

## Application for leave of absence

(The application must always be submitted BEFORE the start of the semester in question).

Name, Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Degree Programme: \_\_\_\_\_ Matriculation Number: \_\_\_\_\_

I request leave of absence for the summer semester \_\_\_\_\_ / winter semester \_\_\_\_\_

<b>Reason for Leave of Absence (Please tick appropriate)</b>		<b>Justification of the application (enclose proof if necessary)</b>
Pregnancy*, maternity leave or parental leave	<input type="checkbox"/>	
Caring for a family member	<input type="checkbox"/>	
Illness that precludes proper study	<input type="checkbox"/>	
Participation in the bodies of the university	<input type="checkbox"/>	
Study-related stay abroad/internship abroad	<input type="checkbox"/>	
Other reasons	<input type="checkbox"/>	

\*At the same time, the leave of absence is accompanied by a notification of pregnancy to the responsible supervisory authority. As a university, we have had to fulfil this obligation to report since the amendments to the Maternity Protection Act from 01 January 2018.

**The fees to be paid for a semester of leave are currently EUR 10.00 (for StuRa).**

I hereby confirm that the information I have provided is correct and complete. I have taken note of the regulations and information on leave of absence printed overleaf.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature of applicant

### **Leave of absence regulations**

- 1) Upon application, students may be granted leave of absence for good cause, in particular
  - a) In the case of pregnancy, maternity leave or parental leave.
  - b) In the case of caring for a family member.
  - c) In the event of an illness that precludes proper study.
  - d) In the case of work in the bodies of the university, the student body or the board of the Studierendenwerk, which involves a considerable amount of time.
  - e) For a study-related stay abroad.
- 2) The application for leave of absence must be justified in writing, stating the semester and duration.
- 3) As a rule, leave of absence can be granted for up to two semesters in total. A leave of absence for the first semester is only permitted in accordance with point 1 a) and b). A retroactive leave of absence for a completed semester is excluded.
- 4) Semesters on leave of absence do not count as subject-related semesters, but as university semesters. Coursework cannot be completed during the leave of absence. Sentence 2 does not apply in the case of a leave of absence due to pregnancy, maternity leave, parental leave or caring for a family member.

### **Important notes**

A leave of absence in the 1st semester is only possible in special cases, e.g. illness.

At the end of the semester of leave of absence, you must re-register for the next semester as usual. Any extended leave of absence must be applied for again.

A leave of absence for economic/financial reasons, for gainful employment or to prepare for the final examination, Bachelor's or Master's thesis, etc. is excluded.

BAföG recipients will not receive Bafög benefits in the event of a leave of absence. Please inform the responsible Bafög office of your leave of absence in good time.

The Deutschlandsemesterticket is inactive for the duration of the leave of absence. If desired, the Deutschlandsemesterticket can also be used during the period of leave of absence. The full semester fee must be paid for this. Please contact the Student Administration Office directly.