

**PLEASE NOTE:**

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**Regulations on Admission and Enrollment of the University of Mannheim  
as at 25 April 2012**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 08/2012 of 2 May 2012, pp. 7 et seqq.)

**1st amendment as at 16 May 2012**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 11/2012 of 21 May 2012, pp. 7 et seqq.)

**Correction of the amendment of the Regulations on Admission and Enrollment of the  
University of Mannheim as at 5 July 2012**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 15/2012 of 11 July 2012, pp. 16 et seqq.)

**2nd amendment as at 29 October 2012**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 25/2012 of 31 October 2012, p. 7)

**3rd amendment as at 7 March 2013**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 06/2013 of 12 March 2013, p. 7 et seqq.)

**4th amendment as at 11 March 2014**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 05/2014 of 13 March 2014, p. 7)

**5th amendment as at 5 March 2015**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 05/2015 of 9 March 2015, p. 16)

**6th amendment as at 10 March 2016**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2016 of 14 March 2016 p. 5 et seqq.)

**7th amendment as at 15 March 2018**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2018 of 26 March 2018, p. 5 et seqq.)

This is a non-official version of the Selection Statutes. Only the version published in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) shall prevail and be binding.

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In the German language version of the Statutes, this part deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted. *This also applies to the usage of academic degrees and academic titles.*

## ***Part 1: General information***

### **Section 1 – Policy**

- (1) In case of non-selective programs students may only take up their studies after enrollment and may only take courses of the degree program they are enrolled for. For **non-selective programs**, enrollment includes admission.
- (2) In case of **selective programs**, students may only take up studies in the program they were admitted to and enrolled in by the University of Mannheim.
- (3) Within the meaning of these Regulations a program may also be part of a degree program which is mandatory or has been approved according to study and/or examination regulations.
- (4) **Changing the degree program** requires a new admission to the program in question.

### **Section 2 – Membership**

With his or her enrollment the admitted applicant becomes a **student**, and therefore a member of the University of Mannheim.

### **Section 3 – Academic Year, Beginning of the Program**

- (1) The **academic year** of the University of Mannheim is divided into semesters according to the following dates: The fall semester starts at 1 August and ends at 31 January of the following year; the spring semester starts at 1 February and ends at 31 July.
- (2) As a rule, a **degree program begins** with the academic year (fall semester). This includes **admissions to an advanced semester**. The individual regulations on admission and/or selection statutes may determine otherwise for exceptional cases.
- (3) The admission dates of the Regulations on Admission Numbers of the Universities of the Land of Baden-Württemberg (ZZVO) remain unaffected.

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## ***Part 2: Admission***

### **Section 4 – Admission**

- (1) Applicants may be admitted
  1. to a bachelor's program or a teacher education program,
  2. to a consecutive or non-consecutive master's program,
  3. to the selection process for a doctorate,
  4. to a doctoral program if existing or
  5. for a **limited period of time (Zeitstudium)** in case of international students from other universities.
- (2) The material admission requirements of the University of Mannheim are regulated in the Act on Higher Education Admission (HZG) and the Treaty on the Awarding of Study Places (StV) as well as in related regulations and in sections 58 et seqq. of the Act on Higher Education of the Land of Baden-Württemberg (LHG).
- (3) Cooperation agreements with other higher education institutions remain unaffected.

### **Section 5 – Application for Admission**

- (1) In order to be admitted to the University of Mannheim an application for admission (application) for a specific degree program and semester shall be submitted.
- (2) The application shall be submitted in the **form** required by the University of Mannheim; if the application is to be submitted electronically, additionally, a printed and signed version of the application and the copies or notarized copies of the required documents shall be sent. The University of Mannheim may request the original or a notarized copy of the requested documents to be submitted with the application or presented at enrollment. If it is not possible to submit the application electronically due to hardship for which the student is not responsible, the application may be submitted in writing or if made verbally must be recorded in writing, upon reasoned request.
- (3) The complete and signed application form and all necessary documents shall be submitted by 15 July of the year in which the applicant intends to begin the program. Admission regulations and selection statutes for programs studied after first degrees may determine different deadlines. The deadlines determined in sentences 1 and 2 are **definitive deadlines**. The definitive deadlines also apply for applications for admission outside of the number of available study places.
- (4) Applications for consecutive or non-consecutive master's programs are always considered equivalent main applications.
- (5) [deleted]
- (6) An application for a program included in the dialogorientiertes Serviceverfahren (DoSV, dialog-oriented service procedure) of the Stiftung für Hochschulzulassung (SfH) is considered a main application. If, in addition to applications stated in

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sentence 1, an application is also made for a non-DoSV program it is considered an equivalent main application. If an applicant applies for two non-DoSV programs and one program in accordance with sentence 1, sentence 2 applies to one application that has been designated a main application by the applicant in the form provided by the University. The third application is considered an application for an alternative program.

- (7) For programs within the meaning of section 20 HVVO the ranking of candidates shall be considered in the following order:
1. Selection according to the result of a selection process
  2. Selection according to hardship criteria

## Section 6 – Competency

- (1) The University of Mannheim is responsible for admissions to its programs according to the HZG and related regulations.
- (2) If programs are included in the central admissions process of the SfH they are subject to the admissions regulations of the SfH.

## Section 7 – Process

- (1) In addition to the documents required by the respective admissions regulations and/or selection statutes or other statutes of the university, the following documents of proof shall be submitted with the application by German applicants **and** applicants of equal status:
  1. A copy or, upon request of the University of Mannheim, a notarized copy of the complete University Entrance Qualification,
    - a) along with a German or English translation in case of applicants from an EU country with a foreign higher education entrance qualification;
    - b) and in case of German students with a foreign University Entrance Qualification, a notarized copy of a certificate on the equality of the educational qualification and the average grade according to the calculations of the Ministry of Education;
  2. proof of complete service times (particularly military or alternative civilian service or voluntary services such as federal volunteer service);
  3. for programs in German, if applicable, one of the following documents for proof of sufficient language proficiency of a minimum level of C1 according to the Common European Framework of Reference for Languages:
    - a) "Test Deutsch als Fremdsprache (TestDaF)" passed with a level 4 or better in each of the four examinations.
    - b) "Deutsche Sprachprüfung zum Hochschulzugang (DSH)" passed with a final grade of at least 2 (DSH 2).
    - c) "Deutsches Sprachdiplom der Kultusministerkonferenz - Stufe II" (DSD II).

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- d) Certificate of the "Feststellungsprüfung" certifying the eligibility of a foreign applicant to attend a German university or a university of applied sciences.

Applicants do not have to pass one of the above-mentioned exams if they can provide proof of one of the following qualifications:

- a) an all-German University Entrance Qualification acquired in a state or region with German as official language
  - b) an all-German University Degree acquired in a state or a region with German as official language
  - c) University Entrance Qualification from a German school outside of Germany according to the "Ordnung der Prüfung zur Erlangung eines Zeugnisses der deutschen Hochschulreife an deutschen Schulen im Ausland, die zum Sekundarabschluss nach den Landesbestimmungen führen".
  - d) Goethe Zertifikat C2.
  - e) passed "Zentrale Oberstufenprüfung (ZOP)" taken at a Goethe-Institute in Germany or abroad before 1 January 2012
  - f) "Kleines Deutsches Sprachdiplom" or "Großes Deutsches Sprachdiplom" awarded by the Goethe-Institute on behalf of the Ludwig Maximilians Universität München and taken before 1 January 2012
  - g) any proof of German language proficiency deemed valid for the admission to German higher education institutions by bilateral or other agreements concluded by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference according to the valid version of the annex to the agreement on "Zugang von ausländischen Studienbewerbern mit ausländischem Bildungsnachweis zum Studium an deutschen Hochschulen"
  - h) "Österreichisches Sprachdiplom (ÖSD)" C1 or higher;
  - i) passed "telc Deutsch C1 Hochschule" exam.
4. if applicable, a declaration stating that the applicant has applied for or been admitted to the same program at another higher education institution;
  5. proofs of previous admissions, enrollments, periods of study, examinations and recognition of particular semesters;
  6. a declaration stating that a former admission to the desired program or – if determined by the respective selection statutes – to a program with essentially the same content has not been rescinded due to the applicant having failed an examination with no option to re-sit or having lost eligibility to take exams;
  7. if applicable for the respective program, proof of the results of the admissions test according to section 58 subsection 5 LHG;
  8. if applicable, proof of the duration, type and scope of service relationships, employment relationships, apprenticeships or other professional activities during the degree program;
  9. in case the desired program would result in the first professional degree of the applicant, proof that he or she has participated in a study orientation process

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(Studienorientierungsverfahren); as a rule, this is the printed certificate for the aptitude test on [www.was-studiere-ich.de](http://www.was-studiere-ich.de); for admission to teacher education programs the printed and signed certificate for the aptitude test for teacher education programs on [www.bw-cct.de](http://www.bw-cct.de);

10. in case of an application for a parallel program, the proofs named in section 16;
  11. in case of an application for a change of the degree program during the third or higher semester of the program, written proof that the applicant has sought subject-specific academic advising at the University of Mannheim concerning the new program in question;
  12. for admission to a doctoral program or a consecutive or non-consecutive master's program, proof of a first degree;
  13. additional proofs of having met further admission requirements determined by the respective admissions regulations and/or selection statutes, a different university statute or a superior rule of law.
- (2) All other international applicants and stateless applicants to whom subsection 1 does not apply shall enclose the following documents to their application:
1. A complete and notarized copy of a certificate equivalent to the German University Entrance Qualification. A notarized German or English translation if the original certificate is not in one of these languages;
  2. the proof listed in subsection 1 nos. 3 through 13;
- (3) if necessary, the University of Mannheim may request the submission of additional documents to check whether or not the requirements for admission and enrollment have been met.

## **Section 8 – Quota for Top-Level Athletes**

- (1) According to the quota (Vorabquote) for the selection of applicants who are locally bound in the public interest determined in section 6 subsection 1 (2) no. 4 HZG in conjunction with section 9 subsection 4 and section 14a HVVO, applicants who are active top-level athletes and therefore bound to Mannheim as the place of study qualify for this quota. In particular, the following applicants qualify:
1. Members of an A, B or C national squad of the German Olympic Sports Confederation;
  2. athletes of a non-Olympic sport in its highest national league or an equal level in case of a differently organized sport;
  3. athletes practicing a sport on an equal level but to whom nos. 1 and 2 do not apply.

In exceptional cases, applicants who do not fulfill individual requirements of subsection 1 may also be considered.

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- (2) Additionally to their application for admission, these applicants shall submit an application for admission according to the quota according to subsection 1 ("Antrag auf Zulassung zum Studium gemäß der Vorabquotenregelung"). The application may be submitted in writing or via e-mail. In the application, the applicant shall state to which group of athletes of subsection 1 he or she belongs and explain why he or she is therefore locally bound. The corresponding proofs shall be enclosed with the application. The application shall be submitted to the University of Mannheim by the deadline determined in the respective admissions regulations and/or selection statutes.
- (3) Among the applications qualifying for the quota, a selection according to the respective admissions regulations and/or selection statutes will take place. In cases where several applicants hold equal rank, the order shall be determined according to section 16 HVVO. For study places that were not claimed by admitted applicants section 6 subsection 1 (4) of the HZG applies.

### **Section 9 – Official Letter of Admission**

- (1) If the applicant fulfills the admission requirements and, if applicable, has been allocated a study place in a selection process, the University of Mannheim shall send him or her an official letter of admission including information on rights to appeal. The admission is only valid for the program or the combination of programs and the semester named in in the official letter.
- (2) In the official letter of admission the University of Mannheim shall name the deadline for accepting the study place. As a rule, the acceptance of the study place shall be combined with the request for enrollment.
- (3) If the applicant is not able to meet the deadlines for reasons he or she is not responsible for, he or she may request an extension of the deadline. The request shall be sent in written or electronic form or given via telephone within the deadline determined in the official letter of admission.
- (4) The official letter of admission shall become void and the admission revoked if the deadline according to subsection 2 is not met and/or if a requirement, deadline or condition is not fulfilled or met.

### **Section 10 – Admission in a Lottery Process in Case of Selective Programs at the University of Mannheim**

- (1) If there are still or again study places available for the first or higher semesters of selective programs at the University of Mannheim after the admissions process has been completed, these places shall be allocated in a lottery process. As soon as this has been completed, the admissions process is closed.
- (2) As a rule, only one lottery is held per program. If it seems advisable, in particular in very late stages of the admissions process, this may be repeated until all places are allocated.
- (3) The form for the application and the deadline for admission by lottery shall be published on the university website.

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- (4) *deleted*
- (5) The lottery is not open to the public. It shall take place separately for each program, including all applications submitted in due time and form and performed by a member of staff. Applicants may only submit one application per program. It shall be drawn as many times as necessary to fill all remaining study places of the respective program.
- (6) At least two members of the university shall be present for the draw. The result shall be minuted and signed by all persons present.
- (7) Only the applicants admitted in the lottery process shall notified with an official letter of admission of the University of Mannheim.
- (8) Section 7 HVVO remains unaffected.

### ***Part 3: Enrollment***

#### **Section 11 – Non-selective Programs**

- (1) In case of non-selective programs, enrollment may be subject to an application in due time and form. If this is required, it shall be announced by the University of Mannheim in an appropriate manner.
- (2) For first degree programs of the fall semester, the application shall be submitted by 15 July (definitive deadline) to the University of Mannheim. Admission regulations and/or selection statutes of doctoral programs, consecutive and non-consecutive master's programs may stipulate different deadlines. In case the definitive deadline falls on a Sunday, on a bank holiday or on a Saturday, the deadline still applies and is not extended until the end of the following working day.
- (3) The application shall be submitted electronically in the form required by the University of Mannheim; additionally, the documents listed in section 4 and 5 shall be sent. Section 5 subsection 2 (3) applies correspondingly.
- (4) In addition to the electronic application and the printed and signed application, German applicants **and** applicants of equal status shall submit the documents listed in section 7 subsection 1 nos. 1 through 13 in print.
- (5) For international applicants and stateless applicants to whom subsection 4 does not apply, section 7 subsection 2 applies additionally.
- (6) Section 7 subsection 3 applies correspondingly.
- (7) Proof of requirements may be submitted separately but only within the definitive deadline. After expiry of this deadline, enrollment shall be denied.
- (8) If there are no objections to enrollment after inspection of the documents, the applicant shall receive an interim notification with a deadline for the request for enrollment.

#### **Section 12 – Application for Admission**

- (1) The request for enrollment shall be submitted to the Student Services of the University of Mannheim within the deadline determined in the official letter of admission or the

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interim notification. In order to meet the deadline, the request form shall be completed, signed and enclose all necessary documents and proofs.

- (2) The following documents or proofs shall be attached to the request:
  3. the official letter of admission or the interim notification of the University of Mannheim;
  4. the completed and signed request for enrollment;
  5. in case of applicants who have studied at other higher education institutions before, the official letter of disenrollment and, if available, degree certificates and proof of already completed examinations or their recognition;
  6. another declaration according to section 7 subsection 1 no. 6 or section 11 subsection 4 or 5 in conjunction with section 7 subsection 1 no. 6 or section 7 subsection 2 no. 2 in conjunction with subsection 1 no. 6;
  7. an original certificate of membership of the health insurance provider which shall indicate whether the student has insurance, has no insurance, is not subject to statutory insurance or is exempt from compulsory insurance;
  8. proof of the payment of any fees regarding the degree program (section 60 subsection 5 no. 2 LHG);
  9. doctoral candidates shall produce proof that they have been admitted to the list of doctoral candidates of a school of the University of Mannheim indicating that they have fulfilled all necessary requirements.
- (3) If necessary, additional documents may be requested to determine whether the enrollment requirements are met.
- (4) If the applicant is not able to meet the determined deadline due to reasons he or she is not responsible for, an extension may be granted. The request shall be sent in written or electronic form or made via telephone within the deadline determined in the official letter of admission or the interim notification.

### **Section 13 – Documents and Enrollment**

- (1) Enrollment is executed by recording the student data in the data system of the Student Services and the handing out of the student ID card.
- (2) In individual cases, especially in cases of doubt or complicated cases, the University of Mannheim may request the student to speak to the respective Student Services office in person in order to make sure all enrollment requirements have been met.
- (3) The enrollment will become effective at the beginning of the semester; in the case of later enrollment, it will become effective with the recording of the student data in the data system.
- (4) In the case of missing documents or proofs, the applicant may be enrolled under the condition that he or she produces the documents or proofs within a determined definitive deadline (**Vorbehaltssimmatrikulation**, enrollment subject to conditions). If these are not produced within said deadline, the request for enrollment shall be denied and the applicant shall be disenrolled. This decision shall be final.
- (5) The respective Student Services office shall be informed of all circumstances which may lead to the revocation of admission and/or enrollment.

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## **Section 14 – Student ID Card, Certificates**

- (1) Students receive a student ID card. It is an electronically readable smart card (ecUM card) and is an item of loan according to section 5 subsection 2 Data Protection Act of the Land of Baden-Württemberg (LDSG) in conjunction with section 12 subsection 4 LGH. The student ID card carries the student's picture, name, student ID number, the ID card number, the period of validity and the name of the school the student belongs to.
- (2) Furthermore, the student receives the necessary number of enrollment certificates and other legally required certificates and proofs which confirm him or her to be a student of the University of Mannheim. The student is responsible for maintaining these documents.
- (3) The Student Services shall be informed immediately of any changes of name, address or other relevant information and loss of the student ID card. In the case of a change of name, the student shall provide proof and the student ID card in order to have it changed.
- (4) After completion of the degree program by means of disenrollment and in other cases with valid reason, especially in case of misuse of the student ID card, the student may be requested to return the student ID card.

### ***Part 4: Exceptions***

## **Section 15 – Scope**

If not regulated differently in this part, the above listed regulations apply.

## **Section 16 – Parallel Program**

- (1) Parallel admission and enrollment in more than one program (parallel program) is only possible if
  1. the applicant has the time to pursue his or her studies, in particular to attend the required courses and
  2. current coursework or sufficient proof provided by the applicant demonstrates that he or she is capable of completing both programs within the respective standard periods of study.
- (2) The deans of the respective schools shall decide on the matter or assign this task to an adequate person. The student shall submit documents proving the approval of a parallel program and an informal application for a parallel program together with his or her application for admission and the application for enrollment.

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## **Section 17 – Advanced Semester**

- (1) If admission for the second or an advanced semester of a program is selective, free study places shall be allocated according to section 19 HVVO. The ranking of candidates is subject to the following regulations:
  1. Coursework and examinations deemed relevant for the program in question by the respective examination or study regulations and recognized by the respective examination committee are considered for the ranking.
  2. A ranking according to the study progress of the applicants for the same semester of the program in question shall be made. The ranking is made according to the percentage of the completed coursework of the respective degree plan. If it is possible to complete a program with a range of ECTS credits according to the respective study and/or examination regulations, the lowest number shall be applied for the ranking.
  3. The respective study and/or examination regulations remain unaffected and shall be adhered to.
- (2) In case of an application for admission to an advanced semester by a lottery process according to section 10 subsection 3, in addition to the requested documents, the applicant shall submit proof of the recognition of the coursework and an evaluation of the respective examination committee indicating which semester of the program he or she should be placed into.
- (3) It is not possible to be admitted to semesters exceeding the standard period of study of a program. As a general rule such admissions are impossible.
- (4) In case of applications for advanced semesters, applications for second choices shall be treated like main applications.

## **Section 18 – Swapping Places**

- (1) The University of Mannheim may consent to a request for swapping a place of study with another student from a different institution in the first or an advanced semester. It is only possible to swap the study place before or at the beginning of a semester.
- (2) Requirements are consent of the universities involved and that the respective students are in the same semester, and have completed the same amount of coursework. The program in question at the universities involved shall be a selective program. The swap partners shall not have lost the eligibility to take exams or failed any examinations with no option to re-sit.

## **Section 19 – Admission Regardless of the Number of Available Study Places**

- (1) An application for admission making use of an entitlement for admission regardless of the number of available study places shall be explicitly marked as such ("Antrag auf Zulassung außerhalb der festgesetzten Kapazitäten"). It needs to be submitted together with an application for admission within the available number of study places.

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- (2) The application shall be submitted to the University of Mannheim as a separate document. It shall be submitted separately from the regular application for admission.
- (3) Sections 1 through 18 remain unaffected and apply correspondingly.

## ***Part 5: Re-registration***

### **Section 20 – Deadline, Form, Procedure**

- (1) If the student continues the degree program in the following semester, he or she shall re-register according to the following rules and deadlines:
  - for the spring semester from **15 October until 1 December;**
  - for the fall semester from **1 May until 15 June.**

As a rule, students re-register by paying the Studierendenwerk fee, other related fees and, if demanded by law or official notification, the tuition fee.

- (2) If a student has lost the eligibility to take exams or the requested payments have not been made upon final notice, threat of disenrollment or were made too late and/or were incomplete or the student does no longer have health insurance, the student shall be officially disenrolled; if the student has exceeded the deadline for payment for reasons he or she is not responsible for, the student shall not be disenrolled.
- (3) If a student re-registers too late, an additional administrative charge shall be paid. Late re-registration is no longer possible when the disenrollment is final and the study place has been given to a different applicant.
- (4) Re-registration is complete as soon as the University of Mannheim receives the payment. The student data shall be updated accordingly. Section 14 subsection 2 applies correspondingly.
- (5) Up until the end of the fourth week after the beginning of the semester, re-registration of a student for the next semester may be blocked until the case is resolved, if circumstances concerning a student suggest that reasons for disenrollment may exist.

### **Section 21 – Completion of Re-registration**

- (1) The re-registration is complete if
  1. fee payments have been made,
  2. other fees regarding the degree have been paid,
  3. the examination deadlines according to the respective study and/or examination regulations have been met and
  4. all obligations according to the Fifth Book of the Social Code (health insurance) and the act on student health insurance (Studentenkrankversicherungs-Meldeverordnung SKV-MV) have been fulfilled.

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- (2) If the student forgot to re-register and has therefore been disenrolled, the re-registration is not considered complete until the official notification of disenrollment has been revoked.

## ***Part 6: Academic Leave of Absence, Disenrollment***

### **Section 22 – Academic Leave of Absence**

- (1) An academic leave of absence shall not exceed a period of two semesters. According to section 61 LHG the Student Services decide upon the matter on request. In order to apply for an academic leave of absence, the form provided by the university shall be used. Applicants shall provide proof of the important reason for the academic leave of absence. The university may request additional proof of the reason for the academic leave of absence after it is over.
- (2) The request for an academic leave of absence shall be submitted before the beginning of the semester; if an important reason occurs later, the application shall be submitted immediately. It is not possible to request an academic leave of absence for an already completed semester or for reasons which occurred after the end of the lecture period.
- (3) If the request is denied, the student receives an official notification including a reason and information on rights to appeal from the respective Student Services office.
- (4) The academic leave of absence shall be included in the enrollment certificate and is valid for the entire duration of the respective semester. If the student wishes to continue the leave of absence after one semester for the same reasons, a new request shall be submitted.
- (5) Students who are in the first semester of their program, doctoral candidates, participants in a selection process of a doctoral program and students who study at the university for a limited period of time may only be allowed an academic leave of absence in cases of exceptional hardship.
- (6) Students on an academic leave of absence are not allowed to attend courses, take examinations or to register or submit a thesis. Section 61 subsection 3 LHG remains unaffected. "During the academic leave of absence the right to hold an office in self-governance processes is suspended; if the academic leave of absence commences after the beginning of the semester in question, the aforementioned right is suspended as soon as the academic leave of absence is granted."

### **Section 23 – Disenrollment**

- (1) For the disenrollment request the adequate form of the University of Mannheim shall be submitted to the respective Student Services office. Instead of submitting the form, the student may also request disenrollment in person.

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- (2) If not requested otherwise, the student shall be disenrolled at the end of the semester. It is not possible to request retroactive disenrollment.
- (3) This applies accordingly to the official disenrollment by the Student Services.

## **Section 24 – Procedure for Disenrollment**

- (1) A student shall be disenrolled upon request or officially by the Student Services according to section 62 subsections 2 and 3 LHG.
- (2) Disenrollment is executed by recording it in the data system of the University of Mannheim and by issuing an official notification of disenrollment.
- (3) The University of Mannheim may request clearance forms of the university library, the Studierendenwerk or other institutions before issuing the official notification of disenrollment.
- (4) The student is informed that he or she is responsible for notifying all institutions to whom it is of interest that he or she is no longer a student.
- (5) As a rule, the disenrollment shall become effective at the end of the semester. In case of special reasons it may become effective immediately. In this case the student shall return the student ID card and all other certificates of the current semester in original upon request.
- (6) After disenrollment the person is no longer a student of the University of Mannheim.

## ***Part 7: Special Regulations***

### **Section 25 – Doctoral Candidates**

- (1) Doctoral candidates of the University of Mannheim may request enrollment to the University of Mannheim for the duration determined in the respective regulations and procedures governing the doctoral dissertation; if the regulations and procedures governing the doctoral dissertation do not determine a duration, the doctoral candidate may be enrolled for a duration of eight semesters at most. This period may only be extended in cases of exceptional hardship. Sections 1 through 15 and 21 through 24 apply accordingly.
- (2) Participants of a selection process of a doctoral program may request enrollment for the duration of the selection process.

### **Section 26 – Incoming Students**

- (1) International incoming students who are studying at the University of Mannheim for a limited period of time may be admitted to a program and enrolled at the university for two semesters. Sections 1 through 15 and 21 through 24 apply accordingly.

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- (2) The re-registration for a semester which begins after the end of the period of enrollment shall be blocked by the respective Student Services office.

## **Section 27 – Guest Students and Senior Citizen Program**

- (1) Guest students are persons attending individual courses at the University of Mannheim; they may only be admitted to courses upon request and if the course is not full. Sections 1 through 24 do not apply.
- (2) Requests to be admitted to a course as a guest student shall be submitted within the published deadlines, as a rule, three weeks before the beginning of the lecture period of the respective semester. The request shall include proof of sufficient educational qualifications.
- (3) Guest students may attend certain courses for the duration of one semester. Guest students shall receive a guest student ID card.
- (4) According to section 17 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (LHG), guest students shall pay a guest student fee. Details on this are determined in the current version of the statutes of the University of Mannheim on fees for guest and senior citizen programs. In order to receive his or her guest student ID card and be able to attend courses, the student shall have paid the fees.
- (5) The admission of guest students shall not impede the needs and progress of study of regular students. If necessary, the admission to be a guest student may be revoked for individual courses.
- (6) Sections 1 through 5 apply accordingly for senior citizen programs.

## ***Part 8: Final Provisions***

### **Section 28 – Commencement**

- (1) These Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).
- (2) At the same time, the Regulations on Admission and Enrollment of the University of Mannheim as at 23 May 2006, the first amendment as at 10 May 2010 of the Satzung der Universität Mannheim über die Vergabe von Studienplätzen in zulassungsbeschränkten Studiengängen für höhere Fachsemester und für das Losverfahren as of 19 April 1999 and the Satzung der Universität Mannheim über die Auswahl nach Ortsbindung im öffentlichen Interesse as at 4 May 2011 cease to be effective.

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## **Section 29 – Transitional Provision**

Applications for admission outside of the number of available study places submitted before the coming into effect of these Regulations remain unaffected by these Regulations.

### **Article 2 of the first amendment as at 21 May 2012:**

These Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the admissions process for the fall semester 2012/2013 they shall apply for the first time.

If the university or the Stiftung für Hochschulzulassung make use of their contractual right of termination regarding the testing of the DoSV, section 5 subsections 5 and 6 shall continue to apply for a process of allocation of study places which has already begun.

### **Article 2 of the second amendment as at 29 October 2012:**

These Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the application process for the spring semester 2013 they shall apply for the first time.

### **Article 2 of the third amendment as at 7 March 2013:**

These Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

### **Article 2 of the fourth amendment as at 11 March 2014:**

These Regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the admissions process for the fall semester 2014/2015 they shall apply for the first time.

### **Article 2 of the fifth amendment as at 5 March 2015 stipulates:**

These regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

### **Article 2 of the sixth amendment as at 10 March 2016:**

This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the admissions process for the fall semester 2016/17 they shall apply for the first time.

### **Article 2 of the seventh amendment as at 15 March 2018:**

These regulations will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). During the admissions process for the fall semester 2018/2019 they shall apply for the first time.

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