Matriculation regulations of the University of Witten/Herdecke from winter semester 2026/2027

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 become involved in the joint generation of ideas and social organization beyond their individual study objectives. The degree of commitment is decided individually and freely within the framework of the University's objectives.

§ 1
Matriculation

1. By enrolling, 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, Privaten Universität Witten/Herdecke gGmbH, of which the following regulations are agreed as an integral part. Upon enrolment, the student acknowledges 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 endeavor 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 program in which all examinations required by the respective SPO are completed. An exception is the state examination after obtaining the Master's degree in Psychology.

6. All doctoral candidates of the university must be enrolled at the university for the entire duration of their doctorate and be enrolled in the respective doctoral program. 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 candidate status.

§ 2
Procedure

1 Enrolment as a student is 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 provide information on 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 every student receives for enrollment 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 retrieved by students via the university system. It is the responsibility of the students to regularly retrieve the university emails or to ensure that they are forwarded accordingly

4. If an applicant does not have an Abitur (German university entrance qualification) or an equivalent document as determined by the faculty or department, in the original or in the form of a certified copy, to prove eligibility for admission, there is the possibility of separate admission in accordance with Section 49 HFG.

5. The applicant or student consents to the collection, processing, and use of their personal data required for the purposes of university-run student administration. They agree that the data may be exchanged with the Witten/Herdecke University Association and the Witten/Herdecke Student Society .

6. The Private University of Witten/Herdecke gGmbH currently levies a contribution from each student to finance the university. The amount and method of payment are governed by the currently valid version of the university's contribution regulations.

7. The Witten/Herdecke University Association (Hochschulwerk Witten/Herdecke e. V.) levies a social contribution as well as a fee for the Germany semester ticket. The respective amounts of these contributions are determined by the currently valid version of the contribution regulations.

8. Enrollment deadlines are absolute deadlines. As they are variable, they will be announced electronically in a suitable manner.

9. Doctoral candidates have the option of enrolling throughout the entire academic year.

10. Further information regarding deadlines and any other formalities that may be required can be obtained from the student secretariat.

11.

a) Changing degree programs/doctoral programs within UW/H (excluding Bachelor's/Master's program changes) should be completed by the end of the third semester. This requires submitting an application via the applicant management system, completing the selection process with the relevant faculty or department/doctoral office, and re-enrolling in the new program. All of this must be done within the corresponding enrollment period. The corresponding application, with the approval of the dean or doctoral supervisor and the chair of the doctoral committee, must be submitted to the Student Secretariat no later than the end of the re-registration period for the following semester.

b) To change the variant of a degree program, for example from a four-semester to a two-semester variant, the corresponding application, with the dean's approval, must be submitted to the student administration office within the re-registration period for the following semester. A change during the current semester is not possible.

c) Regardless of whether it is a change of study program/doctoral program or a change of study program variant, any existing blocking notices must be dealt with within the re-registration period.

§ 3
Re-registration

1. If a registered student wishes to continue their studies at the University of Witten/Herdecke, they must re-register for the upcoming semester. Re-registration occurs automatically on the designated re-registration deadlines; for the summer semester, this is February 28/29, and for the winter semester, August 31. Students with a block on their enrollment have the opportunity to have the block lifted by taking the necessary action between January 15 and February 28/29 for the summer semester and between June 15 and August 31 for the winter semester. Automatic re-registration does not exempt students from the obligation to pay any applicable fees.

2. The student secretariat will provide information about all necessary formalities.

3. Insofar as proof of payment of fees is required in the course of the feedback, the fee schedule in its currently valid version shall apply.

4. By submitting the feedback, the student acknowledges the currently valid version of the enrollment regulations.

5. Students/doctoral candidates are obliged to notify the student secretariat immediately of any changes to their name, address or nationality, with appropriate proof.

§ 4
Exmatriculation

1. After successfully completing a course of study by examination, the student is automatically de-registered if there is no further enrolment in another course of study and receives an e-mail confirmation of this. Students must specify the desired date of de-registration 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 a registered student no longer wishes to continue their studies at Witten/Herdecke University, they will be exmatriculated upon written application. Retroactive de-registration is not possible. Upon exmatriculation, 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 fulfillment of conditions that the student must fulfill vis-à-vis the university or its sponsor. Conditions may include the return of borrowed materials and the payment of any fees.

3. Compulsory deregistration without application by the student will be carried out if

a) the enrollment or re-registration was brought about by coercion, fraudulent misrepresentation or bribery;

b) A student who has enrolled but does not commence their studies, or who, in the case of a block notice, does not re-enroll within the re-registration period according to § 3 para. 1 sentence 3 or does not take a leave of absence in time; the university is entitled to de-register the defaulting student no earlier than six weeks after the expiry of the corresponding deadline.

c) A student has definitively failed an examination, intermediate examination, or mandatory course required by the respective study regulations, or has definitively failed to provide proof of its completion. The respective faculty or department decides whether proof of completion is definitively lacking.

d) Students who, for whatever reason, exceed the standard period of study by four or more semesters and do not submit the dean's approval for re-registration/leave of absence, will be subject to the following procedure: The dean or a faculty member appointed by the dean will conduct a structured and documented discussion with the student regarding the continuation and completion of their studies. Both parties may, upon request, invite another faculty or department member to participate as an observer. The signed minutes will be submitted to the examination board of the relevant degree program. The examination board will then decide on the student's deregistration. The procedure outlined in page 5 can only be initiated if the faculties or departments contact students whose studies have already exceeded the standard period or are at risk of exceeding it in a timely manner.

e) Doctoral candidates who, for whatever reason, require more than twelve semesters to complete their doctorate and do not submit the approval of the chair of the respective doctoral committee for a return to study/leave of absence, will be subject to a structured and documented discussion with the doctoral candidate, in the presence of their doctoral supervisor, regarding the continuation and completion of their doctorate. At the candidate's request, both parties may invite another faculty or department member to participate as an observer. The signed minutes of the discussion will be forwarded to the doctoral committee of the relevant degree program.
The procedure according to page 5 can only be initiated if the doctoral offices contact doctoral candidates whose study duration exceeds the number of semesters specified in page 1 in a timely manner.

f) A student fails to pay contributions, fees, or in-kind contributions due despite a reminder and a deadline, with the threat of compulsory deregistration. Contributions and fees as defined in the enrollment regulations are listed in the contribution regulations;

g) The study contract has been declared dissolved by the disciplinary committee due to serious offenses, in particular acts of deception in examination performance or intentional or repeated serious disruption of university operations or undermining of human interaction at the university, which no longer reveal a will to shape the university in accordance with the preamble.

§ 5
Disciplinary committee

1. The Disciplinary Committee of UW/H is a non-permanent committee of the faculties, convened by the President upon application by an affected student or university body. It decides on compulsory deregistration pursuant to Section 4, Paragraph 3 g).

   Each convened disciplinary committee shall adopt its own rules of procedure.

2. The committee consists of:

   a) the President or a representative appointed by him/her;

   b) a member of 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 not affiliated with the University of Witten/Herdecke, 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 of the disciplinary committee are made unanimously. If unanimity cannot be achieved, a simple majority decides in a vote.

§ 6
Leave of Absence

1. A student may be granted a leave of absence upon written application with justification.

   The application must be submitted to the Examinations Office or, in the case of doctoral candidates, to their doctoral supervisor. Students pursuing two degrees must submit an application for both degree programs, as a leave of absence is granted on a personal basis and not program-specific. The Dean or a person authorized by the Dean, or the doctoral supervisor, decides on the approval or rejection of the application. Each application for a leave of absence must be accompanied by supporting documentation. The approving office may request further documentation if it deems it necessary.

   The rejection of an application must be accompanied by a written explanation.

2. Leave of absence is generally granted for no more than two semesters. The leave of absence should not significantly impede the progress of studies with regard to achieving the degree.

3. The application for a leave of absence must be submitted within the re-registration period (§ 3 para. 1) for the semester in question. In exceptional circumstances, students may apply for a leave of absence for the current semester.

4. The leave of absence will become valid as soon as the student has completed the necessary tasks related to any existing blocking notices within the re-registration period for the upcoming semester.

5. A leave of absence is generally not possible in the first semester of study or in the first semester of enrollment.

§ 7
Guest students

1. If there are available places in certain areas of the university, guest students can obtain a guest student certificate at the University of Witten/Herdecke.

2. If space is available, auditors may be permitted to attend individual events. The respective lecturer will decide on any written application, with justification, submitted to the responsible dean.

3. Auditors pay the fees stipulated in the current version of the fee regulations. Furthermore, the provisions of the university and faculty regulations, guidelines, and implementing regulations apply mutatis mutandis to auditors as well.

§ 8
Temporarily enrolled students

1. Upon request, the university can enroll students from foreign universities (e.g. exchange students) for a limited period of usually two semesters.

2. Students with temporary enrollment are not entitled to take final examinations.

§ 9
Secondary students

1. The university may admit students from other universities as visiting students and thereby entitle them to attend courses and take examinations.

2. The confirmation of admission for students is sent by the student administration office to the relevant dean of the faculty. The dean must consider the interests of the faculty or department and the lecturers when making their decision. The written decision granting admission as a secondary student must specify the type and scope of the authorization as per paragraph 1.

3. Upon obtaining the status of a second-degree student, the student acquires full membership at the university. For enrollment, a confirmation of admission from the dean's office is required . Furthermore, a certificate of enrollment from the student's primary university must be submitted for enrollment and each subsequent re-registration.

   If a student wishing to enroll at UW/H is on leave of absence from their primary university for the semester in which they intend to register, enrollment cannot be completed. For students already enrolled at UW/H who wish to re-register and are on leave of absence from their primary university, re-registration is only possible if they also apply for and are granted a leave of absence at UW/H. Otherwise, re-registration is not possible.

   Auditors pay the fees stipulated in the currently valid version of the fee schedule. Furthermore, the provisions of the university and faculty regulations, guidelines, and implementing regulations for auditors apply accordingly.

§ 10
Final Provisions

This matriculation regulation was adopted by the Senate of the University of Witten/Herdecke on November 3, 2026 and comes into force immediately.

Witten, November 3, 2026

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Prof. Dr. Martin Butzlaff	Dipl. oec. Jan Peter Nonnenkamp
President	Chancellor
Witten/Herdecke University	Witten/Herdecke University