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Regulations on Admission and Enrollment of the University of Mannheim

as at 27 February 2019

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 03/2019 of 28 February 2019, pp. 47 et seqq.)

¹In the German language version of these regulations this sentence deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

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Part 1: General information

Section 1 – Policy

(1) By enrolling, the admitted applicant becomes a student, and therefore a member of the University of Mannheim with all rights and obligations arising from the Act on Higher Education of the Land of Baden-Württemberg (LHG), the Constitution of the University of Mannheim, these regulations and other legal provisions, in particular study and examination regulations.

(2) ¹Students may only take up their studies after enrollment in a program or in a combination of partial degree programs as stated in the respective examination regulations. Unless otherwise specified, partial degree programs are subject to these regulations in the manner of full degree programs. ²In case of selective programs, students may only take up studies in the program they were admitted to. ³Changing a degree program requires new enrollment for the program in question, in case of selective programs, new admission is required.

(3) The provisions of these regulations apply for the admission to and the enrollment in programs offered by the University of Mannheim in cooperation with other higher education institutions unless otherwise specified by cooperation agreements.

(4) If the provisions of program-specific selection statutes differ from these Regulations on Admission and Enrollment, the former prevail. In all other matters, these Regulations on Admission and Enrollment apply.

(5) ¹The University of Mannheim is authorized to send or to provide notifications and decisions with regard to admission, enrollment, re-registration, academic leave of absence and disenrollment in simple electronic form. ²For this purpose, applicants provide their e-mail address. ³The University of Mannheim sets up a university e-mail account for each student.

Section 2 – Academic Year, Beginning of the Program

(1) ¹The academic year of the University of Mannheim is divided into semesters. ²The 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. ³Das Wintersemester trägt an der Universität Mannheim die Bezeichnung „Herbst-/Wintersemester“, das Sommersemester die Bezeichnung „Frühjahrs-/Sommersemester“.

(2) Admission to the degree programs at the University of Mannheim is only granted at the beginning of the fall semester, unless otherwise specified in the program-specific selection statutes.

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Section 3 - General Requirements to Report

(1) ¹Students are required to inform the Student Services without delay of:

1. any changes of name, address or citizenship;
2. change of the health insurance provider if insured under a statutory health insurance scheme (student health insurance);
3. any examination (orientation, preliminary, intermediate or final) taken at another higher education institution that was failed with no option to re-sit including failed examinations with not option to re-sit, which, according to the examination regulations of the respective higher education institution, are necessary to continue the program;
4. loss of eligibility to take exams;
5. successful completion of a degree program at another higher education institution;
6. recognized semesters, which are relevant for continuing the program;
7. loss of the student ID card;
8. taking up another program at a different higher education institution;
9. taking up a full-time vocational training or an employment,
10. all circumstances, which may lead to the revocation of admission or enrollment.

²The report should include appropriate documents of proof. ³In particular cases, issuance of enrollment certificates may be blocked until legal matters have been clarified. ⁴Requirements to report based on other regulations and to third parties remain unaffected.

(2) ¹Students have to participate in the automated processes and procedures used at the university. ²In particular, this includes the automated processes for admission, enrollment and campus management as well as further processes for the organization of the program. ³Students' participation is particularly based on an active use of the user ID, which students receive upon enrollment, and the university e-mail address. Applicants use the online application portal provided by the university and the portal of the Stiftung für Hochschulzulassung (SfH).

(3) ¹When appearing in person, students and applicants are required to provide a valid ID card or passport upon request. ²Students who are already enrolled present their student ID card. ³Students are responsible to revalidate their student ID card in time.

(4) It is the responsibility of applicants and students to properly store documents received from the University of Mannheim.

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Part 2: Admission, Selection and Admission by Lottery for Selective Programs

Section 4 – Competency

(1) ¹The University of Mannheim is responsible for admissions to its programs according to the Act on Higher Education Admission (HZG) and related regulations. ²The university may take advantage of the services offered by the Stiftung für Hochschulzulassung (SfH) according to the current version of the regulations of the HZG, the Act on the Awarding of University Places of the Land of Baden-Württemberg (HVVO) and the treaty on the establishment of a joint institution for university admissions (Staatsvertrag über die Errichtung einer gemeinsamen Einrichtung für Hochschulzulassung), particularly the dialog-oriented service procedure (DoSV).

(2) If programs are included in the admissions process of the SfH they are subject to the admissions regulations of the SfH.

Section 5 – Admission

(1) ¹Applicants can be admitted

1. to a bachelor's program,
2. to a consecutive or non-consecutive master's program,
3. to a procedure determining the aptitude for a doctorate,
4. to a doctoral program,
5. to a program for a limited period of time (Zeitstudium) according to section 60 subsection 1 sentence 5 of the Act on Higher Education of the Land of Baden-Württemberg (LHG).

²Sentence 1 numbers 1 and 2 apply accordingly for an admission to a combination of partial degree programs provided for in examination regulations.

Section 6 – Application for Admission

(1) In order to be admitted to the University of Mannheim, an application for admission to a specific degree program and semester must be submitted.

(2) ¹The application must be submitted electronically in the form required by the University of Mannheim. ²In addition to the electronic application in accordance with sentence 1, a printed and signed version of the application and copies of the required documents of proof according to the program-specific selection statutes and to section 7 must be submitted. ³The University of Mannheim may demand the original or a notarized copy of these documents of proof to be submitted with the application and presented at enrollment; originals or notarized copies may be required in particular for application for admission forms and for requests for enrollment. ⁴If

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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) ¹The complete and signed application for admission and all required documents must be submitted by 15 July for the fall semester, by 15 January for the spring semester. ²Admission regulations and selection statutes of individual programs may determine different deadlines. ³The deadlines determined in sentences 1 and 2 are definite deadlines. ⁴The definitive deadlines also apply for applications for admission forms beyond the number of available study places.

(4) ¹Applications for consecutive or non-consecutive master's programs are always considered equivalent main applications. ²In case of applications for advanced semesters, applications with a lower priority are treated like main applications.

(5) ¹An application for a program included in the dialog-oriented service procedure (DoSV-program) of the Stiftung für Hochschulzulassung (SfH) is considered a main application. ²If, in addition to applications stated in sentence 1, an application is also made for a non-DoSV program it is considered an equivalent main application. ³If 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.

(6) ¹An application making use of an entitlement for admission regardless of the number of available study places must be explicitly marked as such ("Antrag auf Zulassung außerhalb der festgesetzten Zulassungszahl"). ²This application must be submitted in writing, separately from regular applications for admission to the Admissions Office of the University of Mannheim.

Section 7 – Documents of Proof

(1) If not determined otherwise in program-specific selection statutes or other legal provisions, the following documents of proof must be submitted to the University of Mannheim in addition to the application for admission:

1. university entrance qualification (HZB) with adequate results or its equivalent from a foreign school; additionally,
 - a) in case of German students with a foreign university entrance qualification, a certificate on the equality of the educational qualification and the average grade according to the calculations of the responsible ministry,
 - b) in case of non-German applicants with a foreign university entrance qualification, a German or English translation of the university entrance qualification,

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2. in case of German applicants and applicants of equal status, proof of completed service times, particularly military or civilian service or voluntary services such as federal volunteer service;
3. in case of non-German applicants applying for German-taught programs, one of the following documents of proof of sufficient language proficiency of a minimum level of C1 according to the Common European Framework of Reference for Languages, if no other minimum level is required according to program-specific selection statutes:
 - 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),
 - d) certificate of the assessment test "Feststellungsprüfung" certifying the eligibility of a foreign applicant to attend a German higher education institution;

applicants do not have to pass one of the above-mentioned exams if they can provide proof of one of the qualifications listed in appendix 1 of these statutes;

4. proofs of previous admissions, enrollments, periods of study, examinations and recognition of subject-specific semesters;
5. a declaration stating whether an examination in the desired program or, if not regulated differently in program-specific selection statutes, in a program with generally the same content has been failed with no option to re-sit, or, if the applicant has lost his or her eligibility to take exams due to other reasons; if not determined otherwise in program-specific selection statutes, the following programs are considered equal:
 - a) programs with the same degree and with the same title; this also includes translations into another language as well as technical terms with the same meaning;
 - b) as well as programs teaching students essentially the same competences as the desired program; this is the case if at least 70 percent of the competences to be acquired in the desired program match the competences of the other program;

Clause 2 does not apply if the loss of eligibility to take exams is based on having failed a final attempt at an examination in a field that is not covered by the desired program;

6. if applicable for the respective program, proof of the results of the admissions test according to section 58 subsection 4 LHG;
7. for first degree programs, proof that the applicant has taken a student orientation test; this is the printed certificate for the aptitude test on www.was-studiere-ich.de; equivalent procedures are recognized; for admission to teacher education programs this is the

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printed and signed certificate of the orientation test for teacher education programs on www.bw-cct.de;

8. 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;
9. for admission to a doctoral program or a consecutive or non-consecutive master's program, proof of a first degree;
10. additional proofs of having met further admission requirements determined by a superior rule of law, program-specific selection statutes or a different university statute.

(2) If necessary, the University of Mannheim may request additional documents to check whether or not the requirements for admission and enrollment have been met.

Section 8 – Quota for Top-Level Athletes; Ranking of Candidates

(1) ¹According to the quota for the selection of applicants who are locally bound in the public interest (Ortsbindungsquote), applicants who are active top-level athletes and therefore bound to Mannheim as the place of study qualify for this quota. ²This group of persons includes:

1. members of a national Olympic squad (OK), prospective squad (PK), supplementary squad (EK) or junior squad (NK 1) 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;

³In exceptional cases, applicants who do not fulfill the individual requirements of sentences 1 and 2 may also be considered.

(2) ¹Additionally to their application for admission, applicants must submit an application for admission within this quota. ²The application must be submitted in writing or via e-mail in the form required by the University of Mannheim. ³In the application, applicants must state to which group of athletes according to subsection 1 sentence 2 they belong and explain why they are therefore unable to leave. ⁴Corresponding proofs must be submitted together with the application for admission to the University of Mannheim by the deadline determined for applications.

(3) Among the applications qualifying for the quota, a selection according to the respective admissions regulations and/or selection statutes will take place.

(4) For consecutive and non-consecutive master's programs the ranking of candidates is considered in the following order:

1. Selection according to the result of a selection process,

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2. Selection according to hardship criteria.

Section 9 – Advanced Semesters

(1) ¹If admission to an advanced semester of a program is selective, free study places are allocated according to section 19 HVVO. ²The ranking is made as follows:

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 applicants for the same semester of the program in question is 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 or examination regulations, the lowest number is to be applied for the ranking.
3. The respective study or examination regulations remain unaffected and must be adhered to.

(2) ¹It is not possible to be admitted to semesters exceeding the standard period of study of a program. ²Admissions to these semesters are completely ruled out.

Section 10 – Official Letter of Admission

(1) The Admissions Office informs applicants of their decision by sending them an official notification.

(2) ¹An admission is only valid for the program or the combination of programs and the semester named in in the official letter. ²Admission is revoked if a deadline, requirement or condition is not fulfilled or met.

Section 11 – Admission by a Lottery Process in Case of Selective Programs at the University of Mannheim

(1) ¹If study places for selective programs at the University of Mannheim remain available after the admissions process has been completed, these places are awarded in a lottery process. ²As soon as this has been completed, the admissions process is closed.

(2) ¹As a rule, only one lottery is conducted per program. ²If it seems advisable, in particular if there is little time before the start of the new semester, further lotteries may be conducted until all places are awarded.

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(3) The form for the application and the deadline for admission by lottery are published on the university website.

(4) ¹The lottery draw is not open to the public. ²It takes place individually for each program, including all applications submitted in due time and form and is performed by a member of staff. ³Applicants may only submit one application per program. ⁴Lots are drawn as many times as necessary to fill all remaining study places of the respective programs.

(5) ¹At least two members of the university must be present for the draw. ²The result must be minuted and signed by all persons present.

(6) Only those applicants admitted in the lottery process are notified with an official letter of admission; applicants who are not admitted are not notified.

(7) Section 7 HVVO remains unaffected.

Part 3: Enrollment

Section 12 – Application for Admission

(1) ¹The request for enrollment must be submitted to the Student Services of the University of Mannheim within the deadline determined in the official letter of admission. ²In order to meet the deadline, the request form must be completed, signed and enclose all necessary proofs.

(2) In addition to the request for enrollment, the following documents must be submitted:

1. the official letter of admission of the University of Mannheim,
2. for applicants who have studied at other higher education institutions before, the official letter of disenrollment, degree certificates and proof of already completed examinations or their recognition,
3. another declaration according to section 7 subsection 1 no. 5,
4. a certificate of membership with a health insurance provider which must indicate whether the student has insurance, has no insurance, is not subject to statutory insurance or is exempt from statutory insurance,
5. proof of payment of any fees regarding the degree program;
6. doctoral students must produce proof that they have been admitted to a school of the University of Mannheim;
7. in case of an application for a parallel program that concerns at least one other selective degree program, a corresponding approval for pursuing the parallel program;
8. in case students pursue any kind of professional employment the during lecture period, proof that they are able to complete their studies, in particular to attend the required courses.

(3) If necessary, additional documents may be requested to determine whether the enrollment requirements are met.

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(4) ¹If applicants are unable to meet the deadline due to reasons they are not responsible for, an extension may be granted. ²The request must be sent in written or electronic form or made via telephone to the Student Services of the University of Mannheim within the deadline determined in the official letter of admission.

Section 13 – Documents and Enrollment

(1) Enrollment is conducted by recording the students' data in the systems of the Student Services and by handing out the enrollment certificates.

(2) In individual cases, especially in cases of doubt or complicated cases, the University of Mannheim may request applicants to speak to the respective Student Services office in person, in order to make sure all enrollment requirements have been met.

(3) Enrollment becomes effective at the beginning of the semester; in the case of later enrollment, it becomes effective with the recording of the student data in the system.

(4) ¹In the case of missing documents or proofs, applicants may be enrolled under the condition that they submit the documents and proofs within a determined definitive deadline (enrollment subject to conditions). ²If these documents or proofs are not submitted in due time, the request for enrollment is denied and the applicant is disenrolled. This decision is final.

Section 14 – Student ID Card; Certificates

(1) ¹Students receive a student ID card. ²It is a smart card (ecUM card) and an item of loan. ³The student ID card bears 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. ⁴The student ID card is valid for one semester.

(2) Furthermore, students receive a sufficient number of enrollment certificates and other legally required certificates and proofs confirming they are students of the University of Mannheim.

(3) After completion of the degree program and in other cases with valid reason, especially in cases of misuse, students may be requested to return the student ID card.

Section 15 – Non-selective Programs

(1) ¹Enrollment in non-selective programs may be subject to an application in due time and form (application is required). ²If an application is a requirement, this is published by the University of Mannheim in an appropriate manner on the university's website.

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(2) ¹If an application is a requirement, it must be submitted by 15 July (definitive deadline) to the University of Mannheim. ²Admission regulations or selection statutes of doctoral programs, consecutive and non-consecutive master's programs may stipulate definitive deadlines which differ from the ones listed in sentence 1. ³In 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 day.

(3) Section 6 subsection 2 and section 7 apply accordingly.

(4) ¹Proof of requirements may be submitted separately later but only within the definitive deadline. ²After expiry of this deadline, enrollment is denied.

(5) If there are no objections to enrollment at inspection of the documents, the applicant receives a notification with a deadline for the request for enrollment.

Section 16 – Parallel Program

(1) ¹Parallel enrollment in two or more selective programs (parallel program) requires approval. ²The request must be made in writing at the respective Student Services office. ³Approval is granted if applicants prove that they met the requirements for a parallel program determined in the Act on Higher Education of the Land of Baden-Württemberg (LHG).

(2) Applicants must apply for approval before applying for enrollment.

Section 17 – Swapping Places

(1) ¹The 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. ²Consent of the university is given if

1. the higher education institutions involved have given their consent,
2. the respective students are enrolled in the same program and semester,
3. the program in question is a selective program at both higher education institutions involved;
4. the respective students have an equivalent level of knowledge,
5. The respective students have not lost the eligibility to take exams and they have not failed any examinations with no option to re-sit.

(2) It is only possible to swap places before the beginning of a semester, or by the end of the first week of the lecture period at the University of Mannheim at the latest.

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Part 4: Re-registration

Section 18 – Re-Registration

(1) ¹Students who want to continue their degree program in the following semester re-register according to the deadlines stated in subsection 2. ²As a rule, students re-register by paying the Studierendenwerk fee, the administration fee, the fee for the constituted student body and, if demanded by law or official notification, tuition fees. ³Re-registration is complete as soon as the University of Mannheim receives the payment.

(2) The re-registration period for the spring semester is from 15 October until 1 December and for the fall semester from 1 May until 15 June.

(3) ¹If students re-register late, they must pay an additional administrative charge; details are governed by the General Statutes of Fees of the University of Mannheim. ²Late re-registration is no longer possible when a study place in a selective program has been given to a different applicant after a student has been disenrolled for not re-registering.

(4) If students do not make the requested payments despite having received official reminders or in case of further disenrollment reasons, they are disenrolled.

(5) If circumstances concerning students suggest that reasons for disenrollment may exist, their re-registration for the next semester may be blocked until the case is resolved up until the end of the fourth week after the beginning of the semester.

(6) ¹The re-registration is complete if

1. 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,
2. fee payments according to subsection 1 have been made,
3. other dues regarding the degree according to section 60 subsection 2 no. 2 LHG have been paid.

²If students forgot to re-register and were therefore disenrolled, their re-registration is not considered complete before their official notification of disenrollment has been revoked. ³The student data is updated accordingly.

(7) Section 14 subsection 2 applies accordingly.

Part 5: Academic Leave of Absence

Section 19 – Academic Leave of Absence

(1) ¹An academic leave of absence, as a rule, is not supposed to exceed a period of two semesters. The Student Services decide the matter upon request. ²In order to apply for an

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academic leave of absence, the form provided by the university must be used. ³Applicants must provide proof of the important reason for the academic leave of absence. ⁴The university may request additional proof of the reason for the academic leave of absence after it is completed.

(2) ¹The request for an academic leave of absence must be submitted before the beginning of the semester; if an important reason occurs later, the application must be submitted without undue delay. ²As a rule, students are only granted an academic leave of absence if an important reason takes up at least 50 percent of the time of the lecture period. ³An academic leave of absence is not to be granted if students have completed coursework or examinations during the semester in question; however, if an academic leave of absence is still granted, already completed coursework and examinations remain valid. ⁴It is not possible to request an academic leave of absence for an already completed semester. ⁵Moreover, it is not possible to request an academic leave of absence for reasons that occurred after the end of the lecture period.

(3) ¹The academic leave of absence is documented on the enrollment certificate and is valid for the entire duration of the respective semester. ²If the student wishes to continue the leave of absence after one semester for the same reasons, a new request must be submitted and a new proof of the reason for the academic leave of absence upon request.

(4) Students who are in the first semester of their program, doctoral students, participants in a selection process of a doctoral program and incoming students may only be granted an academic leave of absence in cases of exceptional hardship, especially in the cases mentioned in section 61 subsection 3 LHG.

(5) ¹Students on an academic leave of absence are not allowed to attend courses. ²With the exception of alternate examination dates for examinations of the last semester, students on an academic leave of absence are not allowed to register, take or submit examinations. ³Section 61 subsection 3 LHG remains unaffected. ⁴During 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. ⁵Apart from that, students on an academic leave of absence take part in the self-governance processes of the university.

Part 6: Disenrollment

Section 20 – Disenrollment

(1) For the disenrollment request the adequate form of the University of Mannheim must be submitted to the respective Student Services office. ²Instead of submitting the form, students can also request disenrollment in person.

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(2) ¹If not requested otherwise, students are disenrolled at the end of the semester. ²It is not possible to request retroactive disenrollment. ³Accordingly, this applies for disenrollment by virtue of office through the Student Services.

Section 21 – Procedure for Disenrollment

(1) Disenrollment is executed by recording it in the data system of the University of Mannheim and by issuing an official confirmation of disenrollment.

(2) The University of Mannheim may request clearance forms of the university library or other institutions and the Studierendenwerk before issuing the official confirmation of disenrollment.

(3) Students are informed that they are responsible for notifying all institutions to whom it is of interest that they are no longer students.

(4) ¹In case of disenrollment with immediate effect, students must return student ID cards and all other certificates of the current semester in original upon request. ²It is the students' responsibility to notify all institutions to whom they already submitted enrollment certificates that they are no longer students.

(5) After disenrollment, students are no longer a member of the University of Mannheim.

Section 22 – Students in Examination Processes

(1) ¹In order to take examinations, students have to be enrolled at the University of Mannheim; cooperation agreements with other higher education institutions remain unaffected. ²Students who are still involved in examination processes at the time of their disenrollment have to continue to take these examinations on the respective examination dates of their final semester.

(2) ¹Students may submit a request to withdraw from exams, unless the disenrollment is based on a loss of eligibility to take exams. ²The request can only be granted if it has not been submitted with the intention to avoid the loss of eligibility to take exams or otherwise unlawfully; such a request is considered unlawful, in particular, if the student intends to avoid an upcoming loss of eligibility to take exams in a way that violates the principle of equal opportunities. ³The responsible Student Services office decides on the withdrawal from exams in agreement with the examination committee of the respective program.

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Part 7: Special Regulations

Section 23 – Doctoral Students

(1) ¹Doctoral students of the University of Mannheim are enrolled on the basis of the admission as a doctoral student until the completion of the doctorate. ²Sentence 1 does not apply to doctoral candidates whose main employer is the university if they have previously informed the President's Office in writing that they do not want to be enrolled; a declaration has to be submitted to the university administration via the respective division.

(2) ¹After having been admitted, the doctoral students are obliged to immediately submit the following documents to the respective division of the University Administration:

1. the completed and signed enrollment form,
2. the University Entrance Qualification (HZB),
3. a copy of the certificate of the most recent degree the doctoral student received,
4. a confirmation of disenrollment from the last program the doctoral student was enrolled in,
5. proof of admission as doctoral student,
6. proof of exemption from statutory health insurance,
7. if applicable, copies of current employment contracts.

²If the Student Services have the doctoral candidates' respective data from former enrollment that may be processed, they may waive the requirements listed in sentence 1 numbers 1 through 4.

(3) Sections 1 through 4, section 6 subsection 2 sentence 3, sections 13 through 15 and sections 17 through 21 also apply for the enrollment of doctoral students; if the Student Services are named as the responsible office, they are replaced by the respective division of the university administration that is responsible for doctoral students. ²Regulations on admission and enrollment for doctoral programs remain unaffected.

(4) Participants of a selection process of a doctoral program may request enrollment for the duration of the selection process.

Section 24 – Students Admitted to a Program for a Limited Period of Time

(1) Incoming students from other higher education institutions 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 on the basis of a cooperation agreement between the higher education institutions.

(2) ¹Incoming students are not included in the selection process and are admitted and enrolled through a separate process. ²Incoming students are only enrolled with the consent of the respective school. ³Regulations laid down in cooperation agreements remain unaffected.

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(3) ¹Incoming students are disenrolled with the expiry of the period of time they have been granted enrollment. ²Re-registration for a semester which begins after the end of the limited period of time is blocked by the responsible Student Services office.

Section 25 – Module Students

¹Module students are students from other higher education institutions who submit coursework and take examinations at the University of Mannheim. ²Module students only study at the University of Mannheim for a limited period of time and do not obtain a degree.

Section 26 – Guest Student Program, Uni for Pupils Program

(1) ¹Depending on available capacities, persons with sufficient educational qualifications are allowed to attend certain courses (guest student program). ²Participation of guest students must not impede the interest and progress of regular students. ³Admission to the guest student program may be denied if the requirements of sentence 1 are not met or if there are any indications that impediments for regular students according to sentence 2 might occur; under these circumstances admission to the guest student program might be rescinded.

(2) ¹The request to be admitted to a course as a guest student must be submitted within the published deadlines, as a rule, three weeks before the beginning of the lecture period of the respective semester. ²The university may request proof of sufficient educational qualifications.

(3) ¹Guest students must pay a tuition fee. ²Details on this are determined in the current version of the statutes of the University of Mannheim on fees for guest and senior citizen programs.

(4) After having paid the fee, guest students receive a guest student ID card that entitles them to attend the courses listed in the admissions regulations for the duration of one semester.

(5) ¹Particularly talented school pupils in accordance with section 64 subsection 2 of the LHG are admitted as guest students. ²In addition to the application for admission, school pupils have to submit a confirmation of the school referencing their special talent and endorsing their attendance of certain courses, as well as a confirmation of the relevant departmental representative of the University of Mannheim.

Section 27 – Part-Time Program

¹In order to attend in a part-time program, applicants must have completed a program of study or gained suitable qualifications at work or in another way. ²Persons who participate in part-time program are allowed to use the university's facilities to the necessary extent.

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Section 28 – Temporary Research Trips

¹Students of other higher education institutions may be enrolled temporarily at the University of Mannheim for temporary research trips. ²A temporary research trip does not qualify students to obtain ECTS credits. ³As a rule, the research trip should not exceed two semesters. ⁴Students may only be enrolled according to sentence 1 if the duration of the research trip is a least one month, if the responsible authority of the university administration has received the school's consent and if students have confirmed in writing that they understand they cannot obtain any ECTS credits during the research trip. ⁵Temporarily enrolled students on a research trip are not eligible to vote or to be elected.

Section 29 – Preparatory Studies

¹Upon request, persons participating in preparatory courses for studying, or courses aimed at proving that their qualification is sufficient, of at least one semester are enrolled at the University of Mannheim if determined by the regulations of the respective program. ²Persons taking preparatory studies are only temporarily enrolled and may only take these particular courses. ³Upon enrollment, attendees may use the university's services. ⁴Persons attending preparatory studies do not take part in the self-governance processes of the university.

Section 30 – Registration, Documents of Proof, Competencies

(1) ¹The groups of persons listed in sections 25 to 27 are not being enrolled at the University of Mannheim; they are not members of the university within the meaning of section 9 subsection 1 sentence 1 LGH. ²To ensure proper execution of the respective processes within the programs, the persons concerned are registered by the university. ³Personal data required for the implementation of the program is processed according to the principle of data economy.

(2) ¹The groups of persons listed in sections 24 to 29 have to submit the required documents of proof for admission, enrollment or registration by the deadline and in the form required by the university; section 6 subsection 2 sentences 3 and 4 apply accordingly. ²If the request does not include the required documents of proof, it will be denied. ³If the Student Services are not responsible for enrollment or registration, the competent authority is named on the website of the University of Mannheim.

Part 8: Final Provisions

Section 31 – Commencement; Transitional Regulations

(1) ¹These Statutes will come into effect on the day after their publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). ²At the same time, the

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Regulations on Admission and Enrollment (ZullmmaO) of the University of Mannheim as at 25 April 2012, last amended on 15 March 2018, cease to be effective.

(2) ¹Procedures that began according the current version of the regulations on Admission and Enrollment (ZullmmaO) as at 25 April 2012 and that were not yet completed before these statutes became effective are to be concluded on the basis of former valid regulations. ²In this respect, the regulations on Admission and Enrollment (ZullmmaO) as of 25 April 2012 which ceased to be effective continue to apply.

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Appendix 1: Proof of German Language Proficiency in Accordance with Section 7 Subsection 1 Number 3

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

1. an all-German University Entrance Qualification acquired in a state or region with German as official language;
2. an all-German University Degree acquired in a state or a region with German as official language
3. 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";
4. Goethe Zertifikat C2;
5. passed "Zentrale Oberstufenprüfung (ZOP)" taken at a Goethe-Institute in Germany or abroad before 1 January 2012;
6. "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;
7. passed "telc Deutsch C1 Hochschule" exam;
8. any proof of German language proficiency deemed valid for 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";
9. "Österreichisches Sprachdiplom (ÖSD)" C1 or higher.

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