

## **Stipulation for Representation in Study Matters**

The following regulation has been established for applications concerning study matters, collecting of certificates, administrative decisions, or any other documents as well as for making statements concerning study matters (e.g. waiver of legal remedy), and for legal representation. In case of a dispute concerning this stipulation, only the German version is applicable.

The students have to personally take action regarding the aforementioned decisions and must prove their identity with a photographic identification. Alternatively, they may empower a representative according to the following formal requirements:

- Individuals authorised to represent clients professionally (lawyers and notaries) must present a document that proves their profession and prove their identity by presenting photographic identification. They do not need any written authority.
- Legal guardians of under-age students must prove their identity by presenting photographic identification and satisfactorily prove the existence of such a legal agency relationship.
- All other representatives must prove their identity by presenting photographic identification and a letter of attorney approved by a court or signed before a notary or by presenting written authority issued and approved by the delegate authorised within the Faculty of Academic Affairs. This also applies to parents of full-aged students.

Univ.-Prof. Dr. Peter Loidl  
Vice-Rector for Teaching and Study Matters