

Name, surname:

Place, date:

Postcode/ZIP, town:

Date of birth:

Street, house number:

Student ID number:

**An die
Universität Würzburg
Referat 2.2 – Studierendenkanzlei
Sanderring 2
97070 Würzburg**

Note:

If your address has changed, please update your address details in SB@Home. To do so, please go to 'Allgemeine Verwaltung' and select 'Kontaktdaten.'

Petition to Make Changes to My Degree Programme with Effect from the

I hereby apply for permission to:

change degree programmes or subjects

Please note:

- Please consult with the competent Examination Office regarding the recognition of coursework and examination achievements as well as related issues for **Bachelor's and Master's programmes as well as modular teaching degree programmes without delay after you have changed degree programmes or subjects**. If you are studying in a Bachelor's or Master's programme, you are considered to be changing degree programmes or subjects if you are changing your degree subject, your combination of subjects or the number and distribution of ECTS credits among subjects (*Ausprägung*).
- As a rule, you may change degree programmes or subjects twice. A third or subsequent change will only be authorised for valid reasons. Before authorisation is granted, you might be required to provide proof that you have actually studied in your current degree programme or subject or to consult with an academic advisor.

add a subject (teaching degree, *Erweiterung*)

drop a degree programme/subject

continue my studies in the consecutive Master's degree programme

In the fields below, please specify all subjects of your previous and your new degree programme or combination of degree programmes and, where applicable, the degree pursued.

Previous degree programme(s)/subject(s)

New degree programme(s)/subject(s)

Declaration regarding university elections: The degree subjects I am/will be enrolled in are offered by different Faculties. I would like to exercise my right to vote in university elections at the following Faculty:

Please specify degree subject or Faculty!

By signing this document, I declare that I have read the information regarding examinations/assessments failed without an option for retake (*endgültiges Nichtbestehen*; see overleaf) and that I have failed neither my final attempt to successfully complete an assessment nor my final attempt to meet academic requirements necessary for admission to an assessment and have therefore not lost my entitlement to take assessments (*Prüfungsanspruch*) in my new degree programme/subject.

Signature

Signature of parent or legal guardian
(if the student is underage)

Legal basis for data collection see overleaf

Postal address: Sanderring 2, 97070 Würzburg
Street address: Hubland Nord, Oswald-Külpe-Weg 84 (entrance on the right), 97074 Würzburg
Office hours: Mondays, Tuesdays, Thursdays, Fridays: 8:00 - 12:00 Wednesdays: 10:00 - 12:00 and 14:00 - 16:00
Email: studienangelegenheiten@uni-wuerzburg.de

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text.
Only the German text shall be legally binding.

Information regarding examinations/assessments failed without an option for retake (endgültiges Nichtbestehen)

Please note that you will only be allowed to take up or continue studies in the selected degree programme if you have not lost your entitlement to take assessments in the respective programme (*Prüfungsanspruch*). Pursuant to Section 46 No. 3 *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG), having lost your entitlement to take assessments in the selected degree programme (*Verlust des Prüfungsanspruchs*) is considered an enrolment impediment which will lead to a denial of enrolment. Should you lose your entitlement to take assessments in the selected degree programme after you were enrolled at the University of Würzburg or should it come to your knowledge, after you were enrolled at the University of Würzburg, that you failed your final attempt to successfully complete an examination or assessment, you will be obliged to notify the University of this without delay! In this case, the enrolment impediment according to Section 46 No. 3 BayHSchG will manifest retroactively and will lead to disenrolment according to Section 49 Subsection 2 Sentence 1 No. 2 BayHSchG!

Legal basis for data collection:

The legal basis for the collection of personal data is Section 42 Subsection 4 Bayerisches Hochschulgesetz (Bavarian Higher Education Act, BayHSchG) as amended from time to time. According to the aforementioned Act, every student is obliged to provide all personal data requested in this document in those fields that are not marked 'optional'. These data will be used by the University of Würzburg for administrative purposes in connection with enrolment and for generating university statistics. Failure to provide complete information may lead to a denial of enrolment in this degree programme. All data will be processed in accordance with the provisions laid down in the Bayerisches Datenschutzgesetz (Bavarian Data Protection Act, BayDSG) as amended from time to time.