

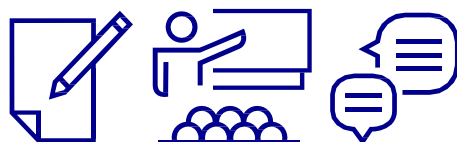
# Welcome as a guest auditor

Don't Panic: The Official Guide to  
Application and Attendance

# Contents

Guest auditing at TU Dresden allows you to attend selected courses without formal enrollment. This is an opportunity for personal enrichment and for pursuing the joy of learning; consequently, it does not include exams or academic credit. We warmly invite you to broaden your horizons, explore new topics, or experience university life—regardless of your age or educational background.

*Please note, however, that guest auditing is not available for courses within the Faculty of Medicine or for language courses.*



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# Application Process



## Step-by-step guide

Step 1: Select the specific lectures you would like to attend

Step 2: Pay the guest auditor fee

Step 3: Fill out the online application form, or email us your completed PDF application

Step 4: Receive confirmation and OPAL login

### General application timelines:

— **Winter semester:** Open from mid-September

— **Summer semester:** Open from mid-March

Please check our website for the exact dates and deadlines.

↗ [https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set\\_language=en](https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set_language=en)

### Note:

Guest auditor status is only granted for selected courses. For this reason, registration opens approximately two weeks before the start of the semester, once the faculties have finalized their timetables.

## Step 1: How to find interesting courses

### Option A: Studium Generale

Here, you can discover a wide variety of interesting courses across different subject areas: ↗ <https://tud.link/3f3434>

### Option B: Degree program websites

If you are interested in specific topics, you can search for relevant courses directly in the course catalogs on the webpages of the respective degree programs: ↗ <https://tud.link/16r773>.

### Important participation rules:

For lectures in limited-admission degree programs as well as practical formats like seminars, tutorials, or exercise classes, you must contact the instructor by email before applying to confirm that participation is possible, as these courses often have limited places.

For lectures in open-admission degree programs, you do not need confirmation from the instructor. The same applies to courses offered as part of the Studium Generale.

Courses offered by the Faculty of Medicine, as well as language courses, are generally not available to guest auditors.

### Which programs have limited admission?

You can find this information directly in the degree program descriptions within the Study Information System (SINS).

### Need help or feeling unsure?

Feel free to send us an email at [weiterbildung.studiengang@tu-dresden.de](mailto:weiterbildung.studiengang@tu-dresden.de)  
We are here to help with your questions.

## Step 2: Guest auditor fee

Each semester, a flat guest auditor fee applies, regardless of the number of courses you choose. Please check our website for the current rate.

### Fee exemption

You can be exempt from paying the fee if you fall into one of the following categories:

- Asylum seekers
- Registered job seekers
- Retirees
- School students
- University students (at TU Dresden or any other higher education institution)

### Note:

To prove you are exempt from the fee, you can submit one of the following documents: a proof of asylum seeker status, proof of benefits under SGB II / SGB III, a pension statement, a school enrollment certificate, or a university certificate of enrollment.

## Step 3: Complete the application form

Two options are available for registering as a guest auditor:

### Option A: PDF application via email

You can find the PDF application form on our website:

➤ [https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set\\_language=en](https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set_language=en).

Send the completed PDF application via email to [weiterbildung.studiengang@tu-dresden.de](mailto:weiterbildung.studiengang@tu-dresden.de).

If you need the instructor's approval for your course, first email the completed form to the respective instructors and ask for their digital signature (directly in the PDF). Once you have gathered all the necessary signatures, send the complete PDF application along with proof of payment for the fee to the email address mentioned above.

#### **Option B: Online form**

Alternatively, you can use the online form: ➤ <https://tud.link/me6xq4>

If you need the instructor's approval for your course, please email the instructors to ask for permission to attend. You can then upload the instructor's email reply directly into the online form.

Please also upload your proof of payment directly into the online form.

#### **Certificate of Attendance:**

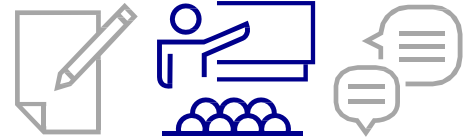
If you need a certificate of attendance, please let us know during registration. We will provide an attendance form for you to bring to class. Please have your instructors sign it at every session. To receive your certificate, you must attend at least 80% of the sessions.

### **Step 4: Receive confirmation and guest login**

Once your documents have been reviewed, you will receive confirmation of your guest auditor status via email. Please download the confirmation to your phone or print a copy to show if an instructor asks to see it.

We will also set up a guest login for you. You will receive an email with instructions on how to activate it. You can use this guest login to log into the OPAL learning platform and enroll in your courses. Enrolling allows you to access all course information and materials.

# Getting Started with Your Courses



## The digital learning platform OPAL

OPAL is the central digital learning platform at TUD. It gives you access to all the important details such as the times and locations of your courses, course materials, lecture notes, announcements from your instructors, and links to video conferences or other tools.

### Note:

Please set up your guest login as soon as possible to ensure you have timely access to your courses and materials.

## Academic year and semesters

As a rule, lectures in the winter semester begin in mid-October and end in early February. In the summer semester, courses usually run from early April to mid-July. The exact semester dates may vary slightly from year to year. You can find the current overview in the TUD Academic Calendar at: [https://tu-dresden.de/studium/im-studium/studienorganisation/studienjahresablauf?set\\_language=en](https://tu-dresden.de/studium/im-studium/studienorganisation/studienjahresablauf?set_language=en).

## Class schedule

Classes are structured into 90-minute blocks known as "double periods" (Doppelstunden, or DS). Here is the standard daily schedule:


Double period:	Time:
1st double period	07:30 am – 09:00 am
2nd double period	09:20 am – 10:50 am
3rd double period	11:10 am – 12:40 pm
4th double period	01:00 pm – 02:30 pm
5th double period	02:50 pm – 04:20 pm
6th double period	04:40 pm – 06:10 pm
7th double period	06:30 pm – 08:00 pm
8th double period	08:20 pm – 09:50 pm

You can also find TUD daily schedule at: <https://tu-dresden.de/studium/im-studium/studienorganisation/lehangebot/zeitraster>.

### Note:

One double period corresponds to 2 weekly hours per semester (abbreviated as 2 SWS). This abbreviation is used throughout the module descriptions and study regulations.

## Where do courses take place?

 You can find the building codes and room numbers (for example: BEY/0E40/H) listed on the respective course page in OPAL. Simply enter this code into the campus navigation tool, TU-Navigator. The map will show you the exact location of the building, its full name, and a floor plan indicating the floor and precise position of the room: <https://navigator.tu-dresden.de/>

## An example: How to read your schedule

In OPAL, you will see course schedules displayed as abbreviations, for example:

Lecture: Monday, 4th DS - BEY/0E40/H

Here is how to decode this information:

4th DS: Stands for "4th double period" (*Doppelstunde*). According to the standard schedule, this 90-minute class block takes place from 01:00 pm to 02:30 pm.

BEY/0E40/H:

BEY: The building code for the Beyer-Bau.

0E40/H: The room number. The 0E indicates the ground floor (Erdgeschoss), room 40.

/H: Indicates that the room is a lecture hall (*Hörsaal*).

# FAQs



## Can I take exams or receive a certificate?

As a guest auditor, it is not possible to take exams or earn academic credits. If you are interested in a qualification that includes official academic credits, we would be happy to welcome you to our continuing education programs. These programs allow you to take exams and earn recognized certificates.

You can find detailed information about our continuing education programs here: <https://tu-dresden.de/studium/lebensbegleitend-lernen/berufsbezogene-weiterbildung>

## What should I do if I experience technical issues?

For problems with OPAL, your course of action depends on the specific issue. If you cannot find your courses, please send an email to [weiterbildung.studiengang@tu-dresden.de](mailto:weiterbildung.studiengang@tu-dresden.de). If you can see the course but cannot access it, please contact the course instructor listed directly under the course title in OPAL.

For problems with your guest login, such as issues with your login credentials or signing in, please contact the TUD Service Desk directly at [servicedesk@tu-dresden.de](mailto:servicedesk@tu-dresden.de).

## Can I take a break or withdraw from the program?

Your guest auditor status is completely flexible. You can take a break or stop participating at any time without formal notice, and your registration will automatically expire at the end of the semester.

The only exception is if you need a certificate of attendance, which requires meeting the 80% attendance rule detailed in Step 3 of the "Application Process" section.

## Changing or Adding Courses

If you wish to attend an additional course after registering, you can easily do so by sending us an email with your request. For courses that require instructor approval, please attach their confirmation so we can update your guest auditor certificate.

## What should I do if I need further help?

If you are unsure who the right contact person is for your questions, please reach out to the TUD Center for Continuing Education. You can find our contact details directly below. We are happy to help!

# Contact us



The team at the TUD Center for Continuing Education is happy to advise you on all questions regarding your guest auditor status. Please feel free to send us an email or give us a call. We are here to assist you with organizational matters, registration, finding the right courses, and any general inquiries about the program.

## Contact:

Phone +49 351 463 36320

✉ [weiterbildung.studiengang@tu-dresden.de](mailto:weiterbildung.studiengang@tu-dresden.de)

↗ [https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set\\_language=en](https://tu-dresden.de/studium/lebensbegleitend-lernen/gasthoerer?set_language=en)

Contact Person: Beatrice Schlegel is a Program Coordinator at the TUD Center for Continuing Education, where she is responsible for academic continuing education and guest auditor programs.



## Consultation Hours:

Wednesday 02:00 pm – 03:30 pm,

Friday 10:00 am – 11:00 am

or by appointment.

Any cancellations will be posted under the contact information on our website.

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### Contact

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➤ [tu-dresden.de](https://tu-dresden.de)

### Impressum

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### Accessibility:

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Website Link

<https://tud.link/argz1h>