



Information for Auditors

You do not require any particular qualification in order to register as an auditor. A specific school leaving certificate is not required (see State Higher Education Act, Landeshochschulgesetz § 64).

Registration

1. Registration in Person

During the **office hours: Mon 10 a.m. - 12 noon / Tue 10 a.m. - 12 noon and 2 p.m. - 4 p.m.**, application documents can be handed in to Ms Bruckner (room 62). You will then immediately receive a certificate of auditor status, which you will be able to take with you.

Outside of the office hours, application documents can be handed in at the Service Portal (room 35). Service Portal opening hours: Mon - Thu 10 a.m. - 4 p.m. / Fri 10 a.m. - 2 p.m.. The certificate of auditor status will be sent to you after your documents have been processed. We therefore ask you to provide an addressed and stamped envelope.

Please note that the registration period for regular students takes place at the same time as the registration period for auditors. We regret that waiting times for registration may therefore be considerably longer, and we ask that you come with both sufficient time and patience! Thank you!

2. Registration by post

During the registration period, you can request a registration form by calling the following number: 06221 54 54 54. We will then promptly send you the registration documents. You can complete the form at home, and return it to us by post. As soon as we receive the fully completed form, we will process your application.

Please include a self-addressed and stamped envelope (size C6) with your application documents.

Please send your documents for registration as an auditor to the following address:

Heidelberg University
Division 2.1 Student Administration
Seminarstrasse 2
69117 Heidelberg

Registration Period

Registration for the summer semester should be completed between **1 March** and **30 April**. For the winter semester, registration should take place between **1 August** and **31 October**.

Please submit your application in good time. This will ensure that you receive your certificate of auditor status before lectures begin.

Completing the Application Documents

Please complete both forms - registration as an auditor, and the certificate of auditor status. On the reverse of the registration form, please fill out the names of the lectures you wish to attend, the subject, the faculty and the name of the lecturer, as well as the number of contact hours per week.

Please provide these details for all lectures which you wish to attend. The current course catalogue can be found online at: <http://lsf.uni-heidelberg.de>

If you are already registered as an auditor, the registration procedure is even more straightforward. Simply fill in your forename(s), surname and your registration number on the registration form. Your registration number can be found on your previous certificate of auditor status. If there is no registration number on your previous certificate, please call us. We will provide you with your registration number over the phone.

Please note that, as an auditor, you may only attend lectures (provided that there is sufficient capacity), **you may not, however, participate in seminars and work placements.**

By attending lectures you will not gain entitlement to take the final exams, **nor will you receive any certificates.** Any examination prerequisites which you fulfil as an auditor will not be recognised in a later degree programme. You will not receive a student ID card (Campuscard).

Auditors may not attend courses in subjects for which the number of places is limited for admission.

Costs

Heidelberg University requests payment of auditing fees in accordance with the Act on Fees Charged to Auditors (Gasthörergebührensatzung). The fees charged are now calculated on the basis of the number of contact hours attended per week:

up to	4 hours of lectures per week	51 euros
up to	6 hours of lectures per week	76 euros
up to	10 hours of lectures per week	102 euros

A maximum of 10 hours of lectures per week may be attended.

In exceptional cases (recipients of unemployment benefits, ALG II), the fee may be reduced on provision of the relevant proof.

Payment

Along with your certificate of auditor status, you will receive an invoice for auditing fees. Please transfer the requested sum to Heidelberg University using the bank details provided.

A further point of contact is the "Akademie für Ältere", Bergheimer Str. 76, 69121 Heidelberg, Tel.: 06221 97 50 50. As part of the programme, "Studium ab 60", the academy prepares a course catalogue every semester specifically for auditors aged 60 and above. The academy may also be of help when it comes to dealing with registration formalities.