



By uploading this document, I confirm that the information I provide is truthful and that

- ☒ I am not and will not be undertaking a teacher traineeship.
- ☒ I do not work more than 20 hours per week. A higher weekly working time is subject to authorisation - please send an informal application by email. – this does not apply to PhD enrolments
- ☒ I have not "irrevocably failed" any (partial) exam or module in the degree programme or a neighbouring degree programme and I have not lost the right to take examinations in the degree programme or in a neighbouring degree programme for other reasons.
- ☒ I acknowledge that additional fees may apply in the case of a second degree programme.

When do I need a certificate of recognition of credits?

- If you change the weighting of a study course from minor to major or 25% to 50% or 75%. When changing a study course from major to minor no recognition of credits is required.
- If you choose a related or similar subject and would like to have periods of study credited.
- If you have already completed credits in a subject for which you are not yet enrolled and would like them to be recognised/transferred

When do I need a certificate from the student advisory service?

- Students who are already in their third or higher semester in one of the subjects to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. The certificate must be submitted for the **new** study course.
- Subject-specific advice is only required for the subject that is being changed. If both subjects are being changed, it is sufficient to submit the certificate of subject-specific advice for one of the new subjects.
- You can find the respective academic advisory service at the institute/seminar or via the following link:
<https://www.uni-heidelberg.de/en/study/advisory-services/academic-advisory-services>
- For support in your decision-making process for a change of study course, please contact the General Student Advisory Service: <https://www.uni-heidelberg.de/en/study/advisory-services/services-for-students>

Please use the form below to provide proof of subject-specific academic advice.

§ 60 Section 2 No. 5 of the Higher Education Act (LHG): Admission in accordance with paragraph 1 sentence 3 is to be refused if the person wishes to change to a degree programme or study course in the third or a higher semester and does not provide written proof of academic counselling relating to the intended degree programme or study course in accordance with §2 Section 2.

Certificate of academic advice

Student first name and family name: _____

has sought academic advice regarding the **new** study course.

Heidelberg, (date) _____

Signature of academic advisor _____

Name of academic advisor (block letters) _____

Official seal