

## Application for Leave of Absence

Summer Semester \_\_\_\_\_ / Winter Semester \_\_\_\_\_

Students should submit their application during the re-registration period (15.07.2020 – 14.08.2020).

Surname	First Name
Street	Postcode/Town
Email (optional)	Telephone (optional)
Student ID Number ( <i>Matrikelnummer</i> )	Degree Course ( <i>Studiengang</i> )

Pursuant to § 8 of the Hessen's University Enrolment Regulation (*Immatrikulationsverordnung*), dated 24.02.2010, leave of absence can only be granted for serious and compelling reasons:

1. where illness prevents proper academic study,
2. for the completion of a study-related internship,
3. for a study-related stay internship, which is not part of the study programme,
4. for a period of maternity leave in accordance with the German Maternity Protection Act (*Mutterschutzgesetz*), for a period of parental leave (*Elternzeit*) in accordance with § 15 of the Federal Child-Raising Allowance Act (*Bundeserziehungsgeldgesetz*), for periods of medically approved care of dependent relatives,
5. a position in an academic or student self-government body which involves a considerable time commitment,
6. membership of a national squad (A, B, C or D/C squad) of one of the central sports associations (*Spitzenfachverband*) of the *Deutscher Sportbund*.

Applications for leave of absence must be made in writing. The required supporting documents should be attached. Where leave is requested because of illness, a medical certificate (*ärztliche Bescheinigung*) must be submitted specifying the nature and expected duration of the illness. Leave of absence for a completed semester cannot be granted retrospectively. "Vacation" semesters (*Urlaubssemester*) do not count as study semesters (*Fachsemester*); **Leave of absence normally excludes the possibility of gaining course credit (*Leistungsnachweise*)**. It is possible to re-sit failed examinations during leave of absence. Students who have been granted leave of absence under points 4 and 5 are permitted to take part in course modules and examinations, however, they must personally register for the examination(s) at the office of the relevant department.

Academic leave is only possible for full semesters and for not more than four semesters in total. Periods of maternity leave and parental leave are not affected by these regulations.

In the first study semester and during an on-going semester, leave of absence can only be granted for maternity leave, parental leave or illness.

### Reasons:

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Please see Page 2 for important information on the submission of the required supporting documents!

**The following supporting documents should be submitted for the individual application reasons:**

1. Where leave is requested because of illness, a medical certificate (*ärztliche Bescheinigung*) must be submitted specifying the nature, extent and expected duration of the illness.  
In the case of a repeated request for leave of absence, students must submit a **specialist's report** (*fachärztliches Gutachten*) (not from a specialist in General Practice – *Facharzt für Allgemeinmedizin*). This must specify the nature, severity and extent of the medical condition (chronic illness or disability) and contain an opinion on the expected duration, effects on the ability to study, as well as a prognosis for the possible resumption and/or completion of the course of study. **An ordinary medical certificate is not sufficient evidence.**
2. **Practical vocational study semesters** (*berufspraktisches Studium*) are part of the prescribed period of study for which leave of absence **cannot be granted**. **Voluntary, study-related internships** must comprise **at least half of the semester weeks** and **proof must be provided** in the form of an internship agreement.
3. **Leave of absence cannot be granted for semesters abroad** which are a **formal requirement of an individual degree course** (as in the case of the "Int. Wine Business" course, for example), as they are part of the prescribed period of study.
4. A copy of the pregnancy record "*Mutterpass*" (the page showing the expected delivery date)/ medical certificate (*ärztliche Bescheinigung*) and/or birth certificate, official notification (*Bescheid*) issued by the nursing care insurance provider (*Pflegekasse*) specifying the assigned care level (*Pflegestufe*) of your dependent relative and the scope and frequency of the care you provide.
5. Confirmation in the form of a separate certificate from the relevant bodies.
6. Certificate from the central sports association (*Spitzenfachverband*) confirming membership of a national squad.

**Please Note!**

- This application will only be processed after we have received the complete set of required documents. Missing internship agreements can be handed in later by prior agreement.
- Leave of absence can only be granted if the applicant re-registers for the coming semester. The transfer of the semester fee is mandatory. If you are unable to use the Semesterticket, please apply to the Admissions Office (*Studierendenbüro*) for a refund of the Semesterticket fee. You'll find the relevant application form on our website.
- The supporting documents for the application must be submitted in original form (if an original document is submitted, please also include a copy), or as certified copies.
- If you will have a different postal address during the period of academic leave, please inform us separately of your new address using the Change-of-Address form (*Anschriftenänderung*).
- Your leave of absence approval can be found on the enrolment certificates (*Studierendenbescheinigungen*) of the relevant semester.
- Leave of absence can only be granted for one semester, i.e. repeat applications must be submitted during the re-registration period.

**Declaration:**

- I hereby declare that, to the best of my knowledge, the information I have provided is correct and complete

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Place, Date

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Signature

The application for leave of absence is hereby approved.

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.....Place, Date