

Matriculation Regulations of the University of Witten/Herdecke from winter semester 2023/2024

Preamble

1. The University of Witten/Herdecke sees itself as a lively community of teachers and students. In this community, new ways of teaching and learning, research and social interaction are to be explored. The University and its faculties and departments decide on the admission and qualifications of students.
2. Students are encouraged to become involved in the joint development of ideas and social organization beyond their individual study objectives. The degree of commitment within the framework of the University's objectives is decided individually and freely.

§ 1 Matriculation

1. By enrolling, the student becomes a member of Witten/Herdecke University. At the same time, he/she enters into a contractual relationship (study contract) with the university's sponsor, Privaten Universität Witten/Herdecke gGmbH, of which the following regulations are agreed as an integral part.
2. The exercise of the rights and obligations arising from the study contract on the part of the university community is transferred to the university's Presidential Board.
3. In particular, the University undertakes to provide the conditions that make it possible to study properly in accordance with the study regulations applicable to the respective faculty or department.
4. Students shall endeavor to achieve the study objective in accordance with the applicable study and examination regulations.
5. Students must be registered students of Witten/Herdecke University in the semester and degree program in which the degree is awarded.
6. All doctoral candidates of the university must be enrolled at the university for the entire duration of their doctorate and be enrolled in the respective doctoral degree program. This regulation also applies to doctoral candidates who have already submitted the application to open the doctoral procedure or have applied for admission to the doctoral procedure or to doctoral candidates who have already been awarded doctoral status.
7. In order to ensure the safety of all persons in the UW/H in the event of a fire, each student undertakes to leave the campus or the UW/H building immediately in the event of a fire alarm, in accordance with the fire safety regulations.

§ 2 Procedure

1. Enrolment as a student is carried out by the Registrar's Office as soon as all the necessary documents for enrolment have been submitted.
2. The Registrar's Office will provide information on the required documents and formalities.
3. Information regarding re-registration, leave of absence and de-registration will be sent digitally to the e-mail inbox that every student receives for enrollment at the University of Witten/Herdecke. From the time of enrolment, the certificate of enrolment, the certificate of study progress, the certificate of exmatriculation and the pension certificate can be retrieved by students via the university system.
4. If an applicant does not have the Abitur or a document classified as equivalent by the faculty or department in the form of a certified copy as proof of eligibility for admission, there is the possibility of separate admission within the framework of § 49 HFG.
5. The applicant or the student consents to the collection, processing and use of the personal data required for the purpose of the university's own student administration. He/she agrees that the data may be exchanged with the Hochschulwerk and the StudierendenGesellschaft.
6. Private Universität Witten/Herdecke gGmbH currently levies a contribution to the financing of the university from each student. The amount and method of the contribution are set out in the current version of the university's contribution regulations.
7. The Hochschulwerk Witten/Herdecke e.V. charges a social contribution and a fee for the so-called semester ticket. The respective amount of the fees is set out in the current version of the fee regulations.
8. Enrollment deadlines are cut-off deadlines. As they are variable, they will be announced electronically in an appropriate manner.
9. Doctoral students may enrol throughout the academic year.
10. Further information on deadlines and any other formalities that may arise can be obtained from the Student Secretariat.

§ 3 Re-registration

1. If the enrolled student wishes to continue his/her studies at Witten/Herdecke University, he/she must re-register for the coming semester.
2. The Registrar's Office will provide information on all necessary formalities.
3. The re-registration deadlines are determined by the Senate in agreement with the respective faculties and announced by the Registrar's Office. Re-registration for the summer semester can currently take place from 15.01. to 15.02., for the winter semester from 01.06. to 30.06. Re-registration deadlines are cut-off deadlines.
4. Insofar as proof of payment of fees must be provided in the course of re-registration, the current version of the fee regulations is binding.
5. A change of degree program within the UW/H (with the exception of BA/MA transfer students) should take place by the third semester of a degree program. For this purpose, it is necessary to go

through the selection procedure at the relevant faculty or department and to matriculate in the new degree program within the relevant matriculation period.

In the case of a change of study program variant, e.g. from a six-semester variant of the study program to an eight-semester variant of the study program, the corresponding application, with the dean's consent to the change, must be submitted to the Registrar's Office within the re-registration period, together with the re-registration documents for the next semester for which the re-registration takes place. A change during the current semester is not possible. You can obtain the form for this from the Student Secretariat.

6. By re-registering, the student accepts the current version of the matriculation regulations.

§ 4 De-registration

1. After successfully completing a course of study by examination, the student is automatically exmatriculated and receives an e-mail confirmation of this.
2. If a registered student no longer wishes to continue their studies at Witten/Herdecke University, they will be de-registered upon written application. Retroactive de-registration is not possible. Upon exmatriculation, the student loses his/her membership of Witten/Herdecke University. The contractual relationship between the Private University of Witten/Herdecke gGmbH and the student expires with the loss of membership of Witten/Herdecke University.

Exmatriculation is linked to the fulfillment of conditions that the student must fulfill vis-à-vis the university or its sponsor. Conditions may include the return of borrowed materials and the payment of any fees.

3. Compulsory de-registration without an application by the student is carried out if
 - a) the enrollment or re-registration was brought about by coercion, fraudulent deception or bribery;
 - b) a student who has enrolled does not commence their studies, does not re-register or does not take a leave of absence; after six weeks following the relevant deadline, the University is free to exmatriculate the defaulting student.
 - c) a student has definitively failed an examination, intermediate examination or compulsory course required by the respective study regulations or has definitively failed to provide proof of completion. Whether an examination has been definitively failed is decided by the respective faculty or the responsible department;
 - d) Students who, for whatever reason, exceed the standard period of study by 4 or more semesters and do not present the dean's consent for re-registration/leave of absence. In this regard, the respective dean or a member of the dean's committee/dean or a member of the teaching staff appointed by him/her will conduct a structured and documented discussion with the student about the continuation and completion of the degree program. If desired, both parties can call in another faculty or department member as an observer. The signed protocol is sent to the examination board of the relevant degree program. The Examination Board decides on exmatriculation.
 - e) Doctoral candidates who, for whatever reason, require more than 12 semesters to complete their doctorate and do not present the consent of the chairperson of the respective doctoral committee for re-registration/leave of absence. In this regard, the respective chairperson of the doctoral committee will conduct a structured and documented discussion with the doctoral candidate in the presence of the respective supervisor regarding the continuation and completion of the doctorate. If desired, both parties can consult another faculty or department member as an assessor. The chairperson of the doctoral committee decides on exmatriculation.

This procedure can only be initiated if the faculties or departments contact students/doctoral candidates whose course of study is behind the planned one in good time.

- f) a student fails to pay contributions, fees or benefits in kind despite a reminder and the setting of a deadline with the threat of compulsory exmatriculation. Contributions and fees within the meaning of the Matriculation Regulations are listed in the Fee Regulations;
- g) the study contract has been declared terminated by the Disciplinary Committee due to serious misdemeanors or deliberate serious disruption of university operations or undermining of human interaction at the university, which no longer reveal a will to shape the university in the sense of the preamble.

§ 5 Disciplinary Committee

1. The UW/H Disciplinary Committee is a temporary committee of the faculties, which is convened by the President at the request of an affected student or an affected body of the University. It must decide on compulsory de-registration in accordance with § 4 number 3. g).

The Disciplinary Committee convened in each case shall draw up its own rules of procedure.

2. The committee shall consist of
 - a) the President or a representative appointed by him/her;
 - b) a member of the Senate appointed by the Senate or a representative appointed by the Senate;
 - c) a student appointed by the student concerned;
 - d) a student appointed by the Senate, whereby the students must belong to different faculties;
 - e) a person who is not affiliated with Witten/Herdecke University, who must be qualified to hold judicial office and who must be elected by the other members of the Disciplinary Committee. This independent person shall chair the Disciplinary Committee.
3. Decisions shall be made unanimously. If this cannot be achieved, a simple majority shall decide in a vote.

§ 6 Leave of absence

1. A student may be granted a leave of absence upon written application.

The application must be submitted to the faculty or department and must be submitted by double degree students for both degree programs only, as a leave of absence is only granted on a personal basis and not on a degree program basis. The dean or head of the dean of studies office will decide on the application.

The rejection of an application must be accompanied by a written justification.

2. As a rule, leave of absence is granted for no more than two semesters. The leave of absence should not significantly hinder the student's progress towards the degree.

3. The leave of absence is an alternative to re-registration and should be applied for/undertaken within the deadline provided for this purpose (see § 3, para. 3) for the coming semester. In specially justified cases, an exception can be made and the student can still apply for a leave of absence for the current semester.

§ 7 Guest students

1. If there is sufficient free capacity in individual areas of the university, guest students may obtain a guest student's license at Witten/Herdecke University.
2. If there is sufficient free capacity, guest students may be permitted to attend individual courses. The respective lecturer will decide on a written application to this effect to the Dean.
3. Guest students pay the fees stipulated in the current version of the fee regulations. In all other respects, the provisions of the Matriculation Regulations also apply mutatis mutandis to guest students.

§ 8 Temporarily enrolled students

1. Upon application, the University may enrol students from foreign universities (e.g. exchange students) for a limited period of time, usually two semesters.
2. Temporarily enrolled students are not entitled to take final examinations.

§ 9 Secondary students

1. Upon application, the University may admit students from other universities as second-year students for two semesters as a rule and thus authorize them to attend courses and take examinations during their studies.
2. The application must be submitted to the respective dean of a faculty or, in the case of doctoral degree programs, to the chairperson of the doctoral committee. This person must take the interests of the faculty or department and the lecturers into account in his/her decision. In the positive decision on admission to the secondary auditor, the type and scope of the authorization in accordance with section 1 must be specified.
3. Upon acquiring the status of a secondary auditor, the secondary auditor becomes a member of the University. Upon enrolment or re-registration, a confirmation of admission from the Dean's Office is required for the second student, as well as a certificate of enrolment from the first university.

Secondary students pay the fees stipulated in the current version of the fee regulations. In all other respects, the provisions of the matriculation regulations for secondary students apply accordingly.

§ 10 Final provision

These Matriculation Regulations were adopted by the Senate on November 7, 2023 and enter into force immediately.

Witten, November 07, 2023

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