Office. <sup>2</sup>This does not apply to applicants for whom exceptions are made to the general admission requirements in accordance with Section 30 (2) Basic Rules as amended, or to applications for other studies for which the Presidium waives the requirement to submit preliminary review documentation.
- (4) <sup>1</sup>In general, in order to start a Master's degree program, the applicant must provide proof of a first degree or equivalent qualification, which must be in the form of a certified copy if the degree was not obtained at the KU. <sup>2</sup>As an exception, enrollment in a Master's degree program is possible if applicants can provide proof that they have acquired at least 150 ECTS credits (ECTS = European Credit Transfer System) in the first higher education program at the time of enrollment. <sup>3</sup>Enrollment is effected in a preliminary and limited character subject to the condition precedent that proof of the first qualifying degree required for admission to the Master's program is submitted by the following June 15 for enrollment in the winter semester and by the following December 15 for enrollment in the summer semester. <sup>4</sup>If proof is provided in due time, enrollment will be final and unlimited, without prejudice to the regulations on re-registration; otherwise, the student will be de-registered.
- (5) <sup>1</sup>If applicants are provisionally admitted to a Master's degree program under conditions precedent, they are initially also enrolled subject to conditions precedent and for a limited period. <sup>2</sup>If the student fulfills the conditions for unconditional admission specified in the relevant examination regulations by the deadlines specified in the letter of admission, he or she is then enrolled unconditionally for an unlimited period without prejudice to the regulations on re-registration. <sup>3</sup>If he or she does not fulfill the conditions linked to his or her provisional admission, he or she is de-registered.
- (6) The additional documents that must be provided for the individual degree programs are specified in the examination regulations for each program.

#### **Section 4 KU.Card**

- (1) <sup>1</sup>The KU.Card is the property of the KU and is issued to students for use upon enrollment. <sup>2</sup>The KU.Card is issued by the KU. <sup>3</sup>In performing this task or parts of this task, such as the production of the card, the KU may make use of an external service provider who performs this task on behalf of and under the responsibility of the KU.
- (2) <sup>1</sup>The KU.Card also serves as library card, copying card and canteen card in addition to its function as student identification card. <sup>2</sup>If there is no photo included on the KU.Card, the identity card or other official photo ID of the respective student must be shown upon request in addition to the KU.Card.
- (2) Personal data is stored on the chip of the KU.Card to the extent permitted by data protection regulations.
- (3) <sup>1</sup>First issuance of the KU.Card is free of charge. <sup>2</sup>If the KU.Card has to be re-issued for reasons attributable to the student, in particular but not limited to damage, loss or theft, the KU shall be entitled to claim damages in the amount of the actual damage incurred.

- (4) <sup>1</sup>Validity of the KU.Card shall arise from the period of validity printed on the card by the validation terminal (validation). <sup>2</sup>Validation shall be effected by the student at the beginning of each semester. <sup>3</sup>If no period of validity is printed on the KU.Card, it shall be invalid.

## **Section 5 Obligation to cooperate**

<sup>1</sup>The student is obliged to inform the Student Office immediately if he or she changes his or her name, citizenship, or address, or if he or she loses his or her student ID. <sup>2</sup>In cases of a change of name or citizenship, official proof must be provided.

## **Section 6 Refusal of enrollment**

- (1) Enrollment must be refused if there is a barrier to enrollment in the sense of Article 91 of the current version of the BayHIG.
- (2) Enrollment may be refused in particular if
1. The applicant suffers from a disease that would pose a serious risk to the health of other students or would seriously impair the proper running of degree programs
  2. A carer has been appointed for the applicant
  3. The applicant has been sentenced to imprisonment for one year or more as the result of an intentional crime, the sentence has been entered in a certificate of good conduct pursuant to Section 51 Act on the Central Criminal Register and the Educative Measures Register  
  
(*Bundeszentralregistergesetz, BZRG*), the entry has not been erased or is not to be erased, and the nature of the crime committed gives cause for concern that the running of degree programs may be put at risk or disrupted
  4. The applicant cannot prove that he or she has sufficient German language proficiency
  5. There are a limited number of places in the degree program in question and the applicant has not been granted a place
  6. The University does not offer a program that corresponds to what the applicant wishes to study or the overall circumstances give cause to believe that the applicant will not be able to successfully complete a program
  7. The applicant did not complete the application for enrollment fully and/or did not submit it in time, or did not provide the required documents
  8. The obligation imposed on the student to pay health and long-term care insurance contributions has not been fulfilled
  9. The applicant has requested to enroll in more than two degree programs at the same time
  10. The applicant is already enrolled at another university and for this reason it cannot be ensured that he or she will be able to study properly at the KU
  11. The circumstances of the individual case give cause to believe that the applicant will not be able to study properly or will not be able to complete the program within a foreseeable amount of time
  12. The applicant has already successfully completed the same degree program or failed the same degree program at the final attempt
  13. The applicant damages the character and mission of the KU with his or her behavior in an intolerable way.
- (3) In order to carry out a check in cases according to Paragraph 2 (1), the applicant may be required to present a doctor's certificate (*ärztliches Attest*), a certificate from a specialist (*fachärztliches Attest*), or a certificate from a specific doctor specified by the University

(*vertrauensärztliches Attest*); in cases of reasonable doubt, a certificate from an official medical examiner (*amtsärztliches Attest*) may be required.

## Section 7

### Changing program, calculating semesters, and studying two programs at the same time

- (1) <sup>1</sup>Students may only change to a different degree program or subject during the enrollment period or re-registration period. <sup>2</sup>They must apply to change using the form available from the Student Office or on the KU website.
- (2) <sup>1</sup>First-year students and students who change to another subject or degree program are generally enrolled in the semester of the chosen degree program as applied for by them. <sup>2</sup>If a student presents a confirmation of accreditation (*Anrechnungsbescheid*) issued by the responsible office, the number of semesters depending on the level of progression in the studies shall be increased accordingly in the individual case; if the student changes the subject within a KU degree program, the semester is determined by also taking into account the credits that have been obtained in the degree program so far. <sup>3</sup>First-year students who started their teaching degree program at another Bavarian university and would like to continue this program in the corresponding subject shall be enrolled in the semester of the program depending on the duration of the corresponding degree program; sentence 2 remains unaffected. <sup>4</sup>Students who have interrupted their studies at the KU will be enrolled in the next semester of the program when re-enrolling for the interrupted program.
- (3) <sup>1</sup>Students require the Student Office's approval to start a second degree program (studying two programs at the same time). <sup>2</sup>Students may only enroll in two degree programs with admission restrictions at the same time if they can prove that they have a particular professional, academic, or artistic interest in doing so. <sup>3</sup>The additional workload caused by studying two programs at the same time does not constitute a valid reason for extension of the deadline by which a program must be completed.
- (4) <sup>1</sup>First-time enrollment in a degree program with admission restriction at the KU can only be effected by enrolling in a semester within the standard length of the respective program. <sup>2</sup>For KU degree programs without admission restriction, first-time enrollment for the respective program is not possible if the standard length of the program would be extended by more than two semesters.

## Section 8

### Re-registration

- (1) If a student wishes to continue studying at the KU, he or she must register to continue his or her studies before the start of the following semester (re-registration).
- (2) <sup>1</sup>The re-registration period is in the months of June and July for the following winter semester and in the months of January and February for the following summer semester. <sup>2</sup>The exact dates of the re-registration period are published on the KU website.
- (3) <sup>1</sup>Re-registration is effected by transferring the semester fees due for the coming semester to the KU's account specified on the KU website. <sup>2</sup>The KU shall refuse to accept re-registration if the student fails to fulfill the obligation imposed on him or her to pay health and long-term care insurance contributions and the corresponding notification from the respective health insurance company is on file at the KU.
- (4) After receipt of the payment has been confirmed, the student is re-registered and the KU.Card can be validated.

## Section 9 Leave

- (1) <sup>1</sup>On request for good cause, the KU may release the student from his or her obligations associated with proper implementation of his or her studies (leave). <sup>2</sup>Reasons for which leave may be granted include, in particular:
1. Illness, if this prevents the student from proper implementation of his or her studies
  2. Study abroad
  3. Completing a voluntary internship related to the degree program
  4. Voluntary military service according to the Military Service Act (*Wehrpflichtgesetz* – WPfIG) or voluntary civilian service according to the Voluntary Civilian Service Act (*Bundesfreiwilligendienstgesetz* – BFDG)
  5. Circumstances giving rise to an entitlement to maternity leave or parental leave
  6. Caring for a close relative who requires care in the sense of Section 7 (3) of the current version of the *Gesetz über die Pflegezeit* (Nursing Care Period Act) dated May 28, 2008, as amended.
  7. Starting a business.
- <sup>3</sup>The reason for leave must affect at least six weeks of the lecture period or must specifically affect the examination period.
- (2) <sup>1</sup>Proof must be provided for the important reason for leave.<sup>2</sup>In order to prove that he or she will be caring for a close relative, the student must present a confirmation from the care insurance provider regarding the need for care or other suitable documents.
- (3) <sup>1</sup>Leave is granted for a period of one semester at a time. <sup>2</sup>The total duration of leave shall not exceed two semesters. <sup>3</sup>In exceptional cases, leave may be granted for more than two semesters due to special circumstances of an individual case, such as prolonged serious illness. <sup>4</sup>Maternity protection periods or parental leave and periods spent caring for a close relative are not included as periods of study that count towards the maximum length of the program. <sup>5</sup>Leave may generally not be granted for the first semester of the program except in cases where there are special circumstances in an individual case that cause the student to require leave, and the circumstances did not arise until after the student had enrolled and were not foreseeable.
- (4) <sup>1</sup>The written application for leave must be submitted using the form available from the Student Office or the KU website. <sup>2</sup>If possible, the application should be made within the re-registration period and must be submitted no later than October 31 in the winter semester and no later than April 30 in the summer semester. <sup>3</sup>After leave has been granted, it may be canceled on request up until the dates specified above and the student will be re-registered instead.<sup>4</sup>In deviation to sentence 2, in cases of illness during the semester, leave may be granted at a later date if the student informs the University of his or her illness immediately and provides a doctor's certificate (*ärztliches Attest*), and he or she is no longer able to complete the semester successfully. <sup>5</sup>Leave may not be granted retrospectively for already completed semesters; *restitutio in integrum* is not possible.
- (5) <sup>1</sup>The semester fees must still be paid for the duration of leave. <sup>2</sup>No coursework may be completed and no examinations, with the exception of retake examinations, may be taken during leave. <sup>3</sup>Students who have been granted leave for maternity or paternity leave or in order to care for a close relative are exempt from this rule. <sup>4</sup>Periods during which examinations must be taken or retaken are not interrupted or extended due to leave.
- (6) <sup>1</sup>The granted periods of leave shall be documented on the certificate of enrollment that can be downloaded by the student.

## **Section 10**

### **Guest students**

- (1) <sup>1</sup>Applicants who wish to attend individual courses are enrolled as guest students on application. <sup>2</sup>The application must be submitted to the Student Office using the form provided by the Student Office.
- (2) The following must be submitted with the application:
  1. Proof of at least an intermediate school leaving certificate in the form of a certified copy
  2. Proof of the fee to be paid by the guest student according to paragraph 3
  3. If applicable for foreign guest students: a residence permit for study purposes.
- (3) <sup>1</sup>Fees are charged for the studies of guest students. <sup>2</sup>The fee per semester for enrollment is
  1. for attendance of courses with a total of less than five semester hours per week €100
  2. for attendance of courses with a total of five to eight semester hours per week €200
  3. for attendance of courses with a total of more than eight semester hours per week €300.
- (4) <sup>1</sup>Being enrolled gives the guest student the right to attend the courses listed on the application for enrollment. <sup>2</sup>The head of the Language Center must grant approval for guest students to attend language courses. <sup>3</sup>The respectively responsible dean must grant approval for guest students to take part in courses in degree programs with admission restrictions.
- (5) <sup>1</sup>Guest students do not have the right to participate in examinations. <sup>2</sup>They may obtain certificates of attendance that specify their status as guest students.
- (6) Guest students are required to provide the KU with the following information:
  1. Last name, first name, birth name,
  2. Sex,
  3. Date and place of birth,
  4. Nationality,
  5. Home address and address during the semester,
  6. Time, place and type of university entrance qualification,
  7. Type, if applicable, subject, month and year of completed examination, examination success and overall grade.

## **Section 11**

### **Gifted individuals**

- (1) <sup>1</sup>School pupils who are considered particularly gifted according to the consensual judgment by the school and the KU may be enrolled (early studies). <sup>2</sup>They may participate in selected courses at the KU, complete coursework and take examinations, and acquire ECTS credits accordingly, which may be accredited if they start a degree program at the KU at a later date.
- (2) <sup>1</sup>The following documents must be provided in order to enroll:
  1. Fully completed and signed application using the form provided by the Student Office
  2. A copy of a valid ID card or passport
  3. Confirmation of approval from the school's principal
  4. Confirmation of approval from the dean of studies of the faculty at which courses are to be attended
  5. For minors: a declaration of consent from the legal guardians



<sup>2</sup>The enrollment of early students ends at the end of the semester for which they are enrolled.

- (3) Early students are required to provide the following data:
1. Last name, first name, birth name;
  2. Sex;
  3. Date and place of birth;
  4. Nationality;
  5. Place of residence.

## **Section 12 De-registration**

(1) Students are de-registered at the end of the semester in which they have completed their final examination.

(2) <sup>1</sup>A student must also be de-registered by the KU if

1. He or she submits a request to be de-registered using the form available from the Student Office or on the KU website
2. A barrier to enrollment arises after he or she has enrolled, in particular, if the student has failed to meet his or her obligation to pay health or long-term care insurance contributions
3. He or she has failed an examination that is required by the examination regulations at the final attempt
4. He or she cannot provide proof of payment of the semester fees
5. It becomes apparent that he or she enrolled through fraudulent methods.

<sup>2</sup>In addition, students may be de-registered as a consequence of behavior that constitutes a continuing or serious breach of their obligations according to Article 26 (1) sentence 1 BayHIG, in particular if they

1. Prevent or attempt to prevent members of the KU exercising their rights or carrying out their duties and tasks, or threaten, coerce, or harass them
2. Use or threaten to use violence to disrupt the proper running of an institution or the work of a body or committee at the KU, or severely interfere with or disrupt a course, or repeatedly violate the house rules.

<sup>3</sup>Students may also be de-registered if their behavior damages the character and mission of the KU in an intolerable way.

(3) <sup>1</sup>The student is issued a certificate of de-registration as proof of de-registration. <sup>2</sup>The KU.Card must be returned upon de-registration. <sup>3</sup>Any credit still available on the KU.Card can be reclaimed by contacting the *Studentenwerk*.

(4) <sup>1</sup>After the semester has started, the paid semester fees cannot be reclaimed due to a de-registration. <sup>2</sup>If the student has failed the degree program at the final attempt, he or she is de-registered at the end of the semester in which he or she was informed that he or she had failed at the final attempt. <sup>3</sup>The student is not de-registered if he or she changes to another degree program at the KU.

## **Section 13 Data protection**

<sup>1</sup>The KU collects personal data in accordance with Art. 87 (2) BayHIG. <sup>2</sup>The collection, processing and use of personal data shall be governed by the relevant provisions on the

protection of personal data, in particular by the Law on Data Protection in the Catholic Church in Germany (*Gesetz über den Kirchlichen Datenschutz, KDG*) as amended from time to time.

#### **Section 14 Electronic communication**

- (1) <sup>1</sup>Each student is assigned with a user ID and a KU e-mail address. <sup>2</sup>The students are allowed to use the KU e-mail address for private purposes.
- (2) The user ID and the KU e-mail address remain valid for the entire studies at the KU and will be deactivated after four months following de-registration.
- (3) <sup>1</sup>Electronic communication between the KU and students will only take place via their KU e-mail address or systems accessible with the KU user ID. <sup>2</sup>Students should use their KU e-mail address to contact the University; the KU reserves the right not to respond to student e-mails sent from non-KU e-mail addresses. <sup>3</sup>Only the KU e-mail address or systems accessible with the KU user ID are to be used for electronic applications made by students to the University.
- (4) By activating the KU user ID, the student opens access to the transmission of electronic documents by the KU via the KU e-mail address or via systems accessible with the KU user ID.
- (5) <sup>1</sup>The KU is authorized to direct communications that serve the fulfillment of its teaching, administration, and research responsibilities to the student's KU e-mail address. <sup>2</sup>This includes, in particular, information from the University Management, Department IV: Study Organization and communications from the faculties regarding degree programs and courses.

#### **Section 15 Electronic learning platform**

<sup>1</sup>The KU may use electronic learning platforms for the purposes of the studies and teaching practice. <sup>2</sup>Students are required to use electronic learning platforms provided by the KU to the extent necessary for proper implementation of their studies.

#### **Section 16 Entry into force**

- (1) These statutes enter into force with effect from October 1, 2014.
- (2) The statutes on enrollment, re-registration, and de-registration at the Catholic University of Eichstätt-Ingolstadt dated August 27, 2008, cease to be in force.