

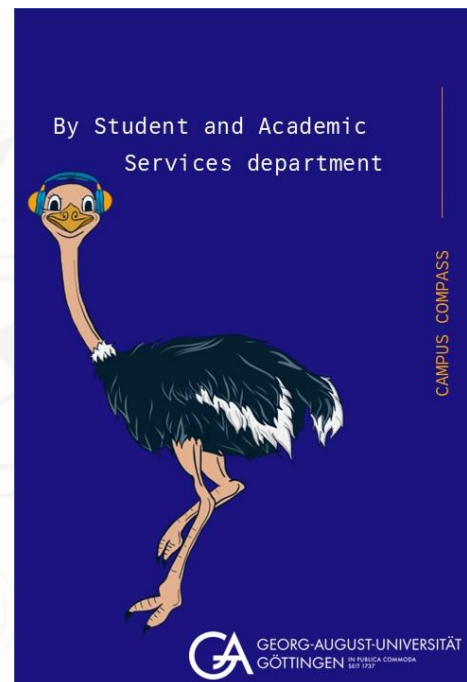
Campus Compass – Episode 08 – Admission to courses with a limited number of places

CAMPUS COMPASS

Courses with restricted admission... (no) place for you?

Who gets a place and why? How the allocation process works and what you should pay attention to...

Episode no. 8



Welcome to Campus Compass – your guide to university life.

Hello and welcome to a new episode of Campus Compass! I'm Paulina, and today we're going to look at a topic that can become really frustrating sooner or later during your studies:

courses with limited participant numbers.

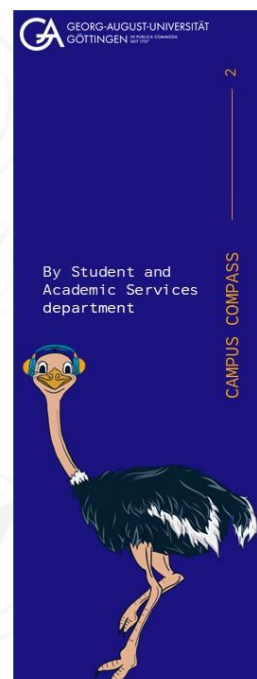
Perhaps you're in your final semester, need just one more module – and simply can't get a place. Or maybe you're trying for the third time to finally enrol in an exciting elective module and end up on the waiting list again. What then? That's exactly what we're talking about today.

DISCLAIMER

This information applies to bachelor's and master's degree programmes at the University of Göttingen that are based on the General Examination Regulations (APO). Different legal principles apply to state examination and doctoral programmes, as well as to degree programmes at other universities, and regulations may vary.

Framework conditions are constantly evolving. All information in this podcast should therefore be checked against the University's current regulations.

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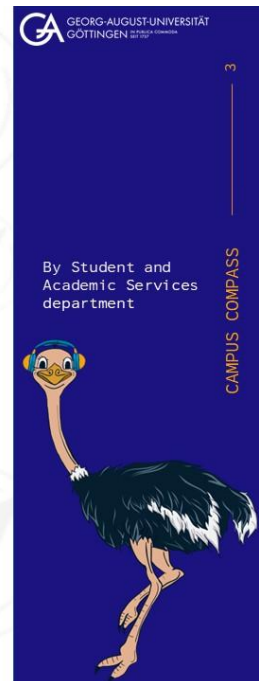


Before we begin, a quick note: The information I am presenting here refers to the University of Göttingen and applies to Bachelor's and Master's programmes for which the General Examination Regulations (APO) are relevant.

If you would like to take your time looking at the content on the slide, simply press pause. You can enter the link to the APO or simply scan the QR code.

Legal basis: What does the university have to ensure?

- The university must enable students to complete their studies within the standard period of study – Section 3 (4) APO
- Exemplary study plans from the study and examination regulations provide guidance. There must be enough courses and examinations for this programme.
- If, for example, teaching staff are unavailable, the university must offer an alternative.
- However, students are only entitled to a place within the framework of the recommended study plan; this does not apply in the event of individual delays.



Let's start with the legal basis: the university has a duty to enable you to complete your studies within the standard period of study, as stated in Section 3 (4) of the APO.

And what does that mean for you? If you want to be on the safe side, plan your studies based on the sample study plan, which is usually provided as an appendix to each examination and study regulation. For this study plan, the university ensures that there are enough courses and examinations so that you can complete your studies within the standard period of study.

If this does not work out, for example because teaching staff are ill, the university must offer an alternative so that your studies are not delayed and you can obtain the planned number of credits. But beware: this does not mean that you can put everything off until the last two semesters and then be entitled to places in all the courses you still need to take.

Legal basis: Excerpt from the APO, Section 3 (4)

"1The university ensures by virtue of its course and examination offer that the (individual) standard period of study can be maintained, i.e. specifically that the modules required to obtain a degree, the associated module examinations and the final thesis can be completed within the scheduled scope and within the scheduled deadlines. 2This does not apply for every course of studies possible or every combination of partial degree programmes [Teilstudiengänge] admissible; particulars may be specified in the Examination and Study Regulations."

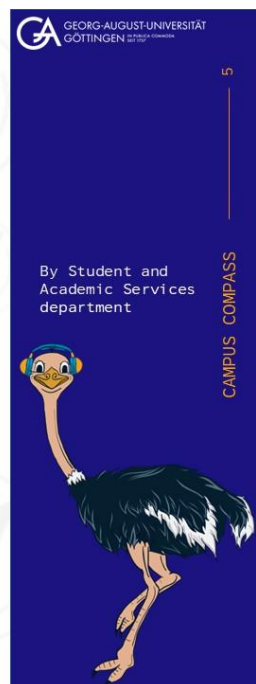
Here is the relevant paragraph from the APO again. Feel free to pause for a moment and read it through.

Regulation of participation restrictions

- Participation restrictions must be specified in the module description.
- If there is no restriction, all students may participate and take the examination, provided that the module is available for enrolment in the degree programme.
- Important: The module description is binding – spontaneous restrictions without justification are not permitted.

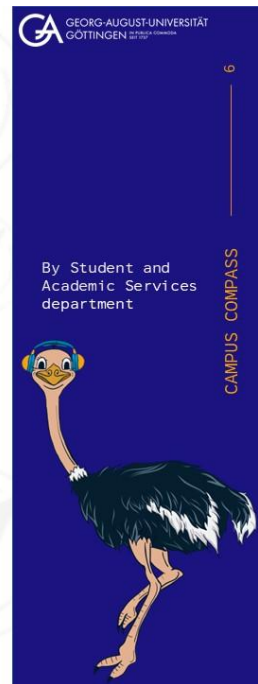
We have also looked at the module descriptions in previous episodes. A limited number of participants must also be specified in the module description. If no maximum number of participants is defined in the module description, all interested students can participate and also take an examination, provided that the module can be taken as part of their degree programme.

And what does this mean for you in concrete terms if you urgently need a place in a course with limited space?



How are places allocated?

- The procedure for allocating places is regulated in the study and examination regulations.
- Alternatively: Decision by the examination board according to specified criteria.
- A separate procedure applies to ZESS modules, independent of the degree programme.
- The aim of all procedures: Transparency and enabling students to complete their studies within the standard period of study.

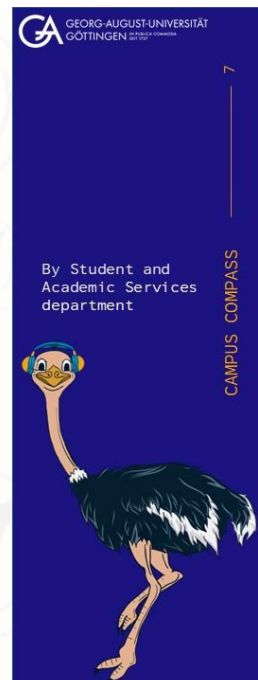


The specific procedure for allocating places is either regulated directly in the examination and study regulations for your degree programme or is decided and announced by the examination board for your degree programme in accordance with certain key points from the examination and study regulations.

There is a separate procedure for ZESS modules – this is regulated in the ZESS examination regulations.

Who gets priority admission?

- Students for whom the course is part of a compulsory module and who are regularly enrolled in the course this semester
- If there are still places available:
 - Participants who are taking the module as an elective or compulsory elective module
 - Higher semester = higher priority
- Compensation for disadvantages in accordance with § 21 APO may lead to preferential admission, e. g. in the case of pregnancy, caregiving responsibilities or illness
- Those who have already dropped a course once have a lower chance of being admitted → **Tip: If you drop a course, inform the Examination Office and submit proof/a medical certificate.**



Important:

The procedure, whether ZESS, study regulations or the examination board, is designed to ensure that you can study within the standard period of study. This means that for courses that are part of a compulsory module for some students, these students will be given preferential admission if they are in the semester in which the module is recommended. Those who only wish to take the same course

as an elective or compulsory elective module will usually only be given a place if there are still places available after all students for whom the course is a compulsory module have been admitted.

In addition, consideration is given to which semester the students are in and whether their studies would be delayed if no place is allocated. Students in a higher semester therefore generally have a better chance of getting a place.

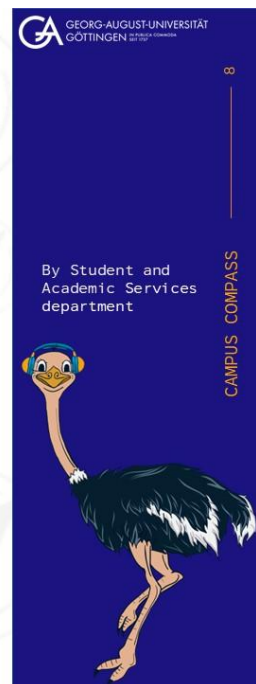
Preferential admission may also be granted to students who are entitled to compensation for disadvantages under Section 21 of the APO (German Higher Education Regulations) – for example, in the case of pregnancy or caregiving responsibilities. If no other course is suitable due to these circumstances, preferential admission may be granted.

If you want to know more about disadvantage compensation, be sure to listen to our episode no. 2, where we explain how to apply for it, what requirements must be met, and more.

And: If you have already dropped a course, you will have a harder time getting admitted the second time around if you do not have a doctor's note or other proof. So here's my tip: If you have to drop a course, inform the examination office and submit proof right away.

No place on the course – what now?

- Contact study advisors and discuss alternatives
- Perhaps you will be admitted in your final semester
- Carefully consider extending your studies – is it really worth it?
 - Learn the content by other sources if necessary
 - Risk: Illness or disappointed expectations despite extension



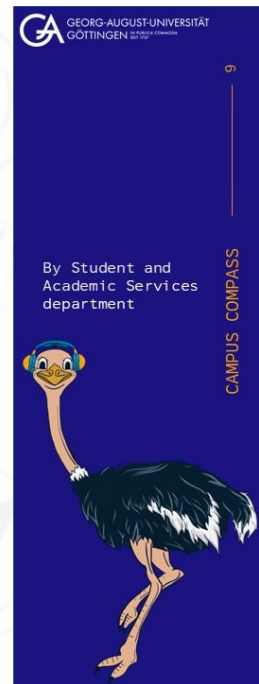
Back to today's topic and the question: What should you do if you still can't get a place?

With elective modules or compulsory elective modules, it can happen that you don't get a place, even if you've almost finished your degree. That's a shame, but there are certainly alternatives. For example, check with the student advisory service to see which module you can take instead.

Of course, you may be lucky and still be able to take the module if you consciously reapply for a place in your final semester. And perhaps you could also consider extending your studies by one or two semesters so that you can still take that one module? You should weigh up this decision carefully. Could you perhaps acquire the content in another way? You must bear in mind that you or the teacher could fall ill, in which case you would have added an extra semester for no reason.

When something goes wrong, question procedures

- Critically review the allocation of places if you have not been allocated a place.
- Have the allocation principles been adhered to?
- Does the procedure comply with the examination regulations or the commission's guidelines?
- Contact your teacher, the Dean's Office or the Ombudsperson at an early stage.
- The sooner you get in touch, the sooner corrections can be made.



Either way, if it is important to you to enrol in a course with limited enrolment but you have not been given a place, then question the allocation process! Does it comply with the principles we have explained above? Has the procedure defined in the examination and study regulations or decided by the examination board been followed at all? If not, then contact the teacher, the Dean's Office or the Ombudsperson... and the sooner the better, so that corrections can still be made if necessary.

In summary: if you need a place, check the module description, know your rights, and get in touch if you think something has not been done correctly. And: plan ahead so that you don't find yourself in trouble shortly before graduation.

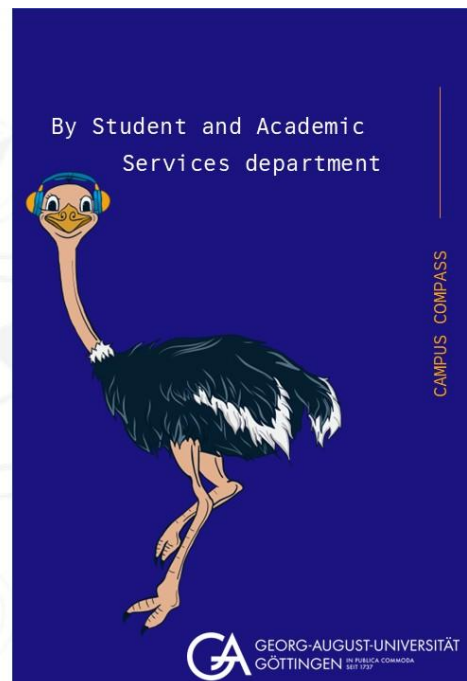
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THANKS FOR LISTENING!

FOR MORE INFORMATION VISIT:

www.uni-goettingen.de/kritik

OR SIMPLY SCAN THE QR-CODE.



Thank you for listening, I hope this episode was helpful to you.

Campus Compass was set up by Silja-Katharina Haufe, the Ombudsperson for students and responsible for Complaint Management at Göttingen University. If you would like to find out more

about her counselling and her work, simply listen to our episode no. 1 or visit the website. Simply scan the QR code or enter www.uni-goettingen.de/kritik.

See you next time – at Campus Compass – your guide to university life.