



Programme Change Request

to take effect in Winter Semester 20__/__

Summer Semester 20__

Last name, first name:	Enrolment number
Phone number / E-mail address	I was awarded a <input type="checkbox"/> general higher education entrance qualification <input type="checkbox"/> subject-related higher education entrance qualification

Current programme(s) of study

Degree pursued:

	major/ main subject	semesters
	major/ minor/ teaching subject / combination	semesters
possibly additional program	major/ main subject	semesters
possibly additional program	major/ minor/ teaching subject / combination	semesters

I hereby request to be transferred to a **new** programme of study

Degree pursued:

	major/ main subject	semesters
	major/ minor/ teaching subject	semesters
	major	semesters

I hereby request to be enrolled in an **additional** programme of study

(Please enter your registration for an extension subject (teaching) here)

Degree pursued:

	major/ main subject	semesters
	major/ minor/ teaching subject	semesters
	major	semesters

I hereby request to be **removed** from a programme of study

Degree pursued:

	major/ main subject	semesters
	major/ minor/ teaching subject	semesters
	major	semesters

Documents to be included with the request:

- For applications via CAMPUSonline: all documents required in the application status
- (for enrolling in order to improve your grades in the law programme);
for a second programme, a certificate programme, doctoral studies, a teacher education programme after
having earned a degree: A copy of the degree certificate from your first programme of study
- Doctoral students should also include the following: "Bestätigung zur Vorlage bei der Studierendenkanzlei der Universität Bayreuth" (Evidence of the Online-Registration)
- If you are being placed in an advanced semester: Credits recognized by the relevant Examinations Office (*Prüfungsamt*)
- If you are enrolling in a master's programme: overview of the achievement of credit points according to the examination regulations **and** admission letter or confirmation from the Examinations Office or finding of equivalence of the first degree by the Board of Examiners
- Confirmation from the programme advisor
- For programmes of study with an application process (aptitude assessment process, admission restricted:
Notice of acceptance or notice of suitability
- To enrol in two programmes with restricted admission: A statement describing your particular interests relating to science, the arts, or your career
- Approval of the Foreigners' Office/ Ausländeramt (international, non-EU students)

Important notice for international students: If you change to a different degree programme without the prior approval of the Foreigners' Office, you risk losing your residence permit! Please submit this approval of the change to the Student Administration Office/ Studierendenkanzlei together with the Programme Change Request.

Voting rights:

as before or in the Faculty of

Notice on registering with the Language Centre:

Following a programme change, the status of you language training will not be adjusted automatically. We therefore ask that you please send an e-mail to campusonline@helpdesk.sz.uni-bayreuth.de to inform us of your changed subject combination.

I have taken note of the further information, especially regarding the deadline (four weeks after the start of lecture period) as well as the particularities for the transfer to a Master's programme at <http://www.studierendenkanzlei.uni-bayreuth.de//en/Studienfachwechsel/index.html>

Date _____

Signature _____

Comments provided by the Student Administration Office – please leave blank!		
<input type="checkbox"/> fehlende Unterlagen:	<input type="checkbox"/> Eingabe CO	<input type="checkbox"/> ggf. RM-Sperre
<input type="checkbox"/> ggf. Studienform Zweitstudium Achtung: Studienform Weiterstudium/Prüfungswiederholung „ab Semester“ eintragen; Eintrag unter Anmerkung: z.B. „1. Staatsprüfung Rechtswissenschaft ab 20S zur Notenverbesserung“		
<input type="checkbox"/> Wechsel TZ/VZ und VZ/TZ: <input type="checkbox"/> E-Mail an Studierende(n) und Prüfungsamt in Cc <input type="checkbox"/> SPO-Version nach Rücksprache mit Prüfungsamt anpassen		
<input type="checkbox"/> BA Geographie Teilzeit: nur ab Studienbeginn WS 16/17 möglich		
<input type="checkbox"/> BA Geoökologie-Umweltw. Teilzeit: nur bei SPO 0720		
Bei Wechseln nach Bewerbungsverfahren in CO:		
<input type="checkbox"/> Studienplatzannahme in BEW eintragen <input type="checkbox"/> Einschreibungs Voraussetzungen auf erfüllt setzen		
<input type="checkbox"/> Nicht-EU-Ausländer: Genehmigung Ausländerbehörde		
Datum _____	Handzeichen _____	