Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Regulations on Admission and Enrollment of the University of Mannheim (ZulImmaO)

as at 27 February 2019
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 03/2019 of 28 February 2019, pp. 47 et seqq.)

1st amendment as at 10 March 2020
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 5/2020 of 17 March 2020, pp. 78 et seqq.)

2nd amendment as at 4 November 2021
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 11/2021 of 8 November 2021, pp. 22 et seqq.)

3rd amendment as at 15 November 2023
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 11/2023 of 22 November 2023, pp. 7 et seqq.)

4th amendment as at 24 April 2024
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 5/2024 of 30 April 2024, p. 7)

5th amendment as at 14 May 2025
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 5/2025 of 20 May 2025, pp. 4 et seqq.)

6th amendment as at 4 July 2025
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 6/2025 of 18 July 2025, p. 5)

7th amendment as at 24 March 2026
(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 4/2026 of 30 March 2026, p. 6)

Preliminary note on language use

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

Content

Part 1: General Information 4
Section 1 – Policy 4
Section 2 – Academic Year, Beginning of the Program 4
Section 3 – Duties and Obligations to Cooperate and Participate 5
Part 2: Admission, Selection and Admission by Lottery for Selective Programs 6
Section 4 – Competency 6
Section 5 – Admission 6

Section 6 – Application for Admission 6
Section 7 – Documents of Proof 7
Section 8 – Quota for Top-Level Athletes; Ranking of Candidates 9
Section 9 – Advanced Semesters 10
Section 10 – Official Letter of Admission 10
Section 11 – Admission by a Lottery Process in Case of Selective Programs at the University of Mannheim 10
Part 3: Enrollment 11
Section 12 – Request for Enrollment 11
Section 13 – Documents and Enrollment 12
Section 14 – Student ID Card; Certificates 12
Section 15 – Non-Selective Programs 13
Section 16 – Parallel Studies 13
Section 17 – Swapping Places 13
Part 4: Re-Registration 14
Section 18 – Re-Registration 14
Part 5: Academic Leave of Absence 15
Section 19 – Academic Leave of Absence 15
Part 6: Disenrollment 16
Section 20 – Disenrollment 16
Section 21 – Procedure for Disenrollment 16
Section 22 – Students in Examination Processes 17
Part 7: Special Regulations 17
Section 23 – Doctoral Students 17
Section 24 – Students Admitted to a Program for a Limited Period of Time 18
Section 25 – Module Students 18
Section 26 – Guest Student Program, Uni for Pupils Program 18
Section 27 – Part-Time Program 19
Section 28 – Temporary Research Trips 19
Section 29 – Preparatory Studies 19
Section 30 – Registration, Documents of Proof, Competencies 20
Part 8: Final Provisions 20
Section 31 – Commencement; Transitional Regulations 20

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Appendix 1:
Proof of German Language Proficiency
in Accordance with Section 7 Subsection 1 Number 3.....22

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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 the higher education institutions in 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) [1]Students 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. [2]In case of selective programs, students may only enroll in the program they were admitted to. [3]Changing a degree program requires new enrollment in the program in question, in case of selective programs, new admission is required. [4]Sections 23; 24 and 28 to 30 remain unaffected.

(3) [1]The provisions of these regulations apply to 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 or program-specific statutes. [2]For programs that are so-called joint degrees in cooperation with other higher education institutions, students are to be enrolled at all higher education institutions involved.

(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) [1]The 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 or to make the documents available for download within the campus management system (Portal²). [2]For this purpose, applicants provide their e-mail address. [3]The University of Mannheim sets up a user account for the campus management system for all applicants and students and additionally an e-mail account for all students.

Section 2 – Academic Year, Beginning of the Program

(1) [1]The academic year of the University of Mannheim is divided into semesters. [2]The fall semester starts on 1 August and ends on 31 January of the following year; the spring semester starts on 1 February and ends on 31 July. ³The semester starting in August is called the fall semester, the semester starting in February is called the spring semester.

(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.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Section 3 – Duties and Obligations to Cooperate and Participate

(1) [1]Students 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 orientation, preliminary, intermediate or final examination taken at another higher education institution that was failed with no option to re-sit including other failed examinations with no 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 that are relevant for continuing a program;
7. loss of the student ID card;
8. taking up another program at a different higher education institution;
9. *deleted*
10. all circumstances which may lead to the revocation of admission or enrollment.

[2]The report should include appropriate documents of proof. [3]In individual cases, the issuance of enrollment certificates may be blocked until legal questions or other issues have been clarified. [4]Duties and obligations to report which arise from other regulations and apply towards third parties remain unaffected.

(2) [1]Students have to participate in the automated processes and procedures used at the university. [2]In particular, this includes the automated processes for admission, enrollment and examination management as well as further processes for the organization of the program. [3]Student participation is particularly based on an active use of the campus management system and the user ID and e-mail address as well as the portal of the Stiftung für Hochschulzulassung that is used as part of the DoSV for applicants.

(3) When appearing in person, students and applicants are required to provide a valid ID card with a picture or a passport upon request.

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

(5) If graduates wish that the university stores their data according to section 12 subsection 8 sentence 4 LHG for the period designated by law, in order to be able to issue substitute documents if need be, they need to communicate this to the Student Services in due time before the data is deleted and in the form required by the university.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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

Section 4 – Competency

(1) [1]The University of Mannheim is responsible for admissions to its programs according to the act on the admission to higher education institutions of the Land of Baden-Württemberg (HZG) and related regulations. [2]The 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 ordinance detailing the admissions process for higher education institutions of the Land of Baden-Württemberg (HZVO) and the treaty on university admissions (Staatsvertrag über die 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]Applicants 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) within the meaning of section 60 subsection 1 sentence 5 of the act on the higher education institutions in the Land of Baden-Württemberg (LHG).

[2]Sentence 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) [1]The application must be submitted electronically in the form required by the University of Mannheim; a personal signature is not required. [2]All additional documents relating to admission requirements and selection criteria must be submitted during the application process as electronic copies only, in a file format and in the form approved by the university; language test certificates that are submitted to the university directly by the test centers can be submitted in hard copy. [3]In deviation from sentence 2, the University of Mannheim can order that the proofs listed as required for the application have to be presented as an original or as a notarized copy during the application process or at enrollment; the respective order can be

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

made on the forms required for requesting enrollment. [4]If it is not possible to submit the application electronically due to hardship for which the student is not responsible, the application may, upon reasonable request, be submitted in writing or made verbally and recorded. [5]Sentences 1 to 4 also apply to requests for priority admission and requests for admission considering certain hardship criteria.

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

(4) Applications for consecutive or non-consecutive master's programs are always considered equivalent main applications.

(5) *deleted*

(6) [1]An application making use of an entitlement for admission beyond the number of available study places must be explicitly marked as such ("Antrag auf Zulassung außerhalb der festgesetzten Zulassungszahl"). [2]This application must be submitted in writing, separately from regular applications for admission to the Admissions Office of the University of Mannheim. [3]Applicants are to prove that they meet the admission requirements for the program by submitting copies of the relevant documents with the application.

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,
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;

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

3. applicants applying for German-taught programs need to present proof of 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; the following certificates are accepted:

    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 abovementioned exams if they can provide proof of one of the qualifications listed in appendix 1 of these regulations;

4. proofs of previous admissions, enrollments, periods of study, examinations and recognition of particular 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 their 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 within the meaning of section 58 subsection 4 LHG;

7. *deleted*

8. in case of an application for a change of the degree program during the third or higher semester of the program, 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;

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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) [1]According 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. [2]This group of persons includes:

1. members of a national Olympiakader, Perspektivkader, Ergänzungskader, Teamsportkader or Nachwuchskader 1 of a member organization 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;

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

(2) [1]Additionally to their application for admission, applicants must submit an application for admission within this quota. [2]The application must be submitted in writing or via e-mail in the form required by the University of Mannheim. [3]In 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. [4]Corresponding 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) If there are quotas within the meaning of section 6 subsection 4 sentence 3 of the act on the admission to higher education institutions of the Land of Baden-Württemberg (HZG) for consecutive and non-consecutive master's programs, the rankings for selection are considered in the following order:

1. selection according to the result of a selection process,
2. selection according to hardship criteria,
3. quota for top-level athletes

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Section 9 – Advanced Semesters

(1) [1]If admission to an advanced semester of a program is selective, free study places are allocated according to the provisions of the HZG and HZVO. [2]The 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. The applicants assigned to the same subject-specific semester of the program in question are ranked according to their study progress; section 7 subsection 2 sentence 1 number 2 HZG remains unaffected;
3. The respective study or examination regulations remain unaffected and must be adhered to.

(2) [1]It is not possible to be admitted to semesters exceeding the standard period of study of a program. [2]Admissions 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) [1]An admission is only valid for the program or the combination of programs and the semester named in the official letter. [2]Admission 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) [1]If 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. [2]As soon as this has been completed, the admissions process is closed.

(2) [1]As a rule, only one lottery is conducted per program. [2]If 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.

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

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

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

(5) [1]At least two members of the university must be present for the draw. [2]The 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 5 subsection 6 HZVO remains unaffected.

Part 3: Enrollment

Section 12 – Request for Enrollment

(1) [1]The request for enrollment must be submitted electronically via the campus management system of the University of Mannheim within the deadline determined in the official letter of admission. [2]In order to meet the deadline, the electronic copy of the signed request form in a file format approved by the university needs to be submitted via the campus management system of the University of Mannheim. Signed within the meaning of this sentence means also signatures that were made and then scanned or digital signatures. [3]Language test certificates that are submitted to the university directly by the test centers may be submitted in hard copy.

(2) [1]In addition to the request for enrollment, the following documents must be uploaded:

1. for applicants who have studied at other higher education institutions before, the confirmation of disenrollment, degree certificates and proof of already completed examinations or their recognition;
2. another declaration according to section 7 subsection 1 no. 5;
3. doctoral students must produce proof that they have been admitted to a school of the University of Mannheim;
4. in case of an application for a parallel program that concerns at least one selective degree program, the approval for pursuing the parallel program;
5. deleted
6. for first degree programs, proof that the applicant has taken a student orientation test; generally, this is the certificate for the aptitude test on www.was-studiere-ich.de; equivalent procedures are recognized; for admission to teacher education programs this is the signed certificate of the orientation test for teacher education programs on www.bw-cct.de; program-specific selection statutes may require proof of a specific orientation test.

[2]In addition, to submit your request for enrollment via the university campus management system, you must have:

1. the electronic notification of your insurance status by a statutory health insurance provider (M10 notification),
2. proof of payment of any fees regarding the degree program.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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

(4) [1]If applicants are unable to meet the deadline due to reasons they are not responsible for, an extension may be granted. [2]The request must be sent electronically in a format approved by the university to the Student Services of the University of Mannheim within the deadline determined in the official letter of admission.

(5) If it is not possible to submit the application electronically due to hardship for which the student is not responsible, the application may, upon reasonable request, be submitted in writing or made verbally and recorded.

Section 13 – Documents and Enrollment

(1) Enrollment is conducted by recording and processing student data that is required for enrollment in the campus management system and by providing the enrollment certificates for download via the students' user accounts in the campus management system.

(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 takes place regularly with effect from the beginning of the semester, in the case of later enrollment on the day on which all requirements for enrollment are completed.

(4) [1]In 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). [2]If 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) [1]Students receive a student ID card. [2]It is a smart card (ecUM card) and an item of loan. [3]The student ID card bears the student's last name and first name, student ID number, the ID card number, the period of validity and the name of the school the student belongs to. [4]The student ID card is valid for one semester. [5]Students are responsible for regularly updating the print for the validity period in due time.

(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.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Section 15 – Non-Selective Programs

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

(2) [1]If an application is a requirement, applications for the fall semester must be submitted to the University of Mannheim by 15 July (definitive deadline). [2]Other statutes or regulations, in particular admission regulations or selection statutes of doctoral programs, consecutive and non-consecutive master's programs, may stipulate definitive deadlines which differ from the one in sentence 1. [3]In 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) [1]Proof of requirements may be submitted separately later but only within the definitive deadline. [2]After 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.

(6) Section 34 HZVO remains unaffected.

Section 16 – Parallel Studies

(1) [1]Parallel enrollment in two or more selective programs (parallel studies) requires approval. [2]The request must be made in writing at the respective Student Services office. [3]Approval is granted if applicants prove that they meet the requirements for pursuing parallel studies as determined in the act on the higher education institutions in the Land of Baden-Württemberg (LHG).

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

Section 17 – Swapping Places

(1) [1]The 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. [2]Consent 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;

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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.

Part 4: Re-Registration

Section 18 – Re-Registration

(1) [1]Students who want to continue their degree program in the following semester re-register within the deadlines stated in subsection 2. [2]As 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. [3]Re-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) [1]If 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. [2]Late 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 in due time despite having received official reminders or in case of other 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) [1]The 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 (Studentenkrankenversicherungs-Meldeverordnung SKV-MV) have been fulfilled,
2. fee payments according to subsection 1 have been made,
3. other claims relating to the degree in accordance with section 60 subsection 2 number 7 LHG have been paid.

[2]If 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. [3]The student data is updated accordingly.

(7) Section 14 subsection 2 applies accordingly.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Part 5: Academic Leave of Absence

Section 19 – Academic Leave of Absence

(1) [1]An 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. [2]The request must be submitted electronically via the campus management system of the University of Mannheim. [3]Applicants must provide proof of the reasons for the academic leave of absence in the form of an electronic copy in an accepted file format via the campus management system of the University of Mannheim. [4]If it is not possible to submit the application electronically due to hardship for which the student is not responsible, the application may, upon reasonable request, be submitted in writing or made verbally and recorded. [5]The university may request additional proof of the reason for the academic leave of absence after it is completed.

(2) [1]The 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. [2]As 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. [3]An 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. [4]It is not possible to request an academic leave of absence for an already completed semester. [5]Moreover, it is not possible to request an academic leave of absence for reasons that occurred after the end of the lecture period.

(3) [1]The academic leave of absence is documented on the enrollment certificate and is valid for the entire duration of the respective semester. [2]If 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 procedure determining the aptitude for a doctorate 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) [1]Students on an academic leave of absence are not allowed to attend courses. [2]With the exception of alternate examination dates for examinations of the last semester, students on an academic leave of absence are not allowed to register for, take or submit examinations. [3]Section 61 subsection 3 LHG remains unaffected. [4]During 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. [5]Apart from that, students on an academic leave of absence take part in the self-governance processes of the university.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

(6) If a request for an academic leave of absence is rejected, the official notification will be made available for download via the student's user account in the campus management system; if making it available for download is not possible, the university may send the notification by other means.

Part 6: Disenrollment

Section 20 – Disenrollment

(1) [1]The request must be submitted electronically via the campus management system of the University of Mannheim. [2]Instead of submitting the electronic form, students can also request disenrollment in person. [3]If it is not possible to submit the application electronically due to hardship for which the student is not responsible, the application may, upon reasonable request, be submitted in writing or made verbally and recorded.

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

Section 21 – Procedure for Disenrollment

(1) [1]Disenrollment is executed by recording it in the campus management system of the University of Mannheim. [2]Once disenrollment is completed, the confirmation of disenrollment is made available for download via the student's user account in the campus management system; if making it available for download is not possible, the university may send the confirmation by other means. [3]In case an official notification of disenrollment is issued, it is also made available for download via the student's user account in the campus management system; sentence 2 half-sentence 2 applies accordingly.

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

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

(4) [1]In case of disenrollment with immediate effect, students must return their student ID card and all certificates of the current semester in the original upon request; electronic certificates issued for the semester in question must be deleted by the students without request. [2]It 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 members of the University of Mannheim.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

(6) If disenrollment requires a prior reminder or threat of disenrollment, as a rule, these documents are made available for download via the student's user account in the campus management system; if making them available for download is not possible, the university may send them by other means.

Section 22 – Students in Examination Processes

(1) [1]In order to take examinations, students have to be enrolled at the University of Mannheim; cooperation agreements with other higher education institutions remain unaffected. [2]Students 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) [1]Students may submit a request to withdraw from exams, unless the disenrollment is based on a loss of eligibility to take exams; the requirements set out in section 20 subsection 1 apply accordingly to submitting the request. [2]The 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. [3]The responsible Student Services office decides on the withdrawal from exams in agreement with the examination committee of the respective program.

Part 7: Special Regulations

Section 23 – Doctoral Students

(1) [1]Doctoral students of the University of Mannheim are enrolled on the basis of the admission as a doctoral student until the completion of the doctorate. [2]Sentence 1 does not apply to doctoral students 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) [1]After having been admitted, the doctoral students are obliged to immediately submit the following documents as electronic copies in a file format and way of transfer that is accepted by the university 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; proof of admission as doctoral student.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

[2]If the Student Services have the doctoral students' respective data from former enrollment that may be processed, they may waive the requirements listed in sentence 1 numbers 1 through 3.

(3) [1]Sections 1 through 4, section 6 subsection 2 sentence 3, sections 13 through 15 and sections 17 through 21 apply accordingly to 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. [2]Regulations on admission and enrollment for doctoral programs remain unaffected.

(4) Participants of a procedure determining the aptitude for a doctorate may request enrollment for the duration of the procedure.

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

(3) [1]Incoming students are disenrolled with the expiry of the period of time they have been granted enrollment. [2]Re-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

[1]Module students are students from other higher education institutions who submit coursework and take examinations at the University of Mannheim. [2]Module 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) [1]Depending on available capacities, persons with sufficient educational qualifications are allowed to attend certain courses (guest student program). [2]Participation of guest students must not impede the interest and progress of regular students. [3]Admission to the guest student program may be denied if the requirements of sentence 1 are not met or if there are any

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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) [1]The 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. [2]The university may request proof of sufficient educational qualifications.

(3) [1]Guest students must pay a tuition fee. [2]Details are governed by the General Statutes of Fees of the University of Mannheim in the respective valid version.

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

(5)[1]Particularly talented school pupils in accordance with section 64 subsection 2 of the LHG are admitted as guest students. [2]In 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

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

Section 28 – Temporary Research Trips

[1]Students of other higher education institutions may be enrolled temporarily at the University of Mannheim for temporary research trips. [2]A temporary research trip does not qualify students to obtain ECTS credits. [3]As a rule, the research trip should not exceed two semesters. [4]Students may only be enrolled according to sentence 1 if the duration of the research trip is at 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. [5]Temporarily enrolled students on a research trip are not eligible to vote or to be elected.

Section 29 – Preparatory Studies

[1]Upon 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. [2]Persons taking preparatory studies are only temporarily enrolled and may only take these particular courses. [3]Upon enrollment, attendees may use the university's services. [4]Persons attending preparatory studies do not take part in the self-governance processes of the university.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Section 30 – Registration, Documents of Proof, Competencies

(1) [1]The 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 LHG. [2]To ensure proper execution of the respective processes within the programs, the persons concerned are registered by the university. [3]Personal data required for the implementation of the program is processed in accordance with the principle of data minimization.

(2) [1]The 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. [2]If the request does not include the required documents of proof, it will be denied. [3]If 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) [1]These regulations will come into effect the day after their publication in the Bulletin of the President's Office (Bekanntmachungen des Rektorats). [2]At the same time, the Regulations on Admission and Enrollment (ZulImmaO) of the University of Mannheim as at 25 April 2012, last amended on 15 March 2018, cease to be effective.

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

Article 2 of the 1st amendment as at 10 March 2020:

This amendment will come into effect the day after its publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats).

Article 2 of the 2nd amendment as at 4 November 2021:

This amendment will come into effect the day after its publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats). Article 1 number 3 applies for the first time during the application process for the fall semester 2022/2023. Pending requests for academic leaves of absence or disenrollment that were made before this amendment was in place will be completed according to the earlier regulations.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

Article 2 of the 3rd amendment as at 15 November 2023:

This amendment will come into effect the day after its publication in the Bulletin of the President's Office (Bekanntmachungen des Rektorats). Enrollment procedures that have already begun at the time these regulations enter into force are to be completed in accordance with the former regulations.

Article 2 of the 4th amendment as at 24 April 2024:

This amendment becomes effective on 1 August 2024. Article 1 number 3 is to apply for the first time during the application process for the fall semester 2024/2025.

Article 2 of the 5th amendment as at 14 May 2025:

This amendment will come into effect the day after its publication in the Bulletin of the President's Office (Bekanntmachungen des Rektorats).

Article 1 of the Statute on issuing ecUM cards without photos as of 4 July 2025:

This statute becomes effective on 1 August 2025.

Article 2 of the 7th amendment as at 24 March 2026:

This amendment will come into effect the day after its publication in the Bulletin of the President's Office (Bekanntmachungen des Rektorats).

.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.

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 abovementioned 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. a university entrance qualification from a German school outside of Germany in accordance with 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 at an institute abroad commissioned by the Goethe-Institute 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 in accordance with 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;

10. IB Diploma with German as Language A and a minimum grade of 6.

Please note:
The English translation of these regulations is intended solely as a convenience to non-German-reading members of the University of Mannheim. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.