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Mandatory enrolment for students

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Dear students

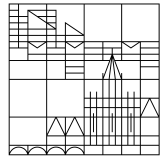
At the University of Konstanz, the following rules apply to (student) enrolment during the final examination phase:

Enrolment is mandatory if you wish to attend courses and to sit examinations. Students must be enrolled at the University of Konstanz until they have completed their last performance assessment or coursework, including retakes, if applicable (cf. § 1 para. 2 Zulassungs- und Immatrikulationsordnung (ZImmO) (admission and enrolment regulations) of the University of Konstanz).

According to the study and examination regulations, you must provide evidence of your enrolment status to the Central Examination Office and the examiners both when registering for your final thesis and final oral examination and when submitting your final thesis and right before sitting your final oral examination (please bring along a current certificate of enrolment).

This regulation is part of the University of Konstanz's admission and enrolment regulations (ZImmO) as well as the relevant study and examination regulations. It does not apply to teacher education and law students sitting a (state) examination. Mandatory enrolment for teacher education students ceases once they have been fully admitted to all exam components of the state examination, i.e. all final examinations in the respective subjects and the final thesis.

Law students (state examination) must be enrolled up to the point they take the first state examination in law. Candidates sitting the first state examination in law are required to be enrolled in the University of Konstanz's Department of Law during the two consecutive semesters immediately leading up to the examination (as per § 9 para. 1 no. 1 JAPrO 2002). Candidates for university examinations in areas of specialisation are admitted provided they remain enrolled at the University of Konstanz until all required performance assessments have been completed, including any exam retakes. If required, a current enrolment certificate must be submitted to the Central Examination Office (cf. § 13 para. 4 of the "Satzung über die Universitätsprüfung in einem Schwerpunktbereich des Staatsexamensstudiengangs Rechtswissenschaft" (statutes governing examinations in areas of specialisation in the state examination in law programme)).



Students sitting their final performance assessment at the beginning of the semester may be eligible for a fee refund. To receive a refund, you must request exmatriculation with immediate effect within a month after the start of the lecture period. It is only then that a full refund of all semester fees already paid to the university can be granted (cf. § 12 para. 3 sentence 1 Landeshochschulgebührengesetz (state law on education fees), § 4 para. 1 Beitragsordnung Seezeit Studierendenwerk Bodensee (Seezeit Bodensee student services schedule of fees) and § 4 sentence 2 Beitragsordnung der Verfassten Studierendenschaft an der Universität Konstanz (University of Konstanz student body schedule of fees).

Yours faithfully

Your Central Examination Office
