

You can only exmatriculate if all of these points are true (according to § 17 ZImmO):

- You have handed in your finished thesis.
- You do not receive any ECTS for the oral defense of the thesis, if you do a defense (or presentation, colloquium, etc); or you have already finished your oral defense.
- You have collected all other ECTS required to finish your degree.

If one of these points does not apply, you have to remain matriculated/enrolled until all points apply – this is a legal requirement! If you receive ECTS for the oral defense of the thesis (colloquium, presentation, etc), this means you have to wait until you have finished the defense in order to exmatriculate. Until then, you have to remain enrolled.

If all of these points apply to you, you can exmatriculate (“un-enroll”).

Tuition fees (according to § 4 (2) and § 12 (3) LHGebG):

If you exmatriculate within 1 month after the start of lectures, the tuition fees (1500€) and the administrative fee of that semester will be refunded to you.

If you exmatriculate after 1 month after the start of lectures, no fees will be refunded.

We recommend planning the timeline of your thesis well in advance in order to consider the implications of the information above.

Here are three example cases, to make things clearer

- If you have collected all other ECTS, you have handed in your thesis on October 3rd, your oral defense is on October 15th and you receive ECTS for the defense, you have to re-register (“Rückmeldung”) for the winter semester, but you can then exmatriculate on October 15th and receive your tuition fees back.
- If you handed in your thesis on September 15th, but your oral defense is on November 30th and you receive ECTS for the oral defense, you have to remain matriculated for the winter semester and you will not receive the tuition fee back, because it is past 1 month after the start of lectures.
- If you hand in your thesis on September 15th, your oral defense is on October 15th and you do not receive ECTS for it (or you have no oral defense), and you have also collected all other ECTS, then you do not have to re-enroll for the winter semester.

Re-enrollment (“Rückmeldung”) deadlines:

For the summer semester: January 15th to February 15th

For the winter semester: June 1st to August 15th

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Opening hours IAS: Mo, Tue and Thu 10:00 – 12:00am and Thu 14:00 – 16:00pm

Opening hours Studierendensekretariat: Mo, Tue and Thu 10 – 12 am and Thu 2 – 4 pm