Change of Degree Programme

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Change of Subject/Change of Weighting of Subjects

Contents

1. Change one or more subjects
2. Complete change of degree programme or change of the weighting of subjects

1. Change one or more subjects

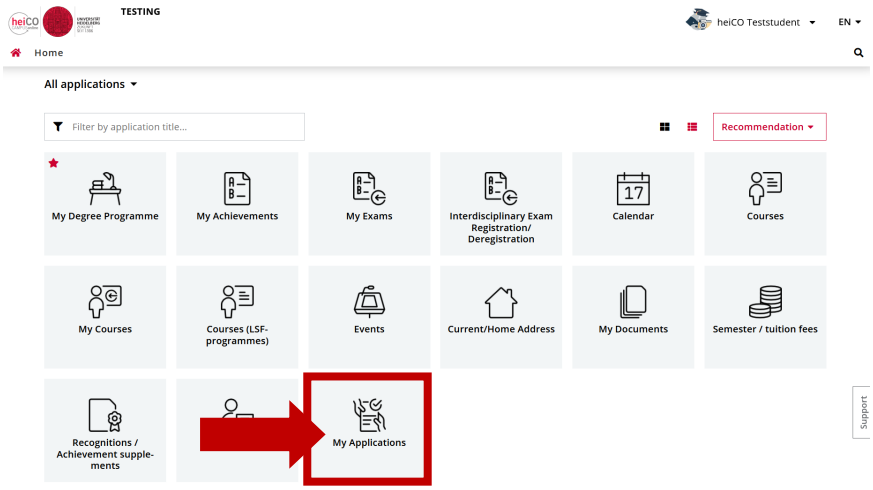


Fig. 1

1. After logging in to heiCO, click on the application ‘My Applications’ on your personal start page (see Fig. 1).

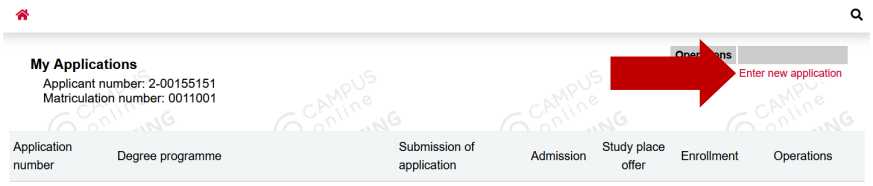


Fig. 2

2. You will now see your applications (see Fig. 2). Click on ‘Enter new application’ at the top right under ‘Operations’.

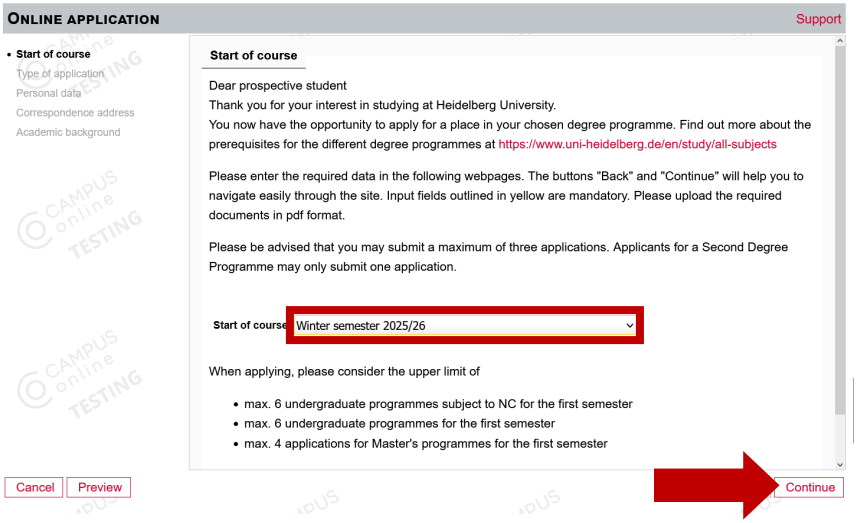


Fig. 3

3. The application wizard opens. Select the programme start date from the drop-down menu and click on ‘Continue’ (see Fig. 3).

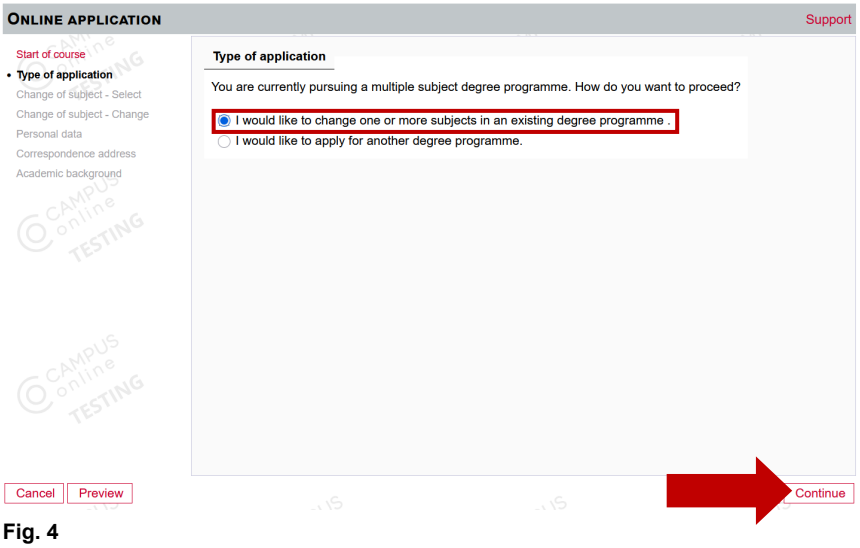


Fig. 4

4. Select the first option under ‘Type of application’ and click on ‘Continue’ (see Fig. 4).
Note: When changing the subject, at least one subject must be retained. If you would like to change the weighting of the subjects (e.g. 50% subject 1 and 50% subject 2 to 75% subject 1 and 25% subject 2), or change the degree programme completely, you must select the second option (see complete change of degree programme or change the weighting of subject).

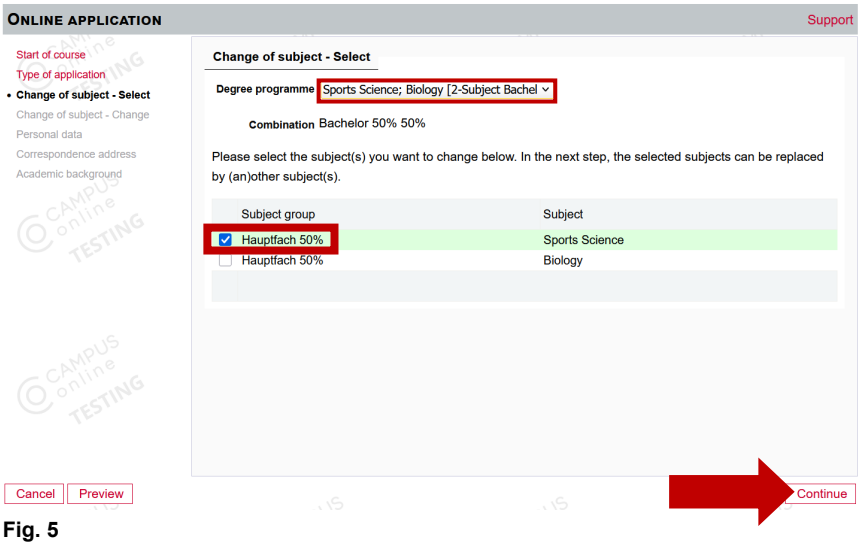


Fig. 5

5. You will now see your subjects that you can change (see Fig. 5). Select the subject that you would like to change.
Then click on ‘Continue’.

Note: You must select the degree programme in which you wish to change subjects if you are studying several degree programmes at the same time.

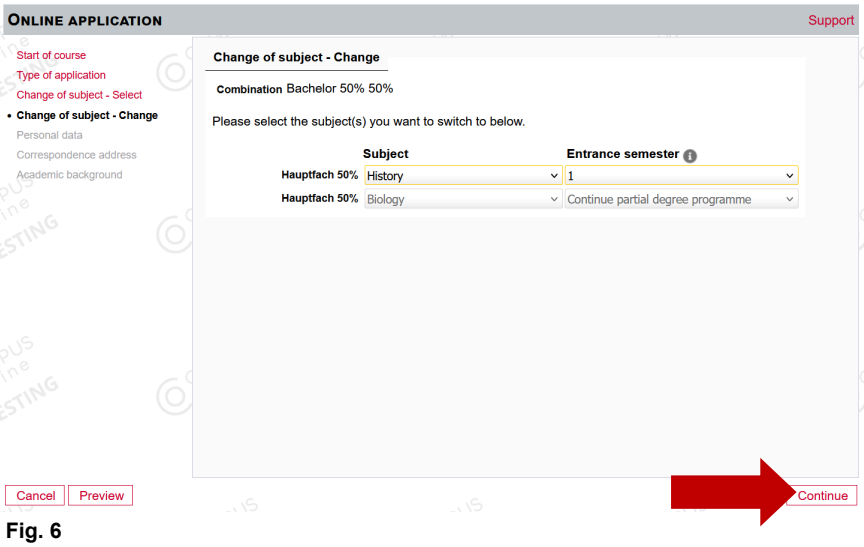


Fig. 6

6. Select the subject to which you would like to switch (see Fig. 6). Not all subjects can be chosen in all combinations. For example, some subjects can only be studied as a 2nd main subject in the 50% combination. Select ‘1’ for the first semester and click on ‘Continue’.
Note: Depending on the subject, you may only be able to change to the first semester of the subject in the winter or summer semester. Please also note the enrolment deadlines for the respective subject.

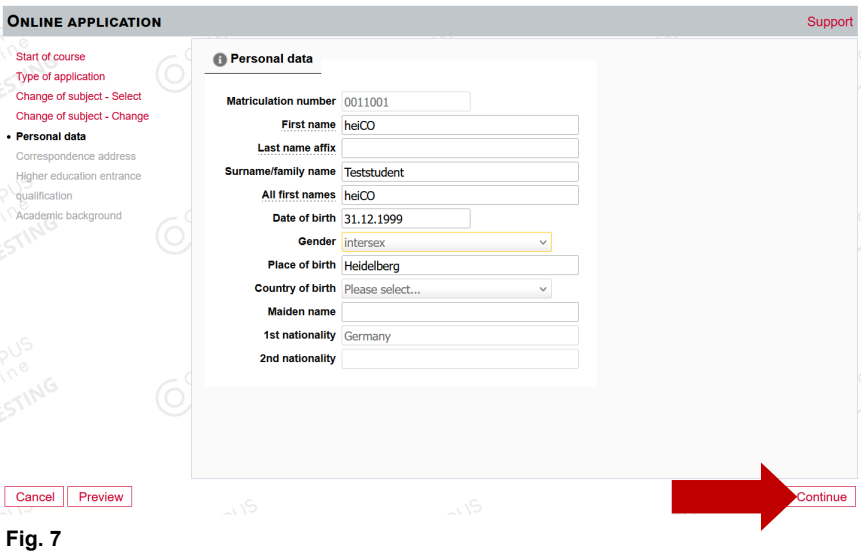


Fig. 7

7. Check your personal data and click on ‘Continue’ (see Fig. 7).
Note: If you find any errors in your data, please report them to the Student Administration Office. The data will be corrected by the Student Administration Office during enrolment.

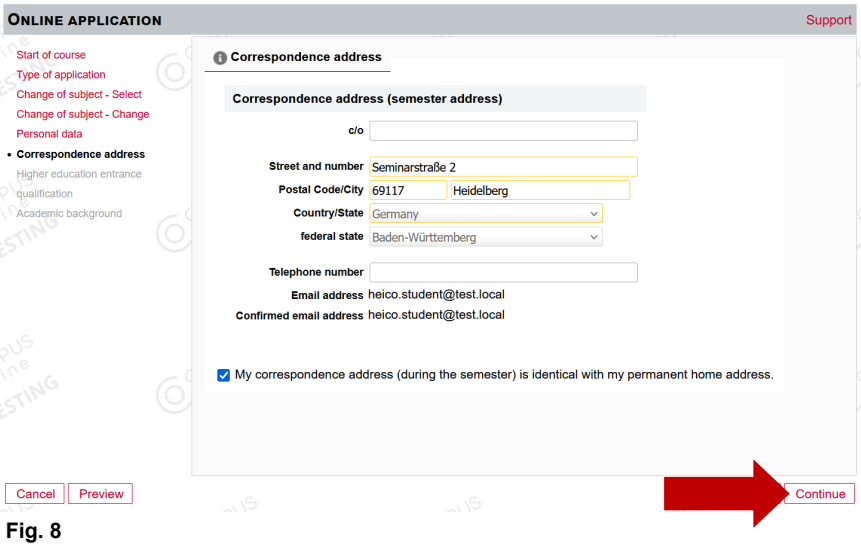


Fig. 8

8. Make changes to your correspondence address if anything has changed (see Fig. 8). Then click on ‘Continue’.

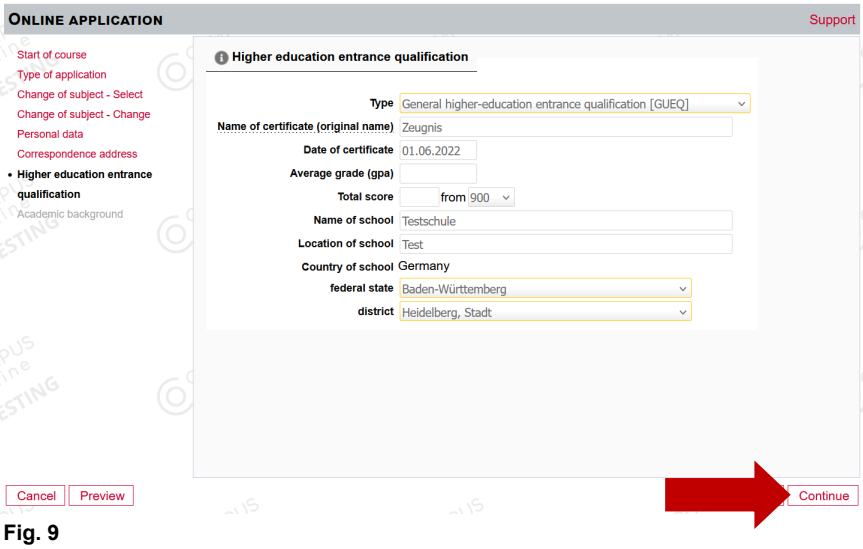


Fig. 9

9. Check your higher education entrance qualification and click on ‘Continue’ (see Fig. 9).

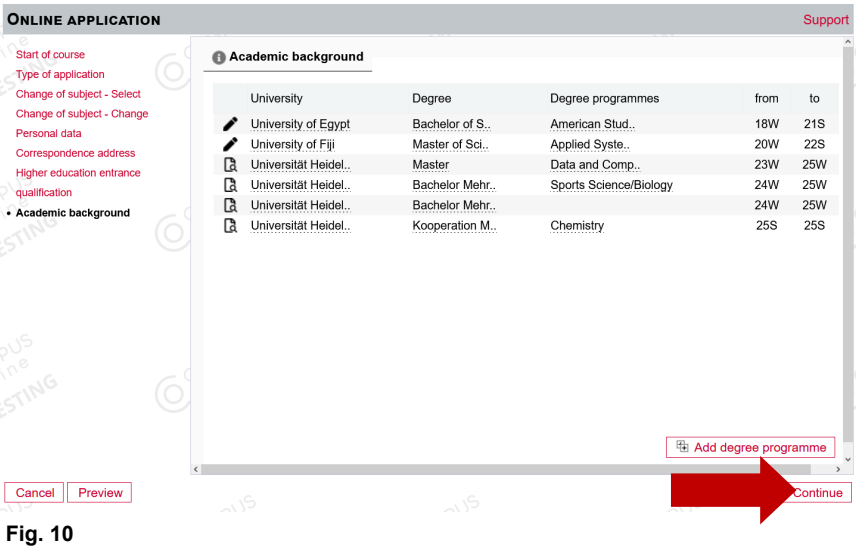


Fig. 10

10. Check your academic background and click on 'Continue' (see Fig. 10).

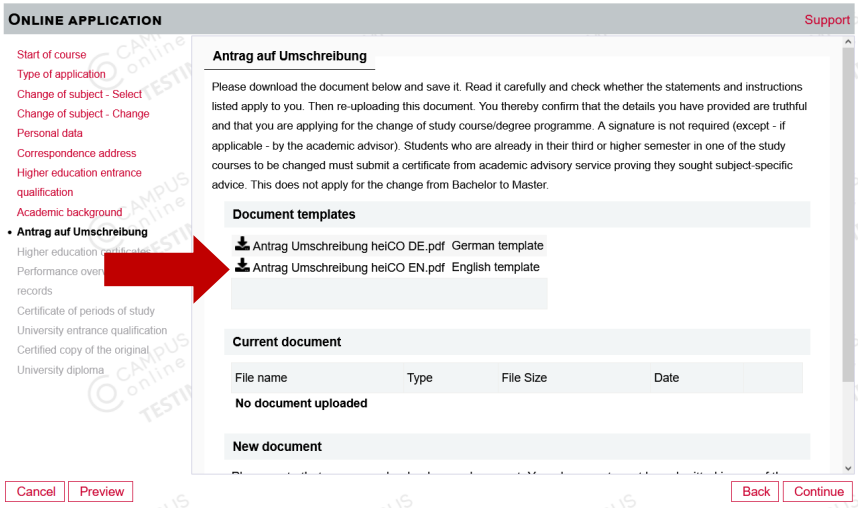


Fig. 11

11. Download the application for transfer by clicking on the corresponding icon (see Fig. 11).
Read it carefully and check whether the information and notes listed apply to you.

Note: If the Antrag auf Umschreibung does not appear in the application wizard, continue to complete the application and send it off. You will then find the Antrag auf Umschreibung later in the application status in the 'Enrolment' section. There you can download, complete and upload the document.

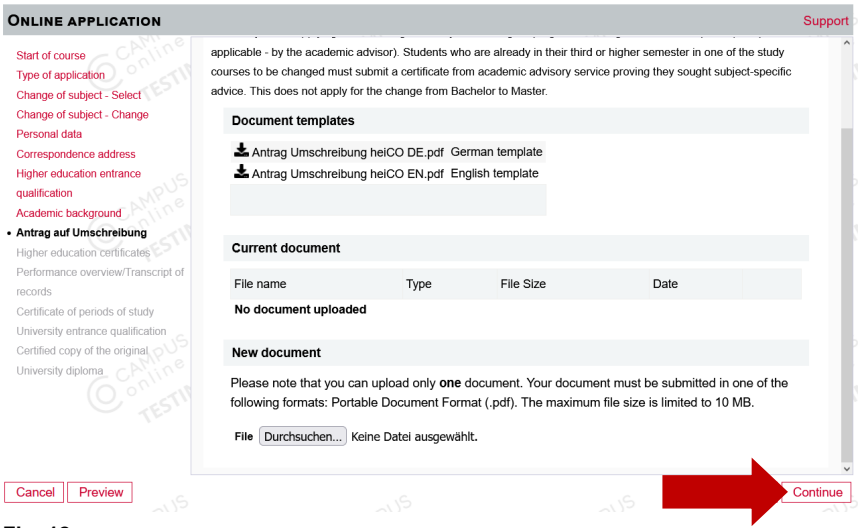


Fig. 12

12. Next, upload the completed document again by clicking on the 'Durchsuchen' button (see Fig. 12). By uploading the document, you confirm that the information you have provided is correct and that you are applying for the change of subject. A signature is not required (except - if applicable - by your academic counsellor).
Then click on 'Continue'.

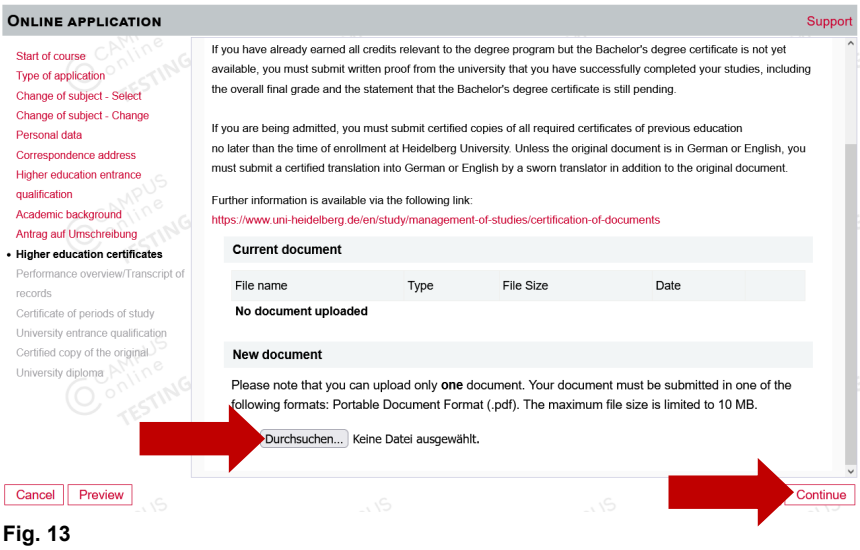


Fig. 13

13. If applicable, upload a single copy of your original higher education certificate via the ‘Durchsuchen’ button and click on ‘Continue’ (see Fig. 13).

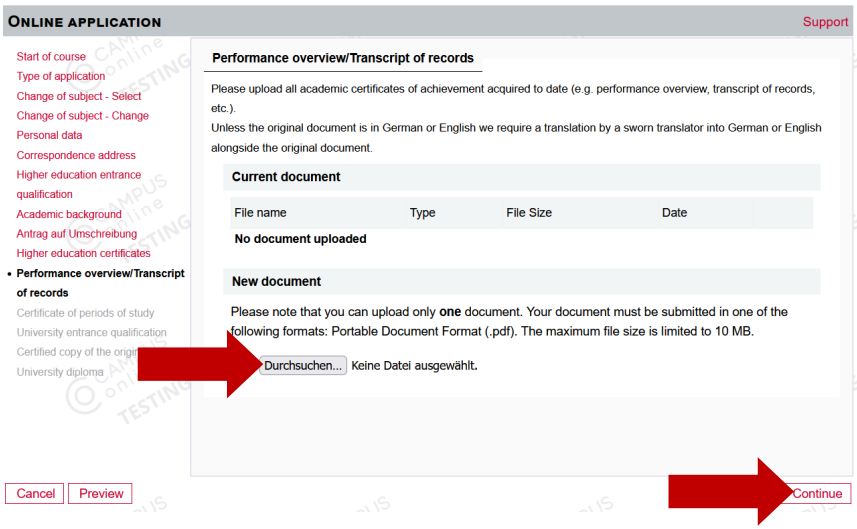


Fig. 14

14. Also upload the other required documents if applicable on the following pages using the ‘Durchsuchen’ button and click 'Continue' (see Fig. 14).

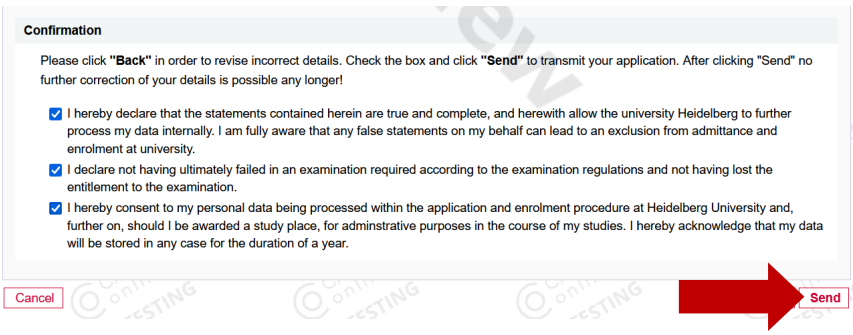


Fig. 15

15. You will now be shown a preview of your application. Confirm your details by ticking the three boxes and clicking on ‘Send’ (see Fig. 15).

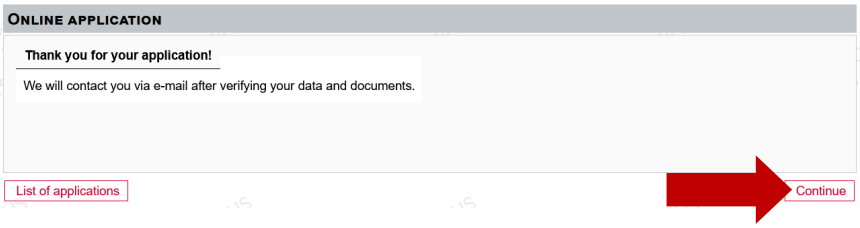


Fig. 16

16. Your application and thus your Antrag auf Umschreibung has been sent. Click on ‘Continue’ to go to the ‘Application - Status’ page (see Fig. 16).

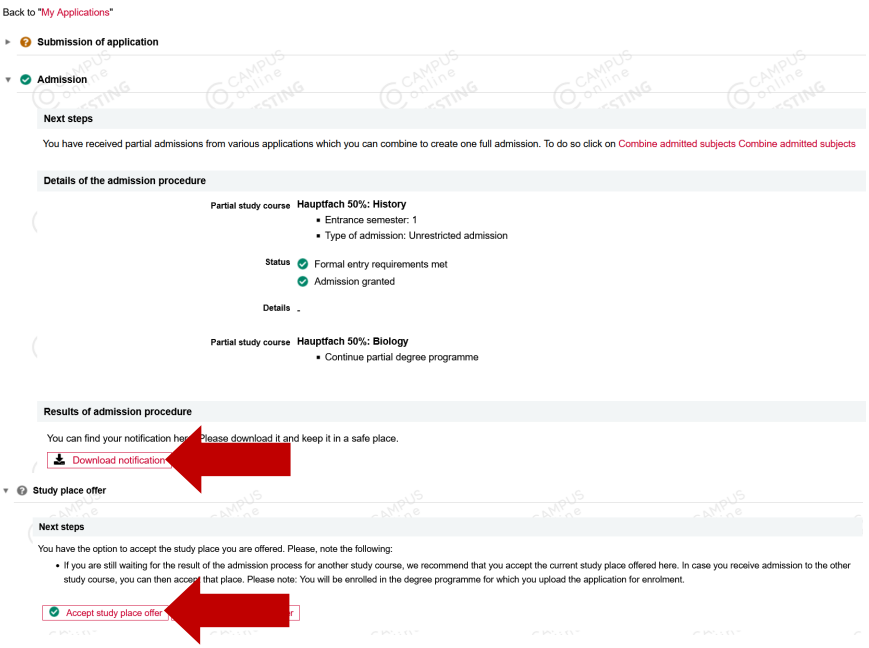


Fig. 17

17. Here you can see the status of your transfer or the subject you would like to change to (see Fig. 17). As soon as you have received the admission, you can download the notification and accept the study place by clicking on the corresponding button. You can now enrol for the changed subject (see Manual - Enrolment).

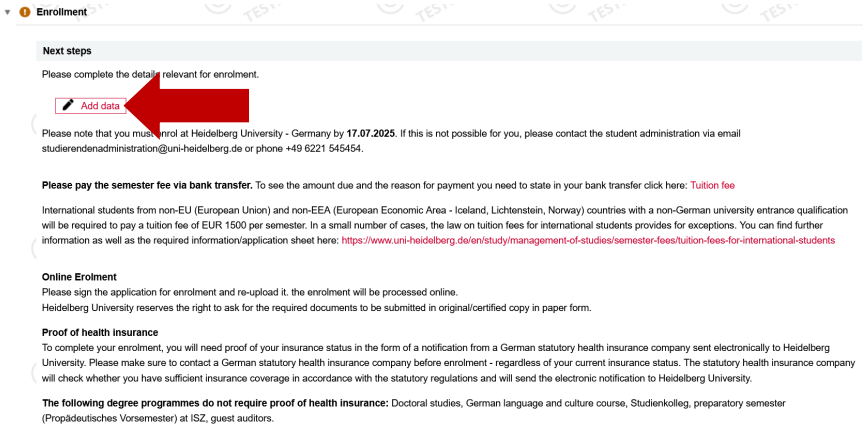


Fig. 18

18. If the Antrag auf Umschreibung does not appear in the application process, it must be added together with other data during enrolment. To do this, click on ‘Add Data’ (see Fig. 18).

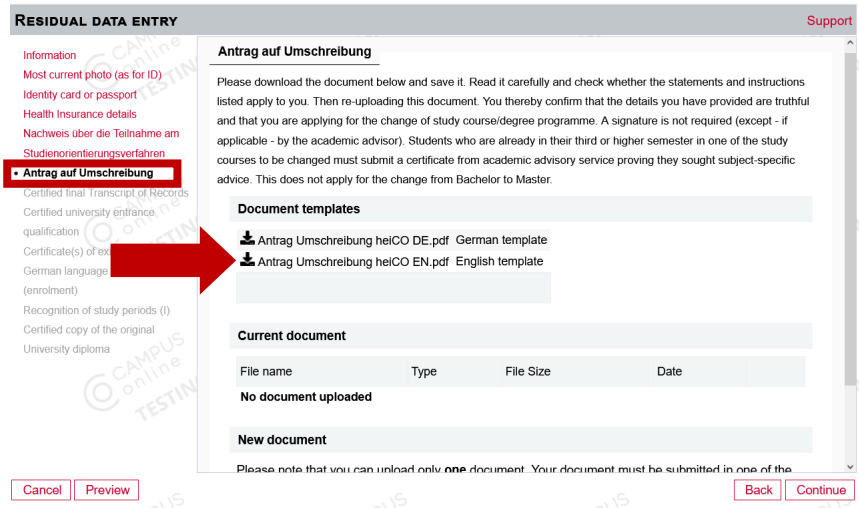


Fig. 19

19. Complete the required data. When you have reached the Antrag auf Umschreibung, download the document, fill it in and upload it via ‘Durchsuchen’. Then add the remaining information as described in the manual for enrolment (see Fig. 19).

2. Complete change of degree programme or change of the weighting of subjects

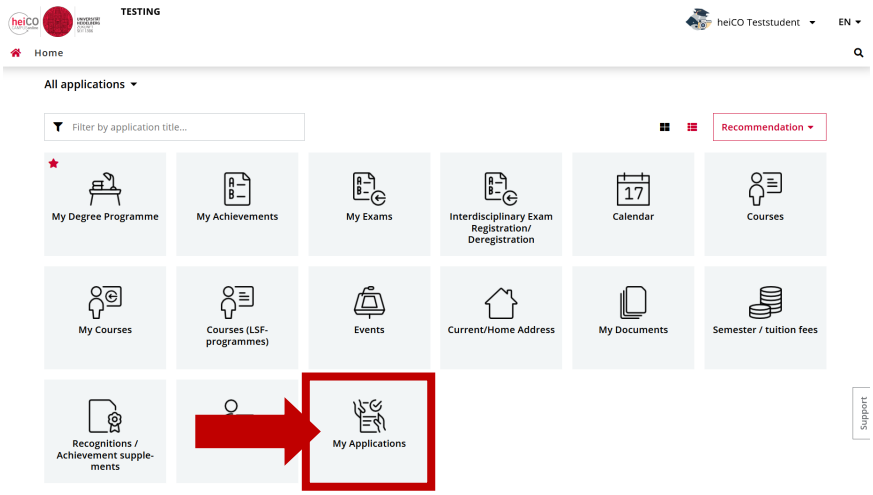


Fig. 20

20. After logging in to heiCO, click on the application ‘My Applications’ on your personal start page (see Fig. 20).

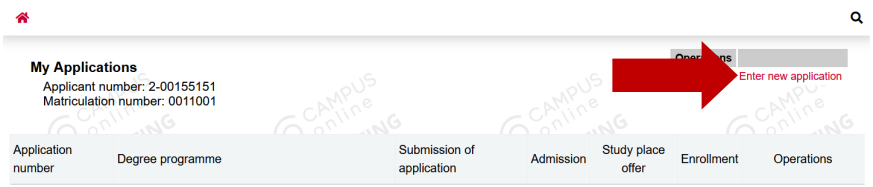


Fig. 21

21. You will now see your applications (see Fig. 21). Click on ‘Enter new application’ at the top right under ‘Operations’.

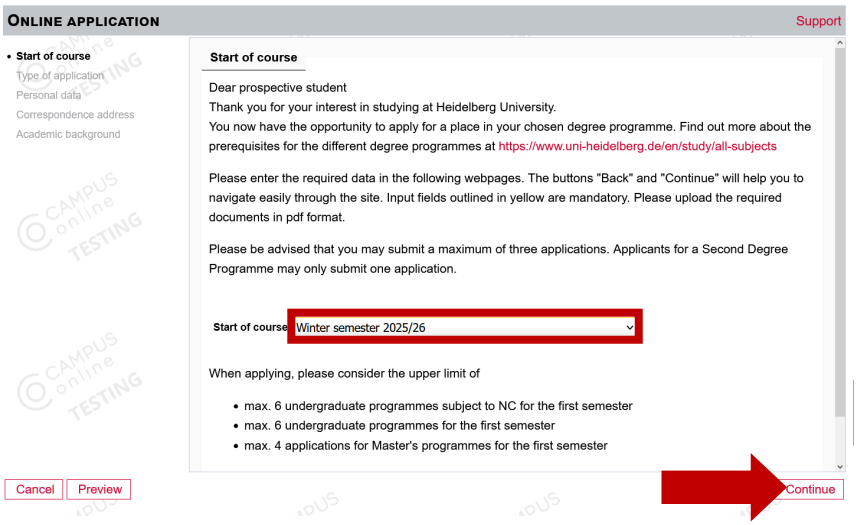


Fig. 22

22. The application wizard opens. Select the programme start date from the drop-down menu and click on ‘Continue’ (see Fig. 22).

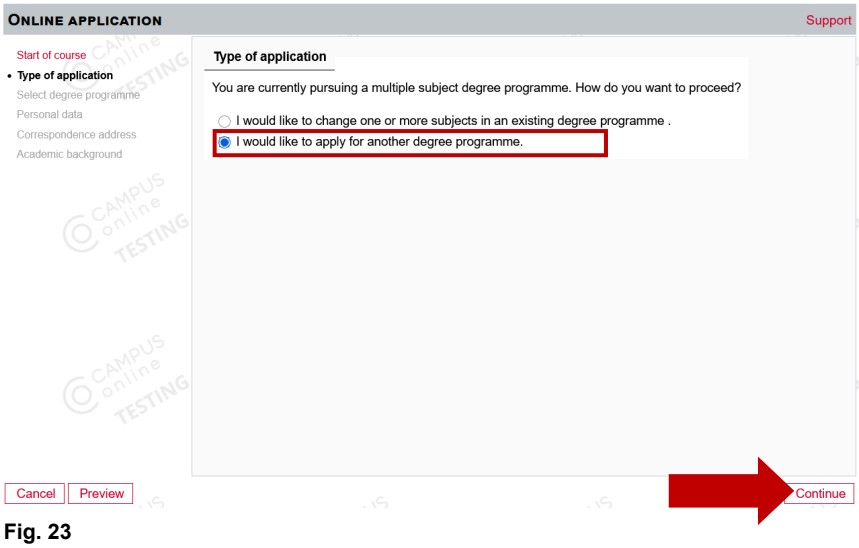


Fig. 23

23. To change the weighting of the subjects (e.g. 50% subject 1 and 50% subject 2 to 75% subject 1 and 25% subject 2), and/or to change the degree programme completely, you must select the option below and click on ‘Continue’ (see Fig. 23).

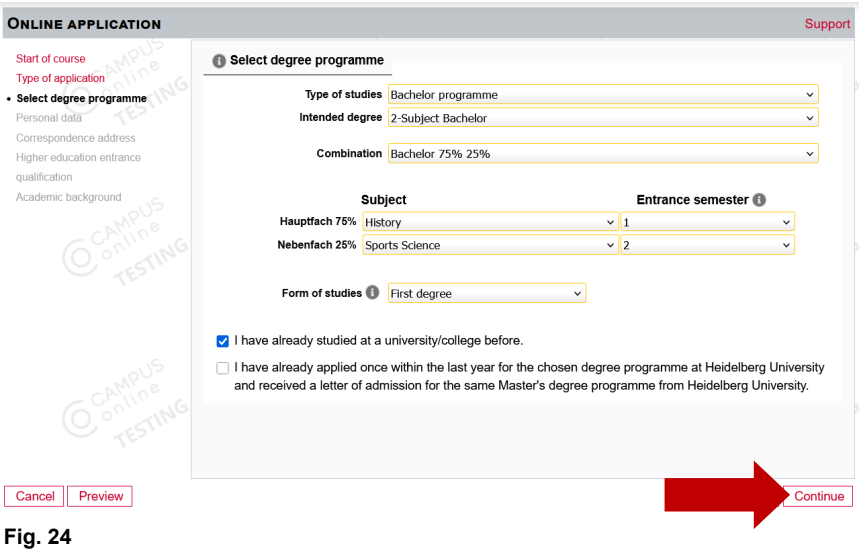


Fig. 24

24. In the next step, select the type of studies, the intended degree and the combination (see Fig. 24). Select the subject/subjects that you would like to change.
Select ‘1’ for the first semester if you are choosing this subject for the first time. If you want to keep a subject or subjects but change the combination/ weighting (e.g. subject 1 50% and subject 2 50% to subject 1 75% and subject 25%), enter the respective semester in which you are in the subject. In this example, the major subject was changed, which is why the entrance semester is ‘1’ and only the weighting was changed for the minor subject, which is why ‘2’ was selected for the entrance semester. Some subjects have a separate entrance for higher semesters.
Note: It depends on the degree programme which weightings are possible. If you have any questions about this, please contact your academic adviser or the student portal. Depending on the subject, you may only be able to change to the first semester of the subject in the winter or summer semester. Please also note the enrolment deadlines for the respective subject. Not all subjects can be chosen in all combinations. For example, some subjects can only be studied as a 2nd main subject in the 50% combination.
Next, select the type of degree programme and tick the appropriate boxes.
Then click on ‘Continue’.

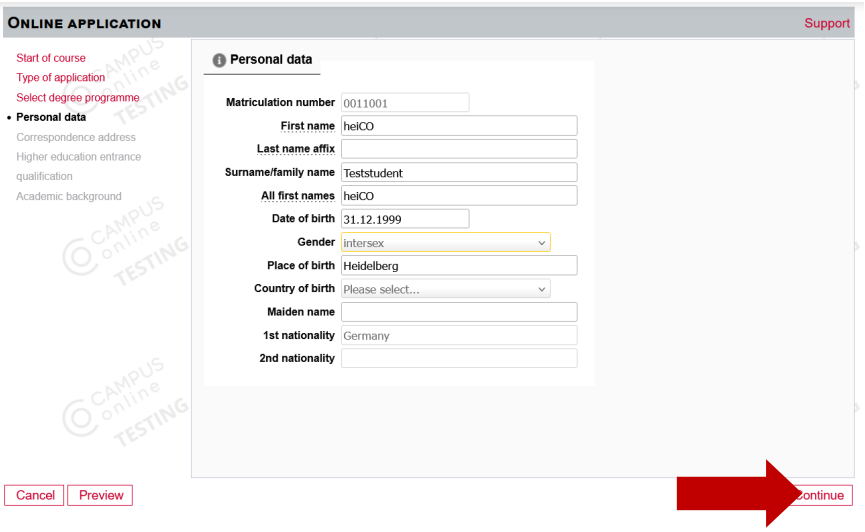


Fig. 25

25. Check your personal data and click on ‘Continue’ (see Fig. 25).
Note: If you find any errors in your data, please report them to the Student Administration. The data will be corrected by the Student Administration Office during enrolment.

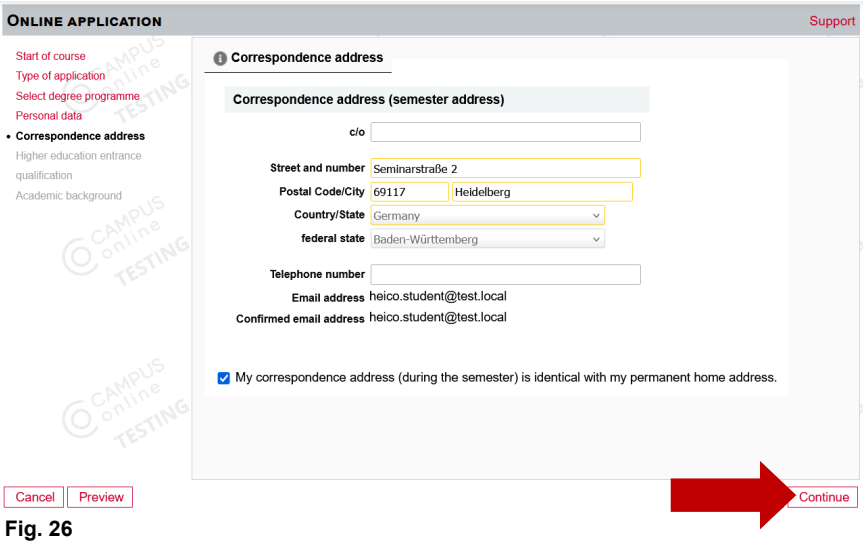


Fig. 26

26. Make changes to your correspondence address if anything has changed (see Fig. 26). Then click on ‘Continue’.

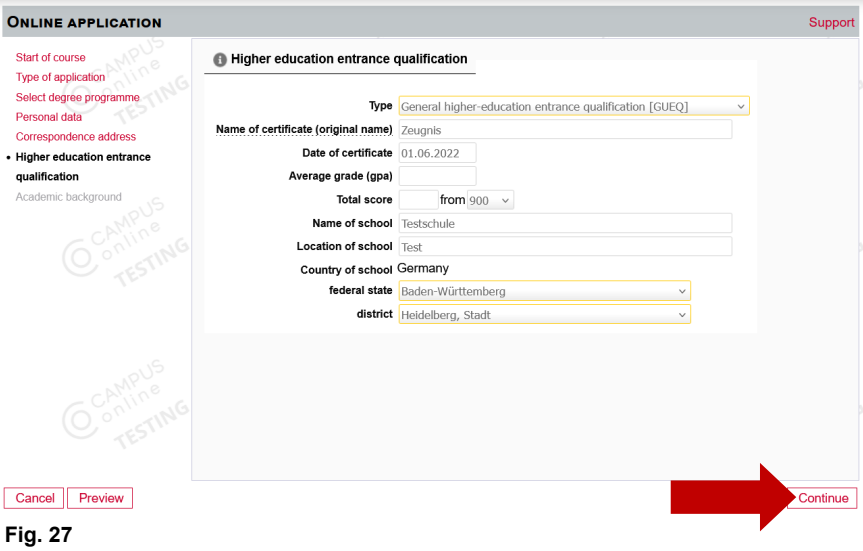


Fig. 27

27. Check your higher education entrance qualification and click on ‘Continue’ (see Fig. 27).

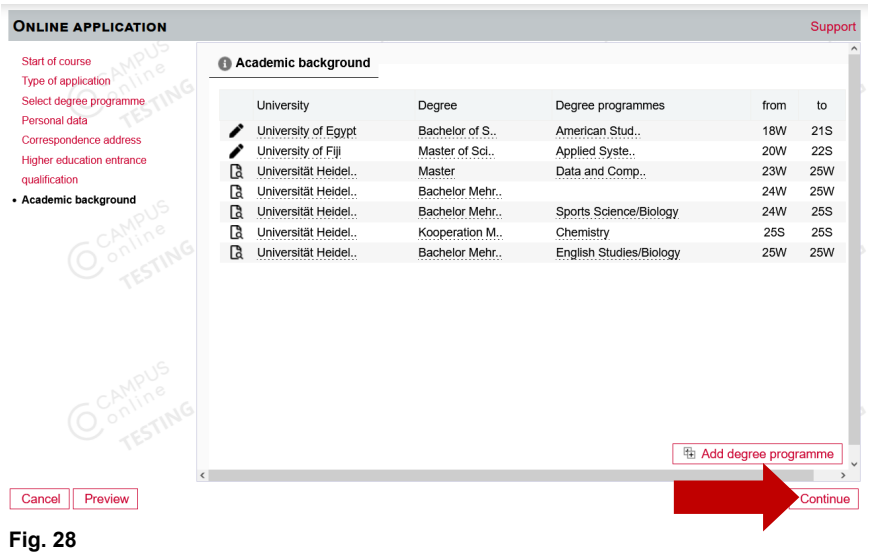


Fig. 28

28. Check your academic background and click on ‘Continue’ (see Fig. 28).

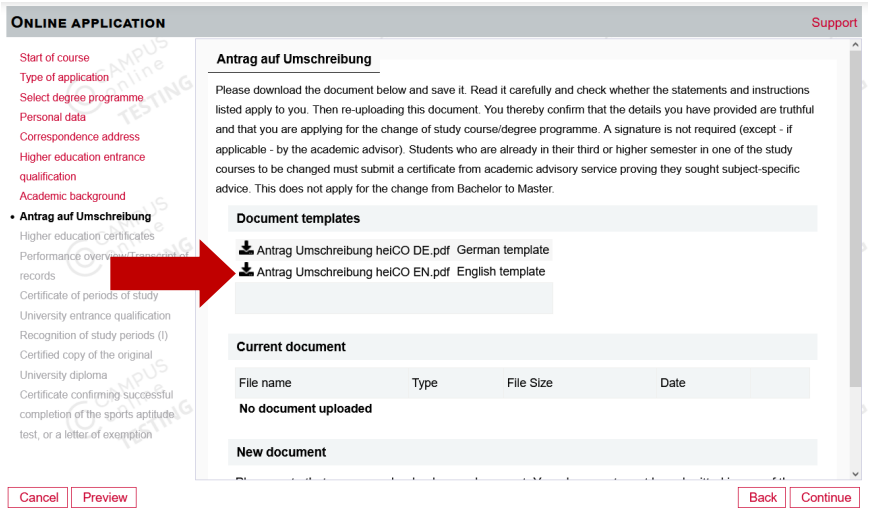


Fig. 29

29. Download the application for transfer by clicking on the corresponding icon (see Fig. 29).
Read it carefully and check whether the information and notes listed apply to you.

Note: If the Antrag auf Umschreibung does not appear in the application wizard, continue to complete the application and send it off. You will then find the Antrag auf Umschreibung later in the application status in the ‘Enrolment’ section. There you can download, complete and upload the document.

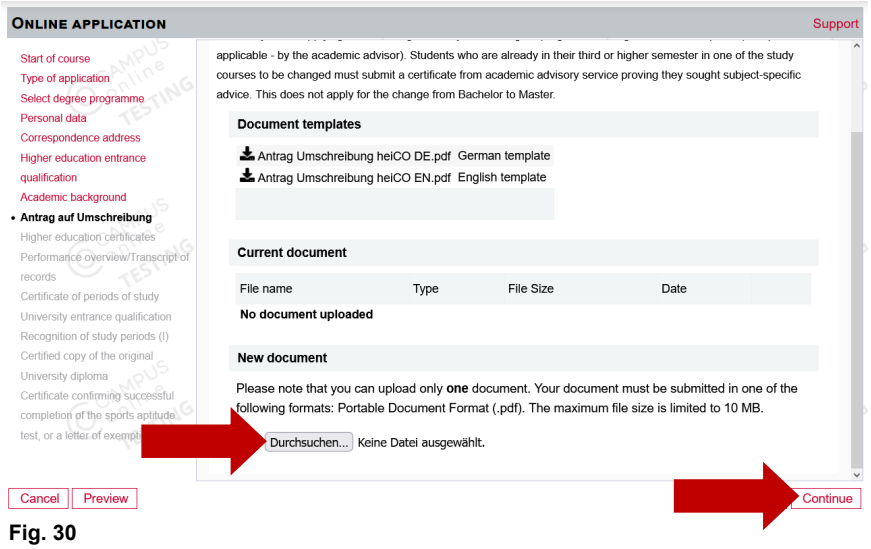


Fig. 30

30. Then upload the completed document again by clicking on the ‘Durchsuchen’ button (see Fig. 30). By uploading the document, you confirm that the information you have provided is correct and that you are applying for the change of subject. A signature is not required (except - if applicable - by your academic counsellor).
Then click on ‘Continue’.

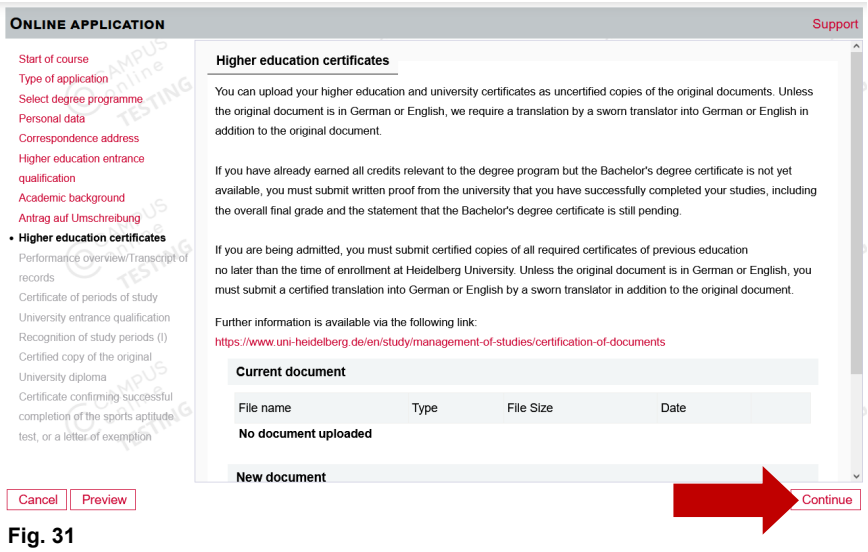


Fig. 31

31. If applicable, upload a single copy of your original higher education certificate via the ‘Durchsuchen’ button and click on ‘Continue’ (see Fig. 13). (siehe Abb. 31).

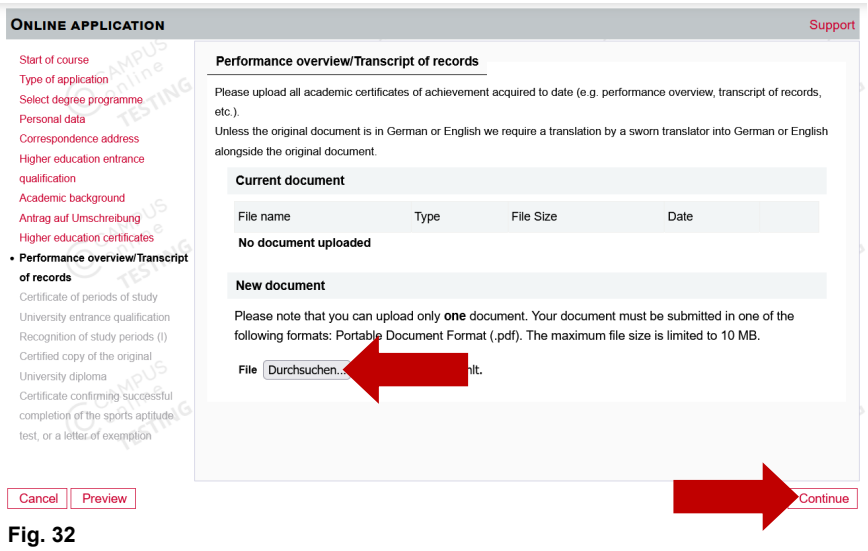


Fig. 32

32. Also upload the other required documents if applicable on the following pages using the ‘Durchsuchen’ button and click 'Continue' (see Fig. 32).

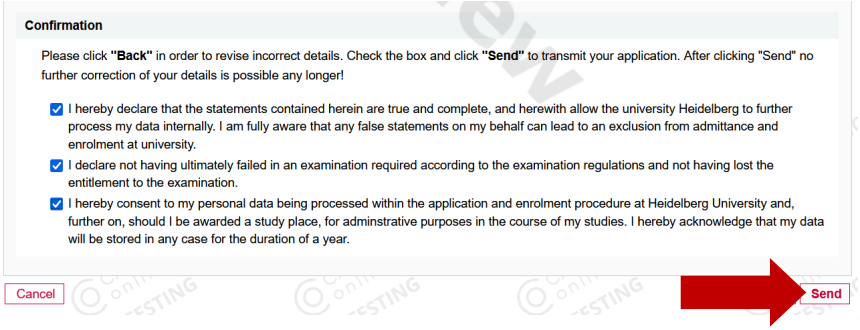


Fig. 33

33. You will now be shown a preview of your application. Confirm your details by ticking the three boxes and clicking on ‘Send’ (see Fig. 33).

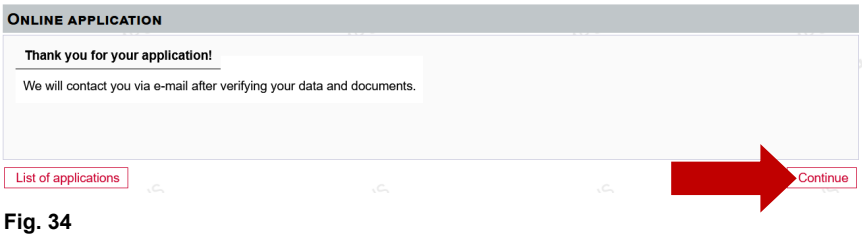


Fig. 34

34. Your application and thus your Antrag auf Umschreibung has been sent. Click on ‘Continue’ to go to the ‘Application - Status’ page (see Fig. 34).

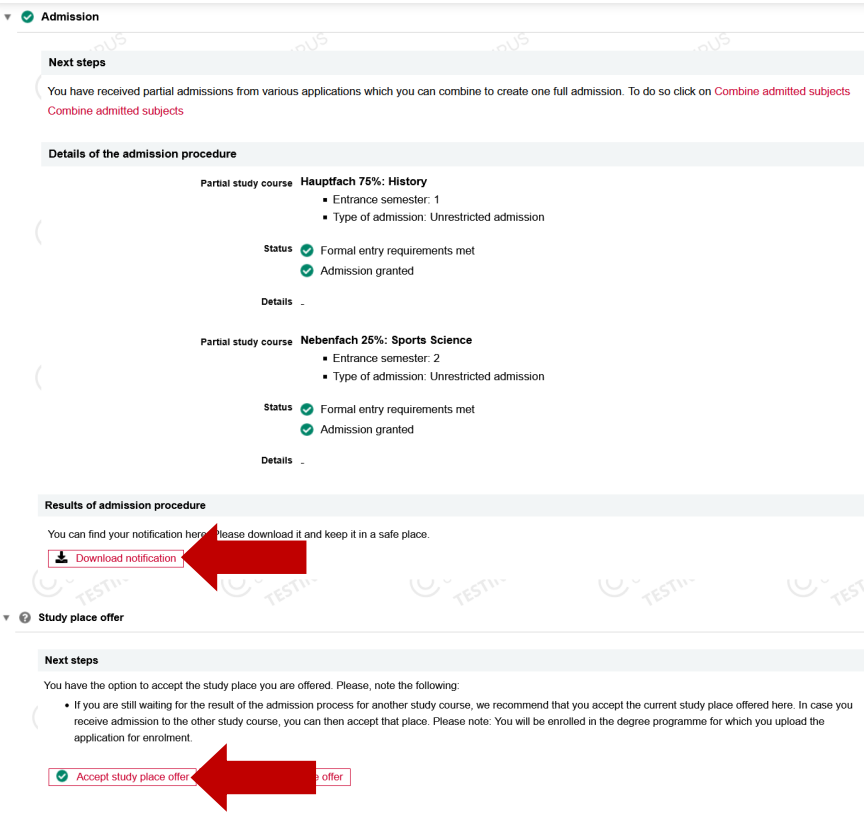


Fig. 35

35. Here you can see the status of your transfer or the subject(s) you would like to change to (see Fig. 35). As soon as you have received the admission, you can download the notification and accept the study place by clicking on the corresponding button. You can now enrol for the changed subject (see Manual - Enrolment).

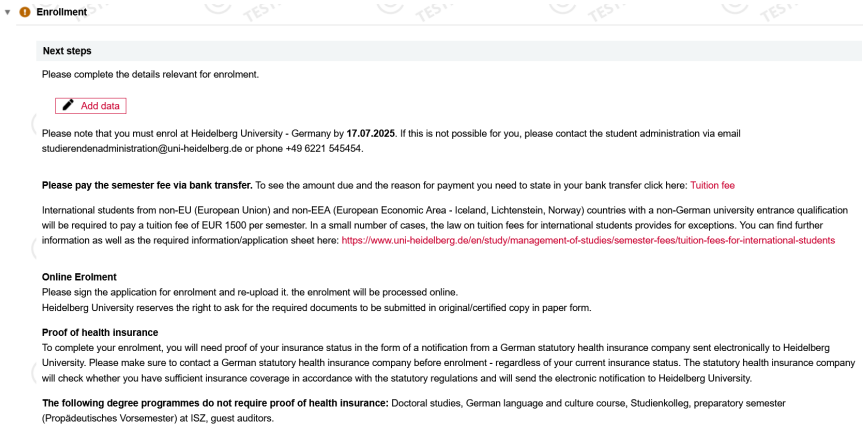
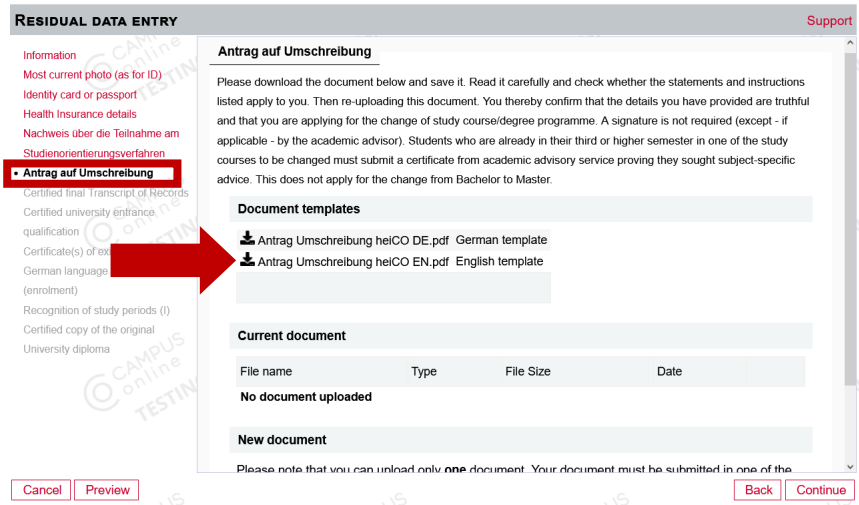


Fig. 36

36. If the Antrag auf Umschreibung does not appear in the application process, it must be added together with other data during enrolment. To do this, click on ‘Add Data’ (see Fig. 36).



37. Complete the required data. When you have reached the Antrag auf Umschreibung, download the document, fill it in and upload it via ‘Durchsuchen’. Then add the remaining information as described in the manual for enrolment (see Fig. 37).

Fig. 37