

Application for change of major/minor

for the summer semester _____ / winter semester _____ / _____

Last name, first name

Student number (*Matrikelnummer*)

Current study programme (subject/s and degree)

Nationality

(See reverse side for additional information)

► I present the following document/s:

- | | |
|--|--|
| <input type="checkbox"/> degree certificate (original or certified copy) | <input type="checkbox"/> admission as a PhD student (original) |
| <input type="checkbox"/> proof of <i>Orientierungsprüfung/Zwischenprüfung</i> or extension | <input type="checkbox"/> recognition of periods of study |
| <input type="checkbox"/> admission letter for new major/minor | <input type="checkbox"/> departmental student advisor: see reverse |

► New study programme – major/minor (please fill in your new course of study):

Degree: <input type="checkbox"/> Bachelor <input type="checkbox"/> Lehramt Gymnasien <input type="checkbox"/> Lehramt Berufsschulen <input type="checkbox"/> Lehramt Erweiterungsprüf. <input type="checkbox"/> Staatsexamen <input type="checkbox"/> Diplom <input type="checkbox"/> Magister <input type="checkbox"/> kirchliches Examen <input type="checkbox"/> Fakultätsprüfung <input type="checkbox"/> Promotion <input type="checkbox"/> Master	Major/Minor: 1. _____ <input type="checkbox"/> Major <input type="checkbox"/> BA 100% / <input type="checkbox"/> BA 75% / <input type="checkbox"/> BA 50% (1 st major) Semester 2. _____ <input type="checkbox"/> Major / <input type="checkbox"/> Minor / <input type="checkbox"/> BA 50% (2 nd major) Semester 3. _____ <input type="checkbox"/> Minor / <input type="checkbox"/> BA 25% / <input type="checkbox"/> MA – optional subject (<i>Begleitfach</i>) Semester
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Parallel degree programme / additional major/minor:

Degree: <input type="checkbox"/> Bachelor <input type="checkbox"/> Lehramt Gymnasien <input type="checkbox"/> Lehramt Berufsschulen <input type="checkbox"/> Lehramt Erweiterungsprüf. <input type="checkbox"/> Staatsexamen <input type="checkbox"/> Diplom <input type="checkbox"/> Magister <input type="checkbox"/> kirchliches Examen <input type="checkbox"/> Fakultätsprüfung <input type="checkbox"/> Promotion <input type="checkbox"/> Master	Major/Minor: 1. _____ <input type="checkbox"/> Major <input type="checkbox"/> BA 100% / <input type="checkbox"/> BA 75% / <input type="checkbox"/> BA 50% (1 st major) Semester 2. _____ <input type="checkbox"/> Major / <input type="checkbox"/> minor / <input type="checkbox"/> BA 50% (2 nd major) Semester 3. _____ <input type="checkbox"/> Minor / <input type="checkbox"/> BA 25% / <input type="checkbox"/> MA – optional subject (<i>Begleitfach</i>) Semester
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Type of degree: first-degree study programme second degree PhD
 consecutive master's programme additional subject / continuing-education master's programme

Status: full-time student *Nebenhörer* (participant only in selected courses)

Are you employed? yes _____ (hours/week) no

I am aware that I must inform my *Ausländerbehörde/Landratsamt* (Foreigners' Registration Office) on the change of a major or a minor and that they must approve such a change.

I affirm that in the major/minor for which I wish to apply I have not lost my *Prüfungsanspruch* (entitlement to take examinations).

I confirm that I am not currently taking part in the "Referendariat", nor will I start it during this upcoming semester.

Place, date

Signature

Bearbeitungsvermerke

Geprüft und vollzogen – Datum, Handzeichen

Additional information

► Do I need a certificate of recognition of study periods (*Studienzeitanrechnungsbescheinigung*)?

Yes, if you change your minor to your major, e.g. your minor in *Germanistik* becomes your major (If your major becomes your minor, you do not need a certificate of recognition of study periods.)

Yes, if you change your degree (even if your major/minor stay(s) the same), e.g. from bachelor to *Lehramt* an Gymnasien/Beruflichen Schulen (GymPO)

Yes, if you change to a similar or neighbouring subject (e.g. from *Japanologie* to *Ostasienwissenschaft*) and wish to have coursework accredited

Yes, if you have completed coursework in a study programme you have not yet been enrolled in and wish to have this coursework accredited.

► Do I need to see a departmental student advisor (*Fachstudienberater*), and why?

An advising meeting is obligatory if, in the semester you wish to change your study programme, you are in your third or higher subject-related semester (*Fachsemester*) in the major/minor you wish to change.

You must present proof of an advising meeting with the departmental student advisor of your new major/minor when you hand in the form "Application for change of major/minor."

§ 60 Abs. 2 Nr. 5 LHG

Die Zulassung nach Absatz 1 Satz 3 ist zu versagen, wenn die Person einen Studiengang im dritten oder in einem höheren Semester wechseln will und nicht den schriftlichen Nachweis über eine auf den angestrebten Studiengang bezogene studienfachliche Beratung gemäß § 2 Abs. 2 erbringt.

If you change **one of your subjects**, please consult the **departmental student advisor of your new subject**.

If you change both your majors, please consult the departmental student advisor of your new 1st major.

If you change your major and your minor, please consult the departmental student advisor of your new major.

You can find out which advisor is responsible for you on the lists posted online at:

www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html

If you have questions on the combination rules, please consult the

International Relations Office (Seminarstraße 2, 69117 Heidelberg, room 33, phone: 06221/54-5454).

Bescheinigung des Fachstudienberaters

Der/Die Studierende _____ hat sich heute über das **neue** Studienfach
Name, Vorname
fachlich beraten lassen.

Heidelberg, den _____ Dienstsigel _____ Unterschrift des/der Fachstudienberaters/in