

Studies and Teaching Office
Stromstraße 3b
10555 Berlin

Application to Attend Lectures as a Guest Student at the IPU Berlin

(Please fill out legibly in block letters or on your computer.)

Application to attend lectures as a guest student for the

Summer Semester _____

Winter Semester _____

In the study course:

For the following classes:

No.	class title	class code (if available)	docent	Credit hours per week (SWS)
1.				
2.				
3.				
4.				
5.				

Surname: _____ First name: _____

Date of Birth: _____ Gender: _____

Place of Birth: _____ Nationality: _____

Address: _____

Phone: _____ E-mail: _____

Home University and Study Course (please enclose a proof of enrollment)

Place, Date

Applicant Signature

Information on guest and adjunct lecturers at the IPU Berlin

Extract from the General Admission Regulations of the IPU Berlin dated 01/06/2016.

§ 7 Visiting students from other universities in Berlin and Brandenburg

- (1) Students from other universities who wish to take part in individual courses at IPU Berlin can be registered as secondary students at IPU upon application and with the consent of the head of the respective course. Students enrolled as part-time students are not members of the IPU Berlin.
- (2) The application must be submitted in writing to the Office for Studies and Teaching no later than four weeks after the start of the course. As a rule, the total number of courses attended should not exceed six semester hours.
- (3) Part-time students may only attend courses with a limited number of participants if this does not exclude other IPU Berlin students.
- (4) Students can be issued graded certificates of achievement for successful participation in a complete module. There is no legal entitlement to take examinations. Upon request, ungraded certificates of attendance can also be issued for individual courses.

Participation in IPU Berlin courses by part-time students is subject to a fee. For part-time students enrolled at other universities in Berlin, participation is free of charge. This provision may be waived if participation is based on an agreement between IPU Berlin and the university at which the sideline student is enrolled. The amount of the participation fee is regulated in the IPU Berlin fee regulations.

§ 8 Guest auditors

- (1) Persons who wish to attend individual courses at the IPU Berlin without being enrolled at a university may be registered as guest students at the IPU Berlin upon application and with the consent of the head of the respective course. Guest students are not members of the IPU.
- (2) The application must be submitted in writing to the Office for Studies and Teaching no later than four weeks after the start of the course. The total scope of the courses attended should generally not exceed six semester hours. Registration as a guest auditor is valid for the respective semester and will be certified.
- (3) Guest students may only take part in courses with a limited number of participants if this does not exclude other IPU students as well as part-time students.
- (4) Participation in final module examinations is not permitted. A certificate of attendance will be issued on request.
- (5) Participation in IPU courses by guest students is subject to a fee. The amount of the participation fee is regulated in the IPU Berlin fee regulations.

Costs

The fee for attending courses at the IPU Berlin as a guest auditor is currently € 90.00 per SWS. Cancellation of an approved application is only possible until the beginning of the semester, after which the full participation fee will be charged.

Visiting students who are enrolled at Berlin and Brandenburg universities can attend courses at the IPU free of charge.

The President decides on admission as a guest student after consulting the lecturers selected for the course.

(not to be completed by the applicant)

Participation in the following courses is authorised (consecutive no.):

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Date

Signature Studies and Teaching Office