

Registration Regulations
Witten/Herdecke University
As of winter semester 2020/2021

Preamble

1. Witten/Herdecke University regards itself as an active community of teachers and students striving for new ways in teaching and learning, research and social interaction. The University as well as its Faculties, Departments and Schools decide on all matters concerning admission and qualifications.
2. Students are encouraged to show commitment to the joint search for ideas and to community development over and beyond personal objectives. The extent of their commitment is a matter of free and individual decision within the scope of the University's general goals.

§ 1 Registration

1. Upon registration students become members of Witten/Herdecke University. At the same time they enter into an agreement (study agreement) with Private Universität Witten/Herdecke gGmbH as the supporting organisation of Witten/Herdecke University. This agreement includes the regulations set out below.
2. The Executive Board assumes the rights and obligations embodied in the study agreement on behalf of the Universitätsgesellschaft.
3. In particular, the University undertakes to provide arrangements and conditions required to ensure that a course of study may be pursued in compliance with the study regulations applying to the Faculty, Department or School concerned.
4. Students will endeavour to complete their studies in compliance with the relevant study and examination regulations.
5. Students must be registered at Witten/Herdecke University for the degree programme in which they graduate, and during the semester of graduation.
6. All doctoral candidates of Witten/Herdecke University must be registered and enrolled in the respective doctoral degree programme over the entire course of their doctoral studies at the University. This provision also applies to doctoral candidates who have already submitted their application to open doctoral procedures and the application for admission to doctoral procedures, respectively, or to doctoral candidates who have already been awarded the status of doctoral candidate.
7. All students undertake to leave the UW/H campus (building) without delay in the event of a fire alarm pursuant to UW/H fire regulations in order to ensure the safety of all persons at UW/H.

§ 2 Procedures

1. The Registrar's Office will complete the registration procedures and confirm the student status after applicants have submitted all documents required for registration.
2. The Registrar's Office provides information on the documents and formal requirements for registration.
3. The Registrar's Office sends information relating to re-registration, leave of absence (deferment) and exmatriculation / de-registration by email to the email account assigned to each new student upon registration at Witten/Herdecke University. Upon registration, students may download the Certificate of Enrolment, the Certificate of Progress of Studies, the Certificate of Exmatriculation, the Notice of Exmatriculation and the Certificate of Retirement Pension (certificate for the purposes of the statutory pension insurance) via the University's online system.
4. For applicants without a school leaving certificate (German Abitur) or equivalent accepted by the Faculty, Department or School in the form of a certified copy, special admission requirements may apply as laid down in § 49 HFG (Academic Freedom Act).
5. Students applying for admission or already registered consent to their personal data being collected, processed and employed as required for use by the University's student administration. They agree to data being exchanged with the Hochschulwerk (student union) and the StudierendenGesellschaft (student association).
6. Witten/Herdecke University currently charges tuition fees as a financial contribution to the budget from all students. For exact amounts and modes of payment see current University Regulations on Fees.
7. The Hochschulwerk Witten e.V. charges an additional amount as student welfare contribution and a fee for the semester ticket (student travel card). For exact amounts see current Regulations on Fees.
8. Exceptions to the registration deadlines will not be accepted. As the registration deadlines are variable, they will be announced in a suitable electronic format.
9. Doctoral candidates may register at any time during the academic year.
10. Further information on registration dates and any additional formalities may be requested from the Registrar's Office.

§ 3 Re-Registration

1. All students registered at Witten/Herdecke University and wishing to continue their course of study are requested to re-register for each semester.
2. The Registrar's Office provides information on all formalities required.
3. Dates for re-registration will be decided by the Senate in agreement with the Faculties, Departments and Schools concerned and announced by the Registrar's Office. Currently, re-registration for the summer semester is from 15 January to 15 February, for the winter semester from 1 June to 30 June. Exceptions to these deadlines will not be accepted.

4. For proof of payment of charges required for re-registration, Regulations on Fees valid at the time of re-registration are applicable.
5. Students wishing to change to another programme within UW/H (except changing from BA to MA) should do so up to the third semester. If such change is planned, students have to go through the admission procedures of the corresponding Faculty, Department or School and to register for the new programme within the stipulated registration period.

If students wish to change from one programme variant to another, for example, from a programme's six-semester variant to the eight-semester variant, students have to submit the corresponding application, duly approved by the Dean, to the Registrar's Office within the re-registration period, together with re-registration documents for the next semester. A change during an ongoing semester is not possible. The application form is available at the Registrar's Office.

6. On re-registration students accept registration regulations applicable at the time of re-registration.

§ 4 Exmatriculation / De-Registration

1. On passing final examinations and graduating from the University, students automatically cease to be registered and receive a corresponding email confirmation.
2. Registered UW/H students not wishing to continue their course of study must apply in writing for de-registration. Backdated de-registration is not possible. Upon de-registration, students lose their membership of Witten/Herdecke University. The agreement between Witten/Herdecke University and the student is terminated on cancellation of membership.

Exmatriculation / de-registration is linked to fulfilment of certain commitments to the University or its organising body by the student. Such conditions may include return of borrowed property, payment of fees etc.

3. Compulsory exmatriculation may occur if
 - a) a student's original registration or re-registration was based on coercion, fraud or bribery.
 - b) a student who has registered fails to commence the course of study or to re-register without applying for a leave of absence / deferment; on expiry of six weeks after the deadline, the University is free to exmatriculate the student.
 - c) a student has finally not passed the examination or not met course requirements laid down in the study regulations, or has failed to provide evidence that these requirements have been met. The Faculty, Department or School concerned will decide whether proper evidence has been provided that an examination was not passed.
 - d) a student exceeds the normal length of time set for completion of the course by 4 and more semesters, for whatever reason, and cannot present the Dean's permit for re-registration / leave of absence. The Dean or a faculty member nominated by the Dean has a structured and documented interview with the student in question on continuation and conclusion of the course. Both sides may request the presence of an additional Faculty, Department or School member. The signed minutes of the interview must be submitted to the respective examination committee for decision on exmatriculation.

- e) a doctoral student, for whatever reason, requires more than 12 semesters for doctoral studies and cannot present a permit for re-registration / leave of absence issued by the head of the respective doctoral committee. The head of the doctoral committee has a structured and documented interview with the candidate on the continuation and completion of the doctoral project, in the presence of the candidate's mentor. Both sides may request the presence of an additional Faculty, Department or School member. The head of the doctoral committee decides on exmatriculation.

This procedure may be initiated only if Faculties, Departments or Schools contact the students and doctoral candidates being behind schedule in time.

- f) students fail to meet their obligations regarding payment of fees or return of property despite warnings and deadlines involving the announcement of compulsory exmatriculation; fees mentioned in registration regulations are stipulated in the Regulations on Fees.
- g) a disciplinary committee has annulled the study agreement with a student who has committed a serious offence or intentionally and severely disrupted work at the University or undermined working relationships so that this student's positive commitment as described in the preamble is no longer apparent.

§ 5 Disciplinary Committee

1. The disciplinary committee at Witten/Herdecke University is a non-permanent committee of the Faculties convened by the President at the request of a student concerned or a University body concerned. It will decide on compulsory exmatriculation in accordance with § 4(3)(g).

The disciplinary committee thus convened will determine its own agenda.

2. Members of the committee are:
 - the President or a representative nominated by the President;
 - a member of the Senate or a representative nominated by the Senate;
 - a student designated by the student concerned;
 - a student designated by the Senate, whereby both students must belong to different Faculties;
 - a person from public life who is not a member of Witten/Herdecke University. This person must be a qualified judge and selected by the other members of the disciplinary committee and will chair the committee.
3. Decisions should be unanimous. If a unanimous decision cannot be reached, a simple majority will carry the vote.

§ 6 Leave of Absence

1. Students must submit a written request to be granted a leave of absence (deferment).

This request must be submitted to the Faculty, Department or School, to be decided by the Dean or Student Dean of the Faculty, Department or School. For students pursuing double degree studies a request for a leave of absence necessarily applies to both programmes, with a leave of absence referring to individuals and not programmes.

Rejection of the request must be substantiated in writing.

2. In general, a leave of absence will not exceed two semesters. A leave of absence should not present a major obstacle to continuation of the course and the student's graduation.
3. A leave of absence is an alternative to re-registration and should be applied for/effected within the re-registration period [see § 3(3)] for the following semester. Exemptions are possible; in specific substantiated cases students may apply for a leave of absence within the ongoing semester.

§ 7 Guest Students

1. Non-registered students may obtain written permission to attend as guest students provided the courses in question have sufficient free capacities.
2. Guest students may be granted admission to specific lectures and seminars, provided there are sufficient free capacities. The course lecturer may decide on a guest student's admission upon a written request to be addressed to the Dean.
3. Guest students will pay fees stipulated in the current Regulations on Fees. Registration regulations apply to guest students in all other respects as appropriate.

§ 8 Admission of Students for a Limited Period of Study

Students from universities outside Germany may apply for registration at Witten/Herdecke University for a period of two semesters as a rule (e.g., exchange students).

Such students are not entitled to graduate from the University.

§ 9 Dual Registration

1. Upon request, the University will admit students simultaneously enrolled at other universities to attend courses for a period of two semesters as a rule. This entitles them to attend seminars and lectures and to sit the pertinent examinations.
2. Application for dual registration must be submitted to the Dean of the Faculty concerned or, in the case of doctoral degree programmes, to the chairperson of the doctoral committee. The dean or chairperson will decide on such requests with the interests of the Faculty, Department or School and teaching staff in mind. A positive response to a request for dual registration should include details on type and scope of entitlement according to § 9(1).

3. On being granted dual registration, the student automatically becomes a member of Witten/Herdecke University. On registration and re-registration, the student with dual registration must present the Dean's letter of admission together with the registration card issued by his or her home university.

Students with dual registration must pay fees stipulated in the current Regulations on Fees. In all other respects, registration regulations apply to students with dual registration as appropriate.

§ 10 Final provisions

These Registration Regulations were passed by the Senate on 6 October 2020, to take immediate effect.

Witten, 6 October 2020

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***The English version of these Registration Regulations was updated on 23 October 2020.
The original German version is legally binding.***