

Name, surname:

Place, date:

Date of birth:

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 WueStudy. To do so, please go to 'Student services' and 'Contact data'.

**Note:**

Notifications will only be sent to your stud mail address!

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

**Winter Semester**  or

**Summer Semester**

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).*

**add a subject (teaching degree, Erweiterung)**

**drop a degree programme/subject**

**continue my studies in the consecutive Master's degree programme**

**continue my studies in the doctoral program**

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. If necessary, enclose your letter of acceptance for the new subject(s).

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. I have taken note of the **cut-off deadline** for the recognition of previous academic achievements (cf. reverse side no. 2).

Signature

Signature of parents or legal guardians  
(if the student is underage)

**Legal basis for data collection see overleaf**

Postal address: Sanderring 2, 97070 Würzburg  
Street address: Hubland Nord, Josef-Martin-Weg 55, 97074 Würzburg  
Office hours: <https://www.uni-wuerzburg.de/studium/studienangelegenheiten/startseite/>  
Email: [studienangelegenheiten@uni-wuerzburg.de](mailto: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.

### **1. 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 91 No. 2 *Bayerisches Hochschulinnovationsgesetz* (Bavarian Higher Education Innovation Act, BayHIG), 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 91 No. 2 BayHIG will manifest retroactively and will lead to disenrolment according to Section 94 Subsection 2 BayHIG!

### **2. Cut-off deadline for the recognition of examinations and certificates of achievement from previous periods of study:**

Pursuant to § 18 Para. 4 ASPO, an application for recognition of achievements from previous study programmes can only be submitted once, **namely within the first semester of study in the new study programme** at JMU to the responsible examination board, as long as the achievements in question have not yet been taken at JMU at the time of application.

### **3. Legal basis for data collection:**

*The legal basis for the collection of personal data is Section 87 Subsection 2 BayHIG 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.*