



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386



Information on your studies in Heidelberg

Ulrike Riedling, International Relations Office

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)

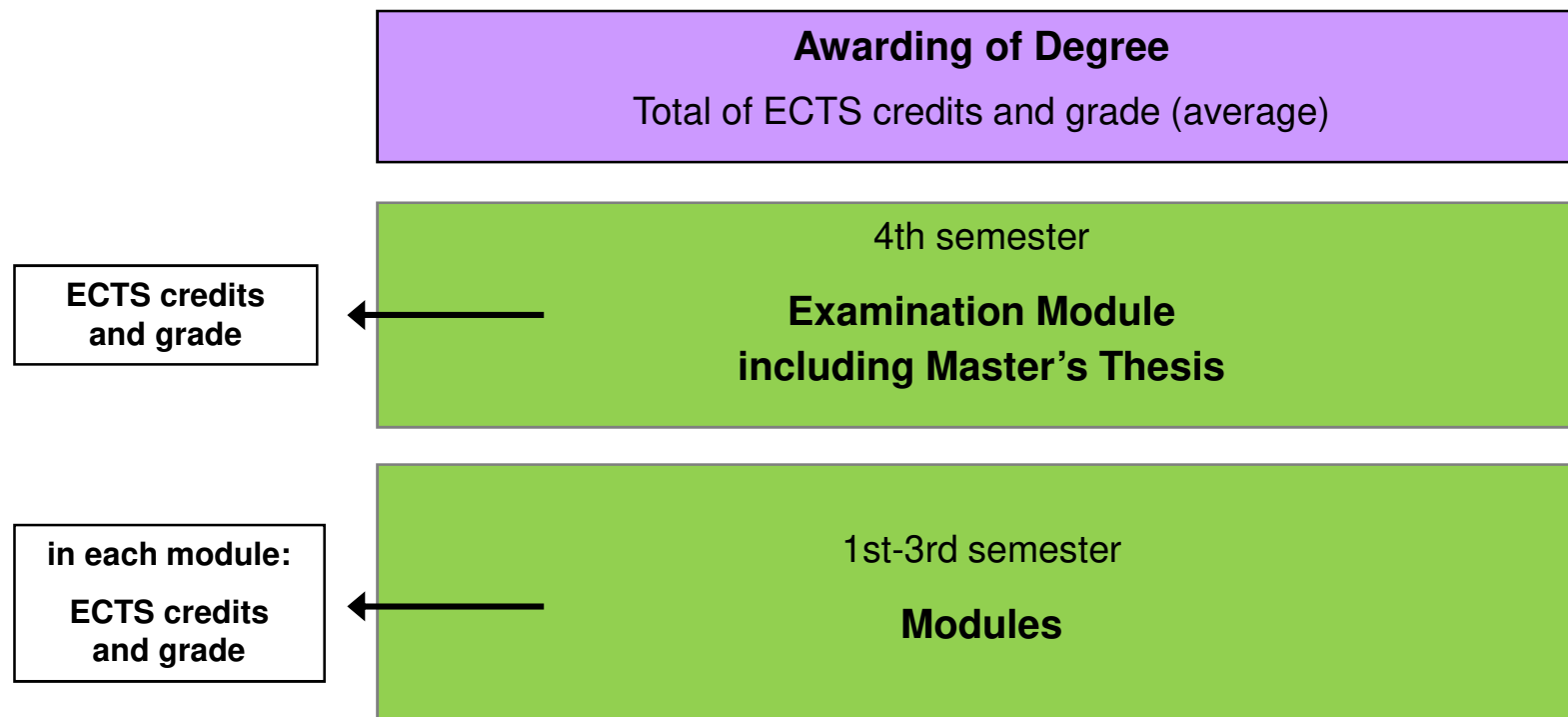
Language of instruction: German or English (or both)



Master's Programs – structure



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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.)



Curriculum

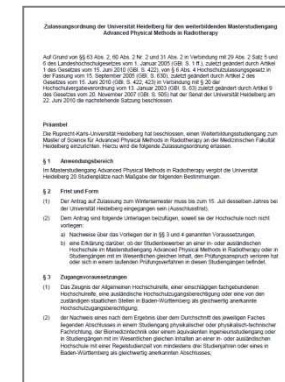


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Prüfungsordnung and Studienordnung of your study program (rules and regulations) – Modulhandbuch

- 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 Auswahlsetzungen sowie die Prüfungs- und Studienordnungen abgelegt.

ANTRÄGE, FOR



STUDIUM

Anträge und Merkblätter



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 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 LSF portal
- 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)
- Registration via Moodle
- Online registration (Sign-Up or LSF)

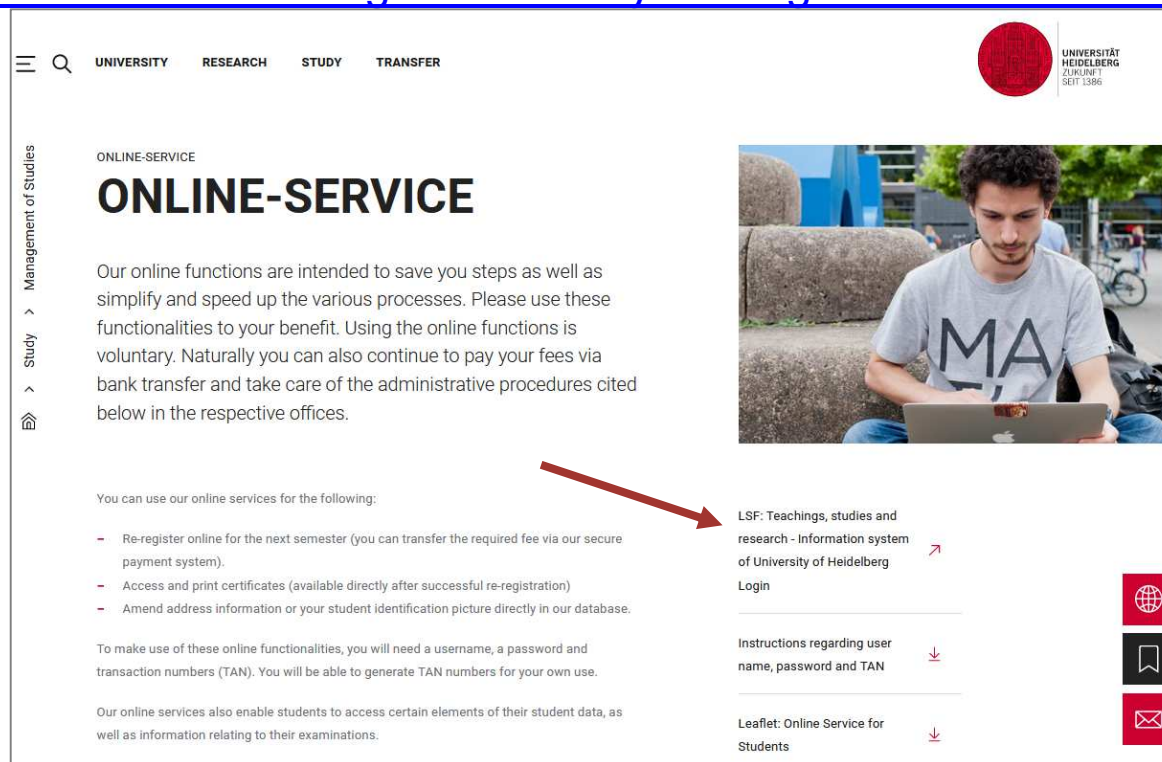
LSF portal



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Access via

<https://www.uni-heidelberg.de/en/study/management-of-studies/online-service>



The screenshot shows the 'ONLINE-SERVICE' page of the University of Heidelberg. The page has a navigation bar at the top with links for UNIVERSITY, RESEARCH, STUDY, and TRANSFER. A sidebar on the left contains a search icon and a menu with 'Management of Studies', 'Study', and 'B'. The main content area is titled 'ONLINE-SERVICE' and includes a paragraph explaining the purpose of the online functions. Below this, a list of services is provided, with a red arrow pointing to the 'LSF: Teachings, studies and research - Information system of University of Heidelberg Login' link. Other links include 'Instructions regarding user name, password and TAN' and 'Leaflet: Online Service for Students'. A small image of a student using a laptop is also present. On the right side of the page, there are three red icons: a globe, a book, and an envelope.

UNIVERSITY RESEARCH STUDY TRANSFER

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Management of Studies
> Study
> B

ONLINE-SERVICE

ONLINE-SERVICE

Our online functions are intended to save you steps as well as simplify and speed up the various processes. Please use these functionalities to your benefit. Using the online functions is voluntary. Naturally you can also continue to pay your fees via bank transfer and take care of the administrative procedures cited below in the respective offices.

You can use our online services for the following:

- Re-register online for the next semester (you can transfer the required fee via our secure payment system).
- Access and print certificates (available directly after successful re-registration)
- Amend address information or your student identification picture directly in our database.

To make use of these online functionalities, you will need a username, a password and transaction numbers (TAN). You will be able to generate TAN numbers for your own use.

Our online services also enable students to access certain elements of their student data, as well as information relating to their examinations.

LSF: Teachings, studies and research - Information system of University of Heidelberg
Login

Instructions regarding user name, password and TAN

Leaflet: Online Service for Students

Global icon, Book icon, Envelope icon

LSF portal



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...or directly at
<https://lsf.uni-heidelberg.de>



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LSF: Lehre, Studium und Forschung

Informationssystem der Universität Heidelberg

Anmelden

Veranstaltungen Einrichtungen Räume und Gebäude Personen

Sie sind hier:

- Verifikation von Bescheinigungen

Herzlich willkommen



Bitte informieren Sie sich über die jeweiligen Veranstaltungsdetails auf den LSF-Seiten, unter **Moodle** und auf den Webseiten der anbietenden Lehreinheiten. In Zweifelsfällen kontaktieren Sie bitte den/die Dozenten*in.

Aktuelle Hinweise zum Umgang mit der Corona-Situation an der Universität Heidelberg sind im „**Newsroom**“ der **Universitäts-Webseite** abrufbar.

SoSe 2021 



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Zurück

LSF portal



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Lehre, Studium, Forschung

Online portal

You can

- re-register
- print out certificates
- access the academic calendar
- search in the staff directory
- ...

Uni-ID or URZ Identifying:		Ok
Password:		

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

20 April – 2 August 2022

Break of term (*Vorlesungsfreie Zeit* = *Semesterferien*)

after the winter term:

February / March

after the summer term:

August / September

Central administration



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Re-registration (*Rückmeldung*)

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

What?

Pay the fees

How?

Direct debit via the **LSF** portal or individual bank transfer

When?

for the summer term:

15 January – 15 February

for the winter term:

15 June – 15 July

Central administration



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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

Central Administration

Information / Service Point



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Dezernat Internationale Beziehungen / International Relations Office

Seminarstraße 2
69117 Heidelberg

Serviceportal, room 33

Monday – Thursday

10am – 4pm

Friday

10am – 2pm

Phone: +49 6221 / 54 54 54

Email: studium@uni-heidelberg.de

Central Administration

Registrar's Office



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Administrative and Admissions Office for International Students

Dezernat Internationale Beziehungen, Seminarstraße 2, 69117 Heidelberg, rooms 22-27

Enrolled students A - G (last name): Carmen Taomoto Reyes

Email: carmen.taomoto-reyes@zuv.uni-heidelberg.de

Enrolled students H - P (last name): Ietza Zepeda Brenes

Email: ietza.zepeda@zuv.uni-heidelberg.de

Enrolled students Q - Z (last name): Beate Krampen

Email: krampen@zuv.uni-heidelberg.de

Enrolled students in further-education programs, DAAD-scholarship holders: Kristina Koturic

Email: kristina.koturic@zuv.uni-heidelberg.de

Overview of contact information:

https://www.uni-heidelberg.de/institutions/administration/international/d7_1.html

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

Phone: +49 6221 / 54 12 723

Ulrike Riedling – General advisory service, DAAD-scholarship holders
Dezernat Internationale Beziehungen, room 30

Email: riedling@zuv.uni-heidelberg.de

Phone: +49 6221 / 54 12 720

Cosima Diehl – Advisory service for students with refugee background
Dezernat Internationale Beziehungen, room 32

Email: welcome@zuv.uni-heidelberg.de

Phone: +49 6221 / 54 12 744

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>

Central Administration

Advisory Service for international students



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Gabriele Monzel – Visa regulations, insurance
Dezernat Internationale Beziehungen, room 29

Email: monzel@zuv.uni-heidelberg.de

Phone: +49 6221 / 54 12 724

Andrea Kumler – Study completion grant
Dezernat Internationale Beziehungen, room 32

Email: kumler@zuv.uni-heidelberg.de

Phone: +49 6221 / 54 12 703

Carolin Scipioni, Dr. Yen-Hsi Beyer – Advisory service on tuition fees
Dezernat Internationale Beziehungen, room 150

Email: studiengebuehren@zuv.uni-heidelberg.de

Phone: +49 6221 / 54 12 713

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>



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Thank you for your attention!

All the best for your studies at Heidelberg University!