

Matriculation regulations of the University of Witten/Herdecke from summer semester 2024

Preamble

1. Witten/Herdecke University 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 get involved in the joint brainstorming and social organisation beyond their individual study objectives. The level of commitment is individual and can be freely decided within the framework of the university's objectives.

§ 1 Matriculation

1. Upon enrolment, 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, the Private University of Witten/Herdecke gGmbH, as part of which the following regulations are agreed. Upon enrolment, the student recognises the validity of all university and faculty regulations, guidelines, implementation provisions and the relevant study and examination regulations in their respective valid versions for the contractual relationship between the university and the student.
2. The exercise of the rights and obligations arising from the study contract on the part of the University Society is delegated to the Presidential Board of the University.
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 endeavour to achieve the study objective in accordance with the applicable study and examination regulations.
5. Students must be enrolled students at Witten/Herdecke University in the semester and degree programme in which the degree takes place.
6. All doctoral candidates at the University must be enrolled at the University for the entire duration of their doctorate and be enrolled in the respective doctoral programme. 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, all students are obliged 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 will be 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 inform you about 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 each student receives upon enrolment at Witten/Herdecke University. From the time of enrolment, the certificate of enrolment, the certificate of study progress, the certificate of de-registration and the pension certificate can be accessed 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 transcript 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 Witten/Herdecke e. V. and the StudierendenGesellschaft Witten/Herdecke e. V..
6. Private Universität Witten/Herdecke gGmbH currently levies a contribution to the financing of the university from each student. The amount and the method of payment are set out in the current version of the university's fee 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. Enrolment deadlines are cut-off deadlines. As they are variable, they will be announced electronically in an appropriate manner.
9. Doctoral students have the opportunity to enrol for the entire academic year.
10. Further information on deadlines and any other formalities that may arise can be obtained from the Registrar's Office.

§ 3 Feedback

1. If the enrolled student wishes to continue his/her studies at Witten/Herdecke University, he/she must re-register for the coming semester. Re-registration takes place automatically on the specified re-registration dates; for the summer semester this is 28/29 February, for the winter semester 31 August. Students with a blocking notice have the opportunity to have the blocking notice lifted for the summer semester in the period between 15 January and 28/29 February and for the winter semester in the period between 15 June and 31 August by taking the necessary action and will then be re-registered. Automatic re-registration does not release the student from the obligation to pay the fees due.
2. The Registrar's Office will inform you about 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
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 programme within the UW/H (with the exception of BA/MA transfer students) should take place by the third semester of a degree programme. For this purpose, it is necessary to go through the selection procedure at the relevant faculty or department and to enrol in the new degree programme within the relevant enrolment period.

In the case of a change of study programme variant, e.g. from a six-semester variant of the study programme to an eight-semester variant of the study programme, the corresponding application, with the Dean's approval for the change, must be submitted to the Student Secretariat 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 relevant form from the Registrar's Office.

6. By re-registering, the student recognises the current version of the enrolment regulations.

§ 4 Exmatriculation

1. After successfully completing a degree programme by examination, the student is automatically de-registered and receives an e-mail confirmation of this. Students must specify the desired date of de-registration upon successful completion of their degree programme when registering for the final examination. De-registration can take place at the end of the semester in which the student has completed the last examination relevant to the desired degree or at the end of the semester in which the degree certificate is issued.
2. If an enrolled 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 de-registration, 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 fulfilment of conditions that the student must fulfil vis-à-vis the university or its sponsor. Conditions may include the return of borrowed materials and the payment of any fees.

3. Forced de-registration without an application by the student will be carried out if
 - a. the enrolment or re-registration was brought about by coercion, fraudulent misrepresentation or bribery;
 - b. a student who has enrolled does not commence their studies or does not re-enrol within the re-enrolment period in accordance with § 3 no. 1 sentence 3 or does not take leave of absence in good time; the University is entitled to exmatriculate the defaulting student at the earliest six weeks after expiry of the relevant deadline.
 - 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 case, the respective 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 programme. If desired, both parties can call in another faculty or department member as

an assessor. The signed protocol is sent to the examination board of the relevant degree programme. The Examination Board decides on de-registration.

- 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 conducts 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 de-registration.

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 Enrolment Regulations are listed in the Fee Regulations;
- g. the study contract has been terminated by the Disciplinary Committee due to serious offences 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 is responsible for deciding on compulsory exmatriculation in accordance with Section 4 (3) g).

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

2. The members of the committee are
 - 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 designated 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 must be elected by the other members of the Disciplinary Committee. This independent person chairs the Disciplinary Committee.
3. Decisions are 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 leave of absence upon written application.

The application must be submitted to the faculty or department and must only be applied for by double degree students for both degree programmes, as a leave of absence is only granted on a

personal basis and not on a degree programme 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 progress of the degree programme with regard to achieving 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 no. 1) for the coming semester. In particularly 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 can obtain a guest student licence 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 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 university and faculty regulations, guidelines and implementation provisions also apply mutatis mutandis to guest students.

§ 8 Temporarily enrolled students

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

§ 9 Secondary listeners

1. The University may, upon application, admit students from other universities as secondary students for two semesters and thus authorise 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 programmes, 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. The type and scope of the authorisation in accordance with section 1 must be specified in the positive decision on admission to the second hearing.
3. Upon obtaining the status of a secondary student, the secondary student 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 university and faculty regulations, guidelines and implementation provisions for secondary students apply accordingly.

§ 10 Final provision

These Matriculation Regulations were adopted by the Senate of Witten/Herdecke University on 9 April 2024 and come into force immediately.

Witten, 09 April 2024

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