

University of Vechta
Coordinator of the University Open to Non-Traditional
Students/Central Student Advisory Service
Maria Goldberg
Email: maria.goldberg@uni-vechta.de
Phone: +49 4441 15 166

Date of receipt

Registration* as an auditing student

Surname, first name:	
Surname at birth	
Date of birth:	
Place of birth:	
Student ID number: **	
Street, house number:	
Postcode, city:	
Mobile/phone number:	
Email address:	
Gender: Please tick:	male <input type="checkbox"/> female <input type="checkbox"/> non-binary <input type="checkbox"/>
Nationality:	

Please complete the registration on a computer and email it to maria.goldberg@uni-vechta.de. Please note that only completely filled in and signed registrations will be processed and you will only receive the access data to the Stud.IP learning management system after you have transferred the fees for auditing studies. Please note our regular processing time of about ten days.

Place _____ Date _____ Digital upload _____ or signature.

With my signature, I confirm that the information I have provided is complete and correct.

Tip to fill: Download and save data, "open with" "Adobe Acrobat DC" or "Microsoft Edge".

* Personal data is collected, processed, used and transferred on the basis of our data protection policy in accordance with the provisions of the General Data Protection Regulation (GDPR). You can find the data protection policy at www.uni-vechta.de/datenschutz/. By signing above, you confirm your consent to the electronic collection and storage of data in accordance with this data protection policy.

**Only to be completed by persons formerly enrolled in a degree programme or as auditing students at the University of Vechta.

Course selection:

I hereby register for attending the following courses from the course catalogue for auditing students:

Please note: For auditing students, a maximum of ten contact hours per week (SWS) is possible, which usually corresponds to five courses.

Course code <i>(e.g., msb004.1)</i>	Course title	Weekday(s) / time	Degree programme or academic subject	Contact hours per week (SWS) <i>(workload)</i>	Lecturer

I hereby apply for attending the following courses as an auditing student, although they are not generally open to auditing students (only possible with a declaration of consent from the lecturer(s)):

Course code <i>(e.g., msb004.1)</i>	Course title	Weekday(s) / time	Degree programme or academic subject	Contact hours per week (SWS) <i>(workload)</i>	Lecturer	Declaration of consent by the lecturer for admission as an auditing student (stamp from the academic department)

Details of your formal status:

Please tick:	Status groups 1-3	The following documents have to be submitted with the registration:	To be filled out by the Admissions Office
	1 Participation in courses with/without a higher education entrance qualification	No further documents required	
	2 Student at another state higher education institution in Lower Saxony (cross-registered student)	Certificate of enrolment	
	3 Student at another state higher education institution outside of Lower Saxony or a private higher education institution within Lower Saxony (cross-registered student)	Certificate of enrolment	

Please note: Students currently enrolled as regular students at the University of Vechta cannot enrol as auditing students.

Information for statistical purposes:

Do you already have an academic degree? yes no

Are you planning to attend the selected courses out of professional interest? yes no

Fees:

For auditing students attending up to four contact hours per week (usually max. two courses), the semester fees are EUR 50. If you attend five to ten contact hours per week, the fees will be EUR 75.

Exemption from fees

Fees may be waived or reduced upon request in the case of undue hardship. We assume undue hardship in particular if you receive *Leistungen zur Sicherung des Lebensunterhalts* (benefits to secure subsistence) (*Sozialgesetzbuch* (Social Code) – SGB II: *Grundsicherung für Arbeitssuchende* (basic income for job seekers)), *Hilfe zum Lebensunterhalt* (subsistence allowance) or *Grundsicherung im Alter und bei Erwerbsminderung* (basic income support in old age and in case of reduced earning capacity) (Social Code – SGB XII: *Sozialhilfe* (social assistance)) or benefits as per the *Asylbewerberleistungsgesetz* (AsylbLG) (Asylum Seekers' Benefits Act).

Information on the procedure:

1. Please fill in the form completely and **email it** from your account to maria.goldberg@uni-vechta.de.
2. After having received and assessed your registration, we will send you an invoice for the fees for auditing studies via **email**.
3. After having paid the fees for auditing studies, you will receive a letter of admission and the access data to the Stud.IP learning management system via **email** so that you can register for the selected courses in Stud.IP.
4. Introductory courses and networking opportunities for auditing students are offered on a regular basis (currently all online). Upcoming events can be found on the website.

All information on the auditing studies can be found here:

<https://www.uni-vechta.de/gasthoerstudium>

Contact person:

If you have any questions about auditing studies, please contact Maria Goldberg, coordinator of the University Open to Non-Traditional Students:

Phone: +49 (0)4441 15 166

Email: maria.goldberg@uni-vechta.de

Consultations can take place in face-to-face meetings, by phone or via video call. Feel free to contact me for discussing further details.

Availability by phone

Monday to Wednesday 9am - 12.30pm and 2pm - 4.30pm

Thursday 9am - 6pm

Friday 9am - noon

Please leave a message on the mailbox if you cannot reach me immediately. I will call you back.

Appointments out of the specified hours can be arranged.