



**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)

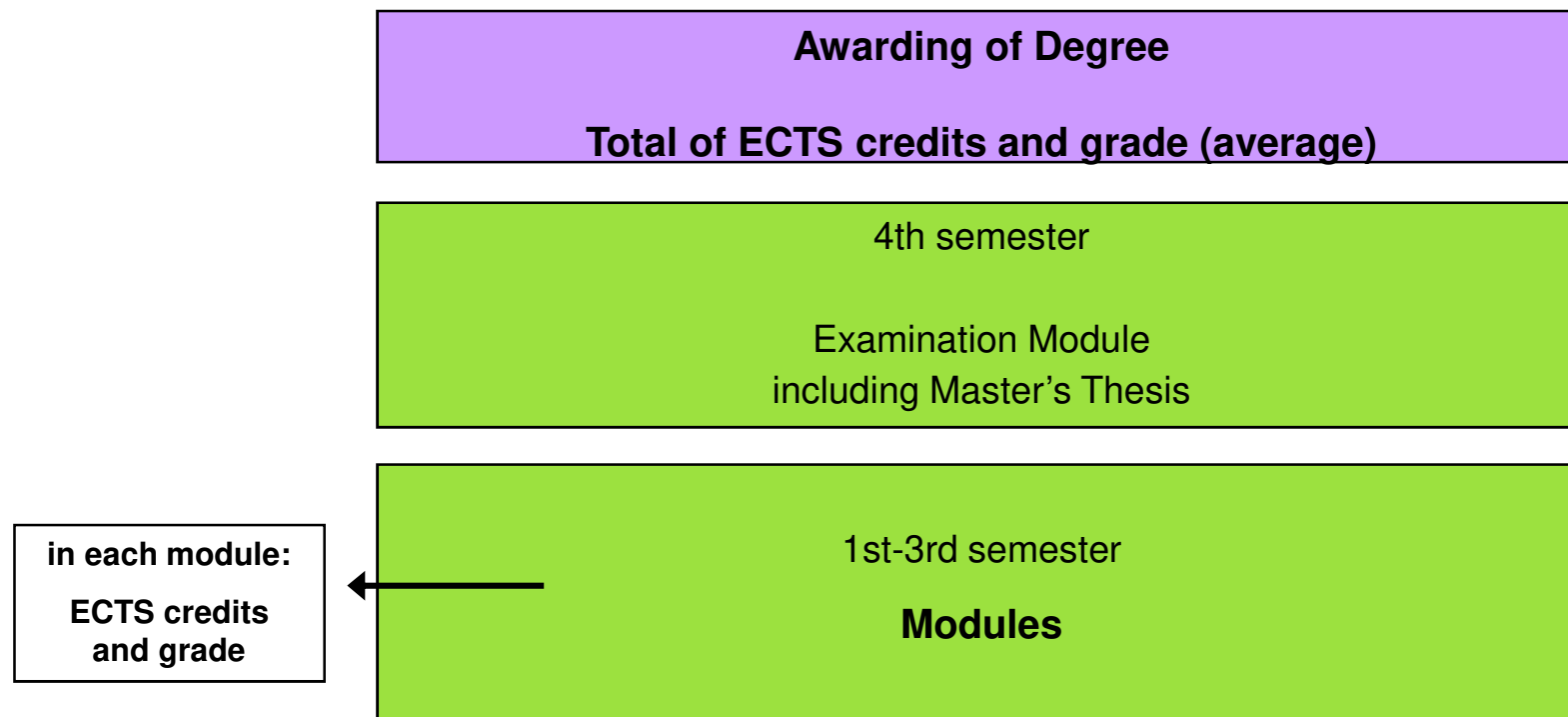
Language of instruction: German or English (or both)



# 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

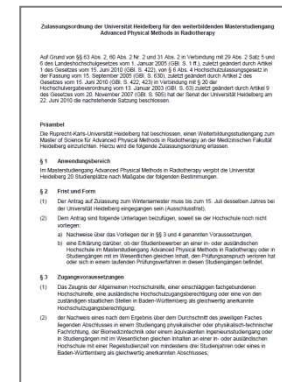


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## *Prüfungsordnung and Studienordnung of your study program (rules and regulations) – Modulhandbuch*

- 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)

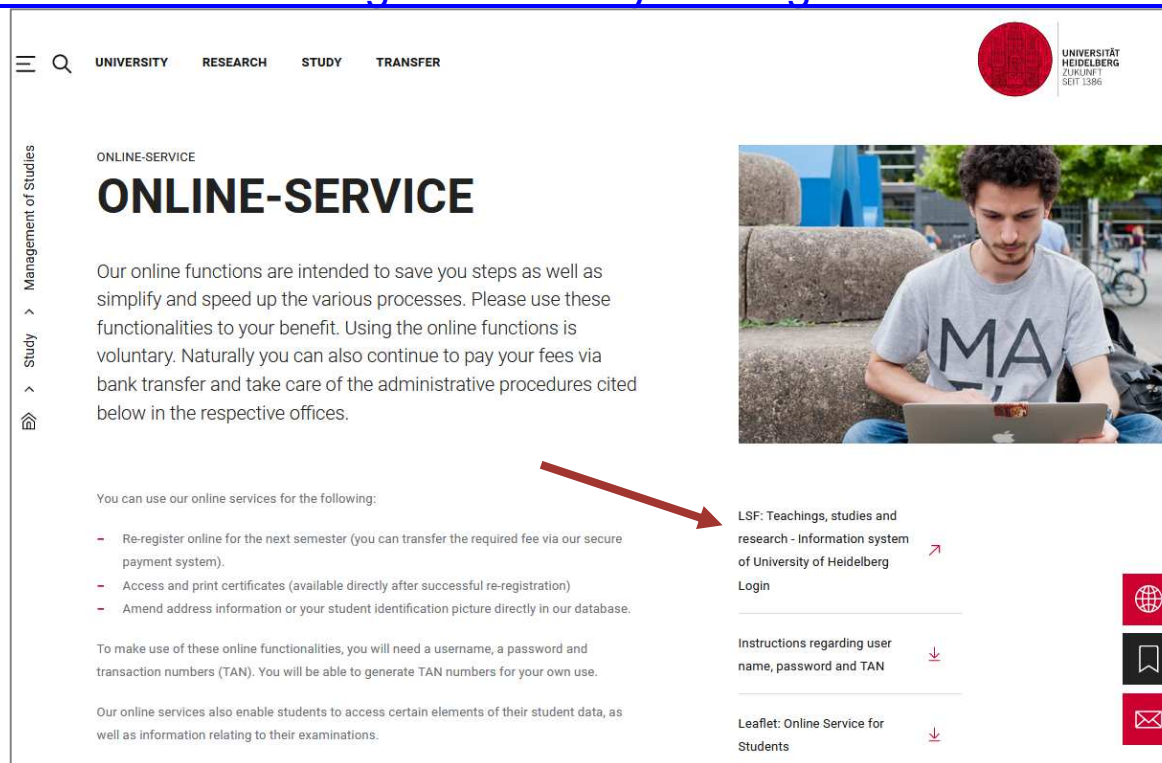
# LSF portal



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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's LSF portal. The page has a clean, modern design with a white background and a red header bar. The header bar contains the university's name and navigation links: UNIVERSITY, RESEARCH, STUDY, and TRANSFER. A search icon is also present. 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. To the right of the main content, there is a large image of a student using a laptop. At the bottom right, there are three red icons: a globe, a book, and an envelope.

UNIVERSITY RESEARCH STUDY TRANSFER

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

# 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	<input type="text"/>	Ok
URZ Identifying:		
Password:	<input type="text"/>	

# 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

**17 October 2022 – 18 February 2023**

Break of term (*Vorlesungsfreie Zeit = Semesterferien*)

after the winter term:

February / March

after the summer term:

August / September

**Break over Christmas / New Year's:**

**22 December 2022 – 7 January 2023**

# 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!**

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

# Central Administration

## Registrar's Office



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### **Administrative and Admissions Office for International Students**

*Dezernat Studium und Lehre*, Seminarstraße 2, 69117 Heidelberg, rooms 22-27

Consultation hours: Tuesday – Thursday 10am-12pm

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

Email: [carmen.taomoto-reyes@zuv.uni-heidelberg.de](mailto:carmen.taomoto-reyes@zuv.uni-heidelberg.de)

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

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

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

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

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

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

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## 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, DAAD-scholarship holders  
*Dezernat Internationale Beziehungen, room 30*

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

Phone: +49 6221 / 54 12 720

**Maria Herting** – Advisory service for students with refugee background  
*Dezernat Internationale Beziehungen, room 32*

Email: [welcome@zuv.uni-heidelberg.de](mailto:welcome@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>

# 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](mailto: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](mailto:kumler@zuv.uni-heidelberg.de)

Phone: +49 6221 / 54 12 703

**Carolin Scipioni, Dr. Yen-Hsi Beyer** – Advisory service on tuition fees  
*Dezernat Studium und Lehre, room 150*

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

Phone: +49 6221 / 54 12 713

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Thank you for your attention!

All the best for your studies at Heidelberg University!