



**UNIVERSITÄT  
HEIDELBERG**  
ZUKUNFT  
SEIT 1386



# Information on your studies in Heidelberg

Ulrike Riedling, International Relations Office

# From “Universitas” to the Comprehensive University of the Future



UNIVERSITÄT  
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Oldest university in today's Germany  
(founded in 1386)

Research university of international  
reputation

Comprehensive university with a broad  
spectrum of subjects

Focus on research-based teaching

Successful in all national excellency  
competitions



# Thirteen Faculties



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Faculty of Theology

Faculty of Law

Medical Faculty Heidelberg

Medical Faculty Mannheim

Faculty of Philosophy

Faculty of Modern Languages

Faculty of Economics and Social Sciences

Faculty of Behavioural and Cultural Studies

Faculty of Mathematics and Computer Science

Faculty of Chemistry and Earth Sciences

Faculty of Physics and Astronomy

Faculty of Biosciences

Faculty of Engineering



# Three University Campuses in Heidelberg + Medical Faculty Mannheim



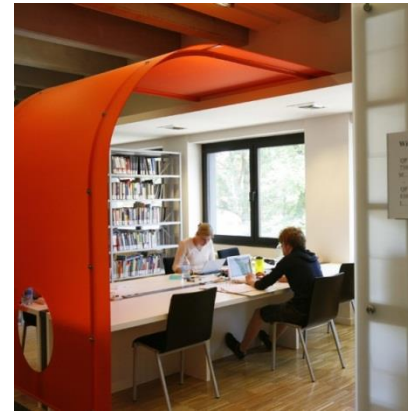
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**Old Town Campus**  
Humanities,  
Social Sciences



**Neuenheimer Feld  
Campus**  
Natural Sciences



**Bergheim Campus**  
Sociology, Political  
Science, Economics,  
CATS



**Mannheim Campus**  
Medical Faculty  
Mannheim

# Universität Heidelberg (International) Students



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Total number of students: 30,216  
International students: 5,636 (18.7%)

Europe	2,975
Asia	1,987
America	476
Africa	178
Australia/ Oceania	18

China	919
Italy	376
Turkey	331
India	309
Russia	211
Spain	205
Austria	195
Bulgaria	176
USA	162
France	152



# Study programs at Heidelberg University



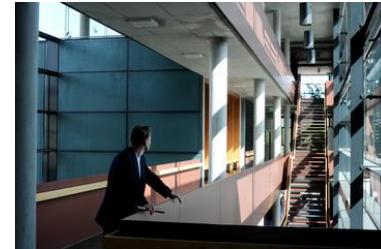
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## Undergraduate

- State Examination (*Staatsexamen*)
- Bachelor of Arts / Bachelor of Science

## Graduate

- Master of Arts / Master of Science
- Master of Education
- Legum Magister



## Post-Graduate

- PhD / Doctorate (Dr.)
- Post-Doc

# Master's programs



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Usually one subject (major)  
(in some cases with a subsidiary subject – *Begleitfach*)

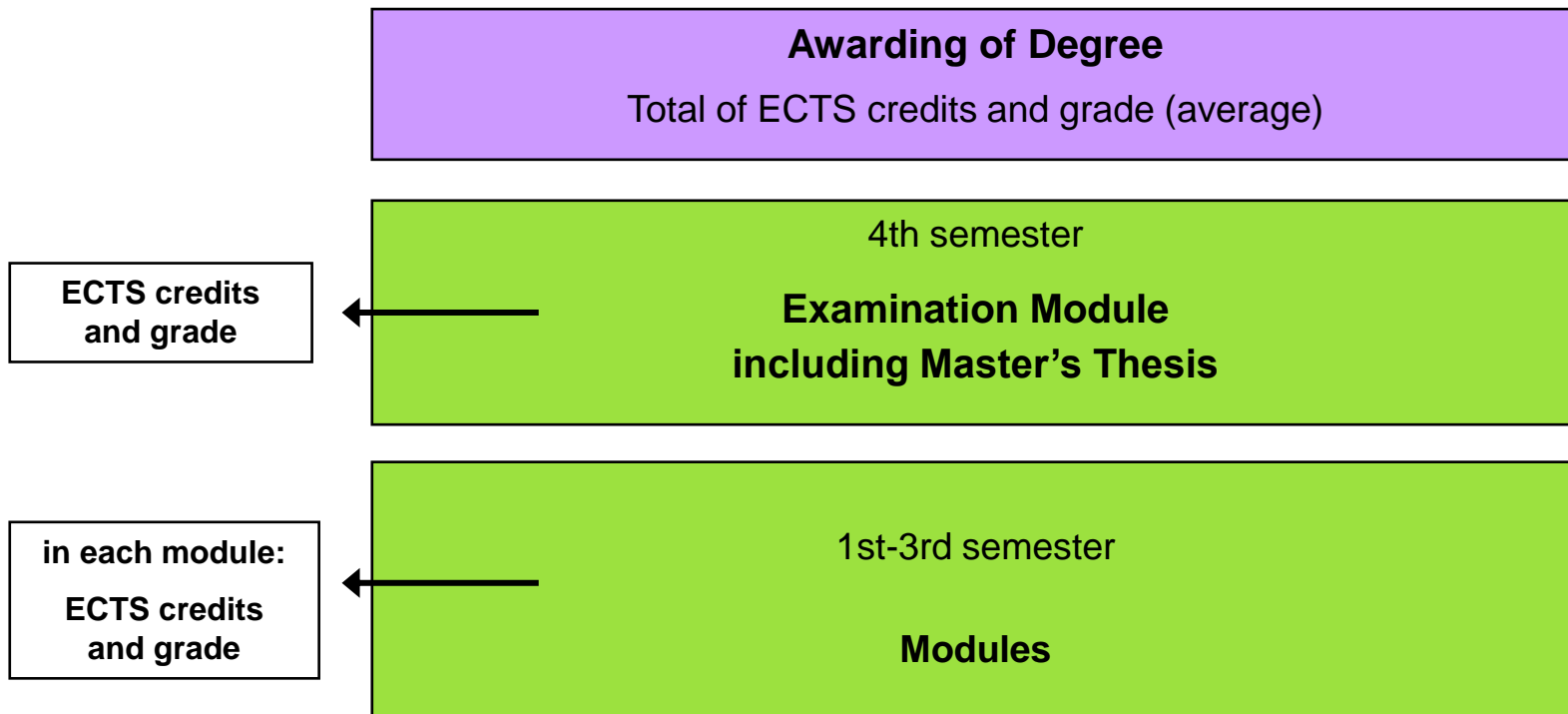
usually 120 ECTS

Standard period of studies: 2-4 semesters (1-2 years)

Language of instruction: German or English (or both)



# Master's Programs – structure



**Module = Seminars, excursions, practical experience, oral exams, etc. in a focus area**

**ECTS credits = European Credit Transfer System credits**



# Doctorate (PhD)



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Possible in all subjects at Heidelberg University

Academic qualification of about 3 years

Doctoral thesis and disputation

Not always a structured program

→ Support services (faculty, graduate schools, Graduate Academy, etc.)

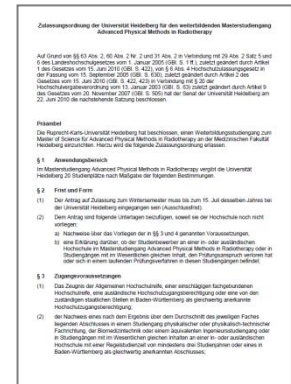




## Prüfungsordnung and Studienordnung of your study program (rules and regulations) – Modulhandbuch

- Information on compulsory modules, electives, language requirements, etc.
- Recommendations on structuring your studies
- Information on dates and deadlines of examinations, examination components, etc.

...



... online



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<https://www.uni-heidelberg.de/de/studium/studienorganisation/downloadcenter>

# DOWNLOADCENTER

Das Downloadcenter hält alle Anträge, Formulare und Merkblätter zu den wichtigsten Verwaltungsvorgängen im Rahmen des Studiums zum Herunterladen bereit. Zusätzlich sind hier die Auswahlsatzungen sowie die Prüfungs- und Studienordnungen abgelegt.



## ANTRÄGE, FORMULARE, MERKBLÄTTER



STUDIUM

Anträge und Merkblätter



STUDIUM INTERNATIONAL

Anträge und Merkblätter International



... online



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## ANTRÄGE, FOR

## PRÜFUNGS- UND STUDIENORDNUNGEN

RECHTSGRUNDLAGEN

### Prüfungs- und Studienordnungen

Die jeweiligen Prüfungsordnungen regeln für jedes Studienfach den Aufbau des Studiums und legen die Regelstudienzeit fest. Auch nachzuweisende Fremdsprachenkenntnisse, Kombinationsmöglichkeiten sowie insbesondere Studien- und Prüfungsleistungen ergeben sich aus den Prüfungsordnungen.



STUDIUM

Anträge und Merkblätter



STUDIUM INTERNATIONAL

Anträge und Merkblätter International



# Advisors – who can help?



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Departmental Student Advisor (*Fachstudienberater:in*)

Tutor (during the Orientation Days)

Buddy

Supervisor at your faculty

...

# Classes / syllabus



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## Selection

- Academic calendar of all subjects (*Vorlesungsverzeichnis*)  
→ via heiCO, some (non-faculty) courses via LSF
- Detailed academic calendar of individual study programs (*Kommentiertes Vorlesungsverzeichnis*)  
→ at your seminar/faculty or online



## Registration

- No registration necessary (lectures)
- Personal registration necessary (first session/email to teacher)
- Online registration (Moodle, Sign-Up/local platform, heiCO, LSF)



Access via <https://heico.uni-heidelberg.de>

**LOG IN**

Username

Password

**Log in**

**PASSWORD**  
Forgot password? Request a new one here →

**APPLICATION**  
Go directly to the online application here →

**SEARCH**  
Campus-Maps ↗

**OFFER**  
Courses →

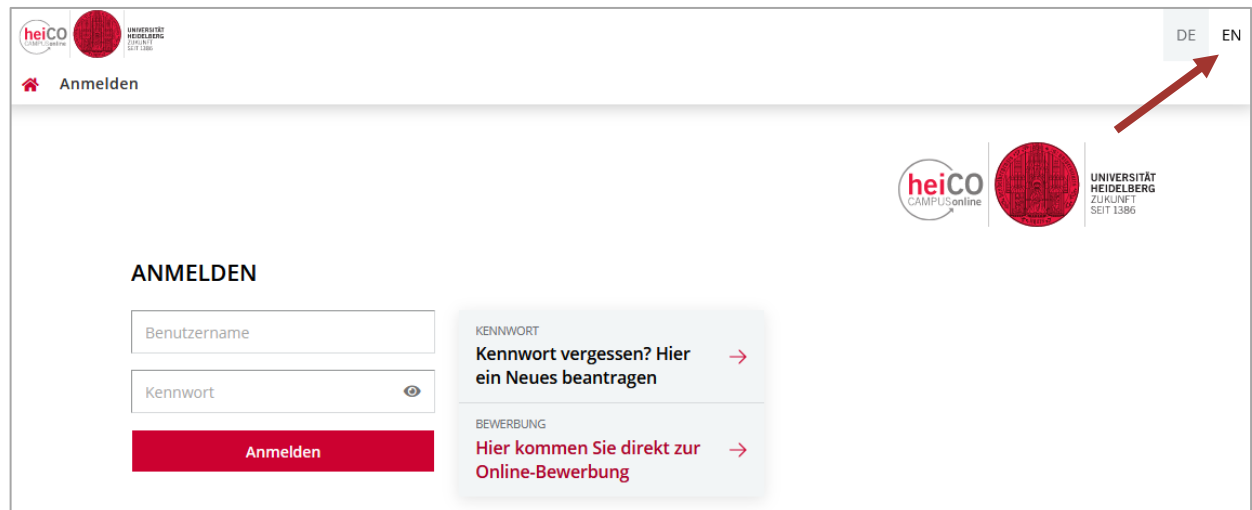
A screenshot of the heiCO website interface. At the top left, there is a 'LOG IN' section with two input fields for 'Username' and 'Password', and a red 'Log in' button. To the right of the login fields are two links: 'Forgot password? Request a new one here' and 'Go directly to the online application here', both with right-pointing arrows. Below the login section are two image-based links. The first link shows a large lecture hall with a red podium and is labeled 'SEARCH Campus-Maps' with a right-pointing arrow. The second link shows students in a lecture hall and is labeled 'OFFER Courses' with a right-pointing arrow. A QR code is located to the right of the login section. Two red arrows originate from the QR code: one points to the 'Username' input field, and the other points to the 'Courses' link.



<https://heico.uni-heidelberg.de>

You can

- re-register
- print out certificates
- check your fee status
- ...



The screenshot shows the login page for heiCO. At the top left, there is a logo for 'heiCO CAMPUSonline' and the University of Heidelberg logo. Below the logo is a home icon and the text 'Anmelden'. In the top right corner, there are language selection buttons for 'DE' and 'EN', with a red arrow pointing to the 'EN' button. The main content area is titled 'ANMELDEN' and contains two input fields: 'Benutzername' and 'Kennwort'. Below the 'Kennwort' field is a red button labeled 'Anmelden'. To the right of the input fields, there are two links: 'Kennwort vergessen? Hier ein Neues beantragen' and 'BEWERBUNG Hier kommen Sie direkt zur Online-Bewerbung', both with red arrows pointing to the right. At the bottom right, there is a logo for 'heiCO CAMPUSonline' and the University of Heidelberg logo.



# Key Dates



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Academic year = two semesters

Winter term (Wintersemester):

1 October – 31 March

Summer term (Sommersemester):

1 April – 30 September

Lecture period (*Vorlesungszeit*)

in the winter term:

Mid-October – January/February

in the summer term:

Mid-April – July

**14 October 2024 – 8 February 2025**

Break of term (*Vorlesungsfreie Zeit = Semesterferien*)

after the winter term:

February / March

after the summer term:

August / September

**Over Christmas/New Year's: 23 December 2024 – 6 January 2025**

# Key Dates



Academic year = two semesters

Winter term (Wintersemester): 1 October – 31 March  
Summer term (Sommersemester): 1 April – 30 September

Lecture period (Vorlesungszeit) starts in the winter term in the second week of February

**Dates to keep in mind / Public holidays**

- Allerheiligen: 1 November 2024 (Friday)
- 1. Weihnachtsfeiertag: 25 December 2024 (Wednesday)
- 2. Weihnachtsfeiertag: 26 December 2024 (Thursday)
- Neujahr: 1 January 2025 (Wednesday)
- Heilige Drei Könige: 6 January 2025 (Monday)

Break of term (Vorlesungsferien) after the winter term: August / September  
after the summer term: August / September

**Over Christmas/New Year's: 23 December 2024 – 6 January 2025**

# Central administration



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## Re-registration (Rückmeldung)

= “I wish to continue my studies at Heidelberg University.”

### What?

Pay the fees

### How?

Individual bank transfer to the university’s account

### When?

for the winter term:

15 June – 15 July

for the summer term:

15 January – 15 February

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## Leave of Absence (*Beurlaubung*)

- There has to be a “reason” (sickness, childbirth, ...)
- Application necessary (deadlines!)

» **Before application for leave of absence:  
Advisory Service of the International Relations Office!**

# Central administration



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## Change of study program

You should speak to

- » the Advisory Service of the International Relations Office
- » the Departmental Study Advisors

You may have to

- » speak to the *Ausländerbehörde*  
(→ problems with my visa? → study permit must be changed!)
- » apply

Then: change your study program at the Registrar's Office

# Study permit



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- EU/EEA citizens: valid identification card or passport will be enough
- Non-EU/EEA nationals: study permit required

→ Info session on Wednesday for non-EU/EEA nationals





# Residence registration = *Wohnsitzanmeldung*

At the local *Bürgeramt* / *Einwohnermeldeamt* (usually part of the city/town hall)

Mandatory for everyone

Within two weeks of you moving in

You will need:

- Passport
- Rental agreement (*Mietvertrag*)
- *Wohnungsgeberbestätigung* (form to be signed by your landlord/landlady)



# Finances:

## Working next to your studies

- You should have your finances sorted. Do not rely (exclusively) on student jobs next to your studies.
- Rules apply for non-EU/EEA students!
- German language knowledge required for (almost) all jobs!

→ Fact sheet in your info folder



# Finances: Scholarships / grants



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- No established scholarship system in Germany
- Fact sheet in Download Centre

→ Info session  
in November

UNIVERSITÄT FORSCHUNG STUDIUM TRANSFER



Studien > Service Angebote

## STIPENDIENINFO- ABEND

Stipendien sind eine Möglichkeit, das Studium zu finanzieren. Es gibt zahlreiche Stipendienggeber von politischen Stiftungen, über Kirchen bis hin zu privaten Firmen. Welches Stipendium zu einem passt und wie die Vergabekriterien aussehen, ist dabei nicht immer einfach herauszufinden.

Beim nächsten Stipendieninfoabend im Wintersemester 2024/25 werden diese und viele weitere Fragen rund um Stipendien geklärt.

### TERMIN

nächster Termin: Mittwoch, 27.11.2024, 18:00 - 18:30

Die teilnehmenden Stiftungen und Initiativen stellen sich in Kurzvorträgen vor und anschließend gibt es die Möglichkeit individuelle Fragen zu stellen.

Alle Studierenden sowie Schüler\*innen sind herzlich willkommen, sich online über die Stipendienmöglichkeiten zu informieren.



# Private liability insurance



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Highly recommended

Covers damage to others and their property (bike accident, etc.)

Check with your private liability insurance from your home country, if it is valid in Germany

Check rates for German private liability insurance online, e.g.

<https://www.studis-online.de/StudInfo/Versicherungen/haftpflichtversicherung.php>



# Central Administration

## Information / Service Point



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### International Relations Office / Registrar's Office

Seminarstraße 2  
69117 Heidelberg

#### ***Serviceportal, rooms 33 + 35***

Monday – Thursday 10am – 4pm

Friday 10am – 2pm

**Phone: +49 6221 / 54 54 54**

**Email: [studium@uni-heidelberg.de](mailto:studium@uni-heidelberg.de)**

**→ enrollment issues: room 35**

# Central Administration

## Advisory Service for international students



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**Anna Kloppenburg** – General advisory service  
*Dezernat Internationale Beziehungen, room 30*

Email: [kloppenburg@zuv.uni-heidelberg.de](mailto:kloppenburg@zuv.uni-heidelberg.de)

Phone: +49 6221 / 54 12 723

**Ulrike Riedling** – General advisory service  
*Dezernat Internationale Beziehungen, room 30*

Email: [riedling@zuv.uni-heidelberg.de](mailto:riedling@zuv.uni-heidelberg.de)

Phone: +49 6221 / 54 12 720

**Ina Buchholz-Chebbi** – General advisory service  
*Dezernat Internationale Beziehungen, room 32*

Email: [ina.buchholz@zuv.uni-heidelberg.de](mailto:ina.buchholz@zuv.uni-heidelberg.de)

Phone: +49 6221 / 54 12 722

Overview of contact information and access to online consultation hours:  
<https://www.uni-heidelberg.de/en/study/advisory-services/advisory-service-and-support-services-for-current-and-prospective-international-students>





Thank you for your attention!

All the best for your studies at Heidelberg University!