Binding Study Advice Regulations

Article 1 – First-year study advice

1. At the end of the first academic year in which a student is enrolled for the first year of a fulltime Bachelor’s programme, the First Year Study Advice Committee shall issue a binding study advice on behalf of the dean, no later than 31 August, regarding the continuation of the programme as stipulated in Article 7.8b of the Act.

2. The propaedeutic phase (foundation year) constitutes the curriculum of the first year of the Bachelor’s programme and consists of a study load of 60 EC.

3. The First Year Study Advice Committee shall issue a positive advice to students who have completed at least 44 EC of the first-year curriculum, as referred to in clause 2.

4. The First Year Study Advice Committee shall issue a negative advice to students who have not met the requirement set out in clause 3, except in instances of extraordinary personal circumstances as stipulated in Article 3. A negative advice constitutes a binding rejection.

5. In case of a binding rejection, the First Year Study Advice Committee shall formulate a plan to inform the student of a binding negative study advice and provide the student with the opportunity to be heard before the binding study advice is issued.

6. To determine whether the required credits referred to in clause 3 have been achieved, exempted credits shall not be counted. The Examination Board may determine exemptions differently and set supplementary or additional requirements.

7. Student hearings are conducted by the First Year Study Advice Committee.

8. For students who enrolled after 31 January, the First Year Study Advice Committee shall issue the binding study advice at the end of the second academic year. In this case, the First Year Study Advice Committee shall only issue a positive advice if the first year has been successfully completed.

9. What has been determined in this paragraph regarding binding study advice does not apply to students who are registered for part time programmes.

10. The dean is authorised to set out specific rules for students who are enrolled in a recognised double degree programme under these regulations.
11. Students who terminate their enrolment before 1 March will not receive a study advice. If they re-enrol for the same programme in the following academic year, they shall receive the binding study advice at the end of the second year of enrolment. The provisions of the last sentence of clause 8 shall apply accordingly.

12. A student may appeal the binding negative study advice with the Examination Appeals Board within six weeks. The appeal does not suspend the validity of the binding study advice.

Article 2 – Preliminary study advice

1. The First Year Study Advice Committee shall issue a preliminary study advice to students after the first semester, based on the achieved results up till that point.

2. The preliminary study advice is primarily intended as a warning to students who have made insufficient progress in their studies. The students in question will be invited for an interview with the student advisor to discuss how study results could be improved or what other alternative programmes would be better suited to them.

Article 3 – Personal circumstances

1. The First Year Study Advice Committee shall take into account personal circumstances in their binding study advice decision, as stated in Article 2.1 of the Act’s Implementation Decree, insofar as these circumstances have been reported to the student advisor, a student dean or another designated person by the student or by someone else on behalf of the student. The student may be asked to further substantiate or justify personal circumstance claims.

2. Only personal circumstances mentioned in or supported by the Act are eligible.

3. If, on the basis of clause 1, no negative study advice with a binding rejection has been issued, the First Year Study Advice Committee shall issue a study advice before the end of the second academic year as stipulated in the last sentence of Article 1, clause 8.
Article 4 – Duration of the period of rejection

1. Students who have received a binding negative study advice may not re-enrol in the relevant Bachelor’s programme for a period of three years, or for any other Bachelor’s programmes that the dean has determined fully or partially share the first-year phase.

2. If a student registers again for the programme after the period mentioned in the first paragraph, then the application of this paragraph will be as if for a first registration and the relevant provisions will apply in full.

Article 5 – Hardship clause for binding study advice

1. In special cases and after consulting with the First Year Study Advice Committee, the dean may decide not to issue a binding rejection in conjunction with a negative study advice.

2. If for the time being no binding rejection has been attached to the negative study advice, as mentioned in paragraph 1, and if before the end of the second year not all 60 EC of the first phase of the programme have been acquired, then the First Year Study Advice Committee can still issue a negative advice as intended in Article [1] of these regulations.